SMITHS FALLS
RISE AT THE FALLS

2026
MUNICIPAL ELECTION

PROCEDURES

April, 2026

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

April 23, 2026 — Kerry Costello
Date Approved — Clerk

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

Legend
PR FORM = Prescribed Form
Form LC = Lanark County Clerk's Form
Form EL = AMCTO Election Form

DEFINITIONS

DEFINITIONS

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

b) **Auditor -** means 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/telephone voting system.

c) **Ballot -** means 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.

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

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

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

g) **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 is not a legal entity), trust, etc. A legal entity cannot vote, only an individual (a person) can vote.

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

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

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

h) **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.

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

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

k) **Help Centre -** means a location designated by the Clerk supplied with a telephone and internet connection to accommodate voting during the Voting Period. The ability to vote at the Help Centre will be limited to regular office hours (8:30 a.m. to 4:30 p.m.) Monday to Friday during the Voting Period, save and except on Voting Day when the offices will remain open until 8:00 pm.

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

m) **Municipal Office -** means the Town of Smiths Falls administration building located at 77 Beckwith St. North, Smiths Falls Ontario.

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

o) **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.

p) **Password -** means an additional access control word assigned by the internet/telephone voting provider to each authorized user (ie. Auditor, Clerk, Election Official) to provide additional security for access to the voting system.

q) **Personal Identification Number (PIN) -** means a unique multiple digit number assigned to each voter to provide security for access to the voting system.

r) **Preliminary List of Electors -** means a list of electors for the municipality compiled by the Chief Electoral Officer that the Clerk can obtain one or more times before September 1 in the year of an election year.

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

t) **Regular Office Hours -** means Monday to Friday, 8:30 a.m. to 4:30 p.m.

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

v) **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.

w) **Revision Centre -** means a location designated by the Clerk to make additions, deletions and corrections to the Voters' List and to provide assistance and clarification on the election process.

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

y) **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.

z) **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.

aa) **Time/Clock -** means the time as indicated on the clock located on the Returning Officer's or Deputy Returning Officer's computer.

bb) **Voter Information Letter -** means a letter containing a PIN, a telephone access number and an internet address for voting, a Help Centre telephone number for assistance and a list of Candidates for 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.

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

dd) **Voting Day** - means the final day on which the final vote is to be taken in an election and shall be Monday, October 26, 2026 with the close of voting to be at 8:00 pm.

ee) **Voting Period -** means the period in which an eligible voter may cast their vote, either via internet or telephone and shall span from Monday, October 19 at 8:30 a.m. to Monday, October 26, 2026 at 8:00 p.m.

AUTHORITY

AUTHORITY
Municipal Elections Act, 1996

Duties of Clerk

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

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

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

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

Powers of Clerk

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

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

Forms

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

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

Procedures and Forms

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

Any unforeseen cases not dealt with in these procedures will be recorded, action taken, and reflected in an addendum signed by the Clerk, to these procedures and circulated to all Candidates and Third Party Advertisers, as applicable.

LANGUAGE

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.

See “Sample By-Law – Use of Other Languages” Form LC67.

Form LC67

SAMPLE BY-LAW
USE OF OTHER LANGUAGES

By-Law XX-20XX
of The Corporation of the XXXXXX

WHEREAS, Section 9(2) of the *Municipal Elections Act, 1996*, as amended provides that the council of a municipality may pass a by-law allowing the use of languages other than English on information provided to voters;

NOW THEREFORE BE IT RESOLVED THAT, the Council of the Corporation of the XXX ENACTS AS FOLLOWS:

1. That voter information related to the October 26, 2026 municipal election be provided in alternate languages at the discretion of the Clerk.
2. This by-law shall come into force and take effect on the date it is passed.

By-law passed this 20 day of March, 2026.

_____ _____
Mayor Clerk

PRINCIPLES OF THE ACT

PRINCIPLES OF THE ACT

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

- the secrecy and confidentiality of the individual votes is paramount;
- the election should be fair and non-biased;
- the election should be accessible to the voters;
- the integrity of the process should be maintained throughout the election;
- there be certainty that the results of the election reflect the votes cast;
- voters and candidates should be treated fairly and consistently within a municipality; and
- the proper majority vote governs by ensuring the valid votes be counted and invalid votes be rejected so far as reasonably possible.

NOMINATIONS

2026 NOMINATION PROCEDURE

NOMINATION PAPERS (SECTION 33)

The giving of notice (Section 32) for nominations shall be on the "Notice of Nomination for Office" Form LC01 and shall be placed, as a minimum, in a local newspaper(s) prior to May 1, 2026 and in one (1) conspicuous place in the municipality and on the municipal website.

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

(1) Mayor
(6) Councillor

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

(1) School Board Trustee – English Public
(1) School Board Trustee – English Separate
(1) School Board Trustee – French Public
(1) School Board Trustee – French Separate

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

- in person or through an agent
- during regular office hours at the Clerk's Office from the first business day in May of 2026 to Thursday, August 20, 2026 and between 9:00 a.m. and 2:00 p.m. on Friday, August 21, 2026 (Nomination Day)
- with the prescribed declaration by at least 25 persons endorsing the nomination 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 endorses the nomination – "Endorsement of Nomination" PR FORM 2
- with the prescribed statement of qualifications, signed by the person being nominated
- with the prescribed nomination filing fee of $200.00 for Head of Council and $100 for all other offices - the filing fee shall be paid by cash, debit card, certified cheque or money order payable to the municipality
- with proof of identity and residence as prescribed in *O. Reg. 304/13*, as amended
- no faxed or other electronically transmitted nomination paper will be accepted - original signatures are required

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

The Clerk shall administer the Declaration of Qualifications on the Nomination Paper PR FORM 1 and the "Declaration of Qualifications – Municipal Candidates" Form EL18(A) (or for

the Clerk responsible for the School Board Elections, the “Declaration of Qualifications – School Board Candidates” Form EL18(B)), oath to the Candidate. The date and time of filing are to be filled in by the Clerk and initialled by the candidate or his/her agent. The Clerk will then sign the Nomination Paper and Declaration of Qualifications.

The certified cheque, cash, debit card, money order will be deposited with the Municipal Finance Department.

ESTIMATED MAXIMUM CAMPAIGN EXPENSES [SECTION 88.20 (13)]

ESTIMATED MAXIMUM CONTRIBUTION TO OWN CAMPAIGN [SECTION 88.9.1(4) AND (6)]

The Clerk shall calculate the estimated maximum campaign expenses for each office, as well as the estimated maximum contribution to a Candidate’s own campaign for each office on the “Estimated Maximum Campaign Expenses” Form LC23 and provide a copy to the candidate or his/her agent the day that the Nomination Paper is filed in accordance with Section 33.0.1 (1) and 33.0.2 (1). The Clerk’s calculation is final.

NOTICE OF PENALTIES (SECTION 33.1)

The Clerk shall, before voting day, provide a notice of penalties on the “Notice of Penalties” Form LC31 to the Candidate or their agent.

MUNICIPAL FREEDOM OF INFORMATION & PROTECTION OF PRIVACY ACT

The Candidate may sign the consent to release personal information Form LC02 authorizing the Clerk to release personal information to the public and media.

UNOFFICIAL LIST OF CANDIDATES

The Clerk shall provide notice of the unofficial list of candidates by preparing and, at a minimum, posting in the Municipal Office and on the website an “Unofficial List of Candidates” Form LC03 which is to be updated as each Nomination Paper is filed. The list should be clearly marked "UNOFFICIAL".

NOMINATION DAY – August 21, 2026 (SECTION 31)

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

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

CERTIFICATION OF NOMINATION PAPERS (SECTION 35)

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

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

If the Candidate is not qualified to be nominated, or the nomination does not comply with the *Municipal Elections Act, 1996*, the Clerk will reject the Nomination. A telephone call or email shall be made to the Candidate informing him/her of the rejection, and a "Notice of Rejection of Nominations" Form LC04 shall be sent, by email and/or mail, as soon as possible, to:

- the person who sought to be nominated, and
- by email to all Candidates for the office.

WITHDRAWAL OF NOMINATION PAPERS (SECTION 36)

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

The withdrawal shall be noted on the "Unofficial List of Candidates" Form LC03

OFFICIAL LIST OF CERTIFIED CANDIDATES

The final list of Certified Candidates will be posted at the Municipal Office and, as a minimum, on the website on or before, Friday, August 28, 2026 using the "Official List of Certified Candidates" Form LC05.

DECLARATION OF ELECTION (SECTION 40)

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

The Clerk shall give the electors notice of the following, as a minimum, through the use of newspaper advertisements and the municipal website:

a) under clause 42(1)(b), (alternative voting methods), the manner in which electors may use the Internet/Telephone voting method;
b) the dates and times of the voting period;
c) the location and hours of operation for the Help Centre and Revision Centre.

The form and manner of such notice of election shall be as shown in "Sample Voter Information Letter" Form LC41 and "Notice of Election Information" Form TI12.

ACCLAMATIONS [SECTION 37(1)]

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

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

If at 4:00 p.m. on Monday, August 24, 2026, the number of certified nominations filed for an office is less than the number of persons to be elected to the office, additional nominations may be filed between 9:00 a.m. and 2:00 p.m. on Wednesday, August 26, 2026. The Clerk shall post a "Notice of Additional Nominations" Form LC06 advising that additional Nomination Papers may be filed for that office during the specified time. If at 2:00 p.m. on Wednesday, August 26, 2026, additional Nomination Papers have been filed, the procedure to certify or reject Nomination Papers shall be followed.

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

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

WITHDRAWAL OF ADDITIONAL NOMINATIONS (SECTION 36)

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

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

If at 4:00 p.m. on Thursday, August 27, 2026 there is a sufficient number of certified Nomination Papers filed to fill the office(s), the Clerk shall cause to be posted a "Declaration of Acclamation To Office - Additional Nominations" on Form LC07.

FILLING VACANCIES [SECTION 37(4)]

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

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

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

DEATH OR INELIGIBILITY OF A CANDIDATE (SECTION 39)

If a Certified Candidate dies or becomes ineligible before the close of voting and

- if the result would be one less Candidate only and no acclamation, the candidate's name shall be omitted from the ballot. If the ballots are already printed, the Clerk shall at a minimum, post the notice of the death or ineligibility in a conspicuous place in every Help Centre and the election shall proceed as if the deceased or ineligible candidate has not been nominated.
- if the result would be an acclamation for an office, the election to such office is void and a by-election for such office shall be held (Section 65(4)(1.)(v.), 2.1) provided that Nomination Day is not less than thirty (30) days and not more than sixty day (60) as of the date of death or ineligibility. Voting Day shall be forty-five (45) days after Nomination Day [Section 65(4)3].

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

FINAL CALCULATION OF CAMPAIGN EXPENSES [SECTION 88.20 (13), (14)] FINAL CALCULATION OF CONTRIBUTION TO OWN CAMPAIGN [88.9.1 (4), (6)] MAXIMUM AMOUNT OF EXPENSES FOR PARTIES AND MAKING OTHER EXPRESSIONS OF APPRECIATION [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 campaign expenses that each Candidate may incur for that office, as well as the maximum contribution to a Candidate's own campaign for each office, and the maximum amount that each Candidate may incur for holding parties and making other expressions of appreciation after the close of voting and prepare a "Certificate of Maximum Campaign Expenses" Form EL37. The certificate shall be given to each candidate in the case of a regular election, on or before September 30, 2026; and in the case of a by-election, within ten (10) days after the Clerk makes the corrections under subparagraph 4 iii of subsection 65 (4).

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

- the number determined from the Voters' List from the previous regular election, as it existed on September 15 in the year of the previous election, adjusted for changes under Section 24 and 25 that were approved as of that day;
- the number determined from the Voters' List for the current election as it exists on September 20 in the year of the current election, adjusted for changes under Section 24 and 25 that were approved as of that day. [Section 88.20 (11) and 88.9.1 (2)]

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

CANDIDATE NAME PRONUNCIATION

All certified candidates are to provide to the Clerk the proper pronunciation of their name prior to October 6, 2026.

Form LC01

NOTICE OF NOMINATION FOR OFFICE

Municipal Elections Act, 1996 (s. 32)

ARE YOU INTERESTED IN RUNNING FOR MUNICIPAL OFFICE?

ARE YOU INTERESTED IN RUNNING AS A SCHOOL BOARD TRUSTEE?

2026 MUNICIPAL ELECTIONS
NOTICE TO MUNICIPAL ELECTORS OF THE COUNTY OF LANARK

NOMINATIONS

Nominations for the positions listed below must be made on the prescribed form available at your municipal Clerk's Office. Nomination forms must be filed, with the prescribed declaration by at least 25 persons (excluding Montague), either in person or by your agent, with the Returning Officer of the appropriate municipality during that office's normal office hours between the **first business day of May in 2026 to Thursday, August 20, 2026, and between 9:00 a.m. and 2:00 p.m. on Friday, August 21, 2026 (Nomination Day).**

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

MUNICIPAL OFFICES FOR WHICH PERSONS MAY BE NOMINATED:

TOWN OF SMITHS FALLS	TOWNSHIP OF MONTAGUE	TOWN OF PERTH
MAYOR (1) COUNCILLOR (6) Returning Officer - Kerry Costello Town of Smiths Falls 77 Beckwith Street North P.O. Box 695 Smiths Falls, Ontario K7A 4T6 (613-283-4124) www.smithsfalls.ca	REEVE (1) DEPUTY REEVE (1) COUNCILLOR (3) Returning Officer – Kirsten Cote Township of Montague 6547 Roger Stevens Drive P.O. Box 755 Smiths Falls, Ontario K7A 4W6 (613-283-7478) www.township.montague.on.ca	MAYOR (1) DEPUTY MAYOR (1) COUNCILLOR (5) Returning Officer – Amanda Noel Town of Perth 80 Gore Street E. Perth, Ontario K7H 1H9 (613-267-3311) www.perth.ca
TOWNSHIP OF LANARK HIGHLANDS	**TOWN OF CARLETON PLACE**	**TOWNSHIP OF DRUMMOND/ NORTH ELMSLEY**
MAYOR (1) DEPUTY MAYOR (1) COUNCILLOR Ward 1 (1) Ward 2 (1) Ward 3 (1) Ward 4 (1) Ward 5 (1) Returning Officer – Nicole Guthrie Township of Lanark Highlands	MAYOR (1) DEPUTY MAYOR (1) COUNCILLOR (5) Returning Officer - Stacey Blair Town of Carleton Place	REEVE (1) COUNCILLOR Drummond Ward (2) North Elmsley Ward (2) Returning Officer – Janie Laidlaw Township of Drummond/North Elmsley

75 George Street, P.O. Box 340 Lanark, ON K0G 1K0 (613-259-2398) (1-800-239-4695) www.lanarkhighlands.ca	175 Bridge Street Carleton Place, ON K7C 2V8 (613-257-6211) www.carletonplace.ca	310 Port Elmsley Road, Perth ON K7H 3C7 (613-267-6500) www.dnetownship.ca
TOWNSHIP OF BECKWITH	**MUNICIPALITY OF MISSISSIPPI MILLS**	**TAY VALLEY TOWNSHIP**
REEVE (1) DEPUTY REEVE (1) COUNCILLOR (3)	MAYOR (1) DEPUTY MAYOR (1) COUNCILLOR Almonte Ward (2) Ramsay Ward (2) Pakenham Ward (1)	REEVE (1) DEPUTY REEVE (1) COUNCILLOR Bathurst Ward (2) Burgess Ward (2) Sherbrooke Ward (2)
Returning Officer – Cassandra McGregor Township of Beckwith 2022 Beckwith Park Lane Carleton Place ON K7C 3P2 (613-257-1539) www.twp.beckwith.on.ca	Returning Officer – Jeanne Harfield Municipality of Mississippi Mills 3131 Old Perth Road Almonte ON K0A 1A0 (613-256-2064) www.mississippimills.ca	Returning Officer – Amanda Mabo Tay Valley Township 217 Harper Road Perth ON K7H 3C6 (613-267-5353) (1-800-810-0161) www.tayvalleytwp.ca

SCHOOL BOARD OFFICES FOR WHICH PERSONS MAY BE NOMINATED

UPPER CANADA DISTRICT SCHOOL BOARD
(English Public School Electors)

(Area=Lanark, Leeds/Grenville, Stormont/Dundas/Glengarry and Prescott/Russell Counties)

TRUSTEE (1)	TRUSTEE (1)	TRUSTEE (1)
representing the municipalities of Beckwith, Carleton Place and Mississippi Mills Returning Officer – Jeanne Harfield Municipality of Mississippi Mills 3131 Old Perth Road PO Box 400 Almonte ON K0A 1A0 (613-256-2064) www.mississippimills.ca	representing the municipalities of Drummond/ North Elmsley, Lanark Highlands, Tay Valley, Perth, and Montague Returning Officer – Janie Laidlaw Township of Drummond/North Elmsley 310 Port Elmsley Road Perth ON K7H 3C7 (613-267-6500) wwww.dnetownship.ca	representing the municipalities of Rideau Lakes, Smiths Falls, Merrickville-Wolford and Westport Returning Officer – Mary Ellen Truelove Township of Rideau Lakes 1439 County Road 8 Delta ON K0E 1G0 (613-928-2251) (1-800-928-2250) www.twprideaulakes.on.ca

CATHOLIC DISTRICT SCHOOL BOARD OF EASTERN ONTARIO
(English Separate School Electors)
(Area=Lanark, Leeds/Grenville, Stormont/Dundas/Glengarry and Prescott/Russell Counties)

TRUSTEE (1) representing Leeds County (excluding Elizabethtown-Kitley Township) and the Town of Smiths Falls Returning Officer – Sheena Earl, City Clerk City of Brockville 1 King Street West Brockville, ON K6V 7A5 (613-342-8772) https://brockville.com/	TRUSTEE (1) representing all of Lanark County (excluding the Town of Smiths Falls) Returning Officer – Jeanne Harfield, Clerk Municipality of Mississippi Mills 3131 Old Perth Road, PO Box 400, Almonte, ON K0A 1A0 (613-256-2064) www.mississippimills.ca

AVIS DE MISE EN CANDIDATURE POUR LES ÉLECTIONS MUNICIPALES

Si vous voulez vous déclarer candidat(e) à un des postes de conseiller scolaire décrits ci-dessous, vous devez remplir le formulaire prescrit, disponible au bureau du secrétaire de la municipalité. Les mises en candidature doivent être déposées, soit en personne, soit par mandataire, auprès du directeur du scrutin de la municipalité correspondante durant les heures normales d'ouverture des bureaux entre le premier jour d'affaire de mai 2026 et le 21 aout 2062, et entre 9 heures et 14 heures, le 24 aout 2026 (jour de déclaration de candidature).

Le coût de mise en candidature de $100 (en espèces,débit, par chèque certifié ou par mandat payable à la municipalité ou par un mode de paiement électronique que précise le secrétaire) doit accompagner le formulaire signé. Pour de plus amples renseignements sur le processus à suivre pour le mise en candidature, veuillez communiquer avec le directeur du scrutin approprié.

FONCTIONS SUJETTES À ÉLECTION

CONSEIL DES ÉCOLES PUBLIQUE DE L'EST DE L'ONTARIO
(territoire: la ville d'Ottawa; les comtés de Lanark, de Leeds et Grenville, de Stormont, Dundas et Glengarry, de Prescott et Russell, de Frontenac, de Hastings, de Prince Edward, ainsi que de Lennox et Addington)

CONSEILLER(ÈRE) SCOLAIRE (1) Un (1) élu pour le secteur 12 qui comprend les comtés de Lanark, de Renfrew, ainsi que la ville de Smiths Falls directeur du scrutin – Colin Howard Ville de Petawawa 1111, rue Victoria Petawawa ON K8H 2E6 (613-687-5536) choward@petawawa.ca www.petawawa.ca

CONSEIL DES ÉCOLES CATHOLIQUES DE CENTRE-EST
(territoire: la ville d'Ottawa; les comtés de Lanark, de Leeds et Grenville, de Frontenac, de Hastings, de Prince Edward, de Lennox et Addington, ainsi que du canton de South Algonquin dans la circonscription de Nipissing)

CONSEILLER(ÈRE) SCOLAIRE (1)
Un (1) élu pour le secteur 2 qui comprend les comtés de Lanark, de Leeds and Grenville, ainsi que la ville de Smiths Falls

directeur du scrutin – VACANT
Canton de North Grenville
285 County Road 44
Kemptville ON K0G 1J0
(613-258-9569 Ext. 219)
www.northgrenville.ca
clerk@northgrenville.on.ca

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

For further information contact the appropriate Returning Officer.

Dated this X day of April, 2026

This is a joint notice published by the Clerks of the municipalities in the County of Lanark. Nomination forms must be filed with the appropriate Returning Officer noted above.

Form EL18(A)

TOWN OF SMITHS FALLS
DECLARATION OF QUALIFICATIONS
MUNICIPAL CANDIDATES

Municipal Elections Act, 1996

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

☐ Mayor

☐ Councillor

Do Solemnly Declare That:

1. I am qualified pursuant to the *Municipal Elections Act, 1996* and the *Municipal Act, 2001* to be elected to and to hold the office of:

   ☐ Mayor

   ☐ Councillor

2. Without limiting the generality of paragraph 1, I am at least eighteen (18) years of age, a Canadian citizen, a resident of Town of Smiths Falls or the owner or tenant of land in Town of Smiths Falls or the spouse of such owner or tenant.

3. I am not ineligible, disqualified or prohibited under the *Municipal Elections Act, 1996*, the *Municipal Act, 2001*, the *Municipal Conflict of Interest Act* or any other *Act* to be elected to or hold the above-mentioned office.

4. Without limiting the generality of paragraph 3, (Section 30)
   - I am not an employee of the Town of Smiths Falls, or if I am an employee of the Town of Smiths Falls, I am on an unpaid leave of absence as provided for by section 30 of the *Municipal Elections Act, 1996*.
   - I am not a person who is not an employee of the Town of Smiths Falls but who is the Clerk, Treasurer, Integrity Commissioner, Auditor General, Ombudsman or registrar referred to in section 223.11 of the *Municipal Act, 2001* or an investigator referred to in subsection 239.2 (1) of Town of Smiths Falls, or a person who is not an employee of the Town of Smiths Falls but who holds an administrative position of Town of Smiths Falls.
   - I am not a judge of any court.
   - I am not a member of the Assembly as provided in the *Legislative Assembly Act* or of the Senate or House of Commons of Canada or, if I am such a person, I will provide proof of my resignation in a form satisfactory to the Clerk of the Town of Smiths Falls prior to 2:00 p.m. on Nomination Day, August 21, 2026. I understand that the Clerk of the Town of Smiths Falls will reject my nomination for the above-

mentioned office if I fail to provide proof of resignation by this deadline.

- I am not a public servant within the meaning of the *Public Service of Ontario Act, 2006*, or if I am a public servant, I have followed and will continue to follow all the relevant provisions of Part V of such *Act*.
- I am not a Federal employee within the meaning of the *Public Service Employment Act*, or if I am a Federal employee, I have followed and will continue to follow all the relevant provisions of Part 7 of such *Act.*

5. I am not prohibited from voting at the municipal election under section 17 (3) of the *Municipal Elections Act, 1996*.

    - I am not a person who is serving a sentence of imprisonment in a penal or correctional institution.
    - I am not a corporation.
    - I am not a person acting as executor or trustee or in any other representative capacity, except as a voting proxy in accordance with section 44.
    - I am not prohibited because of a conviction of a corrupt practice described in subsection 90 (3)*,* if voting day in the current election is less than five years after voting day in the election in respect of which I was convicted

6. I am not a person who was convicted of a corrupt practice under the *Municipal Elections Act, 1996* or of an offence under the *Criminal Code* (Canada) in connection with an act or omission that relates to an election to which this Act applies and I am not a person who is ineligible to be nominated for, any office until the next two regular elections have taken place after the election to which the offence relates [Section 91 (1)].

7. I am not ineligible from being elected to or holding office by reason of any violations of the election campaign financial requirements, violations for not filing the financial statement or any other violations pursuant to the *Municipal Elections Act, 1996*. (Section 88.23)

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

Declared before me at Town of Smiths Falls

This _____ day of _____, 2026 _____
(Signature of Candidate)

_____
(Signature of Municipal Clerk or designate)

Personal information on this form is collected under the authority of the *Municipal Elections Act, 1996* and will be used for the nomination process for office in the municipal election and will be available for public inspection in the office of the Clerk, Town of Smiths Falls until the next municipal election. Questions about this collection of personal information should be directed to the Clerk.

Form LC23

TOWN OF SMITHS FALLS

ESTIMATED MAXIMUM CAMPAIGN EXPENSES

Municipal Elections Act, 1996 [s. 33.0.1(1) and 33.0.2 (1)]

TO:

_____ / _____
(Name of Candidate) (Office)

_____
(Address) (Postal Code)

I hereby certify that for the office of _____ in the Municipal Election to be held October 26, 2026, the estimated maximum campaign expenses that a candidate is permitted to incur is _____* and the estimated maximum contribution to a candidate's own campaign by the candidate or his/or spouse is _____.**

_____ _____
Date Municipal Clerk or designate

The Clerk shall give candidates a Preliminary Calculation of the estimated maximum campaign expenses and the estimated maximum contribution to a candidates own campaign at the time of filing the nomination paper, based upon the number of electors on the Voters' List as of September 15 in the year of the previous election. [Section 33.0.1 (1) and 33.0.2 (1), 88.9.1 (7)]

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

- the number determined from the Voters' List from the previous regular election, as it existed on September 15 in the year of the previous election, adjusted for changes made under Sections 24 and 25 that were approved as of that day;
- the number determined from the Voters' List for the current election, as it exists on September 20 in the year of the current election, adjusted for changes made under Sections 24 and 25 that were approved as of that day [Section 88.20 (11) and 88.9.1(2)]

** Formula for calculation provided in Ontario Regulation 101/97.*
***Formula for calculation provided in Section 88.9.1(1)*

Form LC31

TOWN OF SMITHS FALLS
NOTICE OF PENALTIES

Municipal Elections Act, 1996 (s. 33.1)

TO:

_____ / _____
(Name of Candidate) (Office)

_____
(Address) (Postal Code)

EFFECT OF DEFAULT BY CANDIDATE [88.23 (1)]

TAKE NOTICE THAT A CANDIDATE SHALL be subject to the penalties listed below, in addition to any other penalty that may be imposed under the *Municipal Elections Act, 1996*:

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

OFFENCES [92 (1)]

TAKE NOTICE THAT A CANDIDATE SHALL be guilty of an offence and, on conviction, is subject to the penalties listed below, in addition to any other penalty that may be imposed under the *Municipal Elections Act, 1996*:

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

PENALTIES [88.23 (2)]

In the case of a default described above:

(a) the candidate forfeits any office to which he or she was elected and the office is deemed to be vacant; and

(b) until the next regular election has taken place, the candidate is ineligible to be elected or appointed to any office to which the *Municipal Elections Act* applies.

REFUND (34)

A candidate is entitled to receive a refund of the nomination filing fee if the documents (financial statement and auditor's report) required under subsection 88.25 (1) are filed on or before 2:00 p.m. on the filing date in accordance with that subsection.

_____ _____

Date Municipal Clerk or designate

The Clerk shall, before voting day, give to each person nominated for an office notice of the penalties under subsections 88.23 (2) and 92 (1) related to election campaign finances and the refund of the nomination filing fee that the Candidate is entitled to receive in the circumstances described in section 34.

Form LC02

TOWN OF SMITHS FALLS

CONSENT TO RELEASE PERSONAL INFORMATION

(Municipal Freedom of Information and Protection of Privacy Act)

Personal information on the Nomination Paper is collected under the authority of the *Municipal Elections Act* and will be used to assist the Clerk in the administration of the 2026 Municipal Election. Questions regarding this collection should be forwarded to the Clerk, 77 Beckwith Street North, Smiths Falls, Ontario, K7A 2B8 or kcostello@smithsfalls.ca or 613-283-4124 ext. 1102.

Name of Candidate: _____

Candidate for the office of:

- ❑ Mayor
- ❑ Councillor

In accordance with the *Municipal Freedom of Information and Protection of Privacy Act,* as amended, I hereby authorize the Clerk to include the following on the municipal website and make available to any person, the following additional information with respect to my candidacy for elected office:

- ❑ Qualifying Address
- ❑ Phone Number - Home
- ❑ Phone Number - Cell
- ❑ Email Address

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

Candidate Signature: _____

Municipal Clerk Or Designate: _____

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

Form LC03

TOWN OF SMITHS FALLS

UNOFFICIAL LIST OF CANDIDATES

NAME OF CANDIDATE	OFFICE	QUALIFYING ADDRESS	PHONE NUMBER	EMAIL ADDRESS

As of _____, 2026

_____

Municipal Clerk

Form LC04

TOWN OF SMITHS FALLS

NOTICE OF REJECTION OF NOMINATION

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

TO:

_____ / _____
(Name of Candidate) (Office)

_____
(Address) (Postal Code)

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

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

OR

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

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

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

Form EL19

TOWN OF SMITHS FALLS

WITHDRAWAL OF NOMINATION

Municipal Elections Act, 1996 (s. 36)

I, _____, hereby withdraw my name as a candidate
(Name of Candidate)

for the office of_____.
(Name of Elected Office)

_____ _____
Date Signature of Candidate

This withdrawal delivered to me at _____ this ____ day of _____, 2026.
(time)

_____
Municipal Clerk or designate

A person who has been nominated may withdraw his or her nomination by filing a written withdrawal in the Clerk's office by 2:00 p.m. on Nomination Day (August 21, 2026) if the nomination was filed under section 33 (4) and by 2:00 p.m. on August 26, 2026, if the nomination was filed under section 33(5).

Form LC05

TOWN OF SMITHS FALLS

OFFICIAL LIST OF CERTIFIED CANDIDATES

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

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

NAME OF CANDIDATE	OFFICE	QUALIFYING ADDRESS	PHONE NUMBER	EMAIL ADDRESS

Dated this _____day of August, 2026. ***(after 4 p.m. on August 24 to August 27 by 4 p.m.)***

_____

Municipal Clerk

Form TI12

TOWN OF SMITHS FALLS

NOTICE OF ELECTION INFORMATION

Municipal Elections Act, 1996 (s. 40)

Municipal Elections for the offices of:

Mayor – 1 to be elected
(List candidates alphabetically)

Councillor – 6 to be elected
(List candidates alphabetically)

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

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

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

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

- Location of Revision and Help Centre: 77 Beckwith St. North, Smiths Falls, Ontario
- Voting Period: beginning October 19 at 8:30 a.m. through to October 26 at 8:00 p.m.
- *Additional information as appropriate to the circumstance.*

_____ _____

Date Municipal Clerk or designate

Form EL20

TOWN OF SMITHS FALLS

DECLARATION OF ACCLAMATION TO OFFICE

Municipal Elections Act, 1996 [s. 37(1)]

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

NAME OF CANDIDATE	OFFICE	QUALIFYING ADDRESS	PHONE NUMBER	EMAIL ADDRESS

Dated this 24th day of August, 2026

_____

Municipal Clerk or designate

Form LC06

TOWN OF SMITHS FALLS

NOTICE OF ADDITIONAL NOMINATIONS

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

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

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

OFFICES FOR WHICH PERSONS MAY BE NOMINATED

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

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

Dated this _____ day of August, 2026.

_____
Municipal Clerk

Form LC07

TOWN OF SMITHS FALLS

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	QUALIFYING ADDRESS	PHONE NUMBER	EMAIL ADDRESS

DATED THIS 27th DAY OF August, 2026.

_____

Municipal Clerk

Form EL37

TOWN OF SMITHS FALLS

CERTIFICATE OF MAXIMUM CAMPAIGN EXPENSES

Municipal Elections Act, 1996 [88.20 (13) and 88.9.1 (5)]

TO:

_____ / _____
(Name of Candidate) (Office)

_____
(Address) (Postal Code)

I hereby certify that for the office of _____ in the Municipal Election to be held October 26, 2026, the maximum campaign expenses that a candidate is permitted to incur is _____, that the maximum contribution to a candidate's own campaign by the candidate or his/her spouse is _____, and the maximum amount of expenses for parties and expressions of appreciation after the close of voting that a candidate is permitted to incur is _____.

_____ _____
Date Municipal Clerk or designate

On or before September 30, 2026, the Clerk shall give a final certificate of the applicable maximum campaign expenses, the applicable maximum contribution to a candidates own campaign and the maximum amount of expenses for parties and expressions of appreciation after the close of voting to each candidate. In the case of a by-election, within 10 days after the Clerk makes the corrections under subparagraph 4 iii of subsection 65 (4).

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

- The number determined from the Voters' List from the previous regular election, as it existed on September 15 in the year of the previous election, adjusted for changes under Section 24 and 25 that were approved as of that day;
- The number determined from the Voters' List from the current election, as it exists on September 20 in the year of the current election, adjusted for changes under Section 24 and 25 that were approved as of that day [Section 88.20 (11) and 99.9.1 92)].

VOTERS' LIST

VOTER QUALIFICATIONS [SECTION 17 (2)]

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

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

PERSONS PROHIBITED FROM VOTING [SECTION 17 (3)]

The following are prohibited from voting:

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

PRELIMINARY LIST OF ELECTORS (PLE) (SECTION 19)

The Preliminary List of Electors (PLE) prepared and maintained by the Chief Electoral Officer shall be obtained by the Clerk by July 31, 2026 [Section 19 (3.1)].

The PLE shall contain the name and address of each person who is entitled to be an elector and any additional information the Clerk needs to determine for which offices each elector is entitled to vote, such as school support [Section 19 (4)].

In addition, if the local municipality is divided into voting subdivisions, the name of each resident elector shall be entered on the PLE for the voting subdivision in which he or she resides and the name of each non-resident elector shall be entered on the PLE for the voting subdivision in which the elector or his or her spouse is an owner or tenant of land [Section 19 (5)].

The Clerk shall, to the best of his/her ability and legislative authority, ensure that an elector's name appears on the PLE for a local municipality only once [Section 19 (6)].

Where a voter qualifies at more than one location in the municipality, the voter may vote only **once** for each office and the qualifying address to determine eligibility for voting shall be the elector's place of residence [Section 19 (7)].

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

CORRECTION OF ERRORS (SECTION 22)

The Clerk shall correct any obvious errors in the PLE prior to September 1, 2026 and notify the Chief Electoral Officer. This notification can occur when the "Final List of Changes" to the Voters' List is sent to the Chief Electoral Officer after the election (see the Final List of Changes section below). Notification to the Chief Electoral Officer should be uploaded to the Message Centre in the Election Portal, or sent in an email to voterslist@elections.on.ca or the municipality's Municipal Services Coordinator.

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

CERTIFICATION OF VOTERS' LIST (SECTION 23)

The corrected PLE becomes the Voters' List once it is reproduced and identified with a "Voters' List Cover Sheet" Form LC08 on or before September 1, 2026.

The Clerk, may place in a local newspaper(s) on or before September 1, 2026 a "Notice of the Voters' List" (Municipality) Form LC09A as attached and\or all Clerks in Lanark County may place in a newspaper having general circulation within Lanark County, a "Notice of the Voters' List" (Lanark County) Form LC09B.

REQUESTS FOR COPIES OF VOTERS' LIST [SECTION 23 (3) to (8)]

Upon written request, but not until September 1, the Clerk shall give every Candidate a copy of the part of the Voters' List that contains the names of the electors who are entitled to vote for that office. For example, if a Candidate is running in Ward 2, they only receive the part of the Voters' List pertaining to Ward 2, not the entire Voters' List. Each Candidate will be required to sign the "Declaration of Proper Use of the Voters' List" Form LC10.

The use of the Voters' List shall be in accordance with the "Policy for Use of the Voters' List" Form LC11.

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

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

Due to MFIPPA, details about another person, other than the person an Election Official is speaking with, should not be provided, including whether or not the individual is on the Voters' List. The procedure, "Voters' List – Are you on the Voters' List?" Form LC51 shall be used by Municipal Staff and Election Officials.

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

Application for Change of Own Name (Section 24)
An elector may make an application to amend their information on the Voters' List using the form "Application to Amend Voters' List" Form EL15 and providing proof of identity and residence as prescribed in *O. Reg. 304/13*, between the 1st day of September, 2026 to the 26th day of October, 2026 during normal hours and on the 26th day of October until 8:00 p.m.

The "Voter – ID Requirements" Form LC40 may be posted at the Municipal Office or any other location where Amendments to the Voters' List are made. In addition, it may be included in information packages, posted on the municipal website, etc.

An elector cannot remove a family member's name from the Voters' List, except in the case of a deceased person. See Removal of Deceased Person's Name (EL16) below.

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

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

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

Number of Electors to Determine Candidates' Expenses [Section 88.20 (11)]
On, September 20th, 2026, determine the total number of electors on the Voters' List. This number will be necessary to calculate the "Estimated Maximum Campaign Expenses" Form LC23 and the "Certificate of Maximum Campaign Expenses" Form EL37 for the 2030 Municipal Election.

INTERIM LIST OF CHANGES [SECTION 27(1)]

The Clerk shall, during the period beginning on September 20th and ending on September 30th in the year of a regular election, prepare an "Interim List of Changes" Form LC12 to the Voters' List. The Interim List of Changes shall be given to each person who received a copy of the Voters' List and to each certified candidate.

For the purpose of producing the Voter Information Letter by the supplier, the Interim List of Changes shall be prepared before September 20, 2026 (date provided by election supplier).

FINAL LIST OF CHANGES [SECTION 27(2)]

The Clerk shall prepare the "Final List of Changes" Form LC14 to the Voters' List by November 25, 2026. A certified copy of the Final List of Changes shall be sent to the Chief Electoral Officer together with a copy of the approved applications Form EL15 and Form EL16.

For those who use a supplier to manage their Voters' List (ie. DataFix), the Final List of Changes shall be provided to the Chief Electoral Officer by November 25, 2026 by the supplier upon the Clerk's authorization.

Form LC08

TOWN OF SMITHS FALLS

VOTERS' LIST COVER SHEET

FOR THE YEAR
2026

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

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

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

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

Kerry Costello
Returning Officer
TOWN OF SMITHS FALLS

Form LC09A

TOWN OF SMITHS FALLS

MUNICIPAL ELECTIONS 2026
NOTICE OF THE VOTERS' LIST

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

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

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

The Office of the Clerk
Town of Smiths Falls
77 Beckwith Street North
Smiths Falls, Ontario K7A 2B8

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

QUALIFICATIONS OF ELECTORS

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

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

DATED AT TOWN OF SMITHS FALLS

THIS ____ DAY OF AUGUST, 2026.

_____
CLERK

Form LC09B

KEY INFORMATION TO MUNICIPAL ELECTORS IN THE COUNTY OF LANARK REGARDING THE 2026 MUNICIPAL ELECTIONS

I M P O R T A N T

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

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

Who Cannot Vote?
The following cannot vote:

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

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

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

INTERNET/TELEPHONE VOTING
Electors in the municipalities of Beckwith, Carleton Place, Drummond/North Elmsley, Lanark Highlands, Mississippi Mills, Montague, Perth, Smiths Falls and Tay Valley will be voting by internet and/or telephone, in the 2026 municipal election. There will be no paper ballot.

A Voter Information Letter will be mailed to you directly, in the month of October, providing you with a Personal Identification Number (PIN) which will allow you to vote 24 hours a day for 7 days (Oct. 19-26), from any telephone or any device connected to the internet. If access to a telephone or internet connection is unavailable to you, a Voter Help Centre will be provided by your municipality with telephone and internet access during the voting period. Contact your municipality for Voter Help Centre locations and dates and times of operation. Proof of identity and residence is required in the following instances:

- when adding or deleting your name from the Voters' List
- when correcting your information on the Voters' List
- when re-issuing, activating or deactivating a PIN
- when swearing an oath

TOWN OF SMITHS FALLS **(Electronic Voting)**	**TOWNSHIP OF MONTAGUE** **(Electronic Voting)**	**TOWN OF PERTH** **(Electronic Voting)**
Returning Officer - Kerry Costello Town of Smiths Falls 77 Beckwith Street North P.O. Box 695 Smiths Falls, Ontario K7A 4T6 (613-283-4124) www.smithsfalls.ca	Returning Officer – Kirsten Cote Township of Montague 6547 Roger Stevens Drive P.O. Box 755 Smiths Falls, Ontario K7A 4W6 (613-283-7478) www.township.montague.on.ca	Returning Officer – Amanda Noel Town of Perth 80 Gore Street E. Perth, Ontario K7H 1H9 (613-267-3311) www.perth.ca
TOWNSHIP OF LANARK HIGHLANDS **(Electronic Voting)**	**TOWN OF CARLETON PLACE** **(Electronic Voting)**	**TOWNSHIP OF DRUMMOND/ NORTH ELMSLEY** **(Electronic Voting)**
Returning Officer – Nicole Guthrie Township of Lanark Highlands 75 George Street, P.O. Box 340 Lanark, ON K0G 1K0 (613-259-2398) (1-800-239-4695) www.lanarkhighlands.ca	Returning Officer – Stacey Blair Town of Carleton Place 175 Bridge Street Carleton Place, ON K7C 2V8 (613-257-6212) www.carletonplace.ca	Returning Officer – Janie Laidlaw Township of Drummond/North Elmsley 310 Port Elmsley Road, Perth ON K7H 3C7 (613-267-6500) www.dnetownship.ca
TOWNSHIP OF BECKWITH **(Electronic Voting**	**MUNICIPALITY OF MISSISSIPPI MILLS** **(Electronic Voting)**	**TOWN OF SMITHS FALLS** **(Electronic Voting)**
Returning Officer – Cassandra MacGregor Township of Beckwith 2022 Beckwith Park Lane Carleton Place ON K7C 3P2 (613-257-1539) (1-800-535-4532) www.twp.beckwith.on.ca	Returning Officer – Jeanne Harfield Municipality of Mississippi Mills 3131 Old Perth Road Almonte ON K0A 1A0 (613-256-2064) (1-866-779-8666) www.mississippimills.ca	Returning Officer- Amanda Mabo Town of Smiths Falls 217 Harper Road Perth ON K7H 3C6 (613-267-5353) (1-800-810-0161) www.tayvalleytwp.ca

Form LC10 **(photocopy LC11 on reverse side)**

TOWN OF SMITHS FALLS

DECLARATION OF PROPER USE OF THE VOTERS' LIST

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

I, _____, being a:
(Name)

☐ Candidate for the office of _____

OR

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

_____

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

☐ a copy of the Voters' List;

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

☐ the Candidates module to view the list of electors as of September 30, 2026.

I, the undersigned, do hereby agree if I share the Voters' List with my campaign team that I will administer an oath to each individual as per Form LC70 and inform them that all shared records shall also be protected and destroyed.

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

_____ _____
Signature Date

Form LC11 **(photocopy LC10 on reverse side)**

TOWN OF SMITHS FALLS

POLICY FOR USE OF THE VOTERS' LIST

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

Eligible persons who request a copy of the Voters' List must sign a declaration Form LC10 as per the attached form prior to receiving a copy of all or any part of the Voters' List.

Where the Voters' List can be provided electronically to an eligible person, who has signed a declaration Form LC10 provided by the Clerk stating the list shall be used for Election purposes only, the Clerk may choose to provide it in this format.

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

Copies for local boards – municipalities - Minister

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

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

Copies – for candidates

On the written request of a certified candidate for an office, the Clerk shall provide him or her with the part of the Voters' List that contains the names of the electors who are entitled to vote for that office.

The Candidate or their campaign worker cannot confirm or deny if a person is on the Voters' List. The person must contact or visit the municipal office where they are entitled to vote, with proper identification and proof of residence during normal office hours beginning September 1 up to and including the close of voting on October 26 at 8 p.m.

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

Form LC51

TOWN OF SMITHS FALLS

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

Procedure

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

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

Over the Phone
If a potential eligible elector calls in to the Municipal Office:
- ask them who they are
- look them up in the system
- if you cannot find them in the system by searching their name, next search their qualifying address
- ask them to provide their qualifying address, mailing address and birth date (if any of this information is missing or incorrect, ask them to come into the Municipal Office with ID)
- if they have provided this information correctly, verify their citizenship and school support

- ask them to come into the Municipal Office with ID:
    - if they do not show up in the system at all
    - if they show up in the system more than once
    - if they show up in the system and information is missing or incorrect (ex. birth date, etc.)

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

Municipal Elections Act, 1996

S.O. 1996, CHAPTER 32
SCHEDULE

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

Qualifications

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

Persons prohibited from voting

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

Status as tenant

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

Form LC12

TOWN OF SMITHS FALLS

INTERIM LIST OF CHANGES

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

TOWN OF SMITHS FALLS

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

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

DATED THIS ____ DAY OF SEPTEMBER, 2026.

_____

Municipal Clerk

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

Form EL15

TOWN OF SMITHS FALLS

Application to Amend Voters' List *Municipal Elections Act,* 1996 (s.17, s.24) **Form EL15**

Check only one

☐ **add** applicant's name to list
☐ **correct** applicant's information on list
☐ **delete** applicant's name from list (☐ moved ☐ other)

Name of applicant date of birth (year / month / day)

Last | First | Middle

Qualifying address on voting day ☐ commercial property

street number & name | apt. # | roll number | ward number | voting subdiv.

city | postal code | (if house apartment, indicate floor leve e.g. basement, 1st floor etc.)

At qualifying address, applicant is:

☐ owner *since*_____
☐ tenant *since*_____
☐ other *since* _____ (date)
☐ spouse _____
☐ unqualified(delete name only)

Previous qualifying address (if applicable)

street number & name | apt. # | roll number | ward number | voting subdiv.

city | postal code | (if house apartment, indicate floor leve e.g. basement, 1st floor etc.)

At qualifying address, applicant is:

☐ owner
☐ tenant
☐ other
☐ spouse

Current mailing address of applicant (if different than **Qualifying address** above)

street number & name | apt. /unit # | city | postal code

At mailing address, applicant is:

☐ owner
☐ tenant
☐ other
☐ spouse

School Support

☐ Applicant is Roman Catholic (includes Greek & Ukrainian Catholics)
☐ Applicant has French Language Education Rights

Applicant wishes to be an elector for the following school board

☐ English-Public (anyone can support English-public)
☐ English-Separate (must be Roman Catholic)
☐ French-Public (must have French Language Education Rights)
☐ French-Separate (must be roman Catholic & have French Language Education Rights)

I, the undersigned, hereby declare that I am a Canadian citizen, that I have attained the age of eighteen (18) on or before Voting Day, and that on Voting Day, I am entitled to be an elector in accordance with the facts or information submitted on this form, and that I understand the effect thereof. I hereby apply to have my name corrected on the Voters' List in accordance with such facts or

information.

_____ _____

Signature of Applicant Date

This information is collected under authority of s.17 and s.24 of the *Municipal Elections Act* and s.15 and s.16 of the *Assessment Act* and will be used to determine voter eligibility.

Certificate of Approval (to be completed by Clerk or designate) ☐ Approved I hereby certify that the Voter's List for said voting subdivision in this municipality shall be amended in accordance with the statement of facts or information contained herein. _____ _____ Signature of clerk or delegate Date	☐ Refused (state reason) _____ _____ _____

INSTRUCTIONS TO COMPLETE
Application to Amend Voters' List – Form EL15

Please check only ONE box to indicate the purpose of the form:

ADD applicant's name to list,
CORRECT applicant's name on list, or
DELETE applicant's name from list (moved, other)

Ensure the Applicant Completes the Following Information:

- ✓ Full name (last, first, middle)
- ✓ Date of birth (year, month, day)
- ✓ Indicate if it is a commercial property (check box if yes)
- ✓ Qualifying address on voting day (**including apt # if applicable**)
  - o this is the property address where the person wants to be added on the voters' list
- ✓ Previous qualifying address (if the person has moved in the past 4 years)
  - o ensures their name was removed from their previous property
- ✓ Indicate if applicant is occupying **only a portion of a house** (i.e.: basement apartment, 2nd floor, rear apartment etc.)
  - o these properties tend to have multiple units / households
- ✓ Current mailing address of applicant (if different from the qualifying address)
- ✓ Indicate whether the applicant is an owner, tenant, spouse of an owner / tenant, other (i.e.: child) or the name is unqualified (for removal of a name)
- ✓ Ward number, voting subdivision (i.e.: polling station)
- ✓ School support & school board
- ✓ Sign & date the form

School Support:
A person **must be** Roman Catholic to support the Separate School Board
- o Includes Greek and Ukrainian Catholics

A person **must have** French Language Education Rights to support a French School Board

If a person does not indicate they are Roman Catholic or have French Language Education rights **the only school board they can support is English-Public.**

In order to be confirmed to be Roman Catholic or have French Language Rights, this is where an individual's taxes must be going. This can be found on their tax bill or information available to the municipality (ex. MPAC Comprehensive Report). In order to have this changed, they must file a change form with MPAC.

Important Reminders:
All addresses for apartments need the unit number or apartment location (i.e.: basement, upper, rear, 2nd floor etc.) or the name cannot be added to the property.

All forms must be signed and dated by the applicant.

Items to be Completed by Municipal Staff:
XXXX

Roll Number:
The roll number **must** be included on every EL15 form submitted to the Electoral Officer.

A roll number is a unique identifier of a property / unit. It consists of 19 digits and should look like 1234-567-890-1234-0000.

- the first 4 digits are the municipality;
- the next 10 digits describe the location of the property and;
- the last 4 digits indicate the unit on the property (i.e. an apartment unit will be something other than ‘0000’).

THE FINAL STEP PRIOR TO SUBMITTING FORM TO the Electoral Officer**:**
Please ensure all forms are signed and dated by the applicant.
CERTIFICATE OF APPROVAL (to be completed by Clerk or designate)
Please check APPROVED or REFUSED
Sign and date the form.

Form EL16

TOWN OF SMITHS FALLS

(Prepare in triplicate)

APPLICATION FOR REMOVAL OF DECEASED PERSONS NAME FROM VOTERS' LIST

Municipal Elections Act, 1996 [s. 25 (2), (3), (4)]

Municipality		
Surname of Applicant	Given Names	
Full Address of Residence	Apt #	Postal Code

IN RESPECT OF

Name as Entered in Voters' List		
Full Address of Residence	Apt #	Postal Code

ENTERED ON LIST FOR

Ward No. (if any)	Voting Subdivision No. (if any)	Assessment Roll Number (to be completed by Clerk or designated election official)

I, the undersigned, hereby solemnly affirm and declare that the contents of this form as completed by me are true.

.

_____ _____

Signature of Applicant Date Signed

Form LC40

TOWN OF SMITHS FALLS
2026 MUNICIPAL ELECTION
VOTER - ID REQUIREMENTS

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

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

- When adding or deleting one's name from the Voter's List
- When deactivating and re-issuing a PIN
- When issuing an oath

The following is the complete list of acceptable documentation for providing proof of identity and residence:

1. An Ontario driver's licence.
2. An Ontario Health Card (photo card).
3. An Ontario Photo Card.
4. An Ontario motor vehicle permit (vehicle portion).
5. A cancelled personalized cheque.
6. A mortgage statement, lease or rental agreement relating to property in Ontario.
7. An insurance policy or insurance statement.
8. A loan agreement or other financial agreement with a financial institution.
9. A document issued or certified by a court in Ontario.
10. Any other document from the government of Canada, Ontario or a municipality in Ontario or from an agency of such a government.
11. Any document from a Band Council in Ontario established under the *Indian Act* (Canada).
12. An income tax assessment notice.
13. A Child Tax Benefit Statement.
14. A Statement of Employment Insurance Benefits Paid T4E.
15. A Statement of Old Age Security T4A (OAS).
16. A Statement of Canada Pension Plan Benefits T4A (P).
17. A Canada Pension Plan Statement of Contributions.
18. A Statement of Direct Deposit for Ontario Works.
19. A Statement of Direct Deposit for Ontario Disability Support Program.
20. A Workplace Safety and Insurance Board Statement of Benefits T5007.

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

Form LC70

TOWN OF SMITHS FALLS
2026 MUNICIPAL ELECTION

OATH OF CAMPAIGN TEAM
PROPER USE OF THE VOTERS' LIST

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

I, _____, being a:
(Name)

member of _____ campaign team,
(Name of Candidate)

- will protect all information pertaining to the Voters' List;
- will not share the Voter's List in any manner with anyone outside the candidate's campaign team;
- will not use the information contained on the Voters' List for any purpose other than the current municipal election;
- will not confirm or deny if a person is on the Voters' List but will instead refer them to contact the Municipal Office in the municipality where they are entitled to vote, with proper identification and proof of residence during normal office hours beginning September 1 up to and including the close of voting on October 26 at 8 p.m.
- will destroy the Voters' List immediately following the current municipal election.

_____ _____
Signature Date

CANDIDATE CAMPAIGNING AND CAMPAIGN ADVERTISING

CANDIDATE
CAMPAIGNING AND CAMPAIGN ADVERTISING (SECTION 88.3)

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

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

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

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

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

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

MUNICIPAL EMPLOYEE COMMUNICATION WITH CANDIDATES

Questions or requests for information from Candidates, Registered Third Party Advertisers, Ballot Question Campaigns and their representatives shall be directed in writing (email) to the Clerk.

The question and answer from a Candidate, Registered Third Party Advertiser, or Ballot Question Campaign representative shall be provided to any other Candidate, Registered Third Party Advertiser or Ballot Question Campaign representative so that all parties have the opportunity to the same information.

CAMPAIGNING AND CAMPAIGN ADVERTISING
MUNICIPALLY OWNED/LEASED FACILITIES

Election campaigning or the distribution/posting of election campaign advertising at municipally-owned or leased facilities is not permitted. This includes municipal parks, community centres, waste sites, vacant lands, municipal buildings or structures, etc. or on the municipal website or social media sites.

The use of corporate resources is not permitted by Candidates for election purposes (ie. staff, electronic devices, supplies, candidate photos taken in/on municipal property, etc.).

Candidates are prohibited from offering electronic equipment to electors to vote (ex. cell phone, laptop).

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 the Clerk.

LOCATION OF ELECTION SIGNS

Candidate/Third Party Campaign Materials – General and Locations

a) No permit or permit fee shall be required for any poster or sign of a candidate or cause in a Municipal, Provincial or Federal election

b) Campaign materials, including general campaigning, are permitted no earlier than the filing of Nomination Papers by the candidate. No election sign(s) shall be erected or displayed prior to the issuance of writs for a provincial or federal election, or until after Labour Day for a municipal election.

c) No campaign material shall be permitted on municipal property, whether owned or leased, with the only exception being along municipal road allowances directly adjacent to residential properties, this includes but is not limited to the following locations:

- **1.0** No campaign materials in/on any municipal facility (including municipal parks, community centres, vacant lands, municipal facilities or structures etc.)
- **2.0** No election signage shall be placed on a public sidewalk or in such other location on, over or near a sidewalk so as to interfere with or obstruct normal pedestrian traffic.
- **3.0** No election signs shall be attached to any object or structure that is located within the limits of the road allowance, including but not limited to a utility pole, light standard, traffic control sign or signal, guardrail or other form of traffic safety structure or facility, bridge, trestle, hydrant, fence or tree.
- **4.0** No election sign shall be located on a median or island installed within the highway.
- **5.0** No election sign shall be erected at/in a voting place.
- **6.0** No sign or advertising device shall be placed upon the roof of any building.
- **7.0** No sign or advertising device shall be attached to or placed upon any building in such manner as to obstruct any fire escape or to interfere in any way with the work of the Fire Department, in case of fire.
- **8.0** No sign or advertising device shall be erected so as to interfere with the site triangle at intersecting streets.
- **9.0** No sign or advertising device, except portable signs and sandwich board signs in accordance with Section 6, shall be erected so as to extend over publicly owned lands beyond the limits specified herein.

d) Campaign materials shall be permitted along municipal road allowances directly adjacent to residential properties, provided the following exceptions are respected:

- **1.0** No campaign materials allowed on the road allowances outside municipal facilities
- **2.0** The visibility of intersections or private entrances is not obstructed and does not create a safety hazard
- **3.0** The campaign material is of sufficient material and/or proper installation that weather conditions will not displace the material and create a safety hazard

e) Campaign materials that will be installed along provincial or county roads will require the permission of the respective approval authority

f) Campaign materials that will be installed or affixed to poles belonging to Hydro One Network, Bell Canada or other public utilities will require the permission of these respective approving authorities.
g) Signs shall not exceed 39 sq. ft. in area.
h) Election signs shall be removed within one week following the election (a $50 Set fine can be laid).
i) Section 5 of the Municipal Sign Bylaw must be adhered to (General Provisions).

ENFORCEMENT

The municipality, employees or agents shall not be responsible for investigating or prosecuting for any acts of vandalism to the campaign materials of the candidates. If it is determined by the By-law Enforcement Officer that an election sign is posing a safety risk, the sign is removed immediately.

Should any campaign materials be located on municipally owned property or be located on municipally owned road allowances which do not comply to the provisions of this policy, the same shall be removed only after a candidate has been notified and given sufficient time to remove.

Questions or concerns about campaign materials shall be forwarded to the candidate.

Complaints regarding non-compliance should be forwarded to By-law Enforcement in writing.

The municipality or its agents and employees shall not be responsible for the proactive enforcement of this policy.

If a breach of the policy is confirmed, the Member or Candidate will be subject to any penalty provisions under the *Act*.

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.

ADDITIONAL RESOURCES

Election – Campaign Advertising and Third Party Advertising Policy
Election – Municipal Employee Involvement Policy
Election - Election Related Resource Policy

Form LC56

TOWN OF SMITHS FALLS

BROADCASTER/PUBLISHER INFORMATION SHEET CANDIDATE

Municipal Elections Act, 1996 (Sections 88.3)

88.3 (1) In this section,
"election campaign advertisement" means an advertisement in any broadcast, print, electronic or other medium that has the purpose of promoting or supporting the election of a candidate.

Mandatory information in advertisement
(2) An election campaign advertisement purchased by or under the direction of a candidate shall identify the candidate.

Mandatory information for broadcaster, etc.
(3) A candidate shall not cause an election campaign advertisement to appear unless he or she provides the following information to the broadcaster or publisher in writing:
1. The name of the candidate.
2. The name, business address and telephone number of the individual who deals with the broadcaster or publisher under the direction of the candidate.

Prohibition, broadcaster or publisher
(4) No broadcaster or publisher shall cause an election campaign advertisement to appear if the information set out in paragraphs 1 and 2 of subsection (3) has not been provided.

Records
(5) The broadcaster or publisher of an election campaign advertisement shall maintain records containing the following information for a period of four years after the date the advertisement appears and shall permit the public to inspect the records during normal business hours:
1. The information provided under subsection (3).
2. A copy of the advertisement, or the means of reproducing it for inspection.
3. A statement of the charge made for its appearance.

Election Sign Policy

Under the authority of the Public Transportation and Highway Improvement Act the Ministry through the issuance of a permit controls all visible signing upon or within 400 metres of the provincial highway right-of-way.

Election signs placed by, or on behalf of, a candidate or a political party and signs designed to encourage citizens to vote must follow these restrictions governing election signs that are visible from a provincial highway system.

1. An election sign **must not** be placed upon or adjacent to the right-of-way of a Class 1 - Freeway or a Class 2 - Staged Freeway (i.e. Hwy 401, 115, etc). See attached typical diagram for freeway/staged freeway interchange election sign placement.

2. Election signs may be erected on the right-of-way or adjacent to a Special Controlled Access, Major or Minor Highway (i.e. Hwy 7, Hwy 35) **after an official election has been issued** or for **municipal elections** in accordance with any By-Law outlining a time frame for the placement of municipal election campaign signs.

3. Signs up to 0.7 m^2 (8 sq. ft.) in size **must be** placed at least 4 m (12 ft.) from edge of pavement. Signs over 0.7 m^2 (8 sq. ft.) and up to 3.7 m^2 (40 sq. ft.) must be placed at the outer limit of the right-of-way (i.e. fence line). Election signs must not exceed 3.7 m^2 (40 sq. ft.).

4. An "election sign" **must not** be affixed to a permanent or an official sign or to guide rail or other highway structure or facility and **must not** be placed where it may interfere with visibility, an official sign, traffic signal, or other safety device.

5. Portable read-o-graph sign trailers **must not** be placed upon a provincial highway right-of-way. Portable read-o-graph sign trailers may be utilized providing they are erected on private property that is zoned commercial and meets all the requirements of the ministry for portable read-o-graph signing.

6. A Sign Permit or a Letter of Approval for any signs erected under these instructions is not required.

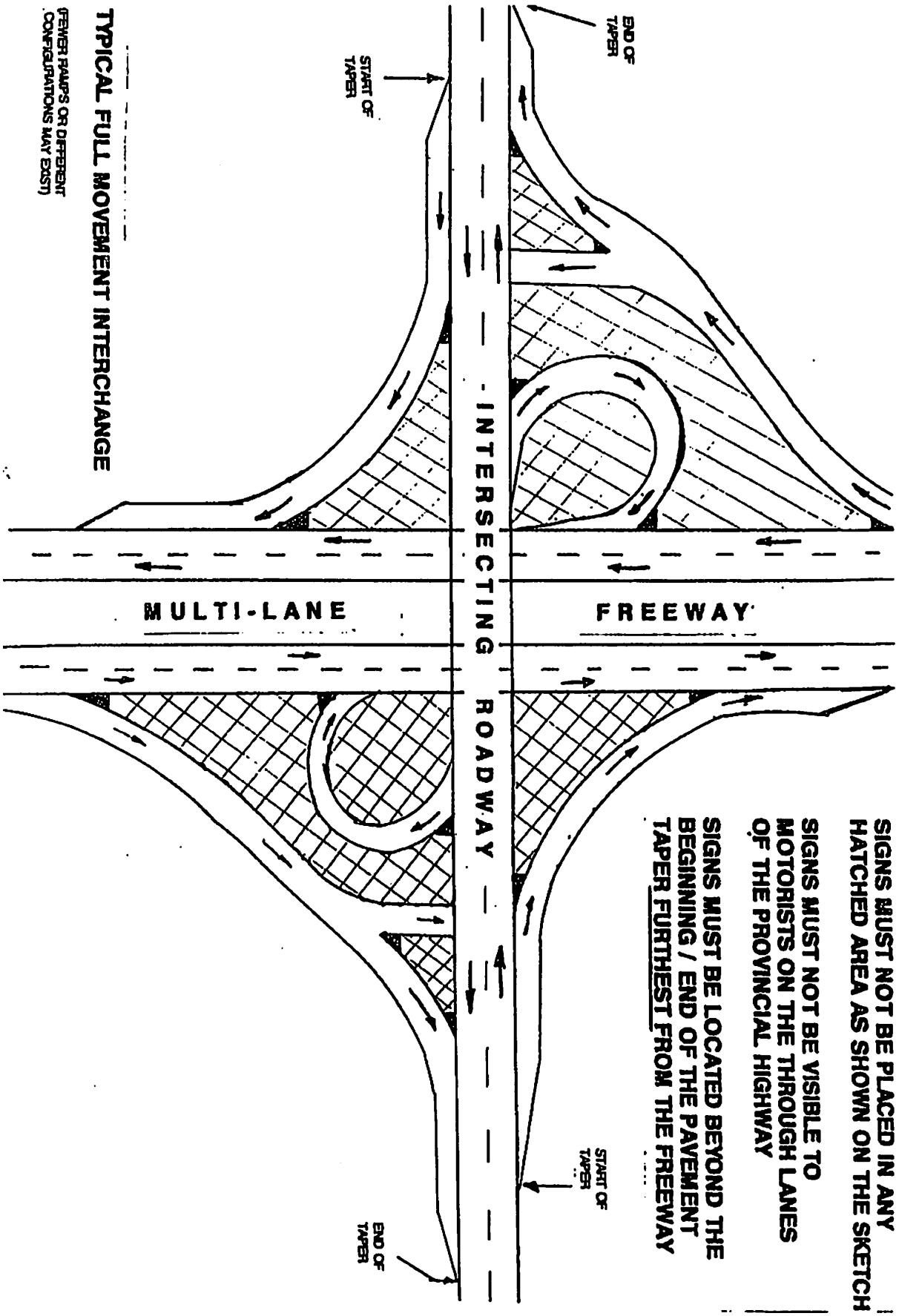
7. Election signs **must be** removed from the Ministry right-of-way and adjacent properties within three (3) working days after Election Day.

8. Signs not retrieved by this time will be picked up by the Ministry patrol forces and stored in a safe place (patrol yard, etc.,) for a period of two weeks. After this time they will be disposed of.

Please contact a Corridor Management Officer in your area, with the telephone numbers provided below, to obtain additional information. Thank you for your co-operation.

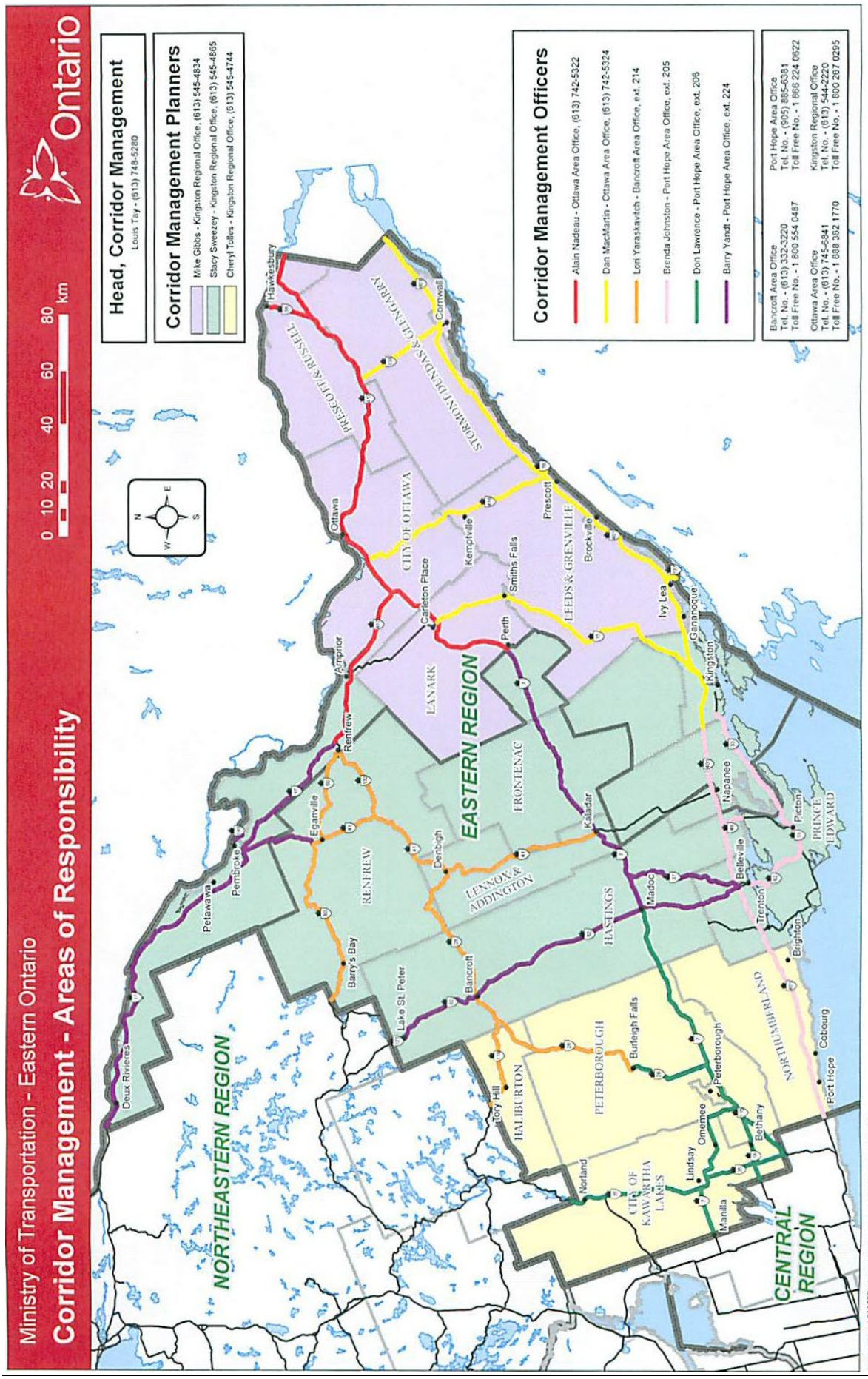
Ministry of Transportation
Operational Services
Bancroft Area Office
50 Monck Street
Bancroft, ON K0L 1C0
Tel. No.: (613) 332-3220
Toll Free: 1-800-554-0487
Fax No.: (613) 332-3751

Ministry of Transportation
Operational Services
Port Hope Area Office
138 Hope Street North
Port Hope ON L1A 2P1
Tel No.: (905) 885-6381
Toll Free: 1-866-224-0622
Fax No.: (905) 885-9273



TYPICAL FULL MOVEMENT INTERCHANGE

(FEWER RAMPS OR DIFFERENT CONFIGURATIONS MAY EXIST)


Ministry of Transportation - Eastern Ontario
Corridor Management - Areas of Responsibility
Ontario
0 10 20 40 60 80 km
Head, Corridor Management
Louis Tay - (613) 748-5280
Corridor Management Planners
Mike Gibbs - Kingston Regional Office, (613) 545-4834
Stacy Sweezey - Kingston Regional Office, (613) 545-4865
Cheryl Tolles - Kingston Regional Office, (613) 545-4744
Corridor Management Officers
Alain Nadeau - Ottawa Area Office, (613) 742-5322
Dan MacMartin - Ottawa Area Office, (613) 742-5324
Lori Yaraskavitch - Bancroft Area Office, ext. 214
Brenda Johnston - Port Hope Area Office, ext. 205
Don Lawrence - Port Hope Area Office, ext. 206
Barry Yandt - Port Hope Area Office, ext. 224
Bancroft Area Office
Tel. No. - (613) 332-3220
Toll Free No. - 1 800 554 0487
Ottawa Area Office
Tel. No. - (613) 745-6841
Toll Free No. - 1 888 362 1770
Port Hope Area Office
Tel. No. - (905) 885-6381
Toll Free No. - 1 866 224 0622
Kingston Regional Office
Tel. No. - (613) 544-2220
Toll Free No. - 1 800 267 0295
NORTHEASTERN REGION
EASTERN REGION
CENTRAL REGION
PRESCOTT & RUSSELL
STORMONT, DUNDAS & GLENGARRY
CITY OF OTTAWA
LANARK
LEEDS & GRENVILLE
FRONTENAC
RENFREW
LENNOX & ADDINGTON
HASTINGS
HALIBURTON
PETERBOROUGH
CITY OF KAWARTHA LAKES
NORTHUMBERLAND
PRINCE EDWARD
Hawkesbury
Cornwall
Ottawa
Prescott
Kemptville
Smiths Falls
Carleton Place
Brockville
Perth
Arnprior
Ivy Lea
Gananoque
Kingston
Renfrew
Napanee
Eganville
Picton
Kaladar
Pembroke
Denbigh
Petawawa
Madoc
Belleville
Trenton
Barry's Bay
Brighton
Bancroft
Lake St. Peter
Burleigh Falls
Deux Rivieres
Peterborough
Cobourg
Tory Hill
Omemee
Port Hope
Bethany
Lindsay
Norland
Manilla
PREPARED BY EASTERN REGION GEOMATICS SECTION, SEPTEMBER 2013

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.

The Clerk shall provide the "Contributions to Registered Candidates FORM LC55 at the time of filing.

FUNDRAISING FOR CANDIDATES (SECTION 88.10)

A fund-raining 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:
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:
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 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, 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).

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.

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.

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

Exception, auditor's report
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.

DUTIES OF CANDIDATES (SECTION 88.22)

The Clerk shall provide the "Duties of Candidates" FORM LC60 at the time of filing.

Form LC55

TOWN OF SMITHS FALLS
CONTRIBUTIONS TO REGISTERED CANDIDATES

Municipal Elections Act, 1996 (Section 88.8 and 88.9)

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.

Form LC60

TOWN OF SMITHS FALLS
DUTIES OF CANDIDATES

Municipal Elections Act, 1996 (Section 88.22)

A candidate shall ensure that,

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

(b) all contributions of money are deposited into the campaign accounts;

(c) all funds in the campaign accounts are used exclusively for the purposes of the election campaign;

(d) all payments for expenses are made from the campaign accounts;

(e) contributions of goods or services are valued;

(f) receipts are issued for every contribution and obtained for every expense;

(g) records are kept of,
(i) the receipts issued for every contribution,
(ii) the value of every contribution,
(iii) whether a contribution is in the form of money, goods or services, and
(v) the contributor's name and address;

(h) records are kept of every expense including the receipts obtained for each expense;

(i) records are kept of any claim for payment of an expense that the candidate disputes or refuses to pay;

(j) records are kept of the gross income from a fund-raising function and the gross amount of money received at a 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 (Campaign Account Loans);

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

(m) financial filings are made in accordance with sections 88.25 (Candidates' Financial Statements, etc.) and 88.32 (Return of Surplus for Subsequent Expenses);

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

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

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

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

(r) each contributor is informed that a contributor shall not make contributions exceeding,
   (i) subject to subsection (2), a total of $1,200 to any one candidate in an election, and
   (ii) a total of $5,000 to two or more candidates for offices on the same council or local board.

Exclusion of certain expenses
Expenses described in paragraph 2 of subsection 88.19 (3) (Audit and Accounting Fees) are not expenses for the purpose of clause (a) above.

Contributions paid to clerk
Contributions paid to the clerk under clause (p) or (q) above become the property of the local municipality.

THIRD PARTY ADVERTISING

THIRD PARTY ADVERTISER

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 (2), (7) AND (13)]

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

- 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" PR FORM 7 and the "Declaration of Qualifications – Third Party Advertiser" Form LC52 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 LC58 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 LC64 to every Registered Third Party that registered in the municipality.

FINAL CALCULATION OF THIRD PARTY EXPENSES [SECTION 88.21 (11) to (17)] MAXIMUM AMOUNT FOR PARTIES AND MAKING EXPRESSIONS OF APPRECIATION AFTER VOTING DAY [88.21 (9)]

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 the maximum amount that each third party may incur for holding parties and making other expressions of appreciation after the close of voting and prepare a "Certificate of Maximum Third Party Expenses" Form LC59. 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 30, 2026; and in the case of a by-election, within 10 days after the Clerk makes the corrections under subparagraph 4 iii of subsection 65 (4) or subparagraph 3 ii of subsection 65 (5).

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

- the number determined from the Voters' List from the previous regular election, as it existed on September 15 in the year of the previous election, adjusted for changes under Section 24 and 25 that were approved as of that day and any changes based on updated information from the permanent register of electors that the Clerk may obtain on or before that day;
- the number determined from the Voters' List for the current election as it exists on September 20 in the year of the current election, adjusted for changes under Section 24 and 25 that were approved as of that day and any changes based on updated information from the permanent register of electors that the Clerk may obtain on or before that day. [Section 88.21 (11)]

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

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

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

ADVERTISEMENTS (SECTION 88.4, 88.5)

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

Third Parties must do the following during the Restricted Period:
- file notice of registration and have it certified by the Clerk;
- once registered, advertise; and
- once registered, incur expenses related to the advertisement.

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

Mandatory Information in Advertisements
All Third Party Advertisements shall contain the following information:
- the name of the registered third party
- the municipality where the registered third party is registered;
- a telephone number, mailing address or email address at which the registered third party may be contacted regarding the advertisement.

Mandatory Information for Broadcaster, etc.
All Registered Third Parties shall provide the following information to a broadcaster or publisher in writing:
- the name of the registered third party;
- the name, business address and telephone number of the individual who deals with the broadcaster or publisher under the direction of the registered third party;
- the municipality where the registered third party is registered.

Information contained in/on all third party advertising is the responsibility of the Third Party Advertiser and any questions or concerns should be directed to the Third Party Advertiser.

THIRD PARTY ADVERTISING
MUNICIPALLY OWNED/LEASED FACILITIES

Third Party Advertising at municipally-owned or leased facilities is not permitted.

LOCATION OF THIRD PARTY ADVERTISING

See Page 55: **"LOCATION OF ELECTION SIGNS"**

or any of its municipal servants, employees or agents will not be responsible.

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 LC54, 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 LC61 at the time of filing.

Form LC57

TOWN OF SMITHS FALLS

BROADCASTER/PUBLISHER INFORMATION SHEET THIRD PARTY ADVERTISER

Municipal Elections Act, 1996 (Sections 88.5)

Mandatory information in third party advertisements
88.5 (1) No registered third party shall cause a third party advertisement to appear during the restricted period unless the advertisement contains the following information:
1. The name of the registered third party.
2. The municipality where the registered third party is registered.
3. A telephone number, mailing address or email address at which the registered third party may be contacted regarding the advertisement.

Mandatory information for broadcaster, etc.
(2) A registered third party shall not cause a third party advertisement to appear during the restricted period unless he, she or it provides the following information to the broadcaster or publisher in writing:
1. The name of the registered third party.
2. The name, business address and telephone number of the individual who deals with the broadcaster or publisher under the direction of the registered third party.
3. The municipality where the registered third party is registered.

Prohibition, broadcaster or publisher
(3) No broadcaster or publisher shall cause a third party advertisement to appear during the restricted period if the information set out in paragraphs 1 to 3 of subsection (2) has not been provided.

Records
(4) The broadcaster or publisher of a third party advertisement shall maintain records containing the following information for a period of four years after the date the advertisement appears and shall permit the public to inspect the records during normal business hours:
1. The information provided under subsection (2).
2. A copy of the advertisement, or the means of reproducing it for inspection.
3. A statement of the charge made for its appearance.

Form LC52

TOWN OF SMITHS FALLS

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 <u>not</u> 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 SMITHS FALLS)

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 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 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 Smiths Falls until the next municipal election. Questions about this collection of personal information should be directed to the Clerk at kcostello@smithsfalls.ca or 77 Beckwith Street North, Smiths Falls, Ontario, K7A 2B8.

Form LC58

TOWN OF SMITHS FALLS

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

The Clerk shall give the individual filing a Notice of Registration for Third Party Advertising a Preliminary Calculation of the estimated maximum third party expenses at the time of filing, based upon the number of electors on the Voters' List as of September 15 in the year of the previous election [Section 88.21 (13)(a)]

On or before September 30, 2026; and in the case of a by-election, within 10 days after the clerk makes the corrections under subparagraph 4 iii of subsection 65 (4) or subparagraph 3 ii of subsection 65 (5), the Clerk shall give a Final Calculation of the applicable maximum third party expenses to each individual that filed a Notice of Registration for Third Party Advertising. The number of electors to be used in this final calculation is to be the greater of the following:

- the number determined from the Voters' List from the previous regular election, as it existed on September 15 in the year of the previous election, adjusted for changes made under Sections 24 and 25 that were approved as of that day;
- the number determined from the Voters' List for the current election, as it exists on September 20 in the year of the current election, adjusted for changes made under Sections 24 and 25 that were approved as of that day [Section 88.21(11)]

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

Form LC64

TOWN OF SMITHS FALLS
NOTICE OF PENALTIES
THIRD PARTY ADVERTISER

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 LC59

TOWN OF SMITHS FALLS

MAXIMUM THIRD PARTY EXPENSES

Municipal Elections Act, 1996 [s. 88.21 (15)]

TO:

_____ / _____
(Name of Third Party) (Name of Representative)

_____
(Address) (Postal Code)

I hereby certify that in the Municipal Election to be held October 26, 2026 the estimated maximum third party expenses that a registered third party is permitted to incur is _____* and the maximum amount of expenses for parties and expressions of appreciation after the close of voting that a third party is permitted to incur is _____*.

_____ _____
Date Municipal Clerk or designate

On or before September 30, 2026; and in the case of a by-election, within 10 days after the Clerk makes the corrections under subparagraph 4 iii of subsection 65 (4) or subparagraph 3 ii of subsection 65 (5), the Clerk shall give a Final Calculation of the applicable maximum third party expenses and the maximum amount of expenses for parties and expressions of appreciation after the close of voting to each individual that filed a Notice of Registration for Third Party Advertising. The number of electors to be used in this final calculation is to be the greater of the following:

- the number determined from the Voters' List from the previous regular election, as it existed on September 15 in the year of the previous election, adjusted for changes made under Sections 24 and 25 that were approved as of that day;
- the number determined from the Voters' List for the current election, as it exists on September 20 in the year of the current election, adjusted for changes made under Sections 24 and 25 that were approved as of that day [Section 88.21(11)]

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

Form LC61

TOWN OF SMITHS FALLS

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.

CONTRIBUTIONS TO AND EXPENSES OF REGISTERED THIRD PARTY

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 LC FORM 53 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 (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.

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

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

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

Who may incur expense
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).

Form LC53

TOWN OF SMITHS FALLS
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:

- $1,200 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 LC54

TOWN OF SMITHS FALLS

OFFICIAL LIST OF REGISTERED THIRD PARTIES

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

NOTICE is hereby given that during the period commencing May 1st, 2026 and ending on October 23rd, 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

SCRUTINEERS

SCRUTINEERS (SECTION 16 & 47)

Appointment - by candidate – qualification
A candidate may appoint scrutineers to represent him/her at the Help Centre during the "0" count audit and receipt of voting results, including during a recount.

The appointment shall be made using the "Appointment of Scrutineer By Candidate" Form LC22. The forms to appoint scrutineers, must be signed by the candidate in person at the Municipal Office. The candidate shall be asked for proof of identity. The candidate shall provide the signed form to their scrutineer.

Number - per candidate - in Help Centre - one only
Only one certified candidate or his/her appointed scrutineer may be in attendance at a Help Centre or receipt of voting results.

The scruntineer/candidate must take an "Oral Oath of Secrecy" Form LC25 at the Help Centre or receipt of voting results.

Appointment - by Council - by-law – question
Council may appoint scrutineers by resolution using "Appointment of Scrutineers Re By-laws or Questions" Form LC46 in relation to voting on a by-law or question submitted to the electors, to attend at a Help Centre during the "0" count audit and receipt of voting results, including during a recount.

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 Help Centre during the receipt of voting results.

Equal numbers 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 Help Centre during the receipt of voting results.

Appointment - by local board or Minister - question
Scrutineers appointed by a local board or the Minister in relation to a question may also remain in the Help Centre.

Appointment - by elector - recount [Section 61 (1)]
In the case of a recount ordered under Section 58, the elector may appoint one scrutineer for the receipt of voting results.

The "Appointment of Scrutineer by Elector" Form LC45 must be signed by the Applicant. Forms are available at the Municipal Office. The scruntineer/candidate must take an "Oral Oath of Secrecy" Form LC25 at the receipt of voting results.

Appointment - Proof of
A person appointed as a scrutineer, before being admitted to a Help Centre or receipt of votes shall show proof of his/her applicable appointment to the Election Official for the Help Centre or receipt of votes and shall provide proof of identity and residence as prescribed in *O. Reg. 304/13*.

Scrutineers Rights and Prohibitions
Each scrutineer shall be responsible for his/her conduct, rights and prohibitions as set out on the applicable appointment form.

Form LC22

TOWN OF SMITHS FALLS

APPOINTMENT OF SCRUTINEER BY CANDIDATE

Municipal Elections Act, 1996

TAKE NOTICE that I, _____
(Name of Candidate)

a candidate for the office of _____
(office to which election is being sought)

hereby appoint _____ to represent me and attend:

- ☐ the activation of the Intelivote System ("0" count audit)
- ☐ at the Help Centre
- ☐ at the receipt of the voting results
- ☐ at a recount (if such becomes necessary)

for the following **Ward** _____ in Town of Smiths Falls in respect of the Municipal Election to be held on Monday, October 26, 2026 under the *Municipal Elections Act, 1996*.

_____ _____
Date Signature of Candidate

CONDUCT OF SCRUTINEERS

1) ANYONE who is creating a disturbance at the Help Centre or receipt of voting results will be removed as directed by the Clerk.

2) Before being admitted to the Help Centre or receipt of voting results, a person appointed as scrutineer shall produce and show his/her Form LC22 to the Clerk for the Help Centre or receipt of voting results and take the "Oral Oath of Secrecy" Form LC25 from the Clerk before being permitted to remain in the Help Centre or receipt of voting results. The Clerk shall require proof of identity and residence of the scrutineer, as prescribed in *O. Reg. 304/13*.

3) **Cell phones** or any digital device **SHALL be turned off** upon entering the Help Centre or receipt of voting results and their use is prohibited while in the Help Centre or receipt of voting results.

4) The Clerk is responsible for conduct in the Help Centre or receipt of voting results and no candidate or scrutineer has the right to interfere with the Clerk in the discharge of his/her duties.

5) While at the Help Centre a Scrutineer or Candidate:
   - will be assigned to a specific location where they can sit and observe;
   - shall not communicate with anyone while at the Help Centre other than the Clerk or designate;

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

7) Scrutineers/candidates wishing to observe the receipt of the voting results MUST be at the Help Centre prior to 8:00 p.m. No one will be admitted to the Help Centre after 8:00 p.m. Once admitted to the Help Centre, no one shall be permitted to leave until the voting results have been received and the Vote Count Summary Report (supplied by the provider) has been signed by all in attendance.

8) While at the receipt of the voting results a Scrutineer or Candidate:
   - will be assigned to a specific location where they can sit and observe;
   - will not be able to view the computer screen of the Clerk

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

10) The total of votes cast for each candidate as tabulated by the system is final. At this point, the Clerk is not required to do a recount/second count.

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

- 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 Intelivote System" Form LC44 that attests to this fact.
- to observe the receipt of the voting results at the Help Centre, but shall not interfere with the process
- to sign the Vote Count Summary Report (supplied by the provider)
- in the event of a recount, Section 61 of the *Act* prescribes the number of scrutineers entitled to be present and their rights

Scrutineers and Candidates are prohibited from the following:

- from attempting, directly or indirectly, to influence or interfere with how an elector votes
- attempting to campaign or persuade an elector to vote for a particular candidate
- displaying a candidate's election campaign material or literature in the Help Centre or on Municipal Property
- compromising the secrecy of the voting
- interfering or attempting to interfere with an elector who voting
- obtaining or attempting to obtain, any information about how an elector intends to vote or has voted
- communicating any information obtained about how an elector intends to vote or has voted

Any person failing to abide by the above rights and prohibitions shall be directed to leave the Help Centre or receipt of the voting results and will not be able to attend in subsequent elections.

Form LC45

TOWN OF SMITHS FALLS

APPOINTMENT OF SCRUTINEER BY ELECTOR

Municipal Elections Act, 1996

TAKE NOTICE that I, _____
(Name of Elector)

An elector in Town of Smiths Falls

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

the following:

Ward _____

in the Municipality of Town of Smiths Falls in respect of the Municipal Elections

held on Monday, October 26, 2026 under the *Municipal Elections Act, 1996*.

_____ _____
Date Signature of Elector

CONDUCT OF SCRUTINEERS

1) ANYONE who is creating a disturbance at the Recount will be removed as directed by the Clerk.

2) Before being admitted to the Recount, a person appointed as scrutineer shall produce and show his/her Form LC45 to the Clerk for the Recount and take the "Oral Oath of Secrecy" Form LC25 from the Clerk before being permitted to remain at the Recount. The Clerk shall require proof of identity and residence of the scrutineer, as prescribed in *O. Reg. 304/13*.

3) **Cell phones SHALL be turned off** upon entering the Recount and their use is prohibited during the Recount.

4) The Clerk is responsible for the conduct of the Recount and no elector or scrutineer has the right to interfere with the Clerk in the discharge of his/her duties.

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

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

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

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

Rights of Scrutineers (includes Electors)

- to attend the Recount 15 minutes before the designated time
- shall not interfere with the counting process
- to sign the statement of the results prepared by the Clerk

Scrutineers and Electors are prohibited from the following:

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

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

Form LC25

TOWN OF SMITHS FALLS

ORAL OATH OF SECRECY

Date: **Location:**

I, ___*(state name)*_____, do solemnly swear (or affirm):

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

TO BE DECLARED BY ANY SCRUTINEER, CANDIDATE, OR ELECTOR (IN THE CASE OF A RECOUNT) WISHING TO REMAIN AT THE HELP CENTRE

NAME OF CANDIDATE OR SCRUTINEER	SIGNATURE	NAME OF CANDIDATE	WARD OR OFFICE TO BE ELECTED

Form LC46

TOWN OF SMITHS FALLS

APPOINTMENT OF SCRUTINEER BY MUNICIPALITY

Re: By-Laws or Questions
Municipal Election Act, 1996

Moved by_____ Resolution No._____

Seconded by_____

The Municipal Council (or local board, etc.) of the Corporation of Town of Smiths Falls hereby appoints _____ to act as a scrutineer to represent the Corporation (or local board, etc.) with respect to (insert specific question or by-law) for the following:

Ward _____
in respect of the Municipal Election held on Monday, October 26, 2026 under the *Municipal Elections Act*, *1996*.

ADOPTED

I hereby certify the above to be a true copy of a resolution of the Council (or local board, etc.) of Town of Smiths Falls passed on the ____of_____, 2026.

_____
Municipal Clerk (or Secretary), or designate

_____
(TOWN OF SMITHS FALLS, local board, etc.)

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

CONDUCT OF SCRUTINEERS

1) ANYONE who is creating a disturbance at a Centre or receipt of votes will be removed as directed by the Returning Officer (RO).

2) Before being admitted to a Help Centre or receipt of votes, a person appointed as scrutineer shall produce and show his/her Form LC22 to the Election Official for the Help Centre or receipt of votes and take the "Oral Oath of Secrecy" Form LC25 from the Election Official before being permitted to remain in the Help Centre or receipt of votes. The Clerk shall require proof of identity and residence of the scrutineer, as prescribed in *O. Reg. 304/13*.

3) Once scrutineer enters the receipt of votes they shall remain until the count is complete and the Election Official authorizes them to leave the receipt of votes.

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

5) **Cell phones SHALL be turned off** upon entering the Help Centre or receipt of votes and their use is prohibited while in the Help Centre or receipt of votes.

6) The Election Official is responsible for the conduct of the Help Centre or receipt of votes and no scrutineer has the right to interfere with the Election Official in the discharge of his/her duties.

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

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

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

Rights of Scrutineers

- to enter the Help Centre or receipt of votes 15 minutes before it opens and to election documents but not so as to delay the timely opening of the Help Centre or receipt of votes
- object to a ballot, or to the counting of some or all votes in a ballot for a by-law or question, on the grounds that the ballot or votes do not comply with the prescribed rules. The Returning Officer alone shall decide all objections.
- to sign the statement of the results prepared by the Election Official
- in the event of a recount, Section 61 of the *Act* prescribes the number of scrutineers entitled to be present and their rights

Scrutineers are prohibited from the following:

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

Any person failing to abide by the above rights and prohibitions shall be directed to leave the Help Centre or receipt of votes.

PERSONNEL

CLERK [SECTION 12 (1)]

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

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

DRO's AND OTHER ELECTION OFFICIALS (SECTION 15)

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

The Clerk may delegate to a Deputy Returning Officer or other election official any of the Clerk's power or duties in relation to the election as he or she considers necessary. The Clerk may continue to exercise the delegated powers and duties despite the delegation. The delegation shall be in writing, "Delegation of Powers and Duties of Clerk" Form LC19.

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

The Returning Officer is required to complete and sign the "Oath of Returning Officer" Form LC17 prior to January 1 of an election year.

All other election staff are required to complete and sign the "Appointment and Preliminary Oath or Affirmation for Election Officials" Form LC18.

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

Form LC47

TOWN OF SMITHS FALLS
ELECTION OFFICIAL APPLICATION

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

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

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

Part 3

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

_____ _____

Signature Date

Note(s):

i) Application forms are to be returned to Kerry Costello, Returning Officer by **August 15th, 2026,** to the address below**.**

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

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

Town of Smiths Falls, 77 Beckwith Street North, Smiths Falls

Form LC32

TOWN OF SMITHS FALLS

DUTIES AND RESPONSIBILITIES OF THE DEPUTY RETURNING OFFICER

IDENTIFYING INFORMATION

Position: Deputy Returning Officer and/or Assistant Returning Officer
Reports To: Clerk

Delegation of Power and Duties:

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

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

Goals and Objectives:

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

Responsibilities:

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

Pre Voting Day

- attend the training session/sign “Appointment and Preliminary Oath or Affirmation For Election Officials” Form LC18
- pick up the voting supplies for his/her Revision Center/Help Center
- verify the supplies received with the supply list provided by the Clerk
- familiarize themselves with the policies, procedures, voting system, Voters’ List management system, forms, oaths, Voters’ List, and Revision Centre/Help Centre
- familiarize themselves with the *Municipal Elections Act* and the procedures for conducting a Revision Centre/Help Center
- attend a public information session
- respond to questions from electors
- determine the eligibility of voters
- assist the Returning Officer, as required

Voting Day

A. Before the Opening of the Revision Centre/Help Center

Responsibilities include:

- arrive at the Revision Centre/Help Center one-half hour prior to opening
- open and set up the Revision Centre/Help Center
- remove all campaign material from the Revision Centre/Help Center
- assist the Returning Officer, as required

B. During Voting Hours

Responsibilities include:

- ensure the conduct and integrity of the voting process
- determine the eligibility of voters
- ensure that all eligible voters who request a PIN receive a voting kit
- ensure that the Revision Centre/Help Center is free of campaign material and is private
- administer any oaths as may be required
- close the Revision Centre/Help Center at 8:00 p.m. or as otherwise directed (i.e., institutions)
- contact the Clerk in the event of an emergency
- assist the Returning Officer, as required

C. After the Close of the Revision Centre/Help Center

Responsibilities include:

- assist the Returning Officer, as required

Form LC36

TOWN OF SMITHS FALLS

DUTIES AND RESPONSIBILITIES OF CONSTABLE

IDENTIFYING INFORMATION

Position: Constable
Reports To: Clerk

Delegation of Powers and Duties:

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

"Constable" shall be defined as a police officer or a person appointed by the Clerk to maintain peace and order at an election.

GOALS AND OBJECTIVES:

To maintain the integrity of the election process.

RESPONSIBILITIES:

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

PRE VOTING DAY:

- attend the training session/sign "Appointment and Preliminary Oath or Affirmation For Election Officials" Form LC18
- familiarize themselves with the duties and responsibilities of the election officials
- familiarize themselves with the *Municipal Elections Act* and the procedures for conducting a Revision Centre/Help Center

VOTING DAY

1. Before the opening of the Revision Centre/Help Center

Responsibilities may include:
- arrive at the Revision Centre/Help Center one-half hour prior to the opening of voting
- assist in setting up the Revision Centre/Help Center
- ensure that no campaign material is allowed in the Revision Centre/Help Center
- ensure that only qualified persons are allowed at the Revision Centre/Help Center

2. During Voting Hours

Responsibilities may include:

- ensure the conduct and integrity of the voting process
- maintain the orderly conduct and flow of electors through the Revision Centre/Help Center
- maintain peace and order in Revision Centre/Help Center
- ensure that only authorized persons are allowed to remain in the Revision Centre/Help Center
- procure additional supplies if required by the Returning Officer
- act as courier should concerns, questions or messages need to be transmitted

3. After the Close of the Revision Centre/Help Center

Responsibilities may include:

- assist in dismantling the Revision Centre/Help Center
- assist the Returning Officer, as required

Form LC37

TOWN OF SMITHS FALLS

DUTIES AND RESPONSIBILITIES OF THE ELECTION ASSISTANT

IDENTIFYING INFORMATION

Position: Election Assistant
Reports To: Clerk

Delegation of Powers and Duties:

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

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

Goals and Objectives:

To maintain the integrity of the election process and to carry out the election process.

Responsibilities:

All duties/responsibilities of the Election Assistant will be assigned by the Clerk.

Pre Voting Day

- attend the training session/sign Appointment and Preliminary Oath or Affirmation For Election Officials Form LC18
- familiarize themselves with the *Municipal Elections Act*
- complete any other duties as assigned by the Clerk

Voting Day

Before the Opening of the Revision Centre/Help Center
Responsibilities as assigned by the Clerk

During Voting Hours
Responsibilities as assigned by the Clerk

After the Close of the Revision Centre/Help Center
Responsibilities as assigned by the Clerk

Form LC38

TOWN OF SMITHS FALLS
DRO APPOINTMENT – CONFIRMATION LETTER

Date:

Re: 2026 Municipal Election

DEPUTY RETURNING OFFICER

Name

ELECTION ASSISTANTS

Identify Name Election Assistants

REVISION CENTRE/HELP CENTER

Municipal Complex
77 Beckwith Street North
Smiths Falls, ON K7A 2B8

VOTING

Internet/Telephone Voting will be utilized for the 2026 Municipal Election.

This will confirm your appointment as Deputy Returning Officer in the municipality for the Municipal Election on **Monday, October 26, 2026. Voting will commence on October 19th, 2026 at 8:30 a.m. through to October 26, 2026 at 8:00 p.m.** SHARP.

You are required to take the oath of office upon appointment.

Please review the DRO Duties and Responsibilities. If you have any questions, please do not hesitate to contact the undersigned.

Sincerely,

Kerry Costello, Clerk/Returning Officer
77 Beckwith Street North
Smiths Falls, Ontario K7A 2B8
T: 613-283-4124 ext. 1102
E: kcostello@smithsfalls.ca
www.smithsfalls.ca

/Enclosure

Form LC39

TOWN OF SMITHS FALLS
ELECTION ASSISTANT APPOINTMENT – CONFIRMATION LETTER

Date:

Re: 2026 Municipal Election

ELECTION ASSISTANT

Name

DEPUTY RETURNING OFFICER

Identify Name of DRO

REVISION/HELP CENTRE

Municipal Complex
77 Beckwith Street North
Smiths Falls, ON K7A 2B8

VOTING

Internet/Telephone Voting will be utilized for the 2026 Municipal Election.

This will confirm your appointment as Deputy Returning Officer in the municipality for the Municipal Election on **Monday, October 26, 2026. Voting will commence on October 19th, 2026 at 8:30 a.m. through to October 26, 2026 at 8:00 p.m.** SHARP.

You are required to take the oath of office upon appointment.

Please review the Election Assistant Duties and Responsibilities. If you have any questions, please do not hesitate to contact the undersigned.

Sincerely,

Kerry Costello, Clerk/Returning Officer
77 Beckwith Street North
Smiths Falls, Ontario K7A 2B8
T: 613-283-4124 ext. 1102
E: kcostello@smithsfalls.ca
www.smithsfalls.ca

/Enclosure

Form LC17

TOWN OF SMITHS FALLS
OATH OF RETURNING OFFICER
Municipal Elections Act, 1996

I, the undersigned, 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; and

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

That I will not attempt to:

- interfere with an elector when he/she is marking his/her 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, or
- directly or indirectly influence how an elector votes.

SWORN or affirmed before me at the

_____ of _____

in the County of Lanark

this _____ day of _____, 2026.

_____ _____

Commissioner of Oaths, etc. Signature of Returning Officer

Form LC18

TOWN OF SMITHS FALLS
APPOINTMENT AND PRELIMINARY OATH
OR AFFIRMATION FOR ELECTION OFFICIALS

Check Applicable Box Below:

☐ **DEPUTY RETURNING OFFICER**
☐ **ELECTION ASSISTANT**

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

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

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

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

That I will not attempt to:

- interfere with an elector when he/she is marking his/her 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.
- directly or indirectly influence how an elector votes.

SWORN or affirmed before me at the

_____ of _____

in the County of Lanark

this _____ day of _____, 2026.

_____ _____

Kerry Costello, Clerk Signature of person appointed

Form LC19

TOWN OF SMITHS FALLS
DELEGATION OF
POWERS AND DUTIES OF CLERK

Municipal Elections Act [Section 15 (2), (3) and (4)]

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

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

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

_____, 2026 _____

Signature of Clerk

Form LC20

TOWN OF SMITHS FALLS
APPOINTMENT AND OATH OF A CONSTABLE

Municipal Elections Act, 1996, Section 11 (2)(c)

Ward _____

Municipality _____

Name of Person Appointed as Constable _____

The person named above is hereby appointed Constable is hereby delegated the following duties and responsibilities pursuant to the *Municipal Elections Act*, *1996*, as per "Delegation of Powers and Duties of Clerk" Form LC19 and procedures set out and/or approved by the Returning Officer.

_____
Signature of Clerk

I, _____ swear solemnly that I will:

- act faithfully in the capacity set out in my appointment and perform all the duties required by law without partiality, fear or affection; and
- maintain and aid in maintaining the secrecy of the voting; and
- not interfere nor attempt to interfere with an elector when he/she is making his/her 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

_____ of _____

in the County of Lanark

this _____ day of _____, 2026.

_____ _____
Commissioner, etc. Signature of Constable

PROXY VOTING

PROXY VOTING (SECTION 44)

The municipality has chosen to use an alternative voting method and proxy voting will not be utilized.

VOTING PROCEDURE

AUTHORITY (SECTION 42)

A by-law authorizing internet/telephone voting must be passed on or before May 1 in the year of the election.

On August 11, 2025. By-Law No. 10634-2025 was passed authorizing internet/telephone voting.

SERVICE PROVIDER

The service provider for internet/telephone voting, determined by the Clerk, is Intelivote Systems Inc. A copy of the contract with Intelivote Systems Inc. is available from the Clerk upon request.

SYSTEM INTEGRITY

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

a) 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;
b) ensuring that no one except the Clerk, or designate, can access PINs maintained by Intelivote System Inc that match each voter's name and address; and
c) 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 26th, at 8:00 p.m.

AUDITOR

The Auditor, appointed by the Clerk using "Appointment and Oath of Auditor" Form LC21, 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.

SECRECY

Ensure that all Election Officials have taken the oath and been appointed as per the "Appointment and Preliminary Oath or Affirmation for Election Officials" Form LC18.

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

PREPARATION OF VOTER INFORMATION LETTERS

The Voters' List, being the compilation of the Preliminary List of Electors and Interim List of Changes, shall be provided to Intelivote by September 20, 2026 in electronic format in order that Intelivote may provide this information to Doculink to print the "Voter Information Letter" Form LC41.

Voter Information Letters shall be delivered by Intelivote to Canada Post and distributed by first class mail to all eligible voters no later than October 12, 2026 to enable them to use the Telephone/Internet Voting service.

The Voter Information Letter will contain but not be limited to the following:

a) the elector's PIN and the telephone number to call to cast his or her vote and the designated internet address (URL) to access to cast his or her vote using the Internet;
b) instructions on how to vote;
c) dates and hours of voting;
d) the location and telephone number of the Revision and Help Centres;
e) voter eligibility criteria;
f) office and candidate information; and
g) information on illegal and corrupt practices.

A person cannot give his/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 provisions under the *Municipal Elections Act*, specifically Sections 89 and 90.

PUBLIC INFORMATION SESSION

A public information session will be held for the purpose of explaining the method of voting and responding to questions from the electorate. The date and time at a minimum will be advertised in a local newspaper and on the municipal website.

The Clerk may coordinate the public information session, notices and advertisements with other municipal clerks of local municipalities who have adopted a similar alternative voting method.

VOTING PLACES (SECTION 45)

For the purposes of elections conducted with alternative voting methods, a voting place is not required. Alternatively, the Municipal Office has been identified as a Help Center to assist electors with the voting process and the Municipal Office has been identified as a Revision Centre to make additions, deletions and corrections to the Voters' List and to provide assistance and clarification on the election process.

REVISION CENTRE/HELP CENTRE

The Voters' List shall be available to Election Officials at the Revision Centre in electronic format to accommodate the voting process.

The Revision/Help Centre shall be established at the Municipal Office located at 77 Beckwith Street North, Smiths Falls.

The Revision Centre shall be responsible for the following:

a) Eligible voters who attend at the Revision Centre and are not on the Voters' List will be added to the list by filling out an "Application to Amend Voters' List" Form EL15 and providing 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; however, for additions to the List made after September 20, 2026, the Voter Information Letter containing a PIN will be provided to the individual.

b) Eligible voters who attend at the Revision Centre will be able to request a replacement Voter Information Letter and PIN under certain circumstances:

   i) where a person on the Voters' List has lost/not received his or her Voter Information Letter and the PIN has not been used, he or she can attend the Revision Centre and prove to the satisfaction of the authorized Election Official that they require a new PIN. The authorized Election Official will disable the elector's assigned PIN and electronically mark it in the system as having been lost/not received. 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 (Lost and Unused)" Form LC42 shall be taken by the elector and a new Voter Information Letter containing a new PIN shall be issued.

   ii) where a person on the Voters' List has attempted to vote and their PIN has already been used, he or she can attend the Revision Centre and prove to the satisfaction of the authorized Election Official that they did not vote the PIN and require a new PIN.

   Prior to issuing a new PIN, the Election Official shall advise the elector that once the new PIN has been assigned, the elector must vote immediately at the Help Centre. Upon providing proof of identity and residence as prescribed in *O. Reg. 304/13* to an Election Official, an "Application for Re-Issue of a Voter

Information Letter (Used by an Impersonator)" Form LC43 shall be taken by the elector and a new Voter Information Letter containing a new PIN shall be issued. The elector will be directed immediately to the Help Centre where telephone/internet access is available to eliminate any further misuse of the PIN.

c) Answering election questions and referring detailed questions to the Returning Officer or authorized Election Official.

CANDIDATES MODULE

The candidates shall receive login ID(s) and password(s) allowing them to access the Candidates Module as of September 30, 2026 to view the List of Electors.

When using this authorization, candidates can connect into the voting system and review elector list information to discern which electors have participated in the election. This capability **does not** provide the candidate information on how an elector has voted, it only provides information on whether or not they have participated in the election.

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

VOTING

Voting will commence on October 19, 2026 at 8:30 am through to October 26, 2026 at 8:00 pm.

During the Voting Period, the Help Centre will be open Monday to Friday, during office hours, and on Voting Day between the hours of 9:00 a.m. and 8:00 p.m. At 8:00 p.m. the doors of the Help Centre shall be locked and those in the Help Centre will be permitted to cast their ballot. Touch-tone telephones and internet access is provided. Any telephone provided at the Help Centre shall delete any display options on the telephone.

Prior to the activation of the system by Intelivote, on October 19, 2026 (8:30 a.m.), Intelivote shall allow access by the Auditor to the voting system at the Municipal Office between 8:20 a.m. and 8:29 a.m. by secure ID and password, for the purposes of ensuring that all candidates' names are listed and that no votes have been cast. The system will not be activated until confirmation that all the counts associated with each of the candidate(s) names indicate a "0" total.

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 Intelivote System" Form LC44 that attests to this fact.

Eligible electors may telephone a designated 1-800 number to cast their vote 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 providing the over-ride button on the telephone

is set to a “touch-tone” mode. Should the elector be unable to access the system, the interactive response system will provide an error message requesting that the eligible elector obtain assistance from an Election Official.

Alternatively, eligible electors will be able to access a designated internet address and cast their vote(s).

A voter must complete the races and questions in the order that they are presented by the system. The voter cannot skip a race or question.

If a voter chooses, they may use one method to vote some of the races or questions and use the other method to vote the remaining races or questions. However, once a voter has voted on a particular race or question, that race is closed and will not be available for voting again, regardless of the method.

Once a voter has made a selection for a race or question, the voting system shall indicate the voter’s choice and shall allow the voter to either confirm their selection and cast their vote or return to the race or question to change their selection. If the selection of a particular race or question is not confirmed and the vote is not cast, the voter is able to reenter the system and make their selection, casting their vote for that particular race or question, or any other race or question that has not been previously voted.

Once the Voter PIN has been used to complete **all** races and/or any questions, associated with the election, it cannot be used again, and further access shall not be granted to the telephone/internet voting service using that PIN.

Intelivote shall record the PIN and corresponding name of all electors who have voted. This **does not** provide information on who an elector has voted for.

The names of electors who have voted during the voting period will be provided to the Clerk electronically through the Intelivote system using the Clerk’s assigned password. A report titled “Voter Participation Status” report will be created in an electronic file format suitable for electronic distribution and will only be done under the control and direction of the Clerk.

ELECTORS REQUIRING ASSISTANCE (SECTION 52 (1) 4)

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

Oral Oath to Vote With Assistance

A voter who requires such assistance to vote may ask the Election Official for assistance. The Election Official shall require the voter making the request to take the Oral Oath to Vote With Assistance on the “Oral Oaths At Help Centre” Form LC24 and then assist and/or vote as directed by the voter. Any other person present must remove themselves until the voter finishes instructing the Election Official.

Oral Oath of Friend of Elector
In lieu of the Election Official assisting a voter, the voter may request that a friend accompany them to vote. Any friend who is permitted to vote shall be required to take the Oral Oath of Friend of Elector on the "Oral Oaths At Help Centre" Form LC24. No person shall be allowed to act as a friend of more than one voter at a Help Centre.

Oral Oath of Interpreter
Where the Election Official does not understand the language of a voter, an interpreter, provided by the voter, shall take the Oral Oath of Interpreter on the "Oral Oath At Help Centre" Form LC24, and shall translate the oaths as well as any lawful questions put to the voter.

DUPLICATE VOTER INFORMATION LETTERS

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 voter may only vote **once** and must return the other Voter Information Letter(s) to the municipal Revision Centre and complete an "Application to Amend Voters' List" Form EL15 to remove the duplicate name(s). All electors who 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*.

Voter Information Letters returned to the Revision Centre shall have the PIN immediately disabled in the system so that the PIN cannot be used in the voting process. The opened Voter Information Letters will then be retained in a secure fashion and destroyed in the same manner as all other municipal election material as provided for under Section 88 of the *Municipal Elections Act*, *1996*.

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

a) that were sent to eligible voters;
b) that were returned from the Post Office;
   - that were returned by an elector or other individual(s) either opened, or;
   - unopened but unused for voting purposes;
c) that were set to a status that prevented them from being used to vote;
d) that were re-issued to an eligible elector; and
e) that were assigned by Election Officials to eligible electors that have completed "Application to Amend Voters' List" Form EL15.

PIN PROCEDURES

Problems Accessing the System
Where an eligible voter has tried his/her PIN and has been unsuccessful in accessing the voting system, the Election Official will determine its status, and once verified:

- shall advise the voter that the PIN is valid and has not been used. The Election Official may suggest the voter try the PIN again using an alternate method (telephone vs. internet) or attend at the Help Centre to obtain assistance in voting.

- and they have determined that it has already been used, the voter can present themselves at the Revision Centre with proof of identity and residence as prescribed in *O. Reg. 304/13* and have an Election Official confirm that the elector's PIN has been used. If this is the case, follow the procedure outlined in the section titled, Revision/Help Centre, b) (ii).

Incorrect Information on Voter Information Letter
Where an eligible voter has received an incorrect voter PIN in terms of ward, if applicable, and/or school support, the voter can contact the Revision Centre and have the proper category applied to the existing PIN.

If the voter has used the PIN to vote, and the voter determines that the ward, if applicable, and/or school support is incorrect, and they have not voted those races, the voter can contact the Revision Centre and have the proper category applied to the existing PIN. The voter can then re-access the system and vote all races not yet completed.

The elector will be required to provide appropriate confirmation of eligibility and to complete "Application to Amend Voters' List" Form EL15.

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

RETIREMENT HOME OR INSTITUTION [SECTION 45 (7)]

A Help Centre will be provided to the following institutions and retirement homes on the specified date(s) and hours:

NAME OF RETIREMENT HOME OR INSTITUTION	DATE	HOURS FOR ASSISTANCE
Broadview Nursing Centre	To be determined	To be determined
Van Horne Manor Retirement Residence	To be determined	To be determined

Form LC21

TOWN OF SMITHS FALLS
APPOINTMENT AND OATH OF AUDITOR

I, the undersigned, appointed in the capacity of the Auditor do hereby swear or solemnly affirm that I shall:

i) Act faithfully in the capacity set out in my appointment and perform all the duties required without partiality, fear, favour or affection.

ii) Perform the prescribed combination of processes and procedures (audit duties) designed to validate a range of activities and/or functions of the internet/telephone voting system on several occasions. The test(s) shall include, but not be limited to the following:
- checking the wording of the script;
- checking the Help Centre telephones and internet access;
- checking Script and input timing;
- attempting to use a PIN more than once;
- balancing a predetermined number of votes with those cast;
- matching PINs to names and addresses;
- checking the system which is used for activating PINs through the revision process; and deliberately entering the wrong information.

iii) Keep my password assigned by the internet/telephone voting provider secret.

iv) Verify and ensure that all totals of votes cast are at “0” and shall be required to sign the “Activation of Intelivote System” Form LC44 that attests to this fact.

v) Maintain and aid in maintaining the secrecy of the voting.

vi) Not attempt to:
- interfere with an elector when he/she is marking his/her 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
- directly or indirectly influence how an elector votes.

vii) Be at the Help Centre prior to 8:00 p.m.

viii) Verify the receipt of the voting results at the Help Centre.

ix) Not leave until the voting results have been received and the Vote Count Summary Report (supplied by the provider) has been signed by all in attendance.

x) Not communicate the results to anyone until the Clerk has released the unofficial results to the general public.

xi) Sign the Vote Count Summary Report (supplied by the provider)

SWORN or affirmed before me at the

_____ of _____

in the County of Lanark

this _____ day of _____, 2026.

_____ _____

Kerry Costello, Clerk Signature of person appointed

Form LC41

TOWN OF SMITHS FALLS

SAMPLE VOTER INFORMATION LETTER

Municipality of Ontarioville
123 Main Street
Ontarioville, ON
M6J 2A6

Municipal Election 2010
Municipality of Ontarioville

Ward: 12
Poll: 1201-1

JOHN SAMPLE
150 BRUNSWICK ST.
ONTARIOVILLE, ON M3K 2Z1

Qualifying Address:
150 Brunswick St.

VOTER INSTRUCTIONS

HOW CAN I VOTE?

VOTE USING THE INTERNET OR PHONE

- Using your PIN (see box below), vote anytime from **Monday, October 18** starting at **8:30am until Monday, October 25** ending at **8:00pm.**
- To vote online, go to www.ontarioville.isivote.com and follow the instructions.
- To vote by phone, call the voting phone number at **1-800-123-4567** 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.

ADDITIONAL INFORMATION

- If you do not have access to a computer or telephone please consider one of the following to complete your voting activity:
  Visit the Ontarioville Town Hall, 100 Main Street
  Visit the Ontarioville Public Library, 142 Main Street
  Use any public pay phone
- PLEASE REMEMBER: Take your PIN with you as it is required to vote.

IMPORTANT INFORMATION

E-vote now!
As electronic voting is available over a number of days, you are encouraged to vote early to avoid higher volume activity periods near the end of the election period.

Your PIN
8765 4321

You qualify to vote if:

- You are at least 18 years old on Election Day, October 25, 2010
- You are a Canadian citizen
- You or your spouse lives, rents or owns property in the municipality and
- You are not otherwise prohibited by law from voting.

- Please note it is **AGAINST THE LAW** to vote more than once for any elected office within the same municipality or school board jurisdiction.
- By casting a ballot or by entering the electronic voting system and entering your assigned PIN number, you are **DECLARING THAT YOU ARE ELIGIBLE TO VOTE** in this election.
- This PIN is assigned to, and may only be used by, the elector identified in this correspondence.

See other side

Sample

QUESTIONS & ASSISTANCE

If you require assistance please contact the Voter Help Centre or visit the Town Hall at 100 Main Street:

Phone: 490-1234 or toll free at 1-888-123-4567.
Hours of operation are:
8:30am to 4:30pm on weekdays from October 18 to October 22.
8:30am to 8:00pm Election Day Monday, October 25.
Email: election@ontarioville.ca
Website: www.ontarioville.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 ward in which you are eligible to vote then please call the Voter Help Centre for assistance.

MAYOR **Vote for 1 of the following:**	**DEPUTY MAYOR** **Vote for 1 of the following:**
Gary DENNISON	Gary DENNISON
George HENDERSON	George HENDERSON
Betty JOHNSON	Betty JOHNSON
Jan WYSEMAN	Jan WYSEMAN

COUNCILLOR **Vote for 4 of the following:**	**TRUSTEE** **English Public School Board** **Vote for 1 of the following:**
Susan FERGUSON	Michael CHURCH
Marc LEDUC	Alice CRANSTON
Yvonne ST. CROIX	Linda WEBSTER
James WARNER	
Doris WEAVER	
Cameron YOUNG	

Sample

See other side

Form LC42

TOWN OF SMITHS FALLS

APPLICATION FOR RE-ISSUE OF A VOTER INFORMATION LETTER (LOST AND UNUSED)

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

I, _____, being the above named individual and having provided proof of identity and residence as prescribed in *O. Reg. 304/13*, to the Election Official, do hereby make the following declaration:

1. That I am an eligible elector for the municipality and that I am on the Voter's List or have made an application to be included on the Voter's List;
2. ☐ That I have not received by mail a Voter Information Letter from the municipality,

   OR (check appropriate)

   ☐ That 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. That 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, _____, solemnly 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 and by virtue of the *Canada Evidence Act* dated this _____ of _____, 2026. 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.

_____ _____

Signature of Applicant Signature of Election Official

FOR USE BY ELECTION OFFICIAL ONLY
PROCEDURAL POLICY FOR RE-ISSUANCE

Verification of **de-activation** of Voter Personal Identification Number _____
(signature of Election Official)

Activation of **new** Voter Personal Identification Number (PIN) _____ _____
(signature of Election Official)

SIGNATURE OF ACKNOWLEDGEMENT

I, the above named individual, hereby acknowledge receipt of a NEW Voter Information Letter provided by the Election Official.

_____ _____

Signature of Applicant **Date**

I, the above named Election Official, do hereby acknowledge that I have provided a NEW Voter Information Letter to the applicant and have followed the procedures identified above.

_____ _____

Signature of Election Official **Date**

Form LC43

TOWN OF SMITHS FALLS
APPLICATION FOR RE-ISSUE OF A VOTER'S INFORMATION LETTER
(USED BY AN IMPERSONATOR)

Surname:	Given Name(s):	
Qualifying Address (Street No. & Name):	City:	Postal Code:
Mailing Address (if different)		
Tel. Number:	Roll Number:	

I, _____, being the above named individual and having provided proof of identity and residence as prescribed in *O. Reg. 304/13* to the Election Official, do hereby make the following declaration AND provide the required information to the Election Official:

1. That 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 Voter's List, and;

   ☐ That I have not received by mail a Voter Information Letter from the municipality and an imposter has voted.

   OR (check applicable box)

   ☐ That I have lost or misplaced the Voter Information Letter provided by the municipality and unable to locate the said Voter Information Letter for the purpose of voting by telephone and that an imposter has voted.

   OR (check applicable box)

   ☐ That I have received the Voter Information Letter provided by the municipality and that an imposter has voted.

2. That 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.

3. ☐ That I have no knowledge, direct or indirect, as to who has used my Voter Information Letter to vote in my name.

   OR (check applicable box)

   ☐ 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.

4. That 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.

5. That should a new Voter Information Letter be issued by an Election Official that, as a condition to re-issuance, that I will be required to vote only at the Help Centre in the municipality.

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

I, _____, solemnly 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 and by virtue of the *Canada Evidence Act* dated this _____ day of _____, 2026 and do hereby accept the terms and conditions of this application.

I, _____, further acknowledge that any false statement made is an offence either under the *Municipal Elections Act* and/or an infraction under the Criminal Code of Canada and subject to penalties and/or a term of imprisonment.

_____

_____

Signature of Applicant

Signature of Election Official
(Witness as to the Signature of the Applicant)

PROCEDURES OF ELECTION OFFICIAL

1. Verification that the Voter Personal Identification Number (PIN) has been used.

2. Issuance of Voter Information Letter and NEW Personal Identification Number (PIN).

3. Activation of Personal Identification Number (PIN).

_____

(signature of Election Official)

SIGNATURE OF ACKNOWLEDGEMENT BY APPLICANT

I, the above named individual, hereby acknowledge receipt of a NEW Voter Information Letter provided by the Election Official and agree that I will vote immediately at the Help Centre and further understand that should I leave the Help Centre WITHOUT VOTING that the Voter Information Letter received will be deactivated and that I will not be further entitled to vote.

_____	_____
Signature of Applicant	**Date**

I, the above named Election Official, do hereby acknowledge that I have provided a NEW Voter Information Letter to the applicant and have followed the procedures identified above.

_____	_____
Signature of Election Official	**Date**

FOR USE BY THE ELECTION OFFICIAL
VOTER LEAVES THE HELP CENTRE

1. Voter has left the Help Centre after voting:

Verify if Personal Identification Number (PIN) has been used to confirm that the elector has voted. If the PIN has not been used, the following must be completed:

Deactivate Voter Personal Identification Number immediately

SIGNATURE OF ELECTION OFFICIAL CONFIRMING THAT VOTER HAS LEFT THE HELP CENTRE WITHOUT VOTING.

_____	_____
Signature	**Date / Time**

Form LC44

TOWN OF SMITHS FALLS

ACTIVATION OF INTELIVOTE SYSTEM

DIRECTIONS: ***To be administered by an Election Official to any of the persons authorized to be in attendance at the Help Centre or any other location as determined by the Clerk. Candidates and appointed scrutineers in attendance are required to take this oath.***

I, one of the undersigned, swear or solemnly affirm:

THAT at ____a.m./_p.m., October 26, 2026, I verified that all totals of votes cast for all candidates were at “0” prior to the voting system being activated.

SWORN or affirmed before me at the

_____ of _____

in the County of Lanark

this _____ day of _____, 2026.

Name and capacity in which such person is attending. (if scrutineer, name candidate)	**Signature of person taking above oath**	**Signature of person administering above oath**

Form LC24

TOWN OF SMITHS FALLS

ORAL OATHS AT HELP CENTRE

ORAL OATH TO VOTE WITH ASSISTANCE

I, _____ being an elector entitled to vote in the Town of Smiths Falls swear or solemnly affirm I require assistance to vote by telephone/internet.

ORAL OATH OF FRIEND OF ELECTOR

I, _____ a friend of _____ an elector

who requires assistance to vote and who is entitled to vote in Town of Smiths Falls swear and

solemnly affirm:

That I will vote by telephone/internet as directed by the elector, and

that I will keep secret the manner in which this elector voted.

ORAL OATH OF INTERPRETER

I, _____ acting as interpreter for _____,

an elector entitled to vote in the Town of Smiths Falls swear or solemnly affirm:

That I will faithfully translate the necessary oaths as well as any lawful questions necessarily

put to the elector and his/her answers at this Help Centre.

COUNT PROCEDURES

COUNT PROCEDURES

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

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

The Auditor 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 to be sent by email to the following Receiving Location in the Help Centre: election@smithsfalls.ca.

The Clerk, Auditor and any others present (Candidates, or their scrutineer) shall sign the Vote Count Summary Report indicating the results and votes cast.

i) Only the Clerk, Deputy Returning Officers, appointed Election Officials, certified Candidates (an acclaimed candidate or their scrutineer is NOT permitted) and authorized Scrutineers will be permitted to remain in the Help Centre.

ii) Before being admitted to the Help Centre, upon request by the Clerk or DRO, Candidates, Scrutineers and Election Officials shall be required to show proof of identity as prescribed in *O. Reg. 304/13*.

iii) Before being admitted to the Help Centre, a person appointed as a scrutineer shall also produce and show his/her Form LC22 to the Clerk for the receiving of the voting results at the Help Centre and take the "Oral Oath of Secrecy" Form LC25 from the Clerk before being permitted to remain at the Help Centre.

iv) Entrance to the Help Centre will not be permitted after 8:00 p.m. on Voting Day and only Election Officials will be allowed to enter thereafter. Candidate's and scrutineers are to arrive between 7:45 p.m. and 8:00 p.m. Once admitted to the Help Centre, no one shall be permitted to leave until the results are received and the Vote Count Summary Report has been signed by all in attendance.

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

vi) ANYONE who is creating a disturbance at the Help Centre will be removed as directed by the Clerk.

vii) **Cell phones and other equipment SHALL be turned off** upon entering the Help Centre and their use is prohibited while at the Help Centre, except by Election Officials.

viii) No campaign material will be allowed within the Help Centre.

NOTICE OF RESULTS

NOTICE OF RESULTS [SECTION 55 (3)]

The unofficial results of each candidate by category of wards and polling subdivisions, as applicable, shall be made available by the Clerk as soon as practical after 8:00 p.m. on Monday, October 26, 2026, Voting Day, at the Municipal Office located at 77 Beckwith St. North, Smiths Falls, and the Clerk shall post the same **Unofficial Results** on the municipality's website.

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

DECLARATION [SECTION 55 (4)]

As soon as possible after Voting Day, the Clerk shall declare the **Official Results** using the "Declaration of Election Results" Form LC26 and post the results at the Municipal Office and on the municipal website.

Separately, the Clerk responsible for school board elections shall provide the respective school board results to each Clerk using the "Declaration of Election Results" Form LC26. Note – only include the school board results and not your municipality's municipal election results.

INFORMATION TO BE MADE AVAILABLE [SECTION 55 (4.1)]

As soon as possible after Voting Day, the clerk shall make the following information available at no charge for viewing by the public on a website or in another electronic format:

1. The number of votes for each candidate.
2. The number of declined and rejected ballots.
3. The number of votes for the affirmative or negative on a by-law or question.

Form LC26

TOWN OF SMITHS FALLS

DECLARATION OF ELECTION RESULTS

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

I Kerry Costello, Clerk of the Corporation of the Town of Smiths Falls in the County of Lanark declare the following candidate or candidates elected as a result of the Municipal Election held October 26, 2026.

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

_____
Date

_____
Clerk's Signature

CLERK OF THE CORPORATION OF THE
TOWN OF SMITHS FALLS
IN THE COUNTY OF LANARK

RECOUNT

RECOUNT (SECTIONS 56-58)

Manner in Which a Recount is Conducted

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

This shall be done by requesting from Intelivote a re-tabulation of the votes cast to be conducted in the same manner as the original vote tabulation.

Intelivote shall send the results of the recount by fax and/or by e-mail, 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 by the Auditor assigned to the election.

A recount is required when:

- there is a tie vote where both or all candidates cannot be declared elected (Automatic)
- the votes for the affirmative and negative on a by-law are equal (Automatic)
- the votes for two or more answers to a question are equal (Automatic)

Within 30 days after the declaration of the results:

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

Recount in accordance with Policies

The Clerk shall hold a recount in accordance with any policy adopted with respect to the circumstances in which the municipality or local board requires the Clerk to hold a recount of the votes cast in an election if the by-law or resolution is passed on or before May 1 in the year of an election.

Time for Recount

The recount shall be held within 15 days after the Clerk's declaration of the results of the election or resolution or order to hold a recount is passed or made.

WHO CONDUCTS RECOUNT (SECTION 56, 63)

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

VOTES FOR CANDIDATES TO BE INCLUDED IN A RECOUNT (SECTION 56, 57, 58)

All votes for all candidates in the contested race, or answers to a question or by-law 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;
- one scrutineer for each recount station established by the Clerk for every certified candidate for the office involved and the applicant, who applied for the recount;
- where the recount applies to a by-law or question, the scrutineers as appointed by Council, a local/school board or the Minister;
- where scrutineers are appointed under Sections 61 (3) or (4), an equal number must be appointed to represent supporters and opponents of the by-law and for each possible answer to the question;
- any other person may be present with the Clerk's permission.

NOTIFICATION OF RECOUNT DATE, TIME, PLACE (SECTIONS 56, 57, 58 and *O. Reg. 101/97*)

The Clerk shall give notice of the recount date, time and place on "Notice of Recount" Form LC27 to the following:

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

PROCESS AT RECOUNT (SECTIONS 61, 62 and *O. Reg. 101/97*)

At the time set for the recount to commence, the Clerk should outline the procedures as follows:

- the rules prescribed by the Minister or established by the Clerk are to be followed and should be explained to everyone present for the recount;

Upon completion of the recount, the Clerk shall announce the results of the recount.

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

CONTINUING TIE VOTE – AFTER RECOUNT PROCEDURES [SECTION 62 (3) AND 63 (10)]

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

> The Clerk shall write the name of each candidate on equal-sized pieces of paper. They are then put in a "hat". The Clerk shall announce, prior to the draw, that "the candidate to be elected shall be the candidate whose name is written on the first piece of paper I draw out of the hat." The paper is pulled from the hat and the candidate elected is announced.

DECLARATION BY CLERK [SECTION 62 (4)]

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

The results of the recount shall be posted, at a minimum, in the Municipal Office and on the municipal website by noon, the day following the recount being completed using the "Declaration of Recount Results" Form LC28. The Clerk will notify everyone notified of the recount, of the results of the recount in writing.

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

COSTS OF RECOUNT [SECTION 7 (3), (4)]

The costs incurred by the Clerk to conduct a recount are to be paid by the municipality, local board, upper-tier municipality or the Minister 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).

Form LC27

TOWN OF SMITHS FALLS

NOTICE OF RECOUNT

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

I Kerry Costello, Clerk of the Corporation of the Town of Smiths Falls in the County of Lanark hereby declare that a recount of the votes cast in the Municipal Election held October 26, 2026 for

_____
(state office or by-law/question)

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

at _____.
(location)

THE RECOUNT IS BEING CONDUCTED PURSUANT TO SECTION _____ OF THE *MUNICIPAL ELECTIONS ACT, 1996*.

_____ _____
Date Clerk's Signature

Form LC28

TOWN OF SMITHS FALLS

DECLARATION OF RECOUNT RESULTS

Municipal Elections Act, 1996 [Section 62 (4)]

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

_____ in the County of Lanark declare that:

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

☐ the office(s) of: _____

☐ the following question or by-law: _____

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

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

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

_____
(Name of Clerk)

CLERK OF THE CORPORATION OF

THE TOWN OF SMITHS FALLS

IN THE COUNTY OF LANARK

CANDIDATES FINANCIAL STATEMENTS

CANDIDATES FINANCIAL STATEMENTS [SECTION 88.25 (1) and (9)]

All Candidates shall file with the Clerk, the "Financial Statement – Auditor's Report" PR FORM 4 on or before 2:00 p.m. on March 26, 2027 (Section 88.30) reflecting the Candidate's election campaign finances as of December 31 in the year of the election. The earliest the "Financial Statement – Auditor's Report" PR FORM 4 can be filed is the first day the Municipal Office is open in January 2027.

At least 30 days before the filing date, but no later than February 24, 2027, the Clerk shall give every candidate whose nomination was filed, **by registered mail**, notice of:

- all the filing requirements of this section; and
- the candidate's entitlement to receive a refund of the nomination filing fee if her or she meets the requirements of section 34 (Refund);
- 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 EL42.

NOTICE OF DEFAULT [SECTION 88.23 (1) - (5), 88.25]

A "Notice of Default" Form EL43 shall be given to the candidate by registered mail, and if the candidate was elected, to the relevant council or local board, in the event that a candidate has not submitted the "Financial Statement – Auditor's Report" PR FORM 4 on or before 2:00 pm on March 26, 2027.

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

As soon as possible after April 30th in the year following a regular election, and 90 days after Voting Day in a by-election, using Form LC68 "Compliance Report - Candidates" the Clerk shall make available to the public on a website or in another electronic format a report setting out all candidates in an election and indicating whether each candidate complied with section 88.25 (Candidates' Financial Statements, etc.).

For questions regarding campaign finances, the Clerk should direct the candidate to Sections 88.22 – 88.25, 88.30 – 88.32.

EXTENSION OF CAMPAIGN PERIOD [SECTION 88.23 (6) to (8)]

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

REFUND OF NOMINATION FILING FEE (SECTION 34)

A candidate is entitled to receive a refund of the nomination filing fee if he or she,

- files the Financial Statement and Auditor's Report, each in the prescribed form, on or before 2:00 p.m. as of March 20, 2027.

Form EL42

TOWN OF SMITHS FALLS

NOTICE TO CANDIDATE OF FILING REQUIREMENTS

Municipal Elections Act, 1996 (Section 88.25)

TO:

_____ / _____
(Name of Candidate) (Office)

_____
(Address) (Postal Code)

FROM:

The Clerk or designated election official of

_____
(TOWN OF SMITHS FALLS)

TAKE NOTICE EVERY CANDIDATE SHALL FILE the "Financial Statement – Auditor's Report" PR FORM 4 on or before 2:00 pm on **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* reflecting the Candidate's election campaign finances as of December 31 in the year of the election.

(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.

Note: The earliest the "Financial Statement – Auditor's Report" PR FORM 4 can be filed is the first day the Municipal Office is open in January 2027.

(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.

(1) 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. 2016, c. 15, s. 60.

(12) 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

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 section 88.25.
Also Note:	If the Clerk has provided for electronic filing, candidates must also be advised of this option and conditions or limitations associated with it, if any.

Form EL43

TOWN OF SMITHS FALLS

NOTICE OF DEFAULT - CANDIDATE

Municipal Elections Act, 1996 [Section 88.23, 88.25, 88.31, 91, 92]

TO:

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

FROM:

The Clerk, or designated election official of
_____
(TOWN OF SMITHS FALLS)

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 88.25 (Candidates' Financial Statements, etc.) or 88.32 (Return of Surplus for Subsequent Expenses) of the *Municipal Elections Act 1996* 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 (Treatment of Surplus and Deficit) of the *Municipal Elections Act, 1996,* or
C.	A document (a financial statement and if applicable, an auditor's report) filed under Section 88.25 of the *Municipal Elections Act 1996* shows on its face that you have incurred expenses exceeding the amount permitted under Section 88.20 (Candidates' 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*.

(Insert Appropriate Wording or Use the Following Suggestions)
PLEASE SELECT THE APPROPRIATE SECTIONS ONLY

In addition to any other penalty that may be imposed under the *Municipal Elections Act*, *1996,* the following penalties apply:

TO A SUCCESSFUL CANDIDATE

(i) you forfeit any office to which you were elected and the office shall be deemed to be vacant

(ii) 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.

OR

TO AN UNSUCCESSFUL CANDIDATE

(i) 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

Corrupt practice and ineligibility for office

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.

Offences re campaign finances

Offences by candidate

92. *(1) A candidate is guilty of an offence and, on conviction, in addition to any other penalty*

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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.

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.

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.

CESSATION OF PENALTY [88.23 (9)]

If, no later than 2 p.m. on April 26, 2027 you file the relevant document under Section 88.25 or 88.32 and pay the Clerk a late filing fee of $500, the penalties for a default do not take effect.

_____	_____
Date	Municipal Clerk or designate

Form LC68

TOWN OF SMITHS FALLS

2026 Municipal Election
Compliance Report - CANDIDATES

Municipal Elections Act, 1996 [Section 88.23 (3), (4), (5)]

NOTICE, is hereby given that the following Candidates in the 2026 Municipal Election complied with section 88.25 of the *Municipal Elections Act, 1996*:

Candidate
Name
Name
Name
Name
Etc…

NOTICE, is hereby given that the following Candidates in the 2026 Municipal Election did not comply with section 88.25 of the *Municipal Elections Act, 1996*:

Candidate	Description of the Nature of the Default
NAME	Failed to file a document (a financial statement and if applicable, an auditor's report) with the Municipal Clerk as required by Section 88.25 (Candidates' Financial Statements, etc.)

Dated this 26th day of April, 2027

_____
Clerk or designate

THIRD PARTY FINANCIAL STATEMENTS

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" PR FORM 8 on or before 2:00 p.m. on March 26, 2026, 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" PR FORM 8 can be filed is the first day the Municipal Office is open in January 2026.

At least 30 days before the filing date, but no later than February 24, 2026, 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 LC62

NOTICE OF DEFAULT [SECTION 88.27 (1) and (2), 88.29]

A "Notice of Default – Registered Third Party" Form LC63 shall be given to the registered third party by registered mail, has not submitted the "Financial Statement – Auditor's Report" PR FORM 8 on or before 2:00 pm on Mach 30, 2026.

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, using Form LC69 "Compliance Report – Registered Third Parties" 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*.

Form LC62

TOWN OF SMITHS FALLS
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

_____
(TOWN OF SMITHS FALLS)

TAKE NOTICE EVERY REGISTERED THIRD PARTY SHALL FILE the "Financial Statement – Auditor's Report" PR FORM 8 on or before 2:00 pm on **March 30, 2026**, 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" PR FORM 8 can be filed is the first day the Municipal Office is open in January 2027.

(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

Note:	At least 30 days before the filing date, the Clerk shall give every registered third party that registered in the municipality, notice of the filing requirements of section 88.29.
Also Note:	If the Clerk has provided for electronic filing, registered third parties must also be advised of this option and conditions or limitations associated with it, if any.

Form LC63

TOWN OF SMITHS FALLS

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
_____
(TOWN OF SMITHS FALLS)

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 *Municipal Elections Act 1996* 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 *Municipal Elections Act, 1996,* or
C.	A document (a financial statement and if applicable, an auditor's report) filed under Section 88.29 of the *Municipal Elections Act 1996* 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*.

(Insert Appropriate Wording or Use the Following Suggestions)
PLEASE SELECT THE APPROPRIATE SECTIONS ONLY

In addition to any other penalty that may be imposed under the *Municipal Elections Act*, *1996,* the following 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 LC69

TOWN OF SMITHS FALLS

2026 Municipal Election
Compliance Report – REGISTERED THIRD PARTIES

Municipal Elections Act, 1996 [Section 88.29 (11)]

NOTICE, is hereby given that the following Registered Third Parties in the 2026 Municipal Election complied with section 88.29 (1) of the *Municipal Elections Act, 1996*:

Registered Third Parties
Name
Name

Dated this 1st day of May, 2027

_____
Clerk or designate

COMPLIANCE AUDIT COMMITTEE

COMPLIANCE AUDIT COMMITTEE (SECTION 88.37)

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

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

Develop a "Terms of Reference" Form LC65 to be adopted by by-law by all participating municipalities. Once adopted, initiate recruitment process using the "Joint Lanark County Compliance Audit Committee Ad" Form LC49 and using the "Joint Lanark County Compliance Audit Committee Application" Form LC50

Post the ad, application, and Terms of Reference, at a minimum, on the municipal website.

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 26, 2027, the Clerk shall prepare a report identifying each contributor to a candidate for office on a council who appears to have contravened any of the contribution limits under section 88.9 and,

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

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

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

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

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

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

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

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

Report, Contributions to Registered Third Parties
As soon as possible after April 26, 2027, the Clerk shall prepare a report identifying each contributor to a Registered Third Party who appears to have contravened any of the contribution limits under section 88.13 and,

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

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

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

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

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

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

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

An elector who is entitled to vote in an election for a specific race, and believes on reasonable grounds that a Candidate or a Registered Third Party who is registered in relation to the election in the municipality has contravened a provision of the Act relating to election campaign finances may apply for a compliance audit of the Candidate's or Registered Third Party's election campaign finances, even if the Candidate or Registered Third Party has not filed a financial statement using "Compliance Audit Application" Form LC65 .

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

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

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

Form LC65

TOWN OF SMITHS FALLS

Joint Lanark County 2026 Election Compliance Audit Committee

	Terms of Reference
1	<u>Name</u> The name of the Committee is the "Joint Lanark County 2026 Election Compliance Audit Committee" consisting of the following municipalities: Municipality of Mississippi Mills Town of Smiths Falls Town of Carleton Place Town of Perth Town of Smiths Falls Township of Beckwith Township of Drummond/North Elmsley Township of Lanark Highlands Township of Montague
	<u>Duration</u> The term of office is from November 15, 2026 to November 14, 2030 to deal with applications from the 2026 election and any by-elections during Council's term.
3	<u>Mandate</u> The powers and functions of the Committee are set out in Sections 88.33 to 88.36 of the *Municipal Elections Act, 1996* (Appendix "A"). The Committee will perform the functions relating to the compliance audit application process as outlined in the Act. These functions include: <u>Candidate Contravention</u> a. within 30 days receipt of a compliance audit application by an elector, consider the application and decide whether it should be granted or rejected; b. give to the Candidate, the Clerk and the Applicant the decision of the Committee to grant or reject the application, and brief written reasons for the decision; c. if the application is granted, appoint a licensed auditor to conduct a compliance audit of the Candidate's election campaign finances; d. receive the auditor's report from the Clerk; e. within 30 days receipt of the auditor's report, consider the report; f. if the report concludes that the candidate appears to have contravened a provision of the Act relating to election campaign finances, decide whether to

commence legal proceedings against the candidate for the apparent contravention;

g. after reviewing the report, give to the Candidate, the Clerk and the Applicant the decision of the Committee, and brief written reasons for the decision.

Candidate Contributor Contravention

a. within 30 days receipt of a report identifying each contributor to a candidate for office on a council who appears to have contravened any of the contribution limits, consider the report and decide whether to commence a legal proceeding against the contributor for an apparent contravention.
b. after reviewing the report, give to the Contributor and the Clerk the decision of the Committee, and brief written reasons for the decision.

Registered Third Party Contravention

a. within 30 days receipt of a compliance audit application by an elector, consider the application and decide whether it should be granted or rejected;
b. give to the Candidate, the Clerk and the Applicant the decision of the Committee to grant or reject the application, and brief written reasons for the decision;
c. if the application is granted, appoint a licensed auditor to conduct a compliance audit of the Registered Third Party's campaign finances;
d. receive the auditor's report from the Clerk;
e. within 30 days receipt of the auditor's report, consider the report;
f. if the report concludes that the Registered Third Party appears to have contravened a provision of the Act relating to campaign finances, decide whether to commence legal proceedings against the Registered Third Party for the apparent contravention;
g. after reviewing the report, give to the Registered Third Party, the Clerk and the Applicant the decision of the Committee, and brief written reasons for the decision.

Registered Third Party Contributor Contravention

a. within 30 days receipt of the report, consider the report;
b. if the report concludes that the Contributor appears to have contravened a provision of the Act relating to campaign finances, decide whether to commence legal proceedings against the Contributor for the apparent contravention;
c. after reviewing the report, give to the Contributor and the Clerk the decision of the Committee, and brief written reasons for the decision.

Auditor Selection

If the committee decides to grant the application, it shall appoint an auditor licensed under the *Public Accounting Act, 2004* to conduct a compliance audit of the Candidate's election campaign finances.

	The selection process will be coordinated through the Clerk of the respective municipality.
4	<u>Membership</u> The Committee shall be composed of three (3) voting members, with three (3) alternate members that would assume all the rights and privileges of a voting member if called upon. Alternate members shall be ranked and will be called upon to replace a voting member that has resigned from the Committee. Membership will be drawn from the following groups: a. accounting and audit - accountants or auditors with experience in preparing or auditing the financial statements of municipal candidates and registered third parties; b. legal; c. professionals who in the course of their duties are required to adhere to codes or standards of their profession which may be enforced by disciplinary tribunals; and/or d. other individuals with knowledge of the campaign financing rules of the *Municipal Elections Act, 1996*. Municipal employees or officers of the municipality, members of Council or local board; any Candidates or any persons who are Registered Third Parties in the 2026 municipal election or in any by-election during the term of Council for any member municipality are ineligible to be appointed as a member of the Committee pursuant to subsection 88.37 (2) of the of the *Municipal Elections Act, 1996*. Members will be required to participate in an orientation session as a condition of appointment.
5	<u>Membership Selection</u> The terms of reference and application form will be posted, as a minimum, on the municipal websites of the member municipalities. Staff will also contact and solicit those individuals as set out under section 4 of the Terms of Reference. In addition, advertisements will be placed in a local paper. All applicants will be required to complete an application form outlining their qualifications and experience. Staff may interview applicants who meet the selection criteria and prepare a short list of three voting members and three alternate members. Recommended candidates will be submitted to the Council of each member municipality for consideration.

	Members will be selected on the basis of the following: a. demonstrated knowledge and understanding of municipal election financing rules; b. proven analytical and decision-making skills; c. experience working on a committee, task force or similar setting; d. availability and willingness to attend meetings; and e. excellent oral and written communication skills. Any members appointed must also agree in writing they will not be a candidate or an individual who is a Registered Third Party in the current municipal election or in any by-election during the term of Council for any member municipality. Failure to adhere to this requirement will result in the individual being removed from the Committee.
6	<u>Conflict of Interest</u> The principles of the *Municipal Conflict of Interest Act*, apply to this Committee. Failure to adhere to this requirement will result in the individual being removed from the Committee. To avoid a conflict, any person appointed to the Committee must agree in writing not to prepare or audit the election financial statements of any candidate or registered third party for any of the member municipalities in the current municipal election. Failure to adhere to this requirement will result in the individual being removed from the Committee.
7	<u>Chair</u> The Committee will select a Chair from amongst its members at its first meeting when a compliance audit application is received. The Chair is the liaison between the members and the Secretary of the Committee on matters of policy and process. The Chair shall enforce the observance of order and decorum among the Committee members and the public at all meetings. When the Chair is absent, the Committee may appoint another member as Acting Chair. While presiding, the Acting Chair shall have all the powers of the Chair.
8	<u>Staffing and Funding</u> The Clerk from the County applicable member municipality shall act as Secretary to the Committee. The member municipality requiring the services of the Committee shall be responsible for all associated expenses, including the auditor's costs.

	Committee Member Remuneration - $150 per diem per meeting, plus mileage at a rate of $0.70 cents per kilometre.
9	<u>Meetings</u> Meetings of the Committee shall be open to the public. The Committee may deliberate in private. *Timing of Meetings* Meetings shall be called by the Clerk from the County in coordination with the Clerk of the member municipality when required. The date and time of the meeting will be determined by the Clerk of the County and communicated directly to the Committee members. Subsequent meetings will be held at the call of the Chair in consultation with the Clerk of the County. Committee activity shall be determined primarily by the number and complexity of applications for compliance audits that may be received. The frequency and duration of meetings will be determined by the Committee in consultation with the Clerk from the County. *Meeting Location* The Committee shall meet at the location determined by the member municipality. The Committee may meet by electronic means. *Meeting Notices, Agendas & Minutes* The agenda shall constitute notice. The Clerk of the member municipality requiring the services of the Committee shall cause notice of the meetings to be provided: • to members of the Committee, Candidate, and the Public for a meeting regarding an application by an elector; • to members of the Committee, Contributor, Candidate and the Public for a meeting regarding a Candidate Contributor Contravention report; • to members of the Committee, Contributor, Registered Third Party and the public for a meeting regarding a Registered Third Party Contributor Contravention; A minimum of two (2) business days prior to the date of each meeting, not including weekends or holidays. The agendas and minutes of meetings shall be posted on the member municipality's website. Minutes of each meeting shall outline the general deliberations and specific actions and recommendations that result. *Agenda Format* 1. Call to Order 2. Disclosure of Pecuniary Interest and General Nature Thereof 3. Consideration of Compliance Audit Application, Clerk's Report *or* Auditor's Report 4. Adjournment

	Quorum Quorum for meetings shall consist of a majority of the members of the Committee. If no quorum is present thirty (30) minutes after the time appointed for a meeting, the Clerk shall record the names of the members present and the meeting shall stand adjourned until the date of the next meeting. *Meeting Attendance* Any member of the Committee, who misses three (3) consecutive meetings, without being excused by the Committee, may be removed from the Committee. The Committee must make recommendations, by a report to Council for the removal of any member. *Motions & Voting* A motion shall only need to be formally moved before the Chair can put the question or a motion can be recorded in the minutes. A motion shall be reduced to writing and shall be signed by the Chair and Secretary. Every Member present shall be deemed to vote against the motion if they decline or abstain from voting, unless disqualified from voting by reason of a declared pecuniary interest. In the case of a tie vote, the motion shall be considered to have been lost. The manner of determining the vote on a motion shall be by show of hands. The Chair shall announce the result of every vote.
10	<u>Administrative Practices and Procedures</u> The Terms of Reference constitute the Administrative Practices and Procedures of the Committee. Any responsibilities not clearly identified within these Terms of Reference shall be in accordance with Section 88.33 to 88.37 of the *Municipal Elections Act, 1996*. The Clerk at any time has the right to develop additional administrative practices and procedures.

APPENDIX "A"

Municipal Elections Act, 1996
S.O. 1996, c. 32
(for reference only)

COMPLIANCE AUDITS AND REVIEWS OF CONTRIBUTIONS

Compliance audit of candidates' campaign finances

Application by elector

88.33 (1) An elector who is entitled to vote in an election and believes on reasonable grounds that a candidate has contravened a provision of this Act relating to election campaign finances may apply for a compliance audit of the candidate's election campaign finances, even if the candidate has not filed a financial statement under section 88.25. 2016, c. 15, s. 63.

Requirements

(2) An application for a compliance audit shall be made to the clerk of the municipality or the secretary of the local board for which the candidate was nominated for office, and it shall be in writing and shall set out the reasons for the elector's belief. 2016, c. 15, s. 63.

Deadline for applications

(3) The application must be made within 90 days after the latest of the following dates:

1. The filing date under section 88.30.
2. The date the candidate filed a financial statement, if the statement was filed within 30 days after the applicable filing date under section 88.30.
3. The candidate's supplementary filing date, if any, under section 88.30.
4. The date on which the candidate's extension, if any, under subsection 88.23 (6) expires. 2016, c. 15, s. 63.

Compliance audit committee

(4) Within 10 days after receiving the application, the clerk of the municipality or the secretary of the local board, as the case may be, shall forward the application to the compliance audit committee. 2016, c. 15, s. 63.

Notice of meetings

(5) Reasonable notice of the meetings of the committee under this section shall be given to the candidate, the applicant and the public. 2017, c. 20, Sched. 10, s. 1.

Open meetings

(5.1) The meetings of the committee under this section shall be open to the public, but the committee may deliberate in private. 2017, c. 20, Sched. 10, s. 1.

Same

(6) Subsection (5.1) applies despite sections 207 and 208.1 of the *Education Act*. 2017, c. 20, Sched. 10, s. 1.

Decision of committee
(7) Within 30 days after the committee has received the application, the committee shall consider the application and decide whether it should be granted or rejected. 2016, c. 15, s. 63.

Same
(8) The decision of the committee to grant or reject the application, and brief written reasons for the decision, shall be given to the candidate, the clerk with whom the candidate filed his or her nomination, the secretary of the local board, if applicable, and the applicant. 2016, c. 15, s. 63.

Appeal
(9) The decision of the committee under subsection (7) may be appealed to the Superior Court of Justice within 15 days after the decision is made, and the court may make any decision the committee could have made. 2016, c. 15, s. 63.

Appointment of auditor
(10) If the committee decides under subsection (7) to grant the application, it shall appoint an auditor to conduct a compliance audit of the candidate's election campaign finances. 2016, c. 15, s. 63.

Same
(11) Only auditors licensed under the *Public Accounting Act, 2004* or prescribed persons are eligible to be appointed under subsection (10). 2016, c. 15, s. 63.

Duty of auditor
(12) The auditor shall promptly conduct an audit of the candidate's election campaign finances to determine whether he or she has complied with the provisions of this Act relating to election campaign finances and shall prepare a report outlining any apparent contravention by the candidate. 2016, c. 15, s. 63.

Who receives report
(13) The auditor shall submit the report to the candidate, the clerk with whom the candidate filed his or her nomination, the secretary of the local board, if applicable, and the applicant. 2016, c. 15, s. 63.

Report to be forwarded to committee
(14) Within 10 days after receiving the report, the clerk of the municipality or the secretary of the local board shall forward the report to the compliance audit committee. 2016, c. 15, s. 63.

Powers of auditor
(15) For the purpose of the audit, the auditor,

(a) is entitled to have access, at all reasonable hours, to all relevant books, papers, documents or things of the candidate and of the municipality or local board; and

(b) has the powers set out in section 33 of the *Public Inquiries Act, 2009* and section 33 applies to the audit. 2016, c. 15, s. 63.

Costs
(16) The municipality or local board shall pay the auditor's costs of performing the audit. 2016, c. 15, s. 63.

Decision
(17) The committee shall consider the report within 30 days after receiving it and, if the report concludes that the candidate appears to have contravened a provision of the Act relating to election campaign finances, the committee shall decide whether to commence a legal proceeding against the candidate for the apparent contravention. 2016, c. 15, s. 63.

Notice of decision, reasons
(18) The decision of the committee under subsection (17), and brief written reasons for the decision, shall be given to the candidate, the clerk with whom the candidate filed his or her nomination, the secretary of the local board, if applicable, and the applicant. 2016, c. 15, s. 63.

Immunity
(19) No action or other proceeding for damages shall be instituted against an auditor appointed under subsection (10) for any act done in good faith in the execution or intended execution of the audit or for any alleged neglect or default in its execution in good faith. 2016, c. 15, s. 63.

Saving provision
(20) This section does not prevent a person from laying a charge or taking any other legal action, at any time, with respect to an alleged contravention of a provision of this Act relating to election campaign finances. 2016, c. 15, s. 63.
Section Amendments with date in force (d/m/y)

Review of contributions to candidates
88.34 (1) The clerk shall review the contributions reported on the financial statements submitted by a candidate under section 88.25 to determine whether any contributor appears to have exceeded any of the contribution limits under section 88.9. 2016, c. 15, s. 64.

Report, contributions to candidates for council
(2) As soon as possible following the day that is 30 days after the filing date or supplementary filing date, as the case may be, under section 88.30, the clerk shall prepare a report identifying each contributor to a candidate for office on a council who appears to have contravened any of the contribution limits under section 88.9 and,

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

(b) if the contributor's total contributions to two or more candidates for office on the same council appear to exceed the limit under section 88.9, the report shall set out the contributions made by that contributor to all candidates for office on the same council. 2016, c. 15, s. 64.

Same
(3) The clerk shall prepare a separate report under subsection (2) in respect of each contributor who appears to have contravened any of the contribution limits under section 88.9. 2016, c. 15, s. 64.

Same
(4) The clerk shall forward each report prepared under subsection (2) to the compliance audit committee. 2016, c. 15, s. 64.

Report, contributions to candidates for a local board
(5) As soon as possible following the day that is 30 days after the filing date or supplementary filing date, as the case may be, under section 88.30, the clerk shall prepare a report identifying each contributor to a candidate for office on a local board who appears to have contravened any of the contribution limits under section 88.9 and,

(a) if the contributor's total contributions to a candidate for office on a local board appear to exceed the limit under section 88.9, the report shall set out the contributions made by that contributor to the candidate; and

(b) if the contributor's total contributions to two or more candidates for office on the same local board appear to exceed the limit under section 88.9, the report shall set out the contributions made by that contributor to all candidates for office on the same local board. 2016, c. 15, s. 64.

Same
(6) The clerk shall prepare a separate report under subsection (5) in respect of each contributor who appears to have contravened any of the contribution limits under section 88.9. 2016, c. 15, s. 64.

Same
(7) The clerk shall forward each report prepared under subsection (5) to the secretary of the local board for which the candidate was nominated for office and, within 10 days after receiving the report, the secretary of the local board shall forward it to the compliance audit committee. 2016, c. 15, s. 64.

Decision of compliance audit committee
(8) Within 30 days after receiving a report under subsection (4) or (7), the compliance audit committee shall consider it and decide whether to commence a legal proceeding against a contributor for an apparent contravention. 2016, c. 15, s. 64.

Notice of meetings
(9) Reasonable notice of the meetings of the committee under subsection (8) shall be given to the contributor, the applicable candidate and the public. 2017, c. 20, Sched. 10, s. 2.

Open meetings
(9.1) The meetings of the committee under subsection (8) shall be open to the public, but the committee may deliberate in private. 2017, c. 20, Sched. 10, s. 2.

Same
(10) Subsection (9.1) applies despite sections 207 and 208.1 of the *Education Act*. 2017, c. 20, Sched. 10, s. 2.

Notice of decision, reasons
(11) The decision of the committee under subsection (8), and brief written reasons for the decision, shall be given to the contributor and to the clerk of the municipality or the secretary of the local board, as the case may be. 2016, c. 15, s. 64.

Saving provision
(12) This section does not prevent a person from laying a charge or taking any other legal action, at any time, with respect to an alleged contravention of a provision of this Act relating to contribution limits. 2016, c. 15, s. 64.
Section Amendments with date in force (d/m/y)

Compliance audit of registered third parties
Application by elector
88.35 (1) An elector who is entitled to vote in an election in a municipality and believes on reasonable grounds that a registered third party who is registered in relation to the election in the municipality has contravened a provision of this Act relating to campaign finances may apply for a compliance audit of the campaign finances of the registered third party in relation to third party advertisements, even if the registered third party has not filed a financial statement under section 88.29. 2016, c. 15, s. 65.

Requirements
(2) An application for a compliance audit shall be made to the clerk of the municipality in which the registered third party was registered, and it shall be made in writing and shall set out the reasons for the elector's belief. 2016, c. 15, s. 65.

Deadline
(3) The application must be made within 90 days after the latest of the following dates:
1. The filing date under section 88.30.
2. The date the registered third party filed a financial statement, if the statement was filed within 30 days after the applicable filing date under section 88.30.
3. The supplementary filing date, if any, for the registered third party under section 88.30.
4. The date on which the registered third party's extension, if any, under subsection 88.27 (3) expires. 2016, c. 15, s. 65.

Application of s. 88.33 (4) to (20)
(4) Subsections 88.33 (4) to (20) apply to a compliance audit under this section, with the following modifications:
1. A reference to a candidate shall be read as a reference to the registered third party.
2. A reference to the clerk with whom the candidate filed his or her nomination shall be read as a reference to the clerk of the municipality in which the registered third party is registered.

3. A reference to election campaign finances shall be read as a reference to the campaign finances of the registered third party in relation to third party advertisements that appear during an election in the municipality. 2016, c. 15, s. 65.

Section Amendments with date in force (d/m/y)

Review of contributions to registered third parties
88.36 (1) The clerk shall review the contributions reported on the financial statements submitted by a registered third party under section 88.29 to determine whether any contributor appears to have exceeded any of the contribution limits under section 88.13. 2016, c. 15, s. 65.

Report by the clerk
(2) As soon as possible following the day that is 30 days after the filing date or supplementary filing date, as the case may be, under section 88.30 for a registered third party, the clerk shall prepare a report identifying each contributor to the registered third party who appears to have contravened any of the contribution limits under section 88.13 and,

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

(b) if the contributor's total contributions to two or more registered third parties that are registered in the municipality appear to exceed the limit under section 88.13, the report shall set out the contributions made by that contributor to all registered third parties in the municipality in relation to third party advertisements. 2016, c. 15, s. 65.

Same
(3) The clerk shall prepare a separate report under subsection (2) in respect of each contributor who appears to have contravened any of the contribution limits under section 88.13. 2016, c. 15, s. 65.

Same
(4) The clerk shall forward each report prepared under subsection (2) to the compliance audit committee. 2016, c. 15, s. 65.

Decision of compliance audit committee
(5) Within 30 days after receiving a report under subsection (4), the compliance audit committee shall consider it and decide whether to commence a legal proceeding against a contributor for an apparent contravention. 2016, c. 15, s. 65.

Notice of meetings
(6) Reasonable notice of the meetings of the committee under subsection (5) shall be given to the contributor, the registered third party and the public. 2017, c. 20, Sched. 10, s. 3.

Open meetings
(6.1) The meetings of the committee under subsection (5) shall be open to the public, but the committee may deliberate in private. 2017, c. 20, Sched. 10, s. 3.

Notice of decision, reasons
(7) The decision of the committee under subsection (5), and brief written reasons for the decision, shall be given to the contributor and to the clerk of the municipality. 2016, c. 15, s. 65.

Saving provision
(8) This section does not prevent a person from laying a charge or taking any other legal action, at any time, with respect to an alleged contravention of a provision of this Act relating to contribution limits. 2016, c. 15, s. 65.
Section Amendments with date in force (d/m/y)

Compliance audit committee
88.37 (1) A council or local board shall establish a compliance audit committee before October 1 of an election year for the purposes of this Act. 2016, c. 15, s. 66.

Composition
(2) The committee shall be composed of not fewer than three and not more than seven members and shall not include,

(a) employees or officers of the municipality or local board;

(b) members of the council or local board;

(c) any persons who are candidates in the election for which the committee is established; or

(d) any persons who are registered third parties in the municipality in the election for which the committee is established. 2016, c. 15, s. 66.

Eligibility for appointment
(3) A person who has such qualifications and satisfies such eligibility requirements as may be prescribed is eligible for appointment to the committee. 2016, c. 15, s. 66.

Same
(4) In appointing persons to the committee, the council or local board shall have regard to the prescribed eligibility criteria. 2016, c. 15, s. 66.

Term of office
(5) The term of office of the committee is the same as the term of office of the council or local board that takes office following the next regular election, and the term of office of the members of the committee is the same as the term of the committee to which they have been appointed. 2016, c. 15, s. 66.

Role of clerk or secretary
(6) The clerk of the municipality or the secretary of the local board, as the case may be, shall establish administrative practices and procedures for the committee and shall carry out any other duties required under this Act to implement the committee's decisions. 2016, c. 15, s. 66.

Costs
(7) The council or local board, as the case may be, shall pay all costs in relation to the committee's operation and activities. 2016, c. 15, s. 66.

Form LC49

TOWN OF SMITHS FALLS

JOINT LANARK COUNTY COMPLIANCE AUDIT COMMITTEE AD

Municipal Elections Act, 1996 [Section 88.34 – 88.37]

APPOINTMENTS

TO THE JOINT LANARK COUNTY 2026 ELECTION COMPLIANCE AUDIT COMMITTEE

The municipalities of Beckwith, Carleton Place, Drummond/North Elmsley, Lanark Highlands, Mississippi Mills, Montague, Perth, Smiths Falls, and Tay Valley are currently seeking interested applicants with accounting, auditing and legal experience, from professionals who are required to adhere to codes or standards of their profession and from individuals with in-depth knowledge of the campaign financing rules for candidates and registered third parties of the *Municipal Elections Act, 1996*, for appointment to the **Joint Lanark County 2026 Election Compliance Audit Committee.**

The purpose of the Compliance Audit Committee is to:

- consider compliance audit applications made by electors and decide whether they should be granted or rejected;
  - appoint an auditor if the compliance audit application is granted;
  - receive and consider the auditor's report;
  - decide whether to commence legal proceedings, if there is a contravention; and
- consider compliance audit reports prepared by the Clerk and decide whether to commence a legal proceeding against the contributor.

DEADLINE is Monday, February 23rd, 2026 at 12:00 p.m.

For further information or if you wish to be considered for an appointment, a copy of the Terms of Reference and Application Form are available from any of the following:

TOWN OF SMITHS FALLS	TOWNSHIP OF MONTAGUE	TOWN OF PERTH
Returning Officer - Kerry Costello Town of Smiths Falls 77 Beckwith Street North P.O. Box 695 Smiths Falls, Ontario K7A 4T6 (613-283-4124) www.smithsfalls.ca	Returning Officer – Kirsten Cote Township of Montague 6547 Roger Stevens Drive P.O. Box 755 Smiths Falls, Ontario K7A 4W6 (613-283-7478) www.township.montague.on.ca	Returning Officer – Amanda Noel Town of Perth 80 Gore Street E. Perth, Ontario K7H 1H9 (613-267-3311) www.perth.ca

TOWNSHIP OF LANARK HIGHLANDS	TOWN OF CARLETON PLACE	TOWNSHIP OF DRUMMOND/ NORTH ELMSLEY
Returning Officer – Nicole Guthrie Township of Lanark Highlands 75 George Street, P.O. Box 340 Lanark, ON K0G 1K0 (613-259-2398) (1-800-239-4695) www.lanarkhighlands.ca	Returning Officer - Stacey Blair Town of Carleton Place 175 Bridge Street Carleton Place, ON K7C 2V8 (613-257-6211) www.carletonplace.ca	Returning Officer – Janie Laidlaw Township of Drummond/North Elmsley 310 Port Elmsley Road, Perth ON K7H 3C7 (613-267-6500) www.dnetownship.ca
TOWNSHIP OF BECKWITH	**MUNICIPALITY OF MISSISSIPPI MILLS**	**TOWN OF SMITHS FALLS**
Returning Officer – Cassandra McGregor Township of Beckwith 2022 Beckwith Park Lane Carleton Place ON K7C 3P2 (613-257-1539) www.twp.beckwith.on.ca	Returning Officer – Jeanne Harfield Municipality of Mississippi Mills 3131 Old Perth Road Almonte ON K0A 1A0 (613-256-2064) www.mississippimills.ca	Returning Officer – Amanda Mabo Town of Smiths Falls 217 Harper Road Perth ON K7H 3C6 (613-267-5353) (1-800-810-0161) www.tayvalleytwp.ca

Form LC50

TOWN OF SMITHS FALLS

JOINT LANARK COUNTY COMPLIANCE AUDIT COMMITTEE APPLICATION

Municipal Elections Act, 1996 (Section 88.37)

INSTRUCTIONS:

Completed applications can be hand delivered or sent by regular mail, and must be received by **12:00 p.m. on Monday, February 23rd, 2026** by one of the following member municipalities:

TOWN OF SMITHS FALLS	TOWNSHIP OF MONTAGUE	TOWN OF PERTH
Returning Officer - Kerry Costello Town of Smiths Falls 77 Beckwith Street North P.O. Box 695 Smiths Falls, Ontario K7A 4T6 (613-283-4124) www.smithsfalls.ca	Returning Officer – Kirsten Cote Township of Montague 6547 Roger Stevens Drive P.O. Box 755 Smiths Falls, Ontario K7A 4W6 (613-283-7478) www.township.montague.on.ca	Returning Officer – Amanda Noel Town of Perth 80 Gore Street E. Perth, Ontario K7H 1H9 (613-267-3311) www.perth.ca
TOWNSHIP OF LANARK HIGHLANDS	TOWN OF CARLETON PLACE	TOWNSHIP OF DRUMMOND/ NORTH ELMSLEY
Returning Officer – Nicole Guthrie Township of Lanark Highlands 75 George Street, P.O. Box 340 Lanark, ON K0G 1K0 (613-259-2398) (1-800-239-4695) www.lanarkhighlands.ca	Returning Officer - Stacey Blair Town of Carleton Place 175 Bridge Street Carleton Place, ON K7C 2V8 (613-257-6211) www.carletonplace.ca	Returning Officer – Janie Laidlaw Township of Drummond/North Elmsley 310 Port Elmsley Road, Perth ON K7H 3C7 (613-267-6500) www.dnetownship.ca
TOWNSHIP OF BECKWITH	MUNICIPALITY OF MISSISSIPPI MILLS	TOWN OF SMITHS FALLS
Returning Officer – Cassandra McGregor Township of Beckwith 2022 Beckwith Park Lane Carleton Place ON K7C 3P2 (613-257-1539) www.twp.beckwith.on.ca	Returning Officer – Jeanne Harfield Municipality of Mississippi Mills 3131 Old Perth Road Almonte ON K0A 1A0 (613-256-2064) www.mississippimills.ca	Returning Officer – Amanda Mabo Town of Smiths Falls 217 Harper Road Perth ON K7H 3C6 (613-267-5353) (1-800-810-0161) www.tayvalleytwp.ca

Any personal information provided on this form will be subject to public inspection as per the terms of section 88(5) of the *Municipal Elections Act, 1996*.

Applicant		
Last Name	First Name	
Mailing Address	Unit No. City/Town	Postal Code
E-mail Address (update when available)	Business Phone No.	Home Phone No.

Questionnaire & Certification

Instructions for completing this Questionnaire and preparing your curriculum vitae (CV) :

- Please answer 'yes' or 'no' to each question; please do not select both yes and no, or leave both blank
- Your curriculum vitae (CV) should be based on your skills, experience and qualifications compared to those listed in the terms of reference for the Committee
- You should include detailed information in your curriculum vitae (CV) for the questions where you answered 'yes'
- Include your current and past employer's names, and under each employer include the job titles, dates you were in each position and a summary of your experience for each position
- Submit a copy of your curriculum vitae (CV) , along with this application form
- Please do not include copies of transcripts, licenses, certificates, etc.

1

The Committee shall be composed of three voting members and three alternate members, and shall not include:

- employees or officers of the member municipalities;
- members of Council or local board of the member municipalities; or
- any candidates or persons who are Registered Third Parties in the 2026 municipal election and any by-elections during Council's term for any of the member municipalities.

Are you any of the aforementioned? ☐ Yes ☐ No

*If yes, you are not eligible to be a member of this Committee.

2	Do you possess the following experience (please include number of years experience in your curriculum vitae (CV)):	
	Knowledge of the *Municipal Elections Act*, *1996*?	☐ Yes ☐ No
	Knowledge and understanding of the campaign financing rules in the *Municipal Elections Act, 1996?*	☐ Yes ☐ No
	Proven analytical and decision-making skills?	☐ Yes ☐ No
	Experience working on a committee, task force or similar setting?	☐ Yes ☐ No
	Excellent oral and written communication skills?	☐ Yes ☐ No
	Availability and willingness to attend meetings?	☐ Yes ☐ No
	Are you 18 years of age?	☐ Yes ☐ No
3	Curriculum vitae (CV) attached?	☐ Yes ☐ No
4	Would you have any conflicts of interest or potential conflicts of interest if you were appointed?	☐ Yes ☐ No
	If yes, please describe the general nature of the conflict of interest (e.g. providing financial assistance or legal counsel to any candidate running for Council in the 2026 municipal election).	

If appointed to the Joint Lanark County 2026 Election Compliance Audit Committee, I agree that I will not provide advice to, prepare or audit the election financial statements of any candidate for office on Council or registered third party, or become a candidate or register as a third party advertiser in/for the 2026 municipal election and any by-elections during Council's term for any of the member municipalities.	
I hereby certify that the information contained in this application form is accurate.	
Signature	Date
The term of office for the Joint Lanark County 2026 Election Compliance Audit Committee is from November 15, 2026 to November 14, 2030 to deal with applications from the 2026 election and any by-elections during Council's term.	
I consent to share my contact information with other municipalities or school boards for possible appointment to their Compliance Audit Committee.	☐ Yes ☐ No

The personal information on this form is collected under the authority of the *Municipal Elections Act, 1996*, 88.37 and the *Municipal Freedom of Information and Protection of Privacy Act.* The information is used to assess an applicant's eligibility to serve on the Joint Lanark County 2026 Election Compliance Audit Committee. Pursuant to s. 88 of the *Municipal Elections Act, 1996*, this document is a public record, despite anything in the *Municipal Freedom of Information and Protection of Privacy Act*, and, until its destruction, may be inspected by any person at the Clerk's Office of any member municipality at a time when the office is open. Questions about this collection can be directed to the Clerk of any of the member municipalities.

Form LC66

TOWN OF SMITHS FALLS
APPLICATION FOR COMPLIANCE AUDIT

Municipal Elections Act, 1996 (Section 88.33 and 88.34)

An elector who is entitled to vote in an election and believes on reasonable grounds that a Candidate or Registered Third Party has contravened a provision of the Municipal Elections Act relating to campaign finances may apply for a Compliance Audit of the Candidate's or Registered Third Party's campaign finances, even if the Candidate or Registered Third Party has not filed a financial statement.

An application for a compliance audit must be received by the Clerk of the municipality within 90 days after the latest of the following dates:

- the filing date, which is the last Friday in March following the election;
- the date the Candidate or Registered Third Party filed a financial statement, if the statement was filed within 30 days after the filing date, which is the last Friday in March following the election;
- the Candidate's or Registered Third Party's supplementary filing date, if any, which is the last Friday in September in the year following the election;
- the date on which the Candidate's or Registered Third Party's extension approved by the court, if any, expires.

APPLICANT INFORMATION	
Last Name of Applicant:	First Name:
Applicant's Full Qualifying Address within Municipality:	
Mailing Address, if different than qualifying address:	
Telephone:	Email:
CANDIDATE OR REGISTERED THIRD PARTY	
Candidate or Registered Third Party Name:	
Name of Office for which the Candidate Sought Election (if applicable):	
Filing Date of Candidate's or Registered Third Party's Financial Statements:	

REASONS FOR COMPLIANCE AUDIT
In the area below, provide the reason(s) that you believe the Candidate or Registered Third Party named above has contravened the *Municipal Elections Act, 1996* relating to campaign finances. (Attach additional sheets if necessary)

APPLICANT CONFIRMATION	
I confirm that the information provided in this application is complete and accurate to the best of my knowledge and that I am presently, legally entitled to vote in a municipal election in the municipality.	
Applicant's Signature:	Date:
Received By:	Date:

The personal information on this form is collected under the authority of the *Municipal Elections Act, 1996*, and the *Municipal Freedom of Information and Protection of Privacy Act.* The information will be used by the Joint Lanark County 2026 Election Compliance Audit Committee to process a Compliance Audit review. Pursuant to s. 88 of the *Municipal Elections Act, 1996*, this document is a public record, despite anything in the *Municipal Freedom of Information and Protection of Privacy Act*, and, until its destruction, may be inspected by any person at the Clerk's Office of any member municipality at a time when the office is open. Questions about this collection can be directed to the Clerk of any of the member municipalities.

ELECTION RECORDS

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

Despite anything in the *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)*, documents and materials filed with or prepared by the Clerk or any other election official under the *Municipal Elections Act, 1996* are public records, and until their destruction, may be inspected by any person at the Clerk's Office at a time when the office is open.

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

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

Due to *MFIPPA*, details about another person, other than the person an Election Official is speaking with, should not be provided, including whether or not the individual is on the Voters' List.

CANDIDATE'S ELECTION RECORDS

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

MUNICIPAL ELECTION RECORDS (SECTION 88)

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

The witnesses shall complete the "Witness Statements as to Destruction of Ballots" Form LC30.

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

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

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

Form LC30

TOWN OF SMITHS FALLS

WITNESS STATEMENTS AS TO DESTRUCTION OF BALLOTS

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

FIRST WITNESS

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

_____
(Signature of Witness)

SECOND WITNESS

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

_____
(Signature of Witness)

LIST OF OFFICES FOR WHICH BALLOTS DESTROYED:

_____ _____
_____ _____
_____ _____
_____ _____

CATEGORY OF DOCUMENTS AND OTHER MATERIALS DESTROYED:

_____
_____
_____

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

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

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

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

ACCESSIBILITY

ACCESSIBILITY

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

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

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

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

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

Report [Section 12.1 (3)]
Within 90 days after Voting Day in a regular election but no later than Friday, January 22, 2027, the Clerk shall submit a report to council about the identification, removal and prevention of barriers that effect electors and candidates with disabilities and shall make the report available to the public.

Other Resources
Ontario Candidate's Guide to Accessible Elections
Integrated Accessibility Standards Regulation, Ontario Regulation 191/11
Municipally approved Accessibility Policies and Procedures

EMERGENCIES

EMERGENCIES (SECTION 53)

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

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

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

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

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

It shall be the policy that in the event of an emergency, as determined by the Clerk, that the Clerk shall to the best of their ability provide notice of such emergency. All information pertaining to the emergency shall be communicated via 88.1 FM and posted to the website if possible.

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

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

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

In the event of an emergency, Intelivote will take direction from the Clerk as to what actions will be taken, shall stop the Intelivote 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.

CORRUPT PRACTICES

CORRUPT PRACTICES [90 (3)]

No person shall, directly or indirectly:

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

REPORTING CORRUPT PRACTICES

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

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

As such, the Clerk has agreed to the following:

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

OFFENCES (SECTION 89, 90)

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

- votes without being entitled to do so;
- votes more times than this *Act* allows;
- votes in a Voting Place in which he or she is not entitled to vote;
- induces or procures a person to vote when that person is not entitled to do so;
- before or during an election, publishes a false statement of a candidate's withdrawal;
- furnishes false or misleading information to a person whom this *Act* authorizes to obtain information;
- without authority, supplies a PIN to anyone;
- deals with a PIN, without having authority to do so;
- no person(s) shall solicit a Voter Information Letter containing a PIN, from an eligible elector;
- a person who contravenes any provision of the *Act* or a regulation under the *Act* or a by-law passed by a municipality under the *Act*;
- attempts to do something described above.

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

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

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

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

PENALTIES

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

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

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

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

Individual [Section 94.1 (1)]
An individual who is convicted of an offence is liable to the following penalties in addition to any other penalty provided for:

- any offence, a fine not more than $25,000;
- 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.
- an offence under Section 90 (Corrupt Practices: Certain Offences Committed Knowingly), imprisonment for a term of not more than 6 (six) months;
- 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 94.1 (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.

MAIL TAMPERING - CRIMINAL OFFENCE AND PROSECUTION

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

The *Criminal Code of Canada* [Section 356 (1)] 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 (10) years.

As such and in order to ensure the integrity and confidence of the voting process for all electors and the candidates, the Clerk 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.

DISCRETIONARY POWERS OF THE CLERK

THE *MUNICIPAL ELECTIONS ACT, 1996*
Implied And Direct Discretionary Authority of the Clerk

SECTION	SHORT DESCRIPTION
	Summary of Broad Discretionary Authority
8(6)	The Clerk is responsible for giving notice to the public for any by-laws or questions on the ballot, regardless of whether it was initiated by a municipality, an upper tier or a Minister.
11	The Clerk is responsible for conducting elections. Unless otherwise provided, the Clerk has broad discretionary authority to determine the form and method of communication for notices, forms and other information provided under the *Act*.
12(1)	The Clerk may provide for any matter or procedure that is not specifically provided for in the *Act* or Regulations.
12(2)	The Clerk may establish forms such as oaths, statutory declarations and has the power to require their use.
12(3)	The Clerk may require a person to furnish proof of identity, qualification or any other matter.
12(4)	The power given to the Clerk does not include the power to require a person for the purposes s 52(1) (Voting Procedure) to furnish proof of identity in addition to what is prescribed.
12.1	The Clerk shall have regard to the needs of electors and candidates with disabilities.
12.1(2)	The Clerk shall prepare a plan regarding the identification, removal and prevention of barriers that affect electors and candidates with disabilities and shall make the plan available to the public before Voting Day in a regular election.
12.1(3)	Within 90 days after Voting Day in a regular election, the Clerk shall prepare a report about the identification, removal and prevention of barriers that affect electors and candidates with disabilities.
13(1)	The Clerk shall determine the form, manner and timing of any notice or other information required by the *Act*.
22(2)	For the purposes of subsection (1) – correction of errors in the preliminary list, the Clerk may use any information that is in the local municipality's custody or control.
53(1)	The Clerk has discretion in determining what constitutes an emergency or circumstances that will undermine the integrity of the election.
53(2)	The Clerk has discretion in a declared emergency to make any arrangements deemed necessary for the conduct of the election.
53(4)	The Clerk determines when the emergency has passed.
55(4.1)	The Clerk shall, as soon as possible after Voting Day, make information available on the number of votes for each Candidate, the number of

	declined and rejected ballots and the number of votes (yes or no) on a by-law or question and determine website or electronic format.
	Electronic Filing of Documents
33(6)	The Clerk may provide for electronic filing (a nomination) under this section and may establish conditions and limits with respect to electronic filing.
14(1), (2)	The Clerk may provide for electronic filing (a proxy) under this section.
88.6	The Clerk may provide for electronic filing (a third party advertising registration) under this section and may establish conditions and limits with respect to electronic filing.
88.25(11)	The Clerk may provide for electronic filing of candidate financial statements.
88.29(9)	The Clerk may provide for electronic filing of third party advertising financial statements.
	Cost of Elections
7; 8(7); 45(4)	The Clerk has authority and control over the costs incurred for an election.
7(3)1.	The Clerk shall bill a local board or upper tier municipality for the costs for a recount in a regular election for a local board or upper-tier municipality, a by-law or question submitted by an upper tier or local board or the Minister.
7 (3) 2.	The Clerk shall bill a local board or upper tier municipality or the Minister for the costs for a by-election for a local board or upper-tier municipality or Minister, or a recount in a by-election.
	Notice of By-laws and Questions
8(6)	The Clerk shall determine the form and method of notice to the electors of by-laws and questions to be placed on the ballot.
	Certification of Vote Results
8(9)	The Clerk shall determine the form of certification when giving the result of the vote on a question or by-law.
	Information to Electors
45(8)	The Clerk may issue instructions to Deputy Returning Officers (DRO) regarding attending on an elector in an institution or retirement home.
13(2)	The Clerk may determine what information is necessary to inform electors how to exercise their rights under the *Act*.
12.1(1)	The Clerk shall identify strategies to provide for the needs of electors and candidates with disabilities.
12.1(2)	The Clerk shall prepare a plan regarding the identification, removal and prevention of barriers that affect electors and candidates with disabilities

	before Voting Day in a regular election.
12.1(3)	Within 90 days after Voting Day in a regular election, the Clerk shall submit a report about the identification, removal and prevention of barriers that affect electors and candidates with disabilities.
	Appointment of Election Officials
15(1)	The Clerk shall appoint a Deputy Returning Officer (DRO) for each Voting Place.
15(1)	The Clerk may appoint other election officials in addition to DROs. The Clerk determines what instruction and training is provided to election officials.
	Delegation of Authority
15(2), (3), (4)	The Clerk may delegate to election officials in writing, any of the Clerk's powers and duties, however the Clerk may continue to exercise the delegated powers and duties, despite delegation.
	Creation of Voting Subdivisions
18(1)	The Clerk may divide the municipality into voting subdivisions.
18(2)	If the Clerk creates voting subdivisions, he or she shall inform Chief Officer Electoral.
	Correction of Preliminary List Of Electors
22(1)	The Clerk may correct any obvious errors on the Preliminary List of Electors, and shall notify the Chief Electoral Officer of the corrections.
22(2)	For the purposes of subsection (1), the Clerk may use any information that is in the local municipality's custody or control.
25(4)	The Clerk shall determine the format and manner of the written application to remove a deceased person's name.
	Reproduction of Voters' List
23(2)(a)(b)	The Clerk shall have the Voters' List reproduced on or before September 1st and determine where and at what time applications for revisions to the Voters' List may be made.
	Revision of Voters' List
24(1)(2)	From September 1st to the close of Voting on Voting Date, a person may make an application to be added or removed from the Voters' List or have the information on the Voters' List relating to that person amended.
24(3)	The Clerk may approve or deny applications for revision to the Voters' List.
25(1)	The Clerk may, on their own initiative, remove a person's name from the Voters' List until the close of Voting on Voting Day if the Clerk is satisfied that the person has passed away.
27(1)(a)(b)	During the period beginning September 20 and ending September 30, the

	Clerk shall prepare an interim list of changes to the Voters' List approved on or before September 20, and give a copy to each certified candidate and to each person who received a copy of the Voters' List under s. 23.
27(2)(a)(b)	The Clerk shall within 30 days after Voting Day prepare a final list of the changes to the Voters' List and give a copy to Chief Electoral Officer.
	Certification of Voters' Lists, As Revised
28(1)	The Clerk shall prepare and certify the Voters' List for use in each Voting Place.
	Nominations
32	The Clerk shall give notice of the offices for which persons may be nominated and the nomination procedures under the *Act*.
33(1.3)	The Clerk is entitled to rely upon the information filed by the candidates (endorsements).
35(2), (3)	The Clerk shall certify the nomination of qualified persons, and reject the nomination if not satisfied the person is qualified.
35(4)	The Clerk can determine the form and method of giving notice when a nomination is rejected and shall give notice to the person who sought to be nominated and to all candidates for the office, as soon as possible.
35(5)	The Clerk's decision to certify or reject a nomination is final.
	Acclamations
37(1), (2)	The Clerk can determine the method of declaring acclamations.
	Notice of Election
40(a), (b), (c), (d)	The Clerk shall give notice to the electors and determine the form and method of giving such notice about the location of voting places, dates and times open, and the manner in which electors may use voting proxies if applicable and if alternative voting methods, the manner in which electors may use the alternative voting methods.
	Ballot Form
41(2)3	The Clerk can agree to permit another name that a candidate uses to appear on the ballot.
41(2)5	If the surnames of two or more Candidates for an office are identical or in the Clerk's opinion so similar as to cause possible confusion, the Clerk shall differentiate the Candidates on the ballots as the Clerk considers appropriate.
41(3)	The Clerk shall change some or all of the ballots to facilitate voting by the visually impaired without assistance.
41(4)	The Clerk can decide to use separate or composite ballots.
	Voting or Vote Counting Equipment or Alternate Voting

	Method
42(3)(a) (i), (ii)	Where there is a by-law providing for voting or vote counting equipment or an alternative voting method, the Clerk has discretion in establishing forms and procedures for carrying out the intent of the by-law.
42(3)(b)	The Clerk can determine the method for providing a copy of the procedures and forms to Candidates and shall provide a copy of the procedures and forms to each Candidate when his or her nomination is filed.
	Advance Vote
43(2), (3)	The Clerk shall establish the date or dates, number, location and hours of Advance Voting, but shall not be more than 30 days before Voting Day.
43(5)(b) (ii)	The Clerk determines how to keep safe any Advance Vote ballot boxes and all other material and documents relating to the Advance Vote.
43 (6), (7)	The Clerk determines the method of updating Voters' Lists to reflect Advance Voting and ensures that the Voters' Lists for all Voting Places are updated to reflect voting that took place at an advance vote. The Clerk shall determine how to provide the updated list of advance voters to those entitled to receive it.
	Proxies
44(7)	The Clerk may determine what is required to verify that persons are qualified to appoint and be appointed as a voting proxy and if satisfied that the person who appointed the voting proxy is entitled to do so, and that the person appopionted is entitled to act as the voting proxy, shall apply a certificate in the prescribed form to the appointing document.
	Voting Places and Procedures
45(1), (3), (5)	The Clerk has discretion in identifying the number and location of voting places and designating the area.
45(2)	In establishing the locations of Voting Places, the Clerk shall identify strategies that ensure that each voting place is accessible to electors with disabilities.
45(7)1, 2, 3	A voting place shall be located in an institution for the reception, treatment or vocational training of members or former members of the Canadian Forces; an institution on September 1st where 20 beds or more are occupied by persons who are disabled, chronically ill or infirm; and in a retirement home in which 50 beds or more are occupied on September 1st.
45(8)	The Clerk may issue instructions to DROs regarding attending on an elector in an institution or retirement home.
45(9)	The Clerk shall issue instructions to DROs regarding attending on electors with a disability, including mobility impaired, anywhere within the defined voting place.
46(2)	The Clerk may establish specific Voting places to open on Voting Day before 10:00 a.m.

46(3)	The Clerk may establish reduced voting hours for a Voting Place that is only for the use of residents of the institution or retirement home.
47(1)(a)	The Clerk has discretion to go to or remain in voting places during voting or when votes are being counted.
	Emergency
53(1)	The Clerk has discretion in determining what constitutes an emergency or circumstances that will undermine the integrity of the election.
53(2)	The Clerk has discretion in a declared emergency to make any arrangements deemed necessary for the conduct of the election.
53(4)	The Clerk determines when the emergency has passed.
	Opening Ballot Box
55(3)	The Clerk shall determine the results of the election by compiling the statements of results received from the DRO.
55(4)	The Clerk shall, as soon as possible after voting day, declare the elected candidate(s) and the result of the vote on any by-law or question.
55(4.1)	As soon as possible after Voting Day, the Clerk shall make information available on number of votes for each Candidate, number of declined and rejected ballots, number of votes (yes or no) on a by-law or question.
55(5)	The Clerk, in the presence of the DRO, can decide to open a ballot box to assist with interpreting the statement of results.
	Recounts
56(1), (1.1), (2)	The Clerk shall hold a recount in accordance with policy within 15 days after the declaration of results.
59	The Clerk may decide to include other candidates for an office in a recount.
61(1)1	The Clerk may be present at a recount in the case of a tie vote, or any policy passed, when the Council, Board or Minister requires a recount and when the Ontario Superior Court of Justice orders a recount. Sections 56, 57, or 58 or 63.
61(2)1	The Clerk may be present at a recount for a by-law or question.
61(6)	The Clerk determines disputes concerning the validity of a ballot or the counting of votes in a ballot.
61(7)	The Clerk may permit others to be present at a recount.
62(3); 63(10)	If the recount leaves two candidates tied, the Clerk shall choose the successful candidate by lot.
	By-Elections
65(4)1	The Clerk sets the date of Nomination Day, in the case of a by-election.
65(5)1	The Clerk sets the date of voting if the by-election relates to a question or by-law.

	Financial Reporting
33.0.1(1)	The Clerk determines the form of the preliminary certificate of maximum campaign expenses (upon the filing of a person's nomination) and shall give the person, or their agent filing the nomination for the person, a certificate of the applicable maximum amount as of the filing date.
33.1	The Clerk shall, before Voting Day, give notice of the penalties under s.88.23(2) and s.92(1) related to election campaign finances to each person nominated for an office.
88.20(13)(a)(b)	The Clerk determines the form and method of delivery of the certificate of maximum campaign expenses. The Clerk shall calculate the maximum amounts permitted by subsections 6 (Candidate Expenses) and subsection 9 (Registered Third Party Expenses) for each office for which nominations have been filed and shall give a certificate of the applicable amounts to each candidate on or before September 30 in a regular election, and within 10 days after the Clerk makes the required corrections in the case of a by-election.
88.23(3)	The Clerk determines the form and process of the notice of default.
88.25(9)	The Clerk determines the form and method of delivery of notice to Candidates of the campaign expense filing requirements and shall give notice at least 30 days before the filing date.
	Election Records
88(1)	The Clerk shall determine where the ballots and all other documents and materials related to an election will be retained for 120 days after declaring the results of the election under section 55 and determine the appropriate security requirements.
88(2)(a)(b)	When the 120-day period has elapsed, the Clerk shall destroy the ballots and may destroy other documents and materials related to the election.
88(4)	Financial statements must be retained until the next election.
88(9.1)	The Clerk shall make the documents filed under sections 88.25, 88.29 and 88.32 available at no charge for viewing by the public on a website or in another electronic format as soon as possible after the documents are filed.

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