



TOWN OF DEEP RIVER

CLERK PROCEDURES MANUAL

2026 MUNICIPAL ELECTIONS

As Clerk of the Town of Deep River for the municipal elections, I do hereby certify the following procedures and forms for conducting the 2026 municipal elections as being those permitted to be used during this election process.

Any amendment to these procedures shall be signed by the Clerk and a copy of the amendment(s) shall be provided forthwith to all Candidates and Registered Third Party advertisers, and posted on the Municipal Elections page of the Town's website.

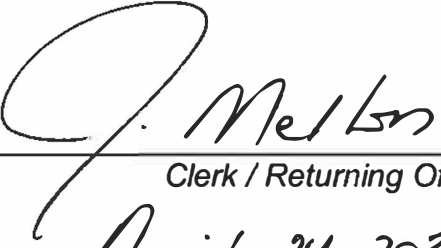

Clerk / Returning Officer
April 24, 2026
Date:

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AUTHORITY

Municipal Elections Act, 1996

Powers of the Clerk

Subsection 12

- (1) A Clerk who is responsible for conducting an election may provide for any matter or procedure that,
 - a) Is not otherwise provided for in an Act or regulation; and
 - b) In the Clerk's opinion is necessary or desirable for conducting the election.
- (2) The power conferred by subsection (1) includes power to establish forms, including forms of oaths and statutory declarations, and power to require their use. 1996, c. 32, Sched., s. 12(2).
- (3) Subject to subsection (4), the power conferred by subsection (1) includes power to require a person, as a condition of doing anything or having an Election Official do anything under this Act, to furnish proof that is satisfactory to the Election Official of the person's identify or qualifications, including citizenship or residency, or of any other matter. 1996, c. 32, Sched., s. 12(3); 2002, c. 17, Sched. D, s. 4; 2016, c. 15, s. 10(1).

As Clerk / Returning Officer for the municipal elections of the Town of Deep River, I do hereby certify and approve the following procedures for conducting the 2026 Municipal and School Board Elections, and also establish that the forms listed beginning on Page 49 are permitted to be used during this election process.

ACCESSIBILITY

Electors and Candidates with Disabilities

The Clerk shall have regard to the needs of electors and Candidates with disabilities.

Help Centre Location

In establishing the Help Centre locations, the Clerk shall ensure that each Help Centre is accessible to electors and Candidates with disabilities.

Report

Within 90 days after Voting Day in a regular election, but no later than **Monday, January 25, 2027**, the Clerk shall submit a report to council about the identification, removal and prevention of barriers that effect electors and Candidates with disabilities.

ALTERNATIVE VOTING

Telephone and Internet Voting

Authority to Use Alternative Voting Technology (Section 42)

Section 42 (1) (b) of the *Municipal Elections Act*, 1996 states:

The Council of a local municipality may pass By-Laws authorizing electors to use an alternative voting method, such as voting by mail or by telephone, that does not require electors to attend a voting place in order to vote.

Section 42 (3) of the *Municipal Elections Act*, 1996 states:

- (3) The Clerk shall,
- (a) establish procedures and forms for the use of,
 - (i) any voting and vote-counting equipment authorized by By-Law, and
 - (ii) any alternative voting method authorized by By-Law.

A By-Law to authorize Alternative Voting Methods must be passed on or before May 1 in the year of the election.

By-Law 09-2017 was adopted by the Council of the Corporation of the Town of Deep River on April 19, 2017, to authorize the use of internet and telephone voting for the 2018 and subsequent Municipal and School Board elections.

The Town of Deep River has entered into an agreement with Simply Voting Inc., for the provision of internet and telephone voting services for the 2026 Municipal and School Board Elections.

Auditor

An Auditor, appointed by the Clerk, shall test the Voting System prior to the start of the Voting Period. The service provider shall provide the Auditor with access to the Voting System by secure username and password.

Prior to the activation of the system by the service provider, on **Tuesday, October 13, 2026** at **10:00 AM**, the Auditor shall access the Voting System between **9:00 AM and 10:00 AM** for the purposes of ensuring that all Candidates' names are listed and that no votes have been cast.

In addition, the Voting System shall be tested thoroughly through a comprehensive audit prior to the Voting Period. The tests shall include but not be limited to the following:

- Voting System refuses ballots before the start of the Voting Period

- Voting System is ‘zeroed out’ at the start of the Voting Period
- Voting System presents electors with the correct ballot based on their elector information
- Voting System accepts ballots from un-used eligible PINs
- Voting System refuses ballots from used PINs
- Voting System does not allow over-votes on any ballot
- Voting System acknowledges under-voted ballots and prompts elector if they wish to complete under-voted contests on their ballot
- For telephone voting specifically, the wording and clarity of the recordings and the input timing is accurate
- Voting System ‘times out’ after a period of voter inactivity
- Voting System accepts ballots from PINs that previously ‘timed out’ or were abandoned before being submitted
- Voting System refuses ballots after the end of the Voting Period, except from specifically authorized Voting Kiosks
- Voting System accurately counts votes for all Candidates in each contest

The Voting System shall be further tested through an ongoing audit during the Voting Period. The tests shall include but not be limited to the following:

- Voting System presents electors with the correct ballot based on their elector information
- Voting System does not allow over-votes on any ballot
- Voting System acknowledges under-voted ballots and prompts elector if they wish to complete all contests on their ballot
- Voting System ‘times out’ after a period of voter inactivity
- Voting System refuses ballots after the end of the Voting Period, except from specifically authorized Voting Kiosks

The Voting Kiosk and associated information technology infrastructure used at Voter Assistance Centers will be tested for internet access, network security, proper configuration, and device security.

Ballots

In accordance with s.41(2) of the Act, ballots will contain the names of all certified Candidates. The Clerk has discretion to determine layout and formatting details with respect to ballots.

A composite ballot will be used. Each ballot will contain the list of Candidates for Mayor, Reeve, Councillor and School Board Trustee.

Electors will be instructed to mark their ballot in the designated space next to the name of the Candidate of their choice. It is the elector’s responsibility to mark the ballot according to the instructions in order for it to be valid and counted properly.

In accordance with s.41(2) of the Act, the following rules apply to ballots:

- Only the names of certified Candidates shall appear on the ballot;

- Candidate's names shall appear on the ballot in alphabetical order based on surnames, and in the case of identical surnames, their forenames;
- If the Candidate wishes and the Clerk agrees, another name that the Candidate also uses may appear on the ballot instead of or in addition to their legal name;
- No reference to a Candidate's occupation, degree, title, honour or decoration shall appear on the ballot;
- If the surnames of two or more Candidates for an office are identical, or in the Clerk's opinion, so similar as to cause possible confusion, the Candidate's qualifying address shall appear under their name;
- A space for marking the ballot shall appear to the right of each Candidate's name, or, in the case of a by-law or question, to the right of each answer; and
- All ballots for the same office or relating to the same by-law or question shall be identical or as nearly alike as possible.

System Integrity

The integrity of the voting process shall be the responsibility of the Clerk and shall be preserved by:

- ensuring that every eligible elector on the Voters' List, as amended, is sent a sealed Voter Information Letter (VIL) by mail via Canada Post containing the voter's unique PIN;
- providing an opportunity for eligible electors to be added to the Voters' List or to make amendments to the list from **Tuesday, September 1, 2026** until the close of voting on **October 26, 2026 at 8:00 PM.**
- ensuring no one except authorized Simply Voting Inc. and Taylor Demers Mail Processing Inc. staff shall have access to a comprehensive list of PINs that matches each voter's name and address;
- establishing proper procedures to ensure that no person is added to the Voters' List unless an Election Official is completely satisfied of their identity and qualification as an elector in the Municipality;
- establishing proper procedures to ensure that no replacement PIN is issued unless an Election Official is completely satisfied of the eligible elector's identity;
- ensuring that no replacement PIN is issued by anyone other than an employee of the municipality who has been appointed by the Clerk in writing to do so; and
- appointing an Auditor to test the Voting System.

Voter Information Letter Preparation (VILs)

The Voters' List, being the compilation of the Preliminary List of Electors and Interim List of Changes, shall be provided to the Service Provider by **Tuesday, September 15, 2026** in

electronic format in order that the Service Provider may produce and print the Voter Information Letter.

Voter Information Letters shall be delivered to Canada Post and distributed by Canada Post Letter mail to all eligible voters on the Voters' List no later than **Wednesday, September 30, 2022** for delivery by **Wednesday, October 7, 2026** to enable them to use the internet / telephone voting method.

The Voter Information Letter will contain:

- The elector's PIN, as well as the telephone number to call if voting by phone and the designated internet address (URL) if voting on-line, to cast their vote;
- Instructions on how to vote;
- Dates and hours of Telephone / Internet Voting;
- The email address and telephone number of the Voter Help Desk;
- Office and Candidate information;
- Voter eligibility criteria; and
- Illegal and corrupt practices.

A person shall not give his / her Voter Information Letter to another eligible elector for the purpose of voting. Acceptance of another person's Voter Information Letter including the actual voting thereof will be considered an illegal and corrupt practice and therefore subject to the penalty provision under the *Municipal Elections Act*, 1996, specifically Sections 89 and 90.

Voter Information Letter Controls

The Preliminary List of Electors (PLE) shall be reviewed by the Clerk and / or Election Official(s) prior to the final preparation of the Voters' List as certified by the Clerk. However, should an eligible voter receive more than one Voter Information Letter, the eligible voter may **only vote once** and must return the other Voter Information Letter. All electors who vote more than once or who improperly use the Voter Information Letter shall be reported to the Police for further investigation as to possible corrupt practices under the *Municipal Elections Act*, 1996.

All returned Voter Information Letters will be maintained in a secure fashion, and destroyed in the same manner as all other municipal election material as provided for under Section 88 of the *Municipal Elections Act*, 1996.

CANDIDATE

Notices of Offices for which persons may be nominated and nomination procedures shall be given by advertisement in a local newspaper and posted on the Town website prior to Nomination Day.

Candidate Name Pronunciation

For certified Candidates who wish to provide proper pronunciation of their name for programming into the telephone Voting System, Simply Voting will provide a phone number for Candidates to call in for pronunciation of their name.

Candidate Qualifications - Council

A person is qualified to be elected or hold office as a member of Council only if, as of the day they file their nomination they:

- a. are a Canadian citizen;
- b. are at least 18 years of age;
- c. reside in the local municipality, or are the owner or tenant of land in the municipality, or the spouse of such a person; and
- d. are not prohibited from voting as noted or otherwise, by law.

Under *MEA*, s.30(1), an employee of a municipality must take an unpaid leave of absence to be a Candidate for that municipality. You must take a leave of absence that begins the day you are nominated. An employee of a School Board may run for Council without a leave of absence.

Persons Disqualified – Council

The following persons are disqualified from being elected or from holding office as a member of Council:

- Except in accordance with *MEA*, s.30 (Leave of Absence), an employee of the municipality, or a person who is not an employee of the municipality but who is the Clerk, Treasurer, Integrity Commissioner, Auditor General, Ombudsman or Registrar referred to in s.223.11 of the *Municipal Act*, or an investigator referred to in s.239.2(1) of the *Municipal Act* or a person who is not an employee of the municipality but who holds any administrative position of the municipality.
- A judge of any court.
- A Senator, a Member of Parliament, a Member of Provincial Parliament.
- A person who is serving a sentence of imprisonment in a penal or correctional institution.
- A corporation.
- A person acting as Executor or Trustee or in any other representative capacity except as a voting proxy.
- A person convicted of a corrupt practice under this *Act*, or of an offence under the *Criminal Code* (Canada) in connection with an act or omission that relates to an election to which this *Act* applies, then the person is ineligible to be nominated for, or elected or appointed to, any office until the next two regular elections have taken place after the election to which the offence relates.
- A person disqualified for violations of financial requirements or violations of requirements for filing financial information as per s.92(1) and s.88.23(2).

- S.423(1) of the *Municipal Act* provides that a member of a municipal Council who knowingly votes to authorize the borrowing of any amount larger than permitted under s.407 is disqualified from holding any municipal office for two years.
- S.424(1) of the *Municipal Act* provides that a Council applies any money raised for a special purpose or collected for a sinking or retirement fund to pay current or other expenditures other than those permitted by this Act, each member who votes for the application is disqualified from any municipal office for two years.
- S. 424(3) of the *Municipal Act* provides that if a Council neglects in any year to levy the amount required to be raised for a sinking or retirement fund, each member of the Council is disqualified from holding any municipal office for two years, unless the member shows efforts to produce the levying of the amount.
- S.9(1) of the *Municipal Conflict of Interest Act* provides that a member may be disqualified from holding municipal office for a period of up to seven years if found to have contravened the Act.

Candidate Qualifications – School Boards

A person is qualified to be elected or hold an office as a School Board Trustee only if, as of the day they file their nomination they are:

- Entitled to be an elector under *MEA*, s.17
 - a. Are a Canadian citizen;
 - b. Are at least 18 years of age; and
 - c. Are not prohibited under the *Act* from voting or otherwise by law.
- Qualified to be a member of the School Board in accordance with the *Education Act*,
 - a. Reside within the School Board’s area of jurisdiction; and
 - b. Are qualified to vote for members of that School Board (a supporter of that School Board).

Under the *Education Act*, s.219 an employee of a School Board must take an unpaid leave of absence to be a Candidate for any School Board.

An employee of a municipality may run for a School Board without taking a leave of absence.

Identification of Candidate and / or Agent

Candidates must provide the Election Official with suitable proof of identity and qualifying address within the Municipality when filing a Nomination. If an Agent is filing on behalf of a Candidate, the Agent must provide a copy of the Candidate’s identification, as well as their own. Suitable identification is valid government issued photo identification which includes name and address.

Release of Personal Information

The Personal Information Release “Consent to Release of Personal Information” (**FORM EL52**) must be completed. This form is used by the Municipal Clerk’s Office to provide Candidates with proper notice of the collection, use and disclosure of their personal information both within the Municipal Clerk’s Department and on the Municipality’s Election Webpage.

Endorsement

The Candidate endorsement requirement of being endorsed by at least 25 eligible electors does not apply to a nomination in a municipality in which the number of electors who were eligible to vote in the 2022 election was less than 4000 (the prescribed number).

The number of electors who were eligible to vote in the Town of Deep River 2022 Municipal Election was 3,053, less than the prescribed number (4,000). Therefore, Candidate endorsements **are not required** for the 2026 Municipal Election.

First Meeting of New Council

The term of all offices to which this *Act* applies is four years, beginning on November 15 in the year of a regular election. The final day the first meeting of a new Council of a municipality can be held is **Wednesday, December 16, 2026**.

Oath of Office

A person cannot take a seat on Council until they have taken the prescribed declaration of office.

A person cannot take a seat on an upper tier Council until the Clerk of the lower tier has certified to the Clerk of the upper-tier municipality the name of each person so elected or appointed.

A new Council of a municipality shall be deemed to be organized after a regular election or after a by-election under section 266 when the declarations of office under section 232 have been made by a sufficient number of members to form a quorum.

Campaigning And Campaign Material Candidate Campaign Advertising Section 88.3

Candidate campaign advertising means an advertisement in any broadcast, print, electronic or other medium that has the purpose of promoting or supporting the election of a Candidate. Examples include, lawn signs, brochures, posters, print, radio and electronic ads, etc. All

Candidate campaign advertising shall identify the Candidate by name, as it appears on the Nomination Form

A Candidate's campaign period begins once their nomination papers are filed. Campaigning, including campaign advertising and the printing and distributing of materials, the collection or spending of money related to the election, etc., is prohibited until the Candidate or Registered Third Party files their Nomination Papers with the Clerk.

In most cases, a Candidate's campaign period will end on **Thursday, December 31, 2026**. Exceptions are if the Candidate:

- withdrew their nomination (their campaign ends on the date they informed the Clerk in writing that they wished to withdraw), or filed nomination papers for another office.
- was not certified as a Candidate and their name did not appear on the ballot, their campaign ends on Nomination Day (**Friday, August 21, 2026**).
- determines they will not have any more financial activity (they may end their campaign at any time after Voting Day and before **Thursday, December 31, 2026** by filing their Financial Statement).

Municipally Owned Facilities

Election campaigning or the distribution / posting of election campaign material at municipal facilities is not permitted.

No person shall at any time erect a campaign sign, or cause a campaign sign to be erected, in any public park or on any Town property.

No person shall, on any election voting day, including those days when advance election voting is held, erect a campaign sign, or cause a campaign sign to be erected on or at any premises used as a voting place for elections.

The use of corporate resources is not permitted by Candidates for election purposes (i.e., staff, electronic devices, supplies, candidate photos taken in / on municipal property, etc.).

Election Signs

All Candidates and Registered Third Party Advertisers must comply with the Municipality's Sign By-Law. By-law No. 20-2025, a By-Law to Regulate the Use of Signs and Advertising Devices Within the Town of Deep River, states:

The following provisions apply in all zones, in addition to the provisions in Sections 4, 5, 6 and 7 appropriate to the zone:

- 2.5 A temporary sign, not larger than 1.5 square metres in residential zones and not larger than 3.0 square metres in all other zones, is permitted in connection with Federal, Provincial or Municipal elections.

- 2.5.1 Election signs may be erected not sooner than the first Monday following Nomination Day for a Municipal Election and not sooner than the issue of a writ for a Federal or Provincial Election.
- 2.5.2 Only Candidates in an electoral district that includes the geographic boundaries of Deep River can erect election signs.
- 2.5.3 Election signs shall be removed 72 hours after polls close.
- 2.5.4 Election signs shall not be erected on private property without the consent of the owner(s).
- 2.5.5 Election signs may not be erected on any public land, except for
 - a) The road allowances and Town-owned lands zoned as Open Space 2 at the four-way intersection of Deep River Road and Huron and Algonquin Streets as long as the sign does not obstruct the view of any pedestrian or motor vehicle driver so as to cause an unsafe condition.

Administration and Enforcement – Section 10

- 10.1 The Municipal Law Enforcement Officer or designate shall be responsible for the administration and enforcement of this By-Law.
- 10.2 Signs in Violation:
 - 10.2.1 No person shall remove or cause to be removed any lawfully placed sign, other than persons authorized by this By-Law or the owner of the sign.
 - 10.2.2 Any sign erected or displayed in contravention of the provisions of this By-law shall be removed immediately without notice by the Municipal Law Enforcement Officer, if located on, over, partly on, or partly over, property owned by the municipality.
 - Election campaign signs that are removed will be taken to and can be retrieved from the inside gate on the left-hand side at the Public Works depot located at 2 Cedar Road, Deep River, ON.
 - Highway 17 is under the jurisdiction of and is monitored by the Ministry of Transportation (MTO).
 - Election campaign signs are not permissible on Municipal property including but not limited to Lamure Beach, Pine Point Beach, Deep River Public Library, Community Centre, School Campus, Grouse Park, Deep River Arena or the Deep River Community Pool.

- Election campaign signs are permissible on school and hospital road allowances as long as the sign does not obstruct the view of any pedestrian or motor vehicle driver so as to cause an unsafe condition.
- No signs are permitted on any road allowance area beside or in front of a residential property without the consent of the owner. All signs must be compliant with By-Law 20-2025.

County of Renfrew Election Campaign Signs County Roads (Ridge Road and Deep River Road)

Guidelines for the Installation of Political Campaign Signs

- Signs shall not be permitted on traffic islands or medians along County Roads.
- Large sign assemblies are not permitted within the road allowance
- Smaller single post or wire frame signs shall be permitted along the edge of the roadway as long as they do not interfere with site lines and the flow of motor vehicle and pedestrian traffic.
- Signs may not be attached to any existing sign posts or light poles along County Roads.
- Any signs deemed to be creating a hazard will be removed. The signs can be picked up at the applicable County Patrol Garage. Signs not picked up by the end of the election shall be destroyed.
- Candidates have one week after the election to remove signs from the County Road allowance. Signs not removed will be destroyed.

Voters' List

From **Monday, August 17, 2026** to the close of Voting-on-Voting Day, a person may make an application to the municipality to be amended, added or removed from the Voters' List. The application shall be in writing "Application to Amend Voters List" (**FORM EL15**).

All certified Candidates shall be entitled to an electronic copy of the part of the Voters' List that contains the electors who are entitled to vote. Candidates shall sign the "Candidate's Declaration – Proper Use of the Voters' List" (**FORM EL 14**) stating that the Voters' List shall not be used for any purposes other than the 2026 Municipal and School Board elections, in accordance with Section 23(7) of the *Municipal Elections Act*, 1996. This access does not provide information on how an elector has voted, only whether or not they have participated in the election. Candidates may access this information as of **Tuesday, September 15, 2026**.

Extending a Campaign

If at the end of the campaign period a Candidate's campaign expenses are greater than their campaign income, their campaign will be in a deficit. A Candidate may take action to extend

their campaign for an additional six months in order to do some additional fundraising, to erase the deficit.

To extend their campaign, a Candidate must file a “Notice of Extension of Campaign Period”, (**FORM 6**) with the Clerk, on or before **Thursday, December 31, 2026**.

The campaign period will continue until the earliest of the following:

- the deficit is erased;
- the Candidate runs for another office in a subsequent election or by-election;
- the Candidate notifies the Clerk in writing they are no longer accepting any contributions;
- June 30, 2027, in the case of a regular election.
- six months from the 45th day after Voting Day, in the case of a by-election.

Candidates who extend their campaign must file two Financial Statements by the statutory filing deadlines: an original Financial Statement, as well as a Supplementary Financial Statement.

CLERK

Section 11 (2) of the *Municipal Elections Act, 1996*, states that the Clerk of a local municipality is responsible for conducting elections within that municipality, which includes responsibility for:

- (a) preparing for the election;
- (b) preparing for and conducting a recount in the election;
- (c) maintaining peace and order in connection with the election; and
- (d) in a regular election, preparing and submitting the report described in subsection 12.1 (2).

Duties and Authority of Clerk Section 12 (1)

With respect to the duties and authority of a Municipal Clerk, Section 12 (1) of the *Municipal Elections Act, 1996* states as follows:

- 12(1) A Clerk who is responsible for conducting an election may provide for any matter or procedure that,
- (a) is not otherwise provided for in an *Act* or regulation; and
 - (b) in the Clerk’s opinion, is necessary or desirable for conducting the election.

The authority conferred by Section 12 (1) includes the power to establish forms, including forms of oaths and statutory declarations, and to require their use. It also includes the power

to require a person, as a condition of doing anything or having an Election Official do anything under the *Act*, to furnish proof that is satisfactory to the Election Official of the person's identity or qualifications or of any other matter.

Section 13

- 13(1) Any notice or other information that this *Act* requires the Clerk to give shall be given in a form and manner and at a time that the Clerk considers adequate to give reasonable notice or to convey the information, as the case may be. 1996, c. 32, Sched., s. 13 (1).
- 13(2) The Clerk shall provide electors, Candidates and persons who are eligible to be electors with information to enable them to exercise their rights under this Act.

Electors and Candidates with Disabilities **Section 12.1**

A Clerk who is responsible for conducting an election shall have regard to the needs of Electors and Candidates with disabilities.

Notice of Election **Section 32**

The Clerk shall notify electors of the following through the use of newspaper advertisements, social media, and the municipal website:

- That a municipal election is being held in the Municipality which has adopted an alternative voting method, being Telephone / Internet Voting;
- The times and dates of the voting period, as well as in-person voting assistance opportunities;
- Who is eligible to vote in the municipal election;
- Information regarding the Voter Help Desk and how eligible electors can check to see if their name is on the Voters' List or if their information is correct;
- The offices for which persons may be nominated and the nomination procedure; and
- The opportunity to become a registered Third-Party Advertiser and the registration procedure.

The Clerk shall determine the date(s) of all advertisements including the newspaper(s) and the notices that are to appear in order to comply with the requirements of the *Municipal Elections Act*, 1996.

Procedures and Forms **Section 42 (2) (3) and (4)**

Section 42 (4) 2 of the Act states:

The procedures and forms, if they are consistent with the principles of the Act, prevail over anything in the Act and the regulations made under it.

Where the procedures do not provide for any matter, the election shall be conducted in a manner that is both practicable and consistent with the principles of the *Municipal Elections Act*, 1996 with the same being determined and established by the Clerk.

These procedures may be amended as necessary and deemed appropriate by the Clerk. Any amendment(s) to these procedures shall be signed by the Clerk and a copy of the amendment(s) shall be provided forthwith to all Candidates and Registered Third Party Advertisers.

Section 42 (3) of the *Municipal Elections Act*, 1996, states as follows:

(3) The clerk shall,

- (a) establish procedures and forms for the use of,
 - (i) any voting and vote-counting equipment authorized by By-Law, and
 - (ii) any alternative voting method authorized by By-Law; and
- (b) provide a copy of the procedures and forms to each Candidate when his or her nomination is filed.

Section 42 (4) states:

The procedures and forms, if they are consistent with the principles of the Act prevail over anything in the Act and the regulations made under it.

Emergency Section 53

The *Municipal Elections Act*, 1996, Section 53 provides that the Clerk may declare an emergency if they are of the opinion that circumstances have arisen that are likely to prevent the election being conducted in accordance with the Act, and provides the authority to the Clerk to make arrangements for the proper conduct of the election.

In the event of an emergency, the Clerk / Returning Officer shall advertise on radio, social media and Town website if possible, and post notices that the election has been delayed or extended as the case may be.

Simply Voting Inc. under direction from the Clerk / Returning Officer shall stop the Voting System from accepting calls via telephone and connections from the Internet to prevent the election from continuing or starting, or direct Simply Voting Inc. to extend the voting period past the scheduled end time.

Any arrangements made by the Clerk, if they are consistent with the principles of the *Municipal Elections Act*, 1996, prevail over anything in the Act and the regulations and all

such arrangements, if made in good faith, shall not be reviewed or set aside on account of unreasonableness or supposed unreasonableness.

COMPLIANCE AUDITS

A compliance audit is an audit of a Candidate's election campaign finances and his / her compliance with the provisions of the *Municipal Elections Act*, 1996.

Establishment of Compliance Audit Committee MEA, s.88.37

A Compliance Audit Committee (CAC) is mandatory for all municipalities and School Boards. Ontario municipalities and School Boards are required to establish a CAC by October 1 of an election year (**Thursday, October 1, 2026**). The term of office is the same as the term of office of the Council or School Board that takes office following the next regular election (November 15, 2026 to November 14, 2030).

Under the *MEA*, the following individuals are ineligible for application to the Committee:

- Employees or officers of the municipality or local Board
- members of the Council or local Board;
- any Candidates / Registered Third Parties in the election.

The Council or local Board is responsible for paying all costs in relation to the Committee's operation and activities.

Role of Compliance Audit Committee MEA, s.88.33, s.88.34, s.88.36, s.88.37

The Compliance Audit Committee (CAC) is an independent statutory body whose responsibilities and powers are largely prescribed by the *MEA*. The CAC is responsible for reviewing and making decisions on applications for municipal election campaign finance compliance audits, and on reports from the Clerk regarding apparent contraventions of contribution limits prescribed by the *MEA* resulting from the regular municipal election or any by-election held during the term of office for which the CAC was appointed.

Following consideration of applications for a compliance audit the CAC may appoint an auditor to review the campaign finances as required, and decide whether to commence a legal proceeding against a Candidate or a Third-Party Advertiser.

Following consideration of reports from the Clerk, the CAC may decide whether to commence legal proceedings against a contributor who appears to have exceeded the contribution limits prescribed by the *MEA*.

An eligible elector, who is entitled to vote in an election and believes on reasonable grounds that a Candidate or a Registered Third Party has contravened a provision of the *MEA* relating to election campaign finances, may apply for a Compliance Audit of the Candidate's / Registered Third Party campaign finances.

An application for a compliance audit by an elector is submitted to the Clerk in writing outlining the reasons for the elector's belief.

The committee shall have the authority:

- to grant or reject a Compliance Audit application,
- to appoint an Auditor to conduct the audit where the application is granted and receive the results (Auditor's Report),
- to commence legal proceedings against the Candidate or a Registered Third Party for any apparent contravention of the campaign finance rules within 30 days of receiving the Auditor's Report; and
- commence legal proceedings against a contributor for any apparent contravention of contribution limits within 30 days of receiving the Clerk's report.

Application for Audit by an Elector **MEA, s.88.33, s.88.34, s.88.35, s.88.36**

A Compliance Audit can be requested by an elector who:

- is entitled to vote in an election; and
- believes on reasonable grounds that a Candidate has contravened the *MEA* relating to election campaign finances;

This can be requested by filing a written application with the Clerk of the municipality or the secretary of the local Board, as applicable, setting out the reasons for the elector's belief.

The application must be made within 90 days after the latest of the following:

- the filing date under s.88.30 (**Tuesday, March 30, 2027**);
- the date the Candidate filed a Financial Statement, if the Statement was filed within 30 days after the applicable filing date under s.88.30 (up to **Wednesday, April 29, 2027**);
- the Candidate's supplementary filing date, if any, under s.88.30; or
- the date on which the Candidate's extension, if any, under s.88.23(6) expires.

Within 10 days of receiving the application, the Clerk of the municipality or secretary of the local Board shall forward the application to the Compliance Audit Committee (CAC). There is no requirement within the *MEA* to provide a copy to the Council or local Board. The CAC is to consider the application within 30 days of receipt and decide whether it is granted or rejected. The CAC meeting is to be open to the public and reasonable notice of the meeting given to the Candidate, Applicant and the public.

The decision to grant or reject the application and a brief written reason for the decision is to be given to the Candidate or Registered Third-Party Advertiser, the Clerk, the secretary of the local Board (if applicable) and the Applicant.

The decision of the CAC may be appealed to the Superior Court of Justice within 15 days after the decision is made and the Court may make any decision the CAC could have made.

If the CAC decides to grant the application, it shall appoint an Auditor to conduct a Compliance Audit of the Candidate's or Third-Party Advertiser's election campaign finances. Only Auditors licensed under the *Public Accounting Act, 2004* or prescribed persons are eligible to be appointed.

The auditor shall:

- promptly conduct an audit of the Candidate's or Third-Party Advertiser's election campaign finances to determine whether he or she has complied with the *MEA* relating to the election campaign finances;
- have access, at all reasonable hours, to all relevant books, papers, documents or things of the Candidate or Third-Party Advertiser and of the municipality or local Board;
- have the powers of a Commissioner under s.33 of the *Public Enquiries Act, 2009*;
- determine whether the Candidate or Third-Party Advertiser has complied with the provisions of the *MEA* as they relate to election campaign finance;
- prepare a report outlining any apparent contravention by the candidate or Third-Party Advertiser; and
- submit a report to the:
 - i. Candidate or Third-Party Advertiser;
 - ii. Clerk of the municipality or the Secretary of the local Board; and
 - iii. Applicant.

Within 10 days of receiving the Auditor's Report, the Clerk of the municipality or secretary of the local Board shall forward the report to the CAC.

The CAC shall consider the report from the Auditor within 30 days of receipt and if the report concludes that the Candidate appears to have contravened a provision of the *MEA* related to election campaign finances, the CAC shall decide whether to commence a legal proceeding against the Candidate or Third-Party Advertiser.

No action or other proceeding for damages can be instituted against an Auditor appointed by the CAC for any act done in good faith in the execution or intended execution of the audit or for any alleged neglect or default in its execution in good faith.

Review of Contributions by Clerk

The Clerk has the responsibility for reviewing the contributions reported on the Financial Statements submitted by a Candidate to determine whether any contributor appears to have exceeded any of the contribution limits.

As soon as possible following the 30 days after the filing date (**Wednesday, April 29, 2027**), or supplementary filing date (**Friday, September 24, 2027**), the MEA establishes that the Clerk shall review the contributions reported on the Financial Statements submitted by a Candidate under s.88.25 to determine whether any contributor appears to have exceeded the contribution limits under s.88.9.

- If a contributor appears to have exceeded the contribution limit to a single Candidate under s.88.9 (a total of \$1,200 to any one Candidate), the Clerk will submit a separate report to the CAC identifying each of the contributors and the contributions that exceed the limit. The report shall set out the contributions made by that contributor to the Candidate.
- If a contributor's total contributions to two or more Candidates appear to exceed the limit under s.88.9 (a total of \$5,000 to two or more Candidates for office on the same council or local board), the Clerk shall submit a separate report to the CAC identifying each of the contributors and the contributions that exceed the limit. The report shall set out the contributions made by that contributor to all Candidates for office on the same council.

In addition, the MEA establishes that the Clerk shall review the contributions reported on the Financial Statements submitted by a Registered Third-Party Advertiser under s.88.30 to determine whether any contributor appears to have exceeded the contribution limits under s.88.13.

- If the contributor's total contributions to a Registered Third-Party that is registered in the municipality appear to exceed the limit under s.88.13, the report shall set out the contributions made by that contributor to the Registered Third-Party in relation to third-party advertisements.
- If the contributor's total contributions to two or more Registered Third-Parties that are registered in the municipality appear to exceed the limit under s.88.13, the report shall set out the contributions made by that contributor to all Registered Third-Parties in the municipality in relation to third-party advertisements.

The Clerk is not required to ensure that there are no corporate or trade union deductions on a Financial statement.

The Clerk shall forward each report to the CAC and, within 30 days of receiving the report, the CAC shall consider the report and decide whether to commence a legal proceeding against a contributor for an apparent contravention.

The same provisions apply to a Candidate for office on a local Board with the exception that the Clerk is to forward each report to the secretary of the local Board and within 10 days of receiving the report, the secretary of the local Board shall forward to the CAC.

The CAC meeting is open to the public and reasonable notice is to be given to the contributor, the applicable Candidate and the public.

The decision of the CAC and brief written reasons for the decision are to be given to the

contributor and to the Clerk of the municipality or the secretary of the local Board. No action or other proceeding for damages can be instituted against an Auditor appointed by the CAC for any act done in good faith in the execution or intended execution of the audit or for any alleged neglect or default in its execution in good faith.

A person can still lay a charge or take any other legal action, at any time, with respect to an alleged contravention of a provision of the *MEA* relating to contribution limits.

Steps to Apply for a Compliance Audit

1. Electors must submit a written request for a Compliance Audit to the Clerk's Office at Town Hall, 100 Deep River Road, Deep River. All Financial Statement information will be posted to the Town's election website: www.deepriver.ca.
2. The application for a Compliance Audit must include:
 - Notice that the applicant is eligible to vote as an elector in the municipality;
 - The applicant's name and contact information, including mailing address, telephone number and email address (if applicable);
 - Name of the Candidate or Registered Third Party whose election finances are being questioned and the office they were seeking in the election;
 - The reasons the Applicant believes the Candidate or Registered Third Party has contravened the provisions of the *Municipal Elections Act*, 1996 relating to municipal election campaign finances;
 - Any other relevant information;
 - The date the application is submitted to the Municipal Clerk;
 - The Applicant's signature.
3. The request for a Compliance Audit must be delivered in a sealed envelope marked "**Private and Confidential**" to:

Clerk
Town of Deep River
100 Deep River Road
P.O. Box 400
Deep River, ON
K0J 1P0

The Clerk will forward applications that are complete to the Election Compliance Audit Committee for their consideration within 10 days of receiving them.

CORRUPT ELECTION PRACTICES

Offences, Penalties and Enforcement Sections 89 - 94

The principles and the integrity of the election process are enforceable. Although the Municipality will be using an alternative voting method (Internet / Telephone), the principles and integrity of the election process will remain and are enforceable.

The *Municipal Elections Act* provides for penalties and enforcement of corrupt practices and other offences during an election process. A person who contravenes any provision of the *MEA* or a regulation or a By-Law passed by the municipality under the authority of the *MEA* is guilty of an offence. Penalties can include a fine of up to \$25,000, forfeiture of office, ineligibility to run for office in the following election, and / or imprisonment up to six (6) months.

The *MEA* sets out a series of penalties which may be applied depending on the offence / corrupt practice, and depending on whether it was perpetrated by an individual, corporation, Registered Third Party, or Candidate. These penalties range from fines, to elected office forfeiture, to ineligibility to run in the next municipal election, to imprisonment.

Offences detailed in the *MEA* include:

- voting without being entitled to do so;
- voting more times than the *MEA* allows;
- voting in a voting place in which they are not entitled to vote;
- inducing or getting a person to vote when that person is not entitled to do so;
- publishing a false statement of a Candidate's withdrawal before or during an election;
- providing false or misleading information to a person authorized to obtain information under the *MEA*;
- without authority, supplying a ballot to anyone;
- attempting to do any of the above.

The most serious offences under the *MEA* are known as "Corrupt Practices" which include:

- Committing any offence as described above knowingly
- Bribery
- Knowingly miscounting the votes
- Knowingly preparing a false statement of votes
- A Clerk or Election Official who willfully fails to perform a duty imposed on them by the *MEA*

The Superior Court of Justice will not declare an election to be invalid if irregularities do not affect the result of the election and the election was conducted in accordance with the principles of the *MEA*. Irregularities on the part of the Clerk are similarly protected.

The *MEA* sets out a series of penalties which may be applied depending on the offence / corrupt practice and whether it was perpetrated by an individual, a corporation, a Registered Third-Party or Candidate. These penalties range from fines to individuals (of up to \$25,000), to elected office forfeiture, to ineligibility to run in the next municipal election, or to imprisonment for a term of not more than 6 months. Further, a corporation or trade union

that is convicted of an offence under the MEA is liable to a fine of not more than \$50,000. For the 2026 municipal elections the deadline for commencing a prosecution for an offence under the MEA is **November 15, 2030**.

Although many provisions of the *Municipal Elections Act, 1996*, also deal with voting places, ballots and ballot boxes, etc., the same must be used interchangeably with the “alternative form” of voting since the principles of the Act must be maintained and are therefore enforceable and subject to penalties.

No person(s) shall solicit a Voter Information Letter from an eligible elector. All valid complaints or knowledge of solicitation shall be reported immediately to the appropriate authorities for investigation of corrupt practices.

The *Criminal Code of Canada* states that tampering with the mail of an individual is a criminal offence and a person found guilty is liable to a term of imprisonment not exceeding ten (10) years. Since The Municipality’s election methods rely on delivery of the VIL to eligible electors in order to allow those electors to exercise their right to vote, any instance or substantiated account of mail tampering will be taken very seriously and reported to the authorities.

In addition, under the provisions of Section 90 of the Municipal Elections Act, 1996, if a person is convicted of an offence and the offence was committed knowingly, the offence also constitutes a corrupt practice and the person is liable in addition to any other penalty, for a term of imprisonment not more than six (6) months.

As such, the Clerk in this alternative form of voting has agreed to the following rules and regulations:

- All complaints submitted in writing about actions which may contravene the provisions of the *Municipal Elections Act, 1996*, will be considered by the Clerk;
- All such valid complaints submitted in writing, once deemed by the Clerk to be substantiated, will be submitted to the appropriate authorities;
- The Clerk or any Election Official will not attempt to intervene in the prosecution and may be called to give evidence during prosecution.

Offences, Penalties and Corrupt Practices **MEA, s.89-94**

If an eligible elector wishes to dispute the validity of an election, they may submit an application to the Ontario Superior Court of Justice within 90 days (on or before **Monday, January 25, 2027**) of the election.

General Penalty – Individual **MEA, s.94.1 (1)**

An individual who is convicted of an offence under this *Act* is liable to the following penalties in addition to any other penalty provided for in this *Act*:

1. For any offence, a fine of not more than \$25,000.
2. For any offence other than a corrupt practice, the penalties described in subsection 88.23 (2) and 88.27 (1).
3. For an offence under section 90, imprisonment for a term of not more than six (6) months.
4. For any offence that the presiding judge finds that the individual committed knowingly, imprisonment for a term of not more than six (6) months. 2009, c. 33, Sched. 21, s. 8 (68); 2016, c. 15, s. 70.

Corporation or Trade Union **MEA, s.94.1 (2)**

A corporation or trade union that is convicted of an offence under this Act is liable to a fine of not more than \$50,000 in addition to any other penalty provided for in this Act. 2009, c. 33, Sched. 21, s. 8 (68).

Candidate **91 (1), (2) and (3)**

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.

If a person is convicted of a corrupt practice under this Act, or of an offence under the *Criminal Code* (Canada) in connection with an act or omission that relates to an election to which this Act applies, then, in addition to any other penalty provided for in this Act,

- (a) any office to which the person was elected is forfeited and becomes vacant; and
- (b) the person is ineligible to be nominated for, or elected or appointed to, any office until the next two regular elections have taken place after the election to which the offence relates. 2009, c. 33, Sched. 21, s. 8 (61).

However, if the presiding judge finds that the person committed the corrupt practice or offence under the *Criminal Code* (Canada) without any intent of causing or contributing to a false outcome of the election, clause (b) does not apply. 2009, c. 33, Sched. 21, s. 8 (61).

If the expenses incurred by or under the direction of a Candidate exceed the amount determined for the office under Section 88.20, the Candidate is liable to a fine equal to the excess, in addition to any other penalty provided for in the Act.

Mail Tampering: Criminal Offence and Prosecution **Criminal Code S. 356 (1) and (3)**

Notification of the voting process and how electors can vote will be provided in the Voter Information Letter to electors by Canada Post Letter mail.

The *Criminal Code* of Canada states that tampering with the mail of an individual is a criminal offence and a person found guilty is liable to a term of imprisonment not exceeding ten (10) years. Since The Municipality's election methods rely on delivery of the VIL to eligible electors in order to allow those electors to exercise their right to vote, any instance or substantiated account of mail tampering will be taken very seriously and reported to the authorities.

In order to ensure the integrity and confidence of the voting process for all electors and Candidates, the Clerk in the alternative form of voting agrees to the following rules and regulations:

- All complaints about actions which may contravene the provisions of the *Criminal Code* of Canada with respect to mail tampering, submitted in writing, will be considered by the Clerk;
- All such valid complaints, once deemed by the Clerk to be substantiated, will be submitted to the appropriate authorities;
- The Clerk or any Election Official will not attempt to intervene in the prosecution and may be called to give evidence during prosecution.
- The most senior officer of the Police will be advised that all such valid complaints will be turned over to his / her office for further investigation.

Registered Third-Party **92(4), (5) and (6)**

A Registered Third-Party 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 penalty described in subsection 88.27(1),

- a) If the Registered Third-Party incurs expenses that exceed the amount determined under Section 88.21; or
- b) If the Registered Third-Party files a document under Section 88.29 or 88.32 that is incorrect or otherwise does not comply with that section.

However, if the presiding judge finds that the Registered Third-Party, acting in good faith, committed the offence inadvertently or because of an error in judgement, the penalty described in subsection 88.27 (1) does not apply.

If the expenses incurred by or under the direction of a Registered Third-Party exceed the amount determined under Section 88.21, the Registered Third-Party is liable to a fine equal

to the excess, in addition to any other penalty provided for in the Act.

DEFINITIONS

1. **ACT** means the *Municipal Elections Act*, 1996, S.O. 1996, C. 32, as amended.
2. **AUDITOR** means the person appointed by the Clerk to validate the logic and accuracy of a Voting System used in an election.
3. **BALLOT** means a composite ballot when there is an election for more than one office. Either an image on a computer screen for an election to be voted for, including all choices available to the electors and containing spaces in which the electors mark their votes; or when voting using a telephone, an audio set of instructions which describe all choices available to the electors and instruction to mark their selection by depressing the numbered touchtone keypad.
4. **CANDIDATE** means a person who has submitted their Nomination Form (**FORM 1**) under *Section 33 of the Municipal Elections Act, 1996*.
5. **CANDIDATE PROHIBITIONS** Candidates are prohibited from the following:
 - Attempting, directly or indirectly, to interfere with how an elector votes;
 - Attempting to campaign or persuade an elector to vote for a particular candidate;
 - Displaying a Candidate's election campaign material in a voting place;
 - Compromising the secrecy of voting;
 - Interfering or attempting to interfere with an elector who is marking a ballot;
 - Obtaining or attempting to obtain, in a voting place, any information about how an elector intends to vote or has voted, and
 - Communicating any information obtained at a voting place about how an elector intends to vote or has voted.
6. **CERTIFIED CANDIDATE** means a candidate whose nomination has been certified by the Clerk under *Section 35 of the Municipal Elections Act, 1996*.
7. **CLERK** means the Clerk appointed by the Council of the Town of Deep River who is responsible for conducting the election under the authority of the *Municipal Elections Act, 1996*. All references to the Clerk for the purposes of this manual shall mean the Returning Officer (R.O.) for the 2026 Municipal Election.
8. **COMPLIANCE AUDIT COMMITTEE** means a group of local professionals who receive and determine the merit of complaints, if any, relating to campaign expenses as reported on a Candidate's filed Financial Statement – Auditor's Report (Form 4).
9. **DEPUTY RETURNING OFFICER (DRO)** means a person appointed by the Clerk who will be delegated specific duties and powers by the Clerk.

10. **ELECTION HELP DESK** means those Election Officials tasked with offering information and assistance to members of the public regarding election matters.

11. **ELECTION OFFICIAL** means the Clerk or other person(s) appointed in writing by the Clerk to carry out election duties under the Act.

12. **ELECTION SIGNS**

Small advertising signs that can be placed on a street-facing lawn or elsewhere on a property to express the support for an election candidate or political position.

13. **ELECTOR** means an individual eligible to vote in an election for the municipality.

14. **ENDORSEMENT** means the nomination of a person for an office on a Council must be endorsed by at least 25 persons, and they may endorse more than one nomination. Persons endorsing a nomination must be eligible to vote in an election for an office within the municipality, on the day the elector endorses the Candidate. School Board Trustees do not need to have endorsements.

Note: The Candidate endorsement requirement of at least 25 eligible electors does not apply to a nomination in a municipality in which the number of electors who were eligible to vote in the previous election as determined from the Voters' List as it existed at the close of voting-on-Voting Day was less than 4,000 (the prescribed number).

*The number of electors eligible to vote in the 2022 Municipal Election on Voting Day in the Town of Deep River was 3,053, less than the prescribed number (4,000), therefore, Candidate endorsements **are not** required.*

15. **FRIEND** means a person who has been requested by an elector to assist him or her in the voting process, in accordance with the *Municipal Elections Act*, 1996.

16. **HELP CENTRE** means a location designated by the Clerk to make additions, deletions and corrections to the Voters' List and to provide assistance and clarification on the election process. A kiosk is supplied with an internet connection to accommodate voting during the Voting Period. The ability to vote at the Help Centre will be limited to regular office hours during the Voting Period, save and except on Voting Day when the office will remain open **until 8:00 PM**.

17. **LAME DUCK** means there are restrictions on Councils' powers (*Municipal Act*, Section 275). A Council is considered to be a Lame Duck Council when: before election day it is determined the new Council will include less than $\frac{3}{4}$ of the members of the outgoing Council before election day; or, it is determined on election day after the results is known that the new Council is composed of less than $\frac{3}{4}$ of the members of the outgoing Council.

18. **MUNICIPAL OFFICE** means the Town of Deep River municipal administration building located at 100 Deep River Road, Deep River, Ontario.

19. **NOMINATION** means the act of submitting a name for candidacy or appointment.
20. **NOMINATION PERIOD** begins **Friday, May 1, 2026** and ends on Nomination Day, **Friday, August 21, 2026 at 2:00 PM.**
21. **OWNER OR TENANT**
- A resident elector is where a person lives, and is eligible to vote in that municipality's election. A person is only allowed to have one residence.
- If a person lives in one municipality but owns or rents property in another municipality, then they are a non-resident elector and able to vote in that municipality's election.
- If a person lives in one municipality and qualifies as a spouse of a non-resident elector then they are able to vote in that municipality's election.
22. **PERSONAL IDENTIFICATION NUMBER (PIN)** means a unique multiple digit number assigned to each registered internet or telephone voter to provide security for access to the Voting System.
23. **PRELIMINARY LIST OF ELECTORS (PLE)** means a list of electors for the municipality compiled by Elections Ontario and provided to the municipality.
24. **PROCEDURE(S)** means the procedures contained herein as related to the 2026 Municipal Elections, and also referred to as the "Clerks Procedures".
25. **RECEIVING LOCATION** means the location where the Voting System is activated and where election results are reported which shall be the Council Chambers located at the Municipal Office.
26. **REGISTERED THIRD PARTY ADVERTISER** means an individual who is normally resident in Ontario, a corporation that carries on business in Ontario, or a trade union that holds bargaining rights for employees in Ontario, and who's Notice of Registration for Third Party Advertiser under section 88.6 of the Act has been certified by the Clerk.
27. **SATISFACTORY IDENTIFICATION** means any piece of identification which would verify the identity of an individual to the satisfaction of an Election Official in accordance with the list of 'Acceptable Documents for Voter Identification', under Ontario Regulation 304 / 13 (Voter Identification).
28. **THIRD PARTY ADVERTISEMENT** means an advertisement in any broadcast, print, electronic or other medium that has the purpose of promoting, supporting or opposing a Candidate, or a "yes" or "no" answer to a question on the ballot, but does not include an advertisement by or under the direction of a Candidate or an advertisement that incurs no expenses in relation to the advertisement, or an advertisement that is transmitted to employees, shareholders, or directors of the Registered Third Party.

29. **TOWN RESOURCES** means real property, goods and / or services owned, controlled, acquired, and / or operated by the Town including but not limited to: materials, municipal branding or visual identity, equipment, community recreation centres / arenas / halls, libraries and other facilities, technology, Town databases, intellectual property and supplies.
30. **VOTING DAY** means the final day on which ballots may be cast in an election in the municipality and shall be **Monday, October 26, 2026** with the close of voting at **8:00 PM**.
31. **VOTER HELP DESK** means the phone number (613-584-2000) and email address (vote@deepriver.ca) which voters may contact to receive remote assistance with telephone and internet voting or with other general election inquiries.
32. **VOTER INFORMATION LETTER (VIL)** means a letter containing a PIN, telephone number and internet address for voting, a telephone number and address for assistance, and a list of Candidates for office. These letters shall be mailed individually to every person on the Voters' List.
33. **VOTING KIOSK** means a physical location on a property operated by the municipality where eligible electors may attend in person to cast their ballot with an internet-enabled device at a Voter Assistance Centre during an election. Note: A voting kiosk will be set up on the second floor of the Municipal Office at 100 Deep River Road.
34. **VOTERS' LIST** means the list of eligible Electors in the Town as corrected and amended in accordance with the Act and these procedures.

*Note: Electors may check if they are on the Voters' List on the Voter Lookup tab on the Town website Elections page. If a person is not on the Voters' List, he / she must complete the "Application to Amend Voters' List", **Form EL15**. The Returning Officer or Deputy Returning Officer shall request proof of identification as prescribed. That person's name and address can then be added to the Voters' List. A Voter Information Letter can then be issued by the Returning Officer or Deputy Returning Officer.*

35. **VOTING PERIOD** means the time during which Electors may cast ballots using the Voting System provided in an election, and includes both the advanced voting period and Voting Day.

ELECTION OFFICIAL

MEA, S.15(1)

The *Municipal Elections Act*, 1996 authorizes the Clerk to appoint Election Officials for the election, and for any recount the Clerk considers is required.

The Clerk shall appoint Deputy Returning Officers and / or designated Election Officials in writing "Appointment and Oath of Deputy Returning Officer" (**FORM EL10**) and "Appointment

and Oath of an Election Official” (**FORM EL11**) to assist the Clerk in the performance of his or her duties in relation to the conduct of the 2026 Municipal Election.

The Clerk may continue to exercise any of these delegated powers. The duties and Responsibilities for each position are described below.

Deputy Returning Officer

- authority to amend the Voters’ List at the Voting Place to add an Elector, remove an elector’s own name and / or correct erroneous information;
- authority to require Electors to provide proof of identity;
- authority to administer the Oral Oath of Secrecy and the Oral Oath or Affirmation of Qualification;
- authority to issue a second ballot to an Elector should an Elector return their first ballot as a cancelled ballot;
- authority to maintain peace and order at the Voting Place by removing anyone who is causing a disturbance.
- Ensure the conduct and integrity of the voting process
- Be familiar with the election forms, oaths, voters’ lists, voting location, and relevant Sections of the *Municipal Elections Act, 1996*
- Effectively manage the operation of the voting location, ensuring all required documentation is completed
- Close the voting location at 8:00 PM.
- Determine the eligibility of voters
- Ensure that all eligible voters who request to be placed on the list of electors and receive a ballot receive a ballot
- Ensure that the voting place is free of campaign material and is private
- Administer oaths, as required
 - Assist where necessary in the setup of the voting location
 - Ensure the conduct and integrity of the revision process
 - Ensure the privacy of elector information at the revision station
 - Welcome voters; ask voters if they have their Voter Information Letters (VILs) and ID
 - Determine whether voters have special needs and provide assistance
 - Direct voters to an available Voting Station
 - Assist electors filling out Revision Forms, if required

Election official

- authority to amend the Voters’ List to add an Elector, remove an Elector’s own name and / or correct erroneous information;
- authority to require a person to furnish proof of identity, qualifications or any other matter.
- authority to approve or deny applications for revision to the Voters’ List;
- authority to receive election results as they are reported on Election Day.

Secrecy

The Clerk shall require all Election Officials working in connection with the municipal elections to swear or affirm an oath of secrecy “Appointment and Oath of an Election Official” (**FORM EL11**), committing to upholding the secrecy provisions established in Section 49 of the Act.

No person shall interfere or attempt to interfere with an elector while in the process of accessing Internet or Telephone voting service, or interfere or attempt to interfere in the voting process unless expressly requested and authorized by an elector to provide assistance.

No person shall obtain or attempt to obtain information about how an elector intends to vote or has voted. Any individual requested by an elector to assist him or her in voting is required to maintain the secrecy of the vote(s) cast by the elector, and, if marking the ballot on behalf of the elector, shall vote according to the instructions and wishes of the elector.

No person shall communicate any information that might have inadvertently been obtained about how an elector intends to vote or has voted. Any other person present must withdraw until the voter finishes instructing the friend or Election Official, as the case may be.

No elector shall reveal how they intend to vote while in an Election Help Centre, except for the purpose of obtaining assistance in voting from either a friend or an Election Official.

Electors at an Election Help Centre may vote with the assistance of a friend. However, the friend shall be required to take the appropriate oath “Oral Oath of Friend or Interpreter” (**FORM EL27**) administered by an Election Official, prior to providing assistance. No person shall be allowed to act as a friend of more than one voter at an Election Centre.

All complaints regarding breaches of secrecy may be investigated by the proper authorities and may be prosecuted according to the provisions of “Offences, Penalties and Enforcement” under Sections 89 through 94 of the *Municipal Elections Act*, 1996.

ELECTION RECORDS

Candidates

Use of electronic Voters’ List, and all other information containing personal voter information shall be protected by the Candidate and shall not be used for any purpose other than the 2026 Municipal Election. All voter information obtained by the Candidate during the 2026 Municipal Election shall be destroyed by the Candidate after the election, either by returning same to the Clerk for destruction, or by deleting it completely from the Candidate’s computer hardware. If records are shared by the Candidates with others (campaign workers) an oath administered by the Candidate, similar to the one taken by the Candidate shall be administered and all shared records shall also be protected and destroyed.

Despite anything in the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA), documents and materials filed with or prepared by the Clerk or any Election Official under the *Municipal Elections Act*, 1996 are public records, and until their destruction (120 days after election results are declared), may be inspected by any person at the Clerk's Office at a time when the office is open. No person shall use information obtained from public records described above, except for election purposes.

Retention of Election Records

Section 88

Election records shall be destroyed in accordance with Section 88 of the *Municipal Elections Act*, 1996. Upon written request of the Clerk following the passage of 120 days after Voting Day, Simply Voting Inc. shall destroy all ballots associated with the election and provide written confirmation of same to the Clerk.

Following a 120-day retention period the Clerk shall destroy any documents and materials related to the 2026 election with the exception of the Candidate and Third-Party Campaign Financial Statements. Campaign Financial Statements must be kept by the Clerk until the members of the Council / School Board elected in the 2030 Municipal Elections have taken office.

EMERGENCIES

MEA, s.53

Pursuant to Section 53 of the *Municipal Elections Act*, 1996, an emergency shall be declared in the event of any circumstance that in the opinion of the Clerk compromises the integrity and / or execution of the election in accordance with the Act. The declaration is specific to the election and separate from an emergency that may be declared by the municipality or the province. The Authority relates not only to the conduct of the vote but also to any aspect of the election process.

In the event of declaring an emergency the Clerk / Returning Officer shall make such arrangements as he / she considers advisable for the conduct of the election. If the arrangements are consistent with the Act, they prevail over anything in the Act and the Regulations made under it. If possible, notices regarding the service being disrupted, the reason for the disruption, and its anticipated duration will be posted at Town Hall and advertised on radio, and social media to the extent possible, that the election has been delayed or extended as the case may be. The emergency continues until the Clerk declares that it has ended.

In the event of an emergency, Simply Voting Inc. under direction from the Clerk / Returning Officer, shall stop the Voting System from accepting calls via telephone and connections from the Internet, thus preventing the election from continuing or to extend the voting period past the scheduled end time.

In the event the Clerk / Returning Officer is unable to be present to conduct procedures on

Voting Day, there shall be a substitute qualified person appointed to attend to the election process.

Given the options available to electors to vote from any touch-tone telephone or internet-enabled device with an internet connection, any event that results in one or more voting locations becoming unavailable for use on Voting Day (e.g., flooding, power failure) shall not be sufficient to cause the Clerk to declare an emergency, delay the vote, open a new voting location, or extend the voting hours.

If made in good faith, the Clerk's Declaration of Emergency and related arrangements shall not be reviewed or set aside by a court on account of unreasonableness or supposed unreasonableness. If required, the Clerk may consider alternate options for the following:

- Reporting results
- Notification of electors
- Election Officials
- Voting Period (delay of Voting Day, extension of voting hours or day(s))
- Help Centres

If any part of the voting for an office is not completed, the results will not be released until the voting for that office is completed.

FINANCIAL DISCLOSURE

All Candidates (including Candidates who withdrew their nomination, who were not certified and did not appear on the ballot, and who were acclaimed) must file a complete and accurate Financial Statement, in the prescribed "Financial Statement – Auditor's Report Candidate" (**FORM 4**) **on or before 2:00 PM on Tuesday, March 30, 2026**, with the Clerk with whom their nomination was filed for a regular election to report campaign expenses during the campaign period.

The Clerk will, at least 30 days before the filing date, give notice to each person nominated for an office, along with notice of the penalties related to election campaign finances.

Candidates, whose campaign contributions and total expenses are each equal to or less than \$10,000, are not required to file an Auditor's Report with their Financial Statement.

If a Candidate filed their Financial Statement prior to the filing date of **Tuesday, March 30, 2027** for the campaign period ending Thursday, December 31, 2026, and then noticed an error, they can withdraw and refile the Financial Statement (and Auditor's Report if applicable) **before 2:00 pm on Tuesday, March 30, 2027**.

If a Candidate's election campaign period ends as per paragraph 3 of s.88.24(1) as follows:

1. The election campaign period begins on the day on which the Clerk receives his or her nomination for the office under s. 33.
2. The election campaign period ends on December 31, 2026 and 45 days after Voting Day in the case of a By-Election.
3. Despite paragraph 2, the election period ends,
 - i. On the day the Nomination is withdrawn under s.36, or is deemed to be withdrawn under subsection 29(2),
 - ii. On Nomination Day, if the Nomination is rejected under s.35, or
 - iii. On the day the Candidate files the documents under s.88.25, as long as the documents are filed after Voting Day and before December 31, 2026.

the Financial Statement (and Auditor's Report if applicable) must reflect the Candidate's election campaign finances as of the day the election campaign period ended.

There is a 30-day grace period for those who miss the **Tuesday, March 30, 2027** deadline to file a Financial Statement and Auditor's Report. Candidates may still submit their Financial Statement up to 30 days later provided that they pay a \$500 late filing fee to the municipality. The grace period for initial Financial Statements ends at **2:00 PM on Thursday, April 29 2027**. Candidates do not receive a refund of their nomination fee if they file during the 30-day grace period.

If the Financial Statements required to be filed under s.88.25 are not filed by 2:00 PM on the day that is 30 days after the applicable day for filing the documents, the Clerk shall accept the documents only for the purpose of making the documents available for viewing by the public on the website or in another electronic format as soon as possible after the documents are filed.

Preliminary Certificate of Maximum Amount of Campaign Expenses
FORM EL37A
MEA s.88.20 (12) (13)

At the time they file their nomination, the Clerk shall provide Candidates with a Certificate of the preliminary calculation of the maximum amount of campaign expenses that may be incurred, based upon the number of electors on the previous election Voters' List for the office on September 15 in the 2022 election, with changes made on that day, as calculated according to the formula set out in O. Reg. 101 / 97.

Final Certificate of Maximum Amount of Campaign Expenses
FORM EL37A
s.88.20(6)

On or before **Thursday, October 1, 2026** the Clerk shall, after determining from the Voters' List the number of electors eligible to vote for each office as of **September 15, 2026** including changes made that day, in the 2026 election, calculate the maximum amount of campaign

expenses that may be incurred by a Candidate and prepare a Certificate of this amount, based on the formula set out in O. Reg. 101 / 97.

**Preliminary Certificate of Maximum Amount of Contributions –
Own Campaign
FORM EL37B
MEA, s.33.0.2(1), s.88.9.1(7)**

At the time they file their nomination, the Clerk shall provide Candidates with a “*Certificate of Maximum Campaign Expenses*” Form the preliminary calculation of the maximum amount of contributions to a Candidate’s Own campaign according to the formula set out below. The calculation is based on the number of electors from the previous election Voters’ List as it existed on September 15, 2022, adjusted for changes made under sections 24 and 25 that were approved as of that day.

The combined contributions cannot exceed an amount equal to the lesser of:

- a) The amount calculated by adding:
 - i. In the case of a Candidate for the office of head of Council of a municipality, \$7,500 plus 20 cents for each elector entitled to vote for the office, or
 - ii. In the case of a Candidate for an office on a Council of a municipality other than the office of head of Council, \$5,000 plus 20 cents for each elector entitled to vote for the office; and
- b) \$25,000.

The Clerk’s calculation is final.

**Final Certificate of Maximum Amount of Contributions –
Own Campaign
FORM EL37B
s.88.9.1(4)**

After determining from the Voters’ List, the number of electors eligible to vote for each office as of September 15, 2026, including changes made that day, the Clerk shall calculate the maximum amount of contributions to a **Candidate’s Own campaign**. A copy of this final Certificate is to be delivered to each Candidate no later than **Thursday, October 1, 2026**.

Whichever of the two maximum amounts (Preliminary or Final) of the Candidate’s Own Campaign is higher, it becomes the Candidate’s official spending limit. The Clerk’s calculation of the maximum campaign expenses is final.

**Preliminary Certificate of Maximum Amount of Expenses
For Parties, Etc. After Voting Day**

FORM EL37C
MEA s.88.20 (13)

On or before **Thursday, October 1, 2026** the Clerk shall give Candidates a preliminary Certificate of the maximum amount of expenses for parties, etc., permitted.

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, 2002 Voters' List, including changes made on that day, or the 2026 Voters' List as of September 15, including changes made on that day.

Notice of Candidates Financial Disclosure
Section 88.25(9) and 88.29(7)

At least 30 days before the filing date, but no later than **Monday, March 1, 2027**, the Clerk shall give every Candidate notice whose nomination was filed:

- the filing requirements of this section; and
- the penalties set out in subsections 88.23(2) and 92(1) of the MEA.

The notice shall be given on "Notice to Candidate of Filing Requirements" (**FORM EL42A**).

Candidate Filing Default
MEA, 88.20, s.88.23(1), s.88.25, 88.32, 88.31

A Candidate is in default of the filing requirements of the Act if:

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

Clerk to Give Notice of Default
MEA, s.88.23(3)

A "Notice of Default" (**FORM EL43(A)**) shall be given to the Candidate and to the relevant Council or local Board in the event that a Candidate has not submitted the "Financial Statement" (**FORM 4**) by **2:00 PM on Tuesday, March 30, 2027** (set by the Minister).

The Clerk is required to notify the Candidate in writing that a default has occurred and the nature of the default. If the Candidate was elected, the Council or local Board is to be notified in writing. The Clerk must also make this information public by issuing a report setting out all Candidates and Registered Third Parties in the election along with an indication of whether

each has filed a Financial Statement and Auditor's Report to be on a website or in another electronic format "Notice of Default – Candidate" (**FORM EL43(A)**).

Penalties **MEA, S.88.23(2)**

In the case of the defaults noted in the MEA, s.88.23(1):

- the Candidate forfeits any office to which he or she was elected and the office shall be deemed to be vacant, and
- until the next regular election has taken place, the Candidate is ineligible to be elected or appointed to any office to which the MEA applies.

The penalties related to the late filing of Financial Statements take effect at **2:01 PM on Tuesday, March 30, 2027** (initial Financial Statement), and at **2:01 PM on Friday, September 24, 2027** (Supplementary Financial Statement).

The penalties related to failing to file a document as required under s.88.25 or 88.32 by the relevant date do not take effect if, **no later than 2:00 PM** on the day that is 30 days after the applicable day for filing the document, the Candidate files the relevant document as required under s.88.25 or s.88.32 and pays the Clerk a late filing fee of \$500.

Electronic Version of Financial Statements **MEA, s.8(9.1), s.88.23**

The clerk shall make the Financial Statements filed under s.88.25 available for viewing by the public on the Election website as soon as possible after the documents are filed.

Extension of Campaign Period **Section 80 (4), (5), (6)**

A Candidate or Registered Third Party may file for an extension to the campaign period in order to continue to raise money to pay off debt. For further information see Sections 88.23 (6) – (8) for candidates, or Sections 88.27 (3) - (5) for Registered Third Parties.

Application by Candidate for Extension of Filing Date **MEA, s.88.23, s.88.25, s.88.32**

The Candidate may, before the last day for filing a Financial Statement under s.88.25 and s.88.32, apply to the Ontario Court of Justice to extend the time for filing the document. The court may grant an extension of up to 90 days. The Candidate shall notify the Clerk **in writing before 2:00 PM** on the last day for filing a Financial Statement under s.88.25 and s.88.32 that an application has been made to the Court.

Supplementary Reporting Periods / Filing Dates **MEA, s.88.30**

Supplementary filing dates apply where the election campaign period has been extended.

The supplementary filing dates are:

- i. In the case of a regular election, the last Friday in September (**Friday, September 24, 2027**) in the year following the election.
- ii. For a by-election, the supplementary reporting period is the 6 month period following the 45th day after Voting Day.

Where a Candidate's campaign period continues, he or she shall file a Supplementary Financial Statement (including an Auditor's Report if required) for the supplementary reporting period ending **Wednesday, June 30, 2027** on or before **2:00 PM** on the last Friday in September, (**Friday, September 24, 2027**).

It should be noted that even if a campaign has been extended, a Candidate is required to file their initial Financial Statement for the reporting period ending **Thursday, December 31, 2026**. The Supplementary Financial Statement includes the information from the initial statement and the financial information from the extended campaign period.

Campaign Surplus **MEA, s.88.4(1), s.88.31, s.88.32**

Where a Candidate's Financial Statement (or Supplementary Financial Statement) indicates an election campaign surplus at the end of the campaign period, the entire surplus amount shall be paid to the Clerk at the time of filing and the Clerk shall hold the monies in Trust.

If the Candidate has a surplus, and they or their spouse has made contributions to the campaign, the Candidate may, after the campaign period ends but before filing the Financial Statement or Supplementary Financial Statement, refund to the Candidate or spouse an amount that does not exceed the lesser of:

- the relevant contributions;
- the surplus.

If a Candidate notifies the Clerk in writing that he or she is incurring subsequent expenses related to a recount, a Compliance Audit, or controverted election, the Clerk shall return the surplus, with interest to the Candidate.

The surplus becomes the property of the municipality or local Board when all of the following conditions are satisfied:

- the campaign period has ended under paragraph 2,3,4 of s.88.24(1)
- it is no longer possible to recommence the campaign period under paragraph 5, s.88.24(1)

- no recount, proceeding under s.83 (controverted elections) or a Compliance Audit has been commenced
- the period for commencing a recount, a proceeding under s.83 or a Compliance Audit has expired.

If a Candidate notifies the Clerk in writing that he or she is incurring subsequent expenses related to a Compliance Audit, the Candidate may use the surplus to pay these expenses. However, they can only incur expenses relating to the Compliance Audit. The first reporting period begins on the day after the surplus is returned and ends 90 days later. Each successive period of 90 days is a further reporting period. For each reporting period, the Candidate shall file with the Clerk a Financial Statement in the prescribed form, reflecting their expenses for the reporting period. This Financial Statement must be filed **no later than 2:00 PM** on the 10th day after the end of the reporting period.

Contributions to the Clerk MEA, s.88.22(4)

It is the responsibility of the candidate to ensure that a contribution of money made or received in contravention of the MEA or a By-Law passed under the MEA is returned to the contributor as soon as possible after the Candidate becomes aware of the contravention.

If the contribution is not returned to the contributor, it is to be paid to the Clerk where the nomination was filed.

An anonymous contribution received in error is also to be paid to the Clerk with whom the Candidate's nomination was filed.

Any contributions paid to the Clerk under these circumstances become the property of the municipality.

FORMS

Section 12 (2) of the *MEA* includes the power to establish forms, including forms of oaths and statutory declarations, and the power to require their use.

The procedures and forms provided are consistent with the principles of the Act as per Subsection 42(4) of the *Municipal Elections Act*, 1996.

Please visit the 2026 Municipal Elections Candidate Information Page of the Town website at www.deepriver.ca for a complete package of the approved 2026 Municipal Elections forms.

Prescribed Election Forms Provided in Appendix 'A'

Form Number	Form Name
1	Nomination
4	Financial Statement - Auditor's Report Candidate
5	Financial Statement - Subsequent Expense
6	Notice of Extension of Campaign Period
7	Notice of Registration of Third Party
8	Financial Statement - Auditor's Report Third Party

Election Forms Provided in Appendix 'A'

Form Number	Form Name
EL14	Candidates' Declaration – Proper Use of Voters' List
EL19	Withdrawal of Nomination
EL 36	Disclaimer to Right to Office
EL37A	Certificate of Maximum Campaign Expenses - Candidates
EL37B	Certificate of Maximum Campaign Expenses – Third Party
EL37C	Certificate of Maximum Expenses for Parties After Voting Day - Candidate
EL42A	Notice to Candidate of Filing Requirements
EL42B	Notice to Third Party of Filing Requirements
EL52	Consent to Release of Personal Information

FRIEND

Electors Requiring Assistance Section 52(1)4

An Election Official may permit an elector who needs assistance in voting to have such assistance as the Election Official considers necessary.

Oral Oath of Friend or Interpreter

A voter may request that a friend accompany them to the voting kiosk to assist marking their ballot. A friend may be anyone accompanying the elector. Anyone acting as a friend shall be required to take an oral oath on the "Oral Oath of Friend or Interpreter", (**FORM EL27**). No person shall be allowed to act as a friend of more than one voter at a voting place, except a voting place established under Section 45(7) (Institutions, Retirement Homes).

HELP CENTRE

A Help Centre shall be established at the Municipal Office. During the Voting Period, the Help Centre will be open Monday to Friday, (excluding holidays) during regular office hours (between **8:30 am and 4:30 pm**), and on Voting Day between the hours of **10:00 AM and 8:00 PM**.

The Help Centre shall be responsible for the following:

- a) Eligible voters who have not received his or her Voter Information Letter with a PIN can visit the Help Centre to acquire a PIN. Electors will be required to fill out an “Application to Amend Voters’ List” (**FORM EL15**) and provide proof of identity and residence as prescribed in O. Reg. 304 / 13.
- b) Where an eligible voter has received a notice on their Voter information Letter that their date of birth is missing or incomplete, the voter can visit the Help Centre and provide their date of birth. The elector will be required to fill out an “Application to Amend Voters’ List” (**FORM EL15**) and provide proof of identity and residence as prescribed in O. Reg. 304 / 13.
- c) Where an eligible voter has received an incorrect Voter PIN and / or school support, and has not already voted, the voter can visit the Help Centre and have the proper category applied to the existing PIN. The elector will be required to fill out an “Application to Amend Voters’ List” (**FORM EL15**) and provide proof of identity and residence as prescribed in O. Reg. 304 / 13.

Town Hall Voting Kiosk

A voting kiosk will be set up on the 2nd Floor of the Town Hall Administration department for electors who require assistance. Voting at the kiosk will be from **Tuesday, October 13, 2026 at 10:00 AM** until **Friday, October 23, 2026** during regular office hours, and on **Monday, October 26, 2026** from **10:00 AM** until **8:00 PM**.

LAME DUCK

Municipal Act, 2001 s.275

Under Section 275 of the *Municipal Act*, 2001, if it can be determined with certainty that the new Council will include fewer than 75% of the outgoing Council Members (75% for the Town of Deep River is 6 Members of Council) the restriction period commonly referred to as the Lamé Duck period, will begin.

Section 275 (2) of the *Municipal Act*, 2001 sets out two dates for which Lamé Duck provisions may be invoked in an election year:

- From Nomination Day to the end of the current term of Council (**Friday, August 21, 2026 – Saturday, November 14, 2026**); and
- From Voting Day to the end of the current term of Council (**Monday, October 26, 2026 – Saturday, November 14, 2026**).

“Lame Duck” includes the following restrictions for qualified Councils during the specified periods:

- a) The appointment or removal from office of any officer of the municipality;
- b) Hiring or dismissal of any employee of the municipality;
- c) Disposition of any real or personal property of the municipality which has a value exceeding \$50,000.00 at the time of disposal, and
- d) Making any expenditures or incurring any other liability which exceeds \$50,000.00.

NOMINATION PROCEDURE

MEA s.31, s.33

Notice of Nominations Section 32

The Clerk shall give notice of the offices for which persons may be nominated and of the nomination procedure. The “Notice of Nomination for Office” shall be posted at the municipality, on the municipal website, and in a publication having general circulation in the municipality.

Candidates registering their nomination must be eligible electors from the time of filing their nomination papers through to Voting Day, and if successful, must maintain their eligibility throughout their term of office.

Filing of Nominations

Nominations shall be filed in person or through an Agent with the Clerk or designated Election Official on the prescribed form (**FORM 1**) at the Municipal Office during regular office hours beginning **Friday, May 1, 2026** until **Thursday, August 20, 2026 from 8:30 am to 4:30 pm**, and on Nomination Day **Friday, August 21, 2026 from 9:00 am to 2:00 pm**.

If a person is present at the Clerk’s office on Nomination Day at **2:00 PM** the MEA, s.33(4.1) provides that they may file the nomination **as soon as possible after 2:00 PM**.

The nomination **must be completed in full** and filed in-person by the Candidate or an agent of the Candidate and include:

- Nomination Paper – **FORM 1** (a prescribed form), complete with no omissions, along with the declaration of qualification.

- Proof of identity and residence as prescribed in O. Reg. 304 / 13 (valid government-issued identification including photo to validate identity, name and address).
- Consent to Release of Personal Information (**FORM EL52**)
- Prescribed filing fee for the following offices:

<u>Office</u>	<u>Filing Fee</u>
(1) Mayor	\$200.00
(1) Reeve	\$100.00
(5) Councillors	\$100.00

In the event that nomination papers are filed by a representative / agent of the Candidate, the Declaration of Qualification included on **FORM 1** (Nomination Paper), and the Personal Information Release Consent Form must be signed and commissioned prior to being delivered by the representative / Agent. The agent must provide their own original identification as well as the original piece of the Candidate’s identification.

The filing fee must accompany the nomination and is payable by cash, debit, certified cheque, or money order made payable to the Town of Deep River. The nomination fee will be deposited with the Municipal Treasury Department.

25 Endorsements Not Required.

Upon receipt of payment the date and time of filing are entered on the Nomination Form. Nomination papers become part of the public record and shall be disclosed to the members of the public upon request.

Subject to the consent “Candidate Consent to Release Personal Information” (**FORM EL52**), Candidates information is posted on the Town website.

The Clerk shall provide notice of the unofficial list of Candidates who have submitted Nomination Forms and the office that they are seeking election to by preparing and posting at the Municipal Office and on the Town website an “Unofficial List of Candidates” as soon as practical after receipt of the nomination paper. The Unofficial List of Candidates will be updated as each Nomination Paper is filed.

Nomination papers for school boards must be obtained and filed at the appropriate Municipal Office for the following offices:

- | | |
|---|--------------------|
| (1) School Board Trustee – English Public | Town of Deep River |
| (1) School Board Trustee – English Separate | Town of Petawawa |
| (1) School Board Trustee – French Public | Town of Petawawa |
| (1) School Board Trustee – French Separate | Town of Petawawa |

Withdrawal Of Nomination Papers
Section 36

A Candidate may withdraw their Nomination by filing a written withdrawal of their candidacy "Withdrawal of Nomination" (**FORM EL19**) **in person** by **no later than 2:00 PM on Friday, August 21, 2026** (Nomination Day) in the Clerk's office.

If an Agent is filing the withdrawal **in person** with identification on behalf of the Candidate, the Candidate is to provide the Agent with a letter of authorization stating the Agent has the authority to file the withdrawal letter on their behalf.

If a Candidate has filed an earlier nomination for an office in the same election, the first nomination shall be deemed to have been withdrawn at the time the second nomination is filed. A nomination paper is not transferable.

The withdrawal shall be noted on the "Unofficial List of Candidates".

Examination, Certification or Rejection of Nomination Papers Section 35

By 4:00 pm on Monday, August 24, 2026 the Clerk shall examine each nomination filed and if satisfied the person is qualified to be nominated and that the nomination complies with the Act, the Clerk shall certify as such the nomination filed.

Once the Clerk certifies the nominations this list becomes the "List of Certified Candidates" (**FORM EL07**). The List will be posted at the Municipal Office and on the Town website.

If not satisfied the Candidate is qualified to be nominated, the Clerk shall reject the nomination and as soon as possible give notice to the person who sought to be nominated and all other Candidates for that office.

Under the *MEA* the Clerk is required to certify or reject nominations of Candidates. The Clerk's decision to certify or reject a nomination is final.

The following criteria are some considerations in the decision to certify or reject individual nominations:

- Candidate has refused or declined to provide proof of identification suitable to the Clerk;
- Candidate does not satisfy the requirements set out in MEA, s.29(1) (eligibility requirements);
- The Nomination Form is incomplete;
- The prescribed filing fee has not been paid, and
- The necessary financial disclosure was not filed for the previous election or any by-election in which the individual may have been a Candidate.

Declaration of Acclamation to Office MEA, Section 37(4) 1 and (2)

By 4:00 PM on Monday, August 24, 2026 if the number of certified Candidates for an office is the same as the number to be elected to the office, the Clerk shall immediately declare the Candidate or Candidates elected by acclamation. The Clerk shall prepare and post a “Declaration of Acclamation to Office” (**FORM EL20**). The Clerk will also provide a copy of the declaration to the acclaimed Candidate(s) and will place a copy of the declaration in the Candidate’s file. In this situation there shall be no election conducted for the position(s).

Notice of Additional Nominations Section 33(5)

If the number of Certified Candidates does not exceed the remaining number of vacancies, additional nominations may be filed on **Wednesday, August 26, 2026** between **9:00 am and 2:00 pm**.

The Clerk shall post a “Notice of Additional Nominations” (**FORM EL17B**) advising that additional Nomination Papers may be filed for that office during the specified time.

If at **2:00 PM** on **Wednesday, August 26, 2026**, additional Nomination Papers have been filed, the procedure to certify or reject Nomination Papers shall be followed.

The Clerk will certify the additional nominations by **4:00 pm** on **Thursday, August 27, 2026** and if **at 4:00 PM** the number of certified Candidates still does not exceed the remaining number of vacancies, the Clerk shall immediately declare the additional Candidate or Candidates elected by acclamation.

The Clerk will post this list on the Municipal website, provide a copy of the declaration to the acclaimed Candidate(s), and will place a copy of the declaration in the Candidate’s file.

Withdrawal Of Additional Nominations Section 36(B)

Withdrawal of additional nominations must take place **prior to 2:00 PM on Wednesday, August 26, 2026**. The same procedure as in the preceding Withdrawal of Nomination Paper Section will be followed.

Refund of Nomination Filing Fee Sections (33), (34), s.88.25(1), O. Reg. 101/97

A Candidate is entitled to receive a refund of the nomination filing fee if he / she,

- withdraws the nomination under Section 36 of the *Municipal Elections Act*;
- financial documents are filed on or **before 2:00 PM on Tuesday, March 30, 2026** for the reporting period ending **Thursday, December 31, 2026**;
- receives more than the prescribed percentage of the votes cast (2% of the votes cast) in the election for the office.

Death Or Ineligibility of a Candidate Section 39

If a certified Candidate for an office, before the close of Voting Day dies or becomes ineligible to hold the office,

- a) If no Candidate would be elected by acclamation as a result of the death or ineligibility
 - i) the election shall proceed as if the Candidate has not been nominated, and
 - ii) the Clerk shall omit the Candidate's name from the ballots, or, if they have already been printed shall cause notice, a "Notice of Death or Ineligibility of Candidate" (**FORM EL21**) of the Candidate's passing or ineligibility to be made available to the public;
- b) if another Candidate would be elected by acclamation as a result of the death or ineligibility the election is void and a by-election shall be held to fill the office.

PRELIMINARY LIST OF ELECTORS

In an election year Elections Ontario shall deliver a Primary List of Electors (PLE) and deliver it to the Clerk in August via the Elections Ontario Portal.

The PLE contains the name and address of each person who is entitled to be an elector and additional information the Clerk needs to determine for which offices an elector is entitled to vote, such as school support. The qualifying address to determine eligibility for voting shall be the elector's place of residence.

It is possible for an elector's name to appear on the Voters' List of more than one municipality. That elector may be eligible to vote in both municipalities. For example, a person listed as a resident elector in one municipality and a non-resident elector in another municipality is entitled to vote in each, provided they are not voting for the same office more than once. School Board votes must be cast in the municipality where the elector resides.

The Clerk shall correct any obvious errors in the PLE and notify Elections Ontario. The Clerk may use any information that is in the municipality's custody or control when correcting the PLE for obvious errors. Once the Clerk has corrected any obvious errors the corrected PLE becomes the Voters' List. The period for revisions to the Voters' List is from **Tuesday, September 1, 2026** and ending at the close of voting-on-Voting Day, **Monday, October 26, 2026**.

Any corrections or revisions made to the Voters' List by the Clerk are to be sent to Elections Ontario within 30 days (**Wednesday, November 25, 2026**) after Voting Day.

An online lookup tool (VoterLookup.ca) is available on the Town of Deep River's website at www.deepriver.ca.

Interim List of Changes **MEA, s.27(1)(a) and (b)**

During the period beginning **Sunday, September 20, 2026** and ending on **Thursday, October 1, 2026**, the Clerk shall:

- c) Prepare Interim List of Changes to the Voters' List, and
- d) Give a copy of the Interim List to each person who previously requested a copy, and to each certified Candidate.

Within 30 days after Voting Day (**Wednesday, November 25, 2026**) the Clerk shall,

- a) Prepare a final list of changes to the Voters' List, and
- b) Give a copy of the final list of changes to the Chief Electoral Officer / Elections Ontario.

Municipal Voter View List Management

Election staff will use a computer software program called Municipal Voter View to update and make changes to the Preliminary List of Electors and the Voter's List. The Municipal Voter View application allows staff to add, change, delete or move voters as required in accordance with provisions of the *Municipal Elections Act*, 1996. In addition, the application provides a number of elector related reports to support election planning and also identify potential inaccuracies on the list.

Candidate Access **Section 23(4)**

Upon written request of the "Candidates Declaration – Proper Use of Voters' List" (**FORM EL14**), the Clerk shall give the Candidate the part of the Voters' List that contains the names of the electors who are entitled to vote for that office.

Use of electronic version of the Voters' List, and all other information containing personal voter information shall be protected by the Candidate and shall not be used for any purpose other than the 2026 Municipal Election. All Voter information obtained by the Candidate during the election period shall be destroyed by the Candidate after the election period, either by returning same to the Clerk for destruction with other election material, or by deleting it completely from the Candidate computer hardware.

PROOF OF IDENTIFICATION

Requirement To Provide Proof of Identity

All eligible electors will be required to provide proof of identity and residence in order to obtain a ballot at the Help Desk. An elector on the Voters' List without identification may complete

a “Declaration of Identity” (**FORM 9**).

Acceptable Documents for Voter Identification

As outlined in Ontario Regulation 304 / 13, an elector must present one of the following documents showing their name and qualifying address in order to receive a ballot:

SCHEDULE 1

1. Ontario driver’s licence.
2. Ontario Health Card (photo card).
3. Ontario Photo Card.
4. Ontario motor vehicle permit (vehicle portion).
5. Cancelled personalized cheque.
6. Mortgage statement, lease or rental agreement relating to property in Ontario.
7. Insurance Policy or insurance statement.
8. Loan agreement or other financial agreement with a financial institution.
9. Document issued or certified by a court in Ontario.
10. Any document from the government of Canada, Ontario or a municipality in Ontario or from an agency of such a government.
11. Document from a Band Council in Ontario established under the *Indian Act* (Canada).
12. Income tax assessment notice.
13. Child Tax Benefit Statement.
14. Statement of Employment Insurance Benefits Paid (T4E).
15. Statement of Old Age Security T4A (OAS).
16. Statement of Canada Pension Plan Benefits (T4A P).
17. Canada Pension Plan Statement of Contributions.
18. Statement of Direct Deposit for Ontario Works.
19. Statement of Direct Deposit for Ontario Disability Support Program.
20. Workplace Safety and Insurance Board Statement of Benefits (T5007).
21. Property Tax Assessment.
22. Credit card statement, bank account statement, RRSP, RRIF, RHOSP or T5 Statement.
23. Additional documents may include utility bills, post-secondary school transcripts, or hospital records as long as they confirm the voter’s identity and residence.

Note: If a voter cannot provide one of the listed documents they may complete a ‘Declaration of Identity’ (**FORM 9**), which is a statutory declaration under subsection 52(1) of the *Municipal Elections Act*.

PROXY VOTING

(Section 44)

The municipality has chosen to use alternative voting methods (Internet and Telephone) and as such proxy voting will not be utilized.

RECOUNT PROCEDURES

MEA, s.56, s.57, s.58, s.60(1) and s.60(3)

As with a paper ballot election, recounts for data-based alternative voting methods, including vote by phone, internet and touch screen tabulators are conducted in the same manner as the method undertaken on Voting Day, with any necessary adjustments made for the scope of the recount.

A recount is required after the declaration of results when:

- there is a tie vote for the election of a Candidate to an office
- the votes for the affirmative and negative on a by-law are equal
- the votes for two or more answers to a question are equal
- by order of the Minister (for questions submitted by the Minister)
- by order of the Superior Court of Justice

A recount for internet and telephone voting shall be done by requesting from the Service Provider a re-tabulation of the votes cast to be conducted in the same manner as the original vote tabulation. The Clerk shall re-issue the Vote Count Summary Report indicating the results and votes cast, as per processes established by the Internet Voting provider.

The Service Provider shall send the results of the recount by e-mail, along with any documentation, if required, to support the integrity, security and accuracy of the Voting System, and these results will be compared to the results tabulated by the Auditor assigned to the election. Upon completion of the recount, the Clerk will announce the results of the recount.

In the case of a tie vote, as provided under *Section 56* of the *Municipal Elections Act, 1996*, the Clerk shall require Simply Voting Inc. to provide a re-tabulation of the votes cast.

Pursuant to Subsection 56(2) of the *Municipal Elections Act, 1996* the recount shall be held within fifteen (15) days after the Clerk's declaration of the results of the election, and the recount shall occur at the Receiving Location.

At the precise hour designated for the recount, the Clerk shall re-tabulate the results for the contest(s) that are subject to the recount procedure and publish the results of the recount.

Upon receipt of the final results of the recount, the Clerk shall announce the results of the recount.

Tied Vote

s. 62 (3)

In the event of a tied vote, the *Municipal Elections Act*, 1996 shall apply, being as follows:

“If the recount indicates that two or more candidates who cannot both or all be declared elected to an office have received the same number of votes, the clerk shall choose the successful candidate or candidates by lot”.

The following procedure shall be used and applied:

- The Clerk shall determine the paper used for this process and each Candidate will have an opportunity of examining the paper to be used to inscribe the names of the Candidates;
- The Clerk shall print the name of each Candidate on equal size paper and the Candidate may examine the same. The writing of each name shall be clear and concise. In addition, all persons present will have an opportunity of examining the box which will be used for conducting the lot;
- The Clerk shall fold the papers bearing each Candidate’s name and shall deposit these papers, in full view of all persons present and authorized to attend, in an open-end box. The Clerk shall determine the box to be used for this process.
- Once all Candidate’s names are inserted into the box, the top of the box shall be closed. The Clerk may select another Election Official to draw from the box and shall shake the closed box vigorously. Before opening the box, the Clerk shall state that “the Candidate to be elected shall be the Candidate whose name is written on the first piece of paper drawn out of the box.” The paper is pulled from the box and the Candidate elected is announced.
- At the Clerk’s direction, the individual drawing from the box shall reach in and pull out one (1) piece of paper at a time for each office to be filled. When a piece of paper is drawn, the individual shall unfold it and show the name on it to all in attendance and say the name aloud.
- Once completed, the person appointed by the Clerk shall remove the remaining contents from the box and provide an opportunity for all persons present to examine the remaining slips of papers and the box.

Notification Of Recount Date, Time, Place

Sections 56, 57, 58 and O. Reg 101 / 97

The Clerk sets the date, time and place for the recount within the following prescribed time frames:

- In the case of a tied vote or in accordance with the recount policy passed by the municipality or local board, within 15 days after the Clerk's official declaration of the results of the election.
- In the case where a court has ordered a recount, within 15 days after the day the Clerk receives a copy of the order.
- In the case where a recount is held because of a resolution passed by Council or local board, within 15 days after the Resolution is passed.
- In the case where a recount is held on the order of the Minister, within 15 days after the order is made.

O. Reg 101 / 97 requires the Clerk to give notice on the "Notice of Recount" (**FORM EL39**) of the date, time and place established for the recount to the following:

- all certified Candidates for the office which is the subject of the recount;
- where a recount is requested by Resolution, the Council or local Board which passed the resolution;
- the Minister when an order has been made;
- the applicant in the case of a court order;
- in the case of a recount concerning an office, By-Law or question which includes electors of another municipality, the Clerk who was responsible for the conduct of the vote in the other municipality (e.g. in the case of the election of the chair of a regional municipality, the trustee of a police village or the members of a School Board).

Application To Superior Court of Justice Section 58

A person who is entitled to vote in an election and who has reasonable grounds for believing the election results to be in doubt may apply to the Superior Court of Justice for an order directing the Clerk to hold a recount. The application must be commenced within 30 days after the Clerk's official declaration of the results of the election under MEA s.55(4).

The court, if satisfied there are sufficient grounds, shall make an order requiring the Clerk to hold a recount of all votes cast for all specified Candidates, on a By-Law, or for all or specified answers to a question.

The recount is to be held within 15 days after the Clerk receives a copy of the order.

Persons Entitled to Be Present at Recount Section 61(1)

- the Clerk and any other Election Official appointed by the Clerk for the recount procedure;
- every certified Candidate for the office;
- the lawyer or agent for each of the Candidate(s); and

- one scrutineer for each of the candidate(s).

Notice Of Final Certified Results Section 62

In accordance with the duties of the Clerk outlined in MEA s.62, on completion of the recount the Clerk is to announce the results of the recount and if there are any disputed ballots (**FORM EL40**):

- Announce the number of disputed ballots;
- Announce the results that would be obtained if the disputed ballots were excluded;
- Write the number of the voting place (subdivision number) on the back of each disputed ballot and initial it; and
- Place the disputed ballots in a s

REGISTERED THIRD PARTIES

Definition:

A paid advertisement in any medium (broadcast, print, electronic) that has the purpose of promoting, supporting or opposing a Candidate(s), or a 'Yes' or 'No' to a question on a ballot and to try to persuade voters to vote a certain way.

It does not include:

- An advertisement by and under the direction of a Candidate;
- Where no expenses are incurred by the person / entity in relation to the advertisement;
- When given or transmitted by an individual to employees, by a corporation to its shareholders, directors, members or employees or by a trade union to its members or employees.

Advertising that does not cost money to post or to broadcast, such as comments made on social media will not be considered to be Third Party Advertising.

Eligibility for Registration Sections 88.6

Third Parties (Individuals, corporations or trade unions) must be registered with the Clerk at the time of advertisement. The notice must be filed on the prescribed form and must include a declaration of qualification signed by the individual or by a representative of the corporation or trade union.

Registrations can be accepted by the Clerk, or designate, between the 1st day for filing nominations – **Friday, May 1, 2026** through **Friday, October 23, 2026**. There is no

registration fee for Third Party Advertising, but the Clerk must examine the registration and then certify the notice of registration if deemed compliant, or reject the registration (MEA, s.88.6 (13)). A notice of registration may be filed in person or by an agent.

The Clerk's decision to certify or reject a notice of registration is final.

The following **are not** permitted to register:

- Municipal Election Candidate,
- Federal and Provincial political parties, constituency associations, registered Candidates and leadership contestants;
- The Crown in right of Canada or Ontario, a municipality, a municipality or local Board.

If Third Party Advertisers want to advertise in more than one municipality, they will have to register in each municipality. This also means that each registration is a separate campaign with its own spending limits. Third Party Advertisers register in single or lower tier municipalities, not upper tier municipalities. For example, with respect to Third Party Advertisers for Regional Chair, they will be required to register in each lower tier municipality they wish to advertise in.

List Of Registered Third Parties Section 88.12 (9) and (10)

A list of Registered Third Parties shall be posted on the Town website and may also include the phone number and email address provided by the Registered Third Party in the notice of registration filed, and if applicable, a hyperlink to the website of the Registered Third Party.

Certification And Rejection of Notice of Registration Sections 88.6(13) and (14)

The Clerk will review each Notice of Registration filed for each Third Party to determine eligibility and compliance with the *Municipal Election Act*, 1996. Once satisfied that the Third Party is qualified, the Clerk will complete the "Certification by Clerk" section. If not satisfied, the Clerk shall reject the notice. The Clerk's decision shall be final.

The Clerk is required to issue a Preliminary Certificate of Maximum Campaign Spending Limits to Third Party Advertising registrants at the time they register. This maximum is based on the prescribed formula and uses the number of electors as of September 15, 2022.

The following persons and entities are not permitted to register:

- Municipal election Candidate;
- Federal and provincial parties, constituency associations, registered Candidates and leadership contestants; and
- The Crown in right of Canada or Ontario, a municipality or local board.

Final Calculation of Maximum Third-Party Expenses **Section 88.21(14)**

No later than **Thursday, October 1, 2026**, the Clerk is required to calculate and provide Registered Third-Party Advertisers with:

- A Certificate of Maximum Amount of Expenses; and
- A Certificate of Maximum Amount for parties, etc., after Voting Day.

Amount is based on the higher of:

- **September 15, 2022** (being the amount given on the preliminary Certificate); or
- The number of electors as of **September 20, 2026.**)

The Clerk's calculation is final and shall be made in accordance with the prescribed formula.

Restricted Period For 3rd Party Advertisements **Section 88.4 (2)**

Registered Third Parties may register during regular office hours at the Clerk's Office from **Friday, May 1 of 2026 to Friday, October 23, 2026**. There is no prescribed fee for registering but Third Parties must be registered prior to advertising.

The Restricted Period for Third Party Advertisements begins on the earliest day that an individual, corporation or trade union is permitted to file a notice of registration as a Registered Third Party and ends at the close of voting on Voting Day. Third Parties must do the following during the Restricted Period:

- File notice of registration and have it certified by the Clerk;
- Once registered, advertise; and
- Once registered, incur expenses related to the advertisement;
- The expenses for these advertisements cannot exceed the amount calculated under Section 88.21 (Registered Third-Party expenses).

Third Party Advertising Requirements **MEA, s.88.4 (1) (2) and (3), s.88.12, s.88.13, s.88.21**

No individual, corporation or trade union is permitted to incur expenses for a Third-Party advertisement that appears during the restricted period unless the individual, corporation or trade union is a Registered Third Party under Section 88.6 when the expenses are incurred and when the advertisement appears.

The restricted period for Third Party advertisements in relation to an election in a municipality begins on the earliest day that an individual, corporation or trade union is permitted to file a notice of registration as a Registered Third Party in relation to the election and ends at the close of voting-on-Voting Day.

Contributions

Contributions by corporations and trade unions to Candidates are banned, however, corporations and trade unions can contribute to Third Party Advertisers. Money, goods and services are considered contributions.

The following are permitted to contribute:

- An individual who is normally a resident of Ontario;
- A corporation that carries on business in Ontario;
- A trade union that holds bargaining rights for employees in Ontario; and
- The Registered Third Party and in the case of an individual, their spouse (subject to s.88.12(5)).

Contribution Restrictions:

- cannot be made or accepted unless registered as a Third Party
- maximum contribution from a single contributor is \$1,200 to a registered third party and \$5,000 to two or more Registered Third Parties in the same municipality.
- If the contribution exceeds \$25 it shall not be in cash.

These contribution limits do not apply to the Registered Third Party if the contribution is made by themselves, and if the registered Third-Party advertiser is an individual, along with their spouse.

Expenses:

- An expense may only be incurred by the Registered Third Party or an individual acting under the direction of the Registered Third-Party.
- Are subject to maximum expense limit (prescribed formula based on the number of electors entitled to vote);
- Are required to record expenses and file a Financial Statement.

A fundraising function relating to Third Party advertisements that are to appear during an election cannot be held for an individual, corporation or trade union that is not registered as a Third Party in a municipality and cannot be held outside the campaign period.

Registered Third Party Advertisers are responsible for reviewing and complying with the financial reporting rules.

Record Keeping:

Every Third-Party Advertiser is responsible for keeping financial records related to their advertising campaign. Every Third-Party Advertiser is required to keep all of their advertising campaign financial records until November 15, 2026 when the next Council or School Board takes office.

The following advertising campaign records must be kept:

- The receipts issued for every contribution including when the contribution was accepted and the date the receipt was issued (receipts must also be issued to the Third-Party Advertiser for any contributions made to their own advertising campaign);
- The value of every contribution, whether it is money, goods or services, and the contributor's name and address;
- All expenses, including the receipts for each expense;
- Any claim for payment of an expense that the Third-Party Advertiser disputes or refuses to pay;
- The funds raised and expenses incurred from each separate fundraising event or activity; and
- The terms of any loan received from a bank or other recognized lending institution.

Mandatory Information in Third Party Advertisements MEA, s.88(5)

The Third-Party Advertiser must be registered at the time of the advertisement.

The ad must contain the following:

- name of Registered Third Party;
- the municipality where the Third Party is registered;
- a telephone number, mailing address or email address at which the Third Party may be contacted regarding the advertisement.

A Registered Third Party is not permitted to allow a Third-Party advertisement to appear during the restricted period unless the broadcaster / publisher has been provided the following in writing:

- name of the Registered Third Party;
- municipality where Third Party is registered; and
- name, business address and telephone number of the individual who deals with the broadcaster/publisher under the direction of Registered Third Party.

The broadcaster / publisher retains records of the Registered Third-Party Advertiser, copy of the advertisement / means of reproducing it and the cost. They must retain the record for four years after the date of the appearance of the advertisement and permit inspection during normal business hours.

Municipal Authority to Remove Advertisements Section 88.7

If the municipality is satisfied there has been a contravention, the municipality may require a person who the municipality reasonably believes contravened the section or caused or permitted the contravention, or the owner or occupier of the land on which the contravention

occurred, to remove the advertisement or discontinue the advertising as per Section 88.7 of the Act.

A municipality may require the following to remove or discontinue the advertising:

- a person who has contravened the provisions for Third Party Advertisers or caused / permitted the contravention;
- the owner or occupier of the land on which the contravention occurred.

Third Party Advertisers are required to identify themselves on campaign advertisements and signs, so that it is clear for each sign and advertisement that appears or is broadcast. There is no spending cap on signs.

Campaign Period

MEA, s.88.12, s.88.27, s.88.28, s.88.29, s.88.32

Contributions can only be made to a Registered Third Party for Third Party advertisements, and can only be made during the campaign period.

A Third-Party Advertiser that is registered can only incur expenses during the campaign period. The campaign period is determined by the application of the following rules:

For the 2026 municipal election - the election campaign:

- begins on the day the Third-Party registers for the election (registration must be certified by the Clerk); and
- ends on **Thursday, December 31, 2026**.

The Registered Third Party may before the last day for filing a Financial Statement under s.88.30, apply to the Ontario Court of Justice (**by Thursday, March 25, 2027**) to extend the time for filing the document. The court may grant an extension of up to 90 days.

The Third Party shall notify the Clerk in writing **before 2:00 PM** on the last day for filing a Financial Statement (**Tuesday, March 30, 2027**) that an application has been made.

If the Third-Party Advertiser becomes involved in a Compliance Audit after the campaign ends on **Thursday, December 31, 2026**, the campaign may be recommenced. Once the Third-Party Advertiser notifies the Clerk in writing of the campaign period recommencement, the Clerk shall pay the Third-Party Advertiser any surplus being held in trust for the Candidate, together with interest.

Where the campaign period has recommenced, the Third-Party Advertiser may incur expenses and accept contributions until **Wednesday, June 30, 2027** or where an alternate provision of the MEA has been met, MEA. s.88.28(4).

Notice of Filing Requirements

MEA, s.88.29

The Clerk shall give “Notice to Third Party of Filing Requirements” (**FORM EL42(B)**) by **Monday, March 1, 2027** of all of the filing requirements and of the penalties under s.88.27(1) and s.92(4) to every Third-Party Advertiser. Before Voting Day, the Clerk is also required under s.33.1 to give notice of the penalties related to election campaign finances.

Filing Requirements **MEA, s.88.29, s.88.30**

In accordance with s.88.6 of the Act, eligible Third-Party Advertisers may file a notice of registration with the Clerk in the prescribed form and with a declaration of qualification.

All Registered Third Parties are required to file a Financial Statement using the prescribed Financial Statement – Auditor’s Report – Third Party (**FORM 8**). Candidates, whose campaign contributions and total expenses are each equal to or less than \$10,000, are not required to file an Auditor’s Report with the Financial Statement.

A Registered Third Party whose campaign contributions exceed \$10,000 or whose total campaign expenses exceed \$10,000, in the municipality, are required to file an Auditor’s Report with the Financial Statement.

The Registered Third Party must file their Financial Statements and Auditor’s Report (if applicable) in the prescribed forms **by 2:00 PM on Tuesday, March 30, 2027** for the filing period ending **Thursday, December 31, 2026**.

If a Candidate filed their Financial Statement, and then noticed an error, they can withdraw the Statement and refile the Financial Statement and Auditor’s Report (if applicable) on or before **2:00 PM on Tuesday, March 30, 2027**.

Supplementary Reporting Periods / Filing Dates **MEA, s.88.30**

Supplementary filing dates apply where the election campaign period has been extended.

Where a Third-Party Advertiser campaign period continues, they shall file a Supplementary Financial Statement (including Auditor’s Report if required) for the supplementary reporting period **on or before 2:00 PM on Friday, September 24, 2027**. It should be noted that even if a campaign has been extended, a Third-Party Advertiser is required to file the initial Financial Statement for the reporting period ending **Thursday, December 31, 2026**.

Campaign Surplus **MEA, s.88.31**

Where a Third-Party Advertiser’s Financial Statement (or Supplementary Financial Statement) indicates an election campaign surplus at the end of the campaign period, the entire surplus amount shall be paid to the Clerk at the time of filing and the Clerk shall hold the monies in Trust.

NOTE: If a Registered Third Party has made contributions to the campaign or, in the case of an individual, if their spouse has made contributions to the campaign, the Candidate or Registered Third Party may, after the campaign period ends but before filing the Financial Statement or supplementary Financial Statement, as the case may be, refund to the Candidate or Registered Third Party or to the spouse, as the case may be, an amount that does not exceed the lesser of the relevant contributions and the surplus.

Return of Surplus for Subsequent Expenses MEA, s.88.32

Applies if all of the following circumstances exist:

1. A Candidate or Registered Third-Party has paid a surplus to the Clerk;
2. The Candidate's election campaign period has ended or the Registered Third-Party's campaign period has ended;
3. It is no longer possible to recommence the campaign period; and
4. The Candidate or Registered Third-Party subsequently incurs expenses relating to a compliance audit.

If the Registered Third Party subsequently incurs expenses related to a Compliance Audit, the Clerk shall pay the amount held in trust, with interest, to the Third Party, MEA. s.88.32.

The surplus becomes the property of the municipality / local Board when all of the following conditions are satisfied:

- The campaign period has ended under s.88.28;
- It is no longer possible to recommence the campaign period (s.88.28);
- No Compliance Audit proceeding has been commenced; and
- The period for commencing a Compliance Audit proceeding has expired.

Third Party Filing Default MEA, .88.27(1)

A Registered Third Party cannot register in relation to a subsequent election in the municipality until after the next regular election has taken place if;

- They did not file their Financial Statement;
- There was a surplus and this surplus was not paid to the Clerk;
- The Financial Statement shows that the Third-Party advertiser exceeded their expense limit; or
- If a document filed under s.88.32 has a surplus and the Third Party registered has not paid the surplus to the Clerk by the relevant date.

Notice of Default MEA, s.88.27(2)

The Clerk is required to notify the Registered Third Party in writing that a default has occurred and the nature of the default. The Clerk also has to make this information public.

Penalties

MEA, s.88.23, s.88.27, s.88.35

There are similar penalties for Third Party advertisers as there are for registered Candidates for Financial Statement defaults. The rules for registration of Third-Party advertisers, handling contributions, spending and contribution limits and financial reporting are similar to those for candidates. Corporations and trade unions will be permitted to make contributions to Third Party Advertisers, but will not be permitted to make contributions to Candidates.

As with candidates, there is a 30-day grace period for those who miss the deadline to file a Financial Statement and Auditor's Report (if applicable), provided that the Third-Party Advertiser pays a \$500 late filing fee to the municipality.

Third Party Advertisers are subject to spending limits and must file Financial Statements with the Clerk and the Clerk must review for possible contraventions and submit any identified contributions to the Compliance Audit Committee. The Compliance Audit Committee would decide on any complaints, and provide brief written reasons for their decisions.

The Clerk is required to publicly identify the Third Parties who file or did not file a Financial Statement.

Review and Report by the Clerk

MEA, s.88.36

The Clerk shall review the contributions reported on the Financial Statements submitted under s.88.29 by a Registered Third Party and determine whether any contributor appears to have exceeded any of the contribution limits under s.88.13.

As soon as possible following the day that is 30 days after the filing date or supplementary filing date under s.88.30 for a Registered Third Party, the Clerk shall prepare a report identifying each contributor to the Registered Third Party who appears to have contravened any of the contribution limits under s.88.13; and

- if the contributor's total contributions to a Registered Third Party in the municipality appear to exceed the limit under s.88.13, the report shall set out the contributions made by that contributor to the Registered Third Party in relation to Third Party advertisements; and
- if the contributor's total contributions to two or more Registered Third Parties in the municipality appear to exceed the limit under s.88.13, the report shall set out the contributions made by that contributor to all Registered Third Parties in the municipality in relation to Third Party advertisements.

The Clerk is to then prepare a report in respect to each contributor who appears to have contravened any of the contribution limits under s.88.13 and forward each report to the Compliance Audit Committee. Within 30 days after receiving the report, the Compliance Audit Committee shall consider the report and decide whether to commence a legal proceeding against a contributor for an apparent contravention.

TIMELINES

2026

- May 1 The Clerk will give notice in a local newspaper and on the Municipal website prior to **May 1, 2026** of the offices for which a person may be nominated, along with the nomination period.
- Nomination and registration period begins. Candidates and Third-Party Advertisers can begin to register at the Clerk’s Office by filing:
1. “Nomination Paper” (**FORM 1**)
 2. “Consent to Release of Personal Information” (**FORM EL52**)
 3. Filing Fee.
- Candidate registration filing period ends at **2:00 PM** on **Friday, August 21, 2026** (Nomination Day).
- Registered Third Party registration period is **Friday, May 1, 2026** until the close of business on Friday, **October 23, 2022**.
- August 16 Elections Ontario to deliver the Preliminary List of Electors to all municipalities via the Elections Ontario Portal.
- August 21 **NOMINATION DAY**
- Last day a candidate may file a nomination at the Clerk’s office between 9:00 AM and 2:00 PM.
- Last Day a Candidate may withdraw his/ her candidacy using the “Withdrawal of Nomination” (**FORM EL19**). A person who wishes to withdraw their nomination **must notify the Clerk in writing before 2:00 PM**.
- If a person is present at the Clerk’s office on Nomination Day at **2:00 PM** and has not yet filed a nomination, they may file the nomination as soon as possible after **2:00 PM**.
- Nomination papers will not be accepted after **2:00 PM** on Nomination

Day unless there are fewer number of candidates nominated for a specific office than are to be elected to that office.

Public notice is placed in the local newspaper and on the Municipal website prior to May 1st of the regular election year, advising of the offices for which persons may be nominated and the nomination procedure.

Nomination of qualified candidates may file for election to the offices of:

Mayor	One to be elected by general vote
Reeve	One to be elected by general vote
Councillor	Five to be elected by general vote
Trustee	One to be elected by general vote of the English Public-School electors.

August 24 By **4:00 PM** all nominations to be examined by the Clerk and if satisfied certified the Nominations on the “List of Certified Candidates” (**FORM EL07**) and post the Official List of Candidates.

By **4:00 PM** the Clerk is to declare Candidate(s) elected by acclamation.

Should additional nominations be required due to the number of nominations filed being less than the number of persons to be elected to the office, a “Notice of Additional Nominations” (**FORM EL17(B)**) will be posted.

August 26 Additional nominations may be filed between **9:00 AM and 2:00 PM only** if the number of nominations filed for an office and certified is less than the number of persons to be elected to the office.

A Candidate who wishes to withdraw their additional nomination must notify the Clerk in writing before **2:00 PM** on the “Withdrawal of Nomination” (**FORM EL19**).

August 27 Additional nominations are to be examined by the Clerk and if satisfied certified by **4:00 PM**.

Candidate(s) elected by acclamation are declared on the “Declaration of Acclamation to Office” (**FORM EL20**).

September 1 The Voters’ List revision period begins and continues until the close of voting on October 26, 2026 at 8:00 PM.

A person may submit an application “Application to Amend Voters’ List” (**FORM EL15**) to have their name added to or removed from, or information amended on the Voters’ List.

A person may submit an “Application for Removal of Another’s Name from Voters’ List” (**FORM EL16**) requesting that a deceased person’s name be removed from the Voters’ List.

Upon written request, Clerk provides Candidates with a copy of the part of the Voters’ List that contains the names of the electors who are entitled to vote for that office.

Voting places to be established at institutions with 20 or more beds occupied and retirement homes with 50 or more beds occupied.

September 20 to
October 1

The Clerk prepares and distributes the “Interim List of Changes” to the Voters’ List that were approved on or before **September 20, 2026**.

On September 20, 2026 the Clerk is to determine the total number of electors on the Voters’ List to establish final campaign expense limits for the present campaign period and interim limits for the next election.

September 30*

Last day to provide a copy of the Interim List to each person who previously received a copy of the Voters’ List.

Clerk to issue final Certificate of Maximum Campaign Spending Limits to Candidates of the applicable maximum amounts for each office.

Calculate and provide Candidates with:

- “Certificate of Maximum Campaign Expenses – Candidate” (**FORM EL37(A)**)
- “Certificate of Maximum Amount of Contributions – Own Campaign” (**FORM EL37(B)**)
- “Certificate of Maximum Amount of Expenses for Parties, etc., - Candidate” (**FORM EL37(C)**).

Calculate and provide Registered Third Parties with:

- “Certificate of the Applicable Maximum Amount of Campaign Expenses for Parties, etc. – Registered Third Party” (**FORM EL51(A)**).
- “Certificate of Maximum Amount of Expenses for Parties, etc. – Registered Third Party” (**FORM EL51(B)**).

*Note: The Municipal Office will be closed on September 30, 2026 for Truth and Reconciliation Day and the September 30 date is moved to October 1, 2026.

October 1

Last day for Councils and School Boards to establish a Compliance Audit Committee (CAC) for the 2026-2030 term of office.

- October 13 Internet and Telephone Voting Period begins at **10:00 AM**, and ends **Monday, October 26, 2022 at 8:00 PM**.
- October 23 Last day for Third Party Advertisers to file their notice of registration at the Clerk's office.
- Last day for Third Party Advertisers to withdraw their registration to notify the Clerk in writing.
- October 25 Last day to provide candidates with a Notice of Penalties related to campaign finances and the refund of the nomination filing fee.
- October 26 **Voting Day**. Voting Places are open from 10:00 AM until 8:00 PM.
- October 27 Clerk declares the results on the "Declaration of Elected Candidate" (**FORM EL32**) and provides information to the public on a website or in another electronic format on the number of votes, declined and rejected ballots, and the number of votes or the affirmative or negative on a By-Law or question.
- November 14 The 2022 – 2026 Term of Office ends.
- November 15 The 2026 – 2030 Term of Office commences.
- First Meeting of new Council must be held between November 15 and December 16.
- November 24 Council members to swear Oaths of Office.
- November 25 First Meeting of new Council – Inaugural Meeting.
- Last day to provide Elections Ontario with the final list of changes to the Voters' List.
- December 2 First Regular Meeting of Deep River Council
Note: Deadline for the newly formed Council to host their first meeting is December 16.
- December 31 Election campaign period ends.
- Deadline for persons provided with a copy of the Voters' List to destroy the list.
- Deadline for Candidates and Third-Party Advertisers to provide the Clerk with written notice of a deficit and the continuation of their campaign period on the "Notice of Extension of Campaign Period" (**FORM 6**).

2027

January 25

Last day to make the Accessibility Report public about the identification, removal and prevention of barriers that effect Electors and Candidates with disabilities.

Last day of the 90-day period after Voting Day for an elector to make an application to the Superior Court of Justice regarding a controverted election.

- Applicant shall serve a copy of the application on the Clerk within five (5) days after the day the application was made.
- A person whose election is questioned in an application under section 83(1)(b) may within seven (7) days after being served with the application, disclaim all right to the office.

Last day for an elected Candidate to disclaim all right to the office (if no application questioning their election is made under section 83(1)(b), s.84(1) on the “Disclaimer to Right to Office” (**FORM EL36**).

February 24

First possible day for the destruction of election records (if the results of the election are declared on **October 26, 2026** (Voting Day) and are unchallenged). Ballots and all other documents and materials related to an election shall be retained for 120 days after declaring the results of the election.

Note: Certain records (such as those related to Financial Statements) must be retained.

March 1

Last day for Clerk to provide Candidates and registered Third Parties with notice of financial filing requirements and penalties for their initial Financial Statements and Auditor’s Reports.

“Notice to Candidate of Financial Statement Filing Requirements” (**FORM EL42(A)**) that every Candidate shall file by **Tuesday, March 30, 2026** with the Clerk a Financial Statement and Auditor’s Report (if applicable) in the prescribed form, reflecting the Candidate’s election campaign finances.

Candidates are entitled to receive a refund of the nomination filing fee if they meet the requirements of s.34, and the penalties set out in subsections 88.23(2) and 92(1) of the MEA.

“Notice to Registered Third Party of Financial Statement Filing Requirements” (**FORM 42(B)**) that every registered Third Party shall file by **Tuesday, March 30, 2026** with the Clerk a Financial Statement and

Auditor's Report in accordance with s. 88.29 of the *Municipal Elections Act*, 1996.

March 25 Last day before the initial filing date for Candidates and Registered Third-Party Advertisers to apply to the Superior Court of Justice to extend the time for filing initial Financial Statements and Auditors Reports.

The Superior Court may grant an extension of no more than 90 days.

March 30 Deadline for Candidates and Registered Third Parties to file their initial Financial Statements and Auditor Reports.

The documents filed under s. 88.25, 88.29 (Financial Statements and Auditor's Reports) and 88.32 (subsequent expenses) are made available to the public on the Town website as soon as possible after the documents are filed.

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 **2:00 PM deadline**.

Last day **by 2:00 PM** for Candidates and registered Third-Party Advertisers to notify the Clerk in writing, that an application has been made to the Superior Court of Justice to extend the time for filing their initial Financial Statement and Auditor's Report.

*Note: Candidates that file their Financial Statements and Auditor's Reports in accordance with subsection 88.25(1) by the **2:00 PM deadline** are entitled to receive a refund of the nomination filing fee.*

April 29 Last day on which Council may consider a By-Law or Resolution of Council to implement the results of a question on the ballot.

By 2:00 PM, last day for Candidates and Registered Third Parties to file a late Initial "Financial Statement and Auditor Report" (**FORM 4**) provided a \$500 late filing fee is paid.

Documents submitted after this deadline are to be accepted only for the purpose of making them available to the public.

Applicable "Notice of Default – Candidate" (**FORM EL43(A)**) and "Notice of Default – Third Party" (**FORM EL43(B)**) will be issued by the Clerk as soon as possible after the filing deadline.

The Clerk shall prepare a separate report in respect of each contributor who appears to have contravened any of the contribution limits and forward those reports to the Compliance Audit Committee.

Within 30 days after receiving a report the Committee must consider it and decide whether or not to commence a legal proceeding against a contributor for an apparent contravention.

April 30 As soon as possible after this date the Clerk shall make a report setting out all Candidates and Registered Third-Party Advertisers in an election indicating whether each has filed a Financial Statement and Auditor's Report and make the report available to the public on the Town website.

June 28 Last day for an elector to apply for a Compliance Audit of a Candidate or Registered Third-Party Advertiser's initial Financial Statement.

Note: If a Candidate or Registered Third-Party Advertiser filed their initial Financial Statement during the 30-day grace period in accordance with s.88.23(9) and s.88.27(6), the 90-day application period begins after that date.

Within 10 days of receiving an application the Clerk must forward the application to the Compliance Audit Committee.

Within 30 days after the Committee has received the application, the Committee must consider the application and decide whether it should be granted or rejected.

The Committee's decision may be appealed to the Superior Court of Justice within 15 days after the decision is made.

Within 10 days after receiving the Report from the Committee appointed Auditor, the Clerk must forward the Audit Report to the Committee.

The Committee must consider the Report within 30 days after receiving it, and if the report concludes that the Candidate appears to have contravened a provision of the MEA relating to election campaign finances, the Committee shall decide whether to commence a legal proceeding against the Candidate for the apparent contravention.

June 30 Supplementary campaign period ends. Last day of the extended campaign period for Candidates and Registered Third Parties that extended their campaign due to a deficit, or that recommenced their campaign due to a recount, controverted election, or compliance audit.

August 25 Last day for the Clerk to provide Candidates and Registered Third Parties with notice of the filing requirements and associated penalties for their Supplementary Financial Statements and Auditor Reports.

September 23 Last day for Candidates and Registered Third-Party Advertisers to apply

to the Superior Court of Justice to extend the time for filing their Supplementary Financial Statements and Auditor's Reports. The Court may grant an extension of no more than 90 days.

September 24

By 2:00 PM, deadline for Candidates and Registered Third Parties to file their Supplementary Financial Statements and Auditor Reports for the period ending **June 30, 2027**. ***This only applies to those who filed a Form 6 to extend their campaign.***

The documents filed will be made available to the public on the Municipal website after being filed.

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 **2:00 PM deadline**.

By 2:00 PM, last day for Candidates and Registered Third Parties to notify the Clerk in writing, that an application has been made to the Superior Court of Justice to extend the time for filing their Supplementary Financial Statement and Auditor's Report.

October 25

Last day for Candidates and Registered Third Parties who missed the filing deadline to file a Supplementary Financial Statement and Auditor Report (**2:00 PM deadline** with **\$500** late filing fee).

Documents that are submitted after this deadline are to be accepted only for the purpose of making them available to the public.

If applicable, notices of default should be issued by the Clerk as soon as possible after this filing deadline.

A Report identifying each contributor who appears to have contravened any of the contribution limits to be made available as soon as possible after this date.

The Clerk shall prepare a separate Report in respect of each contributor who appears to have contravened any of the contribution limits and forward the Report(s) to the Compliance Audit Committee.

Within 30 days after receiving a Report the Committee must consider it and decide whether to commence legal proceeding against a contributor for an apparent contravention.

December 23

Last day for an Elector to apply for a Compliance Audit of a Candidate or Registered Third Party's Supplementary Financial Statement.

Note: If a Candidate or Registered Third-Party Advertiser filed their initial

Financial Statement during the 30-day grace period in accordance with s.88.23(9) and s.88.27(6), the 90-day application period begins after that date.

- Within 10 days of receiving the application the Clerk must forward it the Compliance Audit Committee.
- Within 30 days after the CAC receives the application the CAC must consider the application and decide whether it should be granted or rejected.
- The CAC's decision may be appealed to the Superior Court of Justice within 15 days after the decision is made.
- Within 10 days after receiving the report from the Committee appointed Auditor, the Clerk must forward the Audit Report to the CAC.
- The Committee must consider the report within 30 days after receiving it and if the report concludes the Candidate appears to have contravened a provision of the Municipal Elections Act, 1996 relating to election campaign finances, the CAC shall decide whether to commence a legal proceeding against the Candidate for the apparent contravention.

2030

November 14 Term of Council ends.

TOWN RESOURCES

Access to Resources

It is important that all Candidates receive fair and consistent treatment so as to ensure the integrity of the electoral process and a fair and unbiased election. Sections 88.8 and 88.12 of the Municipal Elections Act outlines that a municipality cannot make contributions to a Candidate or a Registered Third Party.

Town Facilities

No facility or Town property shall be rented or used for any election campaign purpose by any members of the public, Council, Candidates, Registered Third Party or function.

Corporate Identity and Resources

No Town resources are to be used for or by, or for the benefit of, any candidate or Registered Third Party for their campaign activities, including, but not limited to, the use of:

- The Town’s Corporate identity,
- Crest or other Corporate Branding Material or Logos,
- Town Information Technology (IT) resources, including the Town’s website, social media sites (nor can there be a link to a Candidate’s site)
- Any Town function, whether on Town property or not,
- Photographs or videos owned by the Town.

Public Information

For greater certainty, the Act allows the Town to make information available to the public on a website or in another format, where the information provided does not constitute a contribution. Staff will post information on all Candidates and Registered Third Parties for the public to view on the Town’s website.

Campaigning and Campaign Material – Municipally Owned Facilities

Election campaigning or the distribution / posting of election campaign material at municipal facilities is not permitted subject to case law. It is also not permitted at voting locations during advance voting and on Voting Day.

VOTERS LIST

In 2024 Elections Ontario became responsible for providing municipalities with the Preliminary List of Electors (PLE) obtained from the Permanent Register of Electors for Ontario, or the “Register.” Previously this responsibility was held by the Municipal Property Assessment Corporation (MPAC).

The Register is updated regularly with information from various data sources, including Elections Canada, the Ministry of Transportation, and the Registrar General, as well as from the Register to Vote site (registertovoteon.ca). Electors may visit the site at any time to confirm, update, or add their elector information.

Who Is Entitled to Vote?

A person is entitled to be an elector at an election held in a local municipality if, on Voting Day, they,

- reside in the local municipality or is the owner or tenant of land there, or the spouse of such owner or tenant;
- are a Canadian citizen;
- are at least 18 years old; and
- are not prohibited by law from voting under subsection 17(3) of the *Municipal Elections Act* 1996, or otherwise.

Any qualified elector who resides or owns property in the municipality and whose name appears on the list of electors, or who can produce a completed “Application to Amend Voters’ List” (**FORM EL15**), authorizing his / her name to be added to the list is entitled to vote. Each elector is entitled to only one ballot for the Town of Deep River.

It is possible for an elector’s name to appear on the voting list of more than one municipality where the elector may be eligible to vote in both municipalities. For example, a person listed as a resident elector in one municipality and a non-resident elector in another municipality is entitled to vote in each, providing they are not voting for the same office more than once.

Where a voter qualifies at more than one location in the municipality, the voter may vote only once and the qualifying address to determine eligibility for voting shall be at the place of residence of the elector, as defined under the *Municipal Elections Act, 1996*. All duplicate names on the preliminary list of electors shall be verified by the Clerk and / or Election Official(s) prior to the final preparation of the Voters’ List. Should an eligible voter receive more than one Voter Information Letter, the eligible elector may only vote once and must return the other VIL(s) to the Municipal Office. All voters that vote more than once in the election or who improperly use the Voter Information Letter shall be reported to the appropriate authorities for further investigation as to possible corrupt practices under the *Municipal Elections Act, 1996*.

Subsection 2(3) of the *Municipal Elections Act* allows persons without a permanent residence to qualify to be added to the Voters’ List during the revision period by submitting an application to the Clerk. If a person has no permanent residence or lodging place, the following rules apply in determining his or her residence:

- The place to which the person most frequently returned to sleep or eat during the 5 weeks preceding the determination in his or her residence;
- If the person returns with equal frequency to one place and to another to eat, the place to which they return to sleep is their residence;
- Multiple returns to the same place during a single day, whether to eat or sleep shall be considered one return; and
- A person’s declaration regarding the places to which they returned to eat or sleep during a given time period is conclusive, in the absence of evidence to the contrary.

Students

A person may have residences in two local municipalities at the same time if the person lives in one of the local municipalities in order to attend an education institution but not with the intention of changing their permanent lodging place, and the person’s permanent lodging place is in the other local municipality. Therefore, students can vote in the municipality where they attend school and can also vote in the municipality where they live, as per Subsection 2(2.1) of the *Municipal Elections Act*.

Persons Prohibited from Voting

Subsection 17(3) of the *Municipal Elections Act* prohibits the following from voting:

- A person who is serving a sentence of imprisonment in a penal or correctional institution;
- A corporation;
- A person acting as executor or trustee or in any other representative capacity, except as a voting proxy in accordance with s.44; and
- A person who was convicted of the corrupt practice described in subsection 90 (3), if voting day in the current election is less than five years after voting day in the election in respect of which he or she was convicted.

Challenging Eligibility

If a Candidate challenges the right of a person to vote, the Returning Officer (RO) / Clerk must note it for the person's name on the Voters' List maintained by the Clerk "objected to by (the name of the Candidate)" on behalf of (name of Candidate)". The RO may also challenge an individual on his / her own initiative if he / she has reason to believe the person is not entitled to vote in that voting place. In either case, the challenged individual must then take the "Oath of Qualification" (**FORM EL26**).

If he / she refuses, a ballot must be refused and the words "refused to affirm" or "refused to be sworn" must be entered for that person's name on the Voters' List maintained by the Voting Clerk.

Interim List of Changes Section 27(1)

The period for revisions by the municipality to the "Application to Amend Voters' List" (**FORM EL15**), and for the removal of a deceased persons name "Application for Removal of Another's Name from Voters' List" (**FORM EL16**) from the Voters' List is as of **September 1, 2026** and ends at the close of Voting-on-Voting Day (**October 26, 2026 at 8:00 PM**).

The application shall be in writing and shall be filed in person by the applicant.

A Preliminary List of Electors will be provided to the Town by Elections Ontario in an electronic format by **Friday, August 14, 2026**. The List shall be reviewed by the Clerk and obvious errors shall be corrected as permitted under Section 22 of the *Municipal Elections Act*, 1996, and the list shall be approved for use as the Voters' List on or before **September 1, 2026**. The Clerk may use any information that is in the municipality's custody or control (subject to MFIPPA) when correcting the PLE for obvious errors (Section 22(2)).

The list shall be accessible in electronic format to those who are entitled to copies under the Act. All Certified Candidates shall be entitled to the part of the Voters' List that contains the electors who are entitled to vote for that office, at no cost. Candidates may produce paper copies at their own effort and cost, should they choose to do so. Each Certified Candidate shall sign the Candidate's Declaration "Proper Use of the Voters' List" (**FORM EL14**) stating that the List shall not be used for any purposes other than the 2026 Municipal and School

Board Elections in accordance with Subsection 88(10) of the *Municipal Elections Act*, 1996. The Clerk, at their sole discretion may determine which data fields shall be included in the copy of the Voters' List provided to Candidates for each electoral category. Access does not provide information on how an elector has voted, only whether or not they have participated in the election.

The list shall be accessible by authorized Election Officials who will use the DataFix VoterView system to facilitate additions, deletions, amendments and PIN replacement during the revision period to perform functions as required, subject to the security permissions assigned to each Official.

The Voters' List shall be provided by DataFix to Simply Voting Inc. in computer format to allow for activation of the Voting System. Once the Voters' List has been loaded into the Voting System it will remain synchronized; any additions, deletions or changes to elector information in Voter View will automatically and instantly be reflected in the Voting System.

The Voters' List shall be provided by Simply Voting Inc. to Taylor Demers Mail Processing Inc. in computer format to allow for printing of the Voter Information Letters in time for delivery. Voter Information Letters shall be sent via Canada Post Letter mail to all eligible Electors no later than **September 30, 2026** to enable them to use the Telephone / Internet Voting service.

All Certified Candidates shall receive usernames and passwords allowing them to access the Voters' List in the Voting System or VoterView for the purposes of viewing which electors have voted during the Voting Period. The Municipality will not produce a physical or electronic excerpt of the Voters' List indicating Electors that have voted; it is expected that Candidates will use this access. This access does not provide information on how an elector has voted, only whether or not they have participated in the election. Candidates may access this information anytime from the start of the voting period (**Tuesday, October 13, 2026 at 10:00 am**) until **Monday, October 26, 2026 at 8:00 PM**).

The Municipal Office will be a Revision Centre during normal business hours from **September 1, 2026 to October 23, 2026**, and until **8:00 PM on Monday, October 26, 2026**.

The Revision Center shall be responsible for the following:

- Eligible Electors who are not on the Voters' List or who wish to correct or update their information will be able to do so by attending the Revision Centre and filling out the "Application to Amend Voters' List" (**FORM EL15**) and provide satisfactory identification in accordance with the Instructions for Voters' List Revisions and PIN Replacement.
- Persons wishing to remove a deceased person's name from the Voters' List may submit a completed "Application for Removal of Another's Name from Voters' List" (**FORM EL16**) at the Revision Centre, which shall be reviewed before the final decision to remove the deceased individual's name from the list.
- Where a person on the Voters' List has lost his or her Voter Information Letter or did not receive it in the mail, they can attend the Revision Centre to obtain their VIL with a

replacement PIN in accordance with the Instructions for Voters' List Revisions and PIN Replacement.

Final List of Changes to the Voters' List MEA, s.27(2)

Within 30 days after Voting Day (**November 25, 2026**) the Clerk shall:

- Prepare a final list of the changes to the Voters' List under MEA, s.24 and s.25; and
- Give a copy of the final list of changes to Elections Ontario.

The final list of revisions to the Voters' List is provided to Elections Ontario in order for those revisions to be reflected in the Preliminary List of Electors (PLE) for the next election.

Certification Of Voters' List Section 28(1)

The PLE together with the interim list of changes make up the Voters' List. The Clerk shall certify any changes to the Voters' List on the "Certificate of the Voters' List" (**FORM EL22**).

Copies of the Voters' List MEA, s.23

On or before **Tuesday, September 1, 2026**, the Clerk shall reproduce the Voters' List and determine where, when, and how revisions may be made.

Upon written request, provide one copy of the Voters' List to those persons identified in *MEA* as follows:

The secretary of a local Board, any of whose members are required to be elected at an election conducted by the Clerk, or that has submitted a question to the electors;

The Clerk of the local municipality responsible for conducting the elections in any combined area for School Board purposes;

The Clerk of an upper-tier municipality, any of whose members are required to be elected at an election conducted by the Clerk, or that has submitted a by-law or question to the electors; and the Minister, if he or she has submitted a question to the electors.

The Minister, if he or she has submitted a question to the electors.

s.23(4) On the written request of a Candidate for an office, the Clerk shall provide him or her with the part of the Voters' List that contains the names of the electors who are entitled to vote for that office. The Candidate will be required to sign the "Candidate's Declaration - Proper Use of the Voters' List (**FORM EL14**), stating that the Voters' List shall not be used

for any purposes other than the 2026 Municipal and School Board elections, in accordance with Section 88(10) of the *Municipal Elections Act*, 1996.

The Voters' List is not permitted to be published on the Internet or made available in any other print or electronic medium of mass communication and is only to be used for election purposes.

The Voters' List has been compiled for election purposes only. All electors should ensure that their names and relevant information are correct on the Voters' List.

VOTING PROCESS

Notice Of Election Information Section 40

The Voting Period shall be from **Tuesday, October 13, 2026 at 10:00 AM to Monday, October 26, 2026 at 8:00 PM.**

Before Voting Day the Clerk shall give the electors notice of the following through the use of newspaper advertisements and the municipal website:

- a) Under clause 42(1)(b), (alternative voting methods), the manner in which electors may use the internet / telephone voting method;
- b) The dates and times of the Voting Period;
- c) The location and hours of operation for the Help Centre.

Internet / Telephone Voting

Internet / Telephone voting methods shall be used for the 2026 Municipal Elections. Electors shall be required to access a designated internet address or telephone a designated number in order to cast their ballot.

Each person on the Voters' List shall be mailed a sealed Voter Information Letter (VIL) via Canada Post Letter mail that contains at a minimum:

- A Personal Identification Number (PIN), as well as the telephone number and designated internet address (URL) to cast their vote;
- Instructions on how to vote;
- Dates and hours of telephone / internet voting;
- Email address and telephone number of the Voter Help Desk;
- Locations, dates and hours of vote assistance centres;
- Access to a list of contests and Candidates; and
- Voter eligibility criteria.

Each elector shall be limited to only one vote through the use of a PIN distributed via Canada Post Letter mail in a sealed and personalized Voter Information Letter, or issued in person or by email by an Election Official as necessary. Every elector shall be required to provide their date of birth along with the PIN.

Following the voter's selection for all offices on a single composite ballot, the Voting System shall identify the voter's choices and provide the voter with the option of changing or confirming their vote selections prior to submission.

The Voting System shall enable the elector to under-vote a contest or contests, or decline from voting the ballot in its entirety if they wish to do so.

For the purposes of reporting declined ballots in accordance with Subsection 55(4.1)2, an under-voted ballot shall be considered an abstention from voting for one or more contests on the ballot or voting for fewer Candidates than is permitted within a single contest, whereas a declined ballot shall be considered a deliberate choice by the Elector to decline the entire ballot by selecting a 'declined' option on the ballot. A declined ballot shall not include votes cast for any contest, which is separate and distinct from an under-voted ballot which may or may not include votes for all contests, one contest, or no contests on the ballot.

The Voting System shall not permit a voter to overvote or to spoil a ballot.

If an elector is interrupted before casting their vote they may re-commence voting later using the same method or other method. Once a voter has cast the vote they will not be granted access to the Voting System again.

Voting will commence on **Tuesday, October 13, 2026 at 10:00 AM** and close on **Monday, October 26, 2026 at 8:00 PM**. Notwithstanding the closure of remote voting at 8:00 PM on the final day, persons present at a Voter Assistance Centre at 8:00 PM will continue to be allowed to access the Voting System and complete the voting process. Persons who have gained access to the Voting System through their own device **prior to 8:00 PM on Monday, October 26, 2026** will be permitted to complete the voting process, provided that they do so by **8:05 PM**.

Prior to the activation of the system by Simply Voting Inc. on **Tuesday, October 13, 2026 at 10:00 AM**, Simply Voting Inc. shall allow access by the Clerk, the Auditor, or other authorized Election Officials as determined by the Clerk, to the Voting System by secure username and password, for the purposes of viewing a list of all of the Candidates' names and possible selections for any questions or By-Laws on the ballot, including the sum total of votes cast to ensure that the total votes cast indicates "0" (Zero).

Revision (Help) Centre Shall Be Responsible for the Following:

- Eligible electors who attend the Revision Centre and are not on the Voters' List will be able to be added to the list by filling out the 'Application to Amend Voters' List' (**FORM EL15**) and provide satisfactory identification in accordance with the instructions for Voters' List Revisions and PIN Replacement.

- Eligible electors who are already on the list but wish to correct their information can attend the Revision Centre to request an amendment.
- Persons wishing to remove a deceased person’s name from the Voters’ List may submit a completed “Application for Removal of Another’s Name from Voters’ List’ (**FORM EL16**), to be reviewed by the Clerk before the final decision to remove the deceased person’s name from the list is completed.
- Where a person on the Voters’ List has lost his or her Voter Information Letter or did not receive one in the mail, they can attend or contact the Revision Centre in order to obtain a VIL with a replacement PIN, in accordance with the instructions for Voters’ List revisions and PIN replacement.
- Where an elector’s PIN is assigned incorrect school board support information, the elector can attend a Revision Centre and have the proper school support applied to the existing PIN before casting their ballot. If the eligible voter has already cast their ballot and exhausted their PIN, they cannot make any further changes to their eligibility or re-cast any part of their ballot.
- Eligible voters may vote by attending the Voter Assistance Centre with a friend or interpreter who may assist the elector in voting using the Voting Kiosk after taking the appropriate oath “Oral Oath of Friend or Interpreter” (**FORM EL27**). In the absence of a friend or interpreter, the voter may request the assistance of the Election Official, who may provide assistance.

Retirement Homes or Institutions Section 45(7)

A Help Centre will be provided to the following institutions and retirement homes on the specified date(s) and hours:

NAME OF RETIREMENT HOME OR INSTITUTION	DATE	HOURS FOR ASSISTANCE
North Renfrew Long Term Care Centre	TBD	9:00 AM to 11:00 AM
Four Seasons Lodge Deep River & District Hospital	TBD	9:00 AM to 11:00 AM
<p>Dates are subject to arrangements being made with the manager of the respective nursing homes. Changes will not be the subject of notification to the Candidates. As Clerk, I do hereby designate these areas / locations identified above as polling locations under the provisions of the <i>Municipal Elections Act</i> as identified above.</p>		

Voting System Integrity

The integrity of the voting process shall be the responsibility of the Clerk and shall be preserved by:

1. ensuring that every eligible elector on the Voters' List is mailed, via Canada Post Letter mail, a sealed Voter Information Letter which contains the voter's unique PIN;
2. ensuring that no one except authorized Simply Voting Inc. and Taylor Demers Mail Processing Inc. staff shall have access to a comprehensive list of PINs that matches each voter's name and address;
3. providing opportunities for eligible electors to be added to the list or to make amendments to the list, up until the close of voting;
4. establishing proper procedures to ensure that no person is added to the Voters' List unless an Election Official is completely satisfied of their identity and qualification as an elector in The Municipality;
5. establishing proper procedures to ensure that no replacement PIN is issued unless an Election Official is completely satisfied of the eligible elector's identity;
6. ensuring that no replacement PIN is issued by anyone other than an employee of The Municipality who has been appointed in writing by the Clerk to do so; and
7. appointing an Auditor to test the Voting System in accordance with sections 9.2 and 9.3 below, and providing same with read-only access to the Voting System.

Close of Polls

- Any person remaining at the Voter Assistance Centre after **8:00 PM on Monday, October 26, 2026** will still be permitted to vote from the Voting Kiosk. Persons who have gained access to the Voting System remotely through their own device prior to **8:00 PM on Monday, October 26, 2026** will be permitted to complete the voting process, **provided they do so by 8:05 PM.**
- At such a time as all eligible electors within the Voter Assistance Centre have voted and **after 8:05 PM** the Clerk shall order the close and deactivation of the Telephone / Internet Voting service and shall also order the generation of the results for each contest.
- Following the close of voting, the appointed auditor will attempt to vote from a computer to confirm that it is not possible to access the voting site.

Notice Of Results

As soon as possible after 8:00 pm on Voting Day the Clerk shall download the **Unofficial Results** of each Candidate from the Voting System, and the results shall be made available by the Clerk at the Municipal Office, and shall post the same on the municipality's website.

As soon as possible after Voting Day on **Tuesday, October 27, 2022** the Clerk shall declare the Official Results using "Declaration of Election Candidate" (**FORM EL32**) and post the results at the Municipal Office and on the municipal website.

The declaration must include:

- The total number of votes received by each Candidate;
- The total number of declined and rejected ballots; and
- The total number of votes cast in the affirmative and the negative for a by-law or question on the ballot (if applicable).

Destruction of Records

Election records shall be destroyed in accordance with Section 88 of the *Municipal Election Act*, 1996. Upon written request of the Clerk following the passage of 120 days after Voting Day (**Wednesday, February 24, 2027**), Simply Voting Inc. shall destroy all ballots associated with the election and provide written confirmation of same to the Clerk.

APPENDICES

Appendix 'A'

The Forms and Notices found in this section are those that have been developed in accordance with the *Municipal Election Act*, 1996 and approved for use by The Municipality for the election process.

Additional forms may be prepared for the 2026 Municipal Elections for use when necessary or desirable for conducting the election under the direction of the Clerk, as per Section 12 (1) of the *Municipal Elections Act*, 1996. Nothing in this section precludes the Clerk from approving the use of additional forms, subsequent to the finalization of this procedure.

For a complete set of Municipal Elections forms please refer to the Town of Deep River 2026 Municipal Elections page of the Town website at www.deepriver.ca


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
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Mailing Address Same as qualifying address

Suite/Unit Number	Street Number	Street Name
-------------------	---------------	-------------

Municipality	Province	Postal Code
--------------	----------	-------------

Email Address	Telephone Number	Telephone Number 2
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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)

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

General

\$

Parties and Other Expressions of Appreciation

\$

Contribution Limit

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.

Instructions

This form must be completed by any candidate or registered third party who has:

- incurred costs related to a compliance audit, after the supplementary filing period has passed; and
- applied for the return of their surplus funds from the clerk in order to defray those costs.

Any surplus funds remaining when the costs have been defrayed shall be immediately paid to the clerk who was responsible for the conduct of the election.

A new form must be completed and filed with the clerk 90 days after the surplus was returned to the candidate or third party advertiser, and every 90 days thereafter, until:

- the costs are defrayed and any remaining surplus has been paid to the clerk, or
- there is no surplus remaining.

For the reporting period from	YYYY	MM	DD	to	YYYY	MM	DD
--------------------------------------	------	----	----	----	------	----	----

Box A: Name of Candidate and Office

Candidate's name as shown on ballot	
Last Name or Single Name	Given Name(s)
Office for Which the Candidate Sought Election	Ward Name or Number (if any)
Municipality	

Box B: Name of Registered Third Party

Name of Registered Third Party	Municipality
Official Representative (if trade union or corporation)	
Last Name or Single Name	Given Name(s)

Box C: Summary of Expenses

Surplus at Start of Reporting Period	\$	(A)
Expenses related to compliance audit (provide full details)		
1. _____	+ \$	
2. _____	+ \$	
3. _____	+ \$	
4. _____	+ \$	
5. _____	+ \$	
Total Expenses	= \$	(B)
Surplus Remaining (A) – (B)	= \$	
Amount Paid to Clerk (if applicable)	\$	

Box D: 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 or Registered Third Party (or Official Representative)

Date (yyyy/mm/dd)

Time Filed

Date Filed (yyyy/mm/dd)

Signature of Clerk or Designate

Instructions

- To be completed and filed with the clerk by a candidate or registered third party requesting an extension of the campaign period due to a deficit.
- This notice must be filed on or before December 31 in the year of a regular election and 45 days after voting day in the case of a by-election.

Box A: Name of Candidate and Office

Name of Candidate

Last Name or Single Name

Given Name(s)

Office for Which the Candidate Sought Election

Ward Name or Number (if any)

Municipality

Box B: Name of Registered Third Party

Name of Registered Third Party

Municipality

Official Representative (if trade union or corporation)

Last Name or Single Name

Given Name(s)

Box C: Declaration

I, _____, hereby give notice and declare to the clerk that I (or the registered third party that I represent) have a deficit and wish the campaign period to be extended in accordance with section 88.24.

Signature of Candidate or Registered Third Party (or Official Representative)

Date (yyyy/mm/dd)

Time Filed

Date Filed (yyyy/mm/dd)

Signature of Clerk or Designate

Instructions

- To be completed and filed with the clerk by a candidate or registered third party requesting an extension of the campaign period due to a deficit.
- This notice must be filed on or before December 31 in the year of a regular election and 45 days after voting day in the case of a by-election.

Box A: Name of Candidate and Office

Name of Candidate

Last Name or Single Name

Given Name(s)

Office for Which the Candidate Sought Election

Ward Name or Number (if any)

Municipality

Box B: Name of Registered Third Party

Name of Registered Third Party

Municipality

Official Representative (if trade union or corporation)

Last Name or Single Name

Given Name(s)

Box C: Declaration

I, _____, hereby give notice and declare to the clerk that I (or the registered third party that I represent) have a deficit and wish the campaign period to be extended in accordance with section 88.24.

Signature of Candidate or Registered Third Party (or Official Representative)

Date (yyyy/mm/dd)

Time Filed

Date Filed (yyyy/mm/dd)

Signature of Clerk or Designate

Instruction

It is the responsibility of the person incurring expenses to file a complete and accurate notice. Please print or type information (except signatures).

Box A: Notice of Registration (Individuals, Corporations and Trade Unions)

Registration for an Individual, Corporation or Trade Union in the Following Municipality

Name of Individual, Corporation or Trade Union (Registrant)

Mailing Address (Registrant)

Suite/Unit Number	Street Number	Street Name
-------------------	---------------	-------------

Municipality	Province	Postal Code
--------------	----------	-------------

Email Address	Telephone Number	Telephone Number 2
---------------	------------------	--------------------

Box B: Designation of an Official Representative (Corporations and Trade Unions)

Name of person signing (Official Representative)

Last Name or Single Name	Given Name(s)
--------------------------	---------------

Mailing Address (Official Representative)

Suite/Unit Number	Street Number	Street Name
-------------------	---------------	-------------

Municipality	Province	Postal Code
--------------	----------	-------------

Email Address	Telephone Number	Telephone Number 2
---------------	------------------	--------------------

Box C: Additional Information (Corporations)

Business Name

Corporation Number (Indicate whether Ontario Corporation Number, Federal Corporation Number, etc.)

Names of Principal Officers

- | | |
|-----|-----|
| 1. | 2. |
| 3. | 4. |
| 5. | 6. |
| 7. | 8. |
| 9. | 10. |
| 11. | 12. |

Box D: Declaration of Qualification

I, _____, the Registrant (or Official Representative of the Registrant), referred to in this notice, do hereby declare that:

- (1) The information in this notice of registration is, to the best of knowledge and belief, true;
- (2) The Registrant is qualified to be registered as a third party advertiser; and
- (3) I am authorized to sign on behalf of the Registrant (applies only where the Registrant is a corporation or trade union).

Signature of Registrant (or Official Representative)

Date (yyyy/mm/dd)

Date Received (yyyy/mm/dd)	Time Received	Initial of Registrant (or Official Representative) (if filed in person)	Signature of Clerk or Designate
----------------------------	---------------	---	---------------------------------

Certification by Clerk or Designate

I, the undersigned clerk of this municipality, do hereby certify that I have examined the notice of registration of the aforesaid registrant filed with me and am satisfied that the registrant is qualified to incur expenses and that the notice of registration complies with the Act.

Signature of Clerk or Designate

Date Certified (yyyy/mm/dd)

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 registrant'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 registrant'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 was responsible for the conduct of the election.

Schedule 1 – Contributions

Part I – Summary of Contributions

Contributions in money from registrant and (if individual) spouse	+ \$	
Contributions in goods and services from registrant and (if individual) 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 registrant or spouse).	+ \$	
Total value of contributions exceeding \$100 per contributor (from line 1B; list details in Tables 3-6) • Include ticket revenue, contributions in money, goods and services where the total contribution from a contributor exceeds \$100 (do not include contributions from registrant or spouse).	+ \$	
Less: Ineligible contributions returned 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 registrant 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 registrant 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 – contributors other than registrant or spouse

Table 3: Monetary contributions from individuals other than registrant 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: Monetary contributions from corporations or trade unions

Name (legal and carrying on business as)	Full Address	President or Business Manager	Authorized Representative	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 5: Contributions in goods or services from individuals other than registrant 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 (\$)	Amount Returned to Contributor or Paid to Clerk (\$)
Total					

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

Table 6: Contributions in goods or services from corporations or trade unions
 (Note: Must also be recorded as Expenses in Box C.)

Name (legal and carrying on business as)	Full Address	President or Business Manager	Authorized Representative	Description of Goods or Services	Date Received (yyyy/mm/dd)	Value (\$)	Amount Returned to Contributor or Paid to Clerk (\$)
Total							

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

Total for Part III (Add totals from Tables 3-6) (Record 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)

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 registrant used a broadcaster or publisher for a third party advertisement.

Table 7: Contact information for broadcasters and publishers used during the third party advertising 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 registrant 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
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Municipality	Province	Postal Code
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Telephone Number	Email Address
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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 88.29 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.

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)

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.

(prepare in triplicate)

DISCLAIMER TO RIGHT TO OFFICE

Municipal Elections Act, 1996 (s. 84 (1) - (3))

I, _____, hereby disclaim all right to the office of
(Name of Elected Candidate)

_____ to which I was elected in the Municipal
(Name of Elected Office)

Election of October 26, 2026.

Date

Signature of Candidate

THIS DISCLAIMER DELIVERED TO ME AT _____(time) THIS
_____ DAY OF _____.

Municipal Clerk or designate

NOTE: A person who has been elected may disclaim all right to the office within 90 days after Voting Day unless an application is made under s. 83(1)(b) questioning his or her election (s. 84(1)). The disclaimer shall be in writing and addressed to the Clerk who conducted the election (s. 84(2)).

A person whose election is questioned in an application under s. 83(1)(b) may, within seven days after being served with the application, disclaim all right to the office (s. 84(3)). The disclaimer shall be made and delivered in accordance with section 84(4).

ALSO NOTE: Clerk may want to require the elected official to appear in person, with identification, in order to disclaim rights to an office. If not, anytime that a disclaimer is submitted by someone other than the elected official, the Clerk should follow up to ensure that the disclaimer was submitted with the elected official's permission.

**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) (Office)

(Address) (Postal Code)

FROM:

The Clerk, or designated election official, of

(Name of Municipality)

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 _____ in the Municipal Election to be held October 26, 2026, is _____.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.

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 / Returning Officer of the Corporation of the Town of Deep River
--

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 (if applicable) in accordance with s.88.25 of the *Municipal Elections Act, 1996*.

88.25 (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;

and

(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

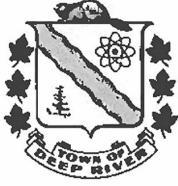
- 88.23 (1) A Candidate is subject to the penalties listed in subsection (2), in addition to any other penalty that may be imposed under this Act,
- (a) if the Candidate fails to file a document as required under section 88.25 or 88.32 by the relevant date;
 - (b) if a document filed under section 88.25 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.

NOTICE OF PENALTIES

- 88.27(1) Subject to subsection (6) and in addition to any other penalty that may be imposed under this Act, an individual, corporation or trade union that is registered as a Registered Third Party in relation to an election in a municipality is not entitled to register in relation to a subsequent election in the municipality until after the next regular election has taken place,
- (a) if the Registered Third Party fails to file a document as required under section 88.29 or 88.32 by the relevant date;
 - (b) if a document filed under section 88.29 shows on its face a surplus, as described in section 88.31, and the Registered Third Party 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 88.29 shows on its face that the Registered Third Party has incurred expenses exceeding what is permitted under section 88.21; or
 - (d) if a document filed under section 88.32 shows on its face a surplus and the Registered Third Party fails to pay the amount required by that section by the relevant date.
- 92(4) A Registered Third Party 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 88.27(1),
- (a) if the Registered Third Party incurs expenses that exceed the amount determined for the office under section 88.21; or
 - (b) if the Registered Third Party files a document under section 88.29 or 88.32 that is incorrect or otherwise does not comply with that section.

Note: At least 30 days before the filing date, the Clerk shall give notice to registered third parties of all the filing requirements under MEA, s.88.29 and the penalties set out in subsections 88.27(1) and 92(4).

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



TOWN OF DEEP RIVER
CANDIDATES CONSENT TO RELEASE PERSONAL INFORMATION
Municipal Elections Act, 1996
Municipal Freedom of Information and Protection of Privacy Act

Name of Candidate: _____

Candidate for the Office of:

- Mayor
- Reeve
- Councillor
- Trustee, Renfrew County District School Board

In accordance with the *Municipal Freedom of Information and Protection of Privacy Act*, as amended, I hereby authorize the Returning Officer / Clerk to include on the Town's website and / or make available to any person, the following information with respect to my candidacy for elected office.

Address: _____

Telephone Number: _____

Email Address: _____

Signature of Nominated Candidate

Date

Personal information on this form is collected under the authority of the *Municipal Elections Act*, 1996, and will be used to provide campaign information to electors in the Municipal Election. Subsection 88(5) of the *Municipal Elections Act* notes that 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 and will be available for public inspection. Questions about this collection of personal information should be directed to the Clerk, Town of Deep River, 100 Deep River Road, PO Box 400, Deep River, ON K0J 1P0, (613) 584-2000, ext. 128 or jmellon@deeperiver.ca