



Rideau Lakes

Council Candidates' Package 2026 Municipal Election

Version 1 April 21, 2026



Rideau Lakes

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Other Resources that are available through the Township of Rideau Lakes Election Website
<https://election.rideaulakes.ca/>

- Township of Rideau Lakes – Telephone/Internet Voting Policies & Procedures
- Township of Rideau Lakes – Use of Corporate Resources Policy
- Township of Rideau Lakes – Regulate Election Signs
- United Counties of Leeds & Grenville – 2026 Candidate Guide
- Ministry of Municipal Affairs & Housing – 2026 Candidates' Guide
- Ministry of Municipal Affairs & Housing – 2026 Voters' Guide
- Ministry of Municipal Affairs & Housing – 2026 Third Party Advertisers' Guide
- Association of Municipalities of Ontario – Lead Where You Live – A Guide to Running for Municipal Council
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Rideau Lakes

**2026 Municipal Election
Candidates' Manual Rideau
Lakes Council**

**Version: 1
April 2026**

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Introduction

This guide has been prepared to provide candidates with clear, concise information on the requirements, responsibilities, and key timelines associated with running for office. Whether you are a first-time candidate or have previous experience, this resource is intended to support you in navigating the process with confidence.

The *Municipal Elections Act, 1996* (the Act) sets out in detail the requirements to be met by candidates for office. These requirements have been summarized for your convenience. We urge you to obtain your own updated copy of the Act which can be downloaded from the Province of Ontario [E-Laws website](#).

It is important to note that the contents of this document are intended only as a guide to certain provisions of relevant legislation and do not intend to recite all applicable statutory references. Prospective candidates must satisfy themselves through their own determination that they have complied with the election financing and other regulations and that they are not disqualified by law to be elected.

As this election year progresses, additional information will be available to candidates and voters.

Please do not hesitate to contact election@rideaulakes.ca if you have any questions or reach out via phone to 613-928-2251 or 1-800-925-2250 extension 293 or 223.

Important Dates

Date	Details
May 1, 2026	Nomination Period begins; Forms may be filed at the Chantry Municipal Office between 8:30 am and 4:00 pm throughout the Nomination Period – Appointment Required
August 21, 2026	Nomination Day – Nominations accepted from 9:00 am to 2:00 pm
August 22, 2026	Nominations are to be certified or rejected by the Clerk. List of Candidates will be posted by 4:00 pm
September 1, 2026	Revision period for the Voters' list begins. Voters' list is reproduced for candidates and other authorized persons (if requested)
September 30, 2026	Maximum Campaign Expenses and Contributions – Own Campaign Calculation provided to candidates
October 19 to October 25, 2026	Voting Period begins at 10:00 a.m. on October 19 and continues to 8:00 p.m. on October 26 th .
October 26, 2026	Voting Day (10:00 am to 8:00 pm)
November 15, 2026	Term of Office commences
November 16, 2026	Inaugural Meeting (Oath of Office)
December 31, 2026	Last Day of Regular Campaign Period Unless Extended Deadline for Extension of Campaign Period due to Clerk
March 30, 2027	Deadline for Filing Financial Statements (without extension)

Term and Elected Offices

The term of office is four years, beginning November 15, 2026, and ending November 14, 2030.

The offices to be elected are:

- **Mayor** – One (1) elected at large
- **Councillors** – Eight (8) elected – 2 per Ward
(Ward 1 – Bastard and South Burgess, Ward 2 – South Elmsley, Ward 3 – South Crosby, and Ward 4 – North Crosby-Newboro)
- **Trustees** – One (1) for each Board (English Public, English Separate/Catholic, French Public, French Separate/Catholic)

Candidate Eligibility

Running for Municipal Council

To run for a position on Council you must be eligible to vote in the Township of Rideau Lakes. 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.

You must be eligible to hold office on the day you file your nomination.

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.

If you are an employee of an upper-tier municipality, you can run for office in a single-tier municipality like Rideau Lakes without taking a leave of absence or resigning.

Who is Not Eligible?

The following people are disqualified from being 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, a member of the Legislative Assembly of Ontario or the Senate or House of Commons of Canada;
- a person who is prohibited from voting in an election according to the *Municipal Elections Act, 1996* or the *Municipal Act, 2001*;
- a person who has violated financial requirements for filing financial information in a previous election; and/or
- 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 such as being Roman Catholic, or holding French language rights.

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, you must take an unpaid leave of absence that begins the day you are nominated. If you are elected, you must resign to accept the position.

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 to accept the position.

Who is Not Eligible?

The following people are disqualified from being elected as a school board 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 a leave of absence and resigned (see above);
- a judge of any court, a member of the Legislative Assembly of Ontario or the Senate or House of Commons of Canada;
- a person who is prohibited from voting in an election according to the *Municipal Elections Act, 1996* or the *Municipal Act, 2001*;
- a person who has violated financial requirements for filing financial information in a previous election; and/or
- an inmate serving a sentence in a penal or correctional institution.

Despite the above disqualification, MPs, MPPs and Senators may be nominated for municipal office without having to resign from their current seat in parliament. However, by 2:00 p.m. on Nomination Day, MPs, MPPs and Senators will be required to resign their current seat should they wish to continue to seek municipal office.

Note: It is the responsibility of the candidate to ensure that they are qualified to seek the office for which they are being nominated.

Nomination Information

To run for the office of Mayor, Councillor, or School Board Trustee, candidates must file a prescribed nomination form. Candidates cannot raise or spend any money on their campaign until this form is filed by the candidate, in person, or by an agent acting on the candidate's behalf, at Chantry Municipal Office, during regular office hours. Special hours apply on Nomination Day (August 21, 2026). The nomination form may not be faxed, mailed, or emailed, as an original signature is required.

If an agent of the candidate is filing the nomination form, the form must be fully completed prior to filing. The candidate or the agent filing the nomination form will be required to provide proof of identity.

Nomination Forms are available on the Ministry of Municipal Affairs and Housing website, the Rideau Lakes Election Website or can be picked up at the Clerk's Office at the Chantry Municipal Office.

Nomination Forms can be filed **in person** beginning on May 1 until Nomination Day, August 21, 2026, at 2:00 p.m.

Items Needed for Filing:

- Completed **Form 1** - Nomination Form;
- Completed **Form 2** - Endorsement of Nomination Form (not required for candidates of position of School Board Trustee);
- Completed **Form EL14** – Candidate Proper Use of Voters' List
- Completed **Form EL18** - Declaration of Qualification Signed by the Candidate;
- Completed **Form EL52** - Consent to Release Personal Information
- Filing Fee

Note: Nomination Forms, including the endorsement of nomination form, are public documents and are available for inspection in the Clerk's Office at the Chantry Municipal Office.

Filing Fees

Candidates must pay a filing fee when they submit their nomination. These fees must be paid at the time of filing by cash, debit, or certified cheque.

- The filing fee for a candidate running for Mayor is \$200.
- The filing fee for a candidate running for any other office or School Board Trustee is \$100.

Nomination filing fees are refundable if the candidate's financial statement and auditor's report are filed on or before **March 30, 2027 at 2:00 p.m.**

Withdrawal of Nomination

A candidate who wishes to withdraw their nomination must notify the Clerk in writing before 2:00 p.m. on Nomination Day, August 21, 2026.

Following withdrawal, the candidate must still submit a financial statement by the deadline covering any financial transactions up to the time of the withdrawal.

Changing Your Nomination

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, contributions and expenses from your first campaign is simply transferred to your second campaign.

Campaign Period

- Starts:** The campaign period begins at the time a candidate files for nomination
- Ends:** a) December 31, 2026; or
b) When a candidate withdraws their nomination or the Clerk rejects the nomination, the campaign period ends on the day of withdrawal or the day of the rejection.
- Extension:** If the candidate has a campaign deficit on December 31, 2026, the period may continue provided the candidate notifies the Clerk of their intention to extend the period as per the *Municipal Elections Act, 1996*.

Responsibilities of Mayor and Council

The Role of the Mayor (Head of Council)

Per Section 225 of the *Municipal Act, 2001*, the role of the head of Council is:

- (a) to act as chief executive officer of the municipality;
- (b) to preside over council meetings so that its business can be carried out efficiently and effectively;
- (c) to provide leadership to the council;
- (c.1) without limiting clause (c), to provide information and recommendations to the council with respect to the role of council described in clauses 224 (d) and (d.1);
- (d) to represent the municipality at official functions; and
- (e) to carry out the duties of the head of council under this or any other Act.

The Township of Rideau Lakes was given Strong Mayor Powers in 2025.

The Mayor automatically becomes a Council member of the Unites Counties of Leeds and Grenville and may be appointed to Committees of the County.

Role of Council

Per Section 224 of the *Municipal Act, 2001*, the role of Council is:

- (a) to represent the public and to consider the well-being and interests of the municipality;
- (b) to develop and evaluate the policies and programs of the municipality;
- (c) to determine which services the municipality provides;
- (d) to ensure that administrative policies, practices and procedures and controllership policies, practices and procedures are in place to implement the decisions of Council;
 - (d.1) to ensure the accountability and transparency of the operations of the municipality, including the activities of the senior management of the municipality;
- (e) to maintain the financial integrity of the municipality; and
- (f) to carry out the duties of Council under this or any other Act.

Expected Time Commitment

A Member of Council can expect to devote time to prepare for and attend a minimum of three meetings per month. In addition to attending these regular Council and Committee meetings, members are required to prepare for and attend meetings of other committees to which they are appointed

Council meetings are generally held at 6:00 p.m. on the first Monday of the month. Committee of the Whole meetings take place at 10:00 a.m. on the 2nd and 4th Monday's of the Month.

Other Committees can meet sometimes during the day or the evening. All meeting agendas and minutes are posted on the Township website and some meetings are livestreamed and recorded. Meeting materials are provided electronically and through a meeting management software system.

In addition to meetings, members of Council should expect time commitments related to communicating with constituents and residents, participating in or attending community events, and time for reading and research.

Honourarium and Expenses

Honourariums have been established as follows for the 2026-2023 term of Council

- Mayor \$36,000
- Councillor \$19,000
- Trustee consult O. Reg 357/06 or board office

Based on an established policy, the Township increases the honourarium for the Mayor and Council annually to reflect cost of living, or as directed by Council.

Council members also receive a stipend for certain Committees/Boards that they may be appointed to during the term.

A complete copy of the Council remuneration By-Law is available on the Township [website](#) or by requesting a copy through the Clerk's Office.

Use of Corporate Resources

The use of any Township or School Board logo, crest, or images by candidates on signs, brochures, social media, websites, or any other campaign material is strictly prohibited. Council candidates should reference the [Use of Corporate Resources for Election Purposes Policy](#) regarding the use of other municipal facilities and resources

Proxy Voting

As the Township of Rideau Lakes uses online voting, proxy voting is not available.

Election Signs

The Township of Rideau Lakes has established rules regarding the use and placement of election signs within the municipality as outlined in the [By-Law 2026-41](#), a By-Law to Regulate Election Signs.

It is the responsibility of Candidates and Registered Third Parties to read and understand the provisions of the By-Law regulating Election Signs.

Election Financial Responsibilities

The *Municipal Elections Act, 1996* imposes limitations on the expenses for candidates in the municipal election and also imposes requirements on the candidate to report the contributions received and the funds expended.

Detailed information on campaign finances, reporting, contribution limits and expenses can be found within the Ministry of Municipal Affairs and Housing Candidate Information Guide. Candidates are further encouraged to reference the *Act* for exact details.

Campaign period

Candidates may only incur expenses and may only accept contributions starting on the day they file their nomination. A separate campaign bank account **must** be set up for the use of campaign activities.

Campaign Spending Limits

A candidate running for Mayor, or their spouse, may spend up to a combined \$7,500 plus \$0.20 per elector on their own campaign. A candidate running for other offices, or their spouse, may spend up to a combined \$5,000 plus \$0.20 per elector on their own campaign. The maximum total campaign expenses must not exceed \$7,500 plus \$0.85 per elector for Mayor or \$5,000 plus \$0.85 per elector for any other office.

The Clerk will issue a statement of maximum self-contributions and maximum campaign expenses to each candidate no later than September 30, 2026. A preliminary statement will be provided at the time of filing.

Financial Reporting Requirements

All candidates, including those not elected, those who withdraw, or those whose nomination was rejected by the Clerk, **must** disclose and report all contributions and expenses as of **March 30, 2027**.

Candidates whose campaign contributions and total expenses are greater than \$10,000 must have their financial statement audited and submit the auditor's report to the Clerk along with their financial statement.

Expenses subject to the spending limit and those excluded from the limit are both to be included in the campaign's total expenses for reporting purposes. Financial statements **must** be filed on or before 2:00 p.m. on Friday, March 30, 2027.

Candidates **must** keep all records for the term of office (i.e. until November 14, 2030), and those records should include a copy of the financial documents filed with the Clerk.

Default and Penalties

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

- They fail to file a statement as required by the deadline;
- A financial statement shows on its face a surplus, as described in the Act, and the candidate fails to pay the amount required to the Clerk by the deadline; and/or
- A financial statement shows on its face that the candidate has incurred expenses exceeding what is permitted under the Act.

Penalties will apply in the instance of default, including the requirement to forfeit your office (if you won the election) and ineligibility to run or be appointed to fill a vacancy until after the 2030 election.

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.

Voting Information

Who Can Vote?

A person is entitled to vote in a municipal election if they are a qualified elector. That means, on Voting Day, they must be:

- a resident of the Township of Rideau Lakes or an owner or tenant of land, or the spouse of such an owner or tenant;
- a Canadian citizen;
- at least 18 years old; and
- not prohibited from voting by law.

An owner or tenant of non-residential property, or their spouse, is not eligible to vote for a School Board Trustee.

Who Cannot Vote?

A person is not entitled to vote if they are:

- a person serving a sentence of imprisonment in a penal or correctional institution;
- a corporation;
- a person acting as executor or trustee or in any other representative capacity; and/or
- a person convicted of a corrupt practice for an election held within four years of Voting Day.

The Voters' List

Elections Ontario (EO) is responsible for preparing the preliminary list of electors for each municipality and school board in Ontario. The Election Ontario register is compiled of data from Elections Canada, the Ministry of Health, the Ministry of Transportation, the Municipal Property Assessment Corporation (MPAC), and the Registrar General. It is this information that is used to prepare this preliminary list, which aids in the preparation of the final voters list for Voting Day.

Once municipalities have the preliminary list of electors, the revision period begins and electors may add their name or make changes directly through the “Voter Help Centre” at the Municipal Office in Chantry or by connecting with an Election Official via email at election@rideaulakes.ca.

Ontario residents can visit registertovoteon.ca to confirm they are on the list or update their information in a few easy steps. After August 13, 2026, Municipal Election Officials will be available to assist with list updates.

To change school support for electoral purposes (before June 1, 2026), electors can visit AboutMyProperty.ca.

In accordance with Section 23(4) of the Act, every candidate will receive one free copy of the part of the voters' list that contains the names of the electors who are entitled to vote for the office for which the candidate is nominated. To receive a copy of the voters' list, candidates must submit a completed Voters' List Request Form (Form EL 14) to the Clerk.

Voting Method

The 2026 Township of Rideau Lakes Municipal Election will be provided online in partnership with Intelivote Systems Inc. Electronic voting provides the convenience and independence of voting from anywhere via telephone, internet or in-person at the voting kiosks during the voting period.

Advanced Voting will begin at 10:00 a.m. on Monday, October 19th, 2026.

Voter Information Letter

Eligible and registered electors will receive, by mail, a Voter Information Letter. This letter will contain an individual, confidential Voting PIN and information on how to access the voting system. Letters will be mailed to eligible voters prior to the first advanced voting day.

Contact Information

We are here to help!

If you have any questions, please reach out to the Clerk's Office at election@rideaulakes.ca or call 613-928-2251 OR 800-928-2250 extension 293.



Rideau Lakes

1439 County Road 8, Delta, ON K0E 1G0
T. 613.928.2251 | 1.800.928.2250 | F. 613.928.3097
rideaulakes.ca

April 21, 2026

To: Financial Institution

Re: Municipal Campaign Account

A candidate running in the 2026 municipal election is required under the *Municipal Elections Act, 1996* to open an account in the name of their campaign (for example: "Campaign for John Doe" or "John Doe's Campaign") in order to ensure that all campaign contributions and expenses are properly received, deposited and paid through the campaign.

The *Act* does not contain any prohibition against a municipal candidate being a signing officer on the campaign account, nor does it require the candidate to have a chief financial officer, as is the case with provincial and federal candidates.

Should you have any further questions on this matter, please contact the Clerk's Office at 613-928.2251 extension 293.

Yours truly,

Mary Ellen Truelove

Clerk

mtruelove@rideaulakes.ca

Municipal & School Board Elections

Common Voter Questions and Answers for eVoting

1. **Who will get a Voter Instruction Letter (VIL) with a PIN to vote in the election?**

All qualified electors on the official Municipal Elector's List provided by the municipality.

2. **What if my name is not on the Elector List?**

Eligible electors who are not on the official Elector List will have to go to a location designated by the Election Official and complete the required form to have their name added to the Elector List. Once this is completed you will be given a VIL by the Election Official.

3. **When should I expect to receive my PIN in the mail?**

Individual PINs will be mailed to eligible electors so that they are received approximately three (3) to five (5) days prior to the first voting day.

4. **What if I don't get a PIN in the mail by Election Day?**

If you are an eligible elector and on the official Elector List, but you did not get a PIN in the mail by the start of the election period, you can request a replacement PIN. If the Election Official's records indicate you were sent a PIN in the mail then the original PIN will be disabled and cannot be used to cast a vote in the election. A replacement PIN will be issued to you if the original PIN has not been voted and you provide appropriate identification.

5. **Why would I not get a PIN in the mail?**

If you didn't get a PIN in the mail one of two things may have happened. First, your name was not on the official Elector List. PINs are only mailed to electors whose names appear on the official Elector List as supplied by the municipality. Secondly, a PIN may have been mailed to you and it has been delayed for some reason in the mail system.

6. Can anyone tell how I voted if they know my PIN?

No. The system does not track how a particular PIN has voted, only that the PIN has been used to cast a vote.

7. Once I have my PIN, do I have to register in advance if I want to use either the telephone or the Internet to cast my vote?

No, there is no registration required. During the election period, using your PIN, you can use either the telephone or the Internet to cast your vote or vote using a paper ballot if this is offered by the municipality.

8. What if I lose or misplace my PIN?

If an elector loses or misplaces their PIN they should contact the *Voter HelpLine*. The Election Official can decide to replace the missing PIN if it has not already been voted. They will determine if a voter has to travel to a location, sign a form, and then replace the missing PIN, or they can decide to allow the *Voter HelpLine* agent to authenticate the caller and issue a replacement PIN over the phone. In both cases, the original lost or missing PIN will be disabled and it will not be able to be voted in the election.

9. How do I access the voting system?

Voting instructions will be included in the Voter Instruction letter mailed to each eligible elector on the official Elector List. Included in this information are instructions on how to access the voting system. Voters can cast their ballot using the telephone or cell phone by calling a toll free number. Voters using personal computers will use the Internet to visit a website that will allow them entry into the voting system where they can cast their vote.

10. Once I enter my PIN and start my voting process do I have to complete all the races on the ballot in one session? For example, what if I am interrupted and have to hang up the phone for some reason or, if I am voting using the Internet and have to leave my session?

No, you do not have to vote all the races on your ballot at one time uninterrupted. You can disconnect from the Internet or the telephone and re-connect later, re-enter your PIN, and complete your voting activity at that time. In fact, if you find it more convenient, you can switch from one method to the other and complete your voting using the other method. For example, you can start your voting on the Internet and at some point close your Internet session, and then later re-start the voting process and re-enter your PIN using your phone or cell phone and complete your ballot.

11. What happens if I access the voting system and am presented with incorrect candidates for my district or ward?

The list of candidates presented to you as a voter is determined by your place of residence as defined on the Elector List. If you have moved and your new address was not updated on the Elector List, (and your Voter Instruction letter and PIN were forwarded to your new address), then you will see the list of candidates associated with your old place of residence. You should call the *Voter HelpLine* and the Election Official will authenticate you and, if satisfied, can then electronically “re-categorize” the PIN. The correct list of candidates will be presented to you once you re-connect to the voting system.

12. What do I do if I am not sure if I completed a race or the ballot?

During the voting period you can connect to the voting system and enter your PIN. If you have yet to complete all ballots assigned to you, the system will begin where you left off - at the next race you are eligible to complete. When you have completed voting all ballots assigned to you, entering your PIN online in the voting system during the voting period will display a message containing your vote status. This message will advise if you have completed voting. You can also contact the *Voter HelpLine* to get more information.

13. If I am using the telephone to vote, how will I know what number to press to vote for the candidate of my choice or what if I make a mistake and select a different candidate than the one I want to vote for?

The Voter Instruction letter mailed to you has the list of candidates included on it for your reference purpose. In addition, each time the system presents you with a race to vote for; it lists the eligible candidates running for that position and instructs you to select the corresponding number for that candidate. You may also clear your ballot selections and start over.

14. Once a vote has been confirmed, can it be changed?

No. Once a vote has been confirmed it cannot be changed. This process is the same as dropping the ballot into the ballot box in a traditional paper based election ensuring complete voter anonymity and secrecy of ballot. The system does not know how the ballot was voted; only that the PIN was used in the election to cast a vote and thus it cannot be removed from the vote count.

15. How do I vote if I am away from home, out of town, out of the province, or out of the country?

You can vote during the election voting period using the Internet from anywhere in the world. You can also use telephone service and connect to the voting system toll free from anywhere in North America simply by dialing the toll free number contained in your Voter Instruction letter.

16. What if I have a rotary phone at home, no cell phone and don't have a computer with Internet service. How can I vote?

You do not have to vote from home. You can vote from any location using any phone with touch tone service or from any computer. You can also vote in person at polling stations if the municipality is offering PC's and phones at these locations and/or paper ballots in concert with the electronic voting options. The location of the polling stations can be found in the Voter Instruction letters sent to eligible electors.

17. If someone calls me and asks for my PIN, what should I do?

You should treat your voting PIN with the same level of secrecy and confidentiality you reserve for your bank card and PIN. Do not give your PIN to anyone who may call or approach you for the number.

18. What do I do if the phone line is busy when I call and try to vote?

If the phone lines are busy, simply hang up and call back a short time later. The voting system is capable of handling a significant volume of calls simultaneously but there is always the possibility that many voters are attempting to call in the same timeframe. Voters will be able to connect to the system over the course of a number of days during the voting period.

19. Could someone steal my PIN and vote it?

Stealing and opening another person's mail is illegal. It is also illegal to represent yourself as another person and steal their right to vote in an election. Both these acts are illegal and have penalties defined by law.

If you know someone has voted your PIN illegally you should report it to the Election Official. You can obtain a replacement PIN to cast your vote by presenting yourself to the Election Official and swearing an affidavit that the PIN assigned to you was not voted by you but by someone else.

20. If I am a voter with a disability; deafness, blindness, or a mobility disability, can someone help me with the voting process?

Electronic voting allows increased rights of privacy to voters with physical challenges that make traditional voting at polling stations more difficult. Blind voters can make use of the telephone and deaf voters can use the Internet to vote with little or no assistance required from others. If you need assistance at the polling station to cast your vote, the Election Official present will be able to assist you.

21. Would it be possible for me to be sent more than one PIN?

If you received more than one PIN it is because your name appeared on the Elector List more than once. This rare situation might occur if you changed your place of residence and have been enumerated in both locations or you own property and are the registered resident at both locations. You are only permitted to vote once in a municipality and you should only cast a vote using the PIN associated with your primary place of residence. Notify the Election Official of the additional PIN and they will disable this PIN rendering it unusable for the election.

Voting Day: Monday, October 26, 2026

Campaign Period ends on December 31, 2026 (unless an extension has been filed)

A Bank Account must be opened if you accept any contributions (including contributions of money from yourself) or incur any expenses. The nomination fee is considered to be a personal expense – *not* a campaign expense.

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 yourself. You are only allowed to accept contributions or incur campaign expenses during your campaign period, after you file your nomination.

There is a limit on the total amount that you and your spouse may contribute to your own campaign. The formula to calculate the limit is:

- for head of council candidates: \$7,500 plus 20 cents per elector to a maximum of \$25,000
- for council member or trustees: \$5,000 plus 20 cents per elector to a maximum of \$25,000

The municipal clerk will tell you your self-funding limit.

Contribution limits

- \$1,200 limit that applies to each person who contributes to your campaign
- The maximum total amount that a contributor can give to candidates in the same jurisdiction (i.e. running for the same council or the same school board) is \$5,000

Who can make contributions to municipal candidates?

- individuals who are normally resident in Ontario
- yourself and your spouse

Contribution receipts must be issued for every contribution you receive. The receipt should show who made the contribution, the date and the value and can only come from one person (e.g. in the case of a joint account). You are required to list the names and addresses of every contributor who gives more than \$100 in 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 totaling more than \$100. *Note: Contribution receipts are not tax receipts. Contributions to municipal and school board campaigns cannot be credited against provincial or federal income taxes.*

Ineligible contributors

- corporation
- trade union
- 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

Ineligible contributions

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

Ineligible contributions must be returned as soon as you learn that the contribution is ineligible. If you cannot return the contribution, you must turn it over to the clerk.

REMEMBER: 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.

Campaign Expenses are costs incurred for goods and services for use in your campaign.

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.

Expenses not subject to the spending limit:

- 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

The **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

There is a separate spending limit for expenses related to the holding of parties and other expressions of appreciation after the close of voting. This spending limit is calculated as ten percent of the amount of your general spending limit.

Financial Statement: It is the responsibility of a candidate to file a complete and accurate financial statement by the **filing deadline** which is **2:00 p.m. Friday March 30, 2027**. If you filed a nomination form, you must file a financial statement.

Note: If your campaign has a deficit, you may request to extend your campaign in order to do some additional fundraising. Please contact the clerk for more information.

Penalties may apply if you are convicted of an offence:

- A fine of up to \$25,000
- Ineligibility to vote or run in the next regular election
- Up to six months imprisonment
- 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.

There are three contraventions of the Act where penalties apply automatically:

- If you fail to apply to the court for an extension by the filing deadline or file a financial statement by the end of the 30-day grace period
- If your financial statement shows that you exceeded a spending limit
- 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 to be appointed to fill a vacancy until after the 2030 election.

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

A **compliance audit committee** is required to be established by each municipality and school board. An eligible elector who believes you have contravened the election finance rules may apply for a compliance audit of your campaign finances.

Resources

Municipal Elections Guides and Resources



Municipal Elections Act, 1996



**Ministry of Municipal Affairs
Municipal Services Office Contact**



This document is provided for convenience only and should not be considered legal advice. For more specific information, please refer to the *Municipal Elections Act, 1996* and the regulations.

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)

Instructions

- Candidates must obtain a minimum of 25 original signatures.
- An individual providing an endorsement signature must be a Canadian citizen, aged 18 or older and have a qualifying address in the municipality. An individual may sign an endorsement for more than one person seeking nomination.
- The qualifying address provided must include the postal code.

Personal information collected on this form is obtained under the authority of sections 33 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.

Name of person seeking nomination

Last Name or Single Name

Given Name(s)

Endorsement signatures for the nomination of a person for an office in the municipality of _____
in the year _____

Name of person providing endorsement – 1

Last Name or Single Name

Given Name(s)

Qualifying Address

Suite/Unit Number

Street Number

Street Name

Municipality

Province

Postal Code

I endorse _____ as a candidate and declare that I am qualified
to be an elector in this municipality.

Signature

Date (yyyy/mm/dd)

Name of person providing endorsement – 2

Last Name or Single Name

Given Name(s)

Qualifying Address

Suite/Unit Number

Street Number

Street Name

Municipality

Province

Postal Code

I endorse _____ as a candidate and declare that I am qualified
to be an elector in this municipality.

Signature

Date (yyyy/mm/dd)

Name of person providing endorsement – 3			
Last Name or Single Name		Given Name(s)	
Qualifying Address			
Suite/Unit Number	Street Number	Street Name	
Municipality		Province	Postal Code
I endorse _____ as a candidate and declare that I am qualified to be an elector in this municipality.			
_____		_____	
Signature		Date (yyyy/mm/dd)	

Name of person providing endorsement – 4			
Last Name or Single Name		Given Name(s)	
Qualifying Address			
Suite/Unit Number	Street Number	Street Name	
Municipality		Province	Postal Code
I endorse _____ as a candidate and declare that I am qualified to be an elector in this municipality.			
_____		_____	
Signature		Date (yyyy/mm/dd)	

Name of person providing endorsement – 5			
Last Name or Single Name		Given Name(s)	
Qualifying Address			
Suite/Unit Number	Street Number	Street Name	
Municipality		Province	Postal Code
I endorse _____ as a candidate and declare that I am qualified to be an elector in this municipality.			
_____		_____	
Signature		Date (yyyy/mm/dd)	

Instructions

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Name of person seeking nomination

Last Name or Single Name

Given Name(s)

Endorsement signatures for the nomination of a person for an office in the municipality of _____
in the year _____

Name of person providing endorsement – 1

Last Name or Single Name

Given Name(s)

Qualifying Address

Suite/Unit Number

Street Number

Street Name

Municipality

Province

Postal Code

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to be an elector in this municipality.

Signature

Date (yyyy/mm/dd)

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Last Name or Single Name

Given Name(s)

Qualifying Address

Suite/Unit Number

Street Number

Street Name

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Last Name or Single Name

Given Name(s)

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in the year _____

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Given Name(s)

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Suite/Unit Number

Street Number

Street Name

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Suite/Unit Number	Street Number	Street Name	
Municipality		Province	Postal Code
I endorse _____ as a candidate and declare that I am qualified to be an elector in this municipality.			
_____		_____	
Signature		Date (yyyy/mm/dd)	



CANDIDATE'S DECLARATION PROPER USE OF VOTERS' LIST

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

I, _____, being a candidate for the

office of _____, hereby request the Clerk to provide me with the following information when it becomes available:

- A paper copy of the Voters' List (on or before Tuesday, September 1, 2026). Please note that a copy of all revisions made to the Voters' List will be provided on or before Wednesday, September 30, 2026. (must be picked up at the Township of Rideau Lakes office).

OR

- An electronic copy of the Voters' List (on or before Thursday, September 1, 2022). Please note that a copy of all revisions made to the Voters' List will be provided on or before Friday, September 23, 2022.

AND (Optional)

- A confidential login ID and password allowing the viewing of the List of Electors using the Intelivote System Candidate Module. A list of electors who have voted during the voting period will be provided to the candidates or their respective scrutineer by electronic means by Intelivote Systems Inc. This list shall be provided by Intelivote Systems Inc. in "real time" or as closely as possible to real time.

I, the undersigned, do hereby agree to use the Voters' List (Candidate Module, electronic or printed copies) for **election purposes** only. I understand that I am prohibited by the *Municipal Elections Act, 1996* from using the Voters' List for commercial purposes. I shall not post it in a public place, on an internet website, or make it available on any other print or electronic medium of communication. I will not copy, distribute, resell, or use for commercial purposes, nor will I permit anyone to use the Voters' List data given to me.

Signature of Candidate: _____

Date: _____

ONLINE CANDIDATE MODULE AND VOTERS' LIST ACCESS

We are pleased to offer to all candidates of the Township of Rideau Lakes 2026 Municipal Election, the option to access the Voters' List via a Candidate Module through Intelivote Systems Inc. All Voters' List data will be available through this module. We believe that this module offers several features that will enhance campaigning that would not be possible with a traditional paper Voters' List.

This portal will be accessible through the email address you provide on your Nomination Paper (Form 1) and will be provided later near the end of September 2026.

Candidate Access will allow you to:

- Download a new extract of the Voters' List every 30 minutes. This means candidates will have access to live updates to the list, instead of having to wait for the Clerk's department to generate a new physical copy of the list.
- Print copies of these extracts at your leisure. Instead of the two copies normally provided by the Clerk (one initial copy, and a second updated copy at a later date), you can now create copies as often as required.
- Search for a specific elector. Instead of visually scanning the list to find an elector who, for example, asked you to reach out to them regarding a specific issue, you will now be able to search them by name.
- Check if an elector has voted. After an elector has voted, their status will be recorded as "Voted". This will not reveal the results of their vote, but could help you track your outreach, as well as electors who perhaps have not yet made a decision.

Candidates will only have access to the data for electors eligible to vote for them. For example, a candidate for Ward 1 will only have access to Ward 1 elector data; a candidate for Mayor will have access to data for all electors in the Township of Rideau Lakes; and a candidate for the Upper Canada District School Board will only have access to data for electors with English Public school support. Access to this portal will be terminated at 8:00pm on Monday, October 26, 2026 (Voting Day).

This online platform provides a level of convenience, and we hope all candidates will take advantage of the available features. In an effort to be environmentally conscious, as well as to encourage the use of this portal, we will only provide a printed copy of the Voters' List if indicated on the Candidate's Declaration – Proper Use of Voters' List form. This form is to be submitted at the time your Nomination Paper (Form 1) is filed. Processing time for a paper copy will be 2-3 days.

Training on the Module will be made available through Intelivote

DECLARATION OF QUALIFICATIONS MUNICIPAL CANDIDATES

Municipal Elections Act, 1996

FORM EL18A

I, _____, a nominated candidate for the

- office of: Mayor
- Councillor, Ward _____

Do Solemnly Declare That:

1. I am qualified pursuant to the *Municipal Elections Act, 1996*, and the *Municipal Act, 2001* to be elected to and to hold the office of:

- Mayor
- Councillor, Ward ____

2. Without limiting the generality of paragraph 1, I am at least eighteen (18) years of age, a Canadian citizen, a resident of the Township of Rideau Lakes or the owner or tenant of land in the Township of Rideau Lakes or the spouse of such owner or tenant.

3. I am not ineligible, disqualified or prohibited under the *Municipal Elections Act, 1996*, the *Municipal Act, 2001*, the *Municipal Conflict of Interest Act* or any other *Act* to be elected to or hold the above- mentioned office.

4. Without limiting the generality of paragraph 3,

- I am not an employee of the Township of Rideau Lakes, or if I am an employee of the Township of Rideau Lakes, I am on an unpaid leave of absence as provided for by section 30 of the *Municipal Elections Act, 1996*.
- I am not a person who is who is the Clerk, Treasurer, Integrity Commissioner, Auditor General, Ombudsman or registrar referred to in section 223.11 of the *Municipal Act, 2001* or an investigator referred to in subsection 239.2 (1) of the Township of Rideau Lakes, or a person who is not an employee of the Township of Rideau Lakes but who holds an administrative position of the Township of Rideau Lakes.

- I am not a judge of any court.
 - I am not a member of the Assembly as provided in the *Legislative Assembly Legislative Assembly Act* or of the Senate of House of Commons of Canada or, if I am such a person, I will provide proof of my resignation in a form satisfactory to the Clerk of the Township of Rideau Lakes prior to **2:00 p.m. on Nomination Day, August 21, 2026**. I understand that the Clerk of the Township of Rideau Lakes will reject my nomination for the above-mentioned office if I fail to provide proof of resignation by this deadline.
 - I am not a public servant within the meaning of the *Public Service of Ontario Act, 2006*, or if I am a public servant, I have followed and will continue to follow all the relevant provisions of Part V of such *Act*.
 - I am not a Federal employee within the meaning of the *Public Service Employment Act*, or if I am a Federal employee, I have followed and will continue to follow all the relevant provisions of Part 5 of such *Act*.
5. I am not prohibited from voting prohibited from voting at the municipal election under section 17 (3) of the *Municipal Elections Act, 1996*.
- I am not a person who is serving a sentence of imprisonment in a penal or correctional institution.
 - I am not a corporation.
 - I am not a person acting as executor or trustee or in any other representative capacity, except as a voting proxy in accordance with section 44.
 - I am not prohibited because of a conviction of a corrupt practice described in subsection 90 (3), if voting day in the current election is less than five years after voting day in the election in respect of which I was convicted.
6. I am not a person who was convicted of a corrupt practice under the *Municipal Elections Act, 1996* or of an offence under the *Criminal Code (Canada)* in connection with an act or omission that relates to an election to which this Act applies and I am not a person who is ineligible to be nominated for, any office until the next two regular elections have taken place after the election to which the offence relates (Section 91 (1)).
7. I am not ineligible from being elected to or holding office by reason of any violations of the election campaign financial requirements, violations for not filing the financial statement or any other violations pursuant to the *Municipal Elections Act, 1996*. (Section 88.23)

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

Declared before me at the Township of Rideau Lakes

This _____ day of _____, 2026 _____
(Signature of Candidate)

(Signature of Municipal Clerk or designate)

Personal information on this form is collected under the authority of the *Municipal Elections Act, 1996* and will be used for the nomination process for office in the municipal election and will be available for public inspection in the office of the Clerk, Township of Rideau Lakes until the next municipal election. Questions about this collection of personal information should be directed to the Clerk of the Township of Rideau Lakes.



NOTICE TO CANDIDATES OF PENALTIES

Under the *Municipal Elections Act, 1996*

FORM EL35

Effect of Default by Candidate

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

- (a) if the candidate fails to file a document as required under section 88.25 or 88.32 by the relevant date;
 - (b) if a document filed under section 88.25 shows on its face a surplus, as described in section 88.31, and the candidate fails to pay the amount required by subsection 88.31 (4) to the clerk by the relevant date;
 - (c) if a document filed under section 88.25 shows on its face that the candidate has incurred expenses exceeding what is permitted under section 88.20; or
 - (d) if a document filed under section 88.32 shows on its face a surplus and the candidate fails to pay the amount required by that section by the relevant date.
- 2016, c. 15, s. 60.

Penalties

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

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

Notice of Default

88.23 (3) In the case of a default described in subsection (1), the Clerk shall,

- (a) Notify the candidate in writing that the default has occurred;
- (b) If the candidate was elected, notify the council in writing that the default has occurred; and
- (c) Make available to the public the name of the candidate and a description of the nature of the default.

Clerk's report re filing requirements

88.23 (4) The Clerk shall make available to the public a report setting out all candidates in an election and indicating whether each candidate complied with section 88.25.

Same

88.23 (5) The report mentioned in subsection (4) shall be made available on a website or in another electronic format as soon as possible after:

- (a) April 30 in the year following a regular election; and
- (b) 90 days after voting day in a by-election

Application to court

88.23 (6) The candidate may, before the last day for filing a document under Section 88.25 or 88.32, apply to the Superior Court of Justice to extend the time for filing the document under that section and, if the court is satisfied there are mitigating circumstances justifying a later date for filing the document, the court may grant an extension for the minimum period of time necessary to enable the candidate to file the document but the court shall not grant an extension of more than 90 days.

Notice to Clerk

88.23 (7) If a candidate makes an application under subsection (6), the candidate shall notify the Clerk in writing before 2 p.m. on the last day for filing a document under section 88.25 or 88.32 that the application has been made.

Effect of extension

88.23 (8) If the court grants an extension under subsection (6), the penalties set out in subsection (2) apply only if the candidate has not filed the document before the end of the extension.

Cessation of penalty

88.23 (9) The penalties set out in subsection (2) for a default described in clause (1) (a) do not take effect if, no later than 2 p.m. on the day that is 30 days after the applicable day for filing the document, the candidate files the relevant document as required under section 88.25 or 88.32 and pays the Clerk a late filing fee of \$500.

Late filing fee

88.23 (10) The late filing fee is the property of the municipality.

Offences by Candidate

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

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

Exception, action in good faith

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

Additional penalty, candidates

92 (3) If the expenses incurred by or under the direction of a candidate exceed the amount determined for the office under section 88.20, the candidate is liable to a fine equal to the excess, in addition to any other penalty provided for in the *Act*.

Financial Statement – Auditors Report Candidate – Form 4

Candidates may access the prescribed Form 4 by following this [link](#) to the Ontario Central Forms Repository.



CONSENT TO RELEASE PERSONAL INFORMATION

(Municipal Freedom of Information and Protection of Privacy Act)

FORM EL52

Personal information on the Nomination Paper 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 Elections.

Questions regarding this collection should be forwarded to the Clerk, Mary Ellen Truelove at mtruelove@rideaulakes.ca or 1-800-928-2250 Ext. 293.

Name of Candidate: _____

Candidate for the office of:

- Mayor
- Councillor
- Trustee English Public
- Trustee English Separate
- Trustee French Public
- Trustee French Separate

I acknowledge that the Nomination Form (Form 1) filed by me contains personal information and I am aware that the Clerk will disclose all or part of it to the general public.

Signature of Candidate

Signature of Clerk or Designate

Dated at _____, this ____ day of _____, 2026