

# 2026

## City of Peterborough Candidate Guide – Part B



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# Introduction

## Guide Intent

This guide is intended to provide information specific to the City of Peterborough in order to supplement the 2026 Candidates Guide provided by the Ministry of Municipal Affairs forming Part “B” of the City’s Candidate package.

## Elections Legislation

Candidates alone, or with the assistance of their own legal counsel, are responsible for ensuring they follow all applicable legislation related to running a political campaign, and campaign finances. Candidates should refer directly to the **Municipal Elections Act, 1996** for specific details. The legislation is available on the [Government of Ontario’s e-laws website](#) or by phone at 1-800-668-9938 (8:30 a.m. to 5:00 p.m.)

## Updates, Notifications and Bulletins

Please ensure that you check the [City’s Election website](#) for the most current information, notifications and bulletins. Updates may also be provided by the Clerk’s Office through mail or e-mail correspondence, so it is important that candidates notify the Clerk of any changes in contact information.

# Section 1: General Information

## Key Dates for 2026 Election

### **Nomination Period**

Friday May 1, 2026 to Friday August 21, 2026

Candidates can file a nomination paper at the Clerk’s Office **by appointment only**, between the hours of 9:00 a.m. and 12 noon, and 2:00 p.m. to 4:00 p.m. until the Nomination Day deadline, Friday August 21, 2026 at 2:00 p.m.

### **Nomination Day**

Friday August 21, 2026  
(9:00 a.m. to 2:00 p.m.)

Last day for candidates to file a nomination paper at the Clerk’s Office. Nominations **close at 2:00 p.m.** This is also the last opportunity for candidates to withdraw a nomination.

### **Nominations Certified**

Monday August 24, 2026

The City Clerk certifies candidate nomination papers by 4:00 p.m.

### **Campaign Period**

Friday May 1, 2026 to Monday December 31, 2026

The Campaign Period starts when a candidate files a nomination paper and ends on Monday December 31, 2026.

### **Voters' List**

Tuesday September 1, 2026:

Voters' List is available for candidates.

### **Election Signs**

From the time a candidate is registered to Thursday October 29, 2026.

### **Campaign Finances**

Wednesday September 30, 2026 - Final Certificate of Maximum Campaign Expenses available for candidates.

### **Voting Day**

Monday October 26, 2026

Voting places open at 10:00 a.m. and close at 8:00 p.m.

### **Term of Office**

The term of office is four years, beginning on November 15, 2026, and ending November 14, 2030.

## Candidates to be Elected

### Mayor

- One to be elected by general vote

### City Councillors

- Two to be elected for Ward 1 (Otonabee)
- Two to be elected for Ward 2 (Monaghan)
- Two to be elected for Ward 3 (Town)
- Two to be elected for Ward 4 (Ashburnham)
- Two to be elected for Ward 5 (Northcrest)

### School Board Trustees

- Kawartha Pine Ridge District School Board (2 trustees)
- Peterborough, Victoria, Northumberland and Clarington Catholic District School Board (2 trustees)
- Conseil Scolaire Viamonde (1 trustee)
- Conseil Scolaire Catholique Mon Avenir (1 trustee)

## Section 2: Nomination Procedures

### General

A person can only be a candidate for one council position: Mayor or Councillor

If a person files a nomination for one office and then files a nomination for another office in the City of Peterborough, the first nomination is considered withdrawn at the time the second nomination is filed. If the person files a nomination for one office in Ontario they will need to withdraw their nomination from that municipality and provide proof before proceeding.

A person can only be a candidate for one school board. If a person files a nomination for one school board and then files a nomination for another school board they must withdraw from the original school board and provide proof of the withdrawal before proceeding.

### Nomination Process

Nominations must be filed in person **by appointment only** and may be filed by either the candidate or an agent of the candidate. Appointment requests for filing may be received at [elections@peterborough.ca](mailto:elections@peterborough.ca) noting the requested date and time to attend City Hall. A confirmation email will be provided to the applicant.

**Forms are not to be signed until a commissioner of oaths is present.**

At the time of filing, each candidate must also complete a Nomination Paper Form 1, provide endorsement documentation of 25 electors (for an office on Council) on Form 2, pay the nomination fee, and show proof of identity and qualifying address within the City of Peterborough, with valid government issued photo ID.

**If an agent is filing on behalf of a candidate, Nomination Form 1 must already be commissioned.** The agent must also provide an original copy of the candidate's identification, also commissioned, as well as their own identification.

Please note that nomination forms are considered to be public documents and may be made available for inspection.

## Nomination Filing Fee

The prescribed nomination filing fee, as specified below, must be paid at the time of filing the nomination.

### **Mayor Fee**

Nomination Filing Fee of \$200

### **Councillor Fee**

Nomination Filing Fee of \$100

### **School Board Trustee Fee**

Nomination Filing Fee of \$100

Payments can be made by cash, debit, credit card, certified cheque, or money order payable to the City of Peterborough. No other payment methods will be accepted.

A candidate is entitled to a refund of the filing fee if they file a financial statement, and if necessary, an auditor's report by March 30, 2027 at 2:00 p.m.

## Identification

All candidates must show proof of identity (photo ID) and qualifying address in the City of Peterborough at the time the Nomination Form is filed. This is to ensure that only the names of qualified candidates appear on the City's ballot.

Acceptable pieces of identification include government issued identification or forms that contain the name and qualifying address, e.g. driver's license, income tax assessment, along with Photo ID.

The Clerk may require individuals to swear an affidavit in respect to residency.

## Section 3: Canvassing and Election Signs

### Access to Rented Premises

Section 88.1 of the **Municipal Elections Act, 1996** provides that:

"No person who is in control of an apartment building, condominium building, non-profit housing cooperative or gated community may prevent a candidate or his or her representative from campaigning between 9 a.m. and 9 p.m. at the doors to the apartments, units or houses, as the case may be."

### Access to Condominiums

Section 118 of the **Condominium Act, 1998** provides as follows:

“No corporation or employee or agent of a corporation shall restrict reasonable access to the property by candidates, or their authorized representatives, for election to the House of Commons, the Legislative Assembly or an office in a municipal government or school board if access is necessary for the purpose of canvassing or distributing election material.”

Access to rented premises or condominiums does not permit canvassing in a building that has been designated as a voting place during voting hours.

Despite these legislative provisions, candidates may experience difficulty gaining access to certain premises. If this occurs, candidates should contact the owner of the rental building or the board of directors of the condominium and request they instruct their staff of the legislative right of candidates to have access to these buildings for canvassing purposes.

## Prohibition of Canvassing in a Voting Place

Certified candidates or their scrutineers, but not both, are entitled to attend a voting place on Election Day.

Campaigning of any nature in or on the premises used as a voting place on Election Day or on an advanced voting day is prohibited. Campaign material will be removed from any voting place in accordance with the provisions of the **Municipal Elections Act, 1996**. The premises are deemed to include the entire building and the property on which it is located.

## Use of City Symbols and Logo

No City resources are to be used for campaign activities, including, but not limited to, the use of:

- The City’s Corporate identity
- Crest or other Corporate Branding Material or Logos
- City Information Technology (IT) resources, including the City’s website, social media sites (nor can there be a link to a candidate’s site),
- Any City facility or City property
- Any City function, whether on City property or not
- Photographs or videos owned by the City.

Official election information will be made available to all candidates through the City’s website and the Clerk’s Office. Staff may supply department specific information and services to candidates in the same manner as would be available to any member of the public.

## Assisted Voting

It is recommended that candidates and their agents refrain from assisting electors with the voting process. This may include:

- providing shared electronic devices,
- offering technical help on a voter’s personal device,
- providing transportation to polling stations.

Candidates and their agents may provide information regarding voting dates, times, locations, and methods. Electors requiring assistance should use the City's official resources, such as free transit and dedicated voting support services.

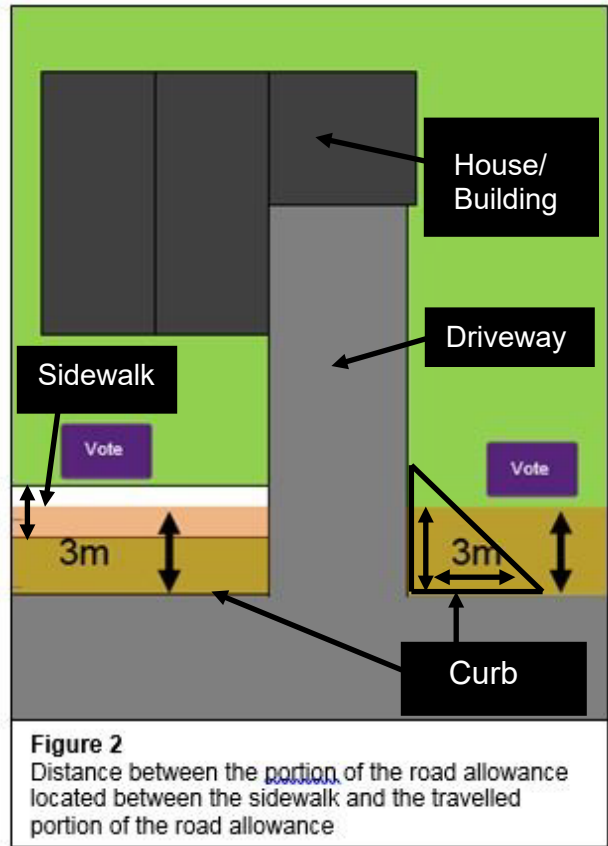
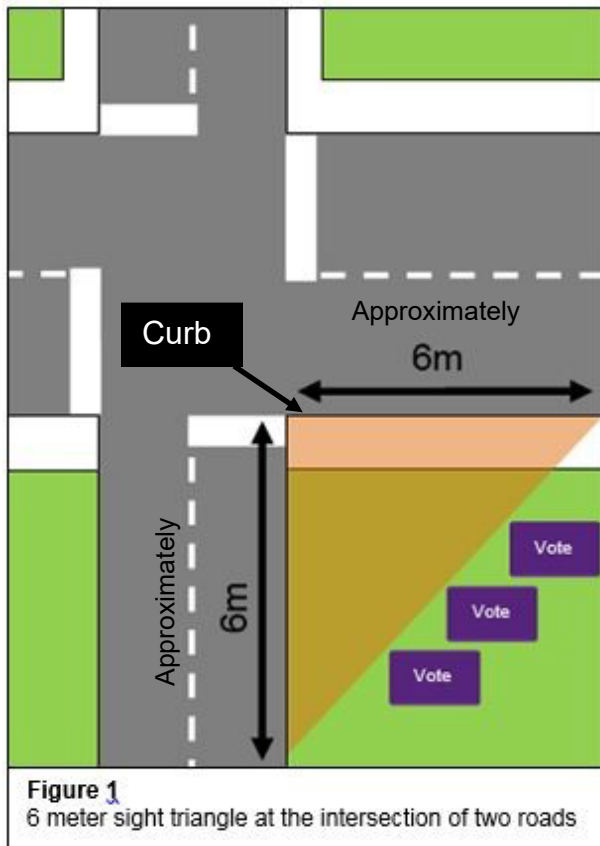
## Election Campaign Signs (“Campaign Signs”)

Campaign signs may be erected after a candidate's registration papers are filed. Signs must be removed 3 days after the election (Thursday, October 29, 2026)

It's the candidate's responsibility to familiarize themselves with applicable City, County and Provincial regulations. It's suggested that election signs be located on private property. Special setbacks are required at intersections and from the edge of a roadway. Within the City, no person shall erect a campaign sign:

- Within the travelled portion of a road allowance or a sidewalk;
- Which exceeds a height of 0.9 meters within an approximate 6 metre sight triangle at the intersection of two roads (Figure 1); or
- Which exceeds a height of 0.9 meters within 3 meters of that portion of the road allowance located between the sidewalk and the travelled portion of the road allowance (Figure 2)

The City is not responsible for informing any candidate that any posters, signs, or other campaign material has been vandalized. Acts of vandalism to campaign signs should be reported to the appropriate police force by the affected candidate or third party.



## Voting Locations

With the exception of circumstances listed above, on any election day—including advance polls—it is prohibited to display, erect, or distribute campaign signs and materials at any location serving as a voting place.

## Removal

In accordance with Section 88.7 of the **Act**, the City reserves the right to remove any campaign sign from a road allowance that:

- Violates any provision of the City’s Election Policies and Procedures;
- Interferes with site operations or maintenance; or
- Poses a safety hazard to drivers or pedestrians.

Upon removal, City staff will contact the candidate or third party to arrange a time for retrieval.

## Election Advertisements, Including Campaign Signs

All advertising (including campaign signs and literature) must be paid for by the registered candidate or registered third party, and such advertising needs to be authorized by whoever paid for it. Candidates and third parties are not allowed to incur expenses or pay for advertising before they have filed with the Clerk’s Office and they

are registered. Specific requirements differ for registered candidates and registered third party advertisers.

A candidate must provide the broadcaster or publisher in writing the:

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

While there are no legislated guidelines dictating font, size, colour, etc., candidates and registered third parties must ensure text is clear and legible.

## Candidates

The **Act** states that an election campaign advertisement purchased by or under the direction of a candidate shall identify the candidate. The authorization is required to indicate who paid for the advertising, e.g. “Authorized by the campaign to elect Candidate Name”, or something substantially similar.

## Section 4: Campaign Expenses

### Campaign Expense Limits

Expense limits are calculated by the prescribed formula in Ontario Regulation 101/97 of the **Municipal Elections Act, 1996**, multiplying a base amount by 0.85 cents per eligible elector for the office.

### Interim campaign spending limits for candidates

Interim campaign expense limits have been calculated based on the List of Electors as it existed on September 15, 2022 in accordance with the Municipal Elections Act. Final campaign expenses will be calculated using the number of eligible electors on the List of Electors as it exists on September 20, 2026. Candidates may spend to a maximum of whichever calculation is higher.

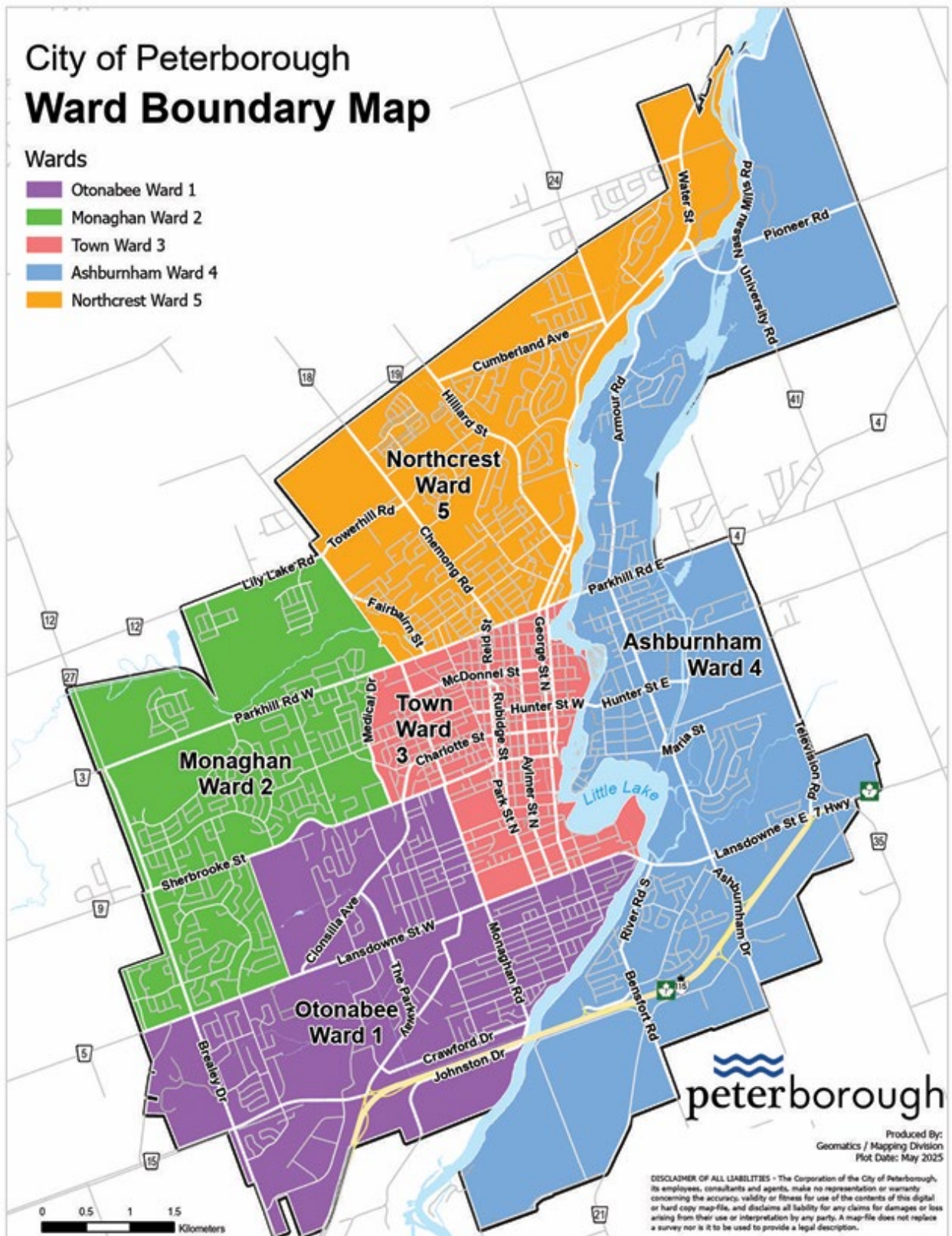
### Interim spending limits for Mayor, Councillor and School Board Trustee 2026

Office	Eligible electors	Interim spending limit
Mayor	65,134	\$62,863.90
Ward 1	12996	\$16,046.60
Ward 2	13,109	\$16,142.65
Ward 3	12896	\$15,960.75
Ward 4	12,137	\$15,316.45

Ward 5	13,996	\$16,896.60
School Support - English Public	55,297	\$52,002.45
School Support - English Separate	8,999	\$12,649.15
Conseiller(ère) - Conseil scolaire Viamonde	110	Refer to City of Oshawa
Conseiller(ère) - Conseil scolaire catholique MonAvenir	231	Refer to City of Oshawa

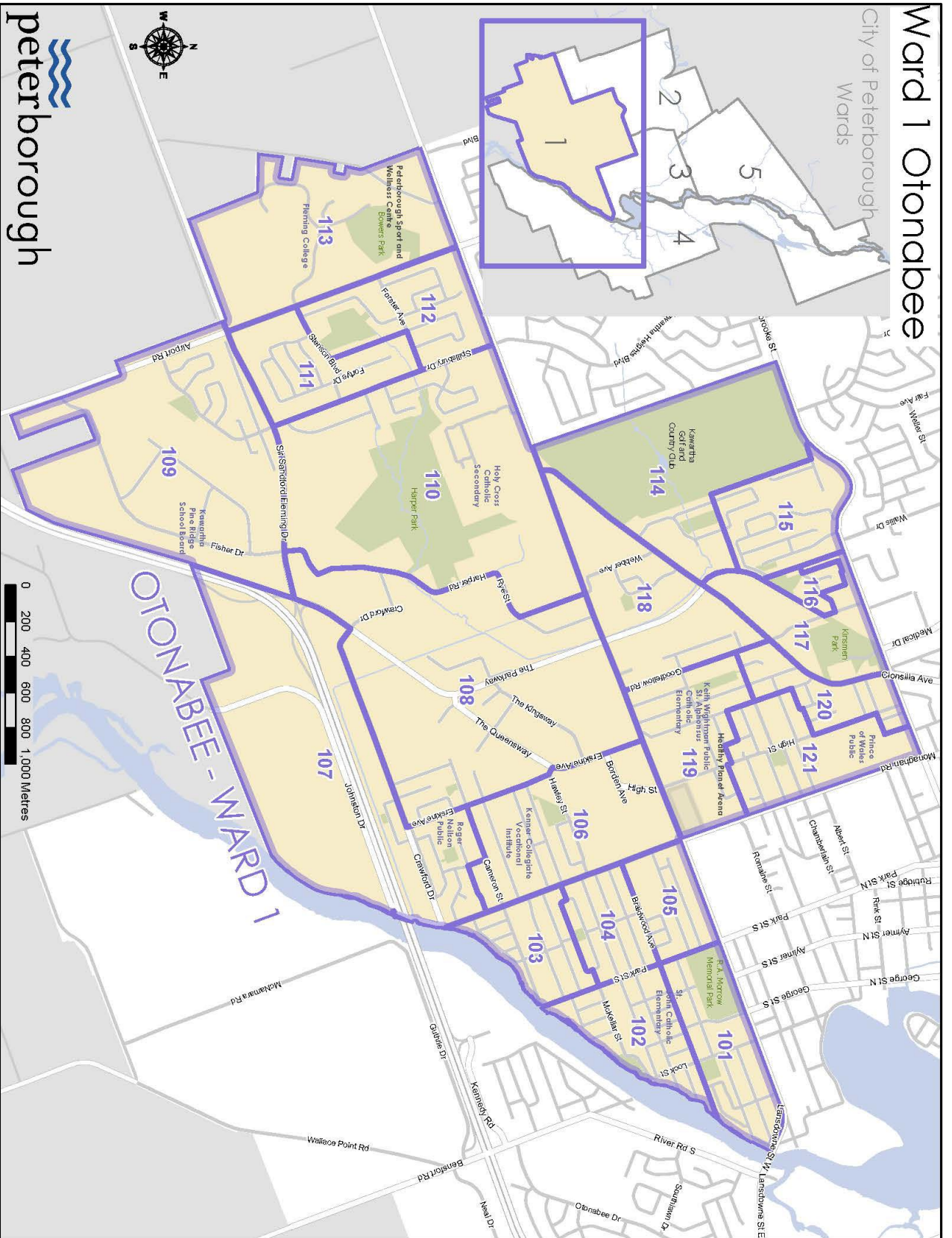
# Section 5: Ward Maps

Please note, all maps are available in printed format on request.

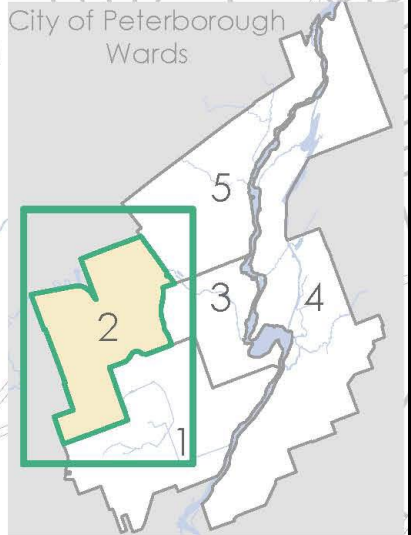
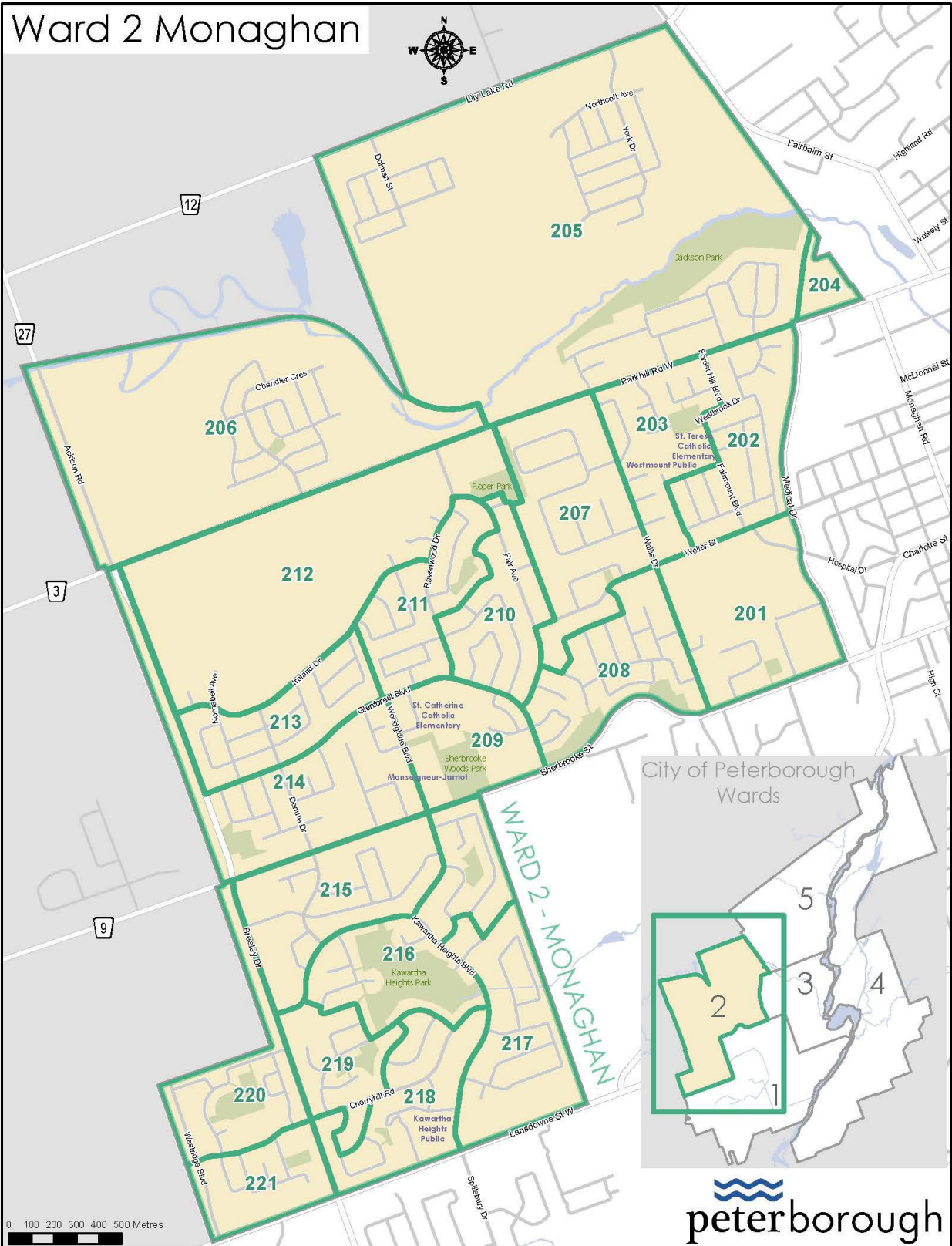


# Ward 1 Otonabee

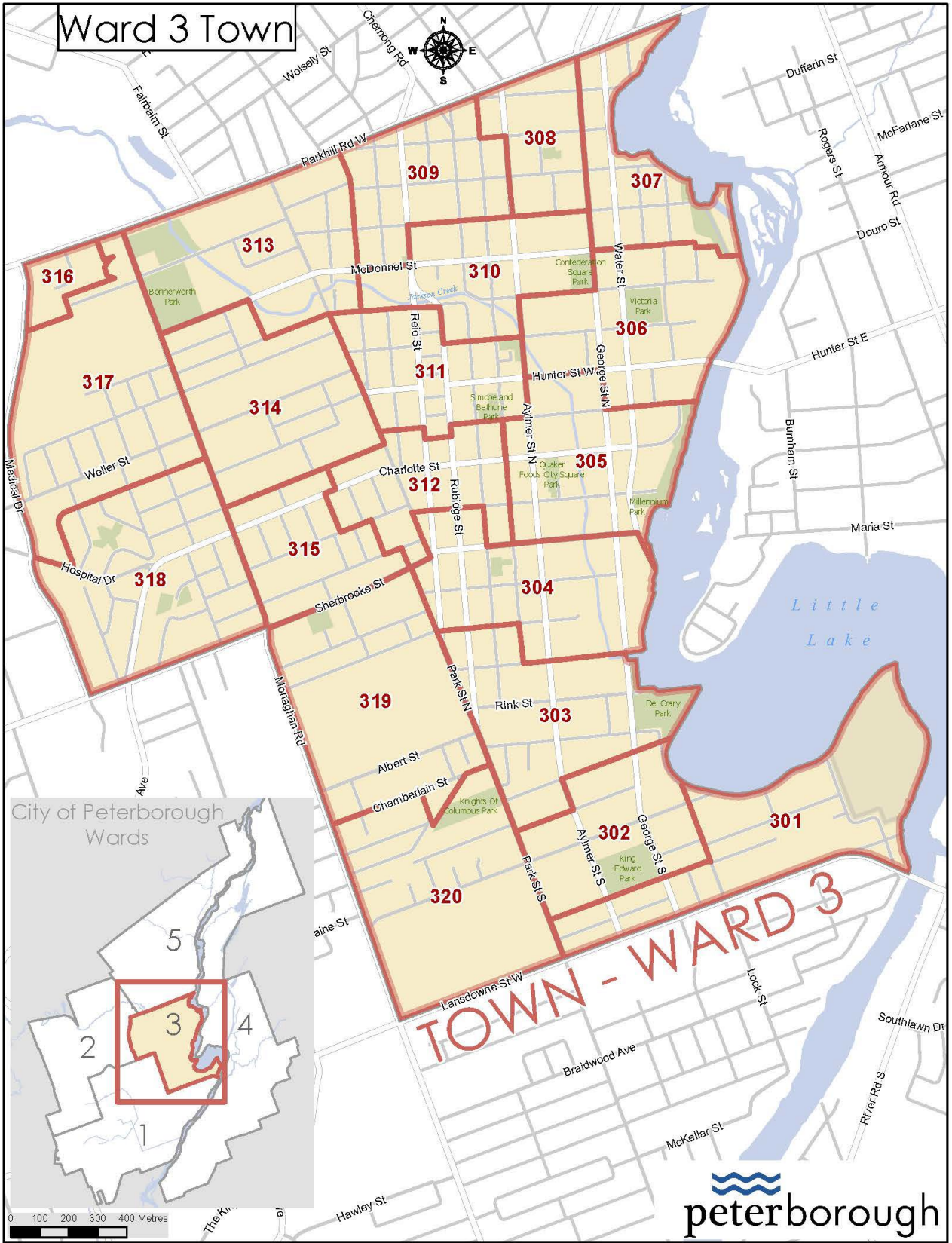
City of Peterborough  
Wards



# Ward 2 Monaghan



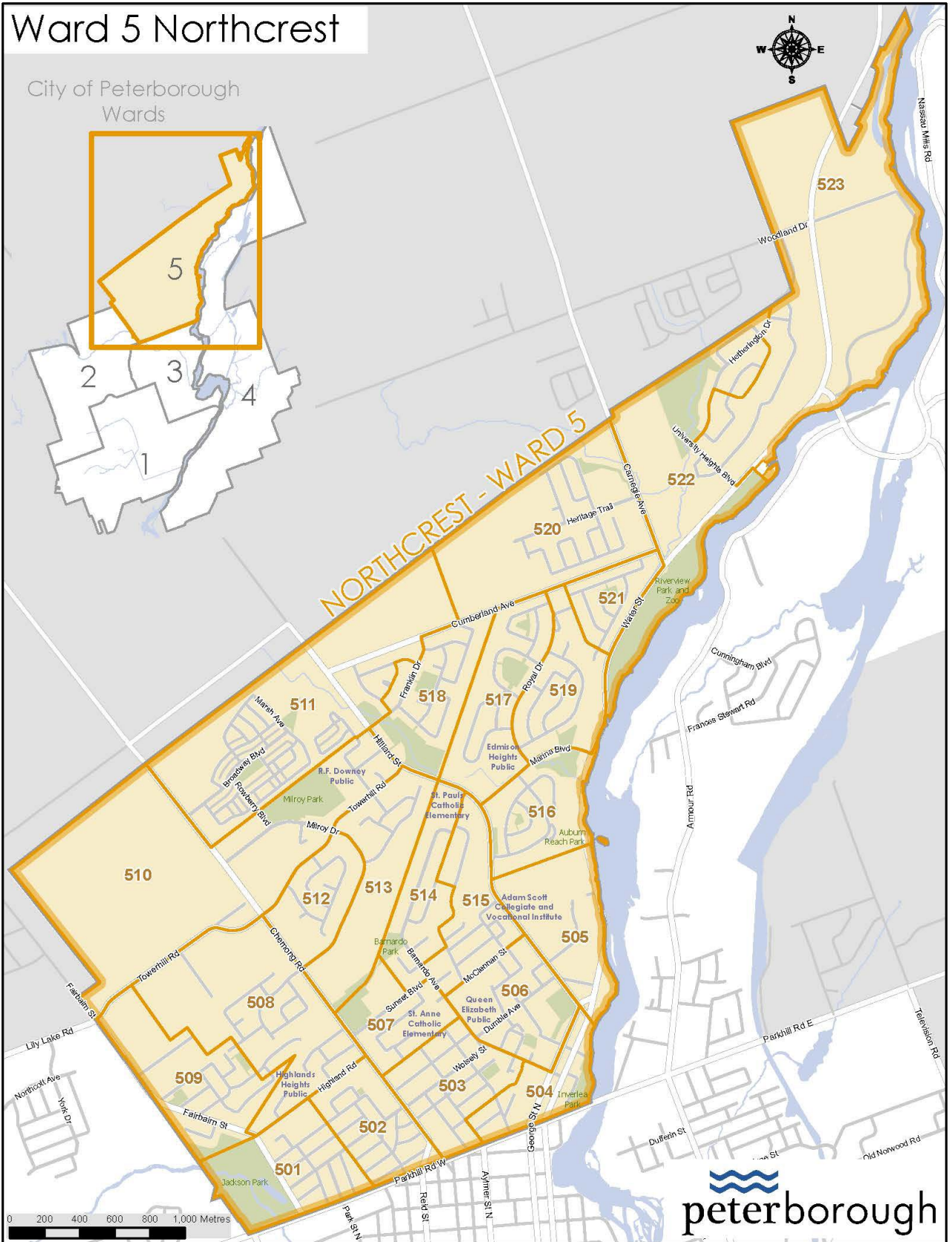
# Ward 3 Town





# Ward 5 Northcrest

City of Peterborough  
Wards



## Section 6: Links to City Resources

Candidates will want to familiarize themselves with the [City Website](http://www.peterborough.ca) (www.peterborough.ca) and the Municipal Election 2026 pages.

The following links on the City website may also be of interest:

- [City Budget](#)
- [City Advisory Committees](#)
- [City News](#)
- [Property Tax](#)
- [Ontario 211 - Finding Community Programs and Services](#)

### Council Reports and Minutes

All reports and minutes from Council meetings can be found by using the links on the calendar, shown on the [City Council Meetings webpage](#).

Use the arrows provided to navigate the calendar and click on the meeting type to access the agenda. Report names will appear as underlined links. To access minutes, click on 'minutes' in the calendar.

### By-laws

[City by-laws](#) from 2000 to the present are available on the City website.

### Community Grants

The City of Peterborough offers an opportunity to not-for-profit organizations to apply for funding. The purpose of the [Community Grants](#) program is to provide financial assistance to non-profit, community-based organizations that provide direct programs, services, or activities that enhance the quality of life for Peterborough residents in the areas of social services and health, arts, culture, heritage, recreation, or the environment.

### Social Media

The City's [Terms of Use](#) webpage explains how the City ensures appropriate, effective, and secure use of personal information and Social Media to improve information sharing, and engage more residents.

### Provincial Legislation

There are several Provincial Acts that contain important guidelines for candidates. Refer to the following links:

- Municipal Act - [The Municipal Act, 2001](#)
- Municipal Elections Act - [The Municipal Elections Act, 1996](#)
- Municipal Conflict of Interest Act - [The Municipal Conflict of Interest Act](#)
- Condominium Act - [The Condominium Act, 1998](#)
- Residential Tenancies Act - [Residential Tenancies Act, 2006](#)

### Studies

- [Municipal Cultural Plan](#)

- [Official Plan](#)
- [Climate Change and the Environment](#)
- [Greater Peterborough Area Community Sustainability Plan](#)
- [Climate Action in Peterborough - City of Peterborough](#)

Refer also to the City of Peterborough's [Studies and Projects webpage](#).

## Section 7: Key Municipal Contacts

If you have any questions, please contact the City Clerk's Office during normal business hours (8:30 a.m. to 4:30 p.m.):

Vicki King  
Elections Supervisor  
705-742-7777 extension 1619  
[vking@peterborough.ca](mailto:vking@peterborough.ca)

Chris Cordy  
Elections Assistant  
705-742-7777 extension 1801  
[ccordy@peterborough.ca](mailto:ccordy@peterborough.ca)

John Kennedy  
City Clerk  
705-742-7777 extension 1799  
[jkennedy@peterborough.ca](mailto:jkennedy@peterborough.ca)

Natalie Garnett  
Deputy Clerk  
705-742-7777 extension 1818  
[Ngarnett@peterborough.ca](mailto:Ngarnett@peterborough.ca)

General Inquiries  
[elections@peterborough.ca](mailto:elections@peterborough.ca)

## Appendices: Mandatory Filings

Candidates should be prepared to provide the following as mandatory submissions when filing their nomination papers with the Clerk's office:

Appendix 1: [Nomination Paper - Form 1 - Forms - Central Forms Repository \(CFR\)](#)

Appendix 2: [Endorsement of Nomination - Form 2 - Forms - Central Forms Repository \(CFR\)](#)

Appendix 3: Consent to Release Personal Information – Form EL 52

Appendix 4: Declaration of Qualifications EL 418A (Mayor, Councillor)

Appendix 5: Declaration of Qualifications EL 418B (School Board Trustee)

Appendix 6: Candidate Declaration – Proper use of the Voters' List – Form EL 14

Appendix 7: Candidate Name Spelling and Pronunciation – Form EL 200

Appendix 8: Guidelines for Use of Corporate Resources

**Please note:** Adobe Acrobat Reader (version 10.0 or above) is required to use the functionality of the fillable PDF forms. [Click here for further instructions.](#)

## Consent to Release Personal Information - Candidate

Personal information on the Nomination Paper is collected under the authority of the *Municipal Elections Act* and will be used to assist the City Clerk in the administration of the 2026 Municipal Elections.

Questions regarding this collection should be forwarded to:  
John Kennedy, City Clerk  
500 George St. N, Peterborough, ON K9H 3R9

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### Mandatory information published on the City of Peterborough's website:

Name of Candidate (as it will appear on the ballot):  
Candidate for the office of:

### Optional information published on the City of Peterborough's website:

Address:  
Phone Number:  
Email Address:  
Website URL:  
Social Media:

Please note there is no obligation on the part of the candidate to authorize the release of the optional information on the City's website.

I hereby authorize the release of the above contact information on the City of Peterborough's website.

I acknowledge that the Nomination Form (Form 1) filed by me contains personal information and I am aware that the City Clerk will disclose all or part of it to the general public upon request.

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Signature of Candidate

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Signature of City Clerk or Designate

Dated at the City of Peterborough, this \_\_\_\_\_ day of \_\_\_\_\_, 2026

Candidates are responsible for the accuracy of the information provided and are encouraged to contact the Clerk's Office if there are any changes.

Be advised, in accordance with the Municipal Elections Act, documents and materials filed with or prepared by the clerk or another election official under this Act are public records and may be inspected by any person at the Office of the City Clerk during regular business hours.

I, \_\_\_\_\_, a nominated candidate for the office of:

Mayor       Councillor, Ward \_\_\_\_\_

**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, Ward \_\_\_\_\_

2. Without limiting the generality of paragraph 1, I am at least eighteen years of age, am a Canadian citizen, a resident of the City of Peterborough or the owner or tenant of land in the City of Peterborough or the spouse of such owner or tenant.

3. I am not ineligible or disqualified 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 City of Peterborough, or if I am an employee of the City of Peterborough, I am on an unpaid leave of absence as provided for by section 30 of the **Municipal Elections Act, 1996**.
- 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 City of Peterborough prior to 2:00 p.m. on Nomination Day, August 21, 2026. I understand that the Clerk of the City of Peterborough 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 or a federal Minister of the Crown.
- I am not a Crown employee within the meaning of the **Public Service Act**, or if I am a Crown employee, I have followed and will continue to follow all the relevant provisions of Part III of such **Act**.

5. I am not prohibited from voting at the municipal election under subsection 17(3) of the **Municipal Elections Act, 1996**.
6. Without limiting the generality of paragraph 5,
  - 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 Elections Act, 1996**, during an election that occurred less than four years prior to Monday, October 22, 2022.
7. I am not a candidate 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 with respect to a municipal election if the Voting Day in that election is less than six years prior to Monday, October 26, 2026.
8. 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**.

**Declared before me at the City of Peterborough**

This \_\_\_\_ day of \_\_\_\_\_, 2026

\_\_\_\_\_  
(Signature of candidate)

\_\_\_\_\_  
(Signature of Clerk or designate)

Personal information as defined under the **Municipal Freedom of Information Protection of Privacy Act, R.S.O. 1990, c.M.56**, as amended is collected under the authority of ss. 12, 88 of the **Municipal Elections Act, 1996, S.O. 1996, c. 32, Sched**, as amended, to confirm in writing an individual's acknowledgment that this information forms part of the public record for the purposes and limitations for inspecting and/or extracting information from elections related documents. Questions about this collection of personal information should be directed to John Kennedy, City Clerk.

I, \_\_\_\_\_, a nominated candidate for the office of Trustee, School Board, for the (check one):

- Trustee, Kawartha Pine Ridge District School Board (English Language Public)
- Trustee, Peterborough, Victoria, Northumberland and Clarington Catholic District School Board (English Language Catholic)
- Conseil Scolaire Viamonde (French Language Public)
- Conseil Scolaire Catholique Mon Avenir (French Language Catholic)

**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, on Voting Day, October 26, 2026, I am a resident of the area of jurisdiction of the School Board, a Canadian citizen and will be 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 City of Peterborough **prior to 2:00 p.m. on Nomination Day, August 21, 2026**. I understand that the Clerk of the City of Peterborough 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 or 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 Elections 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 practice 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**.

**Declared before me at the City of Peterborough**

This \_\_\_\_\_ day of \_\_\_\_\_, 2026.

\_\_\_\_\_  
(Signature of candidate)

\_\_\_\_\_  
(Signature of Clerk or designate)

Personal information as defined under the **Municipal Freedom of Information Protection of Privacy Act, R.S.O. 1990, c.M.56**, as amended is collected under the authority of ss. 12, 88 of the **Municipal Elections Act, 1996, S.O. 1996, c. 32, Sched.**, as amended, to confirm in writing an individual's acknowledgment that this information forms part of the public record for the purposes and limitations for inspecting and/or extracting information from elections related documents. Questions about this collection of personal information should be directed to John Kennedy, City Clerk.

**CANDIDATE'S DECLARATION- PROPER USE OF VOTERS' LIST**

*Municipal Elections Act, 1996 (s.23(4) (5));*

\_\_\_\_\_, being a candidate for the office of

\_\_\_\_\_

hereby request the Clerk to provide me with an electronic copy of the Voters' List.

Please note that a copy of the Voters' List will be provided after September 1<sup>st</sup>, 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, 1996 from using the Voters' List for commercial purposes.**

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

Name: \_\_\_\_\_  
(please print)



Form EL200

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**Candidate Name Spelling and Pronunciation**

Municipal Elections Act, 1996 s. 12.1 (1)

I, \_\_\_\_\_ of the City of Peterborough, in the Province of Ontario, declare that I have checked the correct spelling of my name as a registered candidate and approved the pronunciation on the audio ballot for the Municipal Election held October 26, 2026.

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**Correct Spelling**

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**Pronunciation (phonetic spelling or familiar word that rhymes with your name)**

---

Date

Signature



Office of the City Clerk  
City of Peterborough  
500 George Street North  
Peterborough, ON. K9H 3R9  
705-742-7777  
[elections@peterborough.ca](mailto:elections@peterborough.ca)

## **Guidelines for Use of Corporate Resources**

### **Overview**

The Municipal Elections Act, 1996 (Act), as amended, establishes regulations governing campaign finance for candidates running in a municipal election. Section 88.8 (4) of the Act prohibits municipalities from making campaign contributions to municipal candidates and section 88.12 (4) of the Act prohibits municipalities from making campaign contributions to registered Third Parties.

These guidelines are applicable to all candidates, including members of Council and Third-Party Advertisers in order to establish parameters on the appropriate use of corporate resources during an election period to protect the interests of both members of Council and the Corporation.

As a campaign contribution may take the form of money, goods or services, any use of corporate resources for election related purposes, by candidates or staff, is not permitted.

### **Scope**

The guidelines apply to members of Council (Members), candidates, Third Party Advertisers and staff. Nothing in the guidelines precludes a member of Council from performing their regular duties as an elected member of the Council (Members) for the City of Peterborough.

Registered Third Party Advertisers are individuals, corporations, or trade unions in Ontario that may advertise on behalf of a candidate(s).

Corporations and trade unions may not provide direct support to candidates.

Groups whose advertising promote issues, not candidates, are not regulated by legislation in the same manner as registered Third-Party Advertisers.

City of Peterborough (City) Resources and Facilities may not be used for any election related purpose except as identified in this guideline.

## Access to Resources

City Resources should be made available to all Members, Candidates and registered Third Parties in a fair and consistent manner. Access to, or availability of, City Resources shall not be considered an endorsement of any Candidate, issue, or be considered a contribution.

City Resources may be used for or by any Member, Candidate or registered Third Party for their campaign activities, provided they pay the appropriate, fair market value fee(s) and file appropriate permit(s) or documentation/agreement(s). This may include, but not be limited to, the use of:

- Any City advertising space (except on any Voting Day)
- Any City facility or City property

## City Facilities

Members, Candidates and registered Third Party Advertisers may use any City owned facility that allow for public rentals, except on any Voting Day, provided the application process for use of the facility is followed and that all applicable fees for use of the facility are paid. Members, Candidates and registered Third Parties will set up and remove all material, including but not limited to signs, posters, and other campaign material within the allotted rental period. Campaign-related material may only be displayed within the designated rental area described in the agreement. Members, Candidates, registered Third Parties or campaign staff working on their behalf, must clearly identify to City staff that the booking is for a campaign related event at the time of booking.

While it is possible to use a City-owned or run facility for election related purposes, if rented in accordance with the standards identified in this guideline, no election related activities, including campaigning and the distribution of campaign literature, are permitted to take place inside or outside on the property of City Hall, in the interest of maintaining a neutral civic and community space.

## Corporate Identity and Resources

No City resources are to be used for or by, or for the benefit of, any Member, Candidate or registered Third Party for their campaign activities, including, but not limited to, the use of:

- The City's Corporate identity,
- Crest or other Corporate Branding Material or Logos,
- City Information Technology (IT) resources, including the City's website, social media sites (nor can there be a link to a candidate's site)
- Any City function, whether on City property or not,
- Photographs or videos owned by the City. Any City equipment or materials.

## Requests for Information, Meetings and Facility Tours

City staff and individual Members enjoy a working relationship within the context of their respective roles. It's particularly important during the election that a candidate's access to City staff does not provide or appear to provide an advantage to Members. Accordingly, each Candidate, including Members, are encouraged to direct any inquiries, in writing, to staff at the administrative rank of Manager or higher. To be fair, consistent and transparent when conveying information, assume that each inquiry and response will be available to share with all Candidates. Where information is available on the City's web site, inquiries will be directed to the appropriate web page.

In the event the information requested is not generally available to the public, the request will be facilitated through the Clerk’s Office under the **Municipal Freedom of Information and Protection of Privacy Act**.

Requests for an individual meeting with City staff or for a tour of a City facility by a Candidate, Member or Third-Party Advertiser will be treated like any request from the public. These requests may not always be accommodated due to resource and time constraints. If a meeting or tour is accommodated for one individual or group, the City would need to commit to organizing a similar meeting or tour for all similar parties. As part of the new Council orientation, Council-elect will be orientated on City matters.

### Employees of the City of Peterborough

Staff and volunteers cannot campaign or actively work in support of a Member, Candidate or registered Third Party Advertiser during their paid hours of work or while fulfilling their volunteer duties with the City, however, they may do so outside of their paid working hours or volunteer duties with the City. Staff must also clearly separate support from their role as City staff and must not identify as City staff (e.g. cannot wear City issued clothing to canvass or to a campaign event). Staff may be prohibited from participating in campaign activities where there is a potential for a conflict of interest or the perception that the integrity of the election may be compromised.

While an employee of a municipality or local board is eligible to be a Candidate for and to be elected as a member of the council or local board, the employee is required to take an unpaid leave of absence beginning with the employee’s nomination and ending on voting day. If the employee is elected to office, he or she is deemed to have resigned from their position.

Members, Candidates, registered Third Party Advertisers, and supporters who have questions regarding these Guidelines should consult the City’s website (<https://www.peterborough.ca/council-city-hall/elections/>), the City Clerk’s Office staff, or independent counsel as may be necessary.

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I, \_\_\_\_\_, hereby confirm that I have read and understand the Guidelines for Use of Corporate Resources.

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Signature

Date