



**Clarington  
Votes**

# Candidates' Manual

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**Clarington Municipal Elections 2026**

If this information is required in an alternate format, please contact the Accessibility Coordinator at 905-623-3379 ext. 2131.

If you have any questions regarding Clarington's 2026 Municipal Elections, contact the Municipal Clerk's Division at:

Election Hotline: 905-697-4747

Election Email: [votes@clarington.net](mailto:votes@clarington.net)

Website: [www.Clarington.net/Votes](http://www.Clarington.net/Votes)

***Clarington***

## Document Change Tracker

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May 11, 2026	Removed reference to Regional Chair.	Various

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## Part A

### Introduction

This manual provides assistance to those intending to stand for elected office in the Municipality of Clarington.

This document is intended only as a guide to certain provisions of relevant legislation and does not purport to recite all applicable statutory references. Prospective Candidates must satisfy themselves, through their own determination, that they have complied with all regulations and that they are qualified to be elected and not disqualified by law.

As the campaign progresses, candidates will receive additional information from the Clerk's Office. Therefore, it is imperative that Candidates maintain up-to-date contact information with the Clerk's Office. To make changes, use the Candidate Information Change Form. The primary mode of communication from the Municipal Clerk to Candidates will be via email unless notice is required, by law, to be sent via registered mail. It is important that you claim your mail.

We encourage you to visit the election website at [www.clarington.net/votes](http://www.clarington.net/votes) on an ongoing basis for municipal election information.

#### 1. Clerk's Division Election Staff

June Gallagher, Municipal Clerk and Returning Officer

John Paul Newman, Deputy Clerk

Shelagh Staunton, Records and Elections Coordinator

All municipal elections-related emails should be sent to [votes@clarington.net](mailto:votes@clarington.net).

Election Hotline: 905-697-4747

Website: [www.clarington.net/votes](http://www.clarington.net/votes)

Regular Office Business Hours, excluding statutory holidays, are:

8:30 a.m. to 4:30 p.m.

8 a.m. to 4 p.m. in July and August

## 2. Definitions

See the 2026 Clarington Municipal Elections, Clerk's Procedures and Rules for a complete list of definitions.

## 3. Important Dates

Dates	Description
March 25, 2026 and April 14, 2026	Election Information Session for Candidates and Third Party Advertisers offered by the Ministry.
May 1, 2026 to August 21, 2026	Nominations may be filed when the Clerk's Office is open. <ul style="list-style-type: none"> <li>• May 1 to June 30 between 8:30 a.m. and 4:30 p.m.;</li> <li>• July 2 to August 20 between 8 a.m. and 4 p.m.;</li> <li>• August 21 (Nomination Day) between 9 a.m. and 2 p.m.</li> </ul>
May 1, 2026 to October 23, 2026	Third Party Advertiser Registrations may be filed, when the Clerk's Office is open.
August 21, 2026	Last day for Withdrawal of Nomination before 2 p.m.
August 21, 2026	Nomination Day Nominations may be filed between 9 a.m. and 2 p.m.
September 6, 2026	Election signs may be displayed starting on this date.
September 1, 2026 to October 26, 2026	Revision Period for the Voters' List.
September 30, 2026	Certificate of Maximum Campaign Expenses provided to Candidates and Registered Third Party Advertisers
Late September or Early October 2026	Voter Information Letters are mailed to eligible voters on the Voters' List.
October 20 to October 26, 2026	Voting Period – beginning at 10 a.m. on October 20 and ending at 8 p.m. on Voting Day (October 26, 2026)
October 23, 2026	Last Day for registration of Third Party Advertisers
October 26, 2026	Voting Day
October 29, 2026	Election signs shall be removed before this date.

Dates	Description
November 15, 2026	Beginning of New Council Term
November 16, 2026	Councillor Orientation
November 23, 2026	Clarington's Inaugural Meeting of Council
November 25, 2026	Region of Durham's Inaugural Meeting of Council
December 31, 2026	Last day of Regular Campaign Period Notification of Extension of Campaign, if applicable, shall be provided to the Municipal Clerk.
March 30, 2027	Filing Date (before 2 p.m.) - for period from date Nomination was filed through to December 31, 2026. Note: Even if the candidate is extending their campaign, they must submit a report for the campaign period which ran from the date of Nomination through to December 31, 2026.
April 29, 2027	Filing Date Grace Period (before 2 p.m.) – for initial financial statements - \$500 late filing fee required.
June 30, 2027	End of Extension for Campaign to eliminate deficit.
September 24, 2027	1st Supplementary Filing Date before 2 p.m. – for 1st Supplementary Reporting Period from January 1, 2027 through to June 30, 2027. Note: Auditor's Report and Financial Statements are to include all of the information submitted in the first report which was submitted on, or before, March 30, 2027, and any additional information which occurred during the supplemental reporting period.

#### 4. Elected Offices

Candidates for school board offices are encouraged to contact the office of the Director of Education of the appropriate school board to obtain information on the duties and responsibilities of a Trustee.

<b>Name of School Board</b>	<b>Contact Information</b>
Kawartha Pine Ridge District School Board	Education Centre 1994 Fisher Drive Peterborough, Ontario K9J 6X6  Main: 705.742.9773 Toll-Free: 1.877.741.4577
Peterborough Victoria Northumberland and Clarington Catholic District School Board	The Peter L. Roach Catholic Education Centre 1355 Lansdowne Street West Peterborough, Ontario K9J 7M3  Main: 705.748.4861 Toll-Free: 1.800.461.8009
Conseil scolaire catholique MonAvenir	110, Avenue Drewry Toronto, ON M2M 1C8  Main: 416.397.6564 Toll Free: 1.800.274.3764
Conseil Scolaire Viamonde	116 Cornelius Parkway Toronto, ON M6L 2K5  Main: 416.614.0844 Toll-Free: 1.888.583.5383

At this election, members will be elected for the period commencing November 15, 2026, and ending November 14, 2030, for the following offices:

<b>Office</b>	<b>Number of Positions</b>
<b>Mayor</b>	One to be elected by general vote of the electors of the Municipality of Clarington
<b>Regional Councillor, Wards 1 and 2</b>	One to be elected by ward vote by the electors of Wards 1 and 2
<b>Regional Councillor, Wards 3 and 4</b>	One to be elected by ward vote by the electors of Wards 3 and 4
<b>Local Councillor, Ward 1</b>	One to be elected by ward vote by the electors of Ward 1
<b>Local Councillor, Ward 2</b>	One to be elected by ward vote by the electors of Ward 2
<b>Local Councillor, Ward 3</b>	One to be elected by ward vote by the electors of Ward 3
<b>Local Councillor, Ward 4</b>	One to be elected by ward vote by the electors of Ward 4
<b>Kawartha Pine Ridge District School Board Trustee (English Public)</b>	Three trustees to be elected by English Public electors
<b>Peterborough Victoria Northumberland and Clarington Catholic District School Board Trustee (English Separate)</b>	Two trustees to be elected by English Separate electors
<b>Conseil scolaire catholique MonAvenir (French-Language Separate School Board Trustee)</b>	One trustee to be elected by French Separate electors
<b>Conseil Scolaire Viamonde (French-Language Public School Board Trustee)</b>	One trustee to be elected by French Public electors

## Part B

### Qualifications

#### 1. Member of Council

#### Who is Qualified?

At the time of filing their Nomination, the candidate shall:

- Be a Canadian citizen.
- Be at least 18 years of age.
- Be a resident of the Municipality of Clarington, or the owner or tenant of land in the Municipality of Clarington or the spouse of the owner or tenant of land in the Municipality of Clarington.
- Not be disqualified for violations of financial requirements or violations of requirements for filing financial information.
- Not be disqualified by any Act from holding such office.

**Note:** Employees of a municipality are subject to Section 30 of the Municipal Elections Act, 1996, (MEA) which requires the municipality to give individuals that are employees a leave of absence, upon request. Such leave must begin on the day the employee is nominated and end on Voting Day. The person is deemed to have resigned immediately before making the Declaration of Office.

#### Who is Disqualified?

The following persons are **disqualified or ineligible** from seeking election to Council:

- Except during a leave of absence, beginning no later than the day the person is nominated, an employee of the Municipality of Clarington or a local board.
- A person who is not an employee of the Municipality of Clarington, but who is the Clerk, Treasurer, Integrity Commissioner, Auditor General, Ombudsman or registrar referred to in s. 223.11 or a Closed Meeting investigator referred to in s. 239.2(1) of the Municipality of Clarington.
- A judge of any court.
- Except if they cease being a member as of 2 p.m. on Nomination Day:
  - A member of the Ontario Legislature.
  - A member of the House of Commons.
  - A member of the Senate.

- A person who is serving a sentence of imprisonment in a penal or correctional institution, including a sentence being served in the evening or on weekends (this does not include persons serving house arrest).
- A corporation.
- A person acting as executor or trustee or in any other representative capacity.
- A person convicted of a corrupt practice described in Subsection 90(3) of the Municipal Elections Act, 1996, is disqualified until the next regular election has taken place after the election to which the offence relates.
- A person convicted of a corrupt practice as described in Subsection 91(1) of the Municipal Elections Act, 1996, 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. Subject to the exception in section 91 (2).
- A person disqualified for violations of financial requirements or violations of requirements for filing financial information in accordance with the Municipal Elections Act, 1996.
- A member of a municipal council who knowingly votes to authorize the borrowing of any amount larger than permitted under s. 407 of the Municipal Act is disqualified from holding any municipal office for two years.
- A member of a council who voted to apply any money raised for a special purpose or collected for a sinking or retirement fund to pay current or other expenditures other than those permitted by the Municipal Act, is disqualified from any municipal office for two years.
- A member of a council where the council neglects in any year to levy the amount required to be raised for a sinking or retirement fund, is disqualified from holding any municipal office for two years, unless the member shows efforts to produce the levying of the amount.
- A member who has been found to have contravened the Municipal Conflict of Interest Act can be disqualified from holding municipal office for a period of up to seven years.
- Otherwise, ineligible or disqualified under the Education Act or any other Act.

**Note:** It is the responsibility of the candidate to ensure that they are qualified to seek the office for which they are being nominated.

## 2. Member of a School Board

### Who is qualified?

At the time of filing their Nomination, the candidate shall:

- Be a Canadian citizen.
- Be at least 18 years of age.
- Be a resident within the area of jurisdiction of the school board.
- Not be disqualified for violations of financial requirements or violations of requirements for filing financial information.
- Not be disqualified by any Act from holding such office.
- Not be disqualified under the provisions of Section 219(4) of the Education Act.

**Note:** Employees of a board of education are subject to Section 30 of the MEA which requires the board to give individuals that are employees a leave of absence, upon request. Such leave must begin on the day the employee is nominated and end on Voting Day. The person is deemed to have resigned immediately before making the Declaration of Office.

### Who is disqualified?

The following persons are **disqualified or ineligible** from seeking election to school boards:

- Except during a leave of absence beginning no later than the day the person is nominated, an employee of a district school board or school authority.
- A member of any municipal council, including a regional council. (Applicable for by-elections only. See Education Act, s. 219(7))
- A Clerk, Treasurer, Deputy Clerk or Deputy Treasurer of any municipality, all or part of which is included in the jurisdiction of the board or authority unless they take an unpaid leave of absence, beginning no later than the day the person is nominated and ending on Voting Day.
- A judge of any court.
- Except if they cease being a member as of 2 p.m. on Nomination Day:
  - A member of the Ontario Legislature
  - A member of the House of Commons
  - A member of the Senate

- A person who is serving a sentence of imprisonment in a penal or correctional institution, including a sentence being served in the evening or on weekends (this does not include persons serving house arrest).
- A corporation.
- A person convicted of a corrupt practice described in Subsection 90(3) of the Municipal Elections Act, 1996, is disqualified until the next regular election has taken place after the election to which the offence relates.
- A person convicted of a corrupt practice as described in Subsection 91(1) of the Municipal Elections Act, 1996, 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. Subject to the exception in section 91 (2).
- A person disqualified for violations of financial requirements or violations of requirements for filing financial information in accordance with the Municipal Elections Act, 1996.
- Otherwise, ineligible or disqualified under the Education Act or any other Act.

**Note:** It is the responsibility of the candidate to ensure that they are qualified to seek the office for which they are being nominated.

## Part C

**Nominations**

**Note:** This section pertains to nominations for the following three Offices:

- Clarington Council
- Kawartha Pine Ridge District School Board
- Peterborough Victoria Northumberland and Clarington Catholic District School Board.

If you are contemplating running for the Conseil scolaire catholique MonAvenir or the Conseil Scolaire Viamonde, the Municipal Clerk responsible for accepting French School Board Trustee nominations is:

Legislative Services  
City of Oshawa  
5th Floor, Rundle Tower, City Hall  
50 Centre Street South  
Oshawa, ON L1H 3Z7

Phone: 905-436-3311

Toll-free: 1-800-667-4292

Fax: 905-436-5697

Email:

Website: [voteoshawa.ca](http://voteoshawa.ca)

## 1. Who may be nominated?

Part B of this guide details the qualifications and disqualifications of a candidate.

## 2. How to be Nominated

If you are contemplating running for Council of the Municipality of Clarington or the Kawartha Pine Ridge District School Board or the Peterborough Victoria Northumberland and Clarington Catholic District School Board, you may file your nomination with the Clarington Municipal Clerk during regular business hours from May 1 to August 21, 2026. On Nomination Day, August 21, 2026, nominations may be filed between 9 a.m. and 2 p.m.

**Exception:** If the number of nominations filed for an office and certified under Section 35 of the Act, is less than the number of persons to be elected to the office, additional nominations may be filed between 9 a.m. and 2 p.m. on the Wednesday following Nomination Day (August 26, 2026).

All nominations must be in the prescribed form, including the endorsement signatures (except nominations for school board trustee), and be accompanied by the nomination filing fee of \$200 for the Office of Mayor and \$100 for all other offices to be paid by certified cheque or money order made payable to the municipality.

Each person to be nominated for election to an office shall be nominated by a separate Nomination.

A nomination shall only be filed in person (faxes and mailed nominations will not be accepted) by the candidate or by an agent at the Municipal Clerk's Office unless the conditions for electronic filing have been met (see below).

Candidates shall provide the Municipal Clerk with suitable proof of identity and qualifying address within the Municipality when filing a Nomination. Proof of eligibility may also include an original signed valid lease agreement, in the candidate's name.

If the nomination papers are filed by an agent of the candidate, the following is also required:

- The Declaration of Qualification included on Form 1, the Nomination Paper, shall be signed by the candidate before being delivered by the agent,
- A signed letter from the candidate, appointing the agent,
- A copy of the candidate's ID showing the candidate's name, address and signature, and
- The agent's ID.

## **Endorsements**

The nomination of a person for an office on Council shall be endorsed by at least 25 unique endorsements by “persons”.

Nominations filed for a school board trustee do not require any endorsements.

Individuals may endorse more than one nomination.

A candidate may endorse themselves and/or another candidate, provided they meet the requirements to endorse a candidate.

A person filing a nomination in accordance with Section 33 of the MEA shall not canvass Municipal Staff during regular business hours, or during a Municipal Staff member’s working shift, to endorse their nomination.

In accordance with the Use of Corporate Resources for Election Purposes Policy, a person soliciting electors to endorse their nomination in accordance with Section 33 of the MEA shall be considered “Campaigning”, which shall not be permitted at a “Municipal Facility” in accordance with the aforementioned policy.

Endorsement signatures shall be:

- original (i.e. they cannot be electronic);
- signed by those who are eligible to vote in an election for an office within the municipality if a regular election was held on the day that the person endorsed the nomination; and
- On the prescribed endorsement form, which includes a declaration to confirm that the person was eligible to vote when they provided the endorsement.

The individuals providing their signatures will each have to sign a declaration stating that they were eligible to vote in the municipality on the day that they signed the endorsement.

If the endorsement document is incomplete (i.e. missing address or postal code), the Candidate can update the information, if known. If the signature is missing, or the form remains incomplete, the endorsement shall not be counted towards the 25 required. Nomination forms submitted without the required endorsements will be accepted but will not be certified.

The Municipal Clerk retains the original endorsement forms. If the nomination is filed electronically, the candidate shall retain the copy with the original endorsement signatures.

## Nomination Documents

In accordance with the MEA section 88 (5), and subject to the exceptions, documents and materials filed or prepared by the Clerk or any other election official under the MEA 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. In accordance with the MEA section 88 (7), a person inspecting documents under this section is entitled to make extracts from them and, on payment of the fee established by the Clerk, to make copies of them.

## Filing Fee

The nomination filing fee must be paid by debit, certified cheque, bank draft or money order made payable to the Municipality of Clarington.

### 3. Electronic Filing of Nominations

Electronic filing (e-filing) will only be permitted if all the following conditions have been met:

- A state of emergency has been declared by the federal or provincial government or the Municipality of Clarington; and
- The Clerk's Office is closed due to the emergency, and in-person attendance is not permitted for Nomination Day.

If the conditions above have been met, e-filing is permitted.

Note: A candidate may also submit their nomination papers, including fee, and copies of identification, using the drop-box at the main door of the Municipal Administrative Centre (MAC) only when all the conditions for e-filing have been met. If e-filing is in effect, the drop-box will be checked at the beginning and end of the business day, except on Nomination Day when it will be checked at 2 p.m. or on the day of extension of Nominations.

If electronic filing is permitted in accordance with the above conditions, the following amendments to nominating applies:

- Nomination packages shall be emailed to [votes@clarington.net](mailto:votes@clarington.net), but original forms are not required.
- Electronic/digital signatures will not be accepted on the Nomination and Endorsement forms.

- The date and time that the nomination package is received shall be determined by the time received identified within the email. Please note that there may be a time delay between sending the email and receiving the email.
- Payment shall be made via the Clarington website.
- A copy of the candidate's identification shall be emailed to [votes@clarington.net](mailto:votes@clarington.net). The copy shall be clear. Any blurred copies shall be rejected.

#### 4. Nomination Videos

If the Candidate, or their agent, wishes to take promotional photos or videos of themselves submitting nomination papers, Clarington employees are not permitted to participate as this may be construed as a conflict with the Municipality's responsibility to remain impartial to all Candidates in an election.

#### 5. Withdrawal of Candidacy

If you decide that you want to withdraw from the election, you must notify the Municipal Clerk in writing by 2 p.m. on August 21, 2026.

**Exception:** If you were nominated under subsection 33 (5) (i.e. Additional Nominations), you must notify the Municipal Clerk in writing by 2 p.m. on August 26, 2026.

This must be done in person (by candidate or agent), regardless of the method of nomination using the Withdrawal of Nomination Form. Any withdrawals sent by mail, email, or fax will not be accepted unless electronic filing is permitted.

Notwithstanding the previous paragraph regarding appearing in person, if, before the close of nominations, a candidate is unable to communicate a withdrawal due to medical reasons, the Municipal Clerk may deem the candidate withdrawn if the Clerk receives written documentation (satisfactory to the Municipal Clerk) from the candidate's Power of Attorney for Personal Care, confirming the candidate is unable to continue. The Municipal Clerk will then accept a Withdrawal of Candidacy Form from the Power of Attorney for Personal Care.

The candidate, or agent, who is submitting the withdrawal must produce identification.

If withdrawing, you are entitled to a refund of the Nomination filing fee if you submit, in the prescribed form (Financial Statement – Auditor's Report Form 4), a financial disclosure covering the financial transactions made up to the point at which you withdrew.

## 6. Death / Ineligibility of a Certified Candidate

Section 39 of the MEA states;

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

(a) if no candidate would be elected by acclamation as a result of the death or ineligibility,

(i) the election shall proceed as if the candidate had not been nominated, and

(ii) the clerk shall omit the candidate's name from the ballots or, if they have already been printed, shall cause notice of the candidate's death or ineligibility to be made available to the public in every voting place;

(b) if another candidate would be elected by acclamation as a result of the death or ineligibility, the election is void and a by-election shall be held to fill the office.

Therefore, for clarity, since Clarington is holding an internet/telephone election, if there continues to be a contest between two (or more) candidates, the election will proceed as if the candidate who dies or becomes ineligible had not been nominated. In the event voting has begun, the Clerk will post the removal of the candidate on Clarington's election website and post a notice in every EAC.

## 7. Changes in Office

If, after filing a Nomination for an office, a candidate decides to seek election for another office, where the Municipal Elections Act applies, the candidate shall file a second Nomination for the new office. The first Nomination is deemed to have been withdrawn at the time the second Nomination is filed.

If endorsements were filed with the first nomination, additional endorsements are not required.

If the two nominations are for two separate offices within the same municipality, where neither is elected by ward, the filing fee is deemed to have been paid (unless the move is to Mayor, in which case the additional \$100 is required) with the latest filing.

If the nominations are for a different office where one of the offices is elected by ward, a new Nomination Fee is filed with the new Nomination Papers and the original fee is refunded upon receipt of the financial statements in accordance with section 88.25 of the MEA. The two campaigns are separate. Contributions and expenses cannot be transferred to the new office, and two separate financial statements shall be filed in the prescribed form (Financial Statement – Auditor's Report Form 4), for each office.

Where a candidate submitted nomination papers for one office (i.e. Local Ward Councillor) and decides to seek election for another office not on the Municipality of Clarington Council, in addition to filing a new Nomination form, the candidate must also submit the prescribed endorsements.

## **8. Refund of Nomination Filing Fee**

In accordance with Section 34 of the Act, a candidate is entitled to receive a refund of the Nomination filing fee if they, file the documents required under subsection 88.25 (1) of the Act on, or before, 2 p.m. on the filing date in accordance with that section (Notice of Filing Requirements (See Appendix 1)). This includes a Candidate who withdrew their nomination and did not replace it with another nomination or replaced it with a nomination for a different jurisdiction.

Candidates will not receive a refund of the nomination fee if the financial statements are not filed or are filed late, including being filed during the 30-day grace period following the filing date.

If the financial statement or supplementary financial statement filed with the Clerk shows a surplus and the campaign period has ended at the time the statement is filed, the candidate shall, when the statement is filed, pay the surplus to the Clerk, reduced by the amount of any refund.

Any refunds due to certified candidates will be refunded to them within four weeks following the submission of their financial statements.

## **9. Certification by Municipal Clerk**

By 4 p.m. on August 24, 2026, the Municipal Clerk shall examine each Nomination that has been filed in accordance with the Act. If satisfied that the candidate is qualified to be nominated, the Municipal Clerk shall certify the Nomination by signing the Nomination. If not satisfied, the Municipal Clerk shall reject the Nomination and, as soon as possible, give notice of the fact to the person who sought to be nominated and to all candidates for the office. The Municipal Clerk's decision to certify or reject a Nomination is final.

Note: For any additional nominations filed in accordance with section 33(5) of the Act, the Municipal Clerk shall examine the nominations before 4 p.m. on Thursday, August 27, 2026.

Note: A candidate may be eligible on the day that they submitted their nomination but then become ineligible prior to Nomination Day (and certification), i.e. they move out of the municipality.

If a Nomination is not certified, a financial statement is required from the time they nominated with the Clerk (i.e., they may have opened a bank account; generated expenses; taken donations) and ends when they are notified that they are not certified.

## **10. Change of Candidate Information**

Any changes to information provided by the candidate on the Personal Information Release Consent Form or Nomination Form shall be submitted to the Municipal Clerk via the Candidate Information Change Form which can be obtained by emailing the election email.

Any changes, requested by a candidate, made to information on the Clarington election website will be updated by the end of the next business day.

## Part D

### Campaign Information

#### 1. Duties of the Candidate

The candidate shall ensure that:

- (a) no contributions of any kind are accepted, or expenses are incurred unless one or more campaign accounts are first opened at a financial institution exclusively for the purposes of the election campaign;
- (b) all contributions of money are deposited into the campaign accounts;
- (c) all funds in the campaign accounts are used exclusively for the purposes of the election campaign;
- (d) all payments for expenses are made from the campaign accounts;
- (e) contributions of goods or services are valued;
- (f) receipts are issued for every contribution and obtained for every expense;
- (g) regarding contributions, 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 candidate disputes or refuses to pay;
- (j) records are kept of the gross income from a fund-raising function and the gross amount of money received at a 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;

(l) the records described in clauses (g), (h), (i), (j) and (k) are retained by the candidate for the term of office of the members of the council or local board and until their successors are elected and the newly elected council or local board is organized (term of office for 2026-2030 ends November 14, 2030);

(m) financial filings are made in accordance with sections 88.25 and 88.32;

(n) proper direction is given to the persons who are authorized to incur expenses and accept or solicit contributions under the direction of the candidate;

(o) a contribution of money made or received in contravention of this Act or a by-law passed under this Act is returned to the contributor as soon as possible after the candidate becomes aware of the contravention;

(p) a contribution not returned to the contributor under clause (o) is paid to the clerk with whom the candidate's nomination was filed;

(q) an anonymous contribution is paid to the clerk with whom the candidate's nomination was filed; and

(r) each contributor is informed that a contributor shall not make contributions exceeding,

(i) subject to subsection (ii), a total of \$1,200 to any one candidate in an election, and

(ii) a total of \$5,000 to two or more candidates for offices on the same council or local board.

## **2. Expenses**

### **What are Expenses?**

Campaign expenses are the costs that a candidate incurs (or that a person such as the campaign manager incurs on their behalf) during the campaign. The nomination fee is a personal expense. It is not considered to be a campaign expense and should not be reported on your campaign financial statement.

Expenses must be paid from the campaign bank account. If the candidate uses a credit card to pay for purchases, they should make sure that they keep clear records showing that the expense on the credit card was reimbursed from the campaign account.

Any taxes such as HST paid on purchases should be included in the amount of the expense.

Goods and services that are contributed to their campaign are also expenses. They should be treated as if the contributor gave the candidate money and the candidate went out and purchased the goods and services – the candidate must record both the contribution and the expense.

If the candidate is given a special discount on a good or service that they are purchasing for their campaign, they should record the expense as if they were not given the discount (since the value of the discount is considered to be a contribution of the good or service to their campaign). Corporations and other businesses are not permitted to make contributions to candidates. If the candidate is offered a discount, they should make sure that whoever is offering the discount is entitled to make a personal contribution to their campaign.

### **Types of Expenses**

The following are deemed to be expenses under the Act:

- Replacement value of goods retained from any previous election and used in the current election.
- The value of contributions of goods and services.
- Audit and accounting fees.
- Interest on loans.
- The cost of holding fundraising functions.
- The cost of holding parties and other expressions of appreciation after the close of voting.
- Expenses related to a recount or a controverted election.
- Expenses related to a compliance audit.
- Expenses incurred by a candidate with a disability that are directly related to the candidate's disability and would not have been incurred if not for the election.
- Cost of election campaign advertisements.

The cost of holding fundraising functions does not include costs related to events or activities that are organized to promote public awareness of a candidate and at which soliciting of contributions is incidental nor is promotional materials in which the soliciting of contributions is incidental.

The following expenses are not subject to the spending limit:

- Audit and accounting fees.
- Expenses related to holding a fundraising function.
- Expenses related to parties and other expressions of appreciation after the close of voting (subject to limits).

- Expenses relating to a recount or controverted election.
- Expenses relating to a compliance audit.
- Expenses incurred by a candidate with a disability that are directly related to the candidate's disability and would not have been incurred if not for the election.

Note: Any materials, events or activities must have fundraising as the primary purpose in order to be exempt from the spending limit. An incidental mention of contributions is not enough to qualify as fundraising.

### Campaign inventory

If a candidate ran in a previous election and they want to reuse leftover goods, such as signs or office supplies, they must establish the current market value of the goods – what it would cost to purchase them today. They must record the current market value as an expense.

If a candidate has inventory left at the end of their campaign, it becomes the candidate's personal property. If they wish to store materials, such as signs, for use in another election, any costs related to storage are personal costs, not campaign expenses.

**A note to accountants:** the value of all goods must be recorded as an expense regardless of whether the campaign ends with used or unused goods in inventory. Do not deduct the value of unused goods from the campaign expenses, as this will result in the campaign having a surplus, on paper, that the candidate does not actually have.

### Expense Period

Your campaign cannot raise money or incur expenses until you file your nomination package with the Municipal Clerk or designate. Also, you cannot spend any of your own money, or that of your spouse, on your campaign before you file your nomination package.

The expense period is different from the campaign period. In accordance with section 88.20(6) of the MEA, the expense period begins on the day a candidate is nominated and ends on Voting Day. This applies to all candidate expenses except for the following:

- Audit and accounting fees.
- The cost of holding parties and making other expressions of appreciation after the close of voting.
- Expenses relating to a recount or a proceeding under Section 83 (controverted elections).
- Expenses relating to a compliance audit.

### 3. Campaign Spending Limits

The spending limit covers expenses that are incurred between the beginning of the campaign and Voting Day. Expenses that are incurred between the day after Voting Day and the end of the campaign are not subject to the spending limit except for parties or other expressions of appreciation, which has its own spending limit.

Note: If an expense is incurred before Voting Day, but not paid until after Voting Day, it would still be subject to the spending limit.

Similarly, expenses related to parties and expressions of appreciation are subject to that spending limit regardless of when they are incurred.

At the time of filing a Nomination paper, the Municipal Clerk, or designate, shall provide the candidate with a preliminary statement of maximum campaign expenses. See the "Preliminary Certificate of Maximum Campaign Expenses" in Appendix 2.

### 4. What is the Campaign period?

**Starts:** The campaign period starts from the time a candidate submits their Nomination.

**Ends:** a) December 31, 2026.

Or

b) If a candidate withdraws their Nomination, the campaign period ends on the day of the withdrawal or is deemed withdrawn because they had filed a new nomination, as the case may be.

Or

c) On Nomination Day if the nomination is rejected by the Clerk under s.35 of the Act.

Or

d) On the day the candidate files the documents under section 88.25, as long as the documents are filed after voting day and before December 31 in the year of a regular election.

**Extension:** If the candidate has a deficit at the time the campaign period would otherwise end the period may continue to June 30, in the year following the regular election, provided the candidate notifies the Municipal Clerk in writing on, or before, December 31, in the year of the regular election, of their intention to extend the period.

**End of Extension:** The extension period ends the earliest of:

- i) June 30, 2027,
- ii) the day they are nominated in a subsequent election for an office on the same council or local board for which the deficit was incurred,
- iii) the day the candidate notifies the Municipal Clerk in writing that they will no longer accept further contributions, and
- iv) the day that further contributions = [expenses incurred during the extension campaign period] + [the amount of deficit at the start of extension campaign period]. For clarity, this is when the candidate no longer has a deficit.

## 5. Election Contributions

Pursuant to Section 88.15 (3) of the MEA, money, goods and services given to a person for use in their campaign or given and accepted by another person who is acting under the person's direction, are contributions, including money, goods and services that the candidate gives themselves. Contributions include, but are not limited to:

- 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.

The MEA requires the candidate to report the contributions received and expenses incurred during the campaign period.

A cash contribution cannot exceed \$25.

A candidate and his or her spouse shall not make contributions to the candidate's own election campaign that exceeds the applicable maximum amounts certified by the Municipal Clerk (See Appendix 2).

A candidate who does not accept any contributions of money, or incur any expenses, is not required to open a bank account.

Corporations and trade unions are no longer eligible to contribute to municipal election campaigns. This includes all council and school board elections. Corporations and trade unions may register as third party advertisers or make contributions to Registered Third Party Advertisers.

## Goods and Services Donated and Deemed not to be Contributions

In accordance with subsection 88.15(4) of the MEA, the following are deemed **not** to be contributions:

- 1) The value of services provided by voluntary unpaid labour.
- 2) 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.
- 3) An amount of \$25 or less that is donated at a fund-raising function.
- 4) The amount received for goods and services sold at a fund-raising function, if the amount is \$25 or less.
- 5) The amount of a loan under section 88.17.
- 6) For a person referred to in subsection (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.

## Who can make a Contribution

You can accept contributions from:

- individuals who normally reside in Ontario
- yourself and your spouse

If your spouse is not normally a resident in Ontario, they can still make contributions to your campaign. They may not make contributions to any other candidate.

## **Contribution Limits**

There is a \$1,200 limit that applies to contributions from other individuals. If a person makes more than one contribution (for example, contributes money, contributes goods, and purchases a ticket to a fundraising event), the total value of all the contributions cannot exceed \$1,200.

The maximum total amount that a contributor can give to candidates in the same jurisdiction (for example, running for the same council or for the same school board) is \$5,000.

## **Who cannot make a Contribution**

The following individuals and organizations are not allowed to make contributions to municipal and school board campaigns:

- a federal political party, constituency association, or a registered candidate in a federal election
- a provincial political party, constituency association, or a registered candidate or leadership contestant
- a federal or provincial government, a municipality or a school board
- a corporation
- a trade union
- an individual who is not normally a resident in Ontario.

Groups such as clubs, associations or ratepayer's groups are not eligible to make contributions. The members of these groups may make individual contributions from their personal funds (as long as they are residents of Ontario).

## **Returning Ineligible Contributions**

Candidates are required to return any contribution that was made, or accepted, in contravention of the Act as soon as they learn that it was an ineligible contribution. If the contribution cannot be returned, the candidate must return it to the Clerk.

Contributions should be returned or paid to the Clerk if the contribution is:

- made outside the campaign period
- from an anonymous source (except for donations of \$25 or less at a fundraising event)

- from an ineligible source (e.g. someone who doesn't live in Ontario, a corporation, trade union, etc.)
- greater than the \$1,200 limit or the \$5,000 total limit per jurisdiction;
- a cash contribution greater than \$25
- from funds that do not belong to the contributor who gave them to the candidate.

## **6. Contribution receipts**

Candidates must issue a receipt for every contribution they receive. The receipt should show who made the contribution, the date, and the value. If the contribution was in goods or services, the candidate must determine the value of the goods or services and issue a receipt for the full value.

If a candidate receives a cheque from a joint personal account, the receipt must be issued only to the person who signed the cheque. The contribution can only come from one person.

The candidate is required to list the names and addresses of every contributor who gives more than \$100 total to the campaign in the financial statement. Candidates should keep a record of the names and addresses of every contributor, regardless of the value of their contribution, because the same contributor may make multiple contributions that end up totaling more than \$100.

**Note:** Contribution receipts are not tax receipts. Contributions to municipal and school board campaigns cannot be claimed against provincial or federal income taxes.

The following are recommended best practices for receipts:

- ensure that receipts are stored in a secure place
- have a multi-part receipt (one for contributor, one for candidate to keep)
- make sure that receipts are sequentially numbered
- consider including contribution limits on the receipt
- have the bank provide monthly statements and cancelled cheques for the account
- produce duplicate deposit slips for every deposit
- maintain a petty cash fund.

## **7. Fundraising**

Fundraising functions are events or activities held by a candidate, or on behalf of a candidate, for the primary purpose of raising money for the candidate's campaign. If a candidate holds an event to promote their campaign and the candidate happens to receive some contributions or ask people to consider contributing to the campaign, this would not qualify as a fundraising event.

Similarly, if a candidate has a sentence in their campaign brochure asking people to make a contribution, or giving them information about how to contribute, this would not be a fundraising brochure since its primary purpose is to promote the candidate's campaign, not to raise money.

Fundraising events and activities can only be held during the campaign period. The candidate must record the gross income (including ticket revenue and other revenue) and the expenses related to each event and activity on the campaign financial statement.

If the candidate sells tickets to an event, the ticket price is considered to be a contribution to the campaign, and the candidate must issue a receipt to each person who purchases tickets. If the ticket price is higher than \$25, tickets cannot be paid for in cash.

If the ticket price is more than \$100, the candidate must include these contributions in Table 1 on the campaign financial statement (Form 4). If the ticket price is less than \$100 and a person who buys a ticket makes other contributions totalling more than \$100 (including the cost of the ticket), the candidate must record these contributions – including the cost of the ticket – in Table 1.

## **8. Financial Reporting Requirements**

### **Record Keeping**

Candidates are responsible for keeping records of the financial activities related to their campaign. The MEA does not require candidates to use any specific accounting system. Candidates may want to consult with an auditor, or an accountant, early in the campaign to make sure that they are using a bookkeeping and accounting system that will suit their needs.

Candidates should also review the Campaign Financial Statement – Form 4 that they will be required to file to make sure that they are keeping records of all the information that must be included on the statement.

Candidates' financial statements (and auditor's report, if applicable) are deemed to be public documents and will be posted on the Municipality's website in their entirety. The documents will be available to the public until the next Council takes office following the next regular election.

All nominated candidates, including those not elected, those who withdrew their nomination, and those whose Nomination was rejected by the Municipal Clerk, must disclose and report their contributions and expenses incurred as of December 31, 2026, in the prescribed form (Financial Statement – Auditor’s Report Form 4).

### **E-filing of Financial Statements**

Although the MEA allows that “the clerk may provide for electronic filing under this section and may establish conditions and limits with respect to electronic filing”, Clarington will only be accepting hard-copy financial statements.

### **Deadline for Financial Statements**

A candidate shall file, with the Clerk with whom the nomination was filed, a financial statement in the prescribed form, for a regular election on, or before, 2 p.m. on the last Friday in March in the year following the regular election (Tuesday, March 30, 2027, due to Good Friday and Easter Monday).

### **Grace Period**

A candidate may file within 30 days (April 29, 2027, at 2 p.m.) after the deadline, provided a \$500 late filing fee is paid to the Municipality of Clarington. The nomination filing fee will not be refunded if the financial statements are received during this 30-day grace period.

If the financial statements are filed within the 30-day grace period without the \$500 late filing fee or after the 30-day grace period (without an extension), the Clerk shall accept the financial statements only for the purpose of making the documents available for viewing by the public on a website or in another electronic format as soon as possible after the documents are filed.

### **Auditor’s Report**

Candidates whose campaign contributions and total expenses are each equal to or less than \$10,000 are not required to file an auditor’s report with the financial statement.

Candidates whose campaign contributions exceed \$10,000 or whose total campaign expenses exceed \$10,000 are required to file an auditor’s report with the financial statement.

The auditor’s report must be prepared by an auditor licensed under the Public Accounting Act, 2004. Before a candidate hires someone to prepare the report, they should ensure that they are properly qualified.

A candidate can incur expenses relating to the auditor’s report after December 31, 2026. These expenses do not count toward their spending limit. Include these expenses on the financial statement that the candidate is filing.

## Errors on Form

If a candidate filed their financial statement prior to the filing date of 2 p.m. on March 30, 2027 for the campaign period ending December 31, 2026, and then noticed an error, they can withdraw the statement and, at the same time, file a corrected financial statement and auditor's report (if applicable) on or before the 2 p.m. on March 30, 2027 deadline.

## Extending the Campaign

If the candidate notifies the Municipal Clerk on, or before, December 31, 2026, of the fact that their campaign has a deficit and they wish to extend their campaign period, the candidate will be required to submit a supplementary report for the supplementary period. The supplementary reporting period runs from January 1, 2027 – June 30, 2027.

If a candidate notifies the Clerk of an extension to their campaign, they are still required to submit a financial statement by March 30, 2027, to account for all expenses related to their campaign period up to December 31, 2026. Additionally, they must also file a supplementary financial statement by September 24, 2027, accounting for all expenses related to their campaign period up to June 30, 2027. The supplementary statement is to cover the entire campaign period, updated to reflect changes to the registered TPA's election campaign finances during the extended campaign period.

## Clerk's Report – Financial Filing Compliance

The Clerk will make public a report of which candidates filed financial statements and which candidates did not file financial statements by posting it on the municipal website, [www.clarington.net/votes](http://www.clarington.net/votes).

## 9. Supplementary Financial Statements

The final date for candidates, who extended their campaign, to file their supplementary financial statement is September 24, 2027, at 2 p.m. The statement covers the period from the day the candidates filed their Nomination Form until June 30, 2027.

A candidate must notify the Municipal Clerk, in writing, of any Court extension by 2 p.m. on Friday, September 24, 2027.

If an extension to a filing deadline is required, it must be sought from the court prior to the regular or supplementary filing deadline (whichever is applicable). The court cannot extend the filing deadline by more than 90 days. If the financial statement is not filed by the deadline and no extension through the courts has been sought and obtained, the penalties (i.e. not entitled to register as a candidate in the next election) are to take effect immediately (the MEA can be referenced for further information related to penalties associated with failure to meet financial filing requirements). See Appendix 1 for Notice of Filing Requirements and Penalties.

## 10. Compliance and Enforcement

### Compliance Audits

Each municipality and school board must appoint a Compliance Audit Committee.

If an eligible voter believes that a candidate has contravened the election finance rules, they may apply for a compliance audit of the candidate's campaign finances even if the candidate fails to submit a financial statement by the deadline. The application must be in writing and must set out the reasons why they believe the candidate contravened the rules.

An application for a compliance audit must be submitted to the Clerk, who conducted the election within 90 days of the deadline to file the campaign financial statement.

The Compliance Audit Committee will consider the application and decide whether to grant or reject the application. The Committee's decision may be appealed to the Superior Court of Justice within 15 days after the decision is made.

If the Committee grants the application, they will appoint an auditor to conduct a compliance audit of the candidate's campaign finances. The auditor is entitled to have access to all of the financial records related to the campaign. The auditor will produce a report, which the candidate is entitled to receive.

The Committee will meet to consider the auditor's report. If the report concludes that there is an apparent contravention of the Act, the Committee will decide whether to commence legal action.

The Committee does not have any authority to set penalties. Only the court can decide if the candidate actually contravened the Act and, if so, which penalties should apply. See Appendix 1 for Notice of Filing Requirements and Penalties.

A person who does not want to, or who is not able to, apply for a compliance audit may decide to commence legal action on their own.

### Clerk's Report – Financial Filing Compliance

The Clerk will prepare a report addressing whether each candidate has complied with the requirement to submit a financial statement and shall make the report available to the public as soon as possible after April 30 in the year following the regular election.

The Clerk shall issue any applicable notices of default, to the candidate, and, if the candidate was elected, to the council or board they were elected to.

## Clerk's Report to Compliance Audit Committee

The Clerk is required to review the source of all contributions to ensure that no contributor has exceeded the \$1,200 spending limit, as well as the aggregate spending limit of \$5,000. If either of these amounts are exceeded, the Clerk will report the same and automatically refer the matter to the Compliance Audit Committee. The Compliance Audit Committee shall consider the report and decide whether to initiate legal proceedings against the contributor for an apparent contravention.

## Automatic Penalties

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

1. if the candidate fails to file a financial statement or apply to the court for an extension by the filing deadline,
2. if the candidate fails to turn over their surplus to the Clerk when they file their financial statement,
3. if the candidate's financial statement shows that they exceeded their spending limit.

The penalty is that the candidate forfeits their office (if they won the election) and they become ineligible to run or be appointed to fill a vacancy until **after** the next regular election has taken place.

## Convicted Penalties

If they are convicted of an offence, they may be subject to the following penalties:

- a fine of up to \$25,000
- ineligibility to vote or run until after the next regular election has taken place
- up to six months in prison
- forfeiture of their elected office if the judge finds that they committed the offence knowingly
- if convicted of exceeding the spending limit, they may also be fined the amount by which they exceeded the limit.

## **11. Campaign Surplus**

At the time of filing the Financial Statement, if the Candidate's Financial Statement or Supplementary Financial Statement shows a surplus and the election campaign period has ended at the time the statement is filed, they shall, when the statement is filed, pay the surplus to the Municipal Clerk with whom the candidate's Nomination was filed.

Prior to paying over any surplus monies to the Municipal Clerk, the Candidate or their spouse, who made a contribution to their campaign may, after the campaign period ends but before filing the financial statement or supplementary financial statement, refund to themselves or their spouse an amount that does not exceed the lesser of the relevant contribution(s) and the surplus.

If a candidate's election campaign period recommences as a result of a recount, or to a proceeding under Section 88.33 (Compliance Audit) or Section 83 (Controverted Elections) of the Act, and the candidate notifies the Municipal Clerk in writing, the Municipal Clerk shall pay the amount, held in trust to the candidate, with interest.

The amount becomes the property of the Municipality or local board, as the case may be when all of the following conditions are satisfied:

1. The campaign period has ended under paragraphs 2, 3 or 4 of subsection 88.24 (1).
2. It is no longer possible to recommence the campaign period under paragraph 5 of subsection 88.24 (1).
3. No Recount or proceeding under section 83 (Controverted Elections) has been commenced.
4. The period for commencing a recount or a proceeding under section 88.33 or 83 or a compliance audit has expired.

## **12. Campaign Advertising**

### **Mandatory Campaign Advertising Information**

All election campaign advertisements (broadcast, print, electronic or another medium) that has the purpose of promoting or supporting the election of a candidate, shall identify the candidate.

### **Mandatory Information for Broadcasters and Publishers**

When advertising with a broadcaster or publisher, the following information must be provided in writing with the advertisement:

- the name of the Candidate, and
- the name, business address and telephone number of the person dealing with the broadcaster or published under the direction of the candidate.

## **Obligations of Publishers/Broadcasters**

Broadcasters and Publishers are not permitted to cause an election campaign advertisement to appear, if the Mandatory Information outlined above has not been provided.

The publisher and/or broadcaster must maintain the following information for four years after the date the advertisement appears and shall allow the public to inspect such records during normal business hours:

- The name of the Candidate;
- The name, address and telephone number of the individual who deals with the publisher/broadcaster under the direction of the Candidate;
- A copy of the advertisement or the means of reproducing it for inspection; and
- A statement of the charge made for its appearance.

## **Use of Corporate Resources**

The MEA prohibits a municipality from making a contribution to a candidate. The Act also prohibits the candidate, or someone acting on the candidate's behalf, from accepting a contribution from a person who is not entitled to make a contribution. Since contributions may take the form of money, goods or services, any use by a candidate of the municipality's resources for their election campaign would be viewed as a contribution and therefore, a violation of the Act. Information made available to the public on the Municipality's election website does not constitute a contribution to a candidate. This information may include the phone number, address, social media, and email address provided by the candidate on their Nomination Form.

All municipal facilities are to be free from any form of campaigning or campaign material. This includes anything that is considered to be election signage and/or communications for the purpose of soliciting electors. This prohibition is extended to both the internal and external areas associated with municipal property.

The MEA mandates that, while a voter is in a voting place, no one shall attempt to, directly or indirectly, influence how a voter votes, and that no campaign material or literature may be displayed. Election Officials and Municipal Law Enforcement Officers have been instructed to remove, or ask to be removed, all campaign materials (including buttons, pamphlets, posters, signs, vehicles etc.) from all municipal facilities.

For more information please refer to Clarington's Use of Corporate Resources for Election Purposes Policy.

## **Campaigning at Apartments and Condominiums**

Apartments, condominiums, non-profit housing cooperatives and gated communities must allow Candidates and their representatives access to the doors of units or houses from 9 a.m. to 9 p.m. during the campaign period.

Despite these legislative provisions candidates may, at times, experience difficulty in gaining access to certain private residential complexes. If this occurs, candidates should contact the rental agency, owner of the building, or other relevant approval body and request that they instruct their staff of the legislative right of candidates to have access to these buildings for canvassing purposes.

The Municipal Clerk does not have the authority to intervene on behalf of any candidate to grant them access to a privately owned building for the purpose of canvassing and/or distributing election material.

Notwithstanding, during the conduct of the advanced vote and on Voting Day, candidates or Third Party Advertisers are prohibited from campaigning within retirement facilities or long term care facilities which have been designated as a Special Voting Location.

## **Campaign Material around an Election Assistance Centre**

Campaign material is not permitted at an EAC.

When an EAC is located within public premises, the entire property and all the boundaries associated with it are considered part of that EAC.

When an EAC is located on private premises, such as apartment or condominium buildings, all of the common elements of those buildings are considered part of the EAC. Individual units, however, are not considered common elements and their doors, windows, balconies, etc., do not fall under the jurisdiction of the Municipality of Clarington.

On both public and private premises, "premises" includes the parking lot, adjoining fences, and adjacent road allowances. The Municipality of Clarington utilizes only a specific area for an EAC and has no jurisdiction over adjacent private properties.

## **13. Election Signs**

Candidates must follow the election sign requirements set out in Clarington's Municipal Election Sign By-law. A summary document is also provided in the Candidate Information Package.

An election sign deposit is required if any candidate is planning to erect signs, and prior to displaying any signs.

## **14. Accessibility**

### **Campaign Expenses**

In accordance with Section 88.20(8) of the MEA, 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. These expenses shall still be recorded and added to the Candidate's Financial Statement. Examples of these expenses are sign language interpreters for door-to-door campaigning, accessible transportation to attend campaign events/Candidate's meetings, and cost of specialized software.

### **Candidate Information Sessions**

All Candidate Information Sessions will be held in accessible locations (and may be held virtually).

### **Clarington's Municipal Elections Accessibility Plan**

Candidates will receive a copy of Clarington's Municipal Elections Accessibility Plan, which outlines how the Municipality will ensure the election is accessible to all voters and candidates.

### **Election Assistance Centres**

Each EAC will be equipped with tools to assist voters with disabilities, including note pads and pens to allow Election Officials to more easily communicate with those who are deaf, deafened, or hard of hearing.

Persons with disabilities may be accompanied by a support person within the EAC. In addition, the Election Officials in each EAC may assist the voter in casting their ballot. Prior to entering the voting booth, the Election Official shall, in conjunction with the person with the disability, determine the extent to which they need assistance and the best way in which this assistance can be provided. This may include making selections on the voting device as directed by the voter.

## Part E

### General Information

#### 1. Duties and Responsibilities

##### Council

Municipal Council is comprised of a Mayor, two Regional Councillors and four Local Councillors. The Mayor is elected at large, the Regional Councillors are elected by voters in Wards 1 and 2 and Wards 3 and 4, and Local Councillors are elected by voters in their respective wards.

The Mayor and Regional Councillors sit on both the Municipal Council and the Council of the Regional Municipality of Durham. The Local Councillors sit on Municipal Council only. The Mayor and all Councillors serve a four-year term.

All seven members of Council are responsible for the management and administration of the Municipality's resources. As well as attending Council and Committee meetings, members also share in attendance at many board meetings.

The Mayor and Regional Councillors also attend Council and Committee meetings at the Regional level.

##### School Board Members

Candidates for school board offices are encouraged to contact the office of the Director of Education of the appropriate school board to obtain information about the duties and responsibilities of a Trustee.

#### 2. Strong Mayor Powers and Duties

In Clarington, the head of council (Mayor) has additional powers and duties, known as strong mayor powers and duties. Some strong mayor powers are related to provincial priorities established by O. Reg. 580/22. The powers and duties assigned to the Mayor include appointing a chief administrative officer, hiring municipal division heads (with exceptions) and changing organizational structure, creating and assigning functions and appointing chairs of committees, bringing forward matters or by-laws for council consideration related to provincial priorities, the ability to direct staff, and proposing the annual budget.

### 3. Council Remuneration

According to By-law [2011-005](#) (as amended by [By-law 2018-103](#)), the 2026 Council remuneration is as follows:

Mayor = \$143,573

Councillor = \$57,429

Note: Regional Members of Council are paid an additional amount by the Region of Durham.

### 4. Scrutineers (Candidates' Agents)

**Election Activity Area** means Election Assistance Centres, Special Voting Locations, Advance Voting short duration EACs, Clarington Libraries, Municipal Administration Centre, Election Headquarters, Election Return Headquarters and includes the entire property.

Candidates are responsible for appointing scrutineers, in writing, and for ensuring that they understand and comply with the rules specified in the procedure and the Act. There is no age restriction on scrutineers.

Third Party Advertisers are not permitted to appoint scrutineers.

The Clerk and Deputy Clerk are responsible for ensuring that scrutineers have opportunities to observe and scrutinize the voting process.

The role of scrutineers in the Election Activity Area is to scrutinize the integrity of the voting process. It is not a communicative role. Scrutineers are prohibited from speaking directly to voters in the Election Activity Area.

Each candidate may appoint any number of persons as are necessary to act as scrutineers and to represent them at the EACs. Scrutineers must be appointed in writing on the form provided by the Municipal Clerk and, upon request, shall show proof of their appointment to an Election Official.

Only one scrutineer for each certified candidate OR the Candidate may be present within any of the election activity areas at any one time. The candidate and their scrutineer are NOT permitted to be present in the same election activity area at the same time.

Any questions that Candidates may be asked by voters about the voting process should be directed to the Municipal Clerk's office, an Election Official at an EAC, the Election helpline 905-697-4747, or the website [www.clarington.net/votes](http://www.clarington.net/votes). These questions may include, but may not be limited to: identification, additions, changes, voter fraud, voting opportunities.

**Candidates and Scrutineers have the following rights:**

- to be present when equipment and materials related to voting are being delivered to the Municipal Clerk from the EACs.
- to enter the EAC 15 minutes before it opens and to inspect the equipment and materials but not so as to delay the opening of the Election Assistance Centre.
- Object to a person being added to the Voters' List (Note: a record will be made of all objections, however Election Officials shall make the final decision regarding whether to add an elector to the voters' list, make a revision to the Voters' List, or issue a voting PIN).
- Be present to verify and ensure that total votes cast are at "0" when the polls open; Candidates and Scrutineers in attendance shall be requested to sign a document attesting to this fact.
- Examine the Voters' List periodically, electronically via the Candidate's Portal on their own device, to determine who has voted or to count how many electors have voted.
- After the close of votes on Voting Day, scrutineers may observe the results display in the Election Headquarters.

**Scrutineers, Campaign Workers/Volunteers, and Candidates are prohibited from the following:**

- Organizing, advertising, offering, or providing election assistance to voters in casting their ballot, whether in person, online, by telephone, or by any other means, using any device, technology, or communication method, regardless of location, including but not limited to private property, public spaces, street corners, events, municipal facilities, or in proximity to an Election Activity Area. If a voter requests assistance, it may be provided, but not within an Election Activity Area, and the other applicable prohibitions still apply.
- Wearing campaign material (buttons, hats, T-shirts, etc.), handing out campaign material, or parking a vehicle displaying campaign material in the parking lot of an Election Activity Area;
- Attempting to directly, or indirectly, influence how an elector votes;
- Acting as an interpreter, or providing assistance to any elector in an Election Activity Area;
- Entering a voting compartment while occupied by an elector, or to be in a position to see how the elector votes in an Election Activity Area;
- Observing how an elector votes, or interfering with the voting process;

- Being present when an Election Official assists in marking a ballot of a voter who requests assistance;
- Obtaining, or attempting to obtain, in any place where someone is voting, information about how a voter intends to vote or has voted or communicate any such information or do anything that might compromise the secrecy of the vote;
- Speaking to voters anywhere on the Election Activity Area;
- Touching voting technology (such as laptops or tablets) except during demonstrations prior to the Voting Period;
- Displaying campaign material, or literature of any nature whatsoever, within the EAC. The boundaries of the EAC are the boundaries of the property where the EAC is located and includes the parking lot. Campaign signs are not permitted on the property where the EAC is located;
- Sitting at the tables provided for Election Officials. Scrutineers may wish to bring a clipboard for their use; and
- Using cell phones and other electronic communication / recording devices within any Election Activity Area, and they shall be placed on a silent mode.

To avoid disruption of the Election Activity Area, Candidates wishing to speak to their Scrutineers must do so outside of the Election Activity Area. Anyone creating a disturbance at an Election Activity Area will be immediately removed from the Election Activity Area by the Supervisor of that location.

At all times, candidates and scrutineers must adhere to the rules set forth in the "Conduct of Scrutineers", as found in the Appointment of Scrutineers Form.

## **5. Revisions to the Voters' List**

Applications for amendments to the Voters' List will be accepted from September 1, 2026, until October 26, 2026, during regular business hours.

On Voting Day, October 26, applications will be received between 8:30 a.m. and 8 p.m. in the Municipal Clerk's Division and between 10 a.m. and 8 p.m. at each of the Election Assistance Centres.

Voters can visit the Clarington Election Website, [www.clarington.net/votes](http://www.clarington.net/votes), to determine if they are on the voters' list at any time. Additionally, the voters' list may be viewed electronically at the Municipal Clerk's Division, during regular business hours, beginning September 1, 2026. Additionally, a voter can access the voters' list, anywhere that has a computer and internet connection, using the Clarington Online Voter Portal, available as of September 1, 2026.

## 6. Voters' List Access

In accordance with Section 23(4) of the MEA, upon written request of a certified candidate, the Clerk will provide one free electronic copy of the part of the Voters' List that contains the names of the electors who are entitled to vote for the office for which the candidate is nominated.

A candidate shall submit a completed Voters' List Request Form (included in the Candidate Information Package), and the Clerk shall provide the requested List via an online Candidate Portal.

A Candidate may only use the Voters' List for the purposes permitted under the Act. They must ensure that, on or before the day their election campaign period ends under subsection 88.24(1), they will:

- Destroy the voters' list provided to them, whether in electronic or other form;
- Destroy any printed copies of the voters' list that are returned to them by any person to whom they have supplied a copy; and
- Obtain written acknowledgements of destruction from every person to whom I supplied a printed copy of the voters' list.

Candidates must retain all written acknowledgements of destruction for the term of office of Council and until the newly elected Council is organized, in accordance with subsection 23(8) of the MEA.

## 7. Maps

An interactive online ward map is available on the Clarington website at [www.clarington.net/WardMap](http://www.clarington.net/WardMap).

## 8. Election Assistance Centres (EACs)

Eligible voters are strongly encouraged to vote from the convenience of their homes. However, there will be several EACs where voters can receive assistance, (be added to the Voters' List, have school support changed, have new PINs created, or vote). Ward population counts and previous voter turnout at the EACs have been used to determine the number and location of EACs to limit travel distances, however, voters can attend any EAC when they are open. Voters may also call the election hotline or contact Election Officials via email for assistance.

For the purposes of the MEA, "Election Assistance Centres" will have the same meaning as "voting locations".

All regular Election Assistance Centres will be fully accessible. Some EACs, designated as short-term EACs, are being provided in more remote geographic areas in Clarington. These locations will have limited hours during the Advanced Voting Period and may not fully comply with current standards, but every effort will be made to accommodate voters with disabilities.

## **9. Results from Previous Elections**

Results from previous elections can be found on the website, [www.clarington.net/votes](http://www.clarington.net/votes).

## **10. Voting Opportunities**

Eligible voters will have the opportunity to vote anywhere they have an internet-enabled electronic device or telephone or at a designated Election Assistance Centre or Clarington Library branch during the Voting Period. Special Voting Locations (i.e. long-term care facilities, etc.) will have reduced hours on Voting Day. This information may be subject to change at any time – the website will be kept up to date.

## Appendix 1

### Notice of Filing Requirements, Penalties and Nomination Refund

Note: this is provided for convenience only and should not be relied upon. Candidates should review the Act directly.

In accordance with Sections 88.25 and 88.30 of the Municipal Elections Act, 1996, as amended, every candidate shall file by Tuesday, March 30, 2027 (due to Good Friday and Easter Monday), with the Clerk with whom their nomination was filed, a financial statement and auditor's report (if applicable).

- 88.25 (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 a candidate's election campaign period ends as described in paragraph 3 of subsection 88.24 (1), the financial statement and auditor's report must reflect the candidate's election campaign finances as of the day the election campaign period ended.
- (3) If an error is identified in a filed financial statement, the candidate may withdraw the statement and, at the same time, file a corrected financial statement and auditor's report on, or before, the applicable filing date under section 88.30.
- (4) If the candidate's election campaign period continues during all or part of the supplementary reporting period, the candidate shall, before 2 p.m. on the supplementary filing date, file a supplementary financial statement and auditor's report for the supplementary reporting period.
- (5) If a candidate's election campaign period ends as described in paragraph 3 of subsection 88.24 (1) and the election campaign period continued during all or part of the supplementary reporting period, the candidate shall, before 2 p.m. on the supplementary filing date, file a supplementary financial statement and auditor's report for the period commencing on the day the candidate's election campaign period ends and including the six-month period following the year of the election.

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

In accordance with Section 33.1 of the Municipal Elections Act, 1996, as amended, you are hereby notified of the following election campaign financial penalties that may be imposed:

- 88.23 (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.
- (2) Subject to subsection (7), in the case of a default described in subsection (1),
- (a) the candidate forfeits any office to which they were elected and the office is deemed to be vacant; and
  - (b) until the next regular election has taken place, the candidate is ineligible to be elected or appointed to any office to which this Act applies.

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.

Please take notice that, as a candidate, you will be entitled to receive a refund of your nomination filing fee if the documents required under section 88.25 (details above) are filed on, or before, 2 p.m. on the filing date.



June Gallagher, B.A., Dipl. M.A.  
Municipal Clerk

## Appendix 2

### Preliminary Certificate of Maximum Campaign Expenses (As of March 9, 2026)

In accordance with Sections 33.0.1 and 33.0.2 of the Municipal Elections Act, 1996, as amended, (the Act), the following table is a calculation of the applicable maximum amount of expenses for each office, based on the number of electors on the Voters' List on September 15, 2022. The calculation is based upon the prescribed formula as detailed in Sections 5 and 6 of Regulation 101/97 and Section 88.9.1 of the Act. There is a self-funding limit maximum of \$25,000 (excluding school board trustees).

Please note that, in accordance with subsections 88.9.1(4) and 88.20(13) of the Act, a further calculation regarding the Maximum Campaign Expenses will be provided to each candidate on, or before, September 30, 2026 (based on the 2026 voter counts). The higher of these figures will be the Maximum Campaign Expense Limits.

Office	Maximum Campaign Expense*  Total Campaign Section 33.0.1	Maximum that a candidate or spouse can contribute to their own campaign** Section 33.0.2	Maximum amount for parties, etc. after voting day***  Section 88.20 (9)
Mayor	\$70,346.45	\$22,287.40	\$7,034.64
Regional Councillor – Wards 1 & 2	\$45,059.65	\$14,425.80	\$4,505.96
Regional Councillor – Wards 3 & 4	\$27,786.80	\$10,361.60	\$2,778.68
Local Councillor – Ward 1	\$24,564.45	\$9,603.40	\$2,456.44
Local Councillor – Ward 2	\$25,495.20	\$9,822.40	\$2,549.52
Local Councillor – Ward 3	\$16,698.55	\$7,752.60	\$1,669.85
Local Councillor – Ward 4	\$16,088.25	\$7,609.00	\$1,608.82
Trustee – Kawartha Pine Ridge District School Board	\$58,890.00	N/A	\$5,889.00
Trustee – Peterborough Victoria Northumberland and Clarington Catholic District School Board	\$13,256.05	N/A	\$1,325.60

\*Mayor - \$7500+85 cents per elector / Others - \$5000+85 cents per elector

\*\*Mayor - \$7500+20 cents per elector / Others - \$5000+20 cents per elector

\*\*\*10% of the Maximum Campaign Expense



June Gallagher, B.A., Dipl. M.A.  
Municipal Clerk