TOWNSHIP OF MCGARRY

2026
MUNICIPAL ELECTION

PROCEDURES

Date Revised: April 24, 2026

As Clerk of the Township of McGarry for the municipal elections, I do hereby certify the following procedures for conducting the 2026 municipal elections and also certify the forms attached (or similar version, either paper or electronic) as being those permitted to be used during this election process.

April 17, 2026 Karine Pelletier

Date Approved Clerk

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PRINCIPLES OF THE ACT

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Some of the principles that were considered during the development of the legislation were that:

- the secrecy and confidentiality of the individual votes is paramount;
- the election should be fair and non-biased;
- the election should be accessible to the voters;
- the integrity of the process should be maintained throughout the election;
- there be certainty that the results of the election reflect the votes cast; and
- voters and candidates should be treated fairly and consistently within a municipality.

AUTHORITY

AUTHORITY
Municipal Elections Act, 1996

Duties of Clerk

11. (1) The clerk of a local municipality is responsible for conducting elections within that municipality, subject to the following exceptions:

1. The clerks specified in the regulations made under the *Education Act* are responsible for certain aspects of the elections of members of school boards, as set out in those regulations.
2. The clerks specified in section 11.1 are responsible for certain aspects of the election of members of the council of an upper-tier municipality, as provided for in that section.
3. Repealed: 2002, c. 17, Sched. F, Table.
4. The clerks specified in subsection (5) are responsible for certain aspects of the election with respect to a question an upper-tier municipality submits to its electors under clause 8 (1) (b) or (c).

(2) Responsibility for conducting an election includes responsibility for,

(a) preparing for the election;
(b) preparing for and conducting a recount in the election;
(c) maintaining peace and order in connection with the election; and
(d) in a regular election, preparing and submitting the report described in subsection 12.1 (2).

Powers of Clerk

12. (1) A clerk who is responsible for conducting an election may provide for any matter or procedure that,

(a) is not otherwise provided for in an Act or regulation; and
(b) in the clerk's opinion, is necessary or desirable for conducting the election.

Forms

(2) The power conferred by subsection (1) includes power to establish forms, including forms of oaths and statutory declarations, and power to require their use.

Also see the section on DISCRETIONARY POWERS OF THE CLERK later on in the manual.

Procedures and Forms

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

Any unforeseen cases not dealt with in these procedures will be recorded, action taken, and reflected in an addendum signed by the Clerk, to these procedures and circulated to all candidates and third-party advertisers, as applicable.

DEFINITIONS

DEFINITIONS

Act - means the *Municipal Elections Act*, *1996*, S.O. 1996, C. 32, as amended.

Candidate - means a person who has been nominated under Section 33 of the Act.

Certified Candidate - means a candidate whose nomination has been certified by the Clerk under Section 35 of the Act.

Clerk - means the Clerk of the municipality who is responsible for conducting municipal elections under the authority of the Act. All references to the Clerk for the purposes of this manual shall mean the Returning Officer (R.O.) for the 2026 Municipal Election. All references to Clerk's designate shall mean the delegated duties of the R.O.

Corporation – means a firm that meets certain legal requirements to be recognized as having a legal existence, as an entity separate and distinct from its owners. Corporations are owned by their stockholders (shareholders) who share in profits and losses generated through the firm's operations. A legal entity has legal capacity to enter into agreements or contracts, assume obligations, incur and pay debts, sue and be sued in its own right, and to be held responsible for its actions.

A Corporation may include a numbered company, a co-op, an incorporated company, an association, a partnership, a proprietorship (excludes sole proprietorship as it's not a legal entity), trust, etc. A legal entity cannot vote, only an individual (a person) can vote.

Test – if someone tripped and fell on your property who would they sue? You as the person or your company?

<u>What is a Sole Proprietorship?</u>
Income and losses are taxed on the individual's personal income tax return. The **sole proprietorship** is the simplest business form under which one can operate a business. The **sole proprietorship** is not a legal entity. It simply refers to a person who owns the business and is personally responsible for its debts.

<u>What is a Co-op?</u>
A business or organization that is owned and operated by the people who work there or the people who use its services.

Election Campaign Advertisement – means an advertisement in any broadcast, print, electronic or other medium that has the purpose of promoting or supporting the election of a Candidate.

Election Official - means the Clerk or other person(s) appointed in writing by the Clerk to carry out election duties under the Act. An Election Official can only carry out the tasks and duties as assigned in writing by the Clerk and must take the prescribed oath. [s.15(4)]

Finalized List of School Board Support - means the list compiled by the Municipal Property Assessment Corporation (MPAC) that is provided to municipalities through the Elections Ontario Portal, in a regular election year, by no later than June 1, 2026

Friend - means a person who has been requested by an elector to assist him or her in the voting process.

Lame Duck - means there are restrictions on Council's powers (*Municipal Act*, Section 275). A Council is considered to be a Lame Duck Council when: before election day it is determined the new Council will include less than ¾ of the members of the outgoing Council before election day; it is determined on election day after the results are known that the new Council is composed of less than ¾ of the members of the outgoing Council.

Municipal Office - means the Township of McGarry administration building located at **27 Webster Street, Virginiatown, Ontario.**

Normally Resident in Ontario – means the place in which an individual regularly returns if his or her presence is not continuous (sleep).

Owner or Tenant - in relation to an election, means a person who is the owner or tenant shown on the assessment roll of land assessed under the *Assessment Act* and a non-residential tenant of land assessed under the *Assessment Act*, whether or not the tenant is shown on the assessment roll, but does not include an owner or tenant of land who is entitled to use the land under a time share contract unless the person is entitled to use the land,
(a) on voting day, or
(b) for a period of six weeks or more during the calendar year in which voting day of the election is held

Tenant - includes an occupant and a person in possession other than the owner or the spouse of such owner or tenant.

Preliminary List of Electors - means a list of electors for the municipality compiled by Elections Ontario and provided to the municipality by August 14th, 2026, of an election year.

Proof of Identification - means proof of identity and residence as prescribed in O. Reg. 304/13 of the Act.

Regular Office Hours - means Monday to Friday, 8:00 am to 12:00 pm and 1:00 pm - 4:00 pm.

Registered Third Party (Third Party Advertiser) - means an individual who is normally resident in Ontario, a corporation that carries on business in Ontario or a trade union that holds bargaining rights for employees in Ontario, and whose Notice of Registration for Third Party Advertiser has been certified by the Clerk.

Restricted Period for Third Party Advertisements - begins on the earliest day that an individual, corporation or trade union is permitted to file a notice of registration as a registered third party and ends at the close of voting-on-Voting Day.

Scrutineer - means an individual, appointed in writing by a certified candidate, to represent him or her during the voting process, or an individual appointed by Council, a local board or the Minister in relation to a by-law or question, or by an elector in the case of a recount.

Third Party Advertisement – means an advertisement in any broadcast, print, electronic or other medium that has the purpose of promoting, supporting or opposing a candidate, or a "yes" or "no" answer to a question on the ballot, but does not include an advertisement by or under the direction of a candidate, or an advertisement that incurs no expenses in relation to the advertisement, or an advertisement that is transmitted to employees, shareholders, or directors of the registered third party. Advertising that does not cost money to post or to broadcast, such as posts or comments made on social media, will not be considered to be third-party advertising.

Trade Union – means a trade union as defined in the *Labour Relations Act, 1995* or the *Canada Labour Code* (Canada) and includes a central, regional or district labour council in Ontario.

Voters' List - means the Preliminary List of Electors, as corrected by the Clerk, under the provisions of Section 22 of the Act.

Voting Period - means the period of voting to be taken in an election for using alternative voting methods and shall be October 17 to October 26, 2026.

Voting Place - means the only location, both convenient and accessible to the electors, for the purpose of casting a printed ballot as established by the Clerk. There is no Voting Place where an alternative voting method has been approved by Council such as Telephone and Internet or Vote by Mail.

Voting Day (not to be confused with Voting Period) - means the final day on which the final vote is to be taken in an election and shall be Monday, October 26, 2026, with the close of voting to be at 8:00 pm.

Voting Proxy - If an elector is unable to vote for any reason (during the advance voting period or on Voting Day), they may appoint a proxy to vote on their behalf. A voting proxy, must be an eligible elector in the municipality;

- A qualified elector cannot appoint more than one voting proxy to vote on their behalf;
- A person may act as a voting proxy for only one person who is not a family member; and
- One person may act as a voting proxy for any/all of their family members. Family member means spouse, sibling, parent, child, grandparent, or grandchild.

Advanced Vote - means the location, dates and hours for casting a ballot prior to Voting Day.

Deputy Returning Officer - means a person appointed by the Clerk for each Voting Place who will be delegated specific duties and powers by the Clerk.

Voting Place - means the location, both convenient and accessible to the electors, for the purpose of casting a ballot, as established by the Clerk.

LANGUAGE

LANGUAGE

English

With respect to an election held for offices of a municipal Council and an English public or separate school board, notices, forms and other information provided under this Act shall be made available in English only, unless the Council of the municipality passes a by-law to authorize the use of:

a) French, in addition to English, in the prescribed forms; and
b) French, other languages other than English, or both, in notices, forms (other than prescribed forms) and other information provided under this Act.

English and French

Section 9.1 of the Act requires notices, forms and other information provided under the Act to be made available in **both** English and French for the election of:

a) Members of a French-language district school board; or
b) Members of a school authority that,
    i. has established, operated or maintained a French-language instructional unit within the year before Voting Day, or
    ii. is subject to an agreement, resolution or order under Part XII of the *Education Act* that requires the school authority to establish, operate or maintain a French-language instructional unit.

Other Languages

A municipal council may pass a by-law to authorize the use of other languages other than English and French in notices, forms (other than the prescribed forms) and other information provided under the Act with respect to the election of the aforementioned members.

See "Sample By-Law – Use of Other Languages" Form TD67.

ACCESSIBILITY

ACCESSIBILITY

Electors and Candidates with Disabilities [Section 12.1 (1)]
The Clerk shall have regard to the needs of electors and candidates with disabilities.

Plan re Barriers [Section 12.1 (2)]
The Clerk shall prepare a plan regarding the identification, removal and prevention of barriers that affect electors and candidates with disabilities and shall make the plan available to the public before Voting Day in a regular election.

Location – Accessibility [Section 45 (2)]
In establishing the locations of Voting Places, the Clerk shall ensure that each Voting Place is accessible to electors with disabilities.

Attendance on Electors with Disabilities [Section 45 (9)]
To allow an elector with a disability to vote, an Election Official shall attend on the elector anywhere within the area designated for voting.

Electors Needing Assistance [Section 52 (1) 4]
The Election Official may permit an elector who needs assistance in voting to have such assistance as the Election Official considers necessary.

Report [Section 12.1(3)]
Within 90 days after Voting Day (Election Day) in a regular election but no later than **Monday, January 25, 2027**, the Clerk shall submit a report to council about the identification, removal and prevention of barriers that affect electors and Candidates with disabilities and shall make the report available to the public.

Other Resources

- AMCTO Municipal Election Manual 2026
- Ontario Candidate's Guide to Accessible Elections
- Integrated Accessibility Standards Regulation, Ontario Regulation 191/11
- Municipally approved Accessibility Policies and Procedures

DISCRETIONARY POWERS OF THE CLERK

The Municipal Elections Act, 1996
Implied And Direct Discretionary Authority of the Clerk

Section	Short Description
	Summary of Broad Discretionary Authority
7; 8(7); 45	The Clerk has authority and control over the costs incurred for an election.
7(3)1	The Clerk shall bill a local board or upper tier municipality for the costs for a recount in a regular election for a local board or municipality, a by-law or question submitted by an upper tier or local board or the Minister.
7(3)4	The Clerk shall bill for costs when the Clerk counts the votes or conducts a recount of a ranked ballot election for an upper-tier municipality, if the member of council of the upper-tier municipality is also not elected to the council of the lower-tier municipality within the upper-tier municipality.
7(12)	The Clerk of a municipality can incur expenses in respect to a question which are required or authorized by this Act to be incurred.
8(6)	The Clerk is responsible for giving notice to the public for any question on the ballot, regardless of whether it was initiated by a municipality, an upper tier or a Minister.
11(1)	The Clerk is responsible for conducting municipal elections. Unless otherwise provided, the Clerk has broad discretionary authority to determine the form and method of communication for notices, forms and other information provided under the Act.
12(1)	The Clerk may provide for any matter or procedure that is not specifically provided for in the Act or Regulations.
12(2)	The Clerk may establish forms such as oaths, statutory declarations and has the power to require their use.
12(3)	The Clerk may require a person to furnish proof of identity, qualification or any other matter.
12(4)	The power given to the Clerk does not include the power to require a person for the purposes s 52(1) (Voting Procedure) to furnish proof of identity in addition to what is prescribed.
12.1	The Clerk shall have regard to the needs of electors and candidates with disabilities
12.1(2)	The Clerk shall prepare a plan regarding the identification, removal and prevention of barriers that affect electors and candidates with disabilities and shall make the plan available to the public before Voting Day in a regular election.
12.1(3)	Within 90 days after Voting Day in a regular election, the Clerk shall prepare a report about the identification, removal and prevention of barriers that affect electors and candidates with disabilities.
13(1)	The Clerk shall determine the form, manner and timing of any notice or other information required by the Act.
22(2)	For the purposes of subsection (1) – correction of errors in the preliminary list, the Clerk may use any information that is in the local municipality's custody or control.

53(1)	The Clerk has discretion in determining what constitutes an emergency or circumstances that will undermine the integrity of the election.
53(2)	The Clerk has discretion in a declared emergency to make any arrangements deemed necessary for the conduct of the election.
53(4)	The Clerk determines when the emergency has passed.
55(4.1)	The Clerk shall, as soon as possible after Voting Day, make information available on the number of votes for each Candidate, the number of declined and rejected ballots and the number of votes (yes or no) on a by-law or question and determine website or electronic format.
	Cost of Elections
7(2), (4); 8(7)	The Clerk has authority and control over the finances of an election.
	Notice of By-laws and Questions
8(6)	The Clerk shall determine the form and method of notice to the electors of by-laws and questions to be placed on the ballot.
	Certification of Vote Results
8(9)	The Clerk shall determine the form of certification when giving the result of the vote on a question or by-law.
	Information to Electors
45(8)	The Clerk may issue instructions to Deputy Returning Officers (DRO) regarding attending an elector in an institution or retirement home.
13(2)	The Clerk may determine what information is necessary to inform electors how to exercise their rights under the Act.
12.1(1)	The Clerk shall identify strategies to provide for the needs of electors and candidates with disabilities.
12.1(2)	The Clerk shall prepare a plan regarding the identification, removal and prevention of barriers that affect electors and candidates with disabilities before Voting Day in a regular election.
12.1(30	Within 90 days after Voting Day in a regular election, the Clerk shall submit a report about the identification, removal and prevention of barriers that affect electors and candidates with disabilities.
	Appointment of Election Officials
15(1)	The Clerk shall appoint a Deputy Returning Officer (DRO) for each Voting Place.
15(1)	The Clerk may appoint other election officials in addition to DROs. The Clerk determines what instruction and training is provided to election officials.
	Delegation of Authority
15(2), (3), (4)	The Clerk may delegate to election officials in writing, any of the Clerk's powers and duties, however the Clerk may continue to exercise the delegated powers and duties, despite delegation.
	Creation of Voting Subdivisions
18(1)	The Clerk may divide the municipality into voting subdivisions.
18(2)	If the Clerk creates voting subdivisions, he or she shall inform ELECTIONS ONTARIO.

	Correction of Preliminary List Of Electors
19(1)(1.1)	The Clerk and ELECTIONS ONTARIO may agree on a date for the delivery of the Preliminary List of Electors (which must be a date earlier than September 1).
22(1)	The Clerk may correct any obvious errors on the Preliminary List of Electors and shall notify ELECTIONS ONTARIO of the corrections.
22(2)	For the purposes of subsection (1), the Clerk may use any information that is in the local municipality's custody or control.
25(4)	The Clerk shall determine the format and manner of the written application to remove a deceased person's name.
	Reproduction of Voters' List
23(2)(a)(b)	The Clerk shall have the Voters' List reproduced on or before September 1st and determine where and at what time applications for revisions to the Voters' List may be made.
	Revision of Voters' List
24(1)(2)	From September 1st to the close of Voting-on-Voting Date, a person may make an application to be added or removed from the Voters' List or have the information on the Voters' List relating to that person amended.
24(3)	The Clerk may approve or deny applications for revision to the Voters' List.
27(1)(a)(b)	During the period beginning September 20 and ending October 1, 2026, the Clerk shall prepare an interim list of changes to the Voters' List approved on or before September 20 and give a copy to each certified candidate and to each person who received a copy of the Voters' List under s. 23.
27(2)(a)(b)	The Clerk shall within 30 days after Voting Day prepare a final list of the changes to the Voters' List and give a copy to ELECTIONS ONTARIO.
	Certification of Voters' Lists, As Revised
28(1)	The Clerk shall prepare and certify the Voters' List for use in each Voting Place.
	Nominations
32	The Clerk shall give notice of the offices for which persons may be nominated and the nomination procedures under the Act.
33(1.3)	The Clerk is entitled to reply upon the information filed by the candidates (endorsements).
35(2), (3)	The Clerk shall certify the nomination of qualified persons and reject the nomination if not satisfied the person is qualified.
35(4)	The Clerk can determine the form and method of giving notice when a nomination is rejected and shall give notice to the person who sought to be nominated and to all candidates for the office, as soon as possible.
35(5)	The Clerk's decision to certify or reject a nomination is final.
	Acclamations
37(1), (2)	The Clerk can determine the method of declaring acclamations.

	Notice of Election
40(a), (b), (c), (d)	The Clerk shall give notice to the electors and determine the form and method of giving such notice about the location of voting places, dates and times open, and the manner in which electors may use voting proxies if applicable and if alternative voting methods, the manner in which electors may use the alternative voting methods.
	Ballot Form
41(1)	The Clerk shall provide ballots in the prescribed form.
41(2)3	The Clerk can agree to permit another name that a candidate uses to appear on the ballot.
41(2)5	If the surnames of two or more Candidates for an office are identical or in the Clerk opinion so similar as to cause possible confusion, the Clerk shall differentiate the Candidates on the ballots as the Clerk considers appropriate.
41(3)	The Clerk shall change some or all of the ballots to facilitate voting by the visually impaired without assistance.
41(4)	The Clerk can decide to use separate or composite ballots.
	Voting or Vote Counting Equipment or Alternate Voting Method
42(3)(a) (i), (ii)	Where there is a by-law providing for voting or vote counting equipment or an alternative voting method, the Clerk has discretion in establishing forms and procedures for carrying out the intent of the by-law.
42(3)(b)	The Clerk can determine the method for providing a copy of the procedures and forms to Candidates and shall provide a copy of the procedures and forms to each Candidate when his or her nomination is filed.
	Advance Vote
42(2)	The Clerk shall establish the date or dates, number, location and hours of Advance Voting.
43(5)(b) (ii)	The Clerk determines how to keep safe any Advance Vote ballot boxes and all other material and documents relating to the Advance Vote.
43(7)	The Clerk determines the method of updating Voters' Lists to reflect Advance Voting and ensures that the Voters' Lists for all Voting Places are updated to reflect voting that took place at an advance vote.
	Proxies
44(7)	The Clerk may determine what is required to verify that persons are qualified to appoint and be appointed as a voting proxy and if satisfied that the person who appointed the voting proxy is entitled to do so, and that the person appointed is entitled to act as the voting proxy, shall apply a certificate in the prescribed form to the appointing document.
	Voting Places and Procedures
45(1), (3), (5)	The Clerk has discretion in identifying the number and location of voting places and designating the area.
45(2)	In establishing the locations of Voting Places, the Clerk shall identify strategies that ensure that each voting place is accessible to electors with disabilities.

45(7)1, 2, 3	A voting place shall be located in an institution for the reception, treatment or vocational training of members or former members of the Canadian Forces; an institution on September 1st where 20 beds or more are occupied by persons who are disabled, chronically ill or infirm; and in a retirement home in which 50 beds or more are occupied on September 1st.
45(8)	The Clerk may issue instructions to DROs regarding attending on an elector in an institution or retirement home.
45(9)	The Clerk shall issue instructions to DROs regarding attending on electors with a disability, including mobility impaired, anywhere within the defined voting place.
46(2)	The Clerk may establish specific Voting places to open on Voting Day before 10:00 a.m.
46(3)	The Clerk may establish reduced voting hours for a Voting Place that is only for the use of residents of the institution or retirement home.
47(1)(a)	The Clerk has discretion to go to or remain in voting places during voting or when votes are being counted.
	Emergency
53(1)	The Clerk has discretion in determining what constitutes an emergency or circumstances that will undermine the integrity of the election.
53(2)	The Clerk has discretion in a declared emergency to make any arrangements deemed necessary for the conduct of the election.
53(4)	The Clerk determines when the emergency has passed.
	Opening Ballot Box
55(3)	The Clerk shall determine the results of the election by compiling the statements of results received from the DRO.
55(4)	The Clerk shall, as soon as possible after voting day, declare the elected candidate(s) and the result of the vote on any by-law or question.
55(4.1)	As soon as possible after Voting Day, the Clerk shall make information available on number of votes for each Candidate, number of declined and rejected ballots, number of votes (yes or no) on a by-law or question.
55(5)	The Clerk, in the presence of the DRO, can decide to open a ballot box to assist with interpreting the statement of results.
	Recounts
56(1), (1.1), (2)	The Clerk shall hold a recount in accordance with policy within 15 days after the declaration of results.
59	The Clerk may decide to include other candidates for an office in a recount.
61(1)1	The Clerk may be present at a recount in the case of a tie vote, or any policy passed, when the Council, Board or Minister requires a recount and when the Ontario Superior Court of Justice orders a recount. Sections 56, 57, or 58 or 63.
61(2)1	The Clerk may be present at a recount for a by-law or question.
61(6)	The Clerk determines disputes concerning the validity of a ballot or the counting of votes in a ballot.
61(7)	The Clerk may permit others to be present at a recount.
62(3); 63(10)	If the recount leaves two candidates tied, the Clerk shall choose the successful candidate by lot.

	By-Elections
65(4)1	The Clerk sets the date of Nomination Day, in the case of a by-election.
65(5)1	The Clerk sets the date of voting if the by-election relates to a question or by-law.
	Financial Reporting
33.0.1(1)	The Clerk determines the form of the preliminary certificate of maximum campaign expenses (upon the filing of a person's nomination) and shall give the person, or their agent filing the nomination for the person, a certificate of the applicable maximum amount as of the filing date.
33.1	The Clerk shall, before Voting Day, give notice of the penalties under s.88.23(2) and s.92(1) related to election campaign finances to each person nominated for an office.
88.20(13)(a)(b)	The Clerk determines the form and method of delivery of the certificate of maximum campaign expenses. The Clerk shall calculate the maximum amounts permitted by subsections 6 (Candidate Expenses) and subsection 9 (Registered Third Party Expenses) for each office for which nominations have been filed and shall give a certificate of the applicable amounts to each candidate on or before September 30 in a regular election, and within 10 days after the Clerk makes the required corrections in the case of a by-election.
88.22(3)	The Clerk determines the form and process of the notice of default.
88.23(9)	The Clerk determines the form and method of delivery of notice to Candidates of the campaign expense filing requirements and shall give notice at least 30 days before the filing date.
	Election Records
88(2)(a)(b)	When the 120-day period has elapsed, the Clerk shall destroy the ballots and may destroy other documents and materials related to the election.
88(4)	Financial statements must be retained until the next election.
88(9.1)	The Clerk shall make the documents filed under sections 88.25, 88.29 and 88.32 available at no charge for viewing by the public on a website or in another electronic format as soon as possible after the documents are filed

EMERGENCIES

EMERGENCIES (SECTION 53)

The Clerk may declare an emergency if they are of the opinion that circumstances have arisen that are likely to prevent the election being conducted in accordance with this *Act*.

On declaring an emergency, the Clerk shall make such arrangements as he/she considers advisable for the conduct of the election.

The arrangements made by the Clerk, if they are consistent with the principles of this *Act*, prevail over anything in this *Act* and the regulations made under it.

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

If made in good faith, the Clerk's declaration of emergency and arrangements shall not be reviewed or set aside on account of unreasonableness or supposed unreasonableness.

It shall be the policy that in the event of an emergency, as determined by the Clerk, that the Clerk shall to the best of their ability provide notice of such emergency. All information pertaining to the emergency shall be communicated via CJTT 104.5 FM and CJKL 101.5 FM and posted to the website and social media if possible.

If required, the Clerk may consider alternate options for the following:

- reporting results
- notification of electors
- Election Officials
- voting period [ex. delay of Voting Day, extension of voting hours or day(s)]
- alternate facility

If any part of the voting for an office is not completed, <u>do not release the results until the voting for that office is complete</u>.

PERSONNEL

CLERK [SECTION 12 (1)]

A Clerk who is responsible for conducting an election may provide for any matter or procedure that,

a) is not otherwise provided for in an Act or regulation; and
b) in the Clerk's opinion, is necessary or desirable for conducting the election.

DRO's AND OTHER ELECTION OFFICIALS (SECTION 15)

When it is necessary to conduct an election, the Clerk shall appoint a Deputy Returning Officer for each Voting Place and may appoint any other election officials for the election and for any recount that the Clerk considers is required.

The Clerk may delegate to a Deputy Returning Officer or other election official any of the Clerk's power or duties in relation to the election as he or she considers necessary. The Clerk may continue to exercise the delegated powers and duties despite the delegation. The delegation shall be in writing, "Delegation of Powers and Duties of Clerk" Form TD19.

There shall be a substitute qualified person appointed to attend to the election details in the event the Clerk is unable to be present to conduct procedures on Voting Day.

The Returning Officer is required to complete and sign the "Oath of Returning Officer" Form TD17 prior to April 1 of an election year.

All other election staff are required to complete and sign the "Appointment and Preliminary Oath or Affirmation for Election Officials" Form TD18.

An application form, detailed job descriptions and appointment letters for election personnel are below.

SCRUTINEERS

SCRUTINEERS (SECTION 16 & 47)

APPOINTMENT - BY CANDIDATE – QUALIFICATION

A candidate may appoint scrutineers to represent them during the voting, and at the counting of the votes, including during a recount.

The formal appointment shall be made using the "Appointment of Scrutineer by Candidate" Form TD22. The forms to appoint scrutineers must be signed by the candidate in person at the Municipal Office with the Clerk or designate. The candidate shall be asked for proof of identity. The Candidate is responsible for providing the signed form to their Scrutineer.

The deadline for a Candidate to appoint a Scrutineer with the Municipal Clerk/Returning Officer is 12:00 PM (noon) on Friday, October 23, 2026.

NUMBER - PER CANDIDATE - IN VOTING PLACE

A Certified Candidate or their appointed Scrutineer may be in attendance at a Voting Place for each ballot box in use at the Voting Place.

The number of Scrutineers who may be present is reduced by one while the Certified Candidate who appointed them is present in the Voting Place.

The Scrutineer/Candidate must take an "Oral Oath of Secrecy" Form TD25 at each Voting Place.

During Advanced Voting, only one tabulator and one ballot box will be in use at the Voting Place. Therefore, either the Candidate or their appointed Scrutineer can be present at the Voting Place, **not both**.

At the Closing of the Polls on Voting Day (once the Election Official has printed and signed the results from the tabulator), only the Certified Candidate or their appointed Scrutineer, **not both**, can be present at the Election Day Voting Location while waiting for the receipt of the unofficial voting results from the Clerk.

APPOINTMENT - BY ELECTOR - RECOUNT [SECTION 61 (1)]

In the case of a recount ordered under Section 58, an elector (Applicant) may appoint one Scrutineer for each recount station established by the Clerk.

The "Appointment of Scrutineer by Elector" Form TD45 must be signed by the Applicant. Forms are available at the Municipal Office. The Applicant/Scrutineer must take an "Oral Oath of Secrecy" Form TD25 at the counting location.

APPOINTMENT – PROOF OF

A person appointed as a scrutineer, before being admitted to a Voting Place shall show proof of their applicable appointment to the Election Official for the Voting Place or of a place where votes are being counted and shall provide proof of identity and residence as prescribed in *O. Reg. 304/13*.

SCRUTINEERS RIGHTS AND PROHIBITIONS

Each scrutineer shall be responsible for their conduct, rights and prohibitions as set out on the applicable appointment form.

The use of cell phones and other equipment is prohibited while in a Voting Place, except where authority has been provided to Election Officials.

NOMINATIONS

2026 NOMINATION PROCEDURE

NOMINATION PAPERS (SECTION 33)

The giving of notice (Section 32) for nominations shall be on the "Notice of Nomination for Office" Form TD01/Form TD01A and shall be placed, at a minimum, in a local newspaper(s) prior to May 1, 2026, and in one (1) conspicuous place in the municipality and on the municipal website.

For the 2026 election, the dates of publication of the "Notice of Nomination for Office" will be once in the Temiskaming Speaker and The Weekender before May 1, 2026, and published a second time at a time agreed upon by the Timiskaming Regional Clerks' Elections Working Group.

"Nomination Paper" PR FORM 1 for the following offices will be available at the Clerk's Office from the first business day of May in 2026 to Thursday, August 20, 2026, during regular office hours, and between 9:00 a.m. and 2:00 p.m. on Friday, August 21, 2026 (Nomination Day) and on the municipal website for the following offices:

(1) Mayor
(4) Councillors

Nomination papers for school boards must be obtained and filed at the appropriate Municipal Office for the following offices:

(2) School Board Trustee – English Public – City of Temiskaming Shores, Zone A
(2) School Board Trustee – English Separate – Town of Kirkland Lake, Zone D
(1) School Board Trustee – French Public – City of Temiskaming Shores, Zone D
(1) School Board Trustee – French Separate - Township of Larder Lake, Zone A

Nominations must be on the prescribed form and are to be filed with the Clerk at the appropriate Municipal Office in the following manner:

- in person or through an agent
- by appointment
- during regular office hours at the Clerk's Office from the first business day in May of 2026 to Thursday, August 20, 2026, and between 9:00 a.m. and 2:00 p.m. on Friday, August 21, 2026 (Nomination Day)
- with the prescribed statement of qualifications, signed by the person being nominated
- with the prescribed nomination filing fee of $200.00 for Head of Council and $100.00 for all other offices - the filing fee shall be paid by cash, debit, certified cheque or money order payable to the municipality or by an electronic method of payment that the Clerk specifies
- with proof of identity and residence as prescribed in *O. Reg. 304/13*, as amended
- no faxed or other electronically transmitted nomination paper will be accepted - original signatures are required

If a person is present at the Clerk's Office on Nomination Day at 2:00 p.m. and has not yet filed a nomination, he or she may file the nomination as soon as possible after 2:00 p.m.

The Clerk shall administer the Declaration of Qualifications on the Nomination Paper PR FORM 1 and the "Declaration of Qualifications – Municipal Candidates" Form EL18(A) (or for the Clerk responsible for the School Board Elections, the "Declaration of Qualifications – School Board Candidates" Form EL18(B)), oath to the Candidate. The date and time of filing are to be filled in by the Clerk and initialled by the candidate or their agent. The Clerk will then sign the Nomination Paper and Declaration of Qualifications.

Nominations filed by an Agent must include the above and be accompanied by Form TD20, Appointment of an Agent to File a Nomination. The form must also include the name, date and signature of a witness.

The certified cheque, cash, debit, money order **or an electronic method of payment that the Clerk specifies** will be deposited with the Municipal Treasurer.

ESTIMATED MAXIMUM CAMPAIGN EXPENSES [SECTION 88.20(6)]

The Clerk shall calculate the estimated maximum campaign expenses for each office on the "Estimated Maximum Campaign Expenses" Form TD23 and provide a copy to the candidate or their agent the day that the Nomination Paper is filed in accordance with Section 33.0.1 (1). The Clerk's calculation is final.

NOTICE OF PENALTIES (SECTION 33.1)

The Clerk shall, before voting day, provide a notice of penalties on the "Notice of Penalties" Form TD31 to the candidate or their agent Form TD31A.

MUNICIPAL FREEDOM OF INFORMATION & PROTECTION OF PRIVACY ACT

The candidate may sign the consent to release personal information Form TD02 authorizing the Clerk to release personal information to the public and media.

UNOFFICIAL LIST OF CANDIDATES

The Clerk shall provide notice of the unofficial list of candidates by preparing and, at a minimum, posting in the Municipal Office and on the website an "Unofficial List of Candidates" Form TD03 which is to be updated as each Nomination Paper is filed. The list should be clearly marked "UNOFFICIAL".

NOMINATION DAY – August 21, 2026 (SECTION 31)

Nomination Papers will be received at the Municipal Office between 9:00 a.m. and 2:00 p.m. on Nomination Day.

Procedure for the handling of Nomination Papers on Nomination Day will be the same as above.

CERTIFICATION OF NOMINATION PAPERS (SECTION 35)

On or before Monday, August 24, 2026, at 4:00 p.m., the Clerk will do a review of each nomination received to determine qualification and if the nomination complies with the *Municipal Elections Act, 1996*. Once satisfied the candidate is qualified, complete the "Certification by Clerk" section on "Nomination Paper" PR Form 1.

REJECTION OF NOMINATION PAPER [SECTION 35(3), (4)]

If the Candidate is not qualified to be nominated, or the nomination does not comply with the *Municipal Elections Act, 1996*, the Clerk will reject the Nomination. A telephone call or email shall be made to the candidate informing him/her of the rejection, and a "Notice of Rejection of Nominations" Form TD04 shall be sent, by Registered Mail, as soon as possible, to:

- the person who sought to be nominated, and
- by regular mail to all candidates for the office.

WITHDRAWAL OF NOMINATION PAPERS (SECTION 36)

Candidates may withdraw their Nomination by filing in person/or agent a withdrawal in writing on "Withdrawal of Nomination" Form EL19 with the Clerk before 2:00 p.m. on Nomination Day, Friday, August 21, 2026, if the person was nominated on or before Nomination Day; and before 2:00 p.m. on the Wednesday following Nomination Day, (August 26, 2026), if the person was nominated under Section 33(5) - Additional Nominations.

The "Withdrawal of Nomination" by agent must be accompanied by Form TD21, "Appointment of an Agent to Withdraw a Nomination". The form must also include the name, date and signature of a witness.

The withdrawal shall be noted on the "Unofficial List of Candidates" Form TD03

OFFICIAL LIST OF CANDIDATES

The final list of certified candidates will be posted at the Municipal Office and, as a minimum, on the website on or before, Friday, August 28, 2026, using the "Official List of Certified Candidates" Form TD05.

DECLARATION OF ELECTION (SECTION 40)

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

Traditional:

The Clerk shall give the electors notice of:

a) The location of the voting places;
b) The dates and times on which the voting places will be open for voting;
c) If section 44 (voting proxies) applies, the manner in which electors may use voting proxies.

The Clerk shall post a "Notice of Election Information" Form TD16 as a minimum, in two conspicuous places within the municipality and on the municipal website. The notice shall advise of the voting process and other relevant information.

ACCLAMATIONS [SECTION 37(1)]

If after 4:00 p.m. on Monday, August 24, 2026, the number of certified candidates for an office is the same as or less than the number to be elected, the Clerk shall immediately declare the candidate(s) elected by acclamation. The Clerk shall post a "Declaration of Acclamation to Office" on Form EL20. In this situation there shall be no election conducted for this position(s).

FEWER NUMBER OF NOMINATION PAPERS THAN OFFICES [SECTION 33(5)]

If at 4:00 p.m. on Monday, August 24, 2026, the number of certified nominations filed for an office 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 Wednesday, August 26, 2026. The Clerk shall post a "Notice of Additional Nominations" Form TD06 advising that additional Nomination Papers may be filed for that office during the specified time. If at 2:00 p.m. on Wednesday, August 26, 2026, additional Nomination Papers have been filed, the procedure to certify or reject Nomination Papers shall be followed.

ADDITIONAL NOMINATIONS
MORE THAN NUMBER OF OFFICES REMAINING [SECTION 33(5)]

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

WITHDRAWAL OF ADDITIONAL NOMINATIONS (SECTION 36)

Withdrawal of additional nominations must take place prior to 2:00 p.m. on Wednesday, August 26, 2026. Follow the procedure in the Withdrawal of Nomination Paper section above.

ADDITIONAL NOMINATIONS
EQUIVALENT TO NUMBER OF OFFICES [SECTION 35(2) and 37(2)]

If at 4:00 p.m. on Thursday, August 27, 2026, there is a sufficient number of certified Nomination Papers filed to fill the office(s), the Clerk shall cause to be posted a "Declaration of Acclamation to Office - Additional Nominations" on Form TD07.

FILLING VACANCIES [SECTION 37(4)]

If an office remains vacant after the declaration of candidates by acclamation under section 37 and the declaration of the election of candidates following the conduct of the election for offices on the Municipal Council, the following rules apply:

- **Insufficient Number to Form a Quorum – Municipal Council**
  If the number of candidates declared elected is insufficient to form a quorum of the Municipal Council, a by-election shall be held.

- **Sufficient Number to Form a Quorum – Municipal Council**
  If the number of candidates declared elected is less than the number of positions for an office of the Municipal Council, but does form a quorum, Section 263 (1) (a) of the *Municipal Act, 2001* shall apply.

DEATH OR INELIGIBILITY OF A CANDIDATE (SECTION 39)

If a certified candidate dies or becomes ineligible before the close of voting and

- if the result would be one less candidate only and no acclamation, the candidate's name shall be omitted from the ballot. If the ballots are already printed, the Clerk shall at a minimum, post the notice of the death or ineligibility in a conspicuous place in every Voting Place and the election shall proceed as if the deceased or ineligible candidate has not been nominated.
- if the result would be an acclamation for an office, the election to such office is void and a by-election for such office shall be held (Section 65(4)(1.)(v.)) provided that the sixty-day (60) period starts as of the date of death or ineligibility).

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

FINAL CALCULATION OF CAMPAIGN EXPENSES [SECTION 88.20 (13) and (14)

The Clerk shall, after determining from the number of eligible electors from the Voters' List for each office, calculate the maximum amount of campaign expenses that each candidate may incur for that office and prepare a "Certificate of Maximum Campaign Expenses" Form EL37. The certificate shall be given to each candidate in the case of a regular election, on or before October 1, 2026; and in the case of a by-election, within 10 days after the Clerk makes the corrections under subparagraph 4 iii of subsection 65 (4).

The number of electors to be used in this final calculation is to be the greater of the following:

- the number determined from the Voters' List from the previous regular election, as it existed on September 15 in the year of the previous election, adjusted for changes under Section 24 and 25 that were approved as of that day;
- the number determined from the Voters' List for the current election as it exists on September 20 in the year of the current election, adjusted for changes under Section 24 and 25 that were approved as of that day. [Section 88.20 (11)]

The Clerk's calculation is final and shall be made in accordance with the prescribed formula in *Ontario Regulation 101/97*.

CANDIDATE CAMPAIGNING & CAMPAIGN ADVERTISING

CANDIDATE CAMPAIGNING AND CAMPAIGN ADVERTISING (SECTION 88.3)

Campaigning, including campaign advertising, are permitted no earlier than the filing of Nomination Papers by the Candidate unless otherwise stated in the local municipal by-law.

Candidate campaign advertising means an advertisement in any broadcast, print, electronic or other medium that has the purpose of promoting or supporting the election of a Candidate. Examples include, lawn signs, brochures, posters, print, radio and electronic ads, etc.)

All candidate campaign advertising shall identify the Candidate by name, as it appears on the Nomination Form.

All Candidates shall provide the following information to a broadcaster or publisher in writing:

- the name of the Candidate.
- the name, business address and telephone number of the individual who deals with the broadcaster or publisher under the direction of the Candidate.

Information contained in/on all campaign material is the responsibility of the Candidate and any questions or concerns should be directed to the Candidate.

CAMPAIGNING AND CAMPAIGN ADVERTISING MUNICIPALLY OWNED/ LEASED FACILITIES

Refer to Township of McGarry By-Law 2018-10 Use of Corporate Resources for Election Purposes Policy

LOCATION OF ELECTION SIGNS

Refer to the Township's Election Sign By-Law 2025-20 for conditions and restrictions surrounding election campaign signs.

The Ministry of Transportation governs the provincial policy with respect to the posting of campaign advertising on provincial road allowances. Refer to their Corridor Signage Policy and Election Signs on Highway Rights-of-Way available on the Township's Website.

Posters or similar campaign advertising that will be installed or affixed to poles belonging to Hydro One Network, Bell Canada or other public utilities will require the permission of these respective approving authorities.

MUNICIPAL AUTHORITY TO REMOVE ADVERTISEMENTS (SECTION 88.7)

If a municipality is satisfied that there has been a contravention of section 88.3 (candidates' election campaign advertisements), 88.4 (third party advertisements) or 88.5 (mandatory information in third party advertisements), the municipality may require a person who the municipality reasonably believes contravened the section or caused or permitted the contravention, or the owner or occupier of the land on which the contravention occurred, to remove the advertisement or discontinue the advertising.

CANDIDATE CAMPAIGN CONTRIBUTIONS & EXPENSES

CONTRIBUTIONS TO REGISTERED CANDIDATES [SECTION 88.8 (1) – (5)]

A contribution shall not be made to or accepted by a person or an individual acting under the person's direction unless the person is a candidate.

A contribution made to or accepted by a candidate, or to an individual acting under the candidate's direction, shall only be made during the candidate's election campaign period.

Contributions shall only be made by the following:

- An individual who is normally a resident in Ontario;
- The candidate and his or her spouse, subject to if the spouse of a candidate is not normally resident in Ontario, a candidate and his or her spouse may make contributions only to the candidate's election campaign.

The following shall not make a contribution:

- A federal political party registered under the *Canada Elections Act* or any federal constituency association or registered candidate at a federal election endorsed by that party.
- A provincial political party, constituency association, registered candidate or leadership contestant registered under the *Election Finances Act*.
- A corporation that carries on business in Ontario;
- A trade union that holds bargaining rights for employees in Ontario;
- The Crown in right of Canada or Ontario, a municipality or local board.

MAXIMUM CONTRIBUTIONS TO CANDIDATES (SECTION 88.9)

A candidate and their spouse are subject to self-funding contribution limits. The limit calculated is:

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

A contributor shall not make contributions exceeding a total of:

- $1,200 to any one candidate in an election;
- Except if a person is a candidate for more than one office a contributor's total contributions to that candidate in respect of all the offices shall not exceed $1,200;
- $5,000 to two or more candidates for office on the same council or local board;

DUTIES OF CANDIDATES

Candidates are responsible for keeping records of the financial activities related to their campaign and candidates and should be re encouraged to refer to the Ministry of Municipal Affairs and Housing's 2026 Candidate and School Board Trustee Election Guide and the *Municipal Elections Act*, 1996 to understand their obligations.

THIRD PARTY ADVERTISING

THIRD PARTY ADVERTISER

A Third-Party Advertiser means an individual who is normally a resident in Ontario, a corporation that carries on business in Ontario or a trade union that holds bargaining rights for employees in Ontario, and whose Notice of Registration for Third Party Advertiser has been certified by the Clerk.

ELIGIBILITY FOR REGISTRATION [SECTION 88.6 (4), (5) AND (6)]

Registration shall be restricted to the following persons and entities:

- An individual who is normally a resident in Ontario.
- A corporation that carries on business in Ontario.
- A trade union that holds bargaining rights for employees in Ontario.

The following persons and entities are deemed ineligible to register:

- A candidate whose nomination has been filed.
- A federal political party registered under the *Canada Elections Act* or any federal constituency association or registered candidate at a federal election endorsed by that party.
- A provincial political party, constituency association, registered candidate or leadership contestant registered under the *Election Finances Act.*
- The Crown in right of Canada or Ontario, a municipality or local board.
- A Candidate whose nomination has been filed shall not direct any third-party advertisements.

FILING THE NOTICE OF REGISTRATION [SECTION 88.6 (2), (7) AND (13)]

By appointment only, "Notice for Registration" PR FORM 7 shall be filed with the Clerk from the first business day of May in 2026(first day for filing Nominations) to Friday, October 23, 2026 (the Friday before voting day) during regular office hours in the following manner:

- by appointment only;
- in person or by an agent;
- with proof of identity as prescribed in *O. Reg. 304/13*, as amended;
- with the declaration of qualification, signed by the individual or by a representative of the corporation or trade union; and
- a resolution from the corporation or trade union that authorizes the person or agent to register on their behalf, if applicable.

NOTE: Faxed or other electronically transmitted (i.e. email) registration notices will NOT be accepted; original signatures are required.

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The Clerk shall administer the Declaration of Qualifications on the "Notice for Registration" PR FORM 7 and the "Declaration of Qualifications – Third Party Advertiser" Form TD52 oaths to the individual or to the representative of the corporation or trade union. The date and time of filing are to be filled in by the Clerk and initialled by the individual or by a representative of the corporation or trade union. The Clerk will then sign the Notice for Registration and Declaration of Qualifications.

For registrations for a By-Election, refer to Section 88.6 (8) to (12).

ESTIMATED MAXIMUM THIRD-PARTY EXPENSES [SECTION 88.21 (15)]

The Clerk shall calculate the estimated maximum third-party expenses for registered third parties on the "Estimated Maximum Campaign Expenses" Form TD23 and provide a copy to the individual filing the registration. The Clerk's calculation **is final**.

NOTICE OF PENALTIES [SECTION 88.29 (7)]

The Clerk shall, at least 30 days before the filing date, provide a notice of the penalties on the "Notice of Penalties – Registered Third Parties" Form TD64 to every Registered Third Party that registered in the municipality.

FINAL CALCULATION OF THIRD-PARTY EXPENSES [SECTION 88.21 (11) to (17)]

The Clerk shall, after determining from the number of eligible electors from the Voters' List, calculate the maximum amount of third-party expenses that each registered third party may incur and prepare a "Certificate of Maximum Third-Party Expenses" Form EL37B. The certificate shall be given to each individual that filed a Notice of Registration for Third Party Advertising in the case of a regular election, on or before October 1, 2026; and in the case of a by-election, within 10 days after the Clerk makes the corrections under subparagraph 4 iii of subsection 65 (4) or subparagraph 3 ii of subsection 65 (5).

The number of electors to be used in this final calculation is to be the greater of the following:

- the number determined from the Voters' List from the previous regular election, as it existed on **September 15, 2022,** Election, adjusted for changes under Section 24 and 25 that were approved as of that day;
- the number determined from the Voters' List for the current election as it exists on **September 30** in the year of the current election, adjusted for changes under Section 24 and 25 that were approved as of that day. [Section 88.21 (11)]

The Clerk's calculation **is final** and shall be made in accordance with the prescribed formula in Ontario Regulation 101/97.

CERTIFICATION OF NOTICE OF REGISTRATION [SECTION 88.6 (13) and (14)]

The Clerk will do a review of each notice received to determine qualification and if the notice complies with the *Municipal Elections Act, 1996*. Once satisfied the third party is qualified, the Clerk will complete the "Certification by Clerk" section on the "Notice for Registration" PR FORM 7. If not satisfied the Clerk shall reject the notice. The Clerk's decision is final.

ADVERTISEMENTS (SECTION 88.4, 88.5)

Restricted Period and Expenses
The Restricted Period for Third Party Advertisements begins on the earliest day that an individual, corporation or trade union is permitted to file a notice of registration as a registered third party (first business day in May) and ends at the close of voting-on-Voting Day.

Third Parties must do the following during the Restricted Period:

- file notice of registration and have it certified by the Clerk;
- once registered, advertise; and
- once registered, incur expenses related to the advertisement.

The expenses for these advertisements cannot exceed the amount calculated under Section 88.21 (registered third parties' expenses).

Mandatory Information in Advertisements
All Third-Party Advertisements shall contain the following information:

- the name of the registered third party
- the municipality where the registered third party is registered;
- a telephone number, mailing address or email address at which the registered third party may be contacted regarding the advertisement.

Mandatory Information for Broadcaster, etc.
All Registered Third Parties shall provide the following information to a broadcaster or publisher in writing:

- the name of the registered third party;
- the name, business address and telephone number of the individual who deals with the broadcaster or publisher under the direction of the registered third party;
- the municipality where the registered third party is registered.

MUNICIPAL AUTHORITY TO REMOVE ADVERTISEMENTS (SECTION 88.7)

If a municipality is satisfied that there has been a contravention of section 88.3 (candidates' election campaign advertisements), 88.4 (third party advertisements) or 88.5 (mandatory information in third party advertisements), the municipality may require a person who the municipality reasonably believes contravened the section or caused or permitted the contravention, or the owner or occupier of the land on which the contravention occurred, to remove the advertisement or discontinue the advertising.

LIST OF REGISTERED THIRD PARTIES [SECTION 88.12 (9) and (10)]

A list of registered third parties shall be posted using the "Official List of Registered Third Parties" Form TD54, as a minimum, within 24 hours of registering, on the website and will also include the phone number and email address provided by the registered third party in the notice of registration filed and, if applicable, a hyperlink to the website of the registered third party.

DUTIES OF REGISTERED THIRD PARTIES (SECTION 88.26)

The Clerk shall provide the "Duties of Registered Third Parties" Form TD61 at the time of filing.

CONTRIBUTIONS TO & EXPENSES OF REGISTERED THIRD PARTY

CONTRIBUTIONS TO REGISTERED THIRD PARTIES [SECTION 88.12 (1) to (5)]

A contribution shall not be made in relation to third party advertisements that appear during an election in a municipality unless they are a registered third party.

A contribution to a registered third party, or to an individual acting under his, her or its direction, shall only be made during the restriction period.

Contributions shall only be made by the following:

- An individual who is normally a resident in Ontario.
- A corporation that carries on business in Ontario.
- A trade union that holds bargaining rights for employees in Ontario.
- The registered third party and, in the case of an individual, his or her spouse, subject to if the spouse of a registered third party is not normally registered in Ontario, the spouse may make contributions only to the registered third party.

The following shall not make a contribution:

- A federal political party registered under the *Canada Elections Act* or any federal constituency association or registered candidate at a federal election endorsed by that party.
- A provincial political party, constituency association, registered candidate or leadership contestant registered under the *Election Finances Act*.
- The Crown in right of Canada or Ontario, a municipality or local board.

ACCEPTANCE OF CONTRIBUTIONS [SECTION 88.12 (7) to (8)]

A contribution may be accepted only by a registered third party or an individual acting under the direction of the registered third party.

A contribution may be accepted only from a person or entity that is entitled to make a contribution.

A contribution of money that exceeds $25 shall not be contributed in the form of cash and shall be contributed in a manner that associates the contributor's name and account with the payment or by money order signed by the contributor.

MAXIMUM CONTRIBUTIONS TO REGISTERED THIRD PARTIES (SECTION 88.13)

A contributor shall not make contributions in relation to third party advertisements exceeding a total of:

- $750 to a registered third party that appears during an election in a municipality;
- $5,000 to two or more third parties registered in the same municipality;
- Except if the third party is contributing to itself, then the maximum contributions do not apply;
- Except if the contributor is the spouse of an individual that is a registered third party, then the maximum contributions do not apply.

The Clerk shall provide the "Contributions to Registered Third Parties" Form TD53 at the time of filing.

FUND-RAISING FOR REGISTERED THIRD PARTIES (SECTION 88.14)

Only registered third parties in the municipality may hold a fund-raising function relating to third party advertisements.

Fund-raising functions may only be held during the campaign period.

WHAT CONSTITUTES A CONTRIBUTION (SECTION 88.15)

Money, goods and services given to and accepted by an individual, corporation or trade union in relation to third party advertisements or given to and accepted by another person who is acting under the direction of the individual, corporation or trade union, are contributions.

Contributions:

In addition to the statement above [88.15 (2)]:

- An amount charged for admission to a fund-raising function.
- If goods and services are sold for more than their market value at a fund-raising function, the difference between the amount paid and the market value. However, if the amount received for the goods or services is $25 or less, the amount is not a contribution.
- If goods and services used in the person's election campaign or in relation to third party advertisements are purchased for less than their market value, the difference between the market value and the amount paid.
- Any unpaid but guaranteed balance in respect of a loan under section 88.17 (Campaign Account Loans).

Not Contributions:

In addition to the statement above [88.15 (2)]:

- The value of services provided by voluntary unpaid labour.
- The value of services provided voluntarily, under the direction of the person or the individual, corporation or trade union, by an employee whose compensation from all sources for providing the services does not exceed the compensation the employee would normally receive for the period the services are provided.
- An amount of $25 or less that is donated at a fund-raising function.
- The amount received for goods and services sold at a fund-raising function, if the amount is $25 or less.
- The amount of a loan under section 88.17 (Campaign Account Loans).
- For a person referred to in 88.15 (1), the value of political advertising provided without charge on a broadcasting undertaking as defined in section 2 of the *Broadcasting Act* (Canada), if,
  - it is provided in accordance with that Act and the regulations and guidelines made under it, and
  - it is provided equally to all candidates for office on the particular council or local board.

Value of Goods and Services

The value of goods and services provided as a contribution is:

a) if the contributor is in the business of supplying these goods and services, the lowest amount the contributor charges the general public in the same market area for similar goods and services provided at or about the same time;

b) if the contributor is not in the business of supplying these goods and services, the lowest amount a business providing similar goods or services charges the general public for them in the same market area at or about the same time.

RESTRICTION: USE OF OWN MONEY (SECTION 88.16)

A contributor shall not make a contribution of money that does not belong to the contributor.

However, this does not apply to the personal representative of a deceased person whose Will, Testament or Codicil directs that a contribution be made to a named candidate or a registered third party, as the case may be, out of the funds of the estate.

CAMPAIGN ACCOUNT LOANS (SECTION 88.17)

A registered third party and, in the case of an individual, his or her spouse, may obtain a loan in relation to third party advertisements only from a bank or other recognized lending institution in Ontario, to be paid directly into the campaign account. Only the registered third party and, in the case of an individual, his or her spouse may guarantee a loan.

EXPENSES

WHAT CONSTITUTES AN EXPENSE (SECTION 88.19)

Costs incurred by or under the direction of an individual, corporation or trade union for goods or services for use wholly or partly in relation to third party advertisements that appear during an election in a municipality are expenses.

Without restricting the generality of 88.19 (2), the following amounts are expenses:

- The replacement value of goods retained by the individual, corporation or trade union from any previous election in the municipality and used in the current election.
- The value of contributions of goods and services.
- Audit and accounting fees.
- Interest on loans under section 88.17 (Campaign Account Loans).
- The cost of holding fund-raising functions.
- The cost of holding parties and making other expressions of appreciation after the close of voting.
- Expenses relating to a compliance audit.
- Expenses that are incurred by 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.
- The cost of third party advertisements (within the meaning of section 88.3).
- For greater certainty, the cost of holding fund-raising functions does not include costs related to,
- Events or activities that are organized for such purposes as promoting public awareness of a candidate and at which the soliciting of contributions is incidental; or
- Promotional materials in which the soliciting of contributions is incidental.

REGISTERED THIRD PARTIES' EXPENSES (88.21)

An expense shall not be incurred by or under the direction of an individual, corporation or trade union in relation to third party advertisements that appear during an election in a municipality unless they are a registered third party in the municipality.

Only during campaign period
An expense shall not be incurred by or under the direction of a registered third party in relation to third party advertisements outside the campaign period for the registered third party in relation to the election in the municipality.

Exception, auditor's report
Despite subsection 88.21 (2) (Only During Campaign Period), a registered third party whose campaign period in relation to an election in a municipality ends as described in paragraph 2 or 3 of section 88.28 (Campaign Period for Registered Third Parties) may incur expenses related to the preparation of an auditor's report under section 88.29 (Financial Statements, etc., of Registered Third Parties) after the campaign period has ended.

For greater certainty, expenses, including audit and accounting fees, described above constitute third party expenses.

Who may incur expenses
An expense may only be incurred by a registered third party or an individual acting under the direction of the registered third party.

Maximum amount
During the campaign period for third party advertisements, the expenses of a registered third party in relation to third party advertisements that appear during an election in a municipality shall not exceed an amount calculated in accordance with the prescribed formula.

A Third Party shall be provided with the maximum third-party expenses amount upon registering as a Third Party Advertiser (see Third Party Advertising section of this manual)

Maximum amount for parties, etc., after Voting Day
The expenses of a registered third party are for the holding of parties and making other expressions of appreciation after the close of voting shall not exceed an amount calculated in accordance with the prescribed formula.

The formula that is prescribed must be written so that the amount calculated under it varies based on the maximum amount determined under 88.21 (6) (Maximum Amount).

MAXIMUM CONTRIBUTIONS TO REGISTERED THIRD PARTIES (SECTION 88.13)

A contributor shall not make contributions in relation to third party advertisements exceeding a total of:

- $750 to a registered third party that appear during an election in a municipality;
- $5,000 to two or more third parties registered in the same municipality;
- Except if the third party is contributing to itself, then the maximum contributions do not apply;
- Except if the contributor is the spouse of an individual that is a registered third party, then the maximum contributions do not apply.

FUND-RAISING FOR REGISTERED THIRD PARTIES (SECTION 88.14 AND 88.28)

Only registered third parties in the municipality may hold a fund-raising function relating to third party advertisements. Fund-raising functions may only be held during the campaign period.

NOTE: The third-party advertiser is solely responsible for complying with the legislation in the Municipal Elections Act relating to third party advertising.

COMPLIANCE AUDIT COMMITTEE

COMPLIANCE AUDIT COMMITTEE (SECTION 88.37)

Establish Compliance Audit Committee
A council shall, before October 1 of an election year establish a committee for the purposes of the *Municipal Elections Act, 1996*.

In the Timiskaming District, and including the Municipality of Temagami, a joint compliance audit committee will be established.

"Terms of Reference" Form TD65 were adopted by by-law by all participating municipalities.

Each participating municipality's respective Council approved the appointment of members of the Timiskaming District Joint Compliance Audit Committee by by-law.

REVIEW OF CONTRIBUTIONS TO CANDIDATES [SECTION 88.34 (1) to (4)]

The Clerk shall review the contributions reported on the financial statements submitted by a candidate to determine whether any contributor appears to have exceeded any of the contribution limits under section 88.9 (Maximum Contributions to Candidates).

Report, Contributions to Candidates for Council
As soon as possible after April 30th, 2027, the Clerk shall prepare a report identifying each contributor to a candidate for office on a council who appears to have contravened any of the contribution limits under section 88.9 and,

(a) if the contributor's total contributions to a candidate for office on a council appear to exceed the limit under section 88.9, the report shall set out the contributions made by that contributor to the candidate; and
(b) if the contributor's total contributions to two or more candidates for office on the same council appear to exceed the limit under section 88.9, the report shall set out the contributions made by that contributor to all candidates for office on the same council.

The Clerk shall prepare a separate report in respect of each contributor who appears to have contravened any of the contribution limits under section 88.9.

The Clerk shall forward each report prepared to the Compliance Audit Committee.

See Section 88.30 (2) for supplementary filing date provisions.

DECISION OF COMPLIANCE AUDIT COMMITTEE REGARDING CANDIDATES
[SECTION 88.34 (8)]

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

REVIEW OF CONTRIBUTIONS TO REGISTERED THIRD PARTIES
[SECTION 88.36 (1) to (4)]

The Clerk shall review the contributions reported on the financial statements submitted by a Registered Third Party to determine whether any contributor appears to have exceeded any of the contribution limits under section 88.13 (Maximum Contributions to Registered Third Parties).

Report, Contributions to Registered Third Parties

As soon as possible after April 30th, 2027, the Clerk shall prepare a report identifying each contributor to a Registered Third Party who appears to have contravened any of the contribution limits under section 88.13 and,

(a) if the contributor's total contributions to a Registered Third Party that is registered in the municipality appear to exceed the limit under section 88.13, the report shall set out the contributions made by that contributor to the Registered Third Party in relation to third party advertisements; and

(b) if the contributor's total contributions to two or more Registered Third Parties that are registered in the municipality appear to exceed the limit under section 88.13, the report shall set out the contributions made by that contributor to all Registered Third Parties in the municipality in relation to third party advertisements.

The Clerk shall prepare a separate report in respect of each contributor who appears to have contravened any of the contribution limits under section 88.13.

The Clerk shall forward each report prepared to the Compliance Audit Committee.

See Section 88.30 (2) for supplementary filing date provisions.

DECISION OF COMPLIANCE AUDIT COMMITTEE REGARDING REGISTERED THIRD PARTIES
[SECTION 88.36 (5)]

Within 30 days after receiving a report regarding Contributions to Registered Third Parties in the municipality, the Compliance Audit Committee shall consider it and decide whether to commence legal proceedings against a contributor for an apparent contravention.

COMPLIANCE AUDIT APPLICATION [88.33 (1) AND 88.35 (1)]

An elector who is entitled to vote in an election and believes on reasonable grounds that a candidate or a Registered Third Party who is registered in relation to the election in the municipality has contravened a provision of the Act relating to election campaign finances may apply for a compliance audit of the Candidate's or Registered Third Party's election campaign finances, even if the Candidate or Registered Third Party has not filed a financial statement using "Compliance Audit Application" Form TD65.

COMPLIANCE AUDIT COMMITTEE [88.33 (4), (14)]

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

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

VOTERS' LIST

VOTER QUALIFICATIONS [SECTION 17 (2)]

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

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

PERSONS PROHIBITED FROM VOTING [SECTION 17 (3)]

The following are prohibited from voting:

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

PRELIMINARY LIST OF ELECTORS (PLE) (SECTION 19)

The Preliminary List of Electors (PLE) supplied by Elections Ontario) shall be delivered to the Clerk by August 14, 2026, if no date is agreed upon with ELECTIONS ONTARIO or prescribed by the Minister [Section 19 (1.1)].

The PLE shall contain the name and address of each person who is entitled to be an elector and any additional information the Clerk needs to determine for which offices each elector is entitled to vote, such as school support [Section 17 (4)].

In addition, if the local municipality is divided into voting subdivisions, the name of each resident elector shall be entered on the PLE for the voting subdivision in which he or she resides and the name of each non-resident elector shall be entered on the PLE for the voting subdivision in which the elector or his or her spouse is an owner or tenant of land [Section 17 (5)].

The Clerk shall, to the best of their ability and legislative authority, ensure that an elector's name appears on the PLE for a local municipality only once [Section 17 (6)].

Where a voter qualifies at more than one location in the municipality, the voter may vote only **once** for each office and the qualifying address to determine eligibility for voting shall be the elector's place of residence [Section 17 (7)].

It is possible for an elector's name to appear on the Voters' List of more than one municipality. That elector may be eligible to vote in both municipalities. For example, a person listed as a resident elector in one municipality and a non-resident elector in another municipality is entitled to vote in each, provided they are not voting for the same office more than once. For example, School Board votes must be cast in the municipality where the elector resides.

CORRECTION OF ERRORS (SECTION 22)

The Clerk shall correct any obvious errors in the PLE prior to September 1, 2026, and notify the (ELECTIONS ONTARIO). This notification can occur when the "Final List of Changes" to the Voters' List is sent to ELECTIONS ONTARIO after the election (see the Final List of Changes section below). However, those changes affecting a ward and voting place designation, missing streets, buildings or subdivisions, should be forwarded to ELECTIONS ONTARIO in time for inclusion in the September Exceptions files that ELECTIONS ONTARIO provides. Notification to ELECTIONS ONTARIO should be sent in an email to the municipality's Municipal Relations Rep.

The Clerk may use any information that is in the municipality's custody or control when correcting the PLE for obvious errors [Section 22 (2) and (3)].

CERTIFICATION OF VOTERS' LIST (SECTION 23)

The corrected PLE becomes the Voters' List once it is reproduced and identified with a "Voters' List Cover Sheet" Form TD08 on or before September 1, 2026.

The Clerk shall place the "Notice of the Voters' List" Form TD09(A) in the Temiskaming Speaker/The Weekender on September 1, 2026 but no later than at a minimum of 10 days prior to the first advance poll.

The Clerk shall place the "Key Info to Municipal Electors Regarding the 2026 Municipal Election" Form TD09(B) in the Temiskaming Speaker/The Weekender on September 1, 2026, but no later than a minimum of 10 days prior to the first advance poll (October 17, 2026).

The Clerk, shall place in a local newspaper, having general circulation on or before September 1, 2026, the "Notice of Election Information" Form TD16 or, alternatively, a similar Notice as approved by the Clerks of the Timiskaming District. This notice shall be published in the Temiskaming Speaker/The Weekender on dates agreed upon by the Timiskaming District Clerks Elections Working Group on or before September 1, 2026, and a second time on or before October 15, 2026.

"Notice of Election Information" Form TD16 shall be placed in the Temiskaming Speaker/The Weekender no later than a minimum of 10 days prior to the first advanced poll.

"Notice of the Voters' List" Form TD09(A) ,"Key Info to Municipal Electors Regarding the 2026 Municipal Election" Form TD09(B) and "Notice of Election Information" Form TD16 will also be published on the Town's official website under Public Notices, included in the Town's Municipal Update Publication and posted in the entranceway of the Municipal Office.

REQUESTS FOR COPIES OF VOTERS' LIST [SECTION 23 (3), (4) and (5)]

Upon written request, but not until September 1, the Clerk shall give every candidate a copy of the part of the Voters' List that contains the names of the electors who are entitled to vote for that office if requested. For example, if a candidate is running in a Ward, they only receive the part of the Voters' List pertaining to that particular Ward, not the entire Voters' List. Each candidate will be required to sign the "Declaration of Proper Use of the Voters' List" Form TD10.

The use of the Voters' List shall be in accordance with the "Policy for Use of the Voters' List" Form TD11. A candidate must not advise anyone on whether their name is on or not on the Voters' List; all those inquiries must be redirected to the Clerk.

ACCESS TO THE VOTERS' LIST [SECTION 88 (10) and (11)]

The legislation states that the Voters' List cannot be posted in a public place and can be used only for election purposes.

Due to MFIPPA, details about another person, other than the person an Election Official is speaking with, should not be provided, including whether or not the individual is on the Voters' List. The procedure, "Voters' List – Are you on the Voters' List?" Form TD51 shall be used by Municipal Staff and Election Officials.

AMENDMENTS TO THE VOTERS' LIST (SECTION 24 & 25)

Application for Change of Own Name (Section 24)

An elector may make an application to amend their information on the Voters' List using the prescribed form "Application to Amend Voters' List" Form EL15 and providing proof of identity and residence as prescribed in *O. Reg. 304/13*, between the 1st day of September, 2026 to the 26th day of October, 2026 during normal hours and on the 26th day of October until 8:00 p.m.

The "Voter – ID Requirements" Form TD40 may be posted at the Municipal Office or any other location where Amendments to the Voters List are made. In addition, it may be included in information packages, posted on the municipal website, etc.

An elector can no longer remove a family member's name from the Voters' List, except in the case of a deceased person. See Removal of Deceased Person's Name (EL16) below.

If the elector does not appear in person, a certified copy showing proof of ID and proof of residence/occupancy is required.

Removal of Deceased Person's Name (Section 25)
The Clerk may remove a person's name from the Voters' List up to 8:00 p.m. on October 26th, 2026, if the Clerk is satisfied the person has died.

A person may make an application requesting that a deceased person's name be removed from the Voters' List by using the form "Application for Removal of Deceased Person's Name from the Voters List" Form EL16 and providing proof of identity and residence as prescribed in *O. Reg. 304/13*, between the 1st day of September, 2026 to the 26th day of October, 2026 during normal hours and on the 26th day of October until 8:00 p.m.

Number of Electors to Determine Candidates' Expenses
On, September 15th, 2026, determine the total number of electors on the Voters' List. This number will be necessary to calculate the "Estimated Maximum Campaign Expenses" Form TD23 and the "Certificate of Maximum Campaign Expenses" Form EL37 for the 2026 Municipal Election.

INTERIM LIST OF CHANGES [SECTION 27(1)]

The Clerk shall, during the period beginning on September 15th and ending on September 25th in the year of a regular election, prepare an "Interim List of Changes" Form TD12 to the Voters' List. The Interim List of Changes shall be given to each person who received a copy of the Voters' List and to each certified candidate.

CERTIFICATION OF THE VOTERS' LIST [SECTION 28(1)]

The Clerk shall compile any changes to the Voters' List on the "Certificate of the Voters' List" Form TD13 and certify the Voters' List for use in each voting place.

FINAL LIST OF CHANGES [SECTION 27(2)]

The Clerk shall prepare the "Final List of Changes" Form TD14 to the Voters' List by November 25, 2026. A certified copy of the Final List of Changes shall be sent to the ELECTIONS ONTARIO together with a copy of the approved applications Form EL15 and Form EL16.

ADVANCE VOTE

ADVANCE VOTE (SECTION 43)

Advance voting periods are set by the Clerk and are identified as follows:

	Saturday, October 17, 2026 10:00 a.m. to 6:00 p.m.
Location of Voting Place(s)	Township of McGarry Community Centre 1-27th Street Virginiatown, ON P0K 1X0

The Clerk shall provide as many voting places as they consider necessary. These locations should be established early. Information as to their location must be on "Notice of Election Information" Form TD16 required to be provided by the Clerk. This Notice will be posted on the Township's website and published in the local newspaper after the close of nomination.

Cell phones **SHALL** be turned off upon entering any Voting Place and their use is prohibited in any Voting Place.

As soon as possible after the close of the advance vote, the DROs' must deliver a list of the names of all the persons who voted at any Advance Poll to the Clerk for each elector as per "List of Persons Who Voted at an Advance Vote" Form EL28.

The Clerk shall, if requested by any candidate or their scrutineer, provide a copy of this list to the Candidate during normal office hours.

The Clerk shall ensure Voting Day lists are updated to reflect voting that took place at an Advance Voting Poll.

The Clerk shall, on the day the Advanced Poll is to be held, receive from the Head DRO after the close of the vote, the ballot box and other materials and documents for safekeeping. Arrangements for this delivery and subsequent pick-ups must be made.

Given the changes with respect to revisions to the Voters' List, consideration should be given to setting up a separate desk/table in each voting place to process these requests. This authority must be delegated, in writing, by the Clerk.

Tabulation of Advance Voting is conducted by the Head DRO at the close of the vote (8:00 PM) on Voting Day. **Candidates or scrutineers, but not both at the same time**, are entitled to be present. The counting of all advance votes will occur at the same location.

Section 45 of the Act, except Subsection (7), regarding Voting Day, applies with necessary modifications.

Closing of the Advanced Voting Place

The Deputy Returning Officer (DRO) shall close the Voting Place promptly at the time specified by the Clerk.

Any elector who is inside the Voting Place at the time fixed for closing is entitled to vote.

Securing the Ballot Box

After all ballots have been cast:

- The DRO shall ensure that no additional ballots are issued.
- The ballot box shall be sealed by placing seals over the ballot slot so that ballots cannot be deposited or withdrawn without breaking the seals.

Any candidate or scrutineer present may affix their own seal to the ballot box, provided it does not interfere with the official seals.

The ballot box shall be clearly labelled:

"Advance Voting" and the applicable date(s)

Ballots and Election Materials

The DRO shall:

- Place all cancelled, spoiled, declined, forfeited, and unused ballots in separate envelopes;
- Clearly label each envelope to indicate its contents;
- Complete the Certificate and Receipt for Ballots (Form EL25(A));

All election materials and documentation used at the Advance Voting Place shall be gathered and secured.

Return of Materials

The DRO shall deliver to the Clerk:

- The sealed ballot box(es);
- Completed Form EL25(A);
- All ballot envelopes (spoiled, cancelled, unused, etc.);
- All other election documents and materials used at the Voting Place.

All materials shall be returned to the Clerk as soon as practicable following the close of the Advance Voting.

VOTING PLACE ON VOTING DAY

PROCEDURES AT THE VOTING PLACE

Voting Day is **Monday, October 26, 2026**

The Voting Place on Voting Day is at the **Community Centre located at 1 – 27th Street, Virginiatown, ON.**

The Voting Place will open at **10:00 AM SHARP and close at 8:00 PM**

The DRO and other election officials should arrive early enough to set up the voting place (at least one-half hour before opening). All DROs must have taken the oath and been appointed as per the "Appointment and Preliminary Oath or Affirmation for Election Officials" Form TD18**.**

All complaints regarding any and/or all breaches of secrecy shall be documented by the Returning Officer or designate, as well as questions and answers of the complainant, and, if deemed appropriate, the Clerk shall submit the same to the Police for further investigation and prosecution.

All Election Officials shall abide by the Clerk's Procedures entitled 'Information for Election Officials and Deputy Returning Officers' including all 'Quick Tip Guides' assigned to specific Election Official duties.

The DRO should take the following to the voting station:

- ballot box and its contents;
- any other material issued by the Clerk;
- voting screens;
- handbook; and
- food and beverages.

Only election officials, qualified candidates and scrutineers may remain in the voting place throughout the day. One scrutineer appointed for each certified candidate at the voting place may be present - **only the candidate or their scrutineer may be present, but not both**.

Scrutineers must present their Certificate of Appointment to the DRO. Candidates and scrutineers will be required to recite an Oath of Secrecy, wear a badge, sign in and out at polling locations and remain in their designated area.

Candidates and scrutineers will be required to adhere to the regulations and policies relating to Polling Locations as set out by the Clerk.

It is the responsibility of the DRO to ensure the smooth operation of the voting station. If in the DRO's opinion, individuals present at the voting station are interfering with this process, then the DRO should report the problem to the Clerk.

Supplies and Equipment for the Voting Place

Every Voting Place shall be furnished with Voting Privacy Screens aka Voting Booths in which electors may mark their ballots without other persons being able to see how they are marked, and it is the duty of the Clerk and the Deputy Returning Officer, respectively, to ensure that a sufficient number of Voting Booths are provided at each Voting Station in a Voting Location. If a vote tabulator and/or voting equipment are used at a Voting Place, the Clerk will ensure all materials are delivered.

The Clerk shall have the following equipment/ supplies at the Voting Place:

- a ballot box(es);
- a sufficient number of ballots to supply the electors on the Voters' List;
- a sufficient number of the prescribed directions for the guidance of electors for the purposes of the Voting Place;
- the Voters' List ;
- all materials necessary for the electors to mark their ballots;
- privacy screens;
- food and beverages;
- appropriate legislation and Election Manual; and
- such other materials as are prescribed or issued by the Clerk.

A ballot box shall be made of durable material and constructed so that the Ballots can be deposited therein and cannot be withdrawn without the box being unsealed or being unsealed and unlocked, as the case may be.

The Clerk shall deliver the paper Ballots for a Voting Place to the Deputy Returning Officer, and both shall certify the number of paper Ballots delivered using the "Certificate and Receipt for Ballots" Form EL25(A). Upon close of Voting, the DRO shall complete and return the Form with the other election documents required to be returned to the Clerk.

Every Deputy Returning Officer before opening the Voting Place shall post outside the Voting Place and in every compartment of the Voting Place, information related to voting such as instructions on how to vote, who may vote, etc., and shall see that they remain posted until the close of voting.

Setting-Up the Voting Place

The DRO shall ensure the following at the Voting Place:

- it is accessible;
- place the voter privacy screens in a location that ensures privacy;
- ensure there is no Campaign Advertising or Third-Party Advertising;
- put pencils in the voting booths for paper ballots;
- log into the computer to be used for the management of the Voter's List;
- put equipment in the voting booth for internet voting;
- set up tables and chairs
- post the "Statutory Provisions Regulating Voting Procedures" Form EL34, the "Voting Instructions, and the "Notice of Offence Corrupt Practice" Form EL35 in the Voting Location and at the Voting Booths.

Signs may also be prepared directing electors to the exact location of the voting station; these will be posted where required throughout the Voting Place.

Setting Up the Ballot Box
Immediately before opening the Voting Place, the DRO must show the ballot box to anyone present to demonstrate that it is empty and then seal it in such a way that it cannot be opened without breaking the seal. It should then be placed in full view and remain unopened unless the procedures allow for it in order to collect the votes in extraordinary circumstances.

Examining the Ballots
Candidates or scrutineers who are present have the opportunity to inspect the two ballot types and all other materials relating to the voting place. This must be done during the 15-minute period prior to the opening of the voting place, provided this does not interfere with the opening of the voting place.

Opening of the Voting Place
At exactly 10:00 AM the doors to the voting place should be opened. At this time Election Officials will be ready to receive electors.

All electronic devices **SHALL be turned off** upon entering the Voting Place **and their use is prohibited at any and all times** while in the Voting Place. Certain Election Officials will be permitted to use devices to contact other Election Officials or the Clerk **only.**

Usual Voting Procedure
When an elector arrives to vote, the Polling Clerk/ DRO must verify that the person is entitled to vote. The Polling Clerk must then mark the elector as "recorded" on the digital/hard copy Voters' List.

Prior to giving a ballot to a qualified elector, the DRO must mark their initials on the back so that they are clearly visible after the ballot paper has been folded. They will also provide instruction on the method in which they can cast their ballot. If an elector requests an explanation of the voting procedure, the DRO or the Polling Clerk must briefly and accurately explain the procedure.

As required by Section 52 (1) the electors shall provide the prescribed proof of identity and residence as per O. Reg. 304/13 "Voter – ID Requirement" Form EL40 or complete the "Oath of Qualification" Form EL26.

The elector must proceed immediately to the Voting Station, enter a Voting Booth, mark the ballot with the pen provided, keep the ballot to their chest, and, without delay, proceed to the vote tabulator with ballot upside down to ensure secrecy of the ballot. The DRO will put the ballot into the ballot box, and the voter will stay long enough to ensure their ballot is counted or entered into the ballot box.

The DRO will verify that initials are on the backside of the voter's ballot before putting the ballot in the ballot box.

A person whose ballot has been placed in the ballot box is deemed to have voted and is not, under any circumstances, entitled to another ballot.

Marking the Paper Ballot [Section 52 (1), (3), (4)]

The elector shall:

- proceed immediately to the Voting Station and place themselves in a Voting Booth;
- mark the Ballot by filling in the space provided to the left of the name of the Candidate for whom the elector intends to vote for;

After marking their ballot, the elector shall:

- without showing the face of the ballot to anyone, hold the ballot face down to their chest and hide the names and marks upon the face of it to expose the initials of the DRO;
- leave the Voting Booth without delay
- deliver the ballot as instructed to DRO.
- Upon delivery of the ballot to the DRO by the elector, the ballot will be placed in the ballot box as to not, in any way, disclose the names of the Candidates or marks made by the elector.

A person whose ballot is being placed in the ballot box will be requested to wait until the ballot is stored into the ballot box.

A person whose ballot has been placed in the ballot box shall be deemed to have voted and is not, under any circumstances, entitled to another Ballot.

The elector shall forthwith leave the Voting Place.

CANCELLED BALLOTS

An accidentally spoiled ballot may be returned to the DRO in exchange for a new one. The DRO must immediately write "cancelled" on the ballot and place it in the envelope identified as 'Cancelled/Spoiled' Ballots provided for cancelled/spoiled ballots.

The 'Cancelled/Spoiled' ballot shall be recorded as a tally on the envelope supplied to ensure that the Election Official does not lose track of the total number of ballots issued. Cancelled/Spoiled ballots **DO NOT** count toward the total number of votes cast.

An elector is no longer entitled to vote if, after receiving a ballot, they leave the voting place without returning the ballot or declines to vote and returns the ballot. The DRO shall record this within the elector's profile on the Voters' List.

REJECTED BALLOTS

A rejected ballot is defined as a ballot that is not accepted because it was improperly marked, including:

a) Over-voted contest(s);
b) a ballot marked so that a voter could be identified; and
c) a ballot marked in a manner prohibited by legislation (i.e. outside the designated voting space).

DECLINED BALLOT

When the right to vote is declined, the Election Official shall mark "Declined" on the ballot and place it in the envelope identified as 'Declined' Ballots. The 'Declined' ballot shall be recorded on the supplied envelope; the elector will be marked as "Recorded" on the Voters' List, and the ballot **WILL** count toward the total number of votes cast.

FORFEITED BALLOTS

If an elector receives a ballot from the DRO and leaves the Voting Place with the ballot, the elector then forfeits their right to vote. The DRO will then mark "Forfeited" beside that elector's name on the Voters' List in the DRO Comments column. A "Forfeited" ballot **DOES NOT** count toward the total number of votes cast.

Who May Remain in the Voting Place (Section 47)
No person shall remain in a Voting Place when the vote is being taken or the votes are being counted.

Only appointed Election Officials, Certified Candidates, other than those acclaimed and Scrutineers may remain in the Voting Place/ Voter Help Centre - only the Certified Candidate or their Scrutineer may be present, but not both.

In addition, the Scrutineers appointed by a municipality in relation to a by-law or question and the Scrutineers appointed by a local board or the Minister in relation to a question, may also remain in the Voting Place.

Certified Candidate and Scrutineers shall arrive at the Voting Place 15 minutes before the Voting Place opens. Certified Candidates must present the necessary identification, and Scrutineers must present the necessary identification and their certificate of appointment to the DRO Form TD22. For the rights of these individuals see the Scrutineers section in this manual.

It is the responsibility of the DRO to ensure the smooth operation of the Voting Place. If in the DRO's opinion, individuals present are interfering with this process, then the DRO should report the problem to the Clerk.

Prohibition (Section 48)
While an elector is in a Voting Place, no person shall attempt, directly or indirectly, to influence how the elector votes.

No person shall display a Candidates' election campaign material or literature in a Voting Place which includes any place in the immediate vicinity of the Voting Place designated by the Clerk.

Secrecy (Section 49)
Every person who is present in a Voting Place or at the counting of the votes shall help to maintain the secrecy of the voting.

No person shall:

- interfere or attempt to interfere with an elector who is marking the Ballot (including the voting process for the alternative voting methods available, unless expressly requested and authorized by an elector asking for assistance) and/or
- obtain or attempt to obtain at a Voting Place, information about how an elector intends to vote or has voted.

No elector shall:

- take a photograph or video recording of his or her marked Ballot; or
- show his or her marked Ballot to any person so as to reveal how he or she has voted, except in connection with obtaining assistance in voting.

All complaints regarding any and/or all breaches of secrecy shall be documented by the Election Official as well as questions and answers of the complainant and, if deemed appropriate, the Clerk shall submit same to the Police for further investigation and prosecution according to the provisions of "Corrupt Practices and Other Offences - Penalties and Enforcement" under Sections 89 and 90 of the *Municipal Elections Act*, 1996.

Who is Entitled to Vote (Section 51)
Any elector whose name appears on the Voters' List or who can produce a completed "Application to Amend Voters' List" Form EL15 authorizing their name to be added to the list is entitled to vote. Each elector is entitled to only one (1) ballot.

If an elector's name inadvertently appears more than once on the Voters' List, the elector shall not vote more than one (1) time and shall vote at the poll where they reside. It is possible for an elector's name to appear on the Voters' List of more than one municipality. That elector may be eligible to vote in both municipalities.

For example, a person listed as a resident elector in one municipality and a non-resident elector in another municipality is entitled to vote in each, provided they are not voting for the same office more than once.

Votes for School Board Trustees (SBT) must be cast in the municipality where the elector resides. Non-Resident Electors will be provided a ballot that excludes any race for SBT.

Revisions & Amendments of Voters' List [Section 52 (2)]

When an elector arrives to vote with an "Application to Amend Voters' List' Form EL15, the elector will be directed to the Changes/Additions table where a DRO will process such applications.

If a person arrives to vote and is not on the Voters' List and has not obtained an "Application to Amend Voters' List" Form EL15, they must complete the declaration on the "Application to Amend Voters' List" Form EL15. he DRO shall request proof of identification as prescribed in O. Reg. 304/13. That person's name and address must then be added to the Voters' List, and a ballot must be issued. In order for the revisions to be processed at the Additions table, the authority to do so must specifically be delegated to an election official.

Election Officials will follow these procedures and Quick Tip Guides and Instructions to Election Officials & Deputy Returning Officers.

ELECTORS REQUIRING ASSISTANCE (SECTION 52(1)4)

The Election Official may permit an elector who needs assistance in voting to have such assistance as the Election Official considers necessary.

Oral Oath to Vote With Assistance

A voter who requires such assistance to vote may ask the Election Official for assistance. The Election Official shall require the voter making the request to take the "Oral Oaths at Voting Place" Form TD24 and then vote as directed by the voter. Any other person present must withdraw until the voter finishes instructing the Election Official. Upon completion, the ballot shall be brought by the voter/aid to the Election Staff who shall place the ballot into the ballot box.

Oral Oath of Friend of Elector

In lieu of the Election Official voting for a voter, the voter may request that a friend accompany the voter into the voting booth and vote for the voter. Any friend who is permitted to vote shall be required to take the Oral Oath of Friend of Elector on the "Oral Oaths at Voting Place" Form TD24. No person shall be allowed to act as a friend of more than one voter at a Voting Place, except a voting place established under Section 45(7).

Oral Oath of Interpreter

Where the Election Official does not understand the language of a voter, an interpreter, provided by the voter, shall take the Oral Oath of Interpreter on the "Oral Oath at Voting Place" Form TD24, and shall translate the oaths as well as any lawful questions put to the voter.

ATTENDING TO ELECTOR [Sections 45 (8) – (10), 47 and 48]

Attendance on Resident

The Deputy Returning Officer may attend to an elector who is a resident of the institution or retirement home to allow them to vote.

Attendance on Electors with Disabilities (Shut-Ins)

To allow an elector with a disability to vote, a DRO shall attend on the elector anywhere within the area designated as the Voting Place.

Other Persons

Certified Candidates, Scrutineers and Election Officials are entitled to accompany a DRO when they attend on a resident of the institution or retirement home, or an elector with a disability. However, no person other than the DRO and if applicable, a person providing assistance, shall be present when the elector is marking the Ballot.

Proxy Voting

An eligible elector may appoint another eligible elector to vote on their behalf. This person is referred to as the voting proxy. If an elector presents himself/herself to vote on behalf of another individual and has an "Appointment of Voting Proxy" PR FORM 3, the DRO shall request proof of identification as prescribed in O. Reg. 304/13 "Voter – ID Requirements" Form TD40 and must give the oral oath on the "Appointment of Voting Proxy" PR FORM 3, cross the name of the eligible elector off the Voters' List and give the Proxy Voter the ballot. The DRO must file the Proxy Form in the supplied envelope.

The Clerk or designate must be available to take Voting Proxy Applications as follows:

- Between September 2 and October 26, 2026, **by Appointment Only** at the **Township of McGarry Municipal Office**, during regular business hours, excluding days of advance vote (below), Election Day (below), and observed holidays (September 30);
- At the **Community Centre** on October 17, 2026, from 2:00 PM to 6:00 PM SHARP; and
- At the **Community Centre** on October 26, 2026, from 10:00 AM until 5:00 PM SHARP.

THE RECORD SHOWS AN ELECTOR HAS ALREADY VOTED

Provision is made to allow a person to vote if it appears that someone else has already voted in their name or that the Voters' List has been marked opposite that person's name in error. The person must be willing to take the prescribed "Oath of Qualification" Form EL26 and provide proof of identity and residence as prescribed in O. Reg. 304/13. Their name and address are then entered again on the Additions Voters' List, and a remark is made in the DRO Comment section that this elector has been entered twice on the Voters' List.

REQUIREMENT TO PROVIDE PROOF OF IDENTITY

All eligible electors will be required to provide proof of identity and residence in order to obtain a ballot at the location. The type of identification is prescribed in O. Reg. 304/13 "Voter – ID Requirements' Form TD40 and includes but is not limited to an Ontario Driver's Licence and an Ontario Health Card. An elector on the Voters' List without identification may make a statutory declaration "Declaration of Identity" PR FORM 9.

CHALLENGING ELIGIBILITY

If a candidate or scrutineer challenges the right of a person to vote, the DRO or Polling Clerk must write opposite that person's name on the Voters' List maintained by the Polling Clerk *"objected to by (the name of the candidate)"* or *"objected to by (name of scrutineer) on behalf of (name of candidate)"*. The DRO may also challenge an individual on their own initiative if they have reason to believe the person is not entitled to vote in that voting place. In either case, the challenged individual must then take the "Oath of Qualification" Form EL26. If they refuse, a ballot must be refused and the words *"refused to affirm"* or *"refused to be sworn"* must be entered opposite that person's name in the DRO Comments column on the Voters' List maintained by the Polling Clerk.

CLOSING THE VOTING PLACE

The voting place shall be closed at exactly 8:00 PM. Anyone waiting in line at the close of the voting place is entitled to vote.

NOTICE OF RESULTS

Notice of Results Notice of Results [Section 55 (3)]

The Clerk shall report the 'Unofficial Election Results', Form TD27A, when received from the Voting Places for the paper Ballots, as soon as practicable after the close of Voting Day.

The unofficial results will be presented at the Township of McGarry Community Centre once the polls have closed and posted at the Township of McGarry **Municipal Office (27 Webster Street)** and other locations as determined by the Clerk.

The Clerk shall send each school board's election results to the respective School Board Administrator as soon as possible after the close of voting-on-Voting Day.

Declaration [Section 55 (4)]

As soon as possible after Voting Day, the Clerk shall declare the Official Results using the "Declaration of Elected Candidates" Form TD26 and post the "Certificate of Election Results" Form TD27B results at the Township of McGarry **Municipal Office (27 Webster Street)** and on the Township's Website. The Returning Officer (Clerk) will direct Election Staff and Communication Staff to alert the media and enter the information in the Association of Municipalities of Ontario (AMO)'s Election Portal.

Separately, the Clerk is responsible to notify the respective School Board Administrator of the School Board Trustee election results and provide them with the "Declaration of Election Results" Form TD26.

Information to be Made Available [Section 55 (4.1)]

As soon as possible after Voting Day, the Clerk shall make the following information available at no charge for viewing by the public on the Township's Website or in another electronic format by posting "Declaration of Election Results" Form TD26:

1. The number of votes for each Candidate;
2. The number of Declined and Rejected Ballots;
3. The number of votes for the affirmative or negative on a by-law or question

RECOUNTS

Manner in Which a Recount is Conducted

A recount shall be conducted in the same manner as the original count, whether manually or by vote counting equipment [Section 60 (1)], unless ordered otherwise by a judge as per Section 60 (3).

A recount is required when:

- the votes for two or more Candidates who receive the same number of votes and cannot both or all be declared elected to the office (Automatic)
- the votes for the affirmative and negative on a by-law are equal (Automatic)
- the votes for two or more answers to a question are equal (Automatic)

Within 30 days after the declaration of the results:

- by resolution of Council (for Council offices or questions, or by-laws submitted by Council)
- by resolution of local board (for offices on a local board or questions or by-laws submitted by a local board)
- by order of the Minister (for questions submitted by the Minister)
- by order of the Superior Court of Justice

Recount in accordance with Policies

The Clerk shall conduct a recount in accordance with the Municipal Elections Act, 1996.

The recount shall be conducted using the same voting method as the original vote, being a manual (paper ballot) count.

The Clerk shall establish procedures for the recount consistent with the Act, and those procedures shall be followed.

Time for Recount

The recount shall be held within 15 days after the Clerk's declaration ("Notice of Recount" Form TD28A) of the results of the election or resolution or order to hold a recount is passed or made.

Who Conducts Recount (Section 56, 63)

The Clerk shall conduct all recounts for elections for which they are responsible except recounts conducted by the Superior Court of Justice upon appeal.

Notification of Recount Date, Time, Place (Sections 56, 57, 58 And O. Reg. 101/97)

The Clerk shall give notice of the recount date, time and place on ("Notice of Recount" Form TD28A to the following:

- all Certified Candidates for the office which is the subject of the recount;
- where a resolution is involved, the Council or local/school board which passed the resolution;
- the Minister when an order has been made;
- the applicant in the case of a court order;
- In the case of a recount concerning an office, by-law or question in respect of which electors of another municipality are entitled to vote, the Clerk who was responsible for the conduct of the vote in the other municipality.

Notice of recount will be given by registered mail or personal service.

Process At Recount

The recount shall be conducted in the same manner as the original count.

Declaration By Clerk [Section 62 (4)]

Unless an application has been made for a judicial recount, the Clerk, on the 16th day after the recount is completed, shall declare the successful Candidate or Candidates elected or will declare the result of the vote with respect to a by-law or a question.

The results of the recount shall be posted, at a minimum, in the **Municipal Office (27 Webster Street)** and on the Township's website using the "Declaration of Recount Results" Form TD28B.

Such a declaration shall be sent to everyone previously given notice of the recount.

Costs of Recount [Section 7 (3), (4)]

The costs incurred by the Clerk of a local municipality in conducting an election shall be paid by the local municipality as soon as possible after the Clerk has signed a certificate verifying the amount.

The municipality is to be reimbursed for its reasonable costs in the following situations:

1. A regular election when the recount is for:
   - an office on a local board or an upper tier municipality
   - a by-law or question submitted by an upper-tier municipality; or
   - a question submitted by a local board or by the Minister.

2. A by-election for a local board or for an upper tier municipality; or for the Minister, or a recount in such a by-election.

Any expenses incurred by a Candidate will be the responsibility of the Candidate (i.e.: legal counsel in attendance on behalf of the Candidate).

CORRUPT PRACTICES

CORRUPT PRACTICES

No person shall, directly or indirectly:

- offer, give, lend, or promise or agree to give or lend any valuable consideration, in connection with the exercise or the non-exercise of an elector's vote;
- advance, pay or caused to be paid money intending that it be used to commit an offence referred to in the bullet above, or knowing that it will be used to repay money used in that way;
- give, procure or promise or agree to procure an office or employment in connection with the exercise or non-exercise of an elector's vote;
- apply for, accept or agree to accept any valuable consideration or office or employment in connection with the exercise or non-exercise of elector's vote;
- give, procure or promise or agree to procure an office or employment to induce a person to become a candidate, refrain from becoming a candidate or withdraw his or her candidacy;
- offer, give, lend, or promise or agree to give or lend any valuable consideration in order to induce a person to become a candidate, refrain from becoming a candidate or withdraw his or her candidacy.

REPORTING CORRUPT PRACTICES

All valid complaints or knowledge of an offence shall be reported immediately to the Police for investigation of corrupt practices.

In addition, although many provisions of the *Municipal Elections Act* also deal with voting places, ballots and ballot boxes, etc. the same must be used interchangeably with the alternative forms of voting since the principles of the *Act* must be maintained and is therefore enforceable and subject to penalties.

As such, the Clerk has agreed to the following:

- that all complaints about actions which may contravene the provisions of the *Municipal Elections Act*, either verbally or written, will be reviewed by the Clerk and, if viewed by the Clerk to be valid and not frivolous, will be reported to the Police.
- the most senior officer of the Police will be advised that all such valid complaints will be turned over to their office for further investigation.

OFFENCES (SECTION 89, 90)

A person is guilty of an offence if he or she:

- votes without being entitled to do so;
- votes more times than this *Act* allows;
- votes in a Voting Place in which he or she is not entitled to vote;
- induces or procures a person to vote when that person is not entitled to do so;
- having appointed a voting proxy that remains in force, votes otherwise than by the proxy;
- having been appointed a voting proxy, votes under the authority of the proxy when the elector has cancelled the proxy, is no longer entitled to vote and has died;
- before or during an election, publishes a false statement of a candidate's withdrawal;
- furnishes false or misleading information to a person whom this *Act* authorizes to obtain information;
- without authority, supplies a ballot to anyone;
- delivers to the DRO to be placed in a ballot box a paper other than the ballot the DRO gave him/her;
- takes a ballot away from the voting place;
- at an election, takes, opens or otherwise deals with a ballot, ballot box, or a book or package of ballots without having authority to do so;
- no person(s) shall solicit a Ballot from an eligible elector;
- a person who contravenes any provision of the *Act* or a regulation under the *Act* or a by-law passed by a municipality under the *Act*;
- attempts to do something described above.

The following are guilty of an office that constitutes a corrupt practice:

- A Deputy Returning Officer or other Election Official who knowingly miscounts the votes or knowingly prepares a false statement of the votes;

- A Deputy Returning Officer who knowingly places in a ballot box a paper that purports to be, is not, a ballot capable of being used as such at an election;

- A Clerk or other Election Official who willfully fails to perform a duty imposed by the Act.

PENALTIES

Elector [Section 90 (2)]
An offence described above under Corrupt Practices [Section 90 (3)] constitutes a corrupt practice and a person who commits it is, on conviction, disqualified from voting at an election until the next regular election has taken place after the election to which the offence relates, in addition to being liable to any other penalty provided for in the *Act*.

Candidate [Section 91 (1)]
If a person is convicted of a corrupt practice under the *Act,* or of an offence under the *Criminal Code* (Canada) in connection with an act or omission that relates to an election to which the Act applies, then, in addition to any other penalty provided for in the Act:

a) any office to which the person was elected is forfeited and becomes vacant; and
b) the person is ineligible to be nominated for or elected or appointed to, any office until the next two regular elections have taken place after the election to which the offence relates.

However, if the presiding judge finds that the person committed the corrupt practice or offence under the *Criminal Code* (Canada) without any intent of causing or contributing to a false outcome of the election, clause b) does not apply.

Individual [Section 94 (1)]
An individual who is convicted of an offence is liable for the following penalties in addition to any other penalty provided for:

- for any offence, a fine not more than $25,000;
- for any offence other than a corrupt practice, the penalties described in Subsection 88.23 (2) – Effect of Default by Candidate and 88.27 (1) – Effect of Default by Registered Third Party.
- for an offence under Section 90 (Corrupt Practices: Certain Offences Committed Knowingly), imprisonment for a term of not more than 6 (six) months;
- for any offence that the presiding judge finds that the individual committed, knowingly, imprisonment for a term of not more than 6 (six) months.

Trade Unions [Section 94 (2)]
A corporation or trade union that is convicted of an offence is liable to a fine of not more than $50,000 in addition to any other penalty provided for.

ELECTION RECORDS

PUBLIC RECORDS [SECTION 88 (5), (10), (11)]

Despite anything in the *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)*, 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.

Restrictions
No person shall use information obtained from public records described above, except for election purposes.

Access to the Voters' List
The Voters' List shall not be posted in a public place and can be used only for election purposes.

In accordance with the MFIPPA, details about another person, other than the person an appointed Election Official with delegated authority is speaking with, should not be provided, including whether or not the individual is on the Voters' List.

CANDIDATE'S ELECTION RECORDS

Use of online, electronic and paper versions of the Voters' List, Interim List of Changes to the Voters' List, Voter Participation Status reports and all other information containing personal voter information shall be protected by the Candidate and shall not be used for any purpose other than the 2026 Municipal Election. All Voter information obtained by the Candidate during the 2026 Municipal Election shall be destroyed by the Candidate after the election, either by returning same to the Clerk for destruction with other election material or by deleting it completely from the candidate's computer hardware. If records are shared by the candidates with others (campaign workers) an oath administered by the Candidate, similar to the one taken by the Candidate shall be administered and all shared records shall also be protected and destroyed.

MUNICIPAL ELECTION RECORDS (SECTION 88)

Destruction of Records
After 120 days from declaring the results of the election under Section 55, the Clerk shall destroy the ballots in the presence of **two witnesses**. The Clerk may also destroy any other documents and materials related to the election except those listed below under the Retention of Records section of the manual.

The witnesses shall complete the "Witness Statements as to Destruction of Ballots" Form TD30.

At no time after Voting Day shall any information regarding any elector, voter, ballots or proxy forms come together to allow anyone to know how an elector has voted.

Retention of Records

The ballots and any other documents or materials shall not be destroyed if:

- a court orders that they be retained; or
- a recount has been commenced and not finally disposed of.

In addition, documents filed under Sections 88.25 (candidates' financial statements, etc.), 88.29 (financial statements, etc. of registered third parties) and 88.32 (return of surplus for subsequent expenses) until the members of the council or local board elected at the next regular election have taken office.

APPENDIX A: FORMS

INDEX OF FORMS BY FORM #

Legend
PR FORM = Prescribed Form
Form TD = Timiskaming District Clerk's Form
Form EL = Election Form

Note: The forms and notices in this document will be provided in English only as required by Legislation unless the Council of a municipality has passed a by-law under Section 9(2) of the Municipal Elections Act.

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PR FORM 4	Financial Statement – Auditor's Report (available at the Clerk's Office)	
PR FORM 5	Notice of Registration – Third Party Advertising (available at the Clerk's Office)	
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Additional forms may be developed for the 2026 Municipal Election and utilized when necessary or desirable for conducting the election under the direction of the Clerk, as per Sections 12(1) and 12(2) of the Act.

TD01

NOTICE OF NOMINATION FOR OFFICE TOWNSHIP OF MCGARRY

Municipal Elections Act, 1996 (s. 32)

ARE YOU INTERESTED IN RUNNING FOR MUNICIPAL OFFICE?

2026 MUNICIPAL ELECTIONS
NOTICE TO MUNICIPAL ELECTORS

NOMINATIONS

Nominations for the positions listed below must be made on the prescribed form available at your Municipal Office. Nomination forms must be filed, by appointment only, either in person or by your agent, with the Returning Officer of the appropriate Municipality during normal office hours between the first business day of May in 2026 to Thursday, August 20, 2026.

On Nomination Day, forms must be filed, by appointment only, between 9:00 a.m. and 2:00 p.m. on Friday, August 21, 2026 (Nomination Day). Candidates for Municipal Council in municipalities with more than 4,000 electors, must submit original endorsement signatures from 25 people who are eligible to vote in the municipality, made on the prescribed form available at your Municipal Office. Candidates for municipal council in municipalities with 4,000 or fewer electors do not have to submit endorsement signatures.

The required filing fee for the Head of Council is $200.00, and all other offices are $100.00 (cash, debit/credit (where available), certified cheque or money order made payable to the appropriate municipality or by an electronic method of payment that the Clerk specifies) must accompany the signed form. Full details on the procedures to be followed may be obtained from the appropriate Municipal Clerk.

MUNICIPAL OFFICES FOR WHICH PERSONS MAY BE NOMINATED:

TOWNSHIP OF MCGARRY	TOWNSHIP OF BRETHOUR	TOWNSHIP OF CASEY
MAYOR (1) COUNCILLOR (4)	REEVE COUNCILLOR	REEVE COUNCILLOR
Returning Officer Karine Pelletier 27 Webster Street Virginiatown, ON P0K 1X0 705-634-2145, Ext 223 Email: kpelletier@mcgarry.ca Website: www.mcgarry.ca	Returning Officer	Returning Officer

TOWNSHIP OF CHAMBERLAIN	MUNICIPALITY OF CHARLTON AND DACK	TOWNSHIP OF COLEMAN
REEVE COUNCILLOR Returning Officer –	REEVE COUNCILLOR Returning Officer –	REEVE COUNCILLOR Returning Officer –
TOWNSHIP OF EVANTUREL	**TOWNSHIP OF HARRIS**	**TOWNSHIP OF HARLEY**
REEVE COUNCILLOR Returning Officer –	REEVE COUNCILLOR Returning Officer –	REEVE COUNCILLOR Returning Officer –
TOWNSHIP OF HILLIARD	**TOWNSHIP OF HUDSON**	**TOWNSHIP OF JAMES**
REEVE COUNCILLOR	REEVE COUNCILLOR	REEVE COUNCILLOR
Returning Officer –	Returning Officer –	Returning Officer –
TOWNSHIP OF KERNS	**VILLAGE OF THORNLOE**	**TOWN OF ENGLEHART**
REEVE COUNCILLOR	REEVE COUNCILLOR	MAYOR COUNCILLOR
Returning Officer –	Returning Officer –	Returning Officer –
TOWN OF COBALT	**TOWN OF LATCHFORD**	**TOWNSHIP OF MATACHEWAN**
MAYOR COUNCILLOR	MAYOR COUNCILLOR	REEVE COUNCILLOR
Returning Officer	Returning Officer –	Returning Officer –
TOWN OF KIRKLAND LAKE	**MUNICIPALITY OF TEMAGAMI**	**TOWNSHIP OF GAUTHIER**
MAYOR COUNCILLOR	MAYOR COUNCILLOR	REEVE COUNCILLOR
Returning Officer	Returning Officer –	Returning Officer –

TOWNSHIP OF MCGARRY	TOWNSHIP OF LARDER LAKE	CITY OF TEMISKAMING SHORES
MAYOR COUNCILLOR	MAYOR COUNCILLOR	MAYOR COUNCILLOR

In the event there is an insufficient number of certified candidates to fill the positions available in each municipality, nominations will be reopened by the appropriate Returning Officer for the vacant positions only. Additional nomination papers would then be accepted between 9:00 a.m. and 2:00 p.m. on Wednesday, August 26, 2026.

For further information contact the appropriate Returning Officer above.

Dated this ___day of _____, 2026

TD01A

Notice of Nomination for Office
Revised

Municipal Elections Act, 1996 (s. 32)

Are You Interested in Running as a School Board Trustee?
School Board Elections 2026

Municipal and School Board Elections will be held on Monday, October 26, 2026. The term of office will be from November 15, 2026 to November 14, 2030.

Notice is hereby given that as of Monday, May 1, 2026, nominations may be filed in person, or by agent during regular business hours, by appointment only, with the Returning Officer of the appropriate Municipality for School Board Elections. Nomination Papers must be filed during normal office hours between the first business day of May in 2026, to Thursday, August 20, 2026, and on Nomination Day (Friday, August 21, 2026), between the office hours of 9:00 a.m. and 2:00 p.m. Nomination Papers must be filed before you can accept contributions or spend money for your campaign.

Nominations must be submitted on the prescribed form, be signed by the candidate and be accompanied by the prescribed nomination filing fee ($100). Payment can be made in cash, **debit/credit (if available),** cheque or money order made payable to the appropriate municipality (**or by an electronic method of payment that the Municipal Clerk specifies),** and must accompany the signed form. Full details on the procedures to be followed may be obtained from the appropriate Municipal Clerk (Returning Officer).

School Board Offices for Which Persons May be Nominated

English Public – District School Board Ontario North East

Zone A – Trustee (2)	Zone B – Trustee (1)	Zone C – Trustee (1)
Representing: Armstrong, Brethour, Casey, Cobalt, Coleman, Harley, Harris, Hilliard, Hudson, Kerns, James (Elk Lake), Latchford, Temiskaming Shores, Thornloe, Temagami Area, Timiskaming Locality - Lorrain, Gillies, Firstbrook, Bridgestocke, Kittson, Barr, Lundy, Henwood, Cane, Barber, Beauchamp, Bryce, Tudhope, Nicol, Milner, Haultain, Auld, Corkhill, Willet, Roadhouse, Lawson, Muckle and Chown, Timiskaming Locality- Hammell, Gooderham, Flett, Hartle, Elridge, Kenny, McCallum, Gladman, McLaren, Thistle, Townships Returning Officer Logan Belanger	Representing: Chamberlain, Charlton and Dack, Englehart, Evanturel, Gauthier, Larder Lake, Matachewan, McGarry, Kirkland Lake Locality, Timiskaming Locality - Pense, Ingram, Robillard, Truax, Mulligan, Bayly, Marter, Savard, Sharpe, Catherine, Pacaud, Marquis, Gowganda, Smyth, Farr, Davidson, and Willison Townships Returning Officer - Amy Vickery 61 Fifth Avenue, PO Box 399 Englehart, ON P0J 1H0 (705) 544-2244 www.englehart.ca	Representing: Town of Kirkland Lake Returning Officer- Jennifer Montreuil 3 Kirkland St. W., PO Box 1757 Kirkland Lake, ON P2N 3P4 (705) 567-9361 www.kirklandlake.ca/2026_elections

325 Farr Drive, PO Box 2050 Haileybury, ON P0J 1K0 (705) 672-3363 www.temiskamingshores.ca		

English Separate – Northeastern Catholic District School Board

Zone B – Trustee (1)	Zone D – Trustee (2)
Representing: Cobalt, Coleman, Latchford; Temagami, Temiskaming Shores, and the Timiskaming Board of Education Returning Officer Logan Belanger 325 Farr Drive, PO Box 2050 Haileybury ON P0J 1K0 (705) 672-3363 www.temiskamingshores.ca	Representing: Armstrong, Brethour, Casey, Chamberlain, Charlton & Dack, Englehart, Evanturel, Gauthier, Harley, Harris, Hilliard, Hudson, James, Kerns, Kirkland Lake, Larder Lake, Matachewan, McGarry, Thornloe, Kirkland Lake Locality Education, and Timiskaming Locality Education Returning Officer – Jennifer Montreuil 3 Kirkland St. W, PO Box 1757, Kirkland Lake ON P2N 3P4 (705) 567-9361 www.kirklandlake.ca/2026_elections

***2026-04-29 – Revision Notice**: By Ministerial Order, the NCDSB Trustee Destination and Distribution Report has been updated. Zone D has been revised from 1 Trustee to 2 Trustees.

French Public – Conseil scolaire public du Nord-Est de l'Ontario

Zone D – Trustee (1)
Representing: Armstrong, Brethour, Casey, Chamberlain, Charlton & Dack, Cobalt, Coleman, Englehart, Evanturel, Harley, Harris, Hilliard, Hudson, James, Kerns, Kirkland Lake, Latchford, Larder Lake, Matachewan, McGarry, Temagami, Temiskaming Shores, Kirkland Lake Locality Education, and Timiskaming Locality Education Returning Officer -Logan Belanger 325 Farr Drive, PO Box 2050 Haileybury ON P0J 1K0 (705) 672-3363 www.temiskamingshores.ca

French Separate – Conseil scolaire catholique de district des Grandes Rivières

Zone A – Trustee (1)	Zone B – Trustee (1)	Zone C – Trustee (1)
Representing: Armstrong, Brethour, Casey, Cobalt, Coleman, Harley, Harris, Hilliard, Hudson, James, Kerns, Latchford, Temagami, Thornloe, Temiskaming Board of Education and Temiskaming Locality Education Returning Officer - Dan Thibeault 35 10th Street, Earlton, ON P0J 1E0	Representing: Temiskaming Shores Returning Officer - Logan Belanger 325 Farr Drive, PO Box 2050 Haileybury ON P0J 1K0 (705) 672-3363 www.temiskamingshores.ca	Representing: Chamberlain, Charlton and Dack, Englehart, Evanturel, Gauthier, Kirkland Lake, Larder Lake, Matachewan, McGarry, and Kirkland Lake Locality Education Returning Officer - Jennifer Montreuil 3 Kirkland St. W., PO Box 1757, Kirkland Lake ON P2N 3P4 (705) 567-9361 www.kirklandlake.ca/2026_elections

(705) 563-2375 www.armstrongtownship.com		

In the event there is an insufficient number of certified candidates to fill the positions available in each municipality, nominations will be reopened by the appropriate Returning Officer, for the vacant positions only. Additional nomination papers would then be accepted between 9:00 a.m. and 2:00 p.m. on Wednesday, August 26, 2026. For further information contact the appropriate Returning Officer.

TD02

TOWNSHIP OF MCGARRY

CONSENT TO RELEASE PERSONAL INFORMATION

(Municipal Freedom of Information and Protection of Privacy Act)

Personal information on the Nomination Paper is collected under the authority of the *Municipal Elections Act* and will be used to assist the Clerk in the administration of the 2026 Municipal Election. Questions regarding this collection should be forwarded to the Clerk, 27 Webster Street, Virginiatown, ON P0K 1X0

Name of Candidate: _____

Candidate for the office of:

- ❑ Mayor
- ❑ Councillor

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

Candidate Signature: _____

Municipal Clerk Or Designate: _____

Dated at _____, this _____ day of _____, 2026.

Form TD03

TOWNSHIP OF MCGARRY

UNOFFICIAL LIST OF CANDIDATES

NAME OF CANDIDATE	OFFICE	QUALIFYING ADDRESS

As of _____, 2026

_____
Municipal Clerk

Form TD04

TOWNSHIP OF MCGARRY

NOTICE OF REJECTION OF NOMINATION

Municipal Elections Act, 1996 [s. 35 (3), (4), (5)]

TO:

_____ / _____
(Name of Candidate) (Office)

_____
(Address) (Postal Code)

TAKE NOTICE that the nomination you filed has been examined and has been rejected for the following reasons:

☐ I am not "*satisfied*" that you are a "*person qualified to be nominated*" as required by the *Municipal Elections Act, 1996* or by the relevant legislation which sets out qualification for the office for which you filed your nomination.

OR

☐ I am not "*satisfied*" that your "*nomination complies with*" the requirements of the *Municipal Elections Act, 1996*.

_____ _____
(Date) (Signature of Municipal Clerk or designate)

NOTE: The Clerk's decision to reject a nomination is final and where rejected, the Clerk shall give notice of such rejection to the person who sought to be nominated and to all candidates for that same office [Section. 35 (4),(5)]. The Clerk may choose to expand on the above options to include specific reasons for the rejection of the nomination.

Form TD05

TOWNSHIP OF MCGARRY

OFFICIAL LIST OF CERTIFIED CANDIDATES

Municipal Elections Act, 1996 [Section 33 (5) to 37]

NOTICE is hereby given to the Municipal Electors that during the period commencing May 1st, 2026 and completed on Nomination Day, August 21st, 2026, the following persons filed all necessary papers, endorsement of nominations, declarations and fees and as Clerk, I am satisfied that such persons are qualified and that their Nomination satisfies the requirements of the *Municipal Elections Act, 1996*. I have, therefore, certified such candidates for the office which follows their respective name:

NAME OF CANDIDATE	OFFICE	QUALIFYING ADDRESS

Dated this _____day of August, 2026 *(by 4 p.m. on August 27, 2026)*

_____

Municipal Clerk

Form TD06

TOWNSHIP OF MCGARRY

NOTICE OF ADDITIONAL NOMINATIONS

Municipal Elections Act, 1996 [s. 33(5)]

TAKE NOTICE that the number of candidates for the office of _____was not sufficient to fill the number of vacancies to which candidates may be elected.

AND FURTHER TAKE NOTICE that the Clerk may receive and certify additional nominations for the remaining vacancies in the office of _____between the hours of 9:00 a.m. and 2:00 p.m. on August 26, 2026 subject to the provisions of subsection 33(5) of the *Municipal Elections Act*.

OFFICES FOR WHICH PERSONS MAY BE NOMINATED

_____, _____ to be elected
(Office) (Number)

AND FURTHER TAKE NOTICE that the manner in which nominations shall be filed is set forth in Section 33 of the *Municipal Elections Act*. Nomination forms and full particulars of procedures to be followed may be obtained from the undersigned.

Dated this _____ day of August, 2026.

_____
Municipal Clerk

Form TD07

TOWNSHIP OF MCGARRY

DECLARATION OF ACCLAMATION TO OFFICE ADDITIONAL NOMINATIONS

Municipal Elections Act, 1996 [s. 37 (2)]

I hereby declare the certified candidates listed below to be acclaimed to the office that follows their respective names pursuant to Section 37 of the *Municipal Elections Act, 1996*:

NAME OF CERTIFIED CANDIDATE	OFFICE	QUALIFYING ADDRESS

DATED THIS ____ DAY OF August, 2026.

_____

Municipal Clerk

Form TD08

TOWNSHIP OF MCGARRY
VOTERS' LIST COVER SHEET

FOR THE YEAR
2026

This Voters' List was prepared in accordance with Section 23 of the *Municipal Elections Act*, *1996*, S.O. 1996, C.32, as amended. In accordance with Section 88 (11), the Voters' List shall not be posted in a public place or made available to the public in any other manner.

Electors should ensure that their names and relevant information are correctly shown on the Voters' List.

A person may make an application to the Clerk requesting that their name be added to or removed from the Voters' List or that information on the Voters' List relating to them be amended by completing and filing the prescribed form available at the Office of the Clerk during regular office hours between September 1 to October 23, 2026 and to the close of voting on October 26, 2026. The application shall be in writing and shall be filed in person, or by mail, email or fax by the applicant or their agent. Proof of identity and residence as prescribed in *O. Reg. 304/13* will be required of the applicant. If the applicant does not appear in person, a certified copy showing proof of ID and proof of residence/occupancy is required.

NO PERSON SHALL USE ANY INFORMATION OBTAINED FROM THE VOTERS' LIST EXCEPT FOR ELECTION PURPOSES

Karine Pelletier
Returning Officer
TOWNSHIP OF MCGARRY

Form TD09A

TOWNSHIP OF MCGARRY

MUNICIPAL ELECTIONS 2026

NOTICE OF THE VOTERS' LIST

NOTICE IS HEREBY GIVEN that, the list of all persons entitled to be electors for municipal elections in this municipality has been prepared by the Clerk's office.

As of September 1, 2026 all electors should ensure that their names and relevant information are correct on the Voters' List.

A person may make an application to the Clerk requesting that their name be added to or removed from the Voters' List or that information on the Voters' List relating to them be amended by completing and filing the prescribed form available at:

The Office of the Clerk
TOWNSHIP OF MCGARRY
27 Webster Street
Virginiatown, ON, P0K 1X0

during regular office hours between September 1, 2026 to October 23, 2026 and to the close of voting on October 26, 2026. The application shall be in writing and shall be filed in person, or by mail, email or fax by the applicant or their agent. Proof of identity and residence as prescribed in *O. Reg. 304/13* will be required of the applicant. If the applicant does not appear in person, a certified copy showing proof of ID and proof of residence/occupancy is required.

QUALIFICATIONS OF ELECTORS

A person is entitled to vote in a municipal election if he or she on voting day,

- resides in the local municipality, or is the owner or tenant of land in the municipality, or the spouse of such owner or tenant; and
- is a Canadian citizen, and
- is at least 18 years old, and
- is not prohibited from voting by law.

DATED AT THE Township of McGarry

THIS ____ DAY OF AUGUST, 2026.

_____
CLERK

Form TD09B

KEY INFORMATION TO MUNICIPAL ELECTORS REGARDING THE 2026 MUNICIPAL ELECTIONS

I M P O R T A N T

Who Can Vote?
A person is entitled to vote in a municipal election if he or she on voting day,

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

Who Cannot Vote?
The following cannot vote:

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

Voter Lookup

Are You on the Voters' List?
The List of eligible voters for the upcoming municipal election has been prepared by the Returning Officer/Clerk of your municipality.

As of September 1, 2026, all Voters should ensure that their names and relevant information are correct on the Voters' List. To be added, deleted or to make any other corrections to your information, contact or visit the municipal office where you are entitled to vote, with proper identification and proof of residence during normal office hours beginning September 1 up to and including the close of voting on October 26 at 8 p.m.

TRADITIONAL PAPER BALLOT

Electors will be voting by traditional ballot. Electors will be notified of their voting station and advanced voting dates in early October.

In order to vote, the elector must attend the voting station on October 26, 2026, and cast their ballot. To be added to the Voter's List the voter must have acceptable identification and proof of residence.

Returning Officer Karine Pelletier		
27 Webster Street		
Virginiatown, On		
P0K 1X0		

Form TD10
(photocopy TD11 on reverse side)

TOWNSHIP OF MCGARRY

DECLARATION OF PROPER USE OF THE VOTERS' LIST

Municipal Elections Act, *1996* [s. 23 (3), (4) and (5)]

I, _____, being a:
(Name)

☐ Candidate for the office of _____

OR

☐ a person entitled to a copy of the Voters' List pursuant to section 23 (3) of the *Municipal Elections Act*, namely

_____

hereby request the Clerk to provide me with the following information when it becomes available:

☐ a copy of the Voters' List;

☐ a copy of the Revisions made to the Voters' List after the preparation of the Interim List of Changes between September 20 to 30, 2026.

I, the undersigned, do hereby agree to use the Voters' List for election purposes <u>only</u> and I understand that I am prohibited by the *Municipal Elections Act* from using the Voters' List for commercial purposes.

_____ _____
Signature Date

Form TD11

(photocopy LC10 on reverse side)

TOWNSHIP OF MCGARRY

POLICY FOR USE OF THE VOTERS' LIST

The Voters' List has been compiled for election purposes only. All electors should ensure that their names and relevant information are correct on the Voters' List.

Eligible persons who request a copy of the Voters' List must sign a declaration Form TD10 as per the attached form prior to receiving a copy of all or any part of the Voters' List.

Where the Voters' List can be provided electronically to an eligible person, who has signed a declaration Form TD10 provided by the Clerk stating the list shall be used for Election purposes only, the Clerk may choose to provide it in this format.

Eligible persons who obtain additional copies of the Voters' List or any part thereof shall pay to the Clerk a fee prescribed by the Clerk for photocopies which must be the lowest fee charged by the municipality for copies. [Section 88 (8)]

Copies for local boards – municipalities - Minister

On **written request**, the Clerk shall provide a copy of the Voters' List to, [Section 23 (3)]

- the secretary of a local board any of whose members are required to be elected at an election conducted by the Clerk, or that has submitted a question to the electors;
- the Clerk of the local municipality responsible for conducting the elections in any combined area for school board purposes;
- the Clerk of an upper-tier municipality any of whose members are required to be elected at an election conducted by the Clerk, or that has submitted a by-law or question to the electors;
- the Minister, if he or she has submitted a question to the electors.

Copies – for candidates

On the written request of a certified candidate for an office, the Clerk shall provide him or her with the part of the Voters' List that contains the names of the electors who are entitled to vote for that office.
The Candidate or their campaign worker cannot confirm or deny if a person is on the Voters' List. The person must contact or visit the municipal office where they are entitled to vote, with proper identification and proof of residence during normal office hours beginning September 1 up to and including the close of voting on October 26 at 8 p.m.
Use of online, electronic and paper versions of the Voters' List, Interim and Final List of Changes to the List and all other information containing personal voter information shall be protected by the Candidate and shall not be used for any purpose other than the 2026 Municipal Election. All Voter information obtained by the Candidate during the 2026 Municipal Election shall be destroyed by the Candidate after the election, either by returning same to the Clerk for destruction with other election material or by deleting it completely from Candidate computer hardware. If records are shared by the Candidates with others (campaign workers) an oath administered by the Candidate, similar to the one taken by the Candidate shall be administered and all shared records shall also be protected and destroyed.

Form TD12

TOWNSHIP OF MCGARRY

INTERIM LIST OF CHANGES

Municipal Elections Act, *1996* [s. 27(1)a]

Name of Municipality

Ward No. (if any)	Voting Subdivision (one or more)

I hereby certify that the following revisions, as attached, were made to the Voters' List for this Municipality.

DATED THIS ____ DAY OF SEPTEMBER, 2026.

_____

Municipal Clerk

NOTE:
This form is the cover sheet for the Interim List of Changes. Information should be the same as appearing on the Voters' List with the addition of a column indicating D = Deletion, A = Addition, C = Correction.

Form TD13

TOWNSHIP OF MCGARRY

CERTIFICATE OF THE VOTERS' LIST

Municipal Elections Act, *1996* [s. 28(1)]

I hereby certify that the attached Voters' List contains the names of persons entitled to vote at the Municipal Elections to be held on Monday, October 26, 2026, for the voting subdivision(s) set out below:

Municipality	
Ward No (if applicable)	Voting Subdivision No(s) (if applicable)

DATED THIS ____ DAY OF_____2026.

_____

Municipal Clerk

NOTE: The Voters' List for use in the Voting Subdivision should be prepared as late as possible so that as many revisions made to the list can be included. Clerks may choose to create this list from a computer data base.

Form TD14

TOWNSHIP OF MCGARRY
FINAL LIST OF CHANGES

Municipal Elections Act, *1996* [s. 27(2)]

Name of Municipality

Ward No. (if any)	Voting Subdivision (one or more)

I hereby certify that the following additions were made to the Voters' List for this Municipality.

C = correction D = deletion A = addition	**ELECTOR**	**ELECTOR STATUS**			**QUALIFYING ADDRESS**	**MAILING ADDRESS**

DATED THIS ____ DAY OF_____2026.

_____
Municipal Clerk

NOTE:
Be sure to include all additions made by the Deputy Returning Officers at the voting place on voting day (provided the Clerk has delegated this function to the DRO's). This list is to be prepared by the date fixed by the Minister of Finance under the *Assessment Act*.

Form TD15

TOWNSHIP OF MCGARRY

CERTIFICATE AS TO LOCATION OF VOTING PLACE

The _____ of _____ Voting Place.

The building located at _____ and known as
(legal description)
_____ or owned by _____.

shall be used as a voting place in the Municipal Election to be held on _____.

The hours the Voting Place will be required will be from 9:00 a.m. until 8:00 p.m. or until count is complete. Said area will be in compliance with the requirements of the *Municipal Elections Act*, 1996 Section 45 and 46.

The rental fee paid by the Municipality for the Voting Place shall be _____. The following equipment will be provided:
_____

_____

_____ _____
Signature of Owner/Representative Clerk

Form TD16

TOWNSHIP OF MCGARRY

NOTICE OF ELECTION INFORMATION

Municipal Elections Act, 1996 (s. 40)

Municipal Elections for the offices of:
Mayor – 1 to be elected
(List candidates alphabetically)

Councillor – 4 to be elected
(List candidates alphabetically)

School Board Trustee – English Public – 1 to be elected
(List candidates alphabetically)
School Board Trustee – English Separate – 1 to be elected
(List candidates alphabetically)
School Board Trustee – French Public – 1 to be elected
(List candidates alphabetically)
School Board Trustee – French Separate – 1 to be elected
(List candidates alphabetically)

☐ Advance Voting Day — Saturday, October 17, 2026
10:00 a.m. to 6:00 p.m.

Location of Voting Place(s) — Township of McGarry Community Centre
1 – 27th Street
Virginiatown ON P0K 1X0

☐ Voting Day — Monday, October 26, 2026
10:00 a.m. to 8:00 p.m.

Location of Voting Place(s) — Township of McGarry Community Centre
1 – 27th Street
Virginiatown, ON P0K 1X0

Proxy Voting — Any elector may appoint another elector as a voting proxy after September 1, 2026.

Applications are available at the office of the clerk.
The last day for making application to the clerk for a certificate to vote by proxy on behalf of another elector is Monday, October 26, 2026 no later than 5:00 p.m.

☐ Additional information as appropriate to the circumstance.

_____ _____
Date Clerk

Form TD17

TOWNSHIP OF MCGARRY
OATH OF RETURNING OFFICER

Municipal Elections Act, 1996

I, the undersigned, appointed in the capacity of Returning Officer, for the Township of McGarry swear or solemnly affirm:

That I will act faithfully in the capacity set out in my appointment and perform all the duties required by law without partiality, fear, favour or affection; and

That I will maintain and aid in maintaining the secrecy of the voting; and

That I will not attempt to:

- interfere with an elector when he/she is marking their ballot,
- obtain or communicate any information as to how an elector is about to vote or has voted, or
- directly or indirectly induce an elector to show their marked ballot to any person, or
- directly or indirectly influence how an elector votes.

SWORN or affirmed before me at the

Township of McGarry

in the District of Timiskaming

this _____ day of _____, 2026.

_____ _____

Commissioner of Oaths, etc. Signature of Returning Officer

Form TD18

TOWNSHIP OF MCGARRY

APPOINTMENT AND PRELIMINARY OATH OR AFFIRMATION FOR ELECTION OFFICIALS

Check Applicable Box Below

☐ **DEPUTY RETURNING OFFICER**
☐ **POLL CLERK**
☐ **ELECTION OFFICIAL**

Ward and Voting Subdivision No.
Municipality: Township of McGarry
Name of Person Appointed:

I, the undersigned, appointed in the capacity of _____ do hereby swear or solemnly affirm:

That I will act faithfully in the capacity set out in my appointment and perform all the duties required by law without partiality, fear, favour or affection; and

That I will maintain and aid in maintaining the secrecy of the voting; and

That I will not attempt to:

- interfere with an elector when he/she is marking their ballot,
- obtain or communicate any information as to how an elector is about to vote or has voted, or
- directly or indirectly induce an elector to show their marked ballot to any person.
- directly or indirectly influence how an elector votes.

SWORN or affirmed before me at the

Township of McGarry

in the District of Timiskaming

this _____ day of _____, 2026.

_____ _____

Karine Pelletier, Clerk Signature of person appointed

Form TD19

TOWNSHIP OF MCGARRY
DELEGATION OF
POWERS AND DUTIES OF CLERK
Municipal Elections Act [Section 15 (2), (3) and (4)]

I, **Karine Pelletier**, Clerk, of the above-noted municipality, in the exercise of the authority under the *Municipal Elections Act, 1996*, hereby delegate the powers and duties as set out below to the following persons below:

DELEGATED POWER OR DUTY	STATUTORY AUTHORITY FOR POWER OR DUTY	NAME OF PERSON DELEGATED AUTHORITY
Require a person to provide proof that is satisfactory to the election official, of the person's identity or qualifications or of any other matter	Section 12 (3)	Karine Pelletier Melanie Jensen
Use forms and oaths as supplied by the Clerk	Section 12 (2)	Karine Pelletier Melanie Jensen
Authority to approve changes to the Voters' List	Section 24, 25	Karine Pelletier Melanie Jensen
Authority to issue and approve voting proxy certificates	Section 44	Karine Pelltier Melanie Jensen
Conduct of election in accordance with DRO handbook and election policies and procedures	*Municipal Elections Act*	Karine Pelletier Melanie Jensen
To maintain peace and order, may remove any person from the Voting Place that is causing a disturbance	Section 11 (2) (c)	Karine Pelletier Melanie Jensen
Authority to accept nomination forms and withdrawal of nomination forms	Section 33	Karine Pelletier Melanie Jensen
Authority to examine and certify nominations	Section 35	Karine Pelletier

Where deemed appropriate in the conduct of this election, I may, in accordance with subsection 15 (3) of the *Act*, continue to exercise the delegated power and duties despite the delegation of responsibility hereby made.

_____ _____
Date Signature of Clerk

Form TD20

TOWNSHIP OF MCGARRY

APPOINTMENT OF AN AGENT TO FILE A NOMINATION

Candidate:

Name of Candidate as it appears on Nomination Form (please print):
Candidate's Qualifying Address:

Candidate for the Office of:

Agent Appointed: (information must match the Agent's government issued photo ID)

Name of Agent:	Agents Telephone:
Agent's Address:	Agent's Signature:

Declaration

1. I, the above-named Candidate, appoint the above-named individual as my Agent for the purpose of filing a nomination for election to the above-named office in the 2026 election.
2. I acknowledge and understand that my Agent shall only be permitted to file my Nomination if he or she is able to provide the Clerk (or designate) with the following:
   a) An original and fully complete and accurate Nomination Form ("Form 1"). Form 1 must include an original 'wet' signature that matches my identification and this appointment form.
   b) In the case of a nomination for an office on a Council that must be endorsed by at least 25 persons, An original and fully complete Endorsement of Nomination Form ("Form 2") with the required 25 endorsements.
   c) My original photo identification showing my name, signature and qualifying address as appears on Form 1 (photocopies shall not be accepted).
   d) The Nomination Filing Fee (payable in cash, cheque or money order made payable to the appropriate municipality or debit or credit if available).
   e) An original and fully complete Declaration of Qualification, signed by me in front of a witness. The Declaration of Qualification must include an original 'wet' signature of both the witnessing individual and I.
   f) The Agents original photo identification showing their name, address and signature as it appears on this form.
   g) Any other things that the Clerk may, by written policy, require.

3. I acknowledge and understand that my Agent and I are required to comply with the requirements of the *Municipal Elections Act, 1996*, and those things referred to in paragraph 3 on or before 2:00 p.m. on Nomination Day (Friday, August 21st, 2026).
4. I acknowledge and understand that it is my sole responsibility to comply with the *Municipal Elections Act, 1996*, and any policy or procedure established by the Clerk, and to ensure that my Agent does the same.

Signed this _____ day of _____, 2026

_____

Candidate's Signature

The personal information on this form is collected under the authority of the *Municipal Elections Act, 1996,* and will be available for public inspection in the Office of the Clerk, Township of McGarry until the next municipal elections. Questions about this collection can be directed to the Clerk, 27 Webster Street, Virginiatown, Ontario, P0K 1X0, 705-634-2145.

Form TD21

TOWNSHIP OF MCGARRY

APPOINTMENT OF AN AGENT TO WITHDRAW A NOMINATION

Candidate:

Name of Candidate as it appears on Nomination Form (please print):
Candidate's Qualifying Address:

Candidate for the Office of:

Agent Appointed: (information must match the Agent's government issued photo ID)

Name of Agent:	Agents Telephone:
Agent's Address:	Agent's Signature:

Declaration

1. I, the above-named Candidate, appoint the above-named individual as my Agent for the purpose of withdrawing a nomination for election to the above-named office in the 2026 election.
2. I acknowledge and understand that my Agent shall only be permitted to withdraw my Nomination if he or she is able to provide the Clerk (or designate) with the following:
   a) An original and fully complete and accurate "Withdrawal of Nomination" Form ("EL19"). Form EL19 must include an original 'wet' signature that matches my identification and this appointment form.
   b) My original photo identification showing my name, signature and qualifying address as appears on Form 1 (photocopies shall not be accepted).
   c) The Agents original photo identification showing their name, address and signature as it appears on this form.
   d) Any other things that the Clerk may, by written policy, require.
3. I acknowledge and understand that my Agent and I are required to comply with the requirements of the *Municipal Elections Act, 1996*, and those things referred to in paragraph 3 on or before 2:00 p.m. on Nomination Day (Friday, August 21st, 2026).

4. I acknowledge and understand that it is my sole responsibility to comply with the *Municipal Elections Act, 1996*, and any policy or procedure established by the Clerk, and to ensure that my Agent does the same.

Signed this _____ day of _____, 2026

_____

Candidate's Signature

The personal information on this form is collected under the authority of the *Municipal Elections Act, 1996,* and will be available for public inspection in the Office of the Clerk, Township of McGarry until the next municipal elections. Questions about this collection can be directed to the Clerk, 27 Webster Street, Virginiatown, Ontario, P0K 1X0, 705-634-2145.

Form TD22

TOWNSHIP OF MCGARRY

APPOINTMENT OF SCRUTINEER BY CANDIDATE

☐ Check here if appointment applies to all Voting Places.

☐ Check here if appointment applies to a particular Ward as indicated below.

☐ Check here if appointment applies to all Voting Subdivisions (polling stations) in a specific Voting Place.

☐ Check here if appointment applies to specific Voting Subdivisions (polling station) as listed below.

TAKE NOTICE that I, _____ a candidate for the office of _____
(Name of Candidate) (office to which election is being sought)

hereby appoint _____ to attend at the Voting Place(s) for

Voting Subdivision No.(s) (polling station) _____ **Ward No.(s)** _____

in the Municipality of _____ to represent me in such Voting Place(s) on

Monday, October 26, 2026 and at the counting of votes under the *Municipal Elections Act, 1996*.

_____ _____
Date Signature of Candidate

CONDUCT OF SCRUTINEERS

1) ANYONE who is creating a disturbance at a Voting Place or Counting Location will be removed as directed by the Returning Officer (RO).

2) Before being admitted to a Voting Place or Counting Location, a person appointed as scrutineer shall produce and show his/her Form TD22 to the Deputy Returning Officer for the Voting Place and take the "Oral Oath of Secrecy" Form TD25 from the Deputy Returning Officer before being permitted to remain in the Voting Place or Counting Location. The Clerk shall require proof of identity and residence of the scrutineer, as prescribed in *O. Reg. 304/13*.

3) Once a candidate or scrutineer enters the Counting Location they shall remain until the count is complete and/or the DRO authorizes them to leave the Counting Location.

4) The candidate or scrutineer shall not communicate the results to anyone until the Clerk has released the unofficial results to the general public.

5) **Cell phones SHALL be turned off** upon entering the voting place and their use is prohibited while in the Voting Place and counting location.

6) The Deputy Returning Officer is responsible for the conduct of the Voting Place or Counting Location and no candidate or scrutineer has the right to interfere with the Deputy Returning Officer in the discharge of his/her duties.

7) Scrutineers are prohibited from sitting at the table which is provided exclusively for the Deputy Returning Officer and Election Officials.

8) Scrutineers/candidates may examine the Voters' List periodically to determine who has voted or to count how many Electors have voted. However, this periodic examination should not slow down the voting process.

9) Scrutineers/candidates wishing to observe the count MUST be at the Voting Place or Counting Location prior to 8:00 p.m. No one will be admitted to the Voting Place or Counting Location after 8:00 p.m.

10) The total of votes cast for each candidate as counted by the Deputy Returning Officer and Election Staff is final. At this point they are not required to do a recount/second count.

Rights of Scrutineers (includes Candidates, except Candidates elected by acclamation)

- to be present when materials and documents related to the election are delivered to the Clerk
- to enter the voting place 15 minutes before it opens and to inspect the ballot boxes and the ballots and all other election documents but not so as to delay the timely opening of the Voting Place
- to place a seal on a ballot box before the opening of the Voting Place so that ballots can be deposited in the box and cannot be withdrawn without breaking the seal
- to place a seal on a ballot box at the conclusion of voting on each day of an Advanced Vote so that the ballots cannot be deposited or withdrawn without breaking the seal
- to examine each ballot as votes are counted, but shall not interfere with the counting process and shall not touch the ballot
- 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 DRO alone shall decide all objections
- to sign the statement of the results prepared by the DRO
- to place a seal on the ballot box after the counting of the votes when the DRO seals the box that the ballots cannot be deposited or withdrawn without breaking the seal
- in the event of a recount, Section 61 of the *Act* prescribes the number of scrutineers entitled to be present and their rights respecting the examination and dispute of ballots

Scrutineers and Candidates are prohibited from the following:

- from attempting, directly or indirectly, to influence or interfere with how an elector votes
- attempting to campaign or persuade an elector to vote for a particular candidate
- displaying a candidate's election campaign material or literature in a Voting Place, which includes any place in the immediate vicinity of the Voting Place designated by the Clerk
- compromising the secrecy of the voting
- interfering or attempting to interfere with an elector who is marking a ballot
- obtaining or attempting to obtain, in a Voting Place, any information about how an elector intends to vote or has voted
- communicating any information obtained about how an elector intends to vote or has voted

Any person failing to abide by the above rights and prohibitions shall be directed to leave the Voting Place or Counting Location.

Form TD23

TOWNSHIP OF MCGARRY

ESTIMATED MAXIMUM CAMPAIGN EXPENSES

Municipal Elections Act, 1996 [s. 33.0.1(1)]

TO:

_____ / _____
(Name of Candidate) (Office)

_____
(Address) (Postal Code)

I hereby certify that the estimated maximum campaign expenses that a candidate is permitted to incur, in the Municipal Election to be held on October 26, 2026, for the office of is:

Candidate for the Office of:	Preliminary Maximum Campaign Expenses Based on the number of electors on the Voters' List for the office on September 15, 2022 (base amount + $0.85 for each eligible elector – O. Reg. 101/97)
☐ *Mayor $7,500.00 + $_____ ($0.85 X _____electors)*	$_____
☐ *Councillor ($5,000.00 + $_____ ($0.85 X _____electors)*	$_____

_____ _____
Date Municipal Clerk or designate

The Clerk shall give candidates a Preliminary Calculation of the estimated maximum campaign expenses at the time of filing the nomination paper, based upon the number of electors on the Voters' List as of Nomination Day for the 2022 election. (Section 33.0.1 (1))

On or before September 30, 2026; and in the case of a by-election, within 10 days after the clerk makes the corrections under subparagraph 4 iii of subsection 65 (4), the Clerk shall give a Final Calculation of the applicable maximum campaign expenses to each candidate. The number of electors to be used in this final calculation is to be the greater of the following:

- the number determined from the Voters' List from the previous regular election, as it existed on September 15 in the year of the previous election, adjusted for changes made under Sections 24 and 25 that were approved as of that day;
- the number determined from the Voters' List for the current election, as it exists on September 15 in the year of the current election, adjusted for changes made under Sections 24 and 25 that were approved as of that day (Section 88.20 (11))

** Formula for calculation provided in Ontario Regulation 101/97.*

Form TD24

TOWNSHIP OF MCGARRY

ORAL OATH AT VOTING PLACE

ORAL OATH TO VOTE WITH ASSISTANCE

I, _____ being an elector entitled to vote in this municipality of _____ swear or solemnly affirm I require assistance to mark my ballot.

ORAL OATH OF FRIEND OF ELECTOR

I, _____ a friend of _____ an elector who requires assistance to vote and who is entitled to vote in this municipality of _____ swear and solemnly affirm:

- That I will mark the ballot as directed by the elector, and
- that I will keep secret the manner in which this elector voted.

ORAL OATH OF INTERPRETER

I, _____ acting as interpreter for _____, an elector entitled to vote in this municipality of _____swear or solemnly affirm:

That I will faithfully translate the necessary oaths as well as any lawful questions necessarily put to the elector and his/her answers at this voting place.

Form TD25

TOWNSHIP OF MCGARRY

ORAL OATH OF SECRECY

I, _____, do solemnly swear (or affirm):

- I will maintain and aid in maintaining the secrecy of the voting; and
- I will not interfere or attempt to interfere with an elector who is marking the ballot or voting;
- I will not obtain or attempt to obtain, at a voting place or counting location, information about how an elector intends to vote or has voted; or
- I will not communicate any information obtained at a Voting Place or counting location about how an elector intends to vote or has voted.

TO BE DECLARED BY ANY SCRUTINEER, CANDIDATE, OR ELECTOR (IN THE CASE OF A RECOUNT) WISHING TO REMAIN AT THE VOTING PLACE OR COUNTING LOCATION

NAME OF SCRUTINEER	SIGNATURE	NAME OF CANDIDATE	WARD/POLL

Form TD26

TOWNSHIP OF MCGARRY
DECLARATION OF AN ELECTION RESULTS

I, _____Clerk of the Corporation of the Township of McGarry
(name of Clerk)
in the District of Timiskaming declare the following candidate or candidates elected as a result of the Municipal Election

held October 26th, 2026.

OFFICE	ELECTED CANDIDATE
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____

_____
Date

_____
Clerk's Signature
CLERK OF THE CORPORATION OF THE
TOWNSHIP OF MCGARRY
IN THE DISTRICT OF TIMISKAMING

Form TD27A

TOWNSHIP OF MCGARRY

UNOFFICIAL ELECTION RESULTS

The following are the Unofficial Results of the Municipal & School Board Elections held on Monday, October 26, 2026:
A total of _____ eligible voters cast a ballot. Voter turnout is estimated at _____ per cent of eligible voters.
The Municipal Clerk/Returning Officer will make a determination of the Official Results and will declare the results official by 4:00 PM on Tuesday, October 27, 2026.

To view Official Results, visit www.mcgarry.ca

Office	Candidate Name	Number of Votes
Mayor		
Councillor		
School Board Trustee – English Public (Zone C)		
School Board Trustee – English Separate (Zone D)		
School Board Trustee –French Public (Zone D)		

Dated this 26th day of October 2026

Karine Pelletier, Municipal Clerk / Returning Officer

Form TD27B

TOWNSHIP OF MCGARRY
ELECTION RESULTS CERTIFICATE

I, **Karine Pelletier**, Municipal Clerk/Returning Officer of **The Corporation of The Township of McGarry** in the District of Timiskaming certify that during the Municipal & School Board Elections held on Monday, October 26, 2026, the certified candidates received the votes that follow their respective names:

Office	Candidate Name	Number of Votes
Mayor		
Councillor		
School Board Trustee – English Separate (Zone D)		
School Board Trustee – French Public (Zone D)		

Dated this 27th day of October 2026

_____
Karine Pelletier
Municipal Clerk / Returning Officer

Form TD28 A

TOWNSHIP OF MCGARRY

NOTICE OF RECOUNT

I, _____, Clerk of the Corporation of the Township of
(name of Clerk)

McGarry in the District of Timiskaming hereby declare that a

recount of the votes cast in the Municipal Election held October 26th, 2026 for

_____
(state office or by-law/question)

shall be held commencing at _____ on _____
(time) (date)

at _____.
(location)

THE RECOUNT IS BEING CONDUCTED PURSUANT TO SECTION _____ OF

THE *MUNICIPAL ELECTIONS ACT, 1996*.

_____ _____
Date Clerk's Signature

Form TD28B

TOWNSHIP OF MCGARRY

DECLARATION OF AN RECOUNT RESULTS

I, _____, Clerk (or designated official) of the Corporation of

_____ in the District of Timiskaming declare that:

(1) On the _____ day of _____, 2026, I conducted a recount of the ballots cast in the Municipal Election held October 26th, 2026 for:

☐ the office(s) of: _____

☐ the following question or by-law: _____

(2) No application has been made for a judicial recount under Section 63.

(3) The successful candidate(s) elected is/are: _____

(4) The result of the vote upon the question or by-law is: _____

_____
(Name of Clerk)

CLERK OF THE CORPORATION OF

_____

IN THE DISTRICT OF TIMISKAMING

Form TD29

TOWNSHIP OF MCGARRY
Appointment of an Agent

Candidate:

Name of Candidate as it appears on Nomination Form (please print):
Candidate's Qualifying Address:

Candidate for the Office of:

Agent Appointed: (information must match the Agent's government issued photo ID)

Name of Agent:	Agents Telephone:
Agent's Address:	Agent's Signature:

Declaration

1. I, the above-named Candidate, appoint the above-named individual as my Agent for the purpose of accepting the Estimated Maximum Campaign Expenses (FORM TD23) for the above-named office in the 2026 election.
2. I acknowledge and understand that my Agent shall only be permitted to receive the Estimated Maximum Campaign Expenses (FORM TD23) if he or she is able to provide the Clerk (or designate) with the following:
   a. My original photo identification showing my name, signature and qualifying address as appears on Form 1 (photocopies shall not be accepted).
   b. An original and fully complete Declaration of Qualification, signed by me in front of a witness. The Declaration of Qualification must include an original 'wet' signature of both the witnessing individual and I.
   c. The Agents original photo identification showing their name, address and signature as it appears on this form.
   d. Any other things that the Clerk may, by written policy, require.
3. I acknowledge and understand that my Agent and I are required to comply with the requirements of the *Municipal Elections Act, 1996*, and those things referred to in paragraph 3 on or before 2:00 p.m. on Nomination Day (Friday, August 21st, 2026).
4. I acknowledge and understand that it is my sole responsibility to comply with the *Municipal Elections Act, 1996*, and any policy or procedure established by the Clerk, and to ensure that my Agent does the same.

Signed this _____ day of _____, 2026

_____

Candidate's Signature

The personal information on this form is collected under the authority of the Municipal Elections Act, 1996, and will be available for public inspection in the Office of the Clerk, Township of McGarry until the next municipal elections. Questions about this collection can be directed to the Clerk, 27 Webster Street, Virginiatown, Ontario, P0K 1X0, 705-634-2145.

Form TD30

TOWNSHIP OF MCGARRY

WITNESS STATEMENTS AS TO DESTRUCTION OF BALLOTS

Municipal Elections Act, 1996 [Section 88 (2)]

FIRST WITNESS

I _____ state that I was present upon _____ and did witness
(Name of Witness) (date)
_____ of the above stated municipality destroy all ballots used in the
(Name of Clerk)
municipal election held on October 26th, 2026 for the election of persons to the offices listed below.

_____
(Signature of Witness)

SECOND WITNESS

I _____ state that I was present upon _____ and did witness
(Name of Witness) (date)
_____ of the above stated municipality destroy all ballots used in the
(Name of Clerk)
municipal election held on October 26th, 2026 for the election of persons to the offices listed below.

_____
(Signature of Witness)

LIST OF OFFICES FOR WHICH BALLOTS DESTROYED:

_____ _____
_____ _____
_____ _____
_____ _____

CATEGORY OF DOCUMENTS AND OTHER MATERIALS DESTROYED:

_____
_____
_____

Destruction of Records
After 120 days from declaring the results of the election under Section 55, the Clerk shall destroy the ballots in the presence of **two witnesses**. The Clerk may also destroy any other documents and materials related to the election except those listed below under the Retention of Records section of the manual.

Retention of Records
The ballots and any other documents or materials shall not be destroyed if:

- a court orders that they be retained; or
  recount has been commenced and not finally disposed of. In addition, documents filed under Sections 88.25 (candidates' financial statements, etc.), 88.29 (financial statements, etc. of registered third parties) and 88.32 (return of surplus for subsequent expenses) until the members of the council or local board elected at the next regular election have taken office.

Form TD31

TOWNSHIP OF MCGARRY
NOTICE OF PENALTIES

Municipal Elections Act, 1996 (s. 33.1)

TO:

_____ / _____
(Name of Candidate) (Office)

_____
(Address) (Postal Code)

EFFECT OF DEFAULT BY CANDIDATE [88.23 (1)]

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 he or she 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 subsection 88.32 by the relevant date.

OFFENCES [92 (1)]

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) incurs expenses that exceed what is permitted under section 88.20; or
b) files a document under section 88.25 or 88.32 that is incorrect or otherwise does not comply with that section.

PENALTIES [88.23 (2)]

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 (34)

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

_____ _____

Date Municipal Clerk or designate

The Clerk shall, before voting day, give to each person nominated for an office notice of the penalties under subsections 88.23 (2) 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.

Form TD31A

TOWNSHIP OF MCGARRY
NOTICE OF PENALTIES

Candidate:

Name of Candidate as it appears on Nomination Form (please print):
Candidate's Qualifying Address:

Candidate for the Office of:

Agent Appointed: (information must match the Agent's government issued photo ID)

Name of Agent:	Agents Telephone:
Agent's Address:	Agent's Signature:

Declaration

1. I, the above-named Candidate, appoint the above-named individual as my Agent for the purpose of accepting the Notice of Penalties (FORM TD31) for the above-named office in the 2026 election.
2. I acknowledge and understand that my Agent shall only be permitted to receive the Notice of Penalties (FORM TD31)) if he or she is able to provide the Clerk (or designate) with the following:
   a. My original photo identification showing my name, signature and qualifying address as appears on Form 1 (photocopies shall not be accepted).
   b. An original and fully complete Declaration of Qualification, signed by me in front of a witness. The Declaration of Qualification must include an original 'wet' signature of both the witnessing individual and I.
   c. The Agents original photo identification showing their name, address and signature as it appears on this form.
   d. Any other things that the Clerk may, by written policy, require.
3. I acknowledge and understand that my Agent and I are required to comply with the requirements of the *Municipal Elections Act, 1996*, and those things referred to in paragraph 3 on or before 2:00 p.m. on Nomination Day (Friday, August 21st, 2026).

4. I acknowledge and understand that it is my sole responsibility to comply with the *Municipal Elections Act, 1996*, and any policy or procedure established by the Clerk, and to ensure that my Agent does the same.

Signed this _____ day of _____, 2026

_____

Candidate's Signature

The personal information on this form is collected under the authority of the Municipal Elections Act, 1996, and will be available for public inspection in the Office of the Clerk, Township of McGarry until the next municipal elections. Questions about this collection can be directed to the Clerk, 27 Webster Street, Virginiatown, Ontario, P0K 1X0

Form TD32

TOWNSHIP OF MCGARRY
DUTIES AND RESPONSIBILITIES OF THE DEPUTY RETURNING OFFICER

IDENTIFYING INFORMATION

Position: Deputy Returning Officer
Reports To: Clerk

Delegation of Power and Duties:

The *Municipal Elections Act*, *1996* authorizes the Clerk to "appoint any other election officials for the election and for any recount that the Clerk considers are required".

"Deputy Returning Officer" (DRO) shall be defined as an election official appointed by the Clerk to assist the Clerk in the performance of his or her duties in relation to the conduct of the 2026 Municipal Election.

Goals and Objectives:

To maintain the integrity of the election process and to assist in carrying out the election.

Responsibilities:

All the duties/responsibilities of the Deputy Returning Officer shall be carried out in accordance with the *Municipal Elections Act*, *1996* and the procedure set out and/or approved by the Returning Officer.

Pre-Voting Day

- ☐ attend the training session/sign "Appointment and Preliminary Oath or Affirmation For Election Officials" Form TD18
- ☐ pick up the voting supplies for their Voting Place
- ☐ verify the supplies received with the supply list provided by the Clerk
- ☐ familiarize themselves with the election ballots, policies, procedures, voting system, Voters' List management system, forms, oaths, Voters' List, and Voting Place
- ☐ familiarize themselves with the *Municipal Elections Act* and the procedures for conducting a Voting Place
- ☐ respond to questions from electors
- ☐ determine the eligibility of voters
- ☐ assist the Returning Officer, as required
- ☐ sign "Certificate and Receipt for Ballots" Form EL25(A)

Voting Day

A. Before the Opening of the Voting Place

Responsibilities include:

- ☐ arrive at the Voting Place one-half hour prior to opening
- ☐ open and set up the Voting Place
- ☐ remove all campaign material from the Voting Place
- ☐ assist the Returning Officer, as required

B. During Voting Hours

Responsibilities include:

- ☐ ensure the conduct and integrity of the voting process
- ☐ determine the eligibility of voters
- ☐ ensure that all eligible voters who request a ballot, receive a ballot
- ☐ ensure that the Voting Place is free of campaign material and is private
- ☐ administer any oaths as may be required
- ☐ ensure that all ballots are accounted for
- ☐ close the Voting Place at 8:00 p.m. or as otherwise directed (i.e., institutions)
- ☐ contact the Clerk in the event of an emergency
- ☐ assist the Returning Officer, as required

C. After the Close of the Voting Place

Responsibilities include:

- ☐ conduct the counting of the ballots accurately and in a timely manner
- ☐ decide whether a ballot is to be counted or not
- ☐ once the counting of the ballots has been completed call the Municipal Election Office with the voting results
- ☐ complete the prescribed election forms including final Oath
- ☐ seal the ballot box and immediately return all election materials and the ballot box to the Clerk
- ☐ contact the Clerk in the event of difficulties
- ☐ assist the Returning Officer, as required

Form TD33

TOWNSHIP OF MCGARRY
DUTIES AND RESPONSIBILITIES OF
ADVANCE VOTE - DEPUTY RETURNING OFFICER

IDENTIFYING INFORMATION

Position: Advance Vote - Deputy Returning Officer
Reports To: Clerk

Delegation of Powers and Duties:

The *Municipal Elections Act*, *1996* authorizes the Clerk to "appoint any other election officials for the election and for any recount that the Clerk considers are required"

"Deputy Returning Officer" shall be defined as an election official appointed by the Clerk to assist the Clerk in the performance of his or her duties in relation to the conduct of the 2026 Municipal Election.

Goals and Objectives:

To maintain the integrity of the election process and to assist in carrying out the election.

Responsibilities:

All the duties/responsibilities of the Deputy Returning Officer shall be carried out in accordance with the *Municipal Elections Act, 1996* and the procedure set out and/or approved by the Clerk.

Advance Vote - Pre Voting Day

- ☐ attend the training session/sign "Appointment and Preliminary Oath or Affirmation For Election Officials" Form TD18
- ☐ pick up the voting supplies for their Voting Place
- ☐ verify the supplies received with the supply list provided by the Clerk
- ☐ familiarize themselves with the election ballots, forms, oaths, Voters' List, and Voting Place
- ☐ familiarize themselves with the *Municipal Elections Act* and the procedures for conducting a Voting Place
- ☐ sign Certificate and Receipt for Ballots Form EL25(A)

Advance Vote - Voting Day - Saturday, October 17, 2026

A. Before the Advance Opening of the Voting Place

Responsibilities include:

- ☐ arrive at the Voting Place one-half hour prior to the opening of the Voting Place
- ☐ open and set up the Voting Place
- ☐ remove all campaign material from the Voting Place

B. During Voting Hours

Responsibilities include:

- ☐ ensuring the conduct and integrity of the voting process
- ☐ determine the eligibility of voters
- ☐ ensure that all eligible voters who request a ballot receive a ballot
- ☐ ensure that the Voting Place is free of campaign material and is private
- ☐ administer any oaths as may be required
- ☐ ensure that all ballots are accounted for
- ☐ close the Voting Place at 6:00 p.m. or as otherwise directed (i.e., institutions)
- ☐ contact the Clerk in the event of an emergency

C. After the Close of the Voting Place

The DRO is responsible for sealing the ballot box and immediately returning it and all other election material to the Clerk for safekeeping until Voting Day.

D. Voting Day - Monday, October 26, 2026

The Advance Vote DRO and Poll Clerk will return to the Municipal Office for 8:00 p.m. on Monday, October 26 to carry out the following responsibilities:

- ☐ conduct the counting of the ballots accurately and in a timely manner
- ☐ decide whether a ballot is to be counted or not
- ☐ once the counting of the ballots has been completed call the Municipal Election Office with the voting results
- ☐ complete the prescribed election forms including final Oath
- ☐ seal the ballot box and immediately return all election materials and the ballot box to the Clerk
- ☐ contact the Clerk in the event of difficulties

Form TD34

TOWNSHIP OF MCGARRY
DUTIES AND RESPONSIBILITIES OF POLLING CLERK

IDENTIFYING INFORMATION

Position: Polling Clerk
Reports To: Deputy Returning Officer

Delegation of Powers and Duties:

The *Municipal Elections Act*, *1996* authorizes the Clerk to "appoint any other election officials for the election and for any recount that the Clerk considers is required."

"Polling Clerk" shall be defined as an election official appointed by the Clerk to assist the Deputy Returning Officer in the performance of his or her duties in relation to the conduct of the 2026 Municipal Election.

Goals and Objectives:

To maintain the integrity of the election process and to assist in carrying out the election.

Responsibilities:

All the duties/responsibilities of the Polling Clerk shall be carried out in accordance with the *Municipal Elections Act*, *1996* and the procedure set out and/or approved by the Clerk.

Pre-Voting Day

- ☐ attend the training session/sign "Appointment and Preliminary Oath or Affirmation For Election Officials" Form TD18
- ☐ assist the Deputy Returning Officer with verifying the supplies received with the supply list provided by the Clerk
- ☐ familiarize themselves with the election ballots, forms, oaths, Voters' List, and Voting Place
- ☐ familiarize themselves with the *Municipal Elections Act* and the procedures for conducting a vote.

Voting Day

A. Before the Opening of the Voting Place

Responsibilities include:

- ☐ arrive at the Voting Place one-half hour prior to the opening of the Voting Place
- ☐ assist the DRO with their responsibilities preparing the voting area for receiving electors

B. During Voting Hours

Responsibilities include:

- ☐ assist the DRO in ensuring the conduct and integrity of the voting process
- ☐ maintain their copy of the Voters' List by crossing the elector's name off their copy of the voting list and indicate opposite the name the numerical order in which he or she was given a ballot
- ☐ contact the Clerk in the event of an emergency

C. After the Close of the Voting Place

Responsibilities include:

- ☐ assist the DRO with the counting of the ballots accurately and in a timely manner
- ☐ complete the prescribed election forms

Form TD35

TOWNSHIP OF MCGARRY

DUTIES AND RESPONSIBILITIES OF ADVANCE VOTE - POLLING CLERK

IDENTIFYING INFORMATION

Position: Advance Vote - Polling Clerk
Reports To: Deputy Returning Officer

Delegation of Powers and Duties:

The *Municipal Elections Act*, 1996 authorizes the Clerk to "appoint any other election officials for the election and for any recount that the Clerk considers are required".

"**Polling Clerk**" shall be defined as an election official appointed by the Clerk to assist the Deputy Returning Officer in the performance of his or her duties in relation to the conduct of the 2026 Municipal Election.

Goals and Objectives:

To maintain the integrity of the election process and to assist in carrying out the election

Responsibilities:

All the duties/responsibilities of the Voting Clerk shall be carried out in accordance with the *Municipal Elections Act*, 1996 and the procedure set out and/or approved by the Clerk.

Advance Vote - Pre Voting Day

- ☐ attend the training session/sign "Appointment and Preliminary Oath or Affirmation For Election Officials" Form TD18
- ☐ assist the Deputy Returning Officer with verifying the supplies received with the supply list provided by the Clerk
- ☐ familiarize themselves with the election ballot, forms, oaths, Voters' List, and Voting Place
- ☐ familiarize themselves with the *Municipal Elections Act* and the procedures for conducting a Voting Place

Advance Vote - Voting Day - Saturday, October 17, 2026

A. Before the Opening of the Voting Place

Responsibilities include:

- ☐ arrive at the Voting Place one-half hour prior to the opening of the Voting Place
- ☐ assist the DRO with their responsibilities in preparing the Voting Place for receiving electors

B. During Voting Hours

Responsibilities include:

- ☐ assist the DRO in ensuring the conduct and integrity of the voting process
- ☐ maintain their copy of the Voters' List by crossing the elector's name off their copy of the Voters' List and indicate opposite the name the numerical order in which he or she was given a ballot
- ☐ contact the Clerk in the event of an emergency

C. After the Close of the Advance Voting Place

- ☐ assist the DRO with dismantling and closing the Voting Place

D. Voting Day - Monday, October 26, 2026

The Advance Vote DRO and Polling Clerk will return to the Municipal Office for 8:00 p.m. on Monday, October 26th to carry out the following responsibilities:

Responsibilities include:

- ☐ assist the DRO with the counting of the ballots accurately and in a timely manner
- ☐ complete the prescribed election forms
- ☐ take required oaths

Form TD38

TOWNSHIP OF MCGARRY
DRO APPOINTMENT – CONFIRMATION LETTER

Date: October ___, 2026

Re: 2026 Municipal Election

DEPUTY RETURNING OFFICER

Name: _____

POLL CLERK/ELECTION ASSISTANTS

VOTING PLACE

ADVANCE VOTE – October 17, 2026
Township of McGarry Community Centre, 1 – 27th Street, Virginiatown, ON, P0K 1X0

VOTING DAY – October 26, 2026
Township of McGarry Community Centre, 1 – 27th Street, Virginiatown, ON, P0K 1X0

This will confirm your appointment as Deputy Returning Officer at the above Voting Places in the municipality for the Municipal Election Advance Vote and Voting Day. On the Advance Vote the Voting Place will be open 10:00 a.m. and close at ____p.m. On Voting Day the Voting Place will be open at 10:00 a.m. and close at 8:00 p.m. SHARP. Arrive at the Voting Place before 9:30 a.m. to plan and prepare for the day.

The Poll Clerk(s) noted above have been notified of their appointment.

At the training session at on _____, 2026, you will be required to take your oath of office.

If there are any questions on the training or otherwise please contact my office immediately at:

Karine Pelletier, Clerk
Township of McGarry
27 Webster Street
Virginiatown, ON POK 1X0
Ph: 705-634-2145
e-mail: kpelletier@mcgarry.ca

_____
Clerk

Form TD39

TOWNSHIP OF MCGARRY
POLLING CLERK APPOINTMENT – CONFIRMATION LETTER

Date:

Re: 2026 Municipal Election

POLL CLERK

Name

DEPUTY RETURNING OFFICER

Identify Name of DRO

VOTING PLACE

ADVANCE VOTE – October 17, 2026
Township of McGarry Community Centre, 1 – 27th Street, Virginiatown, ON, P0K 1X0

VOTING DAY – October 26, 2026
Township of McGarry Community Centre, 1 – 27th Street, Virginiatown, ON, P0K 1X0

This will confirm your appointment as Poll Clerk at the above Voting Places in the municipality for the Municipal Election - Advance Vote and Voting Day. On the Advance Vote the Voting Place will be open 10:00 a.m. and close at ____p.m. On Voting Day the Voting Place will be open at 10:00 a.m. and close at 8:00 p.m. SHARP. Arrive at the Voting Place before 9:30 a.m. to plan and prepare for the day.

The Poll Clerk(s) noted above have been notified of their appointment.

At the training session at on _____, 2026, you will be required to take your oath of office.

If there are any questions, please contact my office immediately at:

Karine Pelletier, Clerk
Township of McGarry
27 Webster Street
Virginiatown, ON, P0K 1X0
Ph: 705-634-2145
e-mail: kpelletier@mcgarry.ca.

Form TD40

TOWNSHIP OF MCGARRY

2026 MUNICIPAL ELECTION
VOTER - ID REQUIREMENTS

In accordance with the Municipal Elections Act, 1996 and Ontario Regulation 304/13

Proof of identity and residence is required in the following instances:

- When adding or deleting one's name from the Voter's List
- When issuing an oath

One of the following is required:

1. An Ontario driver's license.
2. An Ontario Health Card (photo card).
3. An Ontario Photo Card.
4. An Ontario motor vehicle permit (vehicle portion).
5. A cancelled personalized cheque.
6. A mortgage statement, lease or rental agreement relating to property in Ontario.
7. An insurance policy or insurance statement.
8. A loan agreement or other financial agreement with a financial institution.
9. A document issued or certified by a court in Ontario.
10. Any other document from the Government of Canada, Ontario or a municipality in Ontario or from an agency of such a Government.
11. Any document from a Band Council in Ontario established under the *Indian Act* (Canada).
12. An income tax assessment notice.
13. A Child Tax Benefit Statement.
14. A Statement of Employment Insurance Benefits Paid T4E.
15. A Statement of Old Age Security T4A (OAS).
16. A Statement of Canada Pension Plan Benefits T4A (P).
17. A Canada Pension Plan Statement of Contributions.
18. A Statement of Direct Deposit for Ontario Works.

19. A Statement of Direct Deposit for Ontario Disability Support Program.
20. A Workplace Safety and Insurance Board Statement of Benefits T5007.
21. A property tax assessment.
22. A credit card statement, bank account statement, or RRSP, RRIF, RHOSP or T5 statement.
23. A CNIB Card or a card from another registered charitable organization that provides services to persons with disabilities.
24. A hospital card or record.
25. A document showing campus residence, issued by the office or officials responsible for student residence at a post-secondary institution.
26. A document showing residence at a long-term care home under the *Long-Term Care Homes Act, 2007*, issued by the Administrator for the home.
27. A utility bill for hydro, water, gas, telephone or cable TV or a bill from a public utilities commission.
28. A cheque stub, T4 statement or pay receipt issued by an employer.
29. A transcript or report card from a post-secondary school

Form TD45

TOWNSHIP OF MCGARRY
APPOINTMENT OF SCRUTINEER BY ELECTOR

TAKE NOTICE that I, _____
(Name of Elector)

An elector in the _____
(Name of Municipality)

hereby appoint _____ to represent me and attend at the recount for

the following:

Voting Subdivision No. (s) (polling station) _____ in the Township of McGarry in respect of the Municipal Elections held on Monday, October 26, 2026 under the *Municipal Elections Act, 1996*.

_____ _____
Date Signature of Elector

CONDUCT OF SCRUTINEERS

1) ANYONE who is creating a disturbance at the Recount will be removed as directed by the Clerk.
2) Before being admitted to the Recount, a person appointed as scrutineer shall produce and show his/her Form TD45 to the Clerk for the Recount and take the "Oral Oath of Secrecy" Form TD25 from the Clerk before being permitted to remain at the Recount. The Clerk shall require proof of identity and residence of the scrutineer, as prescribed in *O. Reg. 304/13*.
3) **Cell phones SHALL be turned off** upon entering the Recount and their use is prohibited during the Recount.
4) The Clerk is responsible for the conduct of the Recount and no elector or scrutineer has the right to interfere with the Clerk in the discharge of his/her duties.
5) Electors or Scrutineers are prohibited from sitting at the table which is provided exclusively for the Election Officials.

6) Scrutineers/electors wishing to observe the recount MUST be at the Recount prior to the time designated by the Clerk. No one will be admitted to the Recount after the time designated. Once admitted to the Recount, no one shall be permitted to leave until the Recount has been completed and signed off by the Clerk.

7) The elector or scrutineer shall not communicate the results to anyone until the Clerk has released the unofficial results to the general public.

8) The total of votes cast for each candidate as counted by the Clerk and Election Official is final. They are not required to do an additional recount.

Rights of Scrutineers (includes Electors)

- to attend the Recount 15 minutes before the designated time
- to examine each ballot as votes are counted, but shall not interfere with the counting process and shall not touch the ballot
- to object to a ballot or the counting of votes in a ballot
- to sign the statement of the results prepared by the Clerk
- to place a seal on the ballot box after the counting of the votes when the Clerk seals the box that the ballots cannot be deposited or withdrawn without breaking the seal
- 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 Clerk alone shall decide all objections.

Scrutineers and Electors are prohibited from the following:

- displaying a candidate's election campaign material or literature at the Recount
- obtaining or attempting to obtain, any information about how an elector has voted
- communicating any information obtained about how an elector has voted

Any person failing to abide by the above rights and prohibitions shall be directed to leave the Recount.

Form TD46

TOWNSHIP OF MCGARRY

APPOINTMENT OF SCRUTINEER REGARDING BYLAWS OR QUESTIONS

Moved by_____ Resolution No._____

Seconded by_____

The Municipal Council of the Corporation of the Township of McGarry hereby appoints _____ to act as a scrutineer to represent the Corporation with respect to (insert specific question or by-law) for the following:

Voting Subdivision No.(s) (polling station) _____, Ward No.(s) _____
in respect of the Municipal Election held on Monday, October 26, 2026 under the *Municipal Elections Act*, *1996*.

ADOPTED

I hereby certify the above to be a true copy of a resolution of the Council of the Corporation of the Township of McGarry passed on the ____of_____, 2026.

_____
Municipal Clerk (or Secretary), or designate

_____
(Name of Municipality, local board, etc.)

_____
(Name of Municipality, local board, etc.)

This form shall be signed by the Clerk of the Municipality (or Secretary of a local board, etc.) and shall be required to be shown to an Election Official at the Voting Place and at the counting of votes, including a recount.

CONDUCT OF SCRUTINEERS

1) ANYONE who is creating a disturbance at a Voting Place or counting location or Help Centre or receipt of votes or Ballot Counting Centre will be removed as directed by the Returning Officer (RO).

2) Before being admitted to a Voting Place or counting location or Help Centre or receipt of votes or Ballot Counting Centre, a person appointed as scrutineer shall produce and show his/her Form TD22 to the Election Official for the Voting Place or counting location or Help Centre or receipt of votes or Ballot Counting Centre and take the "Oral Oath of Secrecy" Form TD25 from the Election Official before being permitted to remain in the Voting Place or counting location or Help Centre or receipt of votes or Ballot Counting Centre. The Clerk shall require proof of identity and residence of the scrutineer, as prescribed in *O. Reg. 304/13*.

Once scrutineer enters the Counting Location or receipt of votes or Ballot Counting Centre they shall remain until the count is complete and the Election Official authorizes them to leave the Counting Location or receipt of votes or Ballot Counting Centre.

3) The scrutineer shall not communicate the results to anyone until the Clerk has released the unofficial results to the general public.

4) **Cell phones SHALL be turned off** upon entering the Voting Place or counting location or Help Centre or receipt of votes or Ballot Counting Centre and their use is prohibited while in the Voting Place or counting location or Help Centre or receipt of votes or Ballot Counting Centre.

5) The Election Official is responsible for the conduct of the Voting Place or counting location or Help Centre or receipt of votes or Ballot Counting Centre and no scrutineer has the right to interfere with the Election Official in the discharge of his/her duties.

6) Scrutineers are prohibited from sitting at the table which is provided exclusively for the Election Officials.

7) Scrutineers wishing to observe the count MUST be at the Voting Place or counting location or Help Centre or receipt of votes or Ballot Counting Centre prior to 8:00 p.m. No one will be admitted to the Voting Place or counting location or Help Centre or receipt of votes or Ballot Counting Centre after 8:00 p.m.

8) The total of votes cast for each by-law or question as counted is final. At this point, Election Officials are not required to do a recount/second count.

Rights of Scrutineers

- to be present when materials and documents related to the election are delivered to the Clerk
- to enter the Voting Place or counting location or Help Centre or receipt of votes or Ballot Counting Centre 15 minutes before it opens and to inspect the ballot boxes and the ballots and all other election documents but not so as to delay the timely opening of the Voting Place or counting location or Help Centre or receipt of votes or Ballot Counting Centre
- to place a seal on a ballot box before the opening of the voting place or Ballot Counting Centre so that ballots can be deposited in the box and cannot be withdrawn without breaking the seal.

- to place a seal on a ballot box at the conclusion of voting on each day of advance voting so that the ballots cannot be deposited or withdrawn without breaking the seal
- to examine each ballot as votes are counted (but not to touch the ballot)
- object to a ballot, or to the counting of some or all votes in a ballot for a by-law or question, on the grounds that the ballot or votes do not comply with the prescribed rules. The Returning Officer (Internet/Telephone/Vote by Mail) or DRO (Traditional) alone shall decide all objections.
- to sign the statement of the results prepared by the Election Official
- to place a seal on the ballot box after the counting of the votes when the Returning Officer (Vote by Mail) or DRO (Traditional) seals the box that the ballots cannot be deposited or withdrawn without breaking the seal
- in the event of a recount, Section 61 of the *Act* prescribes the number of scrutineers entitled to be present and their rights respecting the examination and dispute of ballots

Scrutineers are prohibited from the following:

- from attempting, directly or indirectly, to influence or interfere with how an elector votes
- attempting to campaign or persuade an elector to vote for a particular by-law or question
- displaying election campaign material or literature in a Voting Place or counting location or Help Centre or receipt of votes or Ballot Counting Centre
- compromising the secrecy of the voting
- interfering or attempting to interfere with an elector who is marking a ballot or voting
- obtaining or attempting to obtain any information about how an elector intends to vote or has voted
- communicating any information about how an elector intends to vote or has voted

Any person failing to abide by the above rights and prohibitions shall be directed to leave the Voting Place or counting location or Help Centre or receipt of votes or Ballot Counting Centre.

Form TD47

TOWNSHIP OF MCGARRY
ELECTION OFFICIAL APPLICATION

For those persons interested in working as a
Polling Clerk in the 2026 Municipal Election

Part 1 *(print clearly in space provided)*	
Last Name:	First Name:
Mailing Address:	
City/Town:	Postal Code:
Home Phone:	Cell Phone:
Email Address:	

Part 2 *(check yes or no)*	**Yes**	**No**
Are you at least 18 years of age?		
Are you or do you anticipate being a candidate or the spouse of a candidate running in the 2026 Municipal Election in the Municipality?		
Are you or do you anticipate being actively involved in a campaign of a candidate running in the 2026 Municipal Election in the Municipality?		
Have you worked in a federal, provincial or municipal election before?		
Briefly describe your election experience.		

Part 3

I declare that the information provided by me in this application is to the best of my knowledge, an accurate statement of facts.

_____ _____

Signature Date

Note(s):

i) Application forms are to be returned to Karine Pelletier, Returning Officer by **August 14th, 2026,** to the address below**.**

ii) Attendance at an election training session on **_____at _____**. is mandatory for all election personnel.

The collection of information is made under the authority of the Municipal Elections Act, 1996, as amended, and will be used to appoint and administer election personnel.

Karine Pelletier, Election Official
27 Webster Street, P.O. Box 99
Virginiatown, Ontario P0K 1X0, 705-634-2145

Form TD48

TOWNSHIP OF MCGARRY
PROXY VOTING

2026 Municipal Election

Proxy voting involves one qualified elector voting on behalf of another qualified elector in the same municipality who is unable to attend the voting location.

Forms for the appointment of voting proxies are available after the final opportunity for withdrawal of nominations. Appointments cannot be made until nominations are closed.

Proxy forms are available at the Clerk's Office of the Township of McGarry, 27 Webster Street, Virginiatown, ON P0K 1X0 from Tuesday, September 1st, 2026 to Monday, October 26th, 2026 during regular office hours.

Forms for the appointment of voting proxies must be completed in duplicate. **The form must have an original signature on it**. The Proxy will be required to show identification and to take an oral oath at the voting location before they are given a ballot.

An elector appointed as a voting proxy may only act for one elector who is not a relative or can act as a voting proxy for any number of electors who are relatives (parents, grandparents, children, grandchildren, brothers, sisters or spouse).

The elector appointed as a proxy must present both copies of the certificate in person at the Municipal Office, Monday to Friday from 8:00 a.m. to 4:00 p.m. or during the hours of 10:00 a.m. to 6:00 p.m. on the advance vote date - Saturday, October 17th, 2026. Identification will be required prior to certification of the proxy form. All proxy forms must be completed in full prior to presentation and certification by the Clerk.

On Election Day, no forms shall be approved by the Clerk after "normal office hours".

The proxy form must be first certified by the Clerk and then presented at the poll. Uncertified proxies will not be issued a ballot.

An original signature is required - photocopies, faxes and e-mails will not be accepted.

For further information, please contact:

Karine Pelletier, Clerk
Township of McGarry
705-634-2145, Ext 223 or kpelletier@mcgarry.ca

Form TD51

TOWNSHIP OF MCGARRY

2026 MUNICIPAL ELECTION
Voters' List – Are You on the List?

Procedure

- The list is NOT available for public viewing at any time.
- Eligible electors can start asking if they are on the list as of September 1st (legislative).
- An elector can only ask about themselves; they cannot enquire about anyone else on the list, not even their spouse, DO NOT ever provide it.
- Only the Clerk (Returning Officer) or those delegated authority have access to the Voters' List.
- When verifying information, always ask the potential eligible elector to give you their birth date, mailing address, etc., DO NOT ever provide it to them.

In Person

If a potential eligible elector comes into the Municipal Office:

- ask them for proof of identity and residence (see ID Requirements page).
- hold on to that piece of identity as you look up the potential eligible elector.
- do not show them the screen at any time.
- if you cannot find them in the system by searching their name, next search their qualifying address.
- if they show up in the system, verify the following information:
    - birth date
    - citizenship
    - mailing address
    - school support (only a permanent resident can vote)
- refer them to the Clerk:
    - if they do not show up in the system at all
    - if they show up in the system more than once
    - if they show up in the system and information is missing or incorrect (ex. birth date, etc.)

Over the Phone

If a potential eligible elector calls in to the Municipal Office:

- ask them who they are
- look them up in the system

- if you cannot find them in the system by searching their name, next search their qualifying address
- ask them to provide their qualifying address, mailing address and birth date (if any of this information is missing or incorrect, ask them to come into the Municipal Office with ID)
- if they have provided this information correctly, verify their citizenship and school support
- ask them to come into the Municipal Office with ID:
    - if they do not show up in the system at all
    - if they show up in the system more than once
    - if they show up in the system and information is missing or incorrect (ex. birth date, etc.)

Email and Fax

Elector cannot enquire via email or fax. Ask them to come in or to phone.

Municipal Elections Act, 1996

S.O. 1996, CHAPTER 32
SCHEDULE

17 (1) Repealed: 2002, c. 17, Sched. D, s. 5 (1).

Qualifications

(2) A person is entitled to be an elector at an election held in a local municipality if, on voting day, he or she,
(a) resides in the local municipality or is the owner or tenant of land there, or the spouse of such owner or tenant;
(b) is a Canadian citizen;
(c) is at least 18 years old; and
(d) is not prohibited from voting under subsection (3) or otherwise by law.

Persons prohibited from voting

(3) The following are prohibited from voting:
1. A person who is serving a sentence of imprisonment in a penal or correctional institution.
2. A corporation.
3. A person acting as executor or trustee or in any other representative capacity, except as a voting proxy in accordance with section 44.
4. A person who was convicted of the corrupt practice described in subsection 90 (3), if voting day in the current election is less than five years after voting day in the election in respect of which he or she was convicted.

Status as tenant

(4) Despite the definitions of “owner or tenant” and “tenant” in subsection 1 (1), a regulation may specify circumstances in which a person is, and is not, considered to be a tenant for the purposes of clause (2) (a).

Form TD52

TOWNSHIP OF MCGARRY

DECLARATION OF QUALIFICATIONS – THIRD PARTY ADVERTISER

I, _____, am:
(individual or corporation or trade union name)

☐ An individual who is normally resident in Ontario

☐ A corporation that carries on business in Ontario

☐ A trade union that holds bargaining rights for employees in Ontario

I, _____, am:
(person or agents name)

☐ A person

☐ An agent

Do Solemnly Declare That:

1. I am qualified pursuant to the *Municipal Elections Act, 1996* to file a notice of registration to be a registered third party advertiser for the election.

2. I am not:
   - A Candidate whose nomination has been filed.
   - A federal political party registered under the *Canada Elections Act* or any federal constituency association or registered candidate at a federal election endorsed by that party.
   - A provincial political party, constituency association, registered candidate or leadership contestant registered under the *Election Finances Act*.

3. I am not under the direction of a Candidate whose nomination has been filed.

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

Declared before me at the (name of municipality)

This _____ day of _____, 2022

_____
(Signature of individual or representative of the corporation or trade union)

_____
(Signature of Municipal Clerk or designate)

Note: *Each individual or representative of the corporation or trade union may be asked for ID and each person or agent filing on behalf of a corporation or trade union may be requested to provide a resolution from the corporation or trade union that authorizes the person or agent to register on their behalf.*

Personal information on this form is collected under the authority of the *Municipal Elections Act, 1996* and will be used for the registration of third-party advertisers for the municipal election and will be available for public inspection in the office of the Clerk, (Township of Armstrong) until the next municipal election. Questions about this collection of personal information should be directed to the Clerk, 27 Webster Street, Virginiatown, Ontario, P0K 1X0.

Form TD53

TOWNSHIP OF MCGARRY
CONTRIBUTIONS TO REGISTERED THIRD PARTIES

CONTRIBUTIONS TO REGISTERED THIRD PARTIES [SECTION 88.12 (1) to (5)]

A contribution shall not be made in relation to third party advertisements that appear during an election in a municipality unless they are a registered third party.

A contribution to a registered third party, or to an individual acting under his, her or its direction, shall only be made during the campaign period.

Contributions shall only be made by the following:
- An individual who is normally resident in Ontario.
- A corporation that carries on business in Ontario.
- A trade union that holds bargaining rights for employees in Ontario.
- The registered third party and, in the case of an individual, his or her spouse, subject to if the spouse of a registered third party is not normally registered in Ontario, the spouse may make contributions only to the registered third party.

The following shall not make a contribution:
- A federal political party registered under the *Canada Elections Act* or any federal constituency association or registered candidate at a federal election endorsed by that party.
- A provincial political party, constituency association, registered candidate or leadership contestant registered under the *Election Finances Act*.
- The Crown in right of Canada or Ontario, a municipality or local board.

ACCEPTANCE OF CONTRIBUTIONS [SECTION 88.12 (7) to (8)]

A contribution may be accepted only by a registered third party or an individual acting under the direction of the registered third party.

A contribution may be accepted only from a person or entity that is entitled to make a contribution.

A contribution of money that exceeds $25 shall not be contributed in the form of cash and shall be contributed in a manner that associates the contributor's name and account with the payment or by money order signed by the contributor.

MAXIMUM CONTRIBUTIONS TO REGISTERED THIRD PARTIES (SECTION 88.13)

A contributor shall not make contributions in relation to third party advertisements exceeding a total of:

- $750 to a registered third party that appear during an election in a municipality;
- $5,000 to two or more third parties registered in the same municipality;
- Except if the third party is contributing to itself, then the maximum contributions do not apply;
- Except if the contributor is the spouse of an individual that is a registered third party, then the maximum contributions do not apply.

FUNDRAISING FOR REGISTERED THIRD PARTIES (SECTION 88.14 AND 88.28)

Only registered third parties in the municipality may hold a fundraising function relating to third party advertisements.

Fundraising functions may only be held during the campaign period.

*NOTE: Please note the third party advertiser is solely responsible for complying with the legislation in the *Municipal Elections Act* relating to third party advertising.

Form TD 54

TOWNSHIP OF MCGARRY

OFFICIAL LIST OF REGISTERED THIRD PARTIES

Municipal Elections Act, 1996 [Section 88.12 (9) and (10)]

NOTICE is hereby given that during the period commencing May 1st, 2026 and ending on October 21st, 2026, the following third parties have filed all the necessary papers and declarations and as Clerk, I am satisfied that such third parties are qualified and that their Notice complies with the requirements of the *Municipal Elections Act, 1996*. I have, therefore, certified the following third parties:

NAME OF THIRD PARTY	CONTACT PERSON	EMAIL ADDRESS	PHONE NUMBER	HYPERLINK

Dated this _____day of _____, 2026. ***(May 1 to October 21, 2026)***

Form TD55

TOWNSHIP OF MCGARRY
CONTRIBUTIONS TO REGISTERED CANDIDATES

A contribution shall not be made to or accepted by a person or an individual acting under the person's direction unless the person is a candidate.

A contribution made to or accepted by a candidate, or to an individual acting under the candidate's direction, shall only be made during the candidate's election campaign period.

Contributions shall only be made by the following:
- An individual who is normally resident in Ontario;
- The candidate and his or her spouse, subject to if the spouse of a candidate is not normally resident in Ontario, a candidate and his or her spouse may make contributions only to the candidate's election campaign.

The following shall not make a contribution:
- A federal political party registered under the *Canada Elections Act* or any federal constituency association or registered candidate at a federal election endorsed by that party.
- A provincial political party, constituency association, registered candidate or leadership contestant registered under the *Election Finances Act*.
- A corporation that carries on business in Ontario;
- A trade union that holds bargaining rights for employees in Ontario;
- The Crown in right of Canada or Ontario, a municipality or local board.

ACCEPTANCE OF CONTRIBUTIONS [SECTION 88.8 (6) – (10)]

A contribution may be accepted only by a candidate or an individual acting under the direction of the candidate.

A contribution may be accepted only from a person or entity that is entitled to make a contribution.

A contribution of money that exceeds $25 shall not be contributed in the form of cash and shall be contributed in a manner that associates the contributor's name and account with the payment or by money order signed by the contributor.

The listing of the phone number and email address and/or hyperlink to the candidate's website by the municipality or local board does not constitute a contribution to a candidate.

MAXIMUM CONTRIBUTIONS TO CANDIDATES (SECTION 88.9)

A contributor shall not make contributions exceeding a total of:

- $1,200 to any one candidate in an election;
- Except if a person is a candidate for more than one office a contributor's total contributions to that candidate in respect of all the offices shall not exceed $1,200;
- $5,000 to two or more candidates for office on the same council or local board;
- Except if the candidate is contributing to the candidates own election campaign, then the maximum contributions do not apply;
- Except if the contributor is the spouse of the candidate, then the maximum contributions do not apply.

Form TD56

TOWNSHIP OF MCGARRY

BROADCASTER/PUBLISHER INFORMATION SHEET – CANDIDATE

88.3 (1) In this section,
"Election campaign advertisement" means an advertisement in any broadcast, print, electronic or other medium that has the purpose of promoting or supporting the election of a candidate. 2016, c. 15, s. 47.

Mandatory information in advertisement
(2) An election campaign advertisement purchased by or under the direction of a candidate shall identify the candidate. 2016, c. 15, s. 47.
Mandatory information for broadcaster, etc.

(3) A candidate shall not cause an election campaign advertisement to appear unless he or she provides the following information to the broadcaster or publisher in writing:
1. The name of the candidate.
2. The name, business address and telephone number of the individual who deals with the broadcaster or publisher under the direction of the candidate. 2016, c. 15, s. 47.

Prohibition, broadcaster or publisher
(4) No broadcaster or publisher shall cause an election campaign advertisement to appear if the information set out in paragraphs 1 and 2 of subsection (3) has not been provided. 2016, c. 15, s. 47.

Records
(5) The broadcaster or publisher of an election campaign advertisement shall maintain records containing the following information for a period of four years after the date the advertisement appears and shall permit the public to inspect the records during normal business hours:
1. The information provided under subsection (3).
2. A copy of the advertisement, or the means of reproducing it for inspection.
3. A statement of the charge made for its appearance. 2016, c. 15, s. 47.

Election Sign Policy – Corridor Sign Policy, Ministry of Transportation

On Township roads candidates must follow the Election sign policy.

Under the authority of the Public Transportation and Highway Improvement Act the Ministry through the issuance of a permit controls all visible signing upon or within 400 metres of the provincial highway right-of-way.

Election Signs placed by, or on behalf of a candidate or a political party and signs designed to encourage citizens to vote must follow these restrictions governing elections signs that are visible from a provincial highway system.

Contact the Corridor Management Officer to obtain additional information:

Ministry of Transportation Operational Services - New Liskeard
500 Rockley Road
P.O. Box 1390
New Liskeard, Ontario
P0J 1P0
Phone: (705) 647-1802 ext.1802
Toll free: 1-800-720-1120 ext.1802
Fax: (705) 647-4571

Form TD57

TOWNSHIP OF MCGARRY

BROADCASTER/PUBLISHER INFORMATION SHEET – THIRD PARTY ADVERTISER

Mandatory information in third party advertisements
88.5 (1) No registered third party shall cause a third party advertisement to appear during the restricted period unless the advertisement contains the following information:
1. The name of the registered third party.
2. The municipality where the registered third party is registered.
3. A telephone number, mailing address or email address at which the registered third party may be contacted regarding the advertisement. 2016, c. 15, s. 48.

Mandatory information for broadcaster, etc.
(2) A registered third party shall not cause a third party advertisement to appear during the restricted period unless he, she or it provides the following information to the broadcaster or publisher in writing:
1. The name of the registered third party.
2. The name, business address and telephone number of the individual who deals with the broadcaster or publisher under the direction of the registered third party.
3. The municipality where the registered third party is registered. 2016, c. 15, s. 48.

Prohibition, broadcaster or publisher
(3) No broadcaster or publisher shall cause a third party advertisement to appear during the restricted period if the information set out in paragraphs 1 to 3 of subsection (2) has not been provided. 2016, c. 15, s. 48.

Records
(4) The broadcaster or publisher of a third party advertisement shall maintain records containing the following information for a period of four years after the date the advertisement appears and shall permit the public to inspect the records during normal business hours:
1. The information provided under subsection (2).
2. A copy of the advertisement, or the means of reproducing it for inspection.
3. A statement of the charge made for its appearance. 2016, c. 15, s. 48.

Form TD58

TOWNSHIP OF MCGARRY

ESTIMATED MAXIMUM THIRD PARTY EXPENSES

TO:

_____ / _____

(Name of Third Party) (Name of Representative)

_____

(Address) (Postal Code)

I hereby certify that the estimated maximum third party expenses that a registered third party is permitted to incur in the Municipal Election to be held October 26, 2026, is _____*.

_____ _____

Date Municipal Clerk or designate

The Clerk shall give the individual filing a Notice of Registration for Third Party Advertising a Preliminary Calculation of the estimated maximum third party expenses at the time of filing, based upon the number of electors on the Voters' List as of Nomination Day for the 2022 election. [Section 88.21 (13)(a)]

On or before September 30, 2026; and in the case of a by-election, within 10 days after the clerk makes the corrections under subparagraph 4 iii of subsection 65 (4) or subparagraph 3 ii of subsection 65 (5), the Clerk shall give a Final Calculation of the applicable maximum third party expenses to each individual that filed a Notice of Registration for Third Party Advertising. The number of electors to be used in this final calculation is to be the greater of the following:

- the number determined from the Voters' List from the previous regular election, as it existed September 15 (now September 20) in the year of the previous election, adjusted for changes made under Sections 24 and 25 that were approved as of that day;
- the number determined from the Voters' List for the current election, as it exists on September 15 in the year of the current election, adjusted for changes made under Sections 24 and 25 that were approved as of that day [Section 88.21(11)]

** Formula for calculation provided in Ontario Regulation 101/97.*

Form TD59

TOWNSHIP OF MCGARRY

CERTIFICATE OF MAXIMUM THIRD PARTY EXPENSES

TO:

_____ / _____
(Name of Third Party) (Name of Representative)

_____
(Address) (Postal Code)

I hereby certify that the estimated maximum third party expenses that a registered third party is permitted to incur in the Municipal Election to be held October 26, 2026, is _____*.

_____ _____
Date Municipal Clerk or designate

On or before September 30, 2026, the Clerk shall give a final certificate of the applicable maximum campaign expenses to each candidate. In the case of a by-election, within 10 days after the Clerk makes the corrections under subparagraph 4 iii of subsection 65 (4).
The number of electors to be used in this final calculation is to be the greater of the following:

- The number determined from the Voters' List from the previous regular election, as it existed on September 15 in the year of the previous election, adjusted for changes under Section 24 and 25 that were approved as of that day;
- The number determined from the Voters' List from the current election, as it exists on September 15 in the year of the current election, adjusted for changes under Section 24 and 25 that were approved as of that day [Section 88.20 (11)].

Form TD60

TOWNSHIP OF MCGARRY

DUTIES OF CANDIDATES

A candidate shall ensure that,

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

(b) all contributions of money are deposited into the campaign accounts;

(c) all funds in the campaign accounts are used exclusively for the purposes of the election campaign;

(d) all payments for expenses are made from the campaign accounts;

(e) contributions of goods or services are valued;

(f) receipts are issued for every contribution and obtained for every expense;

(g) records are kept of,
(i) the receipts issued for every contribution,
(ii) the value of every contribution,
(iii) whether a contribution is in the form of money, goods or services, and
(v) the contributor's name and address;

(h) records are kept of every expense including the receipts obtained for each expense;

(i) records are kept of any claim for payment of an expense that the candidate disputes or refuses to pay;

(j) records are kept of the gross income from a fund-raising function and the gross amount of money received at a fundraising function by donations of $25 or less or by the sale of goods or services for $25 or less;

(k) records are kept of any loan and its terms under section 88.17 (Campaign Account Loans);

(l) the records described in clauses (g), (h), (i), (j) and (k) are retained by the candidate for the term of office of the members of the council or local board and until their successors are elected and the newly elected council or local board is organized;

(m) financial filings are made in accordance with sections 88.25 (Candidates' Financial Statements, etc.) and 88.32 (Return of Surplus for Subsequent Expenses);

(n) proper direction is given to the persons who are authorized to incur expenses and accept or solicit contributions under the direction of the candidate;

(o) a contribution of money made or received in contravention of this Act or a by-law passed under this Act is returned to the contributor as soon as possible after the candidate becomes aware of the contravention;

(p) a contribution not returned to the contributor under clause (o) is paid to the clerk with whom the candidate's nomination was filed;

(q) an anonymous contribution is paid to the clerk with whom the candidate's nomination was filed; and

(r) each contributor is informed that a contributor shall not make contributions exceeding,
(i) subject to subsection (2), a total of $1,200 to any one candidate in an election, and
(ii) a total of $5,000 to two or more candidates for offices on the same council or local board.

Exclusion of certain expenses
Expenses described in paragraph 2 of subsection 88.19 (3) (Audit and Accounting Fees) are not expenses for the purpose of clause (a) above.

Contributions paid to clerk
Contributions paid to the clerk under clause (p) or (q) above become the property of the local municipality.

Form TD61

TOWNSHIP OF MCGARRY
DUTIES OF REGISTERED THIRD PARTIES

A registered third party shall ensure that,

(a) no contributions of money are accepted or expenses are incurred in relation to third party advertisements that appear during an election in a municipality unless one or more campaign accounts are first opened at a financial institution exclusively for the purposes of the election campaign;

(b) all contributions of money are deposited into the campaign accounts;

(c) all funds in the campaign accounts are used exclusively for the purposes of the election campaign;

(d) all payments for expenses are made from the campaign accounts;

(e) contributions of goods or services are valued;

(f) receipts are issued for every contribution and obtained for every expense;

(g) records are kept of,
- (i) the receipts issued for every contribution,
- (ii) the value of every contribution,
- (iii) whether a contribution is in the form of money, goods or services, and
- (iv) the contributor's name and address;

(h) records are kept of every expense including the receipts obtained for each expense;

(i) records are kept of any claim for payment of an expense that the registered third party disputes or refuses to pay;

(j) records are kept of the gross income from a fundraising function and the gross amount of money received at a fundraising function by donations of $25 or less or by the sale of goods or services for $25 or less;

(k) records are kept of any loan and its terms under section 88.17 (Account Loans);

(l) the records described in clauses (g), (h), (i), (j) and (k) are retained by the registered third party for the term of office of the members of the council or local board and until their successors are elected and the newly elected council or local board is organized;

(m) financial filings are made in accordance with sections 88.29 (Financial Statements, etc.) and 88.32 (Return of Surplus for Subsequent Expenses);

(n) proper direction is given to the persons who are authorized to incur expenses and accept or solicit contributions under the direction of the registered third party;

(o) a contribution of money made or received in contravention of this Act or a by-law passed under this Act is returned to the contributor as soon as possible after the registered third party becomes aware of the contravention;

(p) a contribution not returned to the contributor under clause (o) is paid to the clerk of the municipality in which the registered third party is registered;

(q) an anonymous contribution is paid to the clerk of the municipality in which the registered third party is registered; and

(r) each contributor is informed that a contributor shall not make contributions exceeding,
   (i) a total of $1,200 to any one registered third party in relation to third party advertisements, and
   (ii) a total of $5,000 to two or more registered third parties registered in the same municipality in relation to third party advertisements.

Exclusion of certain expenses
Expenses described in paragraph 2 of subsection 88.19 (3) (Audit and Accounting Fees) are not expenses for the purpose of clause (a) above.

Contributions paid to clerk
Contributions paid to the clerk under clause (p) or (q) above become the property of the local municipality.

Form TD62

TOWNSHIP OF MCGARRY

NOTICE OF THIRD PARTY OF FILING REQUIREMENTS

TO:

- (Name of Registered Third Party Advertiser)

- (Address)

TAKE NOTICE

- Pursuant to the Municipal Elections Act, 1996, you are required to file a financial statement and auditor's report (if applicable) in connection with your activities as a Registered Third Party Advertiser in the 2026 Municipal Election.

FILING REQUIREMENTS

- You must file the following with the Clerk:
- ☐ **Financial Statement – Third Party (Form 8 – Prescribed)**
  ☐ **Auditor's Report** *(if required under the Act)*

FILING DEADLINE

- The above-noted documents must be filed **no later than 2:00 p.m. on March 31, 2027**.

EXTENDED FILING PERIOD

- If you are unable to file by the deadline, you may file during the **30-day grace period**, up to:
- **2:00 p.m. on May 3, 2027**
- A **late filing fee of $500** is required.

EFFECT OF FAILURE TO FILE (DEFAULT)

- *(Municipal Elections Act, s. 88.27)*
- If you fail to file the required documents by the applicable deadline:
- You will be **ineligible to register as a third party advertiser** in the next regular municipal election; and
- Such ineligibility remains in effect until after the next regular election has taken place.

OFFENCES AND PENALTIES

- *(Municipal Elections Act, s. 92)*
- You may be subject to prosecution and penalties if you:
- Fail to file the required financial statement
- Exceed the prescribed spending limits
- File a false or misleading statement

METHOD OF DELIVERY

- This notice is being sent by **Registered Mail** in accordance with the requirements of the Municipal Elections Act.

CONTACT INFORMATION

- If you have any questions regarding your filing requirements, please contact:
- **Clerk / Returning Officer**
  Karine Pelletier
  Township of McGarry
  27 Webster Street, Virginiatown, ON
  Phone:705-634-2145, Ext 223
- Email: kpelletier@mcgarry.ca

- Date

- Municipal Clerk / Returning Officer

Form TD64

TOWNSHIP OF MCGARRY

NOTICE OF DEFAULT – REGISTERED THIRD PARTY

TO:

_____ / _____
(Name of Individual, Corporation or Trade Union) (Name of Individual Who Registered)

_____
(Address) (Postal Code)

EFFECT OF DEFAULT BY REGISTERED THIRD PARTY [88.27 (1)]

TAKE NOTICE THAT A REGISTERED THIRD PARTY SHALL, subject to subsection 88.27 (6) and in addition to any other penalty that may be imposed under this Act, an individual, corporation or trade union that is registered as a registered third party in relation to an election in a municipality is not entitled to register in relation to a subsequent election in the municipality until after the next regular election has taken place,

(a) if the registered third party fails to file a document as required under section 88.29 or 88.32 by the relevant date;
(b) if a document filed under section 88.29 shows on its face a surplus, as described in section 88.31, and the registered third party fails to pay the amount required by subsection 88.31 (4) to the clerk by the relevant date;
(c) if a document filed under section 88.29 shows on its face that the registered third party has incurred expenses exceeding what is permitted under section 88.21; or
(d) if a document filed under section 88.32 shows on its face a surplus and the registered third party fails to pay the amount required by that section by the relevant date

OFFENCES [92 (4)]

TAKE NOTICE THAT A REGISTERED THIRD PARTY SHALL be guilty of an offence and, on conviction, in addition to any other penalty that may be imposed under this Act, is subject to the penalty described in subsection 88.27 (1),

(a) if the registered third party incurs expenses that exceed the amount determined under section 88.21; or
(b) if the registered third-party files a document under section 88.29 or 88.32 that is incorrect or otherwise does not comply with that section.

_____ _____
Date Municipal Clerk or designate

The Clerk shall, at least 30 days before the filing date, give to each third party that registered in the municipality notice of the penalties under subsections 88.27 (1) and 92 (4) related to third party advertisements.

Form TD65

TOWNSHIP OF MCGARRY

TIMISKAMING DISTRICT JOINT COMPLIANCE AUDIT COMMITTEE
Terms of Reference (2026-2030)

1. Committee Mandate

1.1. The Timiskaming District Joint Compliance Audit Committee (hereinafter referred to as "TDCAC" or "Committee"), for the 2026-2030 Term of Council has full delegation of the authority under sections 88.33, 88.34, 88.35, 88.36 and 88.37 of the *Municipal Elections Act*, 1996 (hereinafter referred to as "MEA"), to receive and make decisions on applications for compliance audits of candidates' and registered third party advertisers' 2026 municipal election campaign finances and any by-election campaign finances during the 2026-2030 Council term. The TDCAC is also responsible for reviewing reports submitted to the TDCAC by the Clerk with respect to any contributor who appears to have contravened any of the contribution limits to a candidate's or registered third party election campaign.

2. Scope of Responsibilities

2.1. The powers and functions of the TDCAC are set out in sections 88.33 to 88.37 of the MEA and are generally described as follows:

a) Within 30 days of receipt of an application requesting a compliance audit, the Committee shall consider the compliance audit application and decide whether it should be granted or rejected, with brief written reasons for the decision;
b) If the application is granted, the Committee shall appoint an auditor to conduct a compliance audit of the candidate's election campaign finances or the campaign finances of the registered third party;
c) The Committee will review the auditor's report within 30 days of receipt and shall decide whether legal proceedings should be commenced, with brief written reasons for the decision; and
d) Within 30 days after receipt of a report from any member municipality's Clerk of any apparent contribution in excess of the contribution limits to a candidate or registered third party, the Committee shall consider the Clerk's report and decide whether legal proceedings should be commenced, with brief written reasons for the decision.

2.2. The TDCAC is responsible for addressing any candidate's or registered third party advertiser's compliance audit applications or any candidate's or registered third party advertiser's contribution limits Clerk Reports originating from any of the following member municipalities during the 2026 -2030 Council term:

Township of Armstrong
Township of Brethour
Township of Casey
Township of Chamberlain
Municipality of Charlton and Dack
City of Temiskaming Shores
Town of Cobalt
Township of Coleman
Town of Englehart
Township of Evanturel
Township of Gauthier
Township of Harley
Township of Harris
Township of Hilliard
Township of Hudson
Township of James
Township of Kerns
Town of Kirkland Lake
Township of Larder Lake
Town of Latchford
Township of Matachewan
Township of McGarry
Village of Thornloe
Municipality of Temagami

3. Committee Structure

3.1. The Committee shall be comprised of three (3) voting members of the public, with the provision for two (2) additional alternate members, all of who are qualified individuals.

3.2. Committee members will be appointed by each municipal member Council in accordance with each member municipality's established procedures.

3.3. At its first meeting, the Committee shall select and appoint one (1) of its members to act as a Chair and one (1) of its members to act as a Vice Chair for the duration of the Committee's term.

3.4. Alternate members will be called upon in the event that one of the three (3) voting members is unable to serve and/or attend meetings during the period of appointment or, if a member resigns from the Committee or is disqualified. Alternate members assume all of the rights and privileges of a voting member, if called upon.

3.5. The Clerk, or their designate, of the respective municipality will act as recording secretary and provide administrative support to the Committee.

3.6. The Clerk within each member municipality shall establish administrative practices and procedures for the Committee and shall carry out any other duties required under the MEA to implement the Committee's decisions.

4. Membership Selection Criteria

4.1. Members must possess an in-depth knowledge of the campaign financing rules of the MEA, therefore, preference will be given to applicants from the following stakeholder groups:

a) Accounting and audit - accountants or auditors with experience in preparing or auditing the financial statements of municipal candidates; and/or
b) Legal profession with experience in municipal law, municipal election law or administrative law; and/or
c) Academic - college or university professors with expertise in political science or local government administration; and/or
d) Other individuals demonstrated knowledge of the *Municipal Act*, 2001 and campaign financing rules of the MEA.
e) Additional skills and experience:
f) Proven analytical and decision-making skills; and/or
g) Experience working on committees, task forces or similar settings; and/or
h) Availability and willingness to attend meetings.

4.2. To avoid a conflict of interest, any auditor or accountant appointed to the Committee must not have undertaken an audit or prepared the financial statements of any of the candidates or registered third parties involved in the 2026 Municipal Elections for any member municipality.

4.3. All applicants will be required to complete an application form outlining their qualifications and experience.

4.4. As part of the application process, members must agree that they will not file nomination papers or register as a third party advertiser within any of the member municipalities, work or volunteer for, or contribute to, any candidate or registered third party in any capacity in an election within any of the member municipalities, or provide advice to any candidate running for municipal office or any registered third party within any of the member municipalities.

4.5. The Clerk, or their designate, from certain member municipalities will serve on the Selection Working Group for the TDCAC. The Selection Working Group shall meet to review all applications received based upon the membership selection criteria. The Selection Committee shall prepare a list for appointment according to the process approved by the Councils of the member municipalities.

4.6. As a collective, the consortium of Clerks may request to canvass the interest of existing appointed members of the TDCAC to sit on the next Term's Joint Compliance Audit Committee, however, the consensus from all participating Clerks is required. Upon said consensus, an assigned Clerk shall ensure that the returning members are circulated the updated Terms of Reference and asked to confirm, in writing, that they have read acknowledge Subsections 4.2., 4.4., and Sections 5 and 6 in totality, and continue to qualify to be sitting members of the TDCAC.

5. Qualifications

5.1. A person is eligible for appointment to the TDCAC who is:

- an individual who is normally resident in Ontario;
- a Canadian citizen, and
- at least 18 years old.

6. Disqualification

6.1. As per Section 88.37 (2) of the MEA:

a) Anyone who has participated as a candidate or register third party advertiser in any of the member municipality elections, or who have conducted audits or provided financial advice in respect of such campaigns, would be disqualified from participation on the TDCAC; and

b) Members of council, staff, members of the public elected to serve on any committee of council or local board, and candidates running for office in the 2026 Municipal Election or registered third party advertiser from any member municipality.

6.2. Should an appointed member accept employment with any of the member municipalities or register as a candidate or third party advertiser with any of the member municipalities, their appointment will be terminated**.**

7. Vacancy

7.1. If there is a Committee vacancy resulting from disqualification or otherwise, individuals qualified and interested in appointment shall be sought by using one or more of the following methods; inviting applications by posting a notice, contacting previous Committee members, or reviewing previous Committee applications received. This will be determined by the Clerks of the member municipalities**.**

7.2. Once a qualified applicant has been determined, each of the member municipalities shall report to their respective Councils and present an amending By-Law to fill the vacancy.

8. Meetings

8.1. The Committee members will be required to participate in an orientation training session as a condition of the appointment.

8.2. The Committee shall meet, as needed. Subsequent meetings of the same matters will be held at the call of the Chair. All time frames established in the MEA and regulations shall be adhered to.

8.3. When a member municipality is in receipt of either a compliance audit application or a report of the Clerk, the Clerk of the applicable member municipality shall contact the Committee Members and arrange for a meeting to consider the compliance audit request or report of the Clerk.

9. Meeting Procedures

9.1. Meetings of the Committee shall be conducted in accordance with the Administrative Practices and Procedures for the TDCAC as established by the Clerks of the member municipalities.

9.2. Pursuant to the MEA, the meetings of the Committee shall be open to the public, but the Committee may deliberate in private.

9.3. The Committee may put in place open meeting requirements and other provisions similar to that of the *Municipal Act,* and any other applicable legislation as required.

9.4. The Clerk shall cause reasonable notice of meetings, when required under the MEA, in accordance with the Administrative Practices and Procedures for the TDCAC.

9.5. The websites of the member municipalities will be utilized to communicate the meeting notices, agendas and minutes, and will be made available in alternate formats upon request.

9.6. Committee records shall be kept in accordance with Section 88 of the MEA and the member municipality's most current Record Retention Schedule.

10. Meeting Location

10.1. The TDCAC meetings shall be held in person or via electronic participation, to be determined by the Clerk of the applicable member municipality. The date and location shall also be determined by the respective Clerk.

11. Reporting and Communication Structure

11.1. The TDCAC will report to the respective Council(s), if necessary, subject to the requirements of the MEA.

12. Governance

12.1. Any responsibilities not clearly identified within these Terms of Reference shall be in accordance with Sections 88.33 to 88.37 of the MEA and the Administrative Practices and Procedures for the TDCAC.

12.2. Term: Members will be appointed no later than October 1, 2026 for the four (4) year term commencing November 15, 2026 to November 14, 2030. If an audit goes beyond the Committee term, the appointment may require an extension**.**

13. Costs

13.1. In accordance with the MEA, the council or local board, as the case may be, shall pay all costs in relation to the Committee's operation and activities.

13.2. The municipality from where the compliance audit application or Clerk's report originates shall pay all costs in relation to the Committee's operation and activities regarding that specific request or report, including but not limited to general costs associated with the Committee, costs of any audit that takes place and costs of legal counsel for the Committee.

14. Conflict of Interest

14.1. Members shall abide by the rules outlined within the *Municipal Conflict of Interest Act*, and shall disclose any pecuniary interest to the recording secretary and absent themselves from meetings for the duration of the discussion and voting (if any) with respect to the matter.

15. Remuneration

15.1. Per diem rate of $150.00 per meeting or training session Mileage: $0.50 per kilometer.

Form TD66

TOWNSHIP OF MCGARRY

APPLICATION FOR COMPLIANCE AUDIT

Municipal Elections Act, 1996 (Section 88.33 and 88.34)

An elector who is entitled to vote in an election and believes on reasonable grounds that a Candidate or Registered Third Party has contravened a provision of the Municipal Elections Act relating to campaign finances may apply for a Compliance Audit of the Candidate's or Registered Third Party's campaign finances, even if the Candidate or Registered Third Party has not filed a financial statement.

An application for a compliance audit must be received by the Clerk of the municipality within 90 days after the latest of the following dates:

- the filing date, which is the last Friday in March following the election;
- the date the Candidate or Registered Third Party filed a financial statement, if the statement was filed within 30 days after the filing date, which is the last Friday in March the year following the election;
- the Candidate's or Registered Third Party's supplementary filing date, if any, which is the last Friday in September in the year following the election;
- the date on which the Candidate's or Registered Third Party's extension approved by the court, if any, expires.

APPLICANT INFORMATION	
Last Name of Applicant:	First Name:
Applicant's Full Qualifying Address within Municipality:	
Mailing Address, if different than qualifying address:	
Telephone:	Email:

CANDIDATE OR REGISTERED THIRD PARTY
Candidate or Registered Third Party Name:

Name of Office for which the Candidate Sought Election (if applicable):
Filing Date of Candidate's or Registered Third Party's Financial Statements:

REASONS FOR COMPLIANCE AUDIT

In the area below, provide the reason(s) that you believe the Candidate or Registered Third Party named above has contravened the *Municipal Elections Act, 1996* relating to campaign finances. (Attach additional sheets if necessary)

APPLICANT CONFIRMATION

I confirm that the information provided in this application is complete and accurate to the best of my knowledge and that I am presently, legally entitled to vote in a municipal election in the municipality.

Applicant's Signature:	Date:
Received By:	Date:

The personal information on this form is collected under the authority of the *Municipal Elections Act, 1996*, and the *Municipal Freedom of Information and Protection of Privacy Act.* The information will be used by the District of Timiskaming Joint 2026 Election Compliance Audit Committee to process a Compliance Audit review. Pursuant to s. 88 of the *Municipal Elections Act, 1996*, this document is a public record, despite anything in the *Municipal Freedom of Information and Protection of Privacy Act*, and, until its destruction, may be inspected by any person at the Clerk's Office of any member municipality at a time when the office is open. Questions about this collection can be directed to the Clerk of any of the member municipalities.

Form TD67

TOWNSHIP OF MCGARRY
SAMPLE BY-LAW
USE OF OTHER LANGUAGES

By-Law XX-2026
of The Corporation of the XXXXXX

WHEREAS, Section 9(2) of the Municipal Elections Act, 1996, as amended provides that the council of a municipality may pass a by-law allowing the use of languages other than English on information provided to voters;

NOW THEREFORE BE IT RESOLVED THAT, the Council of the Corporation of the Township ENACTS AS FOLLOWS:

1. That voter information related to the October 26, 2026 municipal election be provided in alternate languages at the discretion of the Clerk.
2. This by-law shall come into force and take effect on the date it is passed.

By-law passed this ___ day of _____, 2026.

_____ _____
Mayor Clerk

Form TD68

TOWNSHIP OF MCGARRY
Homeless Persons Affidavit

Municipal Elections Act, 1996

IN THE MATTER OF THE MUNICIPAL ELECTIONS ACT, 1996
AND IN THE MATTER OF THE 2026 MUNICIPAL & SCHOOL BOARD ELECTIONS

I, _____, of the **Township of McGarry**, in the District of Timiskaming

MAKE OATH AND SAY AS FOLLOWS:

1. I am a Canadian Citizen.
2. I am, as of October 26, 2026, at least eighteen (18) years old.
3. During the five (5) weeks preceding the date of this Affidavit, the place to which I most frequently returned to sleep or eat is _____,Township of McGarry, Ontario and to no other permanent lodging in any other municipality in Ontario.
4. I am not serving a sentence of imprisonment in a penal or correctional institution.
5. I am not acting as an executor or trustee.
6. I have not been convicted of corrupt practice under the *Municipal Elections Act,* 1996 in the last four years.
7. I am not prohibited, by law, from voting.
8. This Affidavit is being made as an application to the Municipal Clerk to have my name added to the Voters' List for the 2026 Municipal & School Board Elections and for no improper purpose.

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

DECLARED before at the Township of McGarry
in the District of Timiskaming)
this _____ day of October, 2026)

_____
Signature of Applicant
)
)

_____
(Signature of Clerk or designate)
☐ Photo-identification provided.
☐ Photo-identification not available.

Form EL15

TOWNSHIP OF MCGARRY

Application to Amend Voters' List *Municipal Elections Act,* 1996 (s.17, s.24) **Form EL15**

Check only one

☐ **add** applicant's name to list
☐ **correct** applicant's information on list
☐ **delete** applicant's name from list (☐ moved ☐ other)

Name of applicant date of birth (year / month / day)

Last | First | middle

Qualifying address on voting day ☐ commercial property

At qualifying address, applicant is:

☐ owner *since* _____
☐ tenant *since* _____
☐ other *since* _____ (date)
☐ spouse _____
☐ unqualified(delete name only)

street number & name | apt. # | roll number | ward number | voting subdiv.

city | postal code | (if house apartment, indicate floor leve e.g. basement, 1st floor etc.)

Previous qualifying address (if applicable)

At qualifying address, applicant is:

☐ owner
☐ tenant
☐ other
☐ spouse

street number & name | apt. # | roll number | ward number | voting subdiv.

city | postal code | (if house apartment, indicate floor leve e.g. basement, 1st floor etc.)

Current mailing address of applicant (if different than **Qualifying address** above)

At mailing address, applicant is:

☐ owner
☐ tenant
☐ other
☐ spouse

street number & name | apt. /unit # | city | postal code

School Support

☐ Applicant is Roman Catholic (includes Greek & Ukrainian Catholics)
☐ Applicant has French Language Education Rights

Applicant wishes to be an elector for the following school board

- ☐ English-Public (anyone can support English-public)
- ☐ English-Separate (must be Roman Catholic)
- ☐ French-Public (must have French Language Education Rights)
- ☐ French-Separate (must be roman Catholic & have French Language Education Rights)

I, the undersigned, hereby declare that I am a Canadian citizen, that I have attained the age of eighteen (18) on or before Voting Day, and that on Voting Day, I am entitled to be an elector in accordance with the facts or information submitted on this form, and that I understand the effect thereof. I hereby apply to have my name corrected on the Voters' List in accordance with such facts or information.

_____ _____

Signature of Applicant Date

This information is collected under authority of s.17, s.24 and s.25 of the *Municipal elections Act* and s.15 and s.16 of the *Assessment Act* and will be used to determine voter eligibility.

Certificate of Approval (to be completed by Clerk or designate) ☐ Approved I hereby certify that the Voter's List for said voting subdivision in this municipality shall be amended in accordance with the statement of facts or information contained herein. _____ _____ Signature of clerk or delegate Date	☐ Refused (state reason) _____ _____ _____

INSTRUCTIONS TO COMPLETE
Application to Amend Voters' List – Form EL15

Please check only ONE box to indicate the purpose of the form:

ADD applicant's name to list,
CORRECT applicant's name on list, or
DELETE applicant's name from list (moved, other)

Ensure the Applicant Completes the Following Information:

- Full name (last, first, middle)
- Date of birth (year, month, day)
- Indicate if it is a commercial property (check box if yes)
- Qualifying address on voting day (**including apt # if applicable**)
- this is the property address where the person wants to be added on the voters' list
- Previous qualifying address (if the person has moved in the past 4 years)
- ensures their name was removed from their previous property
- Indicate if applicant is occupying **only a portion of a house** (i.e.: basement apartment, 2nd floor, rear apartment etc.)
- these properties tend to have multiple units / households
- Current mailing address of applicant (if different from the qualifying address)
- Indicate whether the applicant is an owner, tenant, spouse of an owner / tenant, other (i.e.: child) or the name is unqualified (for removal of a name)
- Ward number, voting subdivision (i.e.: polling station)
- School support & school board
- Sign & date the form

School Support:
A person **must be** Roman Catholic to support the Separate School Board
o Includes Greek and Ukrainian Catholics

A person **must have** French Language Education Rights to support a French School Board

If a person does not indicate they are Roman Catholic or have French Language Education rights **the only school board they can support is English-Public.**

Important Reminders:
All addresses for apartments need the unit number or apartment location (i.e.: basement, upper, rear, 2nd floor etc.) or the name cannot be added to the property.

All forms must be signed and dated by the applicant.

Items to be Completed by Municipal Staff:

Roll Number:
The roll number **must** be included on every EL15 form submitted to ELECTIONS ONTARIO.
A roll number is a unique identifier of a property / unit. It consists of 19 digits and should look like 1234-567-890-12345-0000.

- the first 4 digits are the municipality;
- the next 10 digits describe the location of the property and;
- the last 4 digits indicate the unit on the property (i.e. an apartment unit will be something other than '0000').

THE FINAL STEP PRIOR TO SUBMITTING FORM TO ELECTIONS ONTARIO:
Please ensure all forms are signed and dated by the applicant.
CERTIFICATE OF APPROVAL (to be completed by Clerk or designate)
Please check APPROVED or REFUSED
Sign and date the form.

Form EL16

TOWNSHIP OF MCGARRY

(Prepare in triplicate)

APPLICATION FOR REMOVAL OF DECEASED PERSONS NAME FROM VOTERS' LIST

Municipal Elections Act, 1996 [s. 25 (2), (3), (4)]

Municipality		
Surname of Applicant	Given Names	
Full Address of Residence	Apt #	Postal Code

IN RESPECT OF

Name as Entered in Voters' List		
Full Address of Residence	Apt #	Postal Code

ENTERED ON LIST FOR

Ward No. (if any)	Voting Subdivision No. (if any)	Assessment Roll Number (to be completed by Clerk or designated election official)

I, the undersigned, hereby solemnly affirm and declare that the contents of this form as completed by me are true.

.

_____ _____

Signature of Applicant Date Signed

Form EL18A

TOWNSHIP OF MCGARRY
DECLARATION OF QUALIFICATIONS
MUNICIPAL CANDIDATES

Municipal Elections Act, 1996

I, _____, a nominated candidate for the office of:

☐ Mayor

☐ Councillor

Do Solemnly Declare That:

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

   ☐ Mayor

   ☐ Councillor

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

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

4. Without limiting the generality of paragraph 3,

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

   ☐ I am not a judge of any court.

- ☐ 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 Township of McGarry prior to 2:00 p.m. on Nomination Day, August 21, 2026. I understand that the Clerk of the Township of McGarry will reject my nomination for the above-mentioned office if I fail to provide proof of resignation by this deadline.
- ☐ I am not a public servant within the meaning of the *Public Service of Ontario Act, 2006*, or if I am a public servant, I have followed and will continue to follow all the relevant provisions of Part V of such *Act*.
- ☐ I am not a Federal employee within the meaning of the *Public Service Employment Act*, or if I am a Federal employee, I have followed and will continue to follow all the relevant provisions of Part 5 of such *Act.*

5. I am not prohibited from voting at the municipal election under section 17 (3) of the *Municipal Elections Act, 1996*.

   - ☐ I am not a person who is serving a sentence of imprisonment in a penal or correctional institution.
   - ☐ I am not a corporation.
   - ☐ I am not a person acting as executor or trustee or in any other representative capacity.
   - ☐ I am not prohibited because of a conviction of a corrupt practice described in subsection 90 (3), if voting day in the current election is less than five years after voting day in the election in respect of which I was convicted

6. I am not a person who was convicted of a corrupt practice under the *Municipal Elections Act, 1996* or of an offence under the *Criminal Code* (Canada) in connection with an act or omission that relates to an election to which this Act applies and I am not a person who is ineligible to be nominated for, any office until the next two regular elections have taken place after the election to which the offence relates (Section 91 (1)).

7. I am not ineligible from being elected to or holding office by reason of any violations of the election campaign financial requirements, violations for not filing the financial statement or any other violations pursuant to the *Municipal Elections Act, 1996*. (Section 88.23)

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

Declared before me at the Township of McGarry

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

_____
(Signature of Municipal Clerk or designate)

Personal information on this form is collected under the authority of the *Municipal Elections Act, 1996* and will be used for the nomination process for office in the municipal election and will be available for public inspection in the office of the Clerk, Township of McGarry until the next municipal election. Questions about this collection of personal information should be directed to the Clerk, 27 Webster Street, Virginiatown, Ontario.

Form EL18(B)

TOWNSHIP OF MCGARRY

DECLARATION OF QUALIFICATIONS
SCHOOL TRUSTEE

Municipal Elections Act, 1996

I, _____, a nominated candidate for the office of:

☐ School Board Trustee

Do Solemnly Declare That:

1. I am qualified pursuant to the Municipal Elections Act, 1996 and the Education Act to be elected to and to hold the office of Trustee, _____ for the above-noted School Board.

2. Without limiting the generality of paragraph 1, I am a resident of the area of jurisdiction of the School Board, a Canadian citizen and at least eighteen years of age.

3. I am qualified under the Education Act to vote for members of the School Board to which I am seeking office.

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

5. Without limiting the generality of paragraph 4,
   - I am not an employee of the School Board or if I am an employee of the School Board, I am on an unpaid leave of absence as provided for by Section 219 of the Education Act and Section 30 of the Municipal Elections Act, 1996.
   - I am not a clerk or treasurer or deputy-clerk or deputy-treasurer of any municipality within the area of jurisdiction of the School Board or if I am such a person, I am on an unpaid leave of absence as provided for by Section 219 of the Education Act and Section 30 of the Municipal Elections Act, 1996.
   - 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 Township of McGarry prior to 2:00 p.m. on Nomination Day, August 21, 2026. I understand that the Clerk of the Township of McGarry will reject my nomination for the above-mentioned office if I fail to provide proof of resignation by this deadline.
   - I am not a member of the Executive Council of Ontario or a federal Minister of the Crown.

6. I am not prohibited from voting at the municipal election under subsection 17(3) of the Municipal Elections Act, 1996.

7. Without limiting the generality of paragraph 6,

   - I am not a person who is serving a sentence of imprisonment in a penal or correctional institution.
   - I am not a person who was convicted of a corrupt practice described in subsection 90(3) of the Municipal Act, 1996, during an election that occurred less than four years prior to Monday, October 26, 2026

8. I am not a candidate who was convicted of a corrupt practice under the Municipal Elections Act, 1996 or of an offence under the Criminal Code (Canada), in connection with an act or omission with respect to a municipal election if the Voting Day in that election is less than six years prior to Monday, October 26, 2026.

9. I am not disqualified from being elected to or holding office by reason of any violations of the election campaign financial requirements or violations for not filing the financial statement pursuant to the Municipal Elections Act, 1996.

   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.

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

Declared before me at the Township of McGarry

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

_____
(Signature of Municipal Clerk or designate)

Personal information on this form is collected under the authority of the *Municipal Elections Act, 1996* and will be used for the nomination process for office in the municipal election and will be available for public inspection in the office of the Clerk, Township of McGarry until the next municipal election. Questions about this collection of personal information should be directed to the Clerk, 27 Webster Street, Virginiatown, Ontario, P0K 1X0

Form EL18(C)

TOWNSHIP OF MCGARRY
DECLARATION OF QUALIFICATIONS
THIRD PARTER ADVERTISER

Municipal Elections Act, 1996

I, _____, do solemnly declare that I am hereby qualified under the Municipal Elections Act to be registered as a third-party advertiser, and affirm I am (check one):

- ☐ An individual who is normally a resident in Ontario
- ☐ A corporation that carries on business in Ontario
- ☐ A trade union that holds bargaining rights for employees in Ontario I intend to provide advertising within the Township of McGarry that supports or opposes a candidate or "yes" or "no" vote on a question on the ballot, and will not be advertising under the direction of a candidate whose nomination has been filed under section 33 of the Municipal Elections Act.

I further confirm that I am not ineligible or disqualified under the Municipal Elections Act to be a registered third-party advertiser and am not:

1. A candidate whose nomination has been filed under section 33 of the Municipal Elections Act.
2. A federal political party registered under the Canada Elections Act (Canada) or any federal constituency association or registered candidate at a federal election endorsed by that party.
3. A provincial political party, constituency association, registered candidate or leadership contestant registered under the Election Finances Act.
4. The Crown in right of Canada or Ontario, a municipality or local board.

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

Declared before me at the Township of McGarry

This _____ day of _____, 2026 _____

(Signature of Third-Party Advertiser)

_____

(Signature of Municipal Clerk or designate)

Personal information on this form is collected under the authority of the *Municipal Elections Act, 1996* and will be used for the nomination process for office in the municipal election and will be available for public inspection in the office of the Clerk, Township of McGarry until the next municipal election. Questions about this collection of personal information should be directed to the Clerk, 27 Webster Street, Virginiatown, Ontario, P0K 1X0

Form EL19

TOWNSHIP OF MCGARRY
WITHDRAWAL OF NOMINATION

Municipal Elections Act, 1996 (s. 36)

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

for the office of_____.
(Name of Elected Office)

_____ _____
Date Signature of Candidate

This withdrawal delivered to me at _____ this ____ day of _____, 2026.
(time)

_____
Municipal Clerk or designate

A person who has been nominated may withdraw his or her nomination by filing a written withdrawal in the Clerk's office by 2:00 p.m. on Nomination Day (August 21. 2026) if the nomination was filed under section 33 (4) and by 2:00 p.m. on August 26, 2026, if the nomination was filed under section 33(5).

Form EL20

TOWNSHIP OF MCGARRY
DECLARATION OF ACCLAMATION TO OFFICE

Municipal Elections Act, 1996 [s. 37(1)]

I hereby declare the certified candidates listed below to be acclaimed to the office that follows their respective names pursuant to Section 37 of the *Municipal Elections Act*, *1996*:

NAME OF CERTIFIED CANDIDATE	OFFICE	QUALIFYING ADDRESS

Dated this ___ day of August, 2026

_____
Municipal Clerk or designate

Form EL25 (A)

TOWNSHIP OF MCGARRY
CERTIFICATE AND RECEIPT FOR BALLOTS

Ward and Voting Subdivision No.
Municipality:
Date of Voting:

Ballot Type	Quantity delivered	Quantity corrected

CERTIFICATE OF QUANTITES DELIVERED BY CLERK

I, the undersigned Clerk or designate of this municipality, do hereby certify that I have supplied to the Deputy Returning Officer of the said voting subdivision the quantities and types of ballots as listed above.

_____ _____

Date delivered Signature of Clerk or Designate

CERTIFICATE OF QUANTITES RECEIVED BY DEPUTY RETURNING OFFICER

I, the undersigned Deputy Returning Officer of the said voting subdivision, hereby acknowledge that I have received from the Clerk of the municipality the quantities and types of ballots as listed above or as noted if different

_____ _____

Date delivered Signature of Deputy Returning Officer

This form does not go in the ballot box. This form contains information collected and maintained specifically for the purpose of creating a record available to the general public and may be inspected by any person at the Clerk's office at a time when the office is open.

Form EL26

TOWNSHIP OF MCGARRY

OATH OF QUALIFICATION

I am the person named or intended to be named on the Voters' List or document shown to me and I have not before voted at the election now being held in the Township of McGarry. I am a Canadian citizen, at least 18 years of age and a resident of the Township of McGarry or a non-resident owner or tenant of land in the Township of McGarry, or the spouse of such owner or tenant.

NAME (please print)	SIGNATURE

Form EL28

TOWNSHIP OF MCGARRY

LIST OF PERSONS WHO VOTED AT AN ADVANCE VOTE

Name of Municipality	
Ward No. (if any)	Voting Subdivision (one or more)

I hereby certify that during the advance voting held on _____ for the above
(Date of advance vote)

advance vote station(s), the following persons voted:

NAME OF ELECTOR	QUALIFYING ADDRESS	SUBDIVISION WARD & VOTING

Dated this _____ day of _____, 2026.

_____
Deputy Returning Officer

If your municipality is not capable of preparing a Voters' List for use on Voting Day which has the Advance Poll voters already struck from the List, a form similar to EL28 may be used to advise each DRO of the names of the voters shown on the list for the polling subdivision in which they will be working on election day that voted at an advance poll. This list will be certified by the Clerk and direct the DRO to cross the name off the Voters' List and indicate that the voter voted at the Advance Poll.

Form EL29A

TOWNSHIP OF MCGARRY

VOTING INSTRUCTIONS (MANUAL COUNT BALLOT)

ELECTORS PLEASE FOLLOW THESE 4 STEPS TO VOTE

1. MARK THE BALLOT - make a cross (X) or other mark in the space after the name of the candidate for whom you are voting.

2. FOLD THE BALLOT - the ballot should be folded so that the front of the ballot does not show.

3. RETURN THE FOLDED BALLOT to the Deputy Returning Officer.

4. WATCH THE DEPUTY RETURNING OFFICER place your ballot into the ballot box.

Form EL34

TOWNSHIP OF MCGARRY

STATUTORY PROVISIONS REGULATING VOTING PROCEDURES

Prohibition 48(1) While an elector is in a voting place, no person shall attempt, directly or indirectly, to influence how the elector votes.

No Election (2) Without limiting the generality of subsection (1), no person shall campaign or display a candidate's election campaign material or material literature in a voting place.

Secrecy 49(1) Every person who is present in a voting place or at the counting of the votes shall help to maintain the secrecy of the voting.

Offences (2) No person shall,

(a) interfere or attempt to interfere with an elector who is marking the ballot;

(b) obtain or attempt to obtain, at a voting place, information about how an elector intends to vote or has voted; or

(c) communicate any information obtained at a voting place about how an elector intends to vote or has voted.

Same (3) No elector shall show his or her marked ballot to any person so as to reveal how he or she has voted, except in connection with obtaining assistance in voting under paragraph 4 of subsection 52(1).

No requirement (4) No person shall, in a legal proceeding relating to an election, be required to disclose how he or she voted at the election.

Form EL35

TOWNSHIP OF MCGARRY

NOTICE OF OFFENCE/NOTICE OF CORRUPT PRACTICE

Section 89 of the *Municipal Elections Act*, 1996 provides that a person is guilty of an offence, if he or she,

(a) votes without being entitled to do so;
(b) votes more times than the *Act* allows;
(c) votes in a voting place in which he or she is not entitled to vote;
(d) induces or procures a person to vote when that person is not entitled to do so;
(e) having appointed a voting proxy that remains in force, votes otherwise than by the proxy;
(f) having been appointed a voting proxy, votes under the authority of the proxy when the elector has cancelled the proxy, is no longer entitled to vote, or has died;
(g) before or during an election, publishes a false statement of a candidate's withdrawal;
(h) furnishes false or misleading information to a person whom this Act authorizes to obtain information;
(i) without authority, supplies a ballot to anyone;
(j) delivers to the deputy returning officer to be placed in a ballot box a paper other than the ballot the deputy returning officer gave him or her;
(k) takes a ballot away from the voting place;
(l) at an election, takes, opens or otherwise deals with a ballot, a ballot box, or a book or package of ballots without having the authority to do so;
(m) attempts to do something described in clauses (a) to (l)

Section 90 of the said *Act* provides that if, when a person is convicted of an offence under Section 89, the presiding judge finds that the offence was committed knowingly, the offence also constitutes a corrupt practice.

Form EL37

TOWNSHIP OF MCGARRY
CERTIFICATE OF MAXIMUM CAMPAIGN EXPENSES

Municipal Elections Act, 1996 [88.20 (13)]

TO:

_____ / _____
(Name of Candidate) (Office)

_____
(Address) (Postal Code)

I hereby certify that the maximum campaign expenses that a candidate is permitted to incur, in the Municipal Election to be held on October 26, 2026, for the office of is:

Candidate for the Office of:	Maximum Campaign Expenses Based on the number of electors on the Voters' List for the office on September 15, 2022 (base amount + $0.85 for each eligible elector – O. Reg. 101/97)
Mayor $7,500.00 + $_____ ($0.85 X _____electors)	$_____
Councillor ($5,000.00 + $_____ ($0.85 X _____electors)	$_____

_____ _____
Date Municipal Clerk or designate

On or before September 30, 2026, the Clerk shall give a final certificate of the applicable maximum campaign expenses to each candidate. In the case of a by-election, within 10 days after the Clerk makes the corrections under subparagraph 4 iii of subsection 65 (4).
The number of electors to be used in this final calculation is to be the greater of the following:

- The number determined from the Voters' List from the previous regular election, as it existed on September 15 in the year of the previous election, adjusted for changes under Section 24 and 25 that were approved as of that day;
- The number determined from the Voters' List from the current election, as it exists on September 15 in the year of the current election, adjusted for changes under Section 24 and 25 that were approved as of that day [Section 88.20 (11)].

Form EL42

TOWNSHIP OF MCGARRY

NOTICE TO CANDIDATE OF FILING REQUIREMENTS

TO:

- (Name of Candidate)

- (Address)
- Office: _____

TAKE NOTICE

- Pursuant to the Municipal Elections Act, 1996, you are required to file financial statements in connection with your campaign for the 2026 Municipal Election.

FILING REQUIREMENTS

- You must file the following with the Clerk:
- ☐ **Financial Statement – Candidate (Form 4 – Prescribed)**
  ☐ **Auditor's Report** *(if required under the Act)*

FILING DEADLINE

- The required documents must be filed **no later than 2:00 p.m. on March 31, 2027**.

EXTENDED FILING PERIOD

- If you are unable to file by the deadline, you may file during the **30-day grace period**, up to:
- **2:00 p.m. on May 3, 2027**
- A **late filing fee of $500** is required.

SURPLUS REQUIREMENT

- *(Municipal Elections Act, s. 88.31 / 88.32)*
- If your financial statement shows a surplus, you are required to pay the surplus to the Clerk by the prescribed deadline.

EFFECT OF DEFAULT

- *(Municipal Elections Act, s. 88.23)*
- If you:
- Fail to file the required documents by the applicable deadline;
- File a document showing a surplus and fail to pay the surplus; or
- Exceed the maximum campaign expenses;
- Then:
- You **forfeit any office to which you were elected**; and
- You are **ineligible to be elected or appointed to any office** until after the next regular election.

OFFENCES

- *(Municipal Elections Act, s. 92)*
- You may be subject to prosecution if you:
- Exceed campaign spending limits;
- File a false or misleading financial statement;
- Fail to comply with the Act.

REFUND OF NOMINATION FEE

- *(Municipal Elections Act, s. 34)*
- You are entitled to a refund of your nomination filing fee if your financial statement and auditor's report (if required) are filed by the deadline.

METHOD OF DELIVERY

- This notice is being sent by **Registered Mail** in accordance with the Municipal Elections Act.

CONTACT INFORMATION

- For questions regarding your filing requirements, please contact:
- **Clerk / Returning Officer**
  Township of McGarry
  27 Webster Street, Virginiatown, ON, P0K 1X0
  Phone: 705-634-2145, Ext.223
  Email: kpelletier@mcgarry.ca

- Date

- Municipal Clerk / Returning Officer

Form EL43

TOWNSHIP OF MCGARRY

NOTICE OF DEFAULT

TO:

- (Name of Candidate)

- (Address)
- Office: _____

TAKE NOTICE

- Pursuant to the Municipal Elections Act, 1996, you are in **default** for failing to file the required campaign financial statement by the prescribed deadline.

DETAILS OF DEFAULT

- ☐ Failure to file **Financial Statement – Candidate (Form 4 – Prescribed)** by **2:00 p.m. on March 31, 2027**
- ☐ Failure to file required **Auditor's Report** (if applicable)

EXTENDED FILING PERIOD

- You may file the required documents during the **30-day grace period**, up to:
- **2:00 p.m. on May 3, 2027**
- A **late filing fee of $500** must be paid at the time of filing.

EFFECT OF DEFAULT

- *(Municipal Elections Act, s. 88.23 (1) and (2))*
- If you do not file the required documents by the end of the extended filing period:
- You will forfeit any office to which you were elected; and
- You will be ineligible to be elected or appointed to any office to which the Municipal Elections Act applies until after the next regular election.

OFFENCES

- *(Municipal Elections Act, s. 92)*
- You may also be subject to prosecution if you:
- Fail to comply with filing requirements;
- File false or misleading information;
- Exceed campaign spending limits.

METHOD OF DELIVERY

- This notice is being sent by **Registered Mail** in accordance with the Municipal Elections Act.

CONTACT INFORMATION

- For further information, please contact:
- Township of McGarry
  Karine Pelletier
  27 Webster Street, Virginiatown, ON, P0K 1X0
  Phone: 705-634-2145, Ext 223
  Email: kpelletier@mcgarry.ca

- Date

- Municipal Clerk / Returning Officer

APPENDIX B: MUNICIPAL ELECTIONS ACT

Municipal Elections Act, 1996
(for reference only)

Compliance Audits and Reviews of Contributions

Compliance audit of candidates' campaign finances
Application by elector

88.33 (1) An elector who is entitled to vote in an election and believes on reasonable grounds that a candidate has contravened a provision of this Act relating to election campaign finances may apply for a compliance audit of the candidate's election campaign finances, even if the candidate has not filed a financial statement under section 88.25. 2016, c. 15, s. 63.

Requirements
(2) An application for a compliance audit shall be made to the clerk of the municipality or the secretary of the local board for which the candidate was nominated for office, and it shall be in writing and shall set out the reasons for the elector's belief. 2016, c. 15, s. 63.

Deadline for applications
(3) The application must be made within 90 days after the latest of the following dates:
1. The filing date under section 88.30.
2. The date the candidate filed a financial statement, if the statement was filed within 30 days after the applicable filing date under section 88.30.
3. The candidate's supplementary filing date, if any, under section 88.30.
4. The date on which the candidate's extension, if any, under subsection 88.23 (6) expires. 2016, c. 15, s. 63.

Compliance audit committee
(4) Within 10 days after receiving the application, the clerk of the municipality or the secretary of the local board, as the case may be, shall forward the application to the compliance audit committee. 2016, c. 15, s. 63.

Procedural matters
(5) The meetings of the committee under this section shall be open to the public and reasonable notice shall be given to the candidate, the applicant and the public. 2016, c. 15, s. 63.

Same
(6) Subsection (5) applies despite sections 207 and 208.1 of the *Education Act*. 2016, c. 15, s. 63.

Decision of committee
(7) Within 30 days after the committee has received the application, the committee shall consider the application and decide whether it should be granted or rejected. 2016, c. 15, s. 63.

Same
(8) The decision of the committee to grant or reject the application, and brief written reasons for the decision, shall be given to the candidate, the clerk with whom the candidate filed his or her nomination, the secretary of the local board, if applicable, and the applicant. 2016, c. 15, s. 63.

Appeal
(9) The decision of the committee under subsection (7) may be appealed to the Superior Court of Justice within 15 days after the decision is made, and the court may make any decision the committee could have made. 2016, c. 15, s. 63.

Appointment of auditor
(10) If the committee decides under subsection (7) to grant the application, it shall appoint an auditor to conduct a compliance audit of the candidate's election campaign finances. 2016, c. 15, s. 63.

Same
(11) Only auditors licensed under the *Public Accounting Act, 2004* or prescribed persons are eligible to be appointed under subsection (10). 2016, c. 15, s. 63.

Duty of auditor
(12) The auditor shall promptly conduct an audit of the candidate's election campaign finances to determine whether he or she has complied with the provisions of this Act relating to election campaign finances and shall prepare a report outlining any apparent contravention by the candidate. 2016, c. 15, s. 63.

Who receives report
(13) The auditor shall submit the report to the candidate, the clerk with whom the candidate filed his or her nomination, the secretary of the local board, if applicable, and the applicant. 2016, c. 15, s. 63.

Report to be forwarded to committee
(14) Within 10 days after receiving the report, the clerk of the municipality or the secretary of the local board shall forward the report to the compliance audit committee. 2016, c. 15, s. 63.

Powers of auditor
(15) For the purpose of the audit, the auditor,
(a) is entitled to have access, at all reasonable hours, to all relevant books, papers, documents or things of the candidate and of the municipality or local board; and
(b) has the powers set out in section 33 of the *Public Inquiries Act, 2009* and section 33 applies to the audit. 2016, c. 15, s. 63.

Costs
(16) The municipality or local board shall pay the auditor's costs of performing the audit. 2016, c. 15, s. 63.

Decision
(17) The committee shall consider the report within 30 days after receiving it and, if the report concludes that the candidate appears to have contravened a provision of the Act relating to election campaign finances, the committee shall decide whether to commence a legal proceeding against the candidate for the apparent contravention. 2016, c. 15, s. 63.

Notice of decision, reasons
(18) The decision of the committee under subsection (17), and brief written reasons for the decision, shall be given to the candidate, the clerk with whom the candidate filed his or her nomination, the secretary of the local board, if applicable, and the applicant. 2016, c. 15, s. 63.

Immunity
(19) No action or other proceeding for damages shall be instituted against an auditor appointed under subsection (10) for any act done in good faith in the execution or intended execution of the audit or for any alleged neglect or default in its execution in good faith. 2016, c. 15, s. 63.

Saving provision
(20) This section does not prevent a person from laying a charge or taking any other legal action, at any time, with respect to an alleged contravention of a provision of this Act relating to election campaign finances. 2016, c. 15, s. 63.

88.34 (1) The clerk shall review the contributions reported on the financial statements submitted by a candidate under section 88.25 to determine whether any contributor appears to have exceeded any of the contribution limits under section 88.9. 2016, c. 15, s. 64.

Report, contributions to candidates for council
(2) As soon as possible following the day that is 30 days after the filing date or supplementary filing date, as the case may be, under section 88.30, the clerk shall prepare a report identifying each contributor to a candidate for office on a council who appears to have contravened any of the contribution limits under section 88.9 and,
(a) if the contributor's total contributions to a candidate for office on a council appear to exceed the limit under section 88.9, the report shall set out the contributions made by that contributor to the candidate; and
(b) if the contributor's total contributions to two or more candidates for office on the same council appear to exceed the limit under section 88.9, the report shall set out the contributions made by that contributor to all candidates for office on the same council. 2016, c. 15, s. 64.

Same
(3) The clerk shall prepare a separate report under subsection (2) in respect of each contributor who appears to have contravened any of the contribution limits under section 88.9. 2016, c. 15, s. 64.

Same
(4) The clerk shall forward each report prepared under subsection (2) to the compliance audit committee. 2016, c. 15, s. 64.

Report, contributions to candidates for a local board
(5) As soon as possible following the day that is 30 days after the filing date or supplementary filing date, as the case may be, under section 88.30, the clerk shall prepare a report identifying each contributor to a candidate for office on a local board who appears to have contravened any of the contribution limits under section 88.9 and,
(a) if the contributor's total contributions to a candidate for office on a local board appear to exceed the limit under section 88.9, the report shall set out the contributions made by that contributor to the candidate; and
(b) if the contributor's total contributions to two or more candidates for office on the same local board appear to exceed the limit under section 88.9, the report shall set out the contributions made by that contributor to all candidates for office on the same local board. 2016, c. 15, s. 64.

Same
(6) The clerk shall prepare a separate report under subsection (5) in respect of each contributor who appears to have contravened any of the contribution limits under section 88.9. 2016, c. 15, s. 64.

Same
(7) The clerk shall forward each report prepared under subsection (5) to the secretary of the local board for which the candidate was nominated for office and, within 10 days after receiving the report, the secretary of the local board shall forward it to the compliance audit committee. 2016, c. 15, s. 64.

Decision of compliance audit committee
(8) Within 30 days after receiving a report under subsection (4) or (7), the compliance audit committee shall consider it and decide whether to commence a legal proceeding against a contributor for an apparent contravention. 2016, c. 15, s. 64.

Procedural matters
(9) The meetings of the committee under subsection (8) shall be open to the public, and reasonable notice shall be given to the contributor, the applicable candidate and the public. 2016, c. 15, s. 64.

Same
(10) Subsection (9) applies despite sections 207 and 208.1 of the *Education Act*. 2016, c. 15, s. 64.

Notice of decision, reasons
(11) The decision of the committee under subsection (8), and brief written reasons for the decision, shall be given to the contributor and to the clerk of the municipality or the secretary of the local board, as the case may be. 2016, c. 15, s. 64.

Saving provision
(12) This section does not prevent a person from laying a charge or taking any other legal action, at any time, with respect to an alleged contravention of a provision of this Act relating to contribution limits. 2016, c. 15, s. 64.

Compliance audit of registered third parties
Application by elector
88.35 (1) An elector who is entitled to vote in an election in a municipality and believes on reasonable grounds that a registered third party who is registered in relation to the election in the municipality has contravened a provision of this Act relating to campaign finances may apply for a compliance audit of the campaign finances of the registered third party in relation to third party advertisements, even if the registered third party has not filed a financial statement under section 88.29. 2016, c. 15, s. 65.

Requirements
(2) An application for a compliance audit shall be made to the clerk of the municipality in which the registered third party was registered, and it shall be made in writing and shall set out the reasons for the elector's belief. 2016, c. 15, s. 65.

Deadline
(3) The application must be made within 90 days after the latest of the following dates:
1. The filing date under section 88.30.
2. The date the registered third party filed a financial statement, if the statement was filed within 30 days after the applicable filing date under section 88.30.
3. The supplementary filing date, if any, for the registered third party under section 88.30.
4. The date on which the registered third party's extension, if any, under subsection 88.27 (3) expires. 2016, c. 15, s. 65.

Application of s. 88.33 (4) to (20)
(4) Subsections 88.33 (4) to (20) apply to a compliance audit under this section, with the following modifications:
1. A reference to a candidate shall be read as a reference to the registered third party.
2. A reference to the clerk with whom the candidate filed his or her nomination shall be read as a reference to the clerk of the municipality in which the registered third party is registered.
3. A reference to election campaign finances shall be read as a reference to the campaign finances of the registered third party in relation to third party advertisements that appear during an election in the municipality. 2016, c. 15, s. 65.

Review of contributions to registered third parties
88.36 (1) The clerk shall review the contributions reported on the financial statements submitted by a registered third party under section 88.29 to determine whether any contributor appears to have exceeded any of the contribution limits under section 88.13. 2016, c. 15, s. 65.

Report by the clerk
(2) As soon as possible following the day that is 30 days after the filing date or supplementary filing date, as the case may be, under section 88.30 for a registered third party, the clerk shall prepare a report identifying each contributor to the registered third party who appears to have contravened any of the contribution limits under section 88.13 and,
(a) if the contributor's total contributions to a registered third party that is registered in the municipality appear to exceed the limit under section 88.13, the report shall set out the contributions made by that contributor to the registered third party in relation to third party advertisements; and
(b) if the contributor's total contributions to two or more registered third parties that are registered in the municipality appear to exceed the limit under section 88.13, the report shall set out the contributions made by that contributor to all registered third parties in the municipality in relation to third party advertisements. 2016, c. 15, s. 65.

Same
(3) The clerk shall prepare a separate report under subsection (2) in respect of each contributor who appears to have contravened any of the contribution limits under section 88.13. 2016, c. 15, s. 65.

Same
(4) The clerk shall forward each report prepared under subsection (2) to the compliance audit committee. 2016, c. 15, s. 65.

Decision of compliance audit committee
(5) Within 30 days after receiving a report under subsection (4), the compliance audit committee shall consider it and decide whether to commence a legal proceeding against a contributor for an apparent contravention. 2016, c. 15, s. 65.
Procedural matters
(6) The meetings of the committee under subsection (5) shall be open to the public, and reasonable notice shall be given to the contributor, the registered third party and the public. 2016, c. 15, s. 65.

Notice of decision, reasons
(7) The decision of the committee under subsection (5), and brief written reasons for the decision, shall be given to the contributor and to the clerk of the municipality. 2016, c. 15, s. 65.

Saving provision
(8) This section does not prevent a person from laying a charge or taking any other legal action, at any time, with respect to an alleged contravention of a provision of this Act relating to contribution limits. 2016, c. 15, s. 65.

Compliance audit committee
88.37 (1) A council or local board shall establish a compliance audit committee before October 1 of an election year for the purposes of this Act. 2016, c. 15, s. 66.

Composition
(2) The committee shall be composed of not fewer than three and not more than seven members and shall not include,
(a) employees or officers of the municipality or local board;
(b) members of the council or local board;
(c) any persons who are candidates in the election for which the committee is established; or
(d) any persons who are registered third parties in the municipality in the election for which the committee is established. 2016, c. 15, s. 66.

Eligibility for appointment
(3) A person who has such qualifications and satisfies such eligibility requirements as may be prescribed is eligible for appointment to the committee. 2016, c. 15, s. 66.

Same
(4) In appointing persons to the committee, the council or local board shall have regard to the prescribed eligibility criteria. 2016, c. 15, s. 66.

Term of office
(5) The term of office of the committee is the same as the term of office of the council or local board that takes office following the next regular election, and the term of office of the members of the committee is the same as the term of the committee to which they have been appointed. 2016, c. 15, s. 66.

Role of clerk or secretary
(6) The clerk of the municipality or the secretary of the local board, as the case may be, shall establish administrative practices and procedures for the committee and shall carry out any other duties required under this Act to implement the committee's decisions. 2016, c. 15, s. 66.

Costs
(7) The council or local board, as the case may be, shall pay all costs in relation to the committee's operation and activities. 2016, c. 15, s. 66.