

# **Town of Ingersoll**

## **Candidate Information and Nomination Package**

### **2026 Municipal Election**

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

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

Clerk's Department  
130 Oxford St. 2<sup>nd</sup> Floor  
Ingersoll, ON  
N5C 2V5  
(519) 485-0120  
clerks@ingersoll.ca

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## Information for Candidates - Introduction

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The municipal and school board election will be held on Monday, October 26, 2026 and the new term of Council will begin on November 16, 2026.

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

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

**Municipal Election – October 26, 2026**

**Procedures for the 2026 Municipal  
Election**

**and**

**Alternative Voting Method – Vote by Mail**

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

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

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## 1. Introduction

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- 1.1. The 2026 Municipal Election will be held on Monday, October 26, 2026.
- 1.2. The Council of the Corporation of the Town of Ingersoll enacted By-law No. 25-5396 on June 9, 2025, authorizing the use of Vote-counting equipment and Vote by Mail as an alternative voting method for the 2026 Municipal Election. Section 42(5) of the *Municipal Elections Act*, 1996 provides that when a by-law authorizing the use of an alternative voting method is in effect, Section 43 (advance votes) and Section 44 (voting proxies) apply only if the by-law so specifies. Pursuant to By-law 25-5396, Council has authorized the elimination of advance voting and proxy voting other than the Ballot Return Station that will be located at the Municipal Office.
- 1.3. Pursuant to section 42(3) of the *Municipal Elections Act*, 1996, the Clerk shall establish procedures and forms for the use of alternative voting methods and provide a copy to each candidate. This document sets out the procedures for the Vote by Mail method in accordance with the principles of the Act.
- 1.4. The Clerk, in the role of Returning Officer, may amend these procedures or establish additional procedures as necessary at any time up to and including Voting Day. Any such amendments shall be provided to each candidate.
- 1.5. With respect to matters of policy and procedures for alternative voting methods and vote-counting equipment, the Clerk’s decision is final.
- 1.6. Questions regarding the procedures are welcome. For more information, contact the Municipal Office during regular business hours at 519-485-0120.

## 2. Key Dates for the 2026 Municipal Election

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<i>Municipal Elections Act</i> Reference	Date or Time Period
Nomination & Registration Period (s. 33)	May 1, 2026 – August 21, 2026, at 2:00 p.m.
Alternative Voting Method Procedures (s. 42 (3) (ii))	On or before June 1, 2026
Voters’ List Reproduced (s.23 (2) (a))	On or before September 1, 2026
Nomination Day (s. 31)	August 21, 2026 (9:00 a.m. to 2:00 p.m.)
Certification of Nominations (s. 35 (1) (2))	Before 4:00 p.m. on August 24, 2026
Revision Period for Voters’ List (s. 24 (1))	September 1 – October 26, 2026, at 8:00 p.m.

Voting Kit Mailed to Electors	On or about September 24, 2026
Last Date for Guaranteed Mail-back through Canada Post	October 15, 2026
Voting Day (s. 5)	October 26, 2026
Official Declaration of Votes (s. 55 (4) (a))	Approximately October 27, 2026

### 3. Definitions

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

“**Ballot Box**” shall mean a sealed box secured at the Municipal Office, in which ballots are placed in advance of the close of voting and after being processed through a vote tabulator.

“**Ballot Return Station**” shall mean a voting place under the general supervision of a designated Election Official where electors, who prefer to deliver or have delivered their completed ballots, may deposit their ballots directly into the care of the Clerk or designated Election Official rather than forwarding their ballots by mail. The Ballot Return Station will be located within the Town of Ingersoll Municipal Office.

“**Ballot Scanning Station**” shall mean the station located within the Counting Location where the ballots will be processed through a vote tabulator.

“**Clerk**” shall mean the Clerk of The Corporation of the Town of Ingersoll.

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

“**Continuous Drop Box Location**” shall mean

- (a) a sealed ballot box available inside the Municipal Office at 130 Oxford Street (2nd Floor), Ingersoll, Ontario for the drop off of Return Envelopes during regular office hours except on Voting Day, when the office will be open from 8:30 a.m. to 8:00 p.m.; and
- (b) the mail slot available on the outside of the Municipal Office located at 130 Oxford Street (2nd Floor), Ingersoll, Ontario for the drop off of Return Envelopes anytime, 24 hours a day, 7 days a week until 8:00 p.m. on Voting Day.

“**Council**” shall mean the Council of The Corporation of the Town of Ingersoll.

“**Counting Location**” shall mean a secured location within the Municipal Office located at 130 Oxford Street (2nd Floor), Ingersoll, Ontario.

“**DataFix**” shall mean the company secured to provide Voters List management and the production of the voters’ kits for the 2026 Municipal Election.

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

“**Drop Box**” shall mean the sealed box in which Return Envelopes and Secrecy Envelopes are placed by persons delivering their ballots in person to either the Continuous Drop Box Location or Ballot Return Station located within the Municipal Office.

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

“**Elector**” shall mean a person who is entitled to vote in the election in accordance with Section 17 of the *Municipal Elections Act*, 1996, as amended, and who appears on the Voters’ List or is added thereto by revision.

“**Last Date For Guaranteed Mail**” shall mean the date that is guaranteed for the return of voting packages deposited in mailboxes anywhere in Canada.

“**Municipal Office**”, unless otherwise specified, shall mean the Town of Ingersoll Municipal Office located at 130 Oxford Street (2nd Floor), Ingersoll, Ontario.

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

“**Processing Room**” shall mean the IT room located within the Municipal Office, 130 Oxford Street, Ingersoll, Ontario, wherein Return Envelopes will be processed under the control of the Clerk or designated Returning Officer or Election Official. Candidates, or their scrutineers, have the right to be present during all processing and counting of Return Envelopes, Inner Ballot Secrecy Envelopes and ballots.

**“Replacement Voting Kit”** shall mean a set of documents which consists of: a Voting Instruction Sheet with detachable Voter Declaration Form, a Ballot(s), a Ballot Secrecy Envelope; a Return Envelope with prepaid postage, and such other necessary material as the Clerk or designated Election Official determines to replace a Voting Kit that has been lost or destroyed.

**“Return Envelope”** shall mean a prepaid postage envelope addressed to the Municipal Office that should contain both a Voter Declaration Form and a Ballot Secrecy Envelope containing one (1) ballot and is either returned by mail to the Municipal Office or is dropped off at the Ballot Return Station.

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

**“Secured Room”** shall mean the vault located in the Municipal Office, 130 Oxford Street, Ingersoll, Ontario, wherein election materials will be stored under the control of the Clerk or designated Election Official.

**“Sequestered”** shall mean the period of time after 12:00 p.m. on Voting Day during which Election Officials designated in accordance with Section 21, as well as any candidate or their appointed scrutineers are at the Counting Location. The Counting Location shall be secured and personnel sequestered from 12:00 p.m. until all ballots are counted and successful tallies determined following the close of voting at 8:00 p.m. on Voting Day.

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

**“Vote By Mail”** shall mean the alternative voting method authorized by the Council to conduct the 2026 Municipal Election in the Town of Ingersoll.

**“Vote Tabulator”** shall mean an apparatus that optically scans a designated area on the ballots to read the votes and tabulate the results.

**“Voter Declaration Form”** shall mean the slip included in the Voting Kit upon which the elector must sign to declare their eligibility to vote in this election.

“**Voters’ List**” shall mean a list showing all eligible electors within the Town of Ingersoll, as provided by the Municipal Property Assessment Corporation (MPAC) and revised by the Returning Officer or Assistant Returning Officer pursuant to the provisions of the *Municipal Elections Act*, 1996.

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

“**Voting Kit**” shall mean a set of documents which consists of: a Voting Instruction Sheet with detachable Voter Declaration Form, a Ballot(s), a Ballot Secrecy Envelope; a Return Envelope with prepaid postage, and such other necessary material as the Clerk determines.

#### **4. Alternative Voting Procedures - Vote by Mail Overview**

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- 4.1. The Town of Ingersoll will be utilizing an alternative method of voting - VOTE BY MAIL - for the 2026 Municipal Election being held on October 26, 2026.
- 4.2. Electors will receive a Voting Kit in the mail during the week of September 24, 2026. The Voting Kit will contain all of the materials required to place their vote by mail. The elector simply follows the instructions in their kit, deposits their ballot in the mail using the postage paid response envelope, and Canada Post will deliver the ballots to the Municipal Office for counting on Voting Day.
- 4.3. Electors added to the Voters’ List before September 10, 2026, will receive their Voting Kit by mail. The Voting Kit will contain a voting instruction sheet with detachable Voter Declaration Form; a composite ballot; a white ballot secrecy envelope; and a postage prepaid yellow return envelope in which to return the required materials to the Returning Officer.
- 4.4. Electors who do not receive their personal Voting Kit, or who receive a Voting Kit with incorrect information, must have their own information revised on the Voters’ List in order to receive their own Voting Kit. After September 10, electors who revise their own information on the Voters’ List will be issued their Replacement Voting Kit at the time that they submit such revision. Any person who receives a Voting Kit addressed to another person should contact the Municipal Office to receive further information, as it is against the law to exercise a vote other than your own vote.
- 4.5. Return Envelopes will be received daily by mail and also by drop-off at the Municipal Office. Designated Election Officials will remove the secrecy envelope from the return envelope, and update the Voter's Lists to show that the elector

identified on the Voter Declaration Form has cast a ballot. The secrecy envelope will then be secured in a ballot box.

- 4.6. Should electors be unable, or choose not to mail their vote, the Ballot Return Station that has been established will protect their right to vote by allowing them to deliver their ballots in person right up to the close of voting on Voting Day. See Section 13.8 for the location of the Ballot Return Station.
- 4.7. Assistance will be available at the Municipal Office during regular office hours, or by calling 519-485-0120.

## 5. Election Officials

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

## 6. Scrutineers

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

## 7. Notices

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- 7.1. When required under the Act, notices will be published in the newspaper with the widest general circulation in the municipality. In addition, at the discretion of the Returning Officer, notices will also be posted on the Municipal Website, and

where possible, promoted on local radio stations. All notices will be published/posted in the English language only.

7.2. The following notices are required to be issued in accordance with the Act. These notices may be provided through a variety of methods, including publication, posting on the Municipal Website, or direct communication to affected parties, as determined by the Clerk. Not all notices listed below are required to be published in the newspaper.

- i) Notice of Election Information: The notice of election information will provide the location of the Ballot Return Station, the dates and times on which the station will be opened, and other relevant information as determined by the Clerk. The notice will be published and posted on or before August 21, 2026 (Nomination Day).
- ii) Notice of Revision of Voters' List: The period for revisions to the Voters' List is from September 1, 2026, to the Close of voting on Voting Day. The notice will be published and posted on or before August 23, 2026.
- iii) Notice of Nomination: The nomination period is from May 1, 2026, until 2:00 p.m. on August 21, 2026 (Nomination Day). The notice will be published and posted on or before May 1, 2026.
- iv) Notice of Additional Nominations: Notice will be given on August 22, 2026, if the number of nominations received and certified by the Clerk is less than the number required. If so, additional nominations can be accepted between 9:00 a.m. and 2:00 p.m. on August 26, 2026. The Clerk shall review and certify any additional nominations before 4:00 p.m. on August 27, 2026.
- v) Certified Election Results: The certified election results shall be published as soon as possible after Voting Day.
- vi) Notice of Penalties: Notice of penalties related to campaign finances and the refund of the nomination filing fee shall be given to all candidates and third party advertisers no later than October 25, 2026.

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

## 8. Preliminary List and Voters' List

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- 8.1. Elections Ontario is responsible for supplying the Town of Ingersoll with the Preliminary List for municipal elections. The Preliminary List, as corrected by the Clerk under Section 22 of the *Municipal Elections Act*, 1996, shall constitute the Voters' List.
- 8.2. The preliminary list and the Voters' List are public documents and may be inspected by the public at the Municipal Office during regular office hours from 8:00 a.m. to 5:00 p.m., Monday to Friday. On Voting Day, the office will be open from 8:00 a.m. through to the Close of Voting.
- 8.3. No person shall use information obtained from these lists, except for election purposes. The use and sale of these lists for commercial purposes is PROHIBITED.
- 8.4. Upon receipt of a written request from a candidate for an office, the Clerk or designated Election Official shall provide him/her with a copy of the part of the Voters' List that contains the names of the electors who are entitled to vote for that office. Candidates will be required to sign a declaration stating that the Voters' List will be used for election purposes only.

## 9. Electors' Qualifications

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- 9.1. An elector is entitled to vote once in a municipality where they reside or, in the case of a school board, the area of jurisdiction of the school board where they qualify as an elector. Even if the elector has more than one qualifying property address, an elector may only have one permanent residence.
- 9.2. Qualifications of Electors and Persons Prohibited from Voting are outlined under Section 17(2) and 17(3) of the *Municipal Elections Act*, 1996.
- 9.3. An elector must complete the Voter Declaration Form provided in the Voting Kit to declare their eligibility to vote in the election.

## 10. Revision of the Voters' List Procedure

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

- 10.1. Persons, upon application in writing on the appropriate form established by the Clerk, may have their name added, removed, or information added or amended on the Voters' List.
- 10.2. An elector will be asked to provide, to the designated Election Official, the prescribed proof of identity and residence or complete an application on the prescribed form, including a statutory declaration, to prove his/her right to vote. Such proof of identity and residence shall include the person's name, qualifying address, and signature. In addition, an elector may be asked to provide proof of citizenship, such as a birth certificate, Canadian Citizenship certificate or other such documentation.
- 10.3. Applications to revise the Voters' List must be made in writing on the appropriate form established by the Clerk and shall be filed in person by the applicant or their agent, by mail by the applicant, or via any other format and manner that the Clerk specifies. Applications must be filed in accordance with Section 24 of the *Municipal Elections Act*, 1996. For greater certainty, applications to revise the Voters' List will be received and processed whether submitted in person, by mail, or by such other means as the Clerk specifies, up to and including the Close of voting on Voting Day.
- 10.4. Applications to remove another person's name from the Voters' List must be made in writing on the appropriate form established by the Clerk and shall be filed in person or by mail by the applicant or in person by an agent. Applications must be filed in accordance with Section 25 of *the Municipal Elections Act*, 1996.
- 10.5. Revisions to the Voters' List will be conducted at the Municipal Office during regular office hours (Monday to Friday, 8:00 a.m. to 5:00 p.m.) up to and including Voting Day. On Voting Day, revisions will take place from 8:00 a.m. to 8:00 p.m. In order to facilitate access for electors and agents who are unable to attend during regular office hours, the Municipal Office will offer extended evening hours for the purpose of Voters' List revisions. Notice of extended hours will be posted on the Municipal Website and published in accordance with Section 7 of these Procedures.
- 10.6. While revisions to the Voters' List will be accepted by any permitted method up to the Close of voting on Voting Day, where a revision is made for the purpose of obtaining a Voting Kit (ballot), the following requirements apply:
  - i) The anticipated mailing date for the 2026 voting kits is anticipated as September 24, 2026.
  - ii) From September 24, 2026, to October 9, 2026, a Voting Kit will be issued by mail to the elector's qualifying address. Prior to the September 24th

mail-out date, the Town is not in possession of the ballots and cannot issue kits. Between these dates, electors may also obtain a Voting Kit in person at the Municipal Office, in accordance with Section 13.1.

- iii) After October 9, 2026, the elector must attend the Municipal Office in person and present original proof of identity and residence satisfactory to the Clerk or designated Election Official before a Voting Kit will be issued. Copies of identification are not accepted. Where an elector is unable to attend in person, an agent may attend on their behalf subject to the requirements set out in Section 13.1.
- 10.7. Beginning September 20 and not later than September 30, the Clerk shall prepare an interim list of the changes to the Voters' List approved under sections 24 and 25 of the Municipal Elections Act, 1996 that were approved on or before September 20. The Clerk shall provide a copy of the interim list to each person who was provided a copy of the Voters' List. After the Statement of Changes to the Voters' List has been compiled, the original list and the Statement of Changes together make up the Voters' List.
- 10.8. The Clerk may correct any obvious error in the preliminary list and shall notify Elections Ontario of the corrections. The Clerk may use any information that is in the local municipality's custody or control to correct the preliminary list.
- 10.9. The Clerk shall certify the Voters' List as revised. Only persons on this Voters' List and those added by revision are entitled to vote.
- 10.10. All deletions, amendments and additions to the Voters' List shall be maintained electronically.
- 10.11. The Clerk, or designate, will print the name of an elector who is issued a Voting Kit or Replacement Voting Kit on the provided declaration form, so that when returned and in the event of an illegible signature, the elector may be easily identified and stricken from the Voters' List as having returned their ballot.

## **11. Nominations**

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

those persons within the Municipal Office during the prescribed filing time will be considered for filing.

- 11.3. Nominations must be on the prescribed form and shall bear original signatures, accompanied by the prescribed fee.
- 11.4. Nominations must be endorsed by at least twenty-five (25) persons and accompanied by the prescribed declaration by each of the persons endorsing the nomination and be accompanied by a declaration of qualification on the prescribed form, signed by the person being nominated.
- 11.5. Persons endorsing a nomination must be eligible to vote in the election for the Town of Ingersoll and may endorse more than one nomination.

**Filing Fees**

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

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

- 11.7. All candidates must provide designated Election Officials with proof of identity and a qualifying address within the municipality when filing a nomination. If an agent is filing on behalf of a candidate, the agent must provide the candidate's proof of identity as well as their own. Copies are not permitted.
- 11.8. The surname on the nomination form and the surname on the identification must be the same. Some flexibility will be given to first names (e.g. Bill for William), subject to approval of the Clerk.
- 11.9. Nomination forms will be reviewed for completeness when filed and will be certified at a later date, on or before 4:00 p.m. on August 24, 2026.
- 11.10. An unofficial list of persons who have submitted nomination forms and the office that they are seeking election to shall be updated as soon as practical after

receipt of nomination papers. The list will also be included on the Town of Ingersoll website [www.ingersoll.ca](http://www.ingersoll.ca) and in the Clerk's Office.

- 11.11. An official list of nominated persons shall be posted in the same manner as specified in Section 11.10 once nomination forms have been certified and the nomination period has expired.
- 11.12. A candidate is entitled to a refund of the nomination filing fee if the documents required under subsection 88.25 (1) of the *Municipal Elections Act* are filed on or before 2:00 p.m. on the filing date of March 26, 2027.

### **Withdrawal of Nominations**

- 11.13. A candidate may withdraw their nomination by filing a written withdrawal with the Clerk's Office before 2:00 p.m. on Nomination Day. The candidate shall appear in person, with identification in order to withdraw the nomination; or the candidate's agent shall appear in person, with identification and a Letter of Authorization to represent the candidate, in order to withdraw the candidate's nomination.

### **Additional Nominations**

- 11.14. If the number of nominations filed for an office and certified by the Clerk is less than the number of persons to be elected to the office, additional nominations may be filed between 9:00 a.m. and 2:00 p.m. on August 26, 2026. The Clerk shall review and certify any additional nominations before 4:00 pm on August 27, 2026.

## **12. Acclamations**

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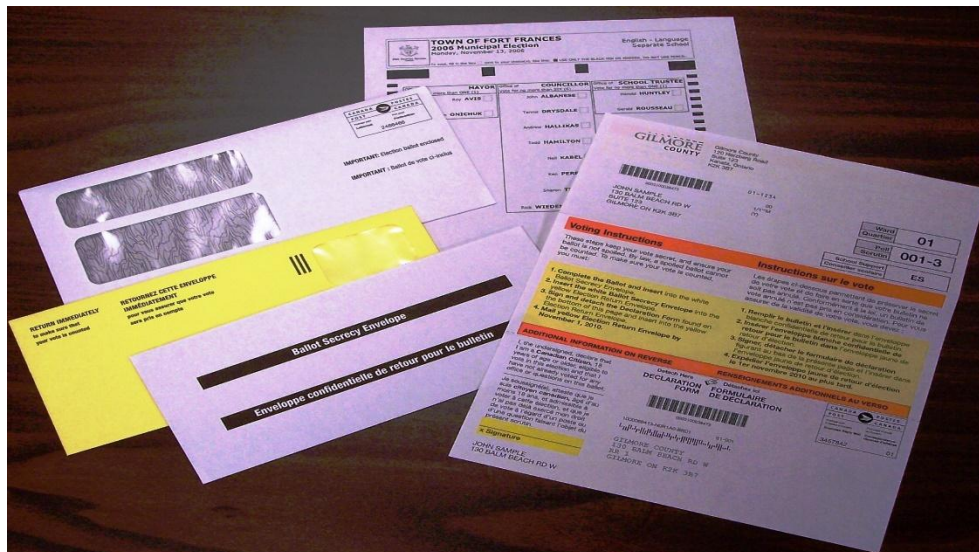
- 12.1. If, after the close of nominations on Nomination Day, the number of candidates nominated for any office is equal to or less than the number that are required to be elected to that office, the Clerk will, after 4:00 p.m. on August 24, 2026, declare the candidate(s) acclaimed and prepare a Declaration of Acclamation.
- 12.2. The Clerk will call for additional nominations if the number of certified candidates is fewer than the number of positions to be elected in accordance with section 11.14.
- 12.3. The Clerk will post the list of acclaimed candidates on the bulletin board located at the Municipal Office and on the municipal website. The Clerk will also provide

a copy of the declaration to the acclaimed candidate(s) and will place a copy of the declaration in the candidate's file.

### 13. Vote by Mail Procedures

Where an election is required to be held for an Office, the Vote by Mail procedure shall be as follows:

- 13.1. The Municipality, in conjunction with DataFix, will provide a Vote-by-Mail Kit to every person who qualifies to be an elector up to the Close of voting on Voting Day.
- 13.2. On or around September 24, 2026, delivery of Voting Kits to those who are on the Voters' List as of September 10, 2026, will commence. After this date, Voting Kits will be provided by the Clerk or designated Election Official, either by mail or in person at the Municipal Office.
- 13.3. A Voting Kit shall consist of:
  - A Voting Instruction Sheet with a detachable Voter Declaration Form (with bar code);
  - A Composite Ballot;
  - A White Ballot Secrecy Envelope;
  - A Yellow Return Envelope with prepaid postage; and
  - Such other material as the Clerk determines.



- 13.4. In addition to mailed Voting Kits, the Clerk will receive blank Voting Kits for the municipality. Once received, the Voting Kits will be counted, numbered and recorded.
- 13.5. Blank Voting Kits will be stored in the Secured Municipal vault under the control of the Clerk or designated Election Official.
- 13.6. The number of Voting Kits distributed by the Clerk or designated Election Official to persons qualifying to be elector after September 10, 2026, will be recorded.
- 13.7. Upon receipt of the Voting Kit, each elector should follow the instructions provided in the Voting Kit exactly. The instructions require the elector to:
- Complete the ballot;
  - Insert the ballot into the ballot envelope marked “Ballot Secrecy Envelope”;
  - SEAL the Ballot Secrecy Envelope;
  - Complete and sign the Voter Declaration Form. If an elector requires assistance in voting, he/she shall make their mark (i.e. an “x”) on the signature line and have a witness sign in the signature area of the Voter Declaration Form and print their name below;
  - Place the completed Voter Declaration Form and the SEALED Ballot Secrecy Envelope into the yellow prepaid business reply envelope;
  - Seal the yellow prepaid business reply envelope; and
  - Mail the yellow prepaid business reply envelope by October 15, 2026 or deliver it by some other means to the Municipal Office (Ballot Return Station) no later than 8:00 p.m. on October 26, 2026.
- Note: The postage paid envelope is only applicable for mail originating within Canada.
- 13.8. In addition to using the mail system, a Ballot Return Station will be established for those electors who, rather than forwarding their ballots by mail, prefer to deliver or have delivered their completed ballots directly into the care of the Clerk or designated Election Official. The Ballot Return Station shall be established as follows:

**Ballot Return Station Location**

Town of Ingersoll Municipal Office  
130 Oxford Street (2nd Floor), Ingersoll, ON, N5C 2V5

## Drop Off Times

- i) During regular office hours, Monday through Friday, 8:30 a.m. – 4:30 p.m.
  - ii) In the after-hours drop box located next to the entrance of the Town of Ingersoll Municipal Offices, located at 130 Oxford St. - 24 hours a day, 7 days a week, until October 26, 2026 (Election Day) at 8:00 p.m.
- 13.9. The final day to deposit the Return Envelope in the mail to ensure delivery to the Clerk or designated Election Official is October 15, 2026.
- 13.10. Electors who have failed to mail their Return Envelope by October 15, 2026, are encouraged to take steps to ensure alternate delivery of the Return Envelope to the Municipal Office by the Close of voting on Voting Day.
- 13.11. Return Envelopes deposited in the Continuous Drop Box located at the Municipal Office by the Close of voting on Voting Day will be considered as having been mailed.
- 13.12. DataFix has a record of all electors on the Voters' List provided by Elections Ontario and has received a list of all electors added to the list up to and including September 10, 2026.
- 13.13. Electors on or added to the list up to September 10, 2026, will receive their Voting Kit by mail.
- 13.14. Electors added to the list between September 11, 2026 and October 9, 2026, will receive their Voting Kit by mail or in person from the Clerk or designated Election Official.
- 13.15. After October 9, 2026, persons making an application to add their names to the Voters' List for the purpose of receiving a Voting Kit must do so in person, or through an agent, at the Municipal Office. Copies of identification are not accepted for any application made under this section.
- i) Elector attending in person: Those persons making an application to add their names to the Voters' List will be required to provide to the designated Election Official original proof of identity and residence satisfactory to the Clerk or designated Election Official, to prove their right to vote. Such proof of identity and residence shall include the person's name, qualifying address, and signature.

- ii) Agent attending on behalf of an elector — addition to Voters' List only (before October 9, 2026): Where an agent files an application to add an elector to the Voters' List prior to October 9, 2026, the agent shall provide original proof of identity for themselves and original proof of identity and residence for the elector on whose behalf they are acting, including the elector's name, qualifying address, and signature. Where the application is approved, the Voting Kit will be mailed directly to the elector's qualifying address on record. The Voting Kit will not be issued to the agent at the counter.
- iii) Agent attending on behalf of an elector — after October 9, 2026: Where an agent attends after October 9, 2026, to add an elector to the Voters' List and receive a Voting Kit on their behalf, the agent shall:
- a) provide original proof of identity for themselves;
  - b) provide original proof of identity and residence for the elector on whose behalf they are acting, including the elector's name, qualifying address, and signature
  - c) produce a signed and witnessed Authorization Letter, in the form prescribed by the Clerk, specifically authorizing the agent to add the elector's name to the Voters' List and to receive election materials on the elector's behalf; and
  - d) sign a written Attestation, in the form prescribed by the Clerk, acknowledging that:
    - they are acting as agent for the named elector;
    - receipt of the Voting Kit does not authorize the agent to complete or submit the ballot on behalf of the elector, except as expressly permitted under the *Municipal Elections Act, 1996*; and
    - completion or submission of a ballot on behalf of another person, except as authorized by law, is an offence.
- iv) Proof of citizenship: In addition to the above, proof of citizenship, such as a birth certificate, Canadian Citizenship certificate, or equivalent documentation, may be required for any elector.
- v) Issuance of Voting Kit: If the application is certified by the Clerk or designated Election Official, a Voting Kit will be issued at that time. The elector, or agent acting under (iii) above, will have the option of returning the completed ballot at a later time or depositing the sealed Return Envelope with a designated Election Official for placement in the Drop Box at the Municipal Office. The issuance of a Voting Kit to an agent does not authorize the agent to complete or return the ballot on the elector's behalf.

- 13.16. A list of names shall be maintained showing the name and address of each person who has been added to the Voters' List and has been issued a Voting Kit.
- 13.17. It must be emphasized that, in a Vote-by-Mail system, the onus is on eligible electors to ensure that their names are on the Voters' List.
- 13.18. The Clerk or designated Election Official does not guarantee the delivery of Voting Kits by mail within any specific timeframe. Electors requesting a Voting Kit by mail are responsible for allowing sufficient time for delivery.

Mail delivery timelines are subject to Canada Post service standards, which vary depending on distance and may be impacted by holidays and seasonal volumes. Generally, delivery timelines are as follows:

- 2 business days within the local area
- 3 business days within the province
- 4 business days across Canada

Where time constraints prevent a Voting Kit from being mailed with a reasonable expectation of delivery prior to Voting Day, the Clerk or designated Election Official may, at the request of the elector, arrange for an alternative method of delivery or pick-up.

### **Replacement Voting Kits**

- 13.19. If an elector on, or added to, the Voters' List does not receive a Voting Kit, or if the Voting Kit is lost or destroyed, a Replacement Voting Kit may be issued. The elector or their agent must attend the Municipal Office to obtain a Replacement Voting Kit (unless a home visit under the Home-Assisted Vote Retrieval Program has been arranged, See Appendix "B"). A declaration form must be signed by the elector prior to the issuance of a Replacement Voting Kit. The Clerk or designated Election Official will confirm that the elector is qualified and issue the Replacement Voting Kit in accordance with DataFix's End User Guide.
- 13.20. If the Voting Kit is a Replacement Kit, the Voter Declaration Form will be marked with "RVK" and initialed by the Clerk or designated Election Official to indicate that the elector has been issued a Replacement Voting Kit.
- 13.21. The designated Election Official shall ensure that each individual for whom a Replacement Voting Kit is issued, signs a declaration form attesting to the fact that they are:

- An elector;
- Not in receipt of their Voting Kit;
- They were in receipt of their Voting Kit, but it has been either lost or destroyed; incorrect or completed incorrectly.
- They were not on the Master Voters' List and, as such, shall also be processed as an addition to the Master Voters' List.

13.22. A list of names shall be maintained showing the name and address of each person who has received a Replacement Voting Kit.

13.23. The completed Replacement Voting Kit declaration forms shall be kept in the custody of the Clerk.

13.24. Electors requiring technical assistance in any manner should attend at the Municipal Office or call the Town of Ingersoll at 519-485-0120 for assistance from election staff. The Municipal Office will be open for assistance during normal office hours during the election period and on Voting Day from 8:00 a.m. to 8:00 p.m.

## **14. Form of Ballot**

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14.1. The form of ballot will be a "Composite Ballot".

14.2. The ballot shall be designed with the names of the candidates in alphabetical order based upon the last name.

14.3. The place for the elector to mark the ballot for each candidate shall be clear and unambiguous.

14.4. The ballot shall be designed so that the ballot can be counted using an optical scanning Vote Tabulator.

## **15. Storage of Ballots & Election Material**

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15.1. Utilization of a Vote-by-Mail process necessitates the storage of cast ballots, declarations, the Voters' List, and Blank/Replacement Voting Kits, etc. in a secured location.

During the election period beginning May 1, 2026, through to Voting Day, all Ballot Boxes, the Voters' List, and Blank/Replacement Voting Kits will be kept in

the Secured Room and may only be accessed by either the Clerk or a designated Election Official. Such access to the Secured Room will be witnessed by an additional individual.

- 15.2. All designated Election Officials accessing election materials in the Secured Room will be required to sign a log noting the date and time of entry and exit. Entry shall only be by a minimum of two (2) persons at any time. There shall not be only one person in the Secured Room at any time for the duration of the election period.
- 15.3. The Drop Boxes located inside the Municipal Office will be kept behind the main reception counter during regular office hours and will be sealed and returned to the Secured Room at the close of business each day.

## **16. Security of Voting Kits/Ballots Prior To Voting**

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- 16.1. Ballots will be printed under the supervision of DataFix and the number of Voting Kits/ballots printed will be forwarded to the Clerk.
- 16.2. DataFix will facilitate the mailing of a Voting Kit to each person identified on the revised Voters' List as of September 10, 2026, and the number of Voting Kits issued will be forwarded to the Clerk.
- 16.3. In addition to the Voting Kits that are mailed, the Clerk will receive blank Voting Kits for the municipality. Once the Voting Kits are received, they will be counted and the numbers recorded.
- 16.4. The number of Voting Kits distributed by the Clerk or designated Election Official to persons qualifying to be electors after September 10, 2026, will be recorded.
- 16.5. In the event that the supply of ballots printed by DataFix is exhausted, the Clerk shall first make reasonable efforts to obtain additional ballots from the printer. Where time permits and contact with the printer is practicable, additional ballots will be requested before any other remedy is pursued.

Where it is not possible to obtain additional printed ballots in sufficient time, the Clerk may, as a last resort, photocopy the required number of ballots. All photocopied ballots shall be subject to the following safeguards:

- i. Photocopied ballots shall be produced under the direct supervision of the Clerk or designated Election Official;

- ii. Each photocopied ballot shall bear the initials of both the Clerk (or designated Election Official) and a witness Election Official on the back of the ballot, outside of any voting area;
- iii. The total number of photocopied ballots produced shall be recorded in a Photocopied Ballot Log, noting the date, time, reason for photocopying, and the names of both the supervising and witness Election Officials;
- iv. Photocopied ballots shall be numbered sequentially, and that numbering recorded in the Photocopied Ballot Log; and
- v. Any unused photocopied ballots shall be spoiled and accounted for in the Photocopied Ballot Log at the close of voting.

The use of photocopied ballots and the total number produced shall be disclosed in the official election records.

## **17. Security of the Ballot During / After The Vote**

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- 17.1. Upon receipt by mail or from the Drop Box, the Return Envelopes will be opened by the Clerk and/or designated Election Official, and, upon verification of the Voter Declaration Form and Ballot Secrecy Envelope, the sealed Ballot Secrecy Envelopes will be stored in sealed ballot boxes. See Section 18 below for processing of Return Envelopes. The number of yellow Return Envelopes processed shall be reconciled with the:
- o Number of electors marked as having voted on the Voters' List;
  - o Number of rejected ballots;
  - o Number of secrecy envelopes deposited into the ballot box;
  - o Number of Voter Declaration Forms; and
  - o Number of ballots (voting kits) issued

The reconciliation shall be recorded on the Daily Batch Reconciliation Form.

- 17.2. At the end of each day, the Clerk or designated Election Official(s) shall affix a seal to the Drop Boxes, initial the seal and place the sealed boxes in the Secured Room in the presence of another designated Election Official.

### **Daily Ballot Reconciliation and Control**

- 17.3. Daily ballot reconciliation will be performed in accordance with the following:
- i) Each morning, the Clerk or designated Election Official(s) shall unseal and open the previous day's Drop Boxes and retrieve the ballots from the Drop Box and deposit the ballots into the Master Drop Boxes, reseal, and both Officials shall initial the Master Drop Boxes.
  - ii) The daily drop boxes are to be confirmed empty and sealed in the presence of another designated Election Official.

- iii) The Return Envelopes in the Drop Boxes will be processed per Section 18.
- iv) The Ballot Boxes will remain in the care of a designated Election Official to process all ballots returned by mail or in person during regular business hours.
- v) Upon completion, the Ballot Boxes will be sealed, initialled, and placed in the Secured Room under the control of the Clerk or designated Election Official(s).
- vi) The retrieval and depositing of the ballots from the daily Drop Boxes to be deposited into the Master Drop Boxes shall be completed in the presence of the Clerk and designated Election Official or two (2) Election Officials.

### **Election Day Ballot Reconciliation and Control**

- 17.4. Beginning at 12:00 p.m. on Voting Day, the sealed Ballot Boxes will be transported by the Clerk or designated Election Official to the Counting Location, the Secrecy Envelopes will then be opened by designated Election Officials and the ballots packaged into bundles in preparation for counting.
- 17.5. Drop Boxes shall be maintained at the Ballot Return Station on Voting Day during the specified hours. At the Close of Voting, the Drop Boxes shall be sealed and transported to the Counting Location for processing.
- 17.6. When the count is complete, the Ballot Boxes will be sealed and initialled by the Clerk or designated Election Official prior to being transferred to the Secured Room under the control of the Clerk or designated Election Official for the statutory retention period.

### **18. Procedure on Receipt of Return Envelopes**

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- 18.1. Return Envelopes will be processed in the Processing Room.
- 18.2. The opening of Return Envelopes during the election period, up to and including Voting Day is for the purpose of processing Voter Declaration Forms, updating the Voters' List, and placing sealed Ballot Secrecy Envelopes into the Ballot Boxes.
- 18.3. All designated Election Officials entering the Processing Room while envelopes are being processed are required to sign a log noting the date and time of entry. Entry shall only be by a minimum of two (2) persons at any time, i.e. there shall

not, at any time, be only one person in the Processing Room while envelopes are being processed.

- 18.4. On Monday to Friday, from approximately September 24, 2026, up to and including October 26, 2026, between the hours of 8:00 a.m. and 5:00 p.m., as required and on Voting Day between the hours of 8:00 a.m. and 8:00 p.m., Return Envelopes will be opened by designated Election Officials and dealt with in the manner outlined in Section 18.
- 18.5. Return Envelopes received after 8:00 p.m. on Voting Day will be date-stamped, will not be counted and will be placed in the Secured Room and retained for the statutory document retention period.

### **Mailed Return Envelopes**

- 18.6. Return Envelopes will be received, on a regular basis, by designated Election Officials. The Clerk or designated Election Official shall, in plain view, sort the Return Envelopes for processing and place them in a drop box for this purpose. These drop boxes will be placed in the Secured Room for safekeeping until the designated time for the Return Envelopes to be opened in accordance with the procedures set out in Section 19.2.

### **Return Envelopes Physically Brought to the Office**

- 18.7. Electors attending in person at the Municipal Office to exercise their right to vote shall complete their vote in accordance with the instructions contained in the Voting Kit and deliver the Return Envelope to a designated Election Official. There will be an area designated at the Municipal Office for electors to complete their vote in privacy.
- 18.8. Return Envelopes will be deposited immediately in a secure receptacle (Drop Box) located behind the main reception counter. The receptacle shall be clearly marked as a "Drop Box" for return ballots in their Return Envelopes.
- 18.9. Designated Election Officials shall monitor the use of the Drop Box and request placement of its contents in the Secured Room as often as necessary. The contents of the Drop Box may be processed daily or as needed, with the mailed Return Envelopes. Designated Election Officials shall ensure that the Drop Box is sealed appropriately and placed in the Secured Room at the end of every business day.

## 19. Opening of Ballot Packages Prior to Counting

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- 19.1. The Clerk and designated Election Officials shall ensure that every vote possible can be counted.
- 19.2. In the Processing Room, on Monday to Friday, from approximately September 24, 2026 up to and including October 26, 2026, between the hours of 8:00 a.m. and 5:00 p.m., as required and on Voting Day between the hours of 8:00 a.m. and 8:00 p.m., the Clerk or designated Election Official, in the presence of at least one other designated Election Official, will open Return Envelopes which have been received at the Ballot Returning Station, and will remove the Ballot Secrecy Envelope and Voter Declaration Form from the Return Envelope.
- The designated Election Official will identify the elector from the Voter Declaration Form, and will confirm that the Voter Declaration Form is properly signed. At this time, the designated Election Official will update the Voters' List to indicate that the elector has exercised his/her right to vote.
- 19.3. If a Voter Declaration Form has not been signed by the elector, and where sufficient time permits, an attempt will be made to contact the elector to provide for an opportunity for the elector to sign the Voter Declaration Form. The Voter Declaration Form together with the Ballot Secrecy Envelope will be kept in the Secured Room up to the Close of voting on Voting Day.
- i. If the elector attends the Municipal Office and signs the Voter Declaration Form prior to the Close of voting on Voting Day, the ballot WILL BE COUNTED.
  - ii. If the Voter Declaration Form is unsigned at the Close of Voting on Voting Day, the ballot WILL BE REJECTED in accordance with section 19.11.
- 19.4. If, upon opening the Return Envelope, it contains an equal number of Ballot Secrecy Envelopes to Voter Declaration Forms, the ballots WILL BE COUNTED.
- 19.5. If, upon opening the Return Envelope, the ballot is not contained within the Ballot Secrecy Envelope; however is accompanied by a signed Voter Declaration Form, the designated Election Official will insert the ballot into a Ballot Secrecy Envelope without examining the ballot and seal the envelope closed. The ballot WILL BE COUNTED.
- 19.6. If, upon opening the Return Envelope, it contains a Ballot Secrecy Envelope; however there is no Voter Declaration Form, the designated Election Official will open the Ballot Secrecy Envelope to determine if the Voter Declaration Form has been inserted in the Ballot Secrecy Envelope.



- 19.10. In addition to rejecting cast ballots for violations of the *Municipal Elections Act*, 1996 the following conditions will also cause a ballot to be considered rejected if:
- i) upon opening the Return Envelope, there is no Voter Declaration Form;
  - ii) the criteria for a 1:1 ratio in section 19.8 cannot be met;
  - iii) upon opening the sealed Ballot Secrecy Envelope at the Counting Location, the envelope contains more than one ballot.
- 19.11. Upon opening the sealed Ballot Secrecy Envelope at the Counting Location, the envelope contains a ballot that has not been marked, it will be counted as a “Ballot Used but Unmarked by Elector”.
- 19.12. Where a Ballot Secrecy Envelope is rejected, the reason for the rejection shall be recorded by numbering the Ballot Secrecy Envelope and noting the reason for the rejection on a separate Rejected Ballots Record.
- 19.13. The designated Election Official will place the Voter Declaration Form in a container, filed by last name and stored in the secured room. Voter Declaration Forms that have been processed will be made available for viewing at the Municipal Office by the candidates or scrutineers to review or update their Voters’ Lists, if desired.
- 19.14. The designated Election Official will place the Ballot Secrecy Envelope in the Ballot Box and keep a running tally of the number of Ballot Secrecy Envelopes in that box. (In order to facilitate counting on Voting Day, a maximum number of ballots per box will be predetermined). Once the box contains the predetermined number of ballots, the box will be sealed, numbered sequentially, dated and stored in the Secured Room under the control of the Clerk or designated Election Official. A new Ballot Box will then be utilized.
- (I.e. Box 1 – once this box contains the predetermined number of Ballot Secrecy Envelopes, it will be numbered accordingly, sealed and placed in the Secured Room under the control of the Clerk or designated Election Official. A new Ballot Box, numbered Box 2 will be used).
- 19.15. After all Return Envelopes received each day have been dealt with, the Clerk or designated Election Official will affix a seal to each Ballot Box, initial the seal and place the sealed Ballot Box in the Secured Room under the control of the Clerk or designated Election Official.
- 19.16. On Voting Day the Ballot Boxes and other required election material will be transported to the Counting Location.

## 20. Programming and Testing of Vote Tabulators

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The following section details generic tabulator programming and testing requirements applicable to all optical scanning vote tabulators, regardless of provider or model. Model-specific technical specifications, programming, testing and use requirements will be added as an addendum to this Alternative Voting Procedure as they become available from the provider.

20.1. For the purpose of counting ballots, the Town of Ingersoll will use optical scanning Vote Tabulator(s). The Clerk or designated Election Official will facilitate training sessions for all Elections Officials using the Vote Tabulator(s) and shall oversee the programming, testing and use of the Vote Tabulator(s).

### **Programming**

20.2. The Vote Tabulator hardware and software shall be programmed so that:

- a printed record of the number of votes cast for each candidate is provided;
- the tabulator will stop when it hits a damaged or defective ballot;
- a ballot that is damaged or defective or has been marked in such a way that it cannot be properly processed by the scanner shall be returned to the Election Official;
- an over-voted race (i.e. where more votes are marked than are allowed) shall not be counted. The remaining races that have been properly voted on that same composite ballot shall be counted;
- an under-voted race (i.e. where fewer votes are marked than are allowed) shall be counted;
- a blank ballot (i.e. no votes indicated in any race on the composite ballot) shall be counted;

20.3. Prior to Voting Day, the Clerk in the presence of a designated Election Official, shall have the Vote Tabulator(s) tested to ensure that it will accurately count the votes for all candidates that are marked with a valid mark in the designated area.

20.4. When testing the Vote Tabulator(s), adequate safeguards shall be taken to ensure that the system, or any part of it that is used for processing and tabulating votes, is isolated from all other applications or programs and that no remote devices are capable of gaining access to the system.

20.5. After programming the Vote Tabulator(s), a set of ballots shall be established for testing purposes. The back of these test ballots shall be stamped “sample”.

20.6. The testing of the vote tabulator(s) shall be conducted as follows:

- i. A pre-audited group of ballots marked in the designated area, including ballots that fall into each of the categories listed below will be tabulated:
    - o ballots on which are recorded a pre-determined number of votes for each candidate and school board trustee;
    - o ballots that have over-voted races for each office;
    - o ballots that have under-voted races for each office;
    - o ballots that have no votes recorded; and
    - o ballots that are damaged or defective or has been marked in such a way that it cannot be properly processed by a vote tabulator with the message “Ballot misread.”
- 20.7. Assign a varying number of votes to each candidate.
- 20.8. Compare the output of the tabulation with the pre-audited results.
- 20.9. If the Clerk or designated Election Official detects any errors in the test, efforts shall be made to determine the cause of the error and correct it. The test shall be repeated until an errorless count is made and certified by the Clerk or designated Election Official.
- 20.10. On Voting Day, before the commencement of the tabulation of the votes, the Clerk or designated Election Official shall have the Vote Tabulators tested in the manner described in Section 20.6 above.
- 20.11. The Clerk shall, at the completion of the test, retain the programs, test materials and ballots in a sealed envelope with the remaining election materials and records in accordance with the Act.

### **Opening the Poll**

- 20.12. The Clerk or designated Election Official shall, in the presence of Election Officials and candidates/scrutineers (if in attendance), cause the vote tabulator to print a copy of the totals before tabulating the votes to confirm zero (“0”) totals for each candidate.
- 20.13. If the totals are zero (“0”) for all candidates, the Election Official shall initial and ensure that the zero (“0”) printout remains affixed to the vote tabulator until the results are printed by the vote tabulator after the close of voting.
- 20.14. In the event that a scanner malfunctions during the counting process, it may be necessary to make an adjustment to the scanner. Paper jams, multi-feeds, and other minor interruptions shall not be considered malfunctions and will not require that the system be re-tested.

20.15. The Clerk shall retain and have access to the pre-audited group of ballots referred to in Section 20.6 and other materials used in the programming and testing of the Vote Tabulator(s).

## 21. Counting Location

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21.1. The Counting Location is the lower level of the Municipal Office located at 130 Oxford Street, Ingersoll, Ontario, unless otherwise specified.

21.2. At 12:00 p.m., on Voting Day, the following persons shall be sequestered at the Counting Location, and shall remain at this location until the Close of Voting:

- Deputy Returning Officers; and
- Designated Election Officials.

21.3. At 12:00 p.m., the Clerk, or designated Election Official, shall transport the sealed ballot boxes to the Counting Location. The following procedures apply to those persons sequestered at the Counting Location between 12:00 p.m. and the Close of Voting (8:00 p.m.) on Voting Day:

- i) The doors of the Counting Location will be secured between 12:00 p.m. and 8:00 p.m. on Voting Day and only the Deputy Returning Officers, designated Election Officials, certified candidates and authorized scrutineers will be permitted to remain in the Counting Location.
- ii) Any person leaving the Counting Location between 12:00 p.m. and 8:00 p.m. on Voting Day will not be permitted to return (except for the Clerk and Assistant Returning Officer, as noted below). If leaving the Counting Location for the purposes of utilizing a washroom facility not located within the secured area, the sequestered worker must be escorted to and from the Counting Location to ensure there is no communication with other individuals that may be present in the building.
- iii) The Clerk and Assistant Returning Officer shall be the only persons permitted to enter, or leave and re-enter, the Counting Location as necessary between 12:00 p.m. and 8:00 p.m. on Voting Day. (Except as noted in Section 21.3 (ii))
- iv) Persons permitted to be present at the Counting Location arriving after 12:00 p.m. and before 8:00 p.m. will be permitted to enter, but will be subject to all of the rules herein respecting sequestering.
- v) No person will be permitted to enter the Counting Location after 8:00 p.m. (except for the Clerk and authorized designated Election Officials).

- vi) Cell phones or other similar equipment will not be permitted in the Counting Location other than for designated Election Officials as authorized by the Clerk. If such devices are brought into the Counting Location, they will be confiscated, labelled as to owner, and returned to the owner when they leave the premises.
- 21.4. Proceedings at a Counting Location are under the direction of the Clerk, or persons designated by the Clerk and no other person shall touch any ballot, or interfere in the proceedings in any way.
- 21.5. No campaign material will be allowed within the Counting Location.

## **22. Opening of Secrecy Envelopes**

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- 22.1. Commencing at 12:00 p.m. on Voting Day, the sealed Ballot Boxes, containing the Ballot Secrecy Envelopes received by the Clerk or designated Election Officials up to that time, will be taken by the Clerk or designated Election Official to the Counting Location. Designated Election Officials will open the ballot boxes, remove and open the Ballot Secrecy Envelopes and remove and sort the ballots in preparation for processing through the Vote Tabulator. The ballots will be bundled into groups for processing. Scrutineers will be allowed to view the sealing of the ballot boxes after the ballots have been bundled in preparation for transfer.
- 22.2. The Return Envelopes received at the Ballot Return Station between 8:00 a.m. and the Close of Voting on Voting Day will be processed in accordance with Section 19 of these procedures.
- 22.3. In the event a ballot is accidentally slit by the opener or damaged by extraction in such a manner that it obviously cannot be scanned (i.e. torn, ripped, crumpled), the Election Official shall set it aside for a designated Election Official to repair (tape) or replace in accordance with Section 23.9 of these procedures.

## **23. Counting and Tabulating Of Ballots**

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- 23.1. Counting the ballots shall commence at 12:00 p.m. on Voting Day or and continue until all ballots, including those ballots received in the Drop Box at the Municipal Office up to and including the Close of Vote, have been counted. No results shall be revealed until all votes have been tallied. The completion of the statements of results and handling of election materials will proceed as set out in

the *Municipal Elections Act* 1996, subject to whatever modifications may be required due to the Vote by Mail process.

- 23.2. The Clerk reserves the right to amend the start time of the tallying of the votes, where deemed necessary. The use of high-volume tabulator(s) and/or low voter turnout based on the total number of ballots received prior to Voting Day shall be relied on to determine if vote tabulation and the sequestering of the Designated Election Official(s) responsible for the operation of the Vote Tabulator(s) shall commence after 12:00 p.m.
- 23.3. No ballot cast in the 2026 municipal election shall be counted prior to Voting Day.
- 23.4. No candidate or scrutineer shall interfere with the vote count in any manner, or they will be required to leave the Counting Location.
- 23.5. The Clerk shall appoint designated Election Official(s) to operate the Vote Tabulator(s). The operators shall process the ballots in accordance with the formal procedures established by the Clerk and the manufacturer's operating instructions to ensure the integrity and accuracy of the vote count. All operations shall be conducted under the direct supervision of the Clerk or their designate, and any procedural discrepancies or technical issues shall be referred immediately to the Clerk for a final determination.
- 23.6. On Voting Day, the sealed Ballot Boxes containing the Ballot Secrecy Envelopes stored in the Secured Room will be transported to the Counting Location for processing.
- 23.7. Once the Ballot Secrecy Envelopes have been opened, the ballots will be bundled and placed back in the Ballot Box from which they were removed.
- 23.8. Upon the commencement of the Tallying of the Votes, the designated Election Official shall load and seal the smart card into the tabulator, and insert the ballots into the Vote Tabulator in accordance with the operating instructions of the Tabulator's make and model.
- 23.9. In the case of a technically damaged or defective ballot, the voting machine will report a misread, cease scanning, and return the damaged ballot. The damaged/defective ballot shall be isolated for action by the Municipal Clerk or designate (either a second attempt at scanning or repaired).
- 23.10. Upon receipt of the technically defective ballot, the designate shall, using a new unused ballot, prepare a replacement ballot in plain view by marking the new

ballot with the same marks contained in the designated voting spaces on the technically defective ballot, and the replacement ballot shall be clearly labeled “replacement” and given a number which shall also be recorded on the defective ballot (i.e. Duplicate #1011, Original #1011, Duplicate #1012, Original #1012, etc.). The annotations on the Replacement ballot must be recorded only on the bottom edge of the ballot outside of the vote area.

- 23.11. The replacement ballot shall be substituted for the original used ballot and then tabulated by the Vote Tabulator.
- 23.12. The original used ballot being replaced shall be placed in an envelope marked “Defective Ballots” by the Clerk or Election Official.
- 23.13. Any part of any ballot rejected shall not invalidate the remainder of the ballot except if there are elector-identifying marks, in which case the entire ballot shall be rejected. There are appropriate spaces on the back of the composite ballot for numbering and noting objections to ballots. A corresponding list is provided to record the same number and summarize the objection.
  - 23.13.1. Where, upon examination of a ballot during counting, the ballot contains any writing, mark, or notation by which the elector could be identified, the entire ballot shall be rejected, regardless of whether any votes on the ballot would otherwise be valid. The designated Election Official shall set the ballot aside, and the reason for rejection shall be recorded on the Rejected Ballots Record in accordance with Section 19.12. The rejected ballot shall be placed in an envelope marked "Rejected Ballots" and retained for the statutory period.
- 23.14. If a ballot is rejected by the Vote Tabulator because it is not a proper Town of Ingersoll election ballot, the ballot shall not be tabulated and shall be placed in an envelope marked “Rejected ballots.”
- 23.15. As soon as possible after 8:00 pm on October 26, 2026, after each of the Vote-by-Mail ballots have been scanned/counted in the Vote Tabulator, the Municipal Clerk or designate will close the voting machine poll in accordance with the Tabulator’s operating instructions. The voting machine will then print out the tabulated results for every inserted ballot. These results will be organized on the report tape into winners for each office/race within the election. Once the results have been certified by the Municipal Clerk or designate, they will become the official results.

- 23.16. Once all ballots have been counted, the ballots will be secured; the Ballot Boxes will be sealed and returned to the Clerk or designated Election Official for secure storage.
- 23.17. If the Clerk determines that it is impracticable to tabulate the votes with the Vote Tabulator(s) due to technical failure or other unforeseen circumstances, the Clerk may direct that the ballots be counted manually.
- i) In the event of a transition to a manual count, the Clerk shall immediately notify all certified candidates and authorized scrutineers present at the Counting Location.
  - ii) The manual count shall follow, as far as practicable, the same rules of secrecy and processing established for the tabulator count.
  - iii) The Clerk shall record the time and the specific reason for the transition to a manual count in the official election records.

## **24. Announcement of Results**

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- 24.1. Unofficial results of the counting will be posted on the Town's website at [www.ingersoll.ca](http://www.ingersoll.ca) and in the Council Chambers at the Town Office (Election Public Open House) following the conclusion of the count on Voting Day.
- 24.2. Official results will be announced and posted by the Clerk on the Municipal Website as soon as possible after Voting Day.
- 24.3. As soon as possible after Voting Day, the Clerk shall make the following information available at no charge for viewing by the public on a website or in another electronic format:
- The number of votes for each candidate; and
  - The number of declined and rejected ballots.

## **25. Recount**

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- 25.1. The Clerk will conduct all recounts as per the regulations in the *Municipal Elections Act*, 1996, Sections 56 to 64. A recount is required if one of the following occurs:
- i) A tied vote where both or all candidates cannot be declared elected;
  - ii) Requested by by-law or resolution of council;
  - iii) Requested by by-law resolution of a local board;
  - iv) Requested by order of the Ontario Superior Court of Justice; or
  - v) Requested by the Minister of Municipal Affairs.

- 25.2. The Clerk will conduct the recount in the same manner as with the original count, unless otherwise ordered by the judge who issued the order for the recount.
- 25.3. The Clerk will notify all involved parties of the recount and set a date, time and place of the recount.
- 25.4. If, after a recount is conducted, there is still a tie vote, the names of the candidates who tied will be placed in a container. The Clerk will blindly draw a name from the container. The name drawn will be the successful candidate.

## **26. Disposition of Records**

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- 26.1. The Clerk shall retain all documents and materials relating to the 2026 Municipal Election for a minimum of 120 days following the certification and declaration of the official results under Section 55 of the *Municipal Elections Act*, 1996.
  - i) If the official results are declared on October 27, 2026, the earliest date for the destruction of election records is February 24, 2027.
  - ii) Notwithstanding the 120-day period, the Clerk shall not destroy any election records if:
    - a) A recount has been started but not completed;
    - b) A compliance audit application has been filed, and the matter has not been finally disposed of; or
    - c) A court challenge or legal proceeding has been commenced in relation to the election and is still pending.
  - iii) In any of the circumstances listed in subsection (b), the Clerk shall retain the records until the matter has been fully resolved, and all appeal periods have expired, or as otherwise directed by a court of competent jurisdiction.
- 26.2. Documents and materials destroyed will be witnessed by two (2) people, and the 'Witness Statement as to Destruction of Ballots' will be completed.
- 26.3. The Clerk shall retain the financial statement and auditor's report until the Members of Council elected at the next regular election have taken office.
- 26.4. The Clerk shall not destroy the ballots or documents if a court of competent jurisdiction orders that they be retained or a recount has commenced and is not finally disposed of.

## **27. Accessibility**

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- 27.1. The Clerk shall have regard to the needs of candidates and electors with disabilities.
- 27.2. The Clerk shall ensure that the Ballot Return Station is accessible to electors with disabilities.
- 27.3. The Clerk shall ensure that the Counting Location is accessible to candidates and scrutineers with disabilities.
- 27.4. The Clerk shall prepare a Report to be submitted to the Council, 90 days after voting day, about the identification, removal and prevention of barriers that affect electors and candidates with disabilities.
- 27.5. Election Officials will be available for assistance during normal office hours from 8:00 a.m. to 5:00 p.m., Monday to Friday, during the election period and on Voting Day from 8:00 a.m. to 8:00 p.m.
- 27.6. The Town of Ingersoll has established Accessible Customer Service Policies, Practices and Procedures. The Municipal Election for the Town of Ingersoll will be conducted with having regard to the policies as established.

## 28. Emergencies

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

## 29. General

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- 29.1. Any person, corporation or trade union guilty of corrupt practices or contravening provisions of the *Municipal Elections Act* 1996 may be prosecuted pursuant to the provisions of the *Municipal Elections Act*, 1996.

## 30. Amendments to this Document

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

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

DATED at the TOWN OF INGERSOLL this 14<sup>th</sup> day of April, 2026.

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Danielle Richard  
Clerk  
Town of Ingersoll

## APPENDIX “A”

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### Procedures for Scrutineers

#### 1. General

- 1.1. A candidate may appoint scrutineers to represent him or her during the processing and at the tabulating of the votes, including during a recount.
- 1.2. The appointment of a scrutineer shall be in writing if made by a candidate or applicant for a recount.
- 1.3. A scrutineer shall, on request, show his or her appointment to the designated Election Official in charge of the Return Envelope and Inner Ballot Secrecy Envelope processing or of a place where votes are being tabulated.
- 1.4. Scrutineers may be present when Return Envelopes, Inner Ballot Secrecy Envelopes or ballots are being processed and when the votes are being tabulated. The scrutineers that may be present include:
  - i. One (1) scrutineer appointed for each certified candidate for each vote tabulator in operation. (In this situation, the number of scrutineers who may be present is reduced by one while the candidate who appointed them is present).
- 1.5. There is no age or relation to the candidate restriction relative to the appointment of scrutineers.
- 1.6. The appointment of the scrutineer must be in writing on the Clerk's prescribed form.
- 1.7. Scrutineers will be provided an area within the "Counting Location" for their use. Cell phones or other equipment will not be permitted in the Counting Location other than for designated Election Officials. Scrutineers shall not interfere with the vote count in any manner, either during the sequestered period or during the vote counting procedure. Should they do so, they shall be required to leave the facility when so requested by the designated Election Official.
- 1.8. No campaign material will be allowed within the Counting Location on Voting Day.

- 1.9. A candidate or scrutineer arriving at the Counting Centre after 12:00 p.m. and before 8:00 p.m. on Voting Day will be permitted to enter but will not be permitted to return once they leave the Counting Centre, except for washroom breaks as outlined in Section 21.
- 1.10. A candidate or scrutineer will not be permitted to enter the Counting Centre after 8:00 p.m. on Voting Day.
- 1.11. Candidates and scrutineers may attend the Counting Location to view the tabulation of votes. To assist with seating, logistics, and the timely preparation of required appointment forms and materials, candidates and scrutineers are strongly encouraged to notify the Clerk in writing of their intention to attend at least seven (7) calendar days before Voting Day. Providing advance notice ensures that the Clerk can make appropriate arrangements and provide scrutineers with the necessary forms in advance of their attendance.

For greater certainty, advance notice is not a condition of attendance. Candidates and scrutineers who have not provided advance notice retain the right to attend the Counting Location in accordance with the *Municipal Elections Act, 1996* and the provisions of these Procedures, subject to the access and sequestering requirements set out in Section 21.

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

- 2.1. To be present during all processing and counting of Return Envelopes, Inner Ballot Secrecy Envelopes and ballots;
- 2.2. To inspect the ballot boxes and the ballots and other papers, forms and documents relating to the vote (but not so as to unduly delay processing);
- 2.3. To examine each ballot as votes are counted (but not to touch the ballot);
- 2.4. To object to a Return Envelope, Inner Ballot Secrecy Envelope or a ballot or the counting of votes in a ballot;
- 2.5. To sign the Statement of Results prepared by the Deputy Returning Officer
  - i) The signature of the scrutineer serves as an acknowledgment that they were present during the printing of the results tape and that the tape reflects the totals displayed by the tabulator at the close of the count.

- ii) Refusal to Sign: If a scrutineer chooses not to sign the statement, the Deputy Returning Officer shall note the refusal in the election records; the refusal to sign does not invalidate the election results.
  - iii) Access to Totals: Once the results have been certified and the Statement of Results signed, the unofficial results will be made available to the public and candidates in accordance with Section 24
- 2.6. To place a seal on the ballot box after the counting of the votes when the Deputy Returning Officer seals the box;
- 2.7. A scrutineer may object to a ballot, or to the counting of some or all votes in a ballot, on the grounds that the ballot or votes do not comply with the prescribed rules. The Deputy Returning Officer alone shall decide all objections.
- 2.8. Notwithstanding Section 2.4, to protect the secrecy of the vote, candidates and scrutineers are not permitted to examine the front (marked side) of any ballot as it is fed into the Vote Tabulator.
- i. Scrutineers may observe the process from a designated area that allows them to see the back of the ballots and the tabulator's screen/messages to ensure the count is proceeding correctly.
  - ii. While a scrutineer may not object to the specific marks on a ballot being scanned, they may object to the procedure or the physical condition of a ballot (e.g., if a ballot appears to be a non-official photocopy) prior to it being fed into the tabulator.
  - iii. In accordance with Section 2.6, the Deputy Returning Officer (or the Clerk's designate) shall have the sole authority to decide on any such objection

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

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

- vi. Communicating any information about how an elector intends to vote or has voted.

***Amendments to the Procedures: None at this time***

## APPENDIX “B”

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### **2026 Home-Assisted Vote Retrieval Procedure**

Town of Ingersoll – Clerk’s Department | 130 Oxford St., 2nd Floor, Ingersoll ON N5C 2V5 | clerks@ingersoll.ca.

#### **Overview**

The following outlines the logistics of Ingersoll’s Home-Assisted Vote Retrieval Procedure. Electors who reside in Ingersoll may request a home visit if they are prevented from leaving their residence in order to obtain their vote by mail kit from the mail, or return their completed vote by mail kit through Canada Post or Town Hall located at 130 Oxford St., 2nd Floor, Ingersoll ON.

#### **Program Communication**

Staff will use a range of communication methods to promote the Home-Assisted Vote Retrieval Program.

At a minimum, the program will be advertised on the Town’s website, through social media, in a newspaper with broad circulation, and through additional channels such as posters and partnerships with local community groups and centres, including the Ingersoll 50+ Seniors Centre.

Feedback will be sought from the Ingersoll Accessibility Advisory Committee in advance of each regular municipal election to help ensure the program reflects best practices and considers the lived experience of those who may use the program.

**Note:** *Due to the nature of home visits, candidates and scrutineers are not permitted to attend scheduled home-assisted vote retrievals.*

*The exclusion of candidates and scrutineers from home visits is established by the Clerk pursuant to the authority granted under section 42(3) of the Municipal Elections Act, 1996, which empowers the Clerk to establish procedures and forms for the use of alternative voting methods. The Clerk has determined that the privacy, safety, and dignity of electors receiving home visits, as well as the operational integrity of the visit, necessitate this limitation.*

*In lieu of scrutineer presence, transparency and accountability are maintained through the following safeguards:*

- *All home visits must be conducted by a minimum of two (2) trained Election Officials, both of whom must identify themselves to the elector upon arrival using Town-issued identification;*
- *A detailed field collection log is maintained recording the elector's name, address, and the time of each visit, signed by both attending staff;*
- *Chain of custody requirements apply to all ballots collected during home visits, as set out in the Chain of Custody section of this Appendix; and*
- *All ballots collected during home visits are processed in accordance with the applicable sections of the 2026 Election Procedures, and are subject to the same reconciliation and scrutineer oversight that applies to all other ballots at the Counting Location.*

*Candidates and scrutineers retain all rights with respect to the processing and counting of ballots collected through the Home-Assisted Vote Retrieval Program once those ballots enter the Counting Location.*

### **Staffing Requirement**

All home visits must be conducted by a minimum of two (2) trained election officials. Both staff members must be identified to the elector upon arrival using Town-issued identification. This requirement exists to protect both the elector and staff, ensure impartiality, and provide a witness to the vote being cast.

Staff may decline to enter a residence and must immediately if a safety concern arises upon arrival. Staff who feel unsafe at any point during a visit may end the visit and contact the Clerk or Human Resources.

### **Home-Assisted Vote Retrieval Dates and Times**

Visits are arranged on a case-by-case basis within the request window set out below. The Clerk, or designate, will schedule visits based on staff availability and operational capacity.

### **Requesting a Home Visit**

Electors may request a home visit beginning in late September, when vote by mail kits are mailed to electors. The firm deadline for requesting a home visit is October 21, 2026 at 4:30 p.m.

**Note:** Requests received after October 21, 2026 at 4:30 p.m. will be accommodated subject to Clerk discretion and operational capacity. Late requests are not guaranteed.

Electors are encouraged to contact Town Hall as early as possible to arrange a home visit, as scheduling is subject to staff availability.

To request a home visit, contact the Clerk’s Department:

- Phone: (519) 485-0120
- Email: clerks@ingersoll.ca

### Scheduling a Home Visit

Role	Steps
<p><b>Elector</b></p>	<p>Contact Town Hall to request a home visit by phone at (519) 485-0120 or by email at clerks@ingersoll.ca.</p> <p><b>Note:</b> If the elector emails, staff will call the elector to schedule the visit.</p>
<p><b>Election Staff</b></p>	<ol style="list-style-type: none"> <li>1. Confirm eligibility: Advise the elector that home visits are provided to persons who are unable to leave their home due to illness, injury, or disability, and confirm that the <i>elector</i> meets this criterion.</li> </ol> <p><b>Note:</b> Do not inquire as to the specific illness, injury, or circumstance. Ask the elector to verbally confirm: “I confirm that I am unable to leave my residence to obtain or return my ballot.” Note the self-declaration on the scheduling form.</p> <ol style="list-style-type: none"> <li>2. Verify eligibility: Request the elector’s name and log into the voter management system to confirm the elector is on the voters’ list, verify their address and school support, determine if they have already voted, and confirm whether they have received their vote by mail kit.</li> <li>3. Schedule the visit: Complete the scheduling form, noting the elector’s address, contact details, and any accessibility or accommodation needs (e.g., large-print materials, support person arrangements, language needs).</li> </ol>

Role	Steps
	<p>4. Prepare the field visit log with the elector’s name and address, to be updated with time of visit upon departure from the residence.</p> <p>5. Advance notice: Contact the elector the day before the scheduled visit to confirm the appointment and provide the names of the staff who will attend.</p> <p><b>Note:</b> <i>Two election officials must attend every home visit. Both staff members must identify themselves to the elector upon arrival using Town-issued identification.</i></p> <p>6. Staff safety check-in: Before departing for visits, staff must inform their supervisor of the day’s visit schedule. Staff must check in with the office upon completion of each visit.</p> <p>7. Pets: Ask the elector to ensure any pets are kept in a separate room for the duration of the visit.</p>

### Accessibility and Accommodations

The Town of Ingersoll is committed to ensuring the home vote process is accessible to all eligible electors. In accordance with s. 12.1(1) of the *Municipal Elections Act, 1996*, the Clerk shall have regard for the needs of electors with disabilities.

When scheduling a home visit, staff will confirm whether the elector requires any of the following accommodations:

- Large-print ballot materials
- Assistance reading or completing the ballot (a support person oath will be administered – see below)
- Communication in an alternate format or language
- Any other accommodation needed to facilitate the elector’s full participation

All accommodation needs identified at scheduling will be noted on the scheduling form and prepared in advance of the visit.

### Support Person Protocol

An elector may have a support person present to assist with completing the ballot. The following conditions apply:

- The support person must take the oral oath (Form EL27 – Oral Oath of Friend or Interpreter/Assistance) before providing any assistance.
- The support person may assist the elector in understanding or marking the ballot, but must not influence the elector’s choices or communicate the elector’s selections to anyone.
- Only one support person may assist a given elector.
- A support person may not assist more than one elector.

If the elector requires assistance from a support person, staff will administer Form EL27 before the support person provides any assistance. Staff will carry Form EL27 on all home visits.

### **Home-Assisted Vote Retrieval – Vote Retrieval**

This procedure applies when the elector has already completed their vote by mail kit and is unable to return it via Canada Post or to Town Hall.

- Upon arrival, staff will present Town-issued identification to the elector and confirm the purpose of the visit.
- The elector will place their ballot, contained in its secrecy envelope, into the secure ballot box. If the elector is unable to do so, staff will place the ballot in the box in full view of the elector.
- Staff will verbally confirm to the elector that their ballot has been accepted and logged and advise that no further contact will be made unless an issue arises.
- Staff will update the field collection log with the time of visit upon their departure.
- Staff will update the Home Assisted tracking record to indicate that the individual has voted.
- Ballots will be transported directly to the election office or designated secure location. No stops between the elector’s residence and the office are permitted, unless the stop is to another previously scheduled home visit as detailed on the field collection log.
- At the end of each day, staff must reconcile all collected ballots against the Home Assisted tracking record before departing.
- Ballots will be processed in accordance with the applicable section of the 2026 Elections Procedure Manual.

### **Home-Assisted Vote Retrieval – Vote Casting and Retrieval**

This procedure applies when the elector must be issued a ballot (i.e., replacement kit, or addition to the voters’ list).

- Upon arrival, staff will present Town-issued identification to the elector and confirm the purpose of the visit.
- Staff will follow the proper procedure for issuing a ballot to the elector and, where necessary, will collect appropriate EL15 forms and amend or add the elector to the voter management system.
- If a replacement kit is to be issued, the procedures established under the applicable sections of the 2026 Elections Procedure Manual will be followed.
- The elector will be provided the vote-by-mail kit and the opportunity to complete their ballot in private.
- If the elector requires assistance from a support person to complete the ballot, the oral oath (Form EL27) must be administered before assistance is provided. See Support Person Protocol above.
- Once the ballot is completed, the elector will place it, contained in the secrecy envelope, into the secure ballot box.
- Staff will verbally confirm to the elector that their ballot has been accepted and logged.
- Staff will update the field collection log with the time of visit upon departure.
- Staff will update the Home Assisted tracking record to indicate that the individual has voted.
- Ballots will be transported directly to the election office or designated secure location. No stops between the elector’s residence and the office are permitted, unless the stop is to another previously scheduled home visit as detailed on the field collection log.
- At the end of each day, staff must reconcile all ballots against the Home Assisted tracking record before departing.
- Ballots will be processed in accordance with the applicable section of the 2026 Elections Procedure Manual.

### **Staff Equipment & Materials Checklist**

Staff must carry all of the following items on every home visit:

<b>Staff Equipment &amp; Materials Checklist</b>
Town-issued staff identification
Secure portable ballot box
Extra secrecy envelopes

### Staff Equipment & Materials Checklist

Replacement voting kits and replacement voting kit declaration forms

Extra EL15 Forms (Application to Amend the Voters' List)

Form EL27 – Oral Oath of Friend or Interpreter/Assistance

Field collection log (for recording elector-assisted, ballot collection times, and chain of custody)

Appointment confirmation notices to leave with elector at time of visit

Large-print ballot materials (where pre-arranged)

A copy of the Procedures for the 2026 Municipal Elections and Alternative Voting Method

### Chain of Custody

The following chain of custody requirements apply to all ballots collected during home visits:

- Before each home visit, staff must log the elector's name, address and scheduled time of visit on the field collection log.
- Following the home visit, staff will update the log to reflect the actual time of collection and the names of both attending staff.
- Ballots must be transported directly from the elector's residence to Town Hall unless another home visit is scheduled and reflected on the field collection log. At no time will the secure portable ballot box be left unattended.
- At the end of each day, both attending staff must reconcile all collected ballots against the Home Assisted tracking record and sign the log before ballots are stored or processed.
- Any discrepancy between the number of ballots collected and the number logged must be reported to the Clerk immediately.
- Ballots will be processed in accordance with the applicable section of the 2026 Elections Procedure Manual.

## Forms Overview and Expectations

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**Candidates are expected to complete and submit the following forms as part of their nomination package:**

1. [Nomination Paper – Form 1](#)
2. [Endorsement of Nomination – Form 2](#) (25 signatures required)
3. Certificate of Maximum Expenses and Maximum Contributions to a Candidate's Own Election Campaign Acknowledgement 2026 Municipal Election
4. Declaration of Qualifications for Municipal Council Candidates 2026 Municipal Election
5. Voters' List Request & Candidate's Declaration - Proper Use Of Voters' List
6. Consent to Release of Information
7. Acknowledgements and Confirmations, 2026 Municipal Election (*to be completed in the presence of the Clerk or designate at the time of filing*)

\*Note that filing will not be completed until the candidate has paid the filing fee. Further, the Financial Form 4 provided in this package is to be provided to the Clerk, following the campaign period.

**Upon filing, the Clerk or Designate shall provide to each candidate:**

1. Notice of Filing Requirements and Notice of Penalties
2. Certificate of Maximum Expenses and Maximum Contributions to a Candidate's Own Election Campaign 2026 Municipal Election
3. Election Bank Account Information

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Forms and additional resources can also be found on the Town of Ingersoll's 2026 [Municipal Election website](#).

Link to: [Nomination Paper – Form 1](#)

Form included on the following page.

**Instructions**

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

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

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

**Declaration of Qualification**

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

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

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

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

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

Signature

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

Link to: [Endorsement of Nomination – Form 2](#)

Form included on the following page.

**Instructions**

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

Personal information collected on this form is obtained under the authority of sections 33 and 95 of the *Municipal Elections Act, 1996*. Under section 88 of the *Municipal Elections Act, 1996* (and despite anything in the *Municipal Freedom of Information and Protection of Privacy Act*) documents and materials filed with or prepared by the clerk or any other election official under the *Municipal Elections Act, 1996* are public records and, until their destruction, may be inspected by any person at the clerk's office at a time when the office is open.

**Name of person seeking nomination**

Last Name or Single Name

Given Name(s)

Endorsement signatures for the nomination of a person for an office in the municipality of \_\_\_\_\_ in the year \_\_\_\_\_.

**Name of person providing endorsement – 1**

Last Name or Single Name

Given Name(s)

Qualifying Address

Suite/Unit Number

Street Number

Street Name

Municipality

Province

Postal Code

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

Signature

Date (yyyy/mm/dd)

**Name of person providing endorsement – 2**

Last Name or Single Name

Given Name(s)

Qualifying Address

Suite/Unit Number

Street Number

Street Name

Municipality

Province

Postal Code

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

Signature

Date (yyyy/mm/dd)

**Name of person providing endorsement – 3**

Last Name or Single Name

Given Name(s)

## Qualifying Address

Suite/Unit Number

Street Number

Street Name

Municipality

Province

Postal Code

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

\_\_\_\_\_  
Signature\_\_\_\_\_  
Date (yyyy/mm/dd)**Name of person providing endorsement – 4**

Last Name or Single Name

Given Name(s)

## Qualifying Address

Suite/Unit Number

Street Number

Street Name

Municipality

Province

Postal Code

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

\_\_\_\_\_  
Signature\_\_\_\_\_  
Date (yyyy/mm/dd)**Name of person providing endorsement – 5**

Last Name or Single Name

Given Name(s)

## Qualifying Address

Suite/Unit Number

Street Number

Street Name

Municipality

Province

Postal Code

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

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

Link to: [Financial Statement – Auditor's Report, Candidate Form 4](#)

Form included on the following page.

**Instructions**

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

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

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

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

**to**

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

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

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

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

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

**Box B: Declaration**

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

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

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

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

## 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. + \$

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>\$</b>	<b>1A</b>

## Part II – Contributions from candidate or spouse

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

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

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

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

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

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

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

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

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

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

**Table 4: Contributions in goods or services from individuals other than candidate or spouse  
(Note: Must also be recorded as Expenses in Box C.)**

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

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

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

## Schedule 2 – Fundraising Events and Activities

Complete a separate schedule for each event or activity held.

Additional schedule(s) attached, if completed manually.

### Fundraising Event/Activity 1

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

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

#### Part I – Ticket revenue

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

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

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

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

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

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

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

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

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

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

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

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

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

Provide details

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

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

## Schedule 3 – Broadcasters and Publishers

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

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

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

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

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

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

Professional Designation of Auditor

Municipality		Date (yyyy/mm/dd)
<b>Contact Information</b>		
Last Name or Single Name		Licence Number
Given Name(s)		
Address		
Suite/Unit Number	Street Number	Street Name
Municipality		Postal Code
Province		
Telephone Number	Email Address	

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

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

Report is attached

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

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

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

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

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

### **Mayor**

Maximum Contributions to a Candidate's Own Campaign (88.9.1(1)(a))	<b>\$9,592.20</b>
Maximum Campaign Expense Limit (O. Reg. 101/97)	<b>\$16,391.85</b>

### **Deputy Mayor and Town Councillor**

Maximum Contributions to a Candidate's Own Campaign (88.9.1(1)(a))	<b>\$7,092.20</b>
Maximum Campaign Expense Limit (O. Reg. 101/97)	<b>\$13,891.85</b>

The number of electors used for the final calculation of contribution and spending limits will be the greater of the number determined from the voters' list from the 2022 election as it existed on September 15, 2022, or the number determined from the voters' list for the 2026 election as it exists on September 20, 2026. The contribution and expense limits using the 2022 information have been included in this certificate. The Clerk will provide a "final" maximum contribution and spending limit calculation using the number of voters eligible to vote in the 2026 election (if the number of eligible voters is greater than that of 2022) to each certified candidate **on or before September 30, 2026**.

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



Danielle Richard, Clerk

## Expenses

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

1. The replacement value of goods retained by the person, individual, corporation or trade union from any previous election in the municipality and used in the current election.
2. The value of contributions of goods and services.
3. Audit and accounting fees.
4. Interest on loans under section 88.17.
5. The cost of holding fund-raising functions.
6. The cost of holding parties and making other expressions of appreciation after the close of voting.
7. For a candidate, expenses relating to a recount or a proceeding under section 83 (controverted elections).
8. Expenses relating to a compliance audit.
9. Expenses that are incurred by a candidate with a disability or a registered third party who is an individual with a disability, are directly related to the disability, and would not have been incurred but for the election to which the expenses relate.
10. The cost of election campaign advertisements (within the meaning of section 88.3) or third party advertisements, as the case may be.

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

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

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

<input type="checkbox"/> <b>Mayor</b>
---------------------------------------

Maximum Contributions to a Candidate's Own Campaign (88.9.1(1)(a))	<b>\$9,592.20</b>
Maximum Campaign Expense Limit (O. Reg. 101/97)	<b>\$16,391.85</b>

<input type="checkbox"/> <b>Deputy Mayor and Town Councillor</b>
--

Maximum Contributions to a Candidate's Own Campaign (88.9.1(1)(a))	<b>\$7,092.20</b>
Maximum Campaign Expense Limit (O. Reg. 101/97)	<b>\$13,891.85</b>

\_\_\_\_\_

Candidate Name

\_\_\_\_\_

Candidate's Signature

\_\_\_\_\_

Date

## Election Campaign Bank Account Overview 2026 Municipal Election

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*All candidates must retain this document, sign the Acknowledgements and Confirmations Form, and return the completed form to the Town Clerk's Office.*

### **Election Campaign Bank Account**

Section 88.22 of the *Municipal Elections Act, 1996* as amended states:

#### **Duties of Candidate**

88.22(1) A candidate shall ensure that,

(a) no contributions of money are accepted or expenses are incurred unless one or more campaign accounts are first opened at a financial institution exclusively for the purposes of the election campaign.

As such, you must open a bank account if you accept any contributions (including contributions of money from yourself) or incur any expenses. All contributions (including contributions you make yourself) must be deposited into the campaign bank account. All expenses must be paid from the campaign account.

You may only accept contributions or incur campaign expenses during your campaign period. Your campaign period begins on the day the Town Clerk receives your nomination and, in most cases, ends on December 31, 2026. Contributions received outside your campaign period must be returned to the contributor, or if that is not possible, turned over to the Town Clerk.

As per 88.17(1), any loans must be from a bank or recognized lending institution in Ontario, and must be paid directly into the campaign account; loans from family, corporations, or personal credit are not permitted.

**Note:** Campaign contributions are only permitted from Ontario residents, the candidate, and the candidate's spouse. Corporations and trade unions *are not* permitted to make contributions to candidates. This includes contributions of money, goods and services, or any special discounts on goods and services.

**Note:** The nomination fee is a personal expense, not a campaign expense, and does not need to be paid from a campaign bank account. A campaign bank account is only required if you accept contributions *of money* (including money from yourself or your spouse) or incur campaign expenses. If you receive only contributions of goods or services, but no money, you do not need to open a bank account but you must still record the value of those goods or services contributions and report them on your Campaign Financial Statement (Form 4).

## Declaration of Qualifications for Municipal Council Candidates 2026 Municipal Election

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I, \_\_\_\_\_, candidate for the office of: \_\_\_\_\_  
(Candidate Name, please print) (list office)

do solemnly declare that:

1. I am qualified pursuant to the *Municipal Elections Act, 1996* and the *Municipal Act, 2001* to be elected to and to hold the office identified above.
2. Without limiting the generality of paragraph 1:
  - I am at least eighteen (18) years of age,
  - I am a Canadian citizen,
  - I am a resident of the Town of Ingersoll, or the owner or tenant of land in the Town of Ingersoll or the spouse of such owner or tenant.
3. I am not ineligible or disqualified under the *Municipal Elections Act, 1996*, the *Municipal Act, 2001*, the *Municipal Conflict of Interest Act, 1990* or any other *Act* to be elected to or hold the above-mentioned office.
4. I am not employed by the Town of Ingersoll. If I am employed by the Town of Ingersoll, I confirm that I have taken an unpaid leave of absence in accordance with section 30 of the *Municipal Elections Act, 1996*, effective before filing my nomination and continuing as required by law.
5. I am not a Clerk, Treasurer, Integrity Commissioner, Auditor General, Ombudsman, Registrar for lobbying matters, or Closed Meeting Investigator for the Town of Ingersoll.
6. I am not a judge of any court.
7. I am not a member of the Assembly as provided in the *Legislative Assembly Act* or of the Senate or House of Commons of Canada or, if I am such a person, I will provide proof of my resignation in a form satisfactory to the Clerk of the Town of Ingersoll prior to 2:00 p.m. on nomination day, August 21, 2026. I understand that the Clerk of the Town of Ingersoll will reject my nomination for the above-mentioned office if I fail to provide proof of resignation by this deadline.
8. I am not a public servant within the meaning of the *Public Service of Ontario Act, 2006* or I have acted in accordance with Part V of the *Public Service of Ontario Act, 2006* and any regulations made under that Part.

9. I am not a member of the Executive Council of Ontario or a federal Minister of the Crown. *If I am or was such a person, I confirm that I have resigned from Cabinet prior to filing this nomination, as required by the 2026 Candidates' Guide — Ontario Municipal Council and School Board Elections.*
10. I am not prohibited from voting in the Municipal and School Board election under subsection 17(3) of the *Municipal Elections Act, 1996*, and I am not:
- a person who is serving a sentence of imprisonment in a penal or correctional institution.
  - a person who was convicted of a corrupt practice described in subsection 90(3) of the *Municipal Elections Act, 1996*, if October 26, 2026, is less than five years after voting day in the election in respect of which I was convicted.
11. I have not been nominated for another office, and I understand that I may only be nominated for one office for the 2026 Municipal and School Board Election for which the *Municipal Elections Act, 1996* applies.
12. I am not disqualified from being elected to or holding office by reason of any violations of the election campaign financial requirements or for not filing the financial statement under the *Municipal Elections Act, 1996*.
13. I was not convicted of a corrupt practice under the *Municipal Elections Act, 1996* or of an offence under the *Criminal Code (Canada)*, in connection with an act or omission with respect to a municipal or school board election in which two regular elections have taken place after the election to which the offence relates.
14. I am not registered as a registered third party advertiser in any municipality for the 2026 Municipal and School Board Election.

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

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(Name of Candidate – please print)

Declared before me at the Town of Ingersoll  
this \_\_\_\_ day of \_\_\_\_\_, 2026

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(Signature of Candidate)

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(Signature of 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 the Corporation of the Town of Ingersoll

TAKE NOTICE EVERY CANDIDATE SHALL FILE by March 26, 2027, with the Clerk with whom their nomination was filed a financial statement and auditor's report in accordance with s.88.25 of the Municipal Elections Act, 1996.

**88.25**

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

\_\_\_\_\_ Date

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

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

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

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

## NOTICE OF PENALTIES – CANDIDATE

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

TO:

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

FROM: The Clerk or designated election official of the Corporation of the Town of Ingersoll

Take notice that a candidate shall be subject to the penalties listed below, in addition to any other penalty that may be imposed under the Municipal Elections Act, 1996:

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

**Take notice that a candidate shall** be guilty of an offence and, on conviction, is subject to the penalties listed below, in addition to any other penalty that may be imposed under the *Municipal Elections Act, 1996*:

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

### Penalties

In the case of a default described above:

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

### Refund

A candidate is entitled to receive a refund of the nomination filing fee if the documents (financial statement and auditor's report) required under subsection 88.21(1) are filed on or before 2:00 p.m. on the filing date in accordance with that subsection.

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

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

*Municipal Elections Act, 1996 (s.23(4) (5)(7)(8));*

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

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

- A paper copy of the Voters' List. Please note that a copy of all revisions made to the Voters' List will be provided on or before September 30, 2026.

**OR**

- An electronic copy of the Voters' List. Please note that a copy of all revisions made to the Voters' List will be provided on or before September 30, 2026.

**I, the undersigned, hereby acknowledge receipt of the Voters' List (or part thereof) and declare that I am bound by the following restrictions under the *Municipal Elections Act, 1996 (s. 23(7) and (8))*:**

- 1. Permitted Use:** I shall only use the Voters' List for electoral purposes. I shall not use it for commercial purposes, and I shall not publish, post, or make the list available to the public in any manner.
- 2. Disclosure to Others:** I may only share the Voters' List with another person after first obtaining their signed written acknowledgement that they are bound by the same restrictions under the Act.
- 3. No Further Copies:** I shall not provide the Voters' List to any other person and shall not make further copies, whether in printed or electronic form, except as expressly permitted under the Act.
- 4. Return or Destruction of the List:** If I received a **printed copy**, I shall return it to the Clerk on or before the date specified. If I received an **electronic copy**, I shall destroy it and provide the Clerk with written confirmation of destruction on or before the date specified.
- 5. Destruction Deadline:** As a certified candidate, I shall destroy my copy of the Voters' List (and any printed copies returned to me) on or before the day my election campaign period ends under s. 88.24(1) of the Act. I shall also obtain written confirmation of destruction from any person to whom I provided the list.
- 6. Retention of Acknowledgements:** I understand that any written acknowledgements I collect from persons to whom I have provided the list must be retained until the successors to the current Council are elected and organized.

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

\_\_\_\_\_  
Date

## Consent to Release Information 2026 Municipal Election

*(Municipal Freedom of Information and Protection of Privacy Act)*

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Personal information on the Nomination Paper – Form 1 is collected under the authority of the *Municipal Elections Act* and will be used to assist the Clerk in the administration of the 2026 Municipal Election. Questions regarding the collection of this information should be forwarded to the Clerk, 130 Oxford St. 2<sup>nd</sup> Floor, Ingersoll ON, N5C 2V5 (519) 485-0120.

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

Candidate for the office of:

- Mayor
- Deputy Mayor
- Councillor

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

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

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

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

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

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

\_\_\_\_\_  
Date

Personal information on this form is collected under the authority of the *Municipal Elections Act, 1996*, and will be used for authorizing candidate information to be placed on the Town of Ingersoll's website. Questions about this collection of personal information should be directed to the Clerk, 130 Oxford St. 2<sup>nd</sup> floor, Ingersoll ON, N5C 2V5.

This form will be made available in alternative formats upon request

## Acknowledgements and Confirmations 2026 Municipal Election

I, \_\_\_\_\_, acknowledge my responsibilities as a candidate in 2026  
(Candidate Name, please print)

municipal election in accordance with the *Municipal Elections Act, 1996*, as amended (the “Act”), by initialling each item below and signing this document.

1. **Election Campaign Bank Account Overview**

That I must have an election campaign bank account opened at a financial institution exclusively for the purposes of the election campaign if I accept contributions or incur expenses, and that I have received the Election Campaign Bank Account Overview document (form EL-05) from the Clerk or their designate.

2. **Notice of Filing Requirements and Penalties Related to Campaign Finances**

That every candidate is required to file a financial statement, and I have received the notice of filing requirements and penalties related to campaign finances (form EL-06) in accordance with Section 33.1 and 88.25 (9) of the *Municipal Election Act, 1996, as amended*, from the Clerk or their designate.

3. **Certificate of Maximum Expenses and Maximum Contributions to a Candidate’s Own Election Campaign**

That, in accordance with the requirements of section 33.0.1 and 33.0.2 of the *Municipal Elections Act, 1996 as amended*, I have received the maximum amounts described in section 88.9.1 and 88.20 (6) of the *Municipal Election Act, 1996, as amended* (form EL-07), from the Clerk or their designate.

4. **Procedures for the 2026 Municipal Election and Alternative Voting Method – Vote by Mail**

That I have received the Town's Election and Alternative Voting Method Procedures for the 2026 Municipal Election from the Clerk or their designate, that I have reviewed these procedures, and that I and any scrutineers appointed by myself or my campaign will comply with them. I understand that the Town will conduct the 2026 Municipal Election using vote by mail as its alternative voting method, with vote tabulators used to count ballots.

\_\_\_\_\_  
Candidate’s Signature

\_\_\_\_\_  
Date

## **CONSOLIDATED BY-LAW**



### **Corporation of the Town of Ingersoll By-Law 08-4432**

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#### **A By-law Respecting Miscellaneous Signs and Other Advertising Devices Not Requiring Permits Within The Town Of Ingersoll**

#### **PART 1.0**

#### **TITLE, SCOPE AND INTENT OF NON PERMIT SIGN BY-LAW**

##### **1.1. TITLE**

This By-law shall be known as the "Town of Ingersoll **NO PERMIT** Sign By-law".

##### **1.2. SCOPE**

- (a) This By-law shall regulate the location, size, number, construction, alteration, repair and maintenance of all signs and advertising devices within the geographic boundaries of the Town of Ingersoll.
- (b) All schedules attached to this By-law form part of this By-law.
- (c) All signs and advertising devices located on public and private Property within the geographic boundaries of the Town of Ingersoll are subject to the provisions of the By-law.
- (d) This By-law does not apply to signs erected, located or displayed or caused to be erected, located, or displayed by federal, provincial or municipal governments, the Conservation Authority or a local board as defined in the Municipal Act, 2001, as amended, including, but not limited to signs designating a public arena, museum, signs required by the Town of Ingersoll to inform the public of planning applications submitted under the Planning Act and TODs signs.
- (e) Notwithstanding, subsection 1.2 (d), the applicable regulations under this By-law for Ground Signs or Wall Signs shall apply to signs that function as Ground Signs or Wall Signs.

##### **1.3. INTENT**

The purpose of this By-law is to regulate signs in the Town of Ingersoll with the intent of authorizing signs that:

- (a) are appropriate in size, number, and location to the type of activity or use to which they pertain;
- (b) provide reasonable and appropriate means for the public to locate and identify facilities, businesses, and services without difficulty or confusion;

- (c) are compatible with their surroundings;
- (d) protect and enhance the aesthetic qualities and visual character of the Town of Ingersoll;
- (e) do not create a distraction or safety hazard for pedestrians or motorists;
- (f) minimize adverse impacts on nearby public and private property;
- (g) regulate signs while impairing the public's right to expression as little as possible and in proportion to the purpose of this By-law.

## 2.0. ADMINISTRATION

This By-law shall be administered by a Municipal Law Enforcement Officer or the Chief Building Official for the Town of Ingersoll.

## 3.0. INTERPRETATION

- (a) Words importing the singular number or the masculine gender may include more persons, parties or things of the same kind than one, and females as well as males in the converse.
- (b) The word "shall" is mandatory, and the word "may" is permissive.

## 4.0. DEFINITIONS

In this By-law:

**"Abandoned sign"** means a sign located on property which becomes vacant and unoccupied for a period of 90 days or more, or any sign that pertains to a time event or purpose that no longer applies.

**"Advertising device"** means any device or object erected or located so as to attract public attention to any goods or services or facilities or event and includes flags, banners, pennants and lights.

**"Banner"** means a sign or advertising device made exclusively of one ply eighteen-ounce polar flex vinyl or approved equal.

**"Boulevard"** shall mean the area between the curb edge and the sidewalk, or, where no sidewalk exists, the area within 3.05 metres (10 feet) measured from the edge of the paved or hard surface of the road.

**"Candidate"** shall have the same meaning as in the Canada Elections Act, the Election act (Ontario) or the Municipal Elections Act, 1996, 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 to the electors under Section 8 of the Municipal Elections Act, 1996.

**"Construction Information Sign"** means a sign which identifies or provides information relating to or advertising the development or the construction of a building

on the property on which the sign is erected, located, or displayed but does not include a New Home Development Ground Sign.

**"Construction site sign"** means a temporary sign that:

- (a) includes, in whole or in part, information promoting a development and may identify component parts of such building or structure and the persons involved in its design and construction.
- (b) relates to or advertises the construction or sale of a building structure on the property.

**"copy"** means the graphic content of a sign surface in either permanent or removable letter, pictorial; symbolic, or numeric form.

**"Council"** means the Council of the Town of Ingersoll.

**"Designated Official"** means a Municipal Law Enforcement Officer for the Town of Ingersoll and or the Chief Building Official.

**"Directional sign"** means any sign on a property which gives directions or instructions for the control of vehicular or pedestrian traffic and shall include an entry and exit sign.

**"Election Sign"** means a sign advertising or promoting or relating to the election of a political party, candidate for public office in a federal, provincial or municipal election, or an authorized question on the ballot.

**"Garage sale sign"** means a sign advertising the sale of personal merchandise in a private garage sale held on a property zoned residential.

**"Grade"** means the average surface elevation of the finished ground below a sign, or which is in contact with a ground sign.

**"Height"** means the vertical dimension between the average grade at the base of a building or structure and the highest point of such building or structure or part thereof.

**"Incidental sign"** means a sign containing information that has a purpose incidentally related to the use or occupancy of a property and which sign is intended to assist the public with the location of business facilities or provides courtesy or directional information but is not an advertisement.

**"Inflatable sign"** means a sign or an advertising device filled with air or gas and tethered to the ground, a vehicle or any structure and shall include balloons and any other inflatable advertising sign.

**"Information sign"** means a sign for public safety or convenience regulating traffic, parking or other functional subdivision of the property or a sign denoting sections of a building and bearing no commercial advertising.

**"Municipal Road Allowance"** shall mean the land set apart by or under the authority of any statute for the purpose of a public highway and under the jurisdiction of the Town of Ingersoll, including the boulevard as defined in this By-law.

**"Official sign"** means any sign required by a federal or provincial statute or regulation or by a municipal by-law and shall include a traffic sign, street name sign and a permanent sign erected, located, or displayed on a street to inform the public of the location of public buildings, hospitals, public libraries, places of worship, parks, recreational or educational facilities.

**"Open House Directional sign"** means a temporary portable sign intended to direct traffic to a residence for sale or lease but not include a New Home Development Portable Sign.

**"Owner"** means the registered owner of the Property, or the person or the person's authorized agent in lawful control of a property.

**"Person"** means any individual, association, proprietorship, partnership, syndicate, company, corporation, firm, business, authorized agent, trustee and the heirs, executors or other legal representatives, or any combination of the foregoing.

**"Poster"** 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 or placard.

**"Premises"** means a lot under registered ownership and includes all buildings and structures thereon.

**"Property"** means a parcel of land which can be legally conveyed pursuant to the Planning Act and includes any buildings and structures thereon.

**"Public Property"** means property, land, structure or building owned by the Town of Ingersoll or owned by the Federal or Provincial government(s).

**"Real Estate sign"** means a temporary non-illuminated sign displayed on property and advertising the sale, rent or lease of the property.

**"Sidewalk Sign"** means a freestanding sign which is typically shaped like an "A" or a "T" and has one or two sign faces.

**"Sight Triangle"** means the triangular space formed by the street lines of a corner lot, where such lot is located at the intersection of two (2) or more streets, and a line drawn from a point in one street to a point in the other street line, such point being nine (9) metres (29.5 ft) from the point of intersection of the street lines measured along the said street lines, and where the two street lines do not intersect at a point, the point of intersection of the street lines shall be deemed to be the intersection of the projected tangents of the street lines drawn through the extremities of the interior lot lines.

**"Sign"** means any surface, structure and other component parts, which are used or capable of being used as a visual medium or display to attract attention to a specific subject matter for identification, information or advertising purposes and includes an Advertising Device.

**"Sign area"** means the entire area of the surface of a sign including the border or frame, together with any material forming an integral part of the background of the display or used to differentiate the sign from the backdrop or building against which it is erected, located, or displayed. Where there is no border or the sign is composed of individually installed letters, numerals or shapes, the sign area shall include all of the

area of the smallest polygon containing a maximum of eight right angle sides that enclose the surface of the sign or the grouping of letters, numerals or shapes.

**"Sign Owner"** means any person described on the sign, or whose name and address or telephone number appears on the sign, or who installed the sign, or who is in lawful control of the sign, or who benefits from the message on the sign, and for the purposes of this definition, there may be more than one sign owner.

**"Street"** means a public highway or public road under the jurisdiction of the Town of Ingersoll, the County of Oxford but does not include a lane or right-of-way.

**"Unsafe"** when used with respect to a sign or sign structure means a condition that is structurally inadequate or faulty or could be hazardous to a pedestrian or motorist.

**"Zone"** means any land use zone established in the zoning by-laws of the Town of Ingersoll and passed under the Planning Act or any predecessor or successor Act.

## **PART 5.0**

### **GENERAL PROHIBITIONS AND REGULATIONS**

- 5.1. No person shall erect, locate, or display or cause to be erected, located, or display a sign on a premise:
- (a) for which a permit has not been obtained, if a permit is required under this By-law;
  - (b) which is not in compliance with this By-law or the conditions of any variance granted under this By-law;
  - (c) listed in Schedule 'A' which is not in compliance with any regulation listed in the Schedule for that sign type;
  - (d) which is not specifically permitted under this By-law;
  - (e) which is on Town of Ingersoll property except as permitted by this By-Law;
  - (f) which obstructs the view of any pedestrian or driver of a motor vehicle, obstructs the visibility of any traffic sign or device, or interferes with vehicular traffic in a manner that could endanger any person;
  - (g) which illuminates any adjacent property or the path of vehicular traffic;
  - (h) which is not maintained in a proper state of repair, becomes unsightly, becomes structurally inadequate or faulty, or could be hazardous to a pedestrian or motorist;
  - (i) which the Designated Official has directed be removed; or,
  - (j) which bears or displays the Town of Ingersoll logo, crest or seal in whole or in part, without the express written permission of the Town of Ingersoll;
- 5.1.2. A person shall be deemed to be erecting, locating, or displaying a sign if that person is the sign owner and directs, permits or fails to stop the erection, location or display of the sign.

5.1.3. No liability (including negligence) is borne by the Town of Ingersoll for damages or consequential losses arising from signs and/or related lighting that are erected or maintained which projects over any public highway, public right-of-way or public sidewalk in accordance with the provisions of this by-law. All signs and/or related lighting shall be the responsibility of the owner.

## 5.2. **Banners Hanging Over Municipal Roads**

5.2.1. No person shall erect, locate, or display a Banner except in accordance with the applicable regulations under Schedule 'A', the applicable general regulations under this By-law, and the specific regulations under this section of the By-law.

5.2.2. No Banner shall exceed 7.62 m (25 feet) in length or .61 m (24") in width.

5.2.3. A Banner shall have rope tunnels provided at the top and bottom of the banner. Such tunnels shall be securely sewn to the banner and of sufficient size to accommodate a minimum 1 cm (3/8") diameter poly or nylon rope. Brass eyelets will be sewn into the perimeter of the banner, approximately every .914 m (3 feet).

5.2.4. The Banner material will be one ply eighteen-ounce polar flex vinyl or approved equal and contain half moon openings to reduce wind loading throughout the face of the banner. Final approval of banner specifications, material, etc. must be obtained from the Town Engineering Services Co-Ordinator and Erie Thames Power, Operations Manager.

5.2.5. Cost per banner installation will be established by Erie Thames Power and payable to the Town of Ingersoll prior to installation.

5.2.6. Banners to be erected over Municipal Roads are subject to the approval of Erie Thames Power, Engineering Co-Ordinator and the Clerk for the Town of Ingersoll.

## 5.3. **Banners – Private Property**

5.3.1. No person shall erect, locate or display a Banner except in accordance with the applicable regulations under Schedule 'A', the applicable general regulations under this by-law, and the specific regulations under this section of the By-law.

5.3.2. No Banner shall exceed 7.62 m (25') in length or .0.61 (24") in width.

5.3.3. No Banner shall be erected, located or displayed on a Property for more than twenty-eight (28) days in one calendar year.

5.3.4. No Banner advertising a special event shall be erected, located, or displayed on fencing adjacent to a Street unless the special event is organized by a Charity or Community Organization and the Charity or Community Organization has obtained the permission of the Owner of the Property on which the fence is located.

5.3.5. Notwithstanding subsection 5.3.3, and subject to the other requirements for Banners in this by-law, one Banner, advertising a grand opening or closing promotional event, may be erected, located or displayed on a Property for seven (7) consecutive days, provided that:

- (a) the Banner shall advertise a grand opening or closing promotional event for a business only once;
- (b) where the Banner advertises a grand opening or closing promotional event for a business, a Mobile sign shall not also advertise that grand opening or closing promotional event; and
- (c) the Banner is attached only to a wall of the building containing the sign or only to a Ground sign.

#### **5.4. Sidewalk Signs**

- 5.4.1 No person shall erect, locate, or display a Sidewalk sign except in accordance with the applicable regulations under Schedule 'A', the applicable general regulations under this By-law, and the specific regulations under this section of the By-law.
- 5.4.2 No Sidewalk sign shall be more than 0.61 m (2') in width or 0.91 m (3') in height.
- 5.4.3 No Sidewalk sign shall be permanently secured to the ground, any structure or tree.
- 5.4.4 Where a Sidewalk sign is erected, located, or displayed on private Property, it shall be erected, located, or displayed against the front wall of the business it is advertising.
- 5.4.5 No Sidewalk sign shall be erected, located, or displayed on public Property except on a public sidewalk.
- 5.4.6 Where a Sidewalk sign is erected, located, or displayed on a public sidewalk, it shall be erected, located, or displayed adjacent to the curb opposite or against the front wall of the business it is advertising provided there is a minimum 1.5 metres (4.92 feet) of unobstructed sidewalk.
- 5.4.7 No person shall erect, display or locate a Sidewalk sign on a public sidewalk except during the hours of operation of the business the Sidewalk sign is advertising.
- 5.4.8 No Sidewalk sign shall be erected, located, or displayed on a public sidewalk without a permit issued by the Town of Ingersoll and the permit shall be valid for one (1) calendar year.
- 5.4.9 No Sidewalk sign shall be erected, located, or displayed on a public sidewalk without displaying a Validation Marker and the Sign Owner shall satisfy the Town of Ingersoll's requirements for liability insurance.

#### **5.5. Poster**

- 5.4.1 No person shall erect, locate, or display a Poster except in accordance with Schedule 'A' and the general regulations applicable under this By-law.
- 5.4.2 Notwithstanding Schedule 'A' and any general regulations applicable under this By-law, the Town of Ingersoll may remove and dispose of Posters without notice or compensation to any person.

## 5.6. Election Signs

5.6.1. No person shall erect, locate, or display an Election sign except in accordance with the applicable regulations under Schedule 'A', the applicable general regulations under this By-law, and the specific regulations under this section of the By-law.

5.6.2. The maximum size of an Election sign is 1.486 m<sup>2</sup> (16 ft<sup>2</sup>) square feet for each sign face.

### 5.6.3. Placement of Election Signs — General

No person or agent shall erect, locate, or display an Election sign unless it is erected, located, or displayed on private property with the consent of the owner of that property, or on the municipal road allowance as expressly permitted under Section 5.6.3.1 of this By-law, or as a Poster subject to all of the regulations regarding Posters in this By-law. All Election signs, regardless of type or location, are subject to the display period restrictions in subsections 5.6.4 and 5.6

#### 5.6.3.1. Election Signs on the Municipal Road Allowance

Notwithstanding the general prohibition on signs on Town of Ingersoll property under Section 5.1(e) of this By-law, Election signs may be erected, located, or displayed within the boulevard portion of the municipal road allowance, subject to all of the following conditions:

- (a) The sign is located immediately in front of a residential property, and the written or verbal consent of the registered owner of that residential property has been obtained;
- (b) The sign does not obstruct a sight triangle as defined in Section 4.0 of this By-law;
- (c) The sign does not encroach within 0.3 metres (1 foot) of the curb edge or the edge of the paved or hard surface of the road;
- (d) The sign does not block, obstruct, or unreasonably narrow the passage of pedestrians on any sidewalk or walkway;
- (e) The maximum height of the sign, measured from grade to the top of the sign, does not exceed 0.61 metres (2 feet);
- (f) The sign does not obstruct the view of any pedestrian or driver of a motor vehicle, does not obstruct the visibility of any traffic sign or device, and does not interfere with vehicular traffic in any manner that could endanger any person; and
- (g) The sign otherwise complies with all applicable regulations of this By-law.

#### 5.6.3.2. Boulevard Prohibition Adjacent to Commercial and Industrial Properties

Notwithstanding Section 5.6.3.1, no Election sign shall be erected, located, or displayed within the boulevard immediately in front of, or adjacent to, a

property that is zoned for commercial or industrial use under the zoning by-laws of the Town of Ingersoll, except where the sign is located immediately in front of a premises being used as a Campaign Office, in which case one Election sign may be displayed in the boulevard with the consent of the property owner and subject to all conditions set out in Section 5.6.3.1.

#### 5.6.3.3. **Prohibition on All Other Public Property**

No Election sign shall be erected, located, or displayed on any public property or on any portion of a municipal road allowance under the jurisdiction of the Town of Ingersoll, except within the boulevard immediately in front of a residential property as expressly permitted under Section 5.6.3.1 of this By-law. For greater certainty, no Election sign shall be erected, located, or displayed on any median, traffic island, light standard, utility pole, or within a sight triangle, or on any boulevard adjacent to a commercial or industrial property. This By-law does not apply to road allowances under the jurisdiction of the County of Oxford or any other road authority.

#### 5.6.3.4. **Liability**

No liability, including negligence, is borne by the Town of Ingersoll for any damages or consequential losses arising from the erection, location, display, or maintenance of an Election sign on the municipal road allowance. All Election signs placed on the municipal road allowance shall be the responsibility of the Sign Owner.

5.6.4. No Election sign associated with a federal or provincial election shall be erected, located or displayed earlier than the date the writ of election is issued, with the exception of signage at a Campaign Office.

5.6.5. No Election sign associated with a municipal election shall be erected, located, or displayed prior to the day following Nomination Day, with the exception of signage at a Campaign Office. For the purposes of this By-law, "Nomination Day" has the same meaning as in the Municipal Elections Act, 1996, as amended.

5.6.6. Any sign used by a candidate during an election that is larger than an Election Sign shall comply with the regulations of this By-law with respect to permits, structure, location, dimensions, and characteristics.

5.6.7. All Election signs shall be removed no later than three (3) days after the voting day of the election for which the Sign was erected, located, or displayed. For the purpose of this subsection, the candidate shall be responsible for the removal of the Election signs.

## **PART 6.0**

### **REGULATIONS FOR PARTICULAR TYPES OF SIGNS**

6.1. The following signs are prohibited under this By-law:

(a) any flashing or animated sign, with the exception of an Electronic Message Display as permitted under this By-law;

(b) any projecting sign except as permitted under this By-law;

- (c) any roof sign;
  - (d) any sign erected, located, or displayed within a sight triangle;
  - (e) any sign displayed on a vehicle, trailer or truck which is parked or located on property in a manner that is unrelated to its normal use as a vehicle and is more consistent with the use of the vehicle as a sign, save and except a vehicle, trailer or truck owned by a non-profit organization that may be granted permission to obtain a permit for a period not to exceed 21 days and located on private property only; or,
  - (f) any sign which obstructs or is erected, located or displayed in a parking space required by the zoning by-laws of the Town of Ingersoll.
- 6.1.2. Where a sign is not expressly permitted by this By-law, it shall be deemed to be prohibited.
- 6.1.3. Where a type of sign is not specifically permitted within a particular zone or on a property with a particular zoned use under Schedule 'A', it shall be deemed to be prohibited within that Zone or on that property.
- 6.1.4. Notwithstanding subsections 6.1.2 and 6.1.3 and subject to the approval of Council, signs of street furniture erected, located, or displayed by the Town of Ingersoll are exempt from this By-law.

## **PART 7.0**

### **PENALTIES AND ENFORCEMENT**

- 7.1. Every person who contravenes any provision of this By-law is guilty of an offence. Pursuant to the provisions of the *Provincial Offences Act*, upon conviction a person is liable to a fine of not more than \$5,000.00 exclusive of costs.
- 7.2. Where a person has been convicted of an offence, the court in which the conviction has been entered and any court of competent jurisdiction thereafter may, in addition to any other remedy or penalty provided for by law, make an order prohibiting the continuation or repetition of the offence by the person convicted.
- 7.3. Where a sign is erected, located, or displayed on, over, partly on, or partly over, property owned by or under the jurisdiction of the Town of Ingersoll and not in accordance with the regulations of this By-law, the sign may be removed immediately by the Town of Ingersoll without notice or compensation.
- 7.4. Where a sign is erected, located, or displayed in contravention of this By-law, the Designated Official may immediately pull down or remove any sign that he determines constitutes a safety hazard or a concern without notice of compensation.
- 7.5. Where a sign does not comply with this By-law or a permit issued under this By-law, the Designated Official may order the Sign Owner to remove or bring the sign into compliance in the manner and within the time specified in the order.

- 7.6. The order mentioned in section 7.5 may be served:
- (a) by personal service upon the Sign Owner;
  - (b) by prepaid registered mail sent to the last address of the Sign Owner, shown on the records of the Town of Ingersoll; or,
  - (c) by prominently posting a copy of the order either on the sign in respect of which the order is made, or on the property upon which the sign is erected, located, or displayed.
- 7.7. Where the order is served in accordance with section 7.6 it is deemed to have been received by the party being served upon the mailing or posting of the order.
- 7.8. Where a sign is not removed or is not brought into conformity as required by an order under section 7.5, the Designated Official may have the sign removed without notice or compensation. For this purpose, the Designated Official, an Inspector and their contractor or other agent may enter upon the property at any reasonable time.
- 7.9. The cost incurred by the Town of Ingersoll in removing a sign under this part of the By-law is deemed to be municipal taxes and may be added to the collector's roll and collected in the same manner as municipal taxes. Despite the foregoing, the cost incurred by the Town of Ingersoll in removing a sign under this part of the By-law is a debt payable to the Town of Ingersoll and may be recovered in any court of competent jurisdiction.
- 7.10. Any sign, including abandoned signs or unsafe signs, removed by the Town of Ingersoll shall be stored by the Town of Ingersoll for fourteen (14) days, during which time the Sign Owner may redeem such sign upon payment of the applicable fee prescribed on Schedule 'A'.
- 7.11. Where a sign has been removed by the Town of Ingersoll and has been stored for a period of fourteen (14) days and has not been redeemed by the Sign Owner, such sign may be destroyed or otherwise disposed of by the Town of Ingersoll without notice of compensation.

## **Part 8**

### **CONFLICT**

- 8.1. Where a provision of this By-law conflicts with a provision of any other by-law or any federal or provincial statute or regulation, the provision that establishes the higher standard to protect the health, safety and welfare of the general public shall prevail.

## **PART 9**

### **VALIDITY**

- 7.1. If a court of competent jurisdiction declares any subsection, section or part of this By-law invalid, it is the intention of Council that the remainder of the By-law shall continue to be in force.

**PART 10**

**REPEAL**

10.1. Any by-law not consistent with this By-law is hereby repealed in their entirety on the day on which this By-law comes into force and effect.

**PART 11**

**APPEAL FOR A SIGN VARIANCE**

11.1. The Municipality recognizes that there may be exceptions to the rule and an appeal to Council may be made for a variance to the “Non-Permit Sign By-law”. The applicant must forward to the Clerk in writing the reason for such variance for Council’s consideration.

**PART 12**

**EFFECTIVE DATE**

12.1. This By-law comes into force and effect on January 1, 2009.

**READ** a first and second time in Open Council this 14th day of July 2008.

**READ** a third and final time in Open Council this 14th day of July 2008.

**“Original Signed By”**  
\_\_\_\_\_  
Paul Holbrough, Mayor

**“Original Signed By”**  
\_\_\_\_\_  
Elaine Clark, Clerk

CONSOLIDATED

## SCHEDULE 'A' TO BY-LAW NO. 08-4432

### Signs not requiring Permits

No permit shall be required for signs meeting the following regulations:

SIGN TYPE	LOCATION/ZONE	REGULATIONS
Inflatable sign advertising a holiday or festival	Private Property	
Election Sign	Private Property	Refer to Section 5.6
No Trespass or Warning Sign	Private Property	Maximum sign area 0.2 m <sup>2</sup>
Municipally erected signs including Information Signs, Official Signs	Public Property	
Commemorative sign, plaques, or corner stone of a non-advertising nature	Public and Private Property	Attached to the wall of the building
Emblem of religious organization	Private Property	
Flag of a country, province, territory, municipality, corporation, organization or association	Public and Private Property	
Mural	Commercial Zone	Maximum sign area 50% of the wall on which the mural is displayed
Home Occupation Sign	Residential Zone	Maximum sign area 0.3 m <sup>2</sup> (3.2 sq. ft). Signs must be attached to and flat against the wall of the related building. Signs must be non-illuminated.
Directional Sign	Public Property	Council approved events. Erection and removal of sign the day of the event. Maximum sign area 0.5 m <sup>2</sup> . (5.4 sq ft)
Banner erected, located or displayed by a Charity or community organization	Private Property	Refer to Section 5.2
Real Estate Sign	Private Property/Residential Use	Maximum 0.2 m <sup>2</sup> (2.15 sq ft). Display no longer than seven (7) days after a firm sale is reported to the local realtors association or seven (7) days

SIGN TYPE	LOCATION/ZONE	REGULATIONS
		after the property or space has been leased.
Sign erected, located or displayed by a person performing work or services on a residential property	Private property in Residential zones if the service is being performed at that property	Maximum sign area not exceeding 0.5 m <sup>2</sup> (5.4 sq. ft) Only erected, located, or displayed on property for sale or rent. Display no longer than seven (7) days after completion of work or services
Poster (including Yard & Garage Sales)	Not permitted on Thames St between Bell to Canterbury or in the defined Business Improvement Area	Paper or cardboard only on public property Maximum sign area 0.45 m (18") by 0.38 m (15") Only affixed by tape Maximum one poster per approved location. Maximum display period 24 hours prior to the yard/garage sale and to be removed within 24 hours of the yard/garage sale.
Incidental	Private	Maximum sign area 0.5 m <sup>2</sup> .
Portable 'A' Sign	All Locations save and except downtown commercial core area	Maximum sign area 0.5 m <sup>2</sup> (5.4 sq. ft) Not erected, located, or displayed on a traffic Median, traffic island, Light standard, or utility Pole or in a sight triangle. Located no closer than 0.3m (3.2 sq ft) from the sidewalk. Displayed 72 hours maximum prior to the event and to be removed immediately at the close of the event.
Real Estate Sign	Private Property Commercial/Industrial Use	Commercial – Maximum sign area 2.0 m <sup>2</sup> (21.5 sq ft). Only erected, located, or displayed on property for sale or rent. Industrial - Maximum sign area 4.0m <sup>2</sup> (43.00 sq ft). Only erected, located, or displayed on property for sale or rent.
Open House Directional sign		Maximum sign area 0.5 m <sup>2</sup> (5.4 sq. ft). Not erected, located, or Displayed on a traffic Median, traffic island, Light standard, or

SIGN TYPE	LOCATION/ZONE	REGULATIONS
		utility Pole or in a sight triangle. Located no closer than 0.3m (3.2 sq. ft) from the sidewalk. Displayed 72 hours maximum prior to the Open House and to be removed immediately at the close of the Open House.
Construction Information Sign	Private Property	Maximum sign 4.0 m <sup>2</sup> (43 sq. ft). Display no longer than 30 days after project's completion.
Sidewalk/Portable 'A' Type Sign	Downtown Commercial Core Area	On Town owned sidewalk extending no more than .60 metres (2 ft) from any building or structure. To be placed between 9 a.m. and 9 p.m. daily except for approved BIA Special Events Maximum size 1.2 m x .6 m (4' height x 4' wide)

CONSOLIDATED

April 14, 2026

Attention: Candidates for 2026 Municipal Election

**Re: Election Signs on Oxford County Road Allowances/Facilities/Properties**

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Candidates in the upcoming municipal election are asked to adhere to the following requirements with respect to placement of election signs or any other election advertising material within Oxford County road allowances and on County owned property.

Placement of election signage is not permitted as follows:

- In proximity to intersections where sign would pose a safety hazard by obstructing Driver sightlines
- In the median portion of Oxford Road 2, east of Oxford Road 4, in Woodstock
- On the grounds of County owned facilities/property

All election signs and any other election advertising must clearly identify the candidate or third party advertiser and shall not incorporate flashing lights or animation.

Placement of election signage that does not adhere to the requirements above or is deemed to cause visibility problems and/or constitute a hazard will be removed and the candidate may be invoiced for the costs. Any signs that are removed may be picked up at a County or Area Municipality facility; locations will be available upon request.

Please remove all election signs by no later than October 30, 2026.

If you have questions or comments, please contact Oxford County at 519 539-9800.

Yours truly,



Melissa Abercrombie, P.Eng., PMP  
Director of Public Works

Cc Frank Gross, Senior Manager of Transportation and Waste Management Services  
Cc Shawn Vanacker, Supervisor of Road Operations  
Cc Shannon Noonan, Supervisor of Traffic Management



The Corporation of the Town of Ingersoll
Procedure By-Law
By-Law 25-5413

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## 1. Guiding Principles

- 1.1. The principles of openness, transparency and accountability to the residents of the Town of Ingersoll guide the Town's decision-making process. In the context of Council and other Committee proceedings, this is accomplished by:
  - a) Ensuring the decision-making process is unlikely to cause confusion and is being conducted without malice;
  - b) Respecting the right of the majority to decide and the minority to be heard; and
  - c) Providing access to information and opportunities for input by the public and other stakeholders.
- 1.2. All members have:
  - d) The right to an efficient meeting;
  - e) The right to one vote, subject to the declaration of pecuniary interest; and
  - f) Equal rights, privileges and obligations.
- 1.3. The business of Council is to be conducted by all parties with respect and courtesy, even when there is vigorous debate or disagreement.

## 2. Definitions

- 2.1. "**Act**" means the Municipal Act, 2001 S.O. 2001 c. 25, as amended from time to time.
- 2.2. "**Ad Hoc Advisory Committee**" means a temporary advisory Committee established by Council resolution to address a specific matter or project within a defined timeframe. The majority of its members shall be members of the public. An Ad Hoc Advisory Committee reports directly to Council and is disbanded upon completion of its mandate or by resolution of Council.
- 2.3. "**Advisory Committee**" means a Committee established by Council resolution to provide recommendations, advice, or reports to Council on a specific subject or area of interest. The majority of its members shall be members of the public. Advisory Committees provide opportunities for public input into community decision-making and are subject to the rules and procedures of this By-Law.
- 2.4. "**Chair**" means the Mayor or the presiding officer of a Council meeting, or the presiding officer of a Committee meeting, and includes any person appointed to preside over a meeting, whether or not they are the regular presiding officer. The terms "Chair" and "Mayor" may be used interchangeably where appropriate throughout this by-law.

- 2.5. “**Clerk**” means the position of the person appointed by by-law pursuant to Section 228 of the *Municipal Act, 2001*, as amended, as the Clerk of the Corporation of the Town of Ingersoll and includes any Deputy Clerk or other designate appointed under the same authority to act in their place.
- 2.6. “**Closed Meeting**” means a meeting of the Council or Committee that is not open to the public, pursuant to Section 239 of the Act.
- 2.7. “**Correspondence**” means written communications (letters, emails, petitions, or memos) addressed to Council, the Mayor, or the Clerk for the purpose of providing information, requesting Council action, expressing support/opposition to municipal matters, or commenting on agenda items.
- 2.8. “**Council**” means the Town’s elected representatives, comprised of the Mayor and Councillors, and includes any person appointed to serve on Council in accordance with the *Municipal Act, 2001*, as amended.
- 2.9. “**Councillor**” means a member of Council, other than the Mayor.
- 2.10. “**Defer**”, “Deferred” or “Deferral” shall mean the postponement of a matter or item before Council or a Committee to the next regular meeting of the same body, or to such other meeting of the same body as may be specified in the motion to defer.
- 2.11. “**Delegate**” means any person, group, or organization that is not a member of Council, a Committee, or a municipal staff member, and who has submitted a request to the Clerk, within the required timelines, to speak about an item listed on the Council or Committee meeting agenda.
- 2.12. “**Deputy Mayor**” means the member of Council elected to act in the place of the Head of Council (Mayor) when the Head of Council is absent or refuses to act or, when the office of the head of Council is vacant, and while so acting such member has all the power and duties of the head of Council, save and except for those established by part V1.1 of the Act.
- 2.13. “**Electronic Meeting**” means any regular or special meeting that utilizes remote electronic access for all Members where in-person participation is unachievable due to a declared emergency, either by the Mayor or the Province, at such times during a public health crisis at the recommendation of the Medical Officer of Health, or at the discretion of the Mayor, or designate due to factors that would prevent or make in-person meetings difficult.
- 2.14. “**Electronic Participation**” means a member’s participation in an open or closed meeting by video conferencing, teleconferencing, or other electronic

means. A member participating electronically shall have all the same rights and responsibilities as if physically present, including the right to vote, and shall be counted for the purposes of quorum.

- 2.15. **“Emergency”** means a present or imminent event that requires immediate action to prevent or reduce the risk of injury, loss of life, property damage, or environmental harm. Examples include natural disasters, public health emergencies, fires, floods, or other urgent situations as recognized under the *Emergency Management and Civil Protection Act* or other applicable legislation.
- 2.16. **“Local Board”** means a local board of the Corporation of the Town of Ingersoll as defined in the Act.
- 2.17. **“Majority”** means, for the purposes of voting and unless otherwise specified, more than half of the members of Council or a Committee who are present at the vote and not disqualified or prohibited by statute from voting.
- 2.18. **“Mayor”** means the Mayor or, in the absence of the Mayor, the Deputy Mayor, or Acting Mayor and may be referred to as the Head of Council. Throughout this by-law, the terms “Mayor” and “Chair” may be used interchangeably where appropriate.
- 2.19. **“Meeting”** means any regular, special or other meeting of a council, of a local board or of a Committee of either of them, where:
1. A quorum of members is present as defined in the Act; and
  2. Members discuss or otherwise deal with any matter in a way that materially advances the business or decision-making of Council or Committee.
- 2.20. **“Member”** means a member of Council or a Committee.
- 2.21. **“Motion”** means a formal proposal made by one member and seconded by another member, for the consideration of Council or a Committee.
- 2.22. **“Notice of Motion”** means a written notice from a member that introduces a new item they wish to bring forward for discussion or decision at a future meeting. It is not debated or voted on when first introduced, but is added to a future agenda for consideration. Notices of Motion should be used for important matters that need Council direction, policy changes, or significant actions and not for routine or administrative issues.
- 2.23. **“Obscene”** means language, gestures, or images that are, or are likely to be seen as, degrading, dehumanizing, or offensive toward an individual or group,

- especially based on grounds protected under the *Ontario Human Rights Code*, such as race, gender, disability, or religion.
- 2.24. **“Open Meeting”** means all Council or Committee meetings open to the public and excludes “Closed Meetings” as defined in this section.
- 2.25. **“Open to the Public”** means that a meeting is accessible for public attendance and observation, whether held in person, online, or in a hybrid format. A meeting is considered open to the public when the public can view or listen to the proceedings in real time through at least one of the media through which the meeting is being held.
- 2.26. **“Orientation and Education Workshop”** means a meeting held to educate or train members, provide them with information and/or advice, or solicit input from them.
- 2.27. **“Point of Order”** means a statement made by a member during a meeting to alert the Chair that the rules of procedure are not being followed.
- 2.28. **“Presentation”** means information presented to Council or a Committee by an individual or group, usually for awareness or education. Presentations may accompany a delegation from a delegate as noted on the Council or Committee meeting agenda.
- 2.29. **“Presiding Officer”** means the person who is chairing a Council or a Committee meeting, whether by office, appointment, or by acting in place of the Chair (Acting Chair).
- 2.30. **“Question”** means a motion that has been formally presented to Council or a Committee by the Chair. Once the motion is stated, it is considered “on the floor” and can be debated by members. After debate, the motion is put to a question (put to a vote) to make a formal decision (resolution).
- 2.31. **“Quorum”** means a majority of the members of a municipal Council or Committee, subject to the exceptions set out in section 237(1) of the *Municipal Act, 2001*, as amended.
- 2.32. **“Recess”** means a break in a meeting, typically called by the Chair, and generally short in duration.
- 2.33. **“Refer”, “Referred” or “Referral”**, when used in connection with a matter or item before the Council or Committee, means that the said matter or item is referred to the body or person named in the motion specified for further consideration or action, prior to reporting back to Council or Committee.

- 2.34. **“Resolution”** means a formal decision of Council on any motion or Committee recommendation as determined by a vote of the members, subject to Part V1.1 of the Act.
- 2.35. **“Rules of Procedure”** means the rules and procedures as set out in this by-law and, where necessary, *Robert’s Rules of Order* (Newly Revised).
- 2.36. **“Recorded Vote”** means a vote where each member’s position, for or against, is recorded individually in the meeting minutes.
- 2.37. **“Special Meeting”** means a meeting of Council or a Committee that is held at a different time than a regular meeting. It is called by the Mayor or approved by Council or the Committee and is held to discuss one or more specific topics.
- 2.38. **“Standing Committee”** means a permanent or long-term Committee established by resolution of Council to address ongoing matters or areas of responsibility within the municipality, a majority of whom are members of Council.
- 2.39. **“Sub Committee”** means a smaller working group established by an Advisory Committee or Standing Committee to address specific tasks, projects, or issues within the parent Committee’s mandate. A Sub Committee operates under the authority and direction of the parent Committee and reports its findings, recommendations, or decisions back to the parent Committee for further action or approval. Sub Committees do not have independent decision-making authority and shall be composed of members of the parent Committee, unless otherwise authorized by Council resolution.
- 2.40. **“Statutory Committee”** means a Committee required by legislation to be established by Council with an ongoing mandate or purpose.
- 2.41. **“Task Force”** means a temporary body established by Council resolution to investigate, analyze, and provide recommendations on specific issues or problems within the community and within Council’s sphere of jurisdiction. A Task Force may be composed of members of Council, municipal staff, community members, and stakeholders. It operates within a defined timeframe and is disbanded upon completion of its mandate or by resolution of Council.
- 2.42. **“Town”** means the Corporation of the Town of Ingersoll.

### 3. General Provisions

- 3.1. The short title of this By-law is the ‘Procedure By-law’.

- 3.2. The rules and regulations contained in this by-law shall be observed in all proceedings of the Council and Committees appointed by Council.
- 3.3. If there are questions or concerns about these rules, the decision of the Chair is final unless appealed in accordance with the procedures defined in this by-law. In the case of a conflict concerning the application of these rules, Robert's Rules of Order (Newly Revised) may be consulted as an interpretive aid.
- 3.4. All meetings of the Council of the Town of Ingersoll and all meetings of the Committees of Council shall be open to the public as defined in this by-law, except in the case of a Closed Session.
- 3.5. This by-law shall not apply to boards and statutory Committees that are incorporated and have their own by-laws or procedural by-law.
- 3.6. Unless stated otherwise, any of these rules may be temporarily suspended by a two-thirds (2/3) majority vote of Council members or Committee members, as applicable, except where doing so would conflict with the *Municipal Act, 2001*, as amended. This section does not apply to the powers granted to the Head of Council (Mayor) under Part VI.1 of the Act.
- 3.7. In the event of a conflict between the provisions of this By-law and legislation, the legislation shall prevail.
- 3.8. No item shall be placed on an agenda concerning a matter not within the jurisdiction of Council or Committee. In consultation with the Clerk, the Mayor and/or Chair will determine if a matter is within the jurisdiction of Council or a Committee.
- 3.9. This By-law is not to be amended or repealed except by a majority of all members of Council present.
- 3.10. No amendment or repeal of this By-law is to be considered at any meeting of the Council unless notice of the proposed amendment or repeal has been given at a previous regular meeting of the Council.
- 3.11. For the purposes of this By-law, words used in the present tense include the future tense; words in singular number include the plural and words in the plural include the singular number; and the word "shall" is mandatory.

#### **4. Public Notice**

- 4.1. The Clerk shall provide the public with notice of the Council meeting schedule by annually posting a calendar of the meetings on the Town of Ingersoll website.

- Any amendments to or cancellations of the meeting dates shall be posted as required.
- 4.2. The schedule for Council Committee meetings will be posted on the Town of Ingersoll's website after the Committee is formed and has held its first meeting, either for the term or for the duration of its mandate.
  - 4.3. When notified by the Mayor or the Chair of a Committee, the Clerk shall provide members with a minimum of forty-eight (48) hours' advance notice of any meeting.
  - 4.4. The meeting agenda serves as official notice of the meeting and must include the meeting's time, location, and all relevant materials related to the matters that Council or the Committee will consider.
  - 4.5. The Regular Council Meeting agenda will be posted, unless due to unforeseen circumstances, at the latest by 5:00 p.m. on the Friday before the Council meeting and after the agenda is forwarded to the members of Council, the Chief Administrative Officer, and the Department Heads.
  - 4.6. Notice of a Special Meeting of Council shall be provided by posting the agenda on the Town's website a minimum of 48 hours before the commencement of the meeting, and after the agenda has been forwarded to the members of Council, the Chief Administrative Officer and Department Heads.
  - 4.7. All Council meetings shall be broadcast on the Town's livestream when possible.
  - 4.8. If a broadcast becomes unavailable during a meeting, the Chair shall recess the meeting for up to 15 minutes to allow for technical resolution.
  - 4.9. If the issue is not resolved within 15 minutes, the meeting may proceed without broadcasting, provided that:
    - a) The hybrid meeting system continues to support participation by members of Council, key staff, and any registered delegates; and
    - b) The agenda, as publicly posted, states that the meeting will proceed in the event of a broadcast interruption or failure.
  - 4.10. Where technology permits, all Council and Committee meetings shall be recorded and published on the Town's website after the meeting has concluded.

## 5. Meetings

## 5.1. Place

- 5.1.1. Council meetings for the Town of Ingersoll will be held in the Council Chambers at Town Hall, 130 Oxford Street, 2nd Floor, Ingersoll, unless Council approves another location or this by-law states otherwise.
- 5.1.2. Committee meetings may be held at a physical location or through electronic means, as agreed upon by the Committee members and the staff liaison. In-person meetings must take place at a Town facility that is convenient and accessible. All meetings must be open to the public, unless they are closed in accordance with the Act.
- 5.1.3. The Clerk may arrange for a meeting, including a Council education or training session held in accordance with the Act, to be held at a location other than the Council Chambers when:
  - a) The number of anticipated participants cannot be accommodated, or
  - b) Other facilities within the Town are more appropriate.
- 5.1.4. A meeting, including a Council education or training session, may be held outside the municipality when it involves joint training, education, or the consideration of matters of common interest with other municipal councils within Oxford County, in accordance with section 236(2) of the Act.
- 5.1.5. When a Closed Meeting item is listed on the agenda, members shall first adopt a resolution in open session, in accordance with the Act, stating the general nature of the matter to be considered and the applicable legislative exception. After the resolution is passed, the meeting may be reconvened in a different location, or necessary steps will be taken to ensure that the meeting is no longer open to the public.
- 5.1.6. In the case of an emergency, Council may hold its meetings and keep its public offices at any convenient location within or outside the municipality pursuant to section 236 (1) of the Act.

## 5.2. Inaugural or First Council Meeting

- 5.2.1. The Inaugural (First) Meeting of the Council of the Town of Ingersoll, following a regular municipal election held under the *Municipal Elections Act*, 1996, as amended, shall take place on November 15 at 7:00 p.m. If November 15 falls on a Friday, Saturday, or Sunday, the meeting will be held on the following Monday. The purpose of the Inaugural Meeting is solely for members to take their Declarations of Office and Oaths of Allegiance.

### 5.3. Regular Council Meetings

- 5.3.1. Following the Inaugural Meeting, regular meetings of Council shall be scheduled on the second and fourth Monday of each month at 6:00 p.m. local time, unless otherwise approved by Council resolution or at the direction of the Mayor with two-thirds (2/3) majority support confirmed through phone or email polling of Council. The second meeting of the month is discretionary and may be convened in accordance with the guidelines set out in Appendix A of this By-law.
- 5.3.2. If a regular meeting falls on a public holiday or another significant day that results in the closure of Town Hall, the meeting shall be held on the first business day following the closure.
- 5.3.3. Council shall approve the schedule of Council meetings for the following calendar year no later than the regular meeting held on the second Monday of November each year.

### 5.4. Special Council Meetings

- 5.4.1. In addition to Regular Meetings, Special Meetings of Council shall be held upon a petition of Council or upon direction of the Mayor at any time. The purpose of the special meeting can be to inquire about or report on any matter considered of interest to Council.
- 5.4.2. Upon receipt of a written petition from the majority of the Council members or the Mayor's direction, the Clerk shall summon a Special Meeting for the purpose and at the time set out in the petition. Notice shall be given through the Clerk, and the notice shall set out the date, time, place, and the item(s) to be considered at the Special Meeting.
- 5.4.3. A minimum of forty-eight (48) hours' notice must be given before holding a Special Meeting.
- 5.4.4. Notwithstanding any other provision of this by-law, the Mayor may waive the notice requirement for a Special Council Meeting called to address an emergency or any matter affecting the welfare, health, or well-being of residents or staff.
- 5.4.5. No business other than that stated in the notice shall be considered at such Special Meeting, except with the unanimous vote of the members present.

## 6. Electronic Participation in Meetings

### 6.1. General Requirements

- 6.1.1. Any member may participate electronically in any open or closed meeting of Council, Special Council, or a Committee, and shall be counted for the purpose of establishing quorum.
- 6.1.2. A Member who intends to participate electronically in a meeting shall notify the Clerk at least 24 hours in advance of the meeting. If 24-hour notice is not possible due to unforeseen circumstances, the member shall provide as much notice as reasonably possible.
- 6.1.3. Unless prevented from doing so due to extenuating circumstances, members participating electronically shall keep their cameras on while present and actively participating in the meeting, but shall mute their microphones while not speaking.
- 6.1.4. Electronic participation in meetings should be limited to extenuating circumstances. Wherever possible, members are expected to attend meetings in person. While permitted under the Procedure By-law, remote attendance should not be used routinely or as a matter of convenience. There shall be no formal limit on the number of members who may participate electronically; however, in-person attendance remains the preferred standard.
- 6.1.5. When the Chair calls for a vote on a matter, members who are participating using Audio-only communications shall verbally announce their vote by stating “in favour” or “opposed”.
- 6.1.6. When the Chair calls for a vote on a matter, members who are participating using Audiovisual Communications shall visually show their vote by raising their hand to show they are either “in favour” or “opposed”.
- 6.1.7. A member who is participating electronically and must leave the meeting before adjournment shall notify the Chair and Clerk of their departure and fully disconnect from the electronic meeting platform.

### 6.2. Closed Session Requirements for Electronic Participation

- 6.2.1. Members participating electronically in a closed session shall do so from a location that ensures privacy. Members must be alone in the room or take appropriate measures to ensure that no other person can see or hear any part of the meeting.

- 6.2.2. A member who has declared a pecuniary interest in a matter to be discussed during an in-camera session shall either:
- a) Be placed in the meeting's waiting room by the meeting Chair, Clerk, or designate; or
  - b) Disconnect from the electronic meeting and refrain from participating in any way regarding the matter in question.

## 7. Electronic Meetings

- 7.1. Notwithstanding any other provision of this By-law, a meeting of Council or Committee may be conducted entirely electronically where deemed appropriate.
- 7.2. Electronic meetings, as defined in this Procedure By-law, shall be subject to the following conditions:
- a) The rules and regulations established pursuant to section 6, electronic participation in meetings, shall apply to electronic meetings.
  - b) Electronic meetings shall be conducted in a manner consistent with in-person meetings, and all requirements of this By-law, including but not limited to quorum, voting, debate, and public notice, shall apply as if the meeting were held in person.
  - c) Electronic meetings shall comply with the open meeting requirements set out in the *Municipal Act*, 2001, S.O. 2001, c. 25, as amended, and any other applicable legislation, ensuring transparency, accessibility, and accountability to the public.
  - d) All participants in electronic meetings shall have equal rights and responsibilities, including the ability to move motions, vote, and participate in debate, subject to the rules of this Procedure By-law.
  - e) The Clerk or designate shall ensure that electronic meetings are accessible to the public, including providing live streaming or other means of remote access, and that a recording and minutes of the meeting are made available in accordance with applicable legislation and this Procedure By-law.
- 7.3. In the event of a failure of the technology or livestreaming platform that prevents public access or disrupts the meeting, the meeting shall be adjourned. All unfinished business shall be disposed of at the next regular or special meeting, in accordance with this by-law. Notice of the adjourned meeting and the items to be addressed shall be provided to the public and Council members in accordance with the notice requirements of this by-law and the *Municipal Act*, 2001, as amended.

## 8. Duties of the Chair

### 8.1. Roles and Responsibilities

8.1.1. It shall be the duty of the Mayor or the Chair of the meeting to:

- a) Open the meeting by taking the Chair and calling the members to order.
- b) Announce the agenda items (business) in the order in which they are to be considered and acted upon.
- c) Accept motions from members and present them as questions for discussion and decision.
- d) Call for a vote on any motion that has been properly moved and seconded, or that comes up during the meeting, and announce the result.
- e) Refuse to call a vote on any motion that breaks the Rules of Procedure.
- f) Make sure members follow the rules while speaking in a debate.
- g) Enforce the observance of order and decorum among the members on all occasions.
- h) Call any member who continues to break the Rules of Procedure by name and order them to leave their seat.
- i) Take any actions necessary to ensure the meeting runs in an orderly and efficient manner.
- j) The Mayor or Deputy / Acting Mayor shall authenticate by their signature, when necessary, all By-laws and Minutes of Council.
- k) Advise a member on any point of order when requested or when deemed necessary.
- l) Represent and support members by stating their decisions and following them in all matters.
- m) Make sure that Council or Committee decisions follow all applicable laws and by-laws.
- n) Receive and share messages of goodwill and similar communications with Council or members of the Committee.
- o) Adjourn the meeting without question in the case of grave disorder arising during the meeting, or suspend the sitting of Council, until a time to be named by the Mayor.
- p) Adjourn the meeting when the business of Council or the Committee is concluded.

- 8.1.2. The Mayor or Chair may, without leaving the Chair, speak to any question under consideration and prior to the question being disposed of by Council or the Committee.
- 8.1.3. When the Chair is asked to decide on a point of order or a matter of procedure, they must explain the applicable rule or authority and make a ruling, if needed, in consultation with the Clerk. Any appeal of the ruling shall be handled in accordance with the procedures set out in section [14.2](#) of this by-law. The decision of Council or the Committee on the appeal shall be final.
- 8.1.4. The Mayor or Chair has the same right to vote on all matters before Council or the Committee as any other member, unless disqualified from voting due to a pecuniary interest or any other statute of the province. This includes all motions and decisions brought forward during a meeting.
- 8.1.5. When the Mayor or Chair sees fit to exercise the right to vote, they may briefly explain their vote, if they wish.
- 8.2. Deputy Mayor or Acting Mayor**
- 8.2.1. If the Mayor is unable to perform their duties due to illness, absence, vacation, approved leave, refusal to act, or if the office is vacant, the Deputy Mayor or Acting Mayor shall assume all powers and responsibilities of the Mayor, except those granted exclusively under Part VI.1 of the Municipal Act. The Deputy or Acting Mayor will chair all meetings during this time and may exercise these duties as allowed by the Act or any other applicable provincial law.

## **9. Conduct at Meetings**

### **9.1. Members of Council and Committees**

#### Members Shall

- 9.1.1. Govern themselves according to the Council's Code of Conduct and the Council-Staff Relations policy, as amended.
- 9.1.2. Indicate their desire to speak and obtain the permission of the Chair prior to speaking to a question or motion.
- 9.1.3. Have the right to speak first in debate, if the member is the mover of the motion under consideration.
- 9.1.4. When given the floor to speak, remain seated and direct their comments to the Chair.

- 9.1.5. When intending to introduce a motion, a member must do so immediately upon obtaining the floor. Members may briefly explain the purpose of the motion, but this explanation should not turn into a full speech.
- 9.1.6. When more than one member addresses the Chair at the same time, allow the Chair to name the member entitled to speak first. The other member(s) will be allowed to speak afterwards, in the order set by the Chair. A member may make a motion to change the speaking order if they disagree with the Chair's decision.
- 9.1.7. Stop speaking immediately when called to order by the Chair. The member may appeal the ruling by raising a point of order in accordance with the procedures set out in section [14.2](#) of this by-law. If no appeal is made, the decision of the Chair stands.
- 9.1.8. If the Chair needs to vacate their seat before the meeting is adjourned, the Vice Chair shall automatically assume the role of Chair for the remainder of the meeting. If the Vice Chair is not present, the members shall, by resolution, appoint an acting Chair from among themselves to preside for the remainder of the meeting.

**Members shall not:**

- 9.1.9. Speak on any subject other than the subject under debate.
- 9.1.10. Criticize a decision of Council or a Committee after it has been made, except when formally bringing forward a motion to reconsider that decision, in accordance with this by-law.
- 9.1.11. Disturb Council or Committee with disorderly conduct. When another member is speaking, no one shall walk between the speaker and the Chair or interrupt, except to raise a point of order.
- 9.1.12. Use obscene or otherwise offensive words or insulting expressions.
- 9.1.13. Ignore or disobey the rules of Council or Committee, or any decision made by the Chair, Council, or Committee on a point of order or on how the rules of procedure are to be interpreted.
- 9.1.14. Leave their seat or make any noise or disturbance while a vote is being taken or until the result is declared.

**9.2. Member Absences from Council Meetings**

- 9.2.1. The seat of a member of Council shall be declared vacant if the member is absent from a meeting of Council for three (3) consecutive months without being

authorized to do so by a resolution of Council, unless otherwise permitted by section 259 (1.1) of the Act.

### 9.3. **Electronic Devices**

- 9.3.1. Members shall ensure all electronic devices are set to silent or inaudible mode during meetings.
- 9.3.2. Members shall not use electronic devices to broadcast, record, photograph, publish, or distribute any audio, images, or video of a meeting.

### 9.4. **Members of the Public and Delegations**

Members of the public and delegations shall not:

- 9.4.1. Address Council or Committee without permission of the Chair.
- 9.4.2. Engage in Disruptive actions such as clapping, shouting, interrupting others, or any behaviour that interferes with the meeting.
- 9.4.3. Interrupt speakers, staff or Council while speaking.
- 9.4.4. Use obscene or otherwise offensive language, insulting expressions, or present materials that promote hatred, violence, or discrimination based on race, ethnicity, religion, gender, sexual orientation, disability, or any other protected ground under the *Ontario Human Rights Code*, as amended.
- 9.4.5. Make false or defamatory statements about individuals or organizations.
- 9.4.6. Bring signs or placards into the Council Chambers or any other meeting location.
- 9.4.7. Distribute pamphlets, brochures, or other supporting materials during a meeting unless these materials are expected as part of a delegation or presentation request submitted in advance or are directly applicable to an application under consideration at a public meeting held pursuant to the *Planning Act*. Distribution of buttons or any other materials not specified above is prohibited.
- 9.4.8. Bring food or beverages into the Council Chamber or meeting room, except for water, unless authorized.

## 10. Council Meeting Agenda

### 10.1. Order of Business

10.1.1. The order of business for the regular meetings of Council shall be as follows:

- a) Call to Order
- b) Adoption of Agenda
- c) Disclosures of Pecuniary Interest
- d) Adoption of Consent Agenda
- e) Adoption of Meeting Minutes
  - o Regular Council
  - o Special Council
- f) Public Meetings
- g) Consideration of Petitions, Delegations & Presentations
- h) Unfinished Business
- i) Consideration of Staff Special Reports
- j) Councillor Motions for Consideration
- k) Consideration of Correspondence & Resolutions
- l) Notice of Motions
- m) Closed Meeting
- n) Consideration of Matters Arising from Closed Session
- o) Consideration of By-laws
- p) Upcoming Council Meeting(s)
- q) Adjournment

10.1.2. An agenda for a Special Meeting, Council workshop, or Committee meeting does not need to include all the agenda headings listed above.

10.1.3. The agenda will generally follow the order of business set out in [section 10.1.1.](#) When preparing the agenda, the Clerk or CAO may adjust the order of business if necessary to accommodate special circumstances or to support meeting efficiency.

10.1.4. Business shall be considered in the order set forth on the agenda, unless otherwise determined by Council or the Committee by resolution to amend the order of business.

10.1.5. Items on the agenda not dealt with before the meeting is adjourned shall be noted and repeated on the next agenda as unfinished business. This includes items of business that were not tabled due to a lack of time.

- 10.1.6. The Clerk will provide each member with the meeting agenda package and all related materials at least 48 hours before a regular Council meeting, including weekends and holidays.
- 10.1.7. Members will receive an agenda package for a Special Council Meeting before the meeting. The Clerk will aim to deliver the agenda and related materials at least 48 hours in advance.
- 10.1.8. The Clerk or designate shall ensure that the minutes of the last Regular Meeting and all Special and Committee meetings held more than seven (7) days before a Regular Meeting are included on the next Regular Meeting agenda for approval.
- 10.2. Disclosure of Pecuniary Interest**
- 10.2.1. Any member who has a pecuniary interest shall disclose their interest and the general nature thereof prior to any consideration of the matter at the meeting in accordance with *the Conflict of Interest Act*, as amended.
- 10.2.2. Where possible, the disclosure will be made prior to the adoption of the agenda and at a minimum, before consideration of the matter for which the member has an interest.
- 10.2.3. The disclosure shall be documented using the prescribed form and submitted to the Clerk for inclusion in the public record.
- 10.2.4. Members declaring an interest shall not take part in the discussion of, or vote on, any question in respect of the matter; and shall not attempt in any way, whether before, during or after the meeting, to influence the voting on any such question.
- 10.2.5. When a meeting is closed to the public and a member declares a conflict of interest, the member must, in addition to fulfilling all disclosure requirements, immediately leave the meeting for the duration of the discussion on that matter.
- 10.2.6. If a member is absent from the meeting at which a matter was considered and, therefore, did not disclose a conflict of interest, the member shall disclose the interest at the next meeting they attend.
- 10.3. Council Consent Agenda**
- 10.3.1. Items received as correspondence per this by-law shall be included on the Council Consent agenda in accordance with [Appendix B](#).
- 10.3.2. Items listed on the Consent Agenda are deemed to be for information purposes or not requiring Council direction and shall be approved by a single resolution.

Notwithstanding the foregoing, any member of Council may request that one or more items be removed from the Consent Agenda for separate consideration and vote.

#### 10.4. **Minutes**

- 10.4.1. The Clerk shall prepare minutes for all Regular, Special and Closed Council meetings and shall receive minutes from all other Committees for inclusion on the agenda for Council approval.
- 10.4.2. The minutes of a meeting shall record, without note or comment, all resolutions, decisions and other proceedings of Council or the Committee, and shall include the meeting's place, date and time.
- 10.4.3. Minutes described in [section 10.4.1.](#) may be received or received and approved by Council without being read aloud at the meeting where they are being considered.
- 10.4.4. To assist with preparing the official minutes, the Clerk may make an audio or digital recording of any open Council meeting or Council workshop.
- 10.4.5. The audio or digital recording of proceedings are not intended to, and do not, replace the written minutes of the proceedings of Council.
- 10.4.6. Any recording made by the Clerk solely to assist with preparing the minutes will be destroyed once Council adopts the written minutes.
- 10.4.7. When the minutes have been adopted by Council, they shall be signed by the Mayor and the Clerk. All minutes shall be classified and filed in accordance with the Record Retention By-law.

#### 10.5. **Public Meetings pursuant to the *Planning Act***

- 10.5.1. Public meetings held pursuant to the *Planning Act* shall be held, whenever practical and in accordance with Notice Requirements, during Regular Council Meetings scheduled for the second Monday of each month. Public meetings shall be scheduled shortly after the meeting is called to order at 6:00 p.m., in accordance with the Order of Business on the Council agenda.

#### 10.6. **Delegations**

- 10.6.1. Delegations and presentations shall be scheduled to begin at 6:00 p.m., following the adoption of the meeting minutes. If a public meeting held under the *Planning Act* is scheduled, delegations and presentations shall begin immediately after the public meeting has been adjourned.

- 10.6.2. Anyone wishing to appear before Council or a Committee as a delegation, present a petition, or make a presentation must submit a written request to the Clerk by 4:00 p.m. on the Wednesday before the meeting. If the request is not submitted using the online form, it must include:
- a) The person's full name, address, phone number, title or position (if applicable), and email (if available);
  - b) A brief summary of the issue or reason for the request, including desired resolution; and
  - c) If representing another person, corporation, or organization, their name, address, and phone number.
- 10.6.3. The following matters shall not be approved for delegation unless explicitly authorized by Council resolution:
- a) Sales or promotional presentations for commercial products or services (these shall be directed to the procurement process);
  - b) Matters already governed by municipal policy (e.g., procurement, human resources, legal disputes, or matters under litigation);
  - c) Complaints or concerns about individual staff members (these shall follow the established complaint resolution process);
  - d) Requests for funding or sponsorship (unless part of a formal grant application process); and
  - e) Matters outside Council's jurisdiction (e.g., provincial or federal responsibilities) that cannot demonstrate a municipal purpose.
- 10.6.4. The Clerk has the authority to decline delegation requests that do not meet the requirements or fall under restrictions outlined in this by-law. If a request is denied, the Clerk will notify the requester in writing and provide the reason(s) for the decision.
- 10.6.5. A delegation may appeal the Clerk's decision to exclude or limit their presentation by submitting a written request to Council within seven (7) days of receiving the decision. The appeal will be considered at the next meeting, subject to a majority vote of Council.
- 10.6.6. Late delegation requests must be submitted in writing to the Clerk by 12:00 p.m. on the day of the meeting. A late delegation may be heard if approved by a majority of Council or the Committee and if the matter is deemed:

- a) Urgent; or
- b) Directly related to an item already on the meeting agenda.

10.6.7. Delegations shall be heard in the following order:

- a) Delegations that have submitted a request by the prescribed deadline and are listed on the agenda.
- b) Late requests (submitted in writing on the day of the meeting), provided the subject matter relates to an item of business on the agenda or is deemed urgent.
- c) Delegations permitted under suspension of the rules.

10.6.8. No person(s) or representatives from the same organization, business, association, or affiliated group shall be permitted to have delegation status to speak to the same subject more than once within the term of Council, unless:

- a) Council or the Committee explicitly requests a follow-up presentation; or
- b) Substantial new information has arisen that was not previously available.

10.6.9. Persons addressing Council or its Committees shall confine their remarks to the stated business.

10.6.10. If, as a result of a delegation, a staff report is required to provide further information, the matter shall be referred to the appropriate department to report back to Council or the Committee at the next appropriate meeting.

10.6.11. A delegation shall be permitted to speak for a maximum of ten (10) minutes and possibly another ten (10) minutes for any questions of clarification.

10.6.12. If a delegation consists of two or more persons, only two persons shall be permitted to address Council or the Committee.

10.6.13. If multiple individuals or groups with shared interests (e.g., members of the same advocacy group, business entity, or coalition) request to speak on the same issue, the Clerk may:

- a) Combine related delegations into a single presentation time; or
- b) Designate a single spokesperson to represent the collective viewpoint.

10.6.14. Delegations may submit written or digital presentation materials (e.g., slides, handouts, videos) along with their request to appear before Council or a Committee. All presentation materials must:

- a) Be submitted no later than the delegation request deadline (4:00 p.m. on the Wednesday preceding the meeting);
- b) Comply with all applicable laws, municipal policies, and this by-law (e.g., no obscene, promotional, or irrelevant content); and
- c) Be reviewed by the Clerk's office prior to publication to ensure compliance.

10.6.15. The Clerk may require changes to, or reject, materials that do not comply with this by-law and will notify the delegation of any required modifications.

10.6.16. If submitted by the deadline, approved presentations will be included in the public agenda package. Late submissions may not be distributed.

10.6.17. Delegations are subject to the time limits in [section 10.6.11](#), regardless of presentation format.

10.6.18. Delegations are responsible for adhering to the conduct expectations set out in this by-law under [section 9.4](#).

10.6.19. If a person fails to follow the conduct rules of this by-law, the Mayor or Chair may take any of the following actions:

- a) Interrupt or end the delegation.
- b) Rule the speaker out of order and stop their participation.
- c) Deny the individual from speaking at future meetings if violations continue.

10.6.20. The Clerk is responsible for advising members of all requests received under this section through the Council / Committee agenda package.

## 10.7. **Presentations**

10.7.1. Staff, consultants, or agency representatives may be asked to provide a written or verbal briefing during a meeting to support a specific agenda item. These briefings are not considered delegations.

10.7.2. Despite section 10.7.1, the Clerk may schedule presentations by staff, consultants retained by staff, or other government bodies or agencies that exceed the 10-minute limit. However, adherence to the 10-minute guideline is encouraged whenever possible.

## 10.8. **Correspondence**

10.8.1. All petitions shall be on a form supplied by the Town and/or submitted in accordance with the Town's policy on petitions.

- 10.8.2. All correspondence or petitions submitted to Council or a Committee must be clearly written or typed, dated, and include a brief description of the subject matter. Submissions must be signed by at least one person and filed with the Clerk. They must also include the sender's full name, municipal address, and contact information. Submissions containing obscene or inappropriate content or language will not be accepted. Anonymous submissions will not be included on the agenda.
- 10.8.3. Correspondence must clearly state whether it is for information only or if it requires action by Council or a Committee (e.g., a request for a resolution, delegation, or referral to staff). Items submitted for information will generally appear on the Council Consent Agenda, while items requesting action will be listed on the regular Council or Committee agenda.
- 10.8.4. Personal information will be redacted from petitions and other items of correspondence prior to publication.
- 10.8.5. If, in the opinion of the Mayor or Chair, the correspondence or petition contains obscene or inappropriate content or language, the Mayor or Chair will decide whether it should be included on a meeting agenda.
- 10.8.6. Section [10.6.3.](#) of this by-law (restrictions related to delegations) shall apply to correspondence items submitted for Council or Committee consideration.
- 10.8.7. To be placed on the upcoming regular meeting agenda, any correspondence or petition must be submitted to the Clerk no later than 4:00 p.m. on the Wednesday of the week preceding the regular Council or Committee meeting.
- 10.8.8. All correspondence included on the agenda forms part of the public record and will be published to the agenda package on the Town's website and retained in accordance with the Town's Records Retention By-law.
- 10.8.9. Individuals submitting correspondence requesting to speak to Council or a Committee must comply with the procedure for delegations, including advance registration per this by-law.
- 10.9. **Notices of Motion**
- 10.9.1. Notice of all new motions, except motions listed in [section 13.8](#), shall be given in writing and duly signed at a meeting of Council or Committee.
- 10.9.2. Notices submitted to the Clerk by 4:00 p.m. on the Wednesday before a Council or Committee meeting will be printed in full on the agenda to inform members of

the motion and will be considered at the next regular Council or Committee meeting.

- 10.9.3. Following the notice period, motions shall be moved to the 'Councillor Motions for Consideration' section of the Agenda and a similarly titled section of the Committee agenda.
- 10.9.4. When a member's Motion has been called from the Chair for two (2) successive meetings and is not duly considered or otherwise disposed of, it shall be dropped from the Agenda unless the Council or Committee decides otherwise.
- 10.9.5. If, at the third meeting, such notice of motion is put to a question by the Chair and not considered or otherwise disposed of, it shall be deemed to have been withdrawn.
- 10.9.6. Any motion may be introduced without notice if Council or the Committee, without debate, dispenses with the notice requirements of [section 10.9.2](#), on the affirmative vote of at least two-thirds of the members present and voting.
- 10.10. **Closed Meeting**
- 10.10.1. Except as provided in the *Municipal Act*, 239 (2) and (3), all meetings shall be open to the public.
- 10.10.2. Meetings closed to the public must be closed by a motion to "Proceed into a Closed Meeting" with the said motion, duly seconded and passed, stating the general nature of the matter(s) to be considered in the Closed Meeting.
- 10.10.3. Where the public is excluded from a meeting, or portion thereof, no vote may be taken except a vote on a procedural matter or to give direction(s) or instruction(s) to officers, employees or agents of the Town or persons retained by or under contract with the Town.
- 10.10.4. A meeting held for the purpose of educating or training the members of Council or a Committee may be closed to the public, provided that no member discusses or otherwise deals with any matter in any way that materially advances the business or decision-making of the Council, local board or Committee.
- 10.10.5. For an education or training session, the resolution must state the reason the meeting is to be closed under section 239, subsection 3.1 of the *Municipal Act*, 2001, as amended.

- 10.10.6. During a Closed Meeting, members may speak to any question an unlimited number of times, provided that no member speaks a second time until all members who wish to speak have had an opportunity to do so.
- 10.10.7. Before discussing any matter at a Closed Meeting, any member who has a pecuniary interest in that matter must declare the interest and explain its general nature. That member must then leave the Closed Meeting, or the part of the meeting when the matter is being discussed. The declaration will be recorded in the meeting minutes.
- 10.10.8. The Clerk or designate shall attend all closed meetings and record the proceedings, including any procedural motions and instructions given to staff, without adding personal notes or comments.
- 10.10.9. Any matter raised by a member during a Closed Meeting that was not included in the resolution to “Proceed into a Closed Meeting” shall not be considered.
- 10.10.10. A motion to adjourn a Closed Meeting is always in order and shall be decided without debate, but shall not interrupt a member who has the floor.
- 10.10.11. A brief summary of the Closed Meeting’s key actions shall be provided in the “Rise and Report” section of the open Council or Committee agenda.
- 10.10.12. Any matters discussed in the Closed Meeting that require a formal decision will be brought forward as a resolution at an open meeting of Council or Committee.
- 10.10.13. Upon reconvening in open session, the Chair shall either:
- a) accept a motion to approve any matters requiring a public resolution; or
  - b) advise that direction was provided to staff during the closed session, in accordance with the *Municipal Act, 2001*.

#### 10.11. **By-Laws**

- 10.11.1. A by-law may be introduced and approved at the same Council meeting. Unless Council directs otherwise, three separate readings are not required.
- 10.11.2. A motion to approve a by-law shall be considered as having passed the first, second, and third readings, unless a member of Council requests that any reading be taken separately.

- 10.11.3. The Clerk shall ensure that a complete copy of each proposed by-law is provided to Council in advance of the meeting and listed on the agenda with its title and subject matter.
- 10.11.4. Except for confirming by-laws or routine by-laws whose preambles clearly explain their purpose and origin, no by-law shall be presented to Council unless its subject matter has already been considered and approved by Council, either through prior discussion or approval earlier in the same meeting (e.g., by way of a staff report or resolution). Every by-law shall be:
- a) Approved by Council resolution and Mayoral decision (unless vetoed under the authority of Part VI.1 of the Act);
  - b) Signed by the Mayor, or the acting Chair and the Clerk or designate;
  - c) Placed under the seal of the Corporation;
  - d) Indicate the date of passage; and
  - e) Indicate the dates of Council and Mayoral approval.
- 10.11.5. The proceedings of every Council meeting shall be confirmed by a by-law, giving all resolutions and decisions passed at that meeting the same legal effect as if each had been enacted through a separate by-law.
- 10.12. **Adjournment**
- 10.12.1. Committee, and Regular and special Council meetings shall adjourn at 10:00 p.m., unless two-thirds (2/3) of the members present vote to extend the meeting before that time. The meeting may be extended only once and by no more than one (1) hour. If the meeting is adjourned before all agenda items have been disposed of:
- a) Council or the Committee shall set a date and time to continue consideration of the remaining agenda items, or
  - b) If no date and time are set, the Clerk, in consultation with the Chair, shall determine when the meeting will resume.
- 10.12.2. A Council Meeting shall not be adjourned until a by-law confirming the proceedings of the meeting up to the time of adjournment has been presented to and considered by Council, unless prevented by loss of quorum or other extenuating circumstances.
- 10.12.3. A motion to adjourn may be made by any member who has been recognized by the Mayor or Chair. The motion must be moved and seconded to be considered and shall be decided without debate.

- 10.12.4. A motion to adjourn shall be out of order in the following situations:
- a) When a member is speaking to the question on the Floor;
  - b) When another member has been recognized by the Chair to speak;
  - c) During the taking or verification of a vote, or
  - d) Immediately after Council or the Committee has agreed to end debate and vote, but before the vote on the main motion has taken place.
- 10.12.5. A motion to adjourn the final regular meeting of Council's term, where unfinished business remains, has the effect of causing that business to fall to the ground. Such items may be reintroduced in the next term of Council but must be brought forward as new business, as if they had not previously been considered.
- 10.12.6. A motion to adjourn that is defeated (voted down) cannot be made again until Council or the Committee has dealt with and decided on some other business or motion.
- 10.12.7. Immediately after a motion to adjourn is voted on and passes, the Chair will declare the meeting adjourned. However, before doing so, members will be given an opportunity to move for a division of the assembly (a verification of the vote).

### **11. Calling a Meeting to Order**

- 11.1. As soon as a quorum is present after the scheduled start time, the Mayor or Chair will call the meeting to order.
- 11.2. If no quorum is present ten (10) minutes after the time appointed for a meeting of the Council or Committee, the Clerk or Chair shall record the names of the members present and the meeting shall stand adjourned until the date of the next Regular Meeting.
- 11.3. If a member cannot attend a meeting, they are to inform the Clerk or Chair, and the absence shall be noted in the meeting minutes.
- 11.4. In the event that the Mayor or Chair does not attend within fifteen (15) minutes after the time appointed for a meeting of the Council or Committee, the Deputy Mayor or Vice-Chair shall preside until the arrival of the Mayor or Chair, and while presiding, shall have all the powers of the Mayor or Chair. The powers of the Mayor, as set out in Part VI.1 of the Act, shall not be conferred upon the Deputy or Acting Mayor.

- 11.5. If the Mayor / Chair or Deputy Mayor / Vice Chair cannot attend the meeting, the members will, by resolution, appoint an acting Chair. While presiding, the Acting Chair shall have all the powers of the Chair, except for those established under Part VI.1. of the Act.
- 11.6. If the Mayor or Deputy Mayor arrives after the meeting has started, the current acting Chair will hand over the Chair to them as soon as the item being discussed is finished or dealt with.
- 11.7. Except where absence is unavoidable due to extraordinary circumstances or an emergency, no member shall be absent from any regular meeting of Council without having provided reasonable notice of such absence to the Mayor/Chair or the Clerk prior to the commencement of the meeting.

## 12. Motions and Voting

### 12.1. Motions, General

- 12.1.1. A motion must be moved and seconded before the Chair can present it for discussion or a vote, and before the Clerk can record it in the minutes. Once seconded, the motion is considered to be in possession of the Council or Committee, but may be withdrawn by the mover with the group's consent at any time before it is amended or voted on.
- 12.1.2. Members may not debate a motion until it has been moved and seconded. Once seconded, the motion may be read aloud by the Mayor, Chair, or Clerk at any time during the discussion, if requested.
- 12.1.3. When a member moves a motion that is not part of the published agenda, the motion must be relevant to the topic being discussed, provided in writing, and submitted to the Clerk. Motions listed in [section 13.8](#) do not require written submission.
- 12.1.4. The Clerk may suggest administrative edits to motions submitted in writing, at their discretion. Those edits:

- a) Must not change the intent of the motion;
- b) May include corrections to grammar, spelling, or formatting;
- c) Can be made before, during, or after the meeting; and
- d) Will be confirmed by Council through approval of the meeting minutes at a future Council or Committee meeting.

12.1.5. A motion concerning a matter beyond the jurisdiction of Council or its Committees shall not be in order and deemed ultra vires.

## 12.2. **Motion to Amend**

12.2.1. A motion to amend shall adhere to the following rules:

- a) The amendment must be written down (called the Primary Amendment) and seconded.
- b) It must be related to the main motion currently being discussed.
- c) It cannot change something that has already been adopted.
- d) It cannot be worded to directly reject the main motion.

12.2.2. If the Mayor or Chair believes that an amendment goes against the intent of the main motion, they may rule the amendment out of order. A member of Council or Committee may appeal this ruling. If no appeal is made, the ruling stands. If appealed, Council or the Committee will vote on the appeal without debate (per section 14.2.5), and that decision will be final.

12.2.3. The Council or Committee must deal with the current amendment before considering another amendment on the same motion.

12.2.4. Only one amendment to an amendment (called a Secondary Amendment) is allowed; any further changes must be made to the main motion.

12.2.5. Amendments are voted on in reverse order from how they were introduced.

12.2.6. Amendments can be used to separate and decide on different parts of a motion.

## 12.3. **Motion to Refer (Commit)**

12.3.1. The subsidiary motion to refer (commit) a matter under discussion to a Committee of Council must be considered before any amendments to the main motion can be introduced or debated.

#### 12.4. Motion to Adjourn

12.4.1. See [section 10.12.](#)

### 13. Rules of Debate

- 13.1. Any member may ask for the motion being debated (the question on the floor) to be read at any time during the discussion, as long as it does not interrupt another member who is speaking.
- 13.2. Unless otherwise provided in this by-law, a member may speak no more than twice on the same question. Each intervention shall be limited to a maximum of four (4) minutes, with a cumulative total of no more than eight (8) minutes per member per question. The Chair shall ensure that these time limits are observed.
- 13.3. Speaking rights apply only to motions that are open to debate. Members who move a non-debatable motion are not entitled to speak to it, unless permitted under the rules. Members who move an amendment may speak to it, subject to the same time limits as other members.
- 13.4. Upon inquiry from the Chair and with the unanimous consent of Council or the Committee, a Member may be permitted to speak an additional time or extend their speaking time on the pending question. If any Member objects, the Chair shall put the question to a vote: "Shall the limits of debate be extended for [Member's Name] by [Number] minutes / to speak an additional time?" A two-thirds vote of Council is required to approve the extension.
- 13.5. A brief point of personal privilege, point of order, or parliamentary inquiry, if in order, shall not be counted towards a member's speaking limit.
- 13.6. A member may ask questions only to obtain information about the matter being discussed. All questions must be brief and asked through the Chair.
- 13.7. Notwithstanding other rules, when a member is recognized as the next speaker, they may first ask a brief question through the Chair that is about the motion or matter under discussion, to obtain information. After the question, the member may proceed to speak.
- 13.8. The following matters and motions may be introduced verbally, without needing advance written notice or special permission, unless these Rules of Procedure state otherwise:
  - a) A point of order;

- b) A question of privilege;
  - c) A motion to adjourn;
  - d) A motion to lay a matter on the table (temporarily set aside); and
  - e) A motion to put a motion to a vote (previous question)
- 13.9. The following motions may be introduced without prior notice or special permission. Unless otherwise stated in these Rules of Procedure, such motions must be submitted in writing and signed by both the mover and seconder.
- a) To amend;
  - b) To suspend the Rules of Procedure;
  - c) To postpone indefinitely; and
  - d) To postpone to a certain time.
- 13.10. During a Council or Committee meeting, the Chair has the authority to rule on matters and motions. The Chair may consult the Clerk for assistance if needed. Any member may appeal the Chair's decision by raising a point of order, as outlined in [section 14.2](#).

## 14. Voting

- 14.1. **Voting**
- 14.1.1. Once debate is finished and the Chair calls for the vote on the motion on the floor, no one may speak or make any new motions until the vote is complete, and the result is announced.
- 14.1.2. Immediately before a vote is taken, the Chair must clearly state the motion being considered, using the exact wording that will appear in the official minutes.
- 14.1.3. Only members who are present when the Chair states the motion on the floor may vote on that motion.
- 14.1.4. Unless otherwise provided in this Procedure By-law, the Act, or other applicable legislation, the standard method of voting shall be for the Chair to ask for a show of hands, first for those in favour of the motion, then for those opposed.
- 14.1.5. The Mayor or Chair shall declare the result of the vote, and the Clerk shall record the outcome in the meeting minutes.

- 14.1.6. Where a member is present at the meeting and eligible to vote, but fails to do so, their non-vote shall be deemed to be a vote in the negative.
- 14.1.7. If a vote on a motion results in a tie, the motion is considered defeated.
- 14.1.8. The Mayor or Chair shall vote on all motions while presiding over the meeting except where prohibited by law, such as a declared pecuniary interest or other statutory disqualification. However, if the Mayor or Chair wishes to introduce a motion, they must temporarily step down from the Chair and shall not resume their role as presiding officer until after the vote on the motion has been completed.
- 14.1.9. If a member disagrees with the announcement of the Chair that a question is carried or lost, the member may, but only immediately after the declaration of the result by the Chair, object to the Chair's declaration and request a recorded vote to be taken or make a motion for Division of the Assembly.
- 14.1.10. When a recorded vote is requested, either before the vote or immediately afterwards, but before moving to the next item, the Clerk shall call the names of each member, starting with the member who requested the recorded vote and proceeding clockwise. The Clerk will record each member's name and vote; this information shall be included in the official meeting minutes.
- 14.1.11. When the Chair calls for a vote on a question, all members, whether attending in person or virtually, must remain in their place and refrain from speaking to others, making noise, or causing any disturbance until the Chair has announced the result of the vote.

## 14.2. **Points of Order and Privilege**

### Points of Order

- 14.2.1. A point of order may be raised by any member when they believe that the rules or procedures of the meeting are not being followed correctly. A point of order does not require a seconder and takes precedence over other business. It may relate to issues such as speaking out of turn, improper motions, or other violations of the meeting's rules.
- 14.2.2. A point of order may be raised at any time and interrupt a speaker or the business.
- 14.2.3. When a point of order is raised, the Chair must address it immediately, suspending all pending business until the concern is resolved.

- 14.2.4. A member may appeal the Chair's ruling on a point of order. If the appeal is duly moved and seconded, the Chair shall put the question to a vote of the members by stating: "*Shall the ruling of the Chair be sustained?*" The membership shall then vote on whether to uphold or overturn the Chair's decision. The outcome of the vote shall be final.
- 14.2.5. A motion to appeal the Chair's ruling on a point of order is debatable unless the appeal involves disorderly conduct or a violation of the speaking rules, concerns the order of business, or is made when a non-debatable motion is immediately pending or involved in the appeal.
- 14.2.6. If there is no appeal, the Chair's ruling is final.
- 14.2.7. At their discretion, the Chair may decline to rule on a point of order and instead submit the question directly to the members for a decision. In such cases, the Chair shall state the question and put it to a vote. The question may be debated in accordance with the rules governing appeals of Points of Order. The decision of the members shall be final.
- 14.2.8. Once resolved, the pending business will resume at the point where it was suspended.

#### Points of Privilege

- 14.2.9. A member may raise a Point of Privilege if they experience a problem affecting their rights, comfort, or ability to participate in the meeting. This could include noise, room temperature, or other conditions interfering with the meeting.
- 14.2.10. A Point of Privilege may be raised at any time and interrupt a speaker or the business.
- 14.2.11. When a Point of Privilege is raised, the Chair must address it immediately and suspend all pending business until the concern is resolved.
- 14.2.12. A member may appeal the Chair's ruling. The membership shall vote on the appeal without debate, and the decision shall be final.
- 14.2.13. If there is no appeal, the Chair's ruling is final.
- 14.2.14. Once resolved, the pending business will resume at the point where it was suspended.

### 14.3. **Reconsideration of a Council Resolution**

- 14.3.1. Reconsideration allows Council to review a decision made earlier in the same term if new information comes to light, circumstances change, or if members believe the original decision needs correction or improvement. It provides a formal opportunity to revisit important matters to ensure the best outcome for the community.
- 14.3.2. Council may reconsider an entire resolution decided during the current term of Council. Reconsideration of only a portion of a resolution is not permitted. However, if Council wishes to change part of a previously adopted resolution, this may be done by a separate motion to amend something previously adopted. Upon reconsideration, Council may either amend the entire resolution or rescind it.
- 14.3.3. A motion to reconsider that is made at a subsequent meeting must comply with the notice of motion requirements set out in this by-law. A motion to reconsider made at the same meeting as the original decision may be introduced without notice but must conform to all procedural requirements governing reconsideration.
- 14.3.4. Only a member of Council who voted with the prevailing side, was absent at the time of the vote, or was not a member of Council when the vote took place, may move a motion for reconsideration.
- 14.3.5. A motion to reconsider is debatable whenever the motion proposed to be reconsidered is debatable. When debatable, the motion to reconsider opens debate on the merits of the original question. The member moving the motion must provide a brief and concise explanation of the reasons for the requested reconsideration before debate begins.
- 14.3.6. A motion to reconsider must be adopted by an affirmative vote of two-thirds of the members present, unless reconsideration is duly moved and seconded in the same meeting, in which case, only a majority vote is required.
- 14.3.7. If a motion to reconsider is adopted:
  - a) The effect is to place Council in the same position it was in immediately before the original resolution was adopted.
  - b) The reconsideration of the original motion shall become the next order of business unless the motion to reconsider specifies that it should be considered at a later time.
- 14.3.8. There shall be no reconsideration of the following:

- a) Closed session decisions;
- b) Resolutions that have been implemented through legally binding action (e.g., execution of a contract);
- c) Any matter that has already been reconsidered, unless Council grants unanimous consent;
- d) A motion to reconsider; and
- e) Defeated motions. Only motions or resolutions that have been approved by Council may be reconsidered. Motions that have been defeated do not require reconsideration to be brought forward again.

14.3.9. No resolution shall be reconsidered more than once during the term of Council.

## Committees

- 14.4. For the purpose of this section of the By-Law, Committees shall refer to all Council Standing Committees, Statutory, Advisory, and Ad Hoc Committees.
- 14.5. The rules set out in this by-law shall apply to Committees of Council, as applicable, except where otherwise directed under the Mayoral powers established in Part VI.1 of the Act.
- 14.6. Council may establish a Committee at any time deemed necessary to consider matters within its jurisdiction.
- 14.7. The purpose of the Committee, Committee type, goals, composition and membership shall be established by Terms of Reference as approved by Council resolution.
- 14.8. Committee membership may be extended to members of the public and shall consist of the number of members as set out in the Committee's Terms of Reference, as approved by Council.
- 14.9. Membership of a sub-Committee shall be from among the members of the Committee to which the sub-Committee reports.
- 14.10. Appointment to Council's Committees shall be by By-Law, and such appointment shall be for the term of Council, or until such time as appointees are reappointed or replaced, subject to statutory authority.
- 14.11. The Mayor shall be an ex officio member of all Committees and shall be entitled to all committee membership rights.

- 14.12. The Clerk or an employee of the corporation recognized as a staff liaison shall support the Committee.
- 14.13. No Committee shall meet while Council is in session.
- 14.14. An Ad Hoc Committee will automatically dissolve once it has completed its mandate and submitted its final report to Council.
- 14.15. Unless otherwise named by a motion of Council, a Committee shall, at its first meeting, appoint a Chair and Vice Chair from among its members.
- 14.16. A majority of all members of a Committee shall constitute a quorum.
- 14.17. Council members may attend meetings of Committees to which they are not appointed. They shall not have voting rights and may participate in discussion or debate only with the permission of a majority of the Committee members.
- 14.18. Committee minutes shall be adopted at the next regular Committee meeting and then submitted to the Clerk for Council approval through the Council Consent Agenda.
- 14.19. If a Committee wishes to request action from Council, it must do so through a formal resolution. The resolution shall be submitted in writing to the Clerk for inclusion on the next regular Council meeting agenda.

## Appendix “A” Guidelines for a Discretionary Second Monthly Meeting

### Guidelines for Discretionary Second Monthly Regular Council Meeting

#### Purpose

To establish guidelines for convening a second Regular Council meeting each month.

#### Scheduling

1. The second regular meeting will be scheduled for the fourth Monday of each month (or the next business day if the Monday is a holiday).
2. The meeting will only be held if deemed necessary by the Clerk’s Department, in consultation with the Mayor/Chair and CAO, based on the key considerations detailed in this policy.

#### Key Considerations

The second monthly regular Council meeting will only be convened if required, based on time-sensitive business, delegation requests, or statutory obligations, excluding matters reserved for fixed-schedule meetings (e.g., *Planning Act* public hearings).

- **Time-Sensitive Items:**
  - Urgent matters requiring Council attention before the next regular meeting.
  - A threshold of **five (5) or more substantive items** (excluding routine approvals) may guide the decision, though discretion applies.
- **Delegations, Presentations & Public Engagement:**
  - Multiple delegation or presentation requests that cannot be accommodated at the regular meeting.
  - Community input on urgent issues.
- **Statutory Requirements:**
  - Legally mandated timelines (e.g., approvals, bylaws), excluding Public Meetings under the *Planning Act*, which will adhere to fixed-schedule dates for coordination with County planning processes.

#### Notice

##### Cancellation

As established in the Procedure By-Law, a decision to cancel the meeting will be made at least one business day before the notice period for all regular Council meetings.

Notice of cancellation will be emailed to members of Council and then:

- Posted on the municipal website.
- Shared via public notification methods (e.g., email alerts, social media).

### Meeting to Proceed

If the meeting proceeds, the agenda will be published in accordance with the notice provisions established in the Procedure By-Law.

The submission deadline for items, delegation requests and presentation materials shall adhere to the relevant requirements of the Procedure By-Law.

## Appendix “B” - Consent Agenda Policy

### Guidelines for Consent Agenda

The regular Council Meeting agenda will be posted, unless due to unforeseen circumstances, at the latest by 5 p.m. on the Friday before the Council meeting and after the agenda is forwarded to Council members, the Chief Administrative Officer, and Department Heads.

The consent agenda shall be posted no later than two weeks prior to the posting of the regular agenda, except where delayed due to unforeseen circumstances or by Council-approved amendments to the regular meeting schedule.

Items included in the Consent Agenda shall be limited to those that can be voted on collectively and generally do not require Council debate or direction.

Items to be included in the Consent Agenda are as follows:

- Minutes of Council Committee Meetings
- Minutes of External Boards and Committees
- Monthly Staff Reports
- Correspondence Note and File
  - Thank-Yous and Acknowledgements
  - Updates from other levels of Government
  - Municipal Council Resolutions
- Accounts

### Minutes of Council Committee Meetings

The minutes of Council Committee Meetings, as adopted by the Committee, shall be posted to the subsequent Consent agenda for the approval of Council.

### Minutes of External Boards and Committees

Approved minutes of boards and Committees external to the Corporation but whose activities and decisions impact municipal operations shall be posted to the Consent agenda.

### Monthly Staff Reports

Each department of the Corporation of the Town of Ingersoll is required to submit a monthly staff report for inclusion on the Council Consent Agenda. These reports are intended to provide informational updates on departmental activities, progress, and operations. The content of the monthly report shall be strictly informational and must not include any items requiring Council direction, approval, or decision. Appropriate content may include updates on

ngoing projects, operational highlights, statistical data, or other relevant information that keeps Council informed of departmental activities without requiring formal action.

### **Correspondence Note and File**

This section includes correspondence items provided for Council's information that do not require immediate action or debate. Such items may include thank-you letters, acknowledgements, or routine updates from other levels of government.

Correspondence containing resolutions or decisions from other municipal councils will be compiled and distributed to all Council members bi-weekly through the agenda management system. The Consent Agenda will include a link to the bi-weekly correspondence list.

Any member of Council may request that an item from the bi-weekly list be added as a standalone item on the Consent Agenda for greater visibility or discussion, or severed from the consent agenda and added to the regular agenda for further discussion or debate

This process ensures that Council remains informed while maintaining an efficient and streamlined Consent Agenda.

### **Accounts**

The Town of Ingersoll Cheque Distribution report provides a detailed summary of all expenses paid by the Town during the previous month. Submitting this report monthly ensures transparency and accountability in financial management. It allows Council and members of the public to review all payments made, ensuring alignment with the approved budget and fostering trust in the Town's financial practices.



**Appendix “C” - Table of Motions**

Desired Action	Motion Statement	Interrupt	2 <sup>nd</sup> Required	Debatable	Amendable	Votes Needed
<b>Privileged Motions</b>						
These motions do not relate to the pending business but to the rights or needs of the assembly. They can interrupt a pending motion.						
Close (end) the meeting	I move to adjourn	No	Yes	No	No	Majority
Take a break	I move to recess for....	No	Yes	No	Yes	Majority
<b>Incidental Motions</b>						
These motions relate to the pending business or arise out of another motion and must be decided before the motion out of which they arise. They generally have no order of precedence among themselves but take precedence over the motion to which they are incidental.						
To call the attention of the Chair to a violation of the rules	Point of Order	Yes	No	No	No	None (unless appealed)
To address matters that affect the rights, comfort, convenience, or reputation of the members	Point of Privilege	Yes	No	No	No	None (unless appealed)
Suspend the rules (to set aside a specific rule or procedure)	I move to suspend the rules	No	Yes	No	No	2/3
Divide the motion so that each part can be debated and voted on separately	I move to divide the motion into # parts (indicate how you wish for it to be divided)	No	Yes	No	Yes	Majority



Desired Action	Motion Statement	Interrupt	2 <sup>nd</sup> Required	Debatable	Amendable	Votes Needed
<b>Subsidiary Motions</b> These motions assist the assembly in treating or disposing of a main motion. They are presented while a main motion is pending and must be decided before the main motion. They have a definite order of precedence among themselves.						
Temporarily set aside a motion to deal with more urgent business	I move to table the item...	No	Yes	No	No	Majority
Close Debate	I move to call the question	No	Yes	No	No	2/3
Postpone the matter to a certain time (defer)	I move to postpone the matter to... (include point in time, i.e. next regular meeting)	No	Yes	No	No*	Majority
Refer to a Committee or to staff	I move to refer the motion to (Committee/staff/individual), with direction to (specify task or terms), and report back by (specific meeting date or timeline)	No	Yes	Yes	Yes	Majority
Amend a motion	I move that this motion be amended by...	No	Yes	Yes	Yes	Majority
Resume consideration of a motion previously tabled	I move to take from the table...	No	No	No	No	Majority

\* Unless the amendment relates to the time to which the motion is to be postponed



**Corporation of the Town of Ingersoll  
By-Law 21-5147**

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**Being A By-Law to Establish A Code of Conduct for Members of Council, Local Boards and Advisory Committees**

**WHEREAS** Section 223.2(1) of the Municipal Act, 2001, C. 25, as amended, directs municipalities to establish codes of conduct for members of the council of the municipality and of local boards of the municipality; and,

**AND WHEREAS** Section 223.4(5) of the Municipal Act, 2001, C. 25, as amended, authorizes penalties if the Integrity Commissioner reports to the municipality that, in his or her opinion, the member has contravened the code;

**AND WHEREAS** the Council for the Corporation of the Town of Ingersoll deems it desirable to maintain a Code of Conduct;

**NOW THEREFORE** the Council of the Corporation of the Town of Ingersoll enacts as follows:

1. That the Council does hereby adopt the Code of Conduct and shall be governed by the provisions and regulations contained in this By-law and as attached as Schedule 'A.'
2. Schedule 'A' attached hereto, in substantially the same form, shall form part of this By-law.
3. That this By-law shall come into force and be effective on the date of the third and final reading thereof.
4. That By-Law 11-4646 is hereby repealed.

**READ** a first and second time in Open Council this 14<sup>th</sup> day of June, 2021.

**READ** a third time in Open Council and passed this 14<sup>th</sup> day of June, 2021.

"Original Signed By"

\_\_\_\_\_  
**Edward (Ted) Comiskey, Mayor**

"Original Signed By"

\_\_\_\_\_  
**Danielle Richard, Clerk**

## TOWN OF INGERSOLL POLICIES AND PROCEDURES

<b>Policy:</b>	Code of Conduct for Members of Council and Members of Council's Boards and Advisory Committees
<b>Previous Approval Date:</b>	September 8, 2008 (Resolution C08-09-245)
<b>Revision Dates:</b>	April 14, 2020
<b>Effective Date</b>	Upon Council Approval

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### INTRODUCTION

A written Code of Conduct helps to ensure that members of Ingersoll's municipal Council, advisory committees and local boards (as defined in the *Municipal Act, 2001*) share a common understanding of acceptable conduct. This policy and its standards are designed to supplement the legislative parameters within which members must operate. Such standards should serve to enhance public confidence that Ingersoll's elected and appointed representatives operate from a base of integrity, justice, and courtesy; avoiding improper use/influence of their office and conflicts of interest, be they real or perceived.

Six pieces of provincial legislation govern the conduct of elected officials and include:

1. The *Municipal Act* as amended, and the Council Procedural By-law passed under section 238 of that Act;
2. The *Municipal Conflict of Interest Act* as amended;
3. The *Municipal Elections Act, 1996* as amended;
4. The *Municipal Freedom of Information and Protection of Privacy Act*;
5. The *Occupational Health and Safety Act*, as amended (violence and harassment in the workplace); and
6. The *Ontario Human Rights Code*, as amended.

The Criminal Code of Canada also governs the conduct of members of Council.

### PURPOSE

The purpose of this Code of Conduct is to identify the Town's expectations of its members and to set guidelines for appropriate behaviours so as to:

- a) Protect the public interest;
- b) Encourage the highest of ethical standards among members;
- c) Provide an understanding of the fundamental rights, privileges and obligations;
- d) Offer a procedure for determining the appropriateness of conduct; and,
- e) Identify a means of correcting inappropriate conduct.

The following key principles provide the foundation for the Code:

- Members shall serve and be seen to serve constituents in a conscientious and diligent manner;
- Members shall be committed to performing their functions with integrity, honesty, and accountability;
- Members shall affect decisions in an open, transparent and equitable manner through the

## Schedule 'A' to By-Law 21-5147

proper processes;

- Members shall show respect and fairness for differences of opinion;
- Members shall work together for the common good of the community and its residents;
- Members shall demonstrate an understanding of the fundamental rights, privileges, and obligations of their elected position; and
- Members shall perform their duties to promote public confidence and bear close public scrutiny.

The Code of Conduct is meant to identify standards to:

- Ensure equitable treatment of citizens and employees;
- Communicate corporate and community priorities;
- Ensure compliance with statutory requirements;
- Minimize liability risks;
- Ensure accountability by elected officials;
- Ensure optimal use of available resources;
- Implement corporate and community strategic plans;
- Set limits on governance and operational matters; and
- Set out the means of correcting unethical conduct.

The Town of Ingersoll's Code of Conduct is a general standard that augments the provincial laws and municipal policies and by-laws that govern their conduct. It is not intended to replace personal ethics. This revised Code of Conduct is consistent with the existing statutes governing the conduct of members.

## POLICY

### 1. Definitions

**"Child"** means a child born within or outside marriage and includes an adopted child or a person who a parent has demonstrated a settled intention to treat as a child within his or her family.

**"Confidential Information"** includes any information that is of a personal nature to Town employees, clients or information in the custody or under the control of the Town that is not available to the public and that, if disclosed, could result in loss or damage to the Town or could give the person to who it is disclosed an advantage.

**"Corporate Resource"** includes but is not limited to Town equipment, supplies, services, tools, property (both physical and intellectual), systems, software systems, website, domain name, logo, handheld mobile devices, cell phone, phone, address, voice-mail, e-mail, facility and staff while undertaking duties on behalf of the Town.

**"Immediate Relative"** shall be defined as a parent, spouse, child, sister, brother, sister-in-law, brother-in-law, father-in-law, mother-in-law as well as step-relationships.

**"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.

**"Spouse"** shall mean the person to whom a person is married or with whom the person is living

in a conjugal relationship outside of marriage.

## **2. Roles and Responsibilities**

The Code of Conduct shall apply to all members of Council, advisory committees and of local boards of the municipality (as defined in the *Municipal Act*).

It is the responsibility of the Members to ensure that they, as individuals or as a Member of Council or Committee, adhere to and uphold the Code.

Members must recognize their responsibility to:

- Represent the diversity of community views in a fair and equitable manner, while developing an overall strategy for the future of the Town;
- Perform their duties in an impartial manner;
- Endeavour to demonstrate sound financial management, planning, and accountability; and
- Be aware of and understand statutory obligations imposed upon individual members and Council as a statutory body regarding, but not limited to conflicts of interest and confidentiality.

## **3. Benefits, Gifts or Hospitality**

The Town recognizes that moderate hospitality is an accepted courtesy of a business relationship. However, members shall not accept a fee, advance, gift, benefit, service, entertainment, etc. that is directly or indirectly connected with the performance of his/her duties of Office, and that could be perceived to compromise their decision on a matter or create an obligation or special consideration by a group/organization or individual, unless permitted by the exceptions listed below.

For these purposes, a fee or advance paid to a Member, or a gift or benefit provided with the Member's knowledge to his or her spouse, child or parent or to a Member's staff that is directly or indirectly connected to the performance of his/her duties is deemed to be a gift to that Member.

With respect to benefits, gifts or hospitality, the following are recognized as exceptions:

- a) Compensation authorized by by-law;
- b) Gifts or benefits that normally accompany the responsibilities of office and that are received as an incident of protocol or social obligation;
- c) A political contribution otherwise reported by law;
- d) Services provided without compensation by persons volunteering their time;
- e) A suitable memento of a function honouring the Member;
- f) Food, lodging, transportation and entertainment provided by provincial, regional and local governments or political subdivisions of them, by the Federal government or by a foreign country;
- g) Food and beverages consumed at banquets, receptions or similar events, if:
  - Attendance serves a legitimate purpose;
  - The person extending the invitation or a representative of the organization is in attendance; and
  - The value is reasonable, and the invitations infrequent.

## Schedule 'A' to By-Law 21-5147

- h) Communication to the offices of a member, including subscriptions to newspapers and periodicals.

In the case of categories (b) (e) (f) (g) and (h), if the value of the gift or benefit exceeds \$300, or if the total value received from any one source during the calendar year exceeds \$300, the Member shall, within 30 days of receipt of the gift or reaching the annual limit, file a disclosure statement with the Chief Administrative Officer.

The disclosure statement must indicate:

1. The nature of the gift or benefit;
2. Its source and date of receipt;
3. The circumstances under which it was given or received;
4. The estimated value;
5. What the recipient intends to do with the gift; and
6. Whether any gift will at any point be left with the Town.

Any disclosure statements will be a matter of public record.

On receiving a disclosure statement, the Chief Administrative Officer shall ascertain whether the receipt of the gift or benefit might, in her or his opinion, create a conflict between a private interest and the public duty of the Member. If the Chief Administrative Officer makes a preliminary determination that a potential conflict exists, he or she shall call upon the Member to justify receipt of the gift or benefit.

Should the Chief Administrative Officer determine that receipt was inappropriate, a written report shall be presented to Council in closed session whereby Council may:

- Direct the Member to return the gift;
- Reimburse the donor for the value of any gift or benefit already consumed;
- Forfeit the gift; or
- Remit the value of the gift or its benefit if already consumed, to the Town.

A Member shall not seek or obtain by reason of his or her office, any personal privilege or advantage with respect to Town services that are not otherwise available to the general public and not consequent to his or her official duties.

### **4. Business Relations**

A Member shall not borrow money from any person who regularly does business with the Town unless such person is an institution or company whose shares are publicly traded and who is regularly in the business of lending money.

No Member shall act as a paid agent before Council or a committee of Council or any agency, board, or committee of the Town.

### **5. Communications / Media Relations**

Members shall show respect for the decision-making process of Council. Information concerning adopting policies, procedures, and decisions of the Council shall be conveyed openly and

## Schedule 'A' to By-Law 21-5147

accurately even if Members disagree with the decision of Council.

Confidential information may be communicated only when and upon determination by Council (see section 6 below).

Members shall not use their office to promote or sponsor commercial products or events other than Town-sponsored products or events.

### **6. Confidentiality**

All information, documentation or deliberation received, reviewed or taken in closed session of Council and its committees is confidential.

Members shall not disclose or release by any means to any member of the public in either verbal or written form any confidential information acquired by virtue of their office, in either oral or written form, except when required by law or authorized by Council.

Under the Procedural By-law and as authorized under s. 239 of the *Municipal Act*, where a matter that has been discussed at closed meeting remains confidential, no Member shall disclose the content of the matter, or the substance of deliberations, of the closed meeting.

Members shall not permit any persons other than those who are entitled thereto to have access to information that is confidential.

Particular care should be exercised in ensuring confidentiality of the following types of information:

- The security of the property of the municipality or local board;
- Personnel matters about an identifiable individual, including municipal or local body employees;
- A proposed or pending acquisition or disposition of land by the municipality or local board;
- Labour relations or employee negotiations;
- Litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board;
- Advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
- A matter in respect of which a council board, committee or other body may hold a closed meeting under another Act;
- Items under litigation, negotiation, or personnel matters;
- Information that infringes on the rights of others (e.g., sources of complaints where the identity of a complainant is given in confidence);
- Price schedules in contract tender or Request For Proposal submissions if so specified;
- Information deemed to be "personal information" under the Municipal Freedom of Information and Protection of Privacy Act;
- Statistical data required by law not to be released (e.g., certain census or assessment data);
- Information explicitly supplied in confidence to the municipality or local board by Canada, a province or territory or a Crown agency if any of them; and
- A trade secret or scientific, technical, commercial, financial or labour relations

## Schedule 'A' to By-Law 21-5147

information, supplied in confidence to the municipality or local board, which if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons or organizations.

This list is provided as an example and is not exclusive. Requests for information should be referred to the appropriate staff member to be addressed either as an informal request for access to municipal records or as a formal request under the *Municipal Freedom of Information and Protection of Privacy Act*.

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

The obligation to keep information confidential is a continuing obligation even after the individual ceases to be a Member.

### **7. Conduct at Meetings**

During Council, committee or any other advisory committee meeting or a working group meeting, Members shall conduct themselves with decorum in accordance with the provisions of the Town's Procedural By-law. Respect for delegations and fellow Members, staff, and the public, requires that all Members show courtesy and not distract from the business of Council during presentations and when other Members have the floor.

Further to the provisions contained in the Town's Procedural By-law, cell phones, handheld mobile devices, or similar equipment shall:

- a) Remain on vibrate or silent while in open session;
- b) Not be used by a member during open session, unless under extenuating emergency circumstances; and
- c) Turned off while in closed session.

### **8. Conflict of Interest**

Members will recognize their obligations to follow and respect the provisions of the *Municipal Conflict of Interest Act* and in doing so shall:

- Not use their office in any way to attempt to influence any decision or recommendation that results from consideration of a matter to which the Member acting on his or her behalf or while acting for, by, with or through another, has a pecuniary interest, direct or indirect;
- Publicly Disclose a direct or indirect pecuniary interest and the general nature thereof prior to any consideration of the matter;
- Withdraw from direct involvement of any matter of pecuniary interest by vacating the Council table when the matter is debated and by refraining from making any comment that might influence decisions on the issue;
- Vacate the Council Chamber, or the room in which Council is gathered, when the matter to which the Member has disclosed an interest is discussed in closed session.
- Be deemed ineligible to vote on the matter to which they have declared an interest.

## Schedule 'A' to By-Law 21-5147

The Clerk or the Secretary of the Committee or Local Board shall record every declaration of interest and the general nature thereof for all matters considered in a meeting open to the public in the minutes of the meeting. Where the meeting is not open to the public, the declaration of interest and the general nature thereof will be recorded in the minutes of the next meeting that is open to the public.

If the matter is of a confidential nature, the Member shall retire from the meeting room.

### **9. Current and Prospective Employment**

Members shall not allow the prospect of his or her future employment by a person or entity to detrimentally affect the performance of his or her duties to the Town.

### **10. Elections - Campaign Material / Promotion**

Members shall not use a corporate resource for any election-related purpose.

Members shall not campaign, distribute or display any election-related material at any Town facility, Town-hosted meeting or event.

Upon registration as a candidate or on June 30<sup>th</sup> in an election year, the following Town services will be unavailable to Members:

- a) All forms of advertising, including advertising in Town owned or distributed publications (both in print and on-line); **OR**,
- b) Preparation, printing or distribution of any newsletters and pamphlets (either hard copy or electronic).

Subject to the approval of the CAO, Members may continue to use corporate resources as part of the performance of their regular duties, (including the preparation, printing, and distribution of a flyer or notice), provided that the content of the communication is for:

- a) Communicating and conducting a community meeting; or
- b) Communicating to the community on a single specific issue.

Contact information for Members routinely contained in a Town publication or on the Town's website is permitted including a Member's profile information.

Members are responsible for ensuring that the content of any communication material funded or resourced by the Town does not contain, or allude to any election-related material including the name, photograph or identity of a registered Candidate, in any level of government.

Nothing contained in this section of the Code is intended to prohibit members from continuing to fulfil regular duties as a member.

### **11. Expenses**

Members shall comply with the provisions of the Town of Ingersoll Mileage Allowance, and Expense Allowance - Conferences, Conventions, Seminars, Training Courses, and Workshops.

## **12. Harassment**

Harassment of another Member, staff, or any Member of the public is misconduct. It is the policy of the Town of Ingersoll that all persons be treated fairly in the workplace in an environment free of discrimination and personal and sexual harassment.

Harassment may be defined as any behaviour by any person that is directed at or is offensive to another person on the grounds of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, age, handicap, sexual orientation, marital status, or family status and any other grounds under the provisions of the Ontario Human Rights Code.

With regards to harassment, all Members are responsible for complying with the *Ontario Human Rights Code*, the *Occupational Health and Safety Act*, the Town's Harassment and Violence Policy, and the Council-Staff Relations Policy.

## **13. Influence on Staff**

Members shall comport themselves in compliance with By-law 19-5037, a By-law to establish a Council-Staff Relations Policy for the Town of Ingersoll. Compliance requires that Members shall remain respectful of the fact that staff work for the Town as a body corporate and are charged with making recommendations that reflect their professional expertise and corporate perspective, without undue influence from any individual Member or group of Members of Council.

In addition, Members shall be respectful of the fact that staff carry out directions of Council 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 of Council.

## **14. Public Meetings**

At a public meeting, Members will not pressure staff to respond to questions that do not support Council's decision.

## **15. Representing the Town**

Members shall make every effort to participate diligently in the activities of the agencies, boards, and commissions to which they are appointed.

## **16. Respect for the Town and its By-laws and Policies**

Members shall encourage public respect for the Town and its by-laws and policies as approved by Council.

## **17. Use of Town Property, Services, and Other Resources**

No Member shall use any Town property, equipment, services, supplies or services of consequence for personal purposes other than for reasons connected to the discharge of Town duties or associated community activities of which Town Council has been advised.

No Member shall obtain financial gain from the use of Town-developed intellectual property, computer programs, technological innovations or other patentable items, while an elected official or thereafter. All such property remains the exclusive property of the Town of Ingersoll.

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No Member shall use information gained in the execution of his or her duties that is not available to the general public for any purposes other than his or her official duties.

## **18. Use of Town Technology Resources**

Members shall comply with the provisions of the Town of Ingersoll Computer User Policy.

## **APPLICATION**

### **19. Role of the Integrity Commissioner**

The Integrity Commissioner is an independent and impartial position that is appointed by and reports directly to the Council of the Corporation of the Town of Ingersoll. The Integrity Commissioner is a Statutory Officer under the *Municipal Act, 2001* whose powers and functions are set out under the same and include, but are not limited to:

1. Advising Members on the application of the Code of Conduct and any procedures, rules, by-laws and policies of the Town governing ethical behaviour, including review and investigation of formal complaints of contraventions where deemed appropriate.
2. Advising Members on the application of sections 5, 5.1, and 5.2 of the *Municipal Conflict of Interest Act*, including review and investigation of formal complaints of contraventions where deemed appropriate.
3. Providing advice to Members on obligations under the Code of Conduct, any rules, by-laws and policies of the Town governing ethical behavior and on obligations under sections 5, 5.1 and 5.2 of the *Municipal Conflict of Interest Act*.
4. Ensuring a fair, unbiased and appropriate process is undertaken to consider complaints regarding contraventions and recommending decisions and penalties; and
5. Providing educational information to Members of Council, local boards, and the public on the provisions of the Code of Conduct and the *Municipal Conflict of Interest Act*.

### **20. Integrity Commissioner – Advice**

As noted in section 19 of this policy, Members may seek the advice of the Integrity Commissioner for items related to the following matters:

- Obligations under the Code of Conduct applicable to the member.
- Obligations under a procedure, rule or policy of the municipality or local board, as the case may be, governing the ethical behavior of members.
- Obligations under sections 5, 5.1 and 5.2 of the *Municipal Conflict of Interest Act*.

Requests for advice by Members shall be governed by the following:

- All requests for advice by Members to the Integrity Commissioner shall be in writing.
- Advice provided to a Member by the Integrity Commissioner shall be in writing.
- A Member may consent, in writing, to the disclosure of any advice received from the Integrity Commissioner. However, per section 223.5 (2.2) of the *Municipal Act*, if a Member releases only part of the advice provided to him/her, the Integrity Commissioner may release all or part of the advice without obtaining the Member's consent.
- Any advice given by the Integrity Commissioner to a Member binds him or her in any subsequent consideration of the conduct of that Member in the same matter as long as

## Schedule 'A' to By-Law 21-5147

- all the relevant facts known to the member were disclosed to the Integrity Commissioner.
- The Integrity Commissioner may provide educational advice information to Members of Council, Local Boards, Staff and the public about Code(s) and/or the *Municipal Conflict of Interest Act*.
- Any educational information provided by the Integrity Commissioner to the public may be summarized and disclosed, but shall not disclose any confidential information that could identify the person concerned.

### **21. Protocol for Complaint Process**

Members, staff, or the public, who have reasonable grounds to believe that a Member has contravened the Code of Conduct or sections 5, 5.1 or 5.2 of the *Municipal Conflict of Interest Act* may initiate a complaint via the informal or formal processes detailed in this policy.

#### 1) Informal Complaint Process

- Advise the Member that his/her behaviour or activity does not comply with the Code and request that the prohibited behavior be discontinued.
- Maintain a written record of the incident including the date, time, location, other persons present and any other relevant information.
- If applicable, advise the Member of your satisfaction with the response; or if applicable, advise the Member of your dissatisfaction.
- If dissatisfied, consider pursuing the matter further through the formal complaint procedure or in accordance with applicable judicial processes.

Although Complainants are encouraged to initially attempt to stop or remedy Code-prohibited behavior through the informal complaint process, nothing in this policy precludes an individual from immediately pursuing a resolution via the formal complaint process.

#### 2) Formal Complaint Process

- The complaint is to be made in writing (using the prescribed form) setting out the grounds for the belief that there is an alleged contravention and signed by an identifiable individual and accompanied by a sworn affidavit.
- If the provided complaint form is not used, written details of the complaint must contain all of the information required on the Town's Form and include a sworn affidavit.
- At a minimum, the complaint must include the name of the alleged violator, the provision(s) of the Code that have allegedly been contravened, background details including date(s), time(s), location on the prohibited activity/behavior, the names of any witnesses, and of all those persons involved.
- The complaint shall be filed through the Clerk or designate.
- In the event that a complaint is sent to or left at the Town's municipal offices, the Clerk shall ensure that the document is delivered, unopened (or if left unsealed, placed in a sealed envelope) to the Integrity Commissioner.

### **22. Integrity Commissioner's Complaint Classification & Decision to Investigate**

Upon receipt of a Formal Complaint, the Integrity Commissioner shall make an initial classification of the complaint to determine if the matter is, on its face, a complaint with respect to a contravention of the Code and not a matter covered under other legislation or policies of

Council.

1. If the complaint received by the Integrity Commissioner is deemed not to be a complaint with respect to the Code of Conduct, 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, that pursuit of such an allegation must be made through appropriate police service;
  - b. Municipal Freedom of Information and Protection of Privacy – if the complaint is more appropriately addressed under the *Municipal Freedom of Information and Protection of Privacy Act*, then the matter will be referred to the Clerk for review under statute.
2. A formal complaint of a contravention of section 5, 5.1 or 5.2 of the *Municipal Conflict of Interest Act* will be reviewed and investigated in accordance with section 24 of this policy. All other alleged contraventions of the Act should be pursued by the Complainant in accordance with the Act through a court application.
3. Upon review, if the Integrity Commissioner is of the opinion that the complaint is frivolous, vexatious, not made in good faith, or if there are insufficient grounds for an investigation, he/she will not conduct an investigation and shall communicate this determination in writing to the Complainant and the Member identified in the complaint form.
4. Efforts will may be made to achieve a resolution through informal means if at any time, following the receipt of a formal complaint or during the investigation process, the Integrity Commissioner believes there is an opportunity to resolve the matter without formal investigation, and both the Complainant and the Member agree to the informal approach.

### **23. Review and Investigation Process – Code of Conduct Contraventions**

If the Integrity Commissioner determines that a formal investigation is required, he/she shall proceed in the following manner, subject to the his/her ability to elect to exercise the powers of a Commissioner under ss. 33 and 34 of the *Public Inquiries Act, 2009*, as contemplated by subsection 223.4(2) of the *Municipal Act, 2001*, at which time the identity of the person filing the complaint is no longer considered confidential:

1. The Integrity Commissioner shall provide a copy of the complaint, and any supporting materials to the Member whose conduct is in question, with a request that a written response to the allegation be provided to the Integrity Commissioner within fourteen (14) days.
2. The Integrity Commissioner shall give a copy of the Member's response to the Complainant, with a request for a written reply within fourteen (14) days.
3. If necessary, after reviewing the submitted materials, the Integrity Commissioner may speak to anyone, access and examine any other documents or electronic materials, and may enter any Town or Local Board work location relevant to the complaint for the purpose of investigation and potential resolution.
4. The Integrity Commissioner may make interim reports to Council where necessary and as required to address any issues of interference, obstruction, delay or retaliation encountered during the investigation.

## Schedule 'A' to By-Law 21-5147

5. At any time, the Complainant may abandon the request for an investigation, and the Integrity Commissioner will cease his/her investigation.
6. If the Integrity Commissioner receives a complaint between nomination day and voting day, as defined in the *Municipal Elections Act*, 1996, in any year in which a regular municipal election would be held:
  - a. There shall be no requests for an inquiry about whether a Member of Council or a local board has contravened the Code of Conduct applicable to the Member;
  - b. The Integrity Commissioner shall not report to the municipality or local board about whether, in his or her opinion, a Member of Council or local board has contravened the Code of Conduct applicable to the Member; and
  - c. The Town or local board shall not consider whether to impose the applicable penalties related to a Member of Council or of a local board.
7. If the Integrity Commissioner has not completed an inquiry before nomination day, as defined in the *Municipal Elections Act*, 1996, in any year in which a regular municipal election will be held, the Integrity Commissioner shall terminate the inquiry on that day. If an inquiry is terminated in such a manner, the Commissioner shall not commence another inquiry in respect of the matter unless within six (6) weeks of voting day, as defined in the *Municipal Elections Act*, 1996, in any year in which a regular municipal election will be held, the person or entity that made the request or the Member or former Member whose conduct is concerned, makes a written request to the Commissioner that the inquiry be commenced.
8. The Integrity Commissioner and every person acting under his or her instructions shall preserve the confidentiality of all documents, material or other information, whether belonging to the Town or not, that come into their possession or to their knowledge during the course of their duties as required by section 223.5(3) of the *Municipal Act*, 2001 (duty of Confidentiality).
9. When the Integrity Commissioner reports to the Council on an investigation into an alleged breach of the Code of Conduct, the report shall only disclose such information that in the Integrity Commissioner's opinion is required for the purposes of the report.
10. When the Integrity Commissioner issues an annual or other periodic report to Council on his or her activities, they shall summarize the advice they have given but shall not disclose confidential information that could identify persons concerned with informal complaints or the identity of those concerned with formal complaints that have been dismissed.

### **24. Review and Investigation Process – Municipal Conflict of Interest Inquiry**

This section applies to inquiries by the Integrity Commissioner under section 5, 5.1 or 5.2 of the *Municipal Conflict of Interest Act*.

1. An elector, as defined in the *Municipal Conflict of Interest Act*, or a person demonstrably acting in the public interest, may apply in writing to the Integrity Commissioner for an inquiry to be carried out concerning an alleged contravention of section 5, 5.1, or 5.2 of the *Municipal Conflict of Interest Act*.
2. The application shall set out the reasons for believing that the Member has contravened section 5, 5.1 or 5.2 of the *Municipal Conflict of Interest Act*.

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3. The application shall include a statutory declaration attesting to the fact that the applicant became aware of the contravention not more than six (6) weeks before the date of the application.
4. No application for an inquiry shall be made during the period of time between nomination day and voting day, as defined in the *Municipal Elections Act*, 1995, in any year in which a regular municipal election will be held, or more than six (6) weeks after the applicant became aware of the alleged contravention, unless the following is satisfied:
  - a. The applicant became aware of the alleged contravention within the period of time starting six (6) weeks before nomination day and ending on voting day as defined in the *Municipal Elections Act*, 1996 in any year in which a regular municipal election will be held.
  - b. The applicant applies within six (6) weeks after the day after voting day, as defined in the *Municipal Elections Act*, 19956 in any year in which a result municipal election will be held.
5. The Integrity Commissioner may conduct such inquiry as he or she considers necessary.
6. If the Integrity Commissioner decides to conduct an inquiry, he or she may have a public meeting to discuss the inquiry.
7. The Town and its local boards and committees shall give the Integrity Commissioner such information, as the Integrity Commissioner believes to be necessary for an inquiry.
8. If necessary, after reviewing the submitted materials, the Integrity Commissioner may speak to anyone, access and examine any other documents or electronic materials, and may enter any Town, local board or committee work location relevant to the complaint for the purpose of investigation and potential resolution.
9. If the Integrity Commissioner has not completed an inquiry before nomination day, as defined in the *Municipal Elections Act*, 1996, in any year in which a regular municipal election will be held, he or she shall terminate the inquiry on that day.
10. If an inquiry is terminated in such a manner, the Commissioner shall not commence another inquiry in respect of the matter unless within six (6) weeks of voting day, as defined in the *Municipal Elections Act*, 1996, in any year in which a regular election will be held, the person or entity that made the request or the member or former member whose conduct is concerned makes a written request to the Commissioner that the inquiry be commenced.
11. The Integrity Commissioner and every person acting under his or her instruction shall preserve secrecy with respect to all matters that come to his or her knowledge in the course of his or her duties, except where information may be disclosed in a criminal proceeding, as required.
12. If during the course of an inquiry, the Commissioner determines that there are reasonable grounds to believe that there has been a contravention of any Act, other than the *Municipal Conflict of Interest Act*, or the *Criminal Code*, he/she shall immediately refer the matter to the appropriate authorities and suspend the inquiry until any resulting police investigation and charge(s) have been disposed of. Any such suspension shall be

reported to Council.

13. The integrity Commissioner shall complete the inquiry within 180 days after receiving the completed application unless otherwise terminated under the provisions of the Municipal Conflict of Interest Act.
14. Upon completion of the inquiry and if deemed appropriate, the Integrity Commissioner may apply to a judge under the provisions of the *Municipal Conflict of Interest Act* for a determination as to whether the member has contravened section 5, 5.1, or 5.2 of that Act. The Integrity Commissioner shall advise the applicant if he or she will not be making an application to the judge. After deciding whether to apply to a judge, the Integrity Commissioner shall publish written reasons for the decision.

## **25. Reporting and Recommendations**

Upon completion of an investigation, the Integrity Commissioner may report to the Complainant and the Member on the results of his or her review within ninety (90) days of receiving a complete Complaint package. If the investigation process is going to take more than ninety (90) days, the Integrity Commissioner shall provide an interim report to the Complainant and the Member indicating when the complete report will be available. If upon completion of the investigation, the Integrity Commissioner finds that a breach of the Code of Conduct has occurred, the Integrity Commissioner shall report his or her findings to Council including a recommendation as to the imposition of a penalty, as set out in subsection 223.4(5) of the *Municipal Act*, 2001.

The Integrity Commissioner shall provide the Member who is the subject of the complaint with notice in writing of the proposed finding, and any recommended sanction at least ten (10) days prior to the report being provided to the Municipal Clerk. An opportunity to comment shall be provided to the Member on the proposed finding and any recommended sanction prior to the report being published.

## **26. Penalty – Non-Compliance with the Code of Conduct**

Upon receipt of a final report and the recommendations of the Integrity Commissioner, Council may, where the Commissioner has determined there was a violation; impose either of the following penalties on a Member:

- a) Reprimand the Member;
- b) Suspend the remuneration of the Member in respect of their services as a Member of Council or local board, for a period of up to ninety (90) days.

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

- a) Removal from membership of a Committee, Local Board or Adjudicative Board;
- b) Removal as Chair of a Committee, Local Board, or Adjudicative Board;
- c) Request for repayment or reimbursement of moneys received;
- d) Request for a return of property or reimbursement of its value; and
- e) Request for an apology to Council, a Local Board or Adjudicative Board, the Complainant, or both.

## **27. Implementation**

Members seeking clarification of any part of this Policy should consult with the Chief Administrative Officer or the Integrity Commissioner

At the beginning of each term of Council, the Clerk will:

- a) Provide each Member with a copy of the Code of Conduct;
- b) Provide each Member with a copy of the Municipal Conflict of Interest legislation;
- c) Undertake a review of the Code as part of the Council orientation process; and,
- d) Have each Member sign an "Acknowledgement of Code form" indicating that the Code has been read and understood.

Members are expected to formally and informally review the Code on regular basis, as- needed or when so requested by Council.

## **28. Policy Review**

This policy shall be reviewed once during each term of Council.



## Town of Ingersoll Council Code of Conduct Complaint Form and Affidavit

### Filing a Code of Conduct Complaint

1. The Code of Conduct applies to all Members of Council, advisory committees and member of local boards of the municipality (as defined in the *Municipal Act*).
2. A complaint that a Member has contravened a Code of Conduct must be submitted to the Clerk of the Town of Ingersoll to be filed with the Integrity Commissioner for investigation.
3. In accordance with subsection 2234(9) of the Municipal Act, no complaint that a Member has contravened the Code of Conduct may be submitted by any person during the Election period, which starts on Nomination Day and ends on Voting Day in a regular election year.
4. This complaint form must be submitted with a sworn affidavit (section 3) attesting to the facts that the Complainant is alleging. An affidavit must be signed and sworn or affirmed before the Town Clerk, a Deputy Clerk, a Notary Public or a Commissioner for Taking Affidavits.

### Section 1: Complainant Contact Information

Full Legal Name:			
Address:			
Primary Phone Number:		Alternate Phone Number	
Email Address (optional):			

### Section 2: Code of Conduct Contravention Details

Name(s) of Member(s) who you believe have contravened provisions of the Council Code of Conduct: \_\_\_\_\_

\_\_\_\_\_

Using the space below, clearly outline all of the reasons why you believe the Member has contravened the Council Code of Conduct and **include applicable dates, times and locations as well as specific provisions of the Code you believe that have been breached**. Any supporting documents or evidence that you wish to provide should be listed and attached to this Form.

Date of alleged contravention: \_\_\_\_\_

Provision(s) of Code of Conduct allegedly contravened:

The personal information collected on this form is collected under the authority of sections 223.1 to 223.8 of the Municipal Act, 2001, as amended. The information will be provided to enforce the Code of Conduct and shall be shared with the Integrity Commissioner and any persons the Integrity Commissioner deems necessary as part of his/her investigation.

Facts constituting the alleged contravention (use separate page if required):

Names and contact information of any witnesses:

**Section 3 - Affidavit of Complainant**

I, \_\_\_\_\_ of the \_\_\_\_\_ of  
Complainant Name Town/City  
 \_\_\_\_\_ in the \_\_\_\_\_ of \_\_\_\_\_  
Name of Town/City County Name of County

DO SOLEMNLY DECLARE THAT:

All of the statements contained in this Complaint Form are true and I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under Oath and by virtue of the Canada Evidence Act.

Date \_\_\_\_\_, 20\_\_\_\_\_  
 \_\_\_\_\_  
Signature of Complainant

DECLARED before me at the \_\_\_\_\_ of \_\_\_\_\_

in the \_\_\_\_\_ of \_\_\_\_\_

this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
Name of Commissioner or Clerk Signature of Commissioner or Clerk

The personal information collected on this form is collected under the authority of sections 223.1 to 223.8 of the Municipal Act, 2001, as amended. The information will be provided to enforce the Code of Conduct and shall be shared with the Integrity Commissioner and any persons the Integrity Commissioner deems necessary as part of his/her investigation.



**Corporation of the Town of Ingersoll  
By-Law 26-5459**

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**A by-law to amend By-Law 21-5147, being a By-law to establish a Code of Conduct for Members of Council, Local Boards and Advisory Committees.**

**WHEREAS** Section 223.2(1) of the Municipal Act, 2001, C. 25, as amended, directs municipalities to establish codes of conduct for members of the council of the municipality and of local boards of the municipality;

**AND WHEREAS** the Council of the Corporation of the Town of Ingersoll enacted By-Law 21-5147 to establish a Code of Conduct;

**AND WHEREAS** Council deems it desirable to amend the Code of Conduct to reference the Town's amended policy respecting the use of corporate resources for election-related purposes;

**NOW THEREFORE** the Council of the Corporation of the Town of Ingersoll enacts as follows:

1. That Section 10 of Schedule "A" to By-Law 21-5147 being the Code of Conduct for Members of Council, Local Boards and Advisory Committees, is hereby repealed and replaced with the following:

**10. Elections – Campaign Material/Promotion**

Members shall comply with the Town of Ingersoll's Use of Corporate Resources for Election-Related Purposes Policy, as amended from time to time.

Members shall not use corporate resources for any election-related purpose and shall adhere to all restrictions and requirements set out in the Policy.

Nothing in this section is intended to prohibit Members from fulfilling their regular duties, provided such activities are in compliance with the Policy.

2. That all other provisions of By-Law 21-5147 shall remain in full force and effect.
3. That this By-law shall come into force and effect on the date it is passed.

**PASSED** on the 13<sup>th</sup> day of April, 2026.

"Original Signed By"

\_\_\_\_\_  
**Brian Petrie, Mayor**

"Original Signed By"

\_\_\_\_\_  
**Danielle Richard, Clerk**

This by-law passed in accordance with Part VI.1 subsection 284.11 (4) (a) (ii) of the *Municipal Act*, 2001, as amended.

Town of Ingersoll Corporate Policy	
<b>Policy Title</b>	<b>Use of Resources During an Election Policy</b>
<b>Policy Section</b>	Clerks
<b>Policy Number</b>	
<b>Adoption Date</b>	3/9/2026
<b>Approved by</b>	Council
<b>Revision</b>	Amended
<b>Review Cycle</b>	4 Years

## 1. Purpose

This policy provides clear rules for the use of Town of Ingersoll resources, facilities and staff during an election period. Its purpose is to ensure that the Town remains neutral, non-partisan and compliant with the *Municipal Elections Act, 1996*, the *Election Finances Act* and the *Canada Elections Act*.

This policy confirms that Town resources, staff, or assets cannot be used to support or promote any candidate, third party, political party, or question on a ballot.

This policy also recognizes that Members of Council continue to hold office until the end of their term and must be able to carry out official duties and represent constituents.

## 2. Scope

This policy applies to members of Council, including the Mayor and Deputy Mayor, candidates for elected office, registered third parties, town employees, boards and committees of the Town during a campaign period.

## 3. Definitions

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

“**Advertising**” means the purchase of Town advertising space, including but not limited to ads at Town facilities and assets.

**“Campaigning”** means any activity by or on behalf of a candidate, political party or related to a question on the ballot meant to solicit support during the campaign period.

Campaigning does not include the appearance of elected officials, other candidates, their supporters or registered third party advertisers at an event in a personal capacity without the display of any signage or graphic which identifies them as such and without the solicitation of votes.

**“Campaign period”** means the date a candidate files their nomination through to Voting Day in a municipal election year or in the event of a by-election.

**“Candidate”** means any individual who has filed and not withdrawn a nomination for an elected office, including Mayor, Councillor, School Board Trustee, Member of Provincial Parliament and/or Member of Parliament or anyone acting on their behalf.

**“Town”** means the Corporation of the Town of Ingersoll.

**“Town facilities”** means any facility that is owned or leased by the Town of Ingersoll from which Town programs and services are provided. Municipal parks and green spaces are not deemed a Town facility for the purposes of this policy; however, they remain subject to all applicable by-law prohibitions pertaining to election activities

**“Town information”** means any information in the custody or control of the Town, including networks, databases and systems, compiled and used by Town of Ingersoll employees to conduct Town business.

**“Town of Ingersoll employee”** means any individual working for, or receiving compensation from, the Town of Ingersoll, including those in part-time, seasonal or contract positions and volunteers.

**“Town Resources/Corporate Resources”** means any asset, service or resource owned, leased, operated or funded by the Town of Ingersoll, including but not limited to facilities, equipment, vehicles, supplies, funds, staff time, intellectual property, information, data, lists, records, software systems, websites, domain names, social media accounts, logos, photographs, videos, mail services, email, telephones and other communications systems. Public parks and open green spaces are not Town Resources for the purposes of this policy and are not subject to the restrictions in sections 5.1.1 through 5.1.3; their use during the election period is governed by section 5.1.4.

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

**“Election related purposes / activities”** means any participation in an election that seeks to promote or oppose the candidacy of an individual seeking office or support or oppose a question on a ballot.

**“Members”** means Town Councillors, the Mayor or anyone acting on behalf of a Town Councillor or the Mayor.

## 4. General

### 4.1. No Contribution Rule

The Town cannot provide money, goods, services or staff time to support any election campaign. This includes municipal, provincial or federal elections.

### 4.2. Neutrality

The Town will remain neutral. No candidate, political party or third party shall receive preferential access to Town resources.

### 4.3. Official Duties

Members of Council may continue their duties and communicate with constituents, provided it is part of their official role and does not promote a candidate or campaign.

### 4.4. Branding

Members may not use Town branding, logos or images identifying themselves as Mayor, Deputy Mayor or Councillor for campaign purposes.

Official pins, chain of office, uniforms, or other items identifying the Town or the office cannot be used in campaign photos or materials.

## 5. Policy

### 5.1. Use of Town Facilities, Services and Property

- 5.1.1. Town facilities, property, or services cannot be used for campaigning except:
  - i. If rented through normal Town procedures at full market rate.
  - ii. For all-candidate events, educational workshops or information sessions open to all candidates, and approved by the Clerk.
  
- 5.1.2. No election-related activities, signs or literature are allowed:
  - iii. Inside Town Hall or Town offices
  - iv. On Town property unless permitted by law and following the Town of Ingersoll No Permit Sign By-Law, as amended.

5.1.3. Access to Town resources (computers, e-mail, phones, printers, mail, databases, social media, logos, photos, videos) for campaign purposes is strictly prohibited.

5.1.4. The use of public parks and open green space for election-related activities, including campaigning, distribution of materials, or signage, shall comply with all applicable Town by-laws, including the No-Permit Sign By-Law, as amended. No such use shall imply endorsement by the Town or restrict public access to these spaces.

## **5.2. Communications & Media**

5.2.1. No campaign-related material may use Town logos, branding, photos or media produced by the town.

5.2.2. Town websites and social media must remain neutral. Links to personal campaign sites are not allowed on Town-run platforms.

5.2.3. Members running for office must remove any Town-identifying images or content from personal campaign materials that could imply Town endorsement.

## **5.3. Employees**

5.3.1. Employees may not engage in campaign activities during work hours or while compensated by the Town.

# **6. Responsibilities**

The Clerk and delegated employees will:

- Provide guidance, monitor compliance and coordinate information to ensure fairness.

Directors, managers and supervisors will:

- Apply this policy to the use of resources, facilities and employees managed by their department.

Town employees will:

- Understand and apply this policy during election campaign periods.
- Seek clarification and advice from the Clerk's Office as required.

## 7. Policy Administration and Review

This policy will be reviewed prior to each municipal election.

In the event of any conflict between this policy and applicable legislation, the legislation shall prevail.

## 8. Related Documents

[\*The Municipal Elections Act, 1996\*](#)

[\*The Election Finances Act, 1990\*](#)

[\*The Canada Elections Act, 2000\*](#)

[Town of Ingersoll No Permit Sign By-Law \(By-Law 08-4432\)](#)

[Town of Ingersoll Code of Conduct](#)

## 9. Attachments

None.

# 2026 candidates' guide

Ontario municipal council and  
school board elections

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

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

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

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

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

## New election rules for 2026

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

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

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

## Contact us

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

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

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## General information

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

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

Your municipality may have specific rules on issues such as:

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

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

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

### The municipal clerk

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

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

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

### Emergency declaration by the clerk

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

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

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

## Eligibility to run for election

### Running for municipal council

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

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

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

### Municipal employees

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

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

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

## Who is not eligible?

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

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

## Running for school board trustee

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

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

## School board employees

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

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

## Municipal officials

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

## Who is not eligible?

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

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

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

## Note for MPs, MPPs and senators

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

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

# Nominations

## Filing your nomination

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

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

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

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

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

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

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

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

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

## The nomination fee

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

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

## Endorsement signatures

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

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

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

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

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

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

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

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

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

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

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

## Deadline to file your nomination

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

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

## Where to file

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

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

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

## Changing your mind – withdrawal

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

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

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

## Changing your mind – running for a different office

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

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

### **Example:**

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

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

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

### **Example:**

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

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

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

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

**Example:**

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

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

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

## Acclamations

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

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

## Additional nominations

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

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

## The voters' list

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

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

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

## Restrictions on handling the voters' list

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

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

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

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

## Written acknowledgements

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

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

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

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

## Campaigning

### Signs

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

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

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

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

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

## Getting information out

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

## All candidates' debates

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

## Joint campaigns / running on a slate

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

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

## Third-party advertising

### General information

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

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

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

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

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

## On voting day

### Campaigning on voting day

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

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

### Remaining in a voting place

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

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

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

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

## Scrutineers

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

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

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

Scrutineers may be required to take an oath of secrecy.

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

## Counting votes

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

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

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

## Results

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

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

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

## After voting day

### Recounts

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

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

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

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

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

### Tied votes

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

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

## Wrapping up your campaign

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

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

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

## Term of office

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

# Campaign finance

## General information

### Record keeping

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

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

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

You must keep the following campaign records:

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

## Campaign period

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

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

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

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

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

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

## Bank account

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

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

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

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

## Contributions and campaign income

### Contributions

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

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

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

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

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

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

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

### Things that are not contributions

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

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

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

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

### Who can make a contribution

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

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

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

### Who cannot make a contribution

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

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

### When you can receive contributions

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

## Contribution limits – contributions from yourself and your spouse

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

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

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

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

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

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

This limit does not apply to school board trustee candidates.

## Contribution limits – contributions from other people

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

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

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

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

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

## Contribution receipts

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

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

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

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

## Returning ineligible contributions

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

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

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

## Unused contributions

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

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

## Contribution rebates

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

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

## Fundraising

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

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

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

## Campaign income

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

## Campaign expenses

### Expenses

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

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

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

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

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

## Goods and services

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

## Spending limits

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

### General spending limit

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

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

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

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

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

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

- expenses related to holding a fundraising event or activity

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

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

### When the general spending limit applies

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

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

### Spending limit for parties and expressions of appreciation

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

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

### Leftover campaign inventory

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

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

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

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

## Surplus and deficit

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

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

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

## Campaign advertisements

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

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

These records will be kept for four years after the date the advertisement appears. Broadcasters and publishers must allow the public to inspect the records during this time.

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

## Campaign financial statement

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

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

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

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

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

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

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

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

### Filing early

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

### Applying for an extension

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

## Grace period for filing

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

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

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

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

## Separate statement for each office

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

## Extended campaigns

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

Your campaign may be extended until June 30, 2027.

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

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

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

## Auditor's report

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

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

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

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

## Compliance and enforcement

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

### Automatic penalties

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

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

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

### Compliance audits

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

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

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

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

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

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

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

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

## Penalties

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

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

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

# Completing the financial statement

## General information

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

Candidates must use [Form 4](#).

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

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

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

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

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

## Tips for completing Form 4

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

### Box A: Name of candidate and office

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

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

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

## Box B: Declaration

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

## Box C: Statement of campaign income and expenses

### Loan

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

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

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

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

### Income

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

### Example

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

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

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

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

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

## Sign deposit

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

## Expenses

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

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

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

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

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

## Box D: Calculation of surplus or deficit

### Campaign deficit

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

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

### Campaign surplus

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

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

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

## Schedule 1: Contributions

Schedule 1 includes a summary of contributions from your campaign.

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

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

### Contributions from yourself and/or your spouse

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

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

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

### Contributions totalling \$100 or less

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

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

### Goods and services from candidate or spouse

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

### Inventory from previous campaign

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

### Contributions totalling more than \$100

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

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

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

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

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

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

#### **Example:**

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

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

**Example:**

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

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

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

## Schedule 2: Fundraising events and activities

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

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

Contributions received at a fundraising event may include:

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

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

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

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

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

### Anonymous contributions

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

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

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

### Schedule 3: Broadcasters and publishers

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

### Auditor's report

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

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

## Forms referred to in this guide

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

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

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

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

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

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