

# **MUNICIPALITY OF WEST PERTH**



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## **2026 MUNICIPAL AND SCHOOL BOARD ELECTION**

# **PROCEDURES**

April 2026

# Certification

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As Clerk of the Municipality of West Perth for the municipal elections, I do hereby certify the following procedures for conducting the 2026 municipal elections and also certify the forms attached (or similar version, either paper or electronic) as being those permitted to be used during this election process.



May 1, 2026

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James Hutson, Municipal Clerk

Date Approved

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**Notes:**

**Language:** The forms and notices in this document will be provided in English only as required by Legislation.

**Accessibility:** If you require this document in a different format, please contact the West Perth Municipal Clerk at 519-348-8429 or by email at [clerk@westperth.com](mailto:clerk@westperth.com).

**Legend**

PR FORM = Prescribed Form

WP FORM = West Perth Form

EL FORM = AMCTO Election Form

# Definitions

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- a) **Act** - means the Municipal Elections Act, 1996, as amended.
- b) **Alternative Voting** - means voting by telephone or via the internet and includes a combination of telephone and internet voting
- c) **Auditor** - means the person appointed by the Clerk who performs the prescribed combination of processes and procedures (audit duties) designed to validate a range of activities and/or functions of the internet/telephone voting system.
- d) **Ballot** - means either an image on a computer screen of a ballot card 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 touchtone 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.
- e) **Candidate** - means a person who has been nominated under Section 33 of the Act.
- f) **Certified Candidate** - means a candidate whose nomination has been certified by the Clerk under Section 35 of the Act.
- g) **Clerk** - means the Clerk of the Municipality of West Perth. All references to the Clerk for the purposes of this manual shall mean the Returning Officer (R.O.) for the 2026 Municipal Election. All references to Clerk's designate shall mean the delegated duties of the R.O.
- h) **Corporation** – means a firm that meets certain legal requirements to be recognized as having a legal existence, as an entity separate and distinct from its owners. Corporations are owned by their stockholders (shareholders) who share in profits and losses generated through the firm's operations. A legal entity has legal capacity to enter into agreements or contracts, assume obligations, incur and pay debts, sue and be sued in its own right, and to be held responsible for its actions.  
  
A Corporation may include a numbered company, a co-op, an incorporated company, an association, a partnership, a proprietorship (excludes sole-proprietorship as it's not a legal entity), trust, etc. A legal entity cannot vote, only an individual (a person) can vote.
- i) **Election Campaign Advertisement** – means an advertisement in any broadcast, print, electronic or other medium that has the purpose of promoting or supporting the election of a Candidate.

- j) **Election Official** - means the Clerk or other person(s) appointed in writing by the Clerk to carry out election duties under the Act.
- k) **Elector** – means an individual eligible to vote in the election
- l) **Lame Duck** - means there are restrictions on Council’s 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; it is determined on election day after the results are known that the new Council is composed of less than  $\frac{3}{4}$  of the members of the outgoing Council.
- m) **Municipal Office** - means the Municipality of West Perth administration building located at 160 Wellington Street, Mitchell ON N0K 1N0
- n) **Municipality** – means the Corporation of the Municipality of West Perth
- o) **Owner or Tenant** - in relation to an election, means a person who is the owner or tenant shown on the assessment roll of land assessed under the Assessment Act and a non-residential tenant of land assessed under the Assessment Act, whether or not the tenant is shown on the assessment roll, but does not include an owner or tenant of land who is entitled to use the land under a time share contract unless the person is entitled to use the land,
  - (a) on voting day, or
  - (b) for a period of six weeks or more during the calendar year in which voting day of the election is held

**Tenant** - includes an occupant and a person in possession other than the owner or the spouse of such owner or tenant.
- p) **Password** – means an additional access control word assigned to each authorized user in order to provide additional security for access to the Voting system.
- q) **Personal Identification Number (PIN)** - means a unique multiple digit number assigned by the eVoting Service Provider to each voter to provide security for access to the voting system.
- r) **Preliminary List of Electors** - means a list of electors for the municipality compiled by Elections Ontario.
- s) **Regular Office Hours** - means Monday to Friday, 8:30 a.m. to 4:30 p.m.
- t) **Receiving Location** – means the location where the Voting System is activated and where election results are reported, which shall be the West Perth Municipal Offices located at 160 Wellington Street, Mitchell, Ontario.

- u) **Registered Third Party (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 has been certified by the Clerk.
- v) **Satisfactory Identification** – means the identification required under the Municipal Elections Act, 1996 (Ontario Reg. 304/13) which would provide proof of identity and residence of an individual to the satisfaction of an election official.
- w) **Script** - means all information flow and system prompts from the eVoting system including instructions, informational messages, error messages, and exceptions.
- x) **Scrutineer** - means an individual, appointed in writing by a certified candidate, to represent him or her during the voting process, or an individual appointed by Council, a local board or the Minister in relation to a by-law or question, or by an elector in the case of a recount.
- y) **Support Persons** - means a person who has been requested by an elector to assist him or her in the voting process.
- z) **Voter Assistance Centre** - means a location designated by the Clerk supplied with a telephone and internet connection to accommodate voting during the voting period.
- aa) **Voter Help Desk** – means an email address and a telephone help line provided by the Municipality to assist electors with the voting process.
- bb) **Voter Information Letter** - means a letter containing a PIN, a telephone access number and an internet address for voting, a Assistance Centre telephone number for assistance and a list of candidates for office. These letters shall be mailed individually to every person on the Voters List or provided by Election Officials to persons who have completed an application for inclusion on the Voters List.
- cc) **Voting Day** (not to be confused with Voting Period) - means the final day on which the final vote is to be taken in an election and shall be Monday, October 26, 2026 with the close of voting to be at 8:00 pm.
- dd) **Voting Period** - means the period in which an eligible voter may cast their vote, either via internet or telephone and shall span from Monday, October 19 at 8:00 a.m. to Monday, October 26, 2026 at 8:00 p.m.
- ee) **Voting Place** - means a location, both convenient and accessible to the electors, for the purpose of casting an electronic ballot as established by the Clerk.
- ff) **Voting System** - means the platform(s) chosen by the Municipality to provide electors with a means of casting their ballot in an election.

# Authority & Application

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## AUTHORITY [MUNICIPAL ELECTIONS ACT, 1996]

### Duties of Clerk

11. (1) The clerk of a local municipality is responsible for conducting elections within that municipality, subject to the following exceptions:
1. The clerks specified in the regulations made under the *Education Act* are responsible for certain aspects of the elections of members of school boards, as set out in those regulations.
  2. The clerks specified in section 11.1 are responsible for certain aspects of the election of members of the council of an upper-tier municipality, as provided for in that section.
  3. Repealed: 2002, c. 17, Sched. F, Table.
  4. The clerks specified in subsection (5) are responsible for certain aspects of the election with respect to a question an upper-tier municipality submits to its electors under clause 8 (1) (b) or (c).
- (2) Responsibility for conducting an election 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).

### Powers of Clerk

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.

## **Forms**

(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.

## **Procedures and Forms**

Section 42(4) states that the procedures and forms established by the Clerk, if they are consistent with the principles of this Act, prevail over anything in this Act and the regulations made under it.

The Clerk has the right, at any time, up to and including Voting Day, to amend the procedures contained herein. Any unforeseen cases not dealt with in these procedures will be recorded, action taken, and reflected in an addendum signed by the Clerk.

### **APPLICATION [MUNICIPAL ELECTIONS ACT, 1996]**

1. This procedure has been developed under the authority of Subsection 42(4) pursuant to Subsection 42(3) (a) (ii) of the Municipal Elections Act, and applies to the Telephone/Internet Voting being conducted by the Municipality of West Perth between Monday October 19, 2026 and Monday October 26, 2026.
2. The procedures and forms established by this document prevail over anything in the Act and its regulations, as per Subsection 42(4) of the Act.
3. Where these procedures do not provide for any matter, the election shall be conducted as far as is consistent and practical within the principles of the Act with the same being determined and established by the Clerk.
4. These procedures may be amended, as necessary and deemed appropriate, by the Clerk of the Municipality of West Perth. Any amendment to these procedures shall be signed by the Clerk and a copy of the amendment(s) shall be provided forthwith to all certified candidates for the office for The Municipality of West Perth and/or school boards.

# Language

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## LANGUAGE [SECTION 9]

### English

With respect to an election held for offices of a municipal council and an English public or separate school board, notices, forms and other information provided under this Act shall be made available in English only, unless the council of the municipality passes a by-law to authorize the use of:

- a) French, in addition to English, in the prescribed forms; and
- b) French, other languages other than English, or both, in notices, forms (other than prescribed forms) and other information provided under this Act.

# Principles of the Act

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Some of the principles that were considered during the development of the legislation were that:

- the secrecy and confidentiality of the individual votes is paramount;
- the election should be fair and non-biased;
- the election should be accessible to the voters;
- the integrity of the process should be maintained throughout the election;
- there be certainty that the results of the election reflect the votes cast; and
- voters and candidates should be treated fairly and consistently within a municipality.

# Secrecy

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1. The Clerk shall require all election official(s) and/or other persons working in connection with the municipal elections to swear or affirm an oath of secrecy in accordance with Section 49 of the Municipal Elections Act, 1996.
2. No person shall interfere or attempt to interfere with an elector while in the process of accessing the Telephone/Internet Voting service or interfere or attempt to interfere in the voting process while using the Telephone/Internet Voting service unless expressly requested and authorized by an elector asking for assistance.
3. 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 shall vote according to the instructions and wishes of the elector.
4. No person shall communicate any information that might have been inadvertently obtained about how an elector intends to vote or has voted
5. No elector shall reveal how he or she intends to vote except when obtaining assistance in voting from either a support person or an election official.
6. All electors voting at the Voter Assistance Centre(s) may vote with the assistance of a support person; however, the support person shall be required to take the appropriate oath prior to providing assistance.
7. All complaints regarding any and/or all breaches of secrecy shall be investigated by the proper authorities and shall be prosecuted according to the provisions of "Corrupt Practices and Other Offences - Penalties and Enforcement" under Sections 89 and 90 of the Municipal Elections Act, 1996.

# Nominations

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## *2026 NOMINATION PROCEDURE*

### **NOMINATION PAPERS [SECTION 33]**

The giving of notice (Section 32) for nominations shall be placed, as a minimum, in a local newspaper(s) prior to May 2, 2026 and in one (1) conspicuous place in the municipality and on the municipal website.

“Nomination Paper” for the following offices will be available at the Clerk’s Office from the first business day of May in 2026 to Thursday, August 20, 2026 during regular office hours, and between 9:00 a.m. and 2:00 p.m. on Friday, August 21, 2026 (Nomination Day) for the following offices:

- (1) Mayor**
- (1) Deputy Mayor**
- (2) Councillor, Fullarton Ward**
- (2) Councillor, Hibbert Ward**
- (2) Councillor, Logan Ward**
- (3) Councillor, Mitchell Ward**
- (1) School Board Trustees – English Public**
- (1) School Board Trustee – English Separate**

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

- (1) School Board Trustee – French Public**
- (1) School Board Trustee – French Separate**

Nominations must be on the prescribed form and are to be filed with the Clerk at the appropriate Municipal Office in the following manner:

- in person or through an agent
- during regular office hours at the Clerk’s Office from the first business day in May of 2026 to Thursday, August 20, 2026 and between 9:00 a.m. and 2:00 p.m. on Friday, August 21, 2026 (Nomination Day)

- with the prescribed declaration by at least 25 persons endorsing the nomination who are eligible to vote in an election for an office within the municipality – “Nomination Paper”
- with the prescribed statement of qualifications, signed by the person being nominated
- with the prescribed nomination filing fee of \$200 for Head of Council and \$100 for all other offices - the filing fee shall be paid by cash, debit card, certified cheque or money order payable to the municipality or by an electronic method of payment that the Clerk specifies
- with proof of identity and residence as prescribed in *O. Reg. 304/13*, as amended
- no faxed or other electronically transmitted nomination paper will be accepted - original signatures are required

If a person is present at the Clerk’s Office on Nomination Day at 2:00 p.m. and has not yet filed a nomination, they may file the nomination as soon as possible after 2:00 p.m.

The Clerk shall administer the Declaration of Qualifications on the Nomination Paper and the “Declaration of Qualifications – Municipal Candidates” Form WP2 (or for the Clerk responsible for the School Board Elections, the “Declaration of Qualifications – School Board Candidates”, oath to the Candidate. The date and time of filing are to be filled in by the Clerk and initialled by the candidate or his/her agent. The Clerk will then sign the Nomination Paper and Declaration of Qualifications.

The certified cheque, cash, debit card, money order or an electronic method of payment that the Clerk specifies will be deposited with the municipal finance department.

### **ESTIMATED MAXIMUM CAMPAIGN EXPENSES [SECTION 88.20(6)]**

The Clerk shall calculate the estimated maximum campaign expenses for each office on the “Estimated Maximum Campaign Expenses” Form WP06 and provide a copy to the candidate or their agent the day that the Nomination Paper is filed in accordance with Section 33.0.1 (1). The Clerk’s calculation is final.

### **NOTICE OF PENALTIES [SECTION 33.1]**

The Clerk shall, before voting day, provide a notice of penalties on the “Notice of Penalties” Form WP05 to the candidate or their agent.

## **MUNICIPAL FREEDOM OF INFORMATION & PROTECTION OF PRIVACY ACT**

The candidate may sign the consent to release personal information **Form WP01** authorizing the Clerk to release personal information to the public and media.

### **UNOFFICIAL LIST OF CANDIDATES**

The Clerk shall provide notice of the unofficial list of candidates by preparing and, at a minimum, posting in the Municipal Office and on the website an “Unofficial List of Candidates” **Form WP10** which is to be updated as each Nomination Paper is filed or as soon as practicable.

### **NOMINATION DAY – AUGUST 21, 2026 [SECTION 31]**

Nomination Papers will be received at the Municipal Office between 9:00 a.m. and 2:00 p.m. on Nomination Day.

The procedure for the handling of Nomination Papers on Nomination Day will be the same as above.

### **CERTIFICATION OF NOMINATION PAPERS [SECTION 35]**

On or before Monday, August 24, 2026, at 4:00 p.m., the Clerk will do a review of each nomination received to determine qualification and if the nomination complies with the *Municipal Elections Act, 1996*. Once satisfied the candidate is qualified, complete the “Certification by Clerk” section on “Nomination Paper”.

### **REJECTION OF NOMINATION PAPER [SECTION 35(3), (4)]**

If the Candidate is not qualified to be nominated, or the nomination does not comply with the *Municipal Elections Act, 1996*, the Clerk will reject the Nomination. A telephone call or email shall be made to the candidate informing them of the rejection, and a “Notice of Rejection of Nomination” **Form WP11** shall be sent, by Registered Mail, as soon as possible, to:

- the person who sought to be nominated, and
- by regular mail to all candidates for the office.

## **WITHDRAWAL OF NOMINATION PAPERS [SECTION 36]**

Candidates may withdraw their Nomination by filing in person a withdrawal in writing on “Withdrawal of Nomination” [Form WP08](#) with the Clerk before 2:00 p.m. on Nomination Day, Friday, August 21, 2026, if the person was nominated on or before Nomination Day; and before 2:00 p.m. on the Wednesday following Nomination Day, (August 24, 2026), if the person was nominated under Section 33(5) - Additional Nominations.

The withdrawal shall be noted on the “Unofficial List of Candidates” [Form WP10](#)

## **OFFICIAL LIST OF CANDIDATES**

The final list of certified candidates will be posted at the Municipal Office and, as a minimum, on the website on or before, Monday, August 24, 2026, using the “Official List of Certified Candidates” [Form WP12](#).

## **DECLARATION OF ELECTION [SECTION 40]**

If after 4:00 p.m. on Monday, August 24, 2026 the number of certified nominations filed for an office is more than the number of persons to be elected to the office, the Clerk shall declare an election to be conducted.

The Clerk shall give the electors notice of the following, as a minimum, 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 Assistance Centre and Assistance Centre.

The form and manner of such notice of election will contain the information set out in the “Notice of Election Information” [Form WP17](#).

## **ACCLAMATIONS [SECTION 37(1)]**

If after 4:00 p.m. on Monday, August 24, 2026, the number of certified candidates for an office is the same as or less than the number to be elected, the Clerk shall immediately declare the candidate(s) elected by acclamation. The Clerk shall post a “Declaration of Acclamation to Office” on [Form WP13](#). In this situation there shall be no election conducted for this position(s).

## **FEWER NUMBER OF NOMINATION PAPERS THAN OFFICES [SECTION 33(5)]**

If at 4:00 p.m. on Monday, August 24, 2026, the number of certified nominations filed for an office is less than the number of persons to be elected to the office, additional nominations may be filed between 9:00 a.m. and 2:00 p.m. on Wednesday, August 26, 2026. The Clerk shall post a “Notice of Additional Nominations” [Form WP14](#) advising that additional Nomination Papers may be filed for that office during the specified time. If at 2:00 p.m. on Wednesday, August 26, 2026, additional Nomination Papers have been filed, the procedure to certify or reject Nomination Papers shall be followed.

## **ADDITIONAL NOMINATIONS - MORE THAN NUMBER OF OFFICES REMAINING [SECTION 33(5)]**

If between 9:00 a.m. and 2:00 p.m. on Wednesday, August 26, 2026, there are more than a sufficient number of certified Nominations to fill the office(s), an election shall be conducted with the names of the persons who have filed certified Nomination Papers.

## **WITHDRAWAL OF ADDITIONAL NOMINATIONS [SECTION 36]**

Withdrawal of additional nominations must take place prior to 2:00 p.m. on Wednesday, August 26, 2026.

## **ADDITIONAL NOMINATIONS EQUIVALENT TO NUMBER OF OFFICES [SECTION 35(2) AND 37(2)]**

If at 4:00 p.m. on Thursday, August 27, 2026 there is a sufficient number of certified Nomination Papers filed to fill the office(s), the Clerk shall cause to be posted a “Declaration of Acclamation To Office - Additional Nominations” on [Form WP15](#).

## **FILLING VACANCIES [SECTION 37(4)]**

If an office remains vacant after the declaration of candidates by acclamation under section 37 and the declaration of the election of candidates following the conduct of the election for offices on the Municipal Council, the following rules apply:

- **Insufficient Number to Form a Quorum – Municipal Council**

If the number of candidates declared elected is insufficient to form a quorum of the Municipal Council, a by-election shall be held.

- **Sufficient Number to Form a Quorum – Municipal Council**

If the number of candidates declared elected is less than the number of positions for an office of the Municipal Council, but does form a quorum, Section 263 (1) (a) of the *Municipal Act, 2001* shall apply.

### **DEATH OR INELIGIBILITY OF A CANDIDATE [SECTION 39]**

If a certified candidate dies or becomes ineligible before the close of voting and

- if the result would be one less candidate only and no acclamation, the candidate's name shall be omitted from the ballot. If the ballots are already printed, the Clerk shall at a minimum, post the notice of the death or ineligibility in a conspicuous place and the election shall proceed as if the deceased or ineligible candidate has not been nominated.
- if the result would be an acclamation for an office, the election to such office is void and a by-election for such office shall be held (Section 65(4)(1.)(v.)) provided that the sixty day (60) period starts as of the date of death or ineligibility).

No votes are to be counted for the candidate who has died or become ineligible.

### **FINAL CALCULATION OF CAMPAIGN EXPENSES [SECTION 88.20 (13), (14) AND (15)]**

The Clerk shall, after determining from the number of eligible electors from the Voters List for each office, calculate the maximum amount of campaign expenses that each candidate may incur for that office and prepare a "Certificate of Maximum Campaign Expenses" Form EL37. The certificate shall be given to each candidate in the case of a regular election, on or before September 30, 2026 and in the case of a by-election, within 10 days after the Clerk makes the corrections under subsection 65 (4).

The number of electors to be used in this final calculation is to be the greater of the following:

- the number determined from the Voters List from the previous regular election, as it existed on September 20 in the year of the previous election, adjusted for changes under Section 24 and 25 that were approved as of that day;
- the number determined from the Voters List for the current election as it exists on September 20 in the year of the current election, adjusted for changes under Section 24 and 25 that were approved as of that day. [Section 88.20 (11)]



**FORM WP12  
NOTICE OF NOMINATION FOR  
OFFICE**

*Municipal Elections Act, 1996*

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**2026 MUNICIPAL AND SCHOOL BOARD ELECTION**

**NOTICE OF NOMINATION FOR OFFICE**

**Municipal Elections Act, 1996 (s. 32)**

Notice is hereby given to the Municipal Electors of the Municipality of West Perth.

**Nominations for the Municipality of West Perth will be accepted for the offices of:**

Mayor (1) to be elected (at large)

Deputy Mayor (1) to be elected (at large)

Councillor (9) to be elected from Wards:

Fullarton Ward (2) to be elected from Ward

Hibbert Ward (2) to be elected from Ward

Logan Ward (2) to be elected from Ward

Mitchell Ward (3) to be elected from Ward

A prescribed Nomination Form (Form 1) must be signed by the candidate and may be filed in person or by an agent during regular business hours between 8:30 a.m. and 4:30 p.m. between May 2, 2026, and August 20, 2026 and between 9:00 am and 2:00 pm on August 21, 2026 (Nomination Day).

The completed Form 1 must be accompanied by the prescribed Endorsements of Nominations Form (Form 2) signed by at least 25 persons endorsing the nomination who are eligible to vote in an election for an office within the Municipality of West Perth, and be accompanied by the prescribed filing fee of \$200.00 for Mayor and \$100.00 for all other offices. The deadline to withdraw from nominations is 2:00 p.m. on August 21, 2026.

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

**School Board Offices For Which Persons May Be Nominated:**

**Avon Maitland District School Board (English Public)** – One member to be elected to represent the Municipality of West Perth, Township of Perth South, and Town of St. Marys. Nomination papers to be filed with the Clerk, Municipality of West Perth

**Huron-Perth Catholic District School Board (English Separate)** – One member to be elected to represent the Municipality of West Perth, Township of Perth South, and Town of St. Marys. Nomination papers to be filed with the Clerk, Municipality of West Perth

**Conseil Scolaire Viamonde (French Public)** – One to be elected for the Regional Municipality of Waterloo, County of Wellington, County of Perth, County of Perth and County of Huron; Nomination papers to be filed with the Clerk, City of London

**Conseil Scolaire Catholique Providence (French Separate)** – One to be elected for the County of Bruce, County of Grey, County of Huron and County of Perth. Nomination papers to be filed with the Clerk, City of Sarnia

**Electors are hereby given notice** that if a greater number of candidates are certified than are required to fill the offices, an election will be held and voting will be conducted by telephone/internet voting method. The Advance Voting period will commence on Monday, October 19, 2026, at 8:00 a.m. and run through voting day on Monday, October 26, 2026 until the close of polls at 8:00 p.m.

For further information, please visit our elections webpage at: [www.westperth.com](http://www.westperth.com)

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2026.

James Hutson, Municipal Clerk / Returning Officer

160 Wellington Street, P.O. Box 609

Mitchell ON N0K 1N0

Tel: 519-348-8429 ext. 224



## FORM WP01

### Candidate's Consent for Release of Personal Information

*Municipal Elections Act, 1996*

#### Notice:

A Nomination Paper, which contains some contact information, is a public document that may be inspected by any person at the Clerk's Office at a time when the office is open until such a time as the form is legally destroyed.

#### Purpose of this form:

This form is used to consent to permit other methods of public disclosure of specific contact information in addition to public inspection of forms. By completing and submitting this form you authorize the Clerk (or designate) to include on the Municipality of West Perth website, and make available to any person upon request by all of the following methods: in person, by phone, mail, email or fax, the information below with respect to your candidacy for elected office.

#### Instructions:

Submit this form in person at the time of filing of Nomination Paper:

Name of Candidate			
Candidate for the office of:			Ward Name:
Address	Suite/Unit No.	Town	Postal Code
Home Phone No.	Cell Phone No.	Business No.	Fax No.
E-mail Address			
Website Address			
<p>In accordance with the <i>Municipal Freedom of Information and Protection of Privacy Act</i>, as amended, I hereby authorize election staff to include on the Municipality of West Perth website and make available to any person upon request by all of the following methods: person, by phone, mail, email or fax, the information shown with respect to my candidacy for elected office. <b>By signing this form, I understand that my personal information may be released to the media, ratepayers etc. for the purpose of the 2026 Elections.</b></p>			



Signature of Candidate	Date
Witness	Date

**FORM WP02**

**Declaration of Qualifications –  
Municipal Candidates**

*Municipal Elections Act, 1996*

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I, \_\_\_\_\_, a nominated candidate for the  
office of:

(please print)

- Mayor
- Deputy Mayor
- Councillor

Do Solemnly Declare That:

1. I am qualified pursuant to the *Municipal Elections Act, 1996* and the *Municipal Act, 2001* to be elected to and to hold the office identified above.
2. Without limiting the generality of paragraph 1, I am at least eighteen (18) years of age, a Canadian citizen, a resident of the Municipality of West Perth or the owner or tenant of land in the Municipality of West Perth or the spouse of such owner or tenant.
3. I am not ineligible, disqualified or prohibited under the *Municipal Elections Act, 1996*, the *Municipal Act, 2001*, the *Municipal Conflict of Interest Act* or any other *Act* to be elected to or hold the above-mentioned office.
4. Without limiting the generality of paragraph 3,

- I am not an employee of the Municipality of West Perth, or if I am an employee of the Municipality of West Perth, I am on an unpaid leave of absence as provided for by section 30 of the *Municipal Elections Act, 1996*.
  - I am not a person who is not an employee of the Municipality of West Perth but who is the Clerk, Treasurer, Integrity Commissioner, Auditor General, Ombudsman or registrar referred to in section 223.11 of the *Municipal Act, 2001* or an investigator referred to in subsection 239.2 (1) of Municipality of West Perth, or a person who is not an employee of the Municipality of West Perth but who holds an administrative position of the Municipality of West Perth.
  - I am not a judge of any court.
  - I am not a member of the Assembly as provided in the *Legislative Assembly Act* or of the Senate or House of Commons of Canada or, if I am such a person, I will provide proof of my resignation in a form satisfactory to the Clerk of the Municipality of West Perth prior to 2:00 p.m. on Nomination Day, August 21, 2026. I understand that the Clerk of the Municipality of West Perth will reject my nomination for the above-mentioned office if I fail to provide proof of resignation by this deadline.
  - I am not a public servant within the meaning of the *Public Service of Ontario Act, 2006*, or if I am a public servant, I have followed and will continue to follow all the relevant provisions of Part V of such *Act*.
  - I am not a Federal employee within the meaning of the *Public Service Employment Act*, or if I am a Federal employee, I have followed and will continue to follow all the relevant provisions of Part 7 of such *Act*.
5. I am not prohibited from voting at the municipal election under section 17 (3) of the *Municipal Elections Act, 1996*.
- I am not a person who is serving a sentence of imprisonment in a penal or correctional institution.
  - I am not a corporation.
  - I am not a person acting as executor or trustee or in any other representative capacity, except as a voting proxy in accordance with section 44.
  - I am not prohibited because of a conviction of a 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 I was convicted
6. I am not a person who was convicted of a corrupt practice under the *Municipal Elections Act, 1996* 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 and I am not a person who is ineligible to be nominated for, any office until the next two regular elections have taken place after the election to which the offence relates (Section 91 (1)).

7. I am not ineligible from being elected to or holding office by reason of any violations of the election campaign financial requirements, violations for not filing the financial statement or any other violations pursuant to the *Municipal Elections Act, 1996*. (Section 88.23)

AND I make this solemn Declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath and by virtue of the *Canada Evidence Act*.

Declared before me at the Municipality of West Perth

This \_\_\_\_\_ day of \_\_\_\_\_, 2026

\_\_\_\_\_

(Signature of Candidate)

\_\_\_\_\_

(Signature of Municipal Clerk or designate)

Personal information on this form is collected under the authority of the *Municipal Elections Act, 1996* and will be used for the nomination process for office in the municipal election and will be available for public inspection in the office of the Clerk, Municipality of West Perth until the next municipal election. Questions about this collection of personal information should be directed to the Municipal Clerk by e-mail at [clerk@westperth.com](mailto:clerk@westperth.com) or by phone 519-348-8429.



## FORM WP05

### Notice of Penalties Related to Campaign Expenses

*Municipal Elections Act, 1996*

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The *Municipal Elections Act, 1996* (MEA) requires you to file a financial statement with the Clerk by the deadline which is 2:00 p.m. Tuesday, March 30, 2027. Failure to comply means that you are subject to the penalties outlined below, in addition to any other penalty that may be imposed under the MEA.

#### **EFFECT OF DEFAULT BY CANDIDATE [88.23 (1)]**

**TAKE NOTICE THAT A CANDIDATE SHALL** be subject to the penalties listed below, in addition to any other penalty that may be imposed under the *Municipal Elections Act, 1996*:

- a) if he or she fails to file documents with the Municipal Clerk 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 Municipal 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 subsection 88.32 by the relevant date.

#### **OFFENCES [92 (1)]**

**TAKE NOTICE THAT A CANDIDATE SHALL** be guilty of an offence and, on conviction, is subject to the penalties listed below, in addition to any other penalty that may be imposed under the *Municipal Elections Act, 1996*:

- a) incurs expenses that exceed what is permitted under section 88.20; or
- b) files a document under section 88.25 or 88.32 that is incorrect or otherwise does not comply with that section.

## **PENALTIES [88.23 (2)]**

In the case of a default described above:

- (a) the candidate forfeits any office to which they were 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 the *Municipal Elections Act* applies.

## **REFUND (34)**

A candidate is entitled to receive a refund of the nomination filing fee if the documents (financial statement and auditor's report) required under subsection 88.25 (1) are filed on or before 2:00 p.m. on the filing date in accordance with that subsection.

**The information above is provided to all candidates; however it is the responsibility of the candidate to refer directly to the *Municipal Elections Act, 1996* for specific provisions and additional details.**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Municipal Clerk

The Clerk shall, before voting day, give to each person nominated for an office notice of the penalties under subsections 88.23 (2) and 92 (1) related to election campaign finances and the refund of the nomination filing fee that the candidate is entitled to receive in the circumstances described in section 34.



**FORM WP06**

**Estimated Maximum Campaign  
Spending Limits – Council Candidate**

Campaign Spending Limits are estimated for the 2026 Municipal Election based on the number of electors on the Voters List as of Nomination Day for the 2022 election:

Office	# of Electors	Estimated Maximum Amount		
		Campaign Spending Limits (A)	Contributions Own Campaign (B)	Expenses for Parties, etc. (C)
Mayor	6,879	\$5,847.15 + \$7,500 = <b>\$13,347.15</b>	\$1,375.00 + \$7,500 = <b>\$8,875.00</b>	10% of Box A = <b>\$1,334.72</b>
Deputy Mayor	6,879	\$5,847.15 + \$7,500 = <b>\$13,347.15</b>	\$1,375.00 + \$7,500 = <b>\$8,875.00</b>	10% of Box A = <b>\$1,334.72</b>
Fullarton	1,122	\$953.70 + \$5,000 = <b>\$5,953.70</b>	\$280.50 + \$5,000 = <b>\$5,280.50</b>	10% of Box A = <b>\$595.37</b>
Hibbert	906	\$770.10 + \$5,000 = <b>\$5,770.10</b>	\$226.50 + \$5,000 = <b>\$5,226.50</b>	10% of Box A = <b>\$577.01</b>
Logan	1,225	\$1,041.25 + \$5,000 = <b>\$6,041.25</b>	\$306.25 + \$5,000 = <b>\$5,306.25</b>	10% of Box A = <b>\$604.13</b>
Mitchell	3,626	\$3,0821.10+ \$5,000 = <b>\$8,082.10</b>	\$906.50 + \$5,000 = <b>\$5,906.50</b>	10% of Box A = <b>\$808.21</b>

In accordance with the *Municipal Elections Act*, S.O. 1996, the Clerk of the municipality shall provide each candidate with a certificate as to maximum campaign spending limits within the prescribed time period following Nomination Day.

Dated this 1st day of May, 2026

James Hutson  
Clerk/Returning Officer

The Clerk shall give candidates a Preliminary Calculation of the estimated maximum campaign expenses at the time of filing the nomination paper, based upon the number of electors on the Voters List as of Nomination Day for the 2022 election. (Section 33.0.1 (1))

On or before September 30, 2026; and in the case of a by-election, within 10 days after the clerk makes the corrections under subparagraph 4 iii of subsection 65 (4), the Clerk shall give a Final Calculation of the applicable maximum campaign expenses to each candidate. The number of electors to be used in this final calculation is to be the greater of the following:

- the number determined from the Voters List from the previous regular election, as it existed on September 20 in the year of the previous election, adjusted for changes made under Sections 24 and 25 that were approved as of that day;
- the number determined from the Voters List for the current election, as it exists on September 20 in the year of the current election, adjusted for changes made under Sections 24 and 25 that were approved as of that day (Section 88.20 (11))

\* *Formula for calculation provided in Ontario Regulation 101/97.*



**FORM WP07**

**Certificate of Maximum Campaign Spending Limits & Contributions to Own Campaign, for Parties, Etc. – Council Candidate**

Final calculation of the applicable maximum campaign expenses and contributions to Candidate’s own campaign for the 2026 Municipal Elections is based on the greater of the number of electors for the office from the Voters’ List as it existed on Nomination Day of the previous election, including changes made on that day, or the number of electors on September 20 in the current election, including changes made of that day.

Maximum Campaign Spending Limits and maximum contributions to Candidate’s own campaign for the 2026 Municipal Election to be held October 26, 2026 is as follows:

Office	# of Electors	Certified Maximum Amount		
		Campaign Spending Limits (A)	Contributions Own Campaign (B)	Expenses for Parties, etc. (C)
Mayor	TBD	TBD	TBD	TBD
Deputy Mayor	TBD	TBD	TBD	TBD
Fullarton	TBD	TBD	TBD	TBD
Hibbert	TBD	TBD	TBD	TBD
Logan	TBD	TBD	TBD	TBD
Mitchell	TBD	TBD	TBD	TBD

I hereby certify that the certified maximum campaign expenses and contributions to a Candidate’s own campaign that a candidate is permitted to incur for the office to which they are nominated for in the 2026 Municipal Election is noted above.

Dated this \_\_\_\_ day of \_\_\_\_\_, 2026

James Hutson  
Clerk/Returning Officer

On or before September 30, 2026, the Clerk shall give a final certificate of the applicable maximum campaign expenses to each candidate. In the case of a by-election, within 10 days after the Clerk makes the corrections under subparagraph 4 iii of subsection 65 (4).

The number of electors to be used in this final calculation is to be the greater of the following:

- The number determined from the Voters List from the previous regular election, as it existed on September 20 in the year of the previous election, adjusted for changes under Section 24 and 25 that were approved as of that day;







## FORM WP11

### Notice of Rejection of Nomination

*Municipal Elections Act, 1996 [s. 35 (3), (4), (5)]*

TO:

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

**TAKE NOTICE** that the nomination you filed has been examined and has been rejected for the following reasons:

- I am not “*satisfied*” that you are a “*person qualified to be nominated*” as required by the *Municipal Elections Act, 1996* or by the relevant legislation which sets out qualification for the office for which you filed your nomination.

OR

- I am not “*satisfied*” that your “*nomination complies with*” the requirements of the *Municipal Elections Act, 1996*.

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature of Municipal Clerk or designate)

**NOTE:** The Clerk’s decision to reject a nomination is final and where rejected, the Clerk shall give notice of such rejection to the person who sought to be nominated and to all candidates for that same office [Section. 35 (4),(5)]. The Clerk may choose to expand on the above options to include specific reasons for the rejection of the nomination.





## FORM WP17

### Notice of Election Information

*Municipal Elections Act, 1996 (s. 40)*

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Municipal Elections for the offices of:

**1) Mayor**

**(1) Deputy Mayor**

**(2) Councillor, Fullarton Ward**

**(2) Councillor, Hibbert Ward**

**(2) Councillor, Logan Ward**

**(3) Councillor, Mitchell Ward**

**(1) School Board Trustees – English Public**

**(1) School Board Trustee – English Separate**

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

**(1) School Board Trustee – French Public**

**(1) School Board Trustee – French Separate**

- Location of Voter Assistance Centre: 160 Wellington Street, Mitchell Ontario N0M 1N0
- Voting Period: beginning October 19 at 8:00 a.m. through to October 26 at 8:00 p.m.

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Date

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Municipal Clerk or designate



**FORM WP13**

**Declaration of Acclamation to Office**

*Municipal Elections Act, 1996 [s. 37(1)]*

I hereby declare the certified candidates listed below to be acclaimed to the office that follows their respective names pursuant to Section 37 of the *Municipal Elections Act, 1996*:

<b>NAME OF CERTIFIED CANDIDATE</b>	<b>OFFICE</b>	<b>QUALIFYING ADDRESS</b>

Dated this \_\_\_\_\_ day of August, 2026.

\_\_\_\_\_  
Municipal Clerk or designate



**FORM WP14**

**Notice of Additional Nominations**

*Municipal Elections Act, 1996 [s. 33(5)]*

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**TAKE NOTICE** that the number of candidates for the office of \_\_\_\_\_ was not sufficient to fill the number of vacancies to which candidates may be elected.

**AND FURTHER TAKE NOTICE** that the Clerk may receive and certify additional nominations for the remaining vacancies in the office of \_\_\_\_\_ between the hours of 9:00 a.m. and 2:00 p.m. on August 26, 2026 subject to the provisions of subsection 33(5) of the *Municipal Elections Act*.

**OFFICES FOR WHICH PERSONS MAY BE NOMINATED**

\_\_\_\_\_, \_\_\_\_\_ to be elected  
(Office) (Number)

**AND FURTHER TAKE NOTICE** that the manner in which nominations shall be filed is set forth in Section 33 of the *Municipal Elections Act*. Nomination forms and full particulars of procedures to be followed may be obtained from the undersigned.

Dated this \_\_\_\_\_ day of August, 2026.

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**Municipal Clerk**



**FORM WP14**

**Declaration of Acclamation to Office  
– Additional Nominations**

*Municipal Elections Act, 1996 [s. 37(2)]*

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I hereby declare the certified candidates listed below to be acclaimed to the office that follows their respective names pursuant to Section 37 of the *Municipal Elections Act, 1996*:

<b>NAME OF CERTIFIED CANDIDATE</b>	<b>OFFICE</b>	<b>QUALIFYING ADDRESS</b>

**DATED THIS 27<sup>th</sup> DAY OF August, 2026.**

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**Municipal Clerk**

# Voters List

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## **VOTER QUALIFICATIONS [SECTION 17 (2)]**

A person is entitled to be an elector at an election held in a local municipality if, on Voting Day (October 26, 2026) he/she:

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

## **PERSONS PROHIBITED FROM VOTING [SECTION 17 (3)]**

The following are prohibited from voting:

- (i) a person who is serving a sentence of imprisonment in a penal or correctional institution.
- (ii) a corporation.
- (iii) a person acting as executor or trustee or in any other representative capacity, except as a voting proxy in accordance with section 44.
- (iv) 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.

## **PRELIMINARY LIST OF ELECTORS (PLE) [SECTION 19]**

The Preliminary List of Electors (PLE) shall be supplied by Elections Ontario in an electronic format, by August 14, 2026 or such date as to be agreed upon by the Clerk and Elections Ontario. 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 PLE shall contain the name and address of each person who is entitled to be an elector and any additional information the Clerk needs to determine for which offices each elector is entitled to vote.

The Clerk shall, to the best of their ability and legislative authority, ensure that an elector's name appears on the PLE for a local municipality only once [Section 19 (6)].

Where a voter qualifies at more than one location in the municipality, the voter may vote only **once** for each office and the qualifying address to determine eligibility for voting shall be the elector's place of residence [Section 19 (7)].

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.

## **CORRECTION OF ERRORS [SECTION 22]**

The Clerk shall correct any obvious errors in the PLE prior to September 1, 2026 and notify Elections Ontario. This notification can occur when the final list of changes to the Voters List is sent to Elections Ontario after the election (see the Final List of Changes section below). However, those changes affecting a ward and voting place designation, missing streets, buildings or subdivisions, should be forwarded to Elections Ontario in time for inclusion in the September Exceptions files that Elections Ontario provides.

The Clerk may use any information that is in the municipality's custody or control when correcting the PLE for obvious errors [Section 22 (2) and (3)].

## **CERTIFICATION OF VOTERS LIST [SECTION 23]**

The corrected PLE becomes the Voters List once it is reproduced and identified as final by the Clerk on or before September 1, 2026.

## **REQUESTS FOR COPIES OF VOTERS LIST [SECTION 23 (3), (4) AND (5)]**

Upon written request, but not until September 1, the Clerk shall give every candidate a copy of the part of the Voters List that contains the names of the electors who are entitled to vote for that office. For example, if a candidate is running in Ward 2, they only receive the part of the Voters List pertaining to Ward 2, not the entire Voters List.

Each candidate will be required to sign the “Voters’ List Request and Declaration” **Form WP03**.

The use of the Voters List shall be in accordance with the “Policy for Use of the Voters List”

The list may be distributed in electronic format to those who are entitled to copies. 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.

All certified candidates shall receive usernames and passwords allowing them to access the Voters’ List in the Voting System or VoterView, whichever the case may be, 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.

### **ACCESS TO THE VOTERS LIST [SECTION 23 AND SUBSECTION 88(11)]**

The legislation states that the Voters List cannot be posted in a public place and can be used only for election purposes.

Due to MFIPPA, details about another person, other than the person an Election Official is speaking with, should not be provided, including whether or not the individual is on the Voters List.

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

### **AMENDMENTS TO THE VOTERS LIST [SECTION 24 & 25]**

#### **Application for Change of Own Name (Section 24)**

An elector may make an application to amend their information on the Voters List using the prescribed form “Application to Amend Voters List” **Form EL15** and providing proof of identity and residence as prescribed in *O. Reg. 304/13*, between the 1<sup>st</sup> day of September, 2026 to the 23<sup>rd</sup> day of October, 2026 during normal hours and on the 26<sup>th</sup> day of October, 2026 until 8:00 p.m.

The “Voter Acceptable Identification” [Form WP30](#) may be posted at the Municipal Office or any other location where Amendments to the Voters List are made. In addition, it may be included in information packages, posted on the municipal website, etc.

An elector can no longer remove a family member’s name from the Voters List, except in the case of a deceased person. See Removal of Deceased Person’s Name [Form EL16](#) below.

If the elector does not appear in person, a certified copy showing proof of ID and proof of residence/occupancy is required.

### **Removal of Deceased Person’s Name (Section 25)**

The Clerk may remove a person’s name from the Voters List up to 8:00 p.m. on October 26<sup>th</sup>, 2026, if the Clerk is satisfied the person has died.

A person may make an application requesting that a deceased person’s name be removed from the Voters List by using the form “Application for Removal of Deceased Person’s Name from the Voters List” [Form EL16](#) and providing proof of identity and residence as prescribed in *O. Reg. 304/13*, between the 1<sup>st</sup> day of September, 2026 to the 23<sup>rd</sup> day of October, 2026 during normal hours and on the 26<sup>th</sup> day of October, 2026 until 8:00 p.m.

### **Amendments at Voter Assistance Centre**

The Municipal Office will also be treated as a Voter Assistance Centre during normal business hours from October 19, 2026 to October 23, 2026 and until 8:00 p.m. on Election Day.

Additional hours beyond the regular office hours may be offered for qualified electors to add or correct the voters’ list, these dates are:

- i. October 19, 2026 – 8:30 am to 6:00 pm;
- ii. October 20, 2026 – 8:30 am to 6:00 pm;
- iii. October 21, 2026 – 8:30 am to 6:00 pm;
- iv. October 22, 2026 – 8:30 am to 6:00 pm;
- v. October 23, 2026 – 8:30 am to 6:00 pm;
- vi. October 26, 2026 – 8:00 am to 8:00 pm.

The Voter Assistance Centre shall be responsible for the following:

- a) Eligible voters who attend at the Assistance Centre and are not on the Voters List will be added to the list by filling out an “Application to Amend Voters List”

**Form EL15** and providing proof of identity and residence as prescribed in *O. Reg. 304/13*. Their names will be added to the Voters List and they will be assigned and delivered a Voter Information Letter containing a PIN; however, for additions to the List made after September 15, 2026, the Voter Information Letter containing a PIN will be provided to the individual.

- b) 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 a Revision Centre, which shall be forwarded to the Clerk for review before the final decision to remove the deceased individual's name from the list.
- c) Eligible voters who attend at the Assistance Centre will be able to request a replacement Voter Information Letter and PIN under certain circumstances:
  - i) where a person on the Voters List has lost/not received his or her Voter Information Letter and the PIN has not been used, he or she can attend the Assistance Centre and prove to the satisfaction of the authorized Election Official that they require a new PIN. The authorized Election Official will disable the elector's assigned PIN and electronically mark it in the system as having been lost/not received. Upon providing proof of identity and residence as prescribed in *O. Reg. 304/13* to an Election Official, an oath on "Application for Re-Issue of a Voter Information Letter (Lost and Unused)" **Form WP31** shall be taken by the elector and a new Voter Information Letter containing a new PIN shall be issued.
  - ii) where a person on the Voters List has attempted to vote and their PIN has already been used, he or she can attend the Assistance Centre and prove to the satisfaction of the authorized Election Official that they did not vote the PIN and require a new PIN.

**Prior to issuing a new PIN**, the Election Official shall advise the elector that once the new PIN has been assigned, the elector must vote immediately at the Assistance Centre. Upon providing proof of identity and residence as prescribed in *O. Reg. 304/13* to an Election Official, an "Application for Re-Issue of a Voter Information Letter (Used by an Impersonator)" **Form WP32** shall be taken by the elector and a new Voter Information Letter containing a new PIN shall be issued. The elector will be directed immediately to the Assistance Centre where telephone/internet access is available to eliminate any further misuse of the PIN.

- c) Answering election questions and referring detailed questions to the Returning Officer or authorized Election Official.

## **INTERIM LIST OF CHANGES [SECTION 27(1)]**

In accordance with Section 27 (1) of the Act, the Clerk shall produce the Interim List of Changes reflecting changes made up until September 20<sup>th</sup>, using VoterView, and make available electronically these additions, corrections and deletions to those who are entitled to copies of the Voters' List under the Act. The Interim List of Changes shall be distributed to each person who received a copy of the Voters List and to each certified candidate.

The Voters' List shall be provided by DataFix to Simply Voting Inc. in computer format at a time to be determined by the Clerk, 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 VoterView will automatically and instantly be reflected in the Voting System.

## **FINAL LIST OF CHANGES [SECTION 27(2)]**

The Final List of Changes shall be provided to Elections Ontario by November 25, 2026 by the supplier upon the Clerk's authorization.



## FORM WP03

### Voters' List Request and Declaration

*Municipal Elections Act, 1996 (s.23(4); 88(10))*

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Pursuant to Section 23(4) of the *Municipal Elections Act, S. O. 1996*, I, \_\_\_\_\_, being a candidate for the office of \_\_\_\_\_, hereby request the Clerk to provide me with access to the Candidate Portal for access to the Voters List for the office in which I have filed my Nomination Paper.

**I, the undersigned, do hereby agree to use the Voters List and access to the Candidates Portal for municipal election purposes only and I understand that I am prohibited by the *Municipal Elections Act, S. O. 1996* from using the Voters List for commercial purposes. Immediately following the Election for which the list has been provided, I will destroy all copies and extracts both paper and electronic produced as a result of my access to this information.**

\_\_\_\_\_  
Signature

## MUNICIPALITY OF WEST PERTH

# POLICY FOR USE OF THE VOTERS LIST

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.

Eligible persons who request a copy of the Voters List must sign a declaration Form WP03 as per the attached form prior to receiving a copy of all or any part of the Voters List.

Where the Voters List can be provided electronically to an eligible person, who has signed a declaration Form WP03 provided by the Clerk stating the list shall be used for Election purposes only, the Clerk may choose to provide it in this format.

### **Copies – for candidates**

On the written request of a certified candidate for an office, the Clerk shall provide them with the part of the Voters List that contains the names of the electors who are entitled to vote for that office. Certified candidates shall receive usernames and passwords allowing them to access the Voters' List in the Voting System or VoterView, whichever the case may be, for the purposes of viewing which electors have voted during the Voting Period.

The Candidate or their campaign worker cannot confirm or deny if a person is on the Voters List. The person must contact or visit the municipal office where they are entitled to vote, with proper identification and proof of residence during normal office hours beginning September 1, 2026 up to and including the close of voting on October 26, 2026 at 8 p.m.

Use of online and electronic versions of the Voters List, Interim and Final List of Changes to the 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 with other election material or by deleting it completely from Candidate 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.



**FORM WP16**

**Certificate of the Voters List**

*Municipal Elections Act, 1996 [s. 28(1)]*

**I hereby certify that the attached Voters List contains the names of persons entitled to vote at the Municipal Elections to be held on Monday, October 26, 2026, for the voting subdivision(s) set out below:**

Municipality		
Ward No (if applicable)	Voting Subdivision No(s) (if applicable)	

**DATED THIS \_\_\_\_ DAY OF \_\_\_\_\_ 2026.**

\_\_\_\_\_  
**Municipal Clerk**



**FORM EL15**

**Application to Amend the Voter's List**

*Municipal Elections Act, 1996 (s.17, s.24)*

Check only one

- add** applicant's name to list
- correct** applicant's information on list
- delete** applicant's name from list ( moved  other)

year				month		day	
<b>Name of applicant</b>						date of birth	
last	First	middle					

<b>Qualifying address on voting day</b>				<input type="checkbox"/> commercial property		At qualifying address, applicant is:	
						<input type="checkbox"/> owner <i>since</i> _____ <input type="checkbox"/> tenant <i>since</i> _____ <input type="checkbox"/> other <i>since</i> _____ <div style="text-align: right; padding-right: 10px;">date</div> <input type="checkbox"/> spouse _____ <input type="checkbox"/> unqualified(delete name only)	
street number & name	apt. #	roll number	ward number	voting subdiv.			
city	postal code	(if house apartment, indicate floor leve e.g. basement, 1 <sup>st</sup> floor etc.)					

<b>Previous qualifying address</b> (if applicable)				At qualifying address, applicant is:			
						<input type="checkbox"/> owner <input type="checkbox"/> tenant <input type="checkbox"/> other <input type="checkbox"/> spouse	
street number & name	apt. #	roll number	ward number	voting subdiv.			
city	postal code	(if house apartment, indicate floor leve e.g. basement, 1 <sup>st</sup> floor etc.)					

<b>Current mailing address of applicant</b> (if different than <b>Qualifying address</b> above)				At mailing address, applicant is:			
						<input type="checkbox"/> owner <input type="checkbox"/> tenant <input type="checkbox"/> other <input type="checkbox"/> spouse	
street number & name	apt. /unit #	city	postal code				

**School Support**

- Applicant is Roman Catholic (includes Greek & Ukrainian Catholics)
- Applicant has French Language Education Rights

**Applicant wishes to be an elector for the following school board**

- English-Public (anyone can support English-public)
- English-Separate (must be Roman Catholic)
- French-Public (must have French Language Education Rights)
- French-Separate (must be Roman Catholic & have French Language Education Rights)

I, the undersigned, hereby declare that I am a Canadian citizen, that I have attained the age of eighteen (18) on or before Voting Day, and that on Voting Day, I am entitled to be an elector in accordance with the facts or information submitted on this form, and that I understand the effect thereof. I hereby apply to have my name corrected on the Voters List in accordance with such facts or information.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

This information is collected under authority of s.17, s.24 and s.25 of the *Municipal Elections Act* and s.15 and s.16 of the *Assessment Act* and will be used to determine voter eligibility.

**Certificate of Approval** (to be completed by Clerk or designate)

Approved

I hereby certify that the Voters List for said voting subdivision in this municipality shall be amended in accordance with the statement of facts or information contained herein.

\_\_\_\_\_  
Signature of clerk or delegate

\_\_\_\_\_  
Date

Refused (state reason)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## INSTRUCTIONS TO COMPLETE

### Application to Amend Voters List – Form EL15

Please check only **ONE** box to indicate the purpose of the form:

**ADD** applicant's name to list,

**CORRECT** applicant's name on list, or

**DELETE** applicant's name from list (moved, other)

Ensure the Applicant Completes the Following Information:

- ✓ Full name (last, first, middle)
- ✓ Date of birth (year, month, day)
- ✓ Indicate if it is a commercial property (check box if yes)
- ✓ Qualifying address on voting day (**including apt # if applicable**)
  - this is the property address where the person wants to be added on the Voters List
- ✓ Previous qualifying address (if the person has moved in the past 4 years)
  - ensures their name was removed from their previous property
- ✓ Indicate if applicant is occupying **only a portion of a house** (i.e.: basement apartment, 2nd floor, rear apartment etc.)
  - these properties tend to have multiple units / households
- ✓ Current mailing address of applicant (if different from the qualifying address)
- ✓ Indicate whether the applicant is an owner, tenant, spouse of an owner / tenant, other (i.e.: child) or the name is unqualified (for removal of a name)
- ✓ Ward number
- ✓ School support & school board
- ✓ Sign & date the form

#### School Support:

A person **must be** Roman Catholic to support the Separate School Board

- Includes Greek and Ukrainian Catholics

A person **must have** French Language Education Rights to support a French School Board

If a person does not indicate they are Roman Catholic or have French Language Education rights **the only school board they can support is English-Public.**

**Important Reminders:**

All addresses for apartments need the unit number or apartment location (i.e.: basement, upper, rear, 2nd floor etc.) or the name cannot be added to the property.

All forms must be signed and dated by the applicant.

**Items to be Completed by Municipal Staff:****Roll Number:**

The roll number **must** be included on every EL15 form submitted to Elections Ontario

**THE FINAL STEP PRIOR TO SUBMITTING FORM TO ELECTIONS ONTARIO:**

Please ensure all forms are signed and dated by the applicant.

CERTIFICATE OF APPROVAL (to be completed by Clerk or designate)

Please check APPROVED or REFUSED

Sign and date the form.



**FORM EL16**

**Application for Removal of Deceased  
Persons Name From Voter's List**

*Municipal Elections Act, 1996 [s. 25 (2), (3), (4)]*

Municipality		
Surname of Applicant		Given Names
Full Address of Residence	Apt #	Postal Code

**IN RESPECT OF**

Name as Entered in Voters List		
Full Address of Residence	Apt #	Postal Code

**ENTERED ON LIST FOR**

Ward No. (if any)	Voting Subdivision No. (if any)	Assessment Roll Number (to be completed by Clerk or designated election official)
-------------------	---------------------------------	---

I, the undersigned, hereby solemnly affirm and declare that the contents of this form as completed by me are true.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date Signed



## FORM WP30

### Voter Acceptable Identification

*Municipal Elections Act, 1996 and O. Reg. 304/13*

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## 2026 MUNICIPAL ELECTION

### Voter Acceptable Identification

*In accordance with the Municipal Elections Act, 1996 and Ontario Regulation 304/13*

**One of the following is required:**

1. An Ontario driver's licence.
2. An Ontario Health Card (photo card).
3. An Ontario Photo Card.
4. An Ontario motor vehicle permit (vehicle portion).
5. A cancelled personalized cheque.
6. A mortgage statement, lease or rental agreement relating to property in Ontario.
7. An insurance policy or insurance statement.
8. A loan agreement or other financial agreement with a financial institution.
9. A document issued or certified by a court in Ontario.
10. Any other document from the government of Canada, Ontario or a municipality in Ontario or from an agency of such a government.
11. Any document from a Band Council in Ontario established under the *Indian Act* (Canada).
12. An income tax assessment notice.
13. A Child Tax Benefit Statement.
14. A Statement of Employment Insurance Benefits Paid T4E.
15. A Statement of Old Age Security T4A (OAS).
16. A Statement of Canada Pension Plan Benefits T4A (P).
17. A Canada Pension Plan Statement of Contributions.
18. A Statement of Direct Deposit for Ontario Works.
19. A Statement of Direct Deposit for Ontario Disability Support Program.

20. A Workplace Safety and Insurance Board Statement of Benefits T5007.
21. A property tax assessment.
22. A credit card statement, bank account statement, or RRSP, RRIF, RHOSP or T5 statement.
23. A CNIB Card or a card from another registered charitable organization that provides services to persons with disabilities.
24. A hospital card or record.
25. A document showing campus residence, issued by the office or officials responsible for student residence at a post-secondary institution.
26. A document showing residence at a long-term care home under the *Long-Term Care Homes Act, 2007*, issued by the Administrator for the home.
27. A utility bill for hydro, water, gas, telephone or cable TV or a bill from a public utilities commission.
28. A cheque stub, T4 statement or pay receipt issued by an employer.
29. A transcript or report card from a post-secondary school

# Candidate Campaigning & Campaign Advertising

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## **CAMPAIGNING AND CAMPAIGN ADVERTISING [SECTION 88.3]**

Campaigning, including campaign advertising, are permitted no earlier than the filing of Nomination Papers by the Candidate unless otherwise stated in the local municipal by-law.

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.

All Candidates shall provide the following information to a broadcaster or publisher in writing:

- the name of the Candidate.
- the name, business address and telephone number of the individual who deals with the broadcaster or publisher under the direction of the Candidate.

Information contained in/on all campaign material is the responsibility of the Candidate and any questions or concerns should be directed to the Candidate.

## **MUNICIPAL EMPLOYEE COMMUNICATION WITH CANDIDATES**

Municipal Staff shall adhere to the Employee Code of Conduct with respect to political activity. Municipal staff should be aware that assisting with or having any involvement in municipal election campaigns may be perceived by the public as a conflict of interest.

Municipal Staff, including full-time, part-time, and contract employees shall:

- a. Behave in a manner that is impartial, fair and unbiased towards all registered candidates and third parties;
- b. Consult with their direct Supervisor prior to agreeing to perform any task requested by a member of Council or its local boards, registered candidate, or third party that exceeds their normal duties or could be construed as contributing to an election campaign;

- c. Not rent any corporate facility/property for any municipal election related purpose to members of Council, candidates, or third parties during any day that voting is taking place anywhere on the property;
- d. Request and obtain a leave of absence without pay should they wish to run for federal, provincial or municipal office and abide by the respective legislation governing such elections.

## **MUNICIPALLY OWNED/LEASED FACILITIES**

Election campaigning or the distribution/posting of election campaign advertising at municipally-owned or leased facilities is not permitted.

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

Candidates are prohibited from offering electronic equipment to electors to vote (e.g. cell phone, laptop).

Candidates are prohibited from verifying whether an elector appears on the Voters List or not, to the elector or any other person. Questions should be directed to the Clerk.

## **LOCATION OF ELECTION SIGNS**

Election signs must follow election sign regulations of the Municipality of West Perth and the County of Perth.

### **West Perth Sign Regulations**

The Municipality of West Perth regulates the placement of election signs on municipal roads and intersections (excluding Perth County Roads).

Excerpt from Municipality of West Perth Sign By-law No. 18-2026:

No person shall affix, erect, or otherwise display an election sign or permit election signage to be erected, affixed, or otherwise displayed prior to the set nomination day in an election or by-election.

Election signs must be removed no later than twenty-four hours following voting day in an election or by-election.

Election signs shall not be placed on municipal property of any type (including but not limited to fire halls, administration buildings, arenas, parks, and community centres).

Election signs shall not be permitted within the road allowance adjacent to a municipal property.

No person shall place an election sign which:

- a) Exceeds 1.5 square metres per side, 2.0 square metres in height above the surrounding ground, or a total area greater than six square metres;
- b) Is in or on a roadway;
- c) Is within 10.0 metres of another election sign of a candidate running for an office in the same election;
- d) Obstructs the visibility of pedestrians, vehicles, traffic control devices, or other regulatory signage, including placement of signage in a sight triangle as defined in the Municipality's Comprehensive Zoning By-law;
- e) Is attached to a public utility pole, light standard, any official sign or official sign structure, utility box, public bus shelter, planter, bench, waste receptacle, newspaper box, or mailbox.

Where election signs are removed by an officer, such officer shall advise the candidate or an agent of the candidate of sign removal and such signs shall be retained by the officer until twenty-four hours following an election, after which the signs may be disposed of.

## **MUNICIPAL AUTHORITY TO REMOVE ADVERTISEMENTS [SECTION 88.7]**

If a municipality is satisfied that there has been a contravention of section 88.3 (candidates' election campaign advertisements), 88.4 (third party advertisements) or 88.5 (mandatory information in third party advertisements), 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.



## FORM WP37

### Broadcaster/Publisher Information Sheet - Candidate

*Municipal Elections Act, 1996 (s. 88.3)*

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**88.3 (1)** In this section,

**“election campaign advertisement”** means an advertisement in any broadcast, print, electronic or other medium that has the purpose of promoting or supporting the election of a candidate. 2016, c. 15, s. 47.

#### **Mandatory information in advertisement**

(2) An election campaign advertisement purchased by or under the direction of a candidate shall identify the candidate. 2016, c. 15, s. 47.

Mandatory information for broadcaster, etc.

(3) A candidate shall not cause an election campaign advertisement to appear unless he or she provides the following information to the broadcaster or publisher in writing:

1. The name of the candidate.
2. The name, business address and telephone number of the individual who deals with the broadcaster or publisher under the direction of the candidate. 2016, c. 15, s. 47.

#### **Prohibition, broadcaster or publisher**

(4) No broadcaster or publisher shall cause an election campaign advertisement to appear if the information set out in paragraphs 1 and 2 of subsection (3) has not been provided. 2016, c. 15, s. 47.

#### **Records**

(5) The broadcaster or publisher of an election campaign advertisement shall maintain records containing the following information for a period of four years after the date the advertisement appears and shall permit the public to inspect the records during normal business hours:

1. The information provided under subsection (3).
2. A copy of the advertisement, or the means of reproducing it for inspection.
3. A statement of the charge made for its appearance. 2016, c. 15, s. 47.

# Candidate Campaign Contributions & Expenses

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## CONTRIBUTIONS

### CONTRIBUTIONS TO REGISTERED CANDIDATES [SECTION 88.8 (1) – (5)]

A contribution shall not be made to or accepted by a person or an individual acting under the person's direction unless the person is a candidate.

A contribution made to or accepted by a candidate, or to an individual acting under the candidate's direction, shall only be made during the candidate's election campaign period.

Contributions shall only be made by the following:

- An individual who is normally resident in Ontario;
- The candidate and his or her spouse, subject to if the spouse of a candidate is not normally resident in Ontario, a candidate and his or her spouse may make contributions only to the candidate's election campaign.

The following shall not make a contribution:

- A federal political party registered under the *Canada Elections Act* or any federal constituency association or registered candidate at a federal election endorsed by that party.
- A provincial political party, constituency association, registered candidate or leadership contestant registered under the *Election Finances Act*.
- A corporation that carries on business in Ontario;
- A trade union that holds bargaining rights for employees in Ontario;
- The Crown in right of Canada or Ontario, a municipality or local board.

## **ACCEPTANCE OF CONTRIBUTIONS [SECTION 88.8 (6) – (10)]**

A contribution may be accepted only by a candidate or an individual acting under the direction of the candidate.

A contribution may be accepted only from a person or entity that is entitled to make a contribution.

A contribution of money that exceeds \$25 shall not be contributed in the form of cash and shall be contributed in a manner that associates the contributor's name and account with the payment or by money order signed by the contributor.

The listing of the phone number and email address and/or hyperlink to the candidate's website by the municipality or local board does not constitute a contribution to a candidate.

## **MAXIMUM CONTRIBUTIONS TO CANDIDATES [SECTION 88.9]**

A contributor shall not make contributions exceeding a total of:

- \$1,200 to any one candidate in an election;
- Except if a person is a candidate for more than one office a contributor's total contributions to that candidate in respect of all the offices shall not exceed \$1,200;
- \$5,000 to two or more candidates for office on the same council or local board;
- Except if the candidate is contributing to the candidates own election campaign, then the maximum contributions do not apply;
- Except if the contributor is the spouse of the candidate, then the maximum contributions do not apply.

The Clerk shall provide the "Contributions to Registered Candidates" FORM WP36 at the time of filing.

## **FUNDRAISING FOR CANDIDATES [SECTION 88.10]**

A fund-raising function shall not be held for a person who is not a candidate.

Fund-raising functions may only be held during the campaign period.

## **WHAT CONSTITUTES A CONTRIBUTION [SECTION 88.15]**

For the purposes of this Act, money, goods and services given to and accepted by a person for his or her election campaign, or given to and accepted by, another person who is acting under the person's direction, are contributions.

### **Contributions**

In addition to the statement above [88.15 (1)]:

- An amount charged for admission to a fund-raising function.
- If goods and services are sold for more than their market value at a fund-raising function, the difference between the amount paid and the market value. However, if the amount received for the goods or services is \$25 or less, the amount is not a contribution.
- If goods and services used in the person's election campaign or in relation to third party advertisements are purchased for less than their market value, the difference between the market value and the amount paid.
- Any unpaid but guaranteed balance in respect of a loan under section 88.17 (Campaign Account Loans).

### **Not Contributions**

In addition to the statement above [88.15 (1)]:

- The value of services provided by voluntary unpaid labour.
- The value of services provided voluntarily, under the direction of the person or the individual, corporation or trade union, by an employee whose compensation from all sources for providing the services does not exceed the compensation the employee would normally receive for the period the services are provided.
- An amount of \$25 or less that is donated at a fund-raising function.
- The amount received for goods and services sold at a fund-raising function, if the amount is \$25 or less.
- The amount of a loan under section 88.17 (Campaign Account Loans).
- For a person referred to in 88.15 (1), the value of political advertising provided without charge on a broadcasting undertaking as defined in section 2 of the *Broadcasting Act (Canada)*, if,

- it is provided in accordance with that Act and the regulations and guidelines made under it, and
- it is provided equally to all candidates for office on the particular council or local board.

### **Value of Goods and Services**

The value of goods and services provided as a contribution is,

- (a) if the contributor is in the business of supplying these goods and services, the lowest amount the contributor charges the general public in the same market area for similar goods and services provided at or about the same time;
- (b) if the contributor is not in the business of supplying these goods and services, the lowest amount a business providing similar goods or services charges the general public for them in the same market area at or about the same time.

### **RESTRICTION: USE OF OWN MONEY [SECTION 88.16]**

A contributor shall not make a contribution of money that does not belong to the contributor.

However, this does not apply to the personal representative of a deceased person whose will directs that a contribution be made to a named candidate or a registered third party, as the case may be, out of the funds of the estate.

### **CAMPAIGN ACCOUNT LOANS [SECTION 88.17]**

A candidate and his or her spouse may obtain a loan only from a bank or other recognized lending institution in Ontario, to be paid directly into the candidate's campaign account. Only the candidate and his or her spouse may guarantee a loan.

## **EXPENSES**

### **WHAT CONSTITUTES AN EXPENSE [SECTION 88.19]**

Costs incurred for goods or services by or under the direction of a person wholly or partly for use in his or her election campaign are expenses.

Without restricting the generality of 88.19 (1), the following amounts are expenses:

- The replacement value of goods retained by the person from any previous election in the municipality and used in the current election.
- The value of contributions of goods and services.
- Audit and accounting fees.
- Interest on loans under section 88.17 (Campaign Account Loans).
- The cost of holding fund-raising functions.
- The cost of holding parties and making other expressions of appreciation after the close of voting.
- For a candidate, expenses relating to a recount or a proceeding under section 83 (Controverted Elections).
- Expenses relating to a compliance audit.
- Expenses that are incurred by a candidate with a disability, are directly related to the disability, and would not have been incurred but for the election to which the expenses relate.
- The cost of election campaign advertisements (within the meaning of section 88.3).

For greater certainty, the cost of holding fund-raising functions does not include costs related to,

- events or activities that are organized for such purposes as promoting public awareness of a candidate and at which the soliciting of contributions is incidental;  
or
- promotional materials in which the soliciting of contributions is incidental.

In the following circumstances, a candidate's expenses for the 2026 regular election that are described in 88.19 (3) paragraphs 7 and 8 may include his or her expenses as a candidate in the 2026 regular election for an office on the same council or local board:

1. The circumstances described in paragraph 4 of subsection 88.24 (1) (deficit).
2. The circumstances described in paragraph 5 of subsection 88.24 (1) (expenses relating to a recount, etc.).

## **CANDIDATES' EXPENSES [SECTION 88.20]**

An expense shall not be incurred by or under the direction of a person unless he or she is a candidate.

### **Only during campaign period**

An expense shall not be incurred by or under the direction of a candidate outside his or her election campaign period.

### **Exception, auditor's report**

Despite 88.20 (2) (Only During Campaign Period), a candidate whose election campaign period ends as described in paragraph 2, 3 or 4 of subsection 88.24 (1) (Election Campaign Period for Candidates) may incur expenses related to the preparation of an auditor's report under section 88.25 (Candidates' Financial Statements, etc.) after the campaign period has ended.

For greater certainty, expenses, including audit and accounting fees, related to the preparation of an auditor's report after the campaign period has ended constitute campaign expenses.

### **Who may incur expense**

An expense may only be incurred by a candidate or an individual acting under the candidate's direction.

### **Maximum amount**

During the period that begins on the day a Candidate is nominated and ends on Voting Day, his or her expenses shall not exceed an amount calculated in accordance with the prescribed formula.

A Candidate shall be provided with the maximum campaign expenses amount upon filing of his or her Nomination Papers (see Nominations section of this manual).

### **Maximum amount for parties, etc., after voting day**

The expenses of a candidate that are for the holding of parties and making other expressions of appreciation after the close of voting shall not exceed an amount calculated in accordance with the prescribed formula.

The formula that is prescribed, must be written so that the amount calculated under it varies based on the maximum amount determined under 88.20 (6) (Maximum Amount) for the office for which the candidate is nominated.

### **DUTIES OF CANDIDATES [SECTION 88.22]**

The Clerk shall provide the “Duties of Candidates” WP FORM 42 at the time of filing.



## FORM WP36

### Contributions to Registered Candidates

*Municipal Elections Act, 1996 (sec. 88.8 and 88.9)*

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## MUNICIPALITY OF WEST PERTH

# CONTRIBUTIONS TO REGISTERED CANDIDATES

*Municipal Elections Act, 1996 (Section 88.8 and 88.9)*

### CONTRIBUTIONS TO REGISTERED CANDIDATES [SECTION 88.8 (1) – (5)]

A contribution shall not be made to or accepted by a person or an individual acting under the person's direction unless the person is a candidate.

A contribution made to or accepted by a candidate, or to an individual acting under the candidate's direction, shall only be made during the candidate's election campaign period.

Contributions shall only be made by the following:

- An individual who is normally resident in Ontario;
- The candidate and his or her spouse, subject to if the spouse of a candidate is not normally resident in Ontario, a candidate and his or her spouse may make contributions only to the candidate's election campaign.

The following shall not make a contribution:

- A federal political party registered under the *Canada Elections Act* or any federal constituency association or registered candidate at a federal election endorsed by that party.
- A provincial political party, constituency association, registered candidate or leadership contestant registered under the *Election Finances Act*.
- A corporation that carries on business in Ontario;
- A trade union that holds bargaining rights for employees in Ontario;
- The Crown in right of Canada or Ontario, a municipality or local board.

### **ACCEPTANCE OF CONTRIBUTIONS [SECTION 88.8 (6) – (10)]**

A contribution may be accepted only by a candidate or an individual acting under the direction of the candidate.

A contribution may be accepted only from a person or entity that is entitled to make a contribution.

A contribution of money that exceeds \$25 shall not be contributed in the form of cash and shall be contributed in a manner that associates the contributor's name and account with the payment or by money order signed by the contributor.

The listing of the phone number and email address and/or hyperlink to the candidate's website by the municipality or local board does not constitute a contribution to a candidate.

### **MAXIMUM CONTRIBUTIONS TO CANDIDATES (SECTION 88.9)**

A contributor shall not make contributions exceeding a total of:

- \$1,200 to any one candidate in an election;
- Except if a person is a candidate for more than one office a contributor's total contributions to that candidate in respect of all the offices shall not exceed \$1,200;
- \$5,000 to two or more candidates for office on the same council or local board;
- Except if the candidate is contributing to the candidates own election campaign, then the maximum contributions do not apply;
- Except if the contributor is the spouse of the candidate, then the maximum contributions do not apply.

**A candidate shall ensure that,**

- (a) no contributions of money are accepted or expenses are incurred unless one or more campaign accounts are first opened at a financial institution exclusively for the purposes of the election campaign;
- (b) all contributions of money are deposited into the campaign accounts;
- (c) all funds in the campaign accounts are used exclusively for the purposes of the election campaign;
- (d) all payments for expenses are made from the campaign accounts;
- (e) contributions of goods or services are valued;
- (f) receipts are issued for every contribution and obtained for every expense;
- (g) records are kept of,
  - (i) the receipts issued for every contribution,
  - (ii) the value of every contribution,
  - (iii) whether a contribution is in the form of money, goods or services, and
  - (v) the contributor's name and address;
- (h) records are kept of every expense including the receipts obtained for each expense;
- (i) records are kept of any claim for payment of an expense that the candidate disputes or refuses to pay;
- (j) records are kept of the gross income from a fund-raising function and the gross amount of money received at a fund-raising function by donations of \$25 or less or by the sale of goods or services for \$25 or less;
- (k) records are kept of any loan and its terms under section 88.17 (Campaign Account Loans);
- (l) the records described in clauses (g), (h), (i), (j) and (k) are retained by the candidate for the term of office of the members of the council or local board and until their successors are elected and the newly elected council or local board is organized;

- (m) financial filings are made in accordance with sections 88.25 (Candidates' Financial Statements, etc.) and 88.32 (Return of Surplus for Subsequent Expenses);
- (n) proper direction is given to the persons who are authorized to incur expenses and accept or solicit contributions under the direction of the candidate;
- (o) a contribution of money made or received in contravention of this Act or a by-law passed under this Act is returned to the contributor as soon as possible after the candidate becomes aware of the contravention;
- (p) a contribution not returned to the contributor under clause (o) is paid to the clerk with whom the candidate's nomination was filed;
- (q) an anonymous contribution is paid to the clerk with whom the candidate's nomination was filed; and
- (r) each contributor is informed that a contributor shall not make contributions exceeding,
  - (i) subject to subsection (2), a total of \$1,200 to any one candidate in an election, and
  - (ii) a total of \$5,000 to two or more candidates for offices on the same council or local board.

### **Exclusion of certain expenses**

Expenses described in paragraph 2 of subsection 88.19 (3) (Audit and Accounting Fees) are not expenses for the purpose of clause (a) above.

### **Contributions paid to clerk**

Contributions paid to the clerk under clause (p) or (q) above become the property of the local municipality.

# Third Party Advertising

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A 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 has been certified by the Clerk.

## **ELIGIBILITY FOR REGISTRATION [SECTION 88.6 (4), (5) AND (6)]**

Registration shall be restricted to the following persons and entities:

- An individual who is normally resident in Ontario.
- A corporation that carries on business in Ontario.
- A trade union that holds bargaining rights for employees in Ontario.

The following persons and entities are deemed ineligible to register:

- A candidate whose nomination has been filed.
- A federal political party registered under the *Canada Elections Act* or any federal constituency association or registered candidate at a federal election endorsed by that party.
- A provincial political party, constituency association, registered candidate or leadership contestant registered under the *Election Finances Act*.
- The Crown in right of Canada or Ontario, a municipality or local board.

A Candidate whose nomination has been filed shall not direct any third party advertisements.

## **FILING THE NOTICE OF REGISTRATION [SECTION 88.6 (2), (7) AND (13)]**

“Notice for Registration” [PR FORM 7](#) shall be filed with the Clerk from the first business day of May in 2026 (first day for filing Nominations) to Friday, October 21, 2026 (the Friday before voting day) during regular office hours in the following manner:

- in person or by an agent
- no faxed or other electronically transmitted registration notices will be accepted – original signatures required

- with proof of identity as prescribed in *O. Reg. 304/13*, as amended
- with the declaration of qualification, signed by the individual or by a representative of the corporation or trade union
- a resolution from the corporation or trade union that authorizes the person or agent to register on their behalf, if applicable

The Clerk shall administer the Declaration of Qualifications on the “Notice for Registration” and the “Declaration of Qualifications – Third Party Advertiser” **Form WP34** oaths to the individual or to the representative of the corporation or trade union. The date and time of filing are to be filled in by the Clerk and initialled by the individual or by a representative of the corporation or trade union. The Clerk will then sign the Notice for Registration and Declaration of Qualifications.

For registrations for a By-Election, refer to Section 88.6 (8) to (12).

### **ESTIMATED MAXIMUM THIRD PARTY EXPENSES [SECTION 88.21 (15)]**

The Clerk shall calculate the estimated maximum third party expenses for registered third parties on the “Estimated Maximum Third Party Expenses” **Form WP39** and provide a copy to the individual filing the registration. The Clerk’s calculation is final.

### **NOTICE OF PENALTIES [SECTION 88.29 (7)]**

The Clerk shall, at least 30 days before the filing date, provide a notice of the penalties on the “Notice of Penalties – Registered Third Parties” **Form WP48** to every Registered Third Party that registered in the municipality.

### **FINAL CALCULATION OF THIRD PARTY EXPENSES [SECTION 88.21 (11) TO (17)]**

The Clerk shall, after determining from the number of eligible electors from the Voters List, calculate the maximum amount of third party expenses that each registered third party may incur and prepare a “Certificate of Maximum Third Party Expenses” **Form WP40**. The certificate shall be given to each individual that filed a Notice of Registration for Third Party Advertising in the case of a regular election, on or before September 25, 2026; and in the case of a by-election, within 10 days after the Clerk makes the corrections under subparagraph 4 iii of subsection 65 (4) or subparagraph 3 ii of subsection 65 (5).

The number of electors to be used in this final calculation is to be the greater of the following:

- the number determined from the Voters List from the previous regular election, as it existed on Nomination Day for the 2022 election, adjusted for changes under Section 24 and 25 that were approved as of that day;
- the number determined from the Voters List for the current election as it exists on September 15 in the year of the current election, adjusted for changes under Section 24 and 25 that were approved as of that day. [Section 88.21 (11)]

The Clerk's calculation is final and shall be made in accordance with the prescribed formula in *Ontario Regulation 101/97*.

### **CERTIFICATION OF NOTICE OF REGISTRATION [SECTION 88.6 (13) AND (14)]**

The Clerk will do a review of each notice received to determine qualification and if the notice complies with the *Municipal Elections Act, 1996*. Once satisfied the third party is qualified, the Clerk will complete the "Certification by Clerk" section on the "Notice for Registration"

If not satisfied the Clerk shall reject the notice. The Clerk's decision is final.

### **ADVERTISEMENTS [SECTION 88.4, 88.5]**

#### **Restricted Period and Expenses**

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 (first business day in May) 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 parties' expenses).

## **Mandatory Information in Advertisements**

All Third Party Advertisements shall contain the following information:

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

## **Mandatory Information for Broadcaster, etc.**

All Registered Third Parties shall provide the following information to a broadcaster or publisher in writing:

- the name of the registered third party;
- the name, business address and telephone number of the individual who deals with the broadcaster or publisher under the direction of the registered third party;
- the municipality where the registered third party is registered.

## **MUNICIPAL AUTHORITY TO REMOVE ADVERTISEMENTS [SECTION 88.7]**

If a municipality is satisfied that there has been a contravention of section 88.3 (candidates' election campaign advertisements), 88.4 (third party advertisements) or 88.5 (mandatory information in third party advertisements), 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.

## **DUTIES OF REGISTERED THIRD PARTIES [SECTION 88.26]**

The Clerk shall provide the "Duties of Registered Third Parties" FORM WP45 at the time of filing.



## FORM WP38

### Broadcaster/Publisher Information Sheet – Third Party Advertiser

*Municipal Elections Act, 1996 (sec. 88.5)*

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#### **Mandatory information in third party advertisements**

**88.5** (1) No registered third party shall cause a third party advertisement to appear during the restricted period unless the advertisement contains the following information:

1. The name of the registered third party.
2. The municipality where the registered third party is registered.
3. A telephone number, mailing address or email address at which the registered third party may be contacted regarding the advertisement. 2016, c. 15, s. 48.

#### **Mandatory information for broadcaster, etc.**

(2) A registered third party shall not cause a third party advertisement to appear during the restricted period unless he, she or it provides the following information to the broadcaster or publisher in writing:

1. The name of the registered third party.
2. The name, business address and telephone number of the individual who deals with the broadcaster or publisher under the direction of the registered third party.
3. The municipality where the registered third party is registered. 2016, c. 15, s. 48.

#### **Prohibition, broadcaster or publisher**

(3) No broadcaster or publisher shall cause a third party advertisement to appear during the restricted period if the information set out in paragraphs 1 to 3 of subsection (2) has not been provided. 2016, c. 15, s. 48.

#### **Records**

(4) The broadcaster or publisher of a third party advertisement shall maintain records containing the following information for a period of four years after the date the advertisement appears and shall permit the public to inspect the records during normal business hours:

1. The information provided under subsection (2).
2. A copy of the advertisement, or the means of reproducing it for inspection.
3. A statement of the charge made for its appearance. 2016, c. 15, s. 48.



**FORM WP34**

**Declaration of Qualifications – Third Party Advertiser**

*Municipal Elections Act, 1996 (sec. 88.6)*

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I, \_\_\_\_\_, am:

(individual or corporation or trade union name)

An individual who is normally resident in Ontario

A corporation that carries on business in Ontario

A trade union that holds bargaining rights for employees in Ontario

I, \_\_\_\_\_, am:

(person or agents name)

A person

An agent

Do Solemnly Declare That:

1. I am qualified pursuant to the *Municipal Elections Act, 1996* to file a notice of registration to be a registered third party advertiser for the election.

2. I am not:

- A Candidate whose nomination has been filed.
- A federal political party registered under the *Canada Elections Act* or any federal constituency association or registered candidate at a federal election endorsed by that party.
- A provincial political party, constituency association, registered candidate or leadership contestant registered under the *Election Finances Act*.

3. I am not under the direction of a Candidate whose nomination has been filed.

AND I make this solemn Declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath and by virtue of the *Canada Evidence Act*.

Declared before me at the (Municipality of West Perth)

This \_\_\_\_\_ day of \_\_\_\_\_, 2026

\_\_\_\_\_  
(Signature of individual or representative of the corporation or trade union)

\_\_\_\_\_  
(Signature of Municipal Clerk or designate)

**Note:** *Each individual or representative of the corporation or trade union may be asked for ID and each person or agent filing on behalf of a corporation or trade union may be requested to provide a resolution from the corporation or trade union that authorizes the person or agent to register on their behalf.*

Personal information on this form is collected under the authority of the *Municipal Elections Act, 1996* and will be used for the registration of third party advertisers for the municipal election and will be available for public inspection in the office of the Clerk, (Municipality of West Perth) until the next municipal election. Questions about this collection of personal information should be directed to (James Hutson).



## FORM WP39

### Estimated Maximum Third Party Expenses

*Municipal Elections Act, 1996 (sec. 88.21)*

TO:

_____ / _____	
(Name of Individual, Corporation or Trade Union) / (Name of Individual Who Registered)	
_____	_____
(Address)	(Postal Code)

I hereby certify that the estimated maximum third party expenses that a registered third party is permitted to incur in the Municipal Election to be held October 26, 2026, is \$5,343,95

\_\_\_\_\_  
Date

\_\_\_\_\_  
Municipal Clerk or designate

The Clerk shall give the individual filing a Notice of Registration for Third Party Advertising a Preliminary Calculation of the estimated maximum third party expenses at the time of filing, based upon the number of electors on the Voters List as of Nomination Day for the 2022 election. [Section 88.21 (13)(a)]

On or before September 25, 2026; and in the case of a by-election, within 10 days after the clerk makes the corrections under subparagraph 4 iii of subsection 65 (4) or subparagraph 3 ii of subsection 65 (5), the Clerk shall give a Final Calculation of the applicable maximum third party expenses to each individual that filed a Notice of Registration for Third Party Advertising. The number of electors to be used in this final calculation is to be the greater of the following:

- the number determined from the Voters List from the previous regular election, as it existed on Nomination Day for the 2022 election, adjusted for changes made under Sections 24 and 25 that were approved as of that day;
- the number determined from the Voters List for the current election, as it exists on September 15 in the year of the current election, adjusted for changes made under Sections 24 and 25 that were approved as of that day [Section 88.21(11)]

\* *Formula for calculation provided in Ontario Regulation 101/97.*



## FORM WP48

### Notice of Penalties – Registered Third Party

*Municipal Elections Act, 1996 [sec. 88.29 (7)]*

TO:

_____ / _____ (Name of Individual, Corporation or Trade Union) / (Name of Individual Who Registered)	
_____	_____
(Address)	(Postal Code)

#### **EFFECT OF DEFAULT BY REGISTERED THIRD PARTY [88.27 (1)]**

**TAKE NOTICE THAT A REGISTERED THIRD PARTY SHALL**, subject to subsection 88.27 (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

#### **OFFENCES [92 (4)]**

**TAKE NOTICE THAT A REGISTERED THIRD PARTY SHALL** be 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.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Municipal Clerk or designate

The Clerk shall, at least 30 days before the filing date, give to each third party that registered in the municipality notice of the penalties under subsections 88.27 (1) and 92 (4) related to third party advertisements.



**FORM WP40**

**Certificate of Maximum Third Party Expenses**

*Municipal Elections Act, 1996 (sec. 88.21)*

TO:

_____ / _____	
(Name of Third Party)	(Name of Representative)
_____	_____
(Address)	(Postal Code)

I hereby certify that the estimated maximum third party expenses that a registered third party is permitted to incur in the Municipal Election to be held October 26, 2026, is

\_\_\_\_\_ \*

\_\_\_\_\_  
Date

\_\_\_\_\_  
Municipal Clerk or designate

On or before September 25, 2026; and in the case of a by-election, within 10 days after the Clerk makes the corrections under subparagraph 4 iii of subsection 65 (4) or subparagraph 3 ii of subsection 65 (5), the Clerk shall give a Final Calculation of the applicable maximum third party expenses to each individual that filed a Notice of Registration for Third Party Advertising. The number of electors to be used in this final calculation is to be the greater of the following:

- the number determined from the Voters List from the previous regular election, as it existed on Nomination Day for the 2022 election, adjusted for changes made under Sections 24 and 25 that were approved as of that day;
- the number determined from the Voters List for the current election, as it exists on September 15 in the year of the current election, adjusted for changes made under Sections 24 and 25 that were approved as of that day [Section 88.21(11)]

\* Formula for calculation provided in Ontario Regulation 101/97.



**FORM WP41**

**Certificate of Maximum Third Party Expenses for Parties Etc.**

*Municipal Elections Act, 1996 [s. 88.21(9)]*

TO:

_____ / _____	
(Name of Third Party)	(Name of Representative)
_____	_____
(Address)	(Postal Code)

I hereby certify that the estimated maximum amount of expenses for parties, etc. that a registered third party is permitted to incur in the Municipal Election to be held October 26, 2026, is \_\_\_\_\_\*.

\_\_\_\_\_

Date Municipal Clerk or designate

In accordance with MEA, s.88.21(9), upon registering the registered third party, the Clerk shall give the individual filing the registration a certificate setting out the maximum amount for expenses for parties etc. For the preliminary certificate, the Clerk shall calculate an estimated amount using the number of electors from the Voters List as it existed on Nomination Day for the 2022 municipal election.

On or before September 25, 2026, and in the case of a by-election, within 10 days after the Clerk makes the corrections under subparagraph 4 iii of subsection 65 (4) or subparagraph 3 ii of subsection 65 (5), the Clerk shall give a Final Calculation of the applicable maximum third party expenses to each individual that filed a Notice of Registration for Third Party Advertising. The number of electors to be used in this final calculation is to be the greater of the following:

- the number determined from the Voters List from the previous regular election, as it existed on Nomination Day for the 2022 election, adjusted for changes made under Sections 24 and 25 that were approved as of that day;
- the number determined from the Voters List for the current election, as it exists on September 15 in the year of the current election, adjusted for changes made under Sections 24 and 25 that were approved as of that day [Section 88.21(11)]

\* *Formula for calculation provided in Ontario Regulation 101/97.*

**A registered third party shall ensure that,**

- (a) no contributions of money are accepted or expenses are incurred in relation to third party advertisements that appear during an election in a municipality unless one or more campaign accounts are first opened at a financial institution exclusively for the purposes of the election campaign;
- (b) all contributions of money are deposited into the campaign accounts;
- (c) all funds in the campaign accounts are used exclusively for the purposes of the election campaign;
- (d) all payments for expenses are made from the campaign accounts;
- (e) contributions of goods or services are valued;
- (f) receipts are issued for every contribution and obtained for every expense;
- (g) records are kept of,
  - (i) the receipts issued for every contribution,
  - (ii) the value of every contribution,
  - (iii) whether a contribution is in the form of money, goods or services, and
  - (iv) the contributor's name and address;
- (h) records are kept of every expense including the receipts obtained for each expense;
- (i) records are kept of any claim for payment of an expense that the registered third party disputes or refuses to pay;
- (j) records are kept of the gross income from a fund-raising function and the gross amount of money received at a fund-raising function by donations of \$25 or less or by the sale of goods or services for \$25 or less;
- (k) records are kept of any loan and its terms under section 88.17 (Account Loans);
- (l) the records described in clauses (g), (h), (i), (j) and (k) are retained by the registered third party for the term of office of the members of the council or local board and until

their successors are elected and the newly elected council or local board is organized;

- (m) financial filings are made in accordance with sections 88.29 (Financial Statements, etc.) and 88.32 (Return of Surplus for Subsequent Expenses);
- (n) proper direction is given to the persons who are authorized to incur expenses and accept or solicit contributions under the direction of the registered third party;
- (o) a contribution of money made or received in contravention of this Act or a by-law passed under this Act is returned to the contributor as soon as possible after the registered third party becomes aware of the contravention;
- (p) a contribution not returned to the contributor under clause (o) is paid to the clerk of the municipality in which the registered third party is registered;
- (q) an anonymous contribution is paid to the clerk of the municipality in which the registered third party is registered; and
- (r) each contributor is informed that a contributor shall not make contributions exceeding,
  - (i) a total of \$1,200 to any one registered third party in relation to third party advertisements, and
  - (ii) a total of \$5,000 to two or more registered third parties registered in the same municipality in relation to third party advertisements.

### **Exclusion of certain expenses**

Expenses described in paragraph 2 of subsection 88.19 (3) (Audit and Accounting Fees) are not expenses for the purpose of clause (a) above.

### **Contributions paid to clerk**

Contributions paid to the clerk under clause (p) or (q) above become the property of the local municipality.

# Contributions & Expenses to Third Parties

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## CONTRIBUTIONS

### CONTRIBUTIONS TO REGISTERED THIRD PARTIES [SECTION 88.12 (1) TO (5)]

A contribution shall not be made in relation to third party advertisements that appear during an election in a municipality unless they are a registered third party.

A contribution to a registered third party, or to an individual acting under his, her or its direction, shall only be made during the restriction period.

Contributions shall only be made by the following:

- An individual who is normally resident in Ontario.
- A corporation that carries on business in Ontario.
- A trade union that holds bargaining rights for employees in Ontario.
- The registered third party and, in the case of an individual, his or her spouse, subject to if the spouse of a registered third party is not normally registered in Ontario, the spouse may make contributions only to the registered third party.

The following shall not make a contribution:

- A federal political party registered under the *Canada Elections Act* or any federal constituency association or registered candidate at a federal election endorsed by that party.
- A provincial political party, constituency association, registered candidate or leadership contestant registered under the *Election Finances Act*.
- The Crown in right of Canada or Ontario, a municipality or local board.

### ACCEPTANCE OF CONTRIBUTIONS [SECTION 88.12 (6) TO (8)]

A contribution may be accepted only by a registered third party or an individual acting under the direction of the registered third party.

A contribution may be accepted only from a person or entity that is entitled to make a contribution.

A contribution of money that exceeds \$25 shall not be contributed in the form of cash and shall be contributed in a manner that associates the contributor's name and account with the payment or by money order signed by the contributor.

### **MAXIMUM CONTRIBUTIONS TO REGISTERED THIRD PARTIES [SECTION 88.13]**

A contributor shall not make contributions in relation to third party advertisements exceeding a total of:

- \$1,200 to a registered third party that appears during an election in a municipality;
- \$5,000 to two or more third parties registered in the same municipality;
- Except if the third party is contributing to itself, then the maximum contributions do not apply;
- Except if the contributor is the spouse of an individual that is a registered third party, then the maximum contributions do not apply.

The Clerk shall provide the "Contributions to Registered Third Parties" **WP FORM 35** at the time of filing.

### **FUND-RAISING FOR REGISTERED THIRD PARTIES [SECTION 88.14]**

Only registered third parties in the municipality may hold a fund-raising function relating to third party advertisements.

Fund-raising functions may only be held during the campaign period.

### **WHAT CONSTITUTES A CONTRIBUTION [SECTION 88.15]**

Money, goods and services given to and accepted by an individual, corporation or trade union in relation to third party advertisements, or given to and accepted by another person who is acting under the direction of the individual, corporation or trade union, are contributions.

## Contributions

In addition to the statement above [88.15 (3)]:

- An amount charged for admission to a fund-raising function.
- If goods and services are sold for more than their market value at a fund-raising function, the difference between the amount paid and the market value. However, if the amount received for the goods or services is \$25 or less, the amount is not a contribution.
- If goods and services used in the person's election campaign or in relation to third party advertisements are purchased for less than their market value, the difference between the market value and the amount paid.
- Any unpaid but guaranteed balance in respect of a loan under section 88.17 (Campaign Account Loans).

## Not Contributions

In addition to the statement above [88.15 (4)]:

- The value of services provided by voluntary unpaid labour.
- The value of services provided voluntarily, under the direction of the person or the individual, corporation or trade union, by an employee whose compensation from all sources for providing the services does not exceed the compensation the employee would normally receive for the period the services are provided.
- An amount of \$25 or less that is donated at a fund-raising function.
- The amount received for goods and services sold at a fund-raising function, if the amount is \$25 or less.
- The amount of a loan under section 88.17 (Campaign Account Loans).
- For a person referred to in 88.15 (1), the value of political advertising provided without charge on a broadcasting undertaking as defined in section 2 of the *Broadcasting Act (Canada)*, if,
  - it is provided in accordance with that Act and the regulations and guidelines made under it, and
  - it is provided equally to all candidates for office on the particular council or local board.

## **Value of Goods and Services**

The value of goods and services provided as a contribution is,

- (a) if the contributor is in the business of supplying these goods and services, the lowest amount the contributor charges the general public in the same market area for similar goods and services provided at or about the same time;
- (b) if the contributor is not in the business of supplying these goods and services, the lowest amount a business providing similar goods or services charges the general public for them in the same market area at or about the same time.

### **RESTRICTION: USE OF OWN MONEY [SECTION 88.16]**

A contributor shall not make a contribution of money that does not belong to the contributor.

However, this does not apply to the personal representative of a deceased person whose will directs that a contribution be made to a named candidate or a registered third party, as the case may be, out of the funds of the estate.

### **CAMPAIGN ACCOUNT LOANS [SECTION 88.17]**

A registered third party and, in the case of an individual, his or her spouse, may obtain a loan in relation to third party advertisements only from a bank or other recognized lending institution in Ontario, to be paid directly into the campaign account. Only the registered third party and, in the case of an individual, his or her spouse may guarantee a loan.

## **EXPENSES**

### **WHAT CONSTITUTES AN EXPENSE [SECTION 88.19]**

Costs incurred by or under the direction of an individual, corporation or trade union for goods or services for use wholly or partly in relation to third party advertisements that appear during an election in a municipality are expenses.

Without restricting the generality of 88.19 (3), the following amounts are expenses:

- The replacement value of goods retained by the individual, corporation or trade union from any previous election in the municipality and used in the current election.
- The value of contributions of goods and services.
- Audit and accounting fees.
- Interest on loans under section 88.17 (Campaign Account Loans).
- The cost of holding fund-raising functions.
- The cost of holding parties and making other expressions of appreciation after the close of voting.
- Expenses relating to a compliance audit.
- Expenses that are incurred by a registered third party who is an individual with a disability, are directly related to the disability, and would not have been incurred but for the election to which the expenses relate.
- The cost of third party advertisements (within the meaning of section 88.3).

For greater certainty, the cost of holding fund-raising functions does not include costs related to,

- events or activities that are organized for such purposes as promoting public awareness of a candidate and at which the soliciting of contributions is incidental;  
or
- promotional materials in which the soliciting of contributions is incidental.

### **REGISTERED THIRD PARTIES' EXPENSES [SECTION 88.21]**

An expense shall not be incurred by or under the direction of an individual, corporation or trade union in relation to third party advertisements that appear during an election in a municipality unless he, she or it is a registered third party in the municipality.

## **Only during campaign period**

An expense shall not be incurred by or under the direction of a registered third party in relation to third party advertisements outside the campaign period for the registered third party in relation to the election in the municipality.

## **Exception, auditor's report**

Despite subsection 88.21 (2) (Only During Campaign Period), a registered third party whose campaign period in relation to an election in a municipality ends as described in paragraph 2 or 3 of section 88.28 (Campaign Period for Registered Third Parties) may incur expenses related to the preparation of an auditor's report under section 88.29 (Financial Statements, etc., of Registered Third Parties) after the campaign period has ended.

For greater certainty, expenses, including audit and accounting fees, described above constitute third party expenses.

## **Who may incur expense**

An expense may only be incurred by a registered third party or an individual acting under the direction of the registered third party.

## **Maximum amount**

During the campaign period for third party advertisements, the expenses of a registered third party in relation to third party advertisements that appear during an election in a municipality shall not exceed an amount calculated in accordance with the prescribed formula.

A Third Party shall be provided with the maximum third party expenses amount upon registering as a Third Party Advertiser (see Third Party Advertising section of this manual)

## **Maximum amount for parties, etc., after voting day**

The expenses of a registered third party are for the holding of parties and making other expressions of appreciation after the close of voting shall not exceed an amount calculated in accordance with the prescribed formula.

The formula that is prescribed must be written so that the amount calculated under it varies based on the maximum amount determined under 88.21 (6) (Maximum Amount).



## FORM WP35

### Contributions to Registered Third Parties

*Municipal Elections Act, 1996 (Sections 88.12, 88.13, 88.14)*

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#### **CONTRIBUTIONS TO REGISTERED THIRD PARTIES [SECTION 88.12 (1) to (5)]**

A contribution shall not be made in relation to third party advertisements that appear during an election in a municipality unless they are a registered third party.

A contribution to a registered third party, or to an individual acting under his, her or its direction, shall only be made during the campaign period.

Contributions shall only be made by the following:

- An individual who is normally resident in Ontario.
- A corporation that carries on business in Ontario.
- A trade union that holds bargaining rights for employees in Ontario.
- The registered third party and, in the case of an individual, his or her spouse, subject to if the spouse of a registered third party is not normally registered in Ontario, the spouse may make contributions only to the registered third party.

The following shall not make a contribution:

- A federal political party registered under the *Canada Elections Act* or any federal constituency association or registered candidate at a federal election endorsed by that party.
- A provincial political party, constituency association, registered candidate or leadership contestant registered under the *Election Finances Act*.
- The Crown in right of Canada or Ontario, a municipality or local board.

#### **ACCEPTANCE OF CONTRIBUTIONS [SECTION 88.12 (6) to (8)]**

A contribution may be accepted only by a registered third party or an individual acting under the direction of the registered third party.

A contribution may be accepted only from a person or entity that is entitled to make a contribution.

A contribution of money that exceeds \$25 shall not be contributed in the form of cash and shall be contributed in a manner that associates the contributor's name and account with the payment or by money order signed by the contributor.

### **MAXIMUM CONTRIBUTIONS TO REGISTERED THIRD PARTIES (SECTION 88.13)**

A contributor shall not make contributions in relation to third party advertisements exceeding a total of:

- \$1,200 to a registered third party that appear during an election in a municipality;
- \$5,000 to two or more third parties registered in the same municipality;
- Except if the third party is contributing to itself, then the maximum contributions do not apply;
- Except if the contributor is the spouse of an individual that is a registered third party, then the maximum contributions do not apply.

### **FUND-RAISING FOR REGISTERED THIRD PARTIES (SECTION 88.14 AND 88.28)**

Only registered third parties in the municipality may hold a fund-raising function relating to third party advertisements.

Fund-raising functions may only be held during the campaign period.

\*NOTE: Please note the third party advertiser is solely responsible for complying with the legislation in the *Municipal Elections Act* relating to third party advertising

# Scrutineers

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## **Appointment - By Candidate – Qualification**

A candidate may appoint scrutineers to represent him/her at the Assistance Centre during the “0” count audit and receipt of voting results, including during a recount.

The appointment shall be made using the “Appointment of Scrutineer By Candidate” [Form WP04](#). The forms to appoint scrutineers, must be signed by the candidate in person at the Municipal Office. The candidate shall be asked for proof of identity. The candidate shall provide the signed form to their scrutineer.

## **Number per candidate in Assistance Centre - One Only**

Only one certified candidate or his/her appointed scrutineer may be in attendance at a Assistance Centre or receipt of voting results.

The scrutineer/candidate must take an “Oral Oath of Secrecy” [Form WP22](#) at the Assistance Centre or receipt of voting results.

## **Appointment - By Elector - Recount [Section 61 (1)]**

In the case of a recount ordered under Section 58, the elector may appoint one scrutineer for the receipt of voting results.

The scrutineer/candidate must take an “Oral Oath of Secrecy” [Form WP22](#) at the receipt of voting results.

## **Appointment - Proof of**

A person appointed as a scrutineer, before being admitted to a Assistance Centre or receipt of votes shall show proof of his/her applicable appointment to the Election Official for the Assistance Centre or receipt of votes and shall provide proof of identity and residence as prescribed in *O. Reg. 304/13*.

## **Scrutineers Rights and Prohibitions**

Each scrutineer shall be responsible for his/her conduct, rights and prohibitions as set out on the applicable appointment form.



**Form WP04**

**Appointment of Scrutineer by Candidate**

*Municipal Elections Act, 1996*

<b>Candidate</b>	
Name of Candidate (please print)	
Candidate for the Office of (check one):	
<input type="checkbox"/> Mayor	<input type="checkbox"/> Avon Maitland District School Board Trustee
<input type="checkbox"/> Deputy Mayor	<input type="checkbox"/> Huron-Perth Catholic District School Board Trustee
<input type="checkbox"/> Councillor, Ward _____	<input type="checkbox"/> Conseil scolaire Viamonde
<b>Scrutineer Appointment</b>	
Name of Scrutineer Appointed (please print)	Date
I appoint the individual noted above as a scrutineer to represent me in the Municipality of West Perth 2026 Municipal Election	
Signature	Date

## Conduct of Scrutineers

1. ANYONE who is creating a disturbance at the Assistance Centre or receipt of voting results will be removed as directed by the Clerk.
2. To be admitted to a Voting Location, a person appointed as scrutineer shall show their Appointment of Scrutineer by Candidate Form to the Election Official at the Voting Location and take the Oral Oath of Secrecy.
3. Cell phones shall be turned off upon entering the Assistance Centre or receipt of voting results and their use is prohibited while in the Assistance Centre or receipt of voting results.
4. The Clerk is responsible for conduct in the Assistance Centre or receipt of voting results and no candidate or scrutineer has the right to interfere with the Clerk in the discharge of his/her duties.
5. Candidates or scrutineers shall not interfere with the Election Officials in the discharge of their duties.
6. Scrutineers and candidates are permitted in the voting location to observe the voting process. They are permitted to listen to discussions between Election Officials and Electors but they are NOT permitted to:
  - a. observe how an Elector votes,
  - b. speak to Electors, or
  - c. interfere with the voting process.
7. Candidates and scrutineers are permitted one scrutineer for a candidate or the candidate themselves will be allowed in the Elections Help Centre during voting hours.
8. The maximum number of candidates or scrutineers listed above may not be exceeded even for short times or for a candidate or scrutineer to speak with another candidate or scrutineer.
9. No campaign material of any nature whatsoever shall be displayed anywhere on property of the Voting Location, including the outside of a building, parking lot or yard. Anyone breaking this rule will be asked to remove the campaign material immediately. This includes:
  - a. wearing or giving out campaign material, or
  - b. a vehicle displaying campaign material in the Elections Help Centre parking lot.
10. Candidates or scrutineers wishing to observe the count MUST be at the Voting Location before 8:00 p.m. No one will be admitted to the Voting Location after 8:00 p.m.
11. The total of votes cast for each candidate as tabulated by the system is final. At this point, the Clerk is not required to do a recount/second count.

Any person failing to abide by the above rights and prohibitions shall be directed to leave the Assistance Centre or receipt of the voting results.



# Personnel

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## CLERK [SECTION 12 (1)]

The 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.

## DRO'S AND OTHER ELECTION OFFICIALS [SECTION 15]

When it is necessary to conduct an election, the Clerk shall appoint a Deputy Returning Officer for the Voter Assistance Centre and may appoint any other election officials for the election and for any recount that the Clerk considers are required.

The Clerk may delegate to a Deputy Returning Officer or other election official any of the Clerk's power or duties in relation to the election as he or she considers necessary. The Clerk may continue to exercise the delegated powers and duties despite the delegation. The delegation shall be in writing, "Delegation of Powers and Duties of Clerk" [Form WP20](#).

There shall be a substitute qualified person appointed to attend to the election details in the event the Clerk is unable to be present to conduct procedures on Voting Day.

The Returning Officer is required to complete and sign the "Oath of Returning Officer" [Form WP18](#) prior to May 1 of an election year.

All other election staff are required to complete and sign the "Appointment and Preliminary Oath or Affirmation for Election Officials" [Form WP19](#).

An application form, detailed job descriptions and appointment letters for election personnel are below.



## FORM WP26

### Duties and Responsibilities of the Deputy Returning Officer

*Municipal Elections Act, 1996*

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#### IDENTIFYING INFORMATION

Position: Deputy Returning Officer and/or Assistant Returning Officer

Reports To: Clerk

#### Delegation of Power and Duties:

The *Municipal Elections Act, 1996* authorizes the Clerk to “appoint any other election officials for the election and for any recount that the Clerk considers are required”.

**"Deputy Returning Officer"** (DRO) shall be defined as an election official appointed by the Clerk to assist the Clerk in the performance of his or her duties in relation to the conduct of the 2026 Municipal Election.

#### Goals and Objectives:

To maintain the integrity of the election process and to assist in carrying out the election.

#### Responsibilities:

All the duties/responsibilities of the Deputy Returning Officer shall be carried out in accordance with the *Municipal Elections Act, 1996* and the procedure set out and/or approved by the Returning Officer.

#### Pre Voting Day

- attend the training session/sign “Appointment and Preliminary Oath or Affirmation For Election Officials” Form WP19

- familiarize themselves with the election electronic ballots, policies, procedures, voting system, Voters List management system, forms, oaths, Voters List, and Voter Assistance Centre
- familiarize themselves with the *Municipal Elections Act* and the procedures for conducting a Voter Help Center
- attend a public information session
- respond to questions from electors
- determine the eligibility of voters
- assist the Returning Officer, as required

## **Voting Day**

### **A. Before the Opening of the Voter Help Center**

Responsibilities include:

- arrive at the Voter Help Center one-half hour prior to opening
- open and set up the Voter Help Center
- remove all campaign material from the Voter Help Center
- assist the Returning Officer, as required

### **B. During Voting Hours**

Responsibilities include:

- ensure the conduct and integrity of the voting process
- determine the eligibility of voters
- ensure that all eligible voters who request a PIN receive a Voter Information Letter
- ensure that the Voter Help Center is free of campaign material and is private
- administer any oaths as may be required
- close the Voter Help Center at 8:00 p.m. or as otherwise directed (i.e., institutions)
- contact the Clerk in the event of an emergency
- assist the Returning Officer, as required

### **C. After the Close of the Voter Help Center**

Responsibilities include:

- complete the prescribed election forms including final Oath
- contact the Clerk in the event of difficulties
- assist the Returning Officer, as required



## FORM WP27

### Duties and Responsibilities of the Election Assistant

*Municipal Elections Act, 1996*

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## MUNICIPALITY OF WEST PERTH

# DUTIES AND RESPONSIBILITIES OF THE ELECTION ASSISTANT

### IDENTIFYING INFORMATION

Position: Election Assistant  
Reports To: Clerk

### Delegation of Powers and Duties:

The *Municipal Elections Act, 1996* authorizes the Clerk to "appoint any other election officials for the election and for any recount that the Clerk considers are required".

"**Election Assistant**" shall be defined as an election official appointed by the Clerk to assist the Clerk in the performance of his or her duties in relation to the conduct of the 2026 Municipal Election.

### Goals and Objectives:

To maintain the integrity of the election process and to carry out the election process.

### Responsibilities:

All duties/responsibilities of the Election Assistant will be assigned by the Clerk.

### Pre Voting Day

- attend the training session/sign Appointment and Preliminary Oath or Affirmation For Election Officials [Form WP19](#)
- familiarize themselves with the *Municipal Elections Act* through the materials provided by the Clerk
- complete any other duties as assigned by the Clerk

### Voting Day

#### Before the Opening of the Voter Help Center

- Responsibilities as assigned by the Clerk

### **During Voting Hours**

- Responsibilities as assigned by the Clerk

### **After the Close of the Voter Help Center**

- Responsibilities as assigned by the Clerk
- take required oaths



**FORM WP28**

**Deputy Returning Officer (DRO)  
Appointment – Confirmation Letter**

*Municipal Elections Act, 1996*

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Date:

Re: 2026 Municipal Election

**DEPUTY RETURNING OFFICER**

Name

**ELECTION ASSISTANTS**

Identify Names of Election Assistants

**VOTER ASSISTANCE CENTRE**

160 Wellington Street, Mitchell ON N0K 1N0

This will confirm your appointment as Deputy Returning Officer at the above Voter Assistance Centre in the municipality for the Municipal Election during the voting period between October 19, 2026 to October 26, 2026, at the Clerk's direction.

The Election Assistant(s) noted above has been notified of his/her/their appointment(s).

You are required to take your oath of office.

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Clerk



**FORM WP29**

**Election Assistant Appointment –  
Confirmation Letter**

*Municipal Elections Act, 1996*

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Date:

Re: 2026 Municipal Election

**ELECTION ASSISTANT**

Name

**DEPUTY RETURNING OFFICER**

Identify Name of DRO

**VOTER ASSISTANCE CENTRE**

160 Wellington Street, Mitchell ON N0K 1N0

This will confirm your appointment as Election Assistant at the above Voter Assistance Centre in the municipality for the Municipal Election during the voting period between October 19, 2026 to October 26, 2026, at the Clerk's direction.

The Deputy Returning Officer noted above has been notified of his/her/their appointment(s).

You are required to take your oath of office.

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Clerk



**FORM WP18**

**Oath of Returning Officer**

*Municipal Elections Act, 1996*

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I, the undersigned, appointed in the capacity of Returning Officer, for the municipality swear or solemnly affirm:

That I will act faithfully in the capacity set out in my appointment and perform all the duties required by law without partiality, fear, favour or affection; and

That I will maintain and aid in maintaining the secrecy of the voting; and

That I will not attempt to:

- interfere with an elector when he/she is marking his/her ballot,
- obtain or communicate any information as to how an elector is about to vote or has voted, or
- directly or indirectly induce an elector to show his/her marked ballot to any person, or
- directly or indirectly influence how an elector votes.

SWORN or affirmed before me at the

\_\_\_\_\_ of \_\_\_\_\_

in the County of Perth

this \_\_\_\_\_ day of \_\_\_\_\_, 2026.

\_\_\_\_\_  
Commissioner of Oaths, etc.

\_\_\_\_\_  
Signature of Returning Officer



**FORM WP19**

**Appointment and Preliminary Oath or Affirmation for Election Officials**

*Municipal Elections Act, 1996*

**Check Applicable Box Below**

- DEPUTY RETURNING OFFICER**
- ELECTION ASSISTANT**

Name of Person Appointed:

I, the undersigned, appointed in the capacity of \_\_\_\_\_  
do hereby swear or solemnly affirm:

That I will act faithfully in the capacity set out in my appointment and perform all the duties required by law without partiality, fear, favour or affection; and

That I will maintain and aid in maintaining the secrecy of the voting; and

That I will not attempt to:

- interfere with an elector when he/she is marking his/her ballot,
- obtain or communicate any information as to how an elector is about to vote or has voted, or
- directly or indirectly induce an elector to show his/her marked ballot to any person.
- directly or indirectly influence how an elector votes.

SWORN or affirmed before me at the

\_\_\_\_\_ of \_\_\_\_\_

in the County of Perth

this \_\_\_\_\_ day of \_\_\_\_\_, 2026.

\_\_\_\_\_  
James Hutson, Clerk

\_\_\_\_\_  
Signature of person appointed



**FORM WP20**

**Delegation of Powers and Duties of Clerk**

*Municipal Elections Act, 1996 [s. 15(2),(3) and (4)]*

I, **James Hutson**, Municipal Clerk, of the Municipality of West Perth, in the exercise of the authority under the *Municipal Elections Act, 1996*, hereby delegate the powers and duties as set out below to the following persons below:

<b>DELEGATED POWER OR DUTY</b>	<b>STATUTORY AUTHORITY FOR POWER OR DUTY</b>	<b>NAME OF PERSON DELEGATED AUTHORITY</b>
Require a person, to provide proof that is satisfactory to the election official, of the person's identity or qualifications or of any other matter	Section 12 (3)	
Use forms and oaths as supplied by the Clerk	Section 12 (2)	
Authority to approve changes to the Voters List	Section 24, 25	
Conduct of election in accordance with DRO handbook and election policies and procedures	<i>Municipal Elections Act</i>	
To maintain peace and order, may remove any person from the Voting Place/Assistance Centre/Assistance Centre/Ballot Return Station that is causing a disturbance	Section 11 (2) (c)	

Where deemed appropriate in the conduct of this election, I may, in accordance with subsection 15 (3) of the *Act*, continue to exercise the delegated power and duties despite the delegation of responsibility hereby made.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Clerk

# Proxy Voting

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## PROXY VOTING [SECTION 44]

The municipality has chosen to use an alternative voting method and proxy voting will not be utilized.

# Voting Procedure: Internet / Telephone

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## **AUTHORITY [SECTION 42]**

A by-law authorizing internet/telephone voting must be passed on or before May 1 in the year prior to the election.

On October 20, 2025, By-law No. 60-2025 was passed authorizing internet/telephone voting.

## **SERVICE PROVIDER**

The service provider for internet/telephone voting, determined by the Clerk, is Simply Voting Systems Inc.

## **SYSTEM INTEGRITY**

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

- a) ensuring that every eligible elector on the Voters List, as amended, is sent a sealed Voter Information Letter containing the voter's unique PIN, by first class mail;
- b) ensuring that no one except the Clerk, or designate, can access PINs maintained by Simply Voting System Inc that match each voter's name and address; and
- c) providing an opportunity for eligible electors to be added to the Voters List or to make amendments to the list, up until the close of voting;
- d) 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;
- e) establishing proper procedures to ensure that no replacement PIN is issued unless an Election Official is completely satisfied of the eligible elector's identity;
- f) 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

- g) appointing an Auditor to test the Voting System in accordance with sections below, and providing same with read-only access to the Voting System.

## **AUDITOR**

The Auditor, appointed by the Clerk, shall test the voting system on several occasions. The test(s) shall include, but not be limited to the following:

- a) checking the wording of the script;
- b) checking the Assistance Centre telephones and internet access;
- c) checking script and input timing;
- d) attempting to use a PIN more than once;
- e) matching PINs to names and addresses;
- f) checking the system which is used for activating PINs through the revision process; and deliberately entering the wrong information.

## **SECRECY**

All complaints regarding any and/or all breaches of secrecy shall be documented by the Election Official as well as questions and answers of the complainant and, if deemed appropriate, the Clerk shall submit same to the Police for further investigation and possible prosecution.

## **PREPARATION OF VOTER INFORMATION LETTERS**

The Voters List, being the compilation of the Preliminary List of Electors and Interim List of Changes, shall be provided to Simply Voting at a time to be determined by the Clerk, in electronic format.

The Voters List shall be provided by Simply Voting Inc. to Taylor Demers Mail Processing Inc. in computer format at a time to be determined by the Clerk, to allow for printing of the Voter Information Letters in time for delivery. Voter Information Letters shall be sent via Canada Post Lettermail to all eligible Electors no later than October 14, 2026 to enable them to use the Telephone/Internet Voting service.

The Voter Information Letter will contain but not be limited to the following:

- a) the elector's PIN and the telephone number to call to cast their vote and the designated internet address (URL) to access to cast his or her vote using the Internet;

- b) instructions on how to vote;
- c) dates and hours of voting;
- d) the location and telephone number of the Revision and Assistance Centres;
- e) voter eligibility criteria;
- f) office and candidate information; and
- g) information on illegal and corrupt practices.

A person cannot give their 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 provisions under the *Municipal Elections Act*, specifically Sections 89 and 90.

## **VOTING PLACES [SECTION 45]**

For the purposes of elections conducted with alternative voting methods, a voting place is not required. Alternatively, the West Perth Municipal Office has been identified as a Voter Assistance Center to assist electors with the voting process, to make additions, deletions and corrections to the Voters List and to provide assistance and clarification on the election process.

## **VOTER ASSISTANCE CENTRE**

The Municipal Office will also be treated as a Voter Assistance Centre during normal business hours from October 19, 2026 to October 23, 2026 and until 8:00 p.m. on Election Day.

The Voter Assistance Centre shall be responsible for the following:

- d) Eligible voters who attend at the Voter Assistance Centre and are not on the Voters List will be added to the list by filling out an "Application to Amend Voters List" Form EL15 and providing proof of identity and residence as prescribed in *O. Reg. 304/13*. Their names will be added to the Voters List and they will be assigned and delivered a Voter Information Letter containing a PIN; however, for additions to the List made after September 15, 2026, the Voter Information Letter containing a PIN will be provided to the individual.
- e) Eligible voters who attend at the Assistance Centre will be able to request a replacement Voter Information Letter and PIN under certain circumstances:
  - iii) where a person on the Voters List has lost/not received his or her Voter Information Letter and the PIN has not been used, he or she can attend

the Assistance Centre and prove to the satisfaction of the authorized Election Official that they require a new PIN. The authorized Election Official will disable the elector's assigned PIN and electronically mark it in the system as having been lost/not received. Upon providing proof of identity and residence as prescribed in O. Reg. 304/13 to an Election Official, an oath on "Application for Re-Issue of a Voter Information Letter (Lost and Unused)" **Form WP31** shall be taken by the elector and a new Voter Information Letter containing a new PIN shall be issued.

- iv) where a person on the Voters List has attempted to vote and their PIN has already been used, he or she can attend the Assistance Centre and prove to the satisfaction of the authorized Election Official that they did not vote the PIN and require a new PIN.

**Prior to issuing a new PIN**, the Election Official shall advise the elector that once the new PIN has been assigned, the elector must vote immediately at the Assistance Centre. Upon providing proof of identity and residence as prescribed in O. Reg. 304/13 to an Election Official, an "Application for Re-Issue of a Voter Information Letter (Used by an Impersonator)" **Form WP32** shall be taken by the elector and a new Voter Information Letter containing a new PIN shall be issued. The elector will be directed immediately to the Assistance Centre where telephone/internet access is available to eliminate any further misuse of the PIN.

- c) Answering election questions and referring detailed questions to the Returning Officer or authorized Election Official.

## VOTING

The Voting System provided by Simply Voting Inc. shall allow electors to vote using a telephone or the internet. Electors shall be required to access a designated internet address or telephone a designated number in order to cast their ballot.

Every elector shall be limited to only one vote through the use of a PIN distributed via Canada Post Lettermail in a sealed and personalized Voter Information Letter, or issued in person or by e-mail or telephone by an Election Official as necessary. Every elector shall be required to provide their date of birth along with their 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 the other method. Once a voter has cast the vote, that voter will not be granted access to Telephone/Internet Voting again.

Voting will commence on October 19, 2026 at 8:00 a.m. through to October 26, 2026 at 8:00 p.m.

Notwithstanding the closure of remote voting at 8:00 p.m. on the final day, persons present at a Voter Assistance Centre at 8:00 p.m. 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 p.m. on Election Day will be permitted to complete the voting process, provided that they do so by 8:05 p.m.

Prior to the activation of the system by Simply Voting Inc., being on October 19, 2026, 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).

Candidates or their scrutineer may be present in the Receiving Location to verify and ensure that all candidates' names are listed and the total votes cast are at "0". They shall be required to sign the "Activation of Voting System" Form WP33 form to attest to this fact.

## **ELECTORS REQUIRING ASSISTANCE [SECTION 52 (1) 4]**

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

## Oral Oath to Vote With Assistance

A voter who requires such assistance to vote may ask the Election Official for assistance. The Election Official shall require the voter making the request to take the Oral Oath to Vote With Assistance on the “Oral Oaths At Assistance Centre” [Form WP21](#) and then assist and/or vote as directed by the voter. Any other person present must remove themselves until the voter finishes instructing the Election Official.

## Oral Oath of Friend/Support Person of Elector

In lieu of the Election Official assisting a voter, the voter may request that a friend accompany them to vote. Any friend or support person who is permitted to vote shall be required to take the Oral Oath of Friend/Support Person of Elector on the “Oral Oaths At Assistance Centre” [Form WP21](#). A person shall only be allowed to act as a friend for one voter at a Assistance Centre.

## Oral Oath of Interpreter

Where the Election Official does not understand the language of a voter, an interpreter, provided by the voter, shall take the Oral Oath of Interpreter on the “Oral Oaths At Assistance Centre” [Form WP21](#), and shall translate the oaths as well as any lawful questions put to the voter.

## DUPLICATE VOTER INFORMATION LETTERS

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*.

Duplication of names on the Preliminary List of Electors shall be investigated by the Clerk and/or Election Official(s) and all obvious duplicate names of individuals shall be deleted 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(s) to the municipal Assistance Centre and complete an “Application to Amend Voters List” [Form EL15](#) to remove the duplicate name(s). 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*.

Sealed Voter Information Letters returned to the Municipal Office shall remain sealed, shall be marked “returned mail” and be maintained in a secure fashion and destroyed at

the same time as all other Municipal Election material as provided for under Section 88 of the *Municipal Elections Act, 1996*.

Should a Voter Information Letter be returned to the Municipal Office that has been opened but has not been used for voting purposes, the Election Official shall immediately disable the PIN so that the PIN cannot participate in the voting process. In this circumstance, the Voter Information Letter shall be marked “unused” and be secured and destroyed in accordance with the above.

The Clerk in partnership with Simply Voting Inc. shall take appropriate measures to ensure that all Voter Information Letters and their associated PINs are accounted for throughout the election and after the conclusion of the Voting Period. After the conclusion of the election, Simply Voting Inc. shall supply the Clerk with a report detailing the status of all VILs/PINs during the election.

## **PIN PROCEDURES**

### **Problems Accessing the System**

Where an eligible voter has tried his/her PIN and has been unsuccessful in accessing the voting system, the Election Official will determine its status, and once verified:

- shall advise the voter that the PIN is valid and has not been used. The Election Official may suggest the voter try the PIN again using an alternate method (telephone vs. internet) or attend at the Assistance Centre to obtain assistance in voting.
- and they have determined that it has already been used, the voter can present themselves at the Assistance Centre with proof of identity and residence as prescribed in *O. Reg. 304/13* and have an Election Official confirm that the elector’s PIN has been used. If this is the case, follow the procedure outlined in the section titled, Voter Assistance Centre

### **Incorrect Information on Voter Information Letter**

Where an eligible voter has received an incorrect voter PIN in terms of ward, if applicable, and/or school support, the voter can contact the Assistance Centre and have the proper category applied to the existing PIN.

If the voter has used the PIN to vote, and the voter determines that the ward, if applicable, and/or school support is incorrect, and they have not voted those races, the voter can contact the Assistance Centre and have the proper category applied to the

existing PIN. The voter can then re-access the system and vote all races not yet completed.

The elector will be required to provide appropriate confirmation of eligibility and to complete “Application to Amend Voters List” Form EL15.

Additional Instructions for revisions and PINS are outlined in Appendix ‘B’

### **RETIREMENT HOME OR INSTITUTION [SECTION 45(7)]**

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

<b>NAME OF RETIREMENT HOME OR INSTITUTION</b>	<b>DATE</b>	<b>HOURS FOR ASSISTANCE</b>
Ritz Lutheran Villa Road 164, 4118A R.R.#5, Mitchell	October 22, 2026	10:00 a.m. – 1:00 p.m.



**FORM WP31**

**Application for Re-issue of a Voter Information Letter  
(Lost and Unused)**

Surname:		Given Name(s):	
Qualifying Address (Street No. & Name):		City:	Postal Code:
Mailing Address (if different):			
Tel. Number:		Roll Number:	
<p>I, _____, being the above named individual and having provided proof of identity and residence as prescribed in O. Reg. 304/13, to the Election Official, do hereby make the following declaration:</p> <ol style="list-style-type: none"> <li>That I am an eligible elector for the municipality and that I am on the Voters List or have made an application to be included on the Voters List;</li> <li> <input type="checkbox"/> That I have not received by mail a Voter Information Letter from the municipality,  <p style="text-align: center;">OR (check appropriate)</p> <input type="checkbox"/> That I have lost or misplaced the Voter Information Letter provided by the municipality and I am unable to locate the said Voter Information Letter for the purpose of voting by telephone/internet.         </li> <li>That I understand that should the Voter Information Letter be received by mail or found, the Letter shall be immediately returned to an Election Official of the municipality and that I shall not attempt to use or to give to someone else for voting purposes.</li> </ol> <p>I, _____, solemnly declare that all the statements contained in this application are true and I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath and by virtue of the <i>Canada Evidence Act</i> dated this _____ of _____, 2026. I further understand that making a false statement is an offence under the <i>Municipal Elections Act, 1996</i> and that I will be subject to prosecution.</p>			
_____ Signature of Applicant		_____ Signature of Election Official	





**FORM WP32**

**Application for Re-issue of a Voter Information Letter  
(Used by an Impersonator)**

Surname:		Given Name(s):	
Qualifying Address (Street No. & Name):		City:	Postal Code:
Mailing Address (if different):			
Tel. Number:		Roll Number:	

I, \_\_\_\_\_, being the above named individual and having provided proof of identity and residence as prescribed in O. Reg. 304/13 to the Election Official, do hereby make the following declaration AND provide the required information to the Election Official:

- That I am an eligible elector for the municipality and that I am on the Voters List or have made an application to be included on the Voters List, and;
  - That I have not received by mail a Voter Information Letter from the municipality and an imposter has voted.

**OR (check applicable box)**

  - That I have lost or misplaced the Voter Information Letter provided by the municipality and unable to locate the said Voter Information Letter for the purpose of voting by telephone and that an imposter has voted.

**OR (check applicable box)**

  - That I have received the Voter Information Letter provided by the municipality and that an imposter has voted.
- That I have not voted or have not personally used the Voter Information Letter to vote, nor have I provided and given my Voter Information Letter to another person for the purpose of voting.
- That I have no knowledge, direct or indirect, as to who has used my Voter Information Letter to vote in my name.

**OR (check applicable box)**

I have personal knowledge of who has used my Voter Information Letter to vote and I have provided such information to the Election Official for the purpose of providing the same to the Police for further investigation and prosecution.

4. That I have answered all questions of the Election Official truthfully and to the best of my knowledge and further understand that the Police may be communicating with me for the purpose of furthering this investigation and prosecution of the imposter(s) of corrupt election practices or mail tampering or fraud.
5. That should a new Voter Information Letter be issued by an Election Official that, as a condition to re-issuance, that I will be required to vote only at the Assistance Centre in the municipality.
6. That I further agree that should I obtain additional information as to who has voted on my behalf that I will communicate such information with the Election Official and the Police.

I, \_\_\_\_\_, solemnly declare that all the statements contained in this application are true and I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath and by virtue of the *Canada Evidence Act* dated this \_\_\_\_\_ day of \_\_\_\_\_, 2026 and do hereby accept the terms and conditions of this application.

I, \_\_\_\_\_, further acknowledge that any false statement made is an offence either under the *Municipal Elections Act* and/or an infraction under the Criminal Code of Canada and subject to penalties and/or a term of imprisonment.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Signature of Election Official

**I, the above named individual, hereby acknowledge receipt of a NEW Voter Information Letter provided by the Election Official and agree that I will vote immediately at the Assistance Centre and further understand that should I leave the Assistance Centre WITHOUT VOTING that the Voter Information Letter received will be deactivated and that I will not be further entitled to vote.**

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date



**FORM WP33**

**Activation of Voting System**

**DIRECTIONS:**

***To be administered by an Election Official to any of the persons authorized to be in attendance at the Assistance Centre or any other location as determined by the Clerk. Candidates and appointed scrutineers in attendance are required to take this oath.***

I, one of the undersigned, swear or solemnly affirm:

THAT at \_\_\_\_\_, October 19, 2026, I verified that all totals of votes cast for all candidates were at "0" prior to the voting system being activated.

SWORN or affirmed before me at the

Municipality of West Perth

in the County of Perth

this \_\_\_\_\_ day of \_\_\_\_\_, 2026.

\_\_\_\_\_  
Municipal Clerk or designate

<b>Name and capacity in which such person is attending. (if scrutineer, name candidate)</b>	<b>Signature of person administering above oath</b>



## FORM WP21

### Oral Oaths at Assistance Centre

*Municipal Elections Act, 1996*

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#### ORAL OATH TO VOTE WITH ASSISTANCE

I, \_\_\_\_\_ being an elector entitled to vote in the Municipality of West Perth swear or solemnly affirm I require assistance to vote by telephone/internet.

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#### ORAL OATH OF SUPPORT PERSON

I, \_\_\_\_\_ a support person of \_\_\_\_\_ an elector

who requires assistance to vote and who is entitled to vote in in the Municipality of West Perth swear and solemnly affirm:

That I will vote by telephone/internet as directed by the elector, and

that I will keep secret the manner in which this elector voted.

---

#### ORAL OATH OF INTERPRETER

I, \_\_\_\_\_ acting as interpreter for \_\_\_\_\_,

an elector entitled to vote in in the Municipality of West Perth swear or solemnly affirm:

That I will faithfully translate the necessary oaths as well as any lawful questions necessarily put to the elector and his/her answers at this Assistance Centre

# Count Procedures

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The Clerk, at 8:00 p.m. on Voting Day, shall arrange for the close and deactivation of the Telephone/Internet Voting service at the Assistance Centre.

Any person remaining within a Voter Assistance Centre after 8:00 p.m. will still be permitted to vote from Voting Kiosks. Persons who have gained access to the Voting System remotely through their own device prior to 8:00 p.m. on Election Day will be permitted to complete the voting process, provided that they do so by 8:05 p.m.

At such a time as all eligible electors within a Voter Assistance Centre have voted and after 8:05 p.m. to ensure no remote voters remain logged into the system, 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 then conduct a test to confirm that no votes can be cast.

As soon as possible after 8:00 p.m. on Election Day, the Clerk shall download unofficial results for each contest from the Voting System. Only the Clerk, appointed Election Officials, certified candidates or their scrutineer may be present at the Receiving Location, and those present shall sign the unofficial results. The Clerk shall publish the unofficial results on the municipal website and/or the Voting System website, as the case may be.

Before being admitted to the Receiving Location, a person appointed as a scrutineer shall also produce and show his/her [Form WP22](#) to the Clerk for the receiving of the voting results at the Assistance Centre and take the "Oral Oath of Secrecy" [Form WP22](#) from the Clerk before being permitted to remain.

The candidate or scrutineer shall not communicate the results to anyone until the Clerk has released the unofficial results to the general public.

ANYONE who is creating a disturbance at the Receiving Location will be removed as directed by the Clerk.

No campaign material will be allowed within the Receiving Location.

# Notice of Results

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## NOTICE OF RESULTS [SECTION 55 (3)]

The unofficial results of each candidate by category of wards and polling subdivisions, as applicable, shall be made available by the Clerk as soon as practical after 8:00 p.m. on Monday, October 26, 2026, Voting Day, at the Municipal Office located at 160 Wellington Street, Mitchell ON N0K 1N0 and the Clerk shall post the same **Unofficial Results** on the municipality's website..

## DECLARATION [SECTION 55 (4)]

As soon as possible after Voting Day, the Clerk shall declare the **Official Results** using the "Declaration of Election Results" [Form WP23](#) and post the results at the Municipal Office and on the municipal website.

Separately, the Clerk responsible for school board elections shall provide the respective school board results to each Clerk using the "Declaration of Election Results" [Form WP23](#). Note – only include the school board results and not your municipality's municipal election results.

## INFORMATION TO BE MADE AVAILABLE [SECTION 55 (4.1)]

As soon as possible after Voting Day, the clerk shall make the following information available at no charge for viewing by the public on a website or in another electronic format:

1. The number of votes for each candidate.
2. The number of declined and rejected ballots.
3. The number of votes for the affirmative or negative on a by-law or question.



**FORM WP23**

**Declaration of Election Results**

*Municipal Elections Act, 1996 [s. 55(4)(a)]*

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I, \_\_\_\_\_, Clerk of the Corporation of The Municipality of West Perth in the County of Perth declare the following candidate or candidates elected as a result of the Municipal Election held October 26<sup>th</sup>, 2026.

<u>OFFICE</u>	<u>ELECTED CANDIDATE</u>
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____
9. _____	_____
10. _____	_____
11. _____	_____

\_\_\_\_\_  
Date

\_\_\_\_\_  
Clerk's Signature

# Recount

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## RECOUNT [SECTIONS 56-64]

### **Manner in Which a Recount is Conducted**

A recount shall be conducted in the same manner as the original count, whether manually or by vote counting equipment [Section 60 (1)], unless ordered otherwise by a judge as per Section 60 (3).

This shall be done by requesting from Simply Voting a re-tabulation of the votes cast to be conducted in the same manner as the original vote tabulation.

Simply Voting shall send the results of the recount by fax and/or by e-mail, along with any documentation, if required, to support the integrity, security and accuracy of the electronic voting system, and these results will be compared to the results tabulated by the Auditor assigned to the election.

A recount is required when:

- there is a tie vote where both or all candidates cannot be declared elected (Automatic)
- the votes for the affirmative and negative on a by-law are equal (Automatic)
- the votes for two or more answers to a question are equal (Automatic)

Within 30 days after the declaration of the results:

- by resolution of Council (for Council offices or questions, or by-laws submitted by Council)
- by resolution of local board (for offices on a local board or questions or by-laws submitted by a local board)
- by order of the Minister (for questions submitted by the Minister)
- by order of the Superior Court of Justice

### **Time for Recount**

The recount shall be held within 15 days after the Clerk's declaration of the results of the election or resolution or order to hold a recount is passed or made.

## **WHO CONDUCTS RECOUNT [SECTION 56, 63]**

The Clerk shall conduct all recounts for elections for which he or she is responsible except recounts conducted by the Superior Court of Justice upon appeal.

## **VOTES FOR CANDIDATES TO BE INCLUDED IN A RECOUNT [SECTION 56, 57, 58]**

All votes for all candidates in the contested race, or answers to a question or by-law will be counted.

## **PERSONS ENTITLED TO BE PRESENT AT RECOUNT [SECTION 61]**

- the Clerk and any other election official appointed to assist with the recount;
- every certified candidate for the office involved;
- the applicant, if any, who applied for the recount;
- legal counsel for any of the above;
- one scrutineer for each recount station established by the Clerk for every certified candidate for the office involved and the applicant, who applied for the recount;
- where the recount applies to a by-law or question, the scrutineers as appointed by Council, a local/school board or the Minister;
- where scrutineers are appointed under Sections 61 (3) or (4), an equal number must be appointed to represent supporters and opponents of the by-law and for each possible answer to the question;
- any other person may be present with the Clerk's permission.

## **NOTIFICATION OF RECOUNT DATE, TIME, PLACE [SECTIONS 56, 57, 58 AND O. REG. 101/97]**

The Clerk shall give notice of the recount date, time and place on "Notice of Recount" Form WP24 to the following:

- all certified candidates for the office which is the subject of the recount;
- where a resolution is involved, the Council or local/school 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 in respect of which electors of another municipality are entitled to vote, the Clerk who was responsible for the conduct of the vote in the other municipality;
- notice of recount will be given by registered mail or personal service.

### **TIE VOTE - RECOUNT PROCEDURES [SECTION 62 (3) AND 63 (10)]**

Pursuant to Section 62 (3) in a case of a tied vote following the recount the Clerk shall determine the result by conducting a lot as follows:

The Clerk shall write the name of each candidate on equal-sized pieces of paper. They are then put in a “box”. The Clerk shall announce, prior to the draw, that “the candidate to be elected shall be the candidate whose name is written on the first piece of paper I draw out of the box” The paper is pulled from the box and the candidate elected is announced.

- a. The clerk shall determine the texture and quality of the paper used for this process and each candidate or the candidates’ lawyer and/or scrutineer will have an opportunity to examine the paper to be used to inscribe the names of the candidates;
- b. The clerk shall inscribe the name of each candidate on a similar size paper and the candidates, the candidates’ lawyer and/or scrutineer, without touching the paper, examine the same. In addition, all persons present will have an opportunity to examine the box which will be used for conducting the lot;
- c. Upon acceptance by the all candidates, the candidates’ lawyer and/or scrutineer, that the processes outlined in paragraphs a) and b) have been adhered to, the clerk shall fold the papers bearing each candidate’s name twice in two (2) equal parts and shall deposit these papers, in full view of all persons present and authorized to attend, in an open-end box that will be acceptable to all persons present. In the event of a conflict or difference of opinion as to the selection of the box, the clerk shall determine the box to be used for this process.

## **DECLARATION BY CLERK [SECTION 62 (4)]**

Unless an application has been made for a judicial recount, the Clerk, on the 16<sup>th</sup> day after the recount is completed, shall declare the successful candidate or candidates elected or will declare the result of the vote with respect to a by-law or a question.

The results of the recount shall be posted, at a minimum, in the Municipal Office and on the municipal website by noon, the day following the recount being completed using the “Declaration of Recount Results” [Form WP25](#). The Clerk will notify everyone notified of the recount, of the results of the recount in writing.

Such Declaration shall be **sent** to everyone previously given notice of the recount.

## **COSTS OF RECOUNT [SECTION 7 (3), (4)]**

The costs incurred by the Clerk to conduct a recount are to be paid by the municipality, local board, upper-tier municipality or the Minister as soon as possible after the Clerk has signed a certificate verifying the amount. The municipality is to be reimbursed for its reasonable costs in the following situations:

- a regular election when the recount is for:
  - an office on a local board or an upper tier municipality
  - a by-law or question submitted by an upper-tier municipality; or
  - a question submitted by a local board or by the Minister
- a by-election for a local board or for an upper tier municipality; or for the Minister, or a recount in such a by-election

Any expenses incurred by a candidate will be the responsibility of the candidate (e.g. legal counsel in attendance on behalf of the candidate).



**FORM WP24**

**Notice of Recount**

*Municipal Elections Act, 1996 (s. 56-58) and O.  
Reg. 101/97*

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I, \_\_\_\_\_, Clerk of the Corporation of  
(James Hutson)

\_\_\_\_\_ in the County of Perth hereby declare

that a recount of the votes cast in the Municipal Election held October 26<sup>th</sup>, 2026 for

\_\_\_\_\_  
(state office or by-law/question)

shall be held commencing at \_\_\_\_\_ on \_\_\_\_\_  
(time) (date)

at \_\_\_\_\_.  
(location)

THE RECOUNT IS BEING CONDUCTED PURSUANT TO SECTION \_\_\_\_\_ OF THE  
*MUNICIPAL ELECTIONS ACT, 1996.*

\_\_\_\_\_  
Date

\_\_\_\_\_  
Clerk's Signature



**FORM WP25**

**Declaration of Recount Results**

*Municipal Elections Act, 1996 [Section 62 (4)]*

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I, \_\_\_\_\_, Clerk (or designated official) of the Corporation of \_\_\_\_\_ in the County of Perth declare that:

- (1) On the \_\_\_\_\_ day of \_\_\_\_\_, 2026, I conducted a recount of the ballots cast in the Municipal Election held October 26<sup>th</sup>, 2026 for:
- the office(s) of: \_\_\_\_\_
  - the following question or by-law: \_\_\_\_\_
- (2) No application has been made for a judicial recount under Section 63.
- (3) The successful candidate(s) elected is/are: \_\_\_\_\_
- (4) The result of the vote upon the question or by-law is: \_\_\_\_\_

\_\_\_\_\_  
(Clerk's Signature)

# Candidates Financial Statements

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## *CANDIDATES FINANCIAL STATEMENTS [SECTION 88.25 (1) and (9)]*

All Candidates shall file with the Clerk, the “Financial Statement – Auditor’s Report” [PR FORM 4](#) on or before 2:00 p.m. on March 31, 2027, reflecting the Candidate’s election campaign finances as of December 31 in the year of the election. The earliest the “Financial Statement – Auditor’s Report” [PR FORM 4](#) can be filed is the first day the Municipal Office is open in January 2027.

At least 30 days before the filing date, but no later than March 1, 2027, the Clerk shall give every candidate whose nomination was filed, **by registered mail**, notice of:

- all the filing requirements of this section; and
- the candidate’s entitlement to receive a refund of the nomination filing fee if her or she meets the requirements of section 34 (Refund);
- the penalties set out in subsections 88.23 (2) and 92 (1).

The notice shall be given on “Notice to Candidate of Filing Requirements” [Form WP43](#)

## **NOTICE OF DEFAULT [SECTION 88.23 (1) - (3), 88.25]**

A “Notice of Default” [Form WP44](#) shall be given to the candidate by registered mail, and if the candidate was elected, to the relevant council or local board, in the event that a candidate has not submitted the “Financial Statement – Auditor’s Report” on or before 2:00 pm on March 31, 2027.

The Clerk shall make available to the public the name of the candidate and a description of the nature of the default.

As soon as possible after April 30<sup>th</sup> in the year following a regular election, and 90 days after Voting Day in a by-election, the Clerk shall make available to the public on a website or in another electronic format a report setting out all candidates in an election and indicating whether each candidate complied with section 88.25 (Candidates’ Financial Statements, etc.).

For questions regarding campaign finances, the Clerk should direct the candidate to Sections 88.22 – 88.25, 88.30 – 88.32.

## **EXTENSION OF CAMPAIGN PERIOD [SECTION 88.23 (6) TO (8)]**

For further information, refer to the *Municipal Elections Act, 1996*.

## **REFUND OF NOMINATION FILING FEE [SECTION 34]**

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

- files the Financial Statement and Auditor's Report, each in the prescribed form, on or before 2:00 p.m. as of March 31, 2027.



## FORM WP43

### Notice to Candidate of Filing Requirements

*Municipal Elections Act, 1996 (Section 88.25)*

TO:

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

FROM:

The Clerk or designated election official of

\_\_\_\_\_  
(Municipality of West Perth)

TAKE NOTICE EVERY CANDIDATE SHALL FILE the “Financial Statement – Auditor’s Report” on or before 2:00 pm on **March 30, 2027**, with the Clerk with whom their nomination was filed a financial statement and auditor's report in accordance with section 88.25 of the *Municipal Elections Act, 1996* reflecting the Candidate’s election campaign finances as of December 31 in the year of the election.

- (1) *On or before 2 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.*

*Note: The earliest the “Financial Statement – Auditor’s Report” can be filed is the first day the Municipal Office is open in January 2027.*

- (2) *If a candidate’s election campaign period 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 reporting period, the candidate shall, before 2 p.m. 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 reporting period, the candidate shall, before 2 p.m. 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. 2016, c. 15, s. 60.*
- (12) *If the documents required to be filed under this section are not filed by 2 p.m. 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 under subsection 88 (9.1).*

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Date

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Municipal Clerk or designate

**Note:** At least 30 days before the filing date, the Clerk shall give every candidate whose nomination was filed with him or her, notice of the filing requirements of section 88.25.



**FORM WP44**

**NOTICE OF DEFAULT**

*Municipal Elections Act, 1996 [Section 88.23, 88.25, 88.31, 92 (1)]*

TO:

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

FROM:

The Clerk or designated election official of

\_\_\_\_\_  
(Municipality of West Perth)

TAKE NOTICE that you are in default of the requirements of the *Municipal Elections Act, 1996*, because: (circle all that apply)

- |   |
|---|
| A. You failed to file a document (a financial statement and if applicable, an auditor's report) with the Municipal Clerk as required by Section 88.25 (Candidates' Financial Statements, etc.) or 88.32 (Return of Surplus for Subsequent Expenses) of the <i>Municipal Elections Act 1996</i> on or before the relevant date, or |
| B. You failed to pay the amount of the surplus shown in a document (a financial statement and if applicable, an auditor's report) which were filed with the Municipal Clerk by the relevant date as required by Section 88.31 (Treatment of Surplus and Deficit) of the <i>Municipal Elections Act, 1996</i> , or                 |
| C. A document (a financial statement and if applicable, an auditor's report) filed under Section 88.25 of the <i>Municipal Elections Act 1996</i> shows on its face that you have incurred expenses exceeding the amount permitted under Section 88.20 (Candidates' Expenses) of that Act.  |
| D. You failed to pay the amount of the surplus shown in a document (a financial statement and if applicable, an auditor's report) filed with the Municipal Clerk by the relevant date as required by Section 88.32 (Return of Surplus for Subsequent Expenses) of the <i>Municipal Elections Act 1996</i> .                       |

## **PLEASE SELECT THE APPROPRIATE SECTIONS ONLY**

If this notice indicates that you have failed to file a document required by Section 88.25 or 88.32 of the *Municipal Elections Act, 1996* the following provisions and penalties apply:

### **TO A SUCCESSFUL CANDIDATE**

- (i) you forfeit any office to which you were elected and the office shall be deemed to be vacant
  
- (ii) until the next regular election has taken place, you are ineligible to be elected or appointed to any office to which the *Municipal Elections Act, 1996* applies.

OR

### **TO AN UNSUCCESSFUL CANDIDATE**

- (i) until the next regular election has taken place, you are ineligible to be elected or appointed to any office to which the *Municipal Elections Act, 1996* applies.

## **NOTICE OF PENALTIES**

### ***Corrupt practice and ineligibility for office***

- 91.** (1) *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.*

### ***Exception***

- (2) *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 (1) (b) does not apply.*

### ***Offences re campaign finances***

### ***Offences by candidate***

- 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.*

**Exception, action in good faith**

- (2) However, if the presiding judge finds that the candidate, acting in good faith, committed the offence inadvertently or because of an error in judgment, the penalties described in subsection 88.23 (2) do not apply.*

**Additional penalty, candidates**

- (3) 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.*

# Third Party Financial Statements

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## THIRD PARTY FINANCIAL STATEMENTS [SECTION 88.29 (1) AND (7)]

All Registered Third Parties shall file with the Clerk, the “Financial Statement – Auditor’s Report” on or before 2:00 p.m. on March 31, 2027, reflecting the Registered Third Party’s campaign finances in relation to third party advertisements as of December 31 in the year of the election. The earliest the “Financial Statement – Auditor’s Report” be filed is the first day the Municipal Office is open in January 2023.

At least 30 days before the filing date, but no later than March 1, 2027, the Clerk shall give every registered third party that registered in the municipality, **by registered mail**, notice of:

- all the filing requirements of this section; and
- the penalties set out in subsections 88.27 (1) and 92 (4).

The notice shall be given on “Notice to Registered Third Party of Filing Requirements” [Form WP46](#)

## NOTICE OF DEFAULT [SECTION 88.27 (1) AND (2), 88.29]

A “Notice of Default – Registered Third Party” [Form WP47](#) shall be given to the registered third party by registered mail, has not submitted the “Financial Statement – Auditor’s Report” on or before 2:00 pm on March 31, 2027.

The Clerk shall make available to the public the name of the registered third party and a description of the nature of the default.

As soon as possible after April 30<sup>th</sup> in the year following a regular election, or 75 days after Voting Day in a by-election, the Clerk shall make available to the public on a website or in another electronic format, a list of all registered third parties for the election, along with an indication of whether each has filed a financial statement and auditor’s report under section 88.29 (1) (Financial Statements, etc. of Registered Third Parties).

For questions regarding third party finances, the Clerk should direct the registered third party to Sections 88.26 – 88.29, 88.30 – 88.32.

## **EXTENSION OF CAMPAIGN PERIOD [SECTION 88.27 (3) TO (5)]**

For further information, refer to the *Municipal Elections Act, 1996*.



## FORM WP46

### Notice to Registered Third Party of Filing Requirements

*Municipal Elections Act, 1996 (Section 88.29)*

TO:

_____ / _____ (Name of Individual, Corporation or Trade Union) (Name of Individual Who Filed Registration)	
_____	_____
(Address)	(Postal Code)

FROM:

The Clerk or designated election official of

\_\_\_\_\_  
(Municipality of West Perth)

TAKE NOTICE EVERY REGISTERED THIRD PARTY SHALL FILE the “Financial Statement – Auditor’s Report” on or before 2:00 pm on **March 31, 2027**, with the Clerk, a financial statement and auditor's report in accordance with section 88.29 of the *Municipal Elections Act, 1996* reflecting the Registered Third Party’s campaign finances in relation to third party advertisements as of December 31 in the year of the election.

- (1) *On or before 2 p.m. on the filing date, a registered third party shall file with the clerk of the municipality in which he, she or it registered a financial statement and auditor’s report, each in the prescribed form, reflecting the registered third party’s campaign finances in relation to third party advertisements,*
- (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 45<sup>th</sup> day after voting day.*

*Note: The earliest the “Financial Statement – Auditor’s Report” can be filed is the first day the Municipal Office is open in January 2027.*

- (2) *If an error is identified in a filed financial statement, the registered third party 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.*

- (3) *If the campaign period for the registered third party in relation to an election in the municipality continues during all or part of the supplementary reporting period, the registered third party shall, before 2 p.m. on the supplementary filing date, file a supplementary financial statement and auditor's report for the supplementary reporting period.*
- (4) *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 registered third party's campaign finances during the supplementary reporting period.*
- (5) *An auditor's report shall be prepared by an auditor licensed under the Public Accounting Act, 2004.*
- (6) *No auditor's report is required if the total contributions received and total expenses incurred in the registered third party's campaign in relation to third party advertisements during an election in the municipality up to the end of the relevant period are each equal to or less than \$10,000.*
- (10) *If the documents required to be filed under this section are not filed by 2 p.m. 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 under subsection 88 (9.1).*

---

Date

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Municipal Clerk or designate

**Note:** At least 30 days before the filing date, the Clerk shall give every registered third party that registered in the municipality, notice of the filing requirements of section 88.29.



**FORM WP47**

**Notice of Default – Registered Third Party**

*Municipal Elections Act, 1996 [Section 88.27 (1) & (2), 88.29, 92 (4)]*

TO:

_____ / _____ (Name of Individual, Corporation or Trade Union)      (Name of Individual Who Filed Registration)	
_____ (Address)	_____ (Postal Code)

FROM:

The Clerk or designated election official of

\_\_\_\_\_  
 (Municipality of West Perth)

TAKE NOTICE that you are in default of the requirements of the *Municipal Elections Act, 1996*, because: (circle all that apply)

- |  |
|--|
| <p>A. You failed to file a document (a financial statement and if applicable, an auditor’s report) with the Municipal Clerk as required by Section 88.29 (Financial Statements, etc. of Registered Third Parties) or 88.32 (Return of Surplus for Subsequent Expenses) of the <i>Municipal Elections Act 1996</i> on or before the relevant date, or</p> |
| <p>B. You failed to pay the amount of the surplus shown in a document (a financial statement and if applicable, an auditor’s report) which were filed with the Municipal Clerk by the relevant date as required by Section 88.31 (4) (Treatment of Surplus and Deficit) of the <i>Municipal Elections Act, 1996</i>, or</p>                              |
| <p>C. A document (a financial statement and if applicable, an auditor’s report) filed under Section 88.29 of the <i>Municipal Elections Act 1996</i> shows on its face that you have incurred expenses exceeding the amount permitted under Section 88.21 (Registered Third Parties’ Expenses) of that Act.</p>  |
| <p>D. You failed to pay the amount of the surplus shown in a document (a financial statement and if applicable, an auditor’s report) filed with the Municipal Clerk by the relevant date as required by Section 88.32 (Return of Surplus for Subsequent Expenses) of the <i>Municipal Elections Act 1996</i>.</p>  |

## PLEASE SELECT THE APPROPRIATE SECTIONS ONLY

If this notice indicates that you have failed to file a document required by Section 88.29 or 88.32 of the *Municipal Elections Act, 1996* the following provisions and penalties apply:

- i. until the next regular election has taken place, you are ineligible to be a registered third party in the municipality to which the *Municipal Elections Act, 1996* applies.

## NOTICE OF PENALTIES

### ***Offences by registered third party***

- (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 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.*

### ***Exception, action in good faith***

- (5) *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 judgment, the penalty described in subsection 88.27 (1) does not apply.*

### ***Additional penalty, registered third parties***

- (6) *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.*

\_\_\_\_\_  
Date

\_\_\_\_\_  
Municipal Clerk or designate

# Compliance Audit Committee

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## COMPLIANCE AUDIT COMMITTEE [SECTION 88.37]

### Establish Compliance Audit Committee

A council shall before October 1 of an election year establish a committee for the purposes of the *Municipal Elections Act, 1996*.

In Perth County a joint compliance audit committee will be established.

A Terms of Reference is to be adopted by by-law by all participating municipalities.

Council shall approve the appointment of members by resolution or by-law.

## REVIEW OF CONTRIBUTIONS TO CANDIDATES [SECTION 88.34 (1) TO (4)]

The Clerk shall review 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 under section 88.9 (Maximum Contributions to Candidates).

### Report, Contributions to Candidates for Council

As soon as possible after May 1<sup>st</sup>, 2023, the Clerk shall prepare a report identifying each contributor to a candidate for office on a council who appears to have contravened any of the contribution limits under section 88.9 and,

- (a) if the contributor's total contributions to a candidate for office on a council appear to exceed the limit under section 88.9, the report shall set out the contributions made by that contributor to the candidate; and
- (b) if the contributor's total contributions to two or more candidates for office on the same council appear to exceed the limit under section 88.9, the report shall set out the contributions made by that contributor to all candidates for office on the same council.

The Clerk shall prepare a separate report in respect of each contributor who appears to have contravened any of the contribution limits under section 88.9.

The Clerk shall forward each report prepared to the Compliance Audit Committee.

See Section 88.30 (2) for supplementary filing date provisions.

## **DECISION OF COMPLIANCE AUDIT COMMITTEE REGARDING CANDIDATES [SECTION 88.34 (8)]**

Within 30 days after receiving a report regarding Contributions to Candidates, the Compliance Audit Committee shall consider it and decide whether to commence a legal proceeding against a contributor for an apparent contravention.

## **REVIEW OF CONTRIBUTIONS TO REGISTERED THIRD PARTIES [SECTION 88.36 (1) TO (4)]**

The Clerk shall review the contributions reported on the financial statements submitted by a Registered Third Party to determine whether any contributor appears to have exceeded any of the contribution limits under section 88.13 (Maximum Contributions to Registered Third Parties).

### **Report, Contributions to Registered Third Parties**

As soon as possible after May 1<sup>st</sup>, 2023, the Clerk shall prepare a report identifying each contributor to a Registered Third Party who appears to have contravened any of the contribution limits under section 88.13 and,

- (a) if the contributor's total contributions to a Registered Third Party that is registered in the municipality appear to exceed the limit under section 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
- (b) 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 section 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 shall prepare a separate report in respect of each contributor who appears to have contravened any of the contribution limits under section 88.13.

The Clerk shall forward each report prepared to the Compliance Audit Committee.

See Section 88.30 (2) for supplementary filing date provisions.

## **DECISION OF COMPLIANCE AUDIT COMMITTEE REGARDING REGISTERED THIRD PARTIES [SECTION 88.36 (5)]**

Within 30 days after receiving a report regarding Contributions to Registered Third Parties in the municipality, the Compliance Audit Committee shall consider it and decide

whether to commence a legal proceeding against a contributor for an apparent contravention.

### **COMPLIANCE AUDIT APPLICATION [SECTION 88.33 (1) AND 88.35 (1)]**

An elector who is entitled to vote in an election and believes on reasonable grounds that a candidate or a Registered Third Party who is registered in relation to the election in the municipality has contravened a provision of the Act relating to election campaign finances may apply for a compliance audit of the Candidate's or Registered Third Party's election campaign finances, even if the Candidate or Registered Third Party has not filed a financial statement using "Compliance Audit Application" Form WP65.

### **COMPLIANCE AUDIT COMMITTEE [SECTION 88.33 (4), (14)]**

Within 10 days after receiving the Compliance Audit Application, the Clerk shall forward the application to the Compliance Audit Committee.

# Election Records

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## **PUBLIC RECORDS [SECTION 88 (5), (10), (11)]**

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 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.

### **Restrictions**

No person shall use information obtained from public records described above, except for election purposes.

### **Access to the Voters List**

The Voters List shall not be posted in a public place and can be used only for election purposes.

Due to MFIPPA, details about another person, other than the person an Election Official is speaking with, should not be provided, including whether or not the individual is on the Voters List.

## **CANDIDATE'S ELECTION RECORDS**

Use of online, electronic and paper versions of the Voters List, Interim List of Changes to the Voters List, Voter Participation Status reports 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 with other election material 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.

## MUNICIPAL ELECTION RECORDS [SECTION 88]

### **Destruction of Records**

After 120 days from declaring the results of the election under Section 55, the Clerk shall destroy the ballots in the presence of **two witnesses**. The Clerk may also destroy any other documents and materials related to the election except those listed below under the Retention of Records section of the manual.

### **Retention of Records**

The ballots and any other documents or materials shall not be destroyed if:

- a court orders that they be retained; or
- a recount has been commenced and not finally disposed of.

In addition, documents filed under Sections 88.25 (candidates' financial statements, etc.), 88.29 (financial statements, etc. of registered third parties) and 88.32 (return of surplus for subsequent expenses) until the members of the council or local board elected at the next regular election have taken office.

# Accessibility

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## **ELECTORS AND CANDIDATES WITH DISABILITIES [SECTION 12.1 (1)]**

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

## **PLAN RE BARRIERS [SECTION 12.1 (2)]**

The Clerk shall prepare a plan regarding the identification, removal and prevention of barriers that affect electors and candidates with disabilities and shall make the plan available to the public before Voting Day in a regular election.

## **LOCATION – ACCESSIBILITY [SECTION 45 (2)]**

In establishing the location of Voter Assistance Centre, the Clerk shall ensure that each Voter Assistance Centre is accessible to electors with disabilities.

## **ATTENDANCE ON ELECTORS WITH DISABILITIES [SECTION 45 (9)]**

To allow an elector with a disability to vote, an Election Official shall attend on the elector anywhere within the area designated for voting.

## **ELECTORS NEEDING ASSISTANCE [SECTION 52 (1) 4]**

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

## **REPORT [SECTION 12.1 (3)]**

Within 90 days after Voting Day in a regular election but no later than Friday 23, 2023, the Clerk shall submit a report to council about the identification, removal and prevention of barriers that effect electors and candidates with disabilities and shall make the report available to the public.

## **OTHER RESOURCES**

- AMCTO Municipal Election Manual 2026, page 141
- Ontario Candidate's Guide to Accessible Elections
- Integrated Accessibility Standards Regulation, Ontario Regulation 191/11
- Municipally approved Accessibility Policies and Procedures

# Emergencies

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## EMERGENCIES [SECTION 53]

The Clerk may declare an emergency if he/she is of the opinion that circumstances have arisen that are likely to prevent the election being conducted in accordance with this Act.

On declaring an emergency, the Clerk shall make such arrangements as he/she considers advisable for the conduct of the election.

The arrangements made by the Clerk, if they are consistent with the principles of this Act, prevail over anything in this Act and the regulations made under it.

The emergency continues until the Clerk declares that it has ended.

If made in good faith, the Clerk's declaration of emergency and arrangements shall not be reviewed or set aside on account of unreasonableness or supposed unreasonableness.

It shall be the policy that in the event of an emergency, as determined by the Clerk, that the Clerk shall to the best of their ability provide notice of such emergency. All information pertaining to the emergency shall be communicated on social media and posted to the website, if possible.

If required, the Clerk may consider alternate options for the following:

- reporting results
- notification of electors
- Election Officials
- voting period [ex. delay of Voting Day, extension of voting hours or day(s)]
- Alternate Assistance Centre or alternate facility

If any part of the voting for an office is not completed, do not release the results until the voting for that office is complete.

In the event of an emergency, Simply Voting will take direction from the Clerk as to what actions will be taken, shall stop the Simply Voting system from accepting calls via a telephone and connections from the Internet, thus preventing the election from continuing, or starting, as the case may be.

# Corrupt Practices

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## **CORRUPT PRACTICES [SECTIONS 90 – 94.1]**

No person shall, directly or indirectly:

- offer, give, lend, or promise or agree to give or lend any valuable consideration, in connection with the exercise or the non-exercise of an electors vote;
- advance, pay or caused to be paid money intending that it be used to commit an offence referred to in the bullet above, or knowing that it will be used to repay money used in that way;
- give, procure or promise or agree to procure an office or employment in connection with the exercise or non-exercise of an elector's vote;
- apply for, accept or agree to accept any valuable consideration or office or employment in connection with the exercise or non-exercise of elector's vote;
- give, procure or promise or agree to procure an office or employment to induce a person to become a candidate, refrain from becoming a candidate or withdraw his or her candidacy;
- offer, give, lend, or promise or agree to give or lend any valuable consideration in order to induce a person to become a candidate, refrain from becoming a candidate or withdraw his or her candidacy.

## **REPORTING CORRUPT PRACTICES**

All valid complaints or knowledge of an offence shall be reported immediately to the Police for investigation of corrupt practices.

In addition, although many provisions of the *Municipal Elections Act* also deal with voting places, ballots and ballot boxes, etc. the same must be used interchangeably with the alternative forms of voting since the principles of the *Act* must be maintained and is therefore enforceable and subject to penalties.

As such, the Clerk has agreed to the following:

- that all complaints about actions which may contravene the provisions of the *Municipal Elections Act*, either verbally or written, will be reviewed by the Clerk and, if viewed by the Clerk to be valid and not frivolous, will be reported to the Police.

- 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.

### **OFFENCES [SECTION 89, 90]**

A person is guilty of an offence if he or she:

- votes without being entitled to do so;
- votes more times than this Act allows;
- votes in a Voting Place in which he or she is not entitled to vote;
- induces or procures a person to vote when that person is not entitled to do so;
- before or during an election, publishes a false statement of a candidate's withdrawal;
- furnishes false or misleading information to a person whom this Act authorizes to obtain information;
- without authority, supplies a PIN/ballot to anyone;
- deals with a PIN, without having authority to do so;
- no person(s) shall solicit a Voter Information Letter containing a PIN, from an eligible elector;
- a person who contravenes any provision of the Act or a regulation under the Act or a by-law passed by a municipality under the Act;
- attempts to do something described above.

The following are guilty of an offence that constitutes a corrupt practice:

- A Deputy Returning Officer or other Election Official who knowingly miscounts the votes or knowingly prepares a false statement of the votes;
- A Deputy Returning Officer who knowingly places in a ballot box a paper that purports to be, is not, a ballot capable of being used as such at an election;
- A Clerk or other Election Official who willfully fails to perform a duty imposed by the Act.

## **PENALTIES**

### **ELECTOR [SECTION 90 (2)]**

An offence described above under Corrupt Practices [Section 90 (3)] constitutes a corrupt practice and a person who commits it is, on conviction, disqualified from voting at an election until the next regular election has taken place after the election to which the offence relates, in addition to being liable to any other penalty provided for in the *Act*.

### **CANDIDATE [SECTION 91 (1)]**

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

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.

### **INDIVIDUAL [SECTION 94 (1)]**

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

- for any offence, a fine not more than \$25,000;
- for any offence other than a corrupt practice, the penalties described in Subsection 88.23 (2) – Effect of Default by Candidate and 88.27 (1) – Effect of Default by Registered Third Party.
- for an offence under Section 90 (Corrupt Practices: Certain Offences Committed Knowingly), imprisonment for a term of not more than 6 (six) months;
- for any offence that the presiding judge finds that the individual committed knowingly, imprisonment for a term of not more than 6 (six) months.

## **TRADE UNIONS [SECTION 94 (2)]**

A corporation or trade union that is convicted of an offence is liable to a fine of not more than \$50,000 in addition to any other penalty provided for.

### **MAIL TAMPERING - CRIMINAL OFFENCE AND PROSECUTION**

Notification of the voting process and how electors can vote will be provided in the Voter Information Letter, Voter Kit, Voter Notification Card to electors by first class mail.

The *Criminal Code of Canada* states that tampering with the mail of an individual is a criminal offence and a person(s) found guilty is liable to a term of imprisonment not exceeding ten (10) years.

As such and in order to ensure the integrity and confidence of the voting process for all electors and the candidates, the Clerk has agreed that all complaints about actions which may contravene the provisions of the *Criminal Code of Canada* with respect to mail tampering, either verbally or written will be reported to the Police.

# Discretionary Powers of the Clerk

*THE MUNICIPAL ELECTIONS ACT, 1996  
IMPLIED AND DIRECT DISCRETIONARY AUTHORITY OF THE CLERK*

<b>SECTION</b>	<b>SHORT DESCRIPTION SUMMARY OF BROAD AND DISCRETIONARY AUTHORITY</b>
7; 8(7); 45	The Clerk has authority and control over the costs incurred for an election.
7(3)1	The Clerk shall bill a local board or upper tier municipality for the costs for a recount in a regular election for a local board or municipality, a by-law or question submitted by an upper tier or local board or the Minister.
7(3)4	The Clerk shall bill for costs when the Clerk counts the votes or conducts a recount of a ranked ballot election for an upper-tier municipality, if the member of council of the upper-tier municipality is not also elected to the council of the lower-tier municipality within the upper-tier municipality.
7(12)	The Clerk of a municipality can incur expenses in respect to a question which are required or authorized by this Act to be incurred.
8(6)	The Clerk is responsible for giving notice to the public for any question on the ballot, regardless of whether it was initiated by a municipality, an upper tier or a Minister.
11(1)	The Clerk is responsible for conducting municipal elections. Unless otherwise provided, the Clerk has broad discretionary authority to determine the form and method of communication for notices, forms and other information provided under the Act.
12(1)	The Clerk may provide for any matter or procedure that is not specifically provided for in the Act or Regulations.
12(2)	The Clerk may establish forms such as oaths, statutory declarations and has the power to require their use.
12(3)	The Clerk may require a person to furnish proof of identity, qualification or any other matter.
12(4)	The power given to the Clerk does not include the power to require a person for the purposes s 52(1) (Voting Procedure) to furnish proof of identity in addition to what is prescribed.

<b>SECTION</b>	<b>SHORT DESCRIPTION SUMMARY OF BROAD AND DISCRETIONARY AUTHORITY</b>
12.1	The Clerk shall have regard to the needs of electors and candidates with disabilities
12.1(2)	The Clerk shall prepare a plan regarding the identification, removal and prevention of barriers that affect electors and candidates with disabilities and shall make the plan available to the public before Voting Day in a regular election.
12.1(3)	Within 90 days after Voting Day in a regular election, the Clerk shall prepare a report about the identification, removal and prevention of barriers that affect electors and candidates with disabilities.
13(1)	The Clerk shall determine the form, manner and timing of any notice or other information required by the Act.
22(2)	For the purposes of subsection (1) – correction of errors in the preliminary list, the Clerk may use any information that is in the local municipality’s custody or control
53(1)	The Clerk has discretion in determining what constitutes an emergency or circumstances that will undermine the integrity of the election.
53(2)	The Clerk has discretion in a declared emergency to make any arrangements deemed necessary for the conduct of the election.
53(4)	The Clerk determines when the emergency has passed.
55(4.1)	The Clerk shall, as soon as possible after Voting Day, make information available on the number of votes for each Candidate, the number of declined and rejected ballots and the number of votes (yes or no) on a by-law or question and determine website or electronic format.
	<b>Cost of Elections</b>
7(2), (4); 8(7)	The Clerk has authority and control over the finances of an election.
	<b>Notice of By-laws and Questions</b>
8(6)	The Clerk shall determine the form and method of notice to the electors of by-laws and questions to be placed on the ballot.
	<b>Certification of Vote Results</b>
8(9)	The Clerk shall determine the form of certification when giving the result of the vote on a question or by-law.
	<b>Information to Electors</b>
45(8)	The Clerk may issue instructions to Deputy Returning Officers (DRO) regarding attending on an elector in an institution or retirement home.

<b>SECTION</b>	<b>SHORT DESCRIPTION SUMMARY OF BROAD AND DISCRETIONARY AUTHORITY</b>
13(2)	The Clerk may determine what information is necessary to inform electors how to exercise their rights under the Act.
12.1(1)	The Clerk shall identify strategies to provide for the needs of electors and candidates with disabilities.
12.1(2)	The Clerk shall prepare a plan regarding the identification, removal and prevention of barriers that affect electors and candidates with disabilities before Voting Day in a regular election.
12.1(30)	Within 90 days after Voting Day in a regular election, the Clerk shall submit a report about the identification, removal and prevention of barriers that affect electors and candidates with disabilities.
	<b>Appointment of Election Officials</b>
15(1)	The Clerk shall appoint a Deputy Returning Officer (DRO) for each Voting Place.
15(1)	The Clerk may appoint other election officials in addition to DROs. The Clerk determines what instruction and training is provided to election officials.
	<b>Delegation of Authority</b>
15(2), (3), (4)	The Clerk may delegate to election officials in writing, any of the Clerk's powers and duties, however the Clerk may continue to exercise the delegated powers and duties, despite delegation.
	<b>Creation of Voting Subdivisions</b>
18(1)	The Clerk may divide the municipality into voting subdivisions.
18(2)	If the Clerk creates voting subdivisions, he or she shall inform ELECTIONS ONTARIO.
	<b>Correction of Preliminary List Of Electors</b>
19(1)(1.1)	The Clerk and the Municipal Property Assessment Corporation, may agree on a date for the delivery of the Preliminary List of Electors (which must be a date earlier than September 1).
22(1)	The Clerk may correct any obvious errors on the Preliminary List of Electors, and shall notify ELECTIONS ONTARIO of the corrections.
22(2)	For the purposes of subsection (1), the Clerk may use any information that is in the local municipality's custody or control.
25(4)	The Clerk shall determine the format and manner of the written application to remove a deceased person's name.

<b>SECTION</b>	<b>SHORT DESCRIPTION SUMMARY OF BROAD AND DISCRETIONARY AUTHORITY</b>
	<b>Reproduction of Voters List</b>
23(2)(a)(b)	The Clerk shall have the Voters List reproduced on or before September 1st and determine where and at what time applications for revisions to the Voters List may be made.
	<b>Revision of Voters List</b>
24(1)(2)	From September 1st to the close of Voting on Voting Date, a person may make an application to be added or removed from the Voters List or have the information on the Voters List relating to that person amended.
24(3)	The Clerk may approve or deny applications for revision to the Voters List.
27(1)(a)(b)	During the period beginning September 15 and ending September 25, the Clerk shall prepare an interim list of changes to the Voters List approved on or before September 15, and give a copy to each certified candidate and to each person who received a copy of the Voters List under s. 23.
27(2)(a)(b)	The Clerk shall within 30 days after Voting Day prepare a final list of the changes to the Voters List and give a copy to ELECTIONS ONTARIO.
	<b>Certification of Voters Lists, As Revised</b>
28(1)	The Clerk shall prepare and certify the Voters List for use in each Voting Place.
	<b>Nominations</b>
32	The Clerk shall give notice of the offices for which persons may be nominated and the nomination procedures under the Act.
33(1.3)	The Clerk is entitled to reply upon the information filed by the candidates (endorsements).
35(2), (3)	The Clerk shall certify the nomination of qualified persons, and reject the nomination if not satisfied the person is qualified.
35(4)	The Clerk can determine the form and method of giving notice when a nomination is rejected and shall give notice to the person who sought to be nominated and to all candidates for the office, as soon as possible.
35(5)	The Clerk's decision to certify or reject a nomination is final.
	<b>Acclamations</b>
37(1), (2)	The Clerk can determine the method of declaring acclamations.

<b>SECTION</b>	<b>SHORT DESCRIPTION SUMMARY OF BROAD AND DISCRETIONARY AUTHORITY</b>
	<b>Notice of Election</b>
40(a), (b), (c), (d)	The Clerk shall give notice to the electors and determine the form and method of giving such notice about the location of voting places, dates and times open, and the manner in which electors may use voting proxies if applicable and if alternative voting methods, the manner in which electors may use the alternative voting methods.
	<b>Ballot Form</b>
41(1)	The Clerk shall provide ballots in the prescribed form.
41(2)3	The Clerk can agree to permit another name that a candidate uses to appear on the ballot.
41(2)5	If the surnames of two or more Candidates for an office are identical or in the Clerk opinion so similar as to cause possible confusion, the Clerk shall differentiate the Candidates on the ballots as the Clerk considers appropriate.
41(3)	The Clerk shall change some or all of the ballots to facilitate voting by the visually impaired without assistance.
41(4)	The Clerk can decide to use separate or composite ballots.
	<b>Voting or Vote Counting Equipment or Alternate Voting Method</b>
42(3)(a) (i), (ii)	Where there is a by-law providing for voting or vote counting equipment or an alternative voting method, the Clerk has discretion in establishing forms and procedures for carrying out the intent of the by-law.
42(3)(b)	The Clerk can determine the method for providing a copy of the procedures and forms to Candidates and shall provide a copy of the procedures and forms to each Candidate when his or her nomination is filed.
	<b>Advance Vote</b>
42(2)	The Clerk shall establish the date or dates, number, location and hours of Advance Voting.
43(5)(b) (ii)	The Clerk determines how to keep safe any Advance Vote ballot boxes and all other material and documents relating to the Advance Vote.
43(7)	The Clerk determines the method of updating Voters Lists to reflect Advance Voting and ensures that the Voters Lists for all Voting Places are updated to reflect voting that took place at an advance vote.

<b>SECTION</b>	<b>SHORT DESCRIPTION SUMMARY OF BROAD AND DISCRETIONARY AUTHORITY</b>
	<b>Proxies</b>
44(7)	The Clerk may determine what is required to verify that persons are qualified to appoint and be appointed as a voting proxy and if satisfied that the person who appointed the voting proxy is entitled to do so, and that the person appointed is entitled to act as the voting proxy, shall apply a certificate in the prescribed form to the appointing document.
	<b>Voting Places and Procedures</b>
45(1), (3), (5)	The Clerk has discretion in identifying the number and location of voting places and designating the area.
45(2)	In establishing the locations of Voting Places, the Clerk shall identify strategies that ensure that each voting place is accessible to electors with disabilities.
45(7)1, 2, 3	A voting place shall be located in an institution for the reception, treatment or vocational training of members or former members of the Canadian Forces; an institution on September 1st where 20 beds or more are occupied by persons who are disabled, chronically ill or infirm; and in a retirement home in which 50 beds or more are occupied on September 1st.
45(8)	The Clerk may issue instructions to DROs regarding attending on an elector in an institution or retirement home.
45(9)	The Clerk shall issue instructions to DROs regarding attending on electors with a disability, including mobility impaired, anywhere within the defined voting place.
46(2)	The Clerk may establish specific Voting places to open on Voting Day before 10:00 a.m.
46(3)	The Clerk may establish reduced voting hours for a Voting Place that is only for the use of residents of the institution or retirement home.
47(1)(a)	The Clerk has discretion to go to or remain in voting places during voting or when votes are being counted.
	<b>Emergency</b>
53(1)	The Clerk has discretion in determining what constitutes an emergency or circumstances that will undermine the integrity of the election.
53(2)	The Clerk has discretion in a declared emergency to make any arrangements deemed necessary for the conduct of the election.
53(4)	The Clerk determines when the emergency has passed.

<b>SECTION</b>	<b>SHORT DESCRIPTION SUMMARY OF BROAD AND DISCRETIONARY AUTHORITY</b>
	<b>Opening Ballot Box</b>
55(3)	The Clerk shall determine the results of the election by compiling the statements of results received from the DRO.
55(4)	The Clerk shall, as soon as possible after voting day, declare the elected candidate(s) and the result of the vote on any by-law or question.
55(4.1)	As soon as possible after Voting Day, the Clerk shall make information available on number of votes for each Candidate, number of declined and rejected ballots, number of votes (yes or no) on a by-law or question.
55(5)	The Clerk, in the presence of the DRO, can decide to open a ballot box to assist with interpreting the statement of results.
	<b>Recounts</b>
56(1), (1.1), (2)	The Clerk shall hold a recount in accordance with policy within 15 days after the declaration of results.
59	The Clerk may decide to include other candidates for an office in a recount.
61(1)1	The Clerk may be present at a recount in the case of a tie vote, or any policy passed, when the Council, Board or Minister requires a recount and when the Ontario Superior Court of Justice orders a recount. Sections 56, 57, or 58 or 63.
61(2)1	The Clerk may be present at a recount for a by-law or question.
61(6)	The Clerk determines disputes concerning the validity of a ballot or the counting of votes in a ballot.
61(7)	The Clerk may permit others to be present at a recount.
62(3); 63(10)	If the recount leaves two candidates tied, the Clerk shall choose the successful candidate by lot.
	<b>By-Elections</b>
65(4)1	The Clerk sets the date of Nomination Day, in the case of a by-election.
65(5)1	The Clerk sets the date of voting if the by-election relates to a question or by-law.

SECTION	SHORT DESCRIPTION SUMMARY OF BROAD AND DISCRETIONARY AUTHORITY
	<b>Financial Reporting</b>
33.0.1(1)	The Clerk determines the form of the preliminary certificate of maximum campaign expenses (upon the filing of a person's nomination) and shall give the person, or their agent filing the nomination for the person, a certificate of the applicable maximum amount as of the filing date.
33.1	The Clerk shall, before Voting Day, give notice of the penalties under s.88.23(2) and s.92(1) related to election campaign finances to each person nominated for an office.
88.20(13)(a) (b)	The Clerk determines the form and method of delivery of the certificate of maximum campaign expenses. The Clerk shall calculate the maximum amounts permitted by subsections 6 (Candidate Expenses) and subsection 9 (Registered Third Party Expenses) for each office for which nominations have been filed and shall give a certificate of the applicable amounts to each candidate on or before September 25 in a regular election, and within 10 days after the Clerk makes the required corrections in the case of a by-election.
88.22(3)	The Clerk determines the form and process of the notice of default.
88.23(9)	The Clerk determines the form and method of delivery of notice to Candidates of the campaign expense filing requirements and shall give notice at least 30 days before the filing date.
	<b>Election Records</b>
88(2)(a)(b)	When the 120-day period has elapsed, the Clerk shall destroy the ballots and may destroy other documents and materials related to the election.
88(4)	Financial statements must be retained until the next election.
88(9.1)	The Clerk shall make the documents filed under sections 88.25, 88.29 and 88.32 available at no charge for viewing by the public on a website or in another electronic format as soon as possible after the documents are filed

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