

ELECTION  
**2026**



MUNICIPALITY OF  
**ARRAN-ELDERSLIE**

# **2026 Municipal Election**

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Candidate Forms and  
Policies Package

## You Are Now a Candidate

By filing your nomination with the Municipality of Arran-Elderslie, you are now an official candidate in the 2026 Municipal Election.

This package contains required forms, policies, and key information that apply to you now that your nomination has been filed. These materials are intended to help you understand your responsibilities as a candidate and to support you throughout the campaign period. This package should be kept for reference until the conclusion of the election and financial filing deadlines.

## Important Dates

May 1, 2026	Nominations may be filed
May 14, 2026	Candidate Information Session
August 21, 2026	Nomination Day - last day to file nominations from 9 a.m. to 2 p.m.
August 24, 2026	Nominations to be certified or rejected by the Clerk by 4 p.m. Acclamations after 4 p.m.
September 1, 2026	Voters' List available to certified candidates
October 19-26, 2026	Voting Period - begins at 10 a.m. October 19 and ends at 8 p.m. on October 26
October 26, 2026	Election Day
November 15, 2026	Council term begins
November 16, 2025	Council Orientation
November 23, 2026	Inaugural Council Meeting - Council Orientation
November 30, 2026	Special Council Meeting - Council Orientation 9 a.m. to 12 p.m.
December 7, 2026	Special Council Meeting - Council Orientation 9 a.m. to 12 p.m.
December 31, 2026	Campaign period ends Last day to file extension of campaign
March 30, 2027	Financial filing deadline

## **Candidate Status and Responsibilities**

As a candidate, you are subject to the rules and requirements of the *Municipal Elections Act, 1996*, associated regulations, and applicable municipal by-laws and policies. It is your responsibility to ensure that you understand and comply with all legislative and procedural requirements throughout the election period.

The Clerk is responsible for administering the election process but cannot provide legal, financial, or campaign-specific advice. Candidates are encouraged to seek independent legal or financial advice where required, particularly with respect to campaign financing and compliance obligations.

Information contained in this package is provided for administrative and reference purposes and does not replace provincial legislation. In the event of any conflict, the *Municipal Elections Act, 1996* and applicable regulations prevail.

## **What This Package Contains**

### **Campaign Forms**

These forms are provided for your use during the campaign period:

- Financial Statement Auditor Report – Form 4
- Notice of Extension of Campaign Period – Form 6
- Notice of Registration of Third Party – Form 7
- Financial Statement Auditor Report Third Party – Form 8
- Appointment of Scrutineer by Candidate – Form EL12
- Candidate’s Declaration Proper Use of Voters’ List – Form EL14
- Withdrawal of Nomination – Form EL19
- Notice of Death/Ineligibility of Candidate – Form EL21
- Notice to Candidate of Filing Requirements – Form EL42(A)
- Preliminary Estimate of Maximum Expenses Own Campaign – Form EL50(A)
- Preliminary Estimate of Maximum Contributions to Own Campaign – Form EL50(B)

## **Municipal Election Policies and Procedures**

These documents apply to candidates during the election:

- 2026 Municipal Election Procedures
- Election Accessibility Plan
- Use of Corporate Resources Policy By-law 12-2026
- Council Code of Conduct
- Election Sign By-law No. 16-2022

Candidates are responsible for ensuring they are familiar with and comply with these documents.

## **Important Information for Candidates**

- Your campaign period begins when you file your nomination
- You may only accept contributions and incur expenses during your campaign period
- A campaign bank account is required if you accept any monetary contributions or incur expenses
- All candidates must file a financial statement, including candidates who:
  - Are acclaimed
  - Withdraw
  - Were not certified
- Failure to file financial statements by the deadline may result in penalties under the Municipal Elections Act, 1996.

## **Campaign Contact Information**

During the nomination process, you were asked whether you consent to the Municipality posting your campaign contact information online. If consent was provided, your phone number, mailing address, and email address will be posted

on the municipal website. If you did not consent, only your name will appear on the municipal website.

The Municipality does not endorse or support any candidate, nor will it publish photographs, biographies, or campaign platforms.

### **Election Assistance**

Questions related to the election process, deadlines, forms, or procedures may be directed to the Clerk's Department at:

Municipality of Arran-Elderslie  
1925 Bruce Road 10,  
Chesley, ON N0G 1L0  
[clerks@arran-elderslie.ca](mailto:clerks@arran-elderslie.ca)  
519-363-3039  
[www.arran-elderslie.ca/election](http://www.arran-elderslie.ca/election)

The Municipality of Arran-Elderslie provides this information for all certified candidates in the 2026 Municipal Election.

**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
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 to 

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

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

Candidate's name as shown on the ballot

Last Name or Single Name	Given Name(s)
Office for Which the Candidate Sought Election	Ward Name or Number (if any)

Municipality

Spending Limit General \$	Parties and Other Expressions of Appreciation \$	Contribution Limit Contributions from Candidate and Spouse \$
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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
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## Box C: Statement of Campaign Income and Expenses

### LOAN

Name of bank or recognized lending institution

Amount borrowed  
\$

### INCOME

Total amount of all contributions (from line 1A in Schedule 1)	+ \$	
Revenue from items \$25 or less	+ \$	
Sign deposit refund	+ \$	
Revenue from fundraising events not deemed a contribution (from Part III of Schedule 2)	+ \$	
Interest earned by campaign bank account	+ \$	
Other (provide full details)		
1. _____	+ \$	
2. _____	+ \$	
3. _____	+ \$	
4. _____	+ \$	
5. _____	+ \$	
6. _____	+ \$	

**Total Campaign Income (Do not include loan)**

= \$ \_\_\_\_\_ **C1**

**EXPENSES** (Note: Include the value of contributions of goods and services)

#### 1. Expenses subject to general spending limit

Inventory from previous campaign used in this campaign (list details in Table 2 of Schedule 1)	+ \$	
Advertising	+ \$	
Brochures/flyers	+ \$	
Signs (including sign deposit)	+ \$	
Meetings hosted	+ \$	
Office expenses incurred until voting day	+ \$	
Phone and/or internet expenses incurred until voting day	+ \$	
Salaries, benefits, honoraria, professional fees incurred until voting day	+ \$	
Bank charges incurred until voting day	+ \$	
Interest charged on loan until voting day	+ \$	
Other (provide full details)		
1. _____	+ \$	
2. _____	+ \$	
3. _____	+ \$	
4. _____	+ \$	
5. _____	+ \$	
6. _____	+ \$	

**Total Expenses subject to general spending limit**

= \$ \_\_\_\_\_ **C2**

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

1. _____	+ \$	
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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)	_____	+ \$	_____
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)	+ \$	
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).	+ \$	
<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**

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**Schedule 2 – Fundraising Events and Activities**

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**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)** = \$ \_\_\_\_\_

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**Schedule 3 – Broadcasters and Publishers**

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

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

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

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

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

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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

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

**Instructions**

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

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

Name of Candidate

Last Name or Single Name

Given Name(s)

Office for Which the Candidate Sought Election

Ward Name or Number (if any)

Municipality

**Box B: Name of Registered Third Party**

Name of Registered Third Party

Municipality

Official Representative (if trade union or corporation)

Last Name or Single Name

Given Name(s)

**Box C: Declaration**

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

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

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

Time Filed

Date Filed (yyyy/mm/dd)

Signature of Clerk or Designate

**Instruction**

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

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

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

Name of Individual, Corporation or Trade Union (Registrant)

Mailing Address (Registrant)

Suite/Unit Number	Street Number	Street Name
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Municipality	Province	Postal Code
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Email Address	Telephone Number	Telephone Number 2
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**Box B: Designation of an Official Representative (Corporations and Trade Unions)**

Name of person signing (Official Representative)

Last Name or Single Name	Given Name(s)
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Mailing Address (Official Representative)

Suite/Unit Number	Street Number	Street Name
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Municipality	Province	Postal Code
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Email Address	Telephone Number	Telephone Number 2
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**Box C: Additional Information (Corporations)**

Business Name

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

Names of Principal Officers

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

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**Box D: Declaration of Qualification**

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

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

\_\_\_\_\_  
Signature of Registrant (or Official Representative)

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

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

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

\_\_\_\_\_  
Signature of Clerk or Designate

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

**Instructions**

All registrants must complete Boxes A, B, C and D and Schedule 1. All registrants must complete Schedule 2 and Schedule 3 as appropriate. Registrants 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 registrant or, if the registrant is an individual, their spouse) shall be immediately paid to the clerk who was responsible for the conduct of the election.

For the campaign period from 

YYYY	MM	DD
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 to 

YYYY	MM	DD
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- 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 Registrant**

Name of Registrant (individual, trade union or corporation)

Official Representative (name of person signing on behalf of trade union or corporation)

Last Name or Single Name

Given Name(s)

Municipality

Spending Limit – General  
\$

Spending Limit – Parties and Other Expressions of Appreciation  
\$

**Box B: Declaration**

I, \_\_\_\_\_, a registrant (or official representative), declare that to the best of my knowledge and belief that these financial statements and attached supporting schedules are true and correct.

\_\_\_\_\_  
Signature of Registrant (or Official Representative)

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

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

## Box C: Statement of Campaign Income and Expenses

### LOAN

Name of bank or recognized lending institution

Amount borrowed

\$

### INCOME

Total amount of all contributions (from line 1A in Schedule 1)	+ \$	_____
Revenue from items \$25 or less	+ \$	_____
Sign deposit refund	+ \$	_____
Revenue from fundraising events not deemed a contribution (from Part III of Schedule 2)	+ \$	_____
Interest earned by campaign bank account	+ \$	_____
Other (provide full details)		
1. _____	+ \$	_____
2. _____	+ \$	_____
3. _____	+ \$	_____
4. _____	+ \$	_____
5. _____	+ \$	_____
6. _____	+ \$	_____

**Total Campaign Income (Do not include loan)**

= \$ \_\_\_\_\_ **C1**

### EXPENSES (Note: Include the value of contributions of goods and services)

#### 1. Expenses subject to general spending limit

Inventory from previous campaign used in this campaign (list details in Table 2 of Schedule 1)	+ \$	_____
Advertising	+ \$	_____
Brochures/flyers	+ \$	_____
Signs (including sign deposit)	+ \$	_____
Meetings hosted	+ \$	_____
Office expenses incurred until voting day	+ \$	_____
Phone and/or internet expenses incurred until voting day	+ \$	_____
Salaries, benefits, honoraria, professional fees incurred until voting day	+ \$	_____
Bank charges incurred until voting day	+ \$	_____
Interest charged on loan until voting day	+ \$	_____
Other (provide full details)		
1. _____	+ \$	_____
2. _____	+ \$	_____
3. _____	+ \$	_____
4. _____	+ \$	_____
5. _____	+ \$	_____
6. _____	+ \$	_____

**Total Expenses subject to general spending limit**

= \$ \_\_\_\_\_ **C2**

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

1. _____	+ \$	_____
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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)		+ \$	_____
Office expenses incurred after voting day		+ \$	_____
Phone and/or internet expenses incurred after voting day		+ \$	_____
Salaries, benefits, honoraria, professional fees incurred after voting day		+ \$	_____
Bank charges incurred after voting day		+ \$	_____
Interest charged on loan after voting day		+ \$	_____
Expenses related to recount		+ \$	_____
Expenses related to controverted election		+ \$	_____
Expenses related to compliance audit		+ \$	_____
Expenses related to registrant's disability (provide full details)			
1.	_____	+ \$	_____
2.	_____	+ \$	_____
3.	_____	+ \$	_____
4.	_____	+ \$	_____
5.	_____	+ \$	_____
Other (provide full details)			
1.	_____	+ \$	_____
2.	_____	+ \$	_____
3.	_____	+ \$	_____
4.	_____	+ \$	_____
5.	_____	+ \$	_____
<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 registrant'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 was responsible for the conduct of the election.

# Schedule 1 – Contributions

## Part I – Summary of Contributions

Contributions in money from registrant and (if individual) spouse	+	\$	
Contributions in goods and services from registrant and (if individual) spouse (include value listed in Table 1 and Table 2)	+	\$	
Total value of contributions not exceeding \$100 per contributor • Include ticket revenue, contributions in money, goods and services where the total contribution from a contributor is \$100 or less (do not include contributions from registrant or spouse).	+	\$	
Total value of contributions exceeding \$100 per contributor (from line 1B; list details in Tables 3-6) • Include ticket revenue, contributions in money, goods and services where the total contribution from a contributor exceeds \$100 (do not include contributions from registrant or spouse).	+	\$	
<b>Less:</b> Ineligible contributions returned or payable to the contributor	-	\$	
Contributions paid or payable to the clerk, including contributions from anonymous sources exceeding \$25	-	\$	
<b>Total Amount of Contributions (record under Income in Box C)</b>	<b>=</b>	<b>\$</b>	<b>1A</b>

## Part II – Contributions from registrant or spouse

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

Description of Goods or Services	Date Received (yyyy/mm/dd)	Value (\$)
<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 registrant 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 – contributors other than registrant or spouse**

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

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

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

**Table 4: Monetary contributions from corporations or trade unions**

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

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

**Table 5: Contributions in goods or services from individuals other than registrant or spouse  
(Note: Must also be recorded as Expenses in Box C.)**

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

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

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

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

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

**Total for Part III (Add totals from Tables 3-6) (Record in Part 1 – Summary of Contributions)**      \$ \_\_\_\_\_ **1B**

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**Schedule 2 – Fundraising Events and Activities**

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**Complete a separate schedule for each event or activity held.** Additional schedule(s) attached, if completed manually.**Fundraising Event/Activity 1**

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

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

**Part I – Ticket revenue**Admission charge (per person) \$ \_\_\_\_\_ **2A**

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

Number of tickets sold x \_\_\_\_\_ **2B****Total Part I (2A X 2B) (include in Part I of Schedule 1)** = \$ \_\_\_\_\_**Part II – Other revenue deemed a contribution**

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

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

**Total Part II (include in Part I of Schedule 1)** = \$ \_\_\_\_\_**Part III – Other revenue not deemed a contribution**

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

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

**Total Part III (include under Income in Box C)** = \$ \_\_\_\_\_**Part IV – Expenses related to fundraising event or activity**

Provide details

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

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

---

---

**Schedule 3 – Broadcasters and Publishers**

---

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

---

**Table 7: Contact information for broadcasters and publishers used during the third party advertising campaign**

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

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

---

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

---

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

Professional Designation of Auditor

Municipality			Date (yyyy/mm/dd)
<b>Contact Information</b>			
Last Name or Single Name		Given Name(s)	Licence Number
<b>Address</b>			
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 88.29 and 95 of the *Municipal Elections Act, 1996*. Under section 88 of the *Municipal Elections Act, 1996* (and despite anything in the *Municipal Freedom of Information and Protection of Privacy Act*) documents and materials filed with or prepared by the clerk or any other election official under the *Municipal Elections Act, 1996* are public records and, until their destruction, may be inspected by any person at the clerk's office at a time when the office is open. Campaign financial statements shall also be made available by the clerk in an electronic format free of charge upon request.





**Scrutineers and candidates cannot:**

- Campaign in a Voter Assistance Centre.
- Attempt, directly or indirectly, to interfere with how an elector votes.
- Display campaign material (including buttons, pins, etc.) in a Voter Assistance Centre or Receiving Location.
- Compromise the secrecy of the voting.
- Obtain or attempting to obtain, in a Voter Assistance Centre, any information about how an elector intends to vote or has voted.
- Communicate any information obtained at a Voter Assistance Centre about how an elector intends to vote or has voted.
- Park a vehicle displaying campaign material in the parking lot of a Voter Assistance Centre or Receiving Location.

**Note:**

- It is no longer mandatory that scrutineers be 16 years of age or older to work at an election.
- The Clerk is responsible for the conduct of the Voter Assistance Centre or Receiving Location and no candidate or scrutineer has the right to interfere with the Clerk in the discharge of their duties.
- Any who is creating a disturbance at a Voter Assistance Centre or Receiving Location will be removed as directed by the Clerk.
- Scrutineers/candidates who wish to have a discussion with another candidate or scrutineer must leave the Voter Assistance Centre to carry on their discussion elsewhere.
- Cell phones shall be turned off upon entering the Voter Assistance Centre or Receiving Location and their use is prohibited while in the Voter Assistance Centre or Receiving Location.
- Scrutineers/candidates wishing to observe the receipt of the voting results **MUST** be at the Receiving Location prior to the time designated by the Clerk (8:00 p.m. on Voting Day). No one will be admitted to the Receiving Location after the time designated. Once admitted to the Receiving Location, no one shall be permitted to leave until the election results (supplied by the provider) have been received and signed by all in attendance.
- The total of votes cast for each candidate as tabulated by the system is final. The Clerk is not required to do a second count.



**CANDIDATE'S DECLARATION- PROPER USE OF VOTERS' LIST**

---

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

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

an electronic copy of the Voters' List. Please note that a copy of all revisions made to the Voters' List will be provided on or before Monday, September 26, 2026.

electronic access to view the Voters' List and which electors have voted.

**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: \_\_\_\_\_





**WITHDRAWAL OF NOMINATION**

---

*Municipal Elections Act, 1996 (s.36)*

I, \_\_\_\_\_, hereby withdraw my name as a candidate  
(Name of Candidate)

for the office of \_\_\_\_\_.  
(Name of Elected Office)

\_\_\_\_\_

Date

\_\_\_\_\_

Signature of Candidate

THIS WITHDRAWAL DELIVERED TO ME AT \_\_\_\_\_

THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2026.

\_\_\_\_\_

Municipal Clerk or designate

- 
10. A person who has been nominated may withdraw his or her nomination by filing a written withdrawal in the Clerk's office by 2 pm on Nomination Day (August 21, 2026) if the nomination was filed on or before Nomination Day and by 2 pm on August 21, 2026, if the nomination was filed under subsection 33(5). Clerk may want to require a candidate to appear in person, with identification in order to withdraw their nomination. If not, then anytime that a nomination withdrawal is submitted by someone other than the nominee, the Clerk should follow up to ensure that the withdrawal was submitted with the nominee's permission



**NOTICE OF DEATH / INELIGIBILITY OF CANDIDATE**

---

*Municipal Elections Act, 1996 (s.39 (a) and (b))*

Notice is hereby given that \_\_\_\_\_ a candidate  
(name of candidate)

for the office of \_\_\_\_\_ has  
died/become ineligible to hold the office.

- Since no other candidate would be elected by acclamation as a result of the death/ineligibility, the election for this office shall proceed as if the deceased/ineligible candidate had not been nominated.**

or

- Since, as a result of the death/ineligibility, another candidate would be elected by acclamation to office, the election for the above office is void and a by-election shall be held.**

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

---

Municipal Clerk or designate



**NOTICE TO CANDIDATE OF FILING REQUIREMENTS**

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

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

FROM:
The Clerk or designated election official of
_____
(Name of Municipality)

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

- 88.25 (1) On or before 2:00 p.m. on the filing date, a candidate shall file with the Clerk with whom the nomination was filed a financial statement and auditor's report, each in the prescribed form, reflecting the candidate's election campaign finances,
- (a) in the case of a regular election, as of December 31 in the year of the election;
  - (b) in the case of a by-election, as of the 45<sup>th</sup> day after Voting Day.
- (2) If a candidate's election campaign ends as described in paragraph 3 of subsection 88.24(1), the financial statement and auditor's report must reflect the candidate's election campaign finances as of the day the election campaign period ended.
  - (3) If an error is identified in a filed financial statement, the candidate may withdraw the statement and, at the same time, file a corrected financial statement and auditor's report on or before the applicable filing date under section 88.30.
  - (4) If the candidate's election campaign period continues during all or part of the supplementary reporting period, the candidate shall, before 2:00 pm on the supplementary filing date, file a supplementary financial statement and auditor's report for the supplementary reporting period.
  - (5) If a candidate's election campaign period ends as described in paragraph 3 of subsection 88.24(1) and the election campaign period continued during all or part of the supplementary reporting period, the candidate shall, before 2:00 pm on the supplementary filing date, file a supplementary financial statement and auditor's report for the period commencing on the day the candidate's election campaign period ends and including the six-month period following the year of the election.



MUNICIPALITY OF  
**ARRAN-ELDERSLIE**

- (6) A supplementary financial statement or auditor's report shall include all the information contained in the initial statement or report filed under subsection (1) updated to reflect the changes to the candidate's campaign finances during the supplementary reporting period.
- (7) An auditor's report shall be prepared by an auditor licensed under the *Public Accounting Act, 2004*.
- (8) No auditor's report is required if the total contributions received and total expenses incurred in the election campaign up to the end of the relevant period are each equal to or less than \$10,000.

---

Date

---

Municipal Clerk or Designate

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

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

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



**PRELIMINARY ESTIMATE OF MAXIMUM CAMPAIGN EXPENSES and  
PARTIES etc. AFTER VOTING DAY - CANDIDATE**

*Municipal Elections Act, 1996 (s.88.20(13))*

Candidate Name: \_\_\_\_\_ Office: \_\_\_\_\_

Address: \_\_\_\_\_

This Certificate provides the preliminary estimate of maximum campaign expenses and the preliminary estimate of maximum amount for parties, etc. after Voting Day for the office in which you are a candidate for is permitted to incur in the Municipal Election to be held October 26, 2026:

Based upon the number of Electors on Nomination Day for the 2022 Municipal Election		
Candidate for Office of:	Preliminary Estimated Maximum Campaign Expenses	Preliminary Estimated Maximum Amount for Parties etc. after Voting Day
Mayor	\$7,500 plus \$0.85 per eligible elector (5271) = <b>\$11,934.45</b>	10% of \$11,934.45 = <b>\$1,193.45</b>
Deputy Mayor	\$5,000 plus \$0.85 per eligible elector (5271) = <b>\$9,480.35</b>	10% of \$9,480.35 = <b>\$948.04</b>
Arran Ward Councillor	\$5,000 plus \$0.85 per eligible elector (1212) = <b>\$6,030.20</b>	10% of \$6,030.20 = <b>\$603.02</b>
Chesley Ward Councillor	\$5,000 plus \$0.85 per eligible elector (1433) = <b>\$6,218.05</b>	10% of \$6,218.05 = <b>\$621.80</b>
Elderslie Ward Councillor	\$5,000 plus \$0.85 per eligible elector (852) = <b>\$5,724.20</b>	10% of \$5,724.20 = <b>\$572.42</b>
Paisley Ward Councillor	\$5,000 plus \$0.85 per eligible elector (861) = <b>\$5,731.85</b>	10% of \$5,731.85 = <b>\$573.19</b>
Tara Ward Councillor	\$5,000 plus \$0.85 per eligible elector (913) = <b>\$5,776.05</b>	10% of \$5,731.85 = <b>\$573.19</b>

A final certificate of Maximum Campaign Expenses based upon the 2026 eligible electors will be calculated in accordance with the Act and the higher amount will indicate the maximum campaign expenses you are allowed to incur.

In accordance with MEA, s.88.20(12)(13), the Clerk shall give candidates a preliminary calculation of the maximum campaign expenses at the time of filing the nomination paper, based upon the number of electors on the Voters' List as of Nomination Day of the previous election, including changes made that day. Formula for calculation provided in MEA Section 88.20 (6) (9) (15).

On or before September 26, 2026, the Clerk shall give a "final" certificate of the applicable maximum campaign expenses to each candidate. The number of electors to be used in this final calculation is to be the greater of the number of electors for the office from the Voters' List as it existed on Nomination Day of the previous election, including changes made on that day, or the number of electors on September 15 in the current election, including changes made on that day.

Certificate to be given to candidate in accordance with Section 13.



**PRELIMINARY ESTIMATE OF MAXIMUM AMOUNT OF CONTRIBUTIONS TO  
OWN CAMPAIGN**

*Municipal Elections Act, 1996 (s.33.0.2(1))*

Candidate Name: \_\_\_\_\_ Office: \_\_\_\_\_

Address: \_\_\_\_\_

This certificate, provides you with the preliminary estimate of maximum campaign expenses for the office in which you are a candidate in the 2026 Municipal Election is permitted to incur.

A final certificate of Maximum Campaign Expenses of Contributions Own Campaign based upon the 2026 eligible electors will be calculated in accordance with the Act and the higher amount will indicate the maximum campaign expenses you are allowed to incur.

Based upon the number of Electors on Nomination Day for the 2022 Municipal Election	
Candidate for Office of:	Preliminary Estimated Maximum Campaign Expenses
Mayor	\$7,500 plus \$0.20 per eligible elector (5271) = <b>\$8,554.20</b>
Deputy Mayor	\$5,000 plus \$0.20 per eligible elector (5271) = <b>\$6,054.20</b>
Arran Ward Councillor	\$5,000 plus \$0.20 per eligible elector (1212) = <b>\$5,242.40</b>
Chesley Ward Councillor	\$5,000 plus \$0.20 per eligible elector (1433) = <b>\$5,286.60</b>
Elderslie Ward Councillor	\$5,000 plus \$0.20 per eligible elector (852) = <b>\$5,170.40</b>
Paisley Ward Councillor	\$5,000 plus \$0.20 per eligible elector (861) = <b>\$5,172.20</b>
Tara Ward Councillor	\$5,000 plus \$0.20 per eligible elector (913) = <b>\$5,182.60</b>

In accordance with MEA, s.88.20(12)(13), the Clerk shall give candidates a preliminary calculation of the maximum campaign expenses at the time of filing the nomination paper, based upon the number of electors on the Voters' List as of Nomination Day of the previous election, including changes made that day. Formula for calculation provided in MEA Section 88.20 (6) (9) (15).

On or before September 26, 2026, the Clerk shall give a "final" certificate of the applicable maximum campaign expenses to each candidate. The number of electors to be used in this final calculation is to be the greater of the number of electors for the office from the Voters' List as it existed on Nomination Day of the previous election, including changes made on that day, or the number of electors on September 15 in the current election, including changes made on that day.

Certificate to be given to candidate in accordance with Section 13.

Municipality of Arran-Elderslie

Election Procedure Manual

# 2026 Municipal Election

Approved by the Clerk for the  
Municipality of Arran-Elderslie  
This 3rd day of February, 2026

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This Manual is provided for informational purposes and is subject to change. Please refer to the legislation for specific reference.

All references to the Clerk, for the purposes of this Manual, shall mean the Returning Officer (RO) for the 2026 Municipal Election. All references to the Clerk’s designate shall mean the delegated duties of the RO.

## Section 1 – Authority

The Telephone and Internet Voting Election Procedure for the Municipality of Arran-Elderslie has been prepared in accordance with the provisions of Section 42 of The Municipal Elections Act (MEA), 1996, as amended.

The Municipality of Arran-Elderslie has chosen to utilize the telephone and internet voting method in the 2026 Municipal Election, as authorized by By-law No. 36-2024 for the Municipality of Arran-Elderslie on July 8, 2024, and pursuant to the provisions of Section 42 of the MEA.

Section 42(2)(a) of the MEA, 1996, as amended, provides that a by-law passed under Section 42(1) of the Act applies to a regular election if the by-law is passed on or before May 1 in the year of the election.

Section 42(3) of the MEA provides that, no later than June 1, 2026, the Clerk shall establish procedures and forms for the use of any alternative voting method authorized by by-law and provide same to each candidate.

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

When the Election Procedure Manual for the Municipality of Arran-Elderslie does not provide for any matter, an election to which this procedure applies shall be conducted as far as practicable in accordance with the principles of the MEA.

Section 11 of the MEA states that the clerk of the local municipality is responsible for conducting elections within that municipality and for:

- a) preparing for the election
- b) preparing for and conducting a recount in the election
- c) maintaining peace and order in connection with the election, and
- d) preparing a report about the identification, removal and prevention of barriers that affect electors and candidates with disabilities

Section 12 of the MEA provides that, with respect to the duties and authority of a municipal clerk:

12. A clerk who is responsible for conducting an election may provide for any matter or procedure that:

- a) is not otherwise provided for in an Act or regulation, and

- b) in the clerk's opinion, is necessary or desirable for conducting the election
- (2) The power conferred by subsection (1) includes power to establish forms, including forms of oaths and statutory declarations and power to require their use.
- (3) The power conferred by subsection (1) includes power to require a person, as a condition of doing anything or having an election official do anything under this Act, to furnish proof that is satisfactory to the election official of the person's identity or qualifications, including citizenship or residency, or of any other matter.

While Section 13 of the MEA provides:

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

Subsection 42(5) further states that, when a by-law authorizing the use of an alternative voting method is in effect, Sections 43 (advance votes) and 44 (proxy votes) apply only if the by-law so specifies. By-law No. 36-2024 does not provide for either advance or proxy votes; therefore, a person cannot give her/her Voter Information Letter to another eligible elector for the purpose of proxy voting.

Definitions shall be as set out in the MEA and as provided for in the Election Procedure Manual.

## Section 2 - Disclaimer

The Election Procedure Manual for the Municipality of Arran-Elderslie has been prepared to provide general guidance for the 2026 Municipal Election.

In the event of any discrepancy in the Election Procedure Manual, the Municipal Elections Act, 1996, as amended, shall take precedence except as provided for in Section 42(4) of the MEA.

Amendments may be made to the Election Procedure Manual at the discretion of the Clerk.

Any unforeseen cases which are not addressed in these procedures will be recorded, action taken and reflected in an addendum signed by the Clerk to these procedures and circulated to all candidates and posted on the website.

### Section 3 - Declaration

Pursuant to Section 12 of the Municipal Elections Act, 1996, as amended, I hereby certify that the attached procedure shall be followed while conducting the 2026 Municipal Election in the Municipality of Arran-Elderslie.

---

Date

Christine Fraser-McDonald  
Clerk

### Section 4 - Definitions

1. Act—means the Municipal Elections Act, 1996, as amended, (MEA).
2. Advance Voting—means voting conducted anytime beginning on October 19, 2026 at 10:00 a.m. and concluding on October 26, 2026 at 8:00 p.m.
3. Ballot—means either an image on a computer screen of a ballot for an election to be voted on, including all choices available to the elector and containing spaces in which the elector can mark his/her selection and when using a telephone or device connected to the internet, an audio set of instructions which describes all choices available to the elector and instructions to mark his/her selection by depressing the numbered touch tone keypad.
4. Candidate—means a person who has been nominated under Section 33 of the Municipal Elections Act, 1996, as amended.
5. Certified Candidate—means a candidate whose nomination has been certified by the Clerk under Section 35 of the Municipal Elections Act, 1996, as amended.
6. Clerk—means the Clerk of the Municipality of Arran-Elderslie who is responsible for conducting the 2026 Municipal Election under the authority of the Municipal Elections Act, 1996, as amended and reciprocally also known as the Returning Officer. All references to the Clerk's designate shall mean the delegated duties of the Returning Officer.
7. DataFix—means an Election Management System used to conduct a municipal election including Voter View, an internet-based application designed to provide

election officials with an electronic view of their electoral information, including the ability to make corrections to the Voters list as well as to access various voter counts needed for electoral planning, with the capability to provide an electronic copy of all changes to the provincial authority at the end of the electoral event.

8. Election—means the 2026 School Board and Municipal elections conducted by the Returning Officer.
9. Election Official (EO)—means the Clerk and/or other persons appointed in writing by the Clerk to carry out election duties in accordance with the Municipal Elections Act, 1996, as amended. An EO can only carry out duties and tasks as assigned in writing by the Clerk and must take the prescribed oath in accordance with Section 15 of the Municipal Elections Act, 1996, as amended.
10. Friend or Support Person—means a person who has been requested by an elector to assist him/her in the voting process.
11. Help and Revision Centre—means a location provided by the Municipality of Arran-Elderslie to assist electors, provide guidance and clarification with the telephone and internet voting process or other general election inquiries. The Help and Revision Centre will be located in the administrative office area at 1925 Bruce Road 10, Chesley, Ontario, N0G 1L0.
12. Identification—means a document that can be used to show the elector's name and address. A detailed list of acceptable documents is attached hereto as Schedule A.
13. Nomination Period—means the period between the first day of nominations to Nomination Day. The first day that nominations can be filed for a regular election is May 1, 2026. Nomination Day (the deadline to file or withdraw a nomination) for a regular election is August 21, 2026 at 2:00 p.m.
14. Personal Identification Number (PIN)—means a unique multiple digit number, assigned by Simply Voting Inc., randomly generated and sent to every elector on the Voters List by way of a Voter Information Letter. The PIN will provide security for access to the voting system.
15. Voters' List (from Elections Ontario's Permanent Register of Electors)—means a list of electors for the municipality compiled by the Elections Ontario (EO) and provided to the Municipality of Arran-Elderslie by a date prior to September 1, 2026 of an election year under Section 19 of the Municipal Elections Act, 1996, as amended.
16. Scrutineer—means an individual appointed in writing by a certified candidate to represent him/her during the voting process pursuant to Section 16 of the Municipal Elections Act, 1996, as amended.

17. Student voting – means a student may vote in the municipality where he or she is temporarily residing while attending school as well as at his or her permanent home in a different municipality, provided that he or she does not intend to change his or her permanent home.
18. Time/Clock—means the time as indicated on the National Research Council Canada Web Clock showing official times for the Eastern Time Zone.
19. Voting Day—means the final day during which the vote is to be taken in the election, which shall be October 26, 2026 with the close of poll set at 8:00 p.m.
20. Voters List—means the PLE, as corrected by the Clerk, under the provisions of Sections 19 and 22 of the Municipal Elections Act, 1996, as amended.
21. Voting Period—means the period in which an eligible elector may cast his/her vote, via internet or telephone (or similar mobile device). The Voting Period shall span from Monday, October 19, 2026 starting at 8:30 a.m. to Voting Day, Monday, October 26, 2026 at 8:00 p.m.
22. Voting Place—means a location designated by the Clerk equipped with a telephone and/or internet connection to accommodate voting during the voting period, as required. Voting may take place at the Voting Place as follows:

Monday, October 19, 2026	10:00 a.m. to 4:30 p.m.	Municipal Office
Tuesday, October 20, 2026	10:00 a.m. to 4:30 p.m.	Municipal Office
Wednesday, October 21, 2026	10:00 a.m. to 4:30 p.m.	Municipal Office
Thursday, October 22, 2026	10:00 a.m. to 4:30 p.m.	Municipal Office
Friday, October 23, 2026	10:00 a.m. to 4:30 p.m.	Municipal Office
Monday, October 26, 2026	10:00 a.m. to 8:00 p.m.	Municipal Office

The Municipal Office shall be a designated Voting Place and is located at 1925 Bruce Road 10, Chesley, ON, Ontario, N0G 1L0. Telephone: (519) 363.3039. Other Voting Places may be designated at the Clerk’s discretion.

23. Voter Information Letter—means a sealed envelope containing a Personal Identification Number (PIN) for each elector on the Voters List (or those who have completed an application, duly approved by the Clerk or her designate, for inclusion on the Voters List), a telephone access number and internet address for voting purposes, a Help and Revision Centre address and number for assistance and a list of certified candidates for office. These envelopes will be mailed individually to each elector on the Voters List or distributed from the Municipal Office at the discretion of the Clerk or her designate.

## Section 5 - Secrecy

1. The Clerk shall require all Election Officials and/or other persons working in connection with the Municipal Election to swear or affirm an oath of secrecy in accordance with Section 49(1) of the MEA.
2. No person shall interfere or attempt to interfere with an elector while in the process of accessing the telephone or internet voting service or interfere or attempt to interfere in the voting process while using the telephone or internet voting service unless expressly requested and authorized by an elector.
3. Electors voting at the Voting Place may vote with the assistance of a friend or support person by stating his/her inability to vote without assistance. Form EL 27, where applicable, shall be completed and the friend shall be required to take the appropriate oath prior to providing the assistance.
4. No person shall obtain or attempt to obtain information as to how an elector intends to vote or has voted.
5. No person shall communicate any information that might have been inadvertently obtained relating to how an elector intends to vote or has voted.
6. No elector shall reveal how he/she intends to vote except when obtaining assistance with voting by a friend, support person or an Election Official.
7. All complaints regarding breaches of secrecy shall be investigated by the proper authorities and shall be prosecuted pursuant to Sections 89 and 90 of the MEA.

## Section 6 – Nominations

The giving of notice for nominations, Notice of Nomination for Office, shall be placed in a local newspaper prior to Monday, May 1, 2026, at the Municipal Office and on the Municipal website and Facebook page.

A person may be nominated for an office by filing a nomination in the Clerk's Office in person or by an agent according to Section 33 of the MEA. The nomination must be endorsed by at least twenty-five (25) persons and nominators may endorse more than one (1) nomination. The person endorsing a nomination must be eligible to vote in an election for an office within the Municipality if a regular election was held on the day that the person endorses the nomination.

Nomination Paper(s) for the following offices will be available at the Clerk's Office from May 1, 2026 to August 21, 2026 during regular business office hours (8:30 a.m. to 4:30 p.m.) and between 9:00 a.m. and 2:00 p.m. on Nomination Day, August 21, 2026 and on the website for:

One (1) Mayor  
One (1) Deputy Mayor  
Five (5) Ward Councillors

Nominations must be filed with the Clerk with the prescribed nomination filing fee of \$200.00 for Head of Council and \$100.00 for all other offices along with proof of identity and residence as prescribed in Ontario Regulation 304/13.

No faxed or other electronically transmitted nomination paper will be accepted as an original signature is required.

The filing fee shall be paid by cash, debit card, certified cheque or money order made payable to the Municipality of Arran-Elderslie.

Nomination Paper(s) for school boards must be obtained and filed at the appropriate designated Municipal Office for the following offices:

One (1) School Board Trustee – English Public  
One (1) School Board Trustee – English Separate  
One (1) School Board Trustee – French Public  
One (1) School Board Trustee – French Separate

### **Estimated Maximum Campaign Expense**

The Clerk shall calculate the estimated maximum campaign expenses for each office on the “Estimated Maximum Campaign Expense” forms and provide a copy to the candidate or his/her agent the day that the Nomination Paper is filed. The Clerk’s calculation is final.

### **Notice of Penalties**

Prior to Voting Day, the Clerk shall provide a notice of penalties on the “Notice of Penalties and Corrupt Practices” form to the candidate or his/her agent.

### **MFIPPA**

The candidate may sign the consent to release personal information (Municipal Freedom of Information and Protection of Privacy Act – MFIPPA) form authorizing the Clerk to release personal information the public and the media.

### **Unofficial List of Candidates**

The Clerk shall provide notice of the unofficial list of candidates by preparing and posting at the Municipal Office and on the Municipal website an “Unofficial List of

Candidates” form which is to be updated as each nomination paper is filed. The list will clearly be marked “unofficial” until such time as the Clerk has certified the nominations. The Clerk must obtain authorization from the candidate to post his/her personal information such as his/her addresses.

### **Nomination Day**

Nomination Paper(s) will be received at the Municipal Office between 9:00 a.m. and 2:00 p.m. on Nomination Day, August 21, 2026 by following the same procedures as noted above.

### **Certification of Nomination Papers**

Pursuant to Section 35 of the MEA, on or before August 24, 2026 at 4:00 p.m., the Clerk will carry out a review of each nomination to determine qualification and if the nomination complies with the MEA. Once satisfied that the candidate is qualified, complete the “Certification by Clerk” section on the Nomination Paper.

### **Rejection of Nomination Paper**

If the candidate is not qualified to be nominated or the nomination does not comply with the MEA, the Clerk will reject the nomination according to Section 35(3) of the MEA. A “Notice of Rejection of Nomination” form shall be sent as soon as possible by registered mail to the person who sought to be nominated and the notice shall also be sent as soon as possible by regular first-class mail to all candidates for the office.

### **Withdrawal of Nomination**

Pursuant to Section 36 of the MEA, a candidate may withdraw his/her nomination by completing and filing in person a “Withdrawal of Nomination” form with the Clerk before 2:00 p.m. on Nomination Day, August 21, 2026. A withdrawal sent by email, mail or fax will not be accepted. The withdrawal shall be noted on the “Unofficial List of Candidates”.

### **Official List of Candidates**

The final list of certified candidates will be posted at the Municipal Office and on the Municipal website on or before August 24, 2026 using the “Official List of Certified Candidates” form.

### **Declaration of Election**

If after 4:00 p.m. on August 24, 2026 the number of certified nominations filed for an office is more than the number of persons to be elected to the office, the Clerk shall declare an election is to be conducted pursuant to Section 40 of the MEA.

The Clerk shall give the electors notice of the following:

- 1) the dates and times of the Voting Period
- 2) the location and hours of operation of the Help and Revision Centre
- 3) the manner in which electors may use the internet/telephone voting method

### **Acclamations**

Pursuant to Section 37(1) of the MEA, if the number of certified candidates for an office is the same as or fewer than the number to be elected, the Clerk shall immediately declare the candidate(s) elected by acclamation on August 24, 2026. The Clerk shall post a “Declaration of Acclamation to Office” form. Should this situation arise, there will be no election conducted for the office(s).

### **Fewer Number of Nomination Papers than Offices**

Pursuant to Section 33(5) of the MEA, if on August 24, 2026, the number of certified nominations filed for an office is fewer than the number of persons to be elected to the office, additional nominations may be filed between 9:00 a.m. and 2:00 p.m. on August 26, 2026. The Clerk shall post a “Notice of Additional Nominations” form advising that additional Nomination Papers may be filed for that office on the specific date and time.

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

### **Additional Nominations More than Number of Offices Remaining**

According to Section 33(5) of the MEA, if between 9:00 a.m. and 2:00 p.m. on August 26, 2026, there are more than a sufficient number of certified nominations to fill the office(s), an election shall be conducted with the names of the persons who have filed certified Nomination Papers.

### **Withdrawal of Additional Nominations**

Withdrawal of additional nominations must be in place prior to 2:00 p.m. on August 21, 2026 by following the procedure in the “Withdrawal of Nomination Paper” section noted above.

### **Additional Nominations Equivalent to the Number of Offices**

If at 4:00 p.m. on August 24, 2026, there is a sufficient number of certified Nomination Papers filed to fill the office(s), the Clerk shall post a “Declaration of Acclamation to Office” pursuant to Section 37(2) of the MEA.

## Insufficient Number of Nomination Papers Filed to Form a Quorum – Council

If the number of Nomination Papers filed is insufficient to form a quorum of the Council, a by-election shall be held according to Section 37(4)(1) of the MEA.

## Sufficient Number of Nomination Papers Filed to Form a Quorum - Council

If the number of Nomination Papers filed is less than the number of positions for an office of the Council, but does form a quorum, Section 263(1) of the Municipal Act, 2001 S.O. 2001, as amended, shall apply [see Section 34(4) of the MEA].

## Death or Ineligibility of a Candidate

According to Section 39 of the MEA, if a certified candidate dies or becomes ineligible before the close of voting—

- ✓ the result would be an acclamation for an office, the election to such office is void and a by-election for such office shall be held
- ✓ the result would be one fewer candidate only and no acclamation, the candidate's name shall be omitted from the ballot

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

## Final Calculation of Campaign Expenses

The Clerk shall, after determining from the number of eligible electors from the Voters List for each office, calculate the maximum amount of campaign expenses that each candidate may incur for that office and prepare a “Certificate of Maximum Campaign Expenses”. The certificate shall be given to each candidate in the case of a regular election on or before September 30, 2026 and in the case of a by-election within ten (10) days after the Clerk makes the corrections pursuant to Section 88.20(13) and (14). The Clerk's calculation is final and shall be made in accordance with the prescribed formula set out in Ontario Regulation 101/97.

## Candidate Name Pronunciation

All certified candidates may be required to provide the Clerk the proper pronunciation of their names prior to finalization of the voice prompts for the telephone component of the voting system.

## Section 7 - Voters' List (from Elections Ontario's Permanent Register of Electors)/Voters List

Note: Elections Ontario maintains the Permanent Register of Electors for Ontario used to generate the Preliminary List of Electors for municipal elections. MPAC no longer produces the municipal voters' list; however, MPAC remains responsible for school support designations.

1. The Voters' List (from Elections Ontario's Permanent Register of Electors) shall be requested from the Elections Ontario (EO) in an electronic format and be received by the Clerk no later than September 1, 2026.
2. The Clerk will review said list and obvious errors shall be corrected as permitted under Section 22 of the MEA and notify Elections Ontario. The corrected PLE becomes the Voters List. The Clerk may use any information that is in the Municipality's custody or control when correcting the PLE for obvious errors pursuant to Section 22(2) of the MEA.
3. Electors can confirm, update or add their information year-round using Elections Ontario's voter registration portal at RegisterToVoteON.ca. A voter lookup link will also be provided on the Municipality's website once available from Elections Ontario.
4. The Voters List shall be provided by DataFix to Simply Voting Inc. in an electronic format on a pre-arranged date in order that Simply Voting Inc. may print the Voter Information Letters. Simply Voting Inc. will manage design, proof, print and mail the Voter Information Letters (VIL). Printing and mailing will be executed by Taylor-Demers under the supervision of Simply Voting Inc. The VIL will be sent via Canada Post as letter mail. Canada Post 2026 postage rates will apply and will be invoiced directly to the Municipality.
5. All certified candidates shall be entitled to a copy of the Voters List as of September 1, 2026 and shall sign a statement acknowledging that the Voters List shall not be used for any commercial purposes. Candidate copies of the Voters List must be returned to the Clerk following the election for destruction. In addition, Sections 88(10) and (11) state that the Voters List cannot be posted in a public place and can be used for election purposes only.
6. Further additions, corrections and deletions may be made to the Voters List in accordance with the MEA at the discretion of the Clerk.
7. All certified candidates shall receive usernames and passwords allowing them to access the Voters' List in the Voting System or VoterView, whichever the case may be, for the purposes of viewing which electors have voted during the Voting Period. The Municipality will not produce a physical or electronic excerpt of the

Voters' List indicating Electors that have voted; it is expected that Candidates will use this access. This access does not provide information on how an elector has voted, only whether or not they have participated in the election. Candidates may access this information anytime from the start of the Voting Period, until the end of the Voting Period.

### Amendments to the Voters List

The Voters List may be amended using the prescribed form, "Application to Amend Voters List" by providing proof of identity and residence as required in Ontario Regulation 304/13. Such amendments shall take place between September 1, 2026 until October 26, 2026 at 8:00 p.m.

Other names may be removed from the Voters List by using the "Application for Removal of Another's Name from the Voters List" form between September 1, 2026 until October 26, 2026 at 8:00 p.m. The Clerk may remove a person's name from the Voters List until the close of voting-on-Voting Day if the Clerk is satisfied that the person has died.

On or before September 30, 2026, the Clerk will determine the total number of electors on the Voters List. This number is necessary to calculate for inclusion on the "Certificate of Maximum Campaign Expenses" for the 2026 Municipal Election.

### Interim List of Changes

The Clerk shall prepare an "Interim List of Changes" form to the Voters List that were approved on or before September 15, 2026. This form can be completed between September 15, 2026 and September 25, 2026.

### Final List of Changes

The Clerk shall prepare the "Final List of Changes" form to the Voters List by November 23, 2026 and forward to Elections Ontario pursuant to Section 27(2) of the MEA.

## Section 8 - Help and Revision Centre

For the purpose of the 2026 Municipal Election, a voting place is not required; however, the following location is identified as a Help and Revision Centre. Electors may be added to the Voters List and receive assistance and clarification on the election process including access to a telephone and/or the internet in order to vote during the hours designated by the Clerk.

1. The Voters List shall be available at the Help and Revision Centre.

2. The Help and Revision Centre shall be established at the Municipal Office, specifically, the administration office area, for the Municipality of Arran-Elderslie located at 1925 Bruce Road 10, Chesley, ON N0H 1G0. Telephone: (519) 363-3039.
3. The Help and Revision Centre shall be responsible for the following:
  - a) addition of eligible voters to the Voters List in accordance with the MEA
  - b) eligible voters' names that are added to the Voters List will be assigned and the voters will receive (or be mailed) a Voter Information Letter containing a PIN
  - c) eligible voters will be able to vote at the Municipal Office Voting Place if they desire to do so during the Voting Period.
  - d) verification and re-issuance of Voter Information Letters to qualified voters may occur when:
    - an individual, whose name appears on the Voters List, has lost his/her Voter Information Letter or did not receive it in the mail, he/she can attend the Help and Revision Centre and provide, to the satisfaction of the Clerk or her designate, that he/she requires a new PIN. The Clerk or her designate will disable the voter's lost PIN and electronically mark it in the system as having been lost. Upon providing acceptable identification to the Clerk or her designate, a new Voter Information Letter may be issued.
  - e) answer general election questions
  - f) provide assistance to voters upon request and appointment

## Section 9 – Notices and Advertisements

1. The Clerk shall notify voters of the following via the local media and Municipal website and Facebook page:
  - a) a Municipal Election is being held for the Municipality of Arran-Elderslie and that the telephone/internet voting method has been selected as the method of voting in 2026 in accordance with By-law No. 36-2024, being a by-law to authorize an alternative voting method, being telephone and internet voting for the 2026 Municipal Election and School Board Elections, enacted on November 8, 2021.
  - b) dates and times of the Voting Period and Voting Day including the method of voting
  - c) who is eligible to vote in the Municipal Election
  - d) locations, dates and times that the Help and Revision Centre and Voting Place (situated at the Municipal Office) are open
  - e) how electors can determine if their name is on the Voters List
  - f) procedure for being added, deleted or making corrections to the Voters List
2. Each person on the Voters List shall be mailed, by first class mail, a sealed Voter Information Letter (VIL) containing:

- a) his/her elector's voter credentials, the telephone number to call to cast his/her vote and the designated internet address (URL) to access to cast his/her vote using the internet
- b) instructions on how and when to vote
- c) dates and hours of voting
- d) location, dates and hours of operation and telephone number of the Help and Revision Centre
- e) a voter eligibility explanation
- f) information on voting assistance available at the Municipal Office
- g) election email address and designated internet address
- h) summary of nominated certified candidates and offices
- i) information on illegal and corrupt practices under the Act

## Section 10 – Voting

### Secrecy

All Election Officials (EO) shall be appointed pursuant to the “Appointment – Oath of Election Officials” form and take an oath of secrecy.

Any complaint regarding a breach of secrecy shall be documented by the Election Official along with questions and answers of the complainant and, if deemed appropriate, the Clerk shall submit same to the Ontario Provincial Police for further investigation and possible prosecution.

### Elector Requiring Assistance

In accordance with Section 52(1)(4) of the MEA, an Election Official may permit an elector who needs voting assistance to receive such assistance as the Election Official considers necessary.

### Oral Oath to Vote with Assistance

A voter who requires voting assistance at the Help and Revision Centre may ask the Election Official to help. The Election Official shall require the voter making the request to take the “Oral Oath to Vote with Assistance” as stated on the form.

### Oral Oath of Friend of Elector

Rather than the Election Official providing assistance, the voter may request that a friend accompany the voter at the Help and Revision Centre to assist the voter. Any friend assisting shall be required to take the “Oral Oath of Friend of Elector” as stated on the form. No person shall be allowed to act as a friend of more than one (1) voter

at the Help and Revision Centre. Candidates and scrutineers may not act in the capacity of a friend of elector.

### Oral Oath of Interpreter

Where a voter requires an interpreter, such person provided by the voter shall take the “Oral Oath of Interpreter” as stated on the form and shall translate the oaths as well as any lawful questions put to the voter.

### General

1. Each eligible elector shall be required to call a designated telephone number to cast his/her vote or access a designated internet address to cast his/her vote. The designated telephone number and designated internet address are contained in the Voter Information Letter.
2. Each eligible elector shall be limited to one (1) vote through the use of a PIN contained within the Voter Information Letter.
3. The voting system will allow the eligible elector to vote using a touch tone telephone, cell phone, computer or any device connected to the internet from anywhere in the world where internet access is available. A vote cannot be cast using a rotary dial telephone.
4. Following the voter’s selection, the voting system will identify the voter’s choice and provide the voter with the option of changing or confirming his/her vote.
5. Once the voter credentials are used to complete voting and a ballot is cast, it cannot be used again, and further access shall not be granted to the voting system.
6. The voting system will not permit a voter to overvote.
7. The voting system will allow the voter to choose to spoil his/her ballot.
8. Internet and telephone voting will commence on October 19, 2026 at 10:00 a.m. and conclude on Voting Day, October 26, 2026 at 8:00 p.m.
9. An opportunity for eligible students and ratepayers to vote will be provided on October 24, 2026 at the Voting Place (Municipal Office, 1925 Bruce Road 10, Chesley, Ontario, N0G 1L0) between the hours of 10:00 a.m. and 12:00 p.m. Other eligible electors are welcome to attend this advance poll as well.

Monday, October 26, 2026      8:30 a.m. to 8:00 p.m.      Municipal Office

10. Other Voting Places may be designated at the discretion of the Clerk.

11. The names of electors who have voted during the voting period will be provided to the Clerk electronically from Simply Voting Inc.; however, it is not possible to determine how an elector voted.

## Section 11 – Voter Qualification

1. Pursuant to Section 17(2) of the MEA, a person is entitled to be an elector at an election held in a local municipality if, on Voting Day, he/she:
  - a) is a Canadian citizen
  - b) is at least 18 years old
  - c) 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
  - d) is not prohibited from voting under Section 17(3) of the MEA or otherwise by law

## Section 12 – Voting Process

A Telephone/Internet Voting method shall be used for the 2026 Municipal Elections.

1. The Voting System provided by Simply Voting Inc. shall allow electors to vote using a telephone or the internet. Electors shall be required to access a designated internet address or telephone a designated number in order to cast their ballot.
2. Every elector shall be limited to only one vote through the use of a PIN distributed via Canada Post Lettermail in a sealed and personalized Voter Information Letter, or issued in person or by e-mail or telephone by an Election Official as necessary. Every elector shall be required to provide their date of birth along with their PIN.
3. Following the voter's selection for all offices on a single composite ballot, the Voting System shall identify the voter's choices and provide the voter with the option of changing or confirming their vote selections prior to submission.
4. For the purposes of reporting declined ballots in accordance with Subsection 55(4.1) 2., an under-voted ballot shall be considered an abstention from voting for one or more contests on the ballot or voting for fewer candidates than is permitted within a single contest, whereas a declined ballot shall be considered a deliberate choice by the Elector to decline the entire ballot by selecting a 'declined' option on the ballot. A declined ballot shall not include votes cast for any contest, which is separate and distinct from an under-voted ballot which may or may not include votes for all contests, one contest, or no contests on the ballot.
5. The Voting System shall not permit a voter to overvote or spoil a ballot.

6. Eligible voters may vote by:

- a) accessing the designated telephone number using a land line or cellular, touch tone telephone, but not a rotary dial telephone.
- b) or accessing the designated internet address using a dial-up modem access or a high-speed connection.
- c) attending the Voting Place during the following hours:

Monday, October 19, 2026	10:00 a.m. to 4:30 p. m.	Municipal Office
Until		
Monday, October 26, 2026	8:30 a.m. to 8:00 p.m.	Municipal Office

Voter Assistance Centers will be open on Saturday, October 24, 2026 from 10:00 a.m. to 1:00 p.m. The Voting Assistance Centers will be located at:

Municipal Office  
1925 Bruce Road 10,  
Chesley, ON

Tara Firehall  
72 Yonge St N,  
Tara, ON

Paisley Firehall  
382 Goldie St  
Paisley, ON

The Voting Place, being the Municipal Office, is located at 1925 Bruce Road 10, Chesley, Ontario, N0G 1L0. Telephone: (519) 363.3039. The Clerk may be reached at the same telephone number. Eligible voters may use the touch tone telephone or internet access provided at the Voting Place during the prescribed hours noted above. Other Voting Places may be designated at the discretion of the Clerk.

Following the official close of voting at 8:00 p.m., a 10-minute grace period will be provided if voters remain present at the Voting Place.

- d) attending the following locations to use the free internet access in accordance with Bruce County internet use rules and regulations:

Bruce County Library, Paisley Branch	274 Queen St S
Bruce County Library, Chesley Branch	73 2 <sup>nd</sup> Street SE
Bruce County Library, Tara Branch	59 Yonge St N

- e) attending the Voting Place during the Voting Period with a friend or support person, taking the appropriate oath(s) and having a friend vote using either voting method. In the absence of a friend or support person, the voter may request the assistance of an Election Official, who may provide help only after the appropriate oath has been taken.
  - f) attending the Voting Place during the Voting Period with an interpreter, taking the appropriate oral oath(s) and voting using the touch tone telephone or internet access provided.
7. Where a voter qualifies at more than one location in The Municipality, the voter may vote only once and the qualifying address to determine eligibility for voting shall be at the place of residence of the elector, as defined under the *Municipal Elections Act, 1996*. All duplicate names on the preliminary list of electors shall be verified by the Clerk and/or Election Official(s) prior to the final preparation of the Voters' List. Should an eligible voter receive more than one Voter Information Letter, the eligible elector may only vote once and must return the other VIL(s) to the Municipal Office. All voters that vote more than once in the election or who improperly use the Voter Information Letter shall be reported to the appropriate authorities for further investigation as to possible corrupt practices under the *Municipal Elections Act, 1996*.
  8. Sealed Voter Information Letters returned to the Municipal Office shall remain sealed, shall be marked "returned mail" and be maintained in a secure fashion and destroyed at the same time as all other Municipal Election material as provided for under Section 88 of the Municipal Elections Act, 1996.
  9. Should a Voter Information Letter be returned to the Municipal Office that has been opened but has not been used for voting purposes, the Election Official shall immediately disable the PIN so that the PIN cannot participate in the voting process. In this circumstance, the Voter Information Letter shall be marked "unused" and be secured and destroyed in accordance with Section 8 above.
  10. The Clerk in partnership with Simply Voting Inc. shall take appropriate measures to ensure that all Voter Information Letters and their associated PINs are accounted for throughout the election and after the conclusion of the Voting Period. After the conclusion of the election, Simply Voting Inc. shall supply the Clerk with a report detailing the status of all VILs/PINs during the election.
  11. The Clerk shall arrange one or more Voter Assistance Centres to be set up throughout the Municipality on specific dates and times during the Voting Period. Voter Assistance Centres shall be equipped with one or more Voting Kiosks for use by electors to cast their ballot and/or be added to the Voter's List.

This date will be: October 24, 2026 from 10:00 AM to 1:00 PM.

Locations will be: Municipal Office, Chesley  
Tara Fire Hall, Tara  
Paisley Fire Hall, Paisley

12. Where an elector's PIN is assigned an incorrect ward and/or school board support information, the elector can attend a Revision Centre or Voter Assistance Centre or contact the Voter Help Desk and have the proper categories of ward and/or school support applied to the existing PIN before casting their ballot. If the eligible voter has already cast their ballot and exhausted their PIN, they cannot make any further changes to their eligibility or re-cast any part of their ballot.

## Section 13 – Accessibility

The Clerk shall have regard for electors and candidates with special needs.

The Clerk shall ensure that the Help and Revision Centre is accessible to electors with disabilities and means by which to make the necessary accommodations.

Prior to Voting Day, the Clerk or her designate must prepare a plan for the identification, removal and prevention of barriers that affect voters and candidates with disabilities and make the plan available to the public.

Within ninety (90) days after Voting Day in a regular Municipal Election – by January 24, 2027 – the Clerk shall submit a report to Council summarizing the identification, removal and prevention of barriers that affected electors and candidates with disabilities. Said report shall also be made available to the public.

The Municipality's AODS-compliant customer service feedback process for providing services to people with disabilities must be followed throughout the election process.

## Section 14 – Scrutineers

1. Each candidate may appoint, by using "Appointment of Scrutineer", one (1) scrutineer to represent him/her during the voting and at the counting of the votes including during a recount.
2. No more than one (1) scrutineer representing each candidate may be in the Voting Place or the Help and Revision Centre at one time. The scrutineer shall take an "Oral Oath of Secrecy" to be present in a Voting Place or at the counting of the votes in accordance with Section 49 of the MEA.

3. The “Appointment of Scrutineer” form shall be signed by the candidate in person at the Municipal Office. The candidate shall subsequently provide this signed form to his/her scrutineer.
4. Before being admitted to a Voting Place, a person appointed as a scrutineer shall show proof of his/her appointment to the Returning Officer or her designate where votes are being counted.
5. Scrutineers are prohibited from the following:
  - attempting, directly or indirectly to interfere with how an elector votes
  - attempting to campaign or persuade an elector to vote for a particular candidate
  - displaying a candidate’s election campaign material in a Voting Place
  - compromising the secrecy of voting
  - interfering or attempting to interfere with an elector who is voting
  - obtaining or attempting to obtain, in a voting place, any information about how an elector intends to vote or has voted
  - communicating any information obtained at a Voting Place about how an elector intends to vote or has voted.
6. Use of a cellular telephone will not be permitted within the Voting Place or Help and Revision Centre, being the Municipal Office building, by any elector, candidate or scrutineer.
7. Any person failing to abide by these provisions shall be instructed to leave the Voting Place, Help and Revision Centre and/or any other facility designated by the Clerk. Depending on the severity of the contravention, the Clerk may deem it appropriate to revoke any appointment in effect and ban the individual from attendance at the premises.
8. Scrutineers, duly appointed, may attend at the Voting Place and Help and Revision Centre during the regular hours of operation to observe the process.

## Section 15 – System

### Service Provider

On July 8, 2024, By-law No. 36-2024 was enacted authorizing the use of telephone/internet voting methods for the 2026 Municipal Election.

### System Integrity

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

- a) ensuring that every eligible elector on the Voters List, as amended, is sent, by first class mail, a sealed Voter Information Letter containing the elector's voter credentials
- b) ensuring that only Simply Voting Inc. and no other person, including the Clerk, maintains a list of PIN's that matches each voter's name and address
- c) providing an opportunity for eligible electors to be added to the Voters List or to make amendments to the list up to and including Voting Day, October 26, 2026 at 8:00 p.m.
- d) establishing and enforcing proper procedures to ensure that no person is added to the Voters List unless an Election Official is completely satisfied of the person's identity and qualification as an elector in the Municipality.
- e) ensuring that no replacement PIN is issued by anyone other than an employee of The Municipality who has been appointed in writing by the Clerk to do so; and
- f) appointing an Auditor to test the Voting System and providing same with read-only access to the Voting System.

## System Activation

Prior to the activation of the system by the Clerk on Monday, October 19, 2026 at 10:00 a.m., the Deputy Returning Officer and those candidates and/or scrutineers in attendance shall confirm that all candidates' names are listed and that no votes have been cast. The system will not be activated until confirmation that all counts associated with each of the candidates' names indicate a zero (0) total.

## System Checks

Logic and accuracy testing of the voting system will take place in advance of the poll at a date to be determined by the Clerk and shall include, but not be limited to, the following:

- a) checking the wording of the script and text on the website
- b) checking Voting Place internet and telephone voting stations
- c) attempting to use a PIN more than once
- d) balancing a predetermined number of test votes with those cast
- e) matching PINs to names and addresses
- f) deliberately keying in the wrong information
- g) attempting to under vote and over vote with a test account to ensure that the system has been programmed properly
- h) system refuses ballots before the start of the Voting Period.
- i) Voting is "zeroed out" at the start of the Voting Period.
- j) Voting System refuses ballots after the end of the Voting Period, except from specifically authorized Voting Kiosks.
- k) Voting system accurately counts votes for all candidates in each contest.

All Voting Kiosks and associated information technology infrastructure used at Voter Assistance Centres will be tested for internet access, network security, proper configuration, and device security.

## Section 16 – Corrupt Election Practices, Offences, Penalties and Enforcement

1. Sections 89 and 90 of the MEA provide for offences, penalties and enforcement of corrupt practices and other offences during an election process.
2. Although the Municipality of Arran-Elderslie will be using an alternative voting method, namely telephone and internet voting, the principles and integrity of the election process will remain and be enforceable.
3. Section 89, Offences, of the MEA states. “A person is guilty of an offence if he or she,
  - a) votes without being entitled to do so
  - b) votes more times than this Act allows
  - c) induces or procures a person to vote when that person is not entitled to do so
  - d) before or during an election, publishes a false statement of a candidate’s withdrawal
  - e) furnishes false or misleading information to a person who this Act authorizes to obtain information
  - f) without authority, supplies a voter credentials/ballot to anyone
  - g) takes, opens and/or deals with voter credentials/ballot without having authority to do so
4. No person shall solicit a Voter Information Letter from an eligible elector. Valid complaints or knowledge of solicitation shall be immediately reported to the Ontario Provincial Police for investigation of corrupt practices.
5. Additionally, according to Section 90 of the MEA, if a person is convicted of an offence under Section 89 of the MEA, and the offence was committed knowingly, the offence also constitutes a corrupt practice.
6. Although MEA provisions speak to voting places, ballots, ballot boxes, etc., the same must be used interchangeably with the “alternative form of voting” since the principle of the Act must be maintained and is, therefore, enforceable and subject to penalties.
7. The Clerk of the Municipality of Arran-Elderslie, while utilizing this alternative form of voting, has agreed to the following rules and regulations:

- a) All valid complaints about actions which may contravene the provisions of the MEA, either verbally or written, will be investigated by the Clerk
- b) All such valid complaints, once investigated to the extent and knowledge of the Clerk, will be submitted to the Detachment Commander at the Bruce Peninsula Detachment of the Ontario Provincial Police (OPP) for further investigation
- c) Once the OPP investigation has been completed, the Detachment Commander will communicate with the Crown Attorney's Office to determine whether an individual will be prosecuted
- d) The Clerk and/or any Election Official will not attempt to interfere or intervene in the prosecution and may be called upon to give evidence during the prosecution proceedings.

## Section 17 – Mail Tampering – Criminal Offence and Prosecution

1. The Criminal Code of Canada (CCC) states that tampering with the mail of an individual(s) is a criminal offence punishable by a term of imprisonment of up to ten (10) years.
2. The Municipality of Arran-Elderslie has chosen to use the alternative voting method, telephone/internet voting and as such, notification of the voting process and the method by which electors will access the voting system in order to exercise their right to vote will be completed via the first-class Canada Post mail.
3. The Clerk of the Municipality of Arran-Elderslie, while utilizing this alternative form of voting, has agreed to the following rules and regulations in order to ensure integrity and confidence in the voting process for all electors and candidates:
  - a) all complaints relating to actions which may contravene the provisions of the CCC with respect to mail tampering, either verbally or in writing, will be investigated by the Clerk;
  - b) all such complaints, once proven valid and investigated to the extent and knowledge of the Clerk, will be submitted to the Detachment Commander of the Bruce Peninsula Detachment of the Ontario Provincial Police (OPP);
  - c) once the OPP investigation has been completed, the Detachment Commander will communicate with the Crown Attorney's Office to determine whether an individual will be prosecuted;
  - d) the Clerk and/or any Election Official will not attempt to interfere or intervene in the prosecution and may be called upon to give evidence during the prosecution proceedings.

## Section 18 – Close of Polls and Results

1. The Voting Place (Council Chambers) at the Municipality of Arran-Elderslie will remain open on October 26, 2026 from 8:30 a.m. until 8:00 p.m. The Help and

Revision Centre and Voting Place will remain open until the Clerk confirms that all eligible voters in the Voting Place at 8:00 p.m. on October 26, 2026 have completed voting.

2. At 8:00 p.m. on October 26, 2026, the Clerk will, providing that all eligible electors within the Voting Place have voted, request the close and deactivation of the telephone/internet voting service and request the tabulation of the results for each office to be elected. The final results shall be available as soon as practical thereafter at the Municipal Office, 1925 Bruce Road 10, Chesley, ON and the Unofficial Results will be posted on the Municipal website and at the Municipal Office.
3. Pursuant to Section 55(4) of the MEA, the Clerk shall, as soon as possible after Voting Day, declare the candidate(s), as the case may be, who received the highest number of votes to be elected after the posting of the unofficial results.
4. As soon as possible after Voting Day, the Clerk shall declare the Official Results using the “Declaration of Election Results” form and post the result at the Municipal Office and on the Municipal website.
5. Notice of election results for each school board race shall be provided to the responsible Municipal Office for each of the elections using the “Notice of School Boards Results” form.

## Section 19 – Recounts

1. A recount, under Sections 56, 57 and 58 of the MEA, shall be conducted in the same manner as the original count, as per Section 60(1) of the MEA, unless ordered otherwise by a judge under Section 60(3) of the MEA.
2. A recount is required when:
  - a) there is a tie vote where both or all candidates cannot be declared elected (automatic)
  - b) by resolution of Council (for Council offices)
  - c) by order of the Superior Court of Justice
3. Within thirty (30) days after the Clerk’s declaration of the results, a Council, local/school board may pass a resolution, or the Minister may make an order requiring a recount. The recount must be held within fifteen (15) days after the resolution is passed or the order is made. An order of the Minister must be made within the same timeframe. The incoming Council is no longer able to make a decision on a recount.
4. A person who is entitled to vote in an election who has reasonable grounds to believe the election results are in doubt may apply to the Superior Court of Justice for an order directing the Clerk to hold a recount.

5. The votes for candidates to be included in the recount are as follows:
  - a) in a recount for a tied vote, the votes cast for candidates who are tied
  - b) in a recount being conducted under the authority of a council resolution, the votes cast for candidates named in the resolution (all or specified candidates)
  - c) in a recount being conducted under the authority of a court order, the votes cast for candidates named in the order (all or specified candidates)
6. Pursuant to Section 7(3) and (4), the costs incurred by the Clerk to conduct a recount are to be paid by the Municipality. Any expenses incurred by a candidate will be the sole responsibility of the candidate (i.e. legal counsel in attendance on behalf of candidate).
7. The Clerk conducts all recounts for Municipal elections for which he or she is responsible except recounts conducted by the Superior Court of Justice upon appeal.
8. In accordance with Section 56(2) of the MEA, a recount shall be held within fifteen (15) days after the Clerk's declaration of the results of the election at the Municipal Office, 1925 Bruce Road 10, Chesley, ON.
9. Notification of the recount shall be provided in accordance with the MEA on the "Notice of Recount" form.
10. Pursuant to Section 61(1) of the MEA, the following persons will be authorized to attend the recount:
  - a) the Clerk and any other Election Official appointed for the recount
  - b) every certified candidate for the office involved
  - c) the applicant in the case of a recount ordered under Section 58 of the MEA
  - d) legal counsel for any of the above
  - e) each certified candidate for the office involved or an applicant may appoint a scrutineer for the recount
11. The Clerk shall request Simply Voting Inc. to re-tabulate the results for the office(s) which are subject to the recount and further, request that the results be set out by polling subdivisions. Simply Voting Inc. will send the recount results by facsimile transmission or electronic mail to the Clerk. These results will then be compared to the results tabulated at the close of polls on Voting Day.
12. Upon receipt of the final results of the recount, the Clerk shall announce the results of the recount and, in the event of a tied vote, Section 62(3) of the MEA shall apply, as follows:

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

13. In the event that a tied vote occurs after the statutory recount, the following procedure shall be followed:
  - a) the Clerk shall determine the texture and quality of the paper used for this process and each candidate or the candidate’s lawyer and/or scrutineer will have an opportunity to examine the paper to be used to inscribe the names of the candidates;
  - b) the Clerk shall inscribe the name of each candidate on a similar sized paper and the candidate(s), the candidate’s lawyer and/or scrutineer, without touching the paper, examine same. In addition, all person’s present will have the opportunity to examine the box which will be used for conducting the lot;
  - c) upon completion and acceptance by all candidates of the foregoing process [sub-sections (a) and (b)], the Clerk shall fold the papers bearing each candidate’s name twice in two (2) equal parts and deposit said papers, in full view of all persons present and authorized to attend, in an open-ended box acceptable to all persons present. In the event of a conflict or differing opinion on the selection of the box, the Clerk shall determine the box to be used to conduct the lot.
  - d) the Clerk shall then hold the box and, without looking into the box, ensure that the contents have been displaced sufficiently and then request the Municipal solicitor to draw only one (1) or the required number of papers for the purpose of determining the successful candidate(s).
  - e) The Municipal solicitor shall then directly hand to the Clerk, the selected and required number of papers and the Clerk shall read aloud the name of the candidate(s) and proceed to declare this or these individuals as elected.
  - f) Once completed, the Municipal solicitor shall remove the remaining contents from the box and provide an opportunity for all persons present to examine these slips of papers including the box itself.
  - g) The results of the selection by lot will be posted in the Municipal Office and on the Municipal website by 12 noon on the day following the selection by lot being completed. The Clerk shall notify, in writing, those required of the results.

## Section 20 - Candidates Final Disclosure

At least thirty (30) days before the filing date (last Friday in March 2027), the Clerk shall give to every candidate whose nomination was filed notice of all of the filing requirements and penalties as set out in Sections 88 and 92 of the MEA. The notice shall be given on the “Notice to Candidate of Filing Requirements” form.

A “Notice of Default” form shall be sent, by registered mail, to any candidate who has not submitted the Financial Statement form after the filing deadline in 2027 (last Friday in March).

A candidate is entitled to receive a refund of the nomination filing fee if:

- a) the nomination is withdrawn
- b) the candidate is elected to the office
- c) the candidate receives more than 2% of the votes cast
- d) the documents required under Section 88.25(1) are filed on or before 2:00 p.m. on the filing date in accordance with that subsection as of December 31, 2026.

Refunds will be processed by the end of the election year.

## Section 21 – After Voting Day

1. At no time after Voting Day shall any information regarding the electors and PINs come together to allow anyone to know how an elector had voted.
2. All election materials shall be destroyed in accordance with the provisions set out in Section 88 of the MEA.

## Section 22 – Emergencies

Pursuant to the MEA, Section 53, an emergency shall be declared in the event of a flood, fire or power failure in the Municipality or acute illness or accident by the Clerk and/or her designate which prevents her/them from conducting the election in accordance with the MEA. Upon declaring an emergency, the Clerk shall make such arrangements as deemed advisable for the conduct of the election. The arrangements made by the Clerk, if they are consistent with the principles of the Act, prevail over anything in the Act and the regulations and, if made in good faith, shall not be reviewed or set aside on account of unreasonableness or supposed unreasonableness.

The emergency continues until the Clerk declares that it has ended.

The Clerk shall provide notice of said emergency to the best of her ability and in keeping with the circumstances. If required, the Clerk may consider alternate options for any part of the election process.

In the event that the Clerk and/or her designate is unable to be present to conduct procedures on Voting Day, there shall be a substitute qualified person appointed or available to attend to said election matters.

In the event of such an emergency, the Clerk shall advertise on local radio stations, post notices, if possible, advising that the election has been delayed and the anticipated extent of that delay.

Further, the Clerk shall direct Simply Voting Inc. as to what actions will be undertaken.

## Section 23 – Compliance Audit Committee

A council shall, before October 1 of an election year, establish a committee for the purposes of the MEA.

The Clerk shall review the contributions reported on the financial statements submitted by a candidate to determine whether any contributor appears to have exceeded any of the contribution limits under Section 88.9 of the MEA.

The Clerk shall prepare a report identifying each contributor to a candidate for office on a council who appears to have contravened any of the contribution limited under Section 88.9 of the Act, and:

- a) if the contributor’s total contributions to a candidate for office on a council appear to exceed the limit under Section 88.9, the report shall set out the contributions made by that contributor to the candidate
- b) if the contributor’s total contributions to two or more candidates for office on the same council appears to exceed the limited under Section 88.9, the report shall set out the contributions made by that contributor to all candidates for office on the same council.

The Clerk shall prepare a separate report in respect of each contributor who appears to have contravened any of the contribution limits under Section 88.9 and shall forward each report to the Compliance Audit Committee.

Within thirty (30) days after receiving a report regarding Contributions to Candidates, the Compliance Audit Committee shall consider and decide whether to commence a legal proceeding against a contributor for an apparent contravention.

An elector who is entitled to vote in an election and believes on reasonable grounds that a candidate who is registered in relation to the election in the municipality has contravened a provision of the Act relating to election campaign finances may apply for a compliance audit of the Candidate’s election campaign finances even if the Candidate has not filed a final statement using the “Compliance Audit Application” form.

Within ten (10) days after receiving the Compliance Audit Application, the Clerk shall forward the application to the Compliance Audit Committee.

Within ten (10) days after receiving the Auditor’s Report, if applicable, the Clerk shall forward the application to the Compliance Audit Committee.

## Section 24 - Third Party Advertising

## Campaign Period

Contributions can only be made to a registered third party for third party advertisements during the campaign period according to Section 88.12 of the MEA. A third-party advertiser that is registered can only incur expenses during the campaign period. The campaign period is determined by the application of the following rules:

- ✓ begins on the date that the third-party registers for the election (registration must be certified by the Clerk)
- ✓ ends on December 31, 2026

If the third-party advertiser becomes involved in a compliance audit after the campaign ends on December 31, 2026, the campaign may be recommenced. Once the third-party advertiser notifies the Clerk of the campaign period recommencement, the Clerk shall pay the third-party advertiser any surplus being held in trust for the candidate, together with interest.

## Filing Requirements

All registered third-party advertisers are required to file a financial statement using the prescribed form. Candidates whose campaign contributions are each equal to or less than \$10,000.00 are not required to file an auditor's reports with the financial statement. A registered third-party advertiser whose campaign contributions in the municipality are \$10,000.00 or whose total campaign expenses exceed \$10,000.00 are required to file an auditor's report with the financial statement.

The registered third-party advertiser must file his/her financial statements and auditor's report using the prescribed forms by 2:00 p.m. on the last Friday in March 2027 (March 26, 2027) for the filing period ending December 31, 2026.

If a financial statement is filed prior to the filing date and then an error is noticed, they can withdraw the statement and refile the financial statement and auditor's report by 2:00 p.m. on the last Friday in March 2027 (March 26, 2027).

Third-party advertisers also have a maximum amount for parties, etc., after Voting Day. For the 2026 election, the prescribed formula will use the number of electors on Nomination Day from the 2018 election. The Clerk is to calculate the maximum amount no later than Monday, September 26, 2026. When a third-party advertiser originally registers, the Clerk is to provide a certificate setting out the maximum amount for parties, etc. after Voting Day.

## Application by Third Party for Extension of Filing Date

The registered third-party advertiser may, before the last day for filing a financial statement under Section 88.30 of the MEA, apply to the Ontario Court of Justice to extend the time for filing the document. The court may grant an extension of up to

ninety (90) days. The third party shall notify the Clerk in writing before 2:00 p.m. on the last day for filing a financial statement under Sections 88(29) and (32) that an application has been made.

### Clerk to Give Notice

The Clerk shall give notice of all of the filing requirements and penalties, under Section 88(27)(1) and 92(4), to every third-party advertiser at least thirty (30) days before the filing date. Before Voting Day, the Clerk is also required under Section 33.1 to give notice of the penalties related to election campaign finances.

### Campaign Period Deficit (Section 88.24 (4))

If the third-party advertiser has a deficit at the time that the election campaign period would otherwise end and the third-party advertiser has notified the Clerk in writing on or before December 31, 2026 the campaign period is extended until the earliest of:

- a) June 30<sup>th</sup> in the year following the regular election
- b) The day that the third-party advertiser notifies the Clerk in writing that he/she/it will not accept further contributions
- c) The day A equals the total of B and C, where:
  - A = any further contributions
  - B = the expenses incurred during the extension of the campaign period
  - C = the amount of the registered third party's deficit at the start of the election campaign period

### Supplementary Reporting Periods/Filing Dates

Supplementary filing dates apply where the election campaign period has been extended. The supplementary reporting period is the six (6) month period following the year of the election or, in the case of a by-election, the supplementary reporting period is the six (6) month period following the 45<sup>th</sup> day after Voting Day.

Where a third-party advertiser's campaign period continues, he/she/it shall file a supplementary financial statement (including the auditor's report if required) for the supplementary reporting period on or before 2:00 p.m. on the last Friday in September in the year following the election (Section 88. 29-30). It should be noted that even if a campaign has been extended, a third-party advertiser is required to file the initial financial statement for the reporting period ending December 31, 2026.

### Campaign Surplus

When a third-party advertiser's financial statement (or supplementary financial statement) indicates an election campaign surplus at the end of the campaign period, the entire surplus amount shall be paid to the Clerk at the time of filing and the Clerk

shall hold the monies in trust. If the registered third-party advertiser subsequently incurs expenses related to a compliance audit, the Clerk shall pay the amount held in trust, with interest, to the third party according to Section 33(32) of the MEA.

The surplus becomes the property of the municipality when all of the following conditions have been satisfied:

- a) the campaign period has ended under Section 88(28)
- b) it is no longer possible to recommence the campaign period under Section 88(28)
- c) no compliance audit proceeding has been commenced
- d) the period for commencing a compliance audit proceeding has expired

### Third-Party Filing Default

A registered third-party advertiser cannot participate in the next regular election if:

- a) he/she did not file his/her financial statement
- b) the financial statement shows that the third-party advertiser exceeded his/her expense limit, or
- c) if a document filed under Section 88(32) has a surplus and the third-party advertiser registered has not paid the surplus to the Clerk by the relevant date

### Clerk to Give Notice of Default

The Clerk is required to notify the registered third-party advertiser in writing that a default has occurred and explain the nature of the default. The Clerk shall also make this information public.

## Section 25 – Auditor

The Clerk may appoint an auditor who will assist the Clerk to ensure that the election is conducted in accordance with the Municipal Election Act.

If the Clerk appoints an auditor, then the Clerk will amend these procedures to provide for the responsibilities and actions to be undertaken by the auditor and shall immediately notify all certified candidates.

## Section 26 – Destruction of Election Records

All election materials shall be destroyed in accordance with the provisions set out in Section 88 of the MEA.

Having returned all pertinent documents to the Municipality, Simply Voting Inc. shall confirm, in writing, the destruction of all records in its possession.

The documents shall not be destroyed if:

- 1) a court orders that they be retained
- 2) a recount has been commenced and not completely disposed of

The Clerk shall retain candidates' financial statements and auditors' report(s) until the members of council elected at the next regular election have taken office.

## Section 27A – Ballot Error & Omission Procedure

### Purpose

To provide a consistent, MEA-compliant procedure when a certified candidate's name is discovered to be missing from a ballot (paper or electronic), ensuring integrity, fairness and legality of the election.

### Authority

Established under Municipal Elections Act, 1996: s.12(1) (Clerk's authority to provide for matters not otherwise provided) and s.53 (emergency).

### 1. Identification of Error

Any staff member, candidate, scrutineer, elector or vendor who suspects an omission shall immediately notify the Clerk. The Clerk will promptly verify whether a certified candidate's name is absent from any ballot or electronic race.

### 2. Immediate Actions by the Clerk

Upon confirmation, the Clerk shall: (a) suspend voting for the affected office immediately; (b) secure and isolate all ballots cast to that point for the affected office; (c) notify all candidates for the office; and (d) document time, location and reporter of the error.

### 3. Declaration of Emergency (if required)

If the omission is likely to prevent the election from being conducted in accordance with the Act, the Clerk shall declare an emergency under s.53 and make necessary arrangements for the affected office.

### 4. Corrective Options

Depending on timing and scope, the Clerk may: (A) correct and reissue the ballot before voting commences; (B) suspend the affected race, correct the ballot, and reopen/extend voting hours or dates; or (C) void and reschedule the election for the affected office, issuing new Voter Information Letters and setting a new voting period.

### 5. Notification

The Clerk will issue public notice of the error and corrective action, notify affected candidates directly, and post updates on the municipal website and official channels.

### 6. Voting System Vendor Requirements

For electronic voting, the vendor shall disable the incorrect race, prevent additional votes from being cast, correct the ballot configuration, support issuance of new letters if required, and provide a root-cause report.

## 7. Post-Incident Review

Following the election, the Clerk will conduct and document a post-incident review and implement enhanced ballot proofing controls (multi-level sign-off), with a summary report to Council.

### Section 27B – Candidate Name Omission Assistance Procedure

This section provides guidance when an elector reports a missing certified candidate name (e.g., Thunder Bay–Shania case).

1. Verify report.
2. Suspend affected race.
3. Record details.
4. Notify Clerk.
5. Assist electors.
6. Communicate suspension.
7. Post-correction review.

REVISION NOTE (February 2026): This manual has been updated to align with the 2026 Ontario municipal election cycle, including correct statutory dates (e.g., Voting Day – October 26, 2026), Elections Ontario’s stewardship of the voters’ list, and filing deadlines for candidates and third party advertisers.

## Schedule A

### Acceptable Voter Identification

- An Ontario Driver's Licence
- An Ontario Health Card (photo card)
- An Ontario Photo Card
- An Ontario motor vehicle permit (vehicle portion)
- A cancelled personalized cheque
- A mortgage statement, lease or rental agreement relating to property in Ontario
- An insurance policy or insurance statement
- A local agreement or other financial agreement with a financial institution
- A 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)
- An income tax assessment notice
- A Child Tax Benefit statement
- A statement of Employment Insurance Benefits Paid (T4E)
- A statement of Old Age Security (OAS) (T4A)
- A statement of Canadian Pension Plan benefits (P) (T4A)
- A Canada Pension Plan Statement of Contributions
- A statement of Direct Deposit for Ontario Works
- A statement of Direct Deposit for Ontario Disability Support Program
- A Workplace Safety and Insurance Board Statement of Benefits (T5007)
- A property tax assessment notice
- A credit card statement, bank account statement or RRSP, RROF, RHOSP or T4 statement
- A CNIB card or a card from another registered charitable organization that provides services to persons with disabilities
- A hospital card or record
- A document showing campus residence, issued by the office or officials responsible for student residence at a post-secondary institution
- A document showing residence at a long-term care home under the Long-Term Care Homes Act, 2007, issued by the Administrator for the home
- A utility bill for hydro, water, gas, telephone or cable TV or a bill from a public utilities commission
- A cheque stub, T4 statement or pay receipt issued by an employer
- A transcript or report card from a post-secondary school

## Schedule B

### Election Form Inventory



# **Election Accessibility Plan**

2026 Municipal Elections

Municipality of Arran-Elderslie

Schedule “A” to By-law No. XX-2026

This Plan is for use in the 2026 Municipal Election in conjunction with the Municipality’s current Accessibility Plans and the Integrated Accessibility Standards Regulation

This document is available in an alternative format upon request

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## **Introduction**

The Clerk is responsible for the appropriate legislative and administrative conduct of the municipal elections in the Municipality of Arran-Elderslie.

The Municipal Elections Act ('MEA'), Section 12.1 (1) places responsibility on the clerk to have regard to the needs of the electors and candidates with disabilities.

Section 12.1 (2) of the MEA requires that the clerk shall prepare a plan regarding the identification, removal and prevention of barriers that affect electors and candidates with disabilities and shall make the plan available to the public before voting day in a regular election.

Arran-Elderslie municipal elections will be conducted in a manner that shall ensure that candidates and electors with disabilities have full and equal access to all election information and services, including help centres. The election will be conducted in a manner that ensures that persons with disabilities are able to vote independently and privately with access to voting assistance if required.

Section 12.1 (3) of the MEA requires that within 90 days of voting day the clerk who is responsible for conducting the election shall submit a report to Council regarding the identification, removal and prevention of barriers that affect electors and candidates with disabilities.

## **Staff Training**

All staff carrying out election duties will complete the Arran-Elderslie Accessible Customer Service Training and specific Election Training to recognize and ensure that persons with disabilities are serviced in a way that accommodates their individual needs.

Training will include:

- how to interact/communicate with persons with various types of disabilities;
- how to interact with persons with disabilities who use assistive devices, require the assistance of a support person or a service animal;
- how to clearly explain internet and telephone voting;
- what to do if a person is having difficulty accessing election information or services; and
- how to provide voter assistance if requested.

## **Provision of Election Information**

Election information will be provided to electors and candidates with disabilities in an alternative format, agreed upon between the requester and the Clerk.

Notice of the provision of information in an alternative format will be provided on the Municipality's election webpage and included in various election notices within Municipal Facebook page.

## **Notice of Temporary Service Disruption**

The Clerk shall provide public notice on the Municipality's election webpage, and in the local media if there is a temporary disruption in the delivery of election information or services. The notice shall include the reason for the disruption, the expected duration and an explanation of alternative methods of delivering the information or service. Every effort shall be made to provide alternative methods of providing the information or service to persons with disabilities.

## **Staff Assistance**

Election staff are available throughout the election to assist with any issues that may arise with respect to providing a barrier-free election.

Telephone: (519) 363-3039

Email: [cfraser@arran-elderslie.ca](mailto:cfraser@arran-elderslie.ca) or [dacton@arran-elderslie.ca](mailto:dacton@arran-elderslie.ca)

Fax: (519) 363-2203

In Person: Municipal Office, 1925 Bruce Road 10, Chesley, ON N0G 1L0

Mail: Clerk, Municipality of Arran-Elderslie, 1925 Bruce Road 10, Box 70, Chesley, ON N0G 1L0

## **Assistance to Electors**

The 2026 Arran-Elderslie municipal elections will be conducted with internet and telephone voting methods. Detailed information about each voting method is set out in the 2026 Election Procedure Manual, available on the Municipality's election webpage or from the Clerk's Office and can be provided in an alternative format upon request.

Please contact us at (519) 363-3039 or [cfraser@arran-elderslie.ca](mailto:cfraser@arran-elderslie.ca) or [dacton@arran-elderslie.ca](mailto:dacton@arran-elderslie.ca) if you require your Voter Notification Letter in an accessible format.

Dedicated Election staff are available throughout the election to assist with any issues that may arise with respect to providing a barrier-free election.

## **Help Centre**

The Help Centre located at the Municipal Office (1925 Bruce Road 10, Chesley) will be available to voters throughout the voting period and on Voting Day until 8:00 p.m. The location, accessible parking and entrance information will be posted on the Municipality's election webpage.

## **Parking**

The Help Centre will be located in a building that has private or municipal designated parking for individuals with disabilities.

## **Entrance**

The entrance to the Help Centre will be level. Doors will have automatic door opening devices or will be propped open in a safe manner. The doors will be wide enough to accommodate a wheelchair or other mobility devices.

## **Interior**

Access to the interior voting area and voting booths will be level. Carpeting and doormats will be level with the floor. The voting area will be well lit and seating shall be made available.

## **Accessible Voting Booth**

The voting booths will have a wide area to allow individuals using mobility aids to vote independently and secretly. In the voting booth there will be a large, touchscreen tablet on a stand or laptop with a mouse. If the tablet height needs to be adjusted it can easily be removed from the stand to be held on its own or with assistance.

## **Voting Assistance**

People with disabilities may be accompanied by a support person within the voting booths or the Help Centre staff can assist a voter in casting their vote. The Help Centre staff will, in conjunction with the person with the disability, determine the extent to which they need assistance and the best way to provide the assistance.

Election staff will be on-site at the two retirement homes/long-term care facilities within the Municipality during various times in the voting period to increase accessibility. All election officials are sworn to an oath of secrecy.

## **Internet Voting**

Internet voting allows voters to vote from their home through secured internet services. This method provides for easy voting for persons with a variety of disabilities to cast their vote with independence and privacy as voters have the option of using the assistive tools they have on their own computer such as paddles, a hand-held touchpad, a thumb switch or sip and puff technology.

This method of voting is designed to encourage voter participation as voters do not have to attend a physical location to cast their ballot and accessibility and privacy for people with disabilities is maximized.

The internet election platform will include the capability to change font size and colour scheme.

## **Telephone Voting**

Telephone voting allows voters to vote from their home through secured telephone services which provides for easy voting for people with a variety of disabilities to cast their vote with independence and privacy. Land lines or cell phones can be used to vote and the method is compatible with assistive devices.

Voters can register their vote selections with the telephone keypad or voice commands, greatly increasing accessibility, privacy and independence for voters who do not have internet access.

## **Assistance to Candidates**

The 2026 Arran-Elderslie municipal elections will be conducted with internet and telephone voting methods. Detailed information about each voting method is set out in the 2026 Election Procedure Manual, available on the Municipality's election webpage or from the Clerk's Office and can be provided in an alternative format upon request.

Please contact us at (519) 363-3039 or [cfraser@arran-elderslie.ca](mailto:cfraser@arran-elderslie.ca) or [dacton@arran-elderslie.ca](mailto:dacton@arran-elderslie.ca) if you require your Voter Notification Letter in an accessible format.

The dedicated election staff are available throughout the election to assist with any issues that may arise with respect to providing a barrier-free election.

## **Feedback**

The Clerk welcomes feedback to identify areas where changes need to be considered and ways in which the Municipality can improve the delivery of an accessible election. This plan is a living document and will continue to undergo changes when necessary. Feedback on this plan can be submitted through the following:

Telephone: (519) 363-3039

Email: [cfraser@arran-elderslie.ca](mailto:cfraser@arran-elderslie.ca) or [dacton@arran-elderslie.ca](mailto:dacton@arran-elderslie.ca)

Fax: (519) 363-2203

In Person: Municipal Office, 1925 Bruce Road 10, Chesley

Mail: Clerk, Municipality of Arran-Elderslie, 1925 Bruce Road 10, Box 70, Chesley

## **Additional Information**

Arran-Elderslie Election Webpage



## Policy

Section: 1.0 Administration

Policy: Use of Corporate Resources Policy Update – 2026 Municipal Election

Policy By-Law: 12-2026

Date: January 26, 2026      Revision: Repeal By-law 10-2022

### Policy Statement:

The Corporation of the Municipality of Arran-Elderslie is committed to ensuring fair, transparent, and accountable election practices. In accordance with the Municipal Elections Act, 1996 (MEA), municipalities must establish rules and procedures with respect to the use of municipal resources during an election campaign period. Corporate resources shall not be used to confer any advantage to a candidate or registered third party. [Ontario MEA, s. 88.18]

### Legislative Authority:

Ontario Municipal Elections Act, S.O. 1996, c. 32, Sch.

- Section 88.18: Requires municipalities and local boards to establish rules and procedures regarding the use of municipal resources during the election period.

### Purpose:

This policy provides consistent direction on how corporate resources may and may not be used during municipal election periods (including by-elections), and—where applicable—during provincial and federal elections. It aims to: (a) ensure compliance with the MEA; (b) treat candidates and registered third parties fairly and consistently; (c) preserve the integrity of the election process; and (d) maintain non-partisanship in municipal operations.

### Scope:

This policy applies to Members of Council (including acclaimed Members and Members not seeking re-election), municipal employees, election candidates, registered third-party advertisers, local boards and advisory committees, and members of the public interacting

with municipal facilities and services during municipal election periods.

## **Definitions**

**“Act”** means the Municipal Elections Act, 1996, S.O. 1996, c. 32, as amended.

**“Campaign(ing)”** means any activity by, or on behalf of a Candidate, political party, constituency association, Registered Third Party, or question on a ballot intended to elicit support during the Election Period. This does not include the appearance of elected officials, other candidates or their supporters, or registrants at an event in their personal capacity without the display of any signage or graphics identifying the individual as a candidate or registrant, and without the solicitation of votes.

**“Campaign Materials”** Any materials, including political advertising, used to solicit votes for a candidate(s) or questions in an election, or any materials that promote or oppose the candidacy of a person for elected office. This includes, but is not limited to literature, banners, posters, pictures, buttons, clothing, or other paraphernalia. Campaign Materials also include, but are not limited to, materials in all media formats such as print, displays, radio, television, and online platforms including websites or social media. Campaign materials do not include election signs, which are governed by the Municipality’s Election Sign By-Law.

**“Campaign Period”** for candidates, the date on which the Nomination Form is filed until December 31 in the year of an election (unless a request for extension of campaign period has been filed).

**For Registered Third Parties, “Campaign Period”** is the date on which the Notice of Registration as a third-party advertiser is filed until December 31 in the year of an election (unless a request for extension or campaign period has been filed).

**“Candidate”** means a person who has filed a Nomination Form for an office pursuant to section 33 of the Act and includes a person who has filed a nomination for election to a school board pursuant to the Education Act, R.S.O. 1990, c. E.2, as amended.

**“Clerk”** means the Clerk of the Municipality of Arran-Elderslie or their designate.

**“Corporate Resources”** means real property, goods and/or services owned, controlled, leased, acquired, or operated by the Municipality including but not limited to: facilities, parks, materials, equipment, monetary funds, digital assets (including municipal websites, social media accounts, collaboration platforms), intellectual property, and supplies.

**“Disinformation”** means intentional dissemination of knowingly false information meant to mislead voters or influence the election outcome.

**“Election Day”** for a regular election is the fourth Monday in October in the year of the election, as prescribed by the Municipal Elections Act, 1996.

**“Election Blackout Period”** means a specific timeframe during which political advertising is prohibited. This includes advertising that promotes or opposes a registered candidate, registered third party or registered political party. The blackout period typically begins the day before voting day and ends at the close of polls on voting day, unless otherwise specified and defined within legislation. The blackout period applies to broadcast, print, electronic, or other media.

**“Member”** means an elected Member of the Council of the Municipality of Arran-Elderslie.

**“Municipality”** means the Corporation of the Municipality of Arran-Elderslie.

**“Nomination Day”** for a regular election is the third Friday in August in the year of the election, as prescribed by the Municipal Elections Act, 1996.

**“Official Municipal Event”** means an event organized or hosted by the Municipality (e.g., openings, ribbon-cuttings).

**“Online Platform”** means any digital communication channel including email, municipal websites, collaboration tools, and social media.

**“Policy”** means this Use of Corporate Resources for Municipal Elections Policy.

**“Registered Third Party”** means an individual, corporation or trade union that has filed a Notice of Registration as a third-party advertiser in the municipal election.

**“Staff”** means all full-time, part-time and contract persons hired by the Municipality.

**“Voting Day”** means, in a regular election, is the fourth Monday in October in the year of the election or, in the case of a by-election, the 45th day after Nomination Day, as noted in subsection 65(4) of the Municipal Elections Act, 1996.

**“Ward-specific Business”** means activities that advance ward-specific issues (e.g., Municipality halls, public meetings) that are not celebratory in nature.

**“Ward-specific Events”** means social or celebratory events (e.g., barbeques, skating parties, meet and greets).

## **Policy**

In accordance with the provisions of the Municipal Elections Act, 1996, S.O. as amended, Members of Council, Candidates, and/or Registered Third Parties in a Campaign Period are not permitted to:

- a) Use corporate resources, funding, supplies, services, staff, or other resources for any election-related purposes. Resources include but are not limited to:
  - Telephones, Voicemail
  - iPhone(s) or cell phone

- Corporate electronic devices including tablets, computers and cell phones
  - Printer/Photocopies
  - E-mail
  - Scanner
  - Fax Machine
  - Consumables related to the above equipment such as paper, toner, etc.
  - Municipal logo, crest, slogans, corporate program identifiers
- b) Use staff to canvass or actively work in support of a municipal candidate or party during normal working hours unless the staff member is on a leave of absence without pay, lieu time, float day, or vacation leave.
  - c) Use corporate Information Technology (IT) assets, infrastructure, or data (e.g. computers, wireless devices, portals, corporate email, web pages, blogs, telephone) to communicate election related messages.
  - d) Messages posted to the Municipality's social media may be shared by a candidate to the personal or campaign social media account using social media official channels. The post shall not be modified, manipulated or intentionally taken out of context.
  - e) Municipal websites, domains, and social media channels shall not include or link to election-related campaign material.
  - f) Use any Council or Councillor budgets for election-related purposes or to advertise, promote or support any Candidate, Registered Third Party or any position related to any questions which may be authorized to be placed on the ballot.
  - g) No use of municipal pricing or purchasing agreements to obtain goods/services for campaign purposes.
  - h) Use any municipally owned/provided facilities for any election-related purposes unless the facility is generally available for rent by the public and it is rented in accordance with the Municipality of Arran-Elderslie rental procedures. Notwithstanding the foregoing, no facility/property shall be rented or used for any municipal election related purpose by members of Council, Candidates, Registered Third Parties, or the public during any day that voting is taking place on the property, including the set-up, hosting or take-down activities.

The following will be discontinued for Members of Council from the day prior to Nomination Day in a municipal election year to Election Day (**blackout**):

- a) all forms of advertising, including in municipal publications.

- b) all printing services, including printing, photocopying and distribution of publications, such as newsletters, with the exception of communications specifically related to an authorized or scheduled Municipality event (i.e., Public Meeting).
- c) the ordering of stationery and business cards.
- d) the ordering of office furniture and furnishings, except those of an emergency nature, as well as no movement of furniture and furnishings.

Members of Council may not:

- a) print or distribute any materials paid by municipal funds for campaigning that illustrates that a Member of Council or any other individual is registered in any election or where they will be running for office.
- b) Profile (name or photo) or refer to in any material paid by municipal funds, any individual who is registered as a candidate in any election.
- c) Print or distribute any material using municipal funds that makes reference to, or contains the names or photographs, or identifies registered candidates or registered third parties for municipal elections.
- d) Use website or domain names that are funded by the municipality to include any election-related campaign materials.
- e) Use the Municipality's voice mail system to record election related messages.

All the above noted provisions apply to an elected or acclaimed Member or a member not seeking re-election.

Social Media

- a) If a Member of Council uses any social media account for campaigning, such account must not be created or supported by Municipal resources. Social media accounts used for campaign purposes must utilize personal cell phones, tablets, and/or computers.
- b) Members of Council who choose to create or use social media accounts for campaigning must include, for the duration of the election period, a clear statement on each campaign website or social media account's home page (or profile) indicating that the account is being used for election campaign purposes and is not related to their duties as a Member of Council.
- c) Online communications for official Municipality purposes will be supported in accordance with the Municipality's Communication Policy and related procedures.

## Technology

- a) Members of Council are provided access to corporate information technology (I.T.) assets to fulfill their duties and responsibilities as elected officials but may not use those assets for Campaigning or the development of Campaign Materials. This includes, but is not limited to, functionality through municipally issued smartphones such as calendars, email, texts, and similar applications.
- b) Websites or domain names that are funded by the Municipality may not be used for campaigning. The Municipality's official election website or webpages will provide Candidate contact information but shall in no way endorse any Candidate.
- c) Once a Member of Council registers to be a Candidate, any links from the Municipality's website or social media account to their website or social media pages will be removed from the Municipality's webpages if the Member's website or social media page contains or will contain Campaign Material. Subsequently, all Council biographies will be removed from the Municipality's website effective the first day of the nomination period. During the election period, Mayor and Council information on the Municipality's website will be reduced to council-related contact information only.
- d) The Municipality's voicemail system shall not be used by Candidates to record campaign-related messages nor shall the computer network, including the email system, be used to distribute campaign-related correspondence.

## Disinformation and Misinformation Protocol

The Municipality will monitor its official channels for false or misleading election-related information and promptly correct such information. Staff shall report such information incidents to the Clerk. Where appropriate, public advisories may be issued to maintain trust in election administration.

## Complaints, Investigation and Enforcement

Under the Municipal Elections Act, 1996, the Clerk is the primary authority responsible for administering municipal elections and ensuring compliance with all legislative provisions. The Clerk is authorized to administer and enforce this policy, investigate complaints, take corrective action and provide guidance.

Where potential contraventions of the MEA are identified, matters may be referred to the Compliance Audit Committee and/or appropriate authorities.

Remedies may include revocation of access to corporate resources, recovery of costs, and public advisories as necessary to maintain transparency.

## Limitation

Subject to the blackout period, nothing in this policy precludes a member of Council from performing their official duties or representing constituent interests during the election

period, provided that corporate resources are not used for campaign purposes. All-candidate meetings held in municipal facilities remain permissible where access is equal and no corporate endorsement is implied.

Review

This policy shall be reviewed by the Clerk every four years prior to the next election to reflect legislative changes, technological advancements and best practices.



**Policy CLK01-2023**  
**Code of Conduct for Members of Council & Local Boards**

<b>Policy Name:</b>	Code of Conduct for Members of Council & Local Boards	<b>Policy No:</b>	<b>CLK01-2023</b>
<b>Department:</b>	Clerks		
<b>Effective Date:</b>	March 13, 2023		
<b>Date Revised:</b>			
<b>Authority:</b>	By-Law No. 17-2023	<b>Repealed Authority:</b>	By-Law 43-2021

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 Municipality of Arran-Elderslie and, unless specifically indicated otherwise and with all necessary modifications, to all members of the Municipality's local boards.

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



## Policy CLK01-2023 Code of Conduct for Members of Council & Local Boards

### 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 Municipality 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 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 Municipality 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 Municipality; 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 Municipality or designate;



**Code of Conduct for Members of Council & Local Boards**

- (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 Municipality or designate;
- (d) "confidential information" means information or records that are in the possession, in the custody or under the control of the Municipality that the Municipality 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;
- (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 Municipality and includes, as the context may require and with all necessary modifications, any of the Municipality's local boards;
- (g) "frivolous" means of little or no weight, worth, importance or any need of serious notice;
- (h) "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;
- (i) "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;
- (j) "local board" means a local board as that term is defined in subsection 1(1) and section 223.1 of the *Municipal Act, 2001*;
- (k) "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;
- (l) "meeting" means a regular, special or other meeting of Council or a committee of Council where:
  - (i) a quorum of Members is present, and



**Code of Conduct for Members of Council & Local Boards**

- (ii) Members discuss or otherwise deal with any matter in a way that materially advances the business or decision-making of Council;
- (m) “Member” means a Member of the Council for the Municipality 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;
- (n) “Municipality” means The Corporation of the Municipality of Arran-Elderslie and includes, as the context may require and with all necessary modifications, any of the Municipality’s local boards;
- (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 Municipality’s business and interest (not including a Member);



- (u) "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 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 Municipality's Procedure By-law or other applicable procedural rules and policies.

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

- 5.1 An individual Member neither directs nor oversees the functions of the staff of the Municipality. Council as a whole approves the budget, policies and governance of the Municipality through its by-laws and resolutions.
- 5.2 Staff serve Council and work for the Municipality 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 Municipality when requesting information, advice or services from staff.
- 5.3 A Member shall comply with the Municipality's Council and Staff Relations Policy.



**Code of Conduct for Members of Council & Local Boards**

- 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 Municipality, 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.

**6.0 Municipal Property**

- 6.1 Council is the custodian of the assets of the Municipality. 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 Municipality's property, including but not limited to land, facilities, equipment, supplies, services, staff or other resources for activities other than the business of the Municipality, 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



**Code of Conduct for Members of Council & Local Boards**

Municipality's intellectual property, computer programs, technological innovations, or other patent, trademarks, official marks or copyright held by the Municipality.

- 6.3 A Member shall not use any Municipality 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 Municipality. 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;



**Code of Conduct for Members of Council & Local Boards**

- (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 Municipality;
- (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 Municipality,
  - (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.

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 Members receive confidential information from a number of sources as part of their work as elected officials. This includes information received in confidence by the Municipality that falls under the privacy provisions of the *Municipal Freedom of Information and Protection of Privacy Act* and other applicable privacy laws, and information received during closed meetings of Council or committees of local boards. Examples of types of information that a Member must keep confidential, unless expressly authorized by Council, or as required by law, or the information is in the public realm, include, but are not limited to:

- (a) matters related to ongoing litigation or negotiation, or that are the subject of solicitor-client privilege;
- (b) information provided in confidence, for example, the identity of a complainant where a complaint is made in confidence, personal information of an individual derived from municipal records or other information that a Member receives in confidence by virtue of their office as an elected representative;
- (c) price schedules in contract tender or request for proposal submissions if so specified;
- (d) personal matters about an identifiable individual;
- (e) “personal information” as defined in the *Municipal Freedom of Information and Protection of Privacy Act*;
- (f) any census or assessment data that is deemed confidential; and
- (g) the purchase or sale of personal or real property by the Municipality.

8.2 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 to anyone, unless authorized by Council or as required by law.

8.3 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 Municipality 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 Municipality and must follow the same processes as any private person to obtain such information.

- 8.4 A Member shall not misuse confidential information in any way or manner such that it may cause detriment to the Municipality, Council or any other person, or for financial or other gain for themselves or others.
- 8.5 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.
- 8.6 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.
- 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 Municipality's Respect in the Workplace 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 Municipality and its local boards. If a Member has a non-pecuniary interest, the Member should 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.

### 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

13.1 A Member is required to conduct themselves in accordance with the *Municipal Elections Act, 1996* and any of the Municipality's policies pertaining to elections. The use of the Municipality'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 Municipality.

## 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 it is 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 Municipality.



**Code of Conduct for Members of Council & Local Boards**

- 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 to Council or the local board by a Member 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 to the Integrity Commissioner where a complaint has been filed under the Code of Conduct or any process for complaints adopted by the Municipality; 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**

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 of Council 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 of Council 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 OR BENEFITS

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 Municipality or the local board?

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

\_\_\_\_\_

Member's Signature

\_\_\_\_\_

Date



<b>Policy Name:</b>	Code of Conduct for Members of Council	<b>Policy No:</b>	CLK03-2021
<b>Department:</b>	Municipality Wide		
<b>Effective Date:</b>	September 27 <sup>th</sup> , 2017		
<b>Date Revised:</b>	June 14 <sup>th</sup> , 2021		
<b>Authority:</b>	By-Law No. 43-2021	<b>Repealed Authority:</b>	By-Law No. 41-2018

### 1. Coverage

This Code of Conduct applies to all Members of Council, Local Boards and Committees of the Corporation of the Municipality of Arran-Elderslie, and includes Members of the public appointed to Local Boards and/or Committees as representatives on behalf of the Municipality of Arran-Elderslie. It is the responsibility of all Members to be aware and comply with this Code of Conduct and all other policies adopted by the Council of the Municipality of Arran-Elderslie.

### 2. Purpose

The Council of the Corporation of the Municipality of Arran-Elderslie is committed to achieving the highest standard of conduct in its actions, which is essential to maintaining and ensuring public trust and confidence in decision-making and operations. Members shall act in an accountable and responsible manner with Integrity and fairness in the decision- making process.

### 3. Definitions

“Chief Administrative Officer (CAO)” means the senior executive appointed by Council who is responsible for managing the Municipality.

“Clerk” means an employee authorized to act as the Clerk of the Municipality of Arran-Elderslie.

“Child” has the same meaning as defined in the *Municipal Conflict of Interest Act*.

“Closed Session Meeting” means a meeting or part of a meeting not open to the public in accordance with the *Municipal Act, 2001, S.O. 2001, c.25, as amended*.

“Complaint” means an alleged contravention of this Code of Conduct.



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“Code” means this Code of Conduct.

“Confidential Information” includes information in the possession of or received in confidence by the Municipality that the Municipality is either prohibited from disclosing, or is required to refuse to disclose, under the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), or other legislation. Confidential information includes, but is not limited to, information that is disclosed or discussed at a Closed Session meeting of Council, a Local Board or a Committee, circulated to Members and marked “Confidential”, and given verbally in confidence in preparation for or following a meeting that is closed to the public.

“Council” means the Council of the Corporation of the Municipality of Arran-Elderslie.

“Gifts or Benefits” means any cash or monetary equivalent, fee, object of value, service, travel and accommodation or entertainment.

“Good Faith” means in accordance with standards of honesty, trust and sincerity.

“Harassment” is as defined in the *Ontario Human Rights Code* subsection 10(1) as “engaging in a course of vexatious comment or conduct that is known or ought reasonably to be known to be unwelcome”.

“Hospitality” means instances where there is entertainment of Council, or by outside parties, for the furtherance of Municipality business.

“Integrity Commissioner” means the Integrity Commissioner appointed by the Council of the Corporation of the Municipality of Arran-Elderslie.

“Local board” means a local board other than,

- (a) a society as defined in subsection 2 (1) of the Child, Youth and Family Services Act, 2017;
- (b) a board of health as defined in subsection 1 (1) of the Health Protection and Promotion Act;
- (c) a committee of management established under the Long-Term Care Homes Act, 2007;
- (d) a police services board established under the Police Services Act;
- (e) a board as defined in section 1 of the Public Libraries Act;
- (f) a corporation established in accordance with section 203; and
- (g) such other local boards as may be prescribed.

“Member” means a Member of the Council of the Corporation of the Municipality of Arran-Elderslie, Member of a Local Board of the Corporation of the Municipality of Arran-Elderslie, a Member of a Committee of the Corporation of the Municipality



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of Arran-Elderslie and includes any member of the public appointed to a Committee on behalf of the Corporation of the Municipality of Arran-Elderslie.

“Municipality” means the Corporation of the Municipality of Arran-Elderslie.

“Municipal Property” means items, services or resources which are the property of the Municipality, including, but not limited to, materials, equipment, facilities, technology, municipally-developed computer programs or technological innovations, databases, intellectual property and supplies.

“Office” means the authority and duties attached to the position of being an elected Member.

“Parent” has the same meaning as defined in the *Municipal Conflict of Interest Act*.

“Spouse” has the same meaning as defined in the *Municipal Conflict of Interest Act*.

“Staff” means all full time and part time persons hired by the Municipality including the Chief Administrative Officer, Clerk, Deputy Clerk, Treasurer, Deputy Treasurer, Chief Building Official, Managers, Supervisors, Salaried Employees, Administration Staff, contract and temporary employees, students and co-op placement staff.

### **4. General Integrity**

- 4.1 Members are committed to performing their functions with integrity, accountability and transparency.
- 4.2 Members are responsible for complying with all applicable legislation, by-laws and policies that pertain to their positions as elected officials.
- 4.3 Members recognize that the public has a right to open government and transparent decision-making.
- 4.4 Members shall, at all times, serve and be seen to serve the interests of their constituents and the Municipality in a conscientious and diligent manner and shall approach decision-making with open minds.
- 4.5 Members will conduct their dealings with each other in ways that maintain public confidence in the position to which they have been elected and appointed.
- 4.6 Members will be open and honest, focus on issues rather than personalities and avoid aggressive, offensive or abusive conduct.



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- 4.7 Members shall refrain from making disparaging remarks about other Members of Council, Staff, Members of the public and/or Council decisions.
- 4.8 Members shall avoid the improper use of the influence of their office and shall avoid conflicts of interest, both apparent and real. Members shall not extend in the discharge of their official duties preferential treatment to any individual or organization if a reasonably well-informed person would conclude that the preferential treatment was solely for the purpose of advancing a private or personal interest.
- 4.9 For greater clarity, this Code of Conduct does not prohibit Members from properly using their influence on behalf of constituents.
- 4.10 In accordance with both the *Municipal Act, 2001* and the *Municipal Conflict of Interest Act*, every Member shall exercise his/her power and discharge his/her official duties pursuant to the following guiding principles:
  - a) Seek to advance the common good of the Municipality;
  - b) Exercise care, diligence and skill that a reasonable person would exercise in similar circumstances
  - c) Exercise his/her powers only for the purposes for which they were intended
  - d) Truly, faithfully and impartially exercise his/her office to the best of his/her knowledge and ability.

### **5. Conduct at Council and Committee Meetings**

Members shall conduct themselves with decorum at all Council, Local Board and Committee meetings, in accordance with the provisions of this Code and the Municipality's Procedural By-law.

### **6. Discrimination and Harassment**

All Members have a duty to treat members of the public, one another and Staff with respect and without abuse, bullying and/or intimidation and to ensure that the work environment is free from discrimination and harassment. The *Ontario Human Rights Code* and the Municipality's *Workplace Violence and Harassment Policy* shall apply to Members.

### **7. Conduct Respecting Staff**

- 7.1 Members shall acknowledge the fact that Staff work for the Municipality as a corporate body and are charged with making recommendations that



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reflect their professional expertise and corporate objectives. Council for the Municipality has the authority to approve budget, policy, governance, and other such matters. Under the direction of the Chief Administrative Officer, Municipal staff serve Council as a whole and the combined interests of all Members as evidenced through the decisions of Council as recorded in the minutes and resolutions.

- 7.2 Members shall acknowledge and respect the fact that Staff carry out Council's directions as a whole and administer the policies of the Municipality and are required to do so without any undue influence from any individual Member or group of Members.
- 7.3 Members shall refrain from publicly criticizing individual Staff members in a way that casts aspersions on their professional competence and credibility. The role of Staff is to provide advice and service based on political neutrality, objectivity and professional judgment which may not necessarily reflect the opinion or position of a single Member of Council.
- 7.4 Members of Council have no individual capacity to direct Staff to perform specific functions. Inquires of Staff from Members of Council should be directed to the Chief Administrative Officer or the appropriate Manager/Supervisor.
- 7.5 The *Municipal Act, 2001* sets out the roles of Members of Council and Municipal administrators, including specific roles for statutory officers, such as the Chief Administrative Officer, Clerk, Treasurer and the Integrity Commissioner.
- 7.6 Members of Council are expected to:
  - a) Represent the public and to consider the well-being and interests of the Municipality;
  - b) Develop and evaluate policies and programs of the Municipality;
  - c) Determine which services the Municipality provides;
  - d) Ensure the administrative policies, practices and procedures and controllership policies, practices and procedures are in place to implement the decisions of Council;
  - e) Ensure the accountability and transparency of the Municipality's operations including the activities of the senior management of the Municipality;
  - f) Maintain the financial integrity of the Municipality;
  - g) Carry out the duties of Council under the *Municipal Act, 2001* or any other Act.
- 7.7 Municipal Staff are expected to:



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

7.8 Members shall be respectful of the role of Staff to provide advice based on political neutrality, professional judgment and objectivity.

7.9 Members should not:

- a) Maliciously or falsely injure the professional or ethical reputation or the prospects or practices of staff
- b) Compel staff to engage in partisan political activities or be subjected to threats and/or discrimination for refusing to engage in such activities
- c) Use or attempt to use their authority or influence for the purpose of intimidating, threatening, coercing, commanding or influencing any staff Member with the intent of interfering in Staff's duties.

### **8. Improper Use of Influence**

8.1 As elected officials, Members are expected to perform the duties of their office with integrity, accountability and transparency.

8.2 Members should not use the status of their position to influence the decision of another individual to the private advantage of oneself, one's parents, children, spouse, staff Members, friends or business or other associates.

8.3 In the same manner and as outlined in the *Provincial Offences Act*, Members shall not attempt to influence or interfere, either directly or indirectly, financially, politically or otherwise, with employees, officers or other persons performing duties under the *Provincial Offences Act*.

### **9. Use of Municipal Property and Resources**

9.1 No Member shall use or permit the use of Municipal property, equipment, services, Staff, or other resources (such as the Municipal website) for any activity other than purposes connected with the discharge of Council duties or Council business.



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- 9.2 No Member shall obtain financial gain from the use or sale of Municipally-developed intellectual property, computer programs, technological innovations or other kinds of property while he/she is an elected official or thereafter.
- 9.3 No Member shall use information gained in the execution of his or her duties that is not available to the general public for any purpose than his or her official duties.
- 9.4 The Municipality assigns a corporate email account to each Member and each Member shall use the corporate email account for all purposes connected with the discharge of Council duties or business.

### 10. Conduct Respecting Lobbying

Members, as elected representatives, are often approached by various individuals attempting to influence Council decisions. While lobbying is an accepted practice, Members must be aware that it is their responsibility to make decisions based on an impartial and objective assessment of each situation, free from the influence of vendor for approval or decision-making.

### 11. Confidential Information

No Member shall disclose or release, by any means, to any member of the public, any confidential information acquired by virtue of their office, in either oral or written form, except as required by law or if authorized by Council resolution to do so.

Members shall not use confidential information, including information that they have knowledge of by virtue of their position, that is not in the public domain, including e-mails and correspondence from other Members, or third parties, for personal or private gain, or for the gain of relatives or any person or corporation.

Members shall not, either directly or indirectly, release, make public or in any way disclose any information received during closed session meetings, or the substance of closed session deliberations, including memorandums, documents or staff reports that are distributed for consideration during the closed session meeting until Council or the Committee discusses the information at a meeting that is open to the public or releases the information to the public.

Members of Council shall not access or attempt to gain access to confidential information in the custody of the Municipality unless it is necessary for the performance of their duties and not prohibited by Municipal policy.



Members are only entitled to information in the possession of the Municipality that is relevant to matters before the Council or a Committee. Otherwise, they enjoy the same level of access rights to information as any other Member of the community and must follow the same processes as any private citizen.

## 12. Gifts, Benefits and Hospitality

- 12.1 Members are expected to represent the public and the interests of the Municipality and to do so with impartiality and objectivity. The acceptance of a gift, benefit or hospitality can imply favouritism, bias or influence on the part of the Member. At times, the acceptance of a gift, benefit or hospitality occurs as part of the social protocol or community event linked to the duties of an elected official and his/her representative role of the Municipality.
- 12.2 Members shall not accept gifts that would, to a reasonable Member of the public, appear to be in gratitude for influence, to induce influence or otherwise to go beyond the necessary and appropriate public functions involved. For these purposes, a gift, benefit or hospitality provided with the Member's knowledge to a Member's spouse, child or parent that is connected directly or indirectly to the performance of the Member's duties is deemed to be a gift to that Member.
- 12.3 Members are not precluded from accepting:
- a) Personal gifts, benefits, rewards, commissions or advantages from any person or organization which are wholly unconnected with the performance of the Member as an elected representative;
  - b) Political contributions that are otherwise offered, accepted and reported in accordance with applicable law
  - c) Services provided without compensation by persons volunteering their time
  - d) Invitations from charity or not-for-profit organizations to attend their events
  - e) Communication to a Member including subscriptions to newspaper and periodicals
  - f) Gifts of a nominal value (e.g. Baseball hat, tee shirt, boot, or similar)
  - g) Food and beverages at banquets, receptions, ceremonies or similar events
  - h) A memento received by a Member of Council at a function honouring the Member
  - i) A memento received as a result of being a speaker, participant or representative of the Municipality at an event



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- j) Gifts or benefits received as a result of social protocol, customs or social obligations that normally accompany the performance of official duties
- k) Food, lodging, transportation and entertainment provided by other levels of government or other local governments, boards or commissions
- l) Sponsorships and donations for community events organized or operated by a Member or a third party on behalf of a Member.

12.4 Those gifts received by Members which have significance or historical value for the Municipality shall be left with the Municipality when the Member ceases to hold office.

12.5 It is recognized that the extension and acceptance of forms of hospitality, including invitations to events, outings, engagements, performances, etc., is within the activity scope of a Member. Any hospitality should fall within the following parameters:

- a) Members do not allow themselves to reach a position whereby they might be, or be deemed by others to have been, influenced in making a decision as a consequence of the offering or acceptance of such hospitality
- b) It serves a legitimate business purpose related to the responsibilities of the Member
- c) The person extending the invitation or a representative of the organization is in attendance
- d) The value and frequency are reasonable.

12.6 Members shall return any gifts or benefits or not accept hospitality which does not comply with the Code of Conduct along with an explanation to the donor as to why the gifts, benefits or hospitality cannot be accepted.

### 13 Election-Related Activity

Members are required to conduct themselves in accordance with the *Municipal Elections Act, 1996, as amended*. The use of Municipal resources, both actual Municipal property and staff, for election-related activity is strictly prohibited. The prohibition applies to both the promotion and opposition to the candidacy of a person for elected office. Election-related activity applies not only to a Member's personal campaign for office but also other campaigns for Municipal, Provincial and/or Federal office.

### 14 Compliance with the Code of Conduct

14.1 Members are expected to adhere to the provisions of the Code of



Conduct.

14.2 Where Council has received a report from its Integrity Commissioner that, in his/her opinion, there has been a violation of the Code of Conduct, the *Municipal Act, 2001, R.S.O. 2001, c. 25, as amended*, provides Council with authority to impose the following sanctions:

- a) A reprimand.
- b) Suspension of the remuneration paid to the Member in respect of his/her services as a Member of council or local board, as the case may be, for a period of up to ninety (90) days.

## 15 Enforcement of the Code of Conduct – Integrity Commissioner

15.1 Council shall appoint an Integrity Commissioner to investigate alleged breaches of this Code of Conduct.

15.2 Any person, including Members of the public, Municipal Employees and Members who has reasonable grounds to believe that a Member has breached a provision of the Code of Conduct, may proceed with a complaint.

15.3 Complaints must be submitted within six (6) weeks of the matter becoming known to the individual and no more than six (6) months after the alleged violation occurred. No action will be taken on a complaint occurring outside these deadlines.

15.4 A complainant may wish to pursue the informal complaint process as established by this Code of Conduct but is not required to do so prior to proceeding with the formal complaint process set out herein.

15.5 No Member shall obstruct the Integrity Commissioner while carrying out his/her responsibilities.

15.6 Any reprisal or threat or reprisal against a complainant or anyone for provided relevant information to the Integrity Commissioner is prohibited.

## 16 Duties of the Integrity Commissioner

16.1

1. The application of the Code of Conduct for Members;
2. The application of any procedures, rules and policies of the Municipality governing the ethical behaviour of Members;
3. The application of sections 5, 5.1 and 5.2 of the Municipal Conflict of



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Interest Act to Members;

4. Requests from Members for advice respecting their obligations under the Code of Conduct;
5. Requests from Members for advice respecting their obligations under a procedure, rule or policy of the municipality governing the ethical behaviour of Members;
6. Requests from Members for advice respecting their obligations under the Municipal Conflict of Interest Act;
7. The provision of educational information to Members, the Municipality and the public about the Codes of Conduct and about the Municipal Conflict of Interest Act; and
8. The provision of an annual report to Council on the activities of the Integrity Commissioner.

16.2 Where an individual Member is seeking to obtain advice from the Integrity Commissioner, the Member shall submit to the Clerk a completed Request for Advice Form (see Appendix A) which shall be forwarded to the Integrity Commissioner for response.

16.3 The Integrity Commissioner shall provide his or her advice in writing to the Member. Any written advice given by the Integrity Commissioner to a Member, as it relates to the Code, binds the Integrity Commissioner in any subsequent consideration of the Member's conduct in the same manner provided the relevant facts known to the Member were disclosed to the Integrity Commissioner.

16.4 The Integrity Commissioner's annual report to Council shall include information on the nature and volume of activity for the past year and provide anonymized examples with respect to the advice provided and the nature of complaints received and responded to.

16.5 The annual report of the Integrity Commissioner shall be provided to Council for information. The report is a public document.

16.6 The Integrity Commissioner shall file his or her report no later than (6) months after his or her initial appointment and annually thereafter.

### **17 Procedure – Informal Complaint**

Any individual who has identified or witnessed behavior or activity by a Member that appears to be in contravention of the Code of Conduct may address his/her concerns in the following manner:

- a) Advise the Member that their behavior or activity contravenes the Code of Conduct



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- b) Encourage the Member to stop the prohibited behaviour or activity
- c) If applicable, confirm to the Member satisfaction or dissatisfaction with his or her response to the concern identified
- d) Keep a written record of the incident(s), including dates, times, locations, other persons present and any other relevant information, including steps taken to resolve the matter
- e) If not satisfied with the response received from the Member through the informal process, an individual may proceed with a formal complaint through the Integrity Commissioner as outlined in Part 17 Procedure – Formal Complaint.

### **18 Procedure – Formal Complaint**

Any individual who has identified or witnessed behaviour or activity by a Member that appears to be contravention of the Code may address their concerns through the formal complaint process as follows:

- a) All formal complaints must be made using the Municipality's Complaints Form/Affidavit (see Appendix B) and shall be dated and signed by the complainant.
- b) The complaint must include an explanation as to why the issue raised may be a contravention of the Code and any evidence in support of the allegation must be included with the Complaints Form/Affidavit.
- c) Any witnesses in support of the allegation must be identified on the Complaint Form/Affidavit.
- d) The Complaint Form/Affidavit must include the name of the Member alleged to have breached the Code, the section of the Code allegedly contravened, the date, time and location of the alleged contravention and any other information as required on the Complaints Form/Affidavit.
- e) The complaint shall be filed with the Clerk who shall confirm that the information is complete as to steps a), b) and d) of this section. The Clerk will forward the Complaint Form/Affidavit to the Integrity Commissioner who will determine whether the matter is, on its face, a complaint with respect to non-compliance with the Code and not covered by other legislation or policies.
- f) The Integrity Commissioner may request additional information from the complainant.

### **19. Refusal to Conduct Investigation**

- 19.1 If the Integrity Commissioner is of the opinion that the referral of a matter to him or her is frivolous, vexatious or not made in good faith or that there are no grounds or insufficient grounds for an investigation, the Integrity Commissioner shall not conduct an investigation, or, where that becomes



## THE CORPORATION OF THE MUNICIPALITY OF ARRAN-ELDERSLIE

apparent in the course of an investigation, terminate the investigation.

19.2 Other than in exceptional circumstances, the Integrity Commissioner will not report to Council on any complaint described above, except as part of an annual or other periodic report.

### **20. Response to Complaint Outside of the Jurisdiction of the Integrity Commissioner**

20.1 If the complaint received by the Integrity Commissioner is deemed not to be a complaint with respect to non-compliance with the Code, the Integrity Commissioner shall advise the complainant in writing, as follows:

- a) Criminal Matter – if the complaint is an allegation of a criminal nature consistent with the *Criminal Code of Canada*, the complainant shall be advised that pursuit of such an allegation must be made through the appropriate police service;
- b) *Municipal Freedom of Information and Protection of Privacy Act* – if the complaint is more appropriately address under the *Municipal Freedom of Information and Protection of Privacy Act*, the complainant shall be referred to the Clerk to have the matter reviewed under that Act

20.2 If the matter is covered by other policies or legislation, the complainant will be advised and directed to proceed in a manner that is considered appropriate by the Integrity Commissioner.

### **21. General Provisions**

Appendix A, being the Request for Advice Form

Appendix B, being the Formal Complaint Form/Affidavit and Appendix B-1 (Additional Comments Form)

Council Code of Conduct – Commitment of Council



THE CORPORATION OF THE MUNICIPALITY OF ARRAN-ELDERSLIE

Appendix A  
Council Code of Conduct – Request for Advice Form

Name of Member: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

Advice Requested: (Please provide as much detail as possible. Attach additional pages if required.)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature of Requestor: \_\_\_\_\_

Date: \_\_\_\_\_

Date Received by Integrity Commissioner: \_\_\_\_\_

Date Reply Issued: \_\_\_\_\_



# THE CORPORATION OF THE MUNICIPALITY OF ARRAN-ELDERSLIE

## Appendix B Council Code of Conduct – Formal Complaint Form/Affidavit

Affidavit of \_\_\_\_\_  
(full name)

I, \_\_\_\_\_, of the \_\_\_\_\_  
(full (Name) (City, Town, etc.)

\_\_\_\_\_ in the Province of Ontario Make (County  
of Residence)

Oath and Say (or Affirm):

i. I have personal knowledge of the facts as set in this affidavit, because

\_\_\_\_\_  
(insert reasons e.g. I work for .... I attend a meeting at which..... etc.)

ii. I have reasonable and probable grounds to believe that a Member of the Municipality of  
Arran-Elderslie Council

\_\_\_\_\_  
(Specify name of Member)

has contravened section(s) \_\_\_\_\_  
(specify sections (s)) of the Code of Conduct of the Municipality of Arran-Elderslie, the particulars of which  
are as follows: (set out the statements of fact in consecutively numbers paragraphs in the space below, with each  
paragraph being confined as far as possible to a particular statement of fact. If you require more space please  
use the attached Appendix B-1 form (Additional Information Form). If you wish to include exhibits to support this  
complaint, please refer to the exhibits as Exhibit A, B, etc. and attach them to this Affidavit.)

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

This Affidavit is made for the purpose of requesting that this matter be reviewed by the Municipality of Arran-  
Elderslie appointed Integrity Commissioner and for no other purpose.

Sworn (or affirmed) before me at \_\_\_\_\_ (City, Town, etc.) in the Province of Ontario  
on \_\_\_\_\_ (Date).

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

Signature of Commissioner: \_\_\_\_\_

(A commissioner for taking affidavits, etc.)

**Please note that signing a false affidavit may expose you to prosecution under Sections 131, 132 or 134 of the  
Criminal Code, R.S.C. 1985 c. C-46 and also to civil liability for defamation.**



# THE CORPORATION OF THE MUNICIPALITY OF ARRAN-ELDERSLIE

## Schedule A

### (Additional Information to Appendix B – Formal Complaint Form/Affidavit)

#### Municipality of Arran-Elderslie

#### Council Code of Conduct

To the affidavit required under Part 16 Procedure – Formal Complaint of the Council Code of Conduct. (if more than one page is required, please copy this blank page and mark each additional page as 2 of 2, 2 of 3, etc. at the top right corner)

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This Schedule A referred to in the affidavit of \_\_\_\_\_ (full name) Sworn (or affirmed) before me on this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_

A Commissioner for taking affidavits, etc.



THE CORPORATION OF THE MUNICIPALITY OF ARRAN-ELDERSLIE

Appendix C
Municipal Conflict of Interest Act – Formal Complaint Form/Affidavit
Municipality of Arran-Elderslie

Affidavit of \_\_\_\_\_ (full name)

I, \_\_\_\_\_ (full name), of the \_\_\_\_\_ (City, Town, etc.)
\_\_\_\_\_ (County of residence) in the Province of Ontario

Make Oath and Say (or affirm):

1. I have personal knowledge of the facts as set out in this affidavit, because

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

(insert reasons e.g. I work for, I attend a meeting at which... etc.)

2. I have reasonable and probable grounds to believe that a member of the Municipality of Arran-Elderslie
Council \_\_\_\_\_ (specify name of member)

Has contravened section (s) \_\_\_\_\_ (specify section(s)) of the Municipal Conflict
of Interest Act.

The particulars of which are as follows: (set out the statements of fact in consecutively numbered paragraphs in
the space below, with each paragraph being confined as far as possible to a particular statement of fact. If you
require more space please use the attached Schedule A form (Additional Information form). If you wish to
include exhibits to support this complaint, please refer to the exhibits as Exhibit A, B, etc. and attach them to
this Affidavit)

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

This Affidavit is made for the purpose of requesting that this matter be reviewed by the Municipality of Arran-
Elderslie’s Integrity Commissioner and for no other purpose.

Sworn (or affirmed) before me at \_\_\_\_\_ (City, Town, etc.) in the Province of
Ontario on \_\_\_\_\_ (Date).

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

Signature of Commissioner: \_\_\_\_\_

(A commissioner for taking affidavits, etc.)

Please note that signing a false affidavit may expose you to prosecution under Sections 131, 132 or 134 of the
Criminal Code, R.S.C. 1985 c. C-46 and also to civil liability for defamation.

**THE CORPORATION OF THE  
MUNICIPALITY OF ARRAN-ELDERSLIE**

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**BY-LAW NO. 16-2022**

**BEING A BY-LAW TO REGULATE ELECTION SIGNS IN THE  
MUNICIPALITY OF ARRAN-ELDERSLIE**

WHEREAS Section 11(3), paragraph 7 of the *Municipal Act, S.O. 2001, as amended*, states that a Municipality may pass By-laws respecting signs; and

WHEREAS Section 99(2) and 99(3) of the *Municipal Act, S.O. 2001, c. 25 as amended*, provides that the Municipality may enter land and remove signs at the expense of the owner of the sign if it is erected or displayed in contravention to this By-law; and

WHEREAS Section 425 of the *Municipal Act, S.O. 2001, c. 25 as amended*, establishes that any person who contravenes any By-law of the Corporation of the Municipality of Arran-Elderslie is guilty of an offence;

WHEREAS Section 88.3 of the *Municipal Elections Act, 1996, as amended*, sets out requirements for Candidates' election campaign advertisements;

WHEREAS the Corporation of the Municipality of Arran-Elderslie recognizes the importance of free speech and political campaigning as supported by the *Municipal Elections Act, 1996, as amended*;

WHEREAS Council of the Corporation of the Municipality of Arran-Elderslie deems it expedient to enact a By-law to regulate the placement of election signs;

AND FURTHER WHEREAS the Corporation of the Municipality of Arran-Elderslie deems it necessary to enact regulations to:

- i. Achieve clarity of the position and consistency of approach for placement of election signs and election campaign advertisements within the jurisdiction of the Corporation of the Municipality of Arran-Elderslie.
- ii. Enable the issue to be applied consistently and equitably to all candidates and third-party advertisers.
- iii. Minimize any threat to public safety from the placement of election signs.

NOW THEREFORE COUNCIL OF THE CORPORATION OF THE MUNICIPALITY OF ARRAN-ELDERSLIE ENACTS AS FOLLOWS:

1. Definitions

- 1.1 "Banner Flag Sign" means a sign made from non-rigid, lightweight materials, which is attached to and projects out horizontally in a predominantly perpendicular manner and used primarily for attracting attention.
- 1.2 "Banner Sign" means a sign made from non-rigid, lightweight materials which is secured or mounted to a building or structure by its ends or corners.
- 1.3 "By-law Enforcement Officer" means a commissionaire assistant or any other officer appointed by the Municipality of Arran-Elderslie to

enforce or carry out the provisions of this By-law or any parts thereof;

- 1.4 “Candidate” shall have the same meaning as in the Canada Elections Act, the Election Act (Ontario) or the Municipal Elections Act, 1996, S.O. 1996, c.32, as applicable, and shall be deemed to include a person seeking to influence other persons to vote for or against any question or By-law submitted in accordance with the Municipal Elections Act, 1996, S.O. 1996, c.32.
- 1.5 “Campaign office sign” means any sign containing information which solely identifies the name of a candidate in a federal, provincial or municipal election, and/or the location of a candidate’s campaign office, and contains no other message;
- 1.6 “Clerk” means the Clerk of the Municipality.
- 1.7 “Election day” means the day on which the final vote is to be taken in a federal, provincial or municipal election;
- 1.8 “Election sign” means any sign as defined in this By-law that:
- i. Advertises or promotes a candidate in a federal, provincial or municipal election and shall include school board trustees; or
  - ii. That uses words, pictures or graphics, or any combination thereof intended to influence persons to vote for or against any questions or By-law submitted to the electors under Section 8 of the *Municipal Elections Act, 1996, c.32*.
- 1.9 “Election Sign Owner” shall be the Candidate or Third-Party Advertiser who has approved or created the election sign.
- 1.10 “Electronic Sign” means an electronically and/or computer-controlled sign, or part thereof, which displays illuminated copy and graphic information in a pre-arranged sequence for continuous scrolling or flashing display or other form of animation.
- 1.11 “Inflatable Sign” means a sign or advertising device designed to be inflated with air or gas and may be designed to be airborne and tethered to the ground, water, a building or structure.
- 1.12 “Motorized Sign” means a sign designed with motorized movement.
- 1.13 “Municipality” means the Municipality of Arran-Elderslie.
- 1.14 “Municipal Logo” means the current logo of the Municipality of Arran-Elderslie which is displayed on the Municipal website, social media platforms, letterhead, signage or equipment and vehicles owned by the Municipality of Arran-Elderslie.
- 1.15 “Nomination Day” means the date in which nominations open in an election year;
- 1.16 “Poster Sign” means a printed notice conveying information intended to be displayed for a temporary period of time and includes but is not limited to a bill, handbill, leaflet, notice, and placard;
- 1.17 “Public Property” means property owned, leased or maintained by the Municipality of Arran-Elderslie.

- 1.18 “Road Allowance” means any Municipal, County or Provincially owned land open and maintained as a public highway, including sidewalks, bridges, multi-use trails and other portions of land within the road allowance designed and intended for, or use by, the general public for the passage of vehicles and pedestrians and includes the untraveled portion of the road allowance.
- 1.19 “Third Party Advertiser” means an individual, corporation or trade union who has filed with the Clerk of the Municipality responsible for conducting an election a Notice of Registration to be a registered third party for the election as in Section 8.6 (1) of the *Municipal Elections Act, 1996*, as amended.
- 1.20 “Third Party Advertisement” means an advertisement in any broadcast, print, electronic or other medium that has the purpose of promoting, supporting, or opposing:
- 1.20.1 A candidate, or
- 1.20.1.1 A “yes” or “no” answer to a question referred to in Subsection 8(10, (2) or (3) of the *Municipal Elections Act, 1996*, as amended, but does not include an advertisement by or under the direction of a candidate or an advertisement described in Section 1, subsection (2) or (2.1) of the *Municipal Elections Act, 1996*, as amended.

## 2. General

- 2.1 No person shall place or display, or cause or permit to be placed or displayed, an election sign, except in accordance with the provisions of this By-law.
- 2.2 No person shall erect or display elections sign on private property without the consent of the owner or occupant of the property.
- 2.3 Section 88.3(2) of the *Municipal Elections Act, 1996*, as amended, sets out that an election campaign advertisement purchased by or under the direction of a candidate, shall identify the candidate.
- 2.4 No person shall pull down or remove a lawfully erected election sign without the consent of the candidate to which the election sign relates or the owner of the property on which the election sign is erected.
- 2.5 No person shall deface or willfully cause damage to a lawfully erected election sign.
- 2.6 No person shall display on any election sign a logo, trademark or official mark, in whole or in part, owned or licenced by the Municipality.
- 2.7 No person shall place or permit a sign to be placed:
- a. That is illuminated, animated rotates or has flashing lights;
  - b. On a tree, utility pole, municipal, County or Provincial sign or post or light standard, utility box, planter, bench, waste receptacle, newspaper box or mail box;
  - c. At a voting location or voting help centre;

- d. On a vehicle that is parked at any voting location;
- e. On a street in front of a voting location;
- f. Within one hundred (100) metres of a voting location;
- g. Within fifteen (15) metres of any intersection of public roads within the Municipality;
- h. That has exceeded a height of one (1) metre;
- i. To obstruct the safe operation or visibility of vehicular traffic, cyclists, or pedestrians, and must not obstruct sightlines; and
- j. Without the consent of the candidate to whom the sign relates or the registered third-party advertiser responsible for the outsider election sign.
- k. On any property that is owned, leased or maintained by the Municipality of Arran-Elderslie including, but not limited to:
  - i. Municipal Office
  - ii. Fire Halls
  - iii. Public Works Yards
  - iv. Community Centres
  - v. Public Libraries
  - vi. Municipal Parks (ball diamonds etc)
  - vii. Vacant Lots owned by the Municipality

2.8 Subsection 2.2 (a) and (h) do not apply to a campaign office sign.

2.9 Not more than one (1) election sign per candidate shall be placed on a lot at any one time.

2.10 An election sign may only be placed with the consent of the owner of the lot.

2.11 The candidate and the registered third party to whom an election sign relates shall be responsible for the placement or display of the election sign and shall ensure that all the requirements of this By-law have been met.

### 3. Campaign Office Signs

3.1 No person shall place a campaign office sign unless it complies with the following requirements:

- a. The campaign office sign is placed on a campaign office;
- b. No more than one (1) campaign office sign is placed at a campaign office;
- c. The campaign office sign does not interfere with the safe operation of motor vehicular traffic, cyclists, and with the safety of pedestrians, and must not obstruct visibility or block sightlines; and
- d. The campaign office sign is placed in accordance with any requirement imposed by the Chief Building Official in relation to

the *Building Code Act* or any other By-laws that may be in place.

#### 4. Road Allowances

4.1 No person shall place an election sign, or cause an election sign to be placed on a road allowance if the election sign or any portion thereof is:

- a) On or over a roadway or sidewalk.
- b) Within the sight triangle at the intersection of two roadways.
- c) Located on any centre median, traffic island or centre boulevard within a road allowance.
- d) Greater than 1.5 m<sup>2</sup> in sign face area.
- e) Greater than 1.25 m in height.
- f) Not mounted on its own support affixed and secured directly to the ground.
- g) In any location described in Section 2.7 of this By-law.

4.2 Every person who places an Election Sign on a municipal road allowance shall comply with the following requirements:

- a) The sign does not impede the necessary sightlines of motorists, Municipality's snowplowing or grass cutting operations, or access to a private drive;
- b) The sign does not cause any other immediate safety issue.

#### 5. Sign Removal and Violations

5.1 Any election sign found to be in violation of this By-law is subject to removal by the Municipality and any such signs shall be stored up to ten (10) days after the Election Day;

5.2 A candidate, or any person acting on the behalf of a candidate, or a registered third party may retrieve a sign stored by the Municipality, but the Municipality may, without notice or compensation to any person, destroy or otherwise dispose of any election sign that has not been retrieved within the aforementioned period; and

5.3 The sign removal fee shall be \$ 20.00 per election sign;

5.4 If an election sign is removed in accordance with this By-law, the candidate or registered third party to whom the election sign relates will be charged in accordance with the amount outlined in clause 5.3;

5.5 The sign removal fee, as outlined in clause 5.3 will be waived if the candidate or registered third party provides an affidavit indicating that neither the candidate or registered third party nor, to the best of the candidate's or registered third party's knowledge, was responsible for the unlawful placement or display of the election sign;

5.6 The Municipality shall notify the candidate or registered third party of the costs incurred to remove the signs, and they shall have five (5) days after the date that the notice is received to pay the outstanding costs of removal per sign in accordance with clause 5.3.

- 5.7 The Municipality shall not be liable for any damage or loss of an Election Sign that was displayed in accordance to this By-law or that was removed by the Municipality pursuant to the provisions of this By-law.
- 5.8 If the Manager of Public Works or their designate determines that the location of an election sign is in contravention to this By-law, they may remove the sign.
- 5.9 Election signs not reclaimed within 10 days, may be disposed of by the Municipality without compensation to the owner of the sign.

6. Timing

- 6.1 No person shall place or permit to be placed an election sign for a federal or provincial election or by-election earlier than the day the Writ of Election or by-election is issued;
- 6.2 No person shall place, or permit to be placed, an election sign for a municipal election, except an election sign which is placed on a campaign office:
  - a) Earlier than nomination day in the year of a regular election; or
  - b) Earlier than nomination day for a by-election.
- 6.3 The owner shall remove their election sign within two (2) days immediately following 11:59 p.m. of the day of the election.

7. Short Title

This By-law may be referred to as the "Election Sign By-law".

8. Enforcement

- a) Where a person is directed or required by this By-law to do any matter or thing, such matter or thing may be done in default of its being done by the person directed or required to do it, at the person's expense, and such expense may be recovered by action or as Municipal Taxes in the manner prescribed by the Municipal Act.
- b) Every person who contravenes any provision of this By-law is guilty of an offence and on conviction is liable to a fine as provided for in the Provincial Offences Act, R.S.O. 1990, c. P.33.

9. That Schedule "A" shall form part of this By-law.

10. That By-law 17-2018 is hereby rescinded.

\*\*\*\*\*

READ a FIRST and SECOND time this 28<sup>th</sup> day of February, 2022.

READ a THIRD time and finally passed this 28<sup>th</sup> day of February, 2022.

*Original Signed by*

\_\_\_\_\_  
Steve Hammell, Mayor

*Original Signed by*

\_\_\_\_\_  
Christine Fraser-McDonald, Clerk