

Township of Clearview

# 2026 Municipal & School Board Election Procedures



CLEARVIEW

**Approved by the Clerk/Returning Officer for the  
Township of Clearview on April 17, 2026**

**Please Note:** The procedures contained within are  
subject to change at any time, up to and including  
Voting Day at the discretion of the Clerk

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## Introduction

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The Township of Clearview is conducting the 2026 Municipal and School Board Election in accordance with the [Municipal Elections Act, S.O. 1996](#), as amended (the Act), and has chosen to use an alternative voting method under S.42 (1)(b), being Internet and Telephone voting. These voting methods have been approved under By-law 25-08.

The purpose of this document is to establish procedures for the use of Internet and Telephone voting, which are consistent with the principals of the Municipal Elections Act, 1996 (MEA). As well, this document is intended to provide guidance on other procedures that are related to the Election where the Act has authorized the Clerk to do so.

The Clerk, if deemed necessary, at any time, up to and including Voting Day (October 26, 2026), may amend procedures, documents, etc. Amendments to the procedures will be e-mailed to each Candidate to the address shown on the filed Nomination Forms and posted on the Township of Clearview website [www.clearview.ca](http://www.clearview.ca)

With respect to matters of policy and procedures for alternative voting methods and all other Municipal Election matters, the decision of the Clerk is final.

The Clerk shall delegate duties in writing to Election Officials who will be assigned duties as required to assist in the administration, management, security and control of the Municipal Election. The Clerk may appoint personnel as required. All Election Officials are required to be appointed through the appropriate form and take the necessary oath.

It is expected that Election Officials, Candidates, and all other stakeholders will work together to ensure that the integrity of the process is maintained.

The contents of this document are intended only as a guide to certain provisions of relevant legislation and do not purport to recite all applicable statutory references. Prospective candidates must satisfy themselves through their own determination that they have complied with the pertinent sections of the Act and that they are in fact qualified by law to seek elected office.

Questions with respect to these procedures may be directed to:

Sasha Helmkay-Playter, Clerk/Returning Officer  
Township of Clearview  
217 Gideon Street  
Stayner ON, L0M 1S0

Telephone: (705) 428-6230 ext. 274  
E-mail: [election@clearview.ca](mailto:election@clearview.ca)  
Website: [www.clearview.ca](http://www.clearview.ca)

## Welcome Candidates, Third Party Advertisers & Electors

The 2026 Municipal and School Board Election will be held on **Monday, October 26<sup>th</sup>, 2026**. The term of office is four years, beginning on November 15<sup>th</sup>, 2026, and ending November 14, 2030.

Unofficial results will be posted on the Township's website at [www.clearview.ca](http://www.clearview.ca) (as soon as possible after the close of the Election at 8:00 p.m.).

## Principles Guiding Municipal Elections

The following principles were considered during the development of the Municipal Elections Act, its amendments and the planning and delivery of the 2026 Municipal Election:

- The secrecy and confidentiality of the individual vote 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.
- Voters and candidates should be treated fairly and consistently within a municipality.

## Definitions

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**Advance Voting Period** means the period in which an eligible voter may cast their vote prior to Election Day.

**Ballot** means either an image on a computer screen, or any web enabled device including all choices available to the electors and containing spaces in which the electors mark their votes; or a piece of paper on which the elector will indicate their choice of candidates for the 2026 Municipal Election in a secret vote.

**Ballot Box** means a sealed box into which completed ballots are placed.

**Candidate** means a person who has been officially nominated under section 33 of the Municipal Elections Act.

**Certified Candidate** means a Candidate whose nomination has been certified by the Clerk under section 35 of the Municipal Elections Act.

**Clerk** means the Clerk of the Township of Clearview who is responsible for conducting the 2026 Municipal Election under the authority of the Municipal Elections Act, 1996. The Clerk may appoint Election Officials for the purposes of these procedures and may designate their titles and duties.

**Election Day** means the fourth Monday in October of an election year. Election Day for the 2026 Municipal and School Board Election is Monday, October 26, 2026.

**Election Official** means the Clerk or person(s) appointed in writing by the Clerk to carry out election duties under the Municipal Elections 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 under section 15.

**Elections Ontario** means the non-partisan office of the Legislative Assembly of Ontario responsible for providing the preliminary list of electors to the Township, by the prescribed deadlines under the Municipal Elections Act.

**Election Services Centre** means a place that provides election information, the ability to add or amend the voter's list, acquire voter information letters when available, and in some instances, a voting location.

**Eligible Voter** means a person qualified to vote in accordance with the Municipal Elections Act.

**Municipal Elections Act (the Act)** means the Municipal Elections Act, S.O. 1996, c. 32, as amended.

**Municipal Office or Administration Centre** means the Township of Clearview Administration Centre located at:

217 Gideon Street  
Stayner, Ontario  
L0M 1S0

**Municipal Website** means the Township of Clearview website [www.clearview.ca](http://www.clearview.ca)

**Normal Business Hours** means the time between 8:30 a.m. and 4:30 p.m. Monday through to and including Friday, excluding statutory holidays.

**Personal Identification** means the identification required under the Municipal Elections Act to provide proof of identity and residence of an individual to the satisfaction of an Election Official.

**Preliminary List of Electors (PLE)** means a list of Eligible Voters for the Township of Clearview compiled by Elections Ontario and provided to the Township.

**Scrutineer** means an individual, eighteen (18) years or older, appointed in writing by a Certified Candidate, to represent them during the voting process.

**Tabulator** means an apparatus that optically scans a designated area on the paper ballots to read the votes and tabulate the results.

**Third Party Advertiser** means advertisements that support, promote or oppose a candidate, or support, promote or oppose a "yes" or "no" answer to a question on the

ballot. The meaning of “third party” in this context means a person or entity who is not a candidate.

**Township** means the Corporation of the Township of Clearview.

**Voter Information Letter (VIL)** means a letter that the Township sends to every elector whose name appears on the PLE and contains voting instructions.

**Voters List** means information prepared by the Clerk enumerating the names and voting entitlement of electors as provided by Elections Ontario and as amended in accordance with the Act.

**Voting Day** means the day on which final votes will be taken in accordance with s. 5 of the Act. In 2026, Voting Day is Monday, October 26, 2026.

**Voting Location** means the physical location and its surrounding property designated by the Clerk under s. 45 of the Act where electors may attend to cast their vote using a vote tabulator.

## **Electors**

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### **Qualifications for Electors**

A person is entitled to be an elector at an election held in a local municipality (unless prohibited by the Municipal Elections Act or any other Act), if, on Voting Day (**Monday, October 26, 2026**) they are:

- A Canadian citizen;
- At least eighteen (18) years of age;
- Reside in the Township of Clearview; or the owner or tenant of land in the Township of Clearview, or the spouse of such a person; and,
- Not prohibited from voting as noted below or otherwise, by law.

It is the responsibility of the elector to ensure they are qualified.

### **Person Prohibited from Voting**

The following are prohibited from voting:

- A person who is serving a sentence of imprisonment in a penal or correctional institution;
- A Corporation;
- A person acting as an executor or trustee or in any other representative capacity; and,
- A person who was convicted of a corrupt practice.

## **Number of Votes**

A voter is only entitled to vote once in a municipality and once in a school board even if the voter has more than one qualifying property address with the municipality or school board. The place where they vote is where they reside. In a municipality with wards, if a voter resides in one ward but has other properties in different wards in the same municipality, they may only vote in the ward where they reside. A voter may only have one permanent residence. If a voter is a non-resident and owns more than one property in the municipality, the voter may choose which property shall be their qualifying property.

## **Students**

A student may vote in the municipality where they are temporarily residing while attending school as well as at their permanent home in a different municipality, provided that they do not intend to change their permanent home.

## **People without Housing**

If a person has no permanent residence, then the following rules determine their residence:

- The place in which the person most frequently returned to sleep or eat during the five weeks preceding the determination;
- If a person returns with equal frequency to one place to sleep and another to eat, the place in which they sleep.
- Multiple returns to the same place during a single day, to eat or sleep, are considered to be one return.

A person's affidavit regarding the places to which they returned to eat or sleep during a given time period is conclusive, in the absence of evidence to the contrary.

## **Qualifications of Electors for School Board Election**

A person is entitled to be an elector at an election held in a local municipality, within the area of jurisdiction of the district school board, if, on voting day, he or she:

- Is a Canadian citizen;
- Is at least eighteen (18) years of age;
- Has not already voted in the election for school trustees elsewhere in the school board's area jurisdiction;
- Resides in the local municipality or is the owner or tenant of a residential property, or the spouse of such owner or tenant, and
- Is not otherwise prohibited from voting.

## Ineligible Voters in School Board Election

The following cannot vote in a school board election:

- A person serving a sentence of imprisonment in a penal or correctional institution;
- A Corporation; or
- A person convicted of a corrupt practice for an election held within four years of voting day.

## Electoral Status for School Boards

The electoral status for school purposes is shown on the Voter's List. A voter may, during the revision period (Tuesday, September 1, 2026, up to and including Voting Day, Monday, October 26, 2026), make an application for correction of the Voter's List. Therefore, a person may make an application to change their school support up to and including Voting Day. Qualifications for and definitions of the categories of school electors are found in the Education Act.

## Candidates

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To run for an office on Council or a School Board, a candidate must be a qualified elector on the day they file their nomination paper.

The Notice for Nominations will be posted in advance of the beginning of the nomination period, on the Township's website and social media, in facilities determined by the Clerk, and if available, a local newspaper in Clearview Township.

## Council

To run for Council (Mayor, Deputy Mayor, or Ward Councillor) the person must be:

- A Canadian citizen;
- At least eighteen (18) years of age;
- A resident of the Township of Clearview or own or lease property (or be the spouse of the owner or lessee) in the Township of Clearview;
- Not legally prohibited from voting;
- Not disqualified by any legislation from holding municipal office;
- Obtain at least 25 signatures from individuals eligible to vote in the Township of Clearview on the day they signed the endorsement.

Candidates must be an eligible elector in the municipality in which the Candidate is filing nomination papers for. However, in accordance with Section 29(4) of the Municipal

Elections Act, a person is eligible to be nominated for an office in an election in any ward of the municipality. Candidates must maintain their eligibility throughout the campaign period and, if elected, throughout the term of council.

### **School Board**

To run for School Board Trustee, the person must be:

- A Canadian citizen;
- At least eighteen (18) years of age;
- A resident in the area of jurisdiction of the board;
- Eligible to be an Elector for the school board in which the person is a candidate;
- Not legally prohibited from voting;
- Not disqualified by any legislation from holding office;
- Endorsement signatures **are not required** for School Board Trustee candidates.

**The following offices are to be elected in the 2026 Municipal and School Board Election:**

<b>Offices to be Elected</b>	<b>Number of Candidates to be Elected</b>
Mayor	One (1) to be elected at large
Deputy Mayor	One (1) to be elected at large
Ward Councillor	Ward 1 – One (1) to be elected Ward 2 – One (1) to be elected Ward 3 – One (1) to be elected Ward 4 – One (1) to be elected Ward 5 – One (1) to be elected
English Public School Board Trustee	One (1) to be elected at large
French Language Public School Board Trustee	One (1) to be elected at large
English Separate School Board Trustee	One (1) to be elected at large
French Language Separate School Board Trustee	One (1) to be elected at large

An elected member of council or a school board trustee must maintain their qualifications throughout the entire term of office, or their seat will become vacant.

### **Municipal Employees Running for Office**

If you are an employee of a municipality, and you wish to run for office on that municipality’s Council, you must take a leave of absence before you file your nomination

form. If you are elected, you must resign from your job. You cannot work for a municipality and be on its council at the same time.

If you are an employee of a municipality, and you wish to run for office in a different municipality, you do not have to take a leave of absence or resign. However, you may wish to check with the Township Clerk to see if there are any policies in place that could affect you.

## **Nominations**

Every person who proposes to be a candidate must file nomination papers prior to receiving any campaign contributions and prior to expending any funds on a campaign. The Nomination period starts on **Friday, May 1, 2026** and ends on **Friday, August 21, 2026 (Nomination Day) at 2:00 p.m.** Those wishing to file nomination papers are asked to make an appointment with the Clerk's Office to register as a candidate. This will allow for proper registration time with member(s) of the Election Team and to go over the forms and answer any candidate questions.

The onus is on the person nominated to file a bona fide nomination paper. Responsibility for the accuracy of the information provided on the nomination rests with the Candidate.

Nomination forms must be signed by the candidate and filed in person or by an agent (no fax or e-mail), accompanied with at least 25 signatures from eligible electors in the Township of Clearview up to and including Thursday, August 20, 2026, during normal business hours (Monday to Friday 8:30 a.m. to 4:30 p.m.). On **Nomination Day, Friday, August 21, 2026**, nominations must be filed between 9:00 a.m. and 2:00 p.m. Nomination papers will not be accepted after the deadline.

Nominations are made by completing and filing the proper paperwork in the Clerk's Office, on the prescribed forms including the declaration of qualifications, acceptable identification (must be valid and contain the candidates' name, qualifying address and signature), the prescribed nomination filing fee (\$200 for the Office of Mayor, \$100 for all other offices), and such other documentation as required for the filing process. The nomination fee may be payable:

- in cash;
- by certified cheque or money order made payable to the municipality; or
- by an electronic method of payment that the Clerk specifies (debit/interac).

If, after having filed a nomination form, a candidate wishes to file a nomination for a different office in the same election, the first nomination shall be deemed to have been withdrawn at the time the second nomination is filed. The 25 signatures endorsing the candidate's nomination may be transferred. The filing fee is deemed to have been paid with the latest filing if the two nominations are for the same council/board unless changing offices.

**Once filed, the nomination papers remain in the possession of the Clerk and may be open for inspection by any member of the public and form part of the public record, which may include being posted on the Township's website for election purposes.**

Form – Nomination Paper (Form 1)

Form – Endorsement of Nomination (Form 2)

Form – Unofficial List of Candidates

An unofficial list of candidates received by the Clerk will be posted on the Township's website [www.clearview.ca](http://www.clearview.ca) and at the Township Administration Centre.

### **Acceptable Photo Identification**

Acceptable photo identification is an original of one or a combination of the following (must show the person's name, photograph, qualifying address, date of birth, and signature):

1. An Ontario Driver's Licence
2. An Ontario Health Card (photo card)
3. An Ontario Photo Card
4. A Canadian Passport
5. Canadian Citizenship

**Note:** The Clerk and their designate(s) have the right to ask for additional documentation or identification to prove a candidate's qualification.

A photocopy of the identification will be made and destroyed after the nomination has been certified by the Clerk.

### **Filing by Agent**

In the event that an Agent attends the Municipal Office to file a Candidate's nomination paper, the formal requirements listed in the above **Nominations** section remains the same.

Both the Nomination Paper and the Declaration of Qualification shall have been previously signed by the Candidate and then signed by the Clerk or their designate.

The Agent must further present an original document signed by the Candidate providing authority to the Agent to act on their behalf for the purpose of filing the Nomination Paper. The original of this authorization shall be kept with the Nomination Paper in the Clerk's Office and a copy may be provided to the Agent.

Photo Identification for the Candidate is required to be provided by the Agent when filing Nomination Papers for a Candidate. A photocopy of identification will be kept with the original Nomination Form until certified by the Clerk.

## **Candidate Names**

The following rules shall apply regarding candidate names:

- If the candidate wishes and the Clerk agrees, another name that the candidate also uses may be used instead of or in addition to their legal name (e.g. Bill instead of William).
- No reference to a candidate's occupation, degree, title, honour or decoration shall appear on the ballot.
- If the names of two or more candidates for an office are identical or in the Clerk's opinion so similar to cause possible confusion, each candidate's qualifying address shall appear under his or her name on the ballot.

## **Acclamations**

If the number of candidates for the said office is the same or less than the number to be elected, the candidates will be declared as acclaimed on August 24, 2026, at 4:00 p.m.

Form – Declaration of Acclamations to Office

## **Certify or Reject Nominations**

Under the Municipal Elections Act, the Clerk is required to reject or certify nominations of candidates. On or before 4:00 p.m. on August 24, 2026, the Clerk will examine each nomination filed and if satisfied the person is qualified to be nominated and that the nomination complies with the Municipal Elections Act, the Clerk shall certify the nomination form.

The Clerk may consider the following requirements in their decision to reject or certify individual nominations:

- The candidate has refused or declined to provide proof of qualification or identification suitable to the Clerk;
- The candidate is not qualified to hold office, or is otherwise prohibited by law from being nominated;
- The nomination form is not complete, or the prescribed filing fee has not been paid;
- The candidate's name does not appear on the Voter's List;
- The mandatory financial statement from a previous election was not filed.

There may be other circumstances in which the candidate is disqualified from being nominated or elected other than those identified above. It is the responsibility of each candidate to ensure that they are qualified to be nominated for office.

It is the responsibility of the candidate to ensure that they meet all of the qualifications and file proper nomination papers prior to 2:00 p.m. on Friday, August 21, 2026.

If rejected, the Clerk will give notice to the individual as soon as possible and to all other candidates for that office. Once the nomination is certified, the candidate's name will be placed on the ballot.

If a greater number of candidates are certified than are required to fill the said office, there will be an election. If the number of nominations for an office is less than the number of candidates to be elected, an additional Notice of Nomination will be advertised on the website only and additional nominations may be filed between 9:00 a.m. and 2:00 p.m. on the Wednesday following Nomination Day (August 26, 2026).

### **Death or Ineligibility of a Candidate**

If a certified candidate for an office, before the close of voting on voting day, dies or becomes ineligible to hold office:

- a) If no candidate would be elected by acclamation as a result of the death or ineligibility,
  - i) The election shall proceed as if the candidate had not been nominated, and,
  - ii) The Clerk shall omit the candidate's name from the ballots or, if they have already been printed, shall cause notice of the candidates' death or ineligibility to be posted in every voting place;
- b) If another candidate would be elected by acclamation as a result of the death or ineligibility, the election is void and a by-election shall be held to fill the office.

### **Prohibition of Canvassing/Advertising at Voting Locations**

The Municipal Elections Act provides that while an Elector is in a voting location (Election Services Centre), no one shall attempt, directly or indirectly to influence how the Elector votes. No campaign material, literature or advertising of any nature whatsoever of any candidate in the Election shall be displayed at, or within the voting location or municipal facility, including parking lots.

The voting location is deemed to include the entire building and the property on which it is located, including the parking lot. Campaign material or literature of any nature found in this location will be removed immediately and disposed of without notice.

### **Use of Municipal Resources**

The use of municipal resources for election campaign purposes is strictly prohibited. Corporate resources include municipal logos/corporate images, Chain of Office, corporate crest, photos, municipal uniforms, graphics or any other item of Township intellectual property. These items are prohibited from use for any campaign-related

purposes or materials including, but not limited to, signs, printed and electronic publications, flyers, brochures, e-mail, website, business cards, postcards, letterheads, leaflets, posters, magnets and promotional items.

The Use of Corporate Resources Policy for the Municipal Election can be found on the Township's website [www.clearview.ca](http://www.clearview.ca).

## **Financial Reporting Requirements**

Information regarding election finances such as financial responsibilities of candidates, campaign contributions/fundraising, campaign expenses and financial reporting is available in the Ministry of Municipal Affairs and Housing 2026 Candidates' Guide. This, and other documentation, can be found on the Ministry website at <https://www.ontario.ca/page/ministry-municipal-affairs-housing>. The link is also available on the Township's website at [www.clearview.ca](http://www.clearview.ca).

## **Scrutineers**

Each Candidate may appoint, in writing on the prescribed form, person(s) to act as scrutineers to represent them during the voting process by their attendance at the voting location(s). The appointed scrutineer shall be eighteen (18) years of age or older. There is no prohibition on a scrutineer being related to the candidate who made the appointment.

A person appointed as a scrutineer, prior to being admitted to observe the election process, shall show their appointment in the prescribed form and valid acceptable identification. The scrutineer will be issued an identification badge which must be returned to the Deputy Returning Officer before leaving. All scrutineers must take and subscribe to an Oath of Secrecy.

Not more than one candidate or one scrutineer representing each candidate may be in the voting location at any time.

Scrutineers and candidates are **prohibited** from the following:

- Attempting, directly or indirectly, to interfere with how an elector votes, and prohibited from attempting to campaign or persuade an elector to vote for a particular candidate;
- Attempting to cause a disturbance at a voting place or within the Voting Location (Election Services Centre);
- Displaying a candidate's election campaign material of any nature whatsoever in the voting place (Election Services Centre), including the parking lot;
- Compromising the secrecy of the voting;
- Obtaining or attempting to obtain, in a Voting Location, any information about how an elector intends to vote or has voted;

- interfering, or attempting to interfere, with an elector who is marking a ballot;
- attempting to use a cell phone or electronic recording device within the Voting Location (Election Services Centre).

The Clerk is responsible for the conduct of the Election and no candidate or scrutineer has the right to interfere with the Returning Officer, Deputy Returning Officer or other Election Official in the discharge of their duties.

Any person who creates a disturbance or interferes in any way with the proper conduct at a voting location, may be expelled from the location for such actions.

Scrutineers and/or candidates wishing to observe the final count must be at the Municipal Office prior to 8:00 p.m. on Election Night. No one will be admitted into the space after 8:00 p.m.

Form – Appointment of Scrutineer by Candidate

Form – Oral Oath of Secrecy

## **Election Signs and Other Advertisements**

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### **Candidates' Election Campaign Advertisement**

All candidate election campaign advertisements must be in compliance with the Municipal Elections Act at all times. A candidate must have filed their nomination paper before spending any money and the amount they may spend on their campaign is regulated.

A candidate shall not cause an election campaign advertisement to appear unless they provide the following information to the 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.

### **Election Signs**

The Township of Clearview's Sign By-law 20-43, as amended, provides the regulation of municipal election signs. Candidates, Third Party Advertisers and electors should review the By-law to ensure compliance. A copy can be found on the Township's website at [www.clearview.ca](http://www.clearview.ca).

## Third Party Advertisers

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Individuals, corporations and unions can register as Third Party Advertisers and can also make contributions to Third Party Advertisers. Third Party Advertisers are required to register with every municipality where they wish to advertise.

Third Party Advertisers may register with the municipality from Friday, May 1, 2026 until Friday, October 23, 2026 at 4:00 p.m. Third Party Advertiser registrations will not be accepted after the deadline. Registration allows a Third Party Advertiser to promote or oppose any candidate.

Those wishing to register as a Third Party Advertiser are asked to make an appointment with the Clerk's Office to register as. This will allow for proper registration time with member(s) of the Election Team and to go over the forms and answer any questions.

No individual, corporation or trade union shall incur expenses for a third party advertisement unless the individual, corporation or trade union is certified as a registered Third Party Advertiser with the Clerk of the municipality when the expenses are incurred and advertisement appears. Third Party Advertisers are required to submit completed financial statements to the Clerk of each municipality they are registered with by March 31, 2027.

[Form – Third Party Advertiser Registration \(Form 7\)](#)

### Third Party Registrations (Certified)

A list of certified Third Party Registrations will be posted at [www.clearview.ca](http://www.clearview.ca) as soon as possible after filing. The list will be updated as new registrations are received.

[Form – Third Party Registrations \(Certified\)](#)

### Restricted Period

The restricted period for third party advertisements in relation to an election in a municipality begins on the earliest day that an individual, corporation or trade union is permitted to file a notice of registration (**May 1, 2026**) as a registered third party in relation to the election and ends at the close of voting on Voting Day (October 26, 2026).

### Limit on Expenses

The expenses incurred in relation to third party advertisements cannot exceed the amount calculated under section 88.21 of the Municipal Elections Act (registered third parties' expenses) for the registered Third Party Advertiser.

## Mandatory Information in Third Party Advertisements

No registered Third Party Advertiser shall cause a third party advertisement to appear during the restricted period unless the advertisement contains the following information:

- The name of the registered Third Party Advertiser; and,
- The municipality where the registered Third Party Advertiser is registered; and,
- A telephone number, mailing address or email address at which the registered Third Party Advertiser may be contacted regarding the advertisement.

## Campaign Expenses and Contributions

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### Duties of Candidates and Third Party Advertisers

Candidates and Third Party Advertisers should pay careful attention to campaign finance rules.

### Campaign Period

Contributions cannot be accepted outside the campaign period (beginning upon nomination or registration and ending December 31, 2026). A campaign period may be extended as set out in subsection 88.24 (4) of the Municipal Elections Act.

### Maximum Campaign Expenses

Upon filing of Nomination Papers, candidates will be provided the Preliminary Certificate of Maximum Campaign Expenses. Upon registration, third party advertisers will be provided with the Preliminary Spending Limit.

No later than September 30 2026, the Clerk shall provide each Candidate and Third Party Advertiser, via e-mail, with a Certificate of Maximum Campaign Spending Limit that can be incurred using the number of electors for each respective office.

Form – Estimated Campaign Spending Limits (Candidate)

Form – Estimated Campaign Spending Limited (Registered Third Party)

Both the Estimate and the Maximum shall be based on the following calculations:

Office	Maximum Campaign Expenses Spending Limits	Maximum Amount of Contributions to Own Campaign	Maximum Amount of Expenses for Parties, etc.
Mayor	\$7,500 plus 85 cents for each	\$7,500 plus 20 cents for each elector entitled to	10% of maximum amount of expenses

Office	Maximum Campaign Expenses Spending Limits	Maximum Amount of Contributions to Own Campaign	Maximum Amount of Expenses for Parties, etc.
	elector entitled to vote for that office	vote for that office (Max. \$25,000)	
Deputy Mayor	\$5,000 plus 85 cents for each elector entitled to vote for that office	\$5,000 plus 20 cents for each elector entitled to vote for that office (Max. \$25,000)	10% of maximum amount of expenses
Councillor (Wards 1-5)	\$5,000 plus 85 cents for each elector entitled to vote for that office	\$5,000 plus 20 cents for each elector entitled to vote for that office (Max. \$25,000)	10% of maximum amount of expenses
School Board Trustee	\$5,000 plus 85 cents for each elector entitled to vote for that office	No limit	10% of maximum amount of expenses
Third Party Advertiser	\$5,000 plus 5 cents for each elector entitled to vote	N/A	N/A

- Campaign Spending Limits – O.Reg. 101/97
- Contributions Candidate’s Own Campaign – Section 88.9.1(1) MEA
- Expenses for Parties – O.Reg. 101/97

### **Campaign Contributions**

The Clerk and Election Officials cannot provide advice to candidates and third-party advertisers regarding campaign contributions. The below information is outlined by the Ministry of Municipal Affairs and Housing in the Candidates’ Guide and is being provided within these Procedures as reference only. It is the responsibility of a candidate or third-party advertiser to confirm any financial information/questions with the Ministry or their auditor.

Contributions include money and the fair market value of goods and services accepted for an election campaign, **but do not include:**

- Voluntary labour;
- \$25 or less donated or paid for goods or services at a fundraiser;
- A loan from a bank or recognized lending institution; and,

- No charge political advertising provided equally to all candidates for an office in accordance with the Broadcasting Act (Canada).

Who May Contribute	Recipient	
	Candidate	Third Party Advertiser
Individuals normally residing in Ontario	Yes	Yes
The spouse of a Candidate or an individual who is a Third Party Advertiser	Yes	Yes
A corporation or trade union	No	Yes
A Federal or Provincial political party of the Government of Canada or Ontario	No	
A municipal government or local board	No	

The below information is provided for convenience only:

- Corporations, other businesses, and trade unions that hold bargaining rights for employees in Ontario are prohibited from contributing to an individual campaign. A corporation, other business or trade union that contravenes the campaign financing provisions of the MEA, is liable to fines up to \$50,000. These types of organizations may contribute to registered third party advertisers' campaigns.
- Candidates will be required to inform contributors of the contribution limits. A contributor is limited to a total of \$1,200 to any one candidate in an election and \$5,000 to two or more candidates for office on the same council or local board.
- An individual, including the candidate, who contravenes the provisions of the MEA, is liable to fines of up to \$25,000.
- Candidates and third party advertisers are required to open a separate bank account. If they receive contributions (including donations, spouse or themselves) or incur expenditures related to their campaign, these must be reflected in their account statement.

### **Financial Statements and Filing Requirements**

By March 31, 2027, all Candidates and Third Party Advertisers are required to file a financial statement with the Clerk using the prescribed form. Electronic submissions will not be accepted.

The Clerk shall provide notice of all of the filing requirements, to every Candidate and Third Party Advertiser at least 30 days before the filing date for the financial statement and auditor's report.

Key dates in relation to Financial Statement filing are as follows:

**2026 Municipal Election Campaign Period**

Date(s)	Action Item
December 31, 2026	Deadline for Candidate to provide written notice to the Clerk of deficit and continuation of campaign period
March 30, 2027	Deadline for filing financial statements at 2:00 p.m. * The Clerk must be advised, in writing by 2:00 p.m., if any Candidate has applied to the Superior Court for an extension of the filing deadline
April 29, 2027	Last day for Candidate who violated the deadline for filing their financial statements, to file along with a \$500 fee to avoid penalties
April 30, 2027	As soon as possible after this date, the Clerk shall make a public report on the Township website setting out all candidates and registered third party advertisers indicating who has complied with s. 88.25 and 88.29 of the Act
June 28, 2027	Last day of supplementary reporting period
September 23, 2027	Last day to apply to the Superior Court to extend the time to file their supplementary financial statement (maximum 90 days)
September 24, 2027	Deadline for filing supplementary financial statements for supplemental reporting period ending June 28, 2027 * The Clerk must be advised, in writing by 2:00 p.m., if any Candidate has applied to the Superior Court for an extension of the filing deadline
October 25, 2027	Last day of the grace period to file supplementary financial statement and auditors report and pay the \$500 late filing fee

The financial statements shall be posted on the Township website at [www.clearview.ca](http://www.clearview.ca)

Form – Notice to Candidate of Filing Requirements

Form – Notice to Registered Third Party of Filing Requirements

Form – Financial Statement – Auditor’s Report Candidate (Form 4)

Form – Financial Statement – Subsequent Expenses (Form 5)

Form – Notice of Extension of Campaign Period (Form 6)

Form – Financial Statement – Auditor’s Report Third Party (Form 8)

Form – Notice of Default - Candidate

Form – Notice of Default – Third Party Advertiser

A Notice of Default will be given to any Candidate or Third Party Advertiser if the Financial Statement is not submitted by the deadline. There are penalty provisions in the Municipal Elections Act that are applicable to Candidates who fail to meet the disclosure and reporting requirements.

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

- 1) if you fail to file a financial statement by the end of the 30-day grace period or fail to apply to the court before March 30, 2027, for an extension by the filing deadline
- 2) if your financial statement shows that you exceeded your spending limit
- 3) if you fail to turn over your surplus to the clerk when you file your financial statement

The penalty is that you forfeit your office (if you won the election) and you become ineligible to run or be appointed to fill a vacancy until after the 2030 election.

A Candidate will be permitted to resubmit a financial statement to correct an error, until the filing deadline. The nomination filing fee will only be refunded if a financial statement is filed on time. If a Candidate doesn’t file their financial statement on time and is willing to pay a \$500 late filing fee, the Candidate will be provided an additional 30-day grace period to file the financial statement. A Candidate exercising this option will not be refunded their nomination filing fee.

In accordance with the Municipal Elections Act, the Clerk shall, at least 30 days (February 28, 2027) before the filing date, notify all candidates of the penalties under subsection 88.23 (2) and 92(1) related to election campaign finances.

Form – Notice to Candidates of Penalties under Subsection 88.23(2) and 92(1)

## **Voter’s List**

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Elections Ontario will provide the Township of Clearview by August 14, 2026, a Preliminary List of Electors (PLE). The Clerk then corrects and amends the PLE using information held by the municipality and produces the Voter’s List by September 1, 2026.

Electors can check to see if they are on the Voter's List by using <https://vreg.registertovoteon.ca/en/home> until August 12, 2026.

### **Revisions to the Voter's List**

Electors may make application to be added to or amend their information on the Voter's List up to and including Voting Day.

Electors may also make application to amend the Voter's List by attending the Municipal Office after September 1, 2026, during regular business hours (Monday to Friday from 8:30 a.m. to 4:30 p.m.). On Voting Day, (October 26, 2026) electors may make application to amend the Voter's List up to 8:00 p.m. The Clerk will require proof of identification. For individuals who cannot provide the required identification, a Declaration of Identity (Form 9) may be completed.

Authorized election officials will be managing and updating the Voter's List utilizing Municipal VoterView software provided by DataFix on an ongoing basis.

[Form – \(EL15\) Application to Amend Voters' List](#)

[Form – Voter Identification](#)

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

Upon written request to the Clerk, a copy of the Voter's List shall be provided to:

- The secretary of a local Board any of whose members are to be elected in this election;
- The Clerk of the local municipality responsible for conducting the elections in any combined area for school board purposes;
- The Clerk for the County of Simcoe;
- The Minister;
- Candidates (Ward Councillor candidates only those portions pertaining to their area) through the VoterView Candidate Module only;
- MPs or MPPs who represent any part of the Township of Clearview.

### **Candidates Module**

Candidates will be provided access to the online Candidate Module through VoterView where the Voter's List information will be available to search, view or download. The Voter's List may only be used for election purposes. Access will not be granted until the Candidate's Declaration – Proper Use of the Voter's List is executed and filed with the Clerk.

The candidates will be able to see which electors have participated in the election. Candidates will not be able to see how an elector has voted.

[Form – Candidate’s Declaration – Proper Use of Voters’ List](#)

## Voting

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Internet and Telephone are the voting methods for the 2026 Municipal and School Board Election. Electors will have the choice to use one of the two methods to cast their ballot. Internet voting allows an elector to cast an electronic ballot from their personal computer, tablet or smartphone from anywhere there is an internet connection.

Telephone voting allows an elector to cast their ballot by using a personal telephone.

Below are the voting details:

Voting Method	Date/Time	Location
<b>Internet and Telephone Voting</b>	October 12 – 26 <sup>th</sup> , 2026 <b>Time:</b> Starting at 10 am on October 12 <sup>th</sup> until 8 pm on October 26 <sup>th</sup>	Internet and telephone voting system is open for a two-week period leading up to Election Day
<b>Internet Voting</b>	October 26 <sup>th</sup> , 2026 - Election Day <b>Time:</b> 10 am – 8 pm	<b>Election Services Centres</b> New Lowell Joint Operations Centre 5212 County Road 9, New Lowell ON  Creemore Arena & Community Centre 220 Collingwood Street Creemore, ON  Township Administration Centre 217 Gideon Street, Stayner ON

The Clearview Elections Team will also be hosting the following Elections Services Centres during the advance voting period. At these centres electors can be added to or amend their information on the Voter’s List and voting kiosk(s) will be provided to permit internet voting using an iPad or tablet device.

Date	Location
Wednesday, October 14 <sup>th</sup> , 2026 <b>Time:</b> 4:30 pm – 6:30 pm	Township Administration Centre 217 Gideon Street Stayner, ON

<b>Date</b>	<b>Location</b>
Saturday, October 17 <sup>th</sup> , 2026 <b>Time:</b> 9:00 am – 12 noon	Clearview Community Church 20 Batteaux Road Nottawa, ON
Wednesday, October 21 <sup>st</sup> , 2026 <b>Time:</b> 4:30 pm – 6:30 pm	Township Administration Centre 217 Gideon Street Stayner, ON

**Number of Votes**

A voter is only entitled to vote once in a municipality and once in a school board, even if the voter has more than one qualifying address within the municipality or school board. The place where they vote is where they reside. If a voter resides in one ward, but has other properties in different wards, they may only vote in the ward where they reside. A voter may only have one permanent residence.

**Proxy Voting**

With the alternative voting methods being provided during the 2026 Municipal Election (Internet and Telephone Voting), proxy voting is not permitted.

**Long Term Care and Retirement Homes**

Voter Information Letters will be provided to qualified electors residing at long-term care facilities and retirement homes. Election Officials will reach out to each qualifying institution prior to open of advance voting to ask how we can assist with the use of internet and telephone voting.

**Internet Voting Process**

The Internet Voting Period will commence on Monday, October 12, 2026, at 10:00 a.m. through until 8:00 p.m. on Monday, October 26, 2026.

During the voting period, the Clerk’s Office at the Administration Centre will be designated as the primary Election Services Centre and will host access to the internet through voting kiosk station(s) using an iPad or tablet device.

Below is an overview of the Internet and Telephone voting process:

- Eligible electors, as identified on the Voters’ List, will receive through the mail, a sealed and personalized Voter’s Information Letter (VIL). This letter will direct electors to a designated website and/or telephone number for voting.

- At the designated website, electors will enter their Voter ID and PIN, as well as their date of birth for an additional validation criterion. Electors will be entered into the online voting system.
- There will be a declaration page that the elector will be required to read and accept before moving onto the voting step. This declaration identifies Notice of Offence under the Municipal Elections Act, and Notice of Corrupt Practice.
- Based on the eligible options for the elector (ward, school board) the voting system will offer the options for the various election races for the elector to cast their vote(s). The voting system will permit the elector to abstain/skip from voting for an office(s) if they wish to do so, by showing an abstain option.
- Following the elector's selection, the voting system will identify the voter's choice(s) on a Review screen and provide the voter with the option of changing or confirming their vote.
- Once all races are confirmed by the elector, the elector submits (casts) their vote and the voting process is complete. Voters will be shown a screen with a time limited QR code where they can scan on a separate device and, after entering their PIN and date of birth, verify that their vote was cast.
- Upon completion of voting, the elector will be struck off the Voters' List and identified as having participated in the election process.
- Once the voter PIN has been used to complete all races associated with the election, it cannot be used again, and further access shall not be granted to the internet voting system.

### **System Integrity**

The integrity of the voting process shall be preserved by:

- Ensuring that every eligible elector on the Voters' List, as amended, receives a Voter Information Letter (VIL) containing the voter's ID and unique PIN;
- Ensuring that no one except the Clerk, or their designate(s), can access PINs that match each voter's name and address;
- Providing an opportunity for eligible electors to be added to the Voter's List or to make amendments to the list, up to and including Election Day (October 26<sup>th</sup>, 2026 by 8:00 p.m.); and,
- Appointing an Auditor to conduct audits of the system throughout the voting period.

## Voter Information Letters (VIL)

Voter Information Letters (VILs) will be printed using the Voters' List, as amended, and delivered through Canada Post to the mailing address of all eligible voters in advance of the voting period. In the case of an emergency, or at the discretion of the Clerk, alternative delivery method may be utilized.

The VIL may include, but not limited to, the following information:

- The elector's full name;
- A unique Elector Notification number (Voter ID) and PIN for internet and telephone voting;
- Internet voting web address and telephone voting number and voting times;
- Ward and school support;
- Instruction on how to vote;
- Advance Vote dates to
- The location and telephone number of the Voter Help Centre(s);
- Voter eligibility criteria;
- Information on illegal and corrupt practices under the Act.

**A person cannot give their VIL to another eligible elector for the purpose of voting. Acceptance of another person's VIL, including the actual voting thereof will be considered an illegal and corrupt practice and therefore subject to the penalty provision under the Municipal Elections Act, specifically s.89 and 90.**

Should an eligible voter receive more than one VIL, the eligible voter may only vote once and must return the other VIL to the Municipal Office. **Electors who knowingly vote twice are committing an offence under the Municipal Elections Act and are subject to an investigation and prosecution by the police and legal system.** VILs returned to the Municipal Office shall have the PIN disabled. The VIL will be maintained in a secure fashion and destroyed in the same manner as all other municipal election material.

## Replacement PINS

If an elector requires a new PIN, they can attend or contact the Election Services Centre to review options with an Election Official. New PINs shall not be provided through alternative methods without the approval of the Clerk.

Eligible electors are able to request a new or replacement VIL and PIN under certain circumstances:

- 1) If an elector on the Voter's List has lost/not received their VIL and the PIN has not been used, an authorized Election Official can provide a new VIL and PIN provided that the satisfactory information has been provided and the elector completes the necessary forms.

The authorized Election Official will proceed to disable the elector's first assigned PIN and issue a new VIL and PIN.

- 2) Where a person on the Voters' List has attempted to vote and their PIN has already been used, they can attend the Township Administration Centre and prove to the satisfaction of the Municipal Clerk that they did not vote using the PIN and will require a new PIN.

Upon providing proof of identity and residence a new Voter Information Letter containing a new PIN may be issued provided the required statutory declaration has been executed.

- 3) Where an eligible voter has received an incorrect PIN in terms of ward and/or school support and has not voted, the voter can contact the Clerk's Office and may have the proper category applied to the existing PIN. The elector will be required to provide appropriate confirmation of eligibility.

Form – Voter Identification

Form – Application to Amend Voters' List (EL15)

### **Assistance for Electors**

If an elector requires assistance to vote, an Election Official may assist as requested provided the elector take the Oral Oath to vote with assistance.

In lieu of an Election Official providing assistance, the elector may request that a friend assist the elector at the voting location or Election Services Centre. The friend assisting the elector shall be required to take the Oral Oath to vote with assistance. No person shall be allowed to act as a friend of more than one voter at the voting location or Election Services Centre.

**Candidates, or anyone associated with their campaigns, or their scrutineers are not permitted to assist any electors with voting.**

Form – Oral Oath

## **Election Administration**

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### **Clerk's Authority**

The Clerk is responsible for facilitating the 2026 Municipal and School Board Election through the establishment of rules and procedures. The Clerk may appoint, in writing,

Election Officials to assist in the administration of the election process with duties included but not limited to:

- Revising the Voter's List;
- Receiving Nomination Papers;
- Administering Oaths;
- Assisting electors with internet voting and voting using traditional ballots at the voting locations, Voter Help Centre and other locations as required;
- Assisting in the conduct, supervision and management of the Internet and Traditional Ballot voting procedures;
- Assisting the Clerk and other Election Officials as required.

The Clerk may provide for any matter or procedure that is not otherwise provided for in an Act or regulation and, in the Clerk's opinion, is necessary or desirable for conducting the election.

The Clerk at any time has the right to amend this document to facilitate the voting process and security. The Clerk's ruling on any interpretation of this document is final.

### **Secrecy**

All Election Officials shall take an oath of secrecy and be appointed by the Clerk as per the Appointment and Oath of Election Official. 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.

Form – Appointment and Oath of Election Official

### **Language**

Procedures and forms will be provided in English only.

### **Clerk's Responsibility to Review Financial Statements**

All Candidates and Third Party Advertisers are required to file a financial statement with the Clerk using the prescribed form.

The Clerk will be required to review all of the financial statements received and identify whether any contributor appears to have exceeded any of the contribution limits. The Clerk will be required to report to the Joint Compliance Audit Committee as soon as possible after the filing deadline regarding contributions made to candidates and third party advertisers in excess of the established limits. Within 30 days of receiving the report, the Joint Compliance Audit Committee must consider the report and decide

whether to commence a legal proceeding against a contributor for an apparent contravention.

### **Clerk's Report on Financial Statements**

As soon as possible after April 30<sup>th</sup>, 2027, the Clerk will be required to provide a report and make it available on the Township website setting out all candidates in an election and indicate whether each candidate complied with the financial reporting requirements.

### **Disposition of Records**

After one-hundred and twenty (120) days from declaring the results of the election (subject to a Judge's order or recount proceedings), the Clerk shall destroy all other documents and materials related to the election except those specified under the Act (e.g. financial statements filed by candidates).

All materials destroyed will be listed, and a declaration stating their destruction will be taken and retained on file.

Form – Declaration of Destruction of Records

### **Accessibility**

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The Township of Clearview is committed to ensuring that all qualified electors have the opportunity to vote. The use of Internet and Telephone Voting provides the most accessible access to the electoral process. These voting methods eliminate the need for electors to attend a polling station and provides for an extended period of time to participate in the election process.

The Clerk is required to prepare a plan regarding the identification, removal and prevention of barriers that affect electors and candidates with disabilities and make the plan available to the public in advance of the voting period. The Election Accessibility Plan is posted on the Township's website at [www.clearview.ca](http://www.clearview.ca). The Clerk is also required to provide a follow-up report to the public within 90 days after the election.

### **Election Day**

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Prior to the activation of the Internet and Telephone Voting system on Monday, October 12, 2026, at 10:00 a.m., the Clerk and the Auditor shall confirm that all candidates' names are listed and that no votes have been cast and shall sign the Activation of the Voting System form.

### **Results of the Election**

The Clerk, at 8:00 p.m. on October 26, 2026, shall arrange for the close and deactivation of the Internet and Telephone Voting system. The Clerk shall then produce

the results report and the Auditor shall produce the Auditor's results report to balance with the Clerk's report. The Clerk and the Auditor shall sign the report indicating the unofficial results and votes cast.

As soon as possible after Voting Day, the Clerk shall declare the candidates elected as a result of the election and certify the results. The official results will be posted on the Township website [www.clearview.ca](http://www.clearview.ca) and at the Township Administration Centre as soon as possible on October 27, 2026.

## Form – Certificate of Election Results

### Recount

The Municipal Elections Act requires a recount to be conducted within 15 days after the Clerk's declaration of results of the election:

- Where the counting of ballots resulted in a tie vote and one Candidate will not be elected;
- Where the votes on a by-law, if the votes for the affirmative and negative are equal;
- Where the votes for two or more answers to a question, if the votes are equal;
- Where a municipality, local board or Minister of Municipal Affairs has passed a resolution to order a recount; or
- Where an elector's request has been granted by the Superior Court of Justice.

In accordance with the Municipal Elections Act, a recount shall be conducted in the same manner as the original count. Only a judge may provide that a recount be held in a different manner than the original count.

### Emergencies

In the event of any condition of an emergency or any circumstance that will undermine the integrity of the election, the Clerk has the discretion to declare an emergency and make any arrangements deemed necessary for the conduct of the election.

In the event of a postal strike, the Clerk shall determine how the Voter Information Letters will be distributed.

When declaring an emergency, the Clerk shall make such arrangements as they consider advisable for the conduct of the election. If the arrangements are consistent with the principles of the Act, they prevail over anything in the Act and the Regulations made under it. The emergency continues until the Clerk declares that it has ended.

## Forms

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- Appointment and Oath of an Election Official
- Application to Amend Voters List (EL15)
- Voter Identification
- Declaration of Identity
- Notice of Nomination for Office
- Nomination Paper – Form 1
- Endorsement of Nomination – Form 2
- Withdrawal of Nomination
- Unofficial List of Candidates
- List of Certified Candidates
- Notice of Registration - Third Party – Form 7
- Declaration of Acclamation to Office
- Estimated Campaign Spending Limits
- Certificate of Maximum Campaign Spending Limits
- Appointment of Scrutineer by Candidate
- Oral Oath of Secrecy
- Candidate’s Declaration – Proper Use of Voters List
- Notice to Candidates of Penalties Under Subsections 88.23 (2) and 92 (1)
- Financial Statement – Auditor’s Report - Form 4
- Notice to Candidates of Filing Requirements
- Notice of Default
- Activation of the Voting System
- Certificate of Election Results
- Declaration of Destruction of Records