



Candidate Information Guide

2026 Municipal Election

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Section A: Introduction

Thank you for your interest in serving the public as part of Municipal Council! Serving the public as an elected official requires a four-year commitment of considerable time and energy. You are getting ready to embark on a journey that will be both rewarding and frustrating. If you are a first-time candidate, you will find running for office to be a challenging and exciting experience. We hope that with this package, your trip through the election process will be made a little easier.

The *Municipal Elections Act, 1996*, sets out in detail the requirements to be met by candidates for office. These requirements have been summarized for your convenience. We urge you to obtain your own copy of the Municipal Elections Act which can be downloaded at <https://www.ontario.ca/laws/statute/96m32>

This package is provided for general information only and highlights certain legislation. It does not include all legal requirements. Candidates are responsible for ensuring they meet election financing rules and are eligible to vote and run for office.

As this election year progresses, additional information will be available regarding the specifics of the election process. We will be providing you with this information as it becomes available. You are advised to read the enclosed material carefully. It is important that you are aware of your responsibilities as a candidate. Please do not hesitate to contact me with any questions you may have.

Best wishes for a successful campaign.

Liisa Cotnam

Liisa Cotnam, Clerk
705-785-3489 x103
lcotnam@plummertownship.ca

Section B: Frequently Asked Questions

Important Dates

Date	Details
Friday, May 1, 2026	First day to file nominations
Monday, June 1, 2026	Candidate Information Session 7:00 p.m.
Friday, August 21, 2026	Nomination Day – nominations accepted from 9:00 a.m. to 2:00 p.m.
Monday, August 24, 2026	Nominations certified or rejected by Clerk List of Candidates posted by 4:00 p.m.
Tuesday, September 1, 2026	Start of revision period for the Voters List
Monday, October 26, 2026	Election Day

What is the Term of Office?

Who can be a candidate?

The term of the Township of Plummer Additional Municipal Council will be four years, resulting in a term from November 15, 2026, and ending November 14, 2030.

Any person who is qualified to be a voter in Plummer’s 2026 Municipal Election is also eligible to be a candidate.

Candidates for the offices of Mayor or Councillor must be:

- a resident of the Township, or an owner or tenant of land in the Township, or the spouse or same sex partner of such an owner or tenant
- a Canadian citizen
- at least 18 years old
- not prohibited from voting by law

In addition, candidates for School Board Trustee must reside within the Board area and be a supporter of that Board.

Please note that if you were a candidate in the 2022 Municipal Election and failed to file a financial statement, you are ineligible to be elected or appointed to any office, until the 2030 Municipal Election.

What offices are to be elected?

The offices to be elected are:

- Mayor (one)
- Councillor (four)
- School Board Trustee (one for each Board):

- English Public
- English Separate/Catholic
- French Public
- French Separate/Catholic

When can I file my nomination paperwork?

Individuals can file their nomination paperwork at the Township’s Administrative Office beginning on Friday, May 1, 2026 during regular business hours (Monday to Friday from 8:30 a.m. to 4:30 p.m.). The deadline to file your nomination paperwork is Friday, August 21, 2026 at 2:00 p.m.

Appointments are strongly recommended.

Can I file my nomination online?

No. Candidates must file their nomination paperwork in person or by an agent.

What do I need to file my nomination paperwork?

The nomination paperwork must be completed in full and filed in person by the candidate or their agent and include:

- identification suitable to the Clerk
- Nomination Paper (Form 1)
- application filing fee:
 - \$200 for Mayor/Head of Council
 - \$100 for all other offices

What are the responsibilities of these offices?

The Mayor is responsible for providing leadership, acting as a spokesperson to the public, and working with other levels of government.

Each Councillor is responsible for representing their constituents, and as a member of Council, needs to work together with the other members as the primary decision-making body for the Township.

Per Section 224 of the *Municipal Act, 2001*, the role of Council is:

- (a) to represent the public and to consider the well-being and interests of the municipality; to develop and evaluate the policies and programs of the municipality;
- (b) to determine which services the municipality provides;

(c) to ensure that administrative policies, practices and procedures and controllership policies, practices and procedures are in place to implement the decisions of council;

(d.1) to ensure the accountability and transparency of the operations of the municipality, including the activities of the senior management of the municipality;

(d) to maintain the financial integrity of the municipality; and

(e) to carry out the duties of council under this or any other Act.

Per Section 225 of the *Municipal Act, 2001*, the role of Head of Council (Mayor) is:

(a) to act as chief executive officer of the municipality;

(b) to preside over council meetings so that its business can be carried out efficiently and effectively;

(c) to provide leadership to the council;

(c.1) without limiting clause (c), to provide information and recommendations to the council with respect to the role of council described in clauses 224 (d) and (d.1);

(d) to represent the municipality at official functions; and

(e) to carry out the duties of the head of council under this or any other Act.

Additional information on the role of a municipal council member may be obtained from the The Ontario Municipal Councillor's Guide.

What is the time commitment if I'm elected?

A Councillor can expect to devote time for a minimum of one meeting per month along with various duties on outside committees as appointed by Council. Meetings are held generally during the evenings with some special meetings that take place as required. Time commitments would include:

- Council meetings (third Wednesday of every month)
- Community Events (e.g., ceremonies, parades, etc.)
- Telephone calls, emails, and contact with constituents
- Reading and research time

In addition to attending regular Council and Committee meetings, members are required to attend meetings of other committees to which they are appointed. These committees are established for a specific purpose and currently include the following:

- Cemetery Advisory Committee
- Committee of Adjustment
- Tri-Neighbours Board
- Bruce Mines Plummer Additional Health Centre Committee
- Bruce Mines Plummer Additional Public Library Board
- Police Board

How do I get agendas?

The Clerk provides all meeting materials electronically via email and members are expected to use their Township-provided computer to access meeting agendas. Further, all members are expected to check their Township email regularly as it is the primary means of communication.

What is the remuneration for members of Council?

The 2026 stipends (established in 2023) are:

- Mayor \$9,044.40
- Councillor \$6,460.32

Council members are provided with a quarterly internet allowance of \$75 and an annual mileage allowance. In addition to their annual remuneration, members receive per diem payments should they attend conferences, seminars, or meetings for boards and committees they have been appointed to.

Can I withdraw my nomination?

Yes. The last day to withdraw a nomination is Friday, August 21, 2026 by 2:00 p.m.

When is the Council Inauguration Ceremony?

The Council Inauguration Ceremony will be held on Wednesday, November 4, 2026 at 6:00 p.m.

This is a Special Council Meeting to swear the new Council into office. The meeting is open to the public and family and friends of new Council members are encouraged to attend. A closed session for training purposes will follow the ceremonial part of the meeting.

How do I contact the Clerk's office?

For more information on all election matters, please contact the Clerk:

Liisa Cotnam lcotnam@plummertownship.ca 705-785-3479 x103

Section C: General Election Information

Use of Township logo and Corporate Resources

Use of any corporate Township logo, crest, or images by candidates on signs, brochures, social media, websites, or any other election-related material is strictly prohibited.

Candidates are permitted to use Township facilities for campaign activities provided all rental fees are paid. Campaign materials are only permitted to be displayed in the rented portion of a facility during the rental period. Materials cannot be displayed at any other time on municipal facilities or property.

Please refer to the *Use of Municipal Resources in Municipal Elections Policy* included in your candidate package for clarification regarding the use of Municipal Resources and facilities.

Enumeration

New for 2026 will be the provision of the Preliminary List of Electors by Elections Ontario which contains the names and addresses and school support of each person who meets the qualifications of an elector. In prior municipal elections, the list was provided by MPAC (Municipal Property Assessment Corporation).

Electors can check whether they are on the list through the Elections Ontario webpage .

The Voters List will be available to candidates on September 1, 2026, on request. Candidates are only provided with access to a copy of the part of the Voters List that contains the name of electors who are entitled to vote for the office for which they have filed nomination papers.

Revision to the Voters List

Applications for revisions, changes and additions to the Voters List will be accepted by the Clerk starting on September 1, 2026, and ending at 8:00 p.m. on Election Day (October 26, 2026) at the Township's Administration Office.

2026 Election Method

Plummer Township is utilizing a hybrid voting method which will allow electors to vote in-person (paper ballot) or by mail-in ballot. Additional information on the voting method, including detailed election procedures, will be made available for electors and candidates throughout 2026.

Form of Ballots

The municipality uses a fully composite ballot. Each elector receives one ballot,

which contains all ballots for every office for which they are entitled to vote.

Voting Date and Location

All eligible electors will receive a Voter Information Letter that will give them information on as to how to vote by mail-in ballot or in-person.

Election Day is Monday, October 26th , 2026. Polls will be open from 10:00 a.m. to 8:00 p.m. at the Bruce Station Hall at 109 Station Rd, Bruce Mines.

Advance Voting and Proxy Voting

As Plummer Township is providing an alternative voting method, there will be no advance or proxy voting.

Certification of Nominations by Clerk

Section 35 of the *Municipal Elections Act, 1996*, states:

- 1) The Clerk shall examine each nomination that has been filed, in accordance with the following timetable:
 - i. All nominations filed on or before Nomination Day shall be examined before 4:00 p.m. on the Monday following Nomination Day.
 - ii. All additional nominations filed under subsection 33(5) shall be examined before 4:00 p.m. on the Thursday following Nomination Day.
- 2) If satisfied that a person is qualified to be nominated and that the nomination complies with this Act (*Municipal Elections Act, 1996*), the Clerk shall certify the nomination by signing the nomination paper.
- 3) If not satisfied that a person is qualified to be nominated or that the nomination complies with this Act, the Clerk shall reject the nomination.
- 4) When the Clerk rejects a nomination, he or she shall, as soon as possible, give notice of the fact to the person who sought to be nominated and to all candidates for the office.
- 5) The Clerk's decision to certify or reject a nomination is final.

Note: It is the candidate's responsibility to ensure they meet all the qualifications and file the proper nomination paperwork. Each candidate should contact the Clerk to verify that their Nomination Forms are in order.

Section D: Election Financial Responsibilities

The *Municipal Elections Act, 1996*, imposes limitations on the expenses for candidates in municipal elections and also imposes requirements on the candidate to report the contributions received and the funds expended.

Detailed information on campaign finances, reporting, contributions, and expenses may be found within the *Province of Ontario Candidate Information Guide* which is included in the nomination package. Candidates are encouraged to reference the *Municipal Elections Act, 1996* for the exact details.

When may a candidate conduct fundraising and incur campaign expenses?

The candidate may incur campaign expenses and may accept donations starting on the day they file their Nomination Form.

What are the limits on campaign spending?

A preliminary maximum campaign expense limit will be provided to the candidate when the nomination is filed. These limits are calculated using a base amount multiplied by the number of eligible electors for each office.

An Interim Certificate of Maximum Expenses will be issued upon filing of nominations. A Certificate of Maximum Campaign Spending Limits will be issued to candidates by September 30, 2026.

A letter has been enclosed in this package for candidates to take to their banking institution to assist in the creation of their campaign bank account.

Financial Reporting Requirements

On or before March 30, 2027, each candidate shall file the necessary financial reports with the Clerk.

Compliance Audits

Per Section 88.33 of the *Municipal Elections Act, 1996*, any elector may apply to the Clerk of the municipality or the secretary of a local board, in writing, for a compliance audit of the campaign of any candidate within 90 days of the filing of the financial reports of the candidate.

Within ten days after receiving the application, the Clerk of the municipality or the secretary of the local board shall forward the application to the compliance audit committee. Upon receipt, within 30 days, the committee shall consider the

application and decide whether it should be granted or rejected.

Section F: Election Signs

While the Township does not have a policy on election signs, it is expected that candidates will respect the following provisions:

- Signs are not permitted at the Voting Location (includes parking lot and park area).
- Signs are to be removed by October 28, 2026. Failure to do so shall result in a candidate being fined for signs removed by municipal staff under the Clean and Clear By-law 2010-55.
- Signs are not to be placed on Municipal property.
- Signs are not to be placed on private property without permission from the owner.
- Signs must not cause an obstruction on roadways.

Section G: Prohibition of Canvassing in Voting Places

Electioneering or campaigning in any nature is strictly prohibited and is not permitted on any premises used as a voting place. The premises include the entire building and the property on which it is located including the parking lot and park area.

Section 48 of the *Municipal Elections Act, 1996* provides as follows:

- 1) While an elector is in a voting place, no person shall attempt, directly or indirectly, to influence how the elector votes.
- 2) Without limiting the generality of subsection (1), no person shall display a candidate's election campaign material or literature in a voting place.
- 3) For the purpose of this section, 'voting place' includes any place in the immediate vicinity of the voting place designated by the Clerk.

Deputy Returning Officers and Election Officials will be instructed to remove any election campaign material or literature of any nature.

The decision of the Deputy Returning Officer is final.

For reference, campaign materials include, but are not limited to t-shirts, buttons, flyers, hats, magnetic vehicle signs, etc.