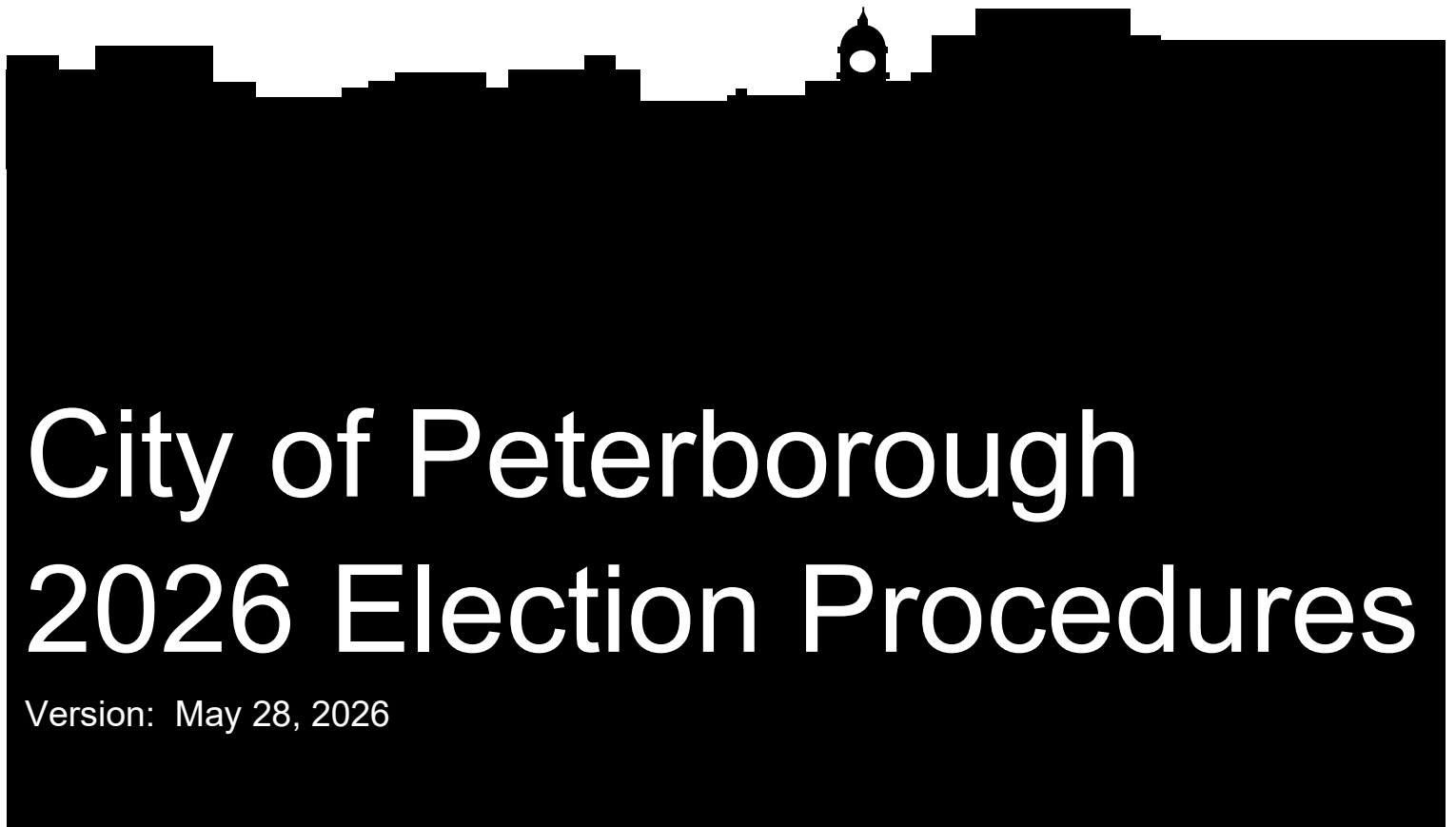


2026



City of Peterborough 2026 Election Procedures

Version: May 28, 2026

Introduction

The following policies and procedures have been developed in accordance with the Municipal Election Act, 1996. At the time of writing, the Ministry of Municipal Affairs website states that updated Guides and Forms will be posted at the beginning of April, 2026.

The Clerk/Returning Officer reserves the right to amend or update any policy or procedure outlined in this document at any time. The most current version will be noted on the cover page. After June 1st, 2026 registered Candidates and/or third-party advertisers will also be notified directly, in the prescribed form, of any changes made.

Table of Contents

- Introduction 1**
- Table of Contents 2**
- Definitions..... 3**
- Authority 6**
- Timelines..... 7**
- Nomination Procedure..... 9**
- Advertisements 15**
- Voters’ List..... 16**
- Campaigning and Campaign Material 19**
- Voting Places..... 23**
- Personnel..... 24**
- Advance Vote 29**
- Alternative Voting Technology (Internet Voting and Tabulators) 30**
- Vote Tabulator 32**
- Voting Place Procedures on Voting Day 34**
- Scrutineers 38**
- Count Procedures 39**
- Notice of Results 41**
- Recount..... 41**

Financial Disclosure	45
Compliance Audits.....	46
Election Records	48
Accessibility	49
Emergencies.....	50
Vote by Proxy	52
Corrupt Practices	52
Discretionary Powers of the Clerk.....	56
Election Forms by Form Number.....	64

Definitions

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

Advance Vote means the location, dates and hours for casting a Ballot prior to Voting Day.

Alternative Voting means voting by internet.

Auditor means the person appointed by the Clerk who performs the prescribed combination of processes and procedures (audit duties) designed to validate a range of activities and/or functions.

Ballot means either an image on a computer screen or a Ballot card for an **office** to be voted for, including all choices available to the Electors and containing spaces in which the Electors mark their votes.

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

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

Certified List of Electors is a list of voters that are eligible to vote in the 2026 Municipal Election.

Clerk means the Clerk of the municipality who is responsible for conducting this election 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.

Compliance Audit Committee is a committee established by Council as per section 88.37 of the Act.

Computing Device means an electronic device that may access the internet, including, but not limited to: a computer, laptop, tablet, or mobile device.

Deputy Returning Officer (DRO) means an Election Official at a Voting Place who assists an Elector.

Election Official means 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)).

Election Signs (also known as **yard signs**, **bandit signs**, **placards**, and **road signs**, among other names) are small advertising signs that can be placed on a street-facing lawn or elsewhere on a property to express support for an election Candidate, or political position.

Elector(s) means a person(s) entitled to be an elector at an election held in the municipality as per section 17 of the Act.

Endorsement means the nomination of a person for an office on a council must be endorsed (as per section 33 of the Act) by at least 25 persons, and they may endorse more than one nomination. Persons endorsing a nomination must be eligible to vote in an election for an office within the municipality, on the day the elector endorses the Candidate. School Board Trustees do not need to have endorsements.

Friend means a person who has been requested by an Elector to assist them in the Voting Place.

Greeter is an Election Official responsible for assisting with the flow of Electors into and out of the Voting Place.

Internet Voting System means the technology and software that records, processes, stores, and counts the Ballots cast.

Internet and Voting System Provider means the vendor chosen by the City of Peterborough to provide the technology and software that records, processes, stores, and counts the Ballots cast.

Nomination means the act of submitting a name for an office as per section 33 of the Act.

Nomination Period means the period from Tuesday May 1, 2026 and ends on Nomination Day, Friday August 21, 2026 at 2:00 p.m. to submit a Nomination.

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

Preliminary List of Electors means a list of **Electors** for the municipality compiled by Elections Ontario and provided to the municipality.

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

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

Revision DRO means an Election Official responsible for assisting Electors at the

Voting Place and issuing revisions to the Voters' List.

Runner means an Election Official that delivers supplies and materials to a Voting Place.

Scrutineer means an individual, appointed in writing by a Certified Candidate, to represent them during voting and at the counting of votes, including a recount.

Site Supervisor means an Election Official appointed by the Clerk or designate to assist in the management of a Voting Place in relation to the conduct of the municipal election.

Tabulator is the device that Ballots are fed into that collects vote information from a Ballot.

Tabulator Deputy Returning Officer means an Election Official with the primary responsibility for operating the Ballot Tabulator Ballot.

Time/Clock means the time as indicated in the Clerk's Office.

Voting Day means the final day on which the vote is to be taken in an election, that being that being Monday, October 26, 2026 .

Voter Notification Card (VNC) means the information for **Electors**, including Voting Place and PIN used by an Elector to vote.

Voting Kiosk means a physical internet-enabled device which is specifically configured to permit Electors to cast a Ballot on the Internet Voting System during an election;

Voters' List is a list of eligible **Electors** for the 2026 Municipal and School Board Election.

Voting Period means the period in which an Elector may cast their vote, either via internet or regular Ballot.

Voting Place means the physical location(s) for an Electors to cast a Ballot, as established by the Clerk.

Ward Captain means an Election Official that assists the Site Supervisor with the opening and closing of the Voting Place and other election related processes, as required.

Authority

Duties of the Clerk

Section 11 (1)

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). 1996, c. 32, Sched., s. 11 (1); 1999, c. 14, Sched. F, s. 6 (4); 2000, c. 5, s. 29 (1); 2002, c. 17, Sched. F, Table.

Same

(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). 1996, c. 32, Sched., s. 11 (2); 2009, c. 33, Sched. 21, s. 8 (7).

Powers of Clerk

Section 12 (1)

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. 1996, c. 32, Sched., s. 12 (1).

Procedures and Forms

Section 42(4)2. states that the procedures and forms established by the Clerk, if they are consistent with the principles of this **Act**, prevail over anything in the **Act** and the

regulations made under it.

Any relevant changes to the **Municipal Election Act, 1996**, as amended, will be incorporated into the procedures established by the Clerk.

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

Timelines

2026

March 31	No by-election will be held to replace a vacancy after March 31st
April 30	Last day in the regular election year for municipalities and local boards to establish rules and procedures regarding the use of municipal and board resources during the campaign period. s.88.18
May 1	Nomination period begins. Campaigning, fundraising, and the posting of election signs cannot begin until nomination papers are filed.
June 1	Procedures and forms relating to voting, vote-counting equipment and alternate voting methods will be available to Candidates on the City's website
August 14	Elections Ontario to deliver the Preliminary List of Electors to municipalities or their voter management software vendor.
August 21	Nomination Day. Last day a Candidate may file a nomination or withdraw their candidacy (between 9:00 a.m. and 2:00 p.m.)
August 24	By 4:00 p.m. the Clerk will examine Candidate nominations and if satisfied, certify the nominations and will post the "List of Certified Candidates", Form EL 07 on the City's website.
August 26	Additional Candidate nominations may be filed between 9:00 a.m. and 2:00 p.m. if the number of nominations filed for an office is less than the number of persons to be elected to office. s.33(5)
August 27	By 4:00 p.m. the Clerk is to examine any additional Candidate nominations filed on August 26, and, if satisfied, certify the nominations.
	By 4:00 p.m. the Clerk is to declare any Candidate(s) elected by acclamation.
September 1	The Voters' List is released to Candidates through the Candidate's Portal.
September 20	Determine the total number of Electors on the Voters' List to

	establish final campaign expense limits for the present campaign period and interim limits for the next election.
September 30	Candidates to receive “Certificate of Maximum Campaign Expenses”, Form EL 438, and “Certificate of Maximum Contributions to One’s Own Campaign”, Form EL 439
	Third-party advertisers to receive “Certificate of Maximum Expenses” Form EL 438A.
October 1	Last day in a regular election year for councils and school boards to establish a compliance audit committee (CAC) for the 2026-2030 term of office.
October 5	Internet Voting Period begins at 12:00 a.m. and ends October 26, 2026 at 8:00 p.m.
October 14	Advance Voting in-person voting at the Healthy Planet Arena, 10:00 a.m. 8:00 p.m.
October 19 – October 23	Accessible Advance Voting at City Hall, 9:00 a.m. to 4:00 p.m.
October 23	Last day for third-party advertisers to register
October 26	Voting Day
October 27	The Clerk shall declare the results and provide information on the City’s website on the number of votes, declined, and rejected Ballots.
November 15	New term of council commences
November 19	Inaugural meeting of Council
November 25	Deadline for the Final List of Changes to be provided to Elections Ontario
November 30	First meeting of the new council.
December 31	Campaign Period Ends – Deadline for Candidates and registered third parties to provide the Clerk with written notification of deficit and apply for an extension of the campaign period.
	Deadline for persons provided a copy of the Voters’ List to destroy the list.

2027

January 25	Prepare and make public a report about the identification, removal and prevention of barriers that affect Electors and Candidates with disabilities.
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	Last day for an elected Candidate to disclaim all right to the office in which they were elected.
February 24	Ballots must be destroyed 120 days after the final results are declared.
March 30	By 2 p.m., last day for Candidates and registered third-party advertisers to file initial financial statements and auditors' reports

Nomination Procedure

Notice (Section 32)

32 The clerk shall give notice of the offices for which persons may be nominated and of the nomination procedure under this Act. 1996, c. 32, Sched., s. 32.

Nomination Papers

Nomination Papers may be filed for the following offices at the Clerk’s Office from May 1 to Thursday, August 20, 2026 during regular office hours (9:00 a.m. – 12:00 p.m. and 2:00 p.m. – 4:00 p.m.), and on Nomination Day (Friday, August 21, 2026) between 9:00 a.m. and 2:00 p.m. Each Candidate must also pay the prescribed nomination filing fee of \$200.00 for Head of Council and \$100 for all other offices - the filing fee for the City of Peterborough shall be paid by cash, debit card, credit card, certified cheque or money order payable to the City of Peterborough. Each nomination must also have an endorsement of at least 25 Electors eligible to vote for an office within the municipality (excluding school board trustees). Electors choosing to endorse Candidates must be eligible to vote on the day they sign the endorsement.

Council

- Mayor – 1 position
- Councillor, Ward 1 – 2 positions
- Councillor, Ward 2 – 2 positions
- Councillor, Ward 3 – 2 positions
- Councillor, Ward 4 – 2 positions
- Councillor, Ward 5 – 2 positions

Trustees

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

City of Peterborough:

- Trustee, Kawartha Pine Ridge District School Board - 2 positions
- Trustee, Peterborough Victoria Northumberland and Clarington Catholic District School Board - 2 positions

City of Oshawa:

- Trustee, Conseil Scolaire Viamonde - 1 position

Trustee, Conseil Scolaire Catholique Mon Avenir- 1 position

Endorsements are not required for anyone filing a nomination for School Board Trustee.

Third-Party Advertisers Eligibility for Registration (Sections 88.6(4-6))

Registration shall be restricted to the following persons and entities:

- An individual who is normally resident in Ontario.
- A corporation that carries on business in Ontario.
- A trade union that holds bargaining rights for employees in Ontario.

The following persons and entities are deemed ineligible to register:

- A Candidate whose nomination has been filed.
- A federal political party registered under the Canada Elections Act or any federal constituency association or registered Candidate at a federal election endorsed by that party.
- A provincial political party, constituency association, registered Candidate or leadership contestant registered under the Election Finances Act.
- The Crown in right of Canada or Ontario, a municipality or local board.

Third-party advertisers may register during regular office hours at the Clerk's Office from Friday, May 1, of 2026 to Friday, October 23, 2026. There is no prescribed fee for registering but third-party advertisers must be registered prior to advertising.

A Candidate whose nomination has been filed shall not direct any third-party advertisements.

Filing

Nomination/registration forms must be on the prescribed form and are to be filed with the Clerk at 500 George Street North.

Candidates and Registered Third-Party Advertisers must file their documentation in the following manner:

- In person or through an agent
- With the prescribed declaration of qualifications; if filed by an agent, signed by the person being nominated and commissioned by the Clerk or designate
- With proof of identity and residence as prescribed in O. Reg. 304/13
- No faxed or other electronically transmitted nomination paper will be accepted; original signatures are required

The Clerk or designate will administer:

- the Declaration of Qualification on the "Nomination Paper, Form 1", or the "Notice of Registration – Third-party, Form 7" and
- the "Declaration of Qualifications - Council", Form EL418(A), or
- the "Declaration of Qualifications – School Trustee", Form EL418(B), or
- the "Declaration of Qualifications – Third-party Advertiser", Form EL418(C) oaths.

The date and time of filing are to be filled in by the Clerk and initialed by the Candidate

or their agent. The Clerk will then sign the Nomination/Registration Paper and Declaration of Qualifications.

Estimated Maximum Campaign Expenses (Section 33.0.1)

The Clerk shall calculate the estimated maximum campaign expenses for each office on the “Interim Certificate of Maximum Campaign Expenses”, Form EL 437A (EL 437B for School Board Trustees), 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.

Estimated Maximum Third-Party Expenses (Section 88.21(6))

The Clerk shall calculate the estimated maximum expenses for registered third-party advertisers and provide a copy to the registrant on the “Interim Certificate of Maximum Third-Party Expenses”, Form EL 437C at the time of registration. The Clerk’s calculation is final.

Estimated Maximum Candidate Contributions to One’s Own Campaign (Section 33.0.2)

The Clerk shall calculate the estimated maximum that a Candidate and their spouse can contribute to their own campaign for each office on the “Interim Certificate of Maximum Candidate Contributions”, Form EL 438, and provide a copy to the Candidate or their agent the day that the nomination paper is filed in accordance with Section 33.0.2 (1). School board trustees and third-party advertisers can entirely self-fund. The Clerk’s calculation is final.

Notice of Penalties (Sections 33.1 and 88.21(7))

The Clerk shall, before Voting Day, provide a notice of penalties on the “Notice of Penalties”, Form EL421, or “Notice of Penalties – Registered Third-party”, Form EL421A to the Candidate, registered third-party advertiser, or agent.

Municipal Freedom of Information & Protection of Privacy Act

Nomination papers are public documents, Candidates may sign the consent to release personal information, Consent to Release Personal Information, Form EL 52, authorizing the Clerk to release specific personal information to the City’s website.

Unofficial List of Candidates

The Clerk shall provide the unofficial list of Candidates by preparing and posting on the City’s website an Uncertified List of Candidates which is to be updated as each Nomination Paper is filed. This list may also include the phone number, email address, and website provided by the potential Candidate. Once the Clerk certifies the nominations of Candidates on Nomination Day, this list becomes the List of Certified Candidates, Form EL07.

List of Registered Third Parties (Section 88.12 (10))

A list of registered third-party advertisers shall be posted on the City’s website and may

also include the phone number, email address, and website provided by the registered third-party advertiser in the notice of registration filed.

Duties of Registered Candidates and Third Parties (Section 88.26)

The Clerk shall provide the “Duties of Candidates” Form 60, and “Duties of Registered Third Parties” Form LC61 at the time of filing.

Certification of Nomination Papers (Section 35(2))

On or before Monday, August 24, 2026, at 4:00 p.m., the Clerk will review each nomination received to determine qualification and compliance with the **Municipal Elections Act, 1996**. Once satisfied the Candidate is qualified, the clerk will complete the “Certification by Clerk” Section on Nomination Paper Form 1.

Rejection of Nomination Paper and Notice (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 call will be made to the Candidate informing them of the rejection, an email (if the Candidate was not successfully reached by phone) and a letter shall be sent, by Registered Mail, as soon as possible, to the person who sought to be nominated, and to all Candidates for the office.

Certification and Rejection of Notice of Registration (Sections 88.6(13) and (14))

The Clerk will review each Notice of Registration filed for each third-party advertiser to determine eligibility and compliance with the **Municipal Election Act, 1996**. Once satisfied that the third-party advertiser is qualified, the Clerk will complete the “Certification by Clerk” section. If not satisfied the Clerk shall reject the notice. The Clerk’s decision shall be final.

Withdrawal of Nomination Papers (Section 36(a))

Candidates may withdraw their nomination by filing in person a “Withdrawal of Nomination”, Form EL 419, with the Clerk before 2:00 p.m. on Nomination Day, Friday, August 21, 2026, if the person was nominated on or before Nomination Day; and before 2:00 p.m. on the Wednesday following Nomination Day, (August 26, 2026), if the person was nominated under Section 33(5) - Additional Nominations.

The withdrawal shall be noted on the Uncertified List of Candidates.

Third-party Advertisers can withdraw their registration form by filing in person a “Withdrawal of Nomination”, Form EL419A, with the Clerk at any time. This action will remove the third-party advertisers’ name and information from the City’s website.

Notice of Election Information (Section 40)

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

shall declare an election to be conducted.

The Clerk shall give the Electors notice of:

- a) The location of the Voting Places;
- b) The dates and times on which the Voting Places will be open for voting;
- c) The manner in which Electors may use the Internet voting method;
- d) The location and hours of operation of the Election (Clerk's) Office.

This information will be posted on the City's website.

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 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", Form EL 20. 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 EL 06, 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.

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

Withdrawal of Additional Nominations (Section 36(b))

Withdrawal of additional nominations must take place prior to 2:00 p.m. on Wednesday, August 26, 2026. The procedure in the Withdrawal of Nomination Paper Section above should be followed.

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 post a "Declaration of Acclamation to Office - Additional Nominations", Form EL 20B.

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

If the number of nomination papers filed is insufficient to form a quorum of the municipal council, a by-election shall be held.

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

If the number of Candidates who filed nomination papers 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:

- 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; and (Section 65(4) provides that the sixty-day (60) period starts on the date of death)
- The result would be one less Candidate only and no acclamation, the Candidate's name shall be omitted from the Ballot. If the Ballots are already printed, the Clerk shall post the notice of the death on the City's website and in every Voting Place. The election shall proceed as if the deceased or ineligible Candidate has not been nominated.

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

Final Calculation of Campaign Expenses (Section 88.20(13))

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 EL 439. The certificate shall be delivered to each Candidate by the Candidate's Portal and posted to the City's website by Wednesday, September 30, 2026. The Clerk's calculation is final and shall be made in accordance with the prescribed formula.

Final Calculation of Candidate Contributions to One's Own Campaign (Section 88.9.1)

The Clerk shall, after determining from the number of eligible Electors from the Voters' List for each office, calculate the maximum amount a Candidate and their spouse can contribute to their own campaign and prepare a "Certificate of Maximum Candidate Contributions", Form EL 440. The certificate shall be delivered to each Candidate by the Candidate's Portal and posted to the City's website registered mail by Wednesday, September 30, 2026. The Clerk's calculation is final and shall be made in accordance with the prescribed formula.

Final Calculation of Maximum Third-Party Expenses (Section 88.21(14))

The Clerk shall calculate the maximum expenses for registered third-party advertisers and prepare a "Certificate of Maximum Third-party Expenses", Form EL 439C. The certificate shall be delivered to each registered third-party by email and posted to the

City's website by Wednesday, September 30, 2026. The Clerk's calculation is final and shall be made in accordance with the prescribed formula.

Candidate Name Pronunciation

All certified Candidates are to provide the Clerk the proper pronunciation of their names when they file their nomination papers on "Candidate Name Spelling and Pronunciation" EL 200.

Advertisements

Candidate Campaign Advertising (Section 88.3)

Campaigning, including campaign advertising and election signs, are permitted no earlier than the filing of nomination papers by the Candidate.

Advertising, including lawn signs, brochures, posters, print, radio and electronic ads, etc, are permitted no earlier than the filing of registration papers by the third-party advertiser.

Campaigning or advertising includes an advertisement in any broadcast, print, electronic or other medium that has the purpose of promoting or supporting the election of a Candidate.

All advertising (including campaign signs and literature) must be paid for and authorized by the registered Candidate or registered third-party advertiser. Candidates and third-party advertisers are not allowed to incur expenses or pay for advertising before they have filed with the Clerk's Office.

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

Information contained in/on all campaign material or advertisements is the responsibility of the Candidate/third-party advertiser and any questions or concerns should be directed to the Candidate/third-party advertiser.

Mandatory Information

Provided to Broadcaster

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

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

All registered third-party advertisers shall provide the following information to a broadcaster or publisher in writing:

- The name of the registered third-party advertiser;
- The name, business address and telephone number of the individual who deals with the broadcaster or publisher under the direction of the registered third-party

- advertiser;
- The municipality where the third-party advertiser is registered.

Candidates

Section 88.3 of the **Act** states that an election campaign advertisement purchased by or under the direction of a Candidate shall identify the Candidate. Therefore, the authorization needs to say who paid for the advertising, e.g. “Authorized by the campaign to elect Candidate Name”, or something substantially similar.

Third-party Advertisers

Section 88.5 of the **Act** states that no registered third-party advertiser shall cause a third-party advertisement to appear during the restricted period unless the advertisement contains the following information:

1. The name of the registered third-party.
2. The municipality where the registered third-party is registered.
3. A telephone number, mailing address or email address at which the registered third-party may be contacted regarding the advertisement.

Therefore, the authorization needs to say who paid for the advertising, e.g. “Authorized by Registered Third-party Name - City of Peterborough - 705-123-4567 and 123 Main St. and/or ThirdParty@email.com”, or something substantially similar.

Authority to Remove Advertisements (Section 88.7)

If a municipality is satisfied that there has been a contravention of section 88.3 (Candidates’ election campaign advertisements), 88.4 (third-party advertisements) or 88.5 (mandatory information in third-party advertisements), the municipality may require a person who the municipality reasonably believes contravened the section or caused or permitted the contravention, or the owner or occupier of the land on which the contravention occurred, to remove the advertisement or discontinue the advertising. If the advertisement in question is a safety concern or obstructing operations by the municipality it will be removed by the municipality and the Candidate or third-party advertiser will be contacted, advised of the reason for the removal, and arrangements will be made for retrieval.

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, they:

- a) Reside in the local municipality, or is the owner or tenant of land in the local municipality, or the spouse, of such a person;
- b) Is a Canadian citizen;
- c) Is at least 18 years old; and

- d) Is not prohibited from voting under Subsection 17(3) of the **Municipal Elections Act, 1996** or otherwise by law.

Preliminary List of Electors

The Preliminary List of Electors (PLE) supplied by Elections Ontario is scheduled to be delivered to the City of Peterborough voter list management vendor, DataFix, by mid-August.

The Preliminary List of Electors (PLE) must include the name and address of every person entitled to vote; plus any additional information the Clerk requires (like school support) to determine which offices each elector can vote for. Resident Electors are listed in the voting subdivision where they reside. Non-resident Electors are listed in the voting subdivision where they, or their spouse, own or rent land. The Clerk must use their authority and best efforts to ensure that an elector's name appears on the PLE for the local municipality only once.

Where a voter qualifies at more than one property in the municipality, the voter may only vote once for each office. The qualifying address to determine eligibility for voting shall be the elector's place of residence.

It is possible for an elector's name to appear on the Voters' List for 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. School Board votes must be cast in the municipality where the elector resides.

The PLE becomes the Voters' List. Amendments may be made to the Voters' List at any time from the opening of the Clerk's Office on September 1, 2026 to the close of voting on October 26, 2026 at 8:00 p.m.

The Clerk shall inform Electors using various methods how revisions are to be made to the Voters' List. An online lookup tool will be made available on the City of Peterborough's website.

Municipal VoterView List Management

Election staff will use a program called Municipal VoterView to update and make changes to the Voters' List. The Municipal VoterView application allows staff to add, change, delete or move voters as required in accordance with provisions of the **Municipal Elections Act, 1996**. In addition, the application provides several elector related reports to support election planning and can identify potential inaccuracies on the list.

Candidate Access

Candidate Access is an extension of Municipal VoterView that allows registered Candidates to view an electronic copy of the list of Electors for their office through a secure online portal. Candidates can use Candidate Access to view changes made to the list, or once the voting period has commenced, Candidates can use this application to see who has been struck off the list. The information can be viewed in real-time by

searching for an individual elector, or a Candidate may make an extract of the entire list (once every fifteen minutes). Candidates are limited to view information for eligible Electors for the office for which they are running. The Candidate Access Portal will be available to Candidates from September 1, 2026 until the close of voting on October 26, 2026.

Access to 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 the "Candidate's Declaration of Proper Use of the Voters' List", Form EL 14, prior to receiving an electronic copy of all or any part of the Voters' List.

The **Municipal Election Act, 1996**, states that the Voters' List cannot be posted in a public place.

Copies – Local Boards, Municipalities, Minister

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

- 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.

Amendments to the Voters' List

An eligible elector may make changes to the Voters' List in person or online.

An eligible elector may make changes to the Voters' List in person between September 1, 2026 until the close of voting on October 26, 2026 at the Clerk's Office during normal business hours or at any physical Voting Place during voting hours. Online changes to the Voters' List will be accepted until October 26, 2026 at 8 p.m.

Whether in person or online, changes are to be made using the prescribed form "Application to Amend Voters' List", Form EL15, and will need to be accompanied by proof of identity and residence.

Candidate Copies (Section 17(2))

Candidates will be able to make their own extracts from the Candidate Access portal during the election period.

Each Candidate will be required to sign the "Candidate Declaration of Proper Use of the Voters' List", Form EL 14.

Use of online, electronic and paper versions of the Voters' 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 election period shall be destroyed by the Candidate after the election period. If records are shared by the Candidates with others (campaign workers/Scrutineers) an oath administered by the Candidate, similar to the one taken by the Candidate shall be administered on the "Appointment of Scrutineer by Candidate", Form EL 12. All records, shared or otherwise shall be protected and destroyed within 60 days of the Election.

Final List of Changes (Section 27(2))

The Clerk shall prepare the "Final List of Changes to the Voters' List" by November 25, 2026. A certified copy of the final list of changes shall be sent to the Chief Electoral Officer, via DataFix, together with a copy of the approved applications, (i.e.: Form EL15).

Campaigning and Campaign Material

Campaigning and Campaign Material

Campaigning, including the printing and distribution of materials, the collection or spending of money related to the election, etc. - is prohibited until the Candidate or registered third-party advertiser files their nomination/registration papers with the City Clerk.

Information contained in/on all campaign material is the responsibility of the Candidate/ third-party advertiser and any questions or concerns from the public should be directed to the Candidate/third-party advertiser.

Municipal Employee Communication with Candidates

The Clerk or designate will communicate with Candidates by email, phone, and Candidate's portal unless otherwise agreed to in writing. Contact information for correspondence will be determined when the Candidate/registered third-party advertiser files their nomination.

All Candidates, registrants and supporters will receive fair and consistent treatment from City staff to ensure the integrity of the electoral process and a fair and unbiased election.

Access to Resources

It's important that all Candidates receive fair and consistent treatment so as to ensure the integrity of the electoral process and a fair and unbiased election. Sections 88.8 and 88.12 of the **Act** outlines that a municipality cannot make contributions to a Candidate or a registered third-party advertiser. Corporate resources, which are available, will be accessible to all Candidates and/or registered third-party advertisers in a fair and consistent manner. Access to, or availability of, city resources shall not be considered

an endorsement of any Candidate or issue.

Therefore, city resources may be used for or by any Candidate or registered third-party advertiser for their campaign activities, provided they pay the appropriate fee(s) and file appropriate permit(s) or documentation. This may include, but not be limited to, the use of:

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

City Facilities

Candidates may use any City-owned facility that allows for public rentals, provided the application process for use of the facility is followed and that all applicable fees for use of the facility are paid. Candidates and registered third-party advertisers 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.

No facility or property shall be rented or used for any election campaign purpose by any members of the public, council, Candidates, registered third-party advertiser or function during any day that voting is taking place on the property, including the set-up, hosting or take-down activities.

Corporate Identity and Resources

No City resources are to be used for or by, or for the benefit of, any Candidate or registered third-party advertiser 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 from a Candidate's site)
- Any City function, whether on City property or not,
- Photographs or videos owned by the City.

Public Information

The **Act** allows the City to make information available to the public on a website or in another electronic format, where the information provided does not constitute a contribution. Staff will post information on all Candidates and registered third party advertisers for the public to view on the City's website or make it available for the public in an alternate format upon request.

Official election information will be made available to all Candidates through the City's website, the Clerk's Office, Candidate's Portal, or other alternate format. Staff may supply department specific information and services to Candidates in the same manner as would be available to the public.

Staff Participation

Staff cannot campaign or actively work in support of a Candidate during their paid hours of work (or their official/volunteer duties with the City). Staff wanting to work in support of a Candidate during the election must do so outside of paid working hours (and/or their official/volunteer duties with the City). Staff must also clearly separate that support from their role as City staff and must not be identifiable 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.

Employee Candidacy (Section 30 (1) and (4))

When an employee of a municipality is eligible to be a Candidate for a member of council in that municipality, 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, they are deemed to have resigned from their position.

When an employee of a local school board is eligible to be a Candidate for a school board trustee within that school 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, they are deemed to have resigned from their position.

Employees of municipalities are able to nominate and accept a position as a school board trustee without taking a leave of absence or resigning and a school board employee is able to nominate and accept a position on City council without taking a leave of absence or resigning.

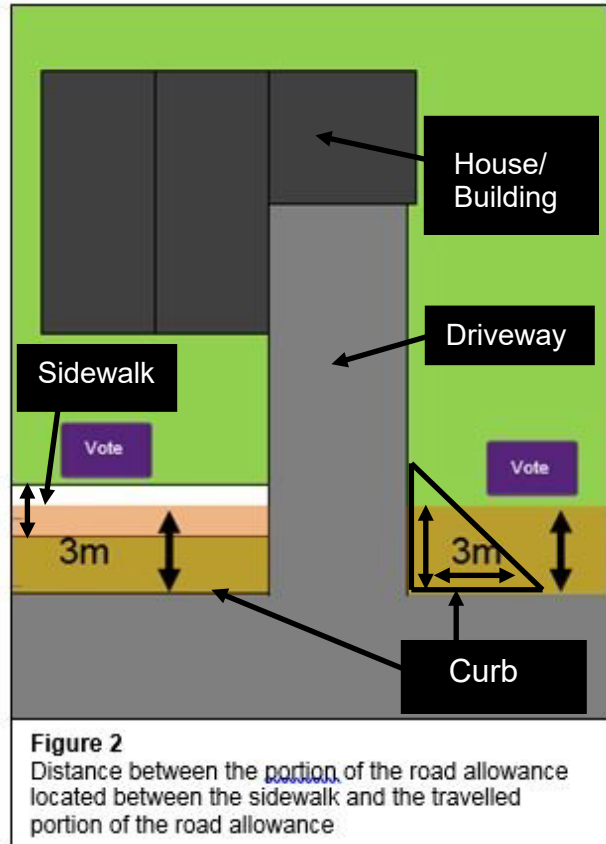
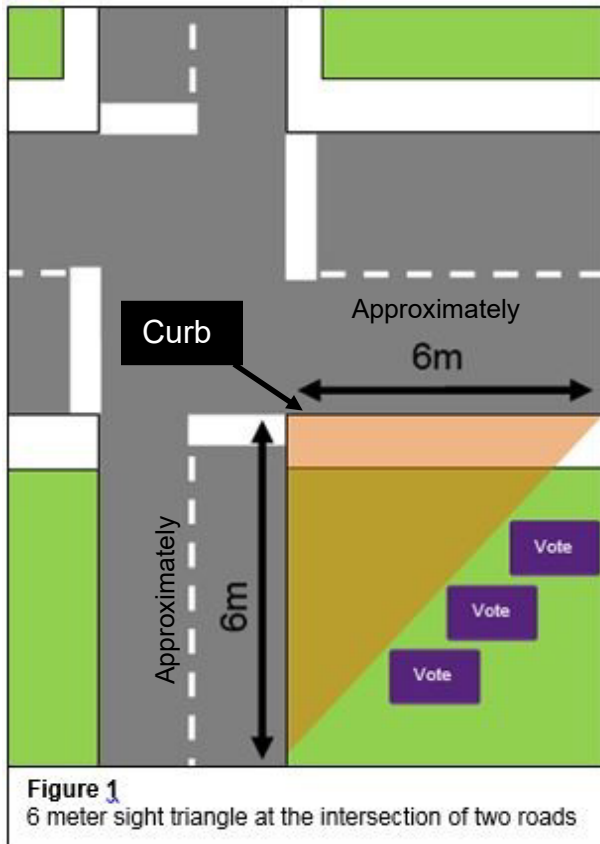
Election Campaign Signs (“Campaign Signs”)

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

It's the Candidate/third-party advertisers responsibility to familiarize themselves with applicable City, County and Provincial regulations. It's recommended 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 or third-party advertiser that any posters, signs, or other campaign material has been vandalized. Acts of vandalism to campaign signs should be reported to the appropriate police service by the affected Candidate or third-party.



Voting Places

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 and for safety or operational reasons**, the City reserves the right to remove any campaign sign from a road allowance that:

- Violates any provision of the Ast or 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 advertiser to arrange a time for retrieval.

Voting Places

Establishing Voting Places (Section 45)

At Voting Places, the entire property will be considered a Voting Place. Campaigning, campaign material, or advertising is prohibited and will be removed from anywhere, surrounding or in the Voting Place.

The Clerk shall establish the number and location of Voting Places for an election as they consider most convenient for the Electors.

Approved Voting Places will be posted to the City of Peterborough website. The Clerk shall ensure that each Voting Place is accessible. Locations will be confirmed in writing, ensuring each location will be open and clarifying what, if any, furniture will be provided by the owner. A contact person for Voting Day will be appointed. An agreement will be signed by all owners/agents of premises where Voting Places are located. The Voting Places will be large enough to permit a proper layout – secrecy for voter, etc.

The Clerk may request, not less than fourteen days before Voting Day, that premises be made available as a Voting Place that are under the control of:

- A landlord of a building containing 100 or more dwelling units;
- A condominium corporation containing 100 or more dwelling units;
- A municipality;
- A school board; or
- A provincially funded institution.

A landlord, municipality, school board or institution receiving such a request shall provide a space, other than a space actually being used as a dwelling, acceptable to the Clerk for use as a Voting Place. This space shall be provided free of charge.

Every Voting Place shall be furnished with compartments in which Electors may mark their Ballots without other persons being able to see how they are marked and it is the duty of the Clerk to ensure that a sufficient number of compartments are provided at each Voting Place.

Special Voting Places (Section 45(7))

A Voting Place shall be provided in or upon the premises of an institution located in a municipality that is,

- An institution for the reception, treatment or vocational training of persons who have served or are serving the Canadian Forces;
- An institution which on September 1, 2026 has twenty or more beds occupied by persons who are disabled (i.e., an institution, including a hospital, a psychiatric facility, a home for the aged and a nursing home, which has twenty or more beds occupied by persons who are chronically ill or infirm); or
- A retirement home which, on September 1, 2026, has fifty or more beds occupied.

In the case of institutions or retirement homes (special Voting Places) referred to in Section 45(7), the City Clerk will reduce voting hours (Section 46(3)) so that Election

Officials can visit multiple sites on election day. The duration will be such that each eligible elector will have sufficient opportunity to cast a Ballot.

Attending to Elector (Section 45(8) – (10))

A Deputy Returning Officer or Revision Deputy Returning Officer may attend to an elector anywhere within the area designated as the Voting Place (Section 45, (8)-(10)).

Where a patient of an institution has reduced mobility, it is lawful for the Revision Deputy Returning Officer to attend to a person for the purpose of receiving their Ballot, but no Candidate or Scrutineer shall be present where the Ballot of any such voter is marked.

Supplies and Equipment for the Voting Place

The Clerk shall, for Voting Day, supply each Voting Location:

- A Ballot box (if required)
- A sufficient number of Ballots to supply the Electors on the Voters' List (if required)
- An electronic Voters' List
- Electronic voting equipment
- All materials necessary for the Electors to mark their Ballots; and
- Such other materials as are prescribed.

A Ballot box shall be made of durable material and constructed so that the Ballots can be deposited therein and cannot be withdrawn without the box being unsealed or being unsealed and unlocked, as the case may be.

When delivering the Ballots for a Voting Place to a DRO/RDRO, the Clerk shall certify the number of Ballots delivered and, upon receiving them, the DRO/RDRO shall count the number of Ballots and acknowledge receipt on the Ballot Transfer Certificate (EL 25A). Both the DRO/RDRO and the Clerk shall retain copies of the certificate as outlined on the form.

Should a DRO/RDRO run out of a Ballot face they may request additional Ballots and shall be provided the necessary Ballots with the accompanying transfer certificate (EL 25B).

Personnel

The Clerk shall appoint Election Officials to assist with the administration of the election (and for any recount) that the Clerk considers to be required. Duties and responsibilities for each position are described below.

The Clerk may delegate to Election Officials any of the Clerk's powers or duties in relation to the election as they consider necessary. The Clerk may continue to exercise the delegated powers and duties despite the delegation. The delegation shall be in writing, and on the prescribed oaths.

There shall be a substitute qualified person (Deputy Clerk/Commissioner of Oaths) appointed to attend to the election details in the event the Clerk is unable to be present to conduct procedures on Voting Day.

The following duties and responsibilities of each position include both the Advance In-Person Vote and Voting Day.

Duties and Responsibilities of the Ward Captain

Reports To: Clerk or designate

Pre-Voting Day:

- Attend the training session and sign “Appointment and Oath”, Form EL10-WC
- Familiarize themselves with the election Ballots, forms, oaths, Voters’ Lists, Voting Place, and relevant Sections of the **Municipal Elections Act, 1996**

Voting Day:

Before the opening of the Voting Place responsibilities include:

- Picking up the Ballots and election materials from City Hall, as directed prior to the start of voting
- Arrive at the Voting Place one hour prior to opening, or as otherwise directed
- Open the Voting Place at the start of voting (10:00 a.m.)

During voting hours responsibilities include:

- Check in with the Site Supervisor to maintain the integrity of the voting process
- Close the Voting Place at 8:00 p.m. or as otherwise directed

After the close of the Voting Place responsibilities include:

- return materials from the Voting Place to City Hall

Duties and Responsibilities of the Site Supervisor

Reports To: Ward Captain, Clerk or designate

Pre-Voting Day:

- Attend the training session and sign “Appointment and Oath”, Form EL10-SS
- Familiarize themselves with the election Ballots, forms, oaths, Voters’ Lists, Voting Place, and relevant Sections of the **Municipal Elections Act, 1996**

Voting Day:

Before the opening of the Voting Place responsibilities include:

- Arrive at the Voting Place one hour prior to opening, or as otherwise directed
- Set up the Voting Place and assist where necessary in the setup of voting stations
- Ensure the removal of all campaign material in the area surrounding the Voting Place
- Allow any Scrutineers present fifteen minutes prior to the opening of polls to inspect the Ballot box and place their seals
- Open the Voting Place at the start of voting (10:00 a.m.)

During Voting Hours Responsibilities include:

- Effectively manage the operation of the Voting Place, ensuring all required documentation is completed
- Work with election staff to maintain an appropriate and respectful work environment, and resolve any personnel matters
- Ensure the conduct and integrity of the voting process
- Assist poll workers, as required
- Ensure that the Voting Place is free of campaign material and is private
- Contact the Ward Captain in the event of emergency
- Close the Voting Place at 8:00 p.m. or as otherwise directed

After the close of the Voting Place responsibilities include:

- Ensure the cleanup of the Voting Place and return materials from the Voting Place to City Hall

Duties and Responsibilities of the Deputy Returning Officer

Reports To: Site Supervisor, Clerk or designate

Pre-Voting Day:

- Attend the training session and sign “Appointment and Oath”, Form EL10-DRO
- Be familiar with the election Ballots, forms, oaths, Voters’ Lists, Voting Places, and relevant Sections of the **Municipal Elections Act, 1996**

Voting Day:

Before the opening of the Voting Place responsibilities include:

- Arrive at the Voting Place one hour prior to opening, or as otherwise directed
- Set up the voting station and assist where necessary in the setup of the Voting Place
- Assist with the removal of all campaign material in the area surrounding the Voting Place
- Sign “Certificate and Receipt for Ballots” Form EL25(A)
- Open the voting station at the start of voting (10:00 a.m.) or as otherwise directed (i.e., institutions)

During voting hours responsibilities include:

- Ensuring the conduct and integrity of the voting process
- Determine the eligibility of voters
- Ensure that all Electors who request a Ballot receive a Ballot
- Ensure that the Voting Place is free of campaign material and is private
- Administer oaths, as required
- Ensure that all Ballots are accounted for
- Close the voting station at close of voting (8:00 p.m.) or as otherwise directed

After the close of the Voting Place responsibilities include:

- Reconcile the number of Ballots remaining after the close of polls

- Assist the Tabulator Deputy Returning Officer in a manual count, if required
- Assist with the Voting Place cleanup

Duties and Responsibilities of the Revision Deputy Returning Officer

Reports To: Site Supervisor, Clerk or designate

Pre-Voting Day:

- Attend the training session and sign “Appointment and Oath”, Form EL10-RDRO
- Be familiar with the election Ballots, forms, oaths, Voters’ Lists, Voting Places, and relevant Sections of the **Municipal Elections Act, 1996**

Voting Day:

Before the opening of the Voting Place responsibilities include:

- Arrive at the Voting Place one hour prior to opening, or as otherwise directed
- Set up the voting station and assist where necessary in the setup of the Voting Place
- Assist with the removal of all campaign material in the area surrounding the Voting Place
- Sign “Certificate and Receipt for Ballots” Form EL25(A)
- Open the voting station at the start of voting (10:00 a.m.) or as otherwise directed (i.e., institutions)

During voting hours responsibilities include:

- Ensuring the conduct and integrity of the voting process
- Determine the eligibility of voters
- Ensure that all Electors who request a Ballot receive a Ballot
- Make changes to the Voters’ List when needed (add an elector, move an elector, change school support, etc)
- Ensure that the Voting Place is free of campaign material and is private
- Administer oaths, as required
- Ensure that all Ballots are accounted for
- Close the voting station at close of voting (8:00 p.m.) or as otherwise directed (i.e., institutions)

After the close of the Voting Place responsibilities include:

- Reconcile the number of Ballots remaining after the close of polls
- Assist the Tabulator Deputy Returning Officer in a manual count, if required
- Assist with the Voting Place cleanup

Duties and Responsibilities of the Tabulator Deputy Returning Officer

Reports To: Site Supervisor, Clerk or designate

Pre-Voting Day:

- Attend the training session and sign “Appointment and Oath”, Form EL10-TDRO
- Be familiar with the election Ballots, oaths, Voting Place, and relevant Sections of

the **Municipal Elections Act, 1996**

Voting Day:

Before the opening of the Voting Place responsibilities include:

- Arrive at the Voting Place one hour prior to opening
- Assist with the removal of all campaign material in the area surrounding the Voting Place
- Set up the tabulator station and assist where necessary in the setup of the Voting Place
- Open the voting station at the start of voting (10:00 a.m.) or as otherwise directed

During voting hours responsibilities include:

- Ensure the conduct and integrity of the voting process
- Ensure that the Voting Place is free of campaign material and is private
- Ensure that all Ballots are processed through the tabulator and accounted for
- Close the voting station at the close of voting (8:00 p.m.)

After the close of the Voting Place responsibilities include:

- Obtain the tabulator count and reconcile total with Ballots issued
- In the event of a manual count, decide whether a Ballot is to be counted or not with the assistance of the Site Supervisor
- Seal the Ballot box
- Ensure the cleanup and return materials from the Voting Place to City Hall (if required)

Duties and Responsibilities of the Greeter

Reports To: Site Supervisor Site, Clerk or designate

Pre-Voting Day:

- Attend the training session and sign "Appointment and Oath", Form EL10-G.
- Be familiar with the election forms, oaths, Voting Places, and relevant Sections of the **Municipal Elections Act, 1996**

Voting Day:

Before the opening of the Voting Place responsibilities include:

- Arrive at the Voting Place 1/2 hour prior to opening
- Assist with setup of the Voting Place
- Assist with the removal of all campaign material in the area surrounding the Voting Place
- Be ready to assist Electors at the start of voting (10:00 a.m.)

During voting hours responsibilities include:

- Welcome voters; ask voters if they have their Voter Notification Card (VNC) and ID
- Provide assistance to voters if required
- Direct voters who have their VNCs to an available voting station
- Direct voters without ID to the Revision DRO
- Close the voting station

After the close of the Voting Place responsibilities include:

- Assist with the cleanup of the Voting Place

Duties and Responsibilities of the Runner

Reports To: Clerk or designate

Pre-Voting Day:

- Attend any required training session and sign “Appointment and Oath” Form EL10-R.
- Be familiar with the Voting Places and relevant Sections of the **Municipal Elections Act, 1996**

Voting Day:

Before the opening of Voting Places responsibilities include:

- Arrive at City Hall ½ hour prior to opening of polls, or as directed
- Assist with distribution of materials to poll officials

During voting hours responsibilities include:

- Work with City Hall staff, the Clerk or Designate, and Voting Place Site Supervisors to determine material and site requirements throughout the day
- Deliver appropriate materials and supplies to Voting Places

Advance Vote

Advance Voting (Section 43)

Electors will have an opportunity to cast a Ballot on Voting Day or at an Advance Vote. As per the **Act**, the Clerk shall establish the dates, number and location of Voting Places and hours of advance voting opportunities.

Advance Walk-in Voting

The in-person Advance Vote will take place on Wednesday, October 14th at the Healthy Planet Arena (911 Monaghan Rd) from 10:00 a.m. to 8:00 p.m. Electors from any Ward may cast a Ballot at the in-person Advanced Vote. In addition, internet voting kiosks will be available at the Advance Vote. This information will be published on the City’s website in advance of the election.

An internet voting kiosk will also be available at City Hall October 19-23 from 9:00 a.m. to 4:00 p.m.

Student Advance Voting

Election staff will attend Fleming College and Trent University so that students may vote and/or be added to the Voters’ List. This will occur in October with final date(s) and time(s) to be coordinated with the post-secondary institutions in order to maximize student response and will be posted to the City’s website closer to the election.

High-Density Senior Advance Voting

Election staff have identified several high-density residential buildings in the City that

house seniors. These buildings will be a Voting Place, specific to these Electors during the Advanced Vote. Final date(s), time(s) and location(s) will be posted to the City's website closer to the Voting day.

City Hall Accessible Advance Voting

An in-person Voting Place with accessible voting technology will be available to anyone attending City Hall on weekdays from October 19, 2026 through October 23, 2026 during the hours from 9:00 a.m. to 4:00 p.m.

This small, single Voting Place is intended to provide an advance voting option to Electors on a low volume scale. The Voting Place will feature accessible voting technology including an audio tactile interface where Electors may hear the Ballot, and use a touch pad, paddles or sip and puff features to independently select Candidates of their choice.

Advance Voting Results

The Clerk shall, on the day the Advance Vote is to be held, receive from the Ward Captain and Site Supervisor after the close of the vote, the Ballot box and other materials and documents for safekeeping.

Ballots are counted by Election Officials after the close of the Voting Places at 8:00 p.m. on Voting Day, October 26, 2026. Candidates or Scrutineers, but not both (see Count Procedures), are entitled to be present. Ballots cast during the Advance Vote will be counted at City Hall on Voting Day Ballot

Alternative Voting Technology (Internet Voting and Tabulators)

Authority to Use Alternative Voting Technology (Section 42)

A by-law authorizing alternate voting methods must be passed on or before May 1 in the year before the year of the election. On September 3, 2025, By-Law No. 25-102 was passed, authorizing the use of internet/alternative voting technology for the 2026 Municipal and School Board election in the City of Peterborough.

System Integrity

An Auditor, appointed by the Clerk, shall test the integrity of the Internet Voting System. The test(s) shall include, but not be limited to the following:

- Overall external application security;
- Firewall;
- Intrusion detection, monitoring and alerting;
- Password strength, authentication and session management;
- Host configuration and application security.

Secrecy

All Election Officials will take an appropriate oath specific to their position.

All complaints regarding any breaches of secrecy shall be documented by the Election Official and referred to the Clerk and/or designate for review.

Preparation of Voter Notification Cards (VNCs)

Voter Notification Cards will contain unique PINS for Elector registered to vote with the City of Peterborough. VNCs will be distributed late September/early October.

The Voters' List will be used to produce the Voter Notification Cards.

The Voter Notification Cards will contain:

- a) The elector's unique PIN number;
- b) Dates, hours and locations of voting (including advance and internet voting)
- c) Voter eligibility criteria;
- d) Location and contact information for the City Clerk's Office (Election Office)

A person cannot give their Voter Notification Card to another eligible elector for the purpose of voting. Acceptance of another person's Voter Notification Card including the actual voting thereof is an illegal and corrupt practice and therefore subject to the penalty provision under the **Municipal Elections Act, 1996**, specifically Sections 89 and 90.

Internet and Voting System Provider

- Voatz Canada Ltd. is the Internet and Voting System Provider. Ensuring that every eligible elector on the Voters' List, as amended, is sent a Voter Notification Card containing the voter's unique PIN, by mail or by email (if the voter chooses); and
- Providing an opportunity for eligible Electors to be added to the Voters' List or to make amendments to the list, until the end of voting on October 26, 2026 at 8:00 p.m.

Amendments to the Voters' List

The Election Office/Clerks Office staff and other Election Officials shall be responsible for the following:

- a) Altering the Voters' List when required (adding an Elector, moving an Elector, etc) by filling out an "Application to Amend Voters' List", Form EL15,
- b) Printing replacement VNCs
- c) Answering election questions and referring detailed questions to the Returning Officer or authorized Election Officials.

Internet Voting

Internet voting will commence on Monday, October 5, 2026 at 12:00 a.m. through to October 26, 2026 at 8:00 p.m.

During the voting period, the Election Office/Clerks Office will be open Monday to Friday, 8:30 a.m. to 4:30 p.m., and on Voting Day between the hours of 8:30 a.m. and

8:00 p.m. Prior to tabulating internet votes, Candidates or their Scrutineers may be present to verify and ensure that all totals of votes cast are at “0” in the Elections Management System prior to tabulating internet votes.

Electors will be able to access a designated internet address and cast their vote. Every Elector shall be limited to one Ballot for all races and questions, for which they are entitled to vote,.

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

Once the Voter PIN has been used to complete the Ballot, it cannot be used again.

The names of Electors who have voted during the voting period will be provided to Candidates electronically through the Candidate portal and by running an extract “Internet Voting” is indicated as the location.

Duplicate Voter Notification Cards

Duplication of names on the Preliminary List of Electors shall be investigated by the Clerk and/or Election Official(s). All obvious duplicate names of individuals shall be deleted prior to the final preparation of the Voters’ List as certified by the Clerk.

However, should an Elector receive more than one Voter Notification Card, the Elector may only vote once and must return the other Voter Notification Card(s) to the municipal Election Office and complete an “Application to Amend Voters’ List”, Form EL15, to remove the duplicate name(s).

The Clerk and the Election Official(s) shall ensure a complete audit trail is maintained of all Voter Notification Cards that were:

- a) Sent to Electors;
- b) Returned from the Post Office;
- c) Returned by an elector or other individual(s) prior to the election;
- d) Re-issued to an eligible elector; and
- e) Assigned by Election Officials to eligible Electors that have completed “Application to Amend Voters’ List”, Form EL15.

Vote Tabulator

Tabulator Deputy Returning Officer

The Clerk shall assign Tabulator Deputy Returning Officers (TDROs) who shall be responsible for the operation of the vote tabulators including receiving Ballots and feeding Ballots into the tabulator. They will be responsible to assist with results reporting.

Programming of the Vote Tabulator

The vote tabulator shall be programmed so that there is a printed record of the number of votes cast for each Candidate for each contest for each poll, as per the instructions in the operator's manual.

The vote tabulator shall be programmed so that Ballots that are damaged or defective or have been marked in such a way that they cannot be properly processed by a vote tabulator are returned by the tabulator to the Tabulator Deputy Returning Officer/ designate.

Testing the Vote Tabulators

Before Voting Day and Advanced Vote, the Clerk shall test the vote tabulators to ensure that they will accurately count the votes cast for all Candidates. The test shall be conducted, based on the principles of the Logic & Accuracy Testing Procedures provided by the vendor. The Clerk shall, at the successful completion of the test, seal the blank USB sticks to the vote tabulator.

If the Clerk detects any error in the test, the cause of the error shall be ascertained and corrected and the test repeated until an errorless count is made or the tabulator will be replaced.

Replacing a Defective Tabulator on a Voting Day

The Clerk or designate is responsible for replacing defective vote tabulators. The replacement of the defective vote tabulator shall be undertaken in full view of any Scrutineers, and any other election staff assigned. The procedure for replacing a vote tabulator shall be as follows:

If a unit becomes defective the TDRO will unseal and begin feeding Ballots into the sealed auxiliary compartment on the Ballot box. To replace the tabulator, the Clerk, or designate, shall:

- 1) Turn off the defective vote tabulator,
- 2) Break the security seal,
- 3) Remove the USB stick(s) from the defective vote tabulator,
- 4) Remove the defective vote tabulator from the Ballot box and replace it with a new vote tabulator,
- 5) Install USB stick(s) into new vote tabulator and affix the security seal,
- 6) Switch power on to the new vote tabulator.

Upon completion of these procedures, the TDRO shall perform the following procedures in full view of any Scrutineers, Electors and any other election staff:

- 1) Remove the uncounted Ballots from the auxiliary compartment of the Ballot box,
- 2) Feed the uncounted Ballots face down into the vote tabulator,
- 3) Seal the auxiliary compartment.
- 4) Continue operation of the vote tabulator until the close of the Voting Location..

Invalid/Undefined Marks

In the circumstance where an Elector has marked their Ballot in such a manner that the vote tabulator cannot read it properly and/or an Elector has damaged their Ballot, the vote tabulator will return the Ballot.

The TDRO will advise the Elector that there is a problem with the Ballot and that the elector may:

- 1) Take back their Ballot and correct any errors.
- 2) Request a new Ballot from the DRO/RDRO (this may be done only once)

Should a Ballot, at any time, jam against the Ballot box when exiting the vote tabulator, the TDRO may move the Ballot box back slightly and manually assist the Ballot to exit properly. The TDRO will then place the Ballot box back into its original position and continue processing Ballots. If this happens on a frequent basis, the Ballot box may need to be replaced.

Voting Place Procedures on Voting Day

Voting Day will be Monday, October 26, 2026.

The Voting Place is to be open from 10:00 a.m. to 8:00 p.m.

The Site Supervisor will ensure that all Election Officials have taken their oath(s) and been appointed as per their "Appointment and Oath", Form EL10. Oaths ensure Election Officials are aware of the importance of their role and that they keep elector information confidential. All complaints regarding any breaches of secrecy shall be reported to, and documented by, the Site Supervisor as well as questions and answers of the complainant and referred to the Clerk.

Election Officials must ensure the following items are at the Voting Place:

- Ballot box and tabulator
- Ballots and secrecy folders
- Ballot marking devices
- Voting screens
- Revision forms
- any other material issued by the Clerk

Only Election Officials, qualified Candidates and Scrutineers may remain in the Voting Place throughout the day. One Scrutineer appointed for each certified Candidate for each Ballot box in use at the Voting Place may be present - only the Candidate or their Scrutineer may be present, but not both. Scrutineers must present their certificates of appointment to the Site Supervisor to be eligible to enter the Voting Place.

It is the responsibility of the Site Supervisor, together with all Election Officials, to ensure the smooth operation of the Voting Place. If, in the Election Official's opinion, individuals present at the Voting Place are interfering with this process, then the Election Official should report the problem to the Site Supervisor who will remedy the situation, document an incident report, and shall report the circumstances to the Ward Captain.

Examining Election Material

Candidates or Scrutineers who are present have the opportunity to inspect the Ballots, Ballot box, and all other materials relating to the Voting Place. This must be done during the fifteen-minute period prior to the opening of the Voting Place, provided this does not interfere with the opening of the Voting Place.

The Tabulator DRO must then demonstrate to anyone present that the Ballot box is empty and then seal it in such a way that it cannot be opened without breaking the seal. Sealing of the Ballot box will be done by the TDRO at 9:50 a.m.

Opening of the Voting Place

At exactly 10:00 a.m., the doors to the Voting Place shall be opened. At this time Election Officials should be ready to receive Electors.

Use of electronic devices are prohibited in Voting Places, except by authorized Election Officials or under their direction. All devices must be set to vibrate upon entry to the Voting Place.

Acceptable Documents for Voter Identification

As outlined in Ontario Regulation 304/13, an Elector must present one of the following documents showing their name and qualifying address in order to receive a Ballot:

1. An Ontario driver's licence
2. An Ontario Photo Card
3. An Ontario motor vehicle permit (vehicle portion)
4. A cancelled personalized cheque
5. A mortgage statement, lease or rental agreement relating to property in Ontario
6. An insurance policy or insurance statement
7. A loan agreement or other financial agreement with a financial institution
8. A document issued or certified by a court in Ontario
9. Any other document from the government of Canada, Ontario or a municipality in Ontario or from an agency or such a government
10. Any document from a Band Council in Ontario established under the **Indian Act (Canada)**
11. An income tax assessment notice
12. A Child Tax Benefit Statement
13. A Statement of Employment Insurance Benefits Paid T4E
14. A Statement of Old Age Security T4A (OAS)
15. A Statement of Canada Pension Plan Benefits T4A (P)
16. A Canada Pension Plan Statement of Contributions
17. A Statement of Direct Deposit for Ontario Works
18. A Statement of Direct Deposit for Ontario Disability Support Program
19. A Workplace Safety and Insurance Board Statement of Benefits T5007
20. A property tax assessment
21. A credit card statement, bank account statement, or RRSP, RRIF, RHOSP or T5 statement

22. A CNIB Card or a card from another registered charitable organization that provides services to persons with disabilities
23. A hospital card or record
24. A document showing campus residence, issued by the office or officials responsible for student residence at a post-secondary institution
25. A document showing residence at a long-term care home under the *Fixing Long-Term Care Act, 2021*, issued by the Administrator for the home.
26. A utility bill for hydro, water, gas, telephone or cable TV or a bill from a public utilities commission
27. A cheque stub, T4 statement or pay receipt issued by an employer
28. A transcript or report card from a post-secondary school

Requirement to Provide Proof of Identity

All Electors will be required to provide proof of identity and residence in order to obtain a Ballot. An elector on the Voters' List without identification may complete a Declaration of Identity, Form 9.

Challenging Eligibility

If a Candidate or Scrutineer challenges the right of a person to vote, the DRO/RDRO must note it for the person's name on the Voters' List "objected to by (the name of the Candidate)" or "objected to by (name of Scrutineer) on behalf of (name of Candidate)". The DRO/RDRO may also challenge an individual on their own initiative if they have reason to believe the person is not entitled to vote in that Voting Place. In either case, the challenged individual must then take the "Oath of Qualification", Form EL26.

If they refuse, a Ballot must be refused and the words "refused to affirm" or "refused to be sworn" must be entered for that person's name on the Voters' List.

Usual Voting Procedure

When an Elector arrives at a Voting Place to vote, the DRO/RDRO must be satisfied that the person is entitled to vote. With the assistance of the RDRO, Electors may be added to the Voters' List.

Prior to giving a Ballot to an Elector, the DRO/RDRO must mark their initials on the Ballot so that they are clearly visible. If an elector is unsure of the voting procedure, the DRO/RDRO must briefly and accurately explain the procedure.

As required by Section 52 (1) of the Act Electors shall provide the prescribed proof of identity and residence as per O. Reg. 304/13 or complete the "Oath of Qualification", Form EL26.

The Elector must proceed immediately to the voting booth, mark the Ballot with the pen provided, place it in the secrecy folder leaving the DRO/RDRO's initials exposed and, without delay, take it to the Tabulator DRO without letting anyone see what marks have been made on the face of the Ballot. The Tabulator DRO will feed the Ballot into the tabulator. The Elector should stay long enough to make sure the Tabulator DRO deposits the Ballot in the Ballot box. If the Elector has made an error casting their Ballot (over voted) the elector will need to complete a new one. An Elector is only entitled to

receive one additional Ballot. Once the tabulator has accepted the Ballot, then the Elector should leave the Voting Place.

A person whose Ballot has been placed in the Ballot box by the Tabulator DRO is deemed to have voted and is not, under any circumstances, entitled to another Ballot.

Overvote: An **overvote** occurs when one votes for more than the maximum number of selections allowed in a contest. The result is a spoiled vote which is not included in the final tally for that contest.

Undervote: An **undervote** occurs when the number of choices selected by a voter in a contest is less than the minimum number allowed for that contest or when no selection is made for a single choice contest.

Composite Ballots (Section 41(5))

The City of Peterborough will use a composite Ballot to elect Candidates in the 2026 Municipal and School Board Election. A composite Ballot contains all contests (Mayor, Councillor, and School Board Trustee) that an Elector is eligible to vote for on one Ballot. Undervoting will only affect the selections made for the contest and not the entire Ballot. For example, an Elector may not wish to vote for any School Board Trustees. Their selections for the Mayor and/or Councillor contests would still be counted, provided they were completed correctly.

Cancelled Ballots

An accidentally spoiled Ballot may be returned to the DRO/RDRO in exchange for a new one. The DRO/RDRO must immediately write "cancelled" on the Ballot and place it in the envelope provided for cancelled Ballots. The cancelled Ballot shall be tracked by the DRO/RDRO, so as not to lose count of the total number of Ballots issued. They do not count toward the total number of votes cast.

Forfeited Ballots

An elector is no longer entitled to vote if, after receiving a Ballot, they leave the Voting Place with the Ballot. The DRO/RDRO must immediately write "forfeited" on the Ballot and place it in the envelope provided for forfeited Ballots. The forfeited Ballot shall be tracked by the DRO/RDRO, so as not to lose count of the total number of Ballots issued. They do not count toward the total number of votes cast.

Declined Ballot (Section 52(5))

When an elector declines the right to vote for all offices for which they are entitled to vote, the Ballot may be marked as "declined" and placed in the envelope provided for declined Ballots.

Where an elector wishes to decline to vote for at least one office, and to vote for at least one office, the elector should be issued a Ballot and should mark the Ballot except for the office being declined. The marked Ballot should be given to the Tabulator DRO and placed in the tabulator.

Amendment of Voters' List

If a person arrives at a Voting Place and is not on the Voters' List, they must complete the "Application to Amend Voters' List" Form EL15. The RDRO shall request proof of identification as prescribed. That person's name and address must then be added to the Voters' List by the RDRO and then issued a Ballot.

Electors Requiring Assistance (Section 52(1)4)

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

Oral Oath of Friend of Elector

An Elector may request that a friend accompany them into the voting booth to assist in marking their Ballot. A friend may be anyone accompanying the elector. Anyone acting as a friend shall be required to take the Oral Oath of Friend of Elector on the "Oral Oath of Friend or Interpreter", Form EL27. No person shall be allowed to act as a friend of more than one Elector at a Voting Place, except a Voting Place established under Section 45(7). A DRO/RDRO can assist as many voters as required to mark their Ballot if requested by the voter.

Oral Oath of Interpreter

Where the Election Official does not understand the language of an Elector, an interpreter, provided by the Elector, shall take the Oral Oath of Interpreter on the "Oral Oath of Friend or Interpreter", Form EL27, and shall translate the oath as well as any lawful questions asked of the Elector. There is no limit to how many Electors an interpreter can assist.

The Record Shows an Elector has Already Voted

Provision is made to allow an Elector to vote if it appears that someone else has already voted in their name or that the Voters' List has been marked in error. The Elector must be willing to sign the written "Oath of Qualification" Form EL26 and provide proof of identity and residence as prescribed. The irregularity is noted and the elector is once again struck off the list.

Closing the Voting Place

The Voting Place shall be closed at exactly 8:00 p.m. sharp. Anyone waiting in line in the Voting Place at the close of voting is entitled to vote.

Scrutineers

Scrutineer Qualification and Appointment by Candidate (Sections 16 and 47)

A Candidate may appoint Scrutineers to represent them during voting and at the counting of the votes, or during a recount. A municipality, local board, or Minister may also appoint Scrutineers in relation to voting on a by-law or question submitted to Electors.

Where an appointment is made by a Candidate, it shall be made using the “Appointment of Scrutineer By Candidate”, Form EL12. The form to appoint Scrutineers must be signed by the Candidate. The Candidate shall provide the signed form to their Scrutineer, who will be required to present it to the Site Supervisor at a Voting Place or the Clerk or designate at City Hall.

Scrutineers’ Rights and Prohibitions

Each Scrutineer shall be responsible for their conduct, rights and prohibitions as set out on the applicable appointment form.

Rights

Candidates and Scrutineers are permitted to be present when Ballot boxes and materials related to the opening and closing of Ballot box procedures occur. They are also permitted to observe – but not touch - election materials and the election process during voting hours, and ask questions of Voting Place Election Officials, where it doesn’t interfere with an Elector casting a Ballot.

Since the City of Peterborough uses an electronic Voters’ List, Candidates or Scrutineers are not permitted to ask Voting Place Election Officials to inspect the Voters’ List. Candidates are provided with access to a Candidate Portal where they are able to extract the list to see who has voted.

Prohibitions

Scrutineers and Candidates are prohibited from the following:

- Attempting, directly or indirectly, to interfere with how an Elector votes;
- Attempting to campaign or persuade an Elector to vote for a particular Candidate;
- Displaying a Candidate’s election campaign material in a Voting Place or counting place;
- Compromising the secrecy of voting;
- Interfering or attempting to interfere with an elector who is marking a Ballot;
- Obtaining or attempting to obtain, in a Voting Place, any information about how an elector intends to vote or has voted, and;
- Communicating any information obtained at a Voting Place about how an elector intends to vote or has voted.

Count Procedures

Materials Delivered to Clerk (Section 55)

As soon as possible after counting the votes, the Ward Captain/TDRO/Site Supervisor shall:

- a) Prepare a statement supplied by the Clerk, in duplicate, showing the results of the election at the Voting Place or counting location;
- b) Seal the Ballot box so that Ballots cannot be deposited in or withdrawn from it without breaking the seal; and
- c) Deliver the original statement of results, Ballot box, tabulator, and all election material to the clerk at City Hall.

Advance Vote Count (Section 43 (5))

The Clerk shall receive from the Ward Captain or designated Election Official after the close of the vote on the in-person Advance Vote, the Ballot box, tabulator and other materials and documents for safekeeping at City Hall. The accessible Advance Vote tabulator shall also be secured at the end of each Advance Vote day.

Tabulator DROs will shut down the tabulators at the end of the Advance Vote but will not count Ballots by closing the poll and running results tapes. Results will be compiled by Election Officials after the close of the vote (8:00 p.m.) on Voting Day, October 26, 2026. Candidates, except a Candidate declared elected by acclamation, or Scrutineers are entitled to be present when the count occurs.

Count Procedures for Internet Voting

Internet voting ends at 8:00 p.m. on October 26, 2026. Electors already signed into the Internet Voting System prior to 8:00 p.m. will be able to complete their vote.

At the close of internet voting the Clerk or designate shall initiate the close and deactivation of the Internet Voting System and shall also request the tabulation of the results for each Candidate.

Count Procedures for Vote Tabulators

At the close of voting on Vote Day, the TDRO will “close the polls” on the vote tabulator, and will proceed with the same process as they would at an advance vote, leaving safety seals and USB memory cards intact in the tabulator.

After completing closing tasks at the Voting Place, the Ward Captain and/or designate shall return the vote tabulator, and other materials related to the count, including tabulator printout tapes, and transport them to City Hall. Once at City Hall the tabulator USB sticks will be removed from the tabulators and election results will be uploaded along with tabulator tapes being printed.

Count Procedures at City Hall

- 1) Only the Clerk, appointed Election Officials, certified Candidates (an acclaimed Candidate or their Scrutineer is not permitted) and authorized Scrutineer will be permitted to remain at the count.
- 2) Entrance to the count will not be permitted after 8:00 p.m. on October 26, 2026 and only Election Officials will be allowed to enter thereafter. Candidates and Scrutineers are to arrive between 7:45 p.m. and 8:00 p.m. Once admitted to the count, no one shall be permitted to leave until the results are received and the Vote Count Summary Report or Statement of Election Report has been signed by all in attendance. At this time Scrutineers or Candidates can sign the tabulator tapes.
- 3) A person appointed as Scrutineer shall also produce and show their Form EL12 to the Clerk. They will also be required to take the Oral Oath of Secrecy from the Clerk.
- 4) The Clerk or designate may require Candidates, Scrutineers and other

authorized attendees to show proof of identity as prescribed.

- 5) Anyone who is creating a disturbance at the vote counting will be removed as directed by the Clerk. Cell phones and other equipment shall be turned off upon entering the count and their use is prohibited, except by Election Officials.

The Clerk shall report the “unofficial” results when all results have been received from all sites/locations. The final results of each Candidate by category of polling subdivisions shall be available as soon as practical thereafter. They will be published on the City’s website.

Notice of Results

The unofficial results for each Candidate by office, as applicable, shall be made available by the Clerk after 8:00 p.m. on Monday, October 26, 2026, at the City Clerk’s Office and the Clerk shall post the same Unofficial Results on the municipality’s website.

As soon as possible after Voting Day, the Clerk shall declare the Official Results using “Certificate of Election Results”, Form EL08, and post the results on the City’s website. The Clerk will forward the Certificate of Election Results EL08 to the City of Oshawa for their declaration of results for the Conseil Scolaire Viamonde and Conseil Scolaire Catholique Mon Avenir School Board Candidates.

Recount

Recount Procedures (Sections 56-58)

The Clerk must conduct a recount (Section 56):

- When there is a tie vote where both or all Candidates cannot be declared elected (Automatic)
- When the votes for the affirmative and negative on a by-law are equal (Automatic)
- When the votes for two or more answers to a question are equal (Automatic)
- By resolution of council (for council offices or questions, or by-laws submitted by council)
- By resolution of local board (for offices on a local board or questions or by-laws submitted by a local board)
- By order of the Minister (for questions submitted by the Minister)
- By order of the Superior Court of Justice

Where there is a tied vote for the election of a Candidate to an office and both or all of the Candidates cannot be declared elected, or where there is a tied vote on a by-law or question, the Clerk must hold a recount of the results of the election within 15 days after the declaration, required by Section 56(2).

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

Costs of Recount (Section 7(3) and 7(4))

As per the **Act**, the costs incurred by the Clerk to conduct a recount are to be paid by the municipality as soon as possible after the Clerk has signed a certificate verifying the amount. The municipality is to be reimbursed for its reasonable costs in the following situations:

- 1) When the Clerk conducts a recount in a regular election with respect to,
 - i. an office on a local board or an upper tier municipality,
 - ii. a by-law or question submitted by an upper-tier municipality, or
 - iii. a question submitted by a local board or by the Minister.
- 2) When the Clerk conducts a by-election for a local board or an upper tier municipality or the Minister, or a recount in such a by-election.

Any expenses incurred by a Candidate will be the responsibility of the Candidate, e.g., legal counsel in attendance on behalf of the Candidate.

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

Who Conducts the Recount (Section 56)

The Clerk conducts all recounts for elections for which they are responsible except recounts conducted by the Superior Court of Justice upon appeal.

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

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

The recount is to be held within 15 days after the resolution is passed or the order is made. An order of the Minister must be made within the same time frame. The incoming council or local board is not able to decide on a recount.

Application to Superior Court of Justice (Section 58)

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

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

The court, if satisfied there are sufficient grounds, shall make an order requiring the Clerk to hold a recount. The recount is to be held within 15 days after the Clerk receives a copy of the order.

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

The votes cast by paper Ballot to be included in the recount are as follows:

- In a recount for a tied vote, the votes cast for Candidates who are tied.

- In a recount being conducted under the authority of a council or local board resolution, the votes cast for Candidates named in the resolution (all or specified Candidates).
- In a recount being conducted under the authority of a court order, the votes cast for Candidates named in the order (all or specified Candidates).

The Clerk may include the votes for any other Candidate(s) for the office for which the recount is being conducted. The practical application of this provision would be for the Clerk to include any Candidate whose vote total was, in the Clerk's opinion, close enough to possibly be affected by the recount. Votes cast using the Internet for all Candidates in the contested race will also be counted.

Persons Entitled to be Present at Recount (Section 61)

The following people are entitled to be present at a recount:

- The Clerk and any other Election Official appointed to assist with the recount.
- Every certified Candidate for the office.
- The applicant, in the case of a recount who applied for the recount.
- Legal counsel for any of the above.
- Each certified Candidate for the office involved or an applicant may appoint a Scrutineer for the recount or each recount station established by the Clerk.
- Where the recount applies to a by-law or question, such Scrutineers as appointed by council, a local/school board or the Minister.
- Where Scrutineers are appointed under Sections 61(3) or (4), an equal number must be appointed for each possible response to the by-law or question.
- Any other person may be present with the Clerk's permission.

Notification of Recount Date, Time, Place (Sections 56-58 and O. Reg. 101/97)

The Clerk shall give notice of the recount date, time and place to the following:

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

The Clerk may conduct the recount by adding the votes from the statements of results prepared by Election Officials under Subsection 55(1) of the **Act**, rather than by opening the Ballot boxes and counting as described in O. Reg. 101/97 (s4.2, 4.3), if a recount under those rules is waived by:

- Each certified Candidate subject to the recount under Section 56, 57, 58 or 59 of

- the **Act** who is present, in the case of a recount in an election for office;
- The council that submitted the by-law, in the case of a recount in an election to obtain the assent of the Electors to a by-law;
 - The Minister, council or local board that submitted the question, in the case of a recount in an election to obtain the opinion of the Electors on a question; and
 - The applicant, if they are present, in the case of a recount ordered under Section 58 of the **Act**.

Process at Recount (Sections 60)

Once the recount process has commenced, it must continue to completion. The Clerk is to conduct the recount in same manner as the original count, whether manually or by vote-counting equipment. For internet voting, the Clerk shall re-issue the Vote Count Summary Report indicating the results and votes cast, as per processes established by the internet voting provider. For walk-in Voting Places, tabulator tapes shall be re-run from the tabulator USB sticks used on election day.

A judge who orders a recount under section 58 may determine that a recount shall be held in a different manner and specify the manner.

Results of Recount (Section 62)

Upon completion of the recount, the Clerk will announce the results of the recount, and if there are any disputed Ballots:

- i. Announce the number,
- ii. Announce the results if the disputed Ballots were excluded, and
- iii. Write the number of the Voting Place on the back of and initial each disputed Ballot, place them in a separate envelope clearly marked so as to indicate its contents, and seal the envelope.

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

Continuing Tie Vote – After Recount Procedures (Section 62 (3) and 63 (10))

Pursuant to Section 62 (3) and 63 (10) in the case of a tied vote following the recount the Clerk shall determine the result by lot. The Clerk shall write the name of each Candidate on equal-sized pieces of paper. They are then put in a “hat”. The Clerk shall announce, prior to the draw, that “the Candidate to be elected shall be the Candidate whose name is written on the first piece of paper I draw out of the hat.” The paper will be pulled from the hat and the Candidate elected is announced.

The results of the recount will be posted in the municipal office and on the website by noon, the day following the completion of the recount. The Clerk will notify everyone notified of the recount, of the results of the recount in writing.

Notice of Final Certified Results – Section 62(4)

Unless an application has been made for a judicial recount, the Clerk, on the 16th day after the recount is completed, will declare the successful Candidate or Candidates elected or will declare the result of the vote with respect to a by-law or a question by posting a Declaration of Recount Results at City Hall and on the City's website. The Declaration shall also be sent to everyone previously given notice of the recount.

Financial Disclosure

All Candidates shall file with the Clerk, the "Financial Statement – Auditors Report", Form 4, and all third-party advertisers shall file with the Clerk, the "Financial Statement – Auditor's Report", Form 8 on or before 2:00 p.m. on March 30, 2027 to report campaign expenses during the campaign period. Forms may be filed after October 27, 2026.

Financial forms will be posted to the City's website after the filing deadline.

Notice to Candidates

At least 30 days before the filing date, but no later than March 1, 2027, the Clerk shall give every Candidate whose nomination was filed, by registered mail, notice of:

- All the filing requirements of this section; and
- The Candidate's entitlement to receive a refund of the nomination filing fee if they meet the requirement
- The penalties set out in Subsections 88.23 (2) and 92 (1).

The notice shall be given on "Notice to Candidate of Filing Requirements", Form EL42. A "Notice of Default", Form EL43, shall be given to the Candidate by registered mail and to the relevant council or local board in the event that a Candidate has not submitted the "Financial Statement – Auditors Report", Form 4, by 2:00 p.m. on March 30, 2027.

Notice to Third-party Advertisers

At least 30 days before the filing date, but no later than March 1, 2027, the Clerk shall give every registered third-party advertiser, by registered mail, notice of:

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

The notice shall be given on "Notice to Registered Third-party of Filing Requirements" Form EL42B. A "Notice of Default – Registered Third-party", Form EL43B shall be given to the registered third-party advertisers by registered mail, that has not submitted the "Financial Statement – Auditor's Report" Form 8 on or before 2:00 pm on March 30, 2027.

Status of Candidates and Third Parties

As soon as possible after April 30, 2027, the Clerk shall make available on the municipal website a report listing all Candidates and registered third-party advertisers and indicating their compliance with Section 88.25 (Candidates' Financial Statements, etc.) or 88.29 (1) (Financial Statements, etc. of Registered Third Parties).

Refund of Filing Fee (Section 34)

A Candidate is entitled to receive a refund of the nomination filing fee if they file the “Financial Statement - Auditor’s Report”, Form 4 on or before 2:00 p.m. on March 30, 2027.

Extension of Campaign Period

A Candidate or registered third-party advertiser may file for an extension to the campaign period in order to continue to raise money to pay off debt. For further information see Sections 88.23 (6) – (8) for Candidates or Sections 88.27 (3) - (5) for registered third parties.

Compliance Audits

A compliance audit is an audit of a Candidate’s election campaign finances or third-party advertiser’s finances and their compliance with the provisions of the **Municipal Elections Act, 1996**.

Compliance Audit Committee

The **Municipal Elections Act, 1996**, as amended, requires that every municipality form an Election Compliance Audit Committee on or before October 1 of an election year for the purposes of Section 88.37.

The Election Compliance Audit Committee will have (at least) three members but not more than 7 who are not employees or officers of the municipality or local board, members of the council or local board, or any persons who are Candidates in the election for which the committee is established. The committee will have the same term of office as the council.

The powers and functions of the Committee are set out in the **Municipal Elections Act, 1996**, Section 88.33. The Committee will:

- Consider compliance audit applications received and decide whether each application should be granted or rejected;
- Advise the applicant of the committee’s reason in writing, if the application is rejected;
- Appoint an auditor to conduct a compliance audit of the Candidate’s election campaign finances, if the application is granted;
- Receive the auditor’s report;
- Consider the auditor’s report and decide whether legal proceedings should be commenced or make a finding whether there were reasonable grounds for the application;
- Recommend to council whether to pursue the recovery of the costs of conducting the compliance audit from the applicant if the auditor’s report indicates there were no apparent contraventions and if it appears there was no reasonable ground for application.

Review of Contributions to Candidates and Registered Third Parties

(Sections 88.34 (1)-(4) and 88.36 (1)-(4))

The Clerk shall review the contributions reported on the financial statements submitted by a Candidate or registered third-party advertiser to determine whether any contributor appears to have exceeded any of the contribution limits under section 88.9 (Maximum Contributions to Candidates) and 88.13 (Maximum Contributions to Registered Third Parties).

Clerk Report on Contributions to Candidates and Registered Third Parties

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 and/or registered third-party advertiser who appears to have contravened any of the contribution limits under section 88.9 (Candidates) and/or section 88.13 (Registered Third Parties) and,

- a) If the contributor's total contributions to a Candidate for office on a council or registered third-party advertiser appear to exceed the limit, the report shall set out the contributions made by that contributor; and
- b) If the contributor's total contributions to two or more Candidates for office on the same council or registered third-party advertiser appear to exceed the limit, 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 and/or 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.

Elector Concerns

An Elector should contact the City Clerk's office for further information or response to a question or concern. If an elector believes that a Candidate's election or registered third-party advertiser's campaign finances contravened the **Municipal Elections Act, 1996**, they should submit an application to the City Clerk for a compliance audit. . Elections@peterborough.ca can be used for general concerns/complaints leading up to the election.

Steps to Apply for a Compliance Audit

1. Electors who wish to apply for a compliance audit can pick up an application form from the City Clerk's Office at City Hall, 500 George Street North, Peterborough or fill out the form on the City's website. All financial statement information will be posted to the city's election website upon filing: <http://www.peterboroughvotes.ca> beginning January 2027.
2. The application must include:
 - Notice that the applicant is eligible to vote as an elector in the municipality; and can vote in the ward of the Candidate in question.

- The applicant's name and contact information, including mailing address, telephone number and email address (if applicable);
 - Name of the Candidate or registered third-party advertiser whose election finances are being questioned and the office they were seeking in the election;
 - The reasons the applicant believes the Candidate or registered third-party advertiser has contravened the provisions of the **Municipal Elections Act, 1996** relating to municipal election campaign finances;
 - Any other relevant information;
 - The date the application is submitted to the Municipal Clerk;
 - The applicant's signature.
3. The request for a compliance audit may be filled out by the electronic form on the City's website, mailed or delivered in a sealed envelope marked "**Private and Confidential**" to:

City Clerk
City of Peterborough
500 George Street North
Peterborough, ON K9H 3R9

Application Deadline

In accordance with Section 88.33(3) of the **Municipal Elections Act, 1996**, all applications must be received by the Municipal Clerk within 90 days after the latest of:

- The filing date under Section 88.30;
- 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
- The Candidate's supplementary filing date, if any, under Section 88.30;
- The date on which the Candidate's extension, if any, under Section 88.23(6) expires.

The City Clerk will forward applications that are complete to the Election Compliance Audit Committee for their consideration within 10 days of receiving the application.

Election Records

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

Retention of Election Records (Section 88)

On February 24, 2027, after 120-day retention period, the Clerk shall destroy the Ballots in the presence of two witnesses. The retention period would be extended in the event

of a recount or if a court orders that they be retained. The Clerks may destroy any other documents and materials related to the election.

Other election records shall be retained in accordance with the City of Peterborough Retention Schedule and/or the Municipal Elections Act..

Accessibility

Electors and Candidates with Disabilities (Section 12.1(1))

The Clerk shall make every effort to accommodate the needs of Electors and Candidates with all levels of abilities.

Accessibility Plan – 12.1(2)

In advance of the election, staff will work with community partners to produce an accessibility plan for the election. This plan will highlight how the City will continue to improve and refine accessibility standards implemented in past elections. The plan will consider the following: Customer Service Standard, Information and Communication Standard, Employment Standard, Transportation Standard, and the Design of Public Spaces Standard.

Accessible Advance Voting

City Hall will be used as a Voting Place for an accessible advance voting opportunity for Electors prior to Voting Day. The opportunity will allow Electors to cast a Ballot in a quiet, distraction-free setting with staff able to provide the Elector with any assistance they may require.

Location - Accessibility

Each Voting Place will be inspected prior to the election to ensure it is accessible for all Electors, meeting our identified standards. Magnifying sheets, book lights and a wheelchair accessible voting station will be available at every Voting Place. Alternative voting technology will be available at City Hall on Voting Day from 10:00 a.m. to 8:00 p.m. in addition to October 19-23 from 9:00 a.m. to 4:00 p.m. Customer Service Feedback forms will be available at each location, and on the City's website to gather feedback from the public.

Alternative Voting Technology and Accommodations

The City of Peterborough will be using a Tabulator with integrated Accessible Voting Ballot Marking Devices from October 19-23 and October 26. The device meets the requirements of the Accessibility for Ontarians with Disabilities Act (AODA) by providing paddles, keypad, or sip-and-puff technology to allow any elector to privately and independently cast a Ballot.

Section 52(1)4. of the Municipal Election Act, 1996 also enables election staff to make reasonable accommodations for Electors who may require additional assistance.

Report (Section 12.1(3))

The Clerk shall post a report on the City's website about the identification, removal and prevention of barriers that affect Electors and Candidates with disabilities before Monday January 25, 2027.

Emergencies

Emergencies (Section 53)

The Clerk may declare an emergency if they are of the opinion that circumstances have arisen that are likely to prevent the election being conducted in accordance with this **Act**. This authority relates not only to the conduct of the vote but also to any aspect of the election process.

On declaring an emergency, the Clerk shall make such arrangements as they consider 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.

Notice of Disruption

In the event of an emergency, as determined by the Clerk, the Clerk or designate shall make reasonable effort to provide notice of the disruption to the public, including information about what service is being disrupted, the reason for the disruption, its anticipated duration, and a description of the alternate facilities or services available. This information will be made available on a “Notice of Election Service Disruption”, Form EL 51, and will be posted at the affected Voting Place and on the City’s website.

Incidents

Although it is impossible to anticipate every emergency, or incident that could prohibit Electors from casting a Ballot at a Voting Place on election day, the following examples outline the process for what might necessitate the Clerk/Returning Officer to issue a Notice of Disruption.

Power Failure

In the event of a power failure in the Voting Place, the Ward Captain will notify the Clerk/Returning Officer who will determine the severity of the incident. Should a Notice of Disruption be required, the Clerk/Returning Officer will make arrangements for the notice to be posted on the City’s website and will direct staff to fill out a notice for all entrances to the location.

Depending on the severity/safety, staff may continue to process Electors already present in the Voting Place using equipment battery backups. Staff will ask Electors outside the Voting Place to vote at the nearest location.

When power is restored, Voting Place staff will notify the Clerk/Returning Officer, who will direct staff to remove the Notice of Disruption at the location, and on the City’s website. Electors shall be permitted to cast a Ballot under normal circumstances. Depending on the length/number of locations affected, voting hours may be extended at the Clerk’s discretion.

Barriers to Accessibility

Every effort shall be made to ensure all Voting Places are accessible. Where barriers to accessibility develop during election day, such as a power assist doorstep working, Voting Place staff will immediately notify the Clerk/Returning Officer who will direct staff to work with the location contact to resolve the problem, and will redeploy additional staff to assist where necessary until the barrier has been removed. A Notice of Disruption will be posted depending on the length/severity of the incident.

Fire, Fire Alarm, Smoke or Gas Smell

Voting Place staff will call 911 and report the incident. If there is no immediate danger,

Voting Place staff will remove portable electronic equipment and the Ballot box from their power supplies and evacuate the building with the election equipment and Ballot box.

After Electors and staff have evacuated the building the Site Supervisor will do a head count/roll call to ensure no one has been left inside. The Ward Captain will then notify the Clerk/Returning Officer who will ensure a Notice of Disruption is posted to the City's website.

Once emergency services determine it is safe, staff may re-enter the building and resume processing Electors. If deemed unsafe to resume voting at that location, the Clerk/Returning Officer may direct staff and Electors to the nearest Voting Place, or another location that has the capacity to handle increased volume. Depending on the length/severity of the event, voting hours may be extended at the Clerk's discretion.

Other

Where other circumstances not explicitly outlined herein arise, an election to which this procedure applies shall be conducted in accordance with the principles of the Municipal Election Act, 1996. If required, the Clerk may consider alternate options for the following:

- Reporting results
- Notification of Electors
- Election Officials
- Voting period (delay of Voting Day, extension of voting hours or day(s))
- Alternate Voting Place or alternate facility

If any part of the voting for an office is not completed, the results will not be released until the voting for that office is completed.

In the event of an emergency, third-party vendors will take direction from the Clerk as to what actions will be taken.

Vote by Proxy

Vote by Proxy is not available for the City of Peterborough 2026 municipal election.

Corrupt Practices

Offences, Penalties and Enforcement (Section 89 and 90)

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 elector's 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 their 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 their candidacy.

A person is guilty of an offence if they:

- Vote without being entitled to do so;
- Vote more times than this *Act* allows;
- Votes in a Voting Place in which they are 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 PIN/Ballot to anyone;
- Delivers to the TDRO, to be placed in a Ballot box, a paper other than the Ballot the DRO/RDRO gave them;
- 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;
- Deals with a PIN, without having authority to do so;
- No person(s) shall solicit a Voter Notification Card containing a PIN, from an eligible elector;
- A person who contravenes any provision of the *Act* or a regulation under the *Act* or a by-law passed by a municipality under the *Act*;
- Attempts to do something described above.

Although many provisions of the **Municipal Elections Act, 1996** also deal with Voting Places, Ballots and Ballot boxes, etc. the same must be used interchangeably with the alternative forms of voting since the principle of the **Act** must be maintained and are therefore enforceable and subject to penalties.

Complaints about actions which may contravene the provisions of the **Municipal Elections Act, 1996** shall be provided in writing to the Clerk at elections@peterborough.ca

Penalties

Elector (Section 90 (2))

A person who commits a corrupt practice 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 for 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 appoint 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 for 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 for a fine of not more than \$50,000 in addition to any other penalty provided for.

Mail Tampering – Criminal Offence and Prosecution

Notification of the voting process and how Electors can vote will be provided on the Voter Notification Card, which will be sent to Electors by mail.

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

Discretionary Powers of the Clerk

The Municipal Elections Act, 1996 Implied and Direct Discretionary Authority of the Clerk	
Section	Short Description
	Summary of Broad Discretionary Authority
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 Minister
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 the Minister.
11(1)	The Clerk is responsible for conducting elections. Unless otherwise provided, the Clerk has broad discretionary authority to determine the form and method of communication for notices, forms and other information provided under the Act .
12(1)	The Clerk may provide for any matter or procedure that is not specifically provided for in the Act or Regulations.
12(2)	The Clerk may establish forms such as oaths, statutory declarations and has the power to require their use.
12(3)	The Clerk may require a person to furnish proof of identity, qualification or any other matter.
12(4)	The power given to the Clerk does not include the power to require a person for the purposes s 52(1) (Voting Procedure) to furnish proof of identity in addition to what is prescribed.
12.1	The Clerk shall have regard to the needs of Electors and Candidates with disabilities.
12.1 (2)	The Clerk shall prepare a plan regarding the identification, removal and prevention of barriers that affect Electors and Candidates with disabilities and shall make the plan available to the public before Voting Day in a regular election.
12.1(3)	Within 90 days after Voting Day in a regular election, the Clerk shall submit a report to Council about the identification, removal and prevention of barriers that affect Electors and Candidates with disabilities.

**The Municipal Elections Act, 1996
Implied and Direct Discretionary Authority of the Clerk**

Section	Short Description
13(1)	Any notice or other information that this Act requires the clerk to give shall be given in a form and manner and at a time that the clerk considers adequate to give reasonable notice or to convey the information, as the case may be.
53(1)	The clerk may declare an emergency if he or she is of the opinion that circumstances have arisen that are likely to prevent the election being conducted in accordance with this Act.
53(2)	On declaring an emergency, the clerk shall make such arrangements as he or she considers advisable for the conduct of the election.
53(4)	The emergency continues until the clerk declares that it has ended
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 .
	Appointment of Election Officials

**The Municipal Elections Act, 1996
Implied and Direct Discretionary Authority of the Clerk**

Section	Short Description
15(1)	The Clerk shall appoint a Deputy Returning Officer (DRO) for each Voting Place.
15(1)	The Clerk may appoint other Election Officials in addition to DROs. The Clerk determines what instruction and training is provided to Election Officials.
	Delegation of Authority
15(2),(3),(4)	The Clerk may delegate to Election Officials in writing, any of the Clerk's powers and duties, however the Clerk may continue to exercise the delegated powers and duties, despite delegation.
	Creation of Voting Subdivisions
18(1)	The Clerk may divide the municipality into voting subdivisions.
	Correction of Preliminary List of Electors
19(1)	The Chief Electoral Officer shall prepare and maintain a preliminary list for each local municipality and make it available to the clerk.
22(1)	The clerk may correct any obvious error in the preliminary list and shall notify the Chief Electoral Officer of the corrections.
22(2)	For the purposes of Subsection (1), the Clerk may use any information that is in the local municipality's custody or control.
25(4)	The Clerk shall determine the format and manner of the written application to remove a deceased person's name.
	Reproduction of Voters' List
23(2)(a),(b)	The Clerk shall have the Voters' List reproduced on or before September 1 st and determine where and at what time applications for revisions to the Voters' List may be made.
	Revision of Voters' List
24(1)(2)	From September 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. And the application shall be in writing in person, by the applicant or their agent, by mail, or in any other format and manner that the clerk specifies.

**The Municipal Elections Act, 1996
Implied and Direct Discretionary Authority of the Clerk**

Section	Short Description
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 on September 30, the Clerk shall prepare an interim list of changes to the Voters' List approved on or before September 20, and give a copy to each certified Candidate and to each person who received a copy of the Voters' List
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 the Chief Electoral Officer.
	Certification of Voters' Lists, As Revised
28(1)	The Clerk shall prepare and certify the Voters' List for use in each Voting Place.
	Nominations
32	The Clerk shall give notice of the offices for which persons may be nominated and the nomination procedures under the Act.
35(2),(3)	The Clerk shall certify the nomination of qualified persons and reject the nomination if not satisfied the person is qualified.
35(4)	The Clerk can determine the form and method of giving notice when a nomination is rejected and shall give notice to the person who sought to be nominated and to all Candidates for the office, as soon as possible.
35(5)	The Clerk's decision to certify or reject a nomination is final.
	Acclamations
37(1),(2)	If, at 4 p.m on the Monday following nomination day, 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 or Candidates elected by acclamation. If additional nominations have been filed and if, at 4 p.m. on the Thursday following nomination day, the number of certified Candidates still does not exceed the remaining number of vacancies, the clerk shall immediately declare the additional Candidate or Candidates elected by acclamation.
	Notice of Election
40(a),(b),(c), (d)	The Clerk shall give notice to the Electors and determine the form and method of giving such notice about the location of Voting Places, dates and times open, method(s) of voting.

**The Municipal Elections Act, 1996
Implied and Direct Discretionary Authority of the Clerk**

Section	Short Description
	Ballot Form
41(2)3	The Clerk can agree to permit another name that a Candidate uses to appear on the Ballot.
41(2)5	If the surnames of two or more Candidates for an office are identical or similar, the clerk shall differentiate the Candidates on the Ballots as the clerk considers to be appropriate in the circumstances.
41(3)	The Clerk shall change some or all of the Ballots to facilitate voting by the visually impaired without assistance.
41(4)	The Clerk can decide to use separate or composite Ballots.
	Voting or Vote Counting Equipment or Alternate Voting Method
42 (3) (a) (i),(ii)	Where there is a by-law providing for voting or vote counting equipment or an alternative voting method, the Clerk has discretion in establishing forms and procedures for carrying out the intent of the by-law.
42(3)(b)	The Clerk can determine the method for providing a copy of the procedures and forms to Candidates and shall provide a copy of the procedures and forms to each Candidate when his or her nomination is filed.
	Advance Vote
43(2)	The Clerk shall establish the date or dates, number, location and hours of Advance Voting.
43(3)	The Clerk shall hold an advance vote not more than 30 days prior to Election Day.
43 (5)(b) (ii)	The Clerk determines how to keep safe any Advance Vote Ballot boxes and all other material and documents relating to the Advance Vote.
43(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.
	Voting Places and Procedures

**The Municipal Elections Act, 1996
Implied and Direct Discretionary Authority of the Clerk**

Section	Short Description
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 where 20 beds or more are occupied on September 1 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.
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 impaired mobility, 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.
47(1)(a)	The Clerk or any other Election Official has discretion to go to or remain in Voting Places during voting.
	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 question.

**The Municipal Elections Act, 1996
Implied and Direct Discretionary Authority of the Clerk**

Section	Short Description
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 within 15 days if votes are tied.
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, when the council, board or the 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 shall fix the date of nomination day to be a day not less than 30 days and not more than 60 days after.
65(5)1	The Clerk shall fix the date of Voting Day, to be a day not less than 60 days and not more than 90 days after
	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.

**The Municipal Elections Act, 1996
Implied and Direct Discretionary Authority of the Clerk**

Section	Short Description
33.1	The Clerk shall, before Voting Day, give notice of the penalties under s.88.23(2) and s.92(1) related to election campaign finances to each person nominated for an office.
88.20(13)(a)(b)	The Clerk determines the form and method of delivery of the certificate of maximum campaign expenses. The Clerk shall calculate the maximum amounts permitted by subsections 6 (Candidate Expenses) and subsection 9 (Registered Third-party Expenses) for each office for which nominations have been filed and shall give a certificate of the applicable amounts to each Candidate on or before September 30 in a regular election, and within 10 days after the Clerk makes the required corrections in the case of a by-election.
88.23(3)	The Clerk shall notify the Candidate in writing that the default has occurred. If the Candidate was elected, notify the council or board to which he or she was elected in writing that the default has occurred. make available to the public the name of the Candidate and a description of the nature of the default.
88.25(9)	The Clerk determines the form and method of delivery of notice to Candidates of the campaign expense filing requirements and penalties and shall give notice at least 30 days before the filing date.
	Election Records
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 for Candidates and third parties 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 on the Internet or in another electronic format as soon as possible after the documents are filed

Election Forms by Form Number

Introduction

The sample Forms and Notices found in this section are those that have been developed in accordance with the Municipal Election Act, 1996 for the use by the City of Peterborough to conduct the 2026 Municipal and School Board Elections.

The Ministry of Municipal Affairs prescribes the following forms:

Form 1	Nomination Paper
Form 2	Nomination Endorsement
Form 4	Financial Statement – Auditor’s Report Candidate
Form 5	Financial Statement – Subsequent Expenses
Form 6	Notice of Extension of Campaign Period
Form 7	Notice of Registration – Third-party
Form 8	Financial Statement – Auditor’s Report
Form 9	Declaration of Identity

These forms can be found at <https://forms.mgcs.gov.on.ca/en/>

City of Peterborough Forms

Form #	Description	Page#
EL06	Notice of Additional Nominations	67
EL07	List of Certified Candidates	68
EL08	Certificate of Election Results	69
EL10	Appointment and Oath – Election Official	70
EL10 DRO	Appointment and Oath - DRO	71
EL10 Greeter	Appointment and Oath - Greeter	72
EL10 Runner	Appointment and Oath – Runner	73
EL10 RDRO	Appointment and Oath – Revision Deputy Returning Officer	74
EL10 RDRO Special Polls	Appointment and Oath – RDRO Special Polls	75
EL10 TDRO	Appointment and Oath – Tabulator Deputy Returning Officer	76

Form #	Description	Page#
EL10 Ward Captain	Appointment and Oath – Ward Captain	77
EL10 SS	Appointment and Oath – Site Supervisor	78
EL12	Appointment of Scrutineer by Candidate	79
EL14	Proper Use of the Voters' List	80
EL15	Application to Amend Voters' List	81,82
EL17(B)	Notice of Additional Nominations	83
EL20	Declaration of Acclamation	84
EL20B	Declaration of Acclamation to Office – Additional Nominations	85
EL21	Notice Of Death or Ineligibility of Candidate	86
EL25	Certificate of Receipt for Ballots	87
EL25B	Ballot Transfer Certificate	88
EL26	Oath of Qualification	89
EL27	Oral Oath of Incapacity, Friend or Interpreter	90
EL29	Voting Instructions (Manual Count Ballot)	91
EL31	TDRO Statement of Results	92
EL34	Statutory Provisions Regulating Voting Procedures	93
EL36	Disclaimer to Right to Office	94
EL38	Witness Statement as to Destruction of Ballots	95
EL39	Notice of Recount	96
EL40	Recount Results	97
EL41	Declaration of Recount Results	98
EL43	Notice of Default	99
EL43B	Notice Of Default – 3rd Party	100
EL51	Notice of Election Service Disruption	101
EL52	Consent to Release Personal Information	102
EL200	Candidate Name Spelling and Pronunciation	103
EL418A	Declaration of Qualifications - Candidate	104,105
EL418B	Declaration of Qualifications – School Board	106,107

Form #	Description	Page#
EL418C	Declaration of Qualifications – 3 rd Party	108,109
EL419	Withdrawal of Nomination	110
EL419A	Withdrawal of Nomination – 3 rd Party	111
EL420	Notice of Account	112,113
EL421	Notice of Penalties	114,115
EL 421A	Notice of Penalties – 3 rd Party	116,117
EL422A	Consent to Release Information – 3 rd Party	118
EL437A-M	Interim Certificate of Maximum Campaign Expenses - Mayor	119
EL437A -W1	Interim Certificate of Maximum Campaign Expenses – Ward 1	120
EL437A –W2	Interim Certificate of Maximum Campaign Expenses – Ward 2	121
EL437A -W3	Interim Certificate of Maximum Campaign Expenses – Ward 3	122
EL437A -W4	Interim Certificate of Maximum Campaign Expenses – Ward 4	123
EL437A -W5	Interim Certificate of Maximum Campaign Expenses – Ward 5	124
EL438A-M	Interim Certificate of Maximum Candidate Contribution to Their Own Campaign Expenses - Mayor	125
EL438A-W1	Interim Certificate of Maximum Candidate Contribution to Their Own Campaign Expenses – Ward 1	126
EL438A-W2	Interim Certificate of Maximum Candidate Contribution to Their Own Campaign Expenses – Ward 2	127
EL438A-W3	Interim Certificate of Maximum Candidate Contribution to Their Own Campaign Expenses – Ward 3	128
EL438A-W4	Interim Certificate of Maximum Candidate Contribution to Their Own Campaign Expenses – Ward 4	129
EL438A-W5	Interim Certificate of Maximum Candidate Contribution to Their Own Campaign Expenses – Ward 5	130
EL437B	Interim Certificate of Maximum Campaign Expenses - English Public Board Trustee	131
EL437B	Interim Certificate of Maximum Campaign Expenses - English Separate Board Trustee	132

Form #	Description	Page#
EL437C	Interim Certificate of Maximum Campaign Expenses – 3 rd Party	133
EL462	Application for an Election Compliance Audit	134
LC60	Duties of Candidates	135,136
LC61	Duties of Registered Third Parties	137,138
	Guidelines for Use of Corporate Resources	139



Form EL06

**City of Peterborough
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, 1996**.

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, 1996**. Nomination forms and full particulars of procedures to be followed may be obtained from the undersigned.

Dated this _____ day of August, 2026.

City Clerk

List Of Certified Candidates

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

Notice is hereby given to the Municipal Electors of the City of Peterborough that during the period commencing on May 1, 2026 and completed on Nomination Day, August 21, 2026, the following persons filed all necessary papers, declarations and fees, and as Clerk, I am satisfied that such persons are qualified and that their Nominations satisfy the requirements of the *Municipal Elections Act, 1996*.

I hereby certify such candidates for the office that precedes their respective name:

Office	Name of Candidate
Mayor	
Councillor – Ward 1 – Otonabee	
Councillor – Ward 2 – Monaghan	
Councillor – Ward 3 – Town	
Councillor – Ward 4 – Ashburnham	
Councillor – Ward 5 – Northcrest	
Trustee – Kawartha Pine Ridge District School Board	
Trustee – Peterborough Victoria Northumberland and Clarington Catholic District School Board	
Trustee – Conseil Scolaire Virmonde	
Trustee – Conseil Scolaire Catholique MonAvenir	

Dated this 21st day of August, 2026

John Kennedy
City Clerk, Returning Officer

Appointment and Oath – Election Official

Municipal Elections Act, 1996 (S.15(1))

(Name of Poll Official)

(Voting Location)

The person named above is hereby appointed to act as an election official for the 2026 Municipal Election in the City of Peterborough and in addition to the duties and responsibilities as provided in the Municipal Elections Act, 1996, may also be delegated the following duties and responsibilities pursuant to the *Municipal Elections Act, 1996*.

- Authority to assign DROs, Poll Clerks, Election Constables and Revision Officers to their various Voting Locations and informing said individuals as to their appointment.
- Authority to amend the Voters' List at the Voting Place to add an Elector, remove an Elector's own name and/or correct erroneous information;
- Authority to require Electors to provide proof of identity;
- Authority to administer the Oral oath of Secrecy, Oath of Incapacity, Oath of Friend, Oath of Interpreter, Declaration of Identity and Oath of Qualification Forms;
- Authority to issue a second ballot to an Elector should an Elector return their first ballot as a cancelled ballot;
- Authority to maintain peace and order at the Voting Place by removing anyone who is causing a disturbance;
- Authority to perform any other election-related duties to assist in the administration of the election.

City Clerk or designate

I, the person named above, solemnly swear (or 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 or affection,
- Use the Voters' List for election purposes only, and not for commercial purposes,
- Maintain and aid in maintaining the secrecy of the voting, and
- Not interfere nor attempt to interfere with an Elector when they are 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.

Declared before me at the City of Peterborough, in the County of Peterborough
this _____ day of _____, 2026.

City Clerk or designate

Election Official

Appointment and Oath – DRO

Municipal Elections Act, 1996 (S.12(2)) (S.15) (S.52(1)) (S.54(1)(2)(4)) (S.55(1))

Document was last saved: Just now _____
(Returning Officer)

(Voting Location)

The person named above is hereby appointed Deputy Returning Officer (DRO) for the 2026 Municipal Election in the City of Peterborough and in addition to the duties and responsibilities of a DRO as provided in the *Municipal Elections Act, 1996*, is hereby delegated the following duties and responsibilities pursuant to the *Municipal Elections Act, 1996*.

- Authority to require Electors to provide proof of identity;
- Authority to administer the Oral Oath of Secrecy, Oath of Incapacity, Oath of Friend, Oath of Interpreter, Declaration of Identity and Oath of Qualification Forms;
- Authority to issue a second ballot to an Elector should an Elector return their first ballot as a cancelled ballot;

City Clerk or designate

I, the person named above, solemnly swear (or 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 or affection,
- Use the Voters' List for election purposes only, and not for commercial purposes,
- Maintain and aid in maintaining the secrecy of the voting, and
- Not interfere nor attempt to interfere with an Elector when they are 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.

Declared before me at the City of Peterborough, in the County of Peterborough

this _____ day of _____, 2026.

City Clerk or designate

Deputy Returning Officer

Appointment and Oath for the Greeter

Municipal Elections Act, 1996 (S. 12(2)) (S.15)

(Name of Greeter)

(Voting Location)

The person named above is hereby appointed Greeter for the 2026 Municipal Election in the City of Peterborough, and is hereby delegated the following duties and responsibilities pursuant to the *Municipal Elections Act, 1996*.

- Authority to require Electors to provide proof of identity;

City Clerk or designate

I, the person named above, solemnly swear (or 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 or affection,
- Use the Voters' List for election purposes only, and not for commercial purposes,
- Maintain and aid in maintaining the secrecy of the voting, and
- Not interfere nor attempt to interfere with an Elector when she/he is marking her/his 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 her/his marked ballot to any person.

Declared before me at the City of Peterborough, in the County of Peterborough

this _____ day of _____, 2026.

City Clerk or designate

Greeter

Appointment and Oath for the Runner

Municipal Elections Act, 1996 (S.12(2)) (S.15)

(Name of Runner)

The person named above is hereby appointed Runner for the 2026 Municipal Election in the City of Peterborough.

City Clerk or designate

I, the person named above, solemnly swear (or 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 or affection,
- Use the Voters' List for election purposes only, and not for commercial purposes,
- Maintain and aid in maintaining the secrecy of the voting, and
- Not interfere nor attempt to interfere with an Elector when she/he is marking her/his 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 her/his marked ballot to any person.

Declared before me at the City of Peterborough, in the County of Peterborough

this _____ day of _____ | 2026.

City Clerk or designate

Runner

Appointment and Oath for the Revision DRO

Municipal Elections Act, 1996 (S.12(2)) (S.15)

(Name of Revision DRO)

(Voting Location)

The person named above is hereby appointed Revision DRO for the 2026 Municipal Election in the City of Peterborough, and is hereby delegated the following duties and responsibilities pursuant to the *Municipal Elections Act, 1996*.

- Authority to amend the Voters' List at the Voting Place to add an Elector, remove an Elector's own name and/or correct erroneous information;
- Authority to require Electors to provide proof of identity;
- Authority to administer the Oral oath of Secrecy, Oath of Incapacity, Oath of Friend, Oath of Interpreter, Declaration of Identity and Oath of Qualification Forms;
- Authority to issue a second ballot to an Elector should an Elector return their first ballot as a cancelled ballot;

City Clerk or designate

I, the person named above, solemnly swear (or 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 or affection,
- Use the Voters' List for election purposes only, and not for commercial purposes,
- Maintain and aid in maintaining the secrecy of the voting, and
- Not interfere nor attempt to interfere with an Elector when she/he is marking her/his 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 her/his marked ballot to any person.

Declared before me at the City of Peterborough, in the County of Peterborough

this _____ day of _____, 2026.

City Clerk or designate

Revision DRO

Appointment and Oath for the Revision DRO – Special Polls

Municipal Elections Act, 1996 (S.12(2)) (S.15)

(Name of Revision DRO)

(Voting Location)

The person named above is hereby appointed Revision DRO for the 2026 Municipal Election in the City of Peterborough, and is hereby delegated the following duties and responsibilities pursuant to the *Municipal Elections Act, 1996*.

- Authority to amend the Voters' List at the Voting Place to add an Elector, remove an Elector's own name and/or correct erroneous information;
- Authority to require Electors to provide proof of identity;
- Authority to administer the Oral oath of Secrecy, Oath of Incapacity, Oath of Friend, Oath of Interpreter, Declaration of Identity and Oath of Qualification Forms;
- Authority to provide voting PIN to eligible electors;

City Clerk or designate

I, the person named above, solemnly swear (or 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 or affection,
- Use the Voters' List for election purposes only, and not for commercial purposes,
- Maintain and aid in maintaining the secrecy of the voting, and
- Not interfere nor attempt to interfere with an Elector when she/he is marking her/his 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 her/his marked ballot to any person.

Declared before me at the City of Peterborough, in the County of Peterborough

this _____ day of _____, 2026.

City Clerk or designate

Revision DRO

Appointment and Oath for the Tabulator Deputy Returning Officer

Municipal Elections Act, 1996 (S.12(2)) (S.15) (S.52(4)) (S.54(1)(2)(4)) (S.55(1))

(Name of Tabulator Deputy Returning Officer)

(Voting Location)

The person named above is hereby appointed Tabulator Deputy Returning Officer (TDRO) for the 2026 Municipal Election in the City of Peterborough and in addition to the duties and responsibilities of a DRO as provided in the *Municipal Elections Act, 1996*, is hereby delegated the following duties and responsibilities pursuant to the *Municipal Elections Act, 1996*.

- Verify and record the numbers on the security seals of the tabulator and ballot box.
- Run a "Zero Total" report before the polls open to prove no votes are currently stored in the tabulator.
- To not tamper with the hardware, memory cards, or programming of the tabulator.

City Clerk or designate

I, the person named above, solemnly swear (or 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 or affection,
- Use the Voters' List for election purposes only, and not for commercial purposes,
- Maintain and aid in maintaining the secrecy of the voting, and
- Not interfere nor attempt to interfere with an Elector when she/he is marking her/his 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 her/his marked ballot to any person.

Declared before me at the City of Peterborough, in the County of Peterborough

this _____ day of _____, 2026.

City Clerk or designate

Tabulator Deputy Returning Officer

Appointment and Oath – Ward Captain

Municipal Elections Act, 1996 (S.15(1))

(Name of Ward Captain)

(Voting Location)

The person named above is hereby appointed Ward Captain for the 2026 Municipal Election in the City of Peterborough and in addition to the duties and responsibilities of an election official as provided in the Municipal Elections Act, 1996, is hereby delegated the following duties and responsibilities pursuant to the *Municipal Elections Act, 1996*.

- Authority to assign SSDROs, DROs, RDROs, TDROs, and Greeters to their various Voting Locations and informing said individuals as to their appointment.
- Authority to require Electors to provide proof of identity;
- Authority to administer the Oral oath of Secrecy, Oath of Incapacity, Oath of Friend, Oath of Interpreter, Declaration of Identity and Oath of Qualification Forms;
- Authority to maintain peace and order at the Voting Place by removing anyone who is causing a disturbance;
- Authority to perform any other election-related duties to assist in the administration of the election.

City Clerk or designate

I, the person named above, solemnly swear (or 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 or affection,
- Use the Voters' List for election purposes only, and not for commercial purposes,
- Maintain and aid in maintaining the secrecy of the voting, and
- Not interfere nor attempt to interfere with an Elector when they are 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.

Declared before me at the City of Peterborough, in the County of Peterborough
this _____ day of _____, 2026.

City Clerk or designate

Ward Captain

**Appointment and Oath – Site Supervisor Deputy
Returning Officer**

Municipal Elections Act, 1996 (S.15(1))

(Name of Site Supervisor Deputy Returning Officer)

(Voting Location)

The person named above is hereby appointed Site Supervisor - Deputy Returning Officer (SSDRO) for the 2026 Municipal Election in the City of Peterborough and in addition to the duties and responsibilities of a SSDRO as provided in the Municipal Elections Act, 1996, is hereby delegated the following duties and responsibilities pursuant to the *Municipal Elections Act, 1996*.

- Authority to assign DROs, RDROs, TDROs, and Greeters to their various Voting Locations and informing said individuals as to their appointment.
- Authority to amend the Voters' List at the Voting Place to add an Elector, remove an Elector's own name and/or correct erroneous information;
- Authority to require Electors to provide proof of identity;
- Authority to administer the Oral oath of Secrecy, Oath of Incapacity, Oath of Friend, Oath of Interpreter, Declaration of Identity and Oath of Qualification Forms;
- Authority to issue a second ballot to an Elector should an Elector return their first ballot as a cancelled ballot;
- Authority to maintain peace and order at the Voting Place by removing anyone who is causing a disturbance;
- Authority to perform any other election-related duties to assist in the administration of the election.

City Clerk or designate

I, the person named above, solemnly swear (or 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 or affection,
- Use the Voters' List for election purposes only, and not for commercial purposes,
- Maintain and aid in maintaining the secrecy of the voting, and
- Not interfere nor attempt to interfere with an Elector when they are 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.

Declared before me at the City of Peterborough, in the County of Peterborough
this _____ day of _____, 2026.

City Clerk or designate

Site Supervisor Deputy Returning Officer



Form EL12

Appointment of Scrutineer by Candidate

Municipal Elections Act, 1996 (S.16(1))

Take notice that I, a certified candidate in the 2026 municipal and/or school board elections, hereby appoint the following person to act as scrutineer to represent me at any Voting Location in the City of Peterborough; at the counting of special or advance polls at City Hall; and at the results release at City Hall.

The scrutineer, hereby acknowledges that election information obtained through the course of exercising duties in such a capacity is for election purposes only, and they understand that they are prohibited by the *Municipal Elections Act, 1996* from using any such information for anything other than its intended purpose. They will further ensure the safe handling, and proper care, of the information and return it to the Candidate for proper destruction.

(Name of Candidate)

(Office and Ward, if applicable)

(Name of Scrutineer)

(Signature of Candidate)

(Date)

Oral Oath of Secrecy

I, **(Scrutineer Name)** do solemnly swear (or affirm):

1. That I will maintain and aid in maintaining the secrecy of voting; and
2. That I will not, nor attempt to:
 - a. Interfere with an elector when s/he is marking her/his ballot;
 - b. Obtain or communicate any information as to how an elector is about to vote or has voted; or
 - c. Directly or indirectly induce an elector to show her/his marked ballot to any person.

This oral oath is to be declared by any scrutineer or candidate wishing to remain at the voting place. The oath must be given by the Site Supervisor or designate. Affirming the oath also indicates that a scrutineer or candidate has read, understood, and accepts the provisions of the Scrutineer Guide.

Scrutineers or Candidates must keep this appointment with them at all times. Poll Officials are entitled to request it at any time.

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 1st, 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)

Application to Amend Voters' List

Municipal Elections Act, 1996 (s.17, s.24, s.25)

Check only one:

- add applicant's name to list
- correct applicant's information on list
- delete applicant's or family member's name from list (deceased moved other)

Name of Applicant		Date of birth	
Smith _____ Last	Susan _____ First	_____ Middle	1980-01-19 yyyy-mm-dy
Qualifying Address on Voting Day		Check <u>box</u> if Commercial Property <input type="checkbox"/>	
__ 123 Fake St. _____ (Street Number and Name, Unit #)		_____ (City, Province)	Peterborough, ON K9J 5P5_ Postal Code
Roll #15140200105190000000		Ward Number __ 2 ____	Voting Subdiv __ 209 ____
At Qualifying Address, applicant is:		<input type="checkbox"/> Owner since (yyyy, mm, dy) _____ <input checked="" type="checkbox"/> Tenant since (yyyy, mm, dy) 2026/10/15 <input type="checkbox"/> Other since (yyyy, mm, dy) _____ <input type="checkbox"/> Spouse <input type="checkbox"/> Unqualified (deleted name only)	
Previous qualifying address (if applicable)			
__ 667 Average St _____ (Street Number and Name, Unit #)		_____ (City, Province)	Peterborough, ON K9J 5P5 Postal Code
Roll #15140200106190000000		Ward Number __ 3 ____	Voting Subdiv __ 310 ____
At Previous Address, applicant was:		<input type="checkbox"/> Owner	<input checked="" type="checkbox"/> Tenant <input type="checkbox"/> Other <input type="checkbox"/> Spouse
Current mailing address of applicant (if different than qualifying address above)			
_____ (Street Number and Name, Unit #)		_____ (City, Province)	Peterborough, ON _____ Postal Code
At Mailing Address, applicant is:		<input type="checkbox"/> Owner	<input type="checkbox"/> Tenant <input type="checkbox"/> Other <input type="checkbox"/> Spouse
Note: ID containing the applicant's name and qualifying address is required. Applications submitted online or by mail must include a legible copy of such ID with the application.			

Application to Amend Voters' List

School Support

- Applicant is Roman Catholic (includes Eastern Rite Catholic Churches e.g. Greek Catholic or Ukrainian Catholic)
- Applicant has French Language Education Rights. (A Canadian citizen has French language education rights if French is the first language learned and still understood or if they have received primary school instruction in Canada in French (this does not include French immersion))

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 and 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 included or amendments made 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)	
<input type="checkbox"/> Approved <input type="checkbox"/> ID checked I hereby certify that the Voters' List for said voting subdivision in this municipality shall be amended in accordance with the statement of facts or information contained herein.	<input type="checkbox"/> Refused (state reason) _____ _____ _____
_____ Signature of Clerk or designate	_____ Date



Form EL17(B)

**City of Peterborough
Notice of Additional Nominations**

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

Take Notice that the number of candidates for the office of **XX** 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 Clerk's Office 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, 1996**.

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, 1996**. Nomination forms and full particulars of procedures to be followed may be obtained from the undersigned.

Dated this _____ day of August, |2026.

City Clerk

Notice Of Death or Ineligibility of Candidate

Municipal Elections Act, 1996 (s.39 (a) and (b))

Notice is hereby given that _____ a candidate
(name of candidate)
for the office of _____ has died or become ineligible
to hold the office.

Since no other candidate would be elected by acclamation as a result of the death/ineligibility, the election for this office shall proceed as if the deceased/ineligible candidate had not been nominated.

or

Since, as a result of the death/ineligibility, another candidate would be elected by acclamation to office, the election for the above office is void and a by-election shall be held.

Date

John Kennedy, City Clerk, Returning Officer

Certificate of Receipt for Ballots

Municipal Elections Act, 1996

Voting Location _____

Ward Number _____ Voting Station Number _____

List of Ballots by type and quantity			If Required	If Required
School Support	Quantity (as delivered by Clerk)	Quantity (as verified by DRO/RDRO)	Additional Ballots Received (DRO/RDRO to initial)	Additional Ballots Received (DRO/RDRO to initial)
English Public School Ballot				
English Separate School Ballot				
French Public School Ballot				
French Separate School Ballot				
No School Support Ballot				
TOTAL				

I, John Kennedy, City Clerk of the City of Peterborough or designate, do hereby declare that I have supplied to the DRO/RDRO of the said voting location, the types and quantities of ballots as listed above.

Date Delivered

John Kennedy or designate
City Clerk, Returning Officer

I, the undersigned DRO/RDRO for the said voting location, do hereby declare that I received from the Clerk of the City of Peterborough or designate the types and quantities of ballots as delivered to me or, if different, as verified by me.

Date Delivered

Deputy Returning Officer/
Revision Deputy Returning Officer

Note: Signature required for original number of ballots received. The number of additional ballots issued will be indicated for each ward and school support and acknowledged by DRO/RDRO initial.

**Distribution: White Copy (original): City Clerk Copy
Goldenrod Copy (duplicate): DRO/RDRO Copy***
*DRO/RDRO to place in their Supply Bag at the Close of Voting



Form EL25B

Ballot Transfer Certificate
Municipal Elections Act, 1996

Voting Location _____ Voting Station Number _____

List of Ballots by type and quantity			
Ward Number	School Support	Quantity (as delivered by Ward Runner)	Quantity (as verified by DRO/RDRO)

I, John Kennedy, City Clerk of the City of Peterborough or designate, do hereby declare that I have supplied to the undersigned Ward Runner the types and quantities of ballots as listed above.

_____ Date Delivered _____ John Kennedy, City Clerk, Returning Officer or designate

I, the undersigned Ward Runner for the City of Peterborough Municipal Election, do hereby declare that I have delivered to the DRO/RDRO of said voting location the types and quantities of ballots as listed above.

_____ Date Delivered _____ Ward Runner

I, the undersigned DRO/RDRO for the said voting subdivision, do hereby declare that I received from the Ward Runner, the types and quantities of ballots as delivered to me or, if different, as verified by me.

_____ Date Delivered _____ Deputy Returning Officer/
 Revision Deputy Returning Officer

Note: The quantity (or corrected quantity) is the total to which ballot accounts on Voting Day will be made.
Distribution: White Copy (original): Runner to return to City Clerk
Goldenrod Copy (duplicate): DRO/RDRO Accepting additional Ballots
***DRO/RDRO to place in their Supply Bag at the Close of Voting**

Oral Oath of Incapacity, Friend or Interpreter

Municipal Elections Act, 1996

Oral Oath of Friend of Elector

I, (name of friend), a friend of (name of elector), an elector who is unable to vote without assistance, and who is entitled to vote in the City of Peterborough, declare that I will:

- mark the Ballot as directed by the elector; and
- keep secret the manner in which this elector voted.

Oral Oath Of Interpreter

I, (name of interpreter) acting as interpreter for (name of elector), an elector entitled to vote in the City of Peterborough, declare that I will faithfully translate the necessary oaths, as well as any lawful questions necessarily put to the elector, and his or her answers, at this Voting Place.

Voting Instructions

Municipal Elections Act, 1996 (s. 52 (3), (4))

Directions for Voters Who Have Received a Ballot

- Proceed to the voting screen and remove your ballot from the secrecy folder
- Use only the special marking pen provided (Sharpie)
- Mark an **X** to the right of the candidates' names like this:



- When you're finished voting, place the ballot in the secrecy folder like you received it from the election worker with the candidates' names and votes covered and the election worker's initials, located at the top of the ballot, visible. Do not fold the ballot.



- Take the secrecy folder containing the ballot to the machine operator who will place the ballot into the tabulator.



- Remain at the tabulator until the election staff has advised that your ballot was accepted and counted.

Tabulator Deputy Returning Officer Statement of Election Results
Municipal Elections Act, 1996 (s.55(1)a)

Voting Location: _____ Voting Date: _____



DRO Ballot Count – Station 1		
Total Ballots Received		
A1	From Clerk, Runner, Supervisor, etc.	

RDRO Ballot Count – Station 2		
Total Ballots Received		
A2	From Clerk, Runner, Supervisor, etc.	

RDRO Ballot Count – Station 3		
Total Ballots Received		
A3	From Clerk, Runner, Supervisor, etc.	

End of the Night Total		
	Cancelled Ballots	
	Declined Ballots	
	Forfeited Ballots	
	Unused Ballots	
B1	Night Total	

End of the Night Total		
	Cancelled Ballots	
	Declined Ballots	
	Forfeited Ballots	
	Unused Ballots	
B2	Night Total	

End of the Night Total		
	Cancelled Ballots	
	Declined Ballots	
	Forfeited Ballots	
	Unused Ballots	
B3	Night Total	

A1-B1	+	A2-B2	+	A3-B3	=	C
-------	---	-------	---	-------	---	---

Total Ballots Cast at this Voting Location - Amount indicated on Tabulator **D**

The Totals for boxes C and D must be identical.

- I, the appointed Site Supervisor for the said Voting Location in the City of Peterborough do declare:
- A) THAT I have performed all the duties, processed and completed all documents as required of me by law;
 - B) THAT to the best of my knowledge and belief, the voting list for this voting location has been kept correctly and contains a true and exact record of the electors who voted, and;
 - c) THAT the number of votes recorded in this statement is correct.
- On this ____ day of _____, 2026.

Scrutineer or Candidate

Supervisor Deputy Returning Officer

STATUTORY PROVISIONS REGULATING VOTING PROCEDURES¹

Municipal Elections Act, 1996 (s.48, 49)

Prohibition

s.48(1) While an elector is in a voting place, no person shall attempt, directly or indirectly, to influence how the elector votes.

No Election Campaign Material

s.48(2) Without limiting the generality of subsection (1), no person shall display a candidate's election campaign material or literature in a voting place.

Secrecy

s.49(1) Every person who is present in a voting place or at the counting of the votes shall help to maintain the secrecy of the voting.

Offences

s.49(2) No person shall,
(a) interfere or attempt to interfere with an elector who is marking the ballot;
(b) obtain or attempt to obtain, at a voting place, information about how an elector intends to vote or has voted; or
(c) communicate any information obtained at a voting place about how an elector intends to vote or has voted.

Same, Revealing a Vote

s.49(3) No elector shall,
(a) take a photograph or video recording of his or her marked ballot; or
(b) show his or her marked ballot to any person so as to reveal how he or she has voted, except in connection with obtaining assistance in voting under paragraph 4 of subsection 52(1).

No Requirement of Disclosure

s.49(4) No person shall, in a legal proceeding relating to an election, be required to disclose how he or she voted at the election.

¹ The Clerk may post copies of this notice in the voting place

Disclaimer to Right to Office

Municipal Elections Act, 1990 (s. 84 (1) - (3))

I, _____, hereby disclaim all right to the office of
(Name of Elected Candidate)

_____ to which I was elected in the City of
(Name of Elected Office)

Peterborough Municipal Election of October 26, 2026.

(Date)

(Signature of Candidate)

This disclaimer delivered to me at _____ this	
	(time)
_____ day of _____, 2026.	
(day)	(month)
Deadline 90 Days (Jan. 25, 2027)	John Kennedy City Clerk and Returning Officer

NOTE: A person who has been elected may disclaim all right to the office within 90 days after Voting Day unless an application is made under s. 83(1)(b) questioning his or her election (s. 84(1)). The disclaimer shall be in writing and addressed to the Clerk who conducted the election (s. 84(2)).

A person whose election is questioned in an application under s. 83(1)(b) may, within seven days after being served with the application, disclaim all right to the office (s. 84(3)). The disclaimer shall be made and delivered in accordance with section 84(4).

ALSO NOTE: The Clerk may want to require the elected official to appear in person, with identification, in order to disclaim rights to an office. If not, anytime that a disclaimer is submitted by someone other than the elected official, the Clerk should follow up to ensure that the disclaimer was submitted with the elected official's permission.

Witness Statements as to Destruction of Ballots

(Municipal Elections Act, 1998 (s.85(2))

As witnessed in the City of Peterborough in the Province of Ontario:

First Witness

I _____ state that I was present upon _____
(name of witness) (date)

and did witness _____ of the above stated municipality
(name of Clerk or designate)

destroy all ballots used in the municipal election held on October 26, 2026 for the election of persons to the offices listed below.

(Signature of Witness)

Second Witness

I _____ state that I was present upon _____
(name of witness) (date)

and did witness _____ of the above stated municipality
(name of Clerk or designate)

destroy all ballots used in the municipal election held on October 26, 2026 for the election of persons to the offices listed below.

(Signature of Witness)

List of Offices for Which Ballots Destroyed:

- | | |
|-----------------------------------|---|
| Mayor | Trustee, Kawartha Pine Ridge District School Board |
| Councillor, Ward One, Otonabee | |
| Councillor, Ward Two, Monaghan | Trustee, Peterborough, Victoria, Northumberland and Clarington Catholic District School Board |
| Councillor, Ward Three, Town | |
| Councillor, Ward Four, Ashburnham | |
| Councillor, Ward Five, Northcrest | Conseiller(ère), Conseil Scolaire Viamonde |
| | Conseiller(ère), Conseil Scolaire de District Catholique Centre-Sud |

Category of Documents and Other Materials Destroyed:

NOTICE OF RECOUNT¹

Municipal Elections Act, 1996 (s.56-58)

I, _____, Clerk (or designated election official)
(name of Clerk or designate)

of the Corporation of the City of Peterborough in the County of Peterborough,

hereby declare that a recount of the votes cast in the Municipal Election held

October 26, 2026, for _____

(state office or by-law/question)

shall be held commencing at _____ (time)

_____ at _____
(date) (location)

The recount is being conducted pursuant to section _____ of the Municipal Elections Act, 1996.

Date _____

Municipal Clerk or designate

¹ A recount may be held pursuant to Sections 56, 57 or 58.

RECOUNT RESULTS

Municipal Elections Act, 1996 (s.62(1))

The recount results for the following office or the by-law/question conducted on the _____ day of _____, 2026, in the City of Peterborough are:

Office _____	Number of Votes	Number of Votes if all disputed ballots excluded
List Candidates or By-law/Question		

Total Number of Ballots Disputed _____ (Date) _____

Municipal Clerk or designate

DECLARATION OF RECOUNT RESULTS

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

I, _____, Clerk (or designated election official)

of the Corporation of the City of Peterborough, in the County of Peterborough, declare that:

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

- the office(s) of

- the following question or by-law:

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

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

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

(Date)

Municipal Clerk or designate

Notice Of Default

Municipal Elections Act, 1996 (S. 88.23 (3))

To:

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

From:

John Kennedy, City Clerk and Returning Officer, City of Peterborough
--

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

- | |
|---|
| (a) You failed to file a document as required under section 88.25 or 88.32 by the relevant date; |
| (b) if a document filed under section 88.25 shows on its face a surplus, as described in section 88.31, and the candidate fails to pay the amount required by subsection 88.31 (4) to the clerk by the relevant date; |
| (c) if a document filed under section 88.25 shows on its face that the candidate has incurred expenses exceeding what is permitted under section 88.20; or |
| (d) if a document filed under section 88.32 shows on its face a surplus and the candidate fails to pay the amount required by that section by the relevant date. 2016, c. 15, s. 60. |

Notice of Default Penalties

Please Select the Appropriate Sections Only

This notice indicates that you have failed to file a document required by Section 88.23 (1)(2) of the *Municipal Elections Act*. The following provisions and penalties (may) apply:

- (a) You forfeit 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 this Act applies. 2016, c. 15, s. 60.

_____ Date

_____ John Kennedy, City Clerk, Returning Officer

Notice Of Default – 3rd Party

Municipal Elections Act, 1996 (S. 88.27)

To:

(Name of 3 rd Party)		
(Address)		(Postal Code)

From:

John Kennedy, City Clerk and Returning Officer, City of Peterborough
--

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

- | |
|--|
| (a) The 3 rd Party failed to file a document as required under section 88.29 or 88.32 by the relevant date; |
| (b) if a document filed under section 88.29 shows on its face a surplus, as described in section 88.31, and the registered third party fails to pay the amount required by subsection 88.31 (4) to the clerk by the relevant date; |
| (c) if a document filed under section 88.29 shows on its face that the registered third party has incurred expenses exceeding what is permitted under section 88.21; or |
| (d) if a document filed under section 88.32 shows on its face a surplus and the registered third party fails to pay the amount required by that section by the relevant date. 2016, c. 15, s. 61. |

Notice of Default Penalties
Please Select the Appropriate Sections Only

This notice indicates that you have failed to file a document required by Section 88.26 of the *Municipal Elections Act*. The following provisions and penalties (may) apply:

- (6) The penalty set out in subsection (1) for a default described in clause (1) (a) does not take effect if, no later than 2 p.m. on the day that is 30 days after the applicable day for filing the document, the registered third party files the relevant document as required under section 88.29 or 88.32 and pays the clerk a late filing fee of \$500. 2016, c. 15, s. 61.

Date	John Kennedy, City Clerk, Returning Officer
------	---

City of Peterborough Notice of Election Service Disruption

The estimated length of the temporary disruption is from:

_____ to _____

The following service is currently unavailable:

At the following location:

The following alternative service is available:

The Peterborough Elections Team would like to thank you for your patience.
For questions or additional information, please contact:

Vicki King
Election Supervisor|
City of Peterborough
500 George St. N.
Peterborough, ON K9H 3R9
705-742-7777, ext 1619 or vking@peterborough.ca

John Kennedy
City Clerk/Returning Officer
City of Peterborough
500 George St. N.
Peterborough, ON K9H 3R9
705-742-7777, ext 1799 or jkennedy@peterborough.ca

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

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.

Signature of Candidate

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.

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.

Correct Spelling

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

Date

Signature

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.

Declaration of Qualifications

2026 School Board Candidates

Municipal Elections Act, 1996 (S.33(2)(b))

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.

Declaration of Qualifications

2026 Municipal Third-Party Advertiser
Municipal Elections Act, 1996 (S. 88.6(1))

Form EL 418C

I, _____, am:
(individual or corporation or trade union name)

- An individual who is normally resident in Ontario
- A corporation that carries on business in Ontario
- A trade union that holds bargaining rights for employees in Ontario

I, _____, am:
(registrants or agents name)

- An individual
- An official representative (corporations and trade unions)

Do Solemnly Declare That:

1. This third-party is pursuant to the **Municipal Elections Act, 1996** and the **Municipal Act, 2001** to be registered as a third-party advertiser.
2. This third-party is 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 registered as a third-party advertiser.
3. Without limiting the generality of paragraph 2, the following persons and entities are not eligible to file a notice of registration:
 - A Candidate whose nomination has been filed under section 33
 - 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.
 - A provincial political party, constituency association, registered Candidate or leadership contestant registered under the *Election Finances Act*.

- The Crown in right of Canada or Ontario, a municipality or local board.

AND this third-party solemnly declares 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**.

Note: Each individual or representative of the corporation or trade union may be asked for ID and each person or agent filing on behalf of a corporation or trade union may be requested to provide a resolution from the corporation or trade union that authorizes the person or agent to register on their behalf.

Declared before me at the City of Peterborough

This _____ day of _____, 2026

(Signature of registrant)

(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.

WITHDRAWAL OF NOMINATION¹²

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)

I acknowledge that if said withdrawal is / was submitted past 2:00 p.m. on Nomination Day, that, as prescribed by law, the name reflected on the Nomination Paper will remain on the ballot.

Date

Signature of Candidate

THIS WITHDRAWAL DELIVERED TO ME AT _____ (time)
THIS _____ DAY OF _____, 2026.
_____ Municipal Clerk or designate

1 A person who has been nominated may withdraw their nomination by filing a written withdrawal in the Clerk's office by 2 pm on Nomination Day (August 21, 2026) if the nomination was filed on or before Nomination Day and by 2 p.m. on August 21, 2026, if the nomination was filed under subsection 33(5).

2 Clerk may want to require a candidate to appear in person, with identification in order to withdraw their nomination. If not, then anytime that a nomination withdrawal is submitted by someone other than the nominee, the Clerk should follow up to ensure that the withdrawal was submitted with the nominee's permission.

WITHDRAWAL OF NOMINATION¹²

Municipal Elections Act, 1996 (s.36)

Document was last saved: Just now

I, _____, hereby withdraw as a third-party advertiser
(Name of Third-Party Advertiser Representative)

for the City of Peterborough's Municipal Election 2026.

Date

Signature of Third-Party Representative

THIS WITHDRAWAL DELIVERED TO ME AT _____ (time)
THIS _____ DAY OF _____, 2026.
Municipal Clerk or designate _____

¹ A third party advertiser who has registered may withdraw their registration by filing a written withdrawal in the Clerk's office by 4:30 pm on October 23, 2026.
² Clerk may want to require a third party advertiser representative to appear in person, with identification in order to withdraw their registration. If not, then anytime that a registration withdrawal is submitted by someone other than the original representative(s), the Clerk should follow up to ensure that the withdrawal was submitted with the third party advertiser's permission.

Notice of Account
Municipal Elections Act, 1996

May 1, 2026

To: Financial Institute
Re: Municipal Campaign Account

Dear Madam or Sir,

Prior to accepting contributions, a candidate or registered third party running in the 2026 Municipal Election are required under the **Municipal Election Act, 1996** to open one or more campaign accounts at a financial institution exclusively for the purposes of the election campaign (for example: "Campaign for John Doe" or "John Doe's Campaign").

The Act does not contain any prohibition against a municipal candidate or registered third party being a signing officer on the campaign account, nor does it require the candidate to have a chief financial officer, as is the case with provincial and federal candidates.

Section 88.22(1) of the Municipal Elections Act, 1996 states:

A candidate shall ensure that:

- (a) no contributions of money are accepted or expenses are incurred unless one or more campaign accounts are first opened at a financial institution exclusively for the purposes of the election campaign;
- (b) all contributions of money are deposited into the campaign accounts;
- (c) all funds in the campaign accounts are used exclusively for the purposes of the election campaign;
- (d) all payments for expenses are made from the campaign accounts;

Section 88.26 of the Municipal Elections Act, 1996 states:

A registered third party shall ensure that,

- (a) no contributions of money are accepted or expenses are incurred in relation to third party advertisements that appear during an election in a municipality unless one or more campaign accounts are first opened at a financial institution exclusively for the purposes of the election campaign;
- (b) all contributions of money are deposited into the campaign accounts;
- (c) all funds in the campaign accounts are used exclusively for the purposes of the election campaign;
- (d) all payments for expenses are made from the campaign accounts;

Should you have any further questions on this matter, please contact Vicki King, Elections Supervisor at (705) 742-7777 ext. 1619.

Yours truly,


John Kennedy
City Clerk and Returning Officer

Notice of Penalties

Municipal Elections Act, 1996

Section 33.1 requires that 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. 2016, c. 15, s. 25. A candidate is entitled to receive a refund of the nomination filing fee if the documents required under subsection 88.25 (1) are filed on or before 2 p.m. on the filing date in accordance with that subsection. 2016, c. 15, s. 26.

Notice is hereby given to all candidates nominated for an office in the 2026 Municipal Election in the City of Peterborough as follows:

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

- (a) if the candidate fails to file a document as required under section 88.25 or 88.32 by the relevant date;
- (b) if a document filed under section 88.25 shows on its face a surplus, as described in section 88.31, and the candidate fails to pay the amount required by subsection 88.31 (4) to the clerk by the relevant date;
- (c) if a document filed under section 88.25 shows on its face that the candidate has incurred expenses exceeding what is permitted under section 88.20; or
- (d) if a document filed under section 88.32 shows on its face a surplus and the candidate fails to pay the amount required by that section by the relevant date. 2016, C. 15, S. 60.

(2) Subject to subsection (7), in the case of a default described in subsection (1),

- (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 this Act applies. 2016, c. 15, s. 60.

92 (1) A candidate is guilty of an offence and, on conviction, in addition to any other penalty that may be imposed under this Act, is subject to the penalties described in subsection 88.23 (2),

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

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

Dated this 4th day of December, 2025


John Kennedy
City Clerk and Returning Officer

Notice of Penalties

Municipal Elections Act, 1996

Notice is hereby given to third-party advertisers registered for the 2026 City of Peterborough Municipal and School Board Election of the requirement to file a Financial Statement – Auditor’s Report Third Party (Form 8) with the Clerk’s office by 2:00 p.m. on March 30, 2027 (even if no money was raised or spent) and the associated penalties for not filing.

88.27 (1) Subject to subsection (6) and in addition to any other penalty that may be imposed under this Act, an individual, corporation or trade union that is registered as a registered third party in relation to an election in a municipality is not entitled to register in relation to a subsequent election in the municipality until after the next regular election has taken place,

- (a) if the registered third party fails to file a document as required under section 88.29 or 88.32 by the relevant date;
- (b) if a document filed under section 88.29 shows on its face a surplus, as described in section 88.31, and the registered third party fails to pay the amount required by subsection 88.31 (4) to the clerk by the relevant date;
- (c) if a document filed under section 88.29 shows on its face that the registered third party has incurred expenses exceeding what is permitted under section 88.21; or
- (d) if a document filed under section 88.32 shows on its face a surplus and the registered third party fails to pay the amount required by that section by the relevant date. 2016, c. 15, s. 61.

Notice of default

(2) In the case of a default described in subsection (1), the clerk shall notify the registered third party in writing that the default has occurred and shall make available to the public the name of the registered third party and a description of the nature of the default. 2016, c. 15, s. 61.

Application to court

(3) The registered third party may, before the last day for filing a document under section 88.29 or 88.32, apply to the Superior Court of Justice to extend the time for filing the document under that section and, if the court is satisfied there are mitigating circumstances justifying a later date for filing the document, the court may grant an extension for the minimum period of time necessary to enable the registered third party to file the document but the court shall not grant an extension of more than 90 days. 2016, c. 15, s. 61.

Notice to clerk

(4) If a registered third party makes an application under subsection (3), the registered third party shall notify the clerk in writing before 2 p.m. on the last day for filing a document under section 88.29 or 88.32 that the application has been made. 2016, c. 15, s. 61.

Effect of extension

(5) If the court grants an extension under subsection (3), the penalty set out in subsection (1) applies only if the registered third party has not filed the document before the end of the extension. 2016, c. 15, s. 61.


Cessation of penalty

(6) The penalty set out in subsection (1) for a default described in clause (1) (a) does not take effect if, no later than 2 p.m. on the day that is 30 days after the applicable day for filing the document, the registered third party files the relevant document as required under section 88.29 or 88.32 and pays the clerk a late filing fee of \$500. 2016, c. 15, s. 61.

Late filing fee

(7) The late filing fee is the property of the municipality. 2016, c. 15, s. 61.

Dated this 13th of April, 2026


John Kennedy
City Clerk and Returning Officer

Consent to Release Information – Third-party Advertisers

WHEREAS, _____, (please print your corporation, entity or individual name) am a third-party advertiser for the municipal election for the City of Peterborough to be held on October 26, 2026;

AND WHEREAS the City of Peterborough desires to inform the public which third-party advertisers are registered for the Municipal Election of 2026 and I agree to assist the City by providing the following information about me;

AND WHEREAS I acknowledge it is beneficial for the public to have access to the following information;

NOW THEREFORE I grant permission to the City of Peterborough to publish and/or post the following information on the City’s website.

Third-party Advertiser’s Name: _____

Website: _____

Phone: _____ Email: _____

Other Information: _____

I have provided the above information and agree that it is correct. I also agree that the City shall not be held responsible in law for any error for which I am responsible.

I acknowledge that the City is publishing and/or posting this information as a public service and is in no way endorsing me or any position on any issue I may take.

I acknowledge that if any information I have provided changes, after the date I signed this document, that I am solely responsible for informing the City Clerk of such change and that the City shall only be required to use its best efforts to keep my information current.

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

Registrant Signature

Date

Be advised, in accordance with the Municipal Elections Act, documents and materials filed with or prepared by the clerk or any other 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.

**Interim Certificate of Maximum
Campaign Expenses**

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

Re: Office of Mayor

As required under the **Municipal Election Act, 1996**, this is the Interim Certificate of Maximum Campaign Expenses based on the number of electors on the Voters' List for 2022.

I hereby certify that the maximum campaign expense that a candidate is permitted to incur for the office of **Mayor**, in the Municipal election in the City of Peterborough to be held on October 26, 2026 is **\$ 62,863.90**.

There is a separate spending limit for expenses related to the holding of parties and other expressions of appreciation after the close of voting. This spending limit is calculated as ten percent of the amount of your general spending limit, **\$ 6286.39**.

Dated this 26th day of January, 2026.


John Kennedy
City Clerk, Returning Officer

Please note that this limit is based on the electors on the 2022 Voters' List. A final spending limit will be sent by Registered Mail to the address provided on the nomination form, no later than Wednesday, September 30, 2026. It will be based on the Voters' List for the 2026 election. In the event of a mail strike, alternate means will be used and communicated to the candidate in advance. The higher calculated amount will prevail.

**Interim Certificate of Maximum
Campaign Expenses**

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

Re: Office of Councillor, Ward 1

As required under the **Municipal Election Act, 1996**, this is the Interim Certificate of Maximum Campaign Expenses based on the number of electors on the Voters' List for 2022.

I hereby certify that the maximum campaign expense that a candidate is permitted to incur for the office of **Councillor, Ward 1**, in the Municipal election to be held on October 26, 2026 is **\$ 16,046.60**.

There is a separate spending limit for expenses related to the holding of parties and other expressions of appreciation after the close of voting. This spending limit is calculated as ten percent of the amount of your general spending limit, **\$ 1,604.66**.

Dated this 26th day of January, 2026.


John Kennedy
City Clerk, Returning Officer

Please note that this limit is based on the electors on the 2022 Voters' List. A final spending limit will be sent by Registered Mail to the address provided on the nomination form, no later than Wednesday, September 30, 2026. It will be based on the Voters' List for the 2026 election. In the event of a mail strike, alternate means will be used and communicated to the candidate in advance. The higher calculated amount will prevail.

**Interim Certificate of Maximum
Campaign Expenses**

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

Re: Office of Councillor, Ward 2

As required under the **Municipal Election Act, 1996**, this is the Interim Certificate of Maximum Campaign Expenses based on the number of electors on the Voters' List for 2022.

I hereby certify that the maximum campaign expense that a candidate is permitted to incur for the office of **Councillor, Ward 2**, in the Municipal election in the City of Peterborough to be held on October 26, 2026 is **\$16,142.65**.

There is a separate spending limit for expenses related to the holding of parties and other expressions of appreciation after the close of voting. This spending limit is calculated as ten percent of the amount of your general spending limit, **\$1,614.26**.

Dated this 26th day of January, 2026.


John Kennedy
City Clerk, Returning Officer

Please note that this limit is based on the electors on the 2022 Voters' List. A final spending limit will be sent by Registered Mail to the address provided on the nomination form, no later than Wednesday, September 30, 2026. It will be based on the Voters' List for the 2026 election. In the event of a mail strike, alternate means will be used and communicated to the candidate in advance. The higher calculated amount will prevail.

**Interim Certificate of Maximum
Campaign Expenses**

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

Re: Office of Councillor, Ward 3

As required under the **Municipal Election Act, 1996**, this is the Interim Certificate of Maximum Campaign Expenses based on the number of electors on the Voters' List for 2022.

I hereby certify that the maximum campaign expense that a candidate is permitted to incur for the office of **Councillor, Ward 3**, in the Municipal election in the City of Peterborough to be held on October 26, 2022 is **\$15,960.75**.

There is a separate spending limit for expenses related to the holding of parties and other expressions of appreciation after the close of voting. This spending limit is calculated as ten percent of the amount of your general spending limit, **\$1,596.07**.

Dated this 26th day of January, 2026.


John Kennedy
City Clerk, Returning Officer

Please note that this limit is based on the electors on the 2022 Voters' List. A final spending limit will be sent by Registered Mail to the address provided on the nomination form, no later than Wednesday, September 30, 2026. It will be based on the Voters' List for the 2026 election. In the event of a mail strike, alternate means will be used and communicated to the candidate in advance. The higher calculated amount will prevail.

**Interim Certificate of Maximum
Campaign Expenses**

Municipal Elections Act, 1996 (s. 88.20)

Re: Office of Councillor, Ward 4

As required under the **Municipal Election Act, 1996**, this is the Interim Certificate of Maximum Campaign Expenses based on the number of electors on the Voters' List for 2022.

I hereby certify that the maximum campaign expense that a candidate is permitted to incur for the office of **Councillor, Ward 4**, in the Municipal election in the City of Peterborough to be held on October 26, 2026 is **\$15,316.45**.

There is a separate spending limit for expenses related to the holding of parties and other expressions of appreciation after the close of voting. This spending limit is calculated as ten percent of the amount of your general spending limit, **\$1,531.64**.

Dated this 26th day of January, 2026.


John Kennedy
City Clerk, Returning Officer

Please note that this limit is based on the electors on the 2022 Voters' List. A final spending limit will be sent by Registered Mail to the address provided on the nomination form, no later than Wednesday, September 30, 2026. It will be based on the Voters' List for the 2026 election. In the event of a mail strike, alternate means will be used and communicated to the candidate in advance. The higher calculated amount will prevail.

**Interim Certificate of Maximum
Campaign Expenses**

Municipal Elections Act, 1996 (s.88.20)

Re: Office of Councillor, Ward 5

As required under the **Municipal Election Act, 1996**, this is the Interim Certificate of Maximum Campaign Expenses based on the number of electors on the Voters' List for 2022.

I hereby certify that the maximum campaign expense that a candidate is permitted to incur for the office of **Councillor, Ward 5**, in the Municipal election in the City of Peterborough to be held on October 26, 2026 is **\$16,896.60**.

There is a separate spending limit for expenses related to the holding of parties and other expressions of appreciation after the close of voting. This spending limit is calculated as ten percent of the amount of your general spending limit, **\$1,689.66**.

Dated this 26th day of January, 2026.


John Kennedy
City Clerk, Returning Officer

Please note that this limit is based on the electors on the 2022 Voters' List. A final spending limit will be sent by Registered Mail to the address provided on the nomination form, no later than Wednesday, September 30, 2026. It will be based on the Voters' List for the 2026 election. In the event of a mail strike, alternate means will be used and communicated to the candidate in advance. The higher calculated amount will prevail.

**Interim Certificate of Maximum
Candidate Contribution to Their Own
Campaign Expenses**


Municipal Elections Act, 1996 (s. 33.0.2 (1))

Re: Office of Mayor

As required under the **Municipal Election Act, 1996**, this is the Interim Certificate of Maximum Candidate Contribution to their own Campaign Expenses based on the number of electors on the Voters' List for 2022.

I hereby certify that the maximum campaign contribution to their own campaign expenses for the office of **Mayor**, in the Municipal election to be held on October 26, 2026 is **\$20,526.80**.

Dated this 26th day of January, 2026.


John Kennedy
City Clerk, Returning Officer

Please note that this limit is based on the electors on the 2022 Voters' List. A final spending limit will be sent by Registered Mail to the address provided on the nomination form, no later than Wednesday, September 30, 2026. It will be based on the Voters' List for the 2026 election. In the event of a mail strike, alternate means will be used and communicated to the candidate in advance. The higher calculated amount will prevail.

**Interim Certificate of Maximum
Candidate Contribution to Their Own
Campaign Expenses**

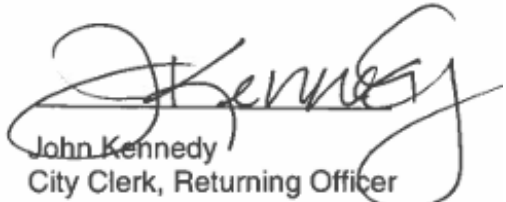
Municipal Elections Act, 1996 (s. 33.0.2 (1))

Re: Office of Councillor, Ward 1

As required under the **Municipal Election Act, 1996**, this is the Interim Certificate of Maximum Candidate Contribution to their own Campaign Expenses based on the number of electors on the Voters' List for 2022.

I hereby certify that the maximum campaign contribution to their own campaign expenses for the office of **Councillor, Ward 1** in the Municipal election to be held on October 26, 2026 is **\$7,599.20**.

Dated this 26th day of January, 2026.


John Kennedy
City Clerk, Returning Officer

Please note that this limit is based on the electors on the 2022 Voters' List. A final spending limit will be sent by Registered Mail to the address provided on the nomination form, no later than Wednesday, September 30, 2026. It will be based on the Voters' List for the 2026 election. In the event of a mail strike, alternate means will be used and communicated to the candidate in advance. The higher calculated amount will prevail.

**Interim Certificate of Maximum
Candidate Contribution to Their Own
Campaign Expenses**

Municipal Elections Act, 1996 (s. 33.0.2 (1))

Re: Office of Councillor, Ward 2

As required under the **Municipal Election Act, 1996**, this is the Interim Certificate of Maximum Candidate Contribution to their own Campaign Expenses based on the number of electors on the Voters' List for 2022.

I hereby certify that the maximum campaign contribution to their own campaign expenses for the office of **Councillor, Ward 2** in the Municipal election to be held on October 26, 2026 is **\$7,621.80**.

Dated this 26th day of January, 2026.


John Kennedy
City Clerk, Returning Officer

Please note that this limit is based on the electors on the 2022 Voters' List. A final spending limit will be sent by Registered Mail to the address provided on the nomination form, no later than Wednesday, September 30, 2026. It will be based on the Voters' List for the 2026 election. In the event of a mail strike, alternate means will be used and communicated to the candidate in advance. The higher calculated amount will prevail.

**Interim Certificate of Maximum
Candidate Contribution to Their Own
Campaign Expenses**

Municipal Elections Act, 1996 (s. 33.0.2 (1))

Re: Office of Councillor, Ward 3

As required under the **Municipal Election Act, 1996**, this is the Interim Certificate of Maximum Candidate Contribution to their own Campaign Expenses based on the number of electors on the Voters' List for 2022.

I hereby certify that the maximum campaign contribution to their own campaign expenses for the office of **Councillor, Ward 3** in the Municipal election to be held on October 26, 2026 is **\$7,579.20**.

Dated this 26th day of January, 2026.


John Kennedy
City Clerk, Returning Officer

Please note that this limit is based on the electors on the 2022 Voters' List. A final spending limit will be sent by Registered Mail to the address provided on the nomination form, no later than Wednesday, September 30, 2026. It will be based on the Voters' List for the 2026 election. In the event of a mail strike, alternate means will be used and communicated to the candidate in advance. The higher calculated amount will prevail.

**Interim Certificate of Maximum
Candidate Contribution to Their Own
Campaign Expenses**


Municipal Elections Act, 1996 (s. 33.0.2 (1))

Re: Office of Councillor, Ward 4

As required under the **Municipal Election Act, 1996**, this is the Interim Certificate of Maximum Candidate Contribution to their own Campaign Expenses based on the number of electors on the Voters' List for 2022.

I hereby certify that the maximum campaign contribution to their own campaign expenses for the office of **Councillor, Ward 4** in the Municipal election to be held on October 26, 2026 is **\$7,427.40**.

Dated this 26th day of January, 2026.


John Kennedy
City Clerk, Returning Officer

Please note that this limit is based on the electors on the 2022 Voters' List. A final spending limit will be sent by Registered Mail to the address provided on the nomination form, no later than Wednesday, September 30, 2026. It will be based on the Voters' List for the 2026 election. In the event of a mail strike, alternate means will be used and communicated to the candidate in advance. The higher calculated amount will prevail.

**Interim Certificate of Maximum
Candidate Contribution to Their Own
Campaign Expenses**


Municipal Elections Act, 1996 (s. 33.0.2 (1))

Re: Office of Councillor, Ward 5

As required under the **Municipal Election Act, 1996**, this is the Interim Certificate of Maximum Candidate Contribution to their own Campaign Expenses based on the number of electors on the Voters' List for 2022.

I hereby certify that the maximum campaign contribution to their own campaign expenses for the office of **Councillor, Ward 5** in the Municipal election to be held on October 26, 2026 is **\$7,799.20**.

Dated this 26th day of January, 2026.


John Kennedy
City Clerk, Returning Officer

Please note that this limit is based on the electors on the 2022 Voters' List. A final spending limit will be sent by Registered Mail to the address provided on the nomination form, no later than Wednesday, September 30, 2026. It will be based on the Voters' List for the 2026 election. In the event of a mail strike, alternate means will be used and communicated to the candidate in advance. The higher calculated amount will prevail.

**Interim Certificate of Maximum
Campaign Expenses**

Municipal Elections Act, 1996 (s.88.20)

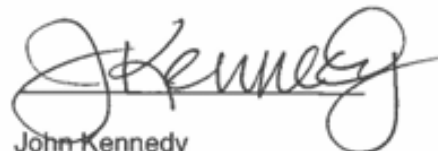
Re: English Public School Board Trustee

As required under the **Municipal Election Act, 1996**, this is the Interim Certificate of Maximum Campaign Expenses based on the number of electors on the Voters' List for 2022.

I hereby certify that the maximum campaign expense that a candidate is permitted to incur for the office of **English Public School Board Trustee**, in the Municipal election in the City of Peterborough to be held on October 26, 2026 is **\$52,002.45**.

There is a separate spending limit for expenses related to the holding of parties and other expressions of appreciation after the close of voting. This spending limit is calculated as ten percent of the amount of your general spending limit, **\$5,200.24**.

Dated this 26th day of January, 2026.



John Kennedy
City Clerk, Returning Officer

Please note that this limit is based on the electors on the 2022 Voters' List. A final spending limit will be sent by Registered Mail to the address provided on the nomination form, no later than Wednesday, September 30, 2026. It will be based on the Voters' List for the 2026 election. In the event of a mail strike, alternate means will be used and communicated to the candidate in advance. The higher calculated amount will prevail.

**Interim Certificate of Maximum
Campaign Expenses**

Municipal Elections Act, 1996 (s.88.20)

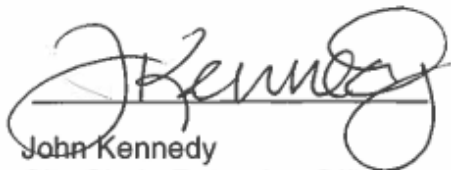
Re: English Separate School Board Trustee

As required under the **Municipal Election Act, 1996**, this is the Interim Certificate of Maximum Campaign Expenses based on the number of electors on the Voters' List for 2022.

I hereby certify that the maximum campaign expense that a candidate is permitted to incur for the office of **English Separate School Board Trustee**, in the Municipal election in the City of Peterborough to be held on October 26, 2026 is **\$12,649.15**.

There is a separate spending limit for expenses related to the holding of parties and other expressions of appreciation after the close of voting. This spending limit is calculated as ten percent of the amount of your general spending limit, **\$1,264.91**.

Dated this 26th day of January, 2026.


John Kennedy
City Clerk, Returning Officer

Please note that this limit is based on the electors on the 2022 Voters' List. A final spending limit will be sent by Registered Mail to the address provided on the nomination form, no later than Wednesday, September 30, 2026. It will be based on the Voters' List for the 2026 election. In the event of a mail strike, alternate means will be used and communicated to the candidate in advance. The higher calculated amount will prevail.

**Interim Certificate of Maximum
Campaign Expenses**

Municipal Elections Act, 1996 (S. 88.21 (7))

Re: Third Party Advertisers

As required under the **Municipal Election Act, 1996**, this is the Interim Certificate of Maximum Campaign Expenses based on the number of electors on the Voters' List for 2022.

I hereby certify that the maximum campaign expense that a third party advertiser is permitted to incur for the Municipal election in the City of Peterborough to be held on October 26, 2026 is **\$8,256.70**.

There is a separate spending limit for expenses related to the holding of parties and other expressions of appreciation after the close of voting. This spending limit is calculated as ten percent of the amount of your general spending limit, **\$825.67**.

Dated this 26th day of January, 2026.


John Kennedy
City Clerk, Returning Officer

Please note that this limit is based on the electors on the 2022 Voters' List. A final spending limit will be sent by Registered Mail to the address provided on the registration form, no later than Wednesday, September 30, 2026. It will be based on the Voters' List for the 2026 election. In the event of a mail strike, alternate means will be used and communicated to the third party in advance. The higher calculated amount will prevail.



Application For a Compliance Audit

Section A: Information about Complainant			
<input type="checkbox"/> Mr. <input type="checkbox"/> Mrs.	Last Name		First Name
<input type="checkbox"/> Ms. <input type="checkbox"/> Miss			
Mailing Address:			
City:		Province:	Postal Code:
Phone:	Fax:	Email:	
Section B: Information about your Complaint			
Candidate Name:		Office: <input type="checkbox"/> Councillor, Ward ____ <input type="checkbox"/> Mayor	
Please explain the reason you believe that the candidate named above has contravened the Municipal Elections Act, 1996 relating to Municipal Election campaign finances.			

Additional Pages Attached: <input type="checkbox"/> Yes <input type="checkbox"/> No			
This application will be shared with the Compliance Audit Committee, the Auditor chosen to investigate this application (if applicable), the Municipal Clerk and Council.			
If the application is forwarded to an Auditor, where the Auditor's report indicates that there was no apparent contravention and the Election Compliance Audit Committee finds there were no reasonable grounds for the application, the Council or local board is entitled to recover the Auditor's costs from you.			
By signing below, I declare that I am an eligible elector under the Municipal Elections Act, 1996. I also confirm that the information provided in this application is complete and accurate to the best of my knowledge.			
Complainant Signature:			Date:
Section C: For Office Use Only			

Duties of Candidates

Municipal Elections Act, 1996

A candidate shall ensure that,

- a) no contributions of money are accepted, or expenses are incurred unless one or more campaign accounts are first opened at a financial institution exclusively for the purposes of the election campaign;
- b) all contributions of money are deposited into the campaign accounts;
- c) all funds in the campaign accounts are used exclusively for the purposes of the election campaign;
- d) all payments for expenses are made from the campaign accounts;
- e) contributions of goods or services are valued;
- f) receipts are issued for every contribution and obtained for every expense;
- g) records are kept of,
 - (i) the receipts issued for every contribution,
 - (ii) the value of every contribution,
 - (iii) whether a contribution is in the form of money, goods or services, and
 - (iv) the contributor's name and address;
- h) records are kept of every expense including the receipts obtained for each expense;
- i) records are kept of any claim for payment of an expense that the candidate disputes or refuses to pay;
- j) records are kept of the gross income from a fund-raising function and the gross amount of money received at a fund-raising function by donations of \$25 or less or by the sale of goods or services for \$25 or less;
- k) records are kept of any loan and its terms under section 88.17 (Campaign Account Loans);
- l) the records described in clauses (g), (h), (i), (j) and (k) are retained by the candidate for the term of office of the members of the council or local board and until their successors are elected and the newly elected council or local board is organized;
- m) financial filings are made in accordance with sections 88.25 (Candidates' Financial Statements, etc.) and 88.32 (Return of Surplus for Subsequent Expenses);
- n) proper direction is given to the persons who are authorized to incur expenses and accept or solicit contributions under the direction of the candidate;

- o) a contribution of money made or received in contravention of this Act or a by-law passed under this Act is returned to the contributor as soon as possible after the candidate becomes aware of the contravention;
- p) a contribution not returned to the contributor under clause (o) is paid to the clerk with whom the candidate's nomination was filed;
- q) an anonymous contribution is paid to the clerk with whom the candidate's nomination was filed; and
- r) each contributor is informed that a contributor shall not make contributions exceeding,
 - (i) subject to subsection (2), a total of \$1,200 to any one candidate in an election, and
 - (ii) a total of \$5,000 to two or more candidates for offices on the same council or local board.

Exclusion of certain expenses

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

Contributions paid to clerk

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

Duties of Registered Third Parties

Municipal Elections Act, 1996

A registered third party shall ensure that,

- a) no contributions of money are accepted, or expenses are incurred in relation to third party advertisements that appear during an election in a municipality unless one or more campaign accounts are first opened at a financial institution exclusively for the purposes of the election campaign;
- b) all contributions of money are deposited into the campaign accounts;
- c) all funds in the campaign accounts are used exclusively for the purposes of the election campaign;
- d) all payments for expenses are made from the campaign accounts;
- e) contributions of goods or services are valued;
- f) receipts are issued for every contribution and obtained for every expense;
- g) records are kept of,
 - (i) the receipts issued for every contribution,
 - (ii) the value of every contribution,
 - (iii) whether a contribution is in the form of money, goods or services, and
 - (iv) the contributor's name and address;
- h) records are kept of every expense including the receipts obtained for each expense;
- i) records are kept of any claim for payment of an expense that the registered third-party disputes or refuses to pay;
- j) records are kept of the gross income from a fund-raising function and the gross amount of money received at a fund-raising function by donations of \$25 or less or by the sale of goods or services for \$25 or less;
- k) records are kept of any loan and its terms under section 88.17 (Account Loans);
- l) the records described in clauses (g), (h), (i), (j) and (k) are retained by the registered third party for the term of office of the members of the council or local board and until their successors are elected and the newly elected council or local board is organized;
- m) financial filings are made in accordance with sections 88.29 (Financial Statements, etc.) and 88.32 (Return of Surplus for Subsequent Expenses);
- n) proper direction is given to the persons who are authorized to incur expenses and accept or solicit contributions under the direction of the registered third party;

- o) a contribution of money made or received in contravention of this Act or a by-law passed under this Act is returned to the contributor as soon as possible after the registered third party becomes aware of the contravention;
- p) a contribution not returned to the contributor under clause (o) is paid to the clerk of the municipality in which the registered third party is registered;
- q) an anonymous contribution is paid to the clerk of the municipality in which the registered third party is registered; and
- r) each contributor is informed that a contributor shall not make contributions exceeding,
 - (i) a total of \$1,200 to any one registered third party in relation to third party advertisements, and
 - (ii) a total of \$5,000 to two or more registered third parties registered in the same municipality in relation to third party advertisements.

Exclusion of certain expenses

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

Contributions paid to clerk

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

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.

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

Signature

Date