



INTERNET AND TELEPHONE VOTING ELECTION PROCEDURES FOR THE 2026 MUNICIPAL ELECTION

Approved by the Clerk of the
Town of Goderich

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

This policy will be amended as required, for the purposes of the 2026 municipal election, and any amendments will be underlined and will state the date of the amendment.

April 17, 2026
Date

A handwritten signature in black ink, appearing to read "Andrea Fisher".

Clerk, Andrea Fisher

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DEFINITIONS

1. **Act:** means the *Municipal Elections Act, 1996*, S.O. 1996, C. 32, as amended.
2. **Assistant Returning Officer:** Subsection 15(2), (3), (4) of the MEA, 1996: The Clerk of the Town of Goderich will delegate authority to the Assistant Returning Officer. (Form 37)
3. **Auditor:** The person appointed by the Clerk who performs the prescribed combination of processes and procedures (audit duties) designed to validate a range of activities and/or functions of the INTERNET AND TELEPHONE VOTING SERVICE PROVIDER, Simply Voting.
4. **Ballot:** Either an image on a computer screen of a ballot card for an election to be voted for, including all choices available to the electors, and containing spaces in which the electors mark their votes; or when voting using a touchtone telephone, an audio set of instructions which describe all choices available to the electors and instruction to mark their selection by depressing the numbered touchtone keypad.
5. **Candidate:** A person who has been nominated under Section 33 of the Municipal Elections Act.
6. **Certified Candidate:** A candidate whose nomination has been certified by the Clerk under Section 35 of the Municipal Elections Act.
7. **Clerk:** The Clerk of the Town is responsible for conducting the election under the authority of the Municipal Elections Act, 1996, as amended. All references to the Clerk for the purposes of this manual shall mean the Clerk for the Town of Goderich and shall also be the Returning Officer for the 2026 Municipal Election. All references to the Clerk's designate shall mean the delegated duties of the Returning Officer.
8. **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.

What is a Sole Proprietorship?

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.

What is a Co-op?

A business or organization that is owned and operated by the people who work there or the people who use its services.

9. **Deputy Returning Officer:** Subsection 15(2), (3), (4) of the *Municipal Elections Act*, 1996: The Clerk of the Town of Goderich may delegate authority to a Deputy Returning Officer (Form 37).
10. **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.
11. **Election Official:** The Clerk or other 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 those tasks and duties as assigned in writing by the Clerk and must take the prescribed oath.
12. **Friend:** A person who has been requested by an elector to assist him or her in the voting process.
13. **Interim List of Changes:** Means, for a regular election, the list of changes made to the Voters' List between the time that the Voters' List was originally published and September 20th in the year of the election.
14. **Interpreter:** Means a person who has been requested by a non-English speaking elector to assist him or her in the voting process.
15. **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 $\frac{3}{4}$ 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 $\frac{3}{4}$ of the members of the outgoing Council.
16. **Municipal Office:** means the Town of Goderich Administration Building located at 57 West Street, Goderich, ON N7A 2K5
17. **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

18. **Password:** An additional access control word assigned by Simply Voting to each authorized user (ie. Clerk, Election Official) to provide additional security access to the voting system.
19. **Personal Identification Number or PIN:** A unique multiple digit number assigned to each voter to provide security for access to the voting system.
20. **Preliminary List of Electors:** A list of electors for the municipality compiled by Elections Ontario (EO) for an election in The Municipality.
21. **Proof of Identification:** Proof of identity and residence as prescribed in O. Reg. 304/13.
22. **Registered Third Party (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 who's Notice of Registration for Third Party Advertiser has been certified by the Clerk
23. **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.
24. **Scrutineer:** An individual, appointed in writing by a certified candidate, to represent him or her during the voting process.
25. **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.
26. **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
27. **Voter Help Centre:** Means a location designated by the Clerk where individuals may be added to the Voters' List and to provide assistance and clarification on the election process, including the access to a telephone and/or internet. The ability to vote at the Help Centre will be limited to hours designated by the Clerk.

28. **Voting Centre:** A location designated by the Clerk supplied with a telephone and internet connection to accommodate voting during the voting period. Location and times at the discretion of the Clerk.
29. **Voting Day:** The final day on which the 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 p.m.
30. **Voter Information Letter:** A letter containing a PIN, a telephone number and an internet address for voting, a telephone number for assistance and a list of candidates for the office. These letters shall be mailed individually to every person on the Voters' List or provided by Election Officials to persons who have completed an application for inclusion on the Voters' List.
31. **Voters' List:** The Preliminary List of Electors, as corrected by the Clerk, under the provisions of Section 22 of the Municipal Elections Act.
32. **Voting Period:** The period in which an eligible voter may cast their vote, either via internet or telephone and shall span from Tuesday, October 13, 2026, at 9:00 a.m. to Monday, October 26, 2026, at 8:00 p.m.

AUTHORITY

Duties and Powers of Clerk (s.11 and 12)

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.

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.

LANGUAGE (SECTION 9)

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.

NOMINATIONS

Nomination Papers

The giving of notice for nominations shall be on the “Notice for Nomination for Office” (Form 7) and shall be placed in a local newspaper(s), at least once, between May 1, 2026, and August 21, 2026, and continuously posted in the municipal office and on the municipal website.

The “Nomination Paper” (Form 1) for the following offices will be available at the Clerk’s Office from Friday, May 1, 2026, to Thursday, August 20, 2026, during regular office hours (8:00 a.m. – 4:00 p.m.), and between 9:00 a.m. and 2:00 p.m. on Friday, August 21, 2026, and on the municipal website for the following offices:

Mayor
Deputy Mayor
Councillor
School Board Trustee – English Public
School Board Trustee – English Separate
School Board Trustee – French Public
School Board Trustee – French Separate

Nomination papers for school boards must be filed at the appropriate municipal office.

Nominations must be on the prescribed form and are to be filed with the Clerk or his or her designate at the Town Municipal Office, **57 West St., Goderich, ON** in the following manner:

- In person or through an agent, using the prescribed form (Form 1);
- During regular office hours at the Clerk’s Office from May 1, 2026, to Thursday, August 20, 2026, (8 a.m. – 4:00 p.m.) and between 9:00 a.m. and 2:00 p.m. on Friday, August 21, 2026, (Nomination Day);
- With the endorsement of nomination for Council, being at least 25 signatures;
- With the prescribed nomination fee of \$200.00 for head of Council and \$100.00 for all other offices – the filing fee shall be paid by cash, certified cheque, money order or by debit machine.
- With proof of identity and residence as prescribed in O. Reg. 304/13; and
- No electronic transmitted nomination paper will be accepted – original signatures are required.

The Clerk will administer the Declaration of Qualifications on the “Nomination Paper” (Form 1) and the oaths to the candidate. The date and time of filing are to be filled in by the Clerk and initialed by the candidate or his/her agent. The Clerk will review the Nomination Paper and the Declaration of Qualifications to determine if the nomination complies with the Municipal Elections Act, 1996, and then sign the form.

Estimated Maximum Campaign Expenses (Section 33.0.1)

The Clerk shall calculate the estimated maximum campaign expenses for each office on the “Estimated Maximum Campaign Expenses” (Form 23) and provide a copy to the candidate or their agent the day that the Nomination Paper is filed in accordance with Section 33.1. The Clerk’s calculation is final.

Estimated Maximum Amount of Contributions To Own Campaign (Section 33.0.2)

The Clerk shall calculate the estimated maximum amount of contributions to a candidate’s own campaign for each office on the “Estimated Maximum Amount Of Contributions Own Campaign” (Form 23 B) 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. The Clerk’s calculation is final.

Estimated Maximum Amount of Expenses for Parties, Etc. After Voting Day (Section 88.20(9))

The Clerk shall calculate the estimated maximum amount of expenses for parties, etc., after Voting Day for each office on the “Estimated Maximum Amount of Expenses for Parties Etc. After Voting Day - Candidates” (Form 23 C) 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. The Clerk’s calculation is final.

Notice of Penalties (Section 33.1)

The Clerk shall, prior to voting day, provide a notice of penalties on the “Notice of Penalties and Corrupt Practices” (Form 39) to the candidate or their agent.

Municipal Freedom of Information and Protection of Privacy Act

The candidate may sign the “Notice of Collection/Consent to Release Personal Information” (Form 3) 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 posting in the municipal office and on the website a “Unofficial List of Nominations Filed” (Form 14) which is to be updated as each nomination paper is filed. On or before Monday, August 24, 2026, at 4:00 p.m., the Clerk will examine and if satisfied, will formally certify the Nomination Papers which will then be filed.

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

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, the Clerk complete the “Certification by Clerk” section on “Nomination Paper” (Form 1).

Rejection of Nomination Papers (Section 35 (3))

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. Notice shall be given (Form 40), by registered mail, as soon as possible, to:

1. The person who sought to be nominated; and,
2. All candidates for the office.

The Clerk’s decision is final.

Withdrawal of Nomination Papers (Section 36)

Candidates may withdraw their Nomination by filing in person a “Withdrawal of Nomination” (Form 2) 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 shall be noted on the Unofficial List of Candidates.

Official List of Candidates

The final list of Certified Candidates will be posted at the Municipal Office and on the website on Thursday, August 27, 2026, using the “Official List of Certified Candidates” (Form 15)

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 be conducted.

The Clerk shall give the electors notice of:

- a. Under clause 42(1)(b), the manner in which electors may use the alternative voting method;
- b. The dates and times of the voting period; and
- c. The location and hours of operation of the Voting Centers and the Municipal Office.

The form and manner of such notice of election shall be shown in “Sample Voter Information Letter” (Form 35).

Acclamations (Section 37(1))

If at 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 cause to be posted a “Declaration of

Acclamation to Office” (Form 10). In this situation, there shall be no election conducted for the 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 cause to be posted a “Notice of Additional Nominations” (Form 16) 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 a certified Nomination Paper.

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 on page 16.

Additional Nominations – Equivalent to Number of Offices (Section 35(1) 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 offices, the Clerk shall cause to be posted a “Declaration of Acclamation to Office – Additional Nominations” (Form 17).

Insufficient Number of Papers Filed to Form a Quorum – Municipal Council (Section 37(4) 1)

If the number of Nomination Papers filed is insufficient to form a quorum of the Municipal Council, a by-election shall be held.

Sufficient Number of Nomination Papers Filed to Form Quorum – Municipal Council (Section 37(4) 2)

If the number of Nomination Papers filed is less than the number of positions for an office of the Municipal Council, but does form a quorum, Section 263 (1) of the Municipal Act, 2001 shall apply.

Death or Ineligibility of a Candidate (Section 39)

If a Certified Candidate dies or becomes ineligible to hold the office before the close of voting on voting day:

- 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) provides that the sixty day (60) period starts as of the date of death).
- 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 cause notice of the death to be posted in a conspicuous place in every voting place and the election shall proceed as if the deceased or ineligible candidate has not been nominated.

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

Refund of Nomination Filing Fee (Section 34)

A candidate is entitled to receive a refund of the nomination filing fee if the documents required under subsection 88.25 (1) are filed on or before 2 p.m. on the filing date in accordance with that subsection.

Final Calculation of Maximum Campaign Expenses (Section 88.20)

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 11). The certificate shall be delivered to each candidate on or before September 30, 2026. The Clerk's calculation is final and shall be made in accordance with the prescribed formula in Ontario Regulation 101/97.

Final Calculation of Maximum Amount of Contributions to Own Campaign (Section 88.9.1(4))

The Clerk shall, after determining from the number of eligible electors from the Voters' List for each office, calculate the maximum amount of contributions to own campaign that each candidate may incur for that office and prepare a "Certificate of Maximum Amount of Contributions Own Campaign" (Form 53). The certificate shall be delivered to each candidate on or before September 30, 2026. The Clerk's calculation is final and shall be made in accordance with the prescribed formula.

Final Calculation of Maximum Amount of Expenses for Parties, Etc. After Voting Day (Section 88.20(9))

The Clerk shall, after determining from the number of eligible electors from the Voters' List for each office, calculate the maximum amount of expenses for parties, etc. after Voting Day that each candidate may incur for that office and prepare a "Certificate of Maximum Amount of Expenses for Parties Etc. After Voting Day - Candidates" (Form 54). The certificate shall be delivered to each candidate on or before September 30, 2026. The Clerk's calculation is final and shall be made in accordance with the prescribed formula.

Candidate Name Pronunciation

All certified candidates are to provide to the Clerk the proper pronunciation of their name prior to August 22, 2026.

VOTERS' LIST

Certification of Voters' List

The Preliminary List of Electors (PLE) shall be requested from Elections Ontario in an electronic format, by August 14, 2026, or such date as to be agreed upon by the Clerk and Elections Ontario (Section 19(1)).

The PLE shall contain the name and the address of each person who is entitled to be an elector and additional information the Clerk needs to determine for which offices each elector is entitled to vote, such as school support. An elector's name should appear on the PLE for a local municipality only once.

The Clerk shall correct any obvious errors in the PLE prior to September 1, 2026. The Clerk may use any information that is in the municipality's custody or control (subject to MFIPPA) when correcting the list for obvious errors (Section 22(2)). The corrected PLE becomes the VOTERS' LIST.

The Voters' List shall be reproduced and identified with a "Voters' List Cover Sheet" (Form 18) on or before September 1, 2026.

The Clerk may place in a local newspaper(s) on or before Tuesday, September 1, 2026, a "Notice of the Posting of the Voters' List Town of Goderich" (Form 19).

Upon written request, the Clerk shall give every candidate a copy of the Voters' List. Each candidate will be required to sign the "Declaration of Proper Use of the Voters' List" (Form 38).

The Voters' List may be amended using the "Application to Amend Voters' List" (Form 8) and providing proof of identity and residence as prescribed in O. Reg. 304/13, between September 1, and October 23, 2026, during normal hours and on October 26, 2026, until 8:00 p.m.

The use of the Voters' List shall be in accordance with the "Policy for Use of the Voters' List" (Form 20).

On Wednesday, September 30, 2026, the Clerk will determine the total number of electors on the Voters' List. This number will be necessary to calculate the "Certificate of Maximum Campaign Expenses" (Form 11) for the 2026 Municipal Election and "Estimated Maximum Campaign Expenses" (Form 23) for the 2026 Municipal Election.

The Clerk shall, during the period between September 20, 2026, and ending September 30, 2026, prepare an “Interim List of Changes” (Form 21) to the Voters’ List. The Interim List of Changes shall be given to each certified candidate and to each person who received a copy of the Voters’ List.

The Clerk shall prepare the “Final List of Changes” (Form 22) to the Voters’ List by November 25, 2026. A certified copy of the final list of changes shall be sent, via the Municipality’s service provider Datafix, to Elections Ontario together with a copy of the approved applications “Applications to Amend the Voters’ List” (Form 8).

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 26, 2026, if the Clerk is satisfied the person has died (without an application to change the Voter’s List).

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 57) and providing proof of identity and residence as prescribed in *O. Reg. 304/13*, between September 1, 2026, and October 23, 2026, during normal hours and on October 26, 2026, until 8:00 p.m.

CAMPAIGNING AND CAMPAIGN MATERIAL

Campaigning and Campaign Material – Municipal Facilities

Election campaigning or the distribution or posting of election campaign material at municipally owned or leased facilities is not permitted.

Any election signs, banners or posters shall be erected no sooner than the date a candidate has filed nomination. The signs, banners, or posters shall be removed within seventy-two (72) hours following the election date (October 29, 2026).

No banner, stringer or advertising device shall be placed on any municipal property including road allowances.

Policy on the use of Corporate Resources for Election Purposes is attached as Appendix A

Other Policies Related to Signage

Posters and similar campaign material that will be installed or affixed to poles belonging to public utility companies will require the permission of the respective approval authority.

The Municipality or any of its municipal servants, employees or agents will not be responsible for investigating or prosecuting for any acts of vandalism to the posters or campaign material of the candidates.

CANDIDATE CAMPAIGN CONTRIBUTIONS AND EXPENSES

Contributions

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 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.

Maximum Contributions to a Candidates Own Election Campaign (Section 88.9.1)

There is a limit on the total amount that a candidate for an office on a council and his or her spouse may collectively contribute to the candidate's own campaign. The contribution limit is calculated based on the number of electors who are eligible to vote for the office that the candidate is running for. The formula to calculate the limit is as follows:

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

There is a cap of \$25,000 to the calculation limit. For clarity, if the formula results in a number greater than \$25,000, the limit will still be \$25,000.

Fundraising For Candidates (Section 88.10)

A fund-raising function shall not be held for a person who is not a candidate.

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

What Constitutes A Contribution (Section 88.15)

For the purposes of this Act, money, goods and services given to and accepted by a person for his or her election campaign, or given to and accepted by another person who is acting under the person's direction, are contributions.

Contributions [88.15 (3)]:

In addition to the statement above [88.15 (1)]:

- 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 [88.15 (4)]:

In addition to the statement above [88.15 (1)]:

- 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 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 candidate and his or her spouse may obtain a loan only from a bank or other recognized lending institution in Ontario, to be paid directly into the candidate's campaign account. Only the candidate and his or her spouse may guarantee a loan.

Expenses - What Constitutes An Expense (Section 88.19)

Costs incurred for goods or services by or under the direction of a person wholly or partly for use in his or her election campaign are expenses.

Without restricting the generality of 88.19 (1), the following amounts are expenses:

- The replacement value of goods retained by the person, individual, corporation or trade union from any previous election in the municipality and used in the current election.
- 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.
- For a candidate, expenses relating to a recount or a proceeding under section 83 (Controverted Elections).

- Expenses relating to a compliance audit.
- Expenses that are incurred by a candidate with a disability or a registered third party who is an individual with a disability, are directly related to the disability, and would not have been incurred but for the election to which the expenses relate.
- The cost of election campaign advertisements (within the meaning of section 88.3), or third party advertisements, as the case may be.

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.

In the following circumstances, a candidate's expenses for the 2026 regular election that are described in 88.19 (3) paragraphs 7 and 8 may include his or her expenses as a candidate in the 2026 regular election for an office on the same council or local board:

1. The circumstances described in paragraph 4 of subsection 88.24 (1) (deficit).
2. The circumstances described in paragraph 5 of subsection 88.24 (1) (expenses relating to a recount, etc.).

Candidates' Expenses (88.20)

An expense shall not be incurred by or under the direction of a person unless he or she is a candidate.

An expense shall not be incurred by or under the direction of a candidate outside his or her election campaign period.

Despite 88.20 (2) (Only During Campaign Period), a candidate whose election campaign period ends as described in paragraph 2, 3 or 4 of subsection 88.24 (1) (Election Campaign Period for Candidates) may incur expenses related to the preparation of an auditor's report under section 88.25 (Candidates' Financial Statements, etc.) after the campaign period has ended.

For greater certainty, expenses, including audit and accounting fees, related to the preparation of an auditor's report after the campaign period has ended constitute campaign expenses.

Who may incur expense?

An expense may only be incurred by a candidate or an individual acting under the candidate's direction.

Maximum amount

During the period that begins on the day a Candidate is nominated and ends on Voting Day, his or her expenses shall not exceed an amount calculated in accordance with the prescribed formula.

A Candidate shall be provided with the maximum campaign expenses amount upon filing of his or her Nomination Papers (see Nominations section of this manual).

Maximum amount for parties, etc., after voting day

The expenses of a candidate that 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 88.20 (6) (Maximum Amount) for the office for which the candidate is nominated.

PERSONNEL

Returning Officer

The Returning Officer shall take and sign the “Oath of Returning Officer” (Form 36).

Election Officials

The Clerk shall, in writing, appoint election officials for the purposes of these Procedures and may designate their titles and duties using “Delegation of Powers and Duties of Clerk” (Form 37) and “Appointment and Preliminary Oath or Affirmation for Election Officials” (Form 34).

Auditor

The Auditor, appointed by the Clerk, shall test the voting system on several occasions. The test(s) shall include, but not be limited to the following:

- a) checking the wording of the script;
- b) checking the Help Centre telephones and internet access;
- c) checking Script and input timing;
- d) attempting to use a PIN more than once;
- e) balancing a predetermined number of votes with those cast;
- f) matching PINs to names and addresses;
- g) checking the system which is used for activating PINs through the revision process; and deliberately entering the wrong information.

ALTERNATIVE VOTING METHOD – INTERNET AND TELEPHONE

Authority

On May 20, 2025, the Council of the Town of Goderich adopted By-law 70 of 2025 authorizing the use of an alternative voting method, that being the Telephone/Internet Voting method.

The Municipal Elections Act, 1996 more specifically subsections 42(2) and (3) states as follows:

(a) Applies to a regular election if the by-law is passed on or before May 1 in the year of the election;

(b) Applies to a by-election if the by-law is passed more than 60 days before voting day;

The Clerk shall,

(a) Establish procedures and forms for the use of,

i. any voting and vote-counting equipment authorized by by-law; and,

ii. any alternative voting method authorized by by-law; and,

(b) Provide a copy of the procedures and forms to each candidate when their nomination is filed.

The service provider for such alternative voting procedures, after review and analysis of options, has been determined by the Clerk as Simply Voting. A copy of the contract with Simply Voting is available from the Clerk upon request.

Subsection 11(1) of the Municipal Elections Act, 1996, states that the Clerk of a local municipality is responsible for conducting elections within that municipality and subsection 11(2) for:

i. preparing for the election;

ii. preparing for and conducting a recount in the election; and

iii. maintaining peace and order in connection with the election; and

iv. in a regular election, preparing and submitting the report described in subsection 12.1(2).

Subsection 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 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.

Subsection 42(5) further states that when a by-law authorizing the use of an alternative voting method is in effect, Sections 43 (advance votes) and 44 (voting proxies) apply only if the by-law so specifies. By-law 40 of 2021, is the Town of Goderich’s Alternative Voting Method By-law.

A person cannot give his or her Voter Information Letter to another eligible elector for the purpose of voting. Acceptance of another person’s Voter Information Letter 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 sections 89 and 90.

Secrecy

The Clerk shall require all Election Officials and or other persons working in connection with the municipal elections to swear or affirm an “Oath of Secrecy” (Form 30) in accordance with Section 49(1) of the Municipal Elections Act, 1996.

No person shall interfere or attempt to interfere with an elector while in the process of accessing the Telephone/Internet Voting service or interfere or attempt to interfere in the voting process while using the Telephone/Internet Voting service unless expressly requested and authorized by an elector.

Electors voting at the Voting Centre may vote with assistance of a “friend” or “interpreter”. The elector and those providing assistance shall take the appropriate oaths on “Oral Oaths at Voting Center” (Form 33) and shall vote according to the instructions and wishes of the elector.

No person shall obtain or attempt to obtain information about how an elector intends to vote or has voted.

No person shall communicate any information that might have been inadvertently obtained about how an elector intends to vote or has voted.

No elector shall reveal how he or she intends to vote except when obtaining assistance in voting from either a “friend” or an Election Official.

All complaints regarding and/or breaches of secrecy shall be documented by the Election Official to his/her satisfaction, questions and answers of the complainant and, if deemed appropriate, the Clerk shall submit same to the Police for further investigation and prosecution.

Preparation of Voter Notification Letters

Compilation of the Voter Information Letter will be completed and printed by the Municipality’s service provider Taylor-Demers in collaboration with Simply Voting and Datafix. The Voters’ List being the compilation of the Preliminary List of Electors and Interim List of Changes, shall be provided to the service providers in September in electronic format in order to print the Voter Information Letter.

Voter Information Letters shall be delivered to Canada Post and distributed by first class mail to all eligible voters to enable them to use the Telephone/Internet Voting service.

The candidates shall receive login ID(s) and password(s) allowing them to access a Candidates Module as of September 28, 2026, to view the List of Electors and access ending at close of voting.

In the event of a postal strike by Canada Post, the Voter Information Letters will be circulated by email, courier and/or personal service.

The Municipal Office

The voters' list shall be available at the Municipal Office in electronic format to accommodate the voting process.

The Municipal Office is located at 57 West St., Goderich, ON.

For election purposes, the Municipal Office shall be responsible for the following:

1. Eligible voters who attend at the Municipal Office and are not on the Voters' List will be able to be added to the list by filling out an "Application to Amend Voters' List" (Form 8) and provide proof of identity and residence as prescribed in O. Reg. 304/13. Their names will be added to the Voters' List and they will be assigned and delivered a Voter Information Letter containing a PIN along with the rest of the electorate.
2. For additions to the list made after mailing of the Voter Information Letters, the Voter Information Letter containing a PIN will be provided to the individual immediately.
3. Where an eligible voter has received a notice on their Voter Information Letter that their date of birth is missing or incomplete, the voter can attend the Municipal Office and provide their date of birth. The elector will be required to fill out an "Application to Amend Voters' List" (Form 8) and provide proof of identity and residence as prescribed in O. Reg. 304/13.
4. Where an eligible voter has received an incorrect Voter Information Letter in terms of ward, if applicable, and/or school support, and has not already voted, the voter can attend the Municipal Office and have the proper category applied. The elector will be required to fill out an "Application to Amend Voters' List" (Form 8) and provide proof of identity and residence as prescribed in O. Reg. 304/13.
5. Eligible voters who attend the Municipal Office will be able to request a "replacement" Voter Information Letter and PIN under certain circumstances:
 - a. Where a person on the Voters' List has lost his or her Voter Information Letter or did not receive it in the mail, he or she can prove to the satisfaction of the authorized Election Official that they require a new PIN. Upon providing proof of identity and residence as prescribed in O. Reg. 304/13 to an Election Official, an oath on "Application for Re-Issuance of a Voter Information Letter (Lost and Unused)" (Form 28) shall be taken by the elector and a new Voter Information Letter containing a new PIN shall be issued. The new PIN shall replace the old Pin in the voting system.
 - b. Where a person on the Voters' List has attempted to vote and their PIN has already been used, he or she can provide to the satisfaction of the Election Official that they did not vote using the PIN and that they require a new PIN.

Upon providing proof of identity and residence as prescribed in O. Reg. 304/13 to an Election Official, an oath on “Application for Re-Issue of a Voter Information Letter (Used by an Impersonator)” (Form 29) shall be taken by the elector and the elector’s status shall be reset to allow a second vote.

Furthermore, a new Voter Information Letter containing a new PIN shall be issued. The new PIN shall replace the old PIN in the voting system.

6. Answer general election questions and refer detailed questions to the Returning Officer or Deputy Returning Officer.

Notices / Advertisements

When a municipal election is to be held, the Clerk shall notify voters of the following through the use of newspaper advertisements and the municipal website:

1. That a municipal election is being held and that the Municipality has adopted an alternative voting method, being Telephone/Internet Voting;
2. The time and date for the holding of the vote, including voting period and the method of voting including the municipal and/or school board office(s);
3. Who is eligible to vote in the municipal election; and
4. The location and hours of the Revision and Help Centers, how eligible voters can check to see if their name is on the Voters’ List and the procedures by which their name can be added, deleted or information corrected on the Voters’ List as well as the procedure by which another person’s name may be deleted from the list.

The Clerk shall determine the date(s) of all advertisements including the newspaper(s) and the notices that are to appear in order to comply with the requirements and principles of the Municipal Elections Act, 1996.

On or about September 30, 2026, each person on the Voters’ List shall be mailed, by first class mail, a sealed Voter Information Letter containing:

1. Their PIN, as well as the telephone number and designated internet address (URL) to cast their vote;
2. Instructions on how to vote;
3. Dates and hours of Telephone/Internet Voting;
4. The email address and telephone number of the Voter Help Desk;
5. Locations, dates and hours of Voter Assistance Centres;
6. A list of contests and candidates;
7. Voter eligibility criteria; and
8. Illegal and corrupt practices.

Where possible and if desirable, cooperative advertising with other municipalities may take place.

Voting

A Telephone/Internet Voting method shall be used for the 2026 municipal election.

1. Telephone/Internet Voting:
 - a. Eligible electors shall be required to telephone a designated toll free number or access a designated internet address and cast their vote(s).
 - b. Every eligible elector shall be limited to only one vote through the use of a PIN distributed by first class mail in a sealed and personalized Voter Information Letter.
 - c. The supplier's system will allow the eligible voter to vote using a telephone and/or the internet.
 - d. Following the voter's selection, the voting system shall identify the voter's choice on a confirmation page.
 - e. The confirmation page offers the option to the voter to confirm their selection or return to the ballot to change their selection.
 - f. Once the Voter PIN has been used with the Telephone/Internet Voting service to cast a vote, it cannot be used for voting again.
2. Voting will commence on October 13, 2026, at 9:00 a.m. and close on October 26, 2026, at 8:00 p.m.

Prior to the activation of the system by Simply Voting, on October 13, 2026 (9:00 a.m.), Simply Voting shall allow access by the Clerk, or other authorized Election Official, to the voting system at the Voting Centre between 8:30 and 8:59 a.m. by secure ID and password, for the purposes of ensuring that all candidate's names are listed and that no votes have been cast.

Candidates or their scrutineer may be present to verify and ensure that all totals of votes cast are at "0" and shall be required to sign the "Activation of Simply Voting System" (Form 32) that attests to this fact.

Simply Voting will make available during the course of the election, ID and password for each candidate, who when using these credentials can connect into the voting system and review elector list information to discern which electors have participated in the election. This capacity does not provide the candidate information on how an elector has voted, only if they have participated in the election.

Candidates may view this information any time after the start of the voting period using the Candidates Module.

Simply Voting shall keep a record of all electors who have voted.

The names of electors who have voted during the voting period will be provided to the Clerk electronically through the Simply Voting System using the Clerk's assigned password and a report generation feature incorporated with the system. The information will be created in an electronic file format suitable for electronic distribution and will only be done so under the control and direction of the Clerk.

If requested in writing by a candidate, the Clerk will create the report which will provide an up-to-date list of the names of electors who have voted. This list will also include other information such as qualifying address, and category information that will allow the Clerk and/or candidates

to sort the voter information. This information shall be made available to candidates through the Clerk's office.

Use of online, electronic and paper versions of the Voters' List, Interim and Final List of Changes to the 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 the same to the Clerk for destruction with other election material or by deleting it completely from Candidates 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.

Voter Qualifications

Section 17(2) of the MEA states, a person is entitled to be an elector at an election held in a local municipality if, on Voting Day (October 26, 2026) he or she:

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

Where a voter qualifies at more than one location in the municipality, the voter may only vote once for each office and the qualifying address to determine eligibility for voting shall be the elector's place of residence. Duplication of names on the preliminary list of electors shall be investigated by the Clerk and/or Election Official(s), and all obvious duplicate names of individuals shall be deleted prior to the final preparation of the Voters' List as certified by the Clerk. However, should an eligible voter receive more than one Voter Information Letter, the eligible elector may only vote once and must return the other Voter Information Letter to the Municipal Office and complete an application to correct the Voters' List by removing the duplicate name. All voters that vote more than once, or who improperly use the Voter Information Letter shall be reported to the police for further investigation as to possible corrupt practices under the Municipal Elections Act, 1996.

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.

Unopened Voter Information Letters

Unopened Voter Information Letters returned to the Municipal Office will be opened and the PIN status will be set so that the PIN cannot participate in the voting process. The opened Voter Information Letters will then be marked “returned mail” and be maintained in a secure fashion and will be destroyed at the same time as all other municipal election material as provided for under Section 88 of the Municipal Elections Act, 1996.

Should a Voter Information Letter be returned to the Municipal Office that has been opened but has not been used for voting purposes, the PIN shall be disabled so that it cannot participate in the voting process. In this circumstance, the Voter Information Letter shall be marked “unused” and be secured and destroyed as in the paragraph above.

The Clerk and the Election Official(s) shall ensure a complete audit trail is maintained of all Voter Information Letters:

1. That were sent to eligible voters by Taylor Demers Mail Processing Inc.;
2. That were returned from the Post Office;
3. That were returned by an elector or other individual(s) either opened or unopened but unused for voting purposes;
4. That were set to a status that prevented them from being voted;
5. That were re-issued to an eligible elector; and
6. That were generated by Election Officials for eligible electors added to the Voters List after completing an “Application to Amend Voters’ List” (Form 8).

New PIN(s) shall not be given out over the telephone or by mail. The voter must attend the Municipal Office with proof of identity and resident as prescribed in O. Reg. 304/13 and complete the appropriate form.

Exceptions will be considered at the sole discretion of the Returning Officer when satisfied that extenuating circumstances require special accommodation. Such situations shall be documented by the Returning Officer with measures to ensure security and privacy of the elector, and integrity of the voting process.

Voting Process

Eligible voters may vote by:

1. Accessing the telephone number provided by using a cellular or land line, touch tone telephone but not a rotary dial telephone. “Diga-pulse” telephones will be able to access the system using their PIN providing the over-ride button on their telephone to a “touch-tone” mode is completed; or
2. Accessing the internet address (URL) provided; or
3. Attending the following location during the following hours:

Town of Goderich Municipal Office, 57 West Street during the Voting Period starting 9 a.m. to 4 p.m. October 12th and October 13th to October 16th and October 19th to October 23rd during regular business hours and on October 26th between 8:00 a.m. and 8:00 p.m. Kiosk access will be provided at this location.

4. Attending the Town of Goderich Municipal Office during the hours identified in (3) with a friend, taking the “Oral Oaths at Voting Location” (Form 33) and having a friend vote using the touch tone telephone or internet access provided. In the absence of a friend, the voter may request the assistance of the Election Official, who may provide assistance only after the appropriate oath has been taken.
5. Attending the Town of Goderich Municipal Office during the hours identified in (3) with an interpreter, taking the “Oral Oaths at Voting Location” (Form 33) and having an interpreter vote using the touch tone telephone or internet access provided.

SCRUTINEERS

Appointment by Candidate

A candidate may appoint scrutineers to represent him or her during the voting and during the receipt of voting results. The appointment shall be made using the “Appointment of Scrutineer” (Form 31). This form must be signed by the Candidate with an original signature.

Use of mobile communication devices and cameras shall not be permitted within any Voter Help Centre by any candidate or scrutineer.

Scrutineers who do not follow the instructions of the Election Official(s) or who attempt to interfere, influence and to determine how an elector is voting will be requested to leave the Voter Help Centre immediately, their appointment will be revoked and they will not be permitted to re-attend at a Voter Help Centre or during the announcement of results. Scrutineers may also have their appointment revoked if they contravene the rules and guidelines established by the Clerk as provided to the Candidates.

Number – Per Candidate

Not more than one scrutineer representing each candidate may be in the Voting Centre for any of the purposes specified in Section 47(1) at any time. Only one candidate or his/her appointed scrutineer may be in attendance at a Voting Centre at one time. The scrutineer/candidate must take the “Oath of Secrecy” (Form 30) at the Voting Centre.

Appointment – By Council Re: By-law or Question (N/A in 2026 Election)

Council may appoint scrutineers by resolution using “Appointment of Scrutineer Re: By-laws or Questions” in relation to voting on a by-law or question submitted to the electors, to attend a Voting Centre and during the receipt of voting results.

Equal number of scrutineers shall be appointed for each possible answer to the question and one scrutineer for each of the possible answers may be present at the Voting Centre and during

the receipt of voting results; and/or equal number of scrutineers shall be appointed to represent supporters and opponents of the by-law and one scrutineer representing supporters and one representing opponents may be present at the Voting Centre and during the receipt of voting results.

Appointment – By Elector – Recount (Section 61 (1))

An elector who applies for a recount may appoint one scrutineer. The “Appointment of Scrutineer” (Form 31) must be signed by the candidate. Forms are available at the Municipal Office.

Appointment – Evidence Of

A person appointed as a scrutineer, before being admitted to the voting location, shall show their “Appointment of Scrutineer” (Form 31) and provide proof of identity and residence as prescribed in O. Reg. 304/13 to the election official.

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

1. To be present to verify and ensure that all totals of votes cast are at “0” and shall be required to sign the “Activation of Simply Voting System” (Form 32) that attests to this fact.
2. To be present at the time and place where results are received by the Clerk to sign the results report indicating the results and votes cast.
3. In the event of a recount, Section 61 of the Act prescribes the number of scrutineers entitled to be present

Scrutineers and Candidates are Prohibited from the Following:

1. 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;
2. Displaying a candidate’s elections campaign material in the Voting Centre;
3. Compromising the secrecy of the voting;
4. Interfering or attempting to interfere with an elector who is marking a ballot;
5. Obtaining or attempting to obtain, in the Help Centre, any information about how an elector intends to vote or has voted; and
6. 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.

NOTICE OF RESULTS

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

Notwithstanding the above, the Clerk shall keep the Voting Centre access open until the Clerk confirms that all eligible voters in the Voting Centre at 8:00 p.m. have completed voting.

The Clerk will then conduct a test to confirm that no votes can be cast.

The Clerk shall then request the tabulation of the results for each candidate. Those present, including the Clerk and the Candidates, or their Scrutineer, shall sign the Vote Count – Summary Report indicating the results and the votes cast.

The unofficial results of each candidate shall be available as soon as practicable thereafter at the Municipal Administration Office located at 57 West Street, Goderich, ON and shall post the same Unofficial Results on the Municipality’s website.

The Clerk shall declare the official election results as soon as possible after Voting Day using the “Declaration of Election – Candidate” (Form 24).

Recount

Recount Procedures (Sections 56-58)

Any recount shall be conducted in the same manner as the original count under Section 60 (1) unless ordered otherwise by a judge under Section 60 (3).

A recount is required when:

- There is a tie vote where both or all candidates cannot be declared elected
- The votes for the affirmative and negative on a by-law are equal
- The votes for two or more answers to a question are equal
- By resolution of Council (for Council offices or questions; or by-laws submitted by Council)
- By resolution of a 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.

Costs of the Recount (Section 7(3), 7(4))

The costs incurred by the Clerk to conduct a recount are to be paid by the 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:

- 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.

- 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 ie: legal counsel in attendance on behalf of the candidate.

The Clerk shall submit a signed certificate verifying the costs to the appropriate local board, upper tier municipality or Minister who shall in turn be responsible for paying the costs as soon as possible.

Who Conducts the Recount (Section 56)

The Clerk conducts all recounts for elections for which he or she is responsible except recounts conducted by the Superior Court of Justice upon appeal.

Tied Vote Recount (Section 56(2))

Where there is a tied vote for the election of a candidate to an office and both or all of the candidates cannot be declared elected, or where there is a tied vote on a by-law or question, the Clerk must hold a recount within 15 days after the declaration required by Section 55(4)a)b) of the results of the election by requesting from Simply Voting a re-tabulation of the votes cast to be conducted in the same manner as the original vote tabulation.

Simply Voting shall send the results of the recount by email along with any documentation, if required, to support the integrity, security and accuracy of the electronic voting system and these results will be compared to the results tabulated.

Council, Local/School Board or Minister Request for Recount (Section 57)

Within 30 days after the Clerk's declaration of the results under subsection 55(4), a Council, local/school board may pass a resolution, or the Minister may make an order requiring a recount.

The recount is to be held within 15 days after the resolution is passed or the order is made. The resolution for a recount must be passed no later than Wednesday, November 25, 2026. An order of the Minister must be made within the same time frame. The incoming council or local board is no longer able to make a decision on a recount.

Application to Superior Court of Justice (Section 58)

A person who is entitled to vote in an election and who has reasonable grounds for believing the election results to be in doubt may apply to the Superior Court of Justice for an order directing the Clerk to hold a recount.

The application must be commenced within 30 days after the Clerk's declaration of the results under subsection 55(4).

The Court, if satisfied there are sufficient grounds, shall make an order requiring the Clerk to hold a recount.

The recount is to be held within 15 days after the Clerk receives a copy of the order.

Votes for Candidates to be Included in a Recount (Sections 56, 59)

All votes for all candidates in the contested race will be counted.

Persons Entitled to be Present at Recount (Section 61)

- The Clerk and any other election official appointed to assist with the recount;
- Every certified candidate for the office involved;
- The applicant, if any, who applied for the recount;
- Legal counsel for any of the above;
- Each certified candidate for the office involved or an applicant may appoint a scrutineer for the recount;
- Where the recount applies to a by-law or question, such scrutineers as appointed by Council or local/school board or the Minister;
- Where scrutineers are appointed under Sections 61(3) or (4), an equal number must be appointed for each possible response to the by-law or question;
- Any other person may be present with the Clerk's permission.

Notification of Recount Date, Time, Place (Section 56, 57, 58)

The Clerk shall give notice of the recount date, time and place on "Notice of Recount" (Form 25) and send 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 sent by registered mail or personal service.

Counting Tie Vote – After Recount Procedures (Sections 62(3) and 63(10))

Pursuant to Section 62(3) in case of a tied vote following the recount the Clerk shall determine the result by conducting a lot.

The lot will be conducted as follows:

The Clerk shall determine the texture and quantity of the paper used for this process and each candidate or the candidate's lawyer and/or scrutineer will have an opportunity of examining the paper to be used to inscribe the names of the candidates;

The Clerk shall inscribe the name of each candidate(s) on a similar size paper and the candidate(s), the candidate's lawyer and/or scrutineer, without touching the paper, examine

the same. In addition, all persons present will have an opportunity of examining the box which will be used for conducting the ballot;

Upon acceptance of all the candidates that the process outlined above have been adhered to, the Clerk shall fold the papers bearing each candidate's name twice in two equal parts and shall deposit these papers, in full view of all persons present and authorized to attend, in an open-end box that will be acceptable to all persons present. In the event of a conflict or difference of opinion as to the selection of the box, the Clerk shall determine the box to be used for this process;

On completion of this process, the Clerk shall hold the box, and without looking into the box, ensure that the contents have been displaced sufficiently and request the Municipality's Legal Counsel to draw only one or the required number for the purpose of determining the successful candidate(s);

The Legal Counsel shall read aloud the name of the candidate or candidates. The Clerk will then proceed to declare this or these individuals elected; and

Once completed, the Legal Counsel shall remove the remaining contents from the box and provide an opportunity for all persons present to examine these slips of paper in the box.

Notice of Final Certified Results (Recount) (Section 62(1) and 62(4))

Persons authorized to be in attendance at the recount may also be at the announcement of the results of the recount.

The Clerk of the Municipality will announce the result of the recount as soon as it is complete.

Unless an application has been made for a Judicial recount, the Clerk, on the 16th day after the recount is completed, will declare the successful candidate or candidates elected or will declare the result of the vote with respect to a by-law or a question by posting the "Declaration of Recount Results" (Form 26) at the Municipal Office and on the website.

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

CANDIDATES FINANCIAL DISCLOSURE

Pursuant to Section 88.25(9), at least 30 days before the filing date, but no later than March 1, 2027, the Clerk shall give every candidate whose nomination was filed, by registered mail.

- All of the filing requirements of this section; and
- The penalties set out in subsections 88.23(2) and 92 (1).

The notice shall be given on "Notice to Candidate of Filing Requirements" (Form 12).

Pursuant to Section 88.23(3), A "Notice to Default" (Form 13) shall be given to the candidate by registered mail and to the relevant council or local board in the event that a candidate has not submitted the "Financial Statement – Auditor's Report" (Form 4) by 2:00 p.m. on March 30,

2027. The Clerk shall also make available to the public the name of the candidate and a description of the nature of the default.

Pursuant to Section 88.23(4)(5), the Clerk shall publish on the municipal website a report detailing all candidates in an election and indicate whether each candidate complied with section 88.25.

Clarification on Campaign Expenses should be directed to Sections 88.19 to 88.32

ELECTION RECORDS

Disposition of Records (Section 88)

Subject to a Judge’s order or recount proceedings, after 120 days from declaring the results 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 specified in 88.25, 88.29 and 88.32.

The witnesses shall complete the “Witness Statements as to Destruction of Ballots” (Form 27).

At no time after voting day shall any information regarding the voter, PINs and ballots come together to allow anyone to know how an elector has voted.

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

The documents shall not be destroyed if:

- A court orders that they be retained; and
- A recount has been commenced and finally disposed of.

The Clerk shall retain the candidates’ financial statements until the members of the council or local board elected at the next regular election have taken office.

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.

ACCESSIBILITY (SECTION 12.1)

Electors and Candidates with Disabilities

The Clerk shall have regard to the needs of electors and candidates with disabilities.

Location – Accessibility

In establishing the location of the Voting Centre, the Clerk shall ensure that each Centre is accessible to electors with disabilities.

Accessibility Plan

The Clerk shall prepare a plan (See Appendix B) 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.

Report

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

Within 90 days after Voting Day in a regular election, the Clerk shall submit a report to council regarding the identification, removal and prevention of barriers that affect electors and candidates with disabilities.

EMERGENCIES (SECTION 53)

The Clerk may declare an emergency if he or she is of the opinion that circumstances have arisen that are likely to prevent the election from being conducted in accordance with this Act.

On declaring an emergency, the Clerk shall make such arrangements as he or 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 the Act and the regulations made under it.

The emergency continues until the Clerk declares 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 advertise such emergency by means of A Notice of Disruption to the public. The Notice should include, where possible, information about what service is being disrupted, the reason, its anticipated duration and a description of the alternate facilities or services available. This information will be made available on a "Notice of Election

Service Disruption” (Form 50), and will be posted at the affected voting location, if available and the municipal election website, social media platforms and radio, if possible.

If required, the Clerk may consider alternate options for reporting results, notification of electors, alternate facilities, voting period and or election officials. If any part of the voting for an office is not completed, the results will not be released until the voting for that office is complete.

In the event of an emergency, Simply Voting under direction from the Clerk shall stop the Voting System from accepting calls via a telephone and connections from the internet thus preventing the election from continuing, or starting, as the case may be.

In the event the Clerk is unable to be present to conduct procedures on Voting Day, there shall be a substitute qualified person appointed or available to attend the election details.

SYSTEM INTEGRITY

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

- Ensuring that every eligible elector on the Voters’ List, as amended, is sent a sealed Voter Information Letter containing the voter’s unique PIN, by first class mail;
- Ensuring that no one except the Clerk, or designate, can access PINs maintained by Simply Voting that match each voter’s name and address; and
- Providing an opportunity for eligible electors to be added to the Voters’ List or to make amendments to the list, up to and including Election Day, October 26, 2026 at 8:00 p.m.

The Auditor, appointed by the Clerk, shall test the voting system on several occasions. The test(s) shall include, but not be limited to the following:

- Checking the Voting Centre telephones and internet access;
- Checking the configuration of the ballot;
- Checking the telephone voting prompts;
- Checking that voting begins and ends at the designated times;
- Attempting to vote before and after the Voting Period;
- Attempting to view results before the Voting Period ends;
- Attempt to use a PIN more than once;
- Attempting to vote using an incorrect PIN; and
- Balancing the number of electors that voted with the number of votes cast.

Prior to the start of the Voting Period, Simply Voting shall provide the Auditor with access to the Voting System by secure username and password.

In addition, a test to verify the total of votes cast is at “0” prior to the voting system being activated will occur no later than October 13, 2026, at 8:59 a.m.

All certified candidates are to provide to the Clerk the proper pronunciation of their name prior to August 22, 2026.

CORRUPT PRACTICES

Provincial Offences and Prosecution

Sections 89 and 90 of the Municipal Elections Act provides for penalties and enforcement of corrupt practices and other offences during an election process.

Although the municipality will be using an alternate voting method, being Telephone and Internet Voting, the principles and the integrity of the election process will remain and are enforceable.

Section 89 of the Municipal Elections Act provides for penalties and enforcement of corrupt practices and other offences during an election process. These include a person who:

- a) Votes without being entitled to do so;
- b) Votes more times that this act allows;
- c) Induces or procures a person to vote when that person is not entitled to do so;
- d) Before or during an election, publishes a false statement of a candidates withdrawal;
- e) Furnishes false or misleading information to a person whom this Act authorizes to obtain information;
- f) Without authority, supplies a PIN/ballot to anyone;
- g) Deals with a PIN/ballot, without having authority to do so;
- h) Attempts to do something described above.

No person(s) shall solicit a Voter Information Letter, containing a PIN, from an eligible elector. All valid complaints or knowledge of solicitation shall be reported immediately to the police for investigation of corrupt practices.

In addition, under the provision of Section 90(1) of the Municipal Elections Act, if a person is convicted of an offence and the offence was committed knowingly, the offence also constitutes a corrupt practice.

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 “alternate form” of voting since the principles of the Act must be maintained. It is therefore enforceable and subject to penalties.

As such, the Clerk, in this alternate form of voting, has agreed to the following rules and regulations:

- a) 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.

- b) The most senior officer of the police will be advised that all such valid complaints will be turned over to his or her office for further investigation.

Penalties

An individual who is convicted of an offence is liable to penalties that include but are not limited to a maximum fine of \$25,000 and/or a maximum imprisonment of six months.

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 to 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 in the Municipal Election Act.

Mail Tampering – Criminal Offence and Prosecution

Notification of the voting process and how electors can access the voting system will be provided in the Voter Information Letter and will be provided to electors by first class mail.

The Criminal Code of Canada states that tampering with the mail of an individual is a criminal offence and a person(s) found guilty is liable to a term of imprisonment not exceeding ten years.

As such and in order to ensure the integrity and confidence of the voting process for all electors and candidates, the Clerk in this alternative form of voting has agreed:

That all complaints about actions which may contravene the provisions of the Criminal Code of Canada with respect to mail tampering, either verbally or written will be reported to the police.

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 Section 81.

In Huron County a joint compliance audit committee will be established.

A joint Huron County Compliance Audit Committee working group has been formed. Advertisements for positions on the committee will be placed on municipal websites.

Council shall approve the appointment of members by resolution or 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 29, 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.

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 a legal proceeding against a contributor for an apparent contravention.

Compliance Audit Application

An elector who is entitled to vote in an election and believes on reasonable grounds that a candidate has contravened a provision of the Act relating to election campaign finances may apply for a compliance audit of the candidates' election campaign finances.

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.

THIRD PARTY ADVERTISING

A 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 who's 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 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))

“Notice for Registration (Form 52 – Ministry 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:

- in person or by an agent
- no faxed or other electronically transmitted registration notices will be accepted – original signatures required
- 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
- a resolution from the corporation or trade union that authorizes the person or agent to register on their behalf, if applicable

The Clerk shall administer the Declaration of Qualifications on the “Notice for Registration” (Form 52) and the “Declaration of Qualifications – Third Party Advertiser” (Form 41) 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 Third Party Expenses” (Form 42) and provide a copy to the individual filing the registration. The Clerk’s calculation is final.

Estimated Maximum Third Party Amount of Expenses for Parties, Etc. After Voting Day (Section 88.21 (9) (13))

The Clerk shall calculate the estimated maximum amount of expenses for parties, etc., after Voting Day on the “Estimated Maximum Amount of Expenses for Parties Etc. After Voting Day – Third Party” (Form 55) 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 43) 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 44). 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 September 25, 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 Nomination Day for the 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 15 in the year of the current election, adjusted for changes under Section 24 and 25 that were approved as of that day. (Section 88.21 (11))

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

Final Calculation of Third Party Maximum Expenses for Parties, etc. After Voting Day (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 for parties, etc. after Voting Day that each registered third party may incur and prepare a “Certificate of Maximum Amount of Expenses for Parties Etc. After Voting Day – Third Party” (Form 56). The certificate shall be delivered to each candidate on or before September 30, 2026. The Clerk’s calculation is final and shall be made in accordance with the prescribed formula.

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” (Form 52). 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.

No broadcaster or publisher shall cause a third party advertisement to appear during the restricted period if the information set out above has not been provided.

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 45) , as a minimum, on the website and may 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 46) at the time of filing.

CONTRIBUTIONS

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 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:

- \$1,200 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 47) 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 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 (Section 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 he, she or it is a registered third party in the municipality.

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.

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.

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).

Third Party Financial Statements (Section 88.29 (1) And (7))

All Registered Third Parties shall file with the Clerk, the “Financial Statement – Auditor’s Report” (Form 51 – Ministry Form 8) on or before 2:00 p.m. on March 30, 2027, reflecting the Registered Third Party’s campaign finances in relation to third party advertisements as of December 31 in the year of the election. The earliest the “Financial Statement – Auditor’s Report” can be filed is the first day the Municipal Office is open in January 2027.

At least 30 days before the filing date the Clerk shall give every registered third party that registered in the municipality, **by registered mail**, notice of:

- all the filing requirements of this section; and
- the penalties set out in subsections 88.27 (1) and 92 (4).

The notice shall be given on “Notice to Registered Third Party of Filing Requirements” (Form 48).

Notice Of Default (Section 88.27 (1) And (2), 88.29)

A “Notice of Default – Registered Third Party” (Form 49) shall be given to the registered third party by registered mail, has not submitted the “Financial Statement – Auditor’s Report” (Form 4) on or before 2:00 p.m. on March 30, 2027.

The Clerk shall make available to the public the name of the registered third party and a description of the nature of the default.

As soon as possible after April 30th in the year following a regular election, or 75 days after Voting Day in a by-election, the Clerk shall make available to the public on a website or in another electronic format, a list of all registered third parties for the election, along with an indication of whether each has filed a financial statement and auditor’s report under section 88.29 (1) (Financial Statements, etc. of Registered Third Parties).

For questions regarding third party finances, the Clerk should direct the registered third party to Sections 88.26 – 88.29, 88.30 – 88.32.

Extension Of Campaign Period (Section 88.27 (3) To (5))

For further information, refer to the *Municipal Elections Act, 1996*.

USE OF CORPORATE RESOURCES

A policy establishing the use of Corporate resources is attached.

FORMS

FORM 1 - NOMINATION PAPER



Ministry of Municipal Affairs
and Housing

Nomination Paper – Form 1

Municipal Elections Act, 1996 (Sections 33, 35)

Instructions

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

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

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

Declaration of Qualification

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

Signature of Nominee

Date (yyyy/mm/dd)

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

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

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

Save Form	Print Form	Clear Form
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FORM 2 – ENDORSEMENT OF NOMINATION



Ministry of Municipal Affairs
and Housing

Endorsement of Nomination – Form 2 *Municipal Elections Act, 1996 (Section 33)*

Instructions

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

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

Name of person seeking nomination

Last Name or Single Name | Given Name(s)

Endorsement signatures for the nomination of a person for an office in the municipality of _____ in the year _____

Name of person providing endorsement – 1

Last Name or Single Name | Given Name(s)

Qualifying Address

Suite/Unit Number | Street Number | Street Name

Municipality | Province | Postal Code

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

Signature | Date (yyyy/mm/dd)

Delete

Name of person providing endorsement – 2

Last Name or Single Name | Given Name(s)

Qualifying Address

Suite/Unit Number | Street Number | Street Name

Municipality | Province | Postal Code

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

Signature | Date (yyyy/mm/dd)

Delete

Name of person providing endorsement – 3			
Last Name or Single Name		Given Name(s)	
Qualifying Address			
Suite/Unit Number	Street Number	Street Name	
Municipality		Province	Postal Code
I endorse _____ as a candidate and declare that I am qualified to be an elector in this municipality.			
_____ Signature		_____ Date (yyyy/mm/dd)	Delete

Name of person providing endorsement – 4			
Last Name or Single Name		Given Name(s)	
Qualifying Address			
Suite/Unit Number	Street Number	Street Name	
Municipality		Province	Postal Code
I endorse _____ as a candidate and declare that I am qualified to be an elector in this municipality.			
_____ Signature		_____ Date (yyyy/mm/dd)	Delete

Name of person providing endorsement – 5			
Last Name or Single Name		Given Name(s)	
Qualifying Address			
Suite/Unit Number	Street Number	Street Name	
Municipality		Province	Postal Code
I endorse _____ as a candidate and declare that I am qualified to be an elector in this municipality.			
_____ Signature		_____ Date (yyyy/mm/dd)	Delete

[Add Person \(+\)](#)

[Save Form](#)

[Print Form](#)

[Clear Form](#)

FORM 3 - NOTICE OF COLLECTION / 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 directed to the Clerk, 57 West Street., Goderich 519-524-8344.

I, _____, a nominated candidate for the office of:

- Mayor
- Deputy Mayor
- Councillor
- Trustee, Avon Maitland District School Board
- Trustee, Huron-Perth Catholic District School Board
- Conseiller, Le Conseil scolaire public de district du Centre-Sud-Ouest
- Conseiller, Le Conseil scolaire de district des ecoles Catholique du Sud-Ouest

I acknowledge that the Nomination Form filed by me contains personal information and I hereby authorize the Clerk to disclose it to the general public.

This _____ day of _____, 2026

Signature of Candidate

Signature of the Clerk, or designate

FORM 4 – FINANCIAL STATEMENT – AUDITOR’S REPORT



Ministry of Municipal Affairs
and Housing

Financial Statement – Auditor’s Report Candidate – Form 4 *Municipal Elections Act, 1996 (Section 88.25)*

Instructions

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

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

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

Box A: Name of Candidate and Office

Candidate’s name as shown on the ballot

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

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

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

Box B: Declaration

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

Signature of Candidate	Date (yyyy/mm/dd)
------------------------	-------------------

Date Filed (yyyy/mm/dd)	Time Filed	Initial of Candidate or Agent (if filed in person)	Signature of Clerk or Designate
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Box C: Statement of Campaign Income and Expenses

* Note – No entry is required. Values will auto-populated once the applicable details are calculated.

LOAN

Name of bank or recognized lending institution	Amount borrowed \$
_____	_____

INCOME

Total amount of all contributions (from line 1A in Schedule 1)	+ \$		see Note ^
Revenue from items \$25 or less	+ \$		
Sign deposit refund	+ \$		
Revenue from fundraising events not deemed a contribution (from Part III of Schedule 2)	+ \$		see Note ^
Interest earned by campaign bank account	+ \$		
Other (provide full details)			
1. _____	+ \$		—
2. _____	+ \$		—
3. _____	+ \$		—
4. _____	+ \$		—
5. _____	+ \$		—
6. _____	+ \$		—
Add Item (+)			
Total Campaign Income (Do not include loan)		= \$	C1

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

1. Expenses subject to general spending limit

Inventory from previous campaign used in this campaign (list details in Table 2 of Schedule 1)	+ \$		see Note ^
Advertising	+ \$		
Brochures/flyers	+ \$		
Signs (including sign deposit)	+ \$		
Meetings hosted	+ \$		
Office expenses incurred until voting day	+ \$		
Phone and/or internet expenses incurred until voting day	+ \$		
Salaries, benefits, honoraria, professional fees incurred until voting day	+ \$		
Bank charges incurred until voting day	+ \$		
Interest charged on loan until voting day	+ \$		
Other (provide full details)			
1. _____	+ \$		—
2. _____	+ \$		—
3. _____	+ \$		—
4. _____	+ \$		—
5. _____	+ \$		—
6. _____	+ \$		—
Add Item (+)			
Total Expenses subject to general spending limit		= \$	C2

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

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

Add Item (+)

Total Expenses subject to spending limit for parties and other expressions of appreciation = \$ _____ **C3**

3. Expenses not subject to spending limits

Accounting and audit		+ \$	_____	
Cost of fundraising events/activities (list details in Part IV of Schedule 2)		+ \$	_____	see Note *
Office expenses incurred after voting day		+ \$	_____	
Phone and/or internet expenses incurred after voting day		+ \$	_____	
Salaries, benefits, honoraria, professional fees incurred after voting day		+ \$	_____	
Bank charges incurred after voting day		+ \$	_____	
Interest charged on loan after voting day		+ \$	_____	
Expenses related to recount		+ \$	_____	
Expenses related to controverted election		+ \$	_____	
Expenses related to compliance audit		+ \$	_____	

Expenses related to candidate's disability (provide full details)

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

Add Item (+)

Other (provide full details)

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

Add Item (+)

Total Expenses not subject to spending limits = \$ _____ **C4**

Total Campaign Expenses (C2 + C3 + C4) = \$ _____ **C5**

Box D: Calculation of Surplus or Deficit

Excess (deficiency) of income over expenses (Income minus Total Expenses) (C1 – C5)		+ \$	_____	D1
If there is a surplus, deduct any refund of candidate's or spouse's contributions to the campaign		- \$	_____	
Surplus (or deficit) for the campaign		= \$	_____	D2

If line D2 shows a surplus, the amount must be paid in trust, at the time the financial statements are filed, to the municipal clerk who is responsible for the conduct of the election.

Schedule 1 – Contributions

Part I – Summary of Contributions

Contributions in money from candidate and spouse	+ \$		
Contributions in goods and services from candidate and spouse (include value listed in Table 1 and Table 2)	+ \$		see Note *
Total value of contributions not exceeding \$100 per contributor • Include ticket revenue, contributions in money, goods and services where the total contribution from a contributor is \$100 or less (do not include contributions from <u>candidate</u> or spouse).	+ \$		
Total value of contributions exceeding \$100 per contributor (from line 1B; list details in Table 3 and Table 4) • Include ticket revenue, contributions in money, goods and services where the total contribution from a contributor exceeds \$100 (do not include contributions from <u>candidate</u> or spouse).	+ \$		see Note *
Less: Ineligible contributions paid or payable to the contributor	– \$		
Contributions paid or payable to the clerk, including contributions from anonymous sources exceeding \$25	– \$		
Total Amount of Contributions (record under Income In Box C)	= \$		1A

Part II – Contributions from candidate or spouse

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

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

Add Item (+)

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

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

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

Add Item (+)

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

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

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

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

Add Item (+)

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

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

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

Add Item (+)

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

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

Schedule 2 – Fundraising Events and Activities

Complete a separate schedule for each event or activity held.

Additional schedule(s) attached, if completed manually.

Fundraising Event/Activity 1

Description of fundraising event/activity _____

Date of event/activity (yyyy/mm/dd) _____

Part I – Ticket revenue

Admission charge (per person) \$ _____ 2A
 (If there are a range of ticket prices, attach complete breakdown of all ticket sales)

Number of tickets sold x _____ 2B

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

Part II – Other revenue deemed a contribution

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

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

Add Item (+)

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

Part III – Other revenue not deemed a contribution

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

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

Add Item (+)

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

Part IV – Expenses related to fundraising event or activity

Provide details

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

Add Item (+)

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

Remove Event (-)

Add Event (+)

Schedule 3 – Broadcasters and Publishers

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

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

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

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

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

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

Professional Designation of Auditor

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

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

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

Report is attached

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

FORM 5 - WITHDRAWAL OF NOMINATION

Municipal Elections Act, 1996 (s. 36)

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 on or before Nomination Day and by 2:00 p.m. on August 26, 2026 if the nomination was filed under subsection 33(5).

The Candidate is required to appear in person with identification.

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

FORM 6 – NOTICE OF EXTENSION OF CAMPAIGN PERIOD



Ministry of Municipal Affairs
and Housing

Notice of Extension of Campaign Period – Form 6 *Municipal Elections Act, 1996 (Sections 88.24, 88.28)*

Instructions

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

Box A: Name of Candidate and Office

Name of Candidate

Last Name or Single Name

Given Name(s)

Office for Which the Candidate Sought Election

Ward Name or Number (if any)

Municipality

Box B: Name of Registered Third Party

Name of Registered Third Party

Municipality

Official Representative (if trade union or corporation)

Last Name or Single Name

Given Name(s)

Box C: Declaration

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

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

Date (yyyy/mm/dd)

Time Filed

Date Filed (yyyy/mm/dd)

Signature of Clerk or Designate

Save Form

Print Form

Clear Form

FORM 7 - NOTICE OF NOMINATION FOR OFFICE
2026 Municipal and School Board Elections

Notice is hereby given to electors in the Town of Goderich that Nomination for the offices of:

- **Mayor** - 1 to be elected **at large**;
- **Deputy Mayor** – 1 to be elected **at large**;
- **Councillors** – 5 to be elected at large
- **Avon Maitland District School Board** – number to be elected to be determined by the Board;
- **Huron-Perth Catholic District School Board** – number to be elected to be determined by the Board;
- **Conseil scolaire de district du Centre-Sud-Quest** for the Regional Municipality of Waterloo, County of Wellington, County of Middlesex, County of Huron (including Stratford) and County of Huron – number to be elected to be determined by the Board;
- **Conseil scolaire de district des écoles catholiques de Sud-Quest** for the County of Oxford, County of Grey, County of Huron (including Stratford) number to be elected to be determined by the Board;

may be made by completing and filing the prescribed forms accompanied by the prescribed nomination filing fee in the Office of the Clerk, 57 West Street, Goderich. The filing fee of \$100 for Deputy Mayor, Councillor or School Board Member and \$200 for Mayor, is payable by cash, certified cheque, money order or debit machine. A nomination must be signed by the candidate and filed in person or by agent during regular business hours between May 1, 2026, to August 20, 2026, from 8:00 a.m. and 4:00 p.m. and **Nomination Day** – August 21, 2026, from 9:00 a.m. to 2:00 p.m.

Nomination forms may be picked up from the Clerk’s Office at 57 West Street, Goderich during business hours beginning May 1, 2026, or from the Municipal website at www.goderich.ca

Electors are hereby given notice that if a greater number of candidates are certified than are required to fill the said Offices, then voting will be held on **Monday October 26, 2026**.

Municipal and School Board Candidates are reminded that the campaign period begins on the day on which the Candidate files a Nomination Paper with the Clerk responsible, through to January 4, 2027. Contributions may not be made to or accepted by a Candidate nor expenses incurred outside the campaign period.

Additional information regarding the 2026 Municipal and School Board elections may be obtained at the municipal office at 519-524-8344 during regular business hours.

Municipal Clerk
Town of Goderich

FORM 9 – DECLARATION OF IDENTITY



Ministry of Municipal Affairs
and Housing

Declaration of Identity – Form 9
Municipal Elections Act, 1996 (Section 52 (1)1)

Instructions

- To be completed by persons whose names appear on the voters' list and who do not present the prescribed proof of identity and residence.
- This application must be completed at the voting place.

Voting Place

Municipality _____

Ward Name or Number (if any) _____

Declaration

I, _____, hereby declare that I am
_____ at
(Name of Elector)

(Address)

as shown on the voters' list, and I make this declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath.

Declared before Deputy Returning Officer

in the _____

Date (yyyy/mm/dd) _____

Signature of Deputy Returning Officer

Signature of Person Requesting a Ballot

[Save Form](#)

[Print Form](#)

[Clear Form](#)

FORM 11 - CERTIFICATE OF MAXIMUM CAMPAIGN EXPENSES

Municipal Elections Act, 1996 (s. 88.20(6))

TO:

_____ / _____	
(Name of Candidate)	(Office)

(Address)	(Postal Code)

FROM:

The Clerk, or designated election official, of The Town of Goderich

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

Date

Municipal Clerk or designate

<p>The Clerk shall give candidates a preliminary calculation of the maximum campaign expenses at the time of filing the nomination paper, based upon the number of electors on the Voters' List as of Nomination Day for the 2022 election.</p> <p>Within 10 days after Nomination Day, the Clerk shall give a "final" certificate of the applicable maximum campaign expenses to each candidate. The number of electors to be used in this final calculation is to be the greater of the number of electors from the 2022 and 2026.</p>
--

FORM 12 - NOTICE TO CANDIDATE OF FILING REQUIREMENTS

Municipal Elections Act, 1996 (s.88.25(9))

To:

Candidate

Office

Address

From the Clerk of the Town of Goderich.

TAKE NOTICE Every Candidate shall file by March 30, 2027, with the Clerk with whom their nomination was filed a financial statement and auditor's report in accordance with Section 88.25 of the Municipal Elections Act, 1996.

1. On or before 2 p.m. on the filing date, a candidate shall file with the clerk with whom the nomination was filed a financial statement and auditor's report, each in the prescribed form, reflecting the candidate's election campaign finances,
 - (a) in the case of a regular election, as of December 31 in the year of the election; and
 - (b) in the case of a by-election, as of the 45th day after voting day.
2. If the candidate's election campaign period continues during all or part of the supplementary reporting period, he or she shall, before 2 p.m. on the supplementary filing date, file a supplementary financial statement and auditor's report for the supplementary reporting period.
3. A supplementary financial statement or auditor's report shall include all the information contained in the initial statement or report filed under subsection (1) and in any previous supplementary statement or report under subsection (2), as the case may be, updated to reflect the changes to the candidate's election campaign finances during the supplementary reporting period.
4. An auditor's report shall be prepared by an auditor licensed under the *Public Accounting Act, 2004*.
5. No auditor's report is required if the total contributions received and total expenses incurred in the election campaign up to the end of the relevant period are each equal to or less than \$10,000.
6. Failure to adhere to these filing requirements may result in the forfeit of office and ineligibility to be elected or appointed to any office to which this act applies.

Signature of the Clerk or designate

Date

Note: At least 30 days before the filing date, the Clerk shall give every candidate whose nomination was filed with him or her, notice of the filing requirements of this section.

FORM 13 - NOTICE TO DEFAULT
Municipal Elections Act, 1996 (s.88.23(3))

To: _____
Candidate

Office

Address

From the Clerk of the Town of Goderich.

TAKE NOTICE that you are in default of the requirements of the Municipal Elections Act, 1996 because:

- You have failed to file documents with the Municipal Clerk as required by Section 88.25 of the Municipal Elections Act, 1996 on or before the relevant date; or
- You failed to pay the amount of the surplus shown in documents which were filed with the Municipal Clerk by the relevant date as required by Section 88.25 of the Municipal Elections Act, 1996; or
- A document filed under Section 78 of the Municipal Elections Act, 1996 shows on its face that you have incurred expenses exceeding the amount permitted under Section 76 of the Act.

NOTICE OF DEFAULT
(use the appropriate wording)

If this notice indicates that you have failed to file a document required by Section 88.25 of the Municipal Elections Act, the following provisions and penalties apply:

TO A SUCCESSFUL CANDIDATE:

- a) You forfeit any office to which you were elected and the office shall deem to be vacant
- b) Until the next regular election has taken place, you are ineligible to be elected or appointed to any office to which the Municipal Elections Act, 1996 applies.

TO AN UNSUCCESSFUL CANDIDATE:

- a) Until the next regular election has taken place, you are ineligible to be elected or appointed to any office to which the Municipal Elections Act, 1996 applies.

Notice of Penalties

91. (1) If a person is convicted of a corrupt practice under this Act, 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, then, in addition to any other penalty provided for in this 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.

Exception

(2) 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 (1) (b) does not apply.

92. (1) A candidate is guilty of an offence and, on conviction, in addition to any other penalty that may be imposed under this Act, is subject to the penalties described in subsection 88.23(2),
- (a) if the candidate incurs expenses that exceed the amount determined for the office under section 88.30; or
 - (b) if the candidate files a document under 88.25 or 88.32 that is incorrect or otherwise does not comply with that section.

Signature of the Clerk or designate

Date

FORM 16 - NOTICE OF ADDITIONAL NOMINATIONS

Municipal Elections Act, 1996 (Section 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 am and 2:00 p.m. on August 26, 2026 subject to the provisions of subsection 33(5) of the Municipal Elections Act, 1996.

OFFICES FOR WHICH PERSONS MAY BE NOMINATED

_____, _____ to be elected.

AND FURTHER TAKE NOTICE that the manner in which nominations shall be filed is set forth in Section 33 of the Municipal Elections Act, 1996. Nomination forms and full particulars of procedures to be followed may be obtained from the undersigned.

Dated this ____ day of _____, 2026.

Signature of the Clerk

FORM 17 - 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 CANDIDATE	OFFICE

Dated this ____ day of , 2026.

Signature of the Clerk

FORM 18 - VOTERS' LIST COVER SHEET

Municipal Elections Act, 1996 (s.23)

This Voters' List was prepared in accordance with Section 23 of the Municipal Elections Act, 1996, 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 their names and relevant information are correctly shown on the Voters' List.

Any person may make an application to the Clerk requesting that the person's name be added to or removed from the Voters' List or that information on the Voters' List relating to the person be amended by completing and filing the prescribed form available at the Municipal Office during the regular office hours between September 1 to October 23, 2026 and from 10:00 am to the close of voting on October 26, 2026. The application shall be in writing and shall be filed in person, by the applicant or his/her agent or by mail, by the applicant.

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

The last day for filing applications concerning inclusion, additions, corrections or deletions from the List is October 26, 2026, at 8:00 p.m.

Clerk
Town of Goderich

FORM 19 - NOTICE OF THE POSTING OF THE VOTERS' LIST

Municipal Elections Act, 1996

NOTICE IS HEREBY GIVEN that the list of all persons entitled to be electors for the 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 the person's name be added to or removed from the Voters' List or that information on the Voters' List relating to the person be amended by completing and filing the prescribed form available at:

The Office of the Clerk
The Town of Goderich
57 West Street
Goderich, ON N7A 2K5

during regular office hours between September 1, 2026 and October 23, 2026 and from 10:00 am to the close of voting on October 26, 2026. The application shall be in writing on the appropriate form (Town of Goderich Form 8) available at the municipal office and shall be filed in person, by the applicant or his/her agent or by mail, by the applicant.

Dated this ___ day of _____, 2026.

Municipal Clerk
Town of Goderich

FORM 20 - 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.

Copies - 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 electors 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 to 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: and,

Copies – For Candidates

On written request of a 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.

Copies – For MPs and MPPs

On written request from a member of the House of Commons or of the Legislative Assembly who represents any part of the Clerk's municipality, the Clerk shall provide him or her with a copy of the Voters' List.

Eligible candidates who request a copy of the Voters' List must sign a "Declaration of Proper Use of the Voters' List" (Form 38) as per the attached form prior to receiving a copy of all or any part of the Voters' List.

Where facilities exists for the Voters' List to be provided electronically to a Candidate, who has signed a "Declaration of Proper Use of the Voters' List" (Form 38) 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 candidates who obtain additional copies of the Voters' List or any part thereof shall pay the Clerk a fee prescribed by the Clerk for photocopies which must be the lowest fee charged by the municipality for copies.

FORM 21 - INTERIM LIST OF CHANGES

Municipal Elections Act, 1996 (Section 27 (1) a))

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

Dated this ____ day of _____, 2026.

Municipal Clerk or designate

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

FORM 22 - FINAL LIST OF CHANGES

Municipal Elections Act, 1996 (Section 27 (2) a))

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

Dated this ____ day of _____, 2026.

Municipal Clerk or designate

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

FORM 23 - ESTIMATED MAXIMUM CAMPAIGN EXPENSES
 BASED ON 2022 ELIGIBLE ELECTORS AS OF SEPTEMBER 20, 2022
 Municipal Elections Act, 1996 (s. 33.0.1(1) and 88.20(6))

1. There is a limit of \$1200 per individual contribution.
2. A contributor shall not make contributions exceeding a total of \$5,000 to candidates running for office on the same Council.
3. Limits are placed on expenses based on a formula related to the number of electors.(O.Reg 101/97). For the office of Mayor, it is \$7,500 plus \$0.85 per elector. For all other offices, it is \$5,000 plus \$0.85 per elector.

Spending Limit Estimate – Council Offices				
Office	Base Rate	Number of Electors	Rate Per Elector (\$0.85)	Total Spending Limit
Mayor	\$7,500	6622	\$5,628.70	\$13,128.70
Deputy Mayor	\$5,000	6622	\$5,628.70	\$10,628.70
Councillor	\$5,000	6622	\$5,628.70	\$10,628.70

Spending Limit Estimate – School Board Trustee				
Office	Base Rate	Number of Electors	Rate Per Elector (\$0.85)	Total Spending Limit
Avon Maitland District School Board	\$5,000	10,055	\$8,546.75	\$13,546.75
Huron Perth Catholic District School Board	\$5,000	2346	\$1,994.10	\$6,694.10
Le Conseil scolaire public de district du Centre-Sud-Ouest	\$5,000			
Le Conseil scolaire de district des écoles Catholique du Sud-Ouest	\$5,000			

4. On or before September 30, 2026, each candidate will receive a Final Certificate of Maximum Permitted Expenses pursuant to Section 88.20(6) of the Municipal Elections Act, 1996.
5. The Clerk’s calculation is final.

Dated this 1st day of May 2026.

Municipal Clerk or designate

**FORM 23 B - ESTIMATED MAXIMUM AMOUNT OF CONTRIBUTIONS OWN
CAMPAIGN**

Municipal Elections Act, 1996 (s. 33.0.2, and 88.9.1)

BASED ON 2022 ELIGIBLE ELECTORS AS OF SEPTEMBER 20, 2022

1. A candidate for an office on a council and his or her spouse shall not make contributions to the candidate’s own election campaign that, combined, exceed the following: For the office of Reeve, it is \$7,500 plus \$0.20 per elector. For all other offices, it is \$5,000 plus \$0.20 per elector entitled to vote for that office. (Municipal Elections Act, 1996, 88.9.1(1))

Spending Limit Estimate – Council Offices				
Office	Base Rate	Number of Electors	Rate Per Elector (\$0.20)	Total Spending Limit
Mayor	\$7,500	6622	\$1,324.40	\$8,824.40
Deputy Mayor	\$5,000	6622	\$1,324.40	\$6,324.40
Councillor	\$5,000	6622	\$1,324.40	\$6,324.40

Spending Limit Estimate – School Board Trustee				
Office	Base Rate	Number of Electors	Rate Per Elector (\$0.20)	Total Spending Limit
Avon Maitland District School Board	\$5,000	10,055	\$2,011	\$7,011
Huron Perth Catholic District School Board	\$5,000	2346	\$469.20	\$5,469.20
Le Conseil scolaire public de district du Centre-Sud-Ouest	\$5,000			
Le Conseil scolaire de district des écoles Catholique du Sud-Ouest	\$5,000			

2. On or before September 30, 2026, each candidate will receive a Final Certificate of Maximum Permitted Expenses pursuant to Section 88.20(6) of the Municipal Elections Act, 1996.
3. The Clerk’s calculation is final.

Dated this 1st day of May 2026.

Municipal Clerk or designate

**FORM 23 C - ESTIMATED MAXIMUM AMOUNT OF EXPENSES FOR PARTIES ETC.
AFTER VOTING DAY**

Municipal Elections Act, 1996 (s. 33.0.2, and 88.9.1)

BASED ON 2022 ELIGIBLE ELECTORS AS OF SEPTEMBER 20, 2022

1. The maximum amount of expenses for holding parties and making other expressions of appreciation after the close of voting is (calculated as 10% of the Estimated Maximum Campaign Expenses – Candidates – Form 23, (O. Reg, 101/97, s. 6 (1)):

Office	Total Spending Limit
Mayor	
Deputy Mayor	
Councillor	

Office	Total Spending Limit
Avon Maitland District School Board	
Huron Perth Catholic District School Board	
Le Conseil scolaire public de district du Centre-Sud-Ouest	
Le Conseil scolaire de district des écoles Catholique du Sud-Ouest	

2. On or before September 30, 2026, each candidate will receive a Certificate of Maximum Amount of Expenses for Parties Etc. After Voting Day – Candidates” pursuant to Section 88.20 (9) (13) of the *Municipal Elections Act, 1996*.
3. The Clerk’s calculation is final.

Dated this 1st day of May 2026.

Municipal Clerk or designate

FORM 24 - DECLARATION OF ELECTION - CANDIDATE

Municipal Elections Act, 1996 (s.55(4(a)))

I, Clerk of the Corporation of the Town of Goderich in the County of Huron do hereby declare the following candidate or candidates elected as a result of the Municipal Election held on October 26, 2026.

NAME OF CANDIDATE	OFFICE

Signature of the Clerk

Date

Note: The Clerk shall as soon as possible after voting day declare the candidate or candidates who received the highest number of votes to be elected (s. 55)

FORM 25 - NOTICE OF RECOUNT

Municipal Elections Act, 1996 (s.56-58) O. Reg. 101/97

I, Clerk of the Corporation of the Town of Goderich in the County of Huron do hereby declare that a recount of the votes cast in the Municipal Election held on October 26, 2026 for the office of _____ shall be commencing at _____ on _____ (date) at _____ (location).

The recount is being conducted pursuant to Section ____ of the Municipal Elections Act, 1996.

Signature of the Clerk

Date

Note: A recount may be held pursuant to Sections 56, 57, or 58.

FORM 26 - DECLARATION OF RECOUNT RESULTS

Municipal Elections Act, 1996 (s.62 (4))

I, Clerk of the Corporation of the Town of Goderich in the County of Huron do hereby declare that:

1. On the ____ day of _____, 2026, I conducted a recount of the ballots cast in the Municipal Elections held on October 24, 2026 for the office(s) of:

2. No application has been made for a judicial recount under Section 63.
3. The successful candidate(s) elected are/is: _____

Signature of the Clerk

Date

FORM 27 - WITNESS STATEMENTS AS TO DESTRUCTION OF BALLOTS

Municipal Elections Act, 1996 (s.88 (2))

First Witness

I, _____ state that I was presented on _____ and did witness the Clerk of the Town of Goderich destroy all ballots used in the Municipal Election held on October 26, 2026 for the election of persons to the offices listed below.

Signature

Second Witness

I, _____ state that I was presented on _____ and did witness the Clerk of the Town of Goderich destroy all ballots used in the Municipal Election held on October 26, 2026 for the election of persons to the offices listed below.

Signature

List of Offices for which Ballots were destroyed:

Other Materials Destroyed:

The Clerk shall retain the ballots and all other documents and materials related to an election for 120 days after declaring the results of the election under Section 55 and, unless there is a court order that they be retained for a recount has been commenced and not finally disposed of, shall then destroy the ballots in the presence of two witnesses (s. 88). At the time of destroying the ballots pursuant to Section 88, other documents and other materials related to the Election (with the exception of documents filed under Section 88.25, 88.29 and 88.32) may also be destroyed.

**FORM 28 - APPLICATION FOR RE-ISSUANCE OF A VOTER INFORMATION LETTER
(LOST AND UNUSED)**

Surname:		Given Names:	
Qualifying Address: (Street No & Name)		City:	Postal Code:
Mailing Address: (if different):			
Telephone:		Roll Number:	

I, _____, being the above named individual and having provided proof of identity and residence as prescribed in O. Reg. 500/09, to the Election Official, do hereby make the following declaration:

1. I am an eligible elector for the municipality and that I am on the Voters' List or have made an application to be included on the Voters' List;
2. That:
 - I have not received by mail a Voter Information Letter from the municipality;
 - OR**
 - I have lost or misplaced the Voter Information Letter provided by the municipality and I am unable to locate the said Voter Information Letter for the purpose of voting by telephone/internet
3. I understand that should the Voter Information Letter be received by mail or found, the Letter shall be immediately returned to an Election Official of the municipality and that I shall not attempt to use or to give to someone else for voting purposes.

I declare that all the statements contained in this application are true and I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath by virtue of the Canada Evidence Act. I further understand that making a false statement is an offence under the Municipal Elections Act, 1996 and that I will be subject to prosecution.

Dated this _____ day of _____, 2026.

Signature of Applicant

Signature of Election official

FOR USE BY ELECTION OFFICIAL:
Generation of new Personal Identification Number (Initial) _____

**FORM 29 - APPLICATION FOR RE-ISSUANCE OF A VOTER INFORMATION LETTER
(USED BY AN IMPERSONATOR)**

Surname:		Given Names:	
Qualifying Address: (Street No & Name)	City:	Postal Code:	
Mailing Address: (if different):			
Telephone:		Roll Number:	

I, _____, being the above named individual and having provided proof of identity and residence as prescribed in O. Reg. 500/09, to the Election Official, do hereby make the following declaration and provide the following information to the Election Official:

1. I am an eligible elector for the municipality and that I am on the Voters' List or have made an application to be included on the Voters' List;

2. That:
 - I have not received by mail a Voter Information Letter from the municipality;
 - OR**
 - I have lost or misplaced the Voter Information Letter provided by the municipality and I am unable to locate the said Voter Information Letter for the purpose of voting by telephone/internet
 - OR**
 - I have possession of the Voter Information Letter provided by the municipality

3. I have not voted or have not personally used the Voter Information Letter to vote nor have I provided and given my Voter Information Letter to another person for the purpose of voting.

4. That:
 - I have no knowledge, direct or indirect, as to who has used my Voter Information Letter to vote in my name;
 - OR**
 - I have personal knowledge of who has used my Voter Information Letter to vote and I have provided such information to the Election Official for the purpose of providing the same to the Police for further investigation and prosecution.

5. I have answered all questions of the Election Official truthfully and to the best of my

knowledge and further understand that the Police may be communicating with me for the purpose of furthering this investigation and prosecution of the imposter(s) of corrupt election practices or mail tampering or fraud.

6. I further agree that should I obtain any additional information as to who has voted on my behalf that I will communicate such information with the Election Official and the Police.

I declare that all the statements contained in this application are true and I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath by virtue of the Canada Evidence Act. I further understand that making a false statement is an offence under the Municipal Elections Act and/or the Criminal Code of Canada and that I will be subject to penalties and/or a term of imprisonment.

Dated this _____ day of _____, 2026.

Signature of Applicant

Signature of Election official

FOR USE BY ELECTION OFFICIAL:

Reset voter's status to allow re-vote (Initial) _____

Generation of new Personal Identification Number (Initial) _____

FORM 31 - APPOINTMENT OF SCRUTINEER

Municipal Elections Act, 1996 s. 16(1)

I, _____, a candidate for the office of _____ hereby appoint _____ to act as a scrutineer to represent me at the location set out above, during the voting process of the Municipal Election to be held from October 13th to October 26th, 2026 at the locations as may be determined by the Clerk, and for the receipt of voting results.

Signature of Candidate

Date

Requirements for Admittance

Before being admitted to the voting location or during the receipt of voting results, a person appointed as scrutineer shall produce and show his/her Form TI04 to the Election Official for the voting location and take the Oath of Secrecy Form TI03 from the Election Official, and shall show proof of identity and residence as prescribed in O. Reg. 500/09.

Conduct of Scrutineers

1. Anyone who is creating a disturbance at the voting centre will be removed as directed by the Returning Officer.
2. All electronic devices shall be turned off upon entering the voting centre and their use is prohibited while in the voting center and during the receipt of voting results.
3. No candidate or scrutineer has the right to interfere with the Election Official in the discharge of their duties.
4. Scrutineers/candidates wishing to be in attendance for the receipt of the voting results must be at the voting centre or at another location as determined by the Clerk prior to 8:00 p.m.. No one will be admitted to the voting centre or counting location after 8:00 p.m..

Rights of Scrutineers – Includes Candidates, except Candidates elected by acclamation

1. To be present to verify and ensure that all candidates' names are listed and that no votes have been cast and shall be required to sign the "Activation of Simply Voting System" Form TI05 that attests to this fact.
2. To be present at the time and place where results are received by the Clerk to sign the results report indicating the result and votes cast.
3. In the event of a recount, Section 61 of the Act prescribes the number of scrutineers entitled to be present.

Scrutineers and Candidates are prohibited from the following:

1. From 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.
2. Displaying a candidate's election campaign material in the voting centre.
3. Compromising the secrecy of the voting.
4. Interfering or attempting to interfere with an elector who is marking a ballot.
5. Obtaining or attempting to obtain, in the voting centre, any information about how an elector intends to vote or has voted.
6. 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.

FORM 32 - ACTIVATION OF SIMPLY VOTING SYSTEM

I, _____, affirm that:

At _____**am** on Tuesday, October 13, 2026, I verify that all candidates' names are listed and that no votes have been cast prior to the voting system being activated.

Dated this 13th day of October, 2026.

Clerk

Signature of all present to verify:

Name and Capacity	Signature

FORM 33 - ORAL OATHS AT THE VOTING CENTRE

ORAL OATH TO VOTE WITH ASSISTANCE

I, _____ (state name) _____, being an elector entitled to vote in this municipality declare that I require assistance to vote by telephone/internet with a friend or Election Official

ORAL OATH OF FRIEND OF ELECTOR

I, _____ (state name) _____, being a friend of _____ (name of elector) _____ an elector who requires assistance to vote and who is entitled to vote in this municipality declare that I will vote by telephone/internet as directed by the elector, and I will keep secret the manner in which the elector voted.

ORAL OATH OF INTERPRETER

I, _____ (state name) _____, acting as interpreter for _____ (name of elector) _____ an elector who is entitled to vote in this municipality declare 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 Centre.

**FORM 34 - APPOINTMENT AND PRELIMINARY OATH OR AFFIRMATION FOR
ELECTION OFFICIALS**

Municipal Elections Act, 1996 (Sections 15 (1) and (2) and Section 48 (1))

Check Applicable Box:

I, _____, appointed in the capacity of:

- Deputy Returning Officer
- Election Official

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;

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

THAT I will not, nor attempt to:

- Interfere with an elector when he/she is marking his or her ballot;
- Obtain or communicate any information as to how an elector is about to vote or has voted;
- Directly or indirectly induce an elector to show his/her marked ballot to any person; or
- Directly or indirectly influence how an elector votes.

Sworn or Affirmed before me at the Town of Goderich, in the County of Huron.

Dated this _____ day of _____, 2026

Clerk

Appointee

FORM 35 – SAMPLE VOTER INFORMATION LETTER

JOHN SAMPLE
1826 PRINCE STREET
ANYTOWN, ON B2N 3K3

Address:
1826 Prince Street.

VOTER INSTRUCTIONS

HOW CAN I VOTE?

VOTE USING THE INTERNET OR PHONE

- Using your PIN (see box below) and your Date of Birth, vote anytime from **Day, Month Date** starting at **HH:MM am** until **Day, Month Date** ending at **HH:MM p.m.**
- To vote online, go to www.anytownvote.com and follow the instructions.
- To vote by phone, call the voting phone number at **1-800-XXX-XXXX** and follow the instructions.
- Please be aware that if you should be interrupted while voting electronically, you may re-access the voting system to complete your voting.
- By casting a ballot or by entering the electronic voting system and entering your assigned PIN number and Date of Birth, you are **DECLARING THAT YOU ARE ELIGIBLE TO VOTE** in this election.



IMPORTANT INFORMATION

You qualify to vote if:

- You are at least 18 years old on Election Day (Month, Day, Year)
- You are a Canadian citizen
- You have been resident in the Town for a period of three months immediately preceding Election Day (since Month, Day, Year), and continue to so reside

Your PIN
8765 4321

This PIN is assigned to, and may only be used by, the elector identified in this correspondence.

Additional Detail

QUESTIONS & ASSISTANCE

If you require assistance please contact the Voter Help Centre:

Phone: XXX-XXXX or toll free at 1-888-XXX-XXXX.

Hours of operation are:

HH:MM am to HH:MM p.m. on weekdays from October XX to October XX.

HH:MMam to HH:MMp.m. on Election Day Day, October XX.

Email: election@anytown.ca

Website: www.anytown.ca/elections

CANDIDATE INFORMATION

You can vote for the following candidates based on your qualifying address. If the information listed below is incorrect for the district in which you are eligible to vote then please call the Voter Help Centre for assistance.

MAYOR Vote for ONE of the following:	COUNCILLORS Vote for TWO of the following:	School Board Vote for ONE Candidate only:
Sydney CROSBY	Anna ASHFORD-MORTON	Davis CROMWELL
Dalton MULROWNEY	Donald E CLARKE	Allison SMITH
	Danny LECKY	Davis CROMWELL
	Anthony L MORSE	
	Michael MUNDAY	
	Mike TRINACTY	
	Gary W WHITTIER	

FORM 36 - OATH OF RETURNING OFFICER

Municipal Elections Act, 1996

I, _____, appointed in the capacity of Returning Officer for the 2026 Municipal Election 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;
- I will maintain and aid in maintaining the secrecy of the voting; and
- I will not attempt to:
 - Interfere with an elector when s/he 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 his/her marked ballot to any person.

Sworn or Affirmed before me at the Town of Goderich, in the County of Huron.

Dated this _____ day of _____, 2026.

Commissioner of Oath

Returning Officer

FORM 37 - DELEGATION OF POWERS AND DUTIES OF CLERK

Municipal Elections Act, 1996 (s. 15 (2),(3), and (4))

I, _____, Clerk for the Town of Goderich, in the exercise of the authority granted to me by subsections 15(2), (3) and (4) of the Municipal Elections Act, 1996, hereby delegate the powers and duties to _____, as set out below:

Delegated Power or Duty	Statutory Authority

Where deemed appropriate in the conduct of the 2026 municipal election, I may, in accordance with subsection 15(3) of the Act, continue to exercise the delegated power and duties notwithstanding the delegation of responsibility hereby made.

Dated this _____ day of _____ 2026.

Clerk

FORM 38 - DECLARATION OF PROPER USE OF THE VOTERS' LIST

Municipal Elections Act, 1996 (Section 23 (3), (4), and (5))

I, _____, being a:

Candidate for the office of _____

OR

A person entitled to a copy of the Voters' List pursuant to Section 23 of the Municipal Elections Act, 1996, 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 (Interim List of Changes);
- Candidates module to view the list of electors

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

Signature

Date

FORM 39 - NOTICE OF PENALTIES AND CORRUPT PRACTICE
Municipal Elections Act, 1996, as amended, as amended s.33.1

This serves as notice of penalties related to election campaign finances. Please refer to the Act for complete text. Before Voting Day, the Clerk is required to give each person nominated for an office, notice of the penalties under s.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 based on the circumstances in s.34.

Section 88.23 – Effect of default by Candidate

(1) A candidate is subject to the penalties listed in subsection (2), in addition to any other penalty that may be imposed under this Act,

(a) if the candidate fails to file a document 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 clerk by the relevant date;

(c) if a document filed under section 88.25 shows on its face that the candidate has incurred expenses exceeding what is permitted under section 88.20; or

(d) if a document filed under section 88.32 shows on its face a surplus and the candidate fails to pay the amount required by that section by the relevant date. 2016, c. 15, s. 60;

Section 92 – Offences regarding Campaign Finances; Offences by Candidate 92 (1) A candidate is guilty of an offence and, on conviction, in addition to any other penalty that may be imposed under this Act, is subject to the penalties described in subsection 88.23 (2),

(a) if the candidate incurs expenses that exceed the amount determined for the office under section 88.20; or

(b) if the candidate files a document under section 88.25 or 88.32 that is incorrect or otherwise does not comply with that section. 2016, c. 15, s. 68 (1).

Exception, action in good faith

(2) However, if the presiding judge finds that the candidate, acting in good faith, committed the offence inadvertently or because of an error in judgment, the penalties described in subsection 88.23 (2) do not apply. 2016, c. 15, s. 68 (1).

Additional penalty, candidates

(3) If the expenses incurred by or under the direction of a candidate exceed the amount determined for the office under section 88.20, the candidate is liable to a fine equal to the excess, in addition to any other penalty provided for in the Act. 2016, c. 15, s. 68 (1).

*Note: On April 1, 2018, section 92 of the Act is amended by adding the following subsections:
(See: 2016, c. 15, s. 68 (2))*

Offences by registered third party

(4) A registered third party is 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.
2016, c. 15, s. 68 (2).

Exception, action in good faith

(5) However, if the presiding judge finds that the registered third party, acting in good faith, committed the offence inadvertently or because of an error in judgment, the penalty described in subsection 88.27 (1) does not apply. 2016, c. 15, s. 68 (2).

Additional penalty, registered third parties

(6) If the expenses incurred by or under the direction of a registered third party exceed the amount determined under section 88.21, the registered third party is liable to a fine equal to the excess, in addition to any other penalty provided for in the Act. 2016, c. 15, s. 68 (2).

Clerk, Town of Goderich

FORM 40 - 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:

<input type="checkbox"/> I am not “ <i>satisfied</i> ” that you are a “ <i>person qualified to be nominated</i> ” as required by the <i>Municipal Elections Act, 1996</i> or by the relevant legislation which sets out qualification for the office for which you filed your nomination.

OR

<input type="checkbox"/> I am not “ <i>satisfied</i> ” that your “ <i>nomination complies with</i> ” the requirements of the <i>Municipal Elections Act, 1996</i> .

(Date)

(Signature of Municipal Clerk or designate)

FORM 41 - DECLARATION OF QUALIFICATIONS THIRD PARTY ADVERTISER

Municipal Elections Act, 1996 (Section 88.6)

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 Town of Goderich

This _____ day of _____, 2026

(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, Town of Goderich until the next municipal election. Questions about this collection of personal information should be directed to Town of Goderich, 57 West Street, Goderich 519-524-8344

FORM 42 - ESTIMATED MAXIMUM THIRD PARTY EXPENSES

Municipal Elections Act, 1996 [s. 88.21]

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

FORM 43 - NOTICE OF PENALTIES

Municipal Elections Act, 1996 [Section 88.29 (7)]

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 44 - MAXIMUM THIRD PARTY EXPENSES

Municipal Elections Act, 1996 [s. 88.21]

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

FORM 45 - 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 1, 2026, and ending on October 23, 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 23, 2026)*

Municipal Clerk

FORM 46 - DUTIES OF REGISTERED THIRD PARTIES

Municipal Elections Act, 1996 (Section 88.26)

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 fund-raising function and the gross amount of money received at a fund-raising 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 47 - CONTRIBUTIONS TO REGISTERED THIRD PARTIES

Municipal Elections Act, 1996 (Sections 88.12, 88.13, 88.14)

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.

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: 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 48 - NOTICE TO REGISTERED THIRD PARTY OF FILING REQUIREMENTS

Municipal Elections Act, 1996 (Section 88.29)

TO:

_____ / _____ (Name of Individual, Corporation or Trade Union) (Name of Individual Who Filed Registration)
_____ (Address) _____ (Postal Code)

FROM:

The Clerk or designated election official of

(Name of Municipality)

TAKE NOTICE EVERY REGISTERED THIRD PARTY SHALL FILE the “Financial Statement – Auditor’s Report” **FORM 4** on or before 2:00 pm on **March 30, 2027**, with the Clerk, a financial statement and auditor’s report in accordance with section 88.29 of the *Municipal Elections Act, 1996* reflecting the Registered Third Party’s campaign finances in relation to third party advertisements as of December 31 in the year of the election.

- (1) *On or before 2 p.m. on the filing date, a registered third party shall file with the clerk of the municipality in which he, she or it registered a financial statement and auditor’s report, each in the prescribed form, reflecting the registered third party’s campaign finances in relation to third party advertisements,*
 - (a) *in the case of a regular election, as of December 31 in the year of the election; and*
 - (b) *in the case of a by-election, as of the 45th day after voting day.*

*Note: The earliest the “Financial Statement – Auditor’s Report” **FORM 4** can be filed is the first day the Municipal Office is open in January 2023.*

- (2) *If an error is identified in a filed financial statement, the registered third party may withdraw the statement and, at the same time, file a corrected financial statement and auditor’s report on or before the applicable filing date under section 88.30.*
- (3) *If the campaign period for the registered third party in relation to an election in the municipality continues during all or part of the supplementary reporting period, the registered third party shall,*

before 2 p.m. on the supplementary filing date, file a supplementary financial statement and auditor's report for the supplementary reporting period.

- (4) A supplementary financial statement or auditor's report shall include all the information contained in the initial statement or report filed under subsection (1), updated to reflect the changes to the registered third party's campaign finances during the supplementary reporting period.*
- (5) An auditor's report shall be prepared by an auditor licensed under the Public Accounting Act, 2004.*
- (6) No auditor's report is required if the total contributions received and total expenses incurred in the registered third party's campaign in relation to third party advertisements during an election in the municipality up to the end of the relevant period are each equal to or less than \$10,000.*
- (10) If the documents required to be filed under this section are not filed by 2 p.m. on the day that is 30 days after the applicable day for filing the documents, the clerk shall accept the documents only for the purpose of making the documents available under subsection 88 (9.1).*

Date

Municipal Clerk or designate

FORM 49 - NOTICE OF DEFAULT – REGISTERED THIRD PARTY

Municipal Elections Act, 1996 [Section 88.27 (1) & (2), 88.29, 92 (4)]

TO:

_____ / _____ (Name of Individual, Corporation or Trade Union) (Name of Individual Who Registered)
_____ (Address) _____ (Postal Code)

FROM:

The Clerk, or designated election official of _____ (Name of Municipality)
--

TAKE NOTICE that you are in default of the requirements of the *Municipal Elections Act, 1996*, because: (circle all that apply)

- | |
|---|
| A. You failed to file a document (a financial statement and if applicable, an auditor's report) with the Municipal Clerk as required by Section 88.29 (Financial Statements, etc. of Registered Third Parties) or 88.32 (Return of Surplus for Subsequent Expenses) of the <i>Municipal Elections Act 1996</i> on or before the relevant date, or |
| B. You failed to pay the amount of the surplus shown in a document (a financial statement and if applicable, an auditor's report) which were filed with the Municipal Clerk by the relevant date as required by Section 88.31 (4) (Treatment of Surplus and Deficit) of the <i>Municipal Elections Act, 1996</i> , or |
| C. A document (a financial statement and if applicable, an auditor's report) filed under Section 88.29 of the <i>Municipal Elections Act 1996</i> shows on its face that you have incurred expenses exceeding the amount permitted under Section 88.21 (Registered Third Parties' Expenses) of that Act. |

- D. You failed to pay the amount of the surplus shown in a document (a financial statement and if applicable, an auditor's report) filed with the Municipal Clerk by the relevant date as required by Section 88.32 (Return of Surplus for Subsequent Expenses) of the *Municipal Elections Act 1996*.

If this notice indicates that you have failed to file a document required by Section 88.29 or 88.32 of the *Municipal Elections Act, 1996* the following provisions and penalties apply:

- (i) until the next regular election has taken place, you are ineligible to be a registered third party in the municipality to which the *Municipal Elections Act, 1996* applies.

NOTICE OF PENALTIES

Offences by registered third party

- (4) *A registered third party is 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.*

Exception, action in good faith

- (5) *However, if the presiding judge finds that the registered third party, acting in good faith, committed the offence inadvertently or because of an error in judgment, the penalty described in subsection 88.27 (1) does not apply.*

Additional penalty, registered third parties

- (6) *If the expenses incurred by or under the direction of a registered third party exceed the amount determined under section 88.21, the registered third party is liable to a fine equal to the excess, in addition to any other penalty provided for in the Act.*

Date

Municipal Clerk or designate

FORM 50 – NOTICE OF ELECTION SERVICE DISRUPTION

TOWN OF GODERICH
NOTICE OF
ELECTION SERVICE DISRUPTION

The estimated length of the temporary disruption is from:

_____ to _____

The following service is currently unavailable:

At the following location:

The following alternative service is available:

The Town of Goderich would like to thank you for your patience. For questions or additional information, please contact:

Andrea Fisher
Clerk, Town of Goderich
57 West St.
Goderich, ON N7A 2K5
519-524-8344 ext 210
Or email vote@goderich.ca

FORM 51 – FINANCIAL STATEMENT – AUDITOR’S REPORT THIRD PARTY



Ministry of Municipal Affairs
and Housing

Financial Statement – Auditor’s Report Third Party – Form 8 *Municipal Elections Act, 1996 (Section 88.29)*

Instructions

All registrants must complete Boxes A, B, C and D and Schedule 1. All registrants must complete Schedule 2 as appropriate. Registrants who receive contributions or incur expenses in excess of \$10,000 must also attach an Auditor’s Report.

All surplus funds (after any refund to the registrant or, if the registrant is an individual, their spouse) shall be immediately paid to the clerk who was responsible for the conduct of the election.

For the campaign period from

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

 to

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

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

Box A: Name of Registrant

Name of Registrant (individual, trade union or corporation)

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

Last Name or Single Name

Given Name(s)

Municipality

Spending Limit – General
\$

Spending Limit – Parties and Other Expressions of Appreciation
\$

Box B: Declaration

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

Signature of Registrant (or Official Representative)

Date (yyyy/mm/dd)

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

Box C: Statement of Campaign Income and Expenses

LOAN

Name of bank or recognized lending institution	Amount borrowed
	\$ _____

INCOME

Total amount of all contributions (from line 1A in Schedule 1)	+ \$	
Revenue from items \$25 or less	+ \$	
Sign deposit refund	+ \$	
Revenue from fundraising events not deemed a contribution (from Part III of Schedule 2)	+ \$	
Interest earned by campaign bank account	+ \$	
Other (provide full details)		
1. _____	+ \$	
2. _____	+ \$	
3. _____	+ \$	
4. _____	+ \$	
5. _____	+ \$	
6. _____	+ \$	
Total Campaign Income (Do not include loan)		= \$ _____ C1

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

1. Expenses subject to general spending limit

Inventory from previous campaign used in this campaign (list details in Table 2 of Schedule 1)	+ \$	
Advertising	+ \$	
Brochures/flyers	+ \$	
Signs (including sign deposit)	+ \$	
Meetings hosted	+ \$	
Office expenses incurred until voting day	+ \$	
Phone and/or internet expenses incurred until voting day	+ \$	
Salaries, benefits, honoraria, professional fees incurred until voting day	+ \$	
Bank charges incurred until voting day	+ \$	
Interest charged on loan until voting day	+ \$	
Other (provide full details)		
1. _____	+ \$	
2. _____	+ \$	
3. _____	+ \$	
4. _____	+ \$	
5. _____	+ \$	
6. _____	+ \$	
Total Expenses subject to general spending limit		= \$ _____ C2

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

1. _____	+ \$	
----------	------	--

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

3. Expenses not subject to spending limits

Accounting and audit	+ \$	_____
Cost of fundraising events/activities (list details in Part IV of Schedule 2)	+ \$	_____
Office expenses incurred after voting day	+ \$	_____
Phone and/or internet expenses incurred after voting day	+ \$	_____
Salaries, benefits, honoraria, professional fees incurred after voting day	+ \$	_____
Bank charges incurred after voting day	+ \$	_____
Interest charged on loan after voting day	+ \$	_____
Expenses related to recount	+ \$	_____
Expenses related to controverted election	+ \$	_____
Expenses related to compliance audit	+ \$	_____
Expenses related to candidate's disability (provide full details)		

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

Other (provide full details)			
1.	_____	+ \$	_____
2.	_____	+ \$	_____
3.	_____	+ \$	_____
4.	_____	+ \$	_____
5.	_____	+ \$	_____

Total Expenses not subject to spending limits	= \$	C4
--	-------------	-----------

Total Campaign Expenses (C2 + C3 + C4)	= \$	C5
---	-------------	-----------

Box D: Calculation of Surplus or Deficit

Excess (deficiency) of income over expenses (Income minus Total Expenses) (C1 – C5)	+ \$	_____	D1
If there is a surplus, deduct any refund of registrant's or spouse's contributions to the campaign	- \$	_____	
Surplus (or deficit) for the campaign	= \$	_____	D2

If line D2 shows a surplus, the amount must be paid in trust, at the time the financial statements are filed, to the municipal clerk who was responsible for the conduct of the election.

Schedule 1 – Contributions

Part I – Summary of Contributions

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

Part II – Contributions from registrant or spouse

Table 1: Contributions in goods or services

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

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

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

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

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

Part III – Contributions exceeding \$100 – contributors other than registrant or spouse

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

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

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

Table 4: Monetary contributions from corporations or trade unions

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

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

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

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

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

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

Table 6: Monetary contributions from corporations or trade unions
 (Note: Must also be recorded as Expenses in Box C.)

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

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

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

Schedule 2 – Fundraising Events and Activities

Complete a separate schedule for each event or activity held. Additional schedule(s) attached, if completed manually.

Fundraising Event/Activity 1

Description of fundraising event/activity _____
 Date of event/activity (yyyy/mm/dd) _____

Part I – Ticket revenue

Admission charge (per person) \$ _____ **2A**
 (If there are a range of ticket prices, attach complete breakdown of all ticket sales)
 Number of tickets sold x _____ **2B**
Total Part I (2A X 2B) (include in Part I of Schedule 1) = \$ _____

Part II – Other revenue deemed a contribution

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

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

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

Part III – Other revenue not deemed a contribution

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

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

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

Part IV – Expenses related to fundraising event or activity

Provide details

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

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

Auditor's Report

Municipal Elections Act, 1996 (Section 88.25)

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

Professional Designation of Auditor

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

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

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

Report is attached

Personal information, if any, collected on this form is obtained under the authority of sections 88.29 and 95 of the *Municipal Elections Act, 1996*. Under section 88 of the *Municipal Elections Act, 1996* (and despite anything in the *Municipal Freedom of Information and Protection of Privacy Act*) documents and materials filed with or prepared by the clerk or any other election official under the *Municipal Elections Act, 1996* are public records and, until their destruction, may be inspected by any person at the clerk's office at a time when the office is open. Campaign financial statements shall also be made available by the clerk in an electronic format free of charge upon request.

FORM 52 – NOTICE OF REGISTRATION – THIRD PARTY



Ministry of Municipal Affairs
and Housing

**Notice of Registration –
Third Party – Form 7**
Municipal Elections Act, 1996 (Section 88.6)

Instruction

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

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

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

Name of Individual, Corporation or Trade Union (Registrant)

Mailing Address (Registrant)

Suite/Unit Number	Street Number	Street Name
-------------------	---------------	-------------

Municipality	Province	Postal Code
--------------	----------	-------------

Email Address	Telephone Number <small>ext.</small>	Telephone Number 2
---------------	---	--------------------

Box B: Designation of an Official Representative (Corporations and Trade Unions)

Name of person signing (Official Representative)

Last Name or Single Name	Given Name(s)
--------------------------	---------------

Mailing Address (Official Representative)

Suite/Unit Number	Street Number	Street Name
-------------------	---------------	-------------

Municipality	Province	Postal Code
--------------	----------	-------------

Email Address	Telephone Number <small>ext.</small>	Telephone Number 2
---------------	---	--------------------

Box C: Additional Information (Corporations)

Business Name

Ontario Corporation Number

Names of Principal Officers

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

Box D: Declaration of Qualification

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

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

Signature of Registrant (or Official Representative)

Date (yyyy/mm/dd)

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

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

Signature of Clerk or Designate

Date Certified (yyyy/mm/dd)

**FORM 53 - CERTIFICATE OF MAXIMUM AMOUNT OF CONTRIBUTIONS OWN
CAMPAIGN**

Municipal Elections Act, 1996 (s.33.0.2, 88.9.1)

TO:

_____ / _____	
(Name of Candidate)	(Office)

(Address)	(Postal Code)

FROM:

The Clerk, or designated election official, of The Town of Goderich

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

Date

Municipal Clerk or designate

In accordance with MEA, s.33.0.2(1), the Clerk shall give the candidate a preliminary calculation of the permitted amount of contributions to a candidate's own campaign as of the filing date, using the number of electors from the Voters' List as it existed on Nomination Day of the previous election, adjusted for applications under s.24 and s.25 that were approved as of that day. (s.88.9.1(7))

On or before September 30, 2026, the Clerk shall give the candidate a final calculation of the permitted amount of contributions to a candidate's own campaign. The number of electors to be used in this final calculation is to be the greater number of electors for the office from the Voters' List as it existed on Nomination Day of the previous election, adjusted for changes on that day or the number of electors on September 15 in the year of the current election, adjusted for changes made on that day.

In accordance with s.88.9.1(5), the Clerk is not required to give a certificate if the maximum amount is \$25,000.

**FORM 54 - CERTIFICATE OF MAXIMUM AMOUNT OF EXPENSES FOR PARTIES
ETC. AFTER VOTING DAY - CANDIDATES**

Municipal Elections Act, 1996 (s.33.0.2, 88.9.1)

TO:

_____ / _____	
(Name of Candidate)	(Office)

(Address)	(Postal Code)

FROM:

The Clerk, or designated election official, of The Town of Goderich

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

Date

Municipal Clerk or designate

<p>In accordance with MEA, s., the 88.20(13), the Clerk shall give candidates a certificate of the maximum amount permitted on or before September 30, 2026.</p> <p>The formula to be used is the greater of the number of electors for the office on September 15 of the previous election, adjusted for changes approved as of that day or the number of electors as it exists on September 15 in the 2026 municipal election, adjusted for changes made on that day.</p>

**FORM 55 – ESTIMATED MAXIMUM AMOUNT OF EXPENSES FOR PARTIES ETC.
AFTER VOTING DAY – THIRD PARTY**

Municipal Elections Act, 1996 (s.33.0.2, 88.9.1)

1. The maximum amount of expenses for holding parties and making other expressions of appreciation after the close of voting is (calculated as 10% of the amount calculated on Form T116 – Estimated Maximum Amount of Third Party Expenses – (O. Reg, 101/97, s. 8):

	Total Spending Limit
Name of Third Party	
Name of Representative	
Estimated Maximum Expenses (Form 42)	
Estimated Maximum for Parties	

2. On or before September 30, 2026, each candidate will receive a Final Certificate of Maximum Amount of Expenses for Parties Etc. pursuant to Section 88.21 (9) (13) of the *Municipal Elections Act, 1996*.

3. The Clerk’s calculation is final.

Dated this ___ day of _____, 2026.

Municipal Clerk or designate

**FORM 57 – 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.	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

APPENDIX A



Policy on the use of Corporate Resources for Election Purposes

Purpose:

This policy provides guidance on the appropriate use of corporate resources during municipal, school board, provincial and federal elections, and campaigns on a question on a ballot.

Legislative Authority:

The following legislative provisions are highlighted as they relate to this policy:

The Municipal Elections Act, 1996 s. 88.8 (4) states that municipalities cannot make a contribution (including money, goods and services) to a candidate. The Election Finances Act and the Canada Elections Act impose similar restrictions for provincial and federal election campaigns.

The Municipal Elections Act, 1996 also prohibits a candidate, or someone acting on the candidate's behalf, from accepting a contribution from a person who is not entitled to make a contribution. As a contribution may take the form of money, goods and services, any use of the Corporation's resources for an election campaign could be viewed as a contribution by the Town, which is a violation of the Municipal Elections Act, 1996.

Principles

This policy clarifies that all candidates, including members of Council, are required to follow the provisions of the Municipal Elections Act, 1996. The policy is also to ensure that all candidates are treated fairly and consistently.

In compliance with the Municipal Elections Act, 1996, public funds are not to be used for election campaigns, including the promotion of or opposition to the candidacy of a person for an elected office, or in support of or opposition to a question on a ballot.

Corporation resources including facilities, infrastructure, equipment, supplies, services, staff or any resource that belongs to or is funded by the Town may not be used for the purposes of an election campaign or for any campaign-related activities.

There shall be no campaign-related activities by candidates in any Town workplace or in any Town owned or operated buildings.

This policy recognizes that the business of the Town must continue to be carried out throughout the term of Council and that Members of Council are holders of their office until the end of their term, and

supports Members of Council in continuing to fulfill their responsibilities as Members of Council. This policy does not preclude Members of Council from representing the interests of the constituents who elected them.

The following guidelines apply to all Members of Council and also apply to an acclaimed Member of a Member not seeking re-election.

Guidelines

1. A candidate may not use Town facilities for election campaign purposes or for any campaign-related activities. Campaign signs and materials that identify a candidate may not be displayed in/at any Town facilities. Election campaign materials means those materials that promote or oppose the candidacy of a person for elected office, or that support or oppose a question on a ballot.
2. A candidate may not campaign or distribute election campaign materials at any event/function being hosted by the Town, whether on Town property or not.
3. A candidate may not use any Town infrastructure and equipment for election campaign purposes or for any campaign-related activities. This includes any physical or technology systems that support the operation of the Town's programs and services including but not limited to computer and telephone networks and applications, photocopiers, fax machines, email system, voicemail, wireless equipment, internet, smart phones, tablets and Town provided electronic devices.
4. A candidate may not use the services of staff during those hours in which staff receive any compensation from the Town.
5. A candidate may not use Town supplies for election campaign purposes.
6. A candidate may not print or distribute election campaign materials using Town funds.
7. Website, domain names and social media sites that are funded by the Town shall not include any campaign material, make reference to and/or identify an individual as a candidate or profile any slogan or symbol associated with a candidate.
8. The Town's communication materials, whether for internal or public distribution, cannot:
 - a) Profile (name or photograph), make reference to and/or identify any individual as a candidate.
 - b) Advocate for or against a particular candidate.
9. (Communication materials include but are not limited to: news releases, media advisories, invitations for special events, flyers, posters, banners, brochures, newsletters, e-newsletter and social media accounts.)
10. Photographs and videos produced for and owned by the Town cannot be used for election campaign purposes.

11. The Town corporate identifiers (i.e. the Town logo, coat-of-arms, Mayors' chain of office and its slogans) may not be printed or distributed in election campaign material or included on an election campaign website. Links to the Town's website are permitted from a candidate's election website for the purpose of obtaining information about the municipal election or sharing Town program/service information.
12. Candidates are prohibited from verifying whether an elector appears on the voters list or not, to the elector or any other person. Questions should be directed to Election Staff.
13. The Town's email addresses, telephone numbers and facility addresses are not to be used by a candidate as his/her election campaign contact information.

Exemptions to this policy:

- Municipal election information prepared, posted and maintained by Town Administration.
- Names and photographs of Members of Council, their contact information, and a list of their current representation on committees that is prepared, posted and maintained by Town Administration.
- Agendas and minutes of Committee and Council meetings.

Administration:

In accordance with the Municipal Elections Act, 1996 the Clerk and authorized designate(s) are responsible for the administration of this policy.

APPENDIX B



Corporation of the Town of Goderich

Election Accessibility Plan

2026 Municipal Elections

This Plan is for use in the 2026 Municipal Election in conjunction with the Municipality's current Accessibility Plan and IASR Standards.

1. Introduction

The Municipal Clerk is responsible for the appropriate legislative and administrative conduct of the municipal elections in the Town of Goderich.

The Municipal Elections Act, (MEA), Section 12.1 (1) places responsibility on the Clerk to have regard to the needs of the electors and candidates with disabilities. Accessible Customer Service Standards must be followed when conducting municipal elections.

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

Town of Goderich municipal elections will be conducted in a manner that shall ensure that candidates and electors with disabilities have full and equal access to all election information and services, including the voting kiosk at the municipal office. The election shall be conducted in a manner that ensures that persons with disabilities are able to vote independently and privately with access to voting assistance if required.

Section 12.1 (2) of the MEA requires that within ninety (90) days of voting day the Clerk who is responsible for conducting the election shall submit a report to Council regarding the identification, removal and prevention of barriers that affect electors and candidates with disabilities.

2. Staff Training and Election Assistance

Staff Training

All staff carrying out election duties will complete the Town of Goderich Accessible Customer Services Training and specific Election Training to comply with the municipal Accessibility Plan and to recognize and ensure that persons with disabilities are served in a way that accommodates their individual needs.

Training will include:

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

Provision of Election Information

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

Notice of the provision of information in an alternative format will be provided on the municipal website, www.goderich.ca and included in the election notices in the local media.

Notice of Temporary Service Disruption

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

Staff Assistance

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

Contact information for assistance:

Telephone:	519-524-8344
Email:	vote@goderich.ca
Fax:	519-524-7209
In Person:	Town of Goderich 57 West St. Goderich, ON
Mail:	Town of Goderich 57 West St. Goderich, ON N7A 2K5

3. Assistance to Electors

General

The 2026 Town of Goderich Municipal Elections will be conducted with Internet and Telephone Voting methods. Detailed information about each voting method is set out in the 2026 Election Procedures Manual, available on the municipal website or from the Clerk's Office and can be provided in an alternative format upon request.

Please contact us at 519-524-8344 or vote@goderich.ca if you require your Voter Information Package in an accessible format.

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

Accessible Voting Kiosk

Section 45(2) of the MEA requires that the clerk shall ensure that each voting place is accessible to electors with disabilities.

An accessible voting kiosk located at the municipal office, 57 West St, Goderich will be available to voters throughout the voting period during regular office hours and on Election Day until 8:00 p.m. The location, accessible parking and entrance information will be posted on the election page of the municipal website, www.goderich.ca.

Parking

There is designated parking for individuals with disabilities that are clearly posted and located close to the entrance to the Voting Kiosk.

Interior

Access to the interior voting area and voting booth is level. Carpeting and doormats are level with the floor to prevent potential tripping hazards. The voting area is well lit and seating shall be made available.

Accessible Voting Booth

The Voting Kiosk will be low in height and have a wide area to allow individuals using mobility aids to vote independently and secretively.

Voting Assistance

Persons with disabilities may be accompanied by a support person within the Voting Kiosk or the Voting Kiosk Staff can assist the voter in casting their vote. The Voting Kiosk Supervisor shall, in conjunction with the person with the disability, determine the extent to which they need assistance and the best way to provide the assistance.

Persons may use a magnifying lens, mobile phone and/or electronic device as an accessibility tool.

Persons with disabilities may be accompanied by a support person and/or guide dog or service animal.

A mobile voting kiosk and Election Staff will be on-site at Southbridge, Harbour Hills, and Goderich Place during one day in the voting period to increase accessibility to residents of

the home. Election officials can attend on voters in their specific living areas or at their bedside to assist them to vote. All Election Officials are sworn to an oath of secrecy.

Accessible Voting Technologies

Voting Kiosks will have a touch screen computer for internet voting that will assist voters with disabilities in casting their votes with independence and privacy. Staff will be available at all times to assist voters at the kiosk upon request. Support persons and service animals will be accommodated.

Offering Voting Opportunities in Institutions and Retirement Homes

Voting places are established at any institution where 20 or more beds are occupied by persons who are disabled, chronically ill or infirmed and at a retirement home where 50 or more beds are occupied.

Administering bedside voting is available where required.

4. Internet Voting

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

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

5. Telephone Voting

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

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

6. Assistance to Candidates

General

The 2026 Town of Goderich Municipal Elections will be conducted with Internet and Telephone Voting methods. Detailed information about each voting method is set out in the 2026 Election

Procedures Manual, available on the municipal website or from the Clerk's Office and can be made available in an alternative format upon request.

Please contact us at 519-524-8344 or vote@goderich.ca if you require your Candidate Package in an accessible format.

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

Accessibility measures for candidates to consider in regards to their campaign messaging are included in the Candidate Package.

Service Animals/Support Persons

Candidates are permitted to be accompanied by a service animal and/or support person at all designated elections locations.

ASL Interpretator services can be booked at chs.ca.

Campaign Expenses

Expenses that are incurred by a candidate with a disability that are directly related to the disability, and would not have been incurred but for the election to which the expenses relate, are excluded from the permitted spending limit for the candidate.