



# 2026 Municipal Election Candidate Information Package





# Introduction & Key Information



Thank you for your interest in running the 2026 Municipal and School Board Election. Enclosed within this package you will find the following resources and forms:

### **Introduction & Key Information**

1. Filing of Nominations Letter
2. 2026 Township of Puslinch Candidate Guide
3. 2026 Ministry of Municipal Affairs and Housing 2026 Candidates' Guide
4. 2026 Ministry of Municipal Affairs and Housing 2026 Voters' Guide

### **Nomination & Candidate Filing Forms**

5. Form 1 – Nomination Paper
6. Form 2 – Endorsement of Nomination (Six copies)
7. Form 2026-EL01 Candidate's Acknowledgement of Qualifications
8. Consent to Provide Candidate Contact Information

### **Campaign Finance & Compliance**

9. Form 2026-EL37.1 Preliminary Certificate of Maximum Campaign Expense Limit
10. Form 2026-EL37.2 Preliminary Certificate of Maximum Campaign Expense Limit - Own Campaign
11. Form 2026-EL2 Municipal Campaign Account
12. Form 4 – Financial Statement – Auditor's Report

### **Municipal Policies, By-laws & Governance**

13. Township Use of Corporate Resources Policy (Policy No. 2018-002)
14. Township of Puslinch Council Code of Conduct for Council Members & Members of Local Boards
15. Municipal Conflict of Interest Act

### **Election Rules, Signage & Advertising**

16. Township of Puslinch Election By-law Sign Guide
17. Township of Puslinch Election Sign By-law (BL2025-038)
18. County of Wellington Sign By-law (5579-18)
19. Notice of Broadcasters and Publishers Regarding Advertising Rules during the Election

### **Municipal Context & Reference Materials**

20. 2026-2030 Township of Puslinch Strategic Plan
21. Township of Puslinch Map
22. County of Wellington Ward Map



## 23. Township of Puslinch 2026 Council and Committee Meeting Schedule

### **Post-Nomination & Election Process Forms and Procedures**

- 24. Form 2026-EL19 Withdrawal of Nomination
- 25. Form 2026-EL12 Appointment of Scrutineer by Candidate
- 26. Form 2026-EL14 Candidate's Declaration – Proper Use of Voters' List
- 27. Form 2026-EL100 Declaration for Use of Election Information
- 28. 2026 Municipal Election Township of Puslinch Procedures for Vote by Mail and Vote Counting Equipment

In addition to the resources and forms provided in the Candidate Information Package, the Township's election website [www.puslinch.ca/2026election](http://www.puslinch.ca/2026election) has more resources for candidates, voters and third-party advertisers. As Voting Day approaches, more information related to the 2026 Municipal Election will be provided on the election website. Candidates are encouraged to refer often to this site.

If you have any questions please do not hesitate to contact the Corporate Services Department at [elections@puslinch.ca](mailto:elections@puslinch.ca) or 519-763-1226 ext. 5.

Sincerely,

**Justine Brotherston**  
Director of Corporate Services/Municipal Clerk  
Township of Puslinch

Personal information in relation to the Municipal Election is collected under the authority of the Municipal Election Act, 1996. Questions regarding the collection of this information may be directed to the Township Clerk's office. The Township of Puslinch is committed to providing accessible formats and communication supports for people with a disability. If another format would work better for you, please contact the Township Clerk's office for assistance.



## Filing of Nominations for 2026 Municipal and School Board Election Checklist

Nominations for the Municipal and School Board Election can be filed at the Township Office beginning May 1, 2026 until 2:00 p.m. on August 21, 2026 during regular office hours.

Those wishing to submit nomination papers are encouraged to book an appointment with Election Trained Township staff. Appointments can be booked by contacting:

Phone: 519-763-1226 Ext. 5

E-mail: [elections@puslinch.ca](mailto:elections@puslinch.ca)

The following documents must be completed, signed with original signatures and brought with you when you arrive to file your nomination papers:

### Forms Checklist:

- Form 1 - Nomination Form
  - **Note – Do not sign the Declaration of Qualification until you are with the Clerk or Designate**
- Form 2 – Endorsement of Nomination
  - **Note – Minimum 25 Endorsements with original signatures are needed in order to process the nomination papers**
- Form 2026-EL1 Acknowledgment of Qualifications
- Form 2026-EL14 Candidate's Declaration – Proper Use of Voters' List
- Form 2026-EL100 Declaration for Use of Election Information
- Consent to provide Candidate Contact Information

You will be required to show identification to prove that you are eligible to be nominated.



If you have any questions please do not hesitate to contact the Corporate Services Department at [elections@puslinch.ca](mailto:elections@puslinch.ca) or 519-763-1226 ext. 5.

Sincerely,

A handwritten signature in cursive script that reads "Justine Brotherston".

Justine Brotherston  
Director of Corporate Services/Municipal Clerk  
Township of Puslinch

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# 2026 TOWNSHIP OF PUSLINCH CANDIDATES' GUIDE



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**Disclaimer**

This guide is intended to give a summary of complex matters. It does not include all details and does not take into account all circumstances. For example, it includes references to specific sections in legislation, but other provisions of legislation are often relevant. The guide refers to or reflects laws and practices that are subject to change. Municipalities and councillors are responsible for making local decisions that are in compliance with the law such as applicable statutes and regulations. The guide, as well as any links or information from other sources, is not a substitute for specialized legal or professional advice. The user is solely responsible for any use or application of this guide. The information contained in this guide is subject to changes. If changes are made, an updated version will be provided on the Township’s website and provided to all registered candidates via email.

## Section 1 - INTRODUCTION

### Overview

This Guide has been prepared by the Township of Puslinch Corporate Services Department as a supplement to the [2026 Candidates' Guide for Ontario Municipal Council and School Board Elections](#) published by the Province of Ontario. The Province's Guide provides information relating to Qualifications, the Voters' List, Financial Responsibilities, Campaign Contributions, Campaign Expenses, and Financial Reporting. This Guide provides additional information that is pertinent to candidates running for office in the Township of Puslinch.

It is important to note that the contents of this document are intended only as a guide and may not recite all applicable statutory references. It is not meant to replace provincial legislation. For further assistance on any of the information contained in this Candidates' Guide, please call the numbers listed below. Alternatively, you may go to the Puslinch Municipal Office, 7404 Wellington Road 34, Puslinch, and speak to a Corporate Services Department staff.

**Prospective candidates must satisfy themselves through their own investigations that they have complied with election financing regulations and that they are not disqualified by law to seek elected office. In regard to the particular circumstance of a candidate, the candidate shall obtain independent legal, financial or other professional advice.**

### Corporate Services Department Resource Staff

The Township of Puslinch Corporate Services Department staff would be pleased to assist you with any questions you may have concerning the 2026 Municipal Election.

Phone 519.763.1226 Ext. 5

E-mail: [elections@puslinch.ca](mailto:elections@puslinch.ca)

Township of Puslinch Website [www.puslinch.ca/2026election](http://www.puslinch.ca/2026election)

**Schedule of Key Dates**

<b>Key Date</b>	<b>Election Event</b>
May 1, 2026	Nomination and registration begins: this includes providing candidates with information relating to interim maximum contribution amounts for campaigns and expenses, notice of the penalties related to campaign finances, copy of procedures relating to voting, alternative voting methods and vote counting equipment
June 1, 2026	Last day to establish procedures relating to voting and vote counting equipment including alternative voting methods
August 21, 2026	Last day to file a nomination (before 2:00 p.m.); Last day to withdraw a nomination (before 2:00 p.m.)
August 24, 2026	Last day to certify all nominations and declare candidate elected by acclamation by 4:00 p.m.
August 24, 2026	First day for an elector to appoint a voting proxy
September 1, 2026	Clerk to produce the voters list – revision period begins
Saturday September 12, 2026 (Tentative)	Aberfoyle Fall Fair booth – Are You on the Voters List & Education about Vote by Mail
September 20, 2026	The interim list of changes to the voter’s list is to be prepared and distributed
September 24 – 29, 2026	Vote by Mail Ballot Kits will be mailed out to all eligible electors within the Township of Puslinch. These kits will consist of a ballot, a secrecy envelope, a voter declaration form, and a return envelope. Electors are able to vote as soon as they receive this kit.
September 28, 2026	Clerk to provide Certificate of Maximum Campaign Spending Limits to candidates and third-party advertisers
October 15, 2026	Last recommended day to mail-in a voter kit to the Township (kits may be dropped off at the Township office up until when polls close on election day).
October 15, 2026	Mini Lakes (2:00 p.m. – 7:00 p.m.) Ballot Return Station Location
October 17, 2026	Clifford Evans (10:00 a.m. – 4:00 p.m.) Ballot Return Station Location
October 19, 2026	Morrison Nursing Home – Ballot Return Station Nursing Home Residents Only

October 26, 2026	Voting Day. Municipal Office Ballot Return Station – 9:00 a.m. until 8:00 p.m. The results of the election will be calculated and released to the public as soon as possible after 8:00 p.m. on the Township’s Election webpage.
November 17, 2026	Inaugural Meeting of New Term of Council
December 31, 2026	Campaign period ends
January 22, 2027	Last day for staff to provide the Accessibility Report (about the identification, removal and prevention of barriers that affect electors and candidates with disabilities) to the public
March 26, 2027	Deadline for candidates and registered third parties to file their initial financial statements and auditor’s reports
April 26, 2027	Last day for candidates and registered third parties to file their initial financial statements and auditor’s reports (by 2 p.m. with a \$500 late filing fee)

**NOTE:** “Information Bulletins” will be issued by the Clerk’s office to provide additional election information as it becomes available.

## Section 2 – Council Roles

### Municipal Offices to be Elected

On October 26, 2026, voters in the Township of Puslinch will elect candidates to the following offices:

- **Mayor of the Township of Puslinch**  
One to be elected at large.
- **Councillor for the Township of Puslinch**  
Four to be elected at large.
- **County Councillor for the County of Wellington\***  
One to be elected Ward 7
- **Member (Trustee) of Upper Grand District School Board (nominations filed at the City of Guelph)**
- **Member (Trustee) of Wellington Catholic District School Board (nominations filed at the Township of Guelph-Eramosa)**
- **Member (Trustee) of Conseil scolaire Viamonde (de district du Centre-Sud-Ouest) (nominations filed at the City of London)**
- **Member (Trustee) of Conseil scolaire de district catholique Centre Sud (nominations filed at the City of Brampton)**

NOTE: \*One to be elected from the Township of Puslinch and part of Guelph/Eramosa

### Council Roles

The *Municipal Act 2001*, Part VI – Practices and Procedures Sections 224, 225 and 226.1 states as follows:

224. It is the role of council:

- to represent the public and to consider the well-being and interests of the municipality;
- to develop and evaluate the policies and programs of the municipality;
- to determine which services the municipality provides;
- to ensure that administrative policies, practices and procedures and controllership policies, practices and procedures are in place to implement the decisions of council;
- to ensure the accountability and transparency of the operations of the municipality, including the activities of the senior management of the

- municipality;
- to maintain the financial integrity of the municipality; and
- to carry out the duties of council under this or any other *Act*.

225. It is the role of the head of council:

- to act as chief executive officer of the municipality;
- to preside over council meetings so that its business can be carried out efficiently and effectively;
- to provide leadership to the council;
- without limiting the above noted clause, to provide information and recommendations to council with respect to the role of council described in section 224 d and d1 of the Municipal Act;
- to represent the municipality at official functions; and
- to carry out the duties of the head of council under this or any other *Act*.

226.1 As chief executive officer of a municipality, the head of council shall,

- uphold and promote the purposes of the municipality;
- promote public involvement in the municipality’s activities
- act as the representative of the municipality both within and outside the municipality, and promote the municipality locally, nationally and internationally; and
- participate in and foster activities that enhance the economic, social and environmental well-being of the municipality and its residents.

**Municipal Responsibilities**

Township of Puslinch	County of Wellington
<ul style="list-style-type: none"> <li>• Animal Licensing and Control</li> <li>• Building Permits</li> <li>• By-law Enforcement</li> <li>• Community Centres and Recreation Facilities</li> <li>• Fire Services</li> <li>• Heritage</li> <li>• Municipal Elections</li> <li>• Property Tax Collection and Administration</li> <li>• Rezoning, Minor Variance, Site Plan and Other Planning and Development Applications</li> <li>• Township Roads, Bridges, Culverts, Streetlights and Sidewalks</li> <li>• Township Trails and Parks</li> </ul>	<ul style="list-style-type: none"> <li>• County Roads and Bridges</li> <li>• County Trails and Forests</li> <li>• Emergency Services</li> <li>• Long Term Care</li> <li>• Museum and Archives</li> <li>• Public Libraries</li> <li>• Regional Economic Development</li> <li>• Severances</li> <li>• Social Services (Child Care/Early Learning, Housing, Ontario Works)</li> <li>• Taxi Licensing</li> <li>• Waste and Recycling</li> <li>• Ambulance</li> <li>• Police Services</li> </ul>

## **Council Duties**

Members hold regular Council meetings in the Municipal Office's Council Chambers every three weeks on Wednesdays at 10:00 a.m., with the exception of July and August where there shall be one regular meeting in each month at 10:00 a.m. on a Wednesday determined by Council.

Download the PDF [calendar of the 2026 Council & Committee meetings](#). These meeting dates are subject to change.

The Mayor, on an as-needed basis, can call special meetings of Council.

A member of Council shall serve as a Council appointee to various Boards and Committees at both the local and County level. In many instances, citizens also serve on these committees. Examples of such appointments include the Heritage Advisory Committee and Planning and Development Advisory Committee. The time these meetings are held varies and the 2026 Committee schedule can be found on the Township website at [Puslinch.ca/Calendar](http://Puslinch.ca/Calendar). These meetings' average duration are two to three hours and are held during the day or evening.

## **Remuneration**

The 2025 remuneration rates:

Mayor	\$ 42,193.00
Councillor	\$22,168.00
County Councillor	Please contact the County Clerk's Department 519.837.2600
School Board Trustees	Please contact the appropriate school board for current information.

## Section 3 - Nomination Process

### Time for filing

Nominations for the Puslinch 2026 Municipal Election may be filed with the Township of Puslinch Corporate Services Department, 7404 Wellington Road 34, Puslinch, on or after May 1, 2026 during normal office hours (9:00 a.m. to 4:30 p.m.) and in July and August (8:30 a.m. to 4:00 p.m.). The last day nominations will be accepted is Nomination Day, August 21, 2026 at 2:00 p.m.. Nominations may be filed on Nomination Day, between the hours of 9 a.m. and 2 p.m. **An individual must be qualified as a candidate at the time of filing the nomination.**

Those wishing to submit nomination papers are encouraged to book an appointment with Election Training staff. Appointments can be booked by contacting:

Phone: 519.763.1226 Ext. 5

E-mail: [elections@puslinch.ca](mailto:elections@puslinch.ca)

### Filing Fee

Each Nomination Form filed must be accompanied by the prescribed filing fee, in the form of cash, interac, certified cheque, or money order payable to the Township of Puslinch, in the amount of \$200.00 for the office of Mayor, or in the amount of \$100.00 for all other offices. This fee is returned to the candidate if the documents required under subsection 88.25 (1) are filed on or before 2:00 p.m. on the filing date in accordance with that subsection.

### Nomination Form

The candidate's name should be typed or printed as it is to appear on the ballot, given (first) names preceding surname. **No reference** to a candidate's occupation, degree, title, honour, or decoration shall appear on the ballot, but a name commonly called a nickname or any other name by which the candidate is commonly known may be used. **Candidates will be required to show proof of identity, in the form of an Ontario driver's licence or other identification as outlined in Ontario Regulation 304/13.**

The candidate's full qualifying address within the Township must also be shown.

The nomination of a person for an office on a council must be endorsed by at least 25 persons and be accompanied by a prescribed declaration by each of the persons endorsing the nomination, and they may endorse more than one nomination.

Persons endorsing a nomination must be eligible to vote in an election for an office within the Township, if a regular election was held on the day that the person endorses the nomination.

The prescribed Nomination Form (Form 1) and Endorsement of Nomination (Form 2) are available from the Township of Puslinch Corporate Services Department, or on the Township of Puslinch website at [www.puslinch.ca/2026election](http://www.puslinch.ca/2026election).

**Please note:** If the candidate has filed an earlier nomination for an office on the same council in the same election, the first nomination shall be deemed to have been withdrawn at the time the second nomination is filed.

If the person is nominated for more than one office (anywhere in Ontario) and the person's name appears on more than one ballot, and the candidate is elected to any one or more of the offices, the candidate's election is void. (see *Municipal Act, 2001 Section 261*)

**Photocopies, faxes, or e-mailed versions of a signature are not acceptable for this purpose or for any other document submission requirements.**

### **Withdrawal of Nominations**

A person nominated for any office may withdraw his or her nomination by submitting a written withdrawal to the Municipal Clerk before 2:00 p.m. on Friday, August 21, 2026. If an agent files a written withdrawal on behalf of a candidate, the candidate must provide the agent with an original signed letter authorizing them to file the withdrawal.

### **Qualifications**

Qualifications for election as a Member of Council are governed by provisions of the *Municipal Act*, and the *Municipal Elections Act*.

#### **Qualified at Time of Nomination**

A person must be qualified at the time of filing the nomination as provided in Section 29(1) of the *Municipal Elections Act, 1996*. A person may be nominated for an office only if, as of the day the person is nominated,

- (a) he or she is qualified to hold that office under the *Act* that creates it; and
- (b) he or she is not ineligible under the *Municipal Elections Act, 1996* or otherwise prohibited by law to be nominated for or to hold the office.

Notwithstanding the above provision, some persons otherwise disqualified at the time of filing the nomination are entitled to file in accordance with Sections 29(1.1) and (1.2) and 30(1) of the *Municipal Elections Act, 1996*:

29(1.1) Despite subsection (1) and despite section 258 of the *Municipal Act, 2001*, section 9 of the *Legislative Assembly Act* and section 219 of the *Education*

*Act*, a member of the Legislative Assembly of Ontario or the Senate or House of Commons of Canada is not ineligible to be nominated for an office in an election by virtue of being a member of any of those bodies but, if the person is a member of any of those bodies as of the close of nominations on Nomination Day of the election, the nomination shall be rejected by the Clerk under section 35.

29(1.2) Subsection (1.1) does not apply to a member of the Executive Council of Ontario or a federal Minister of the Crown.

30(1) An employee of a municipality or local board is eligible to be a candidate for and to be elected as a member of the Council or local board that is the employer if he or she takes an unpaid leave of absence beginning as of the day the employee is nominated and ending on voting day.

### **Qualifications and Disqualifications for a Member of Council**

#### **Qualifications** (*Section 256 and 257 of the Municipal Act, 2001*)

256. Every person is qualified to be elected or to hold office as a member of a Council of a local municipality;

(a) who is entitled to be an elector in the local municipality under section 17 of the *Municipal Elections Act, 1996*; (see Elector Qualification below); and

(b) who is not disqualified by this or any other *Act* from holding such office.

257. Every person is qualified to be elected or to hold office as a member of a Council of an upper-tier municipality,

(a) who is entitled to be an elector in a lower-tier municipality within the upper-tier municipality under section 17 of the *Municipal Elections Act, 1996*; and

(b) who is not disqualified by this or any other *Act* from holding the office.

#### **Electors Qualifications (Council)**

Section 17(2) & (3) of the *Municipal Elections Act, 1996* "Qualifications of Electors".

17(2) A person is entitled to be an elector at an election held in a local municipality if on voting date, he or she,

(a) resides in the local municipality, or is the owner or tenant of land there, or is the spouse of such owner or tenant;

(b) is a Canadian citizen;

(c) is at least 18 years old; and

(d) is not prohibited from voting under subsection (3) or otherwise by law.

## **Persons Prohibited from Voting**

17(3) The following persons are prohibited from voting:

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

## **Ineligible/Disqualifications (Section 258 of the Municipal Act, 2001)**

258(1) The following are not eligible to be elected as a member of a council or to hold office as a member of a council:

1. Except in accordance with section 30 of the *Municipal Elections Act, 1996*,
  - i) an employee of the municipality,
  - ii) a person who is not an employee of the municipality but who is the Clerk, Treasurer, Integrity Commissioner, Auditor General, Ombudsman, or registrar referred to in section 223.11 or an investigator referred to in subsection 239.2(1) of the municipality, or
  - iii) a person who is not an employee of the municipality but who holds any administrative position of the municipality.
2. A judge of any court.
3. A member of the Assembly as provided in the *Legislative Assembly Act* or of the Senate or House of Commons of Canada.
4. Except in accordance with Part V of the *Public Service of Ontario Act, 2006* and any regulations made under that Part, a public servant within the meaning of that *Act*.

258 (2) A member of council of a municipality is disqualified from holding office if, at any time during the term of office of that member, he or she,

- (a) ceases to be a Canadian citizen;
- (b) is not a resident, the owner or tenant of land or the spouse of an owner or tenant of land in the municipality; in the case of a member of Council of a local municipality, or in a lower-tier municipality within the upper-tier municipality, in the case of a member of Council of an upper-tier municipality; or
- (c) would be prohibited under this or any other *Act* from voting in an election for the office of member of Council of the municipality if an election was held at that time.

- ❖ Please note that a candidate must maintain their qualifications throughout the election, and if elected, throughout the entire term of office otherwise his or her position will be forfeited and the seat will be deemed vacant.

### **Qualifications and Disqualifications for School Board Trustees**

#### **Qualifications - Section 219 (1) (2) & (3) of the Education Act**

- (1) A person is qualified to be elected as a member of a district school board or school authority if the person is qualified to vote for members of that district school board or that school authority and is resident in its area of jurisdiction.
- (2) A person who is qualified under subsection (1) to be elected as a member of a district school board or school authority is qualified to be elected as a member of that district school board or school authority for any geographic area in the district school board's or school authority's area of jurisdiction, regardless of which positions on that district school board or school authority the person may be qualified to vote for.
- (3) A member of a district school board or school authority is eligible for re-election if otherwise qualified.

#### **Disqualifications - Section 219 (4), (5), (9), (10), & (11) of the Education Act**

- (4) Despite Subsection (1), a person is not qualified to be elected or to act as a member of a district school board or school authority if the person is,
  - (a) an employee of a district school board or school authority;
  - (b) the Clerk or Treasurer or Deputy Clerk or Deputy Treasurer of a municipality or an upper-tier municipality, all or part of which is included in the area of jurisdiction of the district school board or the school authority;
  - (c) a member of the Assembly or of the Senate or House of Commons of Canada; or
  - (d) otherwise ineligible or disqualified under this or any other Act.
- (5) Despite Subsection (4), none of the following persons is ineligible to be a candidate for or to be elected as a member of a district school board or school authority if he or she takes an unpaid leave of absence, beginning no later than the day the person is nominated and ending on voting day:
  - (1) an employee of a district school board or school authority;
  - (2) the Clerk or Treasurer or Deputy Clerk or Deputy Treasurer of a municipality or upper-tier municipality, all or part of which is included in the area of jurisdiction of the district school board or the school authority.

- (5.1) Subsections 30(2) to (7) of the Municipal Elections Act, 1996 apply with

necessary modifications to an individual referred to in subsection (5).

- (9) A person is not qualified to act as a member of a district school board or school authority if the person ceases to hold the qualifications required to be elected as a member of the district school board or the school authority.
- (10) No person shall run as a candidate for more than one seat on a district school board or school authority and any person who does so and is elected to hold one or more seats on the district school board or the school authority is not entitled to act as a member of the district school board or the school authority by reason of the election.
- (11) The seat of a member of a district school board or school authority who is not qualified or entitled to act as a member of that school board or that school authority is vacated.

### **Certification of Nominations**

Certification of Nomination Forms will occur by 4:00 p.m. on **August 24, 2026**. The Clerk's decision to certify or reject a nomination is final. Once a candidate is certified, their name will be placed on the ballot. A candidate's name will be removed from the ballot in accordance with the Act in the case of ineligibility or death. Nomination Forms are public documents and are available for inspection at the Township of Puslinch Clerk's Department office and online at [www.puslinch.ca/2026election](http://www.puslinch.ca/2026election).

## Section 4 – Campaigning

### Campaign Period

The candidate's campaign period commences at the time the Nomination Form is filed with the Municipal Clerk and ends on December 31, 2026.

**Candidates must not spend or receive funds for their election campaign until their Nomination Form is filed with the Municipal Clerk.**

### Financial Responsibilities of Candidates

All candidates, including those not elected, those who withdraw their nomination or those whose nomination is rejected by the Municipal Clerk, must disclose and report their contributions and expenses, using the prescribed form, **on or before 2:00 p.m. on March 26, 2027.**

A candidate requiring an extension to the filing deadline may apply to the Superior Court of Justice **prior to March 26, 2027**, and must notify the Clerk in writing that an application for an extension has been made **prior to 2:00 p.m. on March 26, 2027.** The court may grant an extension of up to 90 days.

### Campaign Contributions

A contribution means money, goods or services given to and accepted by or on behalf of a person for his or her election campaign and include the following:

- monetary contribution;
- value of goods and services;
- the ticket price for a fundraising function;
- the difference between the amount paid and the market value of a good or service sold at a fundraising function;
- the difference between the amount paid and the market value of a good or service purchased for the campaign;
- any unpaid but guaranteed balance of a campaign loan.

The following are **not** contributions:

- the value of services provided by voluntary unpaid labour;
- an amount of \$25 or less that is donated at a fundraising function refer to page 17 and 18 of [2026 Candidates' Guide for Ontario Municipal Council and School Board Elections](#);
- the value of free political advertising provided it is in accordance with the *Broadcasting Act* (Canada) and is provided equally to all candidates;
- the amount of a campaign loan from a bank or a recognized lending institution.

## **Who can make Contributions**

The following may make contributions:

- an individual who is a resident in Ontario
- if your spouse is not a resident they can make a contribution to your campaign

## **Who cannot make Contributions**

The following may not make contributions:

- 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 school board;
- 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);
- a corporation or a trade union.

## **What limits are there on Contributions**

The limit of a contribution whether donated in money or through a good or service is \$1,200.00 to any one candidate, regardless of the number of offices the candidate was nominated for during the election period. The limit applies whether the contribution is made in one lump sum or through a number of small contributions.

**A contributor shall not make contributions exceeding a total of \$5000.00 to two or more candidates for office on the same council.**

## Contribution Limits – Own Campaign

Please note: a candidate and his or her own spouse shall not make contributions to the candidate's own election campaign that, combined, exceed an amount equal to the lesser of:

<b>Candidate for Office of:</b>  <b>Mayor</b>	Preliminary estimate of maximum contribution limit (\$7,500 plus \$0.20 per number of entitled electors as of September 15, 2022 (6,478))
	<b>\$8,795.60</b>

<b>Candidate for Office of:</b>  <b>Councillor</b>	Preliminary estimate of maximum contribution limit (\$5,000 plus \$0.20 per number of entitled electors as of September 15, 2022 (6,478))
	<b>\$6,295.60</b>

<b>Candidate for Office of:</b>  <b>County Councillor</b>	Preliminary estimate of maximum contribution limit (\$5,000 plus \$0.20 per number of entitled electors as of September 15, 2022 ((6,478 (Puslinch) + 2,070 (Guelph- Eramosa)))
<b>Ward: 7</b>	<b>\$6,709.60</b>

The Municipal Clerk upon the filing of a nomination shall provide a certificate of the applicable maximum contribution amount as of the filing date. The last day to provide a final Certificate of Maximum Campaign Contribution Limits to a candidate is September 28, 2026.

Refer to page 19 of the [2026 Candidates' Guide for Ontario Municipal Council and School Board Elections](#).

## Campaign Spending Limits

Please note: campaign spending limits are calculated using the following formulas:

<b>Candidate for Office of:</b>  <b>Mayor</b>	Preliminary estimate of maximum campaign expenses (\$7,500 plus \$0.85 per number of entitled electors as of September 15, 2022 (6,478))
	<b>\$13,006.30</b>

<b>Candidate for Office of:</b>  <b>Councillor</b>	Preliminary estimate of maximum campaign expenses (\$5,000 plus \$0.85 per number of entitled electors as of September 15, 2022 (6,478))
	<b>\$10,506.30</b>

<b>Candidate for Office of:</b>  <b>County Councillor</b>	Preliminary estimate of maximum campaign expenses (\$5,000 plus \$0.85 per number of entitled electors as of September 15, 2022 (6,478 (Puslinch) + 2,070 (Guelph-Eramosa))
<b>Ward: 7</b>	<b>\$12,265.80</b>

The Municipal Clerk upon the filing of a nomination shall provide a certificate of the applicable maximum campaign expense limit as of the filing date. The last day to provide a final Certificate of Maximum Campaign Expense Limits to a candidate is September 28, 2026.

Refer to page 22 of the [2026 Candidates' Guide for Ontario Municipal Council and School Board Elections](#).

## Expenses

The following expenses are subject to the spending limit:

- All expenses related to the election unless specifically excluded
- The replacement value of goods retained from any previous election and used in the current election. You may wish to refer to page 21 of the [2026 Candidates' Guide for Ontario Municipal Council and School Board Elections](#)
- The value of contributions of goods and services

- Interest on loans

The following expenses are excluded from the spending limit:

- Expenses incurred in holding a fundraising function
  - 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
- ❖ Please note the spending limit for expenses related to holding parties and other expressions of appreciation after the close of voting is calculated as ten percent (10%) of the amount of your general spending limit. Refer to page 23 of the [2026 Candidates' Guide for Ontario Municipal Council and School Board Elections](#).

The last day to provide a final Certificate of Maximum Expenses for a party or other expressions of appreciation after the close of voting to a candidate is September 28, 2026.

### **Campaign Surplus**

Any campaign surplus shall be filed with the Municipal Clerk and becomes the property of the municipality.

### **Campaign Extension**

The campaign period begins when a nomination paper has been filed and ends on December 31, 2026.

A candidate may extend the campaign period to eliminate a deficit by completing a Form 6 and submitting it to the Clerk on or before, December 31, 2026. The campaign may be extended to June 30, 2027.

### **Use of Corporate Resources During an Election Period**

The Use of Corporate Resources Policy during an Election Policy contains specific restrictions regarding use of Township resources. A copy of the policy is included as part of the Candidates Package.

## **Scrutineers**

### **Appointment**

Candidates may appoint scrutineers in writing to represent them at the Ballot Return Station, Return Envelope Processing Station or Ballot Counting Centre. Scrutineers must show their written appointment to election officials upon entry.

Scrutineers are permitted to inspect, without touching, the ballots, the electors' list and all other papers, forms and documents relating to the vote but not so as to delay the opening or operation of a Ballot Return Station, Return Envelope Processing Station or Ballot Counting Centre. Only one scrutineer per vote tabulator will be permitted in the Ballot Counting Centre to be a witness at a time. If a candidate or another scrutineer working on behalf of the same candidate enters the Ballot Counting Centre, the prior scrutineer shall be required to leave.

Candidates themselves are only permitted to be in a Ballot Return Station for the purposes of delivering their yellow return envelope in the capacity of a witness for their own campaign. Outside of this, no candidate shall be allowed to have more than one scrutineer in a Return Envelope Processing Station or Ballot Counting Centre at one time.

The Municipal Clerk shall make available at the Sorting and Tabulation Centre adequate accommodation for each Candidate who intends to view the tabulation of votes and who, at least seven days before Voting Day, notifies the Municipal Clerk in writing of their intention. The opening and processing of yellow return envelopes will begin each day starting October 9, 2026 at 3:00 p.m. until October 26, 2026.

Therefore, should a Scrutineer wish to be in attendance on October 9, 2026 the 2026-EL12(A) Appointment of Scrutineer by Candidate Form shall be submitted to the Municipal Clerk no later than October 2, 2026. Should a Scrutineer wish to be in attendance on October 26, 2026, the 2026-EL12(A) Appointment of Scrutineer by Candidate For, shall be submitted to the Municipal Clerk no later than October 19, 2026.

### **Rights**

Candidates and scrutineers have a number of rights, including the following:

- to enter the Ballot Counting Centre 15 minutes before it opens and to inspect the vote tabulator stand (if applicable), the ballots and all other forms and documents relating to the vote (but not so as to delay the timely opening of the voting place);
- to place his or her seal (which may not in any way identify/promote the candidate) on the Ballot Cabinet or Ballot Box when sealed by election staff as required by the Election procedures;

- to place his or her own seal (which may not in any way identify/promote the candidate) on the ballot box immediately after the close of Ballot Counting on voting day, so that ballots cannot be deposited or withdrawn without breaking the seal;
- to object to an elector receiving a ballot on the grounds that the issuance of the ballot does not comply with the prescribed rules (objection to be decided by the deputy returning officer); and
- to sign the statement of the results of an election, printed at the close of voting.

## **Prohibitions**

While an elector is in a Ballot Return Station, no person shall attempt, directly or indirectly, to influence how the elector votes;

No person shall display a candidate's election campaign material or literature (including buttons, pins, and clothing) in a Ballot Return Station;

Every person who is present in a Ballot Return Station or at the Ballot Counting Centre shall help to maintain the secrecy of voting; and

No person shall:

- a) interfere or attempt to interfere with an elector who is marking a ballot;
- b) obtain or attempt to obtain, at a Ballot Return Station, information about how an elector intends to vote or has voted; and/or
- c) communicate any information obtained at a Ballot Return Station about how an elector intends to vote or has voted.

The role of a candidate or a scrutineer in the Ballot Return Station, Return Envelope Processing Station or Ballot Counting Centre is to scrutinize the integrity of the process. It is not a communicative role.

Should an elector require the assistance of an interpreter, the elector must make his or her own arrangements to provide the interpreter. Candidates and scrutineers will not be permitted to serve as an interpreter for an elector.

If an elector requires assistance to vote for any reason other than language, the election staff will provide such assistance.

## **Media Advertising**

Advertisements are considered an election expense and are subject to maximum expense limitations.

## **Election Signs**

The Township of Puslinch Election Sign By-law regulates the placement of election signs on municipal and private property.

No Owner shall Place or permit to be Placed an Election Sign for a municipal election earlier than the day that the Candidate has been nominated or registered and no earlier than 45 days prior to Election Day. Therefore, no Election Signs shall be erected prior to September 11, 2026.

Election Signs are permitted in any Zone.

No Election Sign shall be located where it will interfere with the safe movement or visibility of any vehicle or pedestrian traffic or where it is a general hazard to public safety.

No Election Sign shall be located so as to obstruct or impede any fire escape, fire exit, door, window, scuttle, skylight, flue, air intake or air exhaust, nor so as to prevent or impede the free access of emergency personnel to any part of a building, including any emergency water connection or fire hydrant.

No Election Sign shall be affixed to a tree, pipe, telephone pole, hydro pole, light standard, fence or any other utility infrastructure.

Only one Election Sign per Candidate will be allowed per Private Property unless the Private Property consists of multiple residential properties, then one Election Sign per Candidate per unit will be allowed, provided that the Signs are a minimum of 1 metre apart.

No Owner shall Place or permit to be Placed an Election Sign on Private Property without the property owner's or an occupant's consent.

Election Signs must be set back 1.0m from the Street Line and/or adjacent Property.

On any day when electors are casting their ballots, no Owner shall Place, or permit to be Placed, any Election Sign on land within 100 metres of a Voting Place, unless such land is a residential Private Property.

Please review the [Election Sign By-law Guide](#) for all further details.

The Township's Election Sign By-law and the County's Sign By-laws are included in the Candidates' Package. If you have any questions regarding election signs, please contact the Township at 519.763.1226 ext. 5.

- ❖ Please refer to a Notice included in the Candidates' Package regarding registration and regulation requirements for third party advertising.
- ❖ Please refer to sections 88.2 (2), 88.2 (3) and 88.2 (4) of the Municipal Elections Act regarding rules regarding the display of signs within a condominium corporation.

### **Prohibition of Campaigning in Ballot Return Stations**

Ballot Return Stations means the only location, both convenient and accessible to the electors, for the purpose of dropping of a Vote By Mail Ballot Kit.

Election officials will remove, or have removed all campaign material or literature found in a Ballot Return Station. This material includes campaign buttons, pins, and persons wearing campaign clothing or any other advertising material.

Candidates who are providing rides to constituents should ensure that their vehicles do not display election campaign material if they are entering the Ballot Return Station property.

### **Access to Rented Premises by Candidates or their Authorized Representatives**

Excerpt from the *Residential Tenancies Act, 2006*, Section 28:

"No landlord shall restrict reasonable access to a residential complex by candidates for election to any office at the federal, provincial or municipal level, or their authorized representatives, if they are seeking access for the purpose of canvassing or distributing election material. 2006, c.17, s.28"

### **Access to Condominiums by Candidates or their Authorized Representatives**

Excerpt from the *Condominium Act, 1998*, Section 118:

"No corporation or employee or agent of a corporation shall restrict reasonable access to the property by candidates, or their authorized representatives, for election to the House of Commons, the Legislative Assembly or an office in a municipal government or school board if access is necessary for the purpose of canvassing or distributing election material. 1998, c.19, s.118"

Despite these legislative provisions, candidates may experience difficulty in gaining access to certain premises. If this occurs, candidates should contact the owner of the rental building or the board of directors of the condominium and request they advise their staff of the legislative right of candidates to have access to these buildings for canvassing purposes.

- ❖ Please note: The Clerk will not act or intervene on behalf of any candidate to secure access to any buildings for the purpose of canvassing or distributing election material.

### **Residential Premises**

Excerpt from the ***Municipal Elections Act***, Section 88.1 and 88.2:

No person who is in control of an apartment building, condominium building, non-profit housing cooperative or gated community may prevent a candidate of his or her representative from campaigning between 9:00 a.m. and 9:00 p.m. at the doors to the apartments, units or houses, as the case may be.

No landlord or person acting on a landlord's behalf may prohibit a tenant from displaying signs in relation to an election on the premises to which the lease relates.

## Section 5 - Voting Information

### Elector qualifications

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

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

### Prohibitions

The following are prohibited from voting:

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

### Residence

The following rules apply to determining a person's residence:

- a person may only have one residence at a time;
- the place where a person's family resides is also his or her residence, unless he/she moves elsewhere with the intention of changing his/her permanent lodging place;
- if a person has no other permanent lodging place, the place where he/she occupies a room or part of a room as a regular lodger or to which he/she habitually returns is his/her residence.

Under subsection 2(1) of the *Municipal Elections Act, 1996, as amended*, a person's "residence" is the permanent lodging place to which, whenever absent, he or she intends to return.

**A voter is only entitled to vote once in a municipality even though he or she may have more than one qualifying property address within the municipality.**

## **Voters' List**

The Municipal Clerk shall make the Voters' List available on or before September 1, 2026 in accordance with the prescribed regulations. All candidates are entitled to one copy of the Voters' List, upon written request. The list provided shall contain the names of electors entitled to vote for the candidates' office and will be provided electronically or paper copy.

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; and,
- only share the list with others (such as campaign workers) after obtaining a similar written acknowledgement from them.

## **Changes to the Voters' List**

### Updating Your Own Information

Voters can confirm their on the voter's list and their information is accurate by visiting [RegisterToVoteON.ca](https://www.registertovote.on.ca) until August 31, 2026. Elections Ontario provides the preliminary list of Electors to the Township before the election.

Beginning September 1<sup>st</sup>, 2026 if an electors name or information on the voters' list is incorrect, an elector can apply to the Township to have it updated using the "Application to Amend Electors' List" and providing proof of identity and residence, until October 25, 2026, during regular business hours and on October 26, 2026, until 8:00 p.m.

**Electors must bring prescribed identification such as an Ontario driver's licence, Ontario health card (photo) or an Ontario motor vehicle permit (vehicle portion).**

A comprehensive list of the prescribed proof of identity and residence that a person may present is outlined in [Ontario Regulation 304/13](#).

You cannot remove another person's name from the voters' list, unless the person is deceased.

### Removing a Deceased Person from the List

The Clerk can remove the name of a deceased person from the voters' list up to 8:00 p.m. on Election Day (October 26, 2026) if satisfied the person has passed away by providing a copy of the Death Certificate.

You can also request this removal by submitting the "Application for Removal of a Deceased Person's Name" form, along with required ID. Requests can be made

between September 1, 2026, to October 25, 2026, at the Township Municipal Office during regular business hours and on October 26, 2026, until 8:00 p.m.

Interim List of Changes to the Voters' List

Between September 15 and September 26, 2026, the Clerk will prepare an Interim List of Changes showing updates to the voters' list. This list will be provided to all certified candidates and anyone who received the original voters' list.

## **Section 6 – Vote by Mail Procedure**

### **Vote by Mail**

The Township is using Vote by Mail as the voting method for the 2026 Municipal and School Board Election.

Advanced voting and proxy voting are not being offered in this election.

### **Vote by Mail Kits**

Vote by Mail kits will be mailed to all voters on the voters' list between September 24 and September 29, 2026. These kits will consist of a ballot, a secrecy envelope, a voter declaration form, and a prepaid return envelope. Electors are able to vote as soon as they receive this kit.

A composite ballot (one ballot with all races) will be used. Voters mark their choice by marking the box beside a candidate's name with an "X".

### **How to Vote**

Voters must read the instructions, complete the ballot, place the ballot in the white secrecy envelope and seal it, sign the declaration form and put both into the yellow prepaid return envelope.

It is the voter's responsibility to:

- Place in the mail the completed yellow voter return envelope by October 15, 2026 if returning by mail;
- Attend a Ballot Return Station during specified states and times to return their completed yellow return envelope if returning in person;
- Place in the completed yellow return envelope in the secure drop box at the Municipal Office on after hours and on weekends.

Late ballots received after 8:00 p.m. on Voting Day will not be counted.

### **Ballot Return Stations**

Instead of traditional polling stations, there will be Ballot Return Stations. At Ballot Return Stations, voters can drop off their completed Vote by Mail Kit, ask questions regarding completing the Vote by Mail Kit, and update their information on the voters' list.

The Municipal Office, 7404 Wellington Rd 34, Puslinch, will serve as a Ballot Return Station as outlined below:

- Monday to Friday - September 24<sup>th</sup>, 2026 to October 23<sup>rd</sup>, 2026 – 9:30 a.m. – 4:00 p.m.
- October 26, 2026 9:00 a.m. – 8:00 p.m.

Additional Ballot Return Stations include:

- Thursday October 15, 2026 at Mini Lakes - 7541 Wellington County Rd 34 from 2:00 p.m. to 7:00 p.m.
- Saturday October 17, 2026 at UFCW Locals 175 & 633 (Formally Clifford Evans) 6628 Ellis Road, from 10:00 a.m. to 4:00 p.m.

All locations will be accessible, and campaigning is not allowed on site.

### **Undelivered and Replacement of Voting Kits**

Voting kits returned to the Municipal Office as undeliverable will be sorted alphabetically and stored securely. If a voter does not receive their kit, Election Staff will check these Voting Kits prior to issuing a new Voting Kit.

Voters can request a replacement kit if theirs is lost, damaged or not received. The voter may attend at the Municipal Office or designated Ballot Return Station to obtain a Replacement Voting Kit. They must show prescribed identification, and the Clerk or designated Election Official will confirm the eligibility of the elector, have the elector take the appropriate oath and a new Voting Kit will be issued.

### **Handling and Process of Voting Kits**

Upon receiving completed returned yellow envelopes by mail, through the secure drop box at the Municipal Office or at a Ballot Return Station, election staff shall place the envelopes into the locked Election Cabinet in the Secure Room at the Municipal Office.

The opening and processing of yellow return envelopes will begin each regular business day beginning on October 9th, 2026 at 3:00 p.m. in the Secure Room at the Municipal Office.

Processing of a ballot includes checking the voter declaration form and striking the name of the elector from the voters list as confirmation that the elector has voted, removing the secrecy envelope and storing it securely in a ballot box until counting commences on October 26, 2026.

### **Incomplete Ballots**

A ballot may be rejected if the declaration form is missing or not signed, the number of envelopes and forms do not match, there are identifying marks on the ballot or envelope, more than one ballot is in a secrecy envelope, the ballot is blank.

More information about the Vote by Mail process will be made available on the Township's election website [www.puslinch.ca/2026election](http://www.puslinch.ca/2026election).

## Section 7 – Further Information

### Resources

The following websites contain information and/or publications relating to Municipal Elections:

[www.puslinch.ca/2026election](http://www.puslinch.ca/2026election)  
[www.ontario.ca/municipalelections](http://www.ontario.ca/municipalelections)  
[www.ontario.ca/laws](http://www.ontario.ca/laws)  
[www.amo.on.ca](http://www.amo.on.ca)  
[www.municipalworld.com](http://www.municipalworld.com)

### Contacts

Additional information to candidates, is available upon request, about their duties and responsibilities can be obtained from:

County of Wellington  
Jennifer Adams, County Clerk  
74 Woolwich Street, Guelph, ON N1H 3T9  
519.837.2600 ext. 2520

[www.wellington.ca](http://www.wellington.ca)

Ministry of Municipal Affairs and Housing  
659 Exeter Road, 2<sup>nd</sup> Floor, London, ON N6E 1L3  
519.873.4020

Upper Grand District School Board  
500 Victoria Road North, Guelph, ON N1E 6K2  
519.822.4420 ext. 421

[www.ugdsb.ca](http://www.ugdsb.ca)

Wellington Catholic District School Board  
75 Woolwich Street, Guelph, ON N1H 6N6  
519.994.7677

[www.wellingtoncdsb.ca](http://www.wellingtoncdsb.ca)

Conseil scolaire de district du Centre-Sud-Ouest  
116 Cornelius Parkway, North York, ON M6L 2K5  
416-614-0844

[www.csviamonde.ca](http://www.csviamonde.ca)

Conseil scolaire de district catholique Centre-Sud  
110 Drewry Avenue, Toronto, ON M2M 1C8  
416-397-6564

[www.cscmonavernir.ca](http://www.cscmonavernir.ca)

# 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 \(Form 6\)](#)

# 2026 voters' guide

Ontario municipal council and  
school board elections

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

Find out who is eligible to vote, how to vote and how you can support candidates in Ontario municipal council and school board elections.

This guide provides information to voters for the 2026 municipal council 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](#)

## 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 voters and candidates 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 vote.

## Municipal clerk

Every municipality has a municipal clerk who is in charge of conducting the election. Contact your municipal clerk or [visit your municipality's website](#) if you have questions about the election, such as:

- how or where to vote
- how to apply for election jobs
- whether or not you are eligible to vote in the municipality

If your municipality does not have a website, you could visit or contact your municipal office 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 proceed appropriately. 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.

## Accessibility

Municipal clerks must keep in mind the needs of all voters when they are planning and running the election. The clerk must also ensure that voting places are accessible.

The municipal clerk must prepare a plan for identifying, removing and preventing barriers that affect persons with disabilities. This plan must be available to the public before voting day.

The municipal clerk must also issue a public report on their accessibility plan within 90 days after voting day.

## Contact us

If you have additional 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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# Eligibility to vote

## Municipal council election

You are eligible to vote in the election for municipal council if you meet all of the following requirements:

- you are a Canadian citizen
- you are aged 18 or older
- you qualify to vote in the municipality

There are three ways that you can qualify to vote in a municipality:

1. As a **resident elector** if you live in the municipality. You may own, rent, live in shared accommodation where you do not pay rent or live in the municipality but do not have a fixed address. Being a resident elector is the most common type of eligibility.
2. As a **non-resident elector** if you own or rent property in a municipality, but it's not the one where you live. While you can be a resident elector in only one municipality (with the exception of students), you can be a non-resident elector in any other municipality (or municipalities) where you own or rent property.
3. As the **spouse of a non-resident elector** if your spouse owns or rents property in the municipality or municipalities other than the one where you live.

Neither you nor your spouse qualify as a non-resident elector if you do not personally own or rent the property in the municipality. For example, if the property is owned by your business or your cottage is owned by a trust, you would not qualify as a non-resident elector.

If you are not certain whether you qualify as a non-resident elector, you should check with the municipal clerk. Under the [Municipal Elections Act, 1996](#), municipal clerks are responsible for conducting elections, and must be satisfied that a person is eligible to vote before adding their name to the voters' list. Municipal clerks may seek legal advice if they are not certain of a person's eligibility to vote.

## Students

There is a special rule for students who may be living away from home while they attend school. If you are a student and consider your "home" to be the place where you live when you are not attending school (that is, you plan on returning there), then you are eligible to vote in both your "home" municipality and in the municipality where you live while attending school.

## Voting in more than one municipality

If you qualify to vote in more than one municipality, you can vote in all of those municipal elections. For example, if you qualify as a resident elector in one municipality, and a non-resident elector in three other municipalities, you can vote in all four of those municipal elections.

## Wards

If your municipality has wards, you must vote in the ward where you live. If you are also the owner or tenant of a property in another ward or your spouse owns or rents a property in another ward, you are not permitted to vote in that ward instead.

If you are a non-resident elector and you own or rent properties in more than one ward in the municipality, you must choose one ward to vote in. Make sure that you are on the voters' list for that qualifying address.

## School board elections

School board elections are held at the same time as municipal elections. You are permitted to vote in the same school board election only once.

You are eligible to vote in the election for a school board if you meet all of the following requirements:

- you are a Canadian citizen
- you are aged 18 or older
- you qualify to vote for that particular school board

School boards can cover large geographic areas that may include several municipalities. School boards are responsible for establishing the geographic areas within the board that one or more trustee positions will be elected to represent.

If you are a resident elector in a municipality, you are eligible to vote for the school trustee(s) that represents the geographic area of the board where you live.

If you live in an unorganized area (instead of a municipality), you may qualify to vote for a school board that has jurisdiction over the unorganized area.

## Voting in more than one school board election

You may be eligible to vote in other school board elections in addition to the one where you live.

For example, if you (or your spouse) own or rent residential property in a municipality or an unorganized area different than where you live, you are eligible to vote for a school trustee in this municipality or unorganized area if the trustee sits on a different schoolboard.

Your property must be residential in order for you to qualify to vote. If you (or your spouse) own or rent commercial property in a municipality or unorganized area different than where you live, you are not eligible to vote for school trustee.

## Choosing a school board

There are four different kinds of school boards in Ontario:

1. English-language public school board
2. English-language separate school board
3. French-language public school board
4. French-language separate school board

No matter which school your children go to, you are automatically eligible to vote for the English-language public school board unless you take steps to change your school support and become a supporter of a different kind of board.

The Municipal Property Assessment Corporation (MPAC) keeps the provincial record of school support. To learn more about school support or how to change your school support, please visit [MPAC's website](#).

You can also contact the school board in which you wish to vote to get information about changing your school support.

If you want to vote for an English-language separate school board, you must meet both of the following requirements:

1. you must be a Roman Catholic
2. you or your spouse must be an English-language separate school board supporter

If you want to vote for a French-language public school board, you must meet both of the following requirements:

1. you must be a French-language rights holder
2. you or your spouse must be a French-language public school board supporter

If you want to vote for a French-language separate school board, you must meet all of the following requirements:

1. you must be a Roman Catholic
2. you must be a French-language rights holder

3. you or your spouse must be a French-language separate school board supporter

A French-language rights holder is defined in the *Education Act*, and refers to the rights of citizens whose first language is French, or who received their primary school instruction in French, to have their children receive educational instruction in French.

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

If you voted for a French-language board or an English-language separate board in the last election and you wish to change your school support and vote for an English-language public board in the current election, you must contact MPAC **before voting day** to change your school support.

**Note:** You cannot change your school support when you go to vote on voting day.

## How to vote in your municipality

### Taking time off work to vote

You are entitled to three hours in which to vote on voting day. This does not mean you can take three hours off work. It means you're allowed to be absent to give yourself three hours of voting time.

Typically, this is at the start or end of your working hours. For example, voting hours are normally from 10 a.m. to 8 p.m. If your working hours are from 10 a.m. to 6 p.m., you are entitled to leave one hour early so that you would have from 5 p.m. to 8 p.m. to vote.

Your employer may decide when it would be most convenient for you to be absent in order to vote. For example, if you work from noon to 6 p.m., your employer may decide that you should come in at 1 p.m., rather than leave work at 5 p.m.

### Voting from your home

Your municipality may provide opportunities for you to vote without having to go to a voting place:

- municipalities may offer voting options such as vote by mail or vote by internet
- municipalities are required to provide a voting place in certain retirement homes and long-term care facilities

Contact your clerk for more information about how you can vote in your municipality.

## Appointing a voting proxy

If, for any reason, you will be unable to personally cast your ballot, you may appoint someone to go to the voting place and cast a ballot on your behalf. This person is called your voting proxy.

**Note:** Voting by proxy may not be available if your municipality offers voting options such as vote by mail, telephone or internet.

To appoint a voting proxy, you must fill out two copies of the [Appointment for Voting Proxy Form \(Form 3\)](#) and give the copies to the person that you are appointing as your proxy. Both copies must have your original signature on them. You cannot sign one form and then photocopy it.

You must know who you want to appoint as your proxy when you fill out and sign the form. The person you want to appoint must be eligible to vote in the election, and should be someone you trust to mark the ballot in the way you have instructed them to.

You can appoint a proxy after the nominations have been certified. In most municipalities, this will be done by 4 p.m. on August 24, 2026. Contact your clerk to find out the deadline for appointing a voting proxy.

## Being a voting proxy

If someone has appointed you as their voting proxy, you must take the completed forms to the municipal clerk to get them certified. Once the forms have been certified, you may cast a vote on behalf of the person who appointed you.

If you are appointed as the proxy for one family member, you may also be appointed as the proxy for additional family members.

Family member refers to a spouse, sibling, parent, child, grandparent or grandchild. There is no limit to the number of times you may be appointed, but it must only be for family members. You cannot be appointed as a proxy for a non-family member and a family member at the same time.

If you are appointed as the proxy for a person who is not a family member, you can act as the proxy for this one person only. You cannot be a proxy for anyone else.

## Power of attorney or executors

The only way to vote on someone else's behalf is to be appointed as their voting proxy.

You cannot vote on someone's behalf if you have legal or medical power of attorney, are acting as a person's executor, or in any other representative capacity.

## Voters' list and identification

Your name must be on the voters' list in order for you to cast a ballot.

The voters' list for each municipal election is prepared using data from the Permanent Register of Electors maintained by Elections Ontario.

### Adding your name to the voters' list

Visit [RegisterToVoteON.ca](https://RegisterToVoteON.ca) for information on eligibility, registration and how to check, update or add your information to the voters' list. For questions related to voter registration, email [info@registertovoteon.ca](mailto:info@registertovoteon.ca) or call 1.866.242.3025.

On or after September 1, 2026, you must apply to your municipal clerk to update or add your information to the voters' list. You have until the close of voting on October 26, 2026, to apply for any changes. If you are applying to add your name to the voters' list, you will be asked to provide proof that you are eligible to vote.

MPAC remains responsible for collecting school support information for municipal elections. To learn more about school support or to change your school support designation, please visit the [MPAC website](#).

If a by-election has been called in your municipality, you should contact your municipal clerk for information about adding your name to the voters' list or correcting your information.

### Removing a name from the voters' list

The voters' list is a public document. If you do not want your name to appear on the voters' list, you can apply to the clerk to have your name removed. Removing your name from the voters' list means you will not be able to vote. If you change your mind and wish to vote, you will have to apply to have your name added to the voters' list again.

You can also apply to the clerk to remove the name of someone who is deceased. You cannot ask for someone else's name to be removed from the list for any other reason.

### Redacting information from the voters' list

If having your name and address available on the voters' list would endanger your life, health or security, you can request that the Chief Electoral Officer redact your information.

If the Chief Electoral Officer grants your request, your name remains on the voters list, allowing you to vote, but your information will not be included in copies of the voters' list that are given to candidates or are available for public inspection. The redaction applies to voters lists for municipal and provincial elections.

To request a redaction of information, please email [priv@elections.on.ca](mailto:priv@elections.on.ca) or write to:

Elections Ontario  
Attn: Chief Privacy Officer  
26 Prince Andrew Place  
Toronto, Ontario  
M3C 2H4

## Showing identification before you vote in person

When you arrive to vote in person, you must show identification to prove that you are the person whose name appears on the voters' list. The identification must show your name and address. Photo identification is not required.

Examples of identification include:

- Ontario driver's licence
- Ontario health card (if your name and address are printed on the card)
- mortgage, lease or rental agreement
- insurance policy
- credit card statement
- bill for hydro, water, gas, telephone, cable TV

A Canadian passport is not an acceptable identification document because you write your address inside your passport yourself.

See [the full list of acceptable documents](#).

If your name is on the voters' list and you do not have identification, you may fill out and sign a [Declaration of Identity \(Form 9\)](#) that you are the person whose name appears on the list.

## Questions on the ballot

A municipal council may pass a bylaw to put a question on the ballot.

There are conditions on the kind of questions that may be asked:

- it must be about a matter that the municipality has authority for, and that the municipality can implement
- it can't be a matter of Provincial interest
- the wording of the question must be clear, concise and neutral
- the possible answers to the question must be “yes” or “no”
- multiple choice or multi-part questions are not permitted

If council wants to put a question on the ballot for the 2026 election, it must pass a bylaw by March 1, 2026.

Any person may appeal the wording of the question to the Chief Electoral Officer of Elections Ontario. This appeal must be filed with the municipal clerk within 20 days after the clerk gives notice to the public of the bylaw being passed.

Members of the public cannot make a council put a question on the ballot.

The Minister of Municipal Affairs and Housing may also place a question on the ballot. The question may be about any matter.

## The results of a question on the ballot

If more than 50% of the eligible voters in a municipality vote on the question, the result is binding on the municipal council. This means:

- if “yes” receives more than 50% of the votes, the municipality must implement the results of the question in a timely manner
- if “no” receives more than 50% of the votes, the municipality cannot implement the matter in question until four years have passed since voting day

If less than 50% of the eligible voters in the municipality vote on the question, the results are not binding. Council may consider the results, but it is not required to act or not act on whatever the question was about.

The results of a minister’s question can provide advice to the minister or to the government, but the results are not binding.

## Supporting a candidate’s campaign

### Nomination endorsement signatures

If your municipality has 4,000 or more electors, candidates running for municipal council must submit at least 25 original endorsement signatures when they file their nomination.

In order to endorse a candidate, you must be eligible to vote on the day that you sign the endorsement. For example, a person who is 17 cannot sign an endorsement even if they will be 18 by voting day and able to vote in the election.

You can endorse as many people as you like — there is no limit on the number of nominations you can endorse, and you can endorse more than one person running for the same office.

Candidates must use the [Endorsement of Nomination Form \(Form 2\)](#) to collect endorsement signatures.

When you provide your endorsement signature you must also provide your complete address including your postal code.

The Endorsement of Nomination form is a public document. You cannot revoke your endorsement of a candidate after the document has been filed with the clerk.

## Signs

The [Municipal Elections Act, 1996](#) does not regulate the size or placement of signs. Your municipality may have rules regarding where signs may be placed and when they may be displayed. Contact your municipal clerk for more information.

If you are a tenant, or own or rent a condominium, your landlord or condominium corporation cannot prohibit you from displaying signs within your unit. However, your landlord or condominium corporation may set reasonable conditions about the size or type of signs that can be displayed within your unit and may prohibit the display of election signs in the common areas of the building.

## Inside a voting place

Campaign materials, including pamphlets, signs, or buttons supporting or opposing a candidate are not permitted inside a voting place.

You are not permitted to show your marked ballot to anyone. This includes taking a picture or video of your marked ballot. The exception to this rule is if someone in the voting place is assisting you to mark your ballot.

## After the election

### Election results

Many municipalities will report unofficial voting results on the night of the election.

The results of a municipal election are not official until the clerk makes the declaration. This usually happens a few days after voting day, after the clerk has had time to check the results and make sure that all of the votes have been counted properly.

## 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 that sets out other reasons for an automatic recount.

If you feel there should be a recount, and the rules for an automatic recount do not apply, you can ask the municipal council or school board to order a recount. Any recounts must be ordered within 30 days after the clerk has declared the results of the election.

If you are an eligible voter, you can also apply to the Superior Court of Justice to ask a judge to order a recount.

Recounts must be done 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 a 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.

## Compliance audits

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

Every candidate and every third-party advertiser must file a financial statement which reports their contributions and expenses.

If you are an eligible voter and you believe, on reasonable grounds, that a candidate or a third-party advertiser has contravened the election finance rules, you may apply for a compliance audit of the candidate's or the third-party advertiser's finances.

The application must be in writing and must set out the reasons why you believe that the candidate or third-party advertiser has contravened the rules.

An application for a compliance audit must be submitted to the municipal clerk within 90 days of the filing deadline. The deadline for candidates and third-party advertisers to file their financial statements is 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.

The deadline for a candidate to file a supplementary financial statement is the last Friday in September (September 24, 2027). If a candidate files a supplementary financial statement, an application for a compliance audit may be submitted within 90 days of the supplementary filing deadline.

## Contributions to candidates and third-party advertisers

### General information

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

The meaning of “third-party” in this context is 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 not be done under the direction of a candidate.

If you want to spend money on third-party advertisements during the election, you must register first with the municipal clerk, and must file a financial statement.

For more information on third-party advertising, please see the [third-party advertisers’ guide](#).

### Who can make contributions

Any person who is a resident of Ontario can make a contribution to a candidate’s campaign or contribute to a third-party advertiser to help fund their advertisements.

Corporations carrying on business in Ontario, and trade unions that hold bargaining rights for employees in Ontario, are not permitted to make contributions to candidates in municipal elections in Ontario. However, they may contribute to third party advertisers.

Entities that are not corporations such as neighbourhood associations, clubs or professional associations, such as fire or police associations, are not eligible to make financial contributions to candidates or third-party advertisers. Members may contribute individually.

## Contribution limit

You may contribute a maximum of \$1,200 to a single candidate (\$2,500 to a mayoral candidate in the City of Toronto). You may also contribute a maximum of \$1,200 to a third-party advertiser. These amounts include the value of any goods or services donated to the campaign. You may not contribute more than \$5,000 in total to candidates running for offices on the same council or school board, or to third-party advertisers who are registered in the same municipality.

If you buy a ticket to a candidate's or third-party advertiser's fundraiser, the cost of the ticket is a contribution.

## Other rules regarding contributions

Any contribution of money must come directly from the contributor. You are not permitted to pool contributions from others and then forward that money to a candidate's campaign or to a third-party advertiser. If a contribution is made from a joint account, it must be clear which person is making the contribution.

Contributions greater than \$25 may not 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.

If the total value of the contributions you've made to a candidate or to a third-party advertiser is greater than \$100, your name and address will be recorded in the candidate's or third-party advertiser's financial statement. The financial statement is a public document.

Contributions to municipal council and school board candidates, and third-party advertisers are not tax deductible. Your municipality may have a contribution rebate program in place if you contribute to a candidate. However, municipal contribution rebate programs do not apply to contributions to third-party advertisers. You should contact your municipal clerk for more information.

Candidates and third-party advertisers are not permitted to return unused contributions to contributors. If the candidate or third-party advertiser has a surplus at the end of their campaign, they must turn that money over to the municipality.

## Review of contributions

Contributions that are reported on candidates' or third-party advertisers' financial statements will be reviewed by the municipal clerk to check that they comply with the rules.

If a candidate's financial statements show that a contributor gave more than \$1,200 to a candidate (\$2,500 to a mayoral candidate in Toronto), or if they show that a contributor gave more than \$5,000 total to candidates running for the same municipality or school board, the clerk will report this to the compliance audit committee.

If the financial statements show that a contributor gave more than \$1,200 to a third-party advertiser, or if they show that a contributor gave more than \$5,000 total to third-party advertisers registered in the same municipality, the clerk will also report this to the compliance audit committee.

The compliance audit committee will meet and determine whether the municipality (or school board) should begin court proceedings against the contributor.

If you want to contribute to a candidate or third-party advertiser, you should make sure that you know what the contribution limits are and keep track of your donations to ensure that you don't end up giving more than is permitted.

## Enforcement and penalties

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.

If you are an eligible voter and you feel that the election was not valid (either the election of a specific candidate or candidates, or the entire election), you can apply to the Superior Court of Justice to determine whether the election was valid. The application must be made within 90 days after voting day.

Any person can begin court proceedings against a person, trade union or corporation who they believe committed an offence in relation to an election. Only the court can decide whether the person, trade union or corporation is guilty of committing an offence, and only the court may determine the penalty.

It is an offence to do, or attempt to do, any of the following:

- vote if you are not an eligible elector
- vote more times than you are permitted to vote
- vote in a voting place where you are not entitled to vote
- persuade a person who is not an eligible elector to vote
- cast a vote yourself after you have appointed a proxy

- vote as a proxy if the person who appointed you has cancelled the appointment, become ineligible to vote or died
- give a ballot to someone if you are not authorized to do so
- switch the ballot you were given with a different piece of paper to be placed in the ballot box
- take a ballot away from the voting place
- handle a ballot box or ballots if you are not authorized to do so
- bribe a person (using money, valuables, or offers of office or employment) to vote a certain way or to not vote at all, or give someone else money so that they can bribe the person
- accept a bribe to vote a certain way or to not vote at all
- bribe a person to become a candidate, decide to not become a candidate, or withdraw from being a candidate

It is also an offence to break the rules relating to campaign finances. For example, you cannot make a contribution without being eligible to do so, contribute more than the limit, or contribute money that is not yours.

## General penalties

If a person is convicted of committing an offence, they may be subject to the following penalties:

- a fine of up to \$25,000
- ineligibility to vote or run in the next regular election
- up to six months in prison

If a corporation or trade union is convicted of committing an offence, they may be subject to a fine of up to \$50,000.

These penalties would be determined by the court.

## By-elections

A by-election is an election that happens during the council or school board term. It may occur because:

- a seat becomes vacant on a council or school board (by-election for office)
- the municipality wants to put a question to voters before the next regular election (by-election for a question on the ballot)

## Vacancies

If a member of a municipal council or school board resigns, loses their eligibility (for example, by moving away) or dies during the term, their seat becomes vacant.

A vacancy on a council must be filled unless the vacancy occurs within 90 days before voting day in the next regular election. A vacancy on a school board must be filled unless the vacancy occurs within one month before voting day in the next regular election.

A vacant seat can be filled either by appointing someone who is qualified or by holding a by-election. Different rules apply if the head of council office becomes vacant in a municipality that has strong mayor powers. For more information please see the [Ontario municipal councillor's guide](#).

## Appointment

If a council or school board decides to fill a vacancy by appointment, they must appoint a person who is eligible to serve on the council or school board and who is willing to accept the appointment.

The legislation does not set out a process for making the appointment. It is up to the council or school board to determine how they will decide who to appoint. Different approaches include:

- appointing the candidate who came second in the regular election
- inviting interested persons to apply for the position
- offering the appointment to a member of the community

Sometimes councils or school boards want to put additional restrictions on appointees, such as requiring that an appointee agree not to run in the next regular election. While a council or school board may set this as a condition for appointment, there is nothing in provincial legislation that would prevent someone who was appointed from running in the next election.

## By-election for an office

Once the council or school board has decided to hold a by-election, the municipal clerk is in charge of conducting it. The council or school board does not decide when the last day to file nominations or voting day will be. These dates are determined by the clerk.

Nominations open when the council has passed the bylaw ordering the by-election, or when the school board has passed a resolution ordering the by-election and sent it to the clerk who will conduct it. Nominations close at 2 p.m. on nomination day.

The clerk must set nomination day within 60 days after the by-election was ordered by council, the board or the court.

Voting day will be 45 days after nomination day.

## By-election for a question on the ballot

If a council or board wants to put a question on the ballot, they do not have to wait until the next regular election to do so. They could hold a by-election specifically to allow electors to vote on the question.

Voting day for a by-election to put a question on the ballot must be at least 180 days after the bylaw or resolution to hold the by-election has been passed.

## Acceptable documents for voter identification

You must present one of the following documents showing your name and address:

- Ontario driver's licence
- Ontario Health Card (photo card)
- Ontario Photo Card
- Ontario motor vehicle permit (vehicle portion)
- cancelled personalized cheque
- mortgage statement, lease or rental agreement relating to property in Ontario
- insurance policy or insurance statement
- loan agreement or other financial agreement with a financial institution
- document issued or certified by a court in Ontario
- any other document from the government of Canada, Ontario or a municipality in Ontario or from an agency or such a government
- any document from a Band Council in Ontario established under the *Indian Act* (Canada)
- income tax assessment notice
- child tax benefit statement
- statement of employment insurance benefits paid T4E
- statement of old age security T4A (OAS)
- statement of Canada Pension Plan benefits T4A(P)
- Canada Pension Plan statement of contributions
- statement of direct deposit for Ontario Works
- statement of direct deposit for Ontario Disability Support Program

- Workplace Safety and Insurance Board statement of benefits T5007
- property tax assessment
- credit card statement, bank account statement, or RRSP, RRIF, RHOSP or T5 statement
- CNIB Card or a card from another registered charitable organization that provide services to persons with disabilities
- hospital card or record
- document showing campus residence, issued by the office or officials responsible for student residence at a post-secondary institution
- document showing residence at a long-term care home under the *Fixing Long-Term Care Act, 2021*, issued by the Administrator for the home
- utility bill for hydro, water, gas, telephone or cable TV or a bill from a public utilities commission
- cheque stub, T4 statement or pay receipt issued by an employer
- transcript or report card from a post-secondary school

## 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](#).

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

[Appointment for Voting Proxy \(Form 3\)](#)

[Declaration of Identity \(Form 9\)](#)



# Nomination & Candidate Filing Forms

**Instructions**

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

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

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

**Declaration of Qualification**

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

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

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

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

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

Signature	Date Certified (yyyy/mm/dd)
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## 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)

**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)

**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)

**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)

**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)

**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)

**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)



## Candidate's Acknowledgement of Qualifications

I acknowledge that:

1. I am presently legally qualified to be elected and to hold office shown on my Nomination Paper (Form 1) pursuant to the *Municipal Elections Act, 1996 (MEA)*, *Municipal Conflict of Interest Act* and the *Municipal Act*.
2. I am a Canadian citizen, at least eighteen years of age, and I reside in the:
  - Township of Puslinch or am the owner or tenant of land in the Township of Puslinch or the spouse of such owner or tenant (MEA s. 17(2)(a)).
3. I am qualified to vote at the municipal election as provided for under s. 17(2) of the MEA.
4. I am not:
  - a registered third party advertiser in any municipality
  - a member of Legislative Assembly of Ontario or of the Senate of House of Commons of Canada (MA, s. 258(1)(3) or, if I am such a person, I will provide proof of my resignation in a form satisfactory to Clerk prior to 2:00 p.m. on nomination day (s. 29 (1.1) of the MEA)
  - a public servant within the meaning of Public Service of Ontario Act, 2006, or if I am a such a person, I have and will continue to follow the relevant provisions of Part V of such Act.
  - a person who is serving a sentence of imprisonment in a penal or correctional institution (MEA, s. 17(3)1)
  - ineligible from being elected or holding office by reason of failing to file a financial statement (MEA, s. 88.23(1))
  - prohibited from voting in a municipal election because of conviction of a corrupt practice (MEA, s. 90(2))
  - ineligible from holding office because of a conviction of a corrupt practice under the MEA or of an offence under the Criminal Code (Canada) in connection with an act or omission that relates to a municipal election (MEA, s. 91(1))
  - a Federal employee within the meaning of the Public Service Employment Act, or if I am such a person, I have and will continue to follow the relevant provisions of the Part 7 of such Act
  - an employee of the Township of Puslinch (MA, s. 258(1)(1)), or a person who is not an employee of the Township of Puslinch who is the Integrity Commissioner or Ombudsman or investigator of the Township, or a person who is not an employee of the municipality that holds an administrative position with the Township. If I am such a person, I am on an unpaid leave of absence (MEA, s. 30) or I, as a person who is not an employee comply with section 30 of the MEA.
  - a judge of any court (MA, s. 258(2))

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Signature of Nominee

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Date



## Consent to Provide Candidate Contact Information

### Notice to Candidates:

The information contained in a Nomination Paper is a public record that may be inspected at the Clerk's Department by any person. However, the media and members of the public generally do not wish to take the time to go to the office to view the information. Often they would prefer instead to be able to obtain contact information by telephone, via e-mail or off of the Town's website.

A candidate wishing to establish a campaign profile may find such contact to be of assistance. Therefore in order to make this initial contact easier, a candidate may authorize the Clerk's Department staff to release contact information as provided on your Nomination Paper. The form outlined below is to be completed by the candidate and returned to the Clerk's Department. Please note that there is no obligation on the part of a candidate to authorize the release of this contact information.

### Consent Declaration:

I have read the above explanation in regard to the release of contact information. Having considered the information, I hereby provide the following direction:

(please place a mark in the appropriate box or boxes).

- Do not release my contact information except as provided for in the *Municipal Elections Act*.
- I hereby authorize the release of the following contact information (as provided for on my Nomination Paper) in response to requests for information made to the Clerk's Department staff and for posting to the Township's website.
- qualifying address
  - telephone number (home)
  - telephone number (business)
  - telephone number (cell)
  - fax number
  - e-mail address
  - website address: \_\_\_\_\_

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Candidate's Name (please print)

\_\_\_\_\_  
Candidate for the Office of (print above)

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 Clerk's Department until the next municipal election. Questions about this collection of personal information should be directed to the Municipal Clerk, Township of Puslinch, 7404 Wellington Road 34, Puslinch, ON N0B 2J0



# Campaign Finance & Compliance



**Preliminary Certificate of Maximum Campaign Expense Limit**

This certificate provides you with the preliminary maximum campaign expenses for the office of Mayor, Councillor, County Councillor in which you are a candidate in the 2026 Municipal Election.

A final Certificate of Maximum Campaign Expenses based upon the 2026 eligible electors will be calculated from the Voters' List as it exists on September 15, 2026 adjusted for any changes made under sections 24 and 25 that are approved as of that day, in accordance with section 88.20 (11) of the Act, the greater amount will be the maximum campaign expenses you are allowed to incur.

Candidate for Office of:  Mayor	Preliminary estimate of maximum campaign expenses (\$7,500 plus \$0.85 per number of entitled electors as of September 15, 2022 (6,478))
	\$13,006.30
Candidate for Office of:  Councillor	Preliminary estimate of maximum campaign expenses (\$5,000 plus \$0.85 per number of entitled electors as of September 15, 2022 (6,478))
	\$10,506.30
Candidate for Office of:  County Councillor	Preliminary estimate of maximum campaign expenses (\$5,000 plus \$0.85 per number of entitled electors as of September 15, 2022 (6,478 (Puslinch) + 2,070 (Guelph-Eramosa))
Ward: 7	\$12,265.380

*J. Brotherton*

Signature of Municipal Clerk or Designate

April 21, 2026

Date:



## Preliminary Certificate of Maximum Contribution Limit – Own Campaign

This certificate provides you with the preliminary maximum campaign contributions that a candidate and his or her spouse may make to the candidate's own election campaign for the office of Mayor, Councillor, County Councillor in which you are a candidate in the 2026 Municipal Election.

A final Certificate of Maximum Amount of Contributions – Own Campaign based upon the 2026 eligible electors will be calculated from the Voters' List as it exists on September 15, 2022 adjusted for any changes made under sections 24 and 25 that are approved as of that day, in accordance with section 88.9.1 (2) of the Act, the greater amount will be the maximum contribution limit that a candidate and his or her spouse may make to the candidate's own election campaign.

Candidate for Office of:  Mayor	Preliminary estimate of maximum contribution limit (\$7,500 plus \$0.20 per number of entitled electors as of September 15, 2022 (6,478))
	\$8,795.60

Candidate for Office of:  Councillor	Preliminary estimate of maximum contribution limit (\$5,000 plus \$0.20 per number of entitled electors as of September 15, 2022 (6,478))
	\$6,295.60

Candidate for Office of:  County Councillor Ward: 7	Preliminary estimate of maximum contribution limit (\$5,000 plus \$0.20 per number of entitled electors as of September 15, 2022 (6,478 (Puslinch) + 2070 (Guelph-Eramosa))
	\$6,709.60

*J. Brotherton*

April 21, 2026

Signature of Municipal Clerk or Designate

Date:



Form 2026-EL2

To: Financial Institution

Re: 2026 Municipal Election – Municipal Campaign Account

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A candidate, running in the Township of Puslinch 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 Jane Doe" or "Jane Doe's Campaign").

Section 88.22 (1) of the *Municipal Elections Act, 1996* states, in part, that:

"A candidate shall ensure that:

- a) no contributions of money are accepted or expenses are incurred unless one or more campaign accounts are first opened at a financial institution exclusively for the purposes of the election campaign;
- b) all contributions of money are deposited into the campaign accounts;
- c) all funds in the campaign accounts are used exclusively for the purposes of the election campaign;
- d) all payments for expenses are made from the campaign accounts.

If you have any questions, please contact the undersigned.

Sincerely,

Justine Brotherston  
Director of Corporate Services/Municipal Clerk  
[jbrotherston@puslinch.ca](mailto:jbrotherston@puslinch.ca)

**Instructions**

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

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

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

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

**to**

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

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

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

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

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

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

**Box B: Declaration**

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

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

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

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



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

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

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

**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		= \$	<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>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>		

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>				

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>				

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>				

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

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

## Schedule 2 – Fundraising Events and Activities

Complete a separate schedule for each event or activity held.

Additional schedule(s) attached, if completed manually.

### Fundraising Event/Activity 1

Description of fundraising event/activity \_\_\_\_\_

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

#### Part I – Ticket revenue

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

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

Number of tickets sold x \_\_\_\_\_ **2B**

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

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

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

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

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

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

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

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

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

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

Provide details

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

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

## Schedule 3 – Broadcasters and Publishers

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

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

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

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

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

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

Professional Designation of Auditor

Municipality		Date (yyyy/mm/dd)
<b>Contact Information</b>		
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.



# **Municipal Policies, By-laws and Governance**

**Department:** Administration  
**Date:** February 2018  
**Subject:** Use of Corporate Resources during an Election Policy

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## **1. Purpose**

*The Municipal Elections Act, 1996, as amended* (the Act) establishes regulations governing campaign finance for running a municipal election. The Act prohibits municipalities from making campaign contributions to municipal candidates. As a campaign contribution may take the form of money, goods or services, any use of corporate resources for election related purposes is not permitted. This Policy provides a consistent approach for the use of corporate resources during an election. Furthermore, the purpose of this policy is to ensure compliance with the Act.

## **2. Scope**

This Policy applies to all Township Employees, Township Committee Members, Candidates, including Members of Council.

## **3. Definitions**

“**the Act**” means the Municipal Elections Act, 1996, as amended.

“**Campaign Materials**” means any materials used to solicit votes for a Candidate(s) or question in an Election including but not limited to literature, banners, posters, pictures, buttons, clothing, or other paraphernalia. **Campaign Materials** include, but are not limited to, materials in all media, for example, print, displays, electronic radio or television, online including websites or social media.

“**Candidate**” means any individual running for elected office at the municipal, regional, school board, provincial or federal level.

“**Election**” means any municipal, provincial or federal election including by-elections.

“**Employee**” means any individual working for, or receiving compensation from the Township of Puslinch; including those in part-time, seasonal or contract positions.

“**Members**” means an elected Member of the Council of the Corporation of the Township of Puslinch.

“**Registered Third Party**” means an individual, corporation or trade union that is registered under section 88.6 of the Municipal Elections Act, 1996 as amended.

#### **4. General Policy Statements**

4.1 Pursuant to the **Act**, the Township of Puslinch cannot make a contribution, including money, goods and services, to any **Candidate, Registered Third Party** or a supporter of a question on the ballot during an election period.

4.2 Nothing in this Policy shall preclude a **Member** from performing his/her duty as an elected official, nor inhibit him/her from representing the interests of the constituents who elected him/her.

#### **5. Campaign Activities at Township owned and/or operated facilities**

5.1 The use of Township Facilities, Services and Property is prohibited for election related purposes with the exception of:

5.1.1 **Candidates** and **Registered Third Parties** pay the full market rental fees and rates for use of the Archie MacRobbie Hall, the Alf Hales Room and the gym at the Optimist Recreation Centre, and that they must be rented in accordance with the Township’s rental procedures; and,

5.1.2 **Campaign Materials** may only be displayed within the rented area designated within the rental agreement; and,

5.1.3 **Candidates** and **Registered Third Parties** may set up and shall remove all **Campaign Materials** within the allowed rental period; and,

5.1.4 **Candidates** and **Registered Third Parties** are not permitted to use the Municipal Offices, including the Fire Station, (located at 7404 Wellington Road 34) to undertake campaign-related activities.

- 5.1.5 **Candidates** and **Registered Third Parties** may not rent Township facilities for campaign related activities on a date when there is a Voter Assistance Centre or Voting Location established at that facility or property.
- 5.2 Election signs, or other election material, may not be displayed in, or on the property or any Township owned or run facilities.
- 5.3 Notwithstanding Section 5.2, election signs can be displayed on Township roads as per sign By-law 9/91, as amended.

## **6. Campaign Activities at Events**

- 6.1 **Candidates** and **Registered Third Parties** may attend Township organized events during the Election period, but may not display or distribute **Campaign Materials** for themselves a political party, third party, or a supporter of a question on a ballot.
- 6.2 **Candidates** and **Registered Third Parties** may attend non-Township organized events on Township property during an Election period, but may not display or distribute **Campaign Materials** for themselves a political party, third party, or a supporter of a question on a ballot, save and except the all candidates meeting organized by the Optimist Club of Puslinch.

## **7. Use of Corporate Resources**

- 7.1 Corporate resources or services, such computers, cell phones, telephones, printers, scanners, copiers, e-mail, file storage, voicemail, or any other equipment or technology owned by the Township, may not be used for any election related purposes.
- 7.2 **Candidates** may not print or distribute any Election or **Campaign Materials** using municipal funds or resources.
- 7.3 Websites and domains that are operated or funded by the Township of Puslinch shall not include any election related **Campaign Materials** or links to any sites which include election related **Campaign Material**.
- 7.4 The Township logo, crest, coat of arms, flag, slogan, or other similarly branded corporate resources or property shall not be used by any **Candidate** for any election related **Campaign Materials**, including printed literature, signage and websites.

7.5 Photographs produced for and owned by the Township of Puslinch shall not be used for any Election purposes.

## **8. Procedures for Employees of the Township of Puslinch**

8.1 **Employees** shall not engage in any election related activities during normal working hours, unless they are on a leave of absence without pay, lieu time, or vacation leave. This includes providing administrative support to **Candidates** such as photocopying campaign literature or providing technical assistance.

8.2 **Employees** shall not engage in any election related activities while wearing Township clothing, such as a uniform or badge which identify them as a Township of Puslinch Employee, or while using a Township owned or leased vehicle.

8.3 While engaging in election related activities, Township of Puslinch **Employees** shall not use any vehicle, technology, or other resources that are owned or leased by the Township of Puslinch.

8.4 **Employees**, who are also relatives (a spouse, child or parent) of any **Member** or **Candidate**, shall not be assigned to work as an Election Official in a Municipal Election.

8.5 **Employees** shall not use their official authority or influence for the purpose of interfering with or affecting the result of an Election, nor use their official title while participating in otherwise permissible political activities.

8.6 **Employees** are advised to be especially mindful of public perception during municipal Elections, and to ensure that their activities do not conflict with nor adversely affect their duties as Employees of the Township. Moreover, Employees have a responsibility to ensure that public resources are not used for political campaign purposes.



## **TOWNSHIP OF PUSLINCH CODE OF CONDUCT FOR COUNCIL MEMBERS & MEMBERS OF LOCAL BOARDS**

### **1. Purpose**

#### **1.0 Application and Purpose**

1.1 The purpose of this Code of Conduct is to establish a general standard to ensure that all Members share a common basis for acceptable conduct, and to which all Members are expected to adhere to and comply with. This Code of Conduct augments other laws which Members are governed by and which requires Members to follow the Procedure By-law and other sources of applicable law, including but not limited to:

- *Municipal Act, 2001*
- *Municipal Conflict of Interest Act*
- *Municipal Elections Act, 1996*
- *Municipal Freedom of Information and Protection of Privacy Act*
- *Human Rights Code*
- *Occupational Health and Safety Act*
- *Provincial Offences Act*
- *Criminal Code*

1.2 This Code of Conduct applies to all Members of the Council of the Township of Puslinch and, unless specifically indicated otherwise and with all necessary modifications, to all members of the Township's local boards.

1.3 While this Code of Conduct applies to members of the Township's local boards it is recognized that such members do not hold elected office nor do they represent the Township in general and at all times.

#### **2.0 Statement of Principles**

2.1 This Code of Conduct is intended to set a high standard of conduct for Members in order to provide good governance and a high level of public confidence in the administration of the Township by its Members as duly elected and/or appointed public representatives of local boards to ensure that they each operate from a foundation of integrity, transparency, justice, truth, honesty and courtesy.



2.2 The principles set out in Sections 2.1 and 2.2 are intended to facilitate an understanding, application and interpretation of the Code of Conduct – the principles are *not* operative provisions of the Code of Conduct and are *not* intended to and shall not be enforced independently as such.

All Members shall:

- serve and be seen to serve the public in a conscientious and diligent manner;
- observe and act with the highest standard of ethical conduct and integrity;
- avoid the improper use of the influence of their office and act without self-interest;
- perform their functions with honesty, integrity, accountability and transparency;
- perform their duties of office and arrange their private affairs in a manner that promotes public confidence and that will bear close public scrutiny;
- be cognizant that they are at all times representatives of the Township and of Council, recognize the importance of their duties and responsibilities, take into account the public character of their function, and maintain and promote the public trust in the Township; and
- uphold the spirit and the letter of the laws of Ontario and Canada and the laws and policies adopted by Council.

### **3.0 Definitions**

3.1 The following terms shall have the following meanings in this Code of Conduct:

- (a) “CAO” means the Chief Administrative Officer of the Township or designate;
- (b) “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;
- (c) “Clerk” means the Clerk of the Township or designate;
- (d) “confidential information” means information or records that are in the possession, in the custody or under the control of the Township that the Township is either precluded from disclosing under the *Municipal Act, 2001* or other applicable legislation, its Procedure By-law or any of its other by-laws, policies, rules or procedures, or that it is required to refuse to disclose under the *Municipal Freedom of Information and Protection of Privacy Act* or other legislation, and all information and deliberations arising from any closed meetings;

- (e) “conflict of interest” means a situation in which a Member has competing interests or loyalties between the Member’s personal or private interests and his or her public interests as an elected representative such that it might influence his or her decision in a particular matter;
- (f) “Council” means the council for the Township and includes, as the context may require and with all necessary modifications, any of the Township’s local boards;
- (g) “family” means a Member’s spouse, parent (including step-parent and legal guardian), child (including step-child), grandchild, sibling, aunt, uncle, niece, nephew, and in-law (including mother- and father-in-law, sister- and brother-in-law, daughter- and son-in-law);
- (h) “frivolous” means of little or no weight, worth, importance or any need of serious notice;
- (i) “gift” means any kind of benefit, contribution or hospitality that has any financial or monetary value and includes the forms of benefits, contributions and hospitality that are set out in Section 7.0;
- (j) “Integrity Commissioner” means the person appointed by Council pursuant to section 223.3 of the *Municipal Act, 2001* to independently carry out the functions set out therein and such other functions as may be assigned by Council from time to time;
- (k) “local board” means a local board as that term is defined in subsection 1(1) and section 223.1 of the *Municipal Act, 2001*;
- (l) “media” includes any radio, television, newspaper, magazine, website, blog, social media, Twitter feed, YouTube or any other vehicles for the public dissemination of information, whether digital, electronic or print;
- (m) “meeting” means a regular, special or other meeting of Council or a committee of Council where:
  - (i) a quorum of Members is present, and
  - (ii) Members discuss or otherwise deal with any matter in a way that materially advances the business or decision-making of Council;
- (n) “Member” means a Member of the Council for the Township or a member of a local board, including a member of a joint board if that member is appointed by the Council to the joint board;
- (o) “non-pecuniary interest” means a private or personal interest that a Member may have that is non-financial in nature and that would be considered by a reasonable

person, apprised of all the circumstances, as being likely to influence the Member's decision in any matter in which the non-pecuniary interest arises, and may include, but is not limited to, an interest that arises from a relationship with a person or entity;

- (p) "parent" means a person who has demonstrated a settled intention to treat a child as a member of his or her family whether or not that person is the natural parent of the child;
- (q) "pecuniary" means relating to or consisting of money or having financial, economic or monetary value;
- (r) "social media" means any third-party hosted technologies that allow the creation and exchange of user-generated content to share opinions, information and documents, and includes blogs, discussion boards and forums, microblogs, photo-sharing sites, social networks and video sharing services;
- (s) "spouse" means a person to whom the person is married or with whom the person is living in a conjugal relationship outside marriage;
- (t) "staff" means the CAO and all officers, directors, managers, supervisors and all administrative staff, whether full-time, part-time, contract, seasonal or volunteer, as well as agents, consultants and volunteers acting in furtherance of the Township's business and interest (not including a Member);
- (u) "Township" means The Corporation of the Township of Puslinch and includes, as the context may require and with all necessary modifications, any of the Township's local boards;
- (v) "vexatious" means troublesome or annoying in the case of being instituted without sufficient grounds and serving only to cause irritation and aggravation to the person being complained of.

## **4.0 General Obligations**

### **4.1 A Member shall make every effort to:**

- (a) respect the individual rights, values, beliefs and personality traits of any other person, recognizing that all persons are entitled to be treated equally with dignity and respect for their personal status regarding gender, sexual orientation, gender identity, gender expression, race, creed, religion, ability and spirituality;
- (b) not make statements that are or ought to be reasonably known to be false or with the intent to mislead or misinform Council or the public;
- (c) not make disparaging comments about any other person (including a Member) or unfounded accusations about the motives of any person (including a Member); and



- (d) conduct themselves with integrity, courtesy and respectability at all meetings of the Council or any committee and in accordance with the Township's Procedure By-law or other applicable procedural rules and policies.

## **5.0 The Role of Staff – Respectful Conduct Towards Staff and Others**

- 5.1 An individual Member neither directs nor oversees the functions of the staff of the Township. Council as a whole approves the budget, policies and governance of the Township through its by-laws and resolutions.
- 5.2 Staff serve Council and work for the Township as a body corporate under the direction of the CAO. Members shall acknowledge, respect and have regard for the administration, managerial and organizational structure of the Township when requesting information, advice or services from staff.
- 5.3 A Member shall comply with the Township's Council and Staff Relations Policy.
- 5.4 A Member shall not publicly criticize staff and any issue with respect to any staff member shall be referred to the CAO who will direct the matter to the particular staff member's appropriate superior (if not the CAO).
- 5.5 A Member shall respect the role of Staff in the administration of the business and governmental affairs of the Township, and acknowledge and appreciate that staff:
  - (a) provide advice and make policy recommendations in accordance with their professional ethics, expertise and obligations and that a Member must not falsely or maliciously injure the reputation of Staff members whether professional or ethical or otherwise;
  - (b) work within the administration of justice and that a Member must not make requests, statements or take actions which may be construed as an attempt to influence the independent administration of justice and, therefore, a Member shall not attempt to intimidate, threaten, or influence any staff member from carrying out that person's duties, including any duty to disclose improper activity; and
  - (c) carry out their municipal duties based on political neutrality and without undue influence from any individual Member and, therefore, a Member must not invite or pressure any member of staff to engage in partisan political activities or be subjected to discrimination or reprisal for refusing to engage in such activities.
- 5.6 A Member shall always act civility, respectfully and professionally when dealing with or communicating with any persons, including a member of the public and other Members.

## **6.0 Municipal Property**



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- 6.1 Council is the custodian of the assets of the Township. The community places its trust in Council and those it appoints to make decisions for the public good in relation to these assets.
- 6.2 By virtue of their office or appointment, a Member must not use or permit the use of the Township's property, including but not limited to land, facilities, equipment, supplies, services, staff or other resources for activities other than the business of the Township, unless they are entitled to such use equally with any other resident and have paid fair market value for such use. No Member shall seek financial gain for themselves, family or friends from the use or sale of the Township's intellectual property, computer programs, technological innovations, or other patent, trademarks, official marks or copyright held by the Township.
- 6.3 A Member shall not use any Township property for activities not associated with their duties of office unless prior approval has been granted by Council.

**7.0 Gifts, Benefits and Hospitality**

- 7.1 Any gift to a Member risks the appearance of improper influence. Gifts may improperly induce influence or create an incentive for a Member to make decisions on the basis of relationships rather than in the best interests of the Township. A Member shall not accept any gift connected directly or indirectly with the performance of his or her duties except as provided in Section 7.3.
- 7.2 A gift provided to a Member's family that is connected directly or indirectly to the performance of the Member's duties shall be deemed to be a gift to that Member. Any doubt concerning the propriety of the gift should be resolved by the Member not accepting or keeping it.
- 7.3 For greater clarity, despite Sections 7.1 and 7.2, a Member is entitled to accept any compensation, remuneration or benefit authorized by law but shall not accept any gift other than in the following circumstances:
- (a) a gift that normally accompanies the responsibilities of office and is received as an incident of protocol or social obligation as set out in 7.3(g);
  - (b) a political contribution otherwise reported by law, in the case of a Member running for office;
  - (c) services provided without compensation by persons volunteering their time for a charitable or non-profit event or for the Member's re-election campaign;
  - (d) nominal tokens, mementos or souvenirs received as an incident of protocol or social obligation that normally accompanies the responsibilities of elected office or at a function honouring the Member;
  - (e) food, lodging, transportation and entertainment provided by provincial, regional and local governments or any agencies or subdivisions of them or by the federal



government or by a foreign government within a foreign country, or by a conference, seminar or event organizer where the Member is either speaking or attending in an official capacity as a representative of the Township;

- (f) entrance fees or food and beverages consumed at banquets, receptions or similar events, if:
  - (i) attendance serves a legitimate municipal business purpose related to the business of the Township,
  - (ii) the person extending the invitation or a representative of the organization is in attendance,
  - (iii) the invitations are infrequent, and
  - (iv) the value is not greater than \$500.00 from a single source over a calendar year;
- (g) a gift (other than gifts as set out in Section 7.3(f)) not having a value greater than \$250.00 from a single source over a calendar year; and
- (h) a gift received as a door prize, raffle or similar draw at an event, conference or seminar attended by the Member.



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7.4 A Member who has received and accepted a gift pursuant to Section 7.3(a), (f), (g) and (h) shall file a disclosure of the gift indicating the person, body or entity from which it was received together with the estimated value of the gift in accordance with the Disclosure Statement set out in Appendix "A". A Member shall submit the Disclosure Statement to the Clerk on an annual basis no later than March 31 for the preceding calendar year and it shall be a matter of public record.

7.5 A Member shall not seek or obtain by reason of his or her office any personal privilege or advantage with respect to municipal services not otherwise available to the general public and not connected directly or indirectly to the performance of the Member's duties.

## **8.0 Confidential Information**

8.1 A Member shall not disclose the content of any confidential information, or the substance of deliberations, from a closed meeting. A Member has a duty to hold any information received at closed meetings in strict confidence for as long and as broadly as the confidence applies. A Member shall not, either directly or indirectly, release, make public or in any way divulge any such information or any confidential aspect of the closed deliberations or information to anyone, unless authorized by Council or as required by law.

8.2 A Member shall not disclose, use or release confidential information in contravention of applicable privacy laws. Members are only entitled to information in the possession of the Township that is relevant to matters before the Council, or a committee. Otherwise, Members enjoy the same access rights to information as any other member of the community or resident of the Township and must follow the same processes as any private person to obtain such information.

8.3 A Member shall not misuse or attempt to release, relay, disclose or impart confidential information in any way or manner as it may cause detriment to the Township, Council or any other person, or in a manner that creates a financial or other gain for themselves or others.

8.4 A Member shall respect the right to confidentiality and privacy of all clients, volunteers and staff, and should be aware of their responsibilities under applicable legislation, municipal policies, procedures and rules, ethical standards and, where appropriate, professional standards.

8.5 A Member shall not disclose any confidential information received by virtue of his or her office, even if the Member ceases to be a Member.

## **9.0 Discrimination and Harassment**

9.1 A Member shall treat all members of the public, one another and staff with respect and without abuse, bullying or intimidation and ensure that their work environment is free from discrimination and harassment.



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9.2 A Member shall not use indecent, abusive, demeaning or insulting words, phrases or expressions toward any member of the public, another Member or staff.

9.3 A Member shall not make comments or conduct themselves in any manner that is discriminatory to any individual based on the individual's race, colour, ancestry, citizenship, ethnic origin, place of origin, creed or religion, gender, gender identity, gender expression, sexual orientation, marital status, family status, disability, age or record of offences for which a pardon has not been granted.

9.4 A Member shall comply with the Township's Workplace (Harassment and Violence) Policy.

### **10.0 Improper Use of Influence**

10.1 A Member shall not use the influence of their office or appointment for any purpose other than the exercise of his or her official duties in the public interest.

10.2 A Member shall not use the status of their position to influence the decision of another person to the private advantage or non-pecuniary interest of themselves or their family, or for the purpose of creating a disadvantage to another person or for providing an advantage to themselves.

### **11.0 Conflicts of Interest**

11.1 A Member shall recognize that they must comply with the requirements of the *Municipal Conflict of Interest Act* with respect to obligations relating to pecuniary interests. A contravention of the *Municipal Conflict of Interest Act* by a Member shall not constitute a breach of the Code of Conduct but may be enforced in accordance with the provisions of the statute and section 223.4.1 of the *Municipal Act, 2001*.

11.2 A Member shall also avoid any conflict of interest that is a non-pecuniary interest in order to maintain public confidence in the Township and its local boards. If a Member has a non-pecuniary interest, the Member shall declare the non-pecuniary interest and then leave the meeting at which the matter is being considered. Under no circumstance shall the Member participate in any discussion or vote on the matter or attempt to influence the voting on the matter in any way, before during or after the meeting. A Member having a non-pecuniary interest is not entitled to remain at the meeting and to abstain from voting, thus having their abstention recorded as a negative vote.

### **12.0 Council Policies and Procedures**

12.1 A Member shall observe and strictly adhere to any policies, procedures and rules enacted and/or established from time to time by Council.

### **13.0 Election Activity**



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13.1 A Member is required to conduct themselves in accordance with the *Municipal Elections Act, 1996* and any of the Township's policies pertaining to elections. The use of the Township's resources, both property and staff time, for any election-related activity is strictly prohibited. Election-related activity applies to the Member's campaign and any other election campaigns for municipal, provincial or federal office.

**14.0 Communications and Media Relations**

14.1 In order to foster respect for the decision-making process of Council, Members shall fairly and accurately communicate the decisions of Council and respect Council's decision-making process even if they disagree with Council's ultimate determinations and rulings. Members may publicly express the reason for voting differently than the majority but shall always do so in a respectful manner that supports the decisions of Council.

14.2 Members shall not indicate, implicitly or explicitly, in any communications with the media that they speak on behalf of Council, unless they have been expressly authorized to do so by Council.

14.3 Members shall refrain from making comments of a disparaging nature about Members, staff or persons that relate to the business of the Township.

**15.0 Social Media**

15.1 Members using social media shall:

- (a) ensure that all posts are accurate before uploading content to the internet;
- (b) obtain permission before posting any third-party content;
- (c) follow the same principles and guidelines as for other forms of communication by employing sound judgment and common sense, by acting with respect, dignity, courtesy and empathy; and
- (d) ensure that is it noted that communications that are Member and constituent-related do not necessarily reflect the existing or future opinions, views or decisions of the Council.

**16.0 Respect for the Code of Conduct**

16.1 A Member shall respect the process for complaints made under the Code of Conduct, applications under the *Municipal Conflict of Interest Act* or through any process for complaints adopted by the Township.

16.2 A Member shall not act in reprisal or threaten reprisal against any person, including another Member, who makes a complaint or provides information to the Integrity Commissioner during an investigation.



- 16.2 A Member shall interact courteously and respectfully with the Integrity Commissioner and with any person acting under the direction of the Integrity Commissioner. A Member shall not act in reprisal or threaten reprisal against the Integrity Commissioner or any person acting under the instructions of the Integrity Commissioner. The Integrity Commissioner is authorized to report any incidents of threats or reprisals by a Member to Council or the local board and may recommend penalties or remedial or corrections measures or actions against such Member. The Integrity Commissioner is also authorized to report to Council or the local board any attempt by a Member to use their office to influence any decision or recommendation of the Integrity Commissioner.
- 16.3 A Member shall cooperate with requests for information during any investigations or inquiries under the Code of Conduct and shall not:
- (a) interfere with or obstruct an investigation by the Integrity Commissioner;
  - (b) destroy or damage documents or erase any digital or electronic communications or records;
  - (c) refuse to respond or provide records, information or documents to the Integrity Commissioner where a complaint has been filed under the Code of Conduct or any process for complaints adopted by the Township; or
  - (d) attempt to influence any other Member or staff with respect to the subject matter of the investigation or inquiry except as may be permitted pursuant to subsections 5(2.1) and 5.2(2) of the *Municipal Act Conflict of Interest Act*.
- 16.4 Staff shall remain neutral and impartial, and not seek to interfere with or attempt to subvert or obstruct the Integrity Commissioner in any way in carrying out its responsibilities and functions. Staff shall comply with any requests from the Integrity Commissioner for any assistance or information.

## **17.0 Penalties for Non-Compliance with the Code of Conduct**

- 17.1 Where Council receives a report from the Integrity Commissioner that there has been a violation of the Code of Conduct by a Member, Council may impose the following penalties on the Member:
- (a) a reprimand; and/or
  - (b) a suspension of the remuneration paid to the Member in respect of his or her services as a Member for a period up to ninety (90) days.
- 17.2 In the case of a local board, if the Council has not imposed either of the penalties set out in Section 17.1 on its Member, the Integrity Commissioner may report to the local board that, in his or her opinion, the Member has contravened the Code of Conduct in which case the local board may impose the penalties set out in Section 17.1.

## **18.0 Remedial Measures or Corrective Actions**



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18.1 Council may, on the basis of a recommendation from the Integrity Commissioner, also take any or all of the following corrective actions or remedial measures, and require that the Member:

- (a) provide a written or verbal apology;
- (b) return property or make reimbursement of its value or of money spent;
- (c) be removed from or not be appointed to the membership on a committee of Council;
- (d) be removed from or not be appointed as chair of a committee of Council; and
- (e) comply with any other remedial measure or corrective action deemed appropriate by the Integrity Commissioner.

18.2 In the case of a local board, if the Council has not imposed either of the penalties set out in Section 17.1 on a Member or any remedial or corrective actions under Section 18.1, the local board may impose such remedial or corrective actions as are set out in Section 18.1(a)-(e).

## **19.0 Legal Fees**

19.1 A Member is entitled to seek the advice of the Integrity Commissioner with respect to their *own* obligations under the Code of Conduct, any ethical procedure, policy or rule, and sections 5, 5.1 and 5.2 of the *Municipal Conflict of Interest Act*. As such, a Member is solely responsible for their own legal costs if they retain a lawyer or paralegal to provide legal counsel, advice or representation on any matter related to the Code of Conduct, any ethical procedure, policy or rule, and sections 5, 5.1 and 5.2 of the *Municipal Conflict of Interest Act*, including, but not limited to, an investigation and the imposition of penalties or remedial or corrective actions recommended by the Integrity Commissioner or as imposed by Council, a complaint to the Ontario Ombudsman or a judicial review application to the courts from a decision based on a report and recommendations from the Integrity Commissioner, or any other related proceeding.

## **20.0 Complaint Protocol**

20.1 The Complaint Protocol is Appendix “B” to the Code of Conduct and applies to complaints under the Code of Conduct and applications under the *Municipal Conflict of Interest Act*.

## **21.0 Short Title**

21.1 This Code of Conduct for Members of Council and Local Boards shall be referred to by its short title “Council Code of Conduct”.



**APPENDIX "A"**  
**DISCLOSURE STATEMENT FOR GIFTS**

Member's Name: \_\_\_\_\_

Gift Received: \_\_\_\_\_

\_\_\_\_\_

Received From: \_\_\_\_\_

Date of Receipt: \_\_\_\_\_ Value or Estimate of Gift: \_\_\_\_\_

Please describe the circumstances under which the Gift was received:

\_\_\_\_\_

\_\_\_\_\_

Please describe your intentions with respect to the Gift:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Do you anticipate transferring the Gift described above to the Township or the local board?

Yes, immediately \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_  
Member's Signature

\_\_\_\_\_  
Date



[Français](#)

## Municipal Conflict of Interest Act

R.S.O. 1990, CHAPTER M.50

**Consolidation Period:** From April 19, 2021 to the [e-Laws currency date](#).

Last amendment: [2021, c. 4, Sched. 11, s. 23](#).

Legislative History: [ + ]

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### Definitions

**1** In this Act,

“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; (“enfant”)

“controlling interest” means the interest that a person has in a corporation when the person beneficially owns, directly or indirectly, or exercises control or direction over, equity shares of the corporation carrying more than 10 per cent of the voting rights attached to all equity shares of the corporation for the time being outstanding; (“intérêts majoritaires”)

“council” means the council of a municipality; (“conseil”)

“elector” means,

(a) in respect of a municipality, or a local board thereof, other than a school board, a person entitled to vote at a municipal election in the municipality, and

(b) in respect of a school board, a person entitled to vote at the election of members of the school board; (“électeur”)

“interest in common with electors generally” means a pecuniary interest in common with the electors within the area of jurisdiction and, where the matter under consideration affects only part of the area of jurisdiction, means a pecuniary interest in common with the electors within that part; (“intérêt commun à tous les électeurs”)

“judge” means a judge of the Superior Court of Justice; (“juge”)

“local board” means a school board, board of directors of a children’s aid society, committee of adjustment, conservation authority, court of revision, land division committee, municipal service board, public library board, board of management of an improvement area, board of health, police services board, planning board, district social services administration board, trustees of a police village, board of trustees of a police village, board or committee of management of a long-term care home, or any other board, commission, committee, body or local authority established or exercising any power or authority under any general or special Act in respect of any of the affairs or purposes, including school purposes, of one or more municipalities or parts thereof, but does not include a committee of management of a community recreation centre appointed by a school board or a local roads board; (“conseil local”)

**Note: On a day to be named by proclamation of the Lieutenant Governor, the definition of “local board” in section 1 of the Act is amended by striking out “police services board” and substituting “police service board”. (See: 2019, c. 1, Sched. 4, s. 35)**

“meeting” includes any regular, special, committee or other meeting of a council or local board, as the case may be; (“réunion”)

“member” means a member of a council or of a local board; (“membre”)

“municipality” includes a board, commission or other local authority exercising any power in respect of municipal affairs or purposes, including school purposes, in territory without municipal organization, but does not include a committee of management of a community recreation centre appointed by a school board, a local roads board or a local services board; (“municipalité”)

“parent” means a person who has demonstrated a settled intention to treat a child as a member of his or her family; (“père ou mère”)

“school board” means a board as defined in subsection 1 (1) of the *Education Act*, and, where the context requires, includes an old board within the meaning of subsection 1 (1) of the *Education Act*; (“conseil scolaire”)

“senior officer” means the chair or any vice-chair of the board of directors, the president, any vice-president, the secretary, the treasurer or the general manager of a corporation or any other person who performs functions for the corporation similar to those normally performed by a person occupying any such office; (“dirigeant”)

“spouse” means a person to whom the person is married or with whom the person is living in a conjugal relationship outside marriage. (“conjoint”) R.S.O. 1990, c. M.50, s. 1; 1997, c. 25, Sched. E, s. 7; 1997, c. 31, s. 156 (1); 1999, c. 6, s. 41 (1); 2002, c. 17, Sched. F, Table; 2005, c. 5, s. 45 (1, 2); 2006, c. 19, Sched. C, s. 1 (1); 2006, c. 32, Sched. D, s. 10; 2007, c. 8, s. 219; 2016, c. 23, s. 58; 2021, c. 4, Sched. 11, s. 23 (1-3).

**Section Amendments with date in force (d/m/y) [ + ]****Principles**

**1.1** The Province of Ontario endorses the following principles in relation to the duties of members of councils and of local boards under this Act:

1. The importance of integrity, independence and accountability in local government decision-making.
2. The importance of certainty in reconciling the public duties and pecuniary interests of members.
3. Members are expected to perform their duties of office with integrity and impartiality in a manner that will bear the closest scrutiny.
4. There is a benefit to municipalities and local boards when members have a broad range of knowledge and continue to be active in their own communities, whether in business, in the practice of a profession, in community associations, and otherwise. 2017, c. 10, Sched. 3, s. 1.

**Section Amendments with date in force (d/m/y) [ + ]**

**Indirect pecuniary interest**

**2** For the purposes of this Act, a member has an indirect pecuniary interest in any matter in which the council or local board, as the case may be, is concerned, if,

(a) the member or his or her nominee,

- (i) is a shareholder in, or a director or senior officer of, a corporation that does not offer its securities to the public,
- (ii) has a controlling interest in or is a director or senior officer of, a corporation that offers its securities to the public, or
- (iii) is a member of a body,

that has a pecuniary interest in the matter; or

(b) the member is a partner of a person or is in the employment of a person or body that has a pecuniary interest in the matter.

R.S.O. 1990, c. M.50, s. 2.

**Interest of certain persons deemed that of member**

**3** For the purposes of this Act, the pecuniary interest, direct or indirect, of a parent or the spouse or any child of the member shall, if known to the member, be deemed to be also the pecuniary interest of the member. R.S.O. 1990, c. M.50, s. 3; 1999, c. 6, s. 41 (2); 2005, c. 5, s. 45 (3); 2021, c. 4, Sched. 11, s. 23 (4).

**Section Amendments with date in force (d/m/y) [ + ]**

## EXCEPTIONS

**Where ss. 5 and 5.2 do not apply**

**4** Sections 5 and 5.2 do not apply to a pecuniary interest in any matter that a member may have,

- (a) as a user of any public utility service supplied to the member by the municipality or local board in like manner and subject to the like conditions as are applicable in the case of persons who are not members;
- (b) by reason of the member being entitled to receive on terms common to other persons any service or commodity or any subsidy, loan or other such benefit offered by the municipality or local board;
- (c) by reason of the member purchasing or owning a debenture of the municipality or local board;
- (d) by reason of the member having made a deposit with the municipality or local board, the whole or part of which is or may be returnable to the member in like manner as such a deposit is or may be returnable to all other electors;
- (e) by reason of having an interest in any property affected by a work under the *Drainage Act* or by a work under a regulation made under Part XII of the *Municipal Act, 2001* or Part IX of the *City of Toronto Act, 2006*, as the case may be, relating to local improvements;
- (f) by reason of having an interest in farm lands that are exempted from taxation for certain expenditures under the *Assessment Act*;

- (g) by reason of the member being eligible for election or appointment to fill a vacancy, office or position in the council or local board when the council or local board is empowered or required by any general or special Act to fill such vacancy, office or position;
- (h) by reason only of the member being a director or senior officer of a corporation incorporated for the purpose of carrying on business for and on behalf of the municipality or local board or by reason only of the member being a member of a board, commission, or other body as an appointee of a council or local board;
- (i) in respect of an allowance for attendance at meetings, or any other allowance, honorarium, remuneration, salary or benefit to which the member may be entitled by reason of being a member or as a member of a volunteer fire brigade, as the case may be;
- (j) by reason of the member having a pecuniary interest which is an interest in common with electors generally; or
- (k) by reason only of an interest of the member which is so remote or insignificant in its nature that it cannot reasonably be regarded as likely to influence the member. R.S.O. 1990, c. M.50, s. 4; 2002, c. 17, Sched. F, Table; 2006, c. 32, Sched. C, s. 33 (1); 2017, c. 10, Sched. 3, s. 2.

#### Section Amendments with date in force (d/m/y) [ + ]

### DUTY OF MEMBER

#### When present at meeting at which matter considered

5 (1) Where a member, either on his or her own behalf or while acting for, by, with or through another, has any pecuniary interest, direct or indirect, in any matter and is present at a meeting of the council or local board at which the matter is the subject of consideration, the member,

- (a) shall, prior to any consideration of the matter at the meeting, disclose the interest and the general nature thereof;
- (b) shall not take part in the discussion of, or vote on any question in respect of the matter; and
- (c) shall not attempt in any way whether before, during or after the meeting to influence the voting on any such question. R.S.O. 1990, c. M.50, s. 5 (1).

#### Where member to leave closed meeting

(2) Where the meeting referred to in subsection (1) is not open to the public, in addition to complying with the requirements of that subsection, the member shall forthwith leave the meeting or the part of the meeting during which the matter is under consideration. R.S.O. 1990, c. M.50, s. 5 (2).

#### Exception, consideration of penalty

(2.1) The following rules apply if the matter under consideration at a meeting or a part of a meeting is to consider whether to suspend the remuneration paid to the member under subsection 223.4 (5) or (6) of the *Municipal Act, 2001* or under subsection 160 (5) or (6) of the *City of Toronto Act, 2006*:

1. Despite clauses (1) (b) and (c), the member may take part in the discussion of the matter, including making submissions to council or the local board, as the case may be, and may attempt to influence the voting on any question in respect of the matter, whether before, during or after the meeting. However, the member is not permitted to vote on any question in respect of the matter.
2. Despite subsection (2), in the case of a meeting that is not open to the public, the member may attend the meeting or part of the meeting during which the matter is under consideration. 2017, c. 10, Sched. 3, s. 3.

#### When absent from meeting at which matter considered

(3) Where the interest of a member has not been disclosed as required by subsection (1) by reason of the member's absence from the meeting referred to therein, the member shall disclose the interest and otherwise comply with subsection (1) at the first meeting of the council or local board, as the case may be, attended by the member after the meeting referred to in subsection (1). R.S.O. 1990, c. M.50, s. 5 (3).

#### Section Amendments with date in force (d/m/y) [ + ]

#### Written statement re disclosure

**5.1** At a meeting at which a member discloses an interest under section 5, or as soon as possible afterwards, the member shall file a written statement of the interest and its general nature with the clerk of the municipality or the secretary of the committee or local board, as the case may be. 2017, c. 10, Sched. 3, s. 4.

#### **Section Amendments with date in force (d/m/y) [ + ]**

##### **Influence**

**5.2** (1) Where a member, either on his or her own behalf or while acting for, by, with or through another, has any pecuniary interest, direct or indirect, in any matter that is being considered by an officer or employee of the municipality or local board, or by a person or body to which the municipality or local board has delegated a power or duty, the member shall not use his or her office in any way to attempt to influence any decision or recommendation that results from consideration of the matter. 2017, c. 10, Sched. 3, s. 4.

##### **Exception**

(2) However, if a municipality delegates a power to suspend the remuneration paid to a member under subsection 223.4 (5) of the *Municipal Act, 2001* or subsection 160 (5) of the *City of Toronto Act, 2006* to a person or body, and the person or body is considering exercising that power with respect to a member, subsection (1) of this section does not prevent the member from attempting to influence any decision or recommendation of the person or body that results from consideration of the matter. 2017, c. 10, Sched. 3, s. 4.

#### **Section Amendments with date in force (d/m/y) [ + ]**

### **RECORD OF DISCLOSURE**

##### **Disclosure to be recorded in minutes**

**6** (1) Every declaration of interest and the general nature thereof made under section 5 shall, where the meeting is open to the public, be recorded in the minutes of the meeting by the clerk of the municipality or secretary of the committee or local board, as the case may be. R.S.O. 1990, c. M.50, s. 6 (1).

##### **Idem**

(2) Every declaration of interest made under section 5, but not the general nature of that interest, shall, where the meeting is not open to the public, be recorded in the minutes of the next meeting that is open to the public. R.S.O. 1990, c. M.50, s. 6 (2).

### **REGISTRY**

##### **Requirement to establish registry**

**6.1** (1) Every municipality and local board shall establish and maintain a registry in which shall be kept,

- (a) a copy of each statement filed under section 5.1; and
- (b) a copy of each declaration recorded under section 6. 2017, c. 10, Sched. 3, s. 5.

##### **Access to registry**

(2) The registry shall be available for public inspection in the manner and during the time that the municipality or local board, as the case may be, may determine. 2017, c. 10, Sched. 3, s. 5.

#### **Section Amendments with date in force (d/m/y) [ + ]**

### **REMEDY FOR LACK OF QUORUM**

##### **Quorum deemed constituted**

**7** (1) Where the number of members who, by reason of the provisions of this Act, are disabled from participating in a meeting is such that at that meeting the remaining members are not of sufficient number to constitute a quorum, then, despite any other general or special Act, the remaining number of members shall be deemed to constitute a quorum, provided such number is not less than two. R.S.O. 1990, c. M.50, s. 7 (1).

##### **Application to judge**

(2) Where in the circumstances mentioned in subsection (1), the remaining number of members who are not disabled from participating in the meeting is less than two, the council or local board may apply to a judge without notice for an order authorizing the council or local board, as the case may be, to give consideration to, discuss and vote on the matter out of which the interest arises. R.S.O. 1990, c. M.50, s. 7 (2).

**Power of judge to declare s. 5, 5.1 or 5.2 not to apply**

(3) The judge may, on an application brought under subsection (2), by order, declare that section 5, 5.1 or 5.2 does not apply to the council or local board, as the case may be, in respect of the matter in relation to which the application is brought, and the council or local board thereupon may give consideration to, discuss and vote on the matter in the same manner as though none of the members had any interest therein, subject only to such conditions and directions as the judge may consider appropriate and so order. R.S.O. 1990, c. M.50, s. 7 (3); 2017, c. 10, Sched. 3, s. 6.

**Section Amendments with date in force (d/m/y) [ + ]**

**ACTION WHERE CONTRAVENTION ALLEGED**

**Application**

**8** (1) An elector, an Integrity Commissioner of a municipality or a person demonstrably acting in the public interest may apply to a judge for a determination of the question of whether,

- (a) a member has contravened section 5, 5.1 or 5.2; or
- (b) a former member contravened section 5, 5.1 or 5.2 while he or she was a member. 2017, c. 10, Sched. 3, s. 7.

**Six-week period**

(2) An application may only be made within six weeks after the applicant became aware of the alleged contravention. 2017, c. 10, Sched. 3, s. 7.

**Exception**

(3) Despite subsection (2), an application may be made more than six weeks after the applicant became aware of the alleged contravention if all of the following conditions are satisfied:

1. The applicant applied to an Integrity Commissioner for an inquiry under section 223.4.1 of the *Municipal Act, 2001* or under section 160.1 of the *City of Toronto Act, 2006* in accordance with those sections.
2. The Integrity Commissioner conducted an inquiry under section 223.4.1 of the *Municipal Act, 2001* or under section 160.1 of the *City of Toronto Act, 2006* and the Commissioner,
  - i. has advised the applicant under subsection 223.4.1 (16) of the *Municipal Act, 2001* or under subsection 160.1 (16) of the *City of Toronto Act, 2006* that the Commissioner will not be making an application to a judge,
  - ii. has not completed the inquiry within the time limit set out in subsection 223.4.1 (14) of the *Municipal Act, 2001* or subsection 160.1 (14) of the *City of Toronto Act, 2006*, or
  - iii. has terminated the inquiry under subsection 223.4.1 (12) of the *Municipal Act, 2001* or subsection 160.1 (12) of the *City of Toronto Act, 2006*.
3. The application under this section includes a copy of the applicant's statutory declaration made under subsection 223.4.1 (6) of the *Municipal Act, 2001* or under subsection 160.1 (6) of the *City of Toronto Act, 2006*.
4. The application under this section is made within six weeks after the earlier of the following,
  - i. the day the Commissioner advised the applicant under subsection 223.4.1 (16) of the *Municipal Act, 2001* or under subsection 160.1 (16) of the *City of Toronto Act, 2006* that the Commissioner will not be making an application to a judge,

- ii. the last day on which the Commissioner is required under subsection 223.4.1 (14) of the *Municipal Act, 2001* or subsection 160.1 (14) of the *City of Toronto Act, 2006* to complete the inquiry referred to in paragraph 2 of this subsection, and
- iii. the day the inquiry was terminated under subsection 223.4.1 (12) of the *Municipal Act, 2001* or subsection 160.1 (12) of the *City of Toronto Act, 2006*. 2017, c. 10, Sched. 3, s. 7.

**Same, application by Integrity Commissioner**

(4) Despite subsection (2), an application may be made more than six weeks after the applicant became aware of the alleged contravention if the applicant is an Integrity Commissioner and if the application relates to an inquiry conducted by the Commissioner under section 223.4.1 of the *Municipal Act, 2001* or under section 160.1 of the *City of Toronto Act, 2006*. 2017, c. 10, Sched. 3, s. 7.

**No application by Integrity Commissioner during regular election**

(5) No application shall be made by an Integrity Commissioner of a municipality during the period of time starting on nomination day for a regular election, as set out in section 31 of the *Municipal Elections Act, 1996*, and ending on voting day in a regular election, as set out in section 5 of that Act. 2017, c. 10, Sched. 3, s. 7.

**Limitation**

(6) Despite subsections (2), (3) and (4), no application shall be made after the sixth anniversary of the alleged contravention. 2017, c. 10, Sched. 3, s. 7.

**Contents of notice of application**

(7) The notice of application shall state the grounds for finding that the member or former member contravened section 5, 5.1 or 5.2. 2017, c. 10, Sched. 3, s. 7.

**Section Amendments with date in force (d/m/y) [ + ]**

**Power of judge**

9 (1) If the judge determines that the member or former member contravened section 5, 5.1 or 5.2, the judge may do any or all of the following:

1. Reprimand the member or former member.
2. Suspend the remuneration paid to the member for a period of up to 90 days.
3. Declare the member's seat vacant.
4. Disqualify the member or former member from being a member during a period of not more than seven years after the date of the order.
5. If the contravention has resulted in personal financial gain, require the member or former member to make restitution to the party suffering the loss, or, if the party's identity is not readily ascertainable, to the municipality or local board, as the case may be. 2017, c. 10, Sched. 3, s. 7.

**Same**

(2) In exercising his or her discretion under subsection (1) the judge may consider, among other matters, whether the member or former member,

- (a) took reasonable measures to prevent the contravention;
- (b) disclosed the pecuniary interest and all relevant facts known to him or her to an Integrity Commissioner in a request for advice from the Commissioner under the *Municipal Act, 2001* or the *City of Toronto Act, 2006* and acted in accordance with the advice, if any, provided to the member by the Commissioner; or

(c) committed the contravention through inadvertence or by reason of an error in judgment made in good faith. 2017, c. 10, Sched. 3, s. 7.

#### **Section Amendments with date in force (d/m/y) [ + ]**

**10** REPEALED: 2017, c. 10, Sched. 3, s. 7.

#### **Section Amendments with date in force (d/m/y) [ + ]**

##### **Appeal to Divisional Court**

**11** (1) An appeal lies from any order made under section 9 to the Divisional Court in accordance with the rules of court. R.S.O. 1990, c. M.50, s. 11 (1); 2017, c. 10, Sched. 3, s. 8.

##### **Judgment or new trial**

(2) The Divisional Court may give any judgment that ought to have been pronounced, in which case its decision is final, or the Divisional Court may grant a new trial for the purpose of taking evidence or additional evidence and may remit the case to the trial judge or another judge and, subject to any directions of the Divisional Court, the case shall be proceeded with as if there had been no appeal. R.S.O. 1990, c. M.50, s. 11 (2).

##### **Appeal from order or new trial**

(3) Where the case is remitted to a judge under subsection (2), an appeal lies from the order of the judge to the Divisional Court in accordance with the provisions of this section. R.S.O. 1990, c. M.50, s. 11 (3).

#### **Section Amendments with date in force (d/m/y) [ + ]**

##### **Proceedings not invalidated but voidable**

**12** (1) A member's failure to comply with section 5, 5.1 or 5.2 does not invalidate any proceedings in respect of a matter referred to in those sections, but those proceedings are voidable in the circumstances described in subsection (2). 2017, c. 10, Sched. 3, s. 9.

##### **Declaring proceedings void**

(2) Subject to subsection (3), if a member has failed to comply with section 5, 5.1 or 5.2 in respect of a matter referred to in those sections, the municipality or local board, as the case may be, may declare the proceedings to be void before the second anniversary of the date of the passing of the by-law or resolution authorizing the matter. 2017, c. 10, Sched. 3, s. 9.

##### **Exception**

(3) Subsection (2) does not apply if declaring the proceedings to be void would adversely affect the rights that any person who acted in good faith and without actual notice of the failure to comply with section 5, 5.1 or 5.2 acquired under or by virtue of the proceedings. 2017, c. 10, Sched. 3, s. 9.

#### **Section Amendments with date in force (d/m/y) [ + ]**

##### **Other proceedings prohibited**

**13** (1) A proceeding that relates to a member's or former member's alleged conflict of interest and seeks a remedy described in subsection 9 (1) shall be brought only under this Act. 2017, c. 10, Sched. 3, s. 9.

##### **Same**

(2) Subsection (1) does not affect the power of a municipality or a local board to reprimand a member or suspend a member's remuneration under subsection 223.4 (5) or (6) of the *Municipal Act, 2001* or under subsection 160 (5) or (6) of the *City of Toronto Act, 2006*. 2017, c. 10, Sched. 3, s. 9.

#### **Section Amendments with date in force (d/m/y) [ + ]**

## GENERAL

**Insurance**

**14** (1) Despite section 279 of the *Municipal Act, 2001* or section 218 of the *City of Toronto Act, 2006*, as the case may be, the council of every municipality may at any time pass by-laws,

- (a) for contracting for insurance;
- (b) despite the *Insurance Act*, to enable the municipality to act as an insurer; and
- (c) for exchanging with other municipalities in Ontario reciprocal contracts of indemnity or inter-insurance in accordance with Part XIII of the *Insurance Act*,

to protect a member of the council or of any local board thereof who has been found not to have contravened section 5, 5.1 or 5.2 against any costs or expenses incurred by the member as a result of a proceeding brought under this Act, and for paying on behalf of or reimbursing the member for any such costs or expenses. R.S.O. 1990, c. M.50, s. 14 (1); 2002, c. 17, Sched. F, Table; 2006, c. 32, Sched. C, s. 33 (2); 2017, c. 10, Sched. 3, s. 10 (1).

**Insurance Act does not apply**

(2) The *Insurance Act* does not apply to a municipality acting as an insurer for the purposes of subsection (1). R.S.O. 1990, c. M.50, s. 14 (2).

**Surplus funds**

(3) Despite section 387 of the *Insurance Act*, any surplus funds and the reserve fund of a municipal reciprocal exchange may be invested only in accordance with subsection 279 (2) of the *Municipal Act, 2001* or subsection 218 (3) of the *City of Toronto Act, 2006*, as the case may be. 2017, c. 10, Sched. 3, s. 10 (2).

**Reserve funds**

(4) The money raised for a reserve fund of a municipal reciprocal exchange may be expended or pledged for, or applied to, a purpose other than that for which the fund was established if two-thirds of the municipalities that are members of the exchange together with two-thirds of the municipalities that previously were members of the exchange and that may be subject to claims arising while they were members of the exchange agree in writing and if section 386 of the *Insurance Act* is complied with. R.S.O. 1990, c. M.50, s. 14 (4); 2009, c. 33, Sched. 21, s. 7.

**Local boards**

(5) A local board has the same powers to provide insurance for or to make payments to or on behalf of its members as are conferred upon the council of a municipality under this section in respect of its members. R.S.O. 1990, c. M.50, s. 14 (5).

**Former members**

(6) A by-law passed under this section may provide that it applies to a person who was a member at the time the circumstances giving rise to the proceeding occurred but who, prior to the judgment in the proceeding, has ceased to be a member. R.S.O. 1990, c. M.50, s. 14 (6).

**Section Amendments with date in force (d/m/y) [ + ]****Conflict with other Acts**

**15** In the event of conflict between any provision of this Act and any provision of any general or special Act, the provision of this Act prevails. R.S.O. 1990, c. M.50, s. 15.

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**Français**



# **Election Rules, Signage & Advertising**

# Township of Puslinch Election By-law Sign Guide

*In accordance with Township of Puslinch By-law 2025-038*



TOWNSHIP OF  
**PUSLINCH**

EST. 1850

# Contact Us

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 [@TwpPuslinchON](https://twitter.com/TwpPuslinchON)

 [@townshipofpuslinch](https://www.instagram.com/townshipofpuslinch)

## Regular Office Hours

Monday-Friday  
9:00 a.m. to 4:30 p.m.

Saturday and Sunday  
Closed

## Summer Office Hours

(July 2nd-August 31st)

Monday-Friday  
8:30 a.m. to 4:00 p.m.

Saturday and Sunday  
Closed

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# Election Signs - Quick Guide

## What is an Election Sign?

### Section 2.0

Any sign that promotes, supports, opposes or shares a message about something related to an election.

This includes:

- A candidate or political party
- An issue connected to a candidate or party
- A question, law or by-law that voters are being asked to decide on



## Who Must Follow this By-law?

### Section 3.1

The requirements of the by-law apply to:

- Anyone who places, installs, or displays an election sign
- Candidates and third parties
- Property owners allowing elections signs to be posted on their property

## When Can Election Signs be Placed?

### Section 3.4

#### Municipal Elections

- No earlier than the day that the Candidate has been nominated or registered and no earlier than 45 days prior to Election Day

#### Federal and Provincial Elections

- No earlier than the election is officially called (writ issued)

*For the 2026 Municipal Election, this date is September 11, 2026.*

# Election Signs - Quick Guide

## Where Can Election Signs be Placed?

### Private Property (Section 3.6)



- Must have permission from the property owner or tenant
- There is a maximum of 1 sign per candidate per property or 1 per unit per candidate for multi-unit properties and placed 1 metre from each other
- Signs must be at least 1 metre from the property line or street

### Highways and Boulevards (Section 3.7)



- Election signs may be placed on highways and boulevards so long as they:
  - Do not block pedestrians or vehicles
  - Do not interfere with snow removal or maintenance
  - Are not installed by digging, drilling, or damaging the surface

## Spacing Between Signs

### Section 3.7

When placing election signs on highways:

- **Residential areas:** Minimum 10 metres apart (same candidate/ third party)
- **Commercial/industrial areas:** Minimum 50 metres apart (same candidate/third party)



# Election Signs - Quick Guide

## Where are Election Signs Not Allowed?

### General Restrictions (Section 3.5)



- Election signs are not allowed where they create a safety hazard or where they block:
  - Traffic visibility
  - Sidewalks
  - Emergency access (hydrants, exits etc.)



### Public Property (Section 3.9)

- Election signs are not permitted on public property



### Structures and Objects (Section 3.5.4)

- Election signs are not allowed to be attached to trees, utility polls (hydro, telephone, light standard), fences or infrastructure



### Roadways and Traffic Areas (Section 3.7)

- Election signs are not allowed on the roadway, on medians or roundabouts, or on highway structures



### Near Voting Locations (Section 3.8)

- No election signs are allowed within 100 metres of a voting place on voting days with the exception of a residential private property

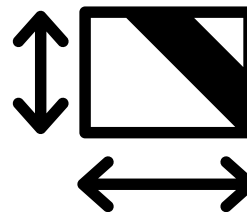
## Election Sign Requirements

### Section 3.2

- All election signs must be in good condition and not create a safety hazard
- Election signs must not:
  - Be illuminated
  - Move, swing, or rotate
  - Be a roof sign, inflatable sign, or banner sign

### Size Limits

- Maximum area: 1.5 metres<sup>2</sup>
- Maximum height: 2.0 metres



# Election Signs - Quick Guide

## What Must be on the Sign?

### Section 3.3

- All election signs must clearly identify who is responsible for the sign
- Third Party Signs must also include:
  - The name of the registered third party
  - The municipality where the third party is registered
  - Contact information (phone number, email address, or mailing address)

Signs must not:

- Include the Township logo, election logo, crest or seal
- Be obscene, defamatory or discriminatory

*For the 2026 Municipal Election, this date is October 29, 2026.*

## Removal of Election Signs

### Section 3.10

- All election signs must be removed within 72 hours (3 days) after Election Day
- Campaign office signs must be removed within 1 week following Election Day
- The Township may remove signs without notice if they are unsafe or non-compliant, recover removal costs from the sign owner, and dispose of removed signs

For more information, questions, or clarification on election sign rules, including key dates for upcoming municipal, provincial, or federal elections, contact the Corporate Services Department at [admin@puslinch.ca](mailto:admin@puslinch.ca).



**THE CORPORATION OF THE TOWNSHIP OF PUSLINCH**

**BY-LAW NUMBER 2025-038**

A By-law to Manage and Regulate Election Signs in the Township of Puslinch.

**WHEREAS** the Municipal Act, S.O. 2001, c.25, Section 8, provides that the Act shall be interpreted broadly so as to confer board authority on municipalities to enable municipalities to govern their affairs as they consider appropriate and enhance their ability to respond to municipal issues;

**AND WHEREAS** the Municipal Act, S.O. 2001, c.25, Section 9, provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under the Act;

**AND WHEREAS** the Municipal Act, S.O. 2001, c.25, Section 11, provides that a lower-tier municipality may pass by-laws respecting matters of jurisdiction set out therein, inter alia; structures including signs;

**AND WHEREAS** the Municipal Act, S.O. 2001, c.25, Section 23.2 authorizes the Township to delegate its powers to an officer, employee, or agent of a municipality;

**AND WHEREAS** the Municipal Act, S.O. 2001, c.25, Section 63, provides that a by-law may prohibit or regulate the placing or standing of an object on or near a Highway, and may provide for the removal and impounding or restraining and immobilizing of an object placed or standing on or near a Highway;

**AND WHEREAS** the Municipal Act, S.O. 2001, c.25, Section 425 establishes that any person who contravenes any by-law of the municipality, may be, passed under the Act, is guilty of an offence;

**NOW THEREFORE** the Council of the Township hereby enacts as follows:

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## **1.0 GENERAL**

### **1.1 Short Title**

a) This By-law may be referred to as the “Election Sign By-law”.

### **1.2 Administration**

a) This By-law applies to all Property in the geographic area within the Township.

b) The Municipal Clerk shall be responsible for the administration of this By-law.

### **1.3 Delegated Authority**

a) The Municipal Clerk is authorized and has the delegated authority to:

- i. Establish appropriate requirements, forms and guidelines;
- ii. Ensure compliance with Section 3.0 of this By-law.

### **1.4 Conflict**

a) Where there is a conflict between a provision of this By-law and a provision of any other Township by-law, the provision that establishes the highest standards shall apply.

## **1.5 Severability**

- a) If a court of competent jurisdiction declares any section, or any part of any section, of this By-law to be invalid, or to be of no force or effect, it is the intention of the Township that every other provision of this By-law be applied and enforced in accordance with its terms to the extent possible according to law.

## **1.6 Compliance with Other Laws**

- a) This By-law, and the provisions contained within, are intended to be complimentary to federal and provincial statutes and regulations, and to other by-laws passed by the Council. If any other applicable law requires a higher standard than this By-law requires, the higher standard shall apply.
- b) By-laws, statutes, regulations, and guidelines referenced in this By-law, including in Schedule A, include any amendments, replacements, or updates to those by-laws, statutes, regulations, and guidelines

## **2.0 DEFINITIONS**

In this By-law:

“Awning Sign” means a Sign with copy painted or affixed flat to the surface of an Awning, which does not extend vertically or horizontally beyond the limits of such Awning;

“Banner Sign” means a Sign made from cloth, plastic or a similar lightweight non-rigid material displaying a message in words or symbols, including a recognized flag, Awning Sign, Feather Banner Sign, Wall Banner Sign or Fascia(Wall) Sign;

“Billboard Sign” means a ground Sign that is owned and maintained by a Person engaged in the rental or leasing of the sign face area for advertising goods, services, or facilities that are not sold or offered on the Property where the Sign is Placed and is either single faced or double faced but does not include Ground Sign or Electronic Billboard;

“Boulevard” means that part of a Highway from the edge of the Roadway to the Sidewalk, or if no Sidewalk is present, that part of the Highway from the edge of the Roadway to the a nearest lateral property line of the Highway;

“Campaign Office” means one building or structure, or part of one building or structure, used by a Candidate;

“Canada Elections Act” means the Canada Elections Act, S.C. 2000, c.9, as amended and any successor legislation;

“Candidate” means a person who has been nominated or registered under the Canada Elections Act, the Election Act, or the Municipal Elections Act, 1996;

“Designated Official” means the Chief Building Official, Municipal Clerk, or their designates.

“Election Act” means the Election Act, R.S.O. 1990, c.E.6, as amended and any successor legislation;

“Election Sign” means any Sign promoting, supporting, opposing or taking a position with respect to:

- i. A question, law or by-law submitted to the electors under the Canada Elections Act, the Election Act, the Municipal Elections Act, 1996, or any other legislation;
- ii. An issue associated with a person or political party participating in an election under the Canada Elections Act, the Election Act or the Municipal Elections Act, 1996; or
- iii. A Candidate or political party participating in an election under the Canada Elections Act, the Election Act or the Municipal Elections Act, 1996;

“Fascia(Wall) Sign” means a single-faced Sign, constructed of a permanent and rigid material, that is attached and position parallel to the exterior wall of a building or structure;

“Feather Banner Sign” means a Sign that is made from cloth or a similar non-rigid material which is affixed to the ground and supported by a pole;

“Highway Traffic Act” means the Highway Traffic Act, R.S.O. 1990, c.H.8, and Ontario Regulations thereunder, as amended from time to time, and any successor legislation;

“Highway” means a common and public highway and includes a street, avenue, parkway, driveway, square, place, bridge, viaduct or trestle, any part of which is intended for or used by the general public for passage of Vehicles and includes that area between the lateral property lines thereof.

“Inflatable Sign” means a Sign filled with air or gas;

“Municipal Act” means the Municipal Act, 2001, S.O. 2001, c. 25, as amended and any successor legislation;

“Municipal Elections Act, 1996” means the Municipal Elections Act, 1996, S.O. 1996, c.32, as amended and any successor legislation;

“Municipal Clerk” means the Township’s clerk appointed by the Council or their designate.

“Officer” means a Person designated by by-law of the Township to enforce this By-law.

“Owner” means the Person who Places or permits the placing of an Election Sign or any person described on the Election Sign, whose name, address or telephone number is

on the Election Sign or who benefits from the message on the Election Sign and for the purposes of this By-law there may be more than one owner of an Election Sign;

“Person” includes individuals, firms, sole proprietorships, partnerships, associations, trusts, corporations, directors and officers of corporations, trustees, and agents, and the heirs, executors, assigns or other legal representatives of a person to whom the context can apply in law, and for the purposes of this By-law includes Owner;

“Place” means attach, affix, install, erect, build, construct, reconstruct, move or display of a Sign and “placing” or “placement” have a corresponding meaning;

“Private Property” means real property that is not a Highway or Public Property;

“Public Property” means real property owned or under the control of the Township, County of Wellington, Provincial Government, Federal Government or any of their respective agencies, boards or commissions but, for the purposes of this By-law, does not include a Highway or real property where one or more persons reside;

“Roadway” means that part of a Highway that is improved, designed or ordinarily used for vehicular traffic including reserved lanes, shoulders and curbs and gutters;

“Roof Sign” means any Sign that is attached to or is located more than one (1) metre above the roof line or a building or structure, any Sign that is Installed or located wholly above the roof of a building and/or any Sign Installed, constructed or attached to or located wholly above the parapet of a building;

“School Crossing” means any portion of a Roadway designated by by-law of the City, indicated as a school Zone by Signs on the Highway as prescribed by the Highway Traffic Act;

“Sidewalk” means that part of a Highway with a surface that is improved, designed or ordinarily used for the use of pedestrians or bicycles and includes a multi-use path;

“Sign” means any devise, object or thing which directs attention to, and which is designed to convey a message and that is placed for the purpose of advertising goods and services offered, for identifying a business, organization, or enterprise, and/or for conveying any other type of message. This definition includes the supports, braces, or other appurtenances associated with such Signs;

“Sign Area” means the area of one side of a Sign where copy can be placed;

“Sign Height” means the vertical height of a Sign from the finished grade to the highest part of the Sign;

“Street Line” means a lot line dividing a lot from a Street and is the limit of the Road Allowance;

“Third Party” means any person or entity, including but not limited to a corporation or trade union, who is not a registered Candidate, political party, or constituency association, who incurs expenses with respect to:

- i. A question, law or by-law submitted to the electors under the Canada Elections Act, the Election Act, Municipal Elections Act, 1996 or any other legislation;
- ii. An issue associated with a person or political party participating in an election under the Canada Elections Act, the Election Act or the Municipal Elections Act, 1996; or
- iii. A Candidate or political party participating in an election under the Canada Elections Act, the Election Act or the Municipal Elections Act, 1996;

“Traffic Control Device” means a signal or Sign located at an intersection that is intended to control the flow of traffic at the intersection. For the purposes of this By-law, any measurement from a Traffic Control Device shall be taken from the pole or post supporting such device;

“Township” means The Corporation of the Township of Puslinch;

“Voting Place” means a place where electors cast their ballots and:

- i. When a Voting Place is located on Public Property, includes all of the area enclosed by the lot lines of the Public Property and any Highway abutting; or
- ii. When a Voting Place is located on Private Property, includes all of the common elements of the Private Property and any Highway immediately abutting;

“Wall Banner Sign” means a Temporary Sign that is made from cloth or a similar lightweight non-rigid material which is secured or mounted to a building.

“Zone” means the Township’s Comprehensive Zoning By-law, as applicable and amended from time to time.

### **3.0 PROHIBITIONS AND GENERAL PROVISIONS**

#### **3.1 Prohibitions**

- a) No Owner shall place or permit to be placed, or allow to remain placed, any Election Sign within the geographic limits of the Township except in accordance with this By-law.
- b) Every Owner shall ensure compliance with this By-law.
- c) No Person shall destroy or deface an Election Sign.
- d) Every Person who contravenes any provision of this By-law is guilty of an offence.

#### **3.2 Sign Type**

- 3.2.1 With the exception of a Billboard Sign and an Election Sign on vehicles, no Owner shall Place or permit to be Placed an Election Sign that:

- a) Is illuminated, moves, swings or revolves;
- b) Is a Roof Sign, Inflatable Sign, or Banner Sign;
- c) Has a Sign Area of more than 1.5m<sup>2</sup>;
- d) Has a Sign Height more than 2.0m; or
- e) Interferes with the safe operation of vehicular traffic or the safety of pedestrians.

3.2.2 No Election Sign shall be in a state of disrepair and every Owner shall ensure that the Owner's Election Signs remain in a state of repair.

### **3.3 Contents of an Election Sign**

3.3.1 Each Election Sign shall identify who is responsible for the messaging.

3.3.2 Each Third Party Sign shall identify the name of the registered Third Party, the municipality where the Third Party is registered and a telephone number, mailing address or email address at which the registered Third Party may be contacted.

3.3.3 No Owner shall display the Township's logo, election logo, crest or seal in whole or part on any Election Sign.

3.3.4 No Owner shall display any Sign which:

- a) is obscene as that term is understood under the Criminal Code, R.S. C 1985, c, C-46, as amended;
- b) displays defamatory statements, and/or
- c) by its words, symbols, or images is degrading or dehumanizing to an individual or group, particularly but not limited to on the basis of grounds protected under the Human Rights Code (Ontario);

### **3.4 Timing of Election Sign Placement**

3.4.1 No Owner shall Place or permit to be Placed an Election Sign for a federal or provincial Election or by-election earlier than the issuance of the Writ of Election or By- Election.

3.4.2 No Owner shall Place or permit to be Placed an Election Sign for a municipal election earlier than the day that the Candidate has been nominated or registered and no earlier than:

- a) 45 days prior to Election Day in the year of a regular election; or
- b) Nomination Day for a by-election.

### **3.5 Location – General**

3.5.1 Election Signs are permitted in any Zone.

3.5.2 No Election Sign shall be located where it will interfere with the safe movement or visibility of any vehicle or pedestrian traffic or where it is a general hazard to public safety.

3.5.3 No Election Sign shall be located so as to obstruct or impede any fire escape, fire exit, door, window, scuttle, skylight, flue, air intake or air exhaust, nor so as to

prevent or impede the free access of emergency personnel to any part of a building, including any emergency water connection or fire hydrant.

3.5.4 No Election Sign shall be affixed to a tree, pipe, telephone pole, hydro pole, light standard, fence or any other utility infrastructure.

### **3.6 Location – Private Property**

3.6.1 Only one Election Sign per Candidate will be allowed per Private Property unless the Private Property consists of multiple residential properties, then one Election Sign per Candidate per unit will be allowed, provided that the Signs are a minimum of 1 metre apart.

3.6.2 No Owner shall Place or permit to be Placed an Election Sign on Private Property without the property owner's or an occupant's consent.

3.6.3 Election Signs must be set back 1.0m from the Street Line and/or adjacent Property

### **3.7 Location – Highways**

3.7.1 No Owner shall Place or permit to be Placed an Election Sign so that the Election Sign:

- a) Is on a Roadway;
- b) Impedes or obstructs the passage of vehicles or pedestrians where they are reasonably expected to drive, walk or park;
- c) Impedes or obstructs snow removal and/or roadside grass cutting and/or any maintenance operation performed by the Township or any other road authority;
- d) If on a Highway within a residential Zone, is less than 10m from another Election Sign for the same Candidate or Third Party; or
- e) If on a Highway within a commercial and/or industrial Zone, is less than 50 metres from another Election Sign for the same Candidate or Third Party; or,
- f) On a Highway in front of a Public Property; or,

3.7.2 No Owner shall Place or permit to be Placed an Election Sign on a Highway structure.

3.7.3 No Owner shall dig, drill or drive into asphalt, concrete, brick or any other hard improved surface on a Highway when placing an Election Sign.

3.7.4 No Owner shall drill or drive into a wooden, metal, concrete or other Highway structure when placing an Election Sign.

3.7.5 No Owner shall place an Election Sign on the island or outside side of a Roundabout.

### **3.8 Location – Near Voting Places**

3.8.1 On any day when electors are casting their ballots, no Owner shall Place, or permit to be Placed, any Election Sign on land within 100 metres of a Voting Place, unless such land is a residential Private Property.

### **3.9 Location – On Public Property**

3.9.1 No Owner shall Place or permit to be Placed, an Election Sign on Public Property.

### **3.10 Removal of Election Signs**

3.10.1 Every sign placed legally in accordance with this By-law shall not be removed by any Person except in accordance with this By-law.

3.10.2 Every Owner shall remove all of the Owner's Election Signs within 72 hours (3 days) immediately following 11:59 p.m. of the day of the Election.

3.10.3 Every Campaign Office locations shall remove all Election Signs within 1 week immediately following 11:59 p.m. of the day of the Election.

3.10.4 The Municipal Clerk may remove or cause to be removed immediately, without notice, any Municipal Election Sign that creates a hazard or does not comply with this By-law.

3.10.5 The Municipal Clerk may remove or cause to be removed immediately, without notice, any Federal or Provincial Election sign that creates a hazard or does not comply with this By-law.

3.10.6 The Municipal Clerk may recover the expense for the removal of an Election Sign from the Owner of such Sign and may commence proceedings against the Owner to recover such expense.

3.10.7 The Municipal Clerk may, without notice or compensation, destroy or otherwise dispose of Election Signs removed in accordance with this By-law or any other Acts.

### **3.11 Campaign Office Exemptions**

3.11.1 Despite the foregoing provisions, Election Signs may be Placed on a Candidate's Campaign Office once the Candidate has filed their nomination.

## **4.0 ENFORCEMENT**

4.1 This By-law may be enforced by Officers and/or the Designated Official. Without limiting/restricting any other power, duty or function granted by this By-law, Officers and/or the Designated Official may: give direction, issue an Order to discontinue or to perform work and further give verbal or written direction and may enter Property and/or carry out and direct whatever inspection, are reasonably required to determine compliance with this By-law.

4.2 An Order may include but is not limited to:

- a) Immediately desist from the activity constituting or contributing to such contravention; and
- b) Take immediate action to mitigate and/or remediate the impacts of the activity.

4.3 Officers and/or the Designated Official may, at any reasonable time:

- a) Enter and inspect Property determine compliance with the provisions of this By-law, or any Condition of a Permit, or Order issued under this By-law. This power of entry does not allow entry into any dwelling;
- b) Enter the Property to collect information, take photographs, videos, or measurements, readings and samples;
- c) Require the production of copies of reports, manifests or other documents for the purpose of auditing any Sign or compliance with the conditions of a Permit, agreement or Order; and
- d) Require the production of documents for inspection or things relevant to the inspection, inspect and remove documents or things relevant to the inspection for the purpose of making copies or extracts.

4.4 Where an Officer and/or Designated Official has reasonable grounds to believe that an offence has been committed by a Person, the Officer and/or Designated Official may require the name, address, and proof of identity of that Person, and the Person shall supply the required information.

4.5 No Person shall:

- a) Hinder or obstruct or attempt to obstruct the Designated Official, Officer, or person in the discharge of duties under this By-law as required by the Designated Official or Officer in order to bring a Sign into compliance with this By-law or an Order issued under this By-law.
- b) Provide false information in any statement, whether orally, in writing or otherwise, made to an Officer or the Designated Official.
- c) Hinder or obstruct, or attempt to hinder or obstruct, any Officer or Designated Official who is exercising a power or performing a duty under this By-law.
- d) Fail to obey an Order issued under this By-law.

4.6 Where any Sign is Placed, the Owner of the Sign is presumed to have undertaken, caused, or permitted the Sign to be Placed, which presumption may be rebutted by evidence to the contrary on a balance of probabilities.

4.7 If an Officer and/or the Designated Official is satisfied that a Person has Placed any Sign in contravention of the provisions of this By-law, the Officer and/or Designated Official may issue an Order requiring work to be done to correct the contravention.

4.8 Orders issued shall contain the municipal address and/or the legal description of the Property, and shall set out:

- a) Reasonable particulars of the contravention, the work to be done, any work or action required to cease or be undertaken to rectify the contravention, and the period within which there must be compliance with the Order; and
- b) Notification that if the work or action is not done, or ceased, as the case may be, in compliance with the Order within the period specified, the Township may have the work done at the expense of the Owner and seek penalties as outlined in this By-law.

## **5.0 ORDERS**

5.1 Service of any document, including an Order, under this By-law shall be serviced as follows:

- a) Personally, or by prepaid registered mail to the last known address of the Owner, and any other Person to whom the Order is issued;

or

- b) If the Township is unable to effect service on the Owner, a placard containing the terms of the Order may be placed in a conspicuous place on the Property and the placing of the placard shall be deemed to be service of the Order;
- c) In addition to 5.1(a) and/or (b), service of any document may be given by email to the last known email address of the Owner, and any other Person to whom the Order is issued.

5.2 If an Order is served on a Person by registered mail, it shall be deemed to have been served on the Person on the fifth (5<sup>th</sup>) day after the mailing of the order, which deemed service may be rebutted by the Person proving, on a balance of probabilities, that they did not receive the Order.

An Order may also be issued to a new Owner in any case where ownership of the Property has changed but the offence continues or remains.

## **6.0 PENALTIES AND OFFENCE**

### **6.1 Offence**

- a) Every Person who contravenes: (i) any provision of this By-law, (ii) a Condition of a Permit issued under this By-Law, and/or (iii) an Order issued under this By-law, is guilty of an offence and upon conviction is liable to the penalties provided for in this By-law and provided for in the Provincial Offences Act, R.S.O. 1990, c. P. 33, as amended.
- b) If an Order has been issued under this By-law, and the Order has not been complied with, the contravention of the Order shall be deemed to be a continuing offence for each day or part of a day that the Order is not complied with.

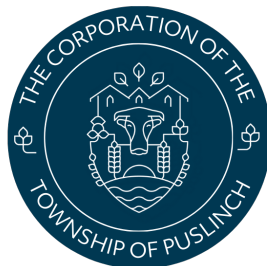
## 6.2 Penalties

- a) Every Person who is guilty of a non-continuing offence under this By-law shall be subject to the following penalties:
  - i. Upon a first conviction under this By-law, to a fine of not less than \$500 and not more than \$50,000 per offence;
  - ii. Upon a second or subsequent conviction under this By-law, to a fine of not less than \$500 and not more than \$100,000 per offence;
- b) Every Person who is guilty of a continuing offence under this By-law shall upon conviction be subject to a fine of not less than \$500 and not more than \$10,000 for each day or part of a day that the offence continues up to a maximum of \$100,000 per continuing offence.
- c) When a Person has been convicted of an offence under this By-law, the Ontario Court of Justice or any Court of competent jurisdiction thereafter may, in addition to any other penalty or remedy imposed on the Person convicted, make an Order:
  - i. prohibiting the continuation or repetition of the offence by the Person convicted; and/or
  - ii. requiring the Person convicted to remove material from, repair or rehabilitate, at the convicted Person's expense, a property or undertaking to achieve compliance with this By-law within such reasonable time as the Court orders.
- d) The Township may recover its costs of remedying a violation of this By-law by invoicing the Owner, by instituting court proceedings or by adding the cost, including interest, to the tax roll, and the exercise of any other available remedy.

## 7.0 EFFECTIVE DATES

- a) This By-law shall come into force and effect upon its passage.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 5<sup>th</sup> DAY OF MARCH 2025.**



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James Seeley, Mayor

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Justine Brotherston, Interim Municipal Clerk



## THE CORPORATION OF THE COUNTY OF WELLINGTON

### BY-LAW NUMBER 5579-18

A by-law to repeal and replace by-law 4555-03 being a by-law to regulate the erection and location of signs or advertising devices on and adjacent to county roads.

**WHEREAS** pursuant to Section 11 of the Municipal Act S.O. 2001 C.25 authority is given to the upper tier municipality to pass a by-law to regulate signs and pursuant to Section 59 of the said Act, authority is given to an upper-tier municipality to pass a by-law to prohibit or regulate the placing or erecting of signs, notices or advertising devices on County roads and within 400 metres of any limit of an upper-tier highway;

**AND WHEREAS** The Corporation of the County of Wellington deems it necessary and expedient to enact a by-law to regulate the erection and display of signs and other advertising devices on county roads and within 400 metres of any limit of County roads, except within urban system as defined in the County of Wellington's Official Plan;

**NOW THEREFORE** The Corporation of the County of Wellington, enacts as follows:

#### 1. DEFINITIONS

The definitions of words that appear in italics in this by-law, are set out in Appendix A.

#### 2. ADMINISTRATION

The County Chief Administrative Officer (CAO) or any person designated in writing by the CAO shall be responsible for the administration of this by-law.

#### 3. INTERPRETATION

- (1) Words importing the singular number or the masculine gender only, include more persons, parties, or things of the same kind than one, and females, as well as males, and the converse.
- (2) A word interpreted in the singular number has a corresponding meaning when used in the plural.
- (3) In case of conflict between the provisions in this by-law and the provisions of other applicable by-laws or regulations, the most restrictive provisions shall apply.

#### 4. GENERAL PROVISIONS

- (1) No *person* shall *erect*, display, *alter* or allow the *erection*, display or alteration of any *sign*, notice or *advertising device* on or overhanging a *county road* and on publicly or privately owned lands within 400 metres of any limit of a *county road line* without obtaining a permit under this by-law with the exception of the signs listed in section 4(2) where it is stated that no permit is required. Notwithstanding the fact that no permit is required for signs listed in section 4 (2), all other aspects of this by-law apply. This by-law does not apply within the Urban System as defined in the County's Official Plan.

*Signs* that are permitted on a *County road* are restricted to the following:

(2) **Signs not requiring a permit:**

- a) election *signs*, which may be displayed after the issuance of writs for a provincial or federal election, or within six weeks immediately preceding a municipal election, and which are to be removed at the candidates' expense within 48 hours after the day of the election;
- b) temporary *signs* to advertise fresh farm produce or Christmas trees not exceeding 1.5 square metres in *sign area*;
- c) a non-illuminated *real estate sign*, placed in front of the property for sale, up to a maximum of one *sign* for each 200 m along the property frontage, not exceeding 0.8 square metres in *sign area*;
- d) emergency or municipal address numbering and identification *signs* not exceeding 0.3 square metres in *sign area*;
- e) farm gate/farm name or crop identification signs
- f) non-illuminated trespassing, safety or warning *sign* not exceeding 0.5 square metres in *sign area*;

(3) **Signs that are permitted on a County Road and require a permit**

- a) *signs* identifying municipalities, with the exemption of County of Wellington gateway signs
- b) service club *signs*;
- c) *signs* pertaining to public community safety *signs* such as County of Wellington Crime Stopper, *signs*;
- d) *signs* marking walking trails, and snowmobile crossings;
- e) *signs* which gives directions or instructions for the control of vehicular or pedestrian traffic and shall include an entry and exit sign;
- f) *signs* advertising community events such as fall fairs;
- g) official signs;
- h) blue and white approved TODS trail blazer *signs* (Tourism Oriented Directional Signage);

- i) Signs approved through the County Directional Tourism Signage Programme
- (4) **The following *signs* are specifically prohibited:**
  - (a) a *sign* larger than 3.0 square metres (4' x 8') on a *County road*, with the exception of municipal entrance signage and, a *sign* larger than 9.0 square metres within 400 metres of any limit of a County line;
  - (b) *abandoned sign*;
  - (c) *portable sign on any county road*;
  - (d) *flashing or animated sign*;
  - (e) a *sign* in any location on *county roads* or within 400 m of any *county road line* which interferes or obstructs the view of any traffic signal or is in any manner hazardous or dangerous to pedestrian or vehicular traffic;
  - (f) a *sign* which does not comply with the provisions of this by-law or of the Ontario Building Code;
  - (g) a *sign* encroaching on a fire route or obstructing fire exits;
  - (h) a *sign* supported by a tree;
  - (i) a *sign* in a location which may interfere with or damage any above or below ground municipal or utility services which have been lawfully placed at the location;
  - (j) a *sign* or advertising device affixed, attached or displayed on a utility pole or light standard except for an *official sign* or *sign* pertaining exclusively to public safety;
  - (k) a *sign* or advertisement attached on a vehicle or trailer which is parked or located for the primary purpose of displaying the said *sign* or advertisement;
  - (l) a *sign* which does not comply with the provisions of a by-law of the member municipality in which it is proposed;
  - (m) a *sign* which has lighting facilities, used to illuminate *signs*, that fails to deflect light away from operators of motor vehicles;
  - (n) a *sign* or advertising device constructed on any County road with a support system that will not break away if struck by a vehicle;
  - (o) more than two signs advertising a business, which are remote from that place of business, other than those businesses referred to in clauses:
    - 4(2) (b) i.e. farm fresh produce and Christmas tree vendor locations,
    - 4(3) (h) blue and white approved Tourism Orientated Directional Signage (TODS) trail blazer signs,
    - 4(3) (i) Signs approved through the County Directional Tourism Signage Programme.
  - (p) banners across County roads.
- (5) No *person* shall *erect a sign on a County road* other than by *County* forces, or by a contractor approved by the *County* in writing and such *erection* of *signs* and *advertising devices* shall be at such *person's* expense.

## 5. APPLICATION FOR SIGN PERMIT

Subject to the General Provisions:

- (1) Every applicant for a *sign* permit shall complete a *sign* permit application provided by the *County*, submit all necessary plans and drawings, a letter of permission from the *property owner* on whose land the *sign* is proposed to be *erected*, unless the *sign* is proposed to be on a *County road*, and an installation deposit as may be determined by the *County* for signs proposed for installation on a *County road*.

- (2) *Sign* Permit Information

All plans and drawings accompanying a *sign* permit application on a *county road* shall contain the following information:

- (a) a key plan showing the location of the land on which the proposed *sign* is to be located and the nearest major intersection;
- (b) the location of the proposed *sign*;
- (c) details of the *sign* drawn to scale, including dimensions, *sign area*, colour scheme and any other information as may be requested to assist in the review to determine compliance with this by-law;
- (d) the location of any existing structures, above ground utilities, underground utilities, walkways, driveways, vehicular access and egress points;
- (e) identification of adjacent buildings, structures and *signs*;

## 6. VARIANCES

- (1) Where the provisions of this by-law are proposed not to be met, an application may be made to the *Council* for a variance to the by-law.
- (2) Applications for a variance shall clearly set out why the provisions of the by-law cannot be met and the necessity for the *sign*.
- (3) Council may, upon application for a variance from the provisions of this by-law, authorize such minor variances where the general intent and the purpose of the by-law are maintained.

## 7. EXPIRATION OF A SIGN PERMIT

If a sign, covered by a sign permit, is not erected or displayed for its intended purpose within 12 months of the issuance of said permit; the permit will be deemed null and void.

## 8. REVOCATION OF A SIGN PERMIT

The County may revoke a permit under the following circumstances:

- (1) where the permit has been issued in error by the *County*; or
- (2) where the *sign* does not conform with this by-law, the Ontario Building Code, or any other applicable regulation or legislation; or

- (3) where the permit has been issued as the result of false, mistaken, incorrect, or misleading statements, or undertakings on the application.

## 9. MAINTENANCE OF SIGNS

- (1) The *owner* of any sign, shall maintain or cause such *sign* to be maintained in a proper state of repair, so that such *sign* remains completely operative at all times and does not become *unsafe*, defective, dangerous, or an eye sore in the opinion of the County. All *signs* and *sign structure* shall be kept clean, neatly painted, and not allowed to fade.
- (2) Maintenance or repairs using materials identical to the materials of the component being maintained or repaired does not constitute an alteration so as to require a permit to be issued.

## 10. PENALTIES AND ENFORCEMENT

- (1) Every *person* who contravenes any provision of this by-law is guilty of an offence. Pursuant to the provisions of the Provincial Offences Act, R.S.O. 1990 c P.33, as amended, upon conviction a *person* is liable to a fine of not more than \$5,000.00 exclusive of costs;
- (2) Where a *sign* is deemed not to comply with this by-law, the *CAO* may forward a notice by personal service or regular post, to the *owner*. The notice may require that the illegal *sign* be removed or that the illegal *sign* be made to comply with this by-law not later than the date and time stipulated in the notice. The notice may advise that if the *sign* is not so removed or made to comply within the specified period of time, then the *County* may pull down and remove the *sign* without any further notice at the cost of the *sign owner* and the cost therefor may be collected in like manner as municipal taxes;
- (3) If the notice set out in subsection (2) is not complied with within the specified period of time, the *CAO* may direct *County* forces or an independent contractor to pull down and remove the *sign* at the cost of the *sign owner* and the cost therefore may be collected in like manner as municipal taxes;
- (4) Any *sign* removed as provided for in this section shall be stored by the *County* or an independent contractor for a period of not less than thirty (30) days. During this time the *sign owner* or his agent is entitled to redeem such *sign*, upon completing a signed acknowledgment and release on the prescribed form and upon mailing payment satisfactory to the *County* of the amounts noted below:
  - (a) the sum of \$200.00 or the *County's* actual cost of removing the *sign*, whichever is greater; and
  - (b) a storage charge of \$20.00 per day of part thereof, or \$2.00 per metre square of *sign face* per day or part thereof, whichever is greater.
- (5) Where the *County* has removed a *sign* and stored it for a period of thirty (30) days and the *sign* has not been redeemed, the *County* may then destroy or otherwise dispose of the *sign* without notice to the *sign owner* or his agent.
- (6) None of the foregoing shall limit the *County* from enforcing the provisions of this by-law by any other action or remedy permitted in law.

**11. LIABILITY FOR DAMAGES**

The provisions of this by-law shall not be construed as relieving or limiting the responsibility or liability of any *person* who *erects* or causes or permits or allows to be *erected* any *sign*, from personal injury including injury resulting in death or property damage resulting from such *sign* or from the acts or omissions of such *person*, or his agents, servants, employees, contractors or subcontractors, in the *erection*, alteration, repair or removal of any *sign erected* in accordance with this by-law or any permit issued hereunder. Likewise, the provisions of this by-law shall not be construed as imposing on the *County*, its officers, employees, servants or agents any responsibility or liability whatsoever by reason of the approval of or issuance of a permit for any *sign* or removal of any *sign*.

**12. INDEMNIFICATION**

The applicant for a *sign* permit and the *sign owner* shall be jointly and severally responsible to indemnify the *County*, its officers, employees, servants and agents from all loss, damages, costs, expenses claims, demands, actions, suits or other proceedings of any nature and kind arising from and in consequence of the *erection*, alteration, repair or removal of such *sign*.

**13. VALIDITY**

If a Court of competent jurisdiction declares any section or any part of a section of this by-law invalid, it is the intention of the *County* that the remainder of the by-law shall continue to be in force.

**14. GRAND FATHERING**

Existing free standing signs that do not present a safety concern, but do not comply with other provisions of this bylaw, will be allowed to remain for a period of three years from the effective date of this by-law, after which they shall be removed or modified.

**15. EFFECTIVE DATE**

This by-law takes effect on May 24, 2018.

**16. SHORT TITLE**

This by-law may be referred to as the Sign By-law.

**READ A FIRST, SECOND AND THIRD TIME AND PASSED THIS MAY 24, 2018.**



  
\_\_\_\_\_  
DENNIS LEVER - WARDEN

  
\_\_\_\_\_  
DONNA BRYCE - CLERK

## APPENDIX A

The following words shall have the following meanings in this By-law:

**“abandoned sign”** means any sign located on property which becomes vacant and unoccupied for a period of ninety (90) days or more, or any sign which pertains to a time, event or purpose which no longer applies;

**“advertising device”** means any device or object erected or located so as to attract public attention to any goods or services or facilities or events and includes flags, banners, pennants and lights;

**“alter”** means any change to the sign structure or the sign face with the exception of the rearrangement of numerals, letters or copy applied directly to the face of a sign and specifically designed and intended to be periodically rearranged, the repair and maintenance of a sign, and a change in sign copy;

**“animated sign”** means any kinetic or illusionary motion of all or any part of a sign and includes the rotation of a sign but does not include a changing copy sign;

**“CAO”** means the Chief Administrative Officer of the County or his designate;

**“Council”** means the Council of the *County* of Wellington;

**“County”** means the Corporation of the County of Wellington;

**“County road”** means county road allowances comprising the entire right of way of any county road including daylight corners lying outside urban system and hamlets, as defined in the County Official Plan, under the jurisdiction, control or ownership of the County;

**“County road line”** means the limit of the county road allowance and is the dividing line between a lot and a county road;

**“erect, erected and erection”** include the construction, maintenance, display, alteration, placing or relocation of any sign or portion thereof, and the posting of notices;

**“flashing sign”** means a sign which contains an intermittent or flashing light source or which includes the illusion of intermittent or flashing light by means of animation or an externally mounted light source but does not include an automatic changing sign or electronically controlled message centre;

**“owner”** means the registered owner of the lands or premises, or the person or the person’s authorized agent in lawful control of premises, building, occupancy, sign or other structure;

**“person”** means an individual, business, firm, corporation, association or partnership;

**“portable sign”** means a sign not permanently affixed to the ground and designed in such a manner as to be capable of being moved from place to place;

**“premises”** means a lot under registered ownership and includes all buildings and structures thereon;

**“property”** means a parcel of land having specific boundaries which is capable of legal transfer;

**“real estate sign”** means a temporary non-illuminated sign installed, erected or displayed for the notification that a building, premises or portion thereof is offered for sale, rent or lease;

**“sign”** means any surface, structure and other component parts, which are used or capable of being used as a visual medium to attract attention to a specific subject matter for identification, information or advertising purposes and includes an advertising device or notice;

**“sign area”** means the entire area of a sign face;

**“sign face”** means that portion of a sign, excluding the sign structure, upon which, as part of, against or through which the message of the sign is displayed. Where a sign is composed of individually installed letters, numerals or shapes, the sign face shall mean the area of the smallest polygon containing a maximum of eight (8) right angle sides that encloses the grouping of letters, numerals or shapes;

**“sign owner”** means the owner or lessee of a sign, or his agent. Where there is no owner, lessee or agent for a sign or such persons cannot be determined with certainty, the sign owner shall be deemed to be the person or business having the use or major benefit of the sign, or if such person or business is unknown, the sign owner shall be deemed to be the registered owner of the land upon which the sign is situated;

**“sign structure”** means anything used to support or brace a sign face and which is attached to the ground or a building or structure;

**“sight triangle”** means any sight triangle that is set out in a relevant section of the County zoning by-laws, or a sight triangle otherwise approved by the County;

**“tourist attractions”** means recreational areas, wineries, breweries, golf courses, theatres, and community events such as fall fairs and festivals;

**“tourist service business”** means bed and breakfasts, hotels, motels, restaurants, churches;

**“unsafe”** when used with respect to a sign or a sign structure means a condition which is structurally inadequate or faulty, or could be hazardous to a pedestrian or motorist.

## **Broadcasters and publishers must comply with advertising rules during the 2026 Municipal Election**

Municipal elections will take place on Monday, October 26, 2026.

This notice is intended to inform broadcasters and publishers of their obligations under the [Municipal Elections Act, 1996](#) (the Act) related to candidate and third party advertisements during the upcoming municipal election. This document is for reference only. For legal advice, please consult legal counsel.

### **Candidate advertisement**

A candidate election campaign advertisement is an advertisement in any broadcast, print, electronic or other medium, purchased by or under the direction of a candidate that has the purpose of promoting or supporting their election.

The candidate must be identified in the advertisement.

### **Third party advertisement**

A third party advertisement is an advertisement in any broadcast, print, electronic or other medium that has the purpose of promoting, supporting or opposing a candidate in the election, or a "yes" or "no" answer to a question on the ballot.

Between May 1 and October 26, 2026, third party advertising is subject to restrictions.

Individuals, corporations and trade unions who wish to conduct third party advertising must register with the municipality where they want to advertise. A list of registered third party advertisers for each municipality will be regularly updated and available at each municipality's website.

Third party advertisements must contain the following information:

1. Name of the registered third party advertiser
2. Municipality where the third party advertiser is registered
3. Telephone number, mailing address or email address at which the registered third party advertiser may be contacted regarding the advertisement

### **Obligations for broadcasters and publishers**

Broadcasters and publishers must follow new requirements when running a candidate or third party advertisement, including:

#### **1. Mandatory information**

Mandatory information must be provided to the broadcaster or publisher in writing before the advertisement appears.

**For a candidate advertisement (nominations open May 1):**

- Name of the candidate
- Name, business address and telephone number of the individual who deals with the broadcaster or publisher under the direction of the candidate

**For a third party advertisement (May 1 to October 26, 2026):**

- Name of the registered third party advertiser
- Municipality where the third party advertiser is registered
- Name, business address and telephone number of the individual who deals with the broadcaster or publisher under the direction of the registered third party advertiser

**2. Maintaining records**

The broadcaster or publisher of a candidate or third party advertisement must maintain records for 4 years after the date the advertisement appears. The public must be permitted to inspect the records during normal business hours.

These records must contain:

- Mandatory information described in section 1 (above)
- A copy of the advertisement or the means of reproducing it for inspection
- A statement of the amount charged for its appearance

**3. Broadcasters or publishers as registered third party advertisers**

Broadcasters or publishers who wish to conduct third party advertising must register as a third party advertiser and follow the Act's requirements.

**4. Ongoing obligations**

Broadcasters and publishers should also be mindful of their ongoing obligations relating to contributions under the Act.



# Municipal Context & Reference Materials

--- 2026-2030 ---



TOWNSHIP OF

**PUSLINCH**

EST. 1850

*Strategic Plan*

# Land



## acknowledgement

As the Township of Puslinch looks ahead, it is important to acknowledge the lands and histories that have shaped our community. This acknowledgment affirms our responsibility to the people and territories connected to this place, and to advancing respectful relationships going forward.

The lands we know today as the Township of Puslinch have been home to Indigenous peoples since time immemorial. We acknowledge that we are on the traditional territory of the Hatiwendaronk, as well as the treaty lands and traditional territory of the Anishinaabe and Haudenosaunee.

With increasing encroachment by non-Indigenous settlers in the Township of Puslinch, the Anishinaabe and Haudenosaunee could not continue their traditional lifestyle and settled in their villages along the Credit River and in the Grand River Valley. These Indigenous nations uphold their Treaty Rights within our jurisdiction.

Today, the Township of Puslinch remains home to Indigenous peoples from across Turtle Island. We are grateful to have the opportunity to share and respect Mother Earth and are committed to building constructive and cooperative relationships with the Indigenous nations.



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# Township of Puslinch Council

## Mayor's Message

Puslinch is a community defined by its people, its rural heritage, and its strong sense of place. From our farms and natural landscapes to our hamlets, volunteer organizations, and local businesses, what makes Puslinch special is not only where we are, but how we choose to grow and care for the community we share.



The 2026–2030 Strategic Plan is a roadmap for the years ahead. It reflects the voices of residents, community groups, advisory committees, staff, and Council, and it provides clear direction for how we will protect what matters most while preparing responsibly for the future. This plan is not about doing everything, it is about doing the right things, with intention, accountability, and respect for our rural character.

As pressures from growth, traffic, infrastructure demands, and environmental change continue to affect municipalities across Ontario, Puslinch remains committed to locally driven decision-making, sound financial stewardship, and thoughtful planning. This Strategic Plan helps ensure that growth is managed carefully, services remain responsive, and investments align with community priorities.

On behalf of Council, I would like to thank everyone who took the time to participate in the engagement process and share their perspectives. Your input has shaped this plan and will continue to guide our work. Together, we will build a Township that remains welcoming, connected, and resilient today and for generations to come.

Mayor James Seely  
jseeley@puslinch.ca | 519-763-1226

## Your Councillors



Councillor Sara Bailey  
sbailey@Puslinch.ca  
519-763-1226



Councillor Jessica Goyda  
jgoyda@Puslinch.ca  
519-763-1226



Councillor Russel Hurst  
rhurst@Puslinch.ca  
519-763-1226



Councillor John Sepulis  
jsepulis@Puslinch.ca  
519-763-1226

# Our 2026-2030 Strategic Plan

**Protecting** What Matters, **Planning** for Tomorrow

## Vision:

Puslinch is a connected rural community that grows with intention. Protecting its farmland, natural landscapes, and small-town character while providing the services, opportunities, and connections residents need to thrive today and for generations to come.



**Rural heritage,  
environmental  
stewardship, and  
natural resource  
protection**



**Managed  
growth and  
complete  
communities**



**Connected,  
safe, and  
accessible  
communities**



**Good governance,  
financial stewardship,  
and organizational  
excellence**

## Mission:

The Township of Puslinch serves its community through thoughtful planning, responsible stewardship, and strong local governance. We work collaboratively to manage growth, protect our rural heritage and environment, support community well-being, and deliver reliable services that reflect the values and priorities of our residents.



# Strategic priority

## Rural heritage, environmental stewardship, and natural resource protection

#1 Priority identified by residents: Protecting the environment



**We will preserve Puslinch's rural character, farmland, natural landscapes, and environmental assets while promoting sustainable growth.**

**#1 Reason to live in the Township:  
Rural, open areas**

### Preserve Farmland and Rural Landscapes:

Implement policies and programs targeting at protect agricultural lands, scenic areas, and open spaces from incompatible development.

### Protect Natural Resources and Biodiversity:

Safeguard watercourses, wetlands, woodlands, and other ecological assets through conservation, sustainable land management, and environmental monitoring. Climate related risks will be considered, where relevant across all strategic pillars to support long term resilience, fiscal sustainability and informed decision making.

### Promote Sustainable Growth Practices:

Ensure that new development and infrastructure projects respect the Township's rural character and environmental limits.

### Celebrate and Strengthen Community Heritage:

Support initiatives that preserve historic sites, cultural landscapes, and local traditions that contribute to Puslinch's unique identity.



## Strategic priority

### Managed growth and complete communities

#2 Priority identified by residents: effective land use planning

**We will support balanced, well-planned residential, commercial, and employment development and local business growth, ensuring housing diversity, affordability, resilient infrastructure, and a balanced tax base.**

**78% of residents surveyed like the proximity to larger centres**

#### Enable Balanced Growth and a Sustainable Tax Base:

Support appropriate housing and employment development that creates local jobs, respects rural character, and strengthens the municipal tax base.

#### Maintain Infrastructure Readiness:

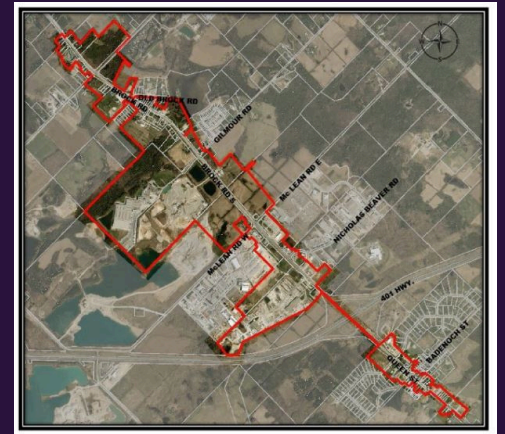
Ensure road infrastructure, servicing, and public facilities can accommodate growth without compromising rural character.

#### Encourage Responsible Land Use:

Implement the Township-specific Official Plan to guide development sustainably.

#### Foster Economic Opportunities:

Support local businesses, entrepreneurship, tourism, and strategic investment by creating a predictable, business-friendly environment that strengthens long-term economic vitality.





## Strategic priority

### Connected, safe, and accessible communities

94% of residents surveyed are satisfied living in Puslinch

We will strive to enhance inclusive, safe, and accessible transportation, active mobility, recreation, and community spaces while strengthening community connectedness, volunteerism, and civic engagement so all residents feel supported, connected, and represented.

**82% of residents access community events in neighbouring municipalities**

#### Enhance Community Participation:

Provide meaningful opportunities for residents to contribute to planning, programs, and decision-making, while fostering shared responsibility for community safety and well-being.

#### Strengthen Community Spirit:

Expand recreation, arts, and cultural programs that bring people together. Host festivals, fairs, and events that showcase Puslinch's history and community spirit.

#### Promote Inclusivity and Accessibility:

Expand community centers, parks, and year-round activity spaces for all ages. Enhance transportation options where feasible. Ensure programs, spaces, and services are equitable for all residents.

#### Support Volunteerism and Local Leadership:

Encourage residents and community groups to take active roles in shaping their community. Partner with schools, libraries, and community organizations for Township and community led programming.



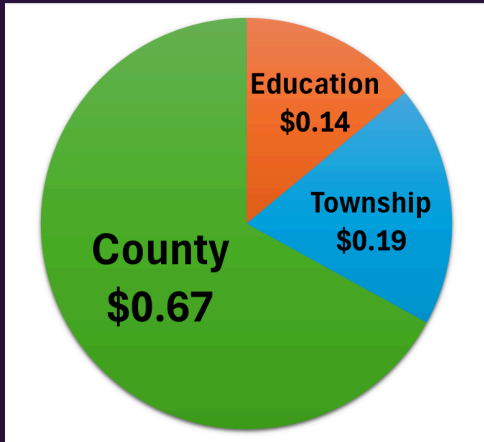


# Strategic priority

**Good governance, financial stewardship, and organizational excellence**

**#3 Priority identified by residents: Developing a more balanced industrial/commercial tax base**

**We will ensure transparent decision-making, responsible financial management, and service excellence to maintain public trust and long-term municipal sustainability.**



### Top 5 community issues:

1. **High taxes**
2. **High speed internet**
3. **Balanced tax base**
4. **Environmental protection**
5. **Quality of life**

### Ensure Transparent Decision-Making:

Communicate clearly about planning, budgeting, and municipal decisions.

### Maintain Financial Stewardship:

Manage tax dollars responsibly while balancing service levels and growth.

### Strengthen Organizational Capacity:

Develop staff and processes to support effective, efficient municipal operations and enhance capacity.

### Foster Partnerships and Collaboration:

Work with neighbouring municipalities, post-secondary institutions, and community organizations to deliver better outcomes.



# Acknowledgements

We extend our sincere appreciation to the residents, community partners, and stakeholders of Puslinch who generously shared their time, perspectives, and insights to help shape this Strategic Plan



**Advisory Committees who participated in workshops to help imagine the future.**



**Community Partners who lent their wisdom and experience through surveys.**



**The many residents who told us about the future they envision for the community they call home.**



**Township staff who worked hard to shape this Strategic Plan and offered their ideas to innovate our services.**

# Accountability Monitoring Results



TOWNSHIP OF

# PUSLINCH

EST. 1850

# Accountability: monitoring results

## Strategic priority #1:

## Rural Heritage, Environmental Stewardship, and Natural Resource Protection

### 1.1 Preserve Farmland and Rural Landscapes

	Project	Lead Dept.	Support	KPIs	Target Year	Status
a.	Continue to support the Top Aggregate Producing Municipalities in Ontario (TAPMO).	CAO/ Corporate Services	County	Increased membership; increased awareness	2026-2030	In progress
b.	Continue to enhance awareness of site alteration permissions through building permit activity.	Building	Corporate Services	Regulatory compliance improvements	2026-2030	In progress
c.	Promote awareness of Farm Safety Program.	Fire	Corporate Services	Engagement with farming community	2026-2030	In progress
d.	Continue to promote awareness of the Farm Tax incentive program.	Finance	–	Inclusion on the website and tax insert/newsletter	2026-2030	In progress

# Accountability: monitoring results

## Strategic priority #1:

## Rural Heritage, Environmental Stewardship, and Natural Resource Protection

### 1.2 Protect Natural Resources and Biodiversity

	Project	Lead Dept.	Support	KPIs	Target Year	Status
a.	Monitor, evaluate, and participate in water resource plans/studies/reports that impact the Township.	Corporate Services	Township consultants & Source Water	Actively participate by submitting comments, reviews, and reporting to Council and the Public	2026-2030	In progress
b.	Continue to educate and bring awareness to building code updates, septic smart, etc.	Building	–	Updated guides, handouts, website	2026-2030	In progress
c.	Enhance collaboration with Conservation Authorities regarding emergency services.	Fire	–	Trail signage and access improvements; aligned emergency communications	2026-2030	In progress

# Accountability: monitoring results

## Strategic priority #1:

## Rural Heritage, Environmental Stewardship, and Natural Resource Protection

### 1.2 Protect Natural Resources and Biodiversity

	Project	Lead Dept.	Support	KPIs	Target Year	Status
d.	Develop a tree planting program in partnership with Green Legacy.	Community Services	PW; Corporate Services; Advisory Committees	Approval of a by-law/policy; trees planted	2028	–
e.	Continue to promote awareness of the Managed Forest Tax Incentive and Conservation Tax incentive programs.	Finance	–	Inclusion on the website, tax insert/newsletter	2026-2030	In progress

# Accountability: monitoring results

## Strategic priority #1:

## Rural Heritage, Environmental Stewardship, and Natural Resource Protection

### 1.3 Promote Sustainable Growth Practices:

	Project	Lead Dept.	Support	KPIs	Target Year	Status
a.	Develop educational awareness initiatives at parks and trails.	Community Services	PW; Advisory Committees	Program adopted; initiatives launched	2028	-
b.	Energy Conservation Demand Management Plan monitoring and updates.	Finance	-	Report to Council	2029	-
c.	Increase awareness of well interference and mitigation such as well incasement.	Building	Corporate Services; Source Water	Compliance for new development and redevelopment	2026-2030	In progress
d.	Continue to educate and bring awareness to zoning, heritage, and Conservation Authority requirements (applicable law).	Building	-	Updated guides, handouts, website	2026-2030	In progress

# Accountability: monitoring results

## Strategic priority #1:

## Rural Heritage, Environmental Stewardship, and Natural Resource Protection

### 1.4 Celebrate and Strengthen Community Heritage

	Project	Lead Dept.	Support	KPIs	Target Year	Status
a.	Continue advancing the Heritage Designation Program.	Corporate Services	Heritage Committee	Properties designated	2026-2027	In progress
b.	Continue advancing the Heritage Plaque Program.	Corporate Services	Heritage Committee	Plaques installed	2026-2030	In progress
c.	Continue advancing the Heritage Financial Incentive Grant Program.	Corporate Services	Finance; Building	Policy & Program adopted	2026-2027	In progress
d.	Establish a Heritage Education Program.	Corporate Services	Heritage Committee; Fire	Program established	2027	–

# Accountability: monitoring results

## Strategic priority #2: Managed growth and complete communities

### 2.1 Enable Balanced Growth and a Sustainable Tax Base:

	Project	Lead Dept.	Support	KPIs	Target Year	Status
a.	Residential Land Study.	CAO	County	OPA 131 adoption	2026/2027	In progress
b.	Employment Land Study.	CAO	County	OPA 131 adoption	2026/2027	In progress
c.	Additional Residential Unit (ARU) Grant Program.	CAO	Corporate Services; Building; Finance	Grant program uptake	2026/2027	In progress
d.	Continue to evaluate the Township Zoning By-law to support housing diversity.	Corporate Services	Building	Housing keeping amendments	2026-2030	In progress
e.	Increasing awareness of employment land inventory.	Corporate Services	Building	Maintain and promote land inventory	2026-2030	-
f.	Continue to work with the County of Wellington to ensure accurate tax assessment.	Finance	-	Annual reporting	2026-2030	In progress

# Accountability: monitoring results

## Strategic priority #2: Managed growth and complete communities

### 2.2 Maintain Infrastructure Readiness

	Project	Lead Dept.	Support	KPIs	Target Year	Status
a.	Highway 6 Bypass advocacy and monitoring project progress.	Corporate Services/CAO	—	Interim measures implemented; public communication	2026-2030	In progress
b.	Traffic and speed monitoring and mitigation.	Corporate Services/CAO	Public Works	Speed mitigation implemented	2026-2030	In progress
c.	Maintain Fire & Rescue Service operational readiness.	Fire	CAO	Maintain adequate staffing levels; training	2026-2030	In progress
d.	Continue to monitor the performance and efficiency of the outdoor rink.	Community Services	Public Works	Usage reports	2026-2030	In progress
e.	Ensuring DCs and CIL of Parkland are sustainable through updates to by-laws.	Finance	CAO	Studies and reporting to Council	2027	—

# Accountability: monitoring results

**Strategic priority #2:  
Managed growth and complete communities**

## 2.2 Maintain Infrastructure Readiness

	Project	Lead Dept.	Support	KPIs	Target Year	Status
f.	Implement the recommendations of the Transportation Master Plan	CAO	Public Works; Finance	Incorporate recommendations into the budget and AM	2027	-
g.	Implement the recommendations of the Fire Master Plan	Fire	CAO, Finance, Corporate Services	Incorporate recommendations into the budget and AM	2026	-

# Accountability: monitoring results

**Strategic priority #2:  
Managed growth and complete communities**

## 2.3 Encourage Responsible Land Use

	Project	Lead Dept.	Support	KPIs	Target Year	Status
a.	Official Plan Development.	Corporate Services	Planning Consultant	Official Plan Adoption	2028	–
b.	Township initiated Zoning By-law Amendment.	Corporate Services	Planning Consultant	ZBA adoption	2029	–
c.	Maintain and monitor fire service agreements.	Flre	CAO; Finance	Regular reporting to Council	2026-2030	In progress
d.	Continue to provide inspection services related to new lot creation conditions.	Building	Corporate Services	Severance condition clearance	2026-2030	In progress

# Accountability: monitoring results

## Strategic priority #2: Managed growth and complete communities

### 2.4 Foster Economic Opportunities

	Project	Lead Dept.	Support	KPIs	Target Year	Status
a.	Complete Community Improvement Plan (CIP) update.	Finance	Corporate Services; County	Updated CIP	2026	In progress
b.	Continue to monitor, evaluate, and promote opportunities to expand offerings within the CIP.	Corporate Services	Finance; Building; County	Updated CIP	2027-2030	–
c.	Expand the support of local businesses through the various Township initiatives.	Corporate Services	–	Meet current goals and bring recommendations to expand to Council	2027-2029	–
d.	Implement the Gateway Signage recommendations included in the Employment Land Study.	Corporate Services	Finance	Signage installed	2027	–

# Accountability: monitoring results

**Strategic priority #2:  
Managed growth and complete communities**

## 2.4 Foster Economic Opportunities

	Project	Lead Dept.	Support	KPIs	Target Year	Status
e.	Promote & participate in pre-consultation services for development and redevelopment.	Corporate Services	All depts.	Improved application processing timelines	2026-2030	In progress
f.	Continue to adhere to legislative timelines for building permit approvals.	Building	–	Permit issuances within legislative timelines	2026-2030	In progress
g.	Beautification of the downtowns.	Corporate Services	Finance	Installation of planters, signage, benches, etc.	2026	In progress
h.	Investigate community benefits charges applicability within the Township.	Finance	CAO	Report to Council	2027	–

# Accountability: monitoring results

**Strategic priority #3:  
Connected, safe, and accessible community**

## 3.1 Enhance Community Participation

	Project	Lead Dept.	Support	KPIs	Target Year	Status
a.	Continue to promote the “virtual counter” through CloudPermit.	Corporate Services	Building	User engagement metrics	2026-2030	In progress
b.	Continue to promote fire public education.	Fire	Corporate Services	Number of events; number of communications; decrease in call volumes	2026-2030	In progress
c.	Continue to promote engagement opportunities through EngagePuslinch.	Corporate Services	All depts.	Annual communications report results	2026-2030	In progress
d.	Engage with emergency services to promote educational awareness.	Community Services	Fire	Regular engagement with OPP, Fire, Safe Communities, Emergency Management, Crime Stopper, etc.	2026-2030	In progress

# Accountability: monitoring results

## Strategic priority #3

### Connected, safe, and accessible community

#### 3.2 Strengthen Community Spirit

	Project	Lead Dept.	Support	KPIs	Target Year	Status
a.	Continue to support and attend local and Township led events.	Corporate Services	All depts.	Increase event participation	2026-2030	In progress
b.	Develop and implement Township run recreational, cultural, and wellness programming including paid drop-in and registered programming.	Community Services	–	Program development and implementation	2026	In progress
c.	Continue to host the Township Community Showcase through partnerships with local groups.	Corporate Services	Community Services	Annual event	2026-2030	In progress
d.	Implement the recommendation from the Recreation and Parks Master Plan.	Community Services	PW	Incorporate recommendations into the budget and AM	2027	–

# Accountability: monitoring results

**Strategic priority #3:  
Connected, safe, and accessible community**

## 3.3 Promote Inclusivity and Accessibility

	Project	Lead Dept.	Support	KPIs	Target Year	Status
a.	Enhance accessibility of our trail systems through monitoring and maintenance.	Community Services	PW	Increased user participation	2027	–
b.	Enhance awareness, particularly with youth, regarding the County Ride Well program to extend transportation options within Puslinch and Guelph.	Community Services	–	Increased user participation	2026-2030	In progress
c.	Monitor and update the Township <i>Accessibility for Ontarians with Disabilities Act</i> 5-year plan and annual reporting to ensure Township facilities/digital platforms remain accessible and compliant.	Community Services	–	Compliance with the Plan and legislation	2026-2030	In progress

# Accountability: monitoring results

**Strategic priority #3:  
Connected, safe, and accessible community**

## 3.4 Support Volunteerism & Local Leadership

	Project	Lead Dept.	Support	KPIs	Target Year	Status
a.	Continue to enhance community partnerships and local volunteerism.	Corporate Services	All depts.	Increased annual grant program participation; awards and recognition; Township support	2026-2030	In progress
b.	Partner with the local/nearby schools to establish a volunteer fair to connect youth with community groups.	Community Services	--	Host a volunteer fair	2028	-
c.	Continue to collaborate with local sports groups and community groups to promote recreation and expand internal capacity.	Community Services	-	Promote events; support groups with resources and grants	2026-2030	In progress

# Accountability: monitoring results

**Strategic priority #4:  
Good governance, financial stewardship, and organizational  
excellence**

## 4.1 Ensure Transparent Decision-Making

	Project	Lead Dept.	Support	KPIs	Target Year	Status
a.	Monitor and update the procedural by-law when required.	Corporate Services	–	By-law enactment	2028	–
b.	Conduct elected/appointed official training.	Corporate Services/CAO	All dept.	Training delivered	2027	–
c.	Continue to enhance accessibility, transparency, integrity of the voting process for the municipal and school board election.	Corporate Services	–	Alternative voting method	2029	–
d.	Continue to ensure Township reporting is open and transparent.	Corporate Services	–	Annual reports	2026-2030	In progress
e.	Monitor/Improve Records Management Program.	Corporate Services	–	Update Records Retention By-law	2029	–
f.	Review committee TORs.	Corporate Services	Community Services	Council approval of TORs	2028	–

# Accountability: monitoring results

**Strategic priority #4:  
Good governance, financial stewardship, and organizational  
excellence**

## 4.2 Maintain Financial Stewardship

	Project	Lead Dept.	Support	KPIs	Target Year	Status
a.	Improve and modernize the Township Procurement Policy and practices.	Finance	Corporate Services	Council approval of updated Policy	2027	–
b.	Continue to investigate revenue streams related to recreation, cultural, and well-being programs to better utilize Township facilities.	Community Services	–	Better utilization of Township facilities	2026-2030	–
c.	Conduct the Compensation and Benefits Review.	CAO	HR; Finance	Council approval of compensation and benefits review	2028	–
d.	Continue to provide financial stewardship through successful audit, balanced budgets, and oversight of expenditures.	Finance	All depts.	Reporting to Council	2026-2030	In progress

# Accountability: monitoring results

**Strategic priority #4:  
Good governance, financial stewardship, and organizational  
excellence**

## 4.3 Strengthen Organizational Capacity

	Project	Lead Dept.	Support	KPIs	Target Year	Status
a.	Conduct Service Delivery Reviews (all depts.).	CAO	All depts.	Service Delivery Standards Update	2028	–
b.	Conduct an IT security audit & RFP for managed service provider.	Corporate Service	Finance	RFP awarded	2029	–
c.	Continue by-law and policy reviews in accordance with 5 year schedule.	Corporate Services	All depts.	Updated By-laws/Policies annually per schedule	2026-2030	In progress
d.	Develop/maintain service delivery standards for all service sectors.	CAO	All depts.	Standards established (following review in 2028)	2027-2029	–
e.	Develop service continuity planning (risk-based exercise to prevent service interruptions).	CAO	All depts.	Planning document established	2027	–

# Accountability: monitoring results

**Strategic priority #4:  
Good governance, financial stewardship, and organizational  
excellence**

## 4.3 Strengthen Organizational Capacity

	Project	Lead Dept.	Support	KPIs	Target Year	Status
f.	Monitor regulatory updates to all by-laws to enable expansion of AMPS program.	Corporate Services	–	AMP program updates	2026-2030	In progress
g.	Continue to leverage opportunities to improve workflows and processes through system implementation and automation.	CAO	All depts.	Reporting to Council on opportunities; implementation	2026-2030	In progress
h.	Continue to enhance professional development and training opportunities for staff.	CAO	All depts.	Talent recruitment, retention	2026-2030	In progress
i.	Develop comprehensive workforce planning tools such as a succession plan for each dept.	CAO	All depts.	Plan completion	2027	–

# Accountability: monitoring results

**Strategic priority #4:  
Good governance, financial stewardship, and organizational  
excellence**

## 4.3 Strengthen Organizational Capacity

	Project	Lead Dept.	Support	KPIs	Target Year	Status
j.	Continue to enhance employee performance management practices to increase capacity and retention.	HR	CAO	Updated Performance Management Policy and Program	2029	–
k.	Enhance DEIB (Diversity, Equity, Inclusion, and Belonging) Program and Training.	HR	All depts.	Program delivery	2027	–

# Accountability: monitoring results

**Strategic priority #4:  
Good governance, financial stewardship, and organizational  
excellence**

## 4.4 Foster Partnerships & Collaboration

	Project	Lead Dept.	Support	KPIs	Target Year	Status
a.	Expand youth engagement programs.	Corporate Services	Advisory Committees; Community Services	Deliverables met	2026-2030	In progress
b.	Maintain and enhance relationships with the County and other municipal partners.	CAO	All depts.	Participate in networking and shared initiatives	2026-2030	In progress
c.	Maintain and enhance relationships with Aberfoyle PS, high schools, and post secondary insitutions.	Human Resources	All depts.	Participate in networking and shared initiatives such as volunteering/ work opportunities	2026-2030	In progress
d.	Maintain and enhance economic development partnerships.	CAO	All depts.	Expand the Township's Economic Development Program	2026-2030	In progress

# Accountability: monitoring results

**Strategic priority #5:  
Good governance, financial stewardship, and organizational  
excellence**

## 5.4 Foster Partnerships & Collaboration

	Project	Lead Dept.	Support	KPIs	Target Year	Status
e.	Enhance collaboration with the Guelph Junction Railroad (GJR)	CAO	Fire	Improved communication; mitigate fire risks; share resources	2026-2030	In progress

--- 2026-2030 ---



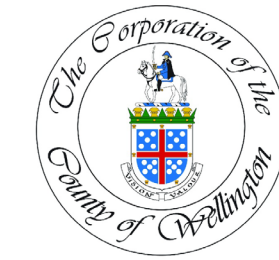
TOWNSHIP OF

**PUSLINCH**

EST. 1850

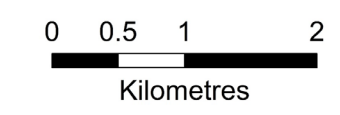
*Strategic Plan*

# TOWNSHIP OF PUSLINCH



City of Guelph

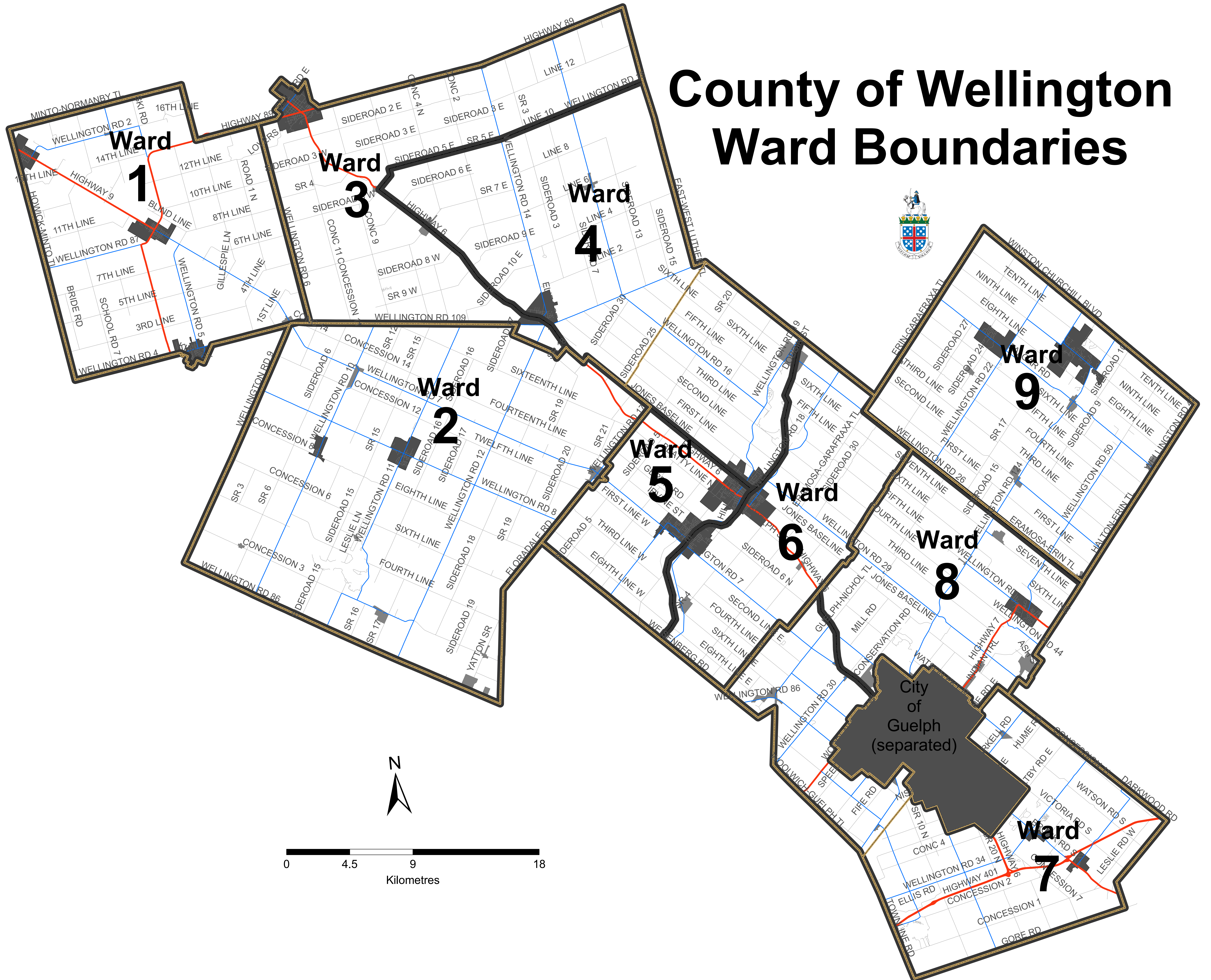
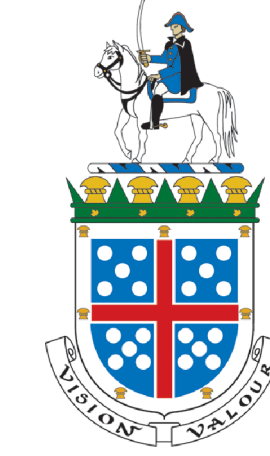
**NOTE:**  
 GREEN civic address number ranges increase from West to East.  
 RED civic address number ranges increase from South to North



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Sources:  
 Parcels: County of Wellington Planning and Development Department 2020, Teranet 2002.

# County of Wellington Ward Boundaries



# 2026

## Council & Committee Calendar

C/PIM	Council Meeting (10 a.m.) / Public Info. Meeting (7p.m.)
H	Denotes a Statutory Holiday/Offices Closed
C	Council Meeting (10 a.m.)
CofA/PDAC	Planning Development Advisory Committee (7p.m.)
HC	Heritage Committee (1p.m.)
HC & YC	Heritage Committee (1p.m.) Youth Committee (6p.m.)
YC	Youth Committee (6p.m.)
RC	Recreation and Wellness Committee (7p.m.)

ROMA	ROMA Conference January 18-20, 2026		
OGRA	OGRA Conference March 29-April 1, 2026		
FCM	FCM Conference June 4-7, 20256		
AMO	AMO Conference August 16-19, 2026		
CB	Capital Budget Meeting (10 a.m.)		
OPB	Operating Budget Meeting (10 a.m.)		
CB/OPB	Capital & Operating Budget Meeting (10 a.m.)		
B	Council Meeting (10 a.m.) / Final Budget Approval		
I	Inagural Council Meeting for 2026-2030 Term		

January						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
**2026 Budget PIM						

February						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

March						
S	M	T	W	T	F	S
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June						
S	M	T	W	T	F	S
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7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

July						
S	M	T	W	T	F	S
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August						
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						1
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September						
S	M	T	W	T	F	S
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			
**2027 User Fees and Charges By-law PIM						

October						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December						
S	M	T	W	T	F	S
		1	2	3	4	5
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		



# **Post-Nomination & Election Process Forms and Procedures**



## Withdrawal of Nomination

A candidate or agent must provide identification when filing a nomination withdrawal.

If an agent is filing, the agent must also provide a signed letter from the candidate authorizing the agent to file the nomination withdrawal.

**Filing must be done in person at the Township Office Clerk's Department,  
7404 Wellington Road 34, Puslinch**

Name of Candidate:

Candidate for the Office of:

I am a nominated candidate for the office of for the election to be held on Monday, October 26, 2026 in the Township of Puslinch.

- I have provided proof of identity, which is satisfactory to the Clerk, that I am the candidate named herein; or
- I hereby authorize: \_\_\_\_\_ to act as my agent filing this Withdrawal of Nomination. I understand that my agent is required to furnish proof of identity that is satisfactory to the Clerk.

In accordance with Section 36 of the *Municipal Elections Act, 1996* I hereby withdraw my nomination for the above mentioned office.

I understand I am required to file a financial statement and, if required, an auditor's report, each in the prescribed form, on or before 2:00 p.m., March 26, 2027, pursuant to the *Municipal Elections Act, 1996*.

Name of Candidate	Signature of Candidate
Name of Agent, if applicable	Signature of Agent, if applicable
Signature of Clerk or designate	Date and Time



## Appointment of Scrutineer by Candidate

- A scrutineer arriving at a Ballot Return Station, Return Envelope Processing Station or Ballot Counting Station must show this form and personal identification to the election official and take an oath of secrecy.
- A Candidate arriving at a Ballot Return Station, Return Envelope Processing Station or Ballot Counting Station must show personal identification to the election official and take an oath of secrecy. A candidate who enters a Ballot Return Station, Return Envelope Processing Station or Ballot Counting Station is considered to be a scrutineer.
- Only one scrutineer per vote tabulator will be permitted in the Ballot Return Station, Return Envelope Processing Station or Ballot Counting Station to be a witness at a time.

Name of Candidate	
Name of Scrutineer Appointed	Date
I appoint the individual noted above as a Scrutineer to represent me in the Township of Puslinch 2026 Municipal Election.	Signature of Candidate

## Rights

Candidates and scrutineers have a number of rights, including the following:

- to be present when materials and documents related to the election are delivered to the Municipal Clerk at the Ballot Return Station, Return Envelope Processing Station or Ballot Counting Station;
- to enter the Ballot Return Station, Return Envelope Processing Station or Ballot Counting Station 15 minutes before it opens and to inspect the vote tabulator stand (if applicable), the ballots and all other forms and documents relating to the vote (but not so as to delay the timely opening of the Ballot Return Station, Return Envelope Processing Station or Ballot Counting Station);
- to place his or her seal (which may not in any way identify/promote the candidate) on the ballot box at the Return Envelope Processing Station after return envelopes have been processed, so that sealed secrecy envelopes can be deposited in the box and cannot be withdrawn without breaking the seal;
- to place his or her own seal (which may not in any way identify/promote the candidate) on the ballot box at the Ballot Counting Station at the end of vote counting, so that ballots cannot be deposited or withdrawn without breaking the seal;



- to object to an elector receiving a ballot on the grounds that the issuance of the ballot does not comply with the prescribed rules (objection to be decided by the deputy returning officer); and
- to sign the statement of the results of an election, printed at the close of voting.

## **Prohibitions**

While an elector is in a Ballot Return Station no person shall attempt, directly or indirectly, to influence how the elector votes;

No person shall display a candidate's election campaign material or literature (including buttons, pins, and clothing) at a Ballot Return Station;

Every person who is present in a Ballot Return Station shall help to maintain the secrecy of voting; and

No person shall:

- a) interfere or attempt to interfere with an elector who is marking a ballot;
- b) obtain or attempt to obtain, at a Ballot Return Station, information about how an elector intends to vote or has voted; and/or
- c) communicate any information obtained at a Ballot Return Station about how an elector intends to vote or has voted.

The role of a candidate or a scrutineer in the Ballot Return Station, Return Envelope Processing Station or Ballot Counting Station is to scrutinize the integrity of the process. It is not a communicative role.

Should an elector require the assistance of an interpreter, the elector must make his or her own arrangements to provide the interpreter. A candidate or a scrutineer will not be permitted to serve as an interpreter for an elector.

If an elector requires assistance to vote for any reason other than language, the election staff will provide such assistance.

A candidate or a scrutineer wishing to observe the closing of the voting location must be in the Ballot Counting Station prior to 8:00 p.m. A candidate or a scrutineer will not be admitted into the Ballot Counting Station after 8:00 p.m.



## Candidate's Declaration - Proper Use Of Voters' List

*Municipal Elections Act, 1996 (s.23(4); 27(1))*

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 Thursday, September 1, 2026). Please note that a copy of all revisions made to the Voters' List will be provided on or before Monday, September 21, 2026.

OR

an electronic copy of the Voters' List (on or before Thursday, September 1, 2026). Please note that a copy of all revisions made to the Voters' List will be provided on or before Monday, September 21, 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.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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



## Declaration for Use of Election Information

### Request for Copy of Election Information

In accordance with MEA s.88(5) “Despite anything in the *Municipal Freedom of Information and Protection of Privacy Act*, documents and materials filed with or prepared by the clerk or any other election official under this Act are public records and, until their destruction, may be inspected by any person at the clerk’s office at a time when the office is open. 1996, c. 32 Sch., s.88(5)”.

And in accordance with MEA s 88 (10) “no person shall use information obtained from public records, described in subsection (5), except for election purposes. 1996, c. 32, Sch., 88(10).

Therefore I,

Name:

---

Address:

---

Phone number:

---

Email:

---

request that the Municipal Clerk provide me with copies of public records related to the 2026 Municipal Election containing the personal information of registered candidates and electors.

I will use the information for election purposes only as per *Municipal Elections Act, 1996, s. 88*.

I will not post the information or extracts 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 the information or any extracts of the information for commercial purposes, nor will I permit any non-election use of the election information given.

I will destroy all copies of the election information, as soon as possible following October 26, 2026.

---

Signature

---

Date

---

Clerk or Designate

---

Record type of ID provided here

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 Clerk’s Department until the next municipal election. Questions about this collection of personal information should be directed to the Municipal Clerk, Township of Puslinch, 7404 Wellington Road 34, Puslinch, ON N0B 2J0.