
TOWN OF COBALT

2026 MUNICIPAL ELECTION PROCEDURES

Date Revised: December 11 2025

Clerk's Tips have been provided for your convenience only. They are suggestions to help you meet the legislative requirements. Prior to releasing the manual to the public/candidate, ensure all Clerk's Tips are removed and the page numbers are updated.

With the exception of *Clerk's Tips*, words that appear in red require the information to be reviewed or changed each election.

The manual also includes a section with suggested timelines for all steps in the election process. This has been provided for your convenience only and should be removed before release to the public and the page numbers updated.

As Clerk of the Town of Cobalt 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.

Commented [AVM1]: Certified as soon as possible and preferably before Nomination Day
Public copy and internal copy

_____, 2026
Date Approved

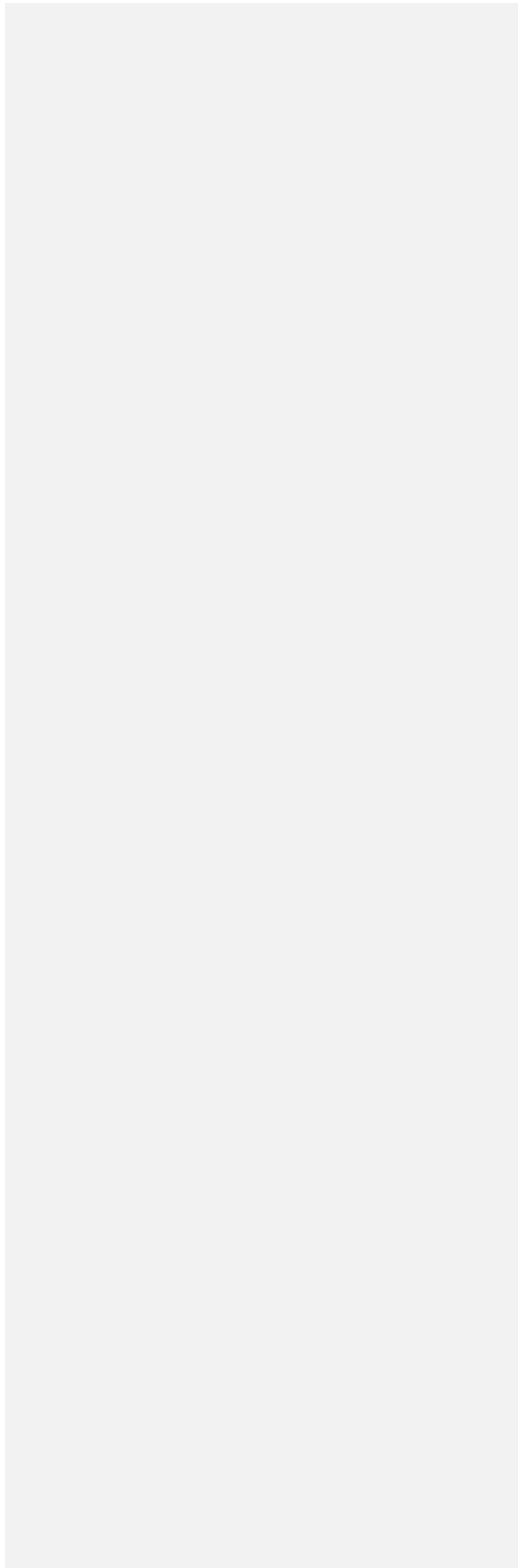
Clerk

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.

<p>Legend PR FORM = Prescribed Form Form TD = Timiskaming District Clerk's Form Form EL = Election Form</p>
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Clerk's Tip: Unless otherwise noted, all sections are common to all voting methods.

DEFINITIONS



DEFINITIONS

- a) **Act** - means the *Municipal Elections Act, 1996*, S.O. 1996, C. 32, as amended.
- b) **Candidate** - means a person who has been nominated under Section 33 of the Act.
- c) **Certified Candidate** - means a candidate whose nomination has been certified by the Clerk under Section 35 of the Act.
- d) **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.
- e) **Corporation** – means a firm that meets certain legal requirements to be recognized as having a legal existence, as an entity separate and distinct from its owners. Corporations are owned by their stockholders (shareholders) who share in profits and losses generated through the firm's operations. A legal entity has legal capacity to enter into agreements or contracts, assume obligations, incur and pay debts, sue and be sued in its own right, and to be held responsible for its actions.

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

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

What is a Sole Proprietorship?

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

What is a Co-op?

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

- f) **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.
- g) **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)]

- h) **Friend** - means a person who has been requested by an elector to assist him or her in the voting process.
- i) **Lame Duck** - means there are restrictions on Council's powers (*Municipal Act*, Section 275). A Council is considered to be a Lame Duck Council when: before election day it is determined the new Council will include less than $\frac{3}{4}$ of the members of the outgoing Council before election day; it is determined on election day after the results are known that the new Council is composed of less than $\frac{3}{4}$ of the members of the outgoing Council.
- j) **Municipal Office** - means the Town of Cobalt administration building located at 18 Silver Street, Ontario.
- k) **Normally Resident in Ontario** – means the place in which an individual regularly returns if his or her presence is not continuous (sleep).
- l) **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.
- m) **Preliminary List of Electors** - means a list of electors for the municipality compiled by Elections Ontario and provided to the municipality by August 14th 2026, of an election year.
- n) **Proof of Identification** - means proof of identity and residence as prescribed in O. Reg. 304/13 of the Act.
- o) **Regular Office Hours** - means Monday to Friday, 8:00 am to 12:00 pm and 12:30 pm - 4:00 pm.
- p) **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.
- q) **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.

- r) **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.
- s) **Third Party Advertisement** – means an advertisement in any broadcast, print, electronic or other medium that has the purpose of promoting, supporting or opposing a candidate, or a “yes” or “no” answer to a question on the ballot, but does not include an advertisement by or under the direction of a candidate, or an advertisement that incurs no expenses in relation to the advertisement, or an advertisement that is transmitted to employees, shareholders, or directors of the registered third party. Advertising that does not cost money to post or to broadcast, such as posts or comments made on social media, will not be considered to be third-party advertising.
- t) **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.
- u) **Voters’ List** - means the Preliminary List of Electors, as corrected by the Clerk, under the provisions of Section 22 of the Act.
- v) **Voting Place** - means the only location, both convenient and accessible to the electors, for the purpose of casting a printed ballot as established by the Clerk. There is no Voting Place where an alternative voting method has been approved by Council such as Telephone and Internet or Vote by Mail.
- w) **Voting Day** (not to be confused with Voting Period) - means the final day on which the final vote is to be taken in an election and shall be Monday, October 26, 2026, with the close of voting to be at 8:00 pm.
- x) **Voting Proxy** - If an elector is unable to vote for any reason (during the advance voting period or on Voting Day), they may appoint a proxy to vote on their behalf. A voting proxy, must be an eligible elector in the municipality; • A qualified elector cannot appoint more than one voting proxy to vote on their behalf; • A person may act as a voting proxy for only one person who is not a family member; and • One person may act as a voting proxy for any/all of their family members. Family member means spouse, sibling, parent, child, grandparent, or grandchild.
- y) **Advanced Vote** - means the location, dates and hours for casting a ballot prior to Voting Day.
- z) **Deputy Returning Officer** - means a person appointed by the Clerk for each Voting Place who will be delegated specific duties and powers by the Clerk.
- aa) **Voting Place** - means the location, both convenient and accessible to the electors, for the purpose of casting a ballot, as established by the Clerk.

AUTHORITY

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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.

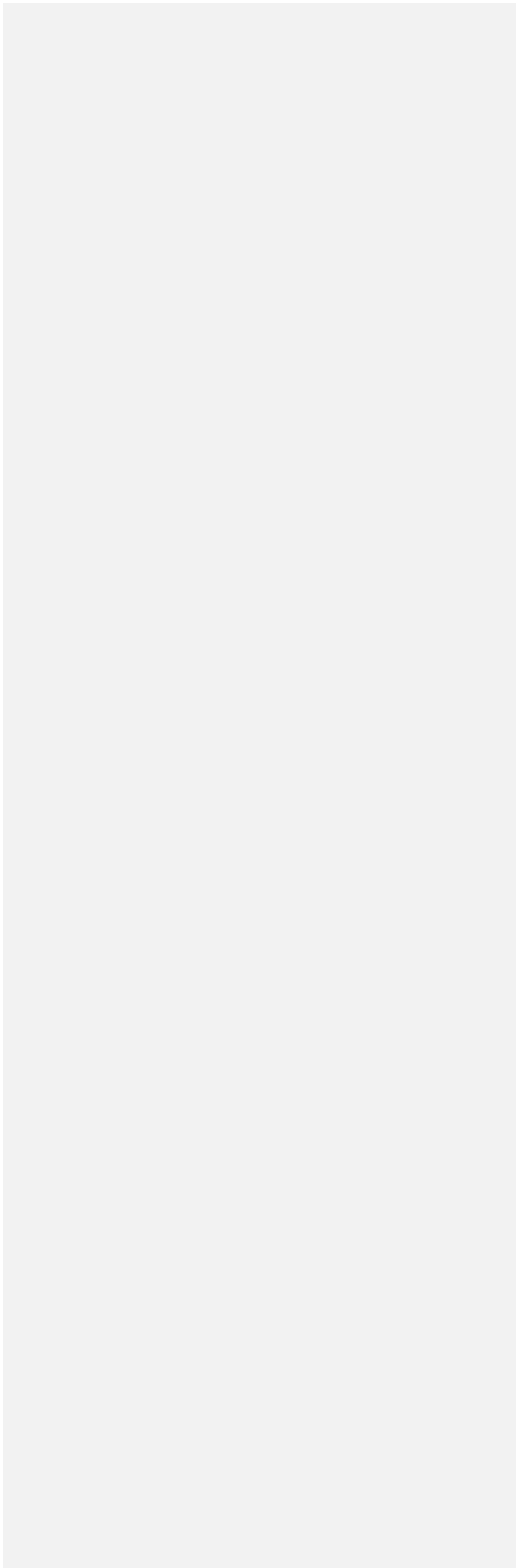
Procedures and Forms

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.

TIMELINES

(remove timelines from the public manual, these are for internal purposes only)



TIMELINES

2025:

- *Begin revising the Election Policies and Procedure Manual so it is in place for November 30th prior to the year of the election.*
- *If applicable, pass the by-law to authorize the use of other languages other than English and French in notices, forms (other than prescribed forms) and other information provided under the Act.*
- *Prepare an election budget to ensure adequate funding will be available in the year of the election.*

2026:

January-April

Preliminary meeting with Timiskaming Clerks Group to set out dates and details

February-May

Order the “Municipal Election Law 2026” book from Municipal World.

Prepare ad - “Notice of Nomination for Office” Form TD01/TD01A

Place ad – “Notice of Nomination for Office” Form TD01/TD01A

Take the Oath of Returning Officer Form TD17

Appoint DRO and other election officials (as necessary) and have them sign “The Appointment & Preliminary Oath or Affirmation for Election Officials” Form TD18

Delegate powers or duties of Clerk on “Delegation of Powers and Duties of Clerk” Form TD19

Initiate Compliance Audit Committee process with Clerks group

Before May 1, in the year of a regular election, municipalities and local boards shall establish rules and procedures with respect to the use of municipal or board resources as the case may be during the election campaign period.

Before April 30

Prepare Nomination Package for Candidates to include at least the following:

- Nomination Paper **PR Form 1**
- Consent to Release Personal Information **Form TD02**
- Declaration of Qualifications – Municipal Candidates **Form EL18(A)**
- Notice of Penalties **Form TD31**
- Estimated Maximum Campaign Expenses **Form TD23**
- Appointment of an Agent to File Nomination **Form TD20**
- Appointment of an Agent to Withdraw a Nomination **Form TD21**
- Contributions to Registered Candidates **Form TD53**
- Information and Policies regarding Campaign Advertising, Signs, etc.

Prepare Registration Package for Third Party Advertisers to include at least the following:

- Notice of Registration **PR Form**
- Declaration of Qualifications – Third Party Advertiser **Form TD52**
- Notice of Penalties **Form TD64**
- Estimated Maximum Third Party Expenses **Form TD58**
- Contributions to Registered Third Party's **Form TD53**
- Information and Policies regarding Third Party Advertising, etc.

Prepare accessibility plan - a plan regarding the identification, removal and prevention of barriers that affect electors and candidates with disabilities and make the plan available to the public.

Discuss delivery date of PLE with ELECTIONS ONTARIO.

Plan for voting places and sign "Certificate as to Location of Voting Place" **Form TD15**

May 1

"Nomination Paper" **PR FORM 1** (Candidates) shall be available at the Clerk's Office from the first business day of May in 2026 to 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.

"Notice of Registration" **PR FORM 7** (Third Party Advertisers) shall be available at the Clerk's Office from the first business day of May in 2026 to Friday, October 23, 2026 during regular office hours, and on the municipal website.

May 2 When Nomination Papers are filed, provide candidate with "Estimated Maximum Campaign Expenses" Form TD23 and "Notice of Penalties" Form TD31.

When Registration Papers are filed, provide Third Party Advertiser with "Estimated Maximum Campaign Expenses" Form TD23 and "Notice of Penalties" Form TD31.

~~Jul 31 Receive Preliminary List of Electors (PLE) from ELECTIONS ONTARIO~~

Aug 1 Establish Compliance Audit Committee by By-law
Establish Accessibility procedures

Aug 14 Receive Preliminary List of Electors (PLE) from Elections Ontario

Aug 14 - 31 The Clerk shall correct any obvious errors in the PLE.

Aug 15-31 Jointly advertise "Notice of the Posting of the Voters' List" Form TD09A and/or Form TD09B.

Aug 21 Nomination Day - 9:00 to 2:00 p.m.
1st possible Late Duck period begins

Aug 21 Withdrawal of Nominations close at 2:00 p.m.

Aug 21 After 2:00 p.m., the approval of voting proxies may begin if there are no additional nominations.

Aug 24 on or before August 24 at 4:00 p.m. Clerk to certify Nomination Papers

Aug 24 After 4:00 pm declare an election and/or acclamations and/or additional nominations. Post "Notice of Election Information" Form TD16.

Aug 24 Post "Official List of Certified Candidates" Form TD05 unless Additional Nominations are required.

Aug 24 Post Official List of School Board Trustees

Aug 26 Between 9:00 am and 2:00 pm, accept additional nominations and withdrawals.

If Additional Nominations, Post "Official List of Certified Candidates" Form TD05 after 4:00 p.m.

Aug 27 Clerk to certify additional Nomination Papers and declare the candidates elected by acclamation.

Commented [CL2]: Should this date be changed to September 1st?

Commented [KS3R2]: MEA says this about voting Proxy and timing: (section 44.)

Timing

(4) A person shall not appoint a voting proxy for an election until the later of,

(a) the time for the withdrawal of nominations under section 36 has expired for all offices for which the election is being conducted; and
(b) the time when the clerk has certified all persons qualified to be nominated under subsection 35 (2). 2016, c. 15, s. 33.

So since it says AND, both a and b must be satisfied so therefore, it has to be after the Aug 21 2pm (withdrawal period ends) and after the Clerk has certified the nominees. So if anything it should be moved down in the order, but it does make sense to wait until Sept 1st when the voters list is finalized.

Aug 29 If applicable, place ad for additional election officials (security, poll clerks, etc.) and ensure accuracy of job descriptions.

Aug 31 Print the Voters' List and attach "Voters' List Cover Sheet" [Form TD08](#).

Sep 1 First day for an elector to appoint a voting proxy

PLE supplied by ELECTIONS ONTARIO if no other date is agreed upon. Determine supplies needed for Voting Place and place order. Any supplemental information received from ELECTIONS ONTARIO after September 1, 2026 should not be changed and/or included on the Voters' List as the deadline for the Clerk's discretionary period to make changes to the list has passed.

Sep 1 Begin planning for your election official training session(s).

Sep 15-26 Provide every Candidate with a copy of, or, the part of, the Voters' List for their respective office.

Sep 1 The Voters' List can be amended until the close of polls on October 26, 2026 using "Application to Amend Voters' List" [Form EL15](#).

Sep 1 The Voters' List can be amended until 8:00 pm on October 26, 2026, using "Application to Amend Voters' List" [Form EL15](#) and "Application for Removal of Deceased Persons Name from the Voters' List" [Form EL16](#).

Sep 15 Determine the total number of electors on the Voters' List.

Sep 15 Prior to September 30, 2026 prepare the "Interim List of Changes" [Form TD12](#) and provide Interim list of Changes to anyone who received copy of the Voters' List and each certified candidate.

Sep 15 Prior to September 30, 2026 send to candidates "Certificate of Maximum Campaign Expenses" [Form EL37](#).

Prior to September 30, 2026 send to Third Party Advertisers "Certificate of Maximum Third Party Expenses" [Form TD59](#).

October Contact Clerks responsible for the school board elections to request they send a separate Official List of Certified Candidates for each school board As well, determine the method of communication (email, etc.) and deadlines for submission for any information (# of electors for spending limits, etc.) required from the municipality.

Oct 17 Advanced Vote.

Commented [CL4]: First possible day for an elector to appoint a voting proxy (unless additional nominations are required). *s.44(4)* • Proxy applications may be filed during regular business hours at the clerk's office or other designated location on or before Voting Day; however, on advance vote days, the MEA requires that the clerk's office and/or other designated location be open between noon and 5 p.m. for the purpose of considering and certifying proxy applications. *s.44(6)* • **Note:** Several municipalities hold off on considering and certifying proxy applications until September 1, when the Voters List becomes public.

Commented [JM5]: Where a Candidate is running for Council and your muni has wards or school trustees- you provide parts only; otherwise you provide the full list to Mayoral Candidates and School Board Candidates.

Commented [CL6]: Note: the National Day of Truth and Reconciliation falls on September 30. If it is recognized as a statutory holiday by your municipality, this date can be moved to October 1.

Commented [CL7]: Calculate and prepare the certificate of maximum campaign expenses (based on the number of electors as of September 15, 2026

- Oct 26** **Voting Day.**
- Oct 26 *1st Lame Duck period ends.*
- Oct 26 *2nd possible Lame Duck period begins through to November 14, 2026.*
- Oct 26 *Deadline to amend Voter's List*
- Oct 26 *At the close of the poll, post the Unofficial Results, as a minimum, on the municipal website.*
- Oct 26 *As soon as possible after Voting Day, post the Official Results using "Declaration of Election Results" [Form TD26](#). Also, post the school board results.*
- November *Post election, the Clerk shall pay the costs as soon as possible after the Clerk has signed a certificate verifying the amount – Section 7(2). The form from Municipal World, an email to the Treasurer, etc. could be used as the certificate.*
- Before November 16, 2026 council to host inaugural meeting*
- Nov 15 *New term of Office commences*
- Prior to November 25, 2026, the Final List of Changes shall be provided to Elections Ontario.*
- Nov 15 *2nd Lame Duck period ends.*
- Nov 25 *Last day to provide Elections Ontario with final list of changes to Voter's List*
- Dec *No later than March 1 2027, send by registered mail notice of filing requirements and penalties to all Candidates on "Notice to Candidate of Filing Requirements" [Form EL42](#).*
- No later than March 1, 2027, send by registered mail notice of filing requirements and penalties to all Registered Third Parties on "Notice to Registered Third Party of Filing Requirements" [Form TD62](#).*

2027:

January 3 *End of Campaign Period*

The earliest date that Candidates can file the “Financial Statement – Auditor’s Report Candidate” [PR Form 4].

The earliest date that Registered third Parties can file the “Financial Statement – Auditor’s Report Third Party” [PR Form 8].

January 3 *Refund the nomination fees to Candidates if they have filed the Financial Statement and Auditor’s Report on the prescribed forms by the filing date and time.*

January 23 *Last day to make Accessibility Report available to the public.*

February *Plan for the destruction of your election records before February 24, 2026. Records must be destroyed 120 days after the results are declared, with some exceptions (see applicable section).*

March 1 *Before March 1 provide candidates and registered third parties with notice of filing requirements.*

On March 1, After 2:00 p.m. send by registered mail a “Notice of Default” [Form EL43] to any Candidate who has not submitted the “Financial Statement – Auditor’s Report Candidate” [PR Form 4].

After 2:00 p.m. send by registered mail a “Notice of Default” [Form LC63] to any Registered Third Party who has not submitted the “Financial Statement – Auditor’s Report Third Party” [PR Form 8].

March 30 *Last day candidate may apply to Ontario Court of Justice to extend the time for filing their financial statement.*

March 31 *Deadline for filing financial statements for reporting period ending December 31st, 2026.*

See Municipal Elections Act for dates if candidate missed the filing deadline.

May 1 *As soon as possible after April 29th, prepare a report identifying each contributor to a Candidate for office on Council who appears to have contravened any of the contribution limits, etc. and forward to the Compliance Audit Committee.*

As soon as possible after April 29th, prepare a report identifying each contributor to a Registered Third Party who appears to have contravened any of the contribution limits, etc. and forward to the Compliance Audit

Committee.

As soon as possible after April 30th, 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.)

As soon as possible after April 30th, 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)

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.

Clerk's Tip: *Ensure that the ballots for French-language district school board electors are in English and French as well as the "Notice of Nomination for Office" [Form TD01A](#).*

Clerk's Tip: *The Voters' List does not have to be in French.*

Other Languages

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

See "Sample By-Law – Use of Other Languages" [Form TD67](#).

Form TD67

SAMPLE BY-LAW USE OF OTHER LANGUAGES

By-Law **XX-2026** of The Corporation of the **XXXXXX**

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

NOW THEREFORE BE IT RESOLVED THAT, the Council of the Corporation of the **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 City Clerk.
2. This by-law shall come into force and take effect on the date it is passed.

By-law passed this ___ **day of March, 2026**.

Mayor

City Clerk

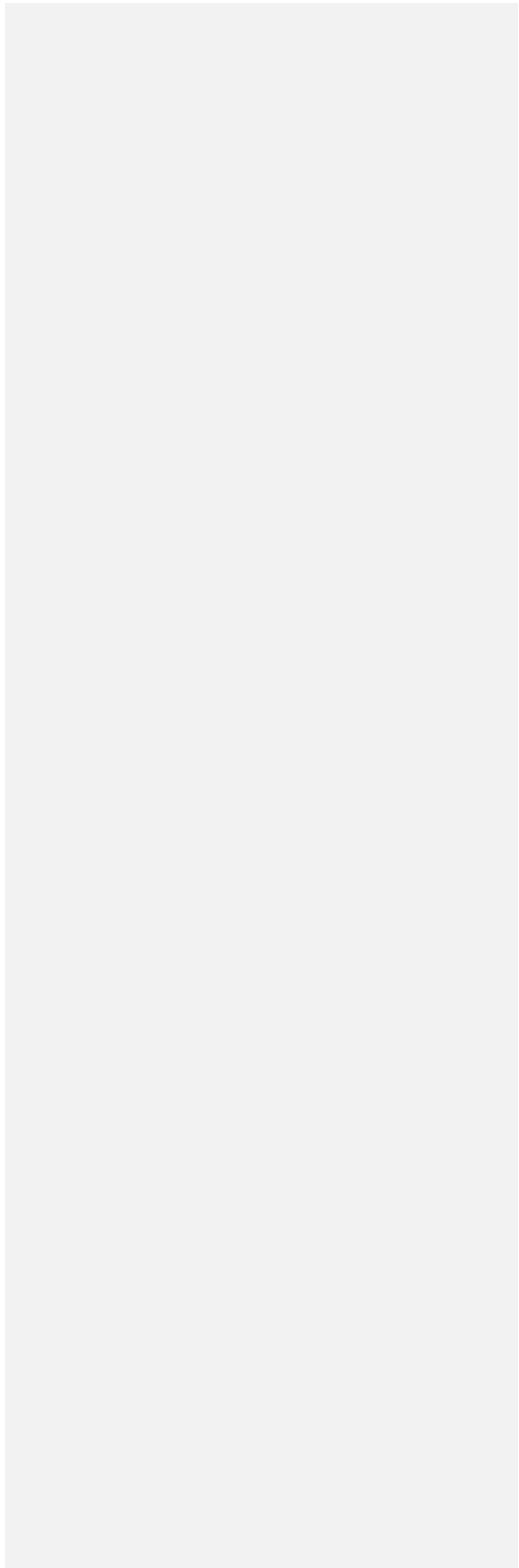
PRINCIPLES OF THE ACT

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; and
- voters and candidates should be treated fairly and consistently within a municipality.

NOMINATIONS



2026 NOMINATION PROCEDURE

NOMINATION PAPERS (SECTION 33)

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

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

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

- (1) Mayor
- (6) Councillors

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

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

Clerk’s Tip: Create a Quick Reference list of the Clerks responsible for the individual school boards including telephone, email (for results) and website. This information is available in the “Notice of Nomination for Office” ad placed in the local paper in December prior to the year of the election.

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 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, certified cheque or money order payable to the municipality **or by an electronic method of payment that the Clerk specifies**

Commented [AVM8]: Include relevant School Trustee information

- with proof of identity and residence as prescribed in O. Reg. 304/13, as amended
- no faxed or other electronically transmitted nomination paper will be accepted - original signatures are required

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

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

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

Commented [AVM9]: New requirement to address Agent

Clerk's Tip: *Every effort should be made by the candidate to file a nomination or withdraw a nomination in person however the use of an agent is appropriate when accompanied by the Appointment of Agent Forms and signed and dated by a witness.*

Clerk's Tip: *Before you accept the Nomination Paper, check to ensure the form is complete. ie. email address, name as to appear on the ballot, qualifying address in municipality. Ask each candidate for ID, even if you know them, to maintain consistency and fairness for all. If the agent is filing on behalf of a candidate, the candidate's and agent's ID is required.*

Clerk's Tip: *The name as it appears on the Nomination Paper is the name to be used on the ballot. If a nickname is to be used, it must appear on the Nomination Paper. Nicknames are subject to the discretion and approval of the Clerk. Nicknames should be evaluated carefully and a legal opinion may need to be sought.*

Clerk's Tip: *Do not fill in the Certification by Clerk section at the time of filing.*

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

ESTIMATED MAXIMUM CAMPAIGN EXPENSES [SECTION 88.20(6)]

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

Clerk's Tip: The estimated maximum campaign expenses for the current election at the time of filing the Nomination Paper are based upon the number of electors on the Voters' List as of Nomination Day for the previous election.

Commented [CL10]:

NOTICE OF PENALTIES (SECTION 33.1)

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

Clerk's Tip: You may wish to provide this notice with the estimated maximum campaign expense form when Nomination Papers are filed.

MUNICIPAL FREEDOM OF INFORMATION & PROTECTION OF PRIVACY ACT

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

UNOFFICIAL LIST OF CANDIDATES

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

Clerk's Tip: This form may also be used by Clerks involved with School Board positions; however, separate forms should be used for Council candidates and School Board candidates. The municipality responsible for the School Board election shall circulate this form to the affected municipalities.

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.

Clerk's Tip: The Clerk is required to verify the candidates qualifying address and whether the necessary financial disclosure was filed for the previous election or by-election. Further confirmation of qualifications is not required except if something comes to the Clerk's attention, in which case, they must act on it.

Commented [AVM11]: Share information amongst group before nominations are certified to ensure no disqualified candidate from another municipality

Clerk's Tip: The Clerk may take an initial review of the nomination form to determine if there is any information missing or incorrect. If before 2:00 p.m. on Nomination Day then Candidates may be given an opportunity to make those corrections.

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

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

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

WITHDRAWAL OF NOMINATION PAPERS (SECTION 36)

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

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

Commented [AVM12]: New requirement to address Agent

The withdrawal shall be noted on the "Unofficial List of Candidates" [Form TD03](#)

OFFICIAL LIST OF CANDIDATES

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

Clerk's Tip: The List can only be posted once the Nomination Papers are certified by the Clerk. If no additional nominations are required, the list can be posted after 4:00 p.m. on the Monday following Nomination Day.

If you have acclamations they must be posted immediately (see section below).

If additional nominations are required, the list can be posted after 4:00 p.m. on the Thursday following Nomination Day.

Clerk's Tip: *At this time, a separate list should be received from the Clerk responsible for each School Board election. These lists should also be posted.*

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.

Clerk's Tip: *Reminder to include list of school board candidates on the "Notice of Election Information" Form TD16 or TD12 or TD29.*

Traditional:

The Clerk shall give the electors notice of:

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

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

ACCLAMATIONS [SECTION 37(1)]

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

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

If at 4:00 p.m. on Monday, August 24, 2026, the number of certified nominations filed for an office is less than the number of persons to be elected to the office, additional nominations may be filed between 9:00 a.m. and 2:00 p.m. on Wednesday, August 26, 2026. The Clerk shall post a "Notice of Additional Nominations" Form TD06 advising that additional Nomination Papers may be filed for that office during the specified time. If at 2:00 p.m. on Wednesday, August 26, 2026, additional Nomination Papers have been filed, the procedure to certify or reject Nomination Papers shall be followed.

Commented [KS13]: I'm not TD12 and TD29 should be included in this note?

Commented [CL14R13]: I think we should just reference TD 16 here

Commented [AVM15]: Alternative Voting methods will require another section

Commented [JM16R15]: Yes TS and KL will need to add tabulator and online voting info here.

**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.

Commented [AVM17]: Previous candidates deemed acclamation, election for those in the additional nomination period

WITHDRAWAL OF ADDITIONAL NOMINATIONS (SECTION 36)

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

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

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

FILLING VACANCIES [SECTION 37(4)]

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

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

DEATH OR INELIGIBILITY OF A CANDIDATE (SECTION 39)

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

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

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

The Clerk shall, after determining from the number of eligible electors from the Voters' List for each office, calculate the maximum amount of campaign expenses that each candidate may incur for that office and prepare a "Certificate of Maximum Campaign Expenses" Form EL37. The certificate shall be given to each candidate in the case of a regular election, on or before 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 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 15 in the year of the current election, adjusted for changes under Section 24 and 25 that were approved as of that day. [Section 88.20 (11)]

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

Clerk's Tip: Remove reference to "and (15)" after the 2018 Municipal Election as it no longer applies.

Commented [AVM18]: Note: Candidates Self Funding Limit
Head of Council \$7,500 + \$0.20
Councillor \$5,000 + \$0.20

Commented [CL19]: Note: the National Day of Truth and Reconciliation falls on September 30. If it is recognized as a statutory holiday by your municipality, this date can be moved to October 1.

Commented [AVM20]: Note change, I removed above already

Commented [AVM21]: To be advertised at the open of Nomination Period Use Final Copy as provided by Jordan Kemp

NOTICE OF NOMINATION FOR OFFICE

Municipal Elections Act, 1996 (s. 32)

ARE YOU INTERESTED IN RUNNING FOR MUNICIPAL OFFICE?

2026 MUNICIPAL ELECTIONS - NOTICE TO MUNICIPAL ELECTORS

NOMINATIONS

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

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

The required filing fee for the Head of Council is \$200.00 and all other offices are \$100.00 (cash, debit) certified cheque or money order made payable to the municipality 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 COBALT	
MAYOR	(1)
COUNCILLOR	(6)
Returning Officer-Jaime Allen 18 Silver Street, Cobalt ON P0J 1C0 www.cobalt.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 above.

Dated this ___ day of _____, 2026

NOTICE OF NOMINATION FOR OFFICE

Municipal Elections Act, 1996 (s. 32)

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

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

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

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

School Board Offices for Which Persons May be Nominated

English Public – District School Board Ontario North East

Zone A – Trustee (2)	Zone B – Trustee (1)	Zone C – Trustee (1)
Representing: Armstrong, Brethour, Casey, Cobalt, Coleman, Harley, Harris, Hilliard, Hudson, Kerns, James (Elk Lake), Latchford, Temiskaming Shores, Thornloe, Temagami Area, Timiskaming Locality - Lorrain, Gillies, Firstbrook, Bridgestocke, Kittson, Barr, Lundy, Henwood, Cane, Barber, Beauchamp, Bryce, Tudhope, Nicol, Milner, Haultain, Auld, Corkhill, Willet, Roadhouse, Lawson, Muckle and Chown, Timiskaming Locality- Hammell, Gooderham, Flett, Hartle, Elridge, Kenny,	Representing: Chamberlain, Charlton and Dack, Englehart, Evanturel, Gauthier, Larder Lake, Matachewan, McGarry, Kirkland Lake Locality, Timiskaming Locality - Pense, Ingram, Robillard, Truax, Mulligan, Bayly, Marter, Savard, Sharpe, Catherine, Pacaud, Marquis, Gowganda, Smyth, Farr, Davidson, and Willison Townships Returning Officer - Hailey Clarke 61 Fifth Avenue, PO Box 399 Englehart, ON P0J 1H0	Representing: Town of Kirkland Lake Returning Officer- Jennifer Montreuil 3 Kirkland St. W., PO Box 1757 Kirkland Lake, ON P2N 3P4 (705) 567-9361 www.tkl.ca/2022_elections

McCallum, Gladman, McLaren, Thistle, Townships Returning Officer - Logan Belanger 325 Farr Drive, PO Box 2050 Haileybury, ON P0J 1K0 (705) 672-3363 www.temiskamingshores.ca	(705) 544-2244 www.engehart.ca	
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English Separate – Northeastern Catholic District School Board

Zone B – Trustee (1)	Zone D – Trustee (2)
Representing: Cobalt, Coleman, Latchford; Temagami, Temiskaming Shores, and the Timiskaming Board of Education Returning Officer - Logan Belanger 325 Farr Drive, PO Box 2050 Haileybury ON P0J 1K0 (705) 672-3363 www.temiskamingshores.ca	Representing: Armstrong, Brethour, Casey, Chamberlain, Charlton & Dack, Englehart, Evanturel, Gauthier, Harley, Harris, Hilliard, Hudson, James, Kerns, Kirkland Lake, Larder Lake, Matachewan, McGarry, Thornloe, Kirkland Lake Locality Education, and Timiskaming Locality Education Returning Officer – Jennifer Montreuil 3 Kirkland St. W, PO Box 1757, Kirkland Lake ON P2N 3P4 (705) 567-9361 www.tkl.ca/2022_elections

Commented [CL23]: Information review required

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

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

French Separate – Conseil scolaire catholique de district des Grandes Rivières

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

Amy Vickery-Menard 35 10th Street, Earleton, ON P0J 1E0 (705) 563-2375 www.armstrongtownship.com	1757, Kirkland Lake ON P2N 3P4 (705) 567-9361 www.tkl.ca/2022_elections
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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.

**TOWN OF COBALT
DECLARATION OF QUALIFICATIONS
MUNICIPAL CANDIDATES**

Municipal Elections Act, 1996

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

- Mayor
 Councillor

Do Solemnly Declare That:

1. I am qualified pursuant to the *Municipal Elections Act, 1996* and the *Municipal Act, 2001* to be elected to and to hold the office of:
 Mayor
 Councillor
2. Without limiting the generality of paragraph 1, I am at least eighteen (18) years of age, a Canadian citizen, a resident of the Town of Cobalt or the owner or tenant of land in the Town of Cobalt or the spouse of such owner or tenant.
3. I am not ineligible, disqualified or prohibited under the *Municipal Elections Act, 1996*, the *Municipal Act, 2001*, the *Municipal Conflict of Interest Act* or any other Act to be elected to or hold the above-mentioned office.
4. Without limiting the generality of paragraph 3,
 I am not an employee of the Town of Cobalt, or if I am an employee of the Town of Cobalt, 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 Cobalt 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 Cobalt or a person who is not an employee of the Town of Cobalt but who holds an administrative position of the Town of Cobalt.
 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 Cobalt prior to 2:00 p.m. on Nomination Day, August 21, 2026. I understand that the Clerk of the Town of Cobalt will reject my nomination for the above-mentioned office if I fail to provide proof of resignation by this deadline.
 - I am not a public servant within the meaning of the *Public Service of Ontario Act, 2006*, or if I am a public servant, I have followed and will continue to follow all the relevant provisions of Part V of such *Act*.
 - I am not a Federal employee within the meaning of the *Public Service Employment Act*, or if I am a Federal employee, I have followed and will continue to follow all the relevant provisions of Part 5 of such *Act*.
5. I am not prohibited from voting at the municipal election under section 17 (3) of the *Municipal Elections Act, 1996*.
- I am not a person who is serving a sentence of imprisonment in a penal or correctional institution.
 - I am not a corporation.
 - I am not a person acting as executor or trustee or in any other representative capacity.
 - I am not prohibited because of a conviction of a corrupt practice described in subsection 90 (3), if voting day in the current election is less than five years after voting day in the election in respect of which I was convicted
6. I am not a person who was convicted of a corrupt practice under the *Municipal Elections Act, 1996* or of an offence under the *Criminal Code* (Canada) in connection with an act or omission that relates to an election to which this Act applies and I am not a person who is ineligible to be nominated for, any office until the next two regular elections have taken place after the election to which the offence relates (Section 91 (1)).
7. I am not ineligible from being elected to or holding office by reason of any violations of the election campaign financial requirements, violations for not filing the financial statement or any other violations pursuant to the *Municipal Elections Act, 1996*. (Section 88.23)

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

Declared before me at the Town of Cobalt

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 Cobalt until the next municipal election. Questions about this collection of personal information should be directed to the Clerk, 18 Silver Street, Cobalt ON P0J 1C0

Form EL18(B)

**TOWN OF COBALT
DECLARATION OF QUALIFICATIONS
SCHOOL TRUSTEE**
Municipal Elections Act, 1996

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

- School Board Trustee – English Language Public School Board
- School Board Trustee – English Language Separate School Board
- School Board Trustee – French Language Public School Board
- School Board Trustee – French Language Separate School Board

Commented [AVM25]: Add additional school boards where applicable

Do Solemnly Declare That:

1. I am qualified pursuant to the Municipal Elections Act, 1996 and the Education Act to be elected to and to hold the office of Trustee, _____ for the above-noted School Board.
2. Without limiting the generality of paragraph 1, I am a resident of the area of jurisdiction of the School Board, a Canadian citizen and at least eighteen years of age.
3. I am qualified under the Education Act to vote for members of the School Board to which I am seeking office.
4. I am not ineligible or disqualified under the Municipal Elections Act, 1996, the Education Act, the Municipal Conflict of Interest Act or any other Act to be elected to or hold the above-mentioned office.
5. Without limiting the generality of paragraph 4,
 - I am not an employee of the School Board or if I am an employee of the School Board, I am on an unpaid leave of absence as provided for by Section 219 of the Education Act and Section 30 of the Municipal Elections Act, 1996.
 - I am not a clerk or treasurer or deputy-clerk or deputy-treasurer of any municipality within the area of jurisdiction of the School Board or if I am such a person, I am on an unpaid leave of absence as provided for by Section 219 of the Education Act and Section 30 of the Municipal Elections Act, 1996.
 - I am not a member of the Assembly as provided in the Legislative Assembly Act or of the Senate or House of Commons of Canada or, if I am such a person, I will provide proof of my resignation in a form satisfactory to the Clerk of the TOWN OF COBALT prior to 2:00 p.m. on Nomination Day, August 21, 2026. I understand that the Clerk of the Town of Cobalt will reject my nomination for the above-mentioned office if I fail to provide proof of resignation by this deadline.
 - I am not a member of the Executive Council of Ontario of a federal Minister of the Crown.

6. I am not prohibited from voting at the municipal election under subsection 17(3) of the Municipal Elections Act, 1996.
7. Without limiting the generality of paragraph 6,
 - I am not a person who is serving a sentence of imprisonment in a penal or correctional institution.
 - I am not a person who was convicted of a corrupt practice described in subsection 90(3) of the Municipal Act, 1996, during an election that occurred less than four years prior to Monday, October 26, 2026
8. I am not a candidate who was convicted of a corrupt practices under the Municipal Elections Act, 1996 or of an offence under the Criminal Code (Canada), in connection with an act or omission with respect to a municipal election if the Voting Day in that election is less than six years prior to Monday, October 26, 2026.
9. I am not disqualified from being elected to or holding office by reason of any violations of the election campaign financial requirements or violations for not filing the financial statement pursuant to the Municipal Elections Act, 1996.

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

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

Declared before me at the Town of Cobalt

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 Cobalt until the next municipal election. Questions about this collection of personal information should be directed to the Clerk, 18 Silver Street, Cobalt ON P0J 1C0

Form EL18(C)

**TOWN OF COBALT
DECLARATION OF QUALIFICATIONS
THIRD PARTER ADVERTISER**
Municipal Elections Act, 1996

I, _____, do solemnly declare that I am hereby qualified under the Municipal Elections Act to be registered as a third party advertiser, and affirm I am (check one):

- An individual who is normally a resident in Ontario
- A corporation that carries on business in Ontario
- A trade union that holds bargaining rights for employees in Ontario I intend to provide advertising within the Town of Cobalt that supports or opposes a candidate or "yes" or "no" vote on a question on the ballot, and will not be advertising under the direction of a candidate whose nomination has been filed under section 33 of the Municipal Elections Act.

I further confirm that I am not ineligible or disqualified under the Municipal Elections Act to be a registered third party advertiser and am not:

1. A candidate whose nomination has been filed under section 33 of the Municipal Elections Act.
2. A federal political party registered under the Canada Elections Act (Canada) or any federal constituency association or registered candidate at a federal election endorsed by that party.
3. A provincial political party, constituency association, registered candidate or leadership contestant registered under the Election Finances Act.
4. The Crown in right of Canada or Ontario, a municipality or local board.

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

Declared before me at the Town of Cobalt

This _____ day of _____, 2026 _____
(Signature of Third-Party Advertiser)

(Signature of Municipal Clerk or designate)

Personal information on this form is collected under the authority of the *Municipal Elections Act, 1996* and will be used for the nomination process for office in the municipal election and will be available for public inspection in the office of the Clerk, Town of Cobalt until the next municipal election. Questions about this collection of personal information should be directed to the Clerk, 18 Silver Street, Cobalt ON P0J 1C0

makes the corrections under subparagraph 4 iii of subsection 65 (4), the Clerk shall give a Final Calculation of the applicable maximum campaign expenses to each candidate. The number of electors to be used in this final calculation is to be the greater of the following:

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

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

TOWN OF COBALT
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.

TOWN OF COBALT
NOTICE OF PENALTIES
Municipal Elections Act, 1996 (s. 33.1)
Appointment of an Agent

Candidate:

Name of Candidate as it appears on Nomination Form (please print):

Candidate's Qualifying Address:

Candidate for the Office of:

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

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

Declaration

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

Signed this _____ day of _____, 2026

Candidate's Signature

The personal information on this form is collected under the authority of the Municipal Elections Act, 1996, and will be available for public inspection in the Office of the Clerk, Town of Cobalt until the next municipal elections. Questions about this collection can be directed to the Clerk, 18 Silver Street Cobalt ON P0 J 1C0

TOWN OF COBALT

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, 18 Silver Street Cobalt ON P0J 1C0 (705) 679-8877

Name of Candidate: _____

Candidate for the office of:

- Mayor
- Councillor
- Trustee English Public
- Trustee English Separate
- Trustee French Public
- Trustee French Separate

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 TD20

TOWN OF COBALT

APPOINTMENT OF AN AGENT TO FILE A NOMINATION

Candidate:

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

Candidate for the Office of:

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

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

Declaration

1. I, the above-named Candidate, appoint the above-named individual as my Agent for the purpose of filing a nomination for election to the above-named office in the 2026 election.
2. I acknowledge and understand that my Agent shall only be permitted to file my Nomination if he or she is able to provide the Clerk (or designate) with the following:
 - a) An original and fully complete and accurate Nomination Form ("Form 1"). Form 1 must include an original 'wet' signature that matches my identification and this appointment form.
 - b) In the case of a nomination for an office on a council that must be endorsed by at least 25 persons, An original and fully complete Endorsement of Nomination Form ("Form 2") with the required 25 endorsements.
 - c) My original photo identification showing my name, signature and qualifying address as appears on Form 1 (photocopies shall not be accepted).
 - d) The Nomination Filing Fee (payable in cash, cheque or money order made payable to the appropriate municipality or debit or credit if available).
 - e) An original and fully complete Declaration of Qualification, signed by me in front of a witness. The Declaration of Qualification must include an original 'wet' signature of both the witnessing individual and I.
 - f) The Agents original photo identification showing their name, address and signature as it appears on this form.
 - g) Any other things that the Clerk may, by written policy, require.
3. I acknowledge and understand that I and my Agent are required to comply with the requirements of the *Municipal Elections Act, 1996*, and those things referred to in paragraph 3 on or before **2:00 p.m. on Nomination Day (Friday, August 21st, 2026)**.

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

Signed this _____ day of _____, 2026

Candidate's Signature

The personal information on this form is collected under the authority of the *Municipal Elections Act, 1996*, and will be available for public inspection in the Office of the Clerk, Town of Cobalt until the next municipal elections. Questions about this collection can be directed to the Clerk, 18 Silver Street, Cobalt ON P0J 1C0 705-679-8877

Form TD03

TOWN OF COBALT
UNOFFICIAL LIST OF CANDIDATES

NAME OF CANDIDATE	OFFICE	QUALIFYING ADDRESS

As of _____, 2026

Municipal Clerk

Clerk's Tip: Extra columns may be added for contact information if Form TD02 has been signed.

Clerk's Tip: This form may also be used by Clerks involved with School Board positions; however, separate forms should be used for Council candidates and School Board candidates. The municipality responsible for the School Board election shall circulate this form to the affected municipalities.

Form TD04

TOWN OF COBALT

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 COBALT

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).

Clerk's Tip: The same identification requirements for filing Nomination Papers is required for withdrawing a Nomination.

TOWN OF COBALT

APPOINTMENT OF AN AGENT TO WITHDRAW A NOMINATION

Candidate:

Name of Candidate as it appears on Nomination Form (please print):

Candidate's Qualifying Address:

Candidate for the Office of:

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

Name of Agent:

Agents Telephone:

Agent's Address:

Agent's Signature:

Declaration

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

Signed this _____ day of _____, 2026

Candidate's Signature

The personal information on this form is collected under the authority of the *Municipal Elections Act, 1996*, and will be available for public inspection in the Office of the Clerk, Town of Cobalt until the next municipal elections. Questions about this collection can be directed to the Clerk, 18 Silver Street, Cobalt ON P0J 1C0 705-679-8877

TOWN OF COBALT

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)

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

Location of Voting Place(s) Golden Age Club
22 Argentite Street
Cobalt ON P0J 1C0

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

Location of Voting Place(s) Golden Age Club
22 Argentite Street
Cobalt ON P0J 1C0

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

Applications are available at the office of the clerk.
The last day for making application to the clerk for a
certificate to vote by proxy on behalf of another elector is
Monday, October 26, 2026 no later than 4:00 p.m.

Additional information as appropriate to the circumstance.

Date

Clerk

Form EL20

TOWN OF COBALT

DECLARATION OF ACCLAMATION TO OFFICE

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

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

NAME OF CERTIFIED CANDIDATE	OFFICE	QUALIFYING ADDRESS

Dated this ___ day of August, 2026

Municipal Clerk or designate

Clerk's Tip: Extra columns may be added for contact information if Form TD02 has been signed.

Clerk's Tip: This form may also be used by Clerks involved with School Board positions; however, separate forms should be used for Council candidates and School Board candidates. The municipality responsible for the School Board election shall circulate this form to the affected municipalities.

Form TD06

TOWN OF COBALT

NOTICE OF ADDITIONAL NOMINATIONS

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

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

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

OFFICES FOR WHICH PERSONS MAY BE NOMINATED

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

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

Dated this _____ day of August, 2026.

Municipal Clerk

Form TD07

TOWN OF COBALT

**DECLARATION OF ACCLAMATION TO OFFICE
ADDITIONAL NOMINATIONS**

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

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

NAME OF CERTIFIED CANDIDATE	OFFICE	QUALIFYING ADDRESS

DATED THIS ____ DAY OF August, 2026.

Municipal Clerk

Clerk's Tip: Extra columns may be added for contact information if Form TD02 has been signed.

Clerk's Tip: This form may also be used by Clerks involved with School Board positions; however, separate forms should be used for Council candidates and School Board candidates. The municipality responsible for the School Board election shall circulate this form to the affected municipalities.

Form EL37

TOWN OF COBALT

CERTIFICATE OF MAXIMUM CAMPAIGN EXPENSES

Municipal Elections Act, 1996 [88.20 (13)]

TO:

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

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

Candidate for the Office of:	Maximum Campaign Expenses
	<i>Based on the number of electors on the Voters' List for the office on September 15, 2022 (base amount + \$0.85 for each eligible elector – O. Reg. 101/97)</i>
<input type="checkbox"/> Mayor \$7,500.00 + \$ _____ (\$0.85 X _____ electors)	\$ _____
<input type="checkbox"/> Councillor (\$5,000.00 + \$ _____ (\$0.85 X _____ electors)	\$ _____

_____ Date

_____ Municipal Clerk or designate

On or before September 30, 2026, the Clerk shall give a final certificate of the applicable maximum campaign expenses to each candidate. In the case of a by-election, within 10 days after the Clerk makes the corrections under subparagraph 4 iii of subsection 65 (4).

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

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

Form TD29

TOWN OF COBALT

**Appointment of an Agent
Estimated Maximum Campaign Expenses**

Candidate:

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

Candidate for the Office of:

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

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

Declaration

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

Signed this _____ day of _____, 2026 _____
Candidate's Signature

The personal information on this form is collected under the authority of the Municipal Elections Act, 1996, and will be available for public inspection in the Office of the Clerk, Town of Cobalt until the next municipal elections. Questions about this collection can be directed to the Clerk, 18 Silver Street, Cobalt ON P0J 1C0 705-679-8877

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.

Clerk's Tip: See definitions section of manual for *Tenant*.

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.

Clerk's Tip: See definitions section of manual for *Corporation*.

PRELIMINARY LIST OF ELECTORS (PLE) (SECTION 19)

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

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

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

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

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

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

CORRECTION OF ERRORS (SECTION 22)

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

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

CERTIFICATION OF VOTERS' LIST (SECTION 23)

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

Clerk's Tip: *As a minimum, the declared Voters' List should include the name and qualifying address of the elector. You may choose to include the mailing address so candidates can contact non-residents, the ward and poll, and other information contained on the PLE.*

Clerk's Tip: *Once the PLE has been declared the Voters' List, the Clerk can no longer make any discretionary changes, except if the Clerk is satisfied that the person has died [Section 25 (1)]. Revisions to the Voters' List may only be made by application (FORM EL15 & EL16) from September 1 to the close of voting on Voting Day. This includes accepting changes received from ELECTIONS ONTARIO.*

The Clerks, shall place in a local newspaper, having general circulation on or before September 1, 2026 a "Key Information to Municipal Electors regarding the 2026 Municipal Election [Form TD09] as attached.

This notice shall be published in the Temiskaming Speaker, the Weekender and Northern News on dates agreed upon by the Elections Working Group on or before September 1, 2026 and a

second time before October 15, 2026.

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

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

***Clerk's Tip:** Each municipality may want to provide the Voters' List to the candidates in other formats (ex. on CD or by email). If you choose so, ensure you include the process for this in this manual.*

The use of the Voters' List shall be in accordance with the "Policy for Use of the Voters' List" [Form TD11](#).

***Clerk's Tip:** Upon written request, if a qualified requester, as per Section 23 (3), is not personally picking up the Voters' List, have the requester write a letter delegating responsibility to the staff member to pick up the Voters' List and verify that individual's identity and signature on the "Declaration of Proper Use of the Voters' List" form before providing the List. If the request comes after the election, send the Voters' List by registered mail to the requester. MP/MPP's are no longer permitted to have copies of the Voters' List.*

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

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

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

***Clerk's Tip:** It is the Clerk's interpretation that the Voters' List and Forms EL15 and EL16 are not available to the public at any time.*

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

Application for Change of Own Name (Section 24)

An elector may make an application to amend their information on the Voters' List using the prescribed form "Application to Amend Voters' List" [Form EL15](#) and providing proof of identity and residence as prescribed in *O. Reg. 304/13*, between the 1st day of September, 2026 to

the 26th day of October, 2026 during normal hours and on the 26th day of October until 8:00 p.m.

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

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

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

Removal of Deceased Person’s Name (Section 25)

The Clerk may remove a person’s name from the Voters’ List up to 8:00 p.m. on October 26th, 2026 if the Clerk is satisfied the person has died.

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

Number of Electors to Determine Candidates’ Expenses

On, September 15th, 2026, determine the total number of electors on the Voters’ List. This number will be necessary to calculate the “Estimated Maximum Campaign Expenses” [Form TD23](#) and the “Certificate of Maximum Campaign Expenses” [Form EL37](#) for the 2026 Municipal Election.

INTERIM LIST OF CHANGES [SECTION 27(1)]

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

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

The Clerk shall compile any changes to the Voters’ List on the “Certificate of the Voters’ List” [Form TD13](#) and certify the Voters’ List for use in each voting place.

Clerk’s Tip: Keep in mind that this must be done prior to any advance voting and prior to Voting Day.

FINAL LIST OF CHANGES [SECTION 27(2)]

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

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

***Clerk’s Tip:** Although ELECTIONS ONTARIO accepts the electronic version, ELECTIONS ONTARIO recommends that you keep the paper version until they have confirmed the data has been entered into their system (approx. March).*

Form TD08

TOWN OF COBALT
VOTERS' LIST COVER SHEET
FOR THE YEAR
2026

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

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

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

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

Jaime Allen
Returning Officer
TOWN OF COBALT

Form TD09A

TOWN OF COBALT
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 COBALT
18 Silver Street
Cobalt ON P0J 1C0

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

QUALIFICATIONS OF ELECTORS

- A person is entitled to vote in a municipal election if he or she on voting day,
- resides in the local municipality, or is the owner or tenant of land in the municipality, or the spouse of such owner or tenant; and
 - is a Canadian citizen, and
 - is at least 18 years old, and
 - is not prohibited from voting by law.

DATED AT THE TOWN OF COBALT

THIS ____ DAY OF AUGUST, 2026.

CLERK

KEY INFORMATION TO MUNICIPAL ELECTORS REGARDING THE 2026 MUNICIPAL ELECTIONS

Commented [a32]: Draft Notice for Electors

Who Can Vote?

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

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

Who Cannot Vote?

The following cannot vote:

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

Voter Lookup

Are You on the Voters' List?

The List of eligible voters for the upcoming municipal election has been prepared by the Returning Officer/Clerk of your municipality.

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

TRADITIONAL PAPER BALLOT

Electors will be voting by traditional ballot.

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

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Form TD10

TOWN OF COBALT

DECLARATION OF PROPER USE OF THE VOTERS' LIST

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

I, _____, being a:
(Name)

Candidate for the office of _____

OR

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

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

a copy of the Voters' List;

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

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

Signature

Date

Form TD11

**TOWN OF COBALT
POLICY FOR USE OF THE VOTERS' LIST**

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

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

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

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

Copies for local boards – municipalities - Minister

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

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

Copies – for candidates

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

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

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

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

Procedure

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

In Person

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

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

Over the Phone

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

- ask them who they are
- look them up in the system
- if you cannot find them in the system by searching their name, next search their qualifying address
- ask them to provide their qualifying address, mailing address and birth date (if any of this information is missing or incorrect, ask them to come into the Municipal Office with ID)
- if they have provided this information correctly, verify their citizenship and school support
- ask them to come in to 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 TD12

TOWN OF COBALT

INTERIM LIST OF CHANGES

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

Name of Municipality

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

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

DATED THIS ___ DAY OF SEPTEMBER, 2026.

Municipal Clerk

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

Form TD13

TOWN OF COBALT

CERTIFICATE OF THE VOTERS' LIST

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

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

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

DATED THIS ____ DAY OF _____ 2026.

Municipal Clerk

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

Form TD14

TOWN OF COBALT

FINAL LIST OF CHANGES

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

Name of Municipality

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

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

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

DATED THIS ___ DAY OF _____ 2026.

Municipal Clerk

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

Form EL15
TOWN OF COBALT

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								
	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table>											
last	First	middle										

Qualifying address on voting day	<input type="checkbox"/> commercial property	At qualifying address, applicant is:
		<input type="checkbox"/> owner <i>since</i> _____
		<input type="checkbox"/> tenant <i>since</i> _____
		<input type="checkbox"/> other <i>since</i> _____
		date
		<input type="checkbox"/> spouse
		<input type="checkbox"/> unqualified(delete name only)
city	postal code	(if house apartment, indicate floor level e.g. basement, 1 st floor etc.)

Previous qualifying address (if applicable)		At qualifying address, applicant is:
		<input type="checkbox"/> owner
		<input type="checkbox"/> tenant
		<input type="checkbox"/> other
		<input type="checkbox"/> spouse
city	postal code	(if house apartment, indicate floor level e.g. basement, 1 st floor etc.)

Current mailing address of applicant (if different than Qualifying address above)		At mailing address, applicant is:	
		<input type="checkbox"/> owner	
		<input type="checkbox"/> tenant	
		<input type="checkbox"/> other	
		<input type="checkbox"/> spouse	
street number & name	apt. /unit #	city	postal code

- School Support**
- Applicant is Roman Catholic (includes Greek & Ukrainian Catholics)
 - Applicant has French Language Education Rights

- Applicant wishes to be an elector for the following school board**
- English-Public (anyone can support English-public)
 - English-Separate (must be Roman Catholic)
 - French-Public (must have French Language Education Rights)
 - French-Separate (must be roman Catholic & have French Language Education Rights)

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

information.

Signature of Applicant

Date

This information is collected under authority of s.17, s.24 and s.25 of the *Municipal elections Act* and s.15 and s.16 of the *Assessment Act* and will be used to determine voter eligibility.

Certificate of Approval (to be completed by Clerk or designate)

Approved

I hereby certify that the Voter's List for said voting subdivision in this municipality shall be amended in accordance with the statement of facts or information contained herein.

Refused (state reason)

Signature of clerk or delegate

Date

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

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

ADD applicant's name to list,

CORRECT applicant's name on list, or

DELETE applicant's name from list (moved, other)

Ensure the Applicant Completes the Following Information:

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

School Support:

A person **must be** Roman Catholic to support the Separate School Board

- Includes Greek and Ukrainian Catholics

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

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

Important Reminders:

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

All forms must be signed and dated by the applicant.

Items to be Completed by Municipal Staff:

Roll Number:

The roll number **must** be included on every EL15 form submitted to ELECTIONS ONTARIO. A roll number is a unique identifier of a property / unit. It consists of 19 digits and should look like 1234-567-890-1234-0000.

- 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 ELECTIONS ONTARIO:

Please ensure all forms are signed and dated by the applicant.

CERTIFICATE OF APPROVAL (to be completed by Clerk or designate)

Please check APPROVED or REFUSED

Sign and date the form.

Form EL16
TOWN OF COBALT

(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)
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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 EL25 (A)

TOWN OF COBALT
CERTIFICATE AND RECEIPT FOR BALLOTS

Ward and Voting Subdivision No.
Municipality:
Date of Voting:

Ballot Type	Quantity delivered	Quantity corrected

CERTIFICATE OF QUANTITIES DELIVERED BY CLERK

I, the undersigned clerk or designate of this municipality, do hereby certify that I have supplied to the deputy returning officer of the said voting subdivision the quantities and types of ballots as listed above.

Date delivered

Signature of clerk or designate

CERTIFICATE OF QUANTITIES RECEIVED BY DEPUTY RETURNING OFFICER

I, the undersigned deputy returning officer of the said voting subdivision, hereby acknowledge that I have received from the clerk of the municipality the quantities and types of ballots as listed above or as noted if different

Date delivered

Signature of deputy returning officer

This form does not go in the ballot box. This form contains information collected and maintained specifically for the purpose of creating a record available to the general public and may be inspected by any person at the clerk's office at a time when the office is open.

Form TD40

**TOWN OF COBALT
2026 MUNICIPAL ELECTION
VOTER - ID REQUIREMENTS**

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

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

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

One of the following is required:

1. An Ontario driver's 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

PERSONNEL

CLERK [SECTION 12 (1)]

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

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

DRO's AND OTHER ELECTION OFFICIALS (SECTION 15)

When it is necessary to conduct an election, the Clerk shall appoint a Deputy Returning Officer for each Voting Place and may appoint any other election officials for the election and for any recount that the Clerk considers 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 TD19](#).

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

Clerk's Tip: The Clerk is considered the Returning Officer.

The Clerk should delegate all duties to someone in the event the Clerk is unavailable at any time during the election. This person will most likely be your DRO or other election official.

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

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

Clerk's Tip: The Clerk should have standbys in case of illness or if for any other reason the DRO and election officials are not available.

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

Form TD47

**TOWN OF COBALT
ELECTION OFFICIAL APPLICATION**

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

Part 1 (print clearly in space provided)			
Last Name:	First Name:		
Mailing Address:			
City/Town:	Postal Code:		
Home Phone:	Cell Phone:		
Email Address:			
Part 2 (check yes or no)		Yes	No
Are you at least 18 years of age?			
Are you or do you anticipate being a candidate or the spouse of a candidate running in the 2026 Municipal Election in the Municipality?			
Are you or do you anticipate being actively involved in a campaign of a candidate running in the 2026 Municipal Election in the Municipality?			
Have you worked 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 Jaime Allen, Returning Officer by **August 14th, 2026**, to the address below.
- ii) Attendance at an election training session on _____ at _____.
is mandatory for all election personnel.

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

***Clerk's Tip:** Post the associated job description with the application form so that the Applicant understand the requirements and expectations of the job.*

***Clerk's Tip:** It may also be advisable to conduct a short reading, writing and counting test.*

Form TD32

TOWN OF COBALT

DUTIES AND RESPONSIBILITIES OF THE DEPUTY RETURNING OFFICER

IDENTIFYING INFORMATION

Position: Deputy Returning Officer
Reports To: Clerk

Delegation of Power and Duties:

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

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

Goals and Objectives:

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

Responsibilities:

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

Pre Voting Day

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

Voting Day

A. Before the Opening of the Voting Place

Responsibilities include:

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

B. During Voting Hours

Responsibilities include:

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

C. After the Close of the Voting Place

Responsibilities include:

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

Form TD33

**TOWN OF COBALT
DUTIES AND RESPONSIBILITIES OF
ADVANCE VOTE - DEPUTY RETURNING OFFICER**

IDENTIFYING INFORMATION

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

Delegation of Powers and Duties:

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

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

Goals and Objectives:

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

Responsibilities:

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

Advance Vote - Pre Voting Day

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

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

A. Before the Advance Opening of the Voting Place

Responsibilities include:

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

B. During Voting Hours

Responsibilities include:

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

C. After the Close of the Voting Place

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

D. Voting Day - Monday, October 26, 2026

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

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

**TOWN OF COBALT
DUTIES AND RESPONSIBILITIES OF POLLING CLERK**

IDENTIFYING INFORMATION

Position: Polling Clerk
Reports To: Deputy Returning Officer

Delegation of Powers and Duties:

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

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

Goals and Objectives:

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

Responsibilities:

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

Pre Voting Day

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

Voting Day

A. Before the Opening of the Voting Place

Responsibilities include:

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

B. During Voting Hours

Responsibilities include:

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

C. After the Close of the Voting Place

Responsibilities include:

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

Form TD35

**TOWN OF COBALT
DUTIES AND RESPONSIBILITIES OF
ADVANCE VOTE - POLLING CLERK**

IDENTIFYING INFORMATION

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

Delegation of Powers and Duties:

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

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

Goals and Objectives:

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

Responsibilities:

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

Advance Vote - Pre Voting Day

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

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

A. Before the Opening of the Voting Place

Responsibilities include:

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

B. During Voting Hours

Responsibilities include:

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

C. After the Close of the Advance Voting Place

- assist the DRO with dismantling and closing the Voting Place

D. Voting Day - Monday, October 26, 2026

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

Responsibilities include:

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

Form TD38

**TOWN OF COBALT
DRO APPOINTMENT – CONFIRMATION LETTER**

Date: October ____, 2026

Re: 2026 Municipal Election

DEPUTY RETURNING OFFICER

Name: _____

POLL CLERK/ELECTION ASSISTANTS

VOTING PLACE

ADVANCE VOTE – October 17, 2026
Golden Age Club, 22 Argentite Street Cobalt ON P0J 1C0

VOTING DAY – October 26, 2026
Golden Age Club, 22 Argentite Street Cobalt ON P0J 1C0

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

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

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

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

**Jaime Allen, Clerk
TOWN OF COBALT
18 Silver Street
Cobalt, ON P0J 1C0
Ph: 705-679-8877
e-mail: jallen@cobalt.ca**

Clerk

Form TD39

**TOWN OF COBALT
POLLING CLERK APPOINTMENT – CONFIRMATION LETTER**

Date:

Re: 2026 Municipal Election

POLL CLERK

Name:

DEPUTY RETURNING OFFICER

Name:

VOTING PLACE

ADVANCE VOTE – October 17, 2026
Golden Age Club, 22 Argentite Street Cobalt ON P0J 1C0

VOTING DAY – October 26, 2026
Golden Age Club, 22 Argentite Street Cobalt ON P0J 1C0

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

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

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

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

**Jaime Allen, Clerk
TOWN OF COBALT
18 Silver Street
Cobalt, ON P0J 1C0
Ph: 705-679-8877
e-mail: jalien@cobalt.ca**

Clerk

Form TD17

TOWN OF COBALT
OATH OF RETURNING OFFICER
Municipal Elections Act, 1996

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

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

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

That I will not attempt to:

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

SWORN or affirmed before me at the

TOWN OF COBALT

in the District of Timiskaming

this _____ day of _____, 2026.

Commissioner of Oaths, etc.

Signature of Returning Officer

Form TD18

**TOWN OF COBALT
APPOINTMENT AND PRELIMINARY OATH
OR AFFIRMATION FOR ELECTION OFFICIALS**

Check Applicable Box Below

- DEPUTY RETURNING OFFICER
 POLL CLERK
 ELECTION OFFICIAL

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

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

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

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

That I will not attempt to:

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

SWORN or affirmed before me at the

TOWN OF COBALT

in the District of Timiskaming

this _____ day of _____, 2026.

Jaime Allen, Clerk

Signature of person appointed

Form TD19

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

I, **Jaime Allen**, 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	<i>Municipal Elections Act</i>	
To maintain peace and order, may remove any person from the Voting Place that is causing a disturbance	Section 11 (2) (c)	
Authority to accept nomination forms and withdrawal of nomination forms	Section 33	
Authority to examine and certify nominations	Section 35	

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

Date

Signature of Clerk

COMPLIANCE AUDIT COMMITTEE

COMPLIANCE AUDIT COMMITTEE (SECTION 88.37)

Establish Compliance Audit Committee

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

In the Timiskaming District a joint compliance audit committee will be established.

Develop a "Terms of Reference" **Form TD65** to be adopted by by-law by all participating municipalities.

Council shall approve the appointment of members of the Joint Compliance Audit Committee by by-law.

Clerk's Tip: between January- April initiate the Compliance Audit Committee process with the Clerks group, review the Terms of Reference and the recruitment.

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

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

Report, Contributions to Candidates for Council

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

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

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

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

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

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

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

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

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

Report, Contributions to Registered Third Parties

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

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

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

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

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

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

Within 30 days after receiving a report regarding Contributions to Registered Third Parties in the municipality, the Compliance Audit Committee shall consider it and decide whether to commence 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 and believes on reasonable grounds that a candidate or a Registered Third Party who is registered in relation to the election in the municipality has contravened a provision of the Act relating to election campaign finances may apply for a compliance audit of the Candidate's or Registered Third Party's election campaign finances, even if the Candidate or Registered Third Party has not filed a financial statement using "Compliance Audit Application" Form TD65.

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

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

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

TOWN OF COBALT

**Joint District of Timiskaming 2026 Election
Compliance Audit Committee**

Commented [a33]: CAC Terms of Reference and appointed personnel to be adopted by By-law once group has finalized. (before Oct. 1)

Terms of Reference	
1	<p><u>Name</u></p> <p>The name of the Committee is the “Joint District of Timiskaming 2026 Election Compliance Audit Committee” may consist of the following municipalities:</p> <p>Town of Cobalt Township of Brethour Township of Casey Township of Chamberlain Municipality of Charlton-Dack Township of Coleman Township of Evanturel Township of Harris Township of Harley Township of Hilliard Township of Hudson Township of James Township of Kerns Village of Thornloe Town of Englehart Town of Cobalt Town of Latchford Township of Matachewan Township of Gauthier Town of Kirkland Lake Township of McGarry TOWN OF COBALT City of Temiskaming Shores Municipality of Temagami</p>
2	<p><u>Duration</u></p> <p>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.</p>
3	<p><u>Mandate</u></p> <p>The powers and functions of the Committee are set out in Sections 88.33 to 88.37 of the <i>Municipal Elections Act, 1996</i></p>

(Appendix "A"). The Committee will perform the functions relating to the compliance audit application process as outlined in the Act. These functions include:

Candidate Contravention – Application by Elector

- 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 – Application by Elector

- 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 – Application by Elector

- 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 – Application by Elector

- 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.

Application by the Clerk

- a. Statutory obligations now obligate the Clerk to review contributions made to both candidates, by candidate contributors and registered third parties. Generally, upon review of the submitted financial statements, if the Clerk finds that the contribution limits were exceeded, the Clerk must report this exceedance to the Compliance Audit Committee via a written report.
- b. The reports noted above are mandatory on the Clerk and are not triggered by the request of an elector.
- c. Within 30 days of receiving a report from the Clerk, a Compliance Audit Committee must consider the report of the Clerk and decide if the Committee will commence a meeting to consider the content of the report(s).
- d. All Clerks should be guided by the provisions of the Municipal Elections Act, more precisely Section 88.34 (1) to 88.34 (7) and Section 88.36 (1) to 88.36 (4).

	<p><u>Auditor Selection</u></p> <p>If the committee decides to grant the application, it shall appoint an auditor licensed under the <i>Public Accounting Act, 2004</i> to conduct a compliance audit of the Candidate's election campaign finances.</p>
4	<p><u>Membership</u></p> <p>The Committee shall be composed of at least three (3) voting 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.</p> <p>Membership will be drawn from the following groups who has such qualifications and satisfies the eligibility requirements:</p> <ul style="list-style-type: none"> 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 <i>Municipal Elections Act, 1996</i>. <p>Municipal employees or officers of the municipality, members of Council or local agency, boards or commissions; 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 <i>Municipal Elections Act, 1996</i>.</p> <p>Members may be required to participate in an orientation session as a condition of appointment.</p>
5	<p><u>Membership Selection</u></p> <p>Members should be solicited having the qualifications as those individuals as set out under section 4 of the Terms of Reference.</p>

	<p>Recommended candidates will be submitted to the Council of each member municipality for consideration in a by-law of appointment.</p> <ol style="list-style-type: none"> a. Members will be selected on the basis of the following: b. demonstrated knowledge and understanding of municipal election financing rules; c. proven analytical and decision-making skills; d. experience working on a committee, task force or similar setting; e. availability and willingness to attend meetings; and f. excellent oral and written communication skills. <p>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.</p>
6	<p><u>Conflict of Interest</u> The principles of the <i>Municipal Conflict of Interest Act</i>, apply to this Committee. Failure to adhere to this requirement will result in the individual being removed from the Committee.</p> <p>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.</p>
7	<p><u>Chair</u> The Committee will select a Chair from amongst its members at its first meeting when a compliance audit application is received.</p> <p>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.</p>
8	<p><u>Staffing and Funding</u> The Clerk from the applicable member municipality shall act as Secretary to the Committee.</p>

	<p>The member municipality requiring the services of the Committee shall be responsible for all associated expenses, including the auditor's costs.</p> <p>Committee Member Remuneration shall be set at \$150 per meeting, mileage included.</p> <p>Costs with respect to legal fees (if necessary) and the engagement of an auditor would be the responsibility of the member municipality.</p>
9	<p>Meetings</p> <p>Meetings of the Committee may be conducted electronically but shall be open to the public. The Clerk of the member municipality shall determine an adequate location for the public to physically attend or participate electronically and with the ability to have the Compliance Audit Committee members participate electronically.</p> <p><i>Timing of Meetings</i></p> <p>Meetings shall be called by the Clerk of the member municipality when required. The date and time of the meeting will be determined by the Clerk and communicated directly to the Committee members. Subsequent meetings will be held at the call of the Chair in consultation with the Clerk.</p> <p>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.</p> <p><i>Meeting Location</i></p> <p>The Committee shall meet at the location determined in consultation with the member municipality.</p> <p><i>Electronic Meetings</i></p> <p>A meeting of the Compliance Audit Committee may be conducted by means of visual or audio or audio electronic or other communications equipment, provided that the public is able to participate and the chairperson is in attendance at the meeting.</p> <p>Committee members who are participating by electronic means in a meeting are deemed to be present.</p> <p>In the case of an interruption in the communication link to the member(s) participating electronically, the Committee</p>

Commented [KS34]: As per the terms of reference most of just passed (based on what Jennifer from KL sent out), Section 15 read: "Per diem rate of \$150 per meeting or training session Mileage: \$0.50 per kilometer". Should we adjust here?

will recess to a maximum of 15 minutes until it is determined whether or not the link can be re-established. If communications are not re-established, the meeting will be dissolved and rescheduled and the Clerk shall note the same in the minutes.

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.

Notice Timing - General

Agendas will be posted a minimum of two (2) days prior to the date of each meeting, not including holidays (Reasonable Notice). The Member Municipality website will be utilized to communicate the meeting notices and agendas.

Notice Timing – Emergencies

If it is determined that an emergency Committee meeting is required or a meeting requires rescheduling, in order to meet the legislative timelines of the Act, and when time does not permit for the minimum Reasonable Notice requirement, notice shall be provided, as soon as possible to the Members, the Applicant, the Candidate, the Registered Third Party, the Contributor and the public, whichever is applicable, as determined by the Clerk of the Member Municipality.

Management of Minutes

The Minutes of each meeting shall outline the general deliberations, specific actions and recommendations that result. The applicant and the candidate shall be permitted to make presentations as part of the process.

Agenda Format

1. 1. Call to Order

2. 2. Disclosure of Pecuniary Interest
3. 3. Consideration of Clerk's Reports
4. 4. Consideration of Applications for a Compliance Audit
5. 5. Consideration of Auditor's Reports / Legal Reports
6. 6. Committee in Closed Session
7. 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.

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.

Any motion on which there is a tie vote shall be deemed to be defeated.

Recorded votes are not permitted.

After any matter has been decided by the Committee any Member may move for reconsideration at the same meeting, but no discussion of the motion that has been decided shall be allowed until the motion for reconsideration has carried.

All motions not disposed of, shall be placed on the agenda for the next meeting of the Committee, subject to any deadlines imposed by the Act.

	<p>All motions shall be written and signed by the mover and seconder</p> <p>The manner of determining the vote on a motion shall be by show of hands.</p> <p>The Chair shall announce the result of every vote.</p>
10	<p><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 <i>Municipal Elections Act, 1996</i>.</p> <p>The Clerk at any time has the right to develop additional administrative practices and procedures.</p>
11	<p><u>Report Management</u> <u>Where the agenda includes consideration of more than one Application or Clerk's Report, Applications may be dealt with by the Committee either individually or collectively, based upon the direction of the Committee.</u></p> <p><u>The Chair will request that the Applicant or his or her agent and Candidate, Registered Third Party, Contributor or their agent identify themselves.</u></p>
12	<p><u>Applicant's Deputation</u></p> <p>The Applicant or the Applicant's agent may address the Committee for a maximum of 5 minutes unless granted leave by the Chair.</p> <p>Members may ask questions of the Applicant or Applicant's agent through the Chair.</p> <p>Questions of the Applicant or the Applicant's agent by the Candidate, Registered Third Party or their agent are not permitted.</p> <p>All materials presented to the Committee in open session are deemed to be public documents.</p>
13	<p><u>Candidate's, Registered Third Party's, Contributor's Deputation</u></p> <p>The Candidate, Registered Third Party, Contributor or their</p>

	<p>agent may address the Committee for a maximum of 5 minutes unless granted leave by the Chair.</p> <p>The Candidate, Registered Third Party, Contributor or their agent may respond to the content of the Application or Clerk's Report and the Applicant's or the Applicant's Agent's address to the Committee.</p> <p>Members may ask questions of the Candidate, Registered Third Party, Contributor or their agent, through the Chair.</p> <p>Questions of the Candidate, Registered Third Party, or their agent by the Applicant or the Applicant's agent are not permitted.</p> <p>All materials presented to the Committee in open session are deemed to be public documents</p>
14	<p><u>Media Relations and Communications</u></p> <p>All media contact shall be made through the Clerk of the Member Municipality.</p>
15	<p><u>Conflict of Interest</u></p> <p><u>Legislated requirements as set out in the Municipal Conflict of Interest Act shall apply to all Committee Members. It is the responsibility of each Member to disclose any pecuniary interest prior to discussion of a particular matter. Once declared, the Member shall absent themselves from the meeting for the duration of the discussion and voting (if any) with respect to the matter. If the declaration relates to a matter being discussed during a closed portion of the meeting, the Member must leave the meeting during all discussion on the matter. Members are encouraged to seek advice from the Member Municipality's appointed Integrity Commissioner if they are unsure of whether or not they have a pecuniary interest in a matter. Member Municipality staff do not provide advice or interpretation related to declarations.</u></p>
16	<p><u>Grant Exemptions from Procedures</u></p> <p>The Committee may waive any rule of procedure contained herein, as it considers appropriate, to ensure that the real matters at issue are determined in a just manner</p>

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.

Procedural matters

(5) The meetings of the committee under this section shall be open to the public and reasonable notice shall be given to the candidate, the applicant and the public. 2016, c. 15, s. 63.

Same

(6) Subsection (5) applies despite sections 207 and 208.1 of the *Education Act*. 2016, c. 15, s. 63.

Decision of committee

(7) Within 30 days after the committee has received the application, the committee shall consider the application and decide whether it should be granted or rejected. 2016, c. 15, s. 63.

Same

(8) The decision of the committee to grant or reject the application, and brief written reasons for the decision, shall be given to the candidate, the clerk with whom the candidate filed his or her nomination, the secretary of the local board, if applicable, and the applicant. 2016, c. 15, s. 63.

Appeal

(9) The decision of the committee under subsection (7) may be appealed to the Superior Court of Justice within 15 days after the decision is made, and the court may make any decision the committee could have made. 2016, c. 15, s. 63.

Appointment of auditor

(10) If the committee decides under subsection (7) to grant the application, it shall appoint an auditor to conduct a compliance audit of the candidate's election campaign finances. 2016, c. 15, s. 63.

Same

(11) Only auditors licensed under the *Public Accounting Act, 2004* or prescribed persons are eligible to be appointed under subsection (10). 2016, c. 15, s. 63.

Duty of auditor

(12) The auditor shall promptly conduct an audit of the candidate's election campaign finances to determine whether he or she has complied with the provisions of this Act relating to election campaign finances and shall prepare a report outlining any apparent contravention by the candidate. 2016, c. 15, s. 63.

Who receives report

(13) The auditor shall submit the report to the candidate, the clerk with whom the candidate filed his or her nomination, the secretary of the local board, if applicable, and the applicant. 2016, c. 15, s. 63.

Report to be forwarded to committee

(14) Within 10 days after receiving the report, the clerk of the municipality or the secretary of the local board shall forward the report to the compliance audit committee. 2016, c. 15, s. 63.

Powers of auditor

(15) For the purpose of the audit, the auditor,
(a) is entitled to have access, at all reasonable hours, to all relevant books, papers, documents or things of the candidate and of the municipality or local board; and
(b) has the powers set out in section 33 of the *Public Inquiries Act, 2009* and section 33 applies to the audit. 2016, c. 15, s. 63.

Costs

(16) The municipality or local board shall pay the auditor's costs of performing the audit. 2016, c. 15, s. 63.

Decision

(17) The committee shall consider the report within 30 days after receiving it and, if the report concludes that the candidate appears to have contravened a provision of the Act relating to election campaign finances, the committee shall decide whether to commence a legal proceeding against the candidate for the apparent contravention. 2016, c. 15, s. 63.

Notice of decision, reasons

(18) The decision of the committee under subsection (17), and brief written reasons for the decision, shall be given to the candidate, the clerk with whom the candidate filed his or her nomination, the secretary of the local board, if applicable, and the applicant. 2016, c. 15, s. 63.

Immunity

(19) No action or other proceeding for damages shall be instituted against an auditor appointed under subsection (10) for any act done in good faith in the execution or intended execution of the audit or for any alleged neglect or default in its execution in good faith. 2016, c. 15, s. 63.

Saving provision

(20) This section does not prevent a person from laying a charge or taking any other legal action, at any time, with respect to an alleged contravention of a provision of this Act relating to election campaign finances. 2016, c. 15, s. 63.

88.34 (1) The clerk shall review the contributions reported on the financial statements submitted by a candidate under section 88.25 to determine whether any contributor appears to have exceeded any of the contribution limits under section 88.9. 2016, c. 15, s. 64.

Report, contributions to candidates for council

(2) As soon as possible following the day that is 30 days after the filing date or supplementary filing date, as the case may be, under section 88.30, the clerk shall prepare a report identifying each contributor to a candidate for office on a council who appears to have contravened any of the contribution limits under section 88.9 and,

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

(b) if the contributor's total contributions to two or more candidates for office on the same council appear to exceed the limit under section 88.9, the report shall set out the contributions made by that contributor to all candidates for office on the same council. 2016, c. 15, s. 64.

Same

(3) The clerk shall prepare a separate report under subsection (2) in respect of each contributor who appears to have contravened any of the contribution limits under section 88.9. 2016, c. 15, s. 64.

Same

(4) The clerk shall forward each report prepared under subsection (2) to the compliance audit committee. 2016, c. 15, s. 64.

Report, contributions to candidates for a local board

(5) As soon as possible following the day that is 30 days after the filing date or supplementary filing date, as the case may be, under section 88.30, the clerk shall prepare a report identifying each contributor to a candidate for office on a local board who appears to have contravened any of the contribution limits under section 88.9 and,

(a) if the contributor's total contributions to a candidate for office on a local board appear to exceed the limit under section 88.9, the report shall set out the contributions made by that contributor to the candidate; and

(b) if the contributor's total contributions to two or more candidates for office on the same local board appear to exceed the limit under section 88.9, the report shall set out the contributions made by that contributor to all candidates for office on the same local board. 2016, c. 15, s. 64.

Same

(6) The clerk shall prepare a separate report under subsection (5) in respect of each contributor who appears to have contravened any of the contribution limits under section 88.9. 2016, c. 15, s. 64.

Same

(7) The clerk shall forward each report prepared under subsection (5) to the secretary of the local board for which the candidate was nominated for office and, within 10 days after receiving the report, the secretary of the local board shall forward it to the compliance audit committee. 2016, c. 15, s. 64.

Decision of compliance audit committee

(8) Within 30 days after receiving a report under subsection (4) or (7), the compliance audit committee shall consider it and decide whether to commence a legal proceeding against a contributor for an apparent contravention. 2016, c. 15, s. 64.

Procedural matters

(9) The meetings of the committee under subsection (8) shall be open to the public, and reasonable notice shall be given to the contributor, the applicable candidate and the public. 2016, c. 15, s. 64.

Same

(10) Subsection (9) applies despite sections 207 and 208.1 of the *Education Act*. 2016, c. 15, s. 64.

Notice of decision, reasons

(11) The decision of the committee under subsection (8), and brief written reasons for the decision, shall be given to the contributor and to the clerk of the municipality or the secretary of the local board, as the case may be. 2016, c. 15, s. 64.

Saving provision

(12) This section does not prevent a person from laying a charge or taking any other legal action, at any time, with respect to an alleged contravention of a provision of this Act relating to contribution limits. 2016, c. 15, s. 64.

Compliance audit of registered third parties

Application by elector

88.35 (1) An elector who is entitled to vote in an election in a municipality and believes on reasonable grounds that a registered third party who is registered in relation to the election in the municipality has contravened a provision of this Act relating to campaign finances may apply for a compliance audit of the campaign finances of the registered third party in relation to third party advertisements, even if the registered third party has not filed a financial statement under section 88.29. 2016, c. 15, s. 65.

Requirements

(2) An application for a compliance audit shall be made to the clerk of the municipality in which the registered third party was registered, and it shall be made in writing and shall set out the reasons for the elector's belief. 2016, c. 15, s. 65.

Deadline

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

1. The filing date under section 88.30.
2. The date the registered third party filed a financial statement, if the statement was filed within 30 days after the applicable filing date under section 88.30.
3. The supplementary filing date, if any, for the registered third party under section 88.30.
4. The date on which the registered third party's extension, if any, under subsection 88.27 (3) expires. 2016, c. 15, s. 65.

Application of s. 88.33 (4) to (20)

(4) Subsections 88.33 (4) to (20) apply to a compliance audit under this section, with the following modifications:

1. A reference to a candidate shall be read as a reference to the registered third party.
2. A reference to the clerk with whom the candidate filed his or her nomination shall be read as a reference to the clerk of the municipality in which the registered third party is registered.
3. A reference to election campaign finances shall be read as a reference to the campaign finances of the registered third party in relation to third party advertisements that appear during an election in the municipality. 2016, c. 15, s. 65.

Review of contributions to registered third parties

88.36 (1) The clerk shall review the contributions reported on the financial statements submitted by a registered third party under section 88.29 to determine whether any contributor appears to have exceeded any of the contribution limits under section 88.13. 2016, c. 15, s. 65.

Report by the clerk

(2) As soon as possible following the day that is 30 days after the filing date or supplementary filing date, as the case may be, under section 88.30 for a registered third party, the clerk shall prepare a report identifying each contributor to the registered third party who appears to have contravened any of the contribution limits under section 88.13 and,

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

(b) if the contributor's total contributions to two or more registered third parties that are registered in the municipality appear to exceed the limit under section 88.13, the report shall set out the contributions made by that contributor to all registered third parties in the municipality in relation to third party advertisements. 2016, c. 15, s. 65.

Same

(3) The clerk shall prepare a separate report under subsection (2) in respect of each contributor who appears to have contravened any of the contribution limits under section 88.13. 2016, c. 15, s. 65.

Same

(4) The clerk shall forward each report prepared under subsection (2) to the compliance audit committee. 2016, c. 15, s. 65.

Decision of compliance audit committee

(5) Within 30 days after receiving a report under subsection (4), the compliance audit committee shall consider it and decide whether to commence a legal proceeding against a contributor for an apparent contravention. 2016, c. 15, s. 65.

Procedural matters

(6) The meetings of the committee under subsection (5) shall be open to the public, and reasonable notice shall be given to the contributor, the registered third party and the public. 2016, c. 15, s. 65.

Notice of decision, reasons

(7) The decision of the committee under subsection (5), and brief written reasons for the decision, shall be given to the contributor and to the clerk of the municipality. 2016, c. 15, s. 65.

Saving provision

(8) This section does not prevent a person from laying a charge or taking any other legal action, at any time, with respect to an alleged contravention of a provision of this Act relating to contribution limits. 2016, c. 15, s. 65.

Compliance audit committee

88.37 (1) A council or local board shall establish a compliance audit committee before October 1 of an election year for the purposes of this Act. 2016, c. 15, s. 66.

Composition

(2) The committee shall be composed of not fewer than three and not more than seven members and shall not include,

- (a) employees or officers of the municipality or local board;
- (b) members of the council or local board;
- (c) any persons who are candidates in the election for which the committee is established; or
- (d) any persons who are registered third parties in the municipality in the election for which the committee is established. 2016, c. 15, s. 66.

Eligibility for appointment

(3) A person who has such qualifications and satisfies such eligibility requirements as may be prescribed is eligible for appointment to the committee. 2016, c. 15, s. 66.

Same

(4) In appointing persons to the committee, the council or local board shall have regard to the prescribed eligibility criteria. 2016, c. 15, s. 66.

Term of office

(5) The term of office of the committee is the same as the term of office of the council or local board that takes office following the next regular election, and the term of office of the members of the committee is the same as the term of the committee to which they have been appointed. 2016, c. 15, s. 66.

Role of clerk or secretary

(6) The clerk of the municipality or the secretary of the local board, as the case may be, shall establish administrative practices and procedures for the committee and shall carry out any other duties required under this Act to implement the committee's decisions. 2016, c. 15, s. 66.

Costs

(7) The council or local board, as the case may be, shall pay all costs in relation to the committee's operation and activities. 2016, c. 15, s. 66.

Form TD66

**TOWN OF COBALT
APPLICATION FOR COMPLIANCE AUDIT**

Municipal Elections Act, 1996 (Section 88.33 and 88.34)

An elector who is entitled to vote in an election and believes on reasonable grounds that a Candidate or Registered Third Party has contravened a provision of the Municipal Elections Act relating to campaign finances may apply for a Compliance Audit of the Candidate's or Registered Third Party's campaign finances, even if the Candidate or Registered Third Party has not filed a financial statement.

An application for a compliance audit must be received by the Clerk of the municipality within 90 days after the latest of the following dates:

- the filing date, which is the last Friday in March following the election;
- the date the Candidate or Registered Third Party filed a financial statement, if the statement was filed within 30 days after the filing date, which is the last Friday in March the year following the election;
- the Candidate's or Registered Third Party's supplementary filing date, if any, which is the last Friday in September in the year following the election;
- the date on which the Candidate's or Registered Third Party's extension approved by the court, if any, expires.

APPLICANT INFORMATION	
Last Name of Applicant:	First Name:
Applicant's Full Qualifying Address within Municipality:	
Mailing Address, if different than qualifying address:	
Telephone:	Email:
CANDIDATE OR REGISTERED THIRD PARTY	
Candidate or Registered Third Party Name:	
Name of Office for which the Candidate Sought Election (if applicable):	
Filing Date of Candidate's or Registered Third Party's Financial Statements:	

REASONS FOR COMPLIANCE AUDIT

In the area below, provide the reason(s) that you believe the Candidate or Registered Third Party named above has contravened the *Municipal Elections Act, 1996* relating to campaign finances. (Attach additional sheets if necessary)

APPLICANT CONFIRMATION

I confirm that the information provided in this application is complete and accurate to the best of my knowledge and that I am presently, legally entitled to vote in a municipal election in the municipality.

Applicant's Signature:	Date:
Received By:	Date:

The personal information on this form is collected under the authority of the *Municipal Elections Act, 1996*, and the *Municipal Freedom of Information and Protection of Privacy Act*. The information will be used by the District of Timiskaming Joint 2026 Election Compliance Audit Committee to process a Compliance Audit review. Pursuant to s. 88 of the *Municipal Elections Act, 1996*, this document is a public record, despite anything in the *Municipal Freedom of Information and Protection of Privacy Act*, and, until its destruction, may be inspected by any person at the Clerk's Office of any member municipality at a time when the office is open. Questions about this collection can be directed to the Clerk of any of the member municipalities.

ELECTION RECORDS

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

Despite anything in the *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)*, documents and materials filed with or prepared by the Clerk or any other election official under the *Municipal Elections Act, 1996* are public records, and until their destruction, may be inspected by any person at the Clerk's Office at a time when the office is open.

Restrictions

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

Access to the Voters' List

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

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.

Clerk's Tip: It is the Clerk's interpretation that the Voters' List and Forms EL15 and EL16 are not available to the public at any time.

CANDIDATE'S ELECTION RECORDS

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

MUNICIPAL ELECTION RECORDS (SECTION 88)

Destruction of Records

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

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

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.

TOWN OF COBALT

WITNESS STATEMENTS AS TO DESTRUCTION OF BALLOTS

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

FIRST WITNESS

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

(Signature of Witness)

SECOND WITNESS

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

(Signature of Witness)

LIST OF OFFICES FOR WHICH BALLOTS DESTROYED:

CATEGORY OF DOCUMENTS AND OTHER MATERIALS DESTROYED:

Destruction of Records

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

Retention of Records

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

- a court orders that they be retained; or
- 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 Voting Places, the Clerk shall ensure that each Voting Place is accessible to electors with disabilities.

Attendance on Electors with Disabilities [Section 45 (9)]

To allow an elector with a disability to vote, an Election Official shall attend on the elector anywhere within the area designated for voting.

Electors Needing Assistance [Section 52 (1) 4]

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

Other Resources

AMCTO Municipal Election Manual **2026**, Section 18

Ontario Candidate's Guide to Accessible Elections

Integrated Accessibility Standards Regulation, Ontario Regulation 191/11

Municipally approved Accessibility Policies and Procedures

EMERGENCIES

Commented [AVM35]: Section to be reviewed and procedure set out before nomination day

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 CJTT 104.5 FM and CJKL 101.5 FM and posted to the website if possible.

Clerk's Tip: The method of communication in the event of an emergency should be communicated prior to the election on the Voter Information Letter and in election advertising.

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

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

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

CORRUPT PRACTICES

CORRUPT PRACTICES

No person shall, directly or indirectly:

- offer, give, lend, or promise or agree to give or lend any valuable consideration, in connection with the exercise or the non-exercise of an 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 elector's vote;
- give, procure or promise or agree to procure an office or employment to induce a person to become a candidate, refrain from becoming a candidate or withdraw his or her candidacy;
- offer, give, lend, or promise or agree to give or lend any valuable consideration in order to induce a person to become a candidate, refrain from becoming a candidate or withdraw his or her candidacy.

REPORTING CORRUPT PRACTICES

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

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

As such, the Clerk has agreed to the following:

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

OFFENCES (SECTION 89, 90)

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

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

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

- A Deputy Returning Officer or other Election Official who knowingly miscounts the votes or knowingly prepares a false statement of the votes;
- A Deputy Returning Officer who knowingly places in a ballot box a paper that purports to be, is not, a ballot capable of being used as such at an election;
- A Clerk or other Election Official who willfully fails to perform a duty imposed by the *Act*.

PENALTIES

Elector [Section 90 (2)]

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

Candidate [Section 91 (1)]

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

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

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

Individual [Section 94 (1)]

An individual who is convicted of an offence is liable to the following penalties in addition to any other penalty provided for:

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

Trade Unions [Section 94 (2)]

A corporation or trade union that is convicted of an offence is liable to a fine of not more than \$50,000 in addition to any other penalty provided for.

DISCRETIONARY POWERS OF THE CLERK

THE MUNICIPAL ELECTIONS ACT, 1996
Implied And Direct Discretionary Authority of the Clerk

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

22(2)	For the purposes of subsection (1) – correction of errors in the preliminary list, the Clerk may use any information that is in the local municipality's custody or control
53(1)	The Clerk has discretion in determining what constitutes an emergency or circumstances that will undermine the integrity of the election.
53(2)	The Clerk has discretion in a declared emergency to make any arrangements deemed necessary for the conduct of the election.
53(4)	The Clerk determines when the emergency has passed.
55(4.1)	The Clerk shall, as soon as possible after Voting Day, make information available on the number of votes for each Candidate, the number of declined and rejected ballots and the number of votes (yes or no) on a by-law or question and determine website or electronic format.
Cost of Elections	
7(2), (4); 8(7)	The Clerk has authority and control over the finances of an election.
Notice of By-laws and Questions	
8(6)	The Clerk shall determine the form and method of notice to the electors of by-laws and questions to be placed on the ballot.
Certification of Vote Results	
8(9)	The Clerk shall determine the form of certification when giving the result of the vote on a question or by-law.
Information to Electors	
45(8)	The Clerk may issue instructions to Deputy Returning Officers (DRO) regarding attending 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(30)	Within 90 days after Voting Day in a regular election, the Clerk shall submit a report about the identification, removal and prevention of barriers that affect electors and candidates with disabilities.
Appointment of Election Officials	
15(1)	The Clerk shall appoint a Deputy Returning Officer (DRO) for each Voting Place.
15(1)	The Clerk may appoint other election officials in addition to DROs. The Clerk determines what instruction and training is provided to election

	officials.
	<i>Delegation of Authority</i>
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.
	<i>Creation of Voting Subdivisions</i>
18(1)	The Clerk may divide the municipality into voting subdivisions.
18(2)	If the Clerk creates voting subdivisions, he or she shall inform ELECTIONS ONTARIO.
	<i>Correction of Preliminary List Of Electors</i>
19(1)(1.1)	The Clerk and ELECTIONS ONTARIO , may agree on a date for the delivery of the Preliminary List of Electors (which must be a date earlier than September 1).
22(1)	The Clerk may correct any obvious errors on the Preliminary List of Electors, and shall notify ELECTIONS ONTARIO of the corrections.
22(2)	For the purposes of subsection (1), the Clerk may use any information that is in the local municipality's custody or control.
25(4)	The Clerk shall determine the format and manner of the written application to remove a deceased person's name.
	<i>Reproduction of Voters' List</i>
23(2)(a)(b)	The Clerk shall have the Voters' List reproduced on or before September 1 st and determine where and at what time applications for revisions to the Voters' List may be made.
	<i>Revision of Voters' List</i>
24(1)(2)	From September 1 st to the close of Voting on Voting Date, a person may make an application to be added or removed from the Voters' List or have the information on the Voters' List relating to that person amended.
24(3)	The Clerk may approve or deny applications for revision to the Voters' List.
27(1)(a)(b)	During the period beginning September 20 and ending October 1 the Clerk shall prepare an interim list of changes to the Voters' List approved on or before September 20 , and give a copy to each certified candidate and to each person who received a copy of the Voters' List under s. 23.
27(2)(a)(b)	The Clerk shall within 30 days after Voting Day prepare a final list of the changes to the Voters' List and give a copy to ELECTIONS ONTARIO.
	<i>Certification of Voters' Lists, As Revised</i>
28(1)	The Clerk shall prepare and certify the Voters' List for use in each Voting Place.

	<i>Nominations</i>
32	The Clerk shall give notice of the offices for which persons may be nominated and the nomination procedures under the Act.
33(1.3)	The Clerk is entitled to reply upon the information filed by the candidates (endorsements).
35(2), (3)	The Clerk shall certify the nomination of qualified persons, and reject the nomination if not satisfied the person is qualified.
35(4)	The Clerk can determine the form and method of giving notice when a nomination is rejected and shall give notice to the person who sought to be nominated and to all candidates for the office, as soon as possible.
35(5)	The Clerk's decision to certify or reject a nomination is final.
	<i>Acclamations</i>
37(1), (2)	The Clerk can determine the method of declaring acclamations.
	<i>Notice of Election</i>
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.
	<i>Ballot Form</i>
41(1)	The Clerk shall provide ballots in the prescribed form.
41(2)3	The Clerk can agree to permit another name that a candidate uses to appear on the ballot.
41(2)5	If the surnames of two or more Candidates for an office are identical or in the Clerk opinion so similar as to cause possible confusion, the Clerk shall differentiate the Candidates on the ballots as the Clerk considers appropriate.
41(3)	The Clerk shall change some or all of the ballots to facilitate voting by the visually impaired without assistance.
41(4)	The Clerk can decide to use separate or composite ballots.
	<i>Voting or Vote Counting Equipment or Alternate Voting Method</i>
42(3)(a) (i), (ii)	Where there is a by-law providing for voting or vote counting equipment or an alternative voting method, the Clerk has discretion in establishing forms and procedures for carrying out the intent of the by-law.
42(3)(b)	The Clerk can determine the method for providing a copy of the procedures and forms to Candidates and shall provide a copy of the procedures and forms to each Candidate when his or her nomination is filed.

	Advance Vote
42(2)	The Clerk shall establish the date or dates, number, location and hours of Advance Voting.
43(5)(b) (ii)	The Clerk determines how to keep safe any Advance Vote ballot boxes and all other material and documents relating to the Advance Vote.
43(7)	The Clerk determines the method of updating Voters' Lists to reflect Advance Voting and ensures that the Voters' Lists for all Voting Places are updated to reflect voting that took place at an advance vote.
	Proxies
44(7)	The Clerk may determine what is required to verify that persons are qualified to appoint and be appointed as a voting proxy and if satisfied that the person who appointed the voting proxy is entitled to do so, and that the person appointed is entitled to act as the voting proxy, shall apply a certificate in the prescribed form to the appointing document.
	Voting Places and Procedures
45(1), (3), (5)	The Clerk has discretion in identifying the number and location of voting places and designating the area.
45(2)	In establishing the locations of Voting Places, the Clerk shall identify strategies that ensure that each voting place is accessible to electors with disabilities.
45(7)1, 2, 3	A voting place shall be located in an institution for the reception, treatment or vocational training of members or former members of the Canadian Forces; an institution on September 1 st 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 1 st .
45(8)	The Clerk may issue instructions to DROs regarding attending on an elector in an institution or retirement home.
45(9)	The Clerk shall issue instructions to DROs regarding attending on electors with a disability, including mobility impaired, anywhere within the defined voting place.
46(2)	The Clerk may establish specific Voting places to open on Voting Day before 10:00 a.m.
46(3)	The Clerk may establish reduced voting hours for a Voting Place that is only for the use of residents of the institution or retirement home.
47(1)(a)	The Clerk has discretion to go to or remain in voting places during voting or when votes are being counted.
	Emergency
53(1)	The Clerk has discretion in determining what constitutes an emergency or circumstances that will undermine the integrity of the election.
53(2)	The Clerk has discretion in a declared emergency to make any

	arrangements deemed necessary for the conduct of the election.
53(4)	The Clerk determines when the emergency has passed.
	Opening Ballot Box
55(3)	The Clerk shall determine the results of the election by compiling the statements of results received from the DRO.
55(4)	The Clerk shall, as soon as possible after voting day, declare the elected candidate(s) and the result of the vote on any by-law or question.
55(4.1)	As soon as possible after Voting Day, the Clerk shall make information available on number of votes for each Candidate, number of declined and rejected ballots, number of votes (yes or no) on a by-law or question.
55(5)	The Clerk, in the presence of the DRO, can decide to open a ballot box to assist with interpreting the statement of results.
	Recounts
56(1), (1.1), (2)	The Clerk shall hold a recount in accordance with policy within 15 days after the declaration of results.
59	The Clerk may decide to include other candidates for an office in a recount.
61(1)1	The Clerk may be present at a recount in the case of a tie vote, or any policy passed, when the Council, Board or Minister requires a recount and when the Ontario Superior Court of Justice orders a recount. Sections 56, 57, or 58 or 63.
61(2)1	The Clerk may be present at a recount for a by-law or question.
61(6)	The Clerk determines disputes concerning the validity of a ballot or the counting of votes in a ballot.
61(7)	The Clerk may permit others to be present at a recount.
62(3); 63(10)	If the recount leaves two candidates tied, the Clerk shall choose the successful candidate by lot.
	By-Elections
65(4)1	The Clerk sets the date of Nomination Day, in the case of a by-election.
65(5)1	The Clerk sets the date of voting if the by-election relates to a question or by-law.
	Financial Reporting
33.0.1(1)	The Clerk determines the form of the preliminary certificate of maximum campaign expenses (upon the filing of a person's nomination) and shall give the person, or their agent filing the nomination for the person, a certificate of the applicable maximum amount as of the filing date.
33.1	The Clerk shall, before Voting Day, give notice of the penalties under s.88.23(2) and s.92(1) related to election campaign finances to each person nominated for an office.

88.20(13)(a)(b)	The Clerk determines the form and method of delivery of the certificate of maximum campaign expenses. The Clerk shall calculate the maximum amounts permitted by subsections 6 (Candidate Expenses) and subsection 9 (Registered Third Party Expenses) for each office for which nominations have been filed and shall give a certificate of the applicable amounts to each candidate on or before September 30 in a regular election, and within 10 days after the Clerk makes the required corrections in the case of a by-election.
88.22(3)	The Clerk determines the form and process of the notice of default.
88.23(9)	The Clerk determines the form and method of delivery of notice to Candidates of the campaign expense filing requirements and shall give notice at least 30 days before the filing date.
	<i>Election Records</i>
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

Commented [KS36]: As per AMCTO election calendar

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