

Township of East Garafraxa

2026 Municipal and School Board Elections

Candidate Information Package



Township of East Garafraxa
065371 Dufferin County Road 3
Unit 2, East Garafraxa, ON, L9W 7J8
Tel: 226-259-9400 | Toll Free: 877-868-5967
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This guide is prepared for information purposes only. Reference should always be made to the relevant legislation.



Township of East Garafraxa 2026 Municipal and School Board Elections

Candidate Information Package

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Form EL17(A)

NOTICE OF NOMINATION FOR OFFICE

Municipal Elections Act, 1996 s.32

**Township of East Garafraxa
2026 Municipal and School Board Elections**

Notice is hereby given to the electors of the Township of East Garafraxa.

Voting Day for the 2026 Municipal and School Board Elections will be held on Monday, October 26, 2026. The term of office will be November 15, 2026 to November 14, 2030.

Municipal Council

Nominations may be submitted to the Township of East Garafraxa for the following offices:

- **Mayor:** one (1) to be elected
- **Deputy Mayor:** one (1) to be elected
- **Councillor:** three (3) to be elected

School Board Trustees

Nominations for the School Board Trustee offices may be submitted to the respective municipality as listed below:

- **Upper Grand District School Board** (English-Public School Board Trustee): one (1) to be elected for the Town of Erin and the Townships of Guelph/Eramosa and East Garafraxa.
 - Nominations to be received by the **Township of Guelph/Eramosa**
- **Dufferin-Peel Catholic District School Board** (English-Separate (Catholic) School Board Trustee): one (1) trustee to be elected for the Town of Caledon and Dufferin County.
 - Nominations to be received by the **Town of Caledon**
- **Conseil Scolaire Catholique MonAvenir** (French-Separate (Catholic) School Board Trustee): one (1) to be elected for the City of Brampton, Town of Caledon, County of Dufferin and County of Wellington.
 - Nominations to be received by the **City of Brampton**
- **Conseil Scolaire Viamonde** (French-Public School Board Trustee): one (1) trustee to be elected for the County of Bruce, County of Grey, County of Simcoe and County of Dufferin.
 - Nominations to be received by the **City of Barrie**

Nomination Period

Nominations may be filed throughout the nomination period beginning on Friday, May 1, 2026, and ending on Nomination Day, Friday, August 21, 2026. On Nomination Day nominations will be accepted from 9:00 a.m. to 2:00 p.m.

Filing a Nomination

Nominations for Municipal Council offices may be filed in person, by appointment, at the Township Administration office, 065371 Dufferin County Road 3, Unit 2, East Garafraxa, ON L9W 7J8, during regular office hours. Appointments can be made by contacting the Clerk at the contact details listed below.

Nominations must be on the prescribed form, [Nomination Paper - Form 1](#), and must include the filing fee:

- \$200 for Head of Council
- \$100 for all other offices

The filing fee is payable by cash or certified cheque only.

A nomination form must be signed by the candidate and filed in person or by an agent. When filing, the candidate must provide one piece of Government photo identification, which includes their name and qualifying address.

Endorsement signatures are not required to file a nomination in the Township of East Garafraxa.

A nomination must be filed with the Clerk of the appropriate municipality before a candidate may accept contributions or incur campaign expenses.

A person may withdraw their nomination by filing a written Withdrawal of Nomination in the Clerk's Office before 2:00 p.m. on Nomination Day. If you wish to run for a different position, you must re-file your nomination paperwork in the Clerk's Office before 2:00 p.m. on Nomination Day, which will trigger your original nomination to be withdrawn.

In the event there is an insufficient number of certified candidates to fill all positions available, nominations will be reopened for the vacant positions only on Wednesday, August 26, 2026, between the hours of 9:00 a.m. and 2:00 p.m. and such additional nominations, if required, may be filed in the office of the Clerk.

Voting Period

Electors are hereby given notice that if a greater number of candidates are certified than are required to fill the said offices, voting places will be opened on the dates stated below for the purpose of voting.

The voting period will commence on Friday, October 16, 2026, at 10:00 a.m. and end on Voting Day Monday, October 26, 2026 at 8:00 p.m.

A Voter Help Centre will be available at the Township Administration Office 065371 Dufferin County Road 3, Unit 2, East Garafraxa, ON, L9W 7J8 during the following dates and times:

- Friday, October 16, 2026: 10:00 a.m. to 4:00 p.m.
- Monday, October 19, 2026: 10:00 a.m. to 6:30 p.m.
- Tuesday, October 20, 2026 to Friday, October 23, 2026: 10:00 a.m. to 4:00 p.m.
- Monday, October 26, 2026 (Voting Day): 10:00 a.m. to 8:00 p.m.

Dated this 28th Day of April 2026

Township of East Garafraxa

Jessica Kennedy, Manager of Legislative Services, Municipal Clerk

226-259-9400 ext. 204

elections@eastgarafraxa.ca



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Township of East Garafraxa

Council Information

April 2026

The governing body of the Corporation of the Township of East Garafraxa is Council. Council consists of five members, being Mayor, Deputy Mayor, and three Councillors. Council members are elected to their positions for a four-year term. The new term of Council following the 2026 Municipal Election will commence November 15, 2026, and will end on November 14, 2030.

Newly elected officials will take the Declaration of Office at the Inaugural Meeting of Council scheduled for Tuesday, November 17, 2026.

Council Orientation and Training

Council members will be required to attend new Council orientation session(s) which may occur outside of regular Council Meetings. At this time the first session is scheduled for Friday, November 20, 2026, details will be provided at a later date.

In addition, Council members will be required to complete mandatory training, including but not limited to accessibility, health and safety, and drinking water system requirements under the *Safe Drinking Water Act, 2002*.

Council Meetings

Regular Council Meetings are held the second Tuesday of each month at 2:00 p.m. and the fourth Tuesdays of each month at 4:00 p.m., unless otherwise determined by Council. However, there are exceptions, which are listed in the [Township of East Garafraxa Procedural By-Law 34-2023](#).

Special Meetings may be called as required.

Council meetings may be held in-person, virtually, or in a hybrid format in accordance with the Procedural By-law.

All meetings must be open to the public subject to the exceptions listed in Section 239 of the Municipal Act under which Council may hold a Closed Meeting.

For agendas, minutes, and the latest meeting dates, visit the Township website under the [Council Calendar](#).

Dufferin County Council

The Mayor of the Township of East Garafraxa also serves on Dufferin County Council by virtue of their Office. For additional information please refer to the *Dufferin County Serving on Dufferin County Council* handout.

Boards and Committees

In addition to regular Council meetings, members should expect to attend Board and/or Committee meetings and may attend community events. The time commitment may vary but can include daytime, evening, and occasional weekend obligations.

Members of Council may also be appointed to sit as a representative of the Township on Boards and/or Committees which may be joint Boards with other municipalities and/or agencies.

Some Boards/Committees include public members as well as elected officials.

The current Boards and Committees listing is as follows:

- Committee of Adjustment
- South West Dufferin OPP Detachment Board (joint Board): One (1) Member of Council
- Grand Valley Public Library Board (joint Board): One (1) Member of Council
- Grand Valley and District Community Centre Board (joint Board): One (1) Member of Council
- Orangeville Fire Advisory Committee (joint Committee): One (1) Member of Council
- Groves Memorial Hospital Committee (joint Committee): One (1) Member of Council
- Grand River Conservation Authority Board (joint Board): Joint representative
- Credit Valley Conservation Board (joint Board): Joint representative
- CTC Source Protection Committee (joint Committee): Joint representative
- Lake Erie Source Protection Committee (joint Committee): Joint representative

Township participation on Boards and Committees is subject to change.

Ad hoc and/or advisory Committees are created by Council, at Council's discretion to report on a specific matter and/or subject.

Duties and Role of Council

Council's role includes representing the public, setting policies, and ensuring accountability.

Section 224 of the *Municipal Act, 2001* sets out the role of council as follows:

- represent the public and to consider the well-being and interests of the municipality
- develop and evaluate the policies and programs of the municipality
- determine which services the municipality provides

- ensure that administrative and controllership policies, practices and procedures are in place to implement the decisions of council
- ensure the accountability and transparency of the operations of the municipality, including the activities of the senior management of the municipality
- maintain the financial integrity of the municipality
- carry out the duties of council under the *Municipal Act, 2001* or any other Act

Role of Head of Council

Section 225 of the *Municipal Act, 2001* sets out the role of the head of council as follows:

- act as the chief executive officer
- preside over council meetings “so that its business can be carried out efficiently and effectively”
- provide leadership to the council
- provide information/recommendations to council on policies, practices, procedures, to ensure transparency and accountability
- represent the municipality at official functions
- carry out the duties of the head of council under the *Municipal Act, 2001* or any other Act
- As the chief executive officer of the municipality, the head of council shall:
 - uphold and promote the purposes of the municipality
 - promote public involvement
 - act as the representative and promote the municipality locally and elsewhere
 - participate in and foster activities that enhance the economic, social and environmental wellbeing of the municipality and its residents

The Role of Officers and Staff

As per the Municipal Act, it is the role of staff:

The *Municipal Act, 2001*, sets out the role of the officers and employees of the municipality as follows:

- implement council’s decisions and establish administrative practices and procedures to carry out council’s decisions
- undertake research and provide advice to council on the policies and programs of the municipality
- carry out other duties required under the *Municipal Act*, or any Act and other duties assigned by the municipality
- Some officers of the municipality have statutory obligations

Resources

For additional resources please review the *Additional Resources* handout.



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Key Dates

Important dates for the 2026 Municipal and School Board Elections are listed below. Please note that this list is not exhaustive and is provided for information purposes only.

April 2026

Date	Information
Wednesday, April 29, 2026	Joint Candidate Information Session Ministry of Municipal Affairs and Housing (virtual/remote)
Friday, May 1, 2026	First day candidates can file nomination papers and first day third-party advertisers can register.
Wednesday, May 6, 2026	Joint Candidate Information Session; Clerks on Call; in-person
Thursday, May 7, 2026	Joint Candidate Information Session; Clerks on Call; in-person
Friday, August 21, 2026	Nomination Day - on Nomination Day, nominations may only be filed between 9:00 a.m. and 2:00 p.m. A candidate who wishes to withdraw their nomination must notify the clerk in writing before 2:00 p.m.
Monday, August 24, 2026	Clerk Certifies List of Candidates - all nominations to be examined and certified by 4:00 p.m.
Wednesday, September 30, 2026	Voters' List: The Clerk shall make the list of voters available, upon written request, to persons entitled under the Act. Certified Candidates will receive login credentials to access the voters' list online by September 30, 2026.
Friday, October 23, 2026	Last day third-party advertisers can register.

<p>Early October</p>	<p>Voter Information Letters will be mailed directly to residents in the month of October, providing them with a Personal Identification Number (PIN) which will allow them to vote 24 hours a day during the voting period from any touch-tone telephone, cell phone, computer or other device connected to the internet.</p>
<p>Friday, October 16, 2026 to Monday, October 26 2026 (Voting Day)</p>	<p>Voting Period and Voter Help Centre open at the Township Administration Office.</p> <p>The voting period will begin on Friday, October 16, 2026 at 10:00 a.m. and will end on Voting Day Monday, October 26, 2026 at 8:00 p.m.</p> <p>Once the voting period opens voters will be able to cast their vote by internet or telephone anytime before the closing on Voting Day.</p> <p>A Voter Help Centre will be available at the Township Administration Office during the following dates and times:</p> <ul style="list-style-type: none"> • Friday, October 16, 2026: 10:00 a.m. to 4:00 p.m. • Monday, October 19, 2026: 10:00 a.m. to 6:30 p.m. • Tuesday, October 20, 2026 to Friday, October 23, 2026: 10:00 a.m. to 4:00 p.m. • Monday, October 26, 2026 (Voting Day): 10:00 a.m. to 8:00 p.m.
<p>Monday, October 26, 2026</p>	<p>Voting Day Voting will be open until 8:00 p.m.</p>
<p>Tuesday, October 27, 2026</p>	<p>Official election results declared.</p>
<p>Sunday, November 15, 2026</p>	<p>New term of Council commences (2026-2030).</p> <p>The New Council is deemed organized when the Declarations of Office have been made at the Inaugural Council Meeting.</p>
<p>Tuesday, November 17, 2026</p>	<p>Inaugural Council Meeting where newly elected officials will take the Declaration of Office (oath).</p>

Thursday, December 31, 2026	Campaign period ends for candidates and registered third-party advertisers. Financial Statements can be filed after you have ended your campaign. Candidates or registered third parties that wish to extend their campaign, due to a deficit, must file a Notice of Extension of Campaign Period, Form 6 by this date.
Tuesday, March 30, 2027	Campaign Financial Statements must be filed before the deadline of March 30, 2027 at 2:00 p.m. If you filed a nomination form, you must file a financial statement.



Township of East Garafraxa

Election Campaign Sign Guidelines for Candidates

Dated April 21, 2026

Pursuant to By-law 37-2012 an election sign means any sign advertising or promoting the election of a candidate.

An election sign shall not be greater than 1.5m² (square metres) in area, or greater than 2 metres in height.

Do I need a permit to put up my election sign?

- ✓ A sign permit or permit application is not required for election signs.
- ✓ Election signs are permitted within the Township road allowance and within the boundaries of the Township, subject to this policy.
- ✓ Please contact the County of Dufferin with respect to requirements/permission for signs within a County road allowance.
- ✓ Election signs shall not be erected on private property without the owner's written consent.

When can I erect my sign?

- ✓ The election campaign period begins on the day a candidate files their nomination under the *Municipal Elections Act, 1996*.

How many days do I have after election to remove my election signs?

- ✓ All election signs must be removed within 48 hours after Voting Day (no later than Wednesday, October 28, 2026).

Are there any areas that are not allowed to display my signs?

- ✓ Signs shall not be displayed in a manner that reduces the effectiveness of any traffic control device, and must comply with size restrictions.
- ✓ Signs shall not be displayed so as to obstruct the view of motorists at any intersection or roadways or any access driveway or other entrance onto a roadway.
- ✓ Signs shall not be attached to or placed upon a building so as to obstruct any fire escape or to interfere in any way with the work of the Fire Department in case of a fire.
- ✓ No sign shall be erected, constructed or installed on a lot that would preclude driveway access to the lot for Emergency Services.

Can the Municipality remove an election sign without notifying the candidate?

- ✓ The Municipality reserves the right to remove, without notice to any person, including the candidate, any election sign which it deems to be in contravention of this policy. Please be aware that large equipment using the roadways can also inadvertently cause damage to the signs on the roadways. The Township is not responsible for damage to election signs.
- ✓ Every owner/candidate shall ensure the election signs are maintained in good repair, free from damage or defects.

***This summary shall not be construed as relieving or limiting the responsibility or liability of any person erecting or owning any sign for personal injury or property damage resulting from the placing of such signs or resulting from the negligence or willful acts of such person, or his or her agents or employees in the construction, erection, maintenance, repair or removal of any such signs.*



Use of Corporate Resources for Municipal Elections Policy

Dated: March 22, 2022

The Township of East Garafraxa is committed to ensuring accountable and transparent election practices relating to the use of municipal/corporate resources.

SCOPE

This policy applies to all Members of Council, members of local boards, Registered Election Candidates (including acclaimed candidates), Registered Third Parties, municipal and local board employees and members of the public, during the election campaign period.

PURPOSE

The purpose of this policy is to provide a consistent approach and clear direction regarding the use of corporate resources during the election campaign period. This policy should be interpreted as a general prohibition against use of corporate resources for any election-related purposes.

This Policy is intended to:

- a) Ensure compliance with the *Municipal Elections Act, 1996, S.O. 1996, c. 32*, as amended, with respect to the role of the Township in contributing to a municipal and trustee election campaign.
- b) Ensure Candidates and Registered Third Parties are treated fairly and consistently within the municipality.
- c) Ensure the integrity of the election process is always maintained.
- d) Establish the appropriate use of resources during an election period, in order to:
 - i. protect the interests of Members of Council, Candidates, Registered Third Parties, Staff and the Corporation; and
 - ii. ensure accountable and transparent election practices.

DEFINITIONS

For the purpose of this policy, the following definitions apply:

Act - means the *Municipal Elections Act, 1996, S.O. 1996, c. 32*, as amended.

Candidate - means a person who has filed a Nomination Form for an office pursuant to section 33 of the Act and includes a person who has filed a nomination for election to a school board pursuant to the *Education Act, R.S.O. 1990, c. E.2*, as amended.

Clerk - means the Clerk of the Township of East Garafraxa or their designate.

Corporate Resources - means real property, goods and/or services owned, controlled, leased, acquired, or operated by the Township including but not limited to facilities, parks, materials, equipment, monetary funds, technology, Township IT system and resources, databases, websites, social media, intellectual property, and supplies.

Election Day - for a regular election is the fourth Monday in October in the year of the election, as prescribed by the *Municipal Elections Act, 1996, S.O. 1996, c. 32*, as amended.

Council - means the Council of the Township of East Garafraxa.

Member - means a Member of the Council of the Township of East Garafraxa.

Policy - means the Use of Corporate Resources for Municipal Elections Policy.

Registered Third Party - means an individual, corporation or trade union that has filed a Notice of Registration as a third party advertiser in the municipal election.

Staff - means all full-time, part-time and contract persons hired by the Township.

Township - means The Corporation of the Township of East Garafraxa.

POLICY

No Person with access to or control of Corporate Resources shall use Corporate Resources for the purposes of an election or contribute or allow the contribution of Township Resources for campaign-related purposes.

For greater clarity, during the election campaign period, inclusive, Members of Council, Candidates and Third Party Advertisers shall not:

- a) Use the Township crest, logo, brand, coat of arms, letterhead, slogan or other such municipally-owned property in campaign-related material either in print or digital format.
- b) Use the Township website, domain names, or social media accounts in campaign-related material either in print or digital format.
- c) Use the Township voicemail system to record election-related messages.
- d) Use the Township computer network (including the Township's email system) for election-related correspondence.
- e) Use any photographs or video material produced for and owned by the Township or any photos taken utilizing Township equipment or sent through Township email accounts for any election-related purposes.
- f) Use corporate information technology (IT) assets, infrastructure or data (i.e. computers, corporate email, web pages, social media links, portals, photocopiers, scanners, fax machines or telephones) to respond to or communicate campaign-related messages.
- g) Benefit from the use of any Township pricing established under the Township's procurement by-law, as amended.
- h) Use any Council or Councillor budgets for election-related purposes or to advertise, promote or support any Candidate or Registered Third Party, or any position related to any questions which may be authorized to be placed on the ballot.
- i) Print or distribute any material paid for by municipal funds that illustrates that a member of Council or any other individual is registered in any election or where they will be running for office.
- j) Profile (name or photograph), or make reference to, in any material paid for by municipal funds, any individual who is registered as a Candidate in any election.
- k) Print or distribute any material using municipal funds that makes reference to, or contains the names, photographs, or identifies registered Candidates for municipal elections.
- l) Use Township property or staff in any campaign photos.
- m) Use any municipal facility/property for any election-related purpose unless a rental fee has been established and the rental of such is available to all candidates and Registered Third Parties. Notwithstanding the foregoing, no facility/property shall be rented or used for any municipal election-related purpose by members of Council, candidates, Registered Third Parties, or the public during any day that voting is taking place on the property, including set-up, hosting, or take-down activities.

To avoid any confusion with official websites and social media accounts used for Township, members of Council, Candidates and Registered Third Parties who choose to create or use their own websites or social

media accounts shall, during the election campaign period, inclusive, include a clear statement, easily found and readable, on each website or social media account's home page indicating that the account is being used personally or for election campaign purposes and is not associated with the Township.

Election Signs

Placement of election signs for municipal, provincial, and federal elections must be in accordance with Township By-Law 37-2012, as amended, being a by-law to prohibit or regulate signs and any other advertising devices within the Township of East Garafraxa.

Corporate Resources - Municipality Facilities/Buildings

When considering the use of Municipal Facilities/Buildings, including Municipality owned or leased lands, as Corporate Resources:

- Any Candidate may attend any public Standing Committee, Advisory Committee or Council meeting; however, they shall not use this forum to speak on, or address, any matter relating to their Campaign.
- Candidates or Registered Third Parties are prohibited from renting space (e.g., a booth) as part of a Municipally organized event.
- All Candidates and Registered Third Parties must adhere to the provisions set out in any other Municipal Policies pertaining to Municipal Facilities/Buildings.
- Members of Council, Registered Third Parties, and Candidates may not use their constituency office, municipal or any municipally provided facilities for any election-related purpose, which includes the display of any campaign-related signs in the window or on the premises, as well as the display of election-related material in the office.
- Campaigning and the distribution or display of campaign material is not permitted in any municipal or local board facility, on municipal land, or at municipal or local board events including any municipal or board meeting.
- A town hall event or debate, involving Candidates in a municipal election or by-election for one or more specific office(s), that is organized by non-partisan individuals or organizations may be held at a Township Property, owned or leased, subject to the consent of the Clerk or designate, and provided that the necessary rental agreements have been secured by the event organizer. All candidate election material (signage, pins, pamphlets, etc.) are to be removed at the end of the event. The Township will not host or organize any town hall events or debates for municipal election candidates.
- Municipal election-related education meetings that are organized by Township staff may be held at any Township Property.

All staff shall:

- a) Behave in a manner that is impartial, fair and unbiased toward all registered candidates and third parties.
- b) Consult with their direct Supervisor prior to agreeing to perform any task requested by a member of Council, Candidate, or Registered Third Party that exceeds their normal duties or could be construed as contributing to an election campaign.
- c) Not rent any corporate facility/property for any municipal election-related purpose to members of Council, candidates, third parties or the public during any day that voting is taking place anywhere on the property, including set-up, hosting, or take-down activities.
- d) Not canvass or actively work in support of a municipal candidate or third party during normal working hours unless they are on a leave of absence without pay, lieu time, float day or vacation leave.
- e) Take care to separate personal activities from their official positions.
- f) Request and obtain a leave of absence without pay should they wish to run for federal, provincial, or municipal office and abide by the respective legislation governing such elections.

To avoid a perceived conflict of interest, staff are discouraged from assisting with or having any involvement in municipal election campaigns, including posting election signs on their property, phone and/or e-mail solicitations, signing nomination papers, distribution of brochures and wearing candidate buttons.

Staff may be involved in provincial and federal campaigns as long as this involvement does not affect the objectivity with which they must discharge their duties as a representative of the Township.

ADMINISTRATION

Staff are authorized and directed to take the necessary action to give effect to this policy.

The Integrity Commissioner may at any time be consulted by members of Council with regard to complying with any part of this policy and will be responsible for enforcement of this policy through Council's Code of Conduct. Members of Council shall not use the services of the Integrity Commissioner during the Election Period for the purposes of seeking advice related to their campaign.

Nothing in this policy shall preclude a member of Council from performing their duties as a member of Council.

During an election, responses to information requests from a Candidate or Registered Third Party will be provided to Council and all Candidates in a manner deemed appropriate by the Clerk. It is at the Clerk's discretion to determine if a request for information from members of Council, who are also Candidates, is made in the capacity as a member of Council or as a Candidate, bearing in mind the requirement for fair and transparent treatment of all Candidates.

The Clerk is delegated the authority to make administrative changes to this policy that may be required from time to time due to legislative changes or if, in the opinion of the Clerk, the amendments do not change the intent of the policy.



Township of East Garafraxa Council Remuneration Policy

Schedule "A" to By-Law 44-2025

Council Remuneration Policy

Adopted: December 9, 2025

Policy Statement

The Township of East Garafraxa Council Remuneration Policy governs the remuneration of Members of Council and payment of additional expenses incurred by Members during activities related to municipal business.

This policy provides clear and consistent rules with respect to Council salaries and expenses.

Definitions

"Council" means the elected body responsible for managing the affairs of the Municipality.

"Municipality" means the Corporation of the Township of East Garafraxa.

"Salary" means the remuneration paid to Members of Council by the Municipality, in fixed, regular payments.

Policy and Procedures

1. Annual Salary

Commencing at the inaugural meeting of the new term of Council (2026–2030), Members of Council shall receive the following annual taxable salaries*:

Mayor	\$23,269
Deputy Mayor	\$18,748
Councillor	\$16,495

*Amount to be pro-rated for fiscal year 2026 and then annualized starting in 2027.

The above remuneration shall be considered full compensation for the following:

- Meeting preparation and research;
- Estimated (30) meetings per calendar year which would include Regular, Special, Closed or Emergency meetings or educational and training meetings of Council, whether attending in-person or virtually/electronically;

- Attendance at meetings held within the County of Dufferin with ratepayers, staff, consultants, developers, community partners, whether at their request or not, etc.;
- Attendance at on-site property-related meetings within the Municipality;
- Attendance at the Municipal Office to sign cheques, by-laws, etc. and to interact with the staff and public;
- Attendance at special functions, public or ceremonial events related to the Municipality;
- Cellular costs associated with the Members' publicly listed number of their choosing;
- Stationery, postage and printer costs associated with the Members' correspondence; and
- Mileage related to the use of a Member's personal vehicle for Council-related attendance within the County of Dufferin.

Salary compensation will be paid monthly and deposited directly into the Member's bank account through the corporate payroll system.

Salary compensation shall be adjusted (cost-of-living) annually by the Consumer Price Index rate for Ontario, as part of the annual budget process commencing on January 1, 2027.

2. Issuance of Corporate Equipment

Prior to the inaugural meeting of the new term of Council, each Member shall receive:

- 2.1. A corporate issued laptop with proper software subscriptions;
- 2.2. Personal Protective Equipment upon request for attendance of on-site meetings (if required); and
- 2.3. Any accommodation as needed, to perform the duties of the Office, pursuant to Township Accessibility Policies.

Optional:

2.4. Corporate Internet Hub

Note: This device has data-cap restrictions and as a corporate asset, could be subject to Freedom of Information requests. It is not to be used for personal internet access.

Upon completion of a Member's Term of Office, the Corporate Laptop and Internet Hub is to be returned.

3. Internet Allowance

For Members preferring an allowance for their Internet service provider, the municipality will provide an annual internet allowance of \$1,500 (\$125/month) towards the Members' personal highspeed internet subscription from their residency in the Township, that demonstrate an internet connection speed of 50 Mbps or more download and 10 Mbps upload at all times during Council business hours by providing the results of a speed test

using <https://www.speedtest.net>. The municipality strongly advise the use of ethernet connections rather than Wi-Fi to meet this requirement.

4. Honorarium Meeting Attendance

A per diem rate of \$100.00 per meeting, shall be paid to Members of Council that have been appointed by by-law to a Municipal committee, agency, or board.

An annual amount of \$500.00 shall be paid to Members of Council that have been appointed by by-law to a Municipal committee, agency, or board that subsequently have the responsibility of Chair.

The above remuneration shall be considered full compensation for the following:

- Attendance at meetings held within the County of Dufferin of Municipal Committees, Agencies and/or Boards to which a Member of Council is appointed by by-law whether attending in-person or by means of virtual meeting and otherwise.

5. Mileage Reimbursement

Mileage at a rate set by the Canada Revenue Agency is payable to all Members of Council when using their own vehicles to travel for Township business outside of the boundaries of the County of Dufferin. Note: Mileage is calculated from the Council Member's residence.

6. Conferences, Training, & Memberships

The municipality will reimburse costs associated with Council-approved conferences, training and memberships subject to budget limitations as follows:

- Registration fees
- Accommodation
- Mileage (rates set by Canada Revenue Agency)
- Parking
- Vehicle rental
- Daily meal per-diem of \$75 (no alcohol)
- Annual business membership allowance of \$250

Attendance at a conference or event more than 4 hours driving distance must be approved through a resolution of Council, in advance of registration.

7. Payment of Expenses and/or Allowances

All expenses submitted for reimbursement must be accompanied by supporting documentation and itemized receipts, except for mileage.

Expenses shall only be paid for Members of Council. Expenses of spouses or companions are not eligible for reimbursement.

Members are to submit the Attendance Record/Expense Claim Form, along with all supporting documentation as noted above to the Township Clerk at their discretion; however, all submissions must be received no later than the last regular Council meeting of the calendar year.

Payment to the Member will be issued either by e-transfer to the Member's bank account through the corporate accounts payable process or by cheque.

8. Review

This policy shall be reviewed once per term of Council.



TOWNSHIP OF EAST GARAFRAXA
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EAST GARAFRAXA • ON • L9W 7J8
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www.eastgarafraxa.ca

Adopted: February 26, 2019

Pregnancy and Parental Leave for Members of Council

Purpose

This policy provides guidance on how the Township of Amaranth addresses a Council Member's Pregnancy and/or Parental Leave in a manner that respects a Council Member's statutory role as an elected representative.

Scope

In accordance with Section 270 of the Municipal Act, S.O. 2001, Chapter 25, this Policy applies to Members of Council.

Definitions

Pregnancy and/or Parental Leave: An absence of 20 consecutive weeks or less as a result of the Member's pregnancy, the birth of a Member's child or the adoption of a child by the Member in accordance with Section 259 (1.1) of the Municipal Act, 2001.

Procedure

Council supports a Member of Council's right to Pregnancy and/or Parental Leave in keeping with the following principles:

1. A Member of Council is elected to represent the interests of their constituents.
2. A Member's Pregnancy and/or Parental Leave does not require Council approval and their office cannot be declared vacant as a result of the leave.
3. The Member of Council is entitled to continue to receive communications from the Township Office - Council packages, emails, meeting invitations, etc.
4. A Member of Council on Pregnancy and/or Parental Leave reserves the right to participate as a Member at any time during their leave.
5. Council reserves the right to appoint a replacement on any Board or Committee as needed for the duration of the Pregnancy and/or Parental Leave.
6. A Member of Council on Pregnancy and/or Parental Leave shall continue to be paid in accordance with the By-law to provide remuneration, allowances and expenses for Members of Council.

Notwithstanding, at any point in time during a Member's Pregnancy and/or Parental Leave, the Member reserves the right to exercise their delegated authority on matters within the Township. The Member shall provide written notice to the Clerk of their intent to lift any of the Council-approved, temporary delegations and exercise their statutory role or delegated authority.

Responsibilities

Members of Council and Staff are responsible for adhering to the parameters of this policy.

THE CORPORATION OF THE TOWNSHIP OF EAST GARAFRAXA

BY-LAW NUMBER 14 - 2016

Being a by-law to adopt a Code of Conduct for Members of Council

Whereas the Municipal Act, S.O., 2001, Section 223.2(1) provides that municipalities are authorized to establish codes of conduct for members of the Council of the municipality and of local boards of the municipality; and

Whereas Section 5 (3) of the Municipal Act, 2001, as amended, provides that municipal powers shall be exercised by by-law;

Now Therefore the Corporation of The Township of East Garafraxa by the Municipal Council thereof enacts as follows:

1. Code of Conduct

1.1 Members shall conduct themselves according to the Code of Conduct.

2. Preamble

2.1 A written Code of Conduct helps to ensure that the members of Council share a common basis for acceptable conduct. These standards are designed to provide a reference guide and a supplement to the legislative parameters within which the members must operate. These standards should serve to enhance public confidence that Township's elected representatives operate from a base of integrity, justice and courtesy.

3. General

3.1 The Council Code of Conduct is a general standard that augments provincial laws and municipal by-laws that govern conduct. It is not intended to replace personal ethics.

All members shall serve their constituents in a conscientious and diligent manner. No member shall use the influence of office for any purpose other than the exercise of their official duties.

4. Gifts and Benefits

4.1 Members shall not accept fees, gifts, hospitality or personal benefits that are connected directly or indirectly with the performance of duties as Township Councillors, except compensation authorized by law.

This section does not apply to tokens, mementoes, souvenirs, or such gifts or benefits up to and including a value of \$100.00 that are received as an incident of protocol or social obligation that normally accompanies the responsibilities of office. Tokens, mementoes, souvenirs or gifts with a value of greater than \$100.00 shall be the property of the municipality.

No member shall seek or obtain by reason of their office any personal privilege or advantage with respect to Township services not otherwise available to the general public and not consequent to their official duties.

5. Confidentiality

5.1 All information, documentation or deliberation received, reviewed or taken in closed session of Council and its committees is confidential, except as otherwise directed by Council.

Members shall not disclose or release by any means to any member of the public either in verbal or written form any confidential information acquired by virtue of their office, except when required by law to do so.

Members shall not permit any person(s) other than those who are entitled thereto to have access to information that is confidential.

Particular care should be exercised in ensuring confidentiality of the following types of information:

- labour negotiations;
- information about suppliers provided for evaluation which might be useful to other suppliers;
- matters relating to the legal affairs of the Township;
- sources of complaints where the identity of the complainant was given in confidence;
- items under negotiation;
- information defined as “personal information” under the Municipal Freedom of Information and Protection of Privacy Act.

This list is provided for example and is not inclusive. Requests for information should be referred to the Office of the Clerk to be addressed as a formal request under the Municipal Freedom of Information and Protection of Privacy Act.

6. Use of Township Property

- 6.1 No member shall use for personal purposes any Township property, equipment, supplies, or services of consequence other than for purposes connected with the discharge of Township duties or associated community activities of which Township Council has been advised. Personal use of Township-issued devices such as an iPad or cell phone is permitted.

No member shall obtain financial gain from the use of Township-developed intellectual property, computer programs, technological innovations, or other patentable items, while an elected official or thereafter. All such property remains the exclusive property of the Township.

No member shall use information gained in the execution of their duties that is not available to the general public, for any purposes other than their official duties.

7. Election Campaigns

- 7.1 No member shall use Township facilities, services, or property for their re-election campaign.

No member shall use the services of Township employees for their re-election campaign, during hours in which the employees are in the paid employment of the Township.

8. Representing the Township

- 8.1 Members shall make every effort to participate diligently in the activities of the agencies, boards, and commissions to which they are appointed.

9. Influence on Staff

- 9.1 Members shall be respectful of the fact that staff work for the Township as a body corporate, and are charged with making recommendations that reflect their professional expertise and corporate perspective without undue influence from any individual member or group of members of Council.

In addition, members shall be respectful of the fact that staff carry out directions of Council and administer the policies of the municipality, and are required to do so without any undue influence from any individual member or group of members of Council.

10. Business Relations

- 10.1 No member shall borrow money from any person who regularly does business with the Township unless such person is an institution or company whose shares are publicly traded and who is regularly in the business of lending money.

11. No Member shall Act as a Paid Agent

- 11.1 No member shall act as a paid agent before Council or a committee of Council or any agency, board, or committee of the Township.

12. Encouragement and Respect for Township

- 12.1 Members shall encourage public respect for the Township and its by-laws.

13. Attendance at Meetings

- 13.1 Members shall make best attempts to attend Council and Committee meetings and be on time. When a member cannot attend a meeting they shall contact the Clerk's Department in advance.

14. Conduct during Meetings

- 14.1 During meetings, members shall conduct themselves with decorum. Respect for delegations, fellow members and staff requires that all members show courtesy and not distract from the business of the Council or Committee during presentations or when other members have the floor.

Members will avoid any conduct towards a member of Council or staff which is known or ought reasonably to be known to be unwelcome, which offends, embarrasses or intimidates, or which reflects intolerance towards any group or individual.

15. Harassment

- 15.1 Harassment is defined in accordance with the Ontario Human Rights Code as vexatious comment or conduct that is unwelcome or ought reasonably to be known to be unwelcome.

Members of Council acknowledge that every person who is a Councillor or employee has a right to freedom from harassment in the workplace.

Harassment of another member, staff or any member of the public is misconduct.

16. Bullying

- 16.1 Workplace bullying is defined as "repeated" unreasonable behaviour directed towards an employee or a group of staff that creates a risk to health and safety. Unreasonable behaviour can be defined as behaviour that harms, intimidates, threatens, victimizes, undermines, offends, degrades or humiliates another staff member(s).

Examples of Workplace Bullying

The most common types of workplace bullying are:

- spreading malicious rumours, gossip or innuendo that is not true;
- excluding or isolating someone socially;

- intimidating a person;
- undermining or deliberately impeding a person's work;
- withdrawing necessary information or purposefully giving the wrong information;
- setting impossible deadlines;
- making inappropriate jokes;
- persistent criticism of appropriate work;
- freezing out, ignoring or excluding;
- attempts to humiliate staff in front of others;
- unjustified monitoring of work;
- verbal/non-verbal threats;
- abusive, offensive or insulting language;
- behaviours that frighten, humiliate, belittle or degrade;
- belittling a person's opinions;
- damaging or interfering with a person's property or work equipment;
- threats of violence or actual incidents of violence;
- regular ultimatums and/or threats of dismissal;
- inappropriate comments about a person's appearance, lifestyle or their family.

When bullying escalates to include incidents of physical assault or threats, it is considered workplace violence.

Bullying another member of Council, staff or any member of the public is misconduct.

17. Interpretation

17.1 Members of Council seeking clarification of any part of this Code of Conduct should consult with the Integrity Commissioner.

18. Alleged Breaches of the Code of Conduct


18.1 If a breach of the Code of Conduct is alleged the complaint should be lodged with the Integrity Commissioner.


19. Effective date

19.1 This by-law shall take effect on the date of its final passing.

BY-LAW READ A FIRST AND SECOND TIME THIS 10 TH DAY OF MAY, 2016.

BY-LAW READ A THIRD TIME AND PASSED THIS 10 TH DAY OF MAY, 2016.


Susan M. Stone, Clerk


Guy Gardhouse, Mayor

Thinking of Running for Mayor or Deputy Mayor?

Serving on Dufferin County Council

Why Run?

Serving as Mayor or Deputy Mayor gives you a unique opportunity to make a meaningful impact — locally and across Dufferin County – and automatically makes you a County Councillor.

As a member of County Council, you can:

- Help shape County-wide priorities and policies
 - Advocate for your municipality while considering regional needs
 - Work collaboratively with leaders from across the County
 - Support essential services such as housing, paramedic services, long-term care, and infrastructure
 - Contribute to thoughtful, accountable local government
-

What Does the Role Involve?

Under Dufferin County’s governance structure, individuals elected (or acclaimed) as Mayor or Deputy Mayor in any of the County’s eight member municipalities (*excluding the Deputy Mayor of East Garafraxa*) automatically serve as a County Councillor.

This ensures a strong connection between municipal and County decision-making and provides local representation at the regional level.

Time Commitment

County Council meets twice per month:

- On the second and fourth Thursday of each month at 6:00 p.m.
- Agendas are published the Friday prior to each meeting

Most meetings are held in a hybrid format:

- In person: County Administrative Office, 55 Zina Street, Orangeville
 - Virtual: Zoom
-

Council Orientation & Inaugural Meeting

Newly elected Mayors and Deputy Mayors (*Mayor only for East Garafraxa*) participate in a comprehensive orientation program covering County governance, services, and expectations. Orientation dates will be announced closer to the election.

County Councillors are formally sworn in at an in-person Inaugural Meeting

- December 3, 2026 | 6:00 p.m. Monora Park Pavilion, Mono
-

About the County of Dufferin

Member Municipalities

Dufferin County is made up of eight municipalities:

Towns: Grand Valley, Mono, Orangeville, Shelburne

Townships: Amaranth, East Garafraxa, Melancthon, Mulmur

County Governance

- County Council consists of 15 members
- Council elects a Warden and Deputy Warden at the Inaugural Meeting in the first and third year of the term

Councillors make decisions in the best interests of the County as a whole, using a weighted voting system based on number of electors.

County Services

Under the *Municipal Act* and other legislation, Dufferin County delivers a range of services.

Mandated Services include:

- Ontario Works and Social Housing
- Children's and Seniors' Services
- Paramedic Services
- Waste Management, Planning, and Emergency Management
- Building Services

County-Directed Services include:

- Roads and Forestry
- Museum and Archives
- Economic Development
- Climate Action

County at a Glance

- Population: 66,257 (2021 Census)
- 2026 Operating & Capital Budget: Approximately \$53 million

Learn More

For more information about Dufferin County or County Council roles visit www.dufferincounty.ca or contact:

Michelle Dunne, County Clerk clerk@dufferincounty.ca or 519-941-2816 ext. 2504

2026 candidates' guide

Ontario municipal council and
school board elections

2026 candidates' guide – Ontario municipal council and school board elections

Find out how to run as a candidate in Ontario municipal council and school board elections.

This guide provides information to candidates for the 2026 municipal and school board elections. The information also applies to any by-elections that may be held during the 2026–2030 council and school board term.

This guide is not meant to replace provincial legislation. It provides general information about the rules contained in the [Municipal Elections Act, 1996](#), and other legislation and regulations, such as:

- [Municipal Act, 2001](#)
- [City of Toronto Act, 2006](#)
- [Education Act](#)

New election rules for 2026

There are new requirements regarding how copies of the voters' list are to be handled. These include:

- written acknowledgements to receive a copy of the voters' list
- limits to sharing copies
- requirements to destroy copies after the campaign has ended

For more information regarding these requirements please see [the voters' list](#).

Contact us

If you have further questions or would like to give feedback on this guide, please contact us at mea.info@ontario.ca.

You can also contact your regional [Municipal Services Office](#) at the Ministry of Municipal Affairs and Housing.

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General information

Every four years, voters across Ontario elect municipal councillors and school board trustees.

The Province of Ontario sets out common rules that all candidates and voters must follow. However, municipalities are responsible for conducting elections to their council and for conducting the election of school trustees to Ontario's school boards. This guide contains information about the rules that are the same for all municipal elections, such as who is eligible to run for office, and rules about campaign spending.

Your municipality may have specific rules on issues such as:

- where and when election signs may be displayed
- whether campaign activities may occur on municipal property
- whether those who make contributions to candidates may receive a rebate

Contact your municipal clerk if you have questions about the election in your municipality.

To learn more about the duties of municipal councillors and the role of council, please see the [Ontario municipal councillor's guide](#).

The municipal clerk

Every municipality has a municipal clerk who is in charge of running the election.

Contact the municipal clerk if you are interested in becoming a candidate. You must file any election forms, such as the nomination form and campaign financial statements, with your municipal clerk. The clerk is also responsible for providing information about spending limits and filing deadlines to candidates.

If your municipality does not have a website, you could visit or contact your municipality's offices for more information.

Emergency declaration by the clerk

If the municipal clerk believes that circumstances have arisen that prevent the election from being conducted in accordance with the *Municipal Elections Act, 1996*, they may declare an emergency. This declaration is specific to the election and separate from an emergency that may be declared by the municipality or the province.

Once the clerk has declared an emergency, they can decide what arrangements to make to allow the election to appropriately proceed. The arrangements that the clerk makes will depend on the nature of the emergency.

If your municipal clerk has declared an emergency in relation to an election or by-election in your municipality, you should contact the clerk for information about the arrangements that they have put in place and how those arrangements may affect voting and campaigning.

Eligibility to run for election

Running for municipal council

To run for a position on council, you must be eligible to vote in that municipality. On the day you file your nomination, you must be a Canadian citizen aged 18 or older, and qualify as a resident or non-resident elector. For more information about eligibility to vote, please see the [2026 voters' guide](#).

You must be eligible to hold office on the day you file your nomination. For example, a person who is 17 years old but will turn 18 before nomination day must wait until they have turned 18 to file their nomination.

If your municipality has wards, you can run in any ward — you do not have to live in a particular ward to be its councillor. However, if you run in a ward where you do not live, you will not be able to vote for yourself. Having a campaign office or a business in a ward where you would not otherwise be eligible to vote does not make you eligible to vote in that ward.

Municipal employees

You cannot work for a municipality and be on its council at the same time. If you are an employee of a municipality and you want to run for office on that municipality's council, you must take a leave of absence that begins the day you are nominated. If you are elected, you must resign from your job.

If you are an employee of a municipality and you want to run for office in a different municipality, you do not have to take a leave of absence or resign. However, you should check with your employer to see if there are any policies in place that could affect you.

If you are an employee of an upper-tier municipality, you can run for office in a lower-tier municipality without taking a leave of absence or resigning unless being elected to the lower-tier council means that you would also be a member of the upper-tier council.

Who is not eligible?

The following people are not eligible to be elected to municipal office:

- any person who is not eligible to vote in the municipality
- an employee of a municipality who has not taken an unpaid leave of absence and resigned (see above)
- a judge of any court
- an MP, an MPP or a senator
- an inmate serving a sentence in a penal or correctional institution

Running for school board trustee

To run for a trustee position on a school board, you must be a resident within the jurisdiction of the board and you must be eligible to vote in a school board election. On the day you file your nomination, you must be a Canadian citizen aged 18 or older and you must meet any other qualifications to vote for the school board (for example, being a Roman Catholic, or holding French language rights). For more information about eligibility to vote, please see the [2026 voters' guide](#).

Additional information about [French-language rights](#) is available from the Ministry of Education.

School board employees

You cannot work for a school board and be a trustee in Ontario at the same time.

If you are an employee of any Ontario school board and you want to run for a trustee position on any school board in the province, you must take an unpaid leave of absence that begins the day you are nominated. If you are elected, you must resign from your job.

Municipal officials

If you are a clerk, deputy clerk, treasurer or deputy treasurer of a municipality within the jurisdiction of a school board, you are not permitted to run for office as a trustee of that board unless you take a leave of absence. If you are elected, you must resign from your job.

Who is not eligible?

The following people are not eligible to be elected as a school trustee:

- any person who is not eligible to vote in the school board election
- an employee of a school board or a municipal official who has not taken an unpaid leave of absence and resigned (see above)

- a judge of any court
- an MP, an MPP or a senator
- an inmate serving a sentence in a penal or correctional institution

Note for MPs, MPPs and senators

If you are an MP, MPP or senator, you may file your nomination for municipal or school board office without resigning your current seat in parliament, the legislature or the senate. However, you must resign your seat by the close of nominations (2 p.m. on Friday, August 21, 2026). If you are a federal or provincial cabinet minister, you must step down from cabinet prior to filing your nomination and must resign your seat by the close of nominations.

If you have not resigned by nomination day, your nomination will be rejected and your name will not appear on the ballot.

Nominations

Filing your nomination

To file your nomination, you must give the following to your municipal clerk:

- a [nomination form \(Form 1\)](#)
- the nomination fee
- completed [endorsement of nomination forms \(Form 2\)](#)

Note: Candidates for municipal council in municipalities with fewer than 4,000 electors and candidates for school board trustee do not have to submit endorsement signatures. Your municipal clerk will be able to tell you if you need to submit endorsement signatures.

When you fill out the nomination form, write down your name as you want it to appear on the ballot. If you normally go by a different name than your legal first name, you may use that name provided that the clerk agrees.

You do not have to provide all of your names under the box entitled “Given Name(s)” on the form. Only provide the one(s) that you want to appear on the ballot. If your legal name is a single name, you do not have to provide any given names.

Clerks can decide to allow nominations to be filed electronically. If your municipality allows electronic filing, contact the clerk for more information about how to file your nomination.

If electronic filing is not allowed in your municipality, you must file the nomination form that you have signed — the form may not be a copy and may not be scanned and submitted electronically. You must file the nomination form in person or have an agent file it on your behalf.

The clerk may require you to show identification or fill in an additional form to prove that you are eligible to be nominated. If an agent is going to file the form on your behalf, you should check with the clerk to see if you are required to provide identification or additional paperwork.

Your campaign period begins when the clerk has received your nomination. If you file your nomination electronically at a time when the clerk's office is not open, you may have to wait to begin your campaign. You should contact the clerk for more information.

The nomination fee

The fee to file a nomination is \$200 to run for head of council and \$100 for all other positions. This fee must be paid to the clerk at the time you submit your nomination form.

Your nomination fee will be refunded if you file your campaign financial statement by the deadline.

Endorsement signatures

If you are running for municipal council in a municipality that has 4,000 or more electors, you must submit 25 original signatures endorsing your nomination.

You do not have to submit endorsement signatures if you are running for:

- municipal council in a municipality that has fewer than 4,000 electors
- school trustee

You must use [Form 2](#) to collect the endorsement signatures.

Anyone providing an endorsement signature must also fill in their name and address, including the postal code.

Anyone providing an endorsement signature must be eligible to vote in the municipality on the day that they signed the endorsement. In addition to their endorsement, they will also be required to sign a declaration that they are eligible to vote in the municipality.

A person who is eligible to vote in the municipality may provide endorsements to as many candidates as they would like and may endorse candidates for any office on the municipal

council. A person who is running for a ward councillor office may submit signatures from voters who do not live in that ward.

If you submit 25 original endorsement signatures and find out later that a person (or persons) was not eligible to vote on the day that they signed the endorsement, you will not lose your nomination. The person who supplied false information (by declaring that they were eligible to endorse your nomination when they were not eligible) could be subject to prosecution.

If the clerk has allowed electronic filing, you must still collect original endorsement signatures. You can submit an electronic copy of the forms when you file your nomination. You must keep the forms with the original signatures as part of your campaign records.

The [Endorsement of Nomination Form \(Form 2\)](#) is a public document. Endorsements of candidates cannot be revoked if the document has already been filed with the clerk.

Deadline to file your nomination

The nomination period begins on May 1, 2026. The last day to file a nomination is Friday, August 21, 2026, by 2 p.m.

The clerk has until 4 p.m. on Monday, August 24, 2026, to certify or reject your nomination. The clerk must be satisfied that you are eligible to run in order to certify your nomination. If your nomination is not certified, your name will not appear on the ballot.

Where to file

If you are running for council office in a single-tier or lower-tier municipality (city, town, township, village, etc.), you must file your nomination with the clerk of that municipality.

If you are running for an office in an upper-tier municipality that does not also sit on a lower-tier council, you must file your nomination with the clerk of the upper-tier municipality. For example, a person running for county councillor in Wellington County would file their nomination with the clerk of Wellington County rather than the clerk of a lower-tier municipality such as the Town of Minto.

If you are running for a school trustee position that represents more than one municipality, contact your municipal clerk for information about where to file your nomination.

Changing your mind – withdrawal

If you decide to withdraw your nomination, you must notify the clerk in writing by the close of nominations (2 p.m. August 21, 2026).

If you withdraw your nomination, you are still required to file a campaign financial statement covering all the financial transactions you made in your campaign.

If your campaign did not have any financial transactions, you must file a financial statement reporting this. Your nomination fee will be refunded by the clerk if you file your financial statement by the deadline.

Changing your mind – running for a different office

You can only run for one office at a time. If you decide to run for a different office, your first nomination is deemed to be withdrawn when you file your second nomination.

If you decide to run for a different office on the same council or school board, and both offices are elected at large (for example, an office such as the mayor, which everyone in the municipality may vote for), everything (contributions, expenses, etc.) from your first campaign is simply transferred to your second campaign.

Example:

You file your nomination to run for deputy mayor on May 12, 2026. During the summer you decide to run for mayor instead, and file your second nomination form on June 29, 2026.

- Your first nomination for deputy mayor is deemed to be withdrawn.
- The nomination fee you paid on May 12 is transferred to your second nomination (in this case, you would have to pay an additional \$100 to make up the \$200 fee to run for head of council).
- You do not have to submit new endorsement signatures. Your initial 25 original endorsement signatures still qualify since you withdrew and filed a nomination for a different office on the same municipal council.
- Your campaign for mayor is deemed to have started on May 12.
- Any campaign contributions or expenses that occurred prior to June 29 are transferred to your mayoral campaign.
- You must file one campaign financial statement covering your campaign finances from May 12 until December 31, 2026.
- Your nomination fee will be refunded if you file your campaign financial statement by the filing deadline.

If you decide to run for a different office on the same council or school board, and one or both of the offices is elected by ward, then you must keep the two campaigns separate.

Example:

You file your nomination to run for mayor on May 12, 2026. During the summer you decide to run for councillor in ward 1 instead and file your second nomination form on June 29, 2026.

Your first nomination for mayor is deemed to be withdrawn, and your campaign for mayor ends. You may not transfer any contributions or expenses from your mayoral campaign to your ward councillor campaign.

- You must pay a separate nomination fee when you file your nomination for ward councillor.
- You do not have to submit new endorsement signatures. Your initial 25 original endorsement signatures still qualify since you withdrew and filed a nomination for a different office on the same municipal council.
- You must file a campaign financial statement covering your campaign for mayor (May 12 to June 29) – your first nomination fee will be refunded if you file this financial statement by the filing deadline.
- You must file a separate campaign financial statement covering your campaign forward councillor (June 29 to December 31) — your second nomination fee will be refunded if you file this financial statement by the filing deadline.

If you decide to run for office on a different council or school board, then you must keep the two campaigns separate. If you decide to run for council in a municipality that has more than 4,000 electors, you will need to submit original endorsement signatures from electors eligible to vote in that municipality. If you are unsure if the municipality has more than 4,000 electors, you should contact the municipal clerk.

Example:

You file your nomination to run for school board trustee on May 12. During the summer you decide to run for councillor instead, and file your second nomination form on June 29, 2026.

- Your first nomination for school board trustee is deemed to be withdrawn.
- You are required to pay a nomination fee when you file your nomination for ward councillor.
- If the municipality where you are running for ward councillor has 4,000 or more electors, you must submit 25 endorsement signatures.
- Your campaign for school board trustee ends. You may not transfer any contributions or expenses from your trustee campaign to your ward councillor campaign.

- You must file a campaign financial statement covering your campaign for schoolboard trustee (May 12 to June 29) — your first nomination fee will be refunded if you file this financial statement by the filing deadline.
- You must file a separate campaign financial statement covering your campaign forward councillor (June 29 to December 31) — your second nomination fee will be refunded if you file this financial statement by the filing deadline.

Acclamations

If there is only one certified candidate running for an office at 4 p.m. on Monday, August 24, that candidate will be declared elected by acclamation. Similarly, in a municipality where multiple candidates are elected at large, if the number of certified candidates is the same as or less than the number of offices, those candidates will be declared elected by acclamation.

If you are elected by acclamation, you must still file a campaign financial statement.

Additional nominations

If there are positions with no candidates or positions that are still vacant after the candidates who did run have been acclaimed, the clerk will call for additional nominations.

Additional nominations for the remaining vacant seats must be filed between 9 a.m. and 2 p.m. on Wednesday, August 26, 2026. The clerk must either certify or reject each nomination by 4 p.m. on Thursday, August 27, 2026.

The voters' list

The voters' list becomes a public document on September 1, 2026. As a candidate, you can request that the municipal clerk give you the part of the voters' list that relates to the office that you are running for. This request must be in writing.

To receive the voters' list from the municipal clerk, you must give the clerk a written acknowledgement confirming that you will:

- only use the list for electoral purposes, not for commercial purposes
- follow the restrictions set out in the *Municipal Elections Act, 1996*, for handling the voters' list
- only share the list with others (such as campaign workers) after obtaining a similar written acknowledgement from them

Restrictions on handling the voters' list

You are the only person who may share the voters' list. If you have given someone a copy, they are not allowed to share it further.

You must keep track of who you have shared the voters' list with. If you give someone a physical copy of the list, they must return that copy to you. If you share an electronic copy, they must destroy the copy and provide you with a written acknowledgement that the copy has been destroyed.

You cannot keep copies of the voters' list after your campaign had ended. On or before the day your campaign ends, you must:

- destroy the copy of the voters' list that you received from the clerk
- have any print copies that you shared with others returned to you and destroy them
- ensure you have received written acknowledgements from anyone who received an electronic copy confirming that the electronic copy has been destroyed

Written acknowledgements

Before you share the voters' list with someone, you must obtain a written acknowledgement from that person. That written acknowledgement must confirm that:

- they will only use the list for electoral purposes, not for commercial purposes
- they will not share or give copies to anyone else
- if they receive a physical copy, they will return it to you
- if they receive an electronic copy, they will destroy the copy and give you written confirmation that the electronic copy has been destroyed

The written acknowledgement should include the dates by which physical copies must be returned and written confirmations of destroyed electronic copies must be provided.

You must keep all written acknowledgements you have received until November 15, 2030, when the next council or school board takes office. You must also keep any written confirmations that electronic copies of the list have been destroyed.

Campaigning

Signs

Your municipality may have rules about when you can put up campaign signs and how signs may be displayed on both private and public property.

All of your campaign signs and other advertising must identify that you are responsible for the sign. This is so that people seeing the sign or advertisement can tell that it is from your campaign, rather than from a third-party advertiser.

Please see [leftover campaign inventory](#) if you plan to reuse signs from the last election.

You are responsible for ensuring that your campaign signs are removed after voting day in accordance with municipal by-laws. Your municipality may require a sign deposit or have penalties for failing to remove your signs. Contact your local clerk for more information.

You are entitled to have your nomination fee refunded if you file your campaign financial statement by the filing deadline. The clerk cannot make removing your signs a condition for receiving your refund.

Getting information out

It is up to you to provide voters with information about you as a candidate and about your campaign. The municipal clerk is not responsible for providing your contact information to voters.

All candidates' debates

The *Municipal Elections Act, 1996*, does not require candidate debates to be held, and the municipal clerk is not responsible for organizing meetings or debates. Debates can be organized by community groups, media outlets, candidates or any other interested persons.

Joint campaigns / running on a slate

There is nothing in the *Municipal Elections Act, 1996*, that would prevent like-minded candidates from campaigning on the same platform or identifying themselves as a group or slate. However, each candidate must keep their campaign finances separate and any joint expenses (for example, signs with two candidates' names on them) must be divided between the campaigns.

For information on campaign finance rules please see [campaign finance](#).

Third-party advertising

General information

There are rules for third-party advertising in Ontario's municipal council and school board elections.

A third-party advertisement is an ad that supports, promotes or opposes a candidate or a “yes” or “no” answer to a question on the ballot.

The meaning of “third-party” in this context means a person or entity who is not a candidate. Eligible individuals, corporations and trade unions can register to be third-party advertisers. Third-party advertising is separate from any candidate’s campaign and must be done independently from a candidate.

Third-party advertisers who want to spend money on advertisements during the election must register with the municipal clerk and must file a financial statement.

For more information about third-party advertising rules, including eligibility, spending limits and enforcement, see the [2026 third-party advertisers’ guide](#).

On voting day

Campaigning on voting day

The [Municipal Elections Act, 1996](#), does not prohibit campaigning on voting day. While there are restrictions on advertising for federal and provincial elections on voting day, these “blackouts” do not exist for municipal council and school board elections.

The Act prohibits the display of campaign material inside a voting place. The “voting place” could include the entire property of a building that has a voting place inside it, including the parking lot. You are not allowed to have campaign brochures, campaign buttons, signs or any other material inside the voting place.

Remaining in a voting place

As a candidate, you are allowed to stay in a voting place to observe, but you are not allowed to interfere with voters, attempt to influence how they vote, or ask a voter how they voted. Scrutineers may also stay in the voting place.

You and your scrutineers are entitled to be in the voting place 15 minutes before it opens and to inspect the ballot boxes, the ballots and any other papers or forms relating to the vote. However, you may not delay the opening of the voting place.

You and your scrutineers are entitled to place a seal on the ballot box so that ballots put in the box cannot be removed without breaking your seal.

Note: If you have been acclaimed, you are not allowed to be in the voting place or to appoint scrutineers.

Scrutineers

You may appoint a scrutineer for each ballot box in a voting place. You do not have to appoint that many scrutineers, or any scrutineers at all. If you have appointed one scrutineer for each ballot box, a scrutineer must leave while you are in the voting place.

Scrutineers may observe but they are not allowed to interfere with voters, attempt to influence how they vote, or ask a voter how they voted.

You must provide each of your scrutineers with an appointment in writing. Scrutineers may be required to show their appointment document to election officials at the voting place.

Scrutineers may be required to take an oath of secrecy.

There are no general restrictions on who you can appoint as a scrutineer (for example, a scrutineer can be any age and does not have to be a citizen). However, an acclaimed candidate cannot be appointed as a scrutineer for another candidate.

Counting votes

If your municipality is using voting machines or vote counting equipment, the clerk must have the processes and procedures for use of this equipment in place by June 1, 2026. If vote counting equipment is used, the clerk will be able to provide you with information on how the votes will be counted and how many scrutineers may be present.

The vote count begins immediately after the close of voting at 8 p.m. on October 26, 2026.

If the votes are counted manually, you and your scrutineers are entitled to view the ballots as they are counted, but you cannot touch the ballots. You and your scrutineers may object to a ballot or how it is counted (for example, if it is unclear who the vote is for or if the ballot has extra markings on it). The deputy returning officer is responsible for deciding whether to accept the objection and must keep a list of all the objections raised.

Results

After the votes have been counted, the deputy returning officer will prepare a statement showing the results and seal all the other election documents, including the ballots, inside the ballot box. You and your scrutineers are entitled to put your or their own seal on the ballot box at this time and are entitled to sign the statement showing the results.

The sealed ballot box and the statement of the results will then be delivered to the municipal clerk, who will compile the results and declare who has been elected.

Note: results announced on voting night are unofficial. It may take the clerk a few days or more to make the official declaration.

After voting day

Recounts

The [*Municipal Elections Act, 1996*](#), requires an automatic recount only if the votes are tied.

Your municipal council or school board may have a policy in place that sets out other specific circumstances under which the clerk must conduct an automatic recount. For example, a council may decide that if two candidates are within 10 votes of each other, an automatic recount will be held. The policy must be adopted on or before May 1, 2026.

A municipal council or school board may also order a recount within 30 days after the clerk has officially declared the results of the election. If you feel there should be a recount, you must either persuade council (or the school board) to order one or you may apply to the Superior Court of Justice to request that a judge order a recount. This application may be made by any eligible elector, and must be made within 30 days of the clerk declaring the results of the election.

Recounts must be conducted in the same way that the votes were originally counted, unless the recount is ordered by the court. For example, if the votes were counted by a vote tabulator, they may not be counted by hand during the recount.

If the recount is ordered by the court, the judge may order that the votes be counted in a different manner if the judge believes that the way the votes were counted the first time was an issue.

Tied votes

If two or more candidates get the same number of votes and they cannot all be elected, there is an automatic recount. The recount must be held within 15 days of the clerk declaring the results of the election. If you are one of the candidates in the tie, you are entitled to be present at the recount.

If the recount shows that there is still a tie, then the legislation states that the clerk will choose the winner by lot. This means putting the names of the tied candidates into a hat (or other suitable container) and drawing the name of the winner.

Wrapping up your campaign

After voting day, remove any election signs that have been put up and take down your campaign website, if you have one. If you would like to keep using your website, remove any references to the campaign. Websites that say “Vote for me” which are left up for years after the election can make it look like you are attempting to campaign for the next election early.

Your campaign must end on December 31, 2026, unless you have a deficit and inform the clerk in writing that you are going to extend your campaign. Once your campaign has ended, you should close your campaign bank account and prepare your campaign financial statement.

The deadline to file financial statements is the last Friday in March. Since March 26, 2027, falls on Good Friday, and March 29 is Easter Monday, financial statements **may be filed with the clerk until 2 p.m. on Tuesday, March 30, 2027.**

Term of office

The council and school board term of office will run from November 15, 2026, to November 14, 2030.

Campaign finance

General information

Record keeping

You are responsible for keeping records of the financial activities related to your campaign. The [Municipal Elections Act, 1996](#), does not require you to use any specific accounting system. You may want to consult with an auditor or an accountant early in your campaign to make sure that you are using a bookkeeping and accounting system that will suit your needs.

You should also look through the [campaign financial statement \(Form 4\)](#) that you will be required to file to make sure that you are keeping records of all the information that must be included on the statement.

You are required to keep all of your campaign financial records until November 15, 2030, when the next council or school board takes office.

You must keep the following campaign records:

- receipts issued for every contribution including when you accepted the contribution and the date you issued the receipt (remember to issue receipts to yourself for any contributions you make)
- the value of every contribution, whether it is in the form of money or goods or services, and the contributor's name and address
- all expenses, including the receipts obtained for each expense
- any claim for payment of an expense that the campaign disputes or refuses to pay
- the funds raised and expenses incurred from each separate fundraising event or activity
- the terms of any loan received from a bank or other recognized lending institution

Campaign period

You may accept contributions or incur campaign expenses during your campaign period only.

Your campaign period begins on the day the clerk receives your nomination.

In most cases, your campaign will end on December 31, 2026. Exceptions are if you:

- withdrew your nomination, your campaign ends on the date you informed the clerk in writing that you wanted to withdraw
- were not certified as a candidate and your name did not appear on the ballot, your campaign ends on nomination day (August 21, 2026)
- know you will not have any more financial activity, you can end your campaign at anytime after voting day and before December 31, 2026

If you have extended your campaign to pay down a deficit, the end date for the extended campaign period will be the earliest of:

- the day you notify the clerk in writing that you will be ending your campaign and not accepting any more contributions
- June 30, 2027

Bank account

You must open a bank account exclusively for your campaign if you accept any contributions of money (including contributions from yourself or your spouse) or incur any expenses. You do not have to open a campaign bank account if you do not spend any money and do not receive any contributions of money. If you receive contributions of goods or services, but no contributions of money, you do not have to open a campaign bank account.

You cannot use your personal bank account for campaign finances, even if you are planning a very small campaign.

All contributions — including contributions you make to yourself — must be deposited into the campaign bank account. All expenses must be paid from the campaign account.

The nomination fee is considered to be a personal expense, not a campaign expense. You do not need to have a campaign bank account in order to pay the nomination fee.

Contributions and campaign income

Contributions

Campaign contributions are any money, goods or services that are given to you for use in your campaign, including money and goods that you contribute to yourself.

If you are given a special discount on a good or service that you are purchasing for your campaign, the difference between what you were charged and what the market value would be is considered to be a contribution.

Corporations and other businesses are not permitted to make contributions to candidates. If you are being offered a discount, you should make sure that whoever is offering the discount is entitled to make a personal contribution to your campaign.

If a professional who would normally charge for a service gives you that service for free, the market value of the service is considered to be a contribution.

If you sell tickets to a fundraising event, the cost of the ticket is considered to be a contribution. If you sell goods at a fundraising event for more than their market value, the difference between what the person attending the fundraising event paid you and what they would have normally paid for the item is considered to be a contribution.

If you have inventory such as signs left over from a previous campaign and you use them again, the current market value of the signs (what it would cost you to buy those signs today) is considered to be a contribution that you make to your campaign.

If you or your spouse guarantees your campaign loan and the campaign is unable to repay the full amount, any unpaid balance is considered to be a contribution by the guarantor.

Things that are not contributions

If you have volunteers working for your campaign, the value of their volunteer labour is not considered to be a contribution.

A cash donation of \$25 or less received at a fundraising event is not considered to be a contribution, and you may accept such donations without keeping track of who gave them to you. You will have to report the total amount of money that you received from these donations on your financial statement.

The value of free political advertising, provided that such advertising is made available to all candidates and is in accordance with the *Broadcasting Act (Canada)* is not considered to be a contribution.

If you obtain a campaign loan from a bank or a recognized lending institution, the amount of the loan is not considered to be a contribution.

Who can make a contribution

You can accept contributions only from individuals who are residents of Ontario. Corporations and trade unions are not permitted to make contributions to candidates.

If your spouse is not a resident of Ontario, they can still make contributions to your campaign. They may not make contributions to any other candidate.

Groups such as clubs, associations or ratepayer's groups are not eligible to make contributions. The members of these groups may make individual contributions from their personal funds (as long as they are residents of Ontario).

Who cannot make a contribution

The following individuals and organizations are not permitted to make contributions to municipal council and school board campaigns:

- a corporation
- a trade union
- an individual who is not normally a resident in Ontario
- a federal political party, constituency association, or a registered candidate in a federal election
- a provincial political party, constituency association, or a registered candidate or leadership contestant
- a federal or provincial government, a municipality or a school board

When you can receive contributions

You can only accept contributions after the clerk has received your nomination, and you cannot accept contributions after your campaign period has finished. Any contributions received outside the campaign period must be returned to the contributor. If you cannot return the contribution to the contributor, you must turn it over to the clerk.

Contribution limits – contributions from yourself and your spouse

If you are running for municipal council, there is a limit on the total amount that you and your spouse may collectively contribute to your own campaign. The contribution limit is calculated based on the number of electors who are eligible to vote for the office that you are running for. The formula to calculate the limit is:

- for head of council: \$7,500 plus \$0.20 per eligible elector
- for council member: \$5,000 plus \$0.20 per eligible elector

There is a cap of \$25,000. If the formula results in a number greater than \$25,000, the limit will still be \$25,000.

The clerk will tell you what your self-funding limit is.

All of the contributions that you and your spouse make to your own campaign count towards this limit, including:

- contributions of money
- the value of goods or services that you or your spouse donate to the campaign
- the value of any inventory from the previous election that you use again in this campaign

This limit does not apply to school board trustee candidates.

Contribution limits – contributions from other people

There is a \$1,200 limit that applies to contributions from other individuals. If a person makes more than one contribution (for example, contributes money, contributes goods, and purchases a ticket to a fundraising event), the total value of all the contributions cannot exceed \$1,200.

If you are running for mayor in the City of Toronto, the limit is \$2,500.

The maximum total amount that a contributor can give to candidates in the same jurisdiction (for example, running for the same council or for the same school board) is \$5,000.

You are required to inform every contributor of the contribution limits. An easy way to ensure compliance is to include the contribution limits on the receipt that you provide for each contribution.

Only a contribution that is \$25 or less can be made in cash. All contributions above \$25 must be made by cheque, money order, or by a method that clearly shows where the funds came from (such as certain debit, credit or electronic transfer transactions).

Contribution receipts

You must issue a receipt for every contribution you receive. The receipt should show who made the contribution, the date, and the value. If the contribution was in goods or services, you must determine the value of the goods or services and issue a receipt for the full value.

If you receive a contribution from a joint account, the contribution can only come from one person. You must determine who is making the contribution and issue the receipt to that person.

You are required to list the names and addresses of every contributor who gives more than \$100 total to your campaign in your financial statement. You should keep a record of the names and addresses of every contributor, regardless of the value of their contribution, because the same contributor may make multiple contributions that end up totalling more than \$100.

Note: Contribution receipts are not tax receipts. Contributions to municipal council and school board campaigns cannot be credited against provincial or federal income taxes.

Returning ineligible contributions

You are required to return any contribution that was made or accepted in contravention of the [Municipal Elections Act, 1996](#), as soon as you learn that it was an ineligible contribution. If you cannot return the contribution, you must turn it over to the clerk.

Contributions should be returned or paid to the clerk if the contribution is:

- made outside your campaign period
- from an anonymous source (except for donations of \$25 or less at a fundraising event)
- from an ineligible source (someone who doesn't live in Ontario, a corporation, etc.)
- greater than the individual \$1,200 limit or the \$5,000 total limit per jurisdiction
- a cash contribution greater than \$25
- from funds that do not belong to the contributor who gave them to you

Unused contributions

If your campaign ends with a surplus, you can withdraw the value of contributions that you and your spouse made from the surplus. If you still have a surplus once you have withdrawn your contributions, the remaining surplus must be turned over to the clerk.

You are not permitted to refund eligible contributions made by anyone other than yourself or your spouse.

Contribution rebates

Your municipality may have a contribution rebate program. Contact your clerk for more information.

Contributions to municipal council and school board campaigns are not tax deductible.

Fundraising

Fundraising functions are events or activities held by you, or on your behalf, for the primary purpose of raising money for your campaign. If you hold an event to promote your campaign and you happen to receive some contributions or ask people to consider contributing to your campaign, this would not qualify as a fundraising event.

Similarly, if you have a sentence in your campaign brochure asking people to make a contribution or giving them information about how to contribute, this would not make the production of the brochure a fundraising expense since its primary purpose is to promote your campaign, not to raise money. Fundraisers can only be held during your campaign period. You must record the gross income (including ticket revenue and other revenue) and the expenses related to each event and activity on your campaign financial statement.

If you sell tickets to an event, the ticket price is considered to be a contribution to your campaign and you must issue a receipt to each person who purchases tickets. If the ticket price is higher than \$25, tickets cannot be paid for in cash.

Campaign income

If you raise funds by selling goods or services for more than fair market value, the difference between the fair market value and the amount paid is considered to be a contribution. If the good or service is sold for \$25 or less, the amount paid is considered to be campaign income that is not a contribution.

Campaign expenses

Expenses

Campaign expenses are the costs that you incur (or that a person such as your campaign manager incurs under your direction) during your campaign.

Reminder: the nomination fee is a personal expense rather than a campaign expense. It should not be reported on your campaign financial statement.

Expenses must be paid from your campaign bank account. If you use a credit card to pay for purchases, you should make sure that you keep clear records showing that the expense on the credit card was reimbursed from the campaign account.

Any taxes such as HST paid on purchases should be included in the amount of the expense.

You can incur expenses only during your campaign period, except for expenses related to the preparation of an auditor's report. If you are required to include an auditor's report with your financial statement, you may incur these expenses after the campaign period has ended. These expenses must also be reported on your financial statement.

Goods and services

Goods or services that are contributed to your campaign are also expenses. They should be treated as if the contributor gave you money and you went out and purchased the goods and services. You must record both the contribution and the expense.

Spending limits

Candidates are subject to two spending limits — a general limit, and a separate limit for expenses relating to parties and expressions of appreciation after voting day.

General spending limit

The general spending limit for your campaign is calculated based on the number of electors who are eligible to vote for the office that you are running for. The formula to calculate the limit is:

- for head of council: \$7,500 plus \$0.85 per eligible elector
- for council member or trustee: \$5,000 plus \$0.85 per eligible elector

When you file your nomination, the clerk will give you an estimate of your general spending limit. This estimate will be based on the number of electors in the previous election.

On or before September 30, 2026, the clerk must give you a final general spending limit which is based on the number of electors on the voters' list for the current election.

If the spending limit estimate that you received when you filed your nomination is higher than the final spending limit you receive in September, the estimate becomes your official spending limit.

While most of your expenses will be subject to the general spending limit, the following expenses are not:

- expenses related to holding a fundraising event or activity

- expenses relating to a recount
- expenses relating to a court action for a controverted election
- expenses relating to a compliance audit
- expenses incurred by a candidate with a disability that are directly related to the candidate's disability and would not have been incurred if not for the election
- audit and accounting fees

Note: Any materials, events or activities must have fundraising as the primary purpose in order to be exempt from the spending limit. An incidental mention of contributions is not enough to qualify as fundraising.

When the general spending limit applies

Your spending limit covers expenses that you incur between the beginning of your campaign and voting day. Expenses that you incur between the day after voting day and the end of your campaign are not subject to the spending limit.

Note: If you incur an expense before voting day, but don't get around to paying for it until after voting day, it would still be subject to the spending limit.

Spending limit for parties and expressions of appreciation

The spending limit for expenses related to holding parties and other expressions of appreciation after the close of voting is calculated as 10% of the amount of your general spending limit.

Expenses related to parties and expressions of appreciation are subject to the specific spending limit regardless of whether they are incurred before or after voting day.

Leftover campaign inventory

If you ran in the last municipal council or school board election and you want to reuse leftover goods such as signs or office supplies, you must establish the current market value of the goods – what it would cost you to purchase them today. You must record the current market value as an expense.

If you have inventory left at the end of your campaign it becomes your personal property. If you want to store materials such as signs for use in another election, any costs related to storage are personal costs, not campaign expenses.

Note to accountants: The value of all goods must be recorded as an expense regardless of whether the campaign ends with used or unused goods in inventory. Do not deduct the

value of unused goods from the campaign expenses, as this will result in the campaign having a surplus on paper that the candidate does not actually have.

Surplus and deficit

If your campaign has a surplus after you have refunded contributions made by yourself or your spouse, you must pay the surplus over to the clerk when you file your financial statement. The surplus will be held in trust, and you can use it if you incur expenses related to a compliance audit. If the surplus is not needed for these expenses, it becomes the property of the municipality or the school board.

If your campaign expenses are greater than your campaign income, your campaign will be in deficit.

Note: Ending your campaign with a deficit may result in questions being raised about how expenses were paid for, and whether you contributed more than your self-funding limit by paying outstanding expenses with personal funds.

Campaign advertisements

When campaign advertising appears in broadcast, print, electronic or other media, the broadcaster or publisher of the advertising must keep certain records:

- a written copy of the candidate's name, as well as the name, business address and telephone number of the individual who deals with the broadcaster or publisher under the direction of the candidate (this could be the candidate themselves)
- a copy of the advertisement (or the means of reproducing the advertisement for inspection)
- a statement of the charge made for its appearance

These records will be kept for four years after the date the advertisement appears.

Broadcasters and publishers must allow the public to inspect the records during this time.

If your campaign includes advertising that is broadcast or published, you must record the name of the broadcaster or publisher as well as their contact information in Schedule 3 of the campaign financial statement (Form 4).

Campaign financial statement

It is your responsibility as a candidate to file a **complete and accurate financial statement on time**.

The filing deadline is 2 p.m. on the last Friday in March following the election. Since March 26, 2027, falls on Good Friday and March 29, 2027, is Easter Monday, financial statements may be filed with the clerk until **2 p.m. on Tuesday, March 30, 2027**.

If you have a bookkeeper or accountant complete the financial statement for you, you are still responsible for ensuring that it is complete and accurate and filed on time.

Financial statements are not required to have original signatures. You should contact your clerk for information about whether you can file your financial statement electronically if you are not able to file your statement in person.

If you filed a nomination form, you must file a financial statement. This includes candidates who withdrew their nomination, candidates who were not certified and did not appear on the ballot, and candidates who were acclaimed.

If you did not receive any contributions (including contributions from yourself) or incur any expenses, you are only required to fill out the first page of the financial statement and sign it.

If you received contributions or incurred any expenses you must complete the relevant parts of the financial statement.

If your campaign contributions (including contributions from yourself) or campaign expenses are greater than \$10,000, you must have your financial statement audited and include the auditor's report when you submit your financial statement to the clerk.

Filing early

You can file your campaign financial statement after you have ended your campaign. If you file your statement early and then discover an error, you can submit a corrected statement at any time before the filing deadline on March 30, 2027. Your original statement is deemed to be withdrawn when you file the corrected statement. You cannot withdraw a financial statement without submitting a corrected one.

Applying for an extension

If you think that you will be unable to file your financial statement by the deadline, you may apply **before March 30, 2027**, to the Superior Court of Justice for an extension. If the court grants the extension, you will receive the refund of your nomination fee if you file by the deadline given to you by the court.

Grace period for filing

If you have not filed your financial statement by the deadline, you may file your financial statement within 30 days after the deadline if you pay the municipality a \$500 late filing fee. This grace period ends at 2 p.m. on Thursday, April 29, 2027. You will not receive a refund of your nomination fee if you file during the 30-day grace period.

If you have not filed your financial statement by the end of the 30-day grace period and you did not apply to the court for an extension prior to the deadline, automatic penalties apply:

- you will forfeit your elected office (if you won the election)
- you will be ineligible to run for office or be appointed to fill a vacancy until after the 2030 election

If you did not file your financial statement by the end of the grace period, you may still file it for the purposes of having your finances on the record. The clerk will accept the financial statement and make it available to the public. The penalties will still apply.

Separate statement for each office

If you filed a nomination and then changed your mind and filed a nomination for a different office, you may be required to file a separate financial statement for each campaign.

Extended campaigns

Your campaign period ends on December 31, 2026. However, if your campaign has a deficit, you can extend your campaign in order to do some additional fundraising. If you want to extend your campaign, you must notify the clerk on or before December 31, 2026, using the [Notice of Extension of Campaign Period form \(Form 6\)](#).

Your campaign may be extended until June 30, 2027.

If you extend your campaign, you must file two financial statements:

- a financial statement reflecting your campaign until December 31, 2026, (due March 30, 2027)
- a supplementary financial statement that includes the information from your initial statement and adds financial information from your extended campaign

The supplementary financial statement must be filed with the clerk by 2 p.m. on Friday, September 24, 2027.

Auditor's report

You must have an auditor review your financial statement and provide a report if any of the following are true:

- your campaign expenses exceed \$10,000
- the contributions you received (including contributions from yourself) exceed a total of \$10,000
- both your expenses and your contributions exceed \$10,000 each

The auditor's report must be prepared by an auditor licensed under the [Public Accounting Act, 2004](#). Before you hire someone to prepare the report, ensure that they are properly qualified.

You can incur expenses relating to the auditor's report after December 31, 2026. These expenses do not count toward your spending limit. Include these expenses on the financial statement that you are filing.

Compliance and enforcement

Enforcement of the [Municipal Elections Act, 1996](#), is done through the courts. The Ministry of Municipal Affairs and Housing does not have a role in investigating elections or in determining penalties.

Automatic penalties

There are three contraventions of the [Municipal Elections Act, 1996](#), where penalties apply automatically:

1. if you fail to file a financial statement by the end of the 30-day grace period or fail to apply to the court before March 30, 2027, for an extension by the filing deadline
2. if your financial statement shows that you exceeded your spending limit
3. if you fail to turn over your surplus to the clerk when you file your financial statement

The penalty is that you forfeit your office (if you won the election) and you become ineligible to run or be appointed to fill a vacancy until after the 2030 election.

Compliance audits

Each municipality and school board must establish a compliance audit committee.

If an eligible elector believes that you have contravened the election finance rules, they may apply for a compliance audit of your campaign finances. The application must be in writing and must set out the reasons why they believe you contravened the rules.

An application for a compliance audit must be submitted to the municipal clerk who conducted the election within 90 days of the deadline to file the campaign financial statement.

The compliance audit committee will consider the application and decide whether to grant or reject the application. You may appeal the committee's decision to the Superior Court of Justice within 15 days after the decision is made.

If the committee grants the application, it will appoint an auditor to conduct a compliance audit of your campaign finances. The auditor is entitled to have access to all of the financial records related to your campaign. The auditor will produce a report, which you are entitled to receive.

The compliance audit committee will meet to consider the auditor's report. If the report concludes that there is an apparent contravention of the [Municipal Elections Act, 1996](#), the committee will decide whether to commence legal action.

The compliance audit committee does not have any authority to set penalties. Only the court can decide if you contravened the Act and, if so, which penalties should apply.

A person who does not want or who is not able to apply for a compliance audit may decide to commence legal action on their own. A prosecution related to the 2026 election must be commenced by November 15, 2030.

Penalties

If you are convicted of an offence, you may be subject to the following penalties:

- a fine of up to \$25,000
- ineligibility to vote or run in the next general election
- up to six months in prison
- forfeiture of your elected office, if the judge finds that you committed the offence knowingly

If you are convicted of exceeding the spending limit, you may also be fined the amount by which you exceeded the limit.

Completing the financial statement

General information

All candidates must file a financial statement. This includes candidates who withdrew their nomination, candidates who were not certified and did not appear on the ballot, and candidates who were acclaimed.

Candidates must use [Form 4](#).

All candidates must complete Box A: Name of Candidate and Office and Box B: Declaration.

- **If you did not receive any contributions** (including contributions from yourself) or incur any expenses, check the box indicating this, and complete the Declaration in Box B. No further information is required.
- **If you did receive contributions** (including contributions from yourself) or incur expenses, you must fill in the information in Box C, Box D, Schedule 1 and Schedule 2, as appropriate. You may find it easier to fill out the form if you start with the more detailed sections such as the tables in Schedule 1 before filling in Box C (Statement of Campaign Income and Expenses).

If you received contributions or incurred expenses in excess of \$10,000, you must include an auditor's report with your financial statement.

Your completed financial statement must be submitted to the clerk by **2 p.m. on Tuesday, March 30, 2027**.

Supplementary financial statements must be submitted to the clerk by **2 p.m. on September 24, 2027**.

Tips for completing Form 4

Learn more about how to correctly fill out the campaign financial statement.

Box A: Name of candidate and office

Record your general spending limit and your spending limit for parties and other expressions of appreciation.

Note: automatic penalties will apply if the form reports that either of the spending limits have been exceeded.

If you are running for a council position, record your self-funding limit.

Box B: Declaration

By signing the form, you are declaring that the information recorded in the financial statement is true and accurate. If your financial statement was prepared by someone else, you as the candidate are still responsible for its accuracy.

Box C: Statement of campaign income and expenses

Loan

If you obtained a loan for your campaign, you must record the name of the bank or recognized lending institution and the amount borrowed.

You are permitted to get a loan only from a bank or other recognized lending institution in Ontario, and it must be paid directly into your campaign bank account. You may not receive a loan from family members or from any corporate accounts that you may have access to.

The loan is not considered to be campaign income, and paying it back is not a campaign expense. However, if you or your spouse guarantee the loan and the campaign does not repay all of it, the remaining balance is considered to be a contribution (since the guarantor is basically providing the campaign the means to repay the loan). This amount counts towards your self-funding limit.

Any interest that the campaign pays on the loan is a campaign expense.

Income

Your campaign income includes all contributions received from yourself, your spouse and other eligible contributors. This includes the value of contributions of goods and services. Income also includes any refunds of deposits, interest earned by your campaign bank account, and revenue from fundraising events or activities that is not deemed a contribution (for example, if you sold refreshments at market value).

Example

You have 100 t-shirts printed to sell at a fundraiser. The cost to the campaign is \$10 per shirt, and you sell them for \$25 each.

The \$25 is not a contribution. You do not have to collect names and contact information, or issue a contribution receipt to anyone who buys a shirt.

The \$1,000 that you spent on the shirts must be recorded as a campaign expense.

The \$2,500 that you raised by selling the shirts must be recorded as revenue from fundraising events not deemed a contribution.

If you sell goods (such as food and drink) at market value, the revenue is not considered to be a contribution and must be recorded as revenue from fundraising events not deemed a contribution.

Sign deposit

If your municipality requires a deposit for election signs, this should be recorded as a campaign expense and paid for using campaign funds. If your deposit is refunded, record the amount under Income.

Expenses

Your campaign expenses include the value of any goods or services that have been contributed to your campaign (it is as if the contributor gave money to the campaign, which the campaign then spent on acquiring the goods or services).

The general spending limit applies only to expenses incurred until the end of voting day. Expenses incurred after voting day are not subject to the spending limit.

Note: An expense subject to the general spending limit that was incurred prior to voting day but not paid for until after voting day is still subject to the limit.

Some types of expenses are not subject to the general spending limit even if they are incurred prior to voting day.

Expenses related to parties and expressions of appreciation after voting day are subject to that spending limit regardless of when they are incurred.

Box D: Calculation of surplus or deficit

Campaign deficit

At the top of Box D, you must subtract the total amount of your campaign expenses from the total amount of your campaign income. If your expenses are greater than your income, your campaign is in deficit.

If you have extended your campaign in order to fundraise, you must still file a financial statement reflecting your campaign finances to December 31, 2026.

Campaign surplus

At the top of Box D, you must subtract the total amount of your campaign expenses from the total amount of your campaign income. If your income is greater than your expenses, your campaign has a surplus.

You are entitled to reimburse contributions made by yourself or your spouse out of the surplus. For example, if the surplus was \$500 and you contributed \$400 to your campaign, you may deduct that \$400, leaving your campaign with a surplus of \$100. If the surplus was \$500 and you contributed \$600, you may deduct \$500 of your contribution, leaving your campaign with \$0. You may not deduct more than the value of the surplus.

If, after deducting contributions made by yourself or your spouse, the campaign still has a surplus, these funds must be turned over to the clerk.

Schedule 1: Contributions

Schedule 1 includes a summary of contributions from your campaign.

The following tables are included in Schedule 1 and need to be filled in, if applicable:

- Table 1: Contributions in goods or services from candidate or spouse
- Table 2: Inventory of campaign goods and materials from previous municipal campaign used in this campaign
- Table 3: Monetary contributions from individuals other than candidate or spouse where contributions exceed \$100 per contributor
- Table 4: Contributions in goods or services from individuals other than candidate or spouse where contributions exceed \$100 per contributor

Contributions from yourself and/or your spouse

If you are running for municipal council, you and your spouse are subject to limits on how much you can contribute to your campaign. This limit applies to contributions of money, goods and services, as well as the value of any inventory from a previous campaign that you have used in your current campaign.

Record these amounts on the lines provided in Schedule 1. Do not include them in the tables of contributions (Table 1 or Table 2). The other reason to identify the contributions from you and your spouse is because those contributions can be reimbursed by you and your spouse if the campaign ends with a surplus.

Note: you must report the full amount of the contributions made by you and your spouse, including any amounts that have been reimbursed from a surplus.

Contributions totalling \$100 or less

If the total amount contributed (including the value of goods and services) from a single contributor is \$100 or less, you do not need to provide details on the form. Simply indicate the total value of all such contributions on the line provided at the top of Schedule 1.

If an anonymous contribution is \$100 or less, include it in the total value of contributions not exceeding \$100 per contributor. Any anonymous contribution that is greater than \$25 must be turned over to the clerk.

Goods and services from candidate or spouse

If you or your spouse contribute goods and services to your campaign, this must be recorded as a contribution. Record any contributions in Table 1 of Schedule 1.

Inventory from previous campaign

Any inventory from a previous campaign that you are using again is a contribution in goods that you make to your campaign and counts towards your self-funding limit. You must calculate the current market value (for example, if you have 100 signs left over from 2022 and use them again, you must calculate how much it would cost to purchase those same signs in 2026) and record it in Table 2. This inventory must also be recorded as a campaign expense.

Contributions totalling more than \$100

If a contributor makes 1 or more contributions totalling more than \$100 (including the value of goods and services and the cost of tickets to fundraising events), you must record all of these contributions in the tables provided in Schedule 1 (Tables 3 and 4).

If an anonymous contribution is more than \$100, include it in the total value of contributions exceeding \$100 per contributor, and include it in Table 3 (listing “anonymous” as the name of the contributor). Any anonymous contribution that is greater than \$25 must be turned over to the clerk.

Note: it is the total amount contributed that matters — if an individual buys a ticket to a fundraising event for \$50, and then later in the campaign contributes \$75, each of these contributions must be recorded in Table 3 because the total exceeds \$100.

Goods and services from individuals other than candidate or spouse

Eligible contributors may donate goods and services to the campaign. These must be recorded as a contribution and as an expense (as if the contributor donated money, which the campaign then spent on the goods and services).

Corporations and trade unions are not permitted to make contributions to candidates. This includes contributions of goods and services.

Example:

Your friend spends \$150 on coffee and baked goods which they donate for a campaign event. You should record a contribution of \$150 in goods or services from your friend and record an expense of \$150.

If you are given a special discount on a good or service that you are purchasing for your campaign, you should record the expense as if you were not given the discount (since the value of the discount is considered to be a contribution of the good or service to your campaign).

Example:

Your order for campaign signs would normally cost \$500, but the vendor lets you have them for \$300 because he wants to help your campaign. You should record an expense of \$500 for the signs and record a contribution of \$200 in goods or services from the vendor.

Note: As businesses are not permitted to make contributions, the contribution would have to be a personal contribution from the vendor.

Contributions in goods or services from individuals other than the candidate or spouse must be recorded in Table 4 of Schedule 1.

Schedule 2: Fundraising events and activities

The cost of holding fundraising events or activities is not subject to the spending limit. However, in order to be considered a fundraising cost, the primary purpose for the expense must be related to fundraising rather than promoting the candidate. Incidental fundraising that happens to occur during a promotional event is not sufficient to make it a fundraising event. Similarly, a line at the bottom of a campaign brochure asking people to donate does not make the production of the brochure a fundraising expense.

If you have included costs of fundraising events/activities as an expense in Box C, you must provide details of these events and activities in Schedule 2.

Contributions received at a fundraising event may include:

- the price of the ticket
- if goods or services are offered for sale, any amount of money paid that exceeds their market value (for example, if a \$100 item is sold for \$175, the purchaser has made a \$75 contribution to the campaign)
- personal cheques collected from contributors at the event

If contributors have donated goods or services for the fundraising event, these must be recorded as contributions and as expenses.

These contributions must be recorded in Schedule 1, and where the total from a contributor exceeds \$100, be detailed in the appropriate tables. Refer to the section above [Schedule 1: Contributions](#) for more information.

The fundraising event may also generate revenue that is not considered to be a contribution:

- donations of \$25 or less
- if goods or services are offered for sale, the market value of those goods and services sold (for example, if a \$100 item is sold for \$175, \$100 is revenue)
- the amount paid for goods or services offered for sale for \$25 or less

Anonymous contributions

You may keep anonymous contributions that do not exceed \$25 each that are received at a fundraiser (such as those collected by passing the hat or having a tip jar). Report the total amount of money received from these donations in Schedule 2 for that fundraiser.

All other anonymous contributions must be turned over to the clerk.

You will then subtract the contribution as paid or payable to the clerk to arrive at the Total for Part II Contributions in Schedule 2.

Schedule 3: Broadcasters and publishers

If your campaign had any advertising that was broadcast or published, you must record the name of each broadcaster and publisher, along with their contact information.

Auditor's report

If your campaign expenses or the contributions you received total more than \$10,000, you must have an auditor review your financial statement and provide a report.

The auditor's report must be prepared by an auditor licensed under the [Public Accounting Act, 2004](#). Before you hire someone to prepare the report, you should ensure that they are properly qualified.

Forms referred to in this guide

You can get copies of forms from your municipal clerk, or you can download them from the [Government of Ontario's Central Form Repository](#).

[Nomination Paper \(Form 1\)](#)

[Endorsement of Nomination \(Form 2\)](#)

[Financial Statement – Auditor’s Report – Candidate \(Form 4\)](#)

[Financial Statement – Subsequent Expenses \(Form 5\)](#)

[Notice of Extension of Campaign Period \(Form 6\)](#)

Instructions

It is the responsibility of the person being nominated to file a complete and accurate nomination paper. Please print or type information (except signatures).

Nomination paper of a person to be a candidate at an election to be held in the following municipality

Nominated for the Office of		Ward Name or Number (if any)	
Nominee's name as it is to appear on the ballot paper (subject to agreement of the municipal clerk)			
Last Name or Single Name		Given Name(s)	
Nominee's full qualifying address			
Suite/Unit Number	Street Number	Street Name	
Municipality		Province	Postal Code
Mailing Address <input type="checkbox"/> Same as qualifying address			
Suite/Unit Number	Street Number	Street Name	
Municipality		Province	Postal Code
Email Address		Telephone Number	Telephone Number 2

Declaration of Qualification

I, _____, declare that I am presently legally qualified (or would be presently legally qualified if I were not a member of the Legislative Assembly of Ontario or the Senate or House of Commons of Canada) to be elected and to hold the office for which I am nominated.

Signature of Nominee

Date (yyyy/mm/dd)

Date Received (yyyy/mm/dd)	Time Received	Initial of Nominee or Agent (if filed in person)	Signature of Clerk or Designate
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Certification by Clerk or Designate

I, the undersigned clerk of this municipality, do hereby certify that I have examined the nomination paper of the aforesaid nominee filed with me and am satisfied that the nominee is qualified to be nominated and that the nomination complies with the Act.

Signature

Date Certified (yyyy/mm/dd)



TOWNSHIP OF EAST GARAFRAXA
065371 DUFFERIN COUNTY ROAD 3 • UNIT 2
EAST GARAFRAXA • ON • L9W 7J8
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www.eastgarafraxa.ca

FORM EL52

Consent to Release Personal Information

Municipal Freedom of Information and Protection of Privacy Act

In accordance with ss.88(5) of the *Municipal Elections Act, 1996* despite anything in the *Municipal Freedom of Information and Protection of Privacy Act*, documents and materials filed with or prepared by the Clerk or any other election official under this *Act* are public records and, until their destruction, may be inspected by any person at the clerk's office at a time when the office is open.

I _____ hereby authorize election staff to include on the Township's website the following information with respect to my candidacy for elected office.

Please note that there is no obligation on the part of a candidate to authorize the release of contact information on the web.

Telephone No.

Telephone No. 2

E-mail Address

Qualifying Address within Municipality

Mailing Address

I DO NOT authorize the further release of my contact information, except as provided for under the *Municipal Elections Act* (public viewing at the Clerk's Office)

Candidate Signature

Date

Clerk or Designate

Date

Personal information is collected under the authority of the *Municipal Elections Act, 1996* and will be used for the nomination and registration process for the municipal elections. Pursuant to the *Municipal Elections Act, 1996* s.33 this completed document and the Nomination Paper - Form 1 are public records and, until its destruction, may be inspected by any person at the Township Office at a time when the office is open.



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FORM EL14

CANDIDATE'S DECLARATION- PROPER USE OF VOTERS' LIST

Municipal Elections Act, 1996 (s.23(4) (5));

I, _____, being a candidate for the office of

_____, hereby request the Clerk to provide me

with the following information when it becomes available:

a paper copy of the Voters' List. Please note that a copy of all revisions made to the Voters' List will be provided on or before Monday, September 30, 2026.

OR

an electronic copy of the Voters' List. Please note that a copy of all revisions made to the Voters' List will be provided on or before Monday, September 30, 2026.

AND

a copy of the Lists showing the name of each person who has voted at each Advance Vote.

I, the undersigned, do hereby agree to use the Voters' List for election purposes only and I understand that I am prohibited by the Municipal Elections Act, 1996 from using the Voters' List for commercial purposes.

Signature:

Date

Name: _____
(please print)



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Form EL37(C)

PRELIMINARY CERTIFICATE OF MAXIMUM AMOUNT OF EXPENSES FOR PARTIES ETC. AFTER VOTING DAY - CANDIDATE

Municipal Elections Act, 1996 (s.88.20(9)(13))

TO:

_____ (Name of Candidate)	/	_____ Councillor (Office)
_____ (Address)	_____ (Postal Code)	

FROM:

The Clerk, or designated election official, of the Township of East Garafraxa.

I hereby certify that the maximum amount of expenses for holding parties and making other expressions of appreciation after the close of voting that a candidate is permitted to incur for the office of **Councillor** in the Municipal Election to be held October 26, 2026, is **\$ 694.23**.¹

Date

Municipal Clerk or designate

In accordance with MEA, s., the 88.20(13), the Clerk shall give candidates a preliminary certificate of the maximum amount permitted on or before September 30, 2026².

The number of electors to be used in this final calculation is to be the greater of the number of electors from the September 15, 2022 Voters' List, including changes made on that day, or the 2026 Voters' List as of September 15, including changes made on that day.

Certificate to be given to candidate in accordance with Section 13.

¹ Formula for calculation provided in Section 88.20(6) (15).

² The National Day of Truth and Reconciliation falls on September 30. If it is recognized as a statutory holiday by your municipality, this date can be moved to October 1, 2026.



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Form EL42(A)

NOTICE TO CANDIDATE OF FINANCIAL STATEMENT FILING REQUIREMENTS

Municipal Elections Act, 1996 (s.88.25)

TO:

_____ (Name of Candidate)	/	_____ (Office)
_____ (Address)		_____ (Postal Code)

FROM:

The Clerk or designated election official of the Township of East Garafraxa

TAKE NOTICE EVERY CANDIDATE SHALL FILE by **March 30, 2027**, with the Clerk with whom their nomination was filed a financial statement and auditor's report in accordance with s.88.25 of the *Municipal Elections Act, 1996*.

- (1) On or before 2:00 p.m. on the filing date, a candidate shall file with the Clerk with whom the nomination was filed a financial statement and auditor's report, each in the prescribed form, reflecting the candidate's election campaign finances,
 - (a) in the case of a regular election, as of December 31 in the year of the election;
 - (b) in the case of a by-election, as of the 45th day after Voting Day.
- (2) If a candidate's election campaign ends as described in paragraph 3 of subsection 88.24(1), the financial statement and auditor's report must reflect the candidate's election campaign finances as of the day the election campaign period ended.
- (3) If an error is identified in a filed financial statement, the candidate may withdraw the statement and, at the same time, file a corrected financial statement and auditor's report on or before the applicable filing date under section 88.30.
- (4) If the candidate's election campaign period continues during all or part of the supplementary filing period, the candidate shall, before 2:00 pm on the supplementary filing date, file a supplementary financial statement and auditor's report for the supplementary reporting period.

- (5) If a candidate's election campaign period ends as described in paragraph 3 of subsection 88.24(1) and the election campaign period continued during all or part of the supplementary filing period, the candidate shall, before 2:00 pm on the supplementary filing date, file a supplementary financial statement and auditor's report for the period commencing on the day the candidate's election campaign period ends and including the six-month period following the year of the election.
- (6) A supplementary financial statement or auditor's report shall include all the information contained in the initial statement or report filed under subsection (1) updated to reflect the changes to the candidate's campaign finances during the supplementary reporting period.
- (7) An auditor's report shall be prepared by an auditor licensed under the *Public Accounting Act, 2004*.
- (8) No auditor's report is required if the total contributions received and total expenses incurred in the election campaign up to the end of the relevant period are each equal to or less than \$10,000.

Date

Municipal Clerk or designate

Note: At least 30 days before the filing date, the Clerk shall give notice to candidates of all the filing requirements under MEA, s.88.25, along with the candidate's entitlement to receive a refund of the nomination filing fee if the candidate meets the requirements of MEA, s.34 and the penalties set out in MEA, s.88.23(2) and s.92(1)

Notice to be given in accordance with MEA, s.13.

NOTICE OF PENALTIES

88.23 (1) A candidate is subject to the penalties listed in subsection (2), in addition to any other penalty that may be imposed under this Act,

- (a) if the candidate fails to file a document as required under section 88.25 or 88.32 by the relevant date;
- (b) if a document filed under section 88.25 shows on its face a surplus, as described in section 88.31, and the candidate fails to pay the amount required by subsection 88.31 (4) to the clerk by the relevant date;
- (c) if a document filed under section 88.25 shows on its face that the candidate has incurred expenses exceeding what is permitted under section 88.20; or
- (d) if a document filed under section 88.32 shows on its face a surplus and the candidate fails to pay the amount required by that section by the relevant date.

88.23(2) Subject to subsection (7), in the case of a default described in subsection (1),

- (a) the candidate forfeits any office to which he or she was elected and the office is deemed to be vacant, and
- (b) until the next regular election has taken place, the candidate is ineligible to be elected or appointed to any office to which this Act applies.

92(1) A candidate is guilty of an offence and, on conviction, in addition to any other penalty that may be imposed under this Act, is subject to the penalties described in subsection 88.23(2),

- (a) if the candidate incurs expenses that exceed the amount determined for the office under section 88.20; or
- (b) if the candidate files a document under section 88.25 or 88.32 that is incorrect or otherwise does not comply with that section.

Instructions

All candidates must complete Boxes A and B. Candidates who receive contributions or incur expenses must complete Boxes C, D, Schedule 1 and Schedule 2 as appropriate. Candidates who use a broadcaster or publisher for an election campaign advertisement must complete Schedule 3. Candidates who receive contributions or incur expenses in excess of \$10,000 must also attach an Auditor's Report.

All surplus funds (after any refund to the candidate or their spouse) shall be immediately paid to the clerk who is responsible for the conduct of the election.

For the campaign period from (day clerk received nomination)

YYYY	MM	DD
------	----	----

to

YYYY	MM	DD
------	----	----

- Initial filing reflecting finances from start of campaign to December 31 (or 45 days after voting day in a by-election)
- Supplementary filing reflecting finances from start of campaign to end of extended campaign period

Box A: Name of Candidate and Office

Candidate's name as shown on the ballot

Last Name or Single Name	Given Name(s)
Office for Which the Candidate Sought Election	Ward Name or Number (if any)
Municipality	

Spending Limit	Parties and Other Expressions of Appreciation	Contribution Limit
General	\$	Contributions from Candidate and Spouse
\$	\$	\$

I did not accept any contributions or incur any expenses. (Complete Boxes A and B only)

Box B: Declaration

I, _____, declare that to the best of my knowledge and belief that these financial statements and attached supporting schedules are true and correct.

Signature of Candidate _____
Date (yyyy/mm/dd)

Date Filed (yyyy/mm/dd)	Time Filed	Initial of Candidate or Agent (if filed in person)	Signature of Clerk or Designate
-------------------------	------------	--	---------------------------------

Box C: Statement of Campaign Income and Expenses

LOAN

Name of bank or recognized lending institution

Amount borrowed
\$

INCOME

Total amount of all contributions (from line 1A in Schedule 1)

+ \$

Revenue from items \$25 or less

+ \$

Sign deposit refund

+ \$

Revenue from fundraising events not deemed a contribution
(from Part III of Schedule 2)

+ \$

Interest earned by campaign bank account

+ \$

Other (provide full details)

1. + \$

2. + \$

3. + \$

4. + \$

5. + \$

6. + \$

Total Campaign Income (Do not include loan)

= \$ **C1**

EXPENSES (Note: Include the value of contributions of goods and services)

1. Expenses subject to general spending limit

Inventory from previous campaign used in this campaign
(list details in Table 2 of Schedule 1)

+ \$

Advertising

+ \$

Brochures/flyers

+ \$

Signs (including sign deposit)

+ \$

Meetings hosted

+ \$

Office expenses incurred until voting day

+ \$

Phone and/or internet expenses incurred until voting day

+ \$

Salaries, benefits, honoraria, professional fees incurred until voting day

+ \$

Bank charges incurred until voting day

+ \$

Interest charged on loan until voting day

+ \$

Other (provide full details)

1. + \$

2. + \$

3. + \$

4. + \$

5. + \$

6. + \$

Total Expenses subject to general spending limit

= \$ **C2**

2. Expenses subject to spending limit for parties and other expressions of appreciation

1. + \$

2.	_____	+ \$	_____
3.	_____	+ \$	_____
4.	_____	+ \$	_____
5.	_____	+ \$	_____
Total Expenses subject to spending limit for parties and other expressions of appreciation		= \$	C3

3. Expenses not subject to spending limits

Accounting and audit	_____	+ \$	_____
Cost of fundraising events/activities (list details in Part IV of Schedule 2)	_____	+ \$	_____
Office expenses incurred after voting day	_____	+ \$	_____
Phone and/or internet expenses incurred after voting day	_____	+ \$	_____
Salaries, benefits, honoraria, professional fees incurred after voting day	_____	+ \$	_____
Bank charges incurred after voting day	_____	+ \$	_____
Interest charged on loan after voting day	_____	+ \$	_____
Expenses related to recount	_____	+ \$	_____
Expenses related to controverted election	_____	+ \$	_____
Expenses related to compliance audit	_____	+ \$	_____
Expenses related to candidate's disability (provide full details)			
1.	_____	+ \$	_____
2.	_____	+ \$	_____
3.	_____	+ \$	_____
4.	_____	+ \$	_____
5.	_____	+ \$	_____
Other (provide full details)			
1.	_____	+ \$	_____
2.	_____	+ \$	_____
3.	_____	+ \$	_____
4.	_____	+ \$	_____
5.	_____	+ \$	_____
Total Expenses not subject to spending limits		= \$	C4

Total Campaign Expenses (C2 + C3 + C4) = \$ **C5**

Box D: Calculation of Surplus or Deficit

Excess (deficiency) of income over expenses (Income minus Total Expenses) (C1 – C5)	_____	+ \$	D1
If there is a surplus, deduct any refund of candidate's or spouse's contributions to the campaign	_____	- \$	
Surplus (or deficit) for the campaign		= \$	D2

If line D2 shows a surplus, the amount must be paid in trust, at the time the financial statements are filed, to the municipal clerk who is responsible for the conduct of the election.

Schedule 1 – Contributions

Part I – Summary of Contributions

Contributions in money from candidate and spouse	+	\$	
Contributions in goods and services from candidate and spouse (include value listed in Table 1 and Table 2)	+	\$	
Total value of contributions not exceeding \$100 per contributor • Include ticket revenue, contributions in money, goods and services where the total contribution from a contributor is \$100 or less (do not include contributions from candidate or spouse).	+	\$	
Total value of contributions exceeding \$100 per contributor (from line 1B; list details in Table 3 and Table 4) • Include ticket revenue, contributions in money, goods and services where the total contribution from a contributor exceeds \$100 (do not include contributions from candidate or spouse).	+	\$	
Less: Ineligible contributions paid or payable to the contributor Contributions paid or payable to the clerk, including contributions from anonymous sources exceeding \$25	–	\$	
	–	\$	
Total Amount of Contributions (record under Income in Box C)	=	\$	1A

Part II – Contributions from candidate or spouse

Table 1: Contributions in goods or services
(Note: Must also be recorded as Expenses in Box C.)

Description of Goods or Services	Date Received (yyyy/mm/dd)	Value (\$)
Total		

Additional information is listed on separate supplementary attachment, if completed manually.

Table 2: Inventory of campaign goods and materials from previous municipal campaign used in this campaign
(Note: Value must be recorded as a contribution from the candidate and as an expense.)

Description	Date Acquired (yyyy/mm/dd)	Supplier	Quantity	Current Market Value (\$)
Total				

Additional information is listed on separate supplementary attachment, if completed manually.

Part III – Contributions exceeding \$100 per contributor – individuals other than candidate or spouse

Table 3: Monetary contributions from individuals other than candidate or spouse

Name	Full Address	Date Received (yyyy/mm/dd)	Amount Received (\$)	Amount Returned to Contributor or Paid to Clerk (\$)
Total				

Additional information is listed on separate supplementary attachment, if completed manually.

**Table 4: Contributions in goods or services from individuals other than candidate or spouse
(Note: Must also be recorded as Expenses in Box C.)**

Name	Full Address	Description of Goods or Services	Date Received (yyyy/mm/dd)	Value (\$)
Total				

Additional information is listed on separate supplementary attachment, if completed manually.

**Total for Part III – Contributions exceeding \$100 per contributor
(Add totals from Table 3 and Table 4 and record the total in Part 1 – Summary of Contributions)** \$ _____ **1B**

Schedule 2 – Fundraising Events and Activities

Complete a separate schedule for each event or activity held.

Additional schedule(s) attached, if completed manually.

Fundraising Event/Activity 1

Description of fundraising event/activity _____

Date of event/activity (yyyy/mm/dd) _____

Part I – Ticket revenue

Admission charge (per person) \$ _____ **2A**

(If there are a range of ticket prices, attach complete breakdown of all ticket sales)

Number of tickets sold x _____ **2B**

Total Part I (2A X 2B) (include in Part I of Schedule 1) = \$ _____

Part II – Other revenue deemed a contribution

Provide details (e.g., revenue from goods sold in excess of fair market value)

1.	_____	+ \$	_____
2.	_____	+ \$	_____
3.	_____	+ \$	_____
4.	_____	+ \$	_____
5.	_____	+ \$	_____

Total Part II (include in Part I of Schedule 1) = \$ _____

Part III – Other revenue not deemed a contribution

Provide details (e.g., contribution of \$25 or less; goods or services sold for \$25 or less)

1.	_____	+ \$	_____
2.	_____	+ \$	_____
3.	_____	+ \$	_____
4.	_____	+ \$	_____
5.	_____	+ \$	_____

Total Part III (include under Income in Box C) = \$ _____

Part IV – Expenses related to fundraising event or activity

Provide details

1.	_____	+ \$	_____
2.	_____	+ \$	_____
3.	_____	+ \$	_____
4.	_____	+ \$	_____
5.	_____	+ \$	_____

Total Part IV Expenses (include under Expenses in Box C) = \$ _____

Schedule 3 – Broadcasters and Publishers

Complete if candidate used a broadcaster or publisher for an election campaign advertisement.

Table 5: Contact information for broadcasters and publishers used during the election campaign

Name	Type of Advertisement (e.g. print, television, radio etc)	Contact Information

Additional information is listed on separate supplementary attachment, if completed manually.

Auditor's Report – *Municipal Elections Act, 1996* (Section 88.25)

A candidate who has received contributions or incurred expenses in excess of \$10,000 must attach an auditor's report.

Professional Designation of Auditor

Municipality		Date (yyyy/mm/dd)
Contact Information		
Last Name or Single Name		Given Name(s)
Licence Number		
Address		
Suite/Unit Number	Street Number	Street Name
Municipality		Province
Postal Code		
Telephone Number	Email Address	

The report must be done in accordance with generally accepted auditing standards and must:

- set out the scope of the examination
- provide an opinion as to the completeness and accuracy of the financial statement and whether it is free of material misstatement

Report is attached

Personal information, if any, collected on this form is obtained under the authority of sections 88.25 and 95 of the *Municipal Elections Act, 1996*. Under section 88 of the *Municipal Elections Act, 1996* (and despite anything in the *Municipal Freedom of Information and Protection of Privacy Act*) documents and materials filed with or prepared by the clerk or any other election official under the *Municipal Elections Act, 1996* are public records and, until their destruction, may be inspected by any person at the clerk's office at a time when the office is open. Campaign financial statements shall also be made available by the clerk in an electronic format free of charge upon request.



TOWNSHIP OF EAST GARAFRAXA
065371 DUFFERIN COUNTY ROAD 3 • UNIT 2
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www.eastgarafraxa.ca

Form EL19

WITHDRAWAL OF NOMINATION¹²

Municipal Elections Act, 1996, s.36

I, _____, hereby withdraw my name as a candidate
(Name of Candidate)

for the office of _____.
(Name of Elected Office)

Date

Signature of Candidate

THIS WITHDRAWAL DELIVERED TO ME AT _____ (time)
THIS _____ DAY OF _____, 2026.
_____ Municipal Clerk or designate

1 A person who has been nominated may withdraw his or her nomination by filing a written withdrawal in the Clerk's office by 2 pm on Nomination Day (August 21, 2016) if the nomination was filed on or before Nomination Day and by 2 p.m. on August 26, 2026, if the nomination was filed under subsection 33(5).

2 Clerk may want to require a candidate to appear in person, with identification in order to withdraw their nomination. If not, then anytime that a nomination withdrawal is submitted by someone other than the nominee, the Clerk should follow up to ensure that the withdrawal was submitted with the nominee's permission.



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Additional resources can be found below:

1. **Township Procedural By-Law (By-Law 34-2023)**
<https://www.eastgarafraxa.ca/municipal-government/by-laws/#ProceduralBy-Law-34-2023>
2. **Municipal Elections Act, 1996, S.O. 1996, c. 32, Sched.:**
https://www.ontario.ca/laws/statute/96m32_2026
3. **Municipal Act, 2001, S.O. 2001, c. 25**
<https://www.ontario.ca/laws/statute/01m25>
4. **Municipal Conflict of Interest Act, R.S.O. 1990, c. M.50**
[Municipal Conflict of Interest Act, R.S.O. 1990, c. M.50 | ontario.ca](https://www.ontario.ca/laws/statute/90m50)
5. **Ministry of Municipal Affairs and Housing – 2026 Candidate’s Guide** (guide is included in the Candidate package):
<https://www.ontario.ca/files/2026-03/mmah-2026-candidates-guide-en-2026-03-31.pdf>
6. **Ministry of Municipal Affairs and Housing – 2026 Voters’ Guide:**
<https://www.ontario.ca/files/2026-03/mmah-2026-voters-guide-en-2026-03-31.pdf>
7. **Ministry of Municipal Affairs and Housing – 2026 Third-Party Advertiser Guide:**
<https://www.ontario.ca/files/2026-03/mmah-2026-third-party-advertisers-guide-en-2026-03-31.pdf>
8. **Ontario Municipal Councillor’s Guide:**
<https://www.ontario.ca/document/ontario-municipal-councillors-guide>
9. **Municipal Elections in Canada: A Guide for Women Candidates:**
<https://fcm.ca/sites/default/files/documents/resources/guide/municipal-elections-in-canada-a-guide-for-women-candidates-wilf.pdf>
10. **Association of Municipalities of Ontario (AMO):**
<https://www.amo.on.ca/amo-education-workshops/election-resources-supporting-your-run-municipal-office-2026>