

# Village of Burk's Falls



## Candidate Information and Nomination Package

### 2026 Municipal Elections

This guide is provided for information purposes and is subject to change. Please reference the *Municipal Elections Act* for further information.

This Guide will be made available in alternative formats upon request.

Clerk's Department  
172 Ontario Street  
Burk's Falls, ON  
P0A1C0  
(705) 382-3138

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## Information for Candidates - Introduction

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The municipal and school board election will be held on Monday, October 26, 2026 and the new term of Council will begin on November 15, 2026.

This package has been prepared for the purpose of supplying information to persons who have filed nomination papers with the Village of Burk's Falls for the offices of Mayor and Councillor. The information contained within this package is intended only as a guide to help potential candidates and while it contains certain provisions of relevant legislation, it does not purport to recite all applicable statutory references.

It is the candidate's responsibility to refer to and be informed of the relevant legislation and regulations that govern the election and campaign processes. All relevant statutes can be found online at [www.e-laws.gov.on.ca](http://www.e-laws.gov.on.ca). Specific questions regarding the legislative requirements can be directed to the Ministry of Municipal Affairs and Housing ([mea.info@ontario.ca](mailto:mea.info@ontario.ca)).



## **Municipal Election – October 26, 2026**

### **Procedures for the 2026 Municipal Election**

These procedures are provided for information purposes and are subject to change. Please reference the *Municipal Elections Act* for further information.

This document will be made available in alternative formats upon request.

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## 1. Introduction

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- 1.1. The 2026 Municipal Election will be held on Monday, October 26, 2026.
- 1.2. Section 42(3) of the Act requires that the Clerk establish procedures and forms for the use of any alternative voting method; and that a copy of such procedures and forms be provided to each candidate. The purpose of this document is to establish procedures that is consistent with the principles of the *Municipal Elections Act*, 1996. It is noted that the Clerk, in the role of Returning Officer, may need to vary from these prescribed rules, or develop additional ones from time to time if necessary.
- 1.3. The Clerk may at any time, up to and including Voting Day, amend the procedures contained herein. A copy of any amendment will be forwarded to each candidate.
- 1.4. Questions regarding the procedures are welcome. For more information, contact the Municipal Office during regular business hours at 705-382-3138.

## 2. Key Dates for the 2026 Municipal Election

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<b><i>Municipal Elections Act</i> Reference</b>	<b>Date or Time Period</b>
Nomination & Registration Period (s. 33)	May 1, 2026 – August 21, 2026 at 2:00 pm
Voters' List Reproduced (s.23 (2) (a))	On or before September 1, 2026
Nomination Day (s. 31)	August 21, 2026 (9:00 a.m. to 2:00 p.m.)
Certification of Nominations (s. 35 (1) (2))	Before 4:00 p.m. on August 24, 2026
Revision Period for Voters' List (s. 24 (1))	September 1 – October 26, 2026
Voting Day (s. 5)	October 26, 2026
Official Declaration of Votes (s. 55 (4) (a))	Approximately October 27, 2026

## 3. Definitions

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**“Assistant Returning Officer”** shall mean an employee designated within the Clerk’s Department of The Corporation of the Village of Burk’s Falls with responsibility for ensuring that the election is conducted fairly in accordance with legislative requirements and established procedures.

**“Ballot Box”** shall mean a sealed box secured at the Municipal Office, in which ballots are placed in advance of the close of voting.

**“Clerk”** shall mean the Clerk of The Corporation of the Village of Burk’s Falls.

**“Close Of Voting”** shall be 8:00 p.m. Eastern Standard Time on October 26, 2026.

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“**Council**” shall mean the Council of The Corporation of the Village of Burk’s Falls.

“**Counting Location**” shall mean a secured location at the Young at Heart Senior Centre 39 Copeland Street, Burk’s Falls, Ontario.

“**Deputy Returning Officer**” shall mean a person appointed by oath to carry out the counting of votes in a ballot box and other duties as may be delegated by the Returning Officer and for ensuring that the election is conducted fairly in accordance with legislative requirements and established procedures.

“**Election Official**” shall mean a person, appointed by the Clerk, with responsibility to assist in the administration of the election process and for ensuring that the election is conducted fairly in accordance with legislative requirements and established procedures.

“**Municipal Office**”, unless otherwise specified, shall mean the Village of Burk’s Falls Municipal Office located at 172 Ontario Street, Burk’s Falls, Ontario.

“**Nomination Day**” shall mean Friday, August 21, 2026, between the hours of 9:00 a.m. and 2:00 p.m.

“**Returning Officer**” shall mean the Clerk of The Corporation of the Village of Burk’s Falls with responsibility for ensuring that the election is conducted fairly in accordance with legislative requirements and established procedures. As Returning Officer, the Clerk is empowered by legislation to conduct the election and may provide for any matter that is not otherwise provided for in an Act or regulation and is, in the Clerk’s opinion, necessary or desirable for conducting the election.

“**Sequestered**” shall mean the period of time following the close of voting at 8:00 p.m. on Voting Day until all ballots have been counted. Individuals to be sequestered include Election Officials designated in accordance with Section 21, as well as any candidate or their appointed scrutineers.

“**Valid Mark**” shall mean a mark made by marking an **X** in the designated box beside a candidate’s name, or a mark which clearly states the voter’s intention, provided there are no means by which to identify the voter.

“**Voters’ List**” shall mean a list showing all eligible electors within the Village of Burk’s Falls, as provided by the Elections Ontario and revised by the Returning Officer or Assistant Returning Officer pursuant to the provisions of the *Municipal Elections Act*, 1996.

“**Voting Day**” shall mean October 26, 2026.

## 4. Election Officials

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- 4.1. The Clerk is responsible for conducting the Municipal Election, establishing the procedures and rules and interpreting the procedures and rules except as varied by a Court.
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- 4.2. The Clerk may appoint, in writing, Deputy Returning Officers (DROs) and such other designated Election Officials as required to assist in the administration, management, security, and control.
- 4.3. Written appointments of designated Election Officials and delegation of duties shall include the authority to require any person to furnish proof of identity or qualifications pursuant to the *Municipal Elections Act, 1996*, as amended.

## 5. Scrutineers

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- 5.1. Candidates may appoint, in writing, on the designated form, scrutineers to represent them.
- 5.2. All scrutineers must comply with the procedures that are set out on their Appointment Form and identified in Appendix "A" attached hereto.

## 6. Notices

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- 6.1. When required under the Act, notices will be published in the newspaper with the widest general circulation in the municipality, being the Great North Arrow. In addition, at the discretion of the Returning Officer, notices will also be posted on the Municipal Website, and where possible on local radio stations. All notices will be published/posted in the English language only.
  - 6.2. The following essential notices shall be issued:
    - i) Notice of Election Information: The notice of election information will provide the location and the dates and times on which the station will be opened, and other relevant information as determined by the Clerk. The notice will be published and posted on or before August 21, 2026 (Nomination Day).
    - Notice of Revision of Voters' List: The period for revisions to the Voters' List is from September 1, 2026 to the Close of Voting on Voting Day. The notice will be published and posted on or before August 28, 2026.
    - ii) Notice of Nomination: The nomination period is from May 1, 2026, until 2:00 p.m. on August 21, 2026 (Nomination Day). The notice will be published and posted on or before May 1, 2026.
    - iii) Notice of Additional Nominations: Notice will be given on August 21, 2026, if the number of nominations received and certified by the Clerk is less than the number required. If so, additional nominations can be accepted between 9:00 a.m. and 2:00 p.m. on August 26, 2026. The Clerk shall review and certify any additional nominations before 4:00 p.m. on August 27, 2026.
    - iv) Certified Election Results: The certified election results shall be published as soon as possible after Voting Day.
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- v) Notice of Penalties: Notice of penalties related to campaign finances and the refund of the nomination filing fee shall be given to all candidates and third party advertisers no later than October 23, 2026.

6.3. The Clerk reserves the right to publish additional advertisements and notices as deemed appropriate.

## **7. Preliminary List and Voters' List**

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- 7.1. Election Ontario is responsible for supplying the Village of Burk's Falls with the Preliminary List for municipal elections. The Preliminary List, as corrected by the Clerk under Section 22 of the *Municipal Elections Act*, 1996, shall constitute the Voters' List.
- 7.2. The preliminary list and the Voters' List are public documents available for inspection at the Municipal Office during regular office hours, from 8:30 a.m. to 4:30 p.m., Monday through Thursday, until October 22, 2026. On Voting Day, the Voters' List may be viewed at the Young at Heart Senior Centre, 39 Copeland Street, Burk's Falls, from 8:00 a.m. to 8:00 p.m.
- 7.3. No person shall use information obtained from these lists, except for election purposes. The use and sale of these lists for commercial purposes is PROHIBITED.
- 7.4. Upon receipt of a written request from a candidate for an office, the Clerk or designated Election Official shall provide him/her with a copy of the part of the Voters' List that contains the names of the voters who are entitled to vote for that office. Candidates will be required to sign a declaration, stating that the Voters' List will be used for election purposes only.

## **8. Voters' Qualifications**

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- 8.1. A voter is entitled to vote once in a municipality where he or she resides or in the case of a school board, the area of jurisdiction of the school board where he or she qualifies as an elector. Even if the voter has more than one qualifying property address, a voter may only have one permanent residence.
- 8.2. Qualifications of Electors and Persons Prohibited from Voting are outlined under Section 17(2) and 17(3) of the *Municipal Elections Act*, 1996.
- 8.3. A voter shall show photo identification before being provided a ballot.

## **9. Revision of the Voters' List Procedure**

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The period for revisions to the Voters' List is from September 1, 2026 to the Close of Voting on Voting Day.

- 9.1. Persons, upon application in writing on the appropriate form established by the Clerk, may have their name added, removed, or information added or amended on the Voters' List.
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- 9.2. A voter will be asked to provide, to the designated Election Official, the prescribed proof of identity and residence or complete an application on the prescribed form, including a statutory declaration, to prove his/her right to vote. Such proof of identity and residence shall include the person's name, qualifying address, and signature.

In addition, a voter may be asked to provide proof of citizenship, such as a birth certificate, Canadian Citizenship certificate or other such documentation.

- 9.3. Applications to revise the Voters' List must be made in writing on the appropriate form established by the Clerk and shall be filed in person by the applicant or his or her agent, by mail by the applicant or via any other format and manner that the Clerk specifies. Applications must be filed in accordance with Section 24 of the *Municipal Elections Act*, 1996.

- 9.4. Applications to remove another person's name from the Voters' List must be made in writing on the appropriate form established by the Clerk and shall be filed in person by the applicant or in person by an agent. Applications must be filed in accordance with Section 25 of the *Municipal Elections Act*, 1996.

- 9.5. Revisions to the Voters' List will be conducted at the Municipal Office, during regular office hours up to October 22, 2026. On Voting Day revisions can take place from 8:30 a.m. to 8:00 p.m at the Young at Heart Senior Centre 39 Copeland Street Burk's Falls Ontario..

- 9.6. Beginning September 15 and not later than September 25, the Clerk shall prepare an interim list of the changes to the Voters' List approved under sections 24 and 25 of the *Municipal Elections Act*, and that were approved on or before September 15<sup>th</sup>. The Clerk shall provide a copy of the interim list to each person who was provided a copy of the Voters' List. After the Statement of Changes to the Voters' List has been compiled, the original list and the Statement of Changes together make up the Voter's List.

- 9.7. The Clerk may correct any obvious error in the preliminary list and shall notify Elections Ontario. The Clerk may use any information that is in the local municipality's custody or control to correct the preliminary list.

- 9.8. The Clerk shall certify the Voters' List as revised. Only persons on this Voters' List and those added by revision are entitled to vote.

- 9.9. All deletions, amendments and additions to the Voter's List shall be maintained electronically.

## **10. Nominations**

- 10.1. Nominations are to be filed in person with the Clerk or designated Election Official at the Municipal Office, in person or through an agent during normal office hours beginning May 1, 2026 until August 21, 2026 at 2:00 p.m. The nomination paper may not be faxed or e-mailed.
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10.2. On Nomination Day, August 21, 2026, the prescribed filing time is 9:00 a.m. to 2:00 p.m. and nominations will be accepted at the Municipal Office only. Only those persons within the Municipal Office during the prescribed filing time will be considered for filing.

10.3. Nominations must be on the prescribed form and shall bear original signatures, accompanied by the prescribed fee.

### **Filing Fees**

10.4. The following tables identifies the filing fees for each office of Council:

<b>Position</b>	<b>Fee Amount</b>
Head of Council (Mayor)	Two hundred dollars \$200.00
Councillor	One hundred dollars (\$100.00)
Filing fees may be paid by debit, cash, money order, or certified cheque. Credit cards or non-certified cheques are not accepted.	

10.5. All candidates must provide designated Election Officials with proof of identity and qualifying address within the municipality when filing a nomination. If an agent is filing on behalf of a candidate, the agent must provide a copy of the candidate's proof of identity as well as their own.

10.6. The surname on the nomination form and the surname on the identification must be the same. Some flexibility will be given to first names (e.g. Bill for William), subject to approval of the Clerk.

10.7. Nomination forms will be reviewed for completeness when filed and will be certified at a later date, on or before 4:00 p.m. on August 21, 2026.

10.8. An unofficial list of persons, who have submitted nomination forms and the office that they are seeking election to, shall be updated as soon as practical after receipt of nomination papers. The list will also be included on the Village of Burk's Falls website [www.burksfalls.ca](http://www.burksfalls.ca) and in the Clerk's Office.

10.9. An official list of nominated persons shall be posted in the same manner as specified in Section 11.3 once nomination forms have been certified and the nomination period has expired.

10.10. A candidate is entitled to a refund of the nomination filing fee if the documents required under subsection 88.25 (1) of the *Municipal Elections Act* are filed on or before 2:00 p.m. on the filing date of March 31, 2027.

### **Withdrawal of Nominations**

10.11. A candidate may withdraw his or her nomination by filing a written withdrawal with the Clerk's Office before 2:00 p.m. on Nomination Day. The candidate shall appear in person, with

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identification in order to withdraw the nomination; or the candidate's agent shall appear in person, with identification and a Letter of Authorization to represent the candidate, in order to withdraw the candidate's nomination.

### **Additional Nominations**

- 10.12. If the number of nominations filed for an office and certified by the Clerk 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 August 26, 2026. The Clerk shall review and certify any additional nominations before 4:00 pm on August 27, 2026.

## **11. Acclamations**

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- 11.1. If, after the close of nominations on Nomination Day, the number of candidates nominated for any office is equal to or less than the number that are required to be elected to that office, the Clerk will, after 4:00 p.m. on August 24, 2026, declare the candidate(s) acclaimed and prepare a Declaration of Acclamation.
- 11.2. The Clerk will call for additional nominations if the number of certified candidates is fewer than the number of positions to be elected. The additional nominations may be filed on August 26, 2026 between 9:00 a.m. and 2:00 p.m. The Clerk will certify the nominations by 4:00 p.m. on August 27, 2026.
- 11.3. The Clerk will post the list of acclaimed candidates on the bulletin board located at the Municipal Office and on the municipal website. The Clerk will also provide a copy of the declaration to the acclaimed candidate(s) and will place a copy of the declaration in the candidate's file.

## **12. Form of Ballot**

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- 12.1. The form of ballot will be a "Composite Ballot".
- 12.2. The ballot shall be designed with the names of the candidates in alphabetical order based upon the last name.
- 12.3. The place for the elector to mark the ballot for each candidate shall be clear and unambiguous.
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### **13. Counting Location**

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13.1. The Counting Location is at the Young at Heart Senior Centre 39 Copeland Street, Burk's Falls, Ontario, unless otherwise specified.

13.2. At 8:00 p.m., on Voting Day, the following persons shall be sequestered at the Counting Location, and shall remain at this location until the Close of Voting:

- i. Deputy Returning Officers; and
- ii. Designated Election Officials.

13.3. The doors of the Counting Location will be secured from 8:00 p.m. until the counting of ballots is complete on Voting Day and only the Deputy Returning Officers, designated Election Officials, certified candidates and authorized scrutineers will be permitted to remain in the Counting Location

- i) Any person leaving the Counting Location after 8:00 p.m. on Voting Day will not be permitted to return (except for the Clerk and Assistant Returning Officer, as noted below). If leaving the Counting Location for the purposes of utilizing washroom facilities on the main floor, the sequestered worker must be escorted to and from the Counting Location to ensure there is no communication with other individuals that may be present in the building.
- ii) The Clerk and Assistant Returning Officer shall be the only persons permitted to enter, or leave and re-enter, the Counting Location as necessary after 8:00 p.m. on Voting Day.
- iii) No person will be permitted to enter the Counting Location after 8:00 p.m. (except for the Clerk and authorized designated Election Officials).
- iv) Cell phones or other similar equipment will not be permitted in the Counting Location other than for designated Election Officials as authorized by the Clerk. If such devices are brought into the Counting Location, they will be confiscated, labeled as to owner, and returned to the owner when they leave the premises.

13.4. Proceedings at a Counting Location are under the direction of the Clerk, or persons designated by the Clerk and no other person shall touch any ballot or interfere in the proceedings in any way.

13.5. No campaign material will be allowed within the Counting Location.

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## 14. Counting Of Ballots

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- 14.1. Counting the ballots shall commence at 8:00 p.m. on Voting Day and continue until all ballots have been counted. No results shall be revealed until all votes have been tallied. The completion of the statements of results and handling of election materials will proceed as set out in the *Municipal Elections Act* 1996.
  - 14.2. The Clerk reserves the right to amend the start time of the tallying of the votes, where deemed necessary.
  - 14.3. No candidate or scrutineer shall interfere with the vote count in any manner or they will be required to leave the Counting Location.
  - 14.4. In the event of a defective or spoiled ballot, the Election Official shall provide a replacement ballot in plain view. The replacement ballot shall be clearly labeled “replacement” and given a number which shall also be recorded on the defective ballot (i.e. Duplicate #1011, Original #1011, Duplicate #1012, Original #1012, etc.). The annotations on the replacement ballot must be recorded only on the bottom edge of the ballot outside of the vote area.
  - 14.5. The original used ballot being replaced shall be placed in an envelope marked “Defective Ballots” by the Clerk or Election Official.
  - 14.6. Any part of any ballot rejected shall not invalidate the remainder of the ballot except if there are elector identifying marks, in which case the entire ballot shall be rejected. There are appropriate spaces on the back of the composite ballot for numbering and noting objections to ballots. A corresponding list is provided to record the same number and summarize the objection.
  - 14.7. Once all ballots have been counted the ballots will be secured; the Ballot Boxes will be sealed and returned to the Clerk or designated Election Official for secure storage.
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## 15. Announcement of Results

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- 15.1. Unofficial results of the counting will be posted on the Village's website at [www.burksfalls.ca](http://www.burksfalls.ca), at the Village office and at The Young at Heart Senior Centre following the conclusion of the count on Voting Day.
- 15.2. Official results will be announced and posted by the Clerk on the Municipal Website as soon as possible after Voting Day.
- 15.3. 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:
  - The number of votes for each candidate; and
  - The number of declined and rejected ballots.

## 16. Recount

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- 16.1. The Clerk will conduct all recounts as per the regulations in the *Municipal Elections Act*, 1996, Sections 56 to 64. A recount is required if one of the following occurs:
  - i. A tied vote where both or all candidates cannot be declared elected;
  - ii. Requested by by-law or resolution of council;
  - iii. Requested by by-law resolution of a local board;
  - iv. Requested by order of the Ontario Superior Court of Justice; or
  - v. Requested by the Minister of Municipal Affairs.
- 16.2. The Clerk will conduct the recount in the same manner as with the original count, unless otherwise ordered by the judge who issued the order for the recount.
- 16.3. The Clerk will notify all involved parties of the recount and set a date, time and place of the recount.
- 16.4. If, after a recount is conducted, there is still a tie vote, the names of the candidates who tied will be placed in a container. The Clerk will blindly draw a name from the container. The name drawn will be the successful candidate.

## 17. Disposition of Records

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- 17.1. The Clerk will retain all documents and materials relating to the 2026 Municipal Election for 120 days after declaring the results of the election. The earliest date for destruction of election records is February 23, 2027 (if the results of the election are declared on October 26, 2026).
  - 17.2. Documents and materials destroyed will be witnessed by two (2) people and the 'Witness Statement as to Destruction of Ballots' will be completed.
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- 17.3. The Clerk shall retain the financial statement and auditor's report until the Members of Council elected at the next regular election have taken office.
- 17.4. The Clerk shall not destroy the ballots or documents if a court of competent jurisdiction orders that they be retained or a recount has commenced and is not finally disposed of.

## **18. Accessibility**

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- 18.1. The Clerk shall have regard to the needs of candidates and electors with disabilities.
- 18.2. The Clerk shall ensure that the Ballot Return Station is accessible to electors with disabilities.
- 18.3. The Clerk shall ensure that the Counting Location is accessible to candidates and scrutineers with disabilities.
- 18.4. The Clerk shall prepare a Report to be submitted to the Council, 90 days after voting day, about the identification, removal and prevention of barriers that affect voters and candidates with disabilities.
- 18.5. Election Officials will be available for assistance during normal office hours from 8:30 a.m. to 4:30 p.m., Monday to Thursday, during the election period and on Voting Day from 8:30 a.m. to 8:00 p.m.

## **19. Emergencies**

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- 18.1. It is impossible to predict if an emergency will occur, and if so, to what extent the conduct of the election will be affected. In the event of an emergency, the Clerk may, in accordance with Section 53 of the *Municipal Elections Act*, declare an emergency and make such arrangements as deemed necessary for the conduct of the election.

## **20. General**

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- 18.1. Any person, corporation or trade union guilty of corrupt practices or contravening provisions of the *Municipal Elections Act* 1996 may be prosecuted pursuant to the provisions of the *Municipal Elections Act*, 1996.
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## **21. Amendments to this Document**

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21.1. The Clerk at any time, up to and including Voting Day, has the right to amend this document to facilitate the vote, counting of the votes and security. A copy of the amendment will be forwarded to each candidate.

21.2. The Clerk's ruling on any interpretation of this document is final.

DATED at the VILLAGE OF BURK'S FALLS this 14<sup>th</sup> day of April, 2026.

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Denis Duguay, CAO-Clerk  
Village of Burk's Falls

## APPENDIX "A"

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### Procedures for Scrutineers

#### 1. General

- 1.1. A candidate may appoint scrutineers to represent him or her during the processing and at the tabulating of the votes, including during a recount.
  - 1.2. The appointment of a scrutineer shall be in writing if made by a candidate or applicant for a recount.
  - 1.3. A scrutineer shall, on request, show his or her appointment to the designated Election Official in charge of a place where votes are being counted.
  - 1.4. Scrutineers may be present when the votes are being counted. The scrutineers that may be present include:
  - 1.5. One (1) scrutineer appointed for each certified candidate for each counting station in operation. (In this situation, the number of scrutineers who may be present is reduced by one while the candidate who appointed them is present).
  - 1.6. There is no age or relation to the candidate restriction relative to the appointment of scrutineers.
  - 1.7. The appointment of the scrutineer must be in writing on the Clerk's prescribed form.
  - 1.8. Scrutineers will be provided an area within the "Counting Location" for their use. Cell phones or other equipment will not be permitted in the Counting Location other than for designated Election Officials. Scrutineers shall not interfere with the vote count in any manner either during the sequestered period or during the vote counting procedure. Should they do so, they shall be required to leave the facility when so requested by the designated Election Official.
  - 1.9. No campaign material will be allowed within the Counting Location on Voting Day.
  - 1.10. A candidate or scrutineer arriving at the Counting Centre before 8:00 p.m. on Voting Day will be permitted to enter, but will not be permitted to return once they leave the Counting Centre, except for washroom breaks .
  - 1.11. A candidate or scrutineer will not be permitted to enter the Counting Centre after 8:00 p.m. on Voting Day.
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- 1.12. The Clerk shall accommodate each candidate or scrutineer at the Counting Centre who intends to view the counting of vote and who, at least seven (7) calendar days before the election, notifies the Clerk in writing of that intention.

## **2. Rights of Scrutineers (includes candidates)**

- 2.1. To be present during counting of ballots;
- 2.2. To inspect the ballot boxes and the ballots and other papers, forms and documents relating to the vote (but not so as to unduly delay processing);
- 2.3. To examine each ballot as votes are counted (but not to touch the ballot);
- 2.4. To object a ballot or the counting of votes in a ballot;
- 2.5. To sign the Statement of Results prepared by the Deputy Returning Officer;
- 2.6. To place a seal on the ballot box after the counting of the votes when the Deputy Returning Officer seals the box;
- 2.7. A scrutineer may object to a ballot, or to the counting of some or all votes in a ballot, on the grounds that the ballot or votes do not comply with the prescribed rules. The Deputy Returning Officer alone shall decide all objections.

## **3. Prohibitions on Scrutineers (includes candidates)**

- 3.1. Scrutineers and candidates are prohibited from:
    - i. Attempting directly or indirectly to interfere with how an elector votes, and prohibited from attempting to campaign or persuade an elector to vote for a particular candidate at the Ballot Return Station;
    - ii. Displaying a candidate's election campaign material at the Ballot Return Stations during the election period and within the Counting Centre on Voting Day;
    - iii. Compromising the secrecy of the voting;
    - iv. Interfering or attempting to interfere with an elector who is marking a ballot;
    - v. Obtaining or attempting to obtain, at a Ballot Return Station, any information about how an elector intends to vote or has voted; and
    - vi. Communicating any information about how an elector intends to vote or has voted.
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### Instructions

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

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

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

### Declaration of Qualification

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

\_\_\_\_\_  
Signature of Nominee

\_\_\_\_\_  
Date (yyyy/mm/dd)

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

### Certification by Clerk or Designate

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

Signature \_\_\_\_\_ Date Certified (yyyy/mm/dd) \_\_\_\_\_

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**Instructions**

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

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

**For the campaign period from (day clerk received nomination)**

YYYY	MM	DD

**to**

YYYY	MM	DD

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

**Box A: Name of Candidate and Office**

Candidate's name as shown on the ballot

Last Name or Single Name	Given Name(s)
Office for Which the Candidate Sought Election	Ward Name or Number (if any)
Municipality	
Spending Limit	Contribution Limit
General	Parties and Other Expressions of Appreciation
Contributions from Candidate and Spouse	
\$	\$

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

**Box B: Declaration**

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

\_\_\_\_\_  
Signature of Candidate

\_\_\_\_\_  
Date (yyyy/mm/dd)

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



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

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

Add Item (+)

**Total Expenses subject to spending limit for parties and other expressions of appreciation** = \$                      **C3**

**3. Expenses not subject to spending limits**

Accounting and audit	+ \$		
Cost of fundraising events/activities (list details in Part IV of Schedule 2)	+ \$		see Note *
Office expenses incurred after voting day	+ \$		
Phone and/or internet expenses incurred after voting day	+ \$		
Salaries, benefits, honoraria, professional fees incurred after voting day	+ \$		
Bank charges incurred after voting day	+ \$		
Interest charged on loan after voting day	+ \$		
Expenses related to recount	+ \$		
Expenses related to controverted election	+ \$		
Expenses related to compliance audit	+ \$		
Expenses related to candidate's disability (provide full details)			

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

Add Item (+)

Other (provide full details)

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

Add Item (+)

**Total Expenses not subject to spending limits** = \$                      **C4**

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

**Box D: Calculation of Surplus or Deficit**

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

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

## Schedule 1 – Contributions

### Part I – Summary of Contributions

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

### Part II – Contributions from candidate or spouse

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

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

**Add Item (+)**

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

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

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

**Add Item (+)**

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

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

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

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

**Add Item (+)**

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

**Table 4: Contributions in goods or services from individuals other than candidate or spouse**

**(Note: Must also be recorded as Expenses in Box C.)**

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

**Add Item (+)**

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

**Total for Part III – Contributions exceeding \$100 per contributor**

**(Add totals from Table 3 and Table 4 and record the total in Part 1 – Summary of Contributions)**

\$ \_\_\_\_\_ **1B**

## Schedule 2 – Fundraising Events and Activities

Complete a separate schedule for each event or activity held.

Additional schedule(s) attached, if completed manually.

### Fundraising Event/Activity 1

Description of fundraising event/activity

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

#### Part I – Ticket revenue

Admission charge (per person) \$  2A

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

Number of tickets sold x  2B

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

#### Part II – Other revenue deemed a contribution

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

1.	<input type="text"/>	+	\$	<input type="text"/>	<input type="text"/>
2.	<input type="text"/>	+	\$	<input type="text"/>	<input type="text"/>
3.	<input type="text"/>	+	\$	<input type="text"/>	<input type="text"/>
4.	<input type="text"/>	+	\$	<input type="text"/>	<input type="text"/>
5.	<input type="text"/>	+	\$	<input type="text"/>	<input type="text"/>

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

#### Part III – Other revenue not deemed a contribution

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

1.	<input type="text"/>	+	\$	<input type="text"/>	<input type="text"/>
2.	<input type="text"/>	+	\$	<input type="text"/>	<input type="text"/>
3.	<input type="text"/>	+	\$	<input type="text"/>	<input type="text"/>
4.	<input type="text"/>	+	\$	<input type="text"/>	<input type="text"/>
5.	<input type="text"/>	+	\$	<input type="text"/>	<input type="text"/>

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

#### Part IV – Expenses related to fundraising event or activity

Provide details

1.	<input type="text"/>	+	\$	<input type="text"/>	<input type="text"/>
2.	<input type="text"/>	+	\$	<input type="text"/>	<input type="text"/>
3.	<input type="text"/>	+	\$	<input type="text"/>	<input type="text"/>
4.	<input type="text"/>	+	\$	<input type="text"/>	<input type="text"/>
5.	<input type="text"/>	+	\$	<input type="text"/>	<input type="text"/>

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

**Schedule 3 – Broadcasters and Publishers**

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

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

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

**Add Item (+)**

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

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

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

Professional Designation of Auditor

Municipality Date (yyyy/mm/dd)

### Contact Information

Last Name or Single Name Given Name(s) Licence Number

Address

Suite/Unit Number Street Number Street Name

Municipality Province Postal Code

Telephone Number Email Address

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

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

Report is attached

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

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# **Certificate of Maximum Expenses and Maximum Contributions to a Candidate's Own Election Campaign 2026 Municipal Elections**

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All candidates must retain this document, sign its acknowledgment page, and return the acknowledgment page to the Village Clerk's Office before the candidate's nomination will be certified. Section 88.9.1 of the *Municipal Elections Act* states "a candidate for an office on a council and his or her spouse shall not make contributions to the candidate's own election campaign that, combined, exceed an amount calculated in accordance with that section". This limit does not apply to school board trustee candidates.

Section 88.20 (6) of the *Municipal Elections Act* states that during the period that begins on the day a candidate is nominated under section 33 and ends on voting day, his or her expenses shall not exceed an amount calculated in accordance with the prescribed formula. This amount does not apply to expenses described in Paragraphs 3 and 5 to 9 of subsection 88.19 (3) listed on page 2.

---

In accordance with the requirements of section 33.0.1 and 33.0.2 of the *Municipal Elections Act*, 1996 as amended, I hereby certify that the preliminary calculation of the maximum amounts described in section 88.9.1 and 88.20 (6) are as follows:

<b>Mayor</b>	
Maximum Contributions to a Candidate's Own Campaign (88.9.1(1)(a))	<b>\$7,676.80</b>
Maximum Campaign Expense Limit (O. Reg. 101/97)	<b>\$8,251.40</b>

  

<b>Village Councillor</b>	
Maximum Contributions to a Candidate's Own Campaign (88.9.1(1)(a))	<b>\$5,176.80</b>
Maximum Campaign Expense Limit (O. Reg. 101/97)	<b>\$5,751.40</b>

---

The number of electors used to calculate the final contribution and spending limits will be the greater of the number recorded on the voters' list for the 2022 election as it existed on September 15, 2022, or the number recorded on the voters' list for the 2026 election as it exists on September 15, 2026. The contribution and expense limits based on the 2022 figures have been included in this certificate. The Clerk will issue a final calculation of the maximum contribution and spending limits to each certified candidate on or before September 25, 2026, using the number of eligible voters for the 2026 election, if that number is higher.

A certificate of the applicable maximum amounts is hereby given in accordance with the provisions of the *Municipal Elections Act*, 1996.

Denis Duguay, CAO-Clerk



## Expenses

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Section 88.19 (3) of the Municipal Elections Act states that: (3) without restricting the generality of subsections (1) and (2), the following amounts are expenses:

1. The replacement value of goods retained by the person, individual, corporation or trade union from any previous election in the municipality and used in the current election.
2. The value of contributions of goods and services.
3. Audit and accounting fees.
4. Interest on loans under section 88.17.
5. The cost of holding fund-raising functions.
6. The cost of holding parties and making other expressions of appreciation after the close of voting.
7. For a candidate, expenses relating to a recount or a proceeding under section 83 (controverted elections).
8. Expenses relating to a compliance audit.
9. Expenses that are incurred by a candidate with a disability or 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.
10. The cost of election campaign advertisements (within the meaning of section 88.3) or third party advertisements, as the case may be.



## Certificate of Maximum Expenses and Maximum Contributions to a Candidate's Own Election Campaign Acknowledgement 2026 Municipal Election

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In accordance with the requirements of section 33.0.1 and 33.0.2 of the *Municipal Elections Act*, 1996 as amended, I hereby acknowledge receipt of the maximum amounts described in section 88.9.1 and 88.20 (6) of the *Municipal Elections Act*, 1996 as amended.

I understand that the following amounts represent the preliminary calculation of the maximum campaign expenses for the office to which I have filed nomination papers (check the office to which you are a candidate):

**Mayor**

Maximum Contributions to a Candidate's Own Campaign (88.9.1(1)(a))	<b>\$7,676.80</b>
Maximum Campaign Expense Limit (O. Reg. 101/97)	<b>\$8,251.40</b>

**Village Councillor**

Maximum Contributions to a Candidate's Own Campaign (88.9.1(1)(a))	<b>\$5,176.80</b>
Maximum Campaign Expense Limit (O. Reg. 101/97)	<b>\$5,751.40</b>

\_\_\_\_\_  
Candidate Name

\_\_\_\_\_  
Candidate's Signature

\_\_\_\_\_  
Date



# NOTICE TO CANDIDATE OF FILING REQUIREMENTS

*Municipal Elections Act, 1996 (s.88.25)*

TO:

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

FROM: The Clerk or designated election official of the Corporation of the Village of Burk's Falls

TAKE NOTICE EVERY CANDIDATE SHALL FILE by March 31, 2027, with the Clerk with whom their nomination was filed a financial statement and auditor's report in accordance with s.88.25 of the Municipal Elections Act, 1996.

### 88.25

- 1) On or before 2:00 p.m. on the filing date, a candidate shall file with the Clerk with whom the nomination was filed a financial statement and auditor's report, each in the prescribed form, reflecting the candidate's election campaign finances,
  - (a) in the case of a regular election, as of December 31 in the year of the election;
  - (b) in the case of a by-election, as of the 45<sup>th</sup> day after Voting Day.
- 2) If a candidate's election campaign ends as described in paragraph 3 of subsection 88.24(1), the financial statement and auditor's report must reflect the candidate's election campaign finances as of the day the election campaign period ended.
- 3) If an error is identified in a filed financial statement, the candidate may withdraw the statement and, at the same time, file a corrected financial statement and auditor's report on or before the applicable filing date under section 88.30.
- 4) If the candidate's election campaign period continues during all or part of the supplementary filing period, the candidate shall, before 2:00 pm on the supplementary filing date, file a supplementary financial statement and auditor's report for the supplementary reporting period.
- 5) If a candidate's election campaign period ends as described in paragraph 3 of subsection 88.24(1) and the election campaign period continued during all or part of the supplementary filing period, the candidate shall, before 2:00 pm on the supplementary filing date, file a supplementary financial statement and auditor's report for the period commencing on the day the candidate's election campaign period ends and including the six-month period following the year of the election.
- 6) A supplementary financial statement or auditor's report shall include all the information contained in the initial statement or report filed under subsection (1) updated to reflect the changes to the candidate's campaign finances during the supplementary reporting period.
- 7) An auditor's report shall be prepared by an auditor licensed under the *Public Accounting Act, 2004*.
- 8) No auditor's report is required if the total contributions received and total expenses incurred in the election campaign up to the end of the relevant period are each equal to or less than \$10,000.

\_\_\_\_\_ Date

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

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

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

Also Note: If the Clerk has provided for electronic filing, candidates must also be advised of this option and consequences or limitations associated with.



## NOTICE OF PENALTIES – CANDIDATE

*Municipal Elections Act, 1996 (s.33.1)*

TO:

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

FROM: The Clerk or designated election official of the Corporation of the Village of Burk's Falls

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 the candidate 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 that section by the relevant date.

**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) 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.

### Penalties

In the case of a default described above:

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

### Refund

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 88.21(1) are filed on or before 2:00 p.m. on the filing date in accordance with that subsection.

**The Clerk shall, before voting day, give to each person nominated for an office notice of the penalties under subsections 88.23(1) 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**



## **VOTERS' LIST REQUEST & CANDIDATE'S DECLARATION - PROPER USE OF VOTERS' LIST**

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

Pursuant to the provisions of Section 23(4) of the Municipal Elections Act, 1996, as amended, certified candidates are entitled to receive a copy of the part of the voters' list that contains the names of the electors who are entitled to vote for that office. This copy is not permitted to be delivered prior to September 1, 2026.

I, \_\_\_\_\_, being a candidate for the office of \_\_\_\_\_, hereby request the Clerk to provide me with the following information when it becomes available:

A paper copy of the Voters' List. Please note that a copy of all revisions made to the Voters' List will be provided on or before Monday, September 28, 2026.

**OR**

An electronic copy of the Voters' List. Please note that a copy of all revisions made to the Voters' List will be provided on or before Monday, September 28, 2026.

**I, the undersigned, do hereby agree to use the Voters' List for election purposes only and I understand that I am prohibited by the *Municipal Elections Act, 1996* from using the Voters' List for commercial purposes and from publishing, posting or making the list available to the public in any manner.**

Signature: \_\_\_\_\_

Date \_\_\_\_\_

Name: \_\_\_\_\_  
(please print)



(Municipal Freedom of Information and Protection of Privacy Act)

Personal information on the Nomination Paper – Form 1 is collected under the authority of the *Municipal Elections Act* and will be used to assist the Clerk in the administration of the 2026 Municipal Election. Questions regarding the collection of this information should be forwarded to the Clerk, 172 Ontario St., Burk’s Falls ON, P0A 1C0 (705) 382-3138.

Name of Candidate: \_\_\_\_\_

Candidate for the office of:

- Mayor
- Councillor

I the undersigned, acknowledge that the Nomination Paper – Form 1 that I have filed with the Clerk contains personal information and I am aware that the document is a public record under the *Municipal Elections Act, 1996* and may be inspected by any person.

I further acknowledge that the Village of Burk’s Falls website will include a list of all candidates, the office for which they are running and their qualifying address. I request the following additional contact information to also be posted:

Campaign Phone Number \_\_\_\_\_

Campaign Email \_\_\_\_\_

*\* I understand that I may not incur any campaign expenses (including costs incurred to establish a dedicated campaign email address and/or phone number, where relevant), until the date my nomination is filed.*

\_\_\_\_\_  
Candidate Signature

\_\_\_\_\_  
Date

Personal information on this form is collected under the authority of the *Municipal Elections Act, 1996*, and will be used for authorizing candidate information to be placed on the Village of Burk’s Falls website. Questions about this collection of personal information should be directed to the Clerk, 172 Ontario St, Burk’s Falls ON, P0A 1C0.

# By-laws

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## A BY-LAW TO REGULATE THE ERECTION, LOCATION, CLASS AND TYPE OF SIGNS AND ADVERTISING DEVICES- BY-LAW NO. 07-2026

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**WHEREAS** Section 210 of the *Municipal Act*, R.S.O. 1980, c. 302, as amended, authorizes municipalities to regulate signs and advertising devices;

**AND WHEREAS** Council of the Corporation of the Village of Burk's Falls considers it desirable to regulate signs and advertising devices in the interest of public safety, accessibility, traffic safety, and community appearance;

**NOW THEREFORE** the Council of the Corporation of the Village of Burk's Falls enacts as follows:

### 1. DEFINITIONS

- a) **"Adjacent"** means abutting or in close proximity to, and includes properties or areas that share common lot line or are separated only by a road, land, or right-of-way.
- b) **"Advertising Device"** means any device, notice, structure, or thing designed to convey information, identification, or advertising.
- c) **"Billboard"** means a permanent sign advertising a business, product, or service not located on the same lot.
- d) **"Council"** means the Council of the Corporation of the Village of Burk's Falls.
- e) **"Election Sign"** means a sign supporting or opposing a candidate, registered third party advertiser, or question in an election governed by the *Municipal Elections Act, 1996*.
- f) **"Erect"** includes construct, place, affix, alter, relocate, or display.
- g) **"Illuminated Sign"** means a sign that uses artificial light to enhance visibility.
- h) **"Municipality"** means the Corporation of the Village of Burk's Falls.
- i) **"By-law Officer"** means a By-law Enforcement Officer or any person authorized by the Municipality.
- j) **"Owner"** includes the registered owner of land or the person having care or control of a sign.
- k) **"Portable Sign"** means a temporary sign not permanently affixed to the ground or a building.
- l) **"Road Allowance"** means land dedicated for public highway purposes.
- m) **"Sign"** means any structure, device, or representation used to convey information, identification, or advertising.

### 2. GENERAL PROVISIONS

- a) No person shall erect, alter, or maintain a sign except in accordance with this By-law.
- b) All signs shall be maintained in a safe condition and in good repair.
- c) No sign shall obstruct visibility, impede pedestrian or accessible routes, or create a traffic hazard.
- d) No sign shall be erected within a road allowance except with written municipal authorization.

## **SIGN CLASSES AND SCHEDULES**

Signs shall comply with the requirements set out in: **Schedule**

**"A"** - Signs Permitted Without a Permit **Schedule "B"** -

Signs Requiring a Permit

**Schedule "C"** - Prohibited Signs

**Schedule "D"** - Sign Fees

**Schedule "E"** - Sign Standard

Schedules "A", "B", "C", "D" and "E" form part of this By-law.

### **1. REMOVAL AND COST RECOVERY OF ALL SIGNS INCLUDING ELECTION SIGNS**

- a) Where an election sign is erected or maintained in contravention of this By-law or the *Municipal Elections Act, 1996*, a By-law officer may remove or cause the removal of the sign **without prior notice**.
- b) Where any sign is erected or maintained in contravention of this By-law or the *Municipal Elections Act, 1996*, a By-law officer may remove or cause the removal of the sign **without prior notice**.
- c) The Municipality shall not be liable for damage to any sign removed under this By-law.
- d) All costs incurred by the Municipality for the removal, transportation, or disposal of an election sign may be recovered from the candidate, registered third party advertiser, or property owner responsible for the sign.
- e) Costs recovered under this Part may be: Invoiced to the responsible party;  
Added to the tax roll of the property and collected in the same manner as municipal taxes, where permitted by law; or Recovered by any other lawful means.
- f) Removal of an election sign does not relieve any person from compliance with this By-law or from prosecution.
- g) Election signs removed by the Village are not required to be stored and may be disposed of immediately.

### **2. DELEGATED AUTHORITY**

- a) Council hereby delegates to the Clerk the authority to receive, review, approve, refuse, or impose conditions on applications for permits respecting signs, in accordance with the provisions of this By-law and any applicable policies or regulations.

### **3. ENFORCEMENT AND PENALTIES**

- a) This By-law may be enforced by an By-law officer.
- b) Every person who contravenes this By-law is guilty of an offence and, upon conviction, is liable to a fine as provided under the *Provincial Offences Act*.
- c) Each day a contravention continues constitutes a separate offence.

### **4. SEVERABILITY**

- a) If any provision of this By-law is held to be invalid, such invalidity shall not affect the remaining provisions.

### **5. REPEAL AND EFFECTIVE DATE**

- a) All previous by-laws or portions thereof regulating signs and advertising devices are hereby repealed.
- b) This By-law shall come into force and effect on the date of its passing.

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**AS READ A FIRST AND SECOND AND THIRD AND FINALLY PASSED THIS 17th  
DAY OF FEBRUARY 2026**

## SCHEDULE "A" - SIGNS PERMITTED WITHOUT A PERMIT

- a) Municipal, government, emergency, and public safety signs.
- b) Municipal directional and wayfinding signs.
- c) Real estate signs provided: One (1) sign per frontage;  
Removed within seven (7) days of sale or lease;  
Does not obstruct visibility or access.
- d) **Election Signs**, subject to the *Municipal Elections Act, 1996*, provided that **No** sign is erected prior to the opening of nominations;

### **Municipal Election Sign Guideline:**

- Election Signs may be erected starting **25 days before Election Day** for municipal elections.
- Election signs must be removed **within 72 hours (3 days) after voting ends**
- No signs within certain distances of intersections, sidewalks, or medians, to avoid obstructing sightlines.
- No signs on traffic control devices, utility poles, street trees, or structures not intended for signage
- Election signs must not distract or impede traffic (no flashing lights or obstructions).
- Election signs shall not be erected on:
  - a. Municipal property, including parks, buildings, or road allowances, unless expressly authorized by the Village.
- No election sign shall be erected adjacent to a voting place, Village facility that is owned and/or operated by the Village.
- No election sign shall impede pedestrian or accessible routes
- No election sign shall flash, rotate, or display moving images
- No election sign shall obstruct fire routes or emergency access.
- No election sign shall contain obscene, offensive, or unlawful content.

### **Private Property**

- Signs can generally be displayed on private property with the owner's permission.
- Election signs can be displayed on private property however, no election sign shall be erected adjacent to a voting place, Village facility that is owned and/or operated by the Village.
- Owners or occupants may remove signs placed on their property without consent.

## SCHEDULE "B" - SIGNS REQUIRING A PERMIT

- a) **Portable signs, including sandwich boards, subject to municipal approval.**
  - Shall be subject to municipal approval
  - Permitted only on private property unless otherwise authorized
  - Maximum size and height as prescribed in Schedule "E"
  - Shall not be illuminated unless specifically permitted
  - Must be removed when the associated business or activity is not operating
  - Permit duration shall not exceed the period specified by the Municipality
- b) **Temporary event signs.**
  - Permit shall be valid only for the duration of the approved event
  - May be erected no more than 14 days prior to the event
  - Must be removed within 3 days following the conclusion of the event
  - Shall not be attached to trees, utility poles, or public infrastructure
- c) **Wall signs.**
  - Shall be securely affixed flat against the wall of a building

- Maximum sign area shall not exceed \_\_\_ percent of the wall face
- Projection from the wall shall not exceed \_\_\_ metres
- Shall not obstruct doors, windows, fire exits, or ventilation openings
- Illumination, where permitted, shall be directed away from adjacent properties and roadways

**d) Ground or freestanding signs.**

- Maximum height, sign face area, and setbacks as prescribed in Schedule "E"
- Limited to one ground or freestanding sign per lot unless otherwise approved
- Shall be permanently installed and structurally supported
- Shall not be located within required sight triangles
- Landscaping at the base of the sign may be required

**e) Illuminated, electronic, or digital signs, subject to conditions imposed by Council.**

- Subject to approval by Council or its delegated authority
- Shall comply with brightness, animation, and message-change interval standards
- Illumination shall not cause glare or distraction to motorists or adjacent properties
- Electronic message changes shall not occur more frequently than once every 7 seconds
- Automatic dimming shall be required during nighttime hours
- Audio, flashing, or moving elements are prohibited unless expressly approved

**f) Discretionary Authority**

Council or its delegate may:

- Impose conditions on any sign permit
- Refuse or revoke a permit for non-compliance
- Grant exemptions where deemed appropriate and consistent with the intent of this By-law

**SCHEDULE "C" - PROHIBITED SIGNS**

- Signs resembling traffic control devices.
- Roof signs.
- Inflatable signs or advertising devices.
- Signs emitting sound, odour, or vibration.
- Signs affixed to trees, utility poles, or municipal infrastructure without authorization.
- Signs erected in a road allowance without written approval.
- Signs that incite violence, hatred, present demeaning or derogatory portrayals of individuals or groups, or that have adverse effects on public safety.

**SCHEDULE "D" - SIGN FEES**

- All fees to be paid to the Village for a license pursuant to the provisions of this by-law shall be in the amount as prescribed in the current Fees and Charges By-law.
- No permit shall be issued until all required fees have been paid.

**Election Signs**

No permit fee shall be charged for election signs erected in compliance with this By-law and the *Municipal Elections Act, 1996*.

**Election Sign Removal Fee**

Where an election sign is removed by the Village due to non-compliance, the responsible party shall be charged:

as per current Fees and Charges By-law; plus  
 Any additional costs incurred by the Village for labour, equipment, storage, or disposal.

**Removal and Cost Recovery (Non-Election Signs)**

Where a sign is removed by the Village due to non-compliance with this By-law, the owner or responsible party shall be charged:

as per current Fees and Charges By-law; plus

All actual costs incurred by the Village related to removal, transportation, storage, or disposal.

**Replacement and Inspection Costs**

- a) Where a sign permit requires inspection or re-inspection due to non-compliance, the Village may charge as per current Fees and Charges By-law.
- b) Where a municipal sign or infrastructure is damaged as a result of an unauthorized sign, the cost of repair or replacement shall be charged to the responsible party.

**SCHEDULE "E" SIGN STANDARDS**

Portable/ Sandwich Board	1.2 m	1.5 m <sup>2</sup>	Must be on private property; not obstruct sidewalks or roadways	Permit required; must be removed when business is closed
Wall Sign	N/A (flush to wall)	10% of wall area (max)	Must not obstruct doors, windows, fire exits	Illumination allowed with conditions
Ground/ Freestanding Sign	4.5 m	6.0 m <sup>2</sup> per face	Minimum 1.5 m from lot lines; not within sight triangles or road allowance	One sign per lot unless otherwise approved; landscaping encouraged
Illuminated/ Electronic/ Digital Sign	4.5 m (approved)	6.0 m <sup>2</sup> per face (or as approved)	Minimum 1.5 m from lot lines; not within sight triangles	Message changes no more frequently than once every 7 seconds; brightness and dimming standards apply

Site Triangle- from the intersection along each street line (e.g., 6 m, 7.5 m, or 9 m) and the line between those two points forms the triangle that must be kept clear.

6 m on each street line from the corner

**THE CORPORATION OF THE VILLAGE OF BURK'S FALLS  
BY-LAW NUMBER 05-2025**

**Being a by-law to establish rules governing the proceedings of Council, the calling of meetings and the conduct of Members.**

WHEREAS a Municipality is a level of government and requires some formality and procedure in meetings so that clear, informed, written decisions, direction, resolutions and by-laws can be both adopted and implemented;

AND WHEREAS pursuant to Section 238 of the *Municipal Act*, 2001, a municipality is required to establish the procedures governing the meetings of Council and Committees, the conduct of its Members and the calling of meetings;

**AND WHEREAS** Council must adopt by by-law the procedures which address the rules of order which shall be observed in all proceedings of Council, Committees of Council and Local Boards unless specifically provided otherwise;

**NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE VILLAGE OF BURK'S FALLS HEREBY ENACTS AS FOLLOWS:**

1. That The rules and regulations contained herein this By-Law shall be observed in all proceedings of the Council and shall be the rules and regulations for the dispatch of business by Council and its committees.
2. That in addition to the rules and regulations contained herein, members of Council shall have regard for and are also governed by the following documents and legislation:
  - a) Municipal Act, 2001
  - b) Municipal Conflict of Interest Act
  - c) Municipal Code of Conduct
  - d) Municipal Elections Act
  - e) Accessibility for Ontarians with Disabilities Act
  - f) Occupational Health and Safety Act
  - g) Staff Council Relations Policy
  - h) Municipal Freedom of Information and Protection of Privacy Act
  - i) Ontario Planning Act
  - j) Human Rights Code
  - k) Emergency Management and Civil Protection Act
3. That the Short Title of this By-law may be referred to as the Procedural Bylaw

**Part 1  
DEFINITIONS**

Definitions in this By-Law:

- 1.1 Act  
"Act" means the *Municipal Act*, 2001, as amended from time to time.
- 1.2 Ad-Hoc Committee  
"Ad-Hoc Committee" means a Committee to advise Council on a specific issue or project. An Ad-Hoc Committee shall be governed by clear terms of reference set out in a resolution or By-Law and include language indicating the Committee will cease to exist.

- 1.3 **Agenda**  
"Agenda" means the list of business to be conducted at a Meeting.
- 1.4 **Chair**  
"Chair" means the person presiding at a Meeting.
- 1.5 **Clerk**  
Clerk shall mean the CAO/Clerk of the Village of Burk' Falls and includes the Deputy Clerk and any official of the Village appointed by Council to exercise the power(s) of the Municipal Clerk in the absence of the CAO/Clerk or Deputy Clerk.
- 1.6 **Council**  
"Council" means the elected Members of the Municipal Council.
- 1.7 **Council Package**  
"Council Package" means a copy of the Agenda, reports and all other information that Members require prior to a meeting.
- 1.8 **Closed Meeting**  
"Closed Meeting" means a meeting of Council or Committee that is not open to the public pursuant to Section 239 of the *Municipal Act* or other legislation. Also referred to as "In Camera".
- 1.9 **Deputy Mayor**  
"Deputy Mayor" means a Member of Council appointed in accordance with the Village's policies to act in the place of the Mayor when the Mayor is absent.
- 1.10 **Electronic Meeting**  
"Electronic Meeting" means a Meeting where any or all Member(s) may not be physically present but may participate via electronic means of communication.
- 1.11 **Emergency**  
"Emergency" means a situation or an impending situation that constitutes a danger of major proportions that could result in serious harm to persons or substantial damage to property and that is caused by the forces of nature, a disease or other health risk, an accident or an act whether intentional or otherwise.
- 1.12 **Ex Officio**  
"Ex Officio" means that the Mayor is a Member of all Committees of Council and is entitled to attend, participate and vote, but is not counted in quorum unless specifically appointed to a seat on the Committee.
- 1.13 **Head of Council**  
"Head of Council" means the Mayor or the Deputy Mayor in the absence of the Mayor.
- 1.14 **Local Board**  
"Local Board" means a Local Board as defined in the *Municipal Act, 2001*.
- 1.15 **Meeting**  
"Meeting" means any regular, special or other meeting of Council, a Local Board or Committee where a quorum of Members is present, and Members discuss or otherwise deal with any matter in a

way that materially advances the business or decision-making of the Council, Local Board or Committee as stated in Section 238 of the Municipal Act.

- 1.16 **Member**  
"Member" means a Member of Council, Local Board or Committee.
- 1.17 **Municipal Act**  
"*Municipal Act*" means the *Municipal Act*, 2001, S.O. c. 25. as amended.
- 1.18 **Municipality**  
"Municipality" means the Corporation of the Village of Burk's Falls.
- 1.19 **Officers**  
"Officer(s)" means a person such as the Chief Administrator Officer, Clerk, Treasurer, Operations Superintendent, Chief Building Official and Fire Chief who holds a position of responsibility with definite rights and duties prescribed by statute or By-Law.
- 1.20 **Order of Business**  
"Order of Business" means the sequence of business to be introduced and considered in a Meeting, as outlined on the Agenda.
- 1.21 **Point of Procedure**  
"Point of Procedure" is a statement made by a Member to the Chair when the Member believes there has been a contravention of the rules laid out in the Procedural By-Law.
- 1.22 **Presentation**  
"Presentation" means a person or group (including a Member, staff or Public) who provides information to Council or Committee. May also be referred to as a Petition or Delegation.
- 1.23 **Quorum**  
"Quorum" means a majority of Members of Council or Committee.
- 1.24 **Recorded Vote**  
"Recorded Vote" means a vote in Council or Committee where the names of the Members and the position in favour or against a Motion are recorded in the minutes. This may be requested before or after the vote has been taken.
- 1.25 **Regular Meeting**  
"Regular Meeting" means a scheduled meeting held at regular intervals in accordance with the approved schedule of Meetings.
- 1.26 **Report**  
"Report" means a written or other report from the Clerk Administrator, Department Heads, Staff or Committee.
- 1.27 **Resolution**  
"Resolution" means a Motion that has been approved by Council.
- 1.28 **Special Meeting**  
"Special Meeting" means a meeting that is called for a specific time and for a specific purpose to

deal with an important matter that has arisen between Regular Meetings.

1.29 **Standing Committee**

"Standing Committee" means a Committee comprised solely of Members of Council.

1.30 **Village**

"Village" means the Corporation of the Village of Burk's Falls.

1.31 **Unfinished Business**

"Unfinished Business" means matters listed in the Agenda which have not been dealt with in their entirety.

**Part 2  
GENERAL MEETING RULES**

2.1 The rules and regulations contained in this By-law shall be observed in all proceedings of the Council and shall be the rules and regulations for the dispatch of business by Council and its committees and boards.

2.2 This By-Law may be suspended, except for those rules or regulations set out by legislation, with the consent of at least two-thirds of the Members of Council and may be suspended before, during or after a meeting.

2.3 The Mayor shall act as the Chair for all Council Meetings. The Mayor may delegate their authority to Chair any meeting.

2.4 In the absence of the Mayor or if they refuse to act or if the office is vacant, the Deputy Mayor shall carry out the Mayor's duties and have all the rights, powers and authority of the Head of Council.

2.5 The Deputy Mayor shall be appointed as per the Council Vacancy Policy 2025-01.

2.6 If both the Mayor and Deputy Mayor are unable to act as Head of Council for a meeting, Council shall appoint an Acting Mayor who shall have all the rights, powers and authority of the Head of Council for the purposes of that meeting. In this instance, the Clerk shall call the meeting to order and conduct the meeting to allow Council to appoint an Acting Mayor.

2.7 Unless otherwise authorized by Council, all meetings of Council shall be held at the Village of Burk's Falls Young at Heart Seniors Centre at 39 Copeland Street, Burk's Falls, Ontario.

2.8 A Clerk or Deputy Clerk must be present at all Council Meetings or other meetings where there is a quorum of Council.

2.9 Quorum must be in attendance for all Meetings.

If Quorum is not present fifteen (15) minutes after the time appointed for the Meeting, the Meeting will be automatically adjourned until the next Regular Meeting or until a Special Meeting is called to deal with matters intended to be dealt with at the adjourned Meeting. The Clerk shall record the names of the Members present at the fifteen (15) minute time limit and will include those names on Minutes for the adjourned meeting and will include those Minutes on the Agenda for the next Meeting.

If at any time during a Meeting there is not a Quorum, the Meeting shall automatically be recessed until there is a Quorum again or until the Chair adjourns the Meeting.

2.10 Minutes of all Meetings will be recorded without note or comment.

After approval, minutes of all meetings except closed meetings, will be posted in accordance with the applicable municipal policies.

If a Member arrives during a meeting or leaves before the end of the meeting, the Clerk will record same, including the time in the minutes. If a Member needs to leave before the end of a Meeting, they must inform the Chair and be excused.

2.11 Staff have a statutory duty to provide advice to Council. As such, Staff, and particularly Officers and Department Heads are expected to attend Council meetings and to provide advice on a regular basis. Staff and Officers shall attend meetings of Council when required by the Clerk Administrator.

2.12 Where a Member has a pecuniary interest and discloses that interest in accordance with Section 5 of the *Municipal Conflict of Interest Act*, the Member will provide a written statement of interest and its general nature to the Clerk and will leave the Council Meeting while the issue is considered and will take no steps to influence the decision in any way, either prior to, during or after the Meeting.

Members will, at all times, comply with their statutory obligations pursuant to the *Municipal Conflict of Interest Act*.

The Chair shall preside over the meeting, ensure good order and decorum and rule on procedural questions.

- a. All Agenda items to be discussed are to proceed by Resolution.
- b. The Chair or the Clerk will read the Resolution or question.
- c. A Member who moves a Resolution has the first right of speaking on that Resolution after the Chair.
- d. The seconder has the right of speaking second on the Resolution.
- e. The Chair will then canvas each Member for their opinion on the Resolution.
- f. After being recognized by the Chair, every Member shall respectfully acknowledge the Chair prior to speaking on any matter.
- g. A Member shall not speak a second time on a matter until all Members have had a chance to speak without leave of Council, except:
  - I. if questioned by another Member; or
  - II. to explain comments which the Member believes have been misunderstood; or
- III. in the case of the mover of a Resolution, in reply just before the Chair and after everyone else has spoken.
- h. No Member, without the leave of Council or the Committee, shall speak to a matter or in reply for longer than five (5) minutes.
- i. Resolutions and amendments to a Resolution must be moved and seconded in writing and

signed by the mover and seconder.

j. A Resolution may be withdrawn at any time prior to the vote thereon with the consent of the majority of Members present.

k. When a matter is being debated, no other Resolution shall be entertained other than a Resolution:

- i. to refer the matter to a certain body;
- ii. to amend the Resolution;
- iii. to defer the Resolution;
- iv. to adjourn the meeting;
- v. that the vote be taken.

l. A Resolution to refer or defer shall be heard before any Resolution or amendment except a Resolution to adjourn.

m. A Resolution to refer shall require direction as to the body to which it is being referred and a date that body is to report to Council or Committee and is not debatable.

n. A Resolution to defer must give a reason and a date to which the matter is deferred. Only the date of deferral is debatable.

o. A Resolution that the vote be taken shall not be entertained by the Chair until each of the Members has had an opportunity to speak at least once on the particular matter.

p. Once a Resolution that the vote be taken is passed, the original motion and any amendments shall be voted upon without further debate.

## 2.14 Conduct

Members are required to follow the Village's Code of Conduct in all Meetings.

No Member shall:

- a. Speak disrespectfully of the Mayor, Deputy Mayor, Member, Staff or a member of the Public;
- b. Engage in private conversation while in the Council Chambers in such manner as to interrupt the proceedings of Council;
- c. Speak on any subject other than the subject in debate; and
- d. Speak in open Council about matters discussed in a Closed Meeting until the matter is authorized for discussion by Council;
- e. Interrupt a Member while speaking, by speaking out, making a noise or disturbance, except to raise a procedural question.

No person at a meeting shall:

- a. Speak disrespectfully of the Mayor, Deputy Mayor, Member, Staff or a member of the Public;
- b. Use offensive words;
- c. Disobey the procedural rules or the decisions of the Chair or of the Council or Committee;
- d. Leave their seat while a vote is being taken and until the results are declared;

- e. Make any disruptive noise or disturbance during a Meeting;
- f. Enter the meeting while a vote is being taken;
- g. Walk between a Member who is speaking and the Chair.
- h. Engage in conversation or other behaviour, which may disrupt debate.
- i. Electronic devices must be silenced during a Meeting and must not be used to disrupt a Meeting.
- j. No person shall record a Meeting, in part or in whole, without first obtaining consent from the Chair.
- k. No persons, except Members or the Clerk or the Secretary of a Committee, may approach Members without permission from the Chair.
- l. No person shall speak aloud at a meeting or address Members without first receiving permission of the Chair to do so. All remarks shall be addressed to the Chair. Members of the Public will not routinely be recognized and permitted to speak during a debate.
- m. Members of the Public may not be recognized unless consent is given by a majority of Council and they are speaking to an item on the Agenda.
- n. Any person who contravenes any of the rules in this By-Law are guilty of misconduct and, after an initial warning, may be removed from the Meeting by the Chair.

2.15 Individuals or groups which are listed on an Agenda or are otherwise approved to appear before Council shall be limited to not more than ten (10) minutes with the exception for a delegation consisting of more than five (5) persons shall be limited to two (2) speakers each limited to speaking not more than five (5) minutes.

2.16 A Member may, through the Chair, ask questions or request an explanation to a previous speaker arising out of those speaker's remarks.

A Member may, through the Chair, ask questions during the discussion on any particular item on the Agenda and ask questions on the item to any staff of the Village in attendance at the meeting.

Any Member may, once only, request that a Resolution under discussion be read by the Chair at any time during the debate but may not interrupt another Member while they are speaking.

2.17 Points of Procedure

When a Member believes there is a violation of the rules in this By-Law, the Member shall, when recognized by the Chair, raise a Point of Procedure.

- On raising the Point of Procedure, a Member shall explain the violation of the rules and the Chair shall rule upon the Point of Procedure.
- Once the Point of Procedure has been dealt with, the debate shall resume unless the ruling has changed this procedure.
- No Member shall disobey the rules of Council or a decision of the Mayor or Chair or on questions of order or procedure or an interpretation of the rules of Council.
- Where a person (including a Member) has been warned about misconduct and has continued, the Chair may expel the person from the Meeting and if such person refuses to so leave, the Chair may adjourn the Meeting without any Resolution to do so until such time as the person

has left the meeting room.

- If the Member apologizes, he or she may, by vote of the majority of Council, be permitted to retake his or her seat.

#### 2.18 Voting- General

- Once the vote is called by the Chair, no Member shall speak to any issue, ask any question or present any other Resolution until the vote has been taken.
- Voting shall be by way of a "show of hands" in favour or against, except when a recorded vote is requested.
- Voting during an Electronic Meeting shall be conducted as a recorded vote.
- A Member may request a recorded vote on any Resolution. When a recorded vote is requested, the Clerk shall call each Member's name in alphabetical order and request and record their vote on the Resolution. Notwithstanding the alphabetical calling of names, the Chair shall vote last in a recorded vote. After completion of a recorded vote, the Clerk shall announce the result.
- A recorded vote may be requested before, during or after the vote has taken place.
- If a Member present at a meeting fails or refuses to vote, their vote will be counted as a vote against the Resolution.
- The Chair shall announce the results of the vote once the vote is completed.
- If a Member disagrees with the announcement by the Chair of the results of any vote, except a recorded vote, the Member may object immediately to the Chair's declaration and require a recorded vote to be taken.
- If there is a tie vote, the Resolution will be defeated.
- When the question under consideration contains multiple options/issues, any Member can request the Resolution to be split and each option/issue to be voted on separately without requiring a separate Resolution.

2.19 A Resolution containing a minor typographic error may be corrected on the request of the mover and seconder and the correction shall be made in writing on the face of the Resolution and initialed by the mover and seconder.

2.20 The following rules shall apply to amendments to Resolutions:

- a. an amendment to a Resolution is a change to the question asked in the Resolution;
- b. only one amendment at a time can be presented to the Resolution;
- c. only one amendment can be presented to an amendment;
- d. when an amendment to a Resolution has been decided upon, another may be introduced;
- e. the order of the voting shall be:
  - i. an amendment to an amendment shall be voted upon;
  - ii. an amendment to a Resolution shall be voted upon next, and

- iii. the Resolution, as amended, shall finally be voted upon.

An amendment which is simply a rejection of the Resolution will not be permitted.

2.21 Motion to Reconsider - When a Resolution has been decided, any Member who voted with the majority can move for the matter to be reconsidered.

- a. The Mayor or Chair may ask the Member to confirm that they voted with the majority.
- b. Before a Resolution to reconsider is heard, the Resolution to reconsider must be added to the Agenda.
- c. The Resolution to reconsider shall only be added to the Agenda upon majority of Council's approval.

The process whereby a Motion to Reconsider is added to the Agenda is set out below:

- i. A Member who voted in the majority shall move for the Resolution to reconsider to be added to the Agenda;
- ii. The Chair shall ask the Member to affirm that they voted with the majority;
- iii. The Chair shall hold a vote whereby the Members shall vote on whether to allow the Resolution to reconsider to be added to the Agenda;
- iv. When the Member is moving to have the Resolution to reconsider added to the Agenda of the same Meeting as that at which the Motion was originally voted on, the majority of Members must agree to add the Resolution to reconsider to the Agenda.
- v. Where the Member is moving to have the Resolution to reconsider added to the Agenda of a Meeting other than that at which the Resolution was originally voted on, a 2/3 majority must agree to add the Resolution to reconsider to the Agenda.
- vi. Once the Resolution to reconsider is added to an Agenda, the Motion to Reconsider follows the same process as all other Motions.
- vii. No Resolution shall be reconsidered more than twice in the same calendar year.
- viii. A Resolution to reconsider of any decided matter shall not operate to stop or delay an action on the decided matter.
- ix. Debate on a Resolution to reconsider must be confined to reasons for or against reconsideration.

No Committee shall reconsider any question decided by Council during the current term nor consider any other matter, which could involve a decision inconsistent with such Council decision, unless specifically authorized by Council.

2.22 Any Member may appeal a ruling of the Chair by announcing their appeal to the Members.

- The Member shall state the reasons for their appeal and the Chair may then indicate why the appeal should be rejected.
- Without debate on the appeal, the Members apart from the Member making the appeal and the Chair shall then vote on the appeal.
- If the appeal is upheld by the majority of voting Members, then the Chair shall change his or her ruling accordingly; if the appeal is rejected then the ruling stands.
- Unless a Member immediately appeals the ruling of the Chair, the ruling of the Chair on the procedural question shall be final.

**PART 3**  
**ROLES AND RESPONSIBILITIES**

3.1 Head of Council (Act s.225)

It is the role of the Head of Council to:

- a. Act as Chief Executive Officer ("CEO") of the Village;
- b. Preside over Council Meetings so that its business can be carried out efficiently and effectively;
- c. Provide leadership to Council;
- d. Provide information and recommendations to Council with respect to the role of Council;
- e. Represent the Village at official functions;
- f. Uphold and promote the purposes of the Village;
- g. Promote public involvement in the Village's activities;
- h. Act as the representative of the Village both within and outside the Village locally, nationally and internationally;
- i. Participate in and foster activities that enhance the economic, social and environmental well-being of the Village and its residents; and
- j. Carry out duties prescribed by the *Act* or any other Act.

3.2 Chair

It is the role of the Chair to:

- k. Open meetings by calling the Meeting to order;
- l. Address the business listed on the Agenda;
- m. Receive and have read to Council, all Resolutions to be presented;
- n. Put to a vote all Resolutions which are moved and seconded, and to announce the result of the vote;
- o. Decline to put Resolutions to vote which breach the Procedural By-Law or other Legislation;
- p. Enforce, on all occasions, order, polite conduct and decorum among all present at a Meeting;
- q. When, in the opinion of the Chair, the words or conduct of any person, including a Member, is in contravention of the Procedural By-Law or is causing unreasonable disruption to the Meeting, rule the person out of order and require the person to cease the activity or vacate the Meeting;
- r. Provide information to Members on any matter relating to the business of the Village;
- s. Authenticate by signature all By-Laws, Resolutions and Minutes;
- t. Rule on any points of order raised by Members;
- u. Maintain order, and, where it is not possible to maintain order, adjourn meetings to a time to be named by the Head of Council without any Motion being put forward; and
- l. Call for the adjournment of the Meeting when business is concluded.

3.3 Deputy Head of Council (Deputy Mayor) (*Act* s.242)

In the event the Head of Council is absent from the Village, the Deputy Head of Council shall act in his or her absence and shall have all the rights, powers, and authority as the Head of Council.

If the Deputy Head of Council is unable to act in place and stead of the Head of Council and Quorum is present at the Meeting, the Clerk shall call the meeting to order and another Councillor shall be appointed by Council to act as the presiding official and shall preside over the meeting.

### 3.4 Council {Act s.224}

It is the role of Council to:

- a. Represent the public and to consider the well-being and interests of the Village;
- b. Direct and evaluate the policies and programs of the Village;
- c. Determine which services the municipality provides;
- d. Ensure that administrative policies, practices and procedures and controllership policies, practices and procedures are in place to implement the decisions of Council;
- e. To ensure the accountability and transparency of the operations of the Village, including the activities of the senior management of the Village;
- f. Maintain the financial integrity of the Village; and
- g. Carry out duties of Council prescribed in the Act.

### 3.5 Clerk (Act s.228)

It is the duty of the Clerk to:

- a. Record, without note or comment, all resolutions, decisions and other proceedings of Council;
- b. If required by any Member present at a vote, to record the name and vote of every Member voting on any matter or question;
- c. Keep the originals or copies of all By-Laws and of all Minutes of the proceedings of Council;
- d. Perform other duties required under the Act or any other Act;
- e. Perform any other duties as assigned by the Village; and
- f. Prepare and circulate Council Packages to all Members.

The Clerk, where appropriate, may delegate, in writing, the duties of the Clerk to another person in accordance with Section 228(4) of the Act.

### 3.6 Staff (Act s.227)

It is the duty of Staff to:

- a. Implement Council's decisions and establish administrative practices and procedures to carry out Council's decisions;
- b. Undertake research and provide advice to Council on the policies and programs of the Village; and
- c. Carry out other duties required under the Act and other duties assigned by the Village.

### 3.7 Clerk Administrator

(See Chief Administrative Office duties as listed in the Act s.229) It is the duty of the Clerk Administrator to:

- a. Exercise general control and management of the affairs of the Village for the purpose of ensuring the efficient and effective operation of the Village; and
- b. Perform such other duties as are assigned by the Village.

### 3.8 Members of the Public

It is the role of Members of the Public to:

- a. Attend Meetings which are open to the public;
- b. Follow the rules of order, polite conduct and decorum;
- c. Provide input and information to Council only at meetings, or portions of meetings specifically designed for public engagement and in a manner dictated by Council (e.g.

writing, in person, electronic etc.).

## **PART 4 MEETINGS**

- 4.1 The inaugural meeting of Council after a regular election shall be held on the first Tuesday on or following November 15<sup>th</sup> at 6:00 p.m.
- 4.2 At the First Meeting, the Clerk shall administer the declarations of office for all Members. No business shall be conducted at the First Meeting until the declarations of office have been administered to all Members.
- 4.3 Regular meetings of Council shall be held at the Young at Heart Senior Centre at 39 Copeland Street, Burk's Falls, Ontario on the 3rd Tuesday of each month starting at 6:00 p.m. unless such date is the 28<sup>th</sup> of the month or after. Then the date shall be the Tuesday preceding that date.
- 4.4 Where upon after an election, if the quorum of Council has not returned, and the majority of Council agrees, there may be two meetings a month for the first three months of the new term. Meetings shall be the second and fourth Tuesday with the first meeting of a month being held for educational purposes on municipal matters and policies.
- 4.5 Council may from time to time, establish a schedule of Public Town Hall Meetings to be held in the municipality at such time and such locations as Council shall, in advance, determine for the purpose of meeting with ratepayers to express their opinions and concerns in connection with municipal issues. Public Notice of the Public Town Hall Meetings shall be published in accordance with the Village's Public Notice By-Law.
- 4.6 Committees and Boards of Council shall meet in the Village of Burk's Falls Council Chambers or Municipal Office. Committees and Boards may from time to time, wish to change the location of a meeting to provide a venue within the Village better suited to address an issue. Public Notice of the venue change for the meeting shall be published in accordance with the Village's Public Notice By-Law.
- 4.7 It is expected that Members of Council, Boards and Committees will be present for all meetings.
- 4.8 No Member shall be absent from the meetings of Council for three (3) consecutive meetings without being authorized to do so by a Resolution of the Council entered upon the Minutes.
- 4.9 A Member absent without authorization by Resolution of Council, after three (3) months shall be considered as having resigned their seat and at the next Council meeting the seat shall be declared vacant, *Municipal Act, 2001, S. 259.(1)(c)*.
- 4.10 Electronic meeting participation by Council and Committee, in accordance with the Municipal Act, shall be permitted in open session only, subject to the following:
  - a. Unless a Municipal, Provincial or Federal emergency declaration is in place requiring all Members attend electronically, a maximum of only one (1) Member may attend a meeting by means of electronic participation, per meeting. For rare and emergency circumstances two members may participate by electronic means.
  - b. Members of Council and its Committees when participating in an electronic meeting shall count towards quorum;

- c. Electronic Participation means, attendance at Council or its Committee meetings, using electronic formats including but not limited to, video or audio teleconference;
- d. A Member requesting electronic participation for two (2) or more consecutive Council meetings must be authorized by a Resolution of Council entered into the Minutes of the previous meeting. A Member without authorization by Resolution of Council will not be provided electronic participation information for the meeting and will be deemed not present in the Minutes and not able to participate in the voting or debate of the Meeting.
- e. Members of Council or its Committees participating electronically shall have the same rights and responsibilities as if the member was in physical attendance;
- f. Council and if necessary, committee meetings will be available through a Zoom link provided by the Clerk upon request for members of the public who wish to attend electronically.
- g. A link to observe the Council meeting is available upon request to the Clerk for members of the public. The link provided shall not be transferred or shared with anyone else.
- h. Members and the public or other stakeholders attending electronically shall ensure their device's name on the screen represents their true identity or organization.

4.11 Council may, by Resolution, alter the date and/or time of a regular meeting provided that adequate notice of the change is posted on the Village website, in print on the Village office door.

#### 4.12 Special Meetings

- a. The Head of Council may, at any time, summon a special meeting.
- b. The Clerk shall summon a special meeting upon receipt of a petition of the majority of the Council members for the purpose and at the time and date mentioned in the petition.
- c. A special meeting shall be held in the Village of Burk's Falls Council Chambers or Municipal Office, unless otherwise specified.
- d. The notice of a special meeting shall specify the purpose of the meeting.

Except as provided hereunder, all Council, local board and committee meetings shall be open to the public.

#### 4.13 Closed Session

Notwithstanding Paragraph 4.12, a meeting of Council, local board or committee may be closed to the public if the subject matter being considered relates to:

- a. The security of the property of the municipality or local board;
- b. Personal matters about an identifiable individual, including municipal or local board employees;
- c. A proposed or pending acquisition or disposition of land by the municipality or local board;
- d. Labour relations or employee negotiations;
- e. Litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board;
- f. Advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
- g. A matter in respect of which a council, board, committee or other body may hold a closed meeting under another Act;

- h. Information explicitly supplied in confidence to the municipality or local board by Canada, a province or territory or a Crown agency for any of them;
  - j. A trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization;
  - j. A trade secret or scientific, technical, commercial or financial information that belongs to the municipality or local board and has monetary value or potential monetary value; or
  - k. A position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board.
  - I. A meeting of council, local board or committee may be closed to the public if the following conditions are both satisfied:
    - i. The meeting is held for the purpose of educating or training the members;
    - ii. At the meeting, no member discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of the council, local board or committee.
- 4.14 Council, local board, and committee meeting shall be closed to the public if the subject matter being considered is,
- a. a request under the *Municipal Freedom of Information and Protection of Privacy Act*, if the Council, local board or committee is the "head" of an institution for the purposes of that Act; or
  - b. an ongoing investigation respecting the Village, a local board, or Village controlled corporation by the Ombudsman appointed under the *Ombudsman Act*, an ombudsman referred in subsection 223.13(1) of the *Act* or the investigator referred to in subsection 239.2(1) of the *Act*.
- 4.15 Members of Council, a committee or local board may participate electronically in a meeting that is closed to the public only during a municipally, Provincially or Federally declared emergency which requires limited physical contact.
- 4.16 Before holding a meeting or part of a meeting that is to be closed to the public, Council, local board or committee shall state by Resolution:
- a. The fact of the holding of the closed meeting;
  - b. The general nature of the matter considered at the closed meeting.
- 4.17 Subject to Paragraph 4.18, a meeting shall not be closed to the public during the taking of a vote.
- 4.18 Despite Paragraph 4.17, a meeting may be closed to the public during a vote if:
- a. Paragraph 4.14 permits or requires the meeting to be closed to the public; and
  - b. the vote is for a procedural matter or for giving directions or instructions to officers, employees or agents of the municipality, local board or committee of either of them or persons retained by or under a contract with the municipality or local board.
- 4.19 Meetings or sessions which are closed to the public may be referred to as "in-camera" or closed meetings or sessions.
- 4.20 Council and Committee meetings shall stand adjourned at 11:00 p.m. but business may

be continued upon a Resolution passed by unanimous vote.

**PART 5**  
**AGENDAS AND SUPPORTING MATERIALS**

- 5.1 The Clerk shall prepare the Agenda of Council and Committee meetings as assigned.
- 5.2 Insofar as is practicable, Council Agendas along with supporting material, shall be prepared and made available to members no later than the Friday prior to a regular meeting.
- 5.3 Individuals or groups wishing to appear before Council at a regular meeting shall advise the Clerk not later than 12:00 noon the Thursday prior to the meeting and the Clerk may make a determination as to deferral of delegations to a subsequent meeting. The Clerk may decline to add items or delegations to an Agenda. Reasons to decline include, but are not limited to the following:
- a. More time is required to obtain background information or reports for Council review on the subject;
  - b. The subject matter of the Delegation is outside the jurisdiction of Council;
  - c. The subject matter is with respect to a matter that should be discussed in a Closed meeting;
  - d. The meeting Agenda is already too lengthy;
  - e. The subject matter is set to be discussed on another Agenda;
  - f. The issue is frivolous or vexatious;
  - g. Council has previously considered or made a decision on the issue and a Delegation has appeared before Council with respect to the same issue;
  - h. Council previously indicated that it will not hear further from this Delegation; or
  - i. The issue should be referred to Administration for action.
- 5.3 Agendas shall be generally formatted as follows but modifications to the matters to be included or the order of business may be affected without requiring amendment to this By-law:
- 1. Disclosure of Pecuniary Interest
  - 2. Land Acknowledgement
  - 3. Adoption of Agenda
  - 4. Minutes of Previous Meetings
  - 5. Delegations
  - 6. Staff and Committee Reports
  - 7. Items for Discussion
  - 8. Items for Resolutions
  - 9. Conferences and Invitations
  - 10. Council Reports
  - 11. Correspondence
  - 12. Closed Session
  - 13. Confirming By-law
  - 14. Adjournment

The business of the Council shall be taken up in the order as listed on the Agenda unless otherwise decided by the Mayor or presiding officer.

## **PART 6 NOTICE**

- 6.1 Public notice of any meeting shall be posted on the municipal office door and on the municipal website. The notice shall include the date, time and location of such meeting. Such notice shall be posted by end of business day the Friday prior to the said meeting. Notwithstanding the foregoing, where such meeting is a special meeting called pursuant to this By-Law and it is not possible to provide the aforementioned notice, the Clerk shall make reasonable efforts to provide notice to those concerned and shall ensure that a notice be posted as soon as is practicable after the meeting has been scheduled. Notice of regular meetings or their scheduled dates shall be posted on the municipal office door and on the municipal website. Failure to give notice shall not invalidate the meeting or any decision taken at the meeting; but the failure to give proper notice shall be called to the attention of Council at its next regular meeting by the Clerk or any member of Council who becomes aware of such failure.

## **PART 7 BY-LAWS**

- 7.1 Supporting documentation, reports and drafts of By-Laws shall be circulated to Council prior to presentation for consideration.
- 7.2 Every By-Law shall be introduced by a Resolution stating the full title of the By-Law.
- 7.3 Every By-law when introduced shall be in typewritten form and shall contain no blanks except as may be required to conform to accepted procedure or to comply with provisions of any *Act*.
- 7.4 Every By-law shall be given three readings prior to passage. By-laws may be given three readings on the same day except when requested otherwise by resolution of Council or as otherwise provided in law.
- 7.5 Upon passage, By-laws shall be numbered, signed by the Mayor or presiding officer and the Clerk and embossed with the seal of the Corporation.
- 7.6 Any proposed By-law may be referred to a Committee, Department Head or other officer for review and comment, including the solicitor for the Corporation.

## **PART 8 GENERAL**

- 8.1 When the Mayor is absent on a temporary basis, under no circumstances shall the Council take a decision regarding capital spending unless provision for the capital spending is included in the estimates for that given year as approved by By-law or unless the expenditure is required as a result of an emergency.
- 8.2 In all matters and under all circumstances, the Members shall be guided by and shall have regard to the *Municipal Conflict of Interest Act*.
- 8.3 Following a regular or new election, the Clerk shall provide each member of Council with a copy of this By-law, including any amendments thereto.
- 8.4 Any procedure under this By-law which is discretionary and not mandatory under statute may be suspended with the consent of a majority of the members present.

- 8.5 No amendment or repeal of this By-law or any part thereof shall be considered at any meeting of the Council unless notice of the proposed amendment or repeal is provided.

**PART 9  
TECHNICAL CONSIDERATIONS**

- 9.1 For The Village of Burk's Falls will use the Zoom platform to hold electronic meetings, when required.
- 9.2 In the event of electronic disruption such as loss of internet connectivity during an electronic meeting, loss of power during an electronic meeting or technical issues with equipment during an electronic meeting, the meeting minutes will be the record of the meeting. When possible, all reasonable attempts will be made to reconnect the electronic meeting.

10. Previous By-Law Rescinded

- 10.1 By-Law 23-2022 and all previous By-Laws and Resolutions and parts of By-Laws and Resolutions inconsistent with the provisions of this by-Law, governing the calling, place and proceedings of Council, its Committees and Boards, conduct of its members and the calling of meetings, are hereby repealed.

**Effective Date**

That this By-Law shall come into force and effect immediately on the passing thereof. Read a first, second and third time and finally this 21st day of January 2025



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## **Council Code of Conduct**

- 1.** Purpose of Code of Conduct
- 2.** Legislative Authority
- 3.** Definitions
- 4.** Application of Code of Conduct
  - a. Declaration of Office
  - b. Council Policies and Procedures
  - c. Conduct at meetings
  - d. Conduct respecting others
  - e. Conduct respecting staff
  - f. Use of Influence
  - g. Purpose and Use of Confidential Information
  - h. Use of Municipal Resources, Services and Property
  - i. Gifts and Benefits
- 5.** Compliance with Code of Conduct
- 6.** No Reprisal or Obstruction in Application or Enforcement of this Code
- 7.** Inconsistencies respecting this Code



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## Code of Conduct for Members of Council

The Council for the Village of Burk's Falls is committed to representing their residents with a high standard of conduct and with principles of accountability and transparency. The conduct of Council and municipal officials is vital to ensure public trust and confidence in municipal decision making and operations.

### 1. Purpose of Code of Conduct

The Code of Conduct sets out the expectations of Council members in performing their duties as elected officials. This in turns provides information to the public on what behaviour they can expect from Council members. This policy also provides a mechanism for responding to alleged breaches of the Code.

### 2. Legislative Authority

The Code of Conduct establishes rules and regulations that complement the existing provincial legislative, including:

- a. Criminal Code of Canada
- b. Municipal Act, 2001
- c. Municipal Conflict of Interest Act
- d. Municipal Elections Act; & Village Election Candidate Campaign Policy
- e. The Occupational Health and Safety Act
- f. The Municipal Freedom of Information and Protection of Privacy Act

The Municipal Act was amended with Bill 68; Section 223.2(1) mandating that all municipal councils shall establish a Code of Conduct by March 1, 2019 that applies to all Council members and local boards.

### 3. Definitions

In this Code of Conduct:

- a. Child means a child born within or outside marriage and includes an adopted child, and a person whom a parent has demonstrated a settled intention to treat as a child of his or her family;
- b. Clerk means Clerk for the Village of Burk's Falls
- c. Complaint means a written request to investigate the conduct of any Member for a possible violation of the Code of Conduct (filed as per section 5 for reporting)
- d. Council means the Council for the Village of Burk's Falls



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- e. Family member shall mean a parent, grandparent, child as defined in the Conflict of Interest Act; but shall not mean a sibling, uncle, aunt, niece or nephew.
  - f. Gifts and Benefits shall mean any cash or monetary equivalent, a fee, object of value, service, travel and accommodation or entertainment
  - g. Harassment shall be as defined in the Village's Policy for Respect in the Workplace
  - h. Information shall mean any record, document data, material, correspondence or evidence however recorded, whether oral or in printed form, on film, by electronic means or otherwise
  - i. Integrity Commissioner shall mean the person(s) appointed by Council as per section 223.3 of the Municipal Act, 2001
  - j. Local Board shall mean a Board where Council appoints a member(s) such as required under the Health Protection and Promotion Act, the Long-Term Care Homes Act, the Police Services Act, the Public Libraries Act, under section 203 of the Municipal Act, and includes a school board, hospital board, planning consent board, court service board
  - k. Member shall mean a member of the Village of Burk's Falls Council
  - l. Municipal Property shall mean all items, service or resources which are the property of the Village including but not limited to: materials, equipment, financial assets, land, vehicles, material documents (any form), inventories, tools, electronic equipment, computers, electronic mail, internet and intellectual property; staff time and any other resource
  - m. Parent shall mean a person who has demonstrated a settled intention to treat a child as a member of his or her family
  - n. Spouse shall mean a person to whom the person is married or with whom the person is living in a conjugal relationship outside marriage
  - o. Office shall mean the authority and duties attached to the position of being an elected member
- 4. Application of Code of Conduct**  
It is the responsibility of all members to be aware of and comply with the Code.
- a. Declaration of Office



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Each Member shall adhere to the Declaration of Office oath as appropriate to their office within the Village of Burk's Falls

b. Council Policies and Procedures

Each Member is responsible for complying with all applicable legislation, bylaw or policy pertaining to their office

c. Conduct at meetings

Each Member shall present themselves professionally and respectfully at all meetings they attend to further the business of the Village and/or their office. Each member shall ensure to perform their functions with integrity, accountability and transparency as per the Procedural Bylaw and this Code.

d. Conduct respecting others

Each Member shall treat other Members, constituents and attending guests with respect and decorum that their mother would be proud of. The Member shall serve the interests of the entire municipality in a conscientious and diligent manner and shall approach decision making with an open mind.

Members shall not attempt to influence the decision-making process as it relates to the awarding of contracts or settlements through personal contact or interaction with the parties administering or directly involved in such processes.

All members have a duty to treat members of the public, one another and staff with respect and without abuse, bullying or intimidation, and to ensure that their work environment is free from discrimination and harassment. Members of Council must ensure compliance with the Ontario Human Rights Code, Respect in the Workplace and the Occupational Health and Safety Act.

e. Conduct respecting staff

The Village Council as a whole has the authority to approve budget, policy, and governance. Under the direction of the Clerk-Administrator staff serves Council as a whole and the combined interests of all members as evidenced through the decisions of Council.

Council is expected to:

- i) Represent the public and to consider the well-being of the municipality
- ii) Direct and evaluate the policies and programs of the municipality
- iii) Determine which services and to what level of service the municipality provides
- iv) Ensure that administrative policies, practices and procedures are in place to implement the decisions of Council



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- v) Ensure the accountability and transparency for the operations of the municipality including the activities of senior management
- vi) Maintain financial integrity of the municipality
- vii) Carry out the duties of Council under the Municipal Act and any other Act

Members shall not:

- i) Maliciously, falsely or otherwise inappropriately injure the professional or ethical reputation or prospects or practice of staff
- ii) Compel staff to engage in partisan political activities or be subjected to threats or discrimination for refusing to engage
- iii) Use or attempt to use, their authority or influence for the purpose of intimidating, threatening, coercing, commanding any staff member with the intent of interfering in staff's duties

Staff is expected to;

- i) Implement Council's decisions and establish administrative practices and procedure to carry out Council's decisions
- ii) Undertake research and provide unbiased advice to Council on the policies and programs of the municipality
- iii) Carry out duties as assigned to them by Council, the Municipal Act, or any other authority

f. Use of Influence

- i) No member shall use their position for any purpose other than as lawfully permitted in the execution of their official duties for municipal purposes.
- ii) No Member shall use the influence of their position or attempt to influence any decision for the Member's or their family members private advantage; nor shall any Member attempt to gain advantage or preferential treatment for any staff member, business, or otherwise disadvantage others.
- iii) For the purposes of clarity private advantage shall not include when any advantage benefits a group or broad class of person or a general application; nor a Member remuneration or benefit of Council itself or any matter when lawfully exempt.
- iv) This Code recognizes that as community leaders Members may lend their support to and encourage community donations for non profit organizations. A Member shall consider the following guiding principals when considering their support:
  - 1. A Member should not directly manage or control any monies of a non-profit that may request funds from the Village; a Member should not have donation cheques for organizations made out in their name
  - 2. A Member should not solicit nor accept support in any form from any body with a pending matter before Council.



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- g. Purpose and Use of Confidential Information
  - i) No Member shall disclose, release or publish by any means to any person or persons any confidential information whether or not acquired by virtue of his or her office, except when required by law or authorized by Council to do so
  - ii) No Member shall use any confidential information for personal or private gain or benefit for their self, any family member, or any other person.
  - iii) No Member shall obtain or attempt to obtain access to confidential information except to the extent that such access is necessary to perform duties related to their office and is permitted by Council or law.
- h. Use of Municipal Resources, Services and Property
  - i) No Member shall use or permit the use of municipal property for any purpose or activity other than the lawful purpose and activity of the municipality.
  - ii) No Member shall seek or acquire any personal gain from the use or sale of municipal property
- i. Gifts and Benefits
  - i) Members of Council are expected to represent the interests of the municipality and to do so impartially and objectively. The acceptance of a gift, benefit or hospitality can imply favouritism, bias or influence on the part of the Member.
  - ii) At times the acceptance of a gift occurs as part of the social protocols linked to the duties of an elected official and their role in representing the municipality. An acceptable value prior to requesting Council permission to accept said gift or benefit shall be \$50.00 from any one person or body during a calendar year. Should Council grant an exemption the value will be listed on the Statement of Council Remuneration.
  - iii) Members shall not accept gifts that would appear to be in gratitude or the influence or to induce influence from a person or body that is bidding on a project, has a matter before Council, or the Member knowingly knows will have a matter before Council. A gift or benefit accepted by any family member of a Member shall be deemed to be a gift to the Member.

**5. Compliance with Code of Conduct**

Members of Council shall adhere to the provisions of this Code of Conduct. Where a Member is unsure of a conflict or possible breach of the Code, they may seek informal advice from the Integrity Commissioner by submitting a written summary of the situation.

Any individual that has reasonable grounds to believe that a Member has breached this Code may file a complaint, on the Formal Complaint Form as attached in Schedule "A", with the Village Clerk. The Clerk shall submit the complaint to the Integrity Commissioner in confidence. The Integrity Commissioner is responsible for investigating the complaint and may suggest mediation to resolve



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the complaint. If upon review of a complaint the Integrity Commissioner is of the opinion that the complaint is frivolous, vexatious or not made in good faith or there are insufficient grounds for an investigation, an investigation will not be conducted. The Integrity Commissioner will notify the individual signing the Form in writing of said decision.

Where the Integrity Commissioner deems an investigation is appropriate and under their jurisdiction the process will be:

- i) Provide a copy of the complaint to the Member whose conduct is in question
- ii) The Member shall respond in writing to the Commissioner within 10 days
- iii) The Integrity Commissioner shall provide said response to the complainant within 10 days. The Complainant shall respond within 10 days. The Complainant may withdraw their formal complaint at any time during the process and the matter will be deemed to be abandoned and the investigation will cease.
- iv) Upon review of the response submitted, the Integrity Commissioner may speak to anyone, access and examine any other document or electronic materials and may enter any Village work location relevant to the complaint for the purposes of investigation and resolution of the complaint, if necessary.
- v) Upon completion of the investigation the Integrity Commissioner shall prepare a Report to Council on his findings related to the complaint with any recommendations.

The Municipal Act, 2001 authorizes Council, where it is received a report by its Integrity Commissioner that in their opinion there has been a violation of the Code of Conduct may impose the following penalties:

- i) A reprimand
- ii) Suspension of Council remuneration paid for a period of 30 days

The Integrity Commissioner may also recommend that Council impose any of the following:

- iii) Written or verbal public apology
- iv) Return of property or reimbursement of its value
- v) Removal from a Board or Committee
- vi) Removal as Chair from a Committee

The Integrity Commissioner shall not receive a formal complaint during a municipal election campaign period (Nomination Day to New Term of Office date) and shall not investigate or provide any outstanding Reports to Council during said period.

**6. No Reprisal or Obstruction in Application or Enforcement of this Code**

Each Member shall respect the Code of Conduct and the processes and investigations of a Formal Complaint. Each Member shall fully cooperate in any investigation and/or enforcement to gain compliance with the Code. There shall be no reprisal or threat of reprisal against a complainant or



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any other person participating in the investigation. It is deemed a violation of the Code should any Member hinder or obstruct the Integrity Commissioner's investigation.

**7. Inconsistencies respecting this Code**

- i) Should there be any inconsistencies between this Code and any other Federal or Provincial statute or regulation the higher level of government regulation supersedes this Code.
- ii) Should there be any inconsistencies between this Code and any other Village bylaw or policies the stricter of the two regulations shall prevail.

Adopted March 2019

# 2026 candidates' guide

Ontario municipal council and  
school board elections

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

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

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

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

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

## New election rules for 2026

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

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

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

## Contact us

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

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

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## General information

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

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

Your municipality may have specific rules on issues such as:

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

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

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

### The municipal clerk

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

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

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

### Emergency declaration by the clerk

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

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

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

## Eligibility to run for election

### Running for municipal council

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

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

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

### Municipal employees

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

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

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

## Who is not eligible?

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

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

## Running for school board trustee

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

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

## School board employees

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

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

## Municipal officials

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

## Who is not eligible?

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

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

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

## Note for MPs, MPPs and senators

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

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

# Nominations

## Filing your nomination

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

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

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

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

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

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

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

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

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

## The nomination fee

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

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

## Endorsement signatures

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

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

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

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

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

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

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

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

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

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

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

## Deadline to file your nomination

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

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

## Where to file

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

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

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

## Changing your mind – withdrawal

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

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

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

## Changing your mind – running for a different office

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

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

### **Example:**

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

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

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

### **Example:**

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

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

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

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

**Example:**

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

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

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

## Acclamations

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

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

## Additional nominations

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

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

## The voters' list

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

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

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

## Restrictions on handling the voters' list

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

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

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

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

## Written acknowledgements

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

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

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

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

## Campaigning

### Signs

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

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

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

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

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

## Getting information out

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

## All candidates' debates

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

## Joint campaigns / running on a slate

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

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

## Third-party advertising

### General information

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

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

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

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

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

## On voting day

### Campaigning on voting day

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

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

### Remaining in a voting place

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

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

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

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

## Scrutineers

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

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

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

Scrutineers may be required to take an oath of secrecy.

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

## Counting votes

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

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

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

## Results

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

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

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

## After voting day

### Recounts

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

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

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

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

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

### Tied votes

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

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

## Wrapping up your campaign

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

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

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

## Term of office

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

# Campaign finance

## General information

### Record keeping

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

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

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

You must keep the following campaign records:

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

## Campaign period

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

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

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

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

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

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

## Bank account

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

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

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

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

## Contributions and campaign income

### Contributions

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

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

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

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

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

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

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

### Things that are not contributions

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

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

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

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

### Who can make a contribution

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

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

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

### Who cannot make a contribution

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

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

### When you can receive contributions

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

## Contribution limits – contributions from yourself and your spouse

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

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

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

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

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

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

This limit does not apply to school board trustee candidates.

## Contribution limits – contributions from other people

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

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

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

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

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

## Contribution receipts

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

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

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

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

## Returning ineligible contributions

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

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

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

## Unused contributions

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

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

## Contribution rebates

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

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

## Fundraising

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

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

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

## Campaign income

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

## Campaign expenses

### Expenses

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

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

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

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

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

## Goods and services

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

## Spending limits

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

### General spending limit

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

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

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

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

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

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

- expenses related to holding a fundraising event or activity

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

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

### When the general spending limit applies

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

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

### Spending limit for parties and expressions of appreciation

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

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

### Leftover campaign inventory

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

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

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

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

## Surplus and deficit

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

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

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

## Campaign advertisements

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

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

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

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

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

## Campaign financial statement

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

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

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

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

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

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

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

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

### Filing early

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

### Applying for an extension

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

## Grace period for filing

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

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

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

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

## Separate statement for each office

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

## Extended campaigns

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

Your campaign may be extended until June 30, 2027.

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

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

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

## Auditor's report

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

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

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

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

## Compliance and enforcement

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

### Automatic penalties

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

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

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

### Compliance audits

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

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

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

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

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

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

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

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

## Penalties

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

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

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

# Completing the financial statement

## General information

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

Candidates must use [Form 4](#).

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

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

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

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

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

## Tips for completing Form 4

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

### Box A: Name of candidate and office

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

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

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

## Box B: Declaration

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

## Box C: Statement of campaign income and expenses

### Loan

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

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

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

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

### Income

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

### Example

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

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

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

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

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

## Sign deposit

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

## Expenses

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

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

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

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

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

## Box D: Calculation of surplus or deficit

### Campaign deficit

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

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

### Campaign surplus

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

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

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

## Schedule 1: Contributions

Schedule 1 includes a summary of contributions from your campaign.

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

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

### Contributions from yourself and/or your spouse

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

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

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

### Contributions totalling \$100 or less

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

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

### Goods and services from candidate or spouse

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

### Inventory from previous campaign

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

### Contributions totalling more than \$100

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

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

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

### Goods and services from individuals other than candidate or spouse

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

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

### Example:

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

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

**Example:**

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

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

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

## Schedule 2: Fundraising events and activities

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

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

Contributions received at a fundraising event may include:

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

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

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

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

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

### Anonymous contributions

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

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

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

### Schedule 3: Broadcasters and publishers

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

### Auditor's report

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

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

## Forms referred to in this guide

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

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

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

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

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

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