

Township of Southgate Municipal Election Procedures



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

This document is subject to amendments.

Lindsey Green

Lindsey Green
Clerk and Returning Officer

Last Amendment Date:

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This Guide is provided for information purposes and is subject to change, with updates noted and posted on the website. Please refer to the legislation for specific reference.

All references to the “Clerk”, for the purposes of this manual, shall mean the Returning Officer (R.O.) for the 2026 Municipal Elections. All reference to “Clerk’s Designate” shall mean the delegated duties of the R.O.

Definitions

- a) **"Act"** means the Municipal Elections Act 1996, SO 1996 c.32 as amended.
- b) **"Ballot"** means either an image on a computer screen of a ballot card for an election to be voted for, including all choices available to the electors and containing spaces in which the electors mark their votes; or when voting using a touchtone telephone, an audio set of instructions describing all choices available to the electors and how to mark their selection by pressing the numbered touchtone keypad.
- c) **"Candidate"** means a person nominated under s.33 of the Act.
- d) **"Certified Candidate"** means a candidate whose nomination was certified by the Clerk under s.35 of the Act.
- e) **"Clerk"** means the Clerk of the Township of Southgate 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.). All references to Clerk's designate shall mean the delegated duties of the R.O.
- f) **"Election"** means the 2026 School Board and Municipal elections conducted by the Returning Officer (R.O).
- g) **"Election Calendar"** means the period between the first day of nominations to nomination day. The first day that nominations can be filed for a regular election will be May 1st. Nomination day (the deadline to file a nomination) for a regular election will move to the third Friday in August (August 21, for the 2026 election).
- h) **"Election Official"** means the Clerk or other person 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 under s.15 of the Act.
- i) **"Friend"** means any person who is requested by an elector to assist him or her in the voting process.
- j) **"Help Centre"** means a location designated by the Clerk where individuals may be added to the Voters' List and to provide assistance and clarification on the election process, including the access to a telephone and/or internet. The ability to vote at the Help Centre will be limited to hours designated by the Clerk.
- k) **"Municipal Office"** means the Township of Southgate administration building located at 185667 Grey County Road 9, Dundalk Ontario N0C1B0.

- l) **"Nomination Day"** means the deadline to file a nomination for a regular election, which is the August 21, 2026.
- m) **"Preliminary List of Electors"** or **"PLE"** means a list of electors for the Municipality compiled by Elections Ontario and provided to the Municipality in an election year under s.19 of the Act.
- n) **"Proof of Identification"** means proof of identity and residence as prescribed in O. Reg. 304/13 of the Act.
- o) **"Regular Office Hours"** means Monday to Friday, 8:30 am to 4:00 pm.
- p) **"Scrutineer"** means an individual, appointed in writing by a certified candidate, to represent him or her during the election.
- q) **"Time/Clock"** means the time as indicated on the National Research Council Canada Web Clock showing official times for the Eastern Time Zone.
- r) **"Voter Credentials"** means unique multiple digit number or numbers assigned to each voter to provide security for access to the voting system.
- s) **"Voter Information Letter"** means a letter mailed individually to every elector containing voting instructions, including a Personal Identification Number (PIN) and other relevant information.
- t) **"Voters' List"** means the Preliminary List of Electors, as corrected by the Clerk, under the provisions of s.19 and s.22 of the Act.
- u) **"Voting Day"** means the final day on which the vote is to be taken in an election and shall be Monday, October 26, 2026 with the close of voting to be at 8:00 pm.
- v) **"Voting Period"** means the period in which an eligible voter may cast their vote, either via internet or telephone and shall span from Friday, October 16, 2026 at 10:00 am to Monday October 26, 2026 at 8:00 pm.
- w) **"Website"** means the designated municipal website for election information (www.southgatevotes.ca).

Authority

Duties and Powers of Clerk (s.11 and 12)

The Clerk is responsible for conducting the election, including 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 accessibility report.

The Clerk 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.

Procedures and Forms

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

Unforeseen Cases

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

Notices / Advertisements

1. The Clerk shall notify voters of the following via a local newspaper, the Municipal website and Facebook page:
 - a) that a municipal election is being held for the Township of Southgate and that the Municipality has adopted an alternative voting method, being Telephone/Internet Voting;
 - b) dates and times of the Voting Period and Voting Day including the method of voting;
 - c) who is eligible to vote in the Municipal Election;
 - d) locations, dates and times that the Help and Centres are open;
 - e) how electors can determine if their name is on the Voters List; and
 - f) procedure for being added, deleted or making corrections to the Voters List.
2. Each person on the Voters List shall be mailed a sealed Voter Information Letter (VIL) containing:
 - a) the elector's voter credentials, the telephone number to call to cast their vote and the designated internet address (URL) to access to cast their vote using the internet;
 - b) instructions on how and when to vote;
 - c) dates and hours of voting;
 - d) location, dates and hours of operation and telephone number of the Help and Revision Centre;
 - e) a voter eligibility explanation;
 - f) information on voting assistance available at the Municipal Office;
 - g) election email address and designated internet address;
 - h) summary of nominated certified candidates and offices; and
 - i) information on illegal and corrupt practices under the Act.

The Clerk shall determine the date(s) of all advertisements including the newspaper advertising and website notices that are to appear in order to comply with the requirements and principles of the Municipal Elections Act, 1996.

Where possible, cooperative advertising may take place; costs to be approved and shared by the participating municipalities.

Nominations

Nomination Papers (s.33)

A person may be nominated for an office by filing a nomination in the Clerk's Office, in person or by an Agent. The nomination must be endorsed by at least twenty-five (25) persons and those persons may endorse more than one nomination. Notice is also provided on the website. The person endorsing a nomination must be eligible to vote in an election for an office within the municipality, if a regular election was held on the day that the person endorses the nomination (Nomination Paper - Form 1).

"Nomination Paper" Form 1 for the following offices will be available at the Clerk's Office from Friday, May 1, 2026 to Thursday, August 20, 2026 during regular office hours (8:30 am to 4:00 pm), and between 9:00 am and 2:00 pm on Friday, August 21, 2026 (Nomination Day) and on the website for the following offices:

- (1) Mayor**
- (1) Deputy Mayor**
- (5) Councillor**

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

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

Nominations must be filed with the Clerk in the following manner:

- in person or through an agent, using the prescribed forms (Nomination Paper - Form 1);
- during regular office hours (8:30 am to 4:00 pm) at the Municipal Office from Friday, May 1, 2026 to Thursday, August 20, 2026 and between 9:00 am and 2:00 pm on Friday, August 21, 2026 (Nomination Day);
- with the prescribed statement of qualifications, signed by the person being nominated;
- with the prescribed nomination filing fee of \$200 for Head of Council and \$100 for all other offices – the filing fee shall be paid by cash, debit card, certified cheque or money order payable to the municipality;
- with proof of identity and residence as prescribed in O. Reg. 304/13; and
- no faxed or other electronically transmitted nomination paper will be accepted as original signatures are required.

The Clerk will administer the necessary oaths.

Estimated Maximum Campaign Expenses (s.33.0.1)

The Clerk shall calculate the estimated maximum campaign expenses for each office on a preliminary “Estimate of Maximum Campaign Expense Limits” Form SEL32 and provide a copy to the candidate or their agent the day that the Nomination Paper is filed in accordance with s.33. The Clerk’s calculation is final.

Notice of Filing Requirements and Notice of Penalties (s.88.25)

The Clerk shall, at least 30 days prior to voting day, provide a notice of filing requirements, including notice of penalties, on the “Notice to Candidates of Filing Requirements” Form SEL 43 to the candidate or their agent.

Municipal Freedom of Information & Protection of Privacy Act (MFIPPA)

The candidate may sign the “Consent to Release Personal Information/Notice of Collection” Form SEL2 authorizing the Clerk to release personal information to the public and media.

Unofficial List of Candidates

The Clerk shall provide notice of the unofficial list of candidates by preparing and posting in the Municipal Office and on the website an “Unofficial List of Candidates”, which is to be updated as each Nomination Paper is filed. The list should be clearly marked "Unofficial". The Clerk must obtain authorization from the candidate to post their personal information, such as their addresses. The list is indicated as “unofficial” until the nominations have been certified.

Nomination Day – August 21, 2026 (s.31)

Nomination Papers will be received at the Municipal Office between 9:00 am and 2:00 pm on Nomination Day.

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

Certification of Nomination Papers (s.35 (1))

On or before Monday, August 24, 2026, at 4:00 pm, the Clerk will do a review of each nomination received to determine qualification and if the nomination complies with the Act. Once satisfied the candidate is qualified, the Clerk shall certify the nomination.

Rejection of Nomination Paper (s.35 (3))

If the Candidate is not qualified to be nominated, or the nomination does not comply with the Act, the Clerk will reject the Nomination. A telephone call shall be made to the candidate informing him/her of the rejection, and a “Notice of Rejection of Nominations” Form SEL8 shall be sent, by Registered Mail, as soon as possible, to:

- the person who sought to be nominated; and
- all candidates for the office.

Withdrawal of Nominations (s.36)

Candidates may withdraw their Nomination by filing in person a written withdrawal on

“Withdrawal of Nomination” Form SEL1 with the Clerk before 2:00 pm on Nomination Day, Friday August 21, 2026, if the person was nominated on or before Nomination Day. Any withdrawals sent by email, mail or fax are not permitted as it must be filed in the Clerks Office.

The withdrawal shall be noted on the “Unofficial List of Candidates”.

Official List of Candidates

The final list of certified candidates will be posted at the Municipal Office and on the website on or before Wednesday, August 26, 2026 using the “Official List of Certified Candidates” Form SEL9.

Declaration of Election (s.40)

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

The Clerk shall give the electors notice of the following using a variety of methods:

- a) The dates and times of the voting period;
- b) The location and hours of operation of Help Centre; and
- c) The manner in which electors may use the Internet/Telephone voting method.

Acclamations (s.37(1))

If after 4:00 pm on Monday, August 24, 2026, the number of certified candidates for an office is the same as or fewer than the number to be elected, the Clerk shall immediately declare the candidate(s) elected by acclamation. The Clerk shall post a “Declaration of Acclamation to Office” on Form SEL27. In this situation there shall be no election conducted for the position(s).

Fewer Number of Nomination Papers than Offices (s.33(5))

If at 4:00 pm on Monday, August 24, 2026, the number of certified nominations filed for an office is fewer than the number of persons to be elected to the office, additional nominations may be filed between 9:00 am and 2:00 pm on Wednesday, August 26, 2026. The Clerk shall post a “Notice of Additional Nominations” Form SEL10 advising that additional Nomination Papers may be filed for that office during the specified time.

If at 2:00 pm on Wednesday, August 26, 2026, additional Nomination Papers have been filed, the procedure to certify or reject Nomination Papers shall be followed.

Additional Nominations More than Number of Offices Remaining (s.33(5))

If between 9:00 am and 2:00 pm 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

Withdrawal of additional nominations must take place prior to 2:00 pm on Wednesday, August 26, 2026, following the procedure in the Withdrawal of Nomination Paper section

above.

Additional Nominations Equivalent to Number of Offices (s.37(2))

If at 4:00 pm 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” on Form SEL27.

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

If the number of Nomination Papers filed is less than the number of positions for an office of the Municipal Council, but does form a quorum, s.263(1) (a) of the Municipal Act, 2001, as amended, shall apply.

Death or Ineligibility of a Candidate (s.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
- the result would be one fewer candidate only and no acclamation, the candidate's name shall be omitted from the ballot.

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

Final Calculation of Campaign Expenses (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 Expense Limits” Form SEL34. The certificate shall be delivered to each candidate on or before September 30, 2026. The Clerk's calculation is final and shall be made in accordance with the prescribed formula in O. Reg. 101/97.

Candidate Name Pronunciation

All certified candidates may be required to provide to the Clerk the proper pronunciation of their name prior to finalization of the voice prompts for the telephone component of the voting system.

Voters' List

Voter Qualifications (s.17(2))

A person is entitled to be an elector if, on Voting Day (October 26, 2026) the person:

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

Certification of Voters' List

The Preliminary List of Electors (PLE) supplied by the Elections Ontario shall be delivered to the Clerk in August.

The PLE shall contain the name and address of each person who is entitled to be an elector and additional information the Clerk needs to determine for which offices each elector is entitled to vote, such as school support. The name of each non-resident elector shall be entered on the PLE for the voting subdivision in which the elector or his or her spouse is an owner or tenant of land.

It is possible for an elector's name to appear on the Voters' List of more than one municipality and 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. An elector may only vote once for School Board Trustee in the jurisdiction of the Board.

The Clerk shall correct any obvious errors in the PLE prior to Monday, August 31, 2026 and notify Elections Ontario. The corrected PLE becomes the Voters' List.

The Clerk may use any information that is in the Municipality's custody or control when correcting the PLE for obvious errors (s.22(2)).

The Voters' List shall be reproduced on or before September 1, 2026.

The Clerk shall inform electors using various methods how revisions are to be made to the Voters' List. An online voter look-up tool will be made available on the Municipality's website for this purpose.

Requests for Copies and Proper Use of the Voters' List

Upon request, the Clerk shall provide every candidate the part of the Voters' List that contains the names of the electors who are entitled to vote for that office in hard copy.

Each candidate will be required to sign the "Declaration of Proper Use of the Voters' List"

Form SEL13 Candidate copies must be returned to the Clerk following the election for
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destruction.

Access to the Voters' List (s.88(10) and (11))

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

Amendments to the Voters' List

The Voters' List may be amended using the prescribed form "Application to Amend Voters' List" Form SEL18 and providing proof of identity and residence as prescribed in O. Reg. 304/13, between September 1, 2026 and 8:00pm on October 26, 2026.

The Clerk may, on his or her own initiative, remove a person's name from the voters' list until the close of voting, on voting day if the Clerk is satisfied that the person has died. (s.25(1)).

On or before September 30, 2026, the Clerk will determine the total number of electors on the Voters' List. This number will be necessary to calculate the "Certificate of Maximum Campaign Expense Limits" Form SEL34 for the 2022 Municipal Election.

Interim List of Changes (s.27(1))

The Clerk shall prepare an interim list of changes to the Voters' List on or before September 30, 2026 and circulate as required.

Final List of Changes (s.27(2))

The Clerk shall prepare the final list of changes to the Voters' List by November 25, 2026 and return to Elections Ontario.

Campaigning

Campaigning is permitted no earlier than the filing of Nomination Papers by the candidate. Information contained in/on all campaign material is the responsibility of the candidate and any questions or concerns should be directed to the candidate.

Municipal Employee Communication with Candidates

The following provides direction to candidates on the handling of questions directed to and meetings with Municipal staff. Every effort will be made to provide information to all candidates to ensure fairness and transparency.

Election-related Questions

Questions pertaining to all matters related to the election process, including the voting method, shall be directed to the Returning Officer:

Lindsey Green, Clerk
185667 Grey County Road 9, Dundalk, ON N0C 1B0
Tel: 519-923-2110 ext. 230
Email: lgreen@southgate.ca

Questions pertaining to the Municipality's Administration

All other questions should be directed to the Chief Administrative Officer (CAO), who will follow up with the necessary Department Head or appropriate staff.

Jim Ellis, Chief Administrative Officer
185667 Grey County Road 9, Dundalk, ON N0C 1B0
Tel: 519-923-2110 ext. 210
Email: jellis@southgate.ca

Answers to questions posed by candidates will be shared with all registered candidates without identifying the questioner and posted on the Municipal website generally within one week.

Access to Staff

Candidates are invited to set up meeting requests through the CAO's office. An appointment shall be arranged in advance.

To ensure fairness, access to senior staff shall be the same for all candidates, including existing members of Council.

Answers to questions asked of staff in person will be recorded and shared with all candidates and posted on the Municipal website for transparency.

Use of Municipal Logo or Other Insignia

The use of the municipal logo or other insignia for campaign purposes is strictly prohibited.

Municipally Owned/Leased Facilities

Election campaigning or the distribution/posting of election campaign material at municipally-owned or leased facilities is not permitted, with the exception of road allowances.

Use of Corporate Resources During an Election Year

The Township of Southgate's Use of Corporate Resources during an Election Year, **Policy #70**, states that:

- a) No member shall use the facilities, equipment, supplies, services, staff or other resources of the Municipality for any election campaign or campaign related activities.
- b) No member shall undertake campaign-related activities on municipal property during regular working hours.
- c) No member shall use the services of persons during hours in which those persons receive any compensation from the Municipality.

Election Signs

The following provides a summary of election sign requirements and limitations. Candidates should refer to By-law 2026-033, a by-law to regulate Election Signs in the Township of Southgate and Grey County Corporate Procedure MS-TS-005-001, Advertising Sign Permit for specific details.

Do I need a permit to put up my election sign?

A sign permit or a permit application is not required for election signs.

Are there any places that are restricted to place a sign?

- Election signs shall not be placed on Municipal property, except in road allowance areas;
- Election signs shall not be placed on private property without the owner's consent.

Can I put a logo on the election sign next to my name?

No person shall display a logo, trademark or official mark on any election sign.

What date can I start to display my election signs?

Signs can be displayed no earlier than nomination day, as identified in the *Municipal Elections Act, 1996*. Nomination Day for the 2026 Municipal Election is Friday, August 21, 2026.

How many days do I have after the election to remove my election signs?

All election signs must be removed by the candidate or the candidate's representative by **11:59 pm on October 29, 2026**.

What are the height restrictions for election signs?

Election signs cannot have an area of more than 1.50 square metres and exceed a high, including mounts, of more than two metres.

Are there any areas that are not allowed to display my signs?

- Within a sight triangle
- in a roadway;
- where it impedes or obstructs the passage of pedestrians where they are reasonable

- expected to walk;
- is within one metre of a curb or pavement edge;
- is on a median or island located within the roadway;
- is less than three metres from a School Crossing;
- is less than 10 metres from an Intersection Pedestrian Signal;
- if the sign is placed on a highway within a residential zone, is less than 10 metres from another Election Sign for the same Candidate or Third Party; or
- on a highway within a commercial and/or industrial zone, is less than 20 metres from another Election Sign for the same Candidate or Third Party
- on a highway structure
- at a location where advanced voting is held, or an Election Help Centre

Can the Municipality remove an election sign without notifying the candidate?

The Municipality reserves the right to remove, without notice to any person, including the candidate, any election sign which it deems to be a hazard.

Signs on County Road Allowances and Utility Installations

Posters or similar campaign material that will be installed or affixed to poles belonging to Hydro One, Bell Canada or other public utilities will require the permission of these respective authorities.

The following provides a summary of the County of Grey road signage procedure. This summary is provided for information purposes only.

Temporary signs must be self-supporting and not embedded into the ground more than 0.3 m. Permits or approvals are not required for election signs.

An election sign may be placed on the County right-of way provided they:

- Do not exceed 3.0 m² in size;
- Do not interfere with an official sign, traffic signal or safety device;
- Are not in place for longer than a 4 week period;
- Do not remain in place more than 3 days after the election;
- Are not placed within 10 m of a driveway; or
- Are within 8 m from the edge of pavement if the sign is less than 0.7 m²; or

- Are not affixed to a permanent or an official sign or to the guide rail or other County road structure or facility interfering with visibility.

Signs greater than 0.7 m² shall be placed at the outer edge of the County road right-of-way. Portable read-o-graph sign trailers are prohibited on the right-of-way of a County road.

Vandalism

The investigation or prosecution for any acts of vandalism to the posters or campaign material of the candidates should be referred to the local police force by the complainant. The Municipality or any of its municipal officers, employees or agents will not be responsible.

Help Centre

For the purpose of this election, a voting place is not required. However, the following locations are identified as Help Centres. Electors can be added to the Voters' List and receive assistance and clarification on the election process including access to a telephone and/or internet. The ability to vote at the Help Centre will be limited to hours designated by the Clerk.

Prior to the Voting Period which commences on Friday October 16, 2026, electors should visit the **Municipal Administration Office located at 185667 Grey County Road 9, Dundalk** during regular office hours, Monday to Friday 8:30 am to 4:00 pm for any questions or concerns.

Voting Process:

1. Eligible voters may vote by:
 - a) accessing the telephone number provided by using a cellular or land line, touch-tone telephone, but **not** a rotary dial telephone;
 - b) by accessing the internet address provided by using a dial modem access or a high-speed connection; or
 - c) attending the Help Centre during the hours listed during the Voting Period.

Voting Period – October 16 to 26, 2026

Help Centres will be provided during the Voting Period as follows:

Municipal Administration Office

185667 Grey County Road 9, Dundalk

Friday, October 16th to Monday, October 26, 2026 - During Regular Office Hours (Monday to Friday 8:30 am to 4:00 pm)

Tuesday, October 20 – 4:00 pm – 8:00 pm

Dundalk Frank Macintyre Building

220 Owen Sound Street, Dundalk

Wednesday, October 21 – 10:00 am – 8:00 pm

Saturday, October 24 – 10:00 am – 2:00 pm

Southgate Council Chambers – Holstein

123273 Southgate Road 12, Holstein

Saturday, October 17 – 10:00 am to 2:00 pm

Thursday, October 22 – 4:00 pm – 2:00 pm

Monday, October 26 – 10:00 am to close of voting at 8:00 pm

**There will also be an internet terminal available at the Southgate Public Library (80 Proton Street North, Dundalk) during regular hours of operation. **

Please note: This is **not** considered a Help Centre, and staff assistance will be limited.

Internet/Telephone Voting

Authority (s.42)

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

On December 18, 2024, By-law 2024-154 was passed authorizing the use of internet/telephone voting methods for municipal elections.

In keeping with s.42 (5) voting proxies will not be used or permitted with this method of voting. In addition, the Voting Period provides for voting in advance of Voting Day commencing Friday, October 16, 2026, at 10:00 am and concluding on Monday, October 26, 2026 at 8:00 pm.

Service Provider

The service provider for internet/telephone voting is Simply Voting, and was authorized at the March 5, 2025, Regular Meeting of Council. A copy of the contract with Simply Voting is available from the Clerk upon request.

System Integrity

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

- a) ensuring that every eligible elector on the Voters' List, as amended, is sent a sealed Voter Information Letter containing the voter's unique PIN, by first class mail;
- b) ensuring that no one except the Clerk, or designate, can access PINs maintained by Simply Voting Inc. that match each voter's name and address; and
- c) providing an opportunity for eligible electors to be added to the Voters' List or to make amendments to the list, up to and including Election Day, October 26, 2026, at 8:00 pm

System Checks

Logic and accuracy testing of the voting system will take place in advance by the Returning Officer and authorized Election Staff and shall include, but not be limited to, the following:

- a) checking the wording of the script and text on the website;
- b) checking Voting Place internet and telephone voting stations;
- c) attempting to use a PIN more than once;
- d) balancing a predetermined number of test votes with those cast;
- e) matching PINs to names and addresses;
- f) deliberately keying in the wrong information; and
- g) attempting to under vote and over vote with a test account to ensure that the system has been programmed properly

Candidates will be invited to attend a session on the day of the opening of the Voting Period at 9:00 AM. A third session will occur at the closure of the voting system at the completion of voting on October 26, 2026, shortly after 8:00 PM.

Secrecy

All election officials shall take an oath of secrecy and be appointed by the Clerk as per the "Appointment and Oath - Election Officials" Form SEL21.

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

Preparation of Voter Information Letters

The Voter Information Letters will be prepared utilizing the Voters' List as amended.

Voter Information Letters shall be delivered to Canada Post and distributed by first class mail to all eligible voters on or about the first week of October 2026 to enable them to use the Telephone / Internet Voting service.

The Voter Information Letter will contain:

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

A person cannot give their Voter Information Letter to another eligible elector for the purpose of voting. Acceptance of another person's Voter Information Letter including the actual voting thereof will be considered an illegal and corrupt practice and therefore subject to the penalty provision under the Act, specifically s.89 and s.90.

Public Information Sessions

A public information session may be held for the purpose of explaining the method of voting and responding to questions from candidates and the electorate. If so, determined by the Clerk, the session will be advertised and noted on the website. A public information session may be conducted electronically should in-person meeting restrictions be in effect.

Help Centre

Eligible voters who attend at the Help Centre and are not on the Voters' List will be able to be added to the list by filling out an "Application to Amend Voters' List" Form SEL18 and providing proof of identity and residence as prescribed in O. Reg. 304/13. Their names

will be added to the Voters' List, and they will be assigned and delivered a Voter Information Letter containing voter credentials.

Eligible voters who attend at the Help Centre will be able to request a "replacement" Voter Information Letter under certain circumstances:

- i) Where a person on the Voters' List has lost/not received his or her Voter Information Letter and the PIN has not been used, he or she can attend the Help Centre and prove to the satisfaction of the authorized election official that they require a new PIN. The authorized election official will disable the elector's assigned PIN. Upon providing proof of identity and residence as prescribed in O. Reg. 304/13 to an election official, an oath on "Application for Re-Issue of a Voter Information Letter - Lost and Unused" Form SEL36 shall be taken by the elector and a new Voter Information Letter containing a new PIN shall be issued.
- ii) Where a person on the Voters' List has attempted to vote and their PIN has already been used, he or she can attend the Help Centre and prove to the satisfaction of the authorized election official that they did not vote the PIN and require a new PIN. Prior to issuing a new PIN, the election official shall advise the elector that once the new PIN has been assigned, the elector must vote immediately at the Help Centre. Upon providing proof of identity and residence as prescribed in O. Reg. 304/13 to an election official, an "Application for Re-Issue of a Voter Information Letter (Used by an Impostor)" Form SEL37 shall be taken by the elector and a new Voter Information Letter containing a new PIN shall be issued. The elector will be directed immediately to the Help Centre where internet access is available to eliminate any further misuse of the PIN.

Candidates – Access to "Strike Off" List

Candidates that request it will receive a list daily (business days only) showing the names of those electors that have cast a ballot. The list will be prepared in the same manner as the Voters' List.

Voting

Voting will commence on Friday, October 16, 2026, at 10:00 am and continue through to October 26, 2026 at 8:00 pm.

During the Voting Period, Help Centres will be provided with access to the internet.

Prior to the activation of the system by the Clerk, on Friday, October 16, 2026 at 10:00 am, the Deputy Returning Officer and those candidates/scrutineers in attendance shall confirm that all candidates' names are listed and that no votes have been cast. The system will not be activated until confirmation that all the counts associated with each of the candidates' names indicate a "0" total.

Candidates or their scrutineer shall be required to sign the "Activation of the Simply Voting System" Form SEL38 that attests to this fact.

Eligible electors may telephone a designated toll-free number to cast their vote by using a cellular or land line, touch-tone telephone but **not a rotary dial telephone**.

Alternatively, eligible electors will be able to access a designated internet address and cast their vote. Every eligible elector shall be limited to one ballot for all races and questions, for which they are entitled to vote, through the use of voter credentials distributed by first class mail in a sealed and personalized Voter Information Letter. The voting system will allow the eligible elector to vote using a telephone or the internet.

Prior to voting, electors will be required to key in their voter credentials as provided on their Voter Identification Letter, and their Date of Birth.

Once a voter has made a selection for each race or question, the voting system shall indicate the voter's choice and shall allow the voter to either confirm their selection, and cast their vote, or return to the race to change their selection. A voter is permitted to 'decline the vote'. Selection this option will deselect other options and when cast, will count as a declined vote for that race.

Once the voter credentials are used to complete voting and a ballot is cast, it cannot be used again and further access shall not be granted to the voting system.

The names of electors who have voted during the voting period will be provided to the Clerk through Datafix. **It is not possible to determine how an elector has voted.**

Electors Requiring Assistance (s.52(1)4)

The election official may permit an elector who needs assistance in voting to have such assistance as the election official considers necessary and in accordance with the Election Accessibility Policy.

Oral Oath to Vote with Assistance

A voter who requires such assistance to vote at a Help Centre may ask the Election Official for assistance. The Election Official shall require the voter making the request to take the Oral Oath to vote with assistance on the "Oral Oaths at a Help Centre" Form SEL24.

Oral Oath of Friend of Elector

In lieu of the Election official providing assistance, the voter may request that a friend accompany the voter at a Help Centre and assist the voter. Any friend assisting shall be required to take the Oral Oath of Friend of Elector on the "Oral Oaths at a Help Centre" Form SEL24. No person shall be allowed to act as a friend of more than one voter at a Help Centre.

Candidates and Scrutineers may not act in the capacity of a friend of elector.

Oral Oath of Interpreter

Where a voter requires an interpreter, such person provided by the voter, shall take the Oral Oath of Interpreter on the "Oral Oaths at a Help Centre" Form SEL24, and shall translate the oaths as well as any lawful questions put to the voter.

Duplicate Voter Information Letters

Should an eligible voter receive more than one Voter Information Letter, the eligible voter may only vote **once** and must return the other Voter Information Letter to the Municipal Office and complete an “Application to Amend Voters’ List” Form SEL18 to remove the duplicate name. All electors who vote more than once or who improperly use the Voter Information Letter shall be reported to the Police for further investigation as to possible corrupt practices under the Act.

Voter Information Letters returned to the Help Centre shall have the voter credentials immediately disabled in the system so that voter credentials cannot be used in the voting process. The opened Voter Information Letters will then be maintained in a secure fashion and destroyed in the same manner as all other municipal election material as provided for under s.88 of the Act.

The Clerk and the Election official shall ensure a complete audit trail is maintained of all Voter Information Letters:

- a) that were sent to eligible voters;
- b) that were returned from the Post Office;
- c) that were returned by an elector or other individual either opened or unopened but unused for voting purposes;
- d) that were set to a status that prevented them from being used to vote;
- e) that were re-issued to an eligible elector; and
- f) that were assigned by an Election official to eligible electors that have completed “Application to Amend Voters’ List” Form SEL18.

PIN Procedures

Where an eligible voter has tried their PIN and has been unsuccessful in accessing the voting system, the Election official will determine its status, and once verified shall advise the voter that the PIN is valid and has not been used. The Election official may suggest the voter try the voter credentials again using an alternate method (telephone vs. internet) or attend at the Help Centre to obtain assistance in voting.

Where an eligible voter has tried their PIN and they have determined that it has already been used, the voter can present themselves at the Help Centre with proof of identity and residence as prescribed in O. Reg. 304/13 and have an Election Official confirm that the elector’s PIN has been used.

Where an eligible voter has received an incorrect Voter PIN in terms of school support, and has not voted in that race, the voter can contact the Help Centre and have the proper category applied to the existing PIN. The elector will be required to provide appropriate confirmation of eligibility and to complete “Application to Amend Voters’ List” Form SEL18.

New voter credentials shall not be given out over the telephone. The voter must attend the Help Centre with proof of identify and residence as prescribed in O. Reg. 304/13 and complete the appropriate form.

Exceptions will be considered at the sole discretion of the Returning Officer when satisfied that extenuating circumstances require special accommodation. Such situations shall be documented by the Returning Officer with measures to ensure security and privacy of the elector, and integrity of the voting process.

Voting Procedure

Voting

1.0 A Telephone/Internet Voting Method shall be used for the 2026 Municipal Election.

1.1 Telephone/Internet Voting:

1.1.1 Eligible electors shall be required to telephone a designated number or access a designated internet address and cast their vote(s);

1.1.2 Every eligible voter shall be **limited to only one vote** through their Voter Credentials distributed by first class mail in a sealed and personalized Voter Information Letter and entering a Secondary Voter Credential.

1.1.3 The Simply Voting System will allow the eligible voter to vote using a telephone or the internet;

1.1.4 Following the voter's selection, the voting system shall identify the voter's choice and provide the voter with the option of changing or confirming their vote;

1.1.5 The voting system shall enable the voter to undervote, or decline to vote for an office(s) if they wish to do so;

1.1.6 Once the Voter Credentials have been used to complete "all" races associated with the election, it cannot be used again and further access shall not be granted to the Telephone/Internet Voting service;

1.1.7 Voting will commence at 10:00 am on October 16, 2026.

2.0 Prior to the activation of the system by Simply Voting Inc., being on October 16, 2026 at 10:00AM, Simply Voting Inc. shall allow access by the Clerk, the Auditor, or other authorized Election Officials as determined by the Clerk, to the Voting System b secure username and passwords, for the purposes of viewing a list of all the candidates' names and possible selections for any questions or by-laws on the ballot, including the sum total of votes cast to ensure that the total votes case indicates "0" (Zero).

- 3.0** Candidates or their Scrutineer may be present to verify and ensure that all totals of votes cast are at “0” and shall be permitted to sign a document that attests to this fact.
- 4.0** DataFix will make available a list to the Clerk, and any other appropriate individuals of the Township of Southgate, of all corresponding names of individuals, who have voted during the Voting Period, if such an event has taken place. A list of electors who have voted during this period will be provided or made available to the Candidates or their respective scrutineer through the Clerk’s office, upon request of the Candidates or their respective scrutineer and at the Clerk’s discretion. This list shall be provided by DataFix in “real time” or as closely as possible to real time.
- 5.0** If so allowed by the Clerk, Simply Voting Inc. may make available during the course of the election, IDs and passwords for Candidates and/or their Scrutineers, who when using this authorization, can then connect into the voting system and review elector list information to discern which electors have participated in the election. This capability does not provide the Candidate, or their designate, information on how an elector has voted, only if the voter has participated in the election. Candidates or their Scrutineer may view voter status any time after the start date of the election by use of their assigned password.
- 7.0** Where a voter qualifies at more than one location in the Township of Southgate the voter may vote only once and the qualifying address to determine eligibility for voting shall be at the place of residence of the elector. All duplication of names on the preliminary list of electors shall be verified by the Clerk and/or Election Official(s) and all duplicate names of individuals shall be deleted prior to the final preparation of the Voters’ List. However, should an eligible voter receive more than one Voter Information Letter, the eligible elector may only vote once and must return the other Document(s) to the Help Centre. All voters that vote more than once or who improperly use the Voter Information Letter shall be reported to the Ontario Provincial Police for further investigation as to possible corrupt practices under the Municipal Elections Act, 1996, as amended.
- 8.0** The Clerk and the Election Official(s) shall ensure a complete audit trail is maintained of all Voter Information Letters:
- a) that were sent to eligible voters;
 - b) that were returned from the Post Office;
 - c) that were returned by an elector or other individual(s) either opened or unopened but unused for voting purposes;
 - d) that were set to a status that prevented them from being voted;
 - e) that were re-issued to an eligible elector; and
 - f) that were assigned by Election Officials to eligible electors that have completed the “Application to Amend the Voters List” Form SEL18.

- 9.0**
- a)** Where an eligible voter has tried his or her Voter Credentials and they have determined that it has already been used, the voter can attend at the location determined by the Clerk with Satisfactory Identification and have an Election Official confirm that the elector's Voter Credentials has been used by an impersonator.
 - b)** Prior to the issuance of a new Voter Information Letter, the elector shall be required to respond and answer all questions of the Election Official prior to considering or authorizing the re-issuance of a Voter Information Letter. The Election Official shall document, to their satisfaction, questions and answers of the elector and, if deemed appropriate, the Clerk shall submit the same to the Ontario Provincial Police for further investigation and prosecution.
 - c)** If the Election Official believes that all questions have been answered truthfully and to his or her satisfaction, the Election Official may provide the elector with a new Voter Information Letter, or at the discretion of the Election Official, the elector will be required to make a declaration as to his or her statement and to take an oath which shall be given by the Election Official. A copy of this declaration shall also be submitted to the Ontario Provincial Police should further questioning of the elector be required in order to ascertain if corrupt practices have occurred. The elector will be required to assist and cooperate in the investigation in determining the individual(s) who has fraudulently used the elector's Voter Credentials.
 - d)** Once the elector has properly answered all questions and, if required, taken the prescribed oath, the elector shall be issued a new Voter Information Letter.
- 10.0**
- a)** Where an eligible voter has received an incorrect Voter Information Letter in terms of school support, the voter can contact the Help Centre and have the proper category applied and the voter shall re-access the system and vote on all races.
 - b)** The eligible elector shall be able to re-enter the system at any time during the election using the original Voter Credentials until all races have been completed.
- 11.0** New Voter Information Letters shall not be given out over the telephone, by email or by mail without the expressed approval of the process by the Clerk or their designates. A Voter Information Letter shall not be given to any person at the Help Centre unless Satisfactory Identification is provided and the individual has completed the required form as required and administered by the Election Official.

Scrutineers

Rights and Prohibitions

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

Appointment by Candidate and Qualification

A candidate may appoint scrutineers to represent him/her at the Municipal Office, the opening and testing of the voting system, and during the receipt of voting results, including during a recount.

The appointment shall be made using the “Appointment of Scrutineer by Candidate” Form SEL23. The forms to appoint scrutineers must be signed by the candidate in person at the Municipal Office. The candidate shall provide this signed form to their scrutineer.

Number per Candidate

Not more than one (1) scrutineer representing each candidate may be permitted at one time during the closing of the voting system. Only one candidate or their appointed scrutineer may be present at a Help Centre at one time. The scrutineer/candidate must take an “Oral Oath of Secrecy” Form SEL25 at the Help Centre.

Evidence of Appointment

A person appointed as a scrutineer, before being admitted to the Help Centre, shall show their applicable appointment form and provide proof of identity and residence as prescribed in O. Reg. 304/13 to the Election official.

Count Procedures

The Clerk, at 8:00 pm on October 26, 2026, shall arrange for the close and deactivation of the voting system at the Township of Southgate Council Chambers, 123273 Southgate Road 12, Holstein.

Notwithstanding the above, the Clerk shall keep the Help Centre access opened until confirmation is received that all eligible voters in the Help Centre at 8:00 pm have completed voting.

The Clerk shall then produce the results report. Those present, including the Clerk, Election official, candidates (or their scrutineers), shall sign the report indicating the results and votes cast. Candidates and scrutineers will be required to provide proof of identity prior to entry and electronic devices will be remitted to ensure results are not publicly available prior to 8:15 pm. Entry will not be permitted before 7:45 pm.

Anyone who is creating a disturbance will be removed as directed by the Clerk.

Notice of Results

The unofficial results of each candidate shall be made available by the Clerk no earlier than 8:15 pm on Monday, October 26, 2026, Voting Day, at the Township of Southgate Council Chambers, 123273 Southgate Road 12, Holstein 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 "Declaration of Election Results" Form SEL26 and post the results at the Municipal Office and on the municipal website.

Notice shall be provided to the County of Grey with regard to the final number of electors and elected persons to the positions of Mayor and Deputy Mayor who will be serving as County Councillors.

Notice of election results for each school board race shall be provided to the responsible Municipal Office for each of the elections.

Recount

A recount under sections 56, 57, or 58 shall be conducted in the same manner as the original count as per s.60 (1) unless ordered otherwise by a judge under s.60 (3).

A recount is required when:

- there is a tie vote where both or all candidates cannot be declared elected (Automatic);
- by resolution of Council (for Council offices);
- by resolution of local board (for offices on a local board);
- by order of the Minister (for questions submitted by the Minister); or
- by order of the Superior Court of Justice.

Costs of Recount (s.7(3), 7(4))

The costs incurred by the Clerk to conduct a recount are to be paid by the Municipality. 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 Recount (s.56)

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

Tied Vote Recount (s.56)

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, the Clerk must hold a recount **within 15 days after the declaration** required by s.55(4)a)b) of the results of the election.

If required, Simply Voting. shall provide any documentation to support the integrity, security and accuracy of the electronic voting system.

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

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

The Clerk shall conduct the recount within 15 days **after the resolution is passed or the order is made**. The incoming council or local board is no longer able to make a decision on a recount.

Application to Superior Court of Justice (s.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 s.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 (s.56, 59)

The votes 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 for the same office. 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.

Persons entitled to be Present at a Recount (s.61)

- the Clerk and any other election official appointed for the recount;
- every certified candidate for the office involved;
- the applicant, if any, who applied for the recount under s.58;
- legal counsel for any of the above; and
- each certified candidate for the office involved or an applicant may appoint a scrutineer for the recount.

Notification of Recount (s.56, 57, 58 and [O. Reg. 101/97](#))

The Clerk shall give notice of the recount date, time and place on "Notice of Recount" Form SEL28 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; and
- notice of recount will be given by registered mail or personal service.

Process at Recount (s.61, 62)

Once the recount process has commenced, it must continue to completion. Upon completion of the recount, the Clerk will announce the results of the recount.

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

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.

Continuing Tie Vote – After Recount Procedures

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

The Clerk shall write the name of each candidate on equal-sized pieces of paper. They are then put in a container as determined by the Clerk. 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 container.” The paper is pulled from the container and the candidate elected is announced.

Declaration by Clerk and Notice of Final Certified Results – s.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 by posting the “Declaration of Recount Results” SEL29 at the Municipal Office and on the website. Such Declaration shall be sent to everyone previously given notice of the recount.

Municipal Recount Policy

The Township of Southgate passed the Municipal Election Recount Policy, Policy #71 by By-law 2022-058 on April 20, 2022.

Candidates Financial Disclosure

At least 30 days before the filing date, but no later than March 1, 2026, the Clerk shall give to every candidate whose nomination was filed, by registered mail, notice of all the filing requirements and penalties set out in s.88 and s.92. The notice shall be given on “Notice to Candidate of Filing Requirements” Form SEL43.

A “Notice of Default - Candidate” Form SEL53 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” Form 4 by 2:00 pm on March 30, 2027.

Candidates should seek their own advice and counsel regarding campaign finances. A campaign period may be extended in keeping with the procedure and timeframes outlined in the Act.

Refund of Nomination Filing Fee (s.34)

A candidate is entitled to receive a refund of the nomination filing fee if:

- the nomination is withdrawn;
- the candidate is elected to the office; and
- the documents required under subsection 88.25(1) are filed on or before 2:00 pm on the filing date in accordance with that subsection.

Third Party Advertising

Campaign Period (s. 88.28)

Contributions can only be made to a registered third party for third party advertisements, and can only be made during the campaign period under section 88.12. A third party advertiser that is registered can only incur expenses during the campaign period. The campaign period is determined by the application of the following rules.

For the 2026 municipal election - the election campaign period:

- begins on the day the third party registers for the election (registration must be certified by the Clerk); and
- ends on December 31, 2026.

If the third party advertiser becomes involved in a compliance audit after the campaign ends on December 31, 2026, the campaign may be recommenced. Once the third party advertiser notifies the Clerk in writing of the campaign period recommencement, the Clerk shall pay the third party advertiser any surplus being held in trust for the candidate, together with interest. Where the campaign period has recommenced, the third party advertiser may incur expenses and accept contributions until June 28, 2027 or where an alternate provision of the Municipal Elections Act has been met under section 88.2(4).

Filing Requirements (s. 88.29, s. 88.30)

All registered third parties are required to file a financial statement using the prescribed Form 8. Candidates, whose campaign contributions and total expenses are each equal to or less than \$10,000, are not required to file an auditor's report with the financial statement. A registered third party whose campaign contributions in the municipality are \$10,000 or whose total campaign expenses exceed \$10,000 are required to file an auditor's report with the financial statement.

The registered third party must file their financial statements and auditor's report in the prescribed forms by 2:00 pm on March 30, 2026 for the filing period ending December 31, 2026.

If a candidate filed their financial statement prior to the filing date, and then noticed an error, they can withdraw the statement and refile the financial statement and auditor's report by 2:00 pm on March 30, 2026.

Third party advertisers also have a maximum amount for parties etc. after Voting Day. For the 2026 election, the prescribed formula will use the number of electors on September 20, 2026 being the year of the previous election.

The Clerk is to calculate the maximum amount no later than September 30, 2026. When a third party originally registers, the Clerk is to provide a certificate setting out the maximum amount for parties etc. after Voting Day.

Application by Third Party for Extension of Filing Date (s. 88.27(3))

The registered third party may before the last day for filing a financial statement under section 88.30, apply to the Ontario Court of Justice to extend the time for filing the document. The court may grant an extension of up to 90 days. The third party shall notify the Clerk in writing before 2:00 pm on the last day for filing a financial statement under s.88.29 or 88.32 that an application has been made.

Clerk to Give Notice (s.88.29)

The Clerk shall give notice of all of the filing requirements and of the penalties under s.88.27(1) and s.92(4) to every third party at least 30 days before the filing date. Before Voting Day, the Clerk is also required under section 33.1 to give notice of the penalties related to election campaign finances.

Campaign Period (s.88.28)

If the third party advertiser has a deficit at the time the election campaign period would otherwise end and the third party advertiser has notified the Clerk in writing on or before December 31, 2026, the campaign period is extended until the earliest of:

- June 30, 2027;
- The day the third party notifies the Clerk in writing that it will not accept further contributions.; or
- The day A equals the total of B and C, where
 - A = any further contributions.
 - B = the expenses incurred during the extension of the campaign period.
 - C = the amount of the registered third party's deficit at the start of the election campaign period.

Supplementary Reporting Periods/Filing Dates (s. 88.30)

Supplementary filing dates apply where the election campaign period has been extended. The supplementary reporting period is the 6 month period following the year of the election or in the case of a by-election, the supplementary reporting period is the 6 month period following the 45th day after Voting Day.

Where a third party advertiser campaign period continues, he, she or it shall file a supplementary financial statement (including auditor's report if required) for the supplementary reporting period on or before 2:00 pm on the last Friday in September in the year following the election (September 24, 2027). It should be noted that even if a campaign has been extended, a third party advertiser is required to file the initial financial statement for the reporting period ending December 31, 2026.

Campaign Surplus (s. 88.31)

Where a third party advertiser's financial statement (or supplementary financial statement) indicates an election campaign surplus at the end of the campaign period, the entire surplus amount shall be paid to the Clerk at the time of filing and the Clerk shall hold the monies in trust. If the registered third party subsequently incurs expenses related to a compliance audit, the Clerk shall pay the amount held in trust, with interest, to the third party, MEA. s.88.32.

The surplus becomes the property of the municipality/local board when all of the following conditions are satisfied:

- The campaign period has ended under s.88.28;
- It is no longer possible to recommence the campaign period (s.88.28);
- No compliance audit proceeding has been commenced; and
- The period for commencing a compliance audit proceeding has expired.

Third Party Filing Default (s.88.27(1))

A registered third party cannot participate in the next regular election if;

- They did not file their financial statement;
- There was a surplus and this surplus was not paid to the Clerk;
- The financial statement shows that the third party advertiser exceeded their expense limit; or
- If a document filed under s.88.32 has a surplus and the third party registered has not paid the surplus to the Clerk by the relevant date.

Clerk to Give Notice of Default (s. 88.27(2))

The Clerk is required to notify the registered third party in writing that a default has occurred and the nature of the default. The Clerk also has to make this information public.

Election Records

Candidates

All Voter information obtained by the candidate during the 2026 Municipal Election shall be destroyed by the candidate after the election and confirmed in writing to the Clerk. The candidate may return documents to the Clerk for destruction with other election material.

Clerk – Disposition of Records (s.88)

Subject to a Judge's order or recount proceedings, after 120 days from declaring the results under s.55, the Clerk shall destroy the ballots in the presence of two witnesses who shall complete the "Witness Statements as to Destruction of Records" Form SEL30. The Clerk may also destroy any other documents and materials related to the election. The Clerk shall retain candidates' financial statements and auditor's report until the members of the council or local board elected at the next regular election have taken office. The ballots and any other documents shall not be destroyed if a court orders that they be retained and a recount has been commenced and not finally disposed of.

Accessibility

Electors and Candidates with Disabilities

The Clerk shall have regard to the needs of electors and candidates with disabilities in accordance with Township of Southgate Election Accessibility Plan.

Location - Accessibility

The Clerk shall ensure that Help Centres are accessible to electors with disabilities and will assist electors who require accommodation.

Report

Prior to Voting Day, the Clerk must prepare a plan for the identification, removal and prevention of barriers that affect voters and candidates with disabilities and make the plan available to the public.

Within 90 days after Voting Day in a regular election but no later than Monday, January 25, 2027, the Clerk shall submit a report to council about the identification, removal and prevention of barriers that effect electors and candidates with disabilities.

Emergencies

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 the Act. On declaring an emergency, the Clerk shall make such arrangements as deemed 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.

The Clerk shall provide notice of such emergency to the best of their ability and in keeping with the circumstance. If required, the Clerk may consider alternate options for any part of the election process. Simply Voting will take direction from the Clerk as to what actions will be taken.

Covid-19 Election Protocol

In the event that provincial public health restrictions prevent the conduct of the municipal election as detailed in the Clerk's Procedures, Township of Southgate shall adhere to health and safety measures implemented by Public Health.

Compliance Audit Committee

A council shall, before October 1st of an election year, establish a committee for the purposes of the MEA.

The Clerk shall review the contributions reported on the financial statements submitted by a candidate to determine whether any contributor appears to have exceeded any of the contribution limits under Section 88.9 of the MEA.

The Clerk shall prepare a report identifying each contributor to a candidate for office on a council who appears to have contravened any of the contribution limited under Section 88.9 of the Act, and:

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

The Clerk shall prepare a separate report in respect of each contributor who appears to have contravened any of the contribution limits under Section 88.9 and shall forward each report to the Compliance Audit Committee.

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

An elector who is entitled to vote in an election and believes on reasonable grounds that a candidate who is registered in relation to the election in the municipality has contravened a provision of the Act relating to election campaign finances may apply for a compliance audit of the Candidate's election campaign finances even if the Candidate has not filed a final statement using the "Compliance Audit Application" form.

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

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

Corrupt Practices

Although many provisions of the Act also deal with voting places, ballots and ballot boxes, etc. the same must be used interchangeably with the alternative forms of voting since the principle of the Act must be maintained and is therefore enforceable and subject to penalties.

Offences, Penalties and Enforcement (s.89 and 90)

The principles and the integrity of the election process are enforceable. Section 89 of the Act provides for penalties and enforcement of corrupt practices and other offences during an election process. These include a person who:

- votes without being entitled to do so;
- votes more times than this Act allows;
- induces a person to vote when that person is not entitled to do so;
- before or during an election, publishes a false statement of a candidate's withdrawal;
- furnishes false or misleading information to a person whom this Act authorizes to obtain information;
- without authority, supplies a voter credentials/ballot to anyone;
- takes, opens or otherwise deals with a ballot without having authority to do so; or
- deals with voter credentials/ballot, without having authority to do so.

No person shall solicit a Voter Information Letter containing voter credentials from an eligible elector. All valid complaints or knowledge of solicitation shall be reported immediately for investigation of corrupt practices. If a person is convicted of an offence and the offence was committed knowingly, the offence also constitutes a corrupt practice.

Notice of Penalties

Section 88.19 of the Municipal Elections Act outlines the details of expenses a candidate may incur. Pursuant to Section 88.20(13), the Clerk will calculate the maximum permitted expenses for each office and will provide a Certificate of the applicable maximum to each candidate on or before September 25 in the year of the election.

Section 88.25(1) of the Municipal Elections Act states that "on or before 2 pm on the filing date, a candidate shall file with the Clerk with whom the nomination was filed a financial statement and auditor's report, each in the prescribed form, reflecting the candidate's election campaign finances,

- a) in the case of a regular election, as of March 30, 2027; and
- b) in the case of a by-election, as of the 75th day after voting day."

Section 88.31 of the Municipal Elections Act outlines details of a candidate's "surplus" if contributions exceed expenses and a candidate's "deficit" if the reverse is true.

Section 88.23(1) of the Municipal Elections Act provides that 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.

Section 88.23(2) of the Municipal Elections Act provides for the following penalties 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.

Section 92(1) of the Municipal Elections Act provides that 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.

Mail Tampering - Criminal Offence and Prosecution

Notification of the voting process and how electors can vote will be provided in the Voter Information Letter.

The Criminal Code of Canada states that tampering with the mail of an individual is a criminal offence and a person found guilty is liable to a term of imprisonment not exceeding ten (10) years.

As such and in order to ensure the integrity and confidence of the voting process for all electors and the candidates, the Clerk in this alternative form of voting has agreed that all complaints about actions which may contravene the provisions of the Criminal Code of Canada with respect to mail tampering will be reported to the Police.

Timelines

2025	
Fall 2025	<p>Revisit the merits of the following bylaws and report to council for decision if necessary:</p> <ul style="list-style-type: none"> ✓ Language of notices and forms, s.9; ✓ Policy regarding circumstances in which a municipality requires a recount; ✓ Contribution rebates, s.88.11; <p>Clerk to decide:</p> <ul style="list-style-type: none"> ○ E-filing of candidate nominations, ss33(6); ○ E-filing of third party advertiser registrations, ss88.6(1.1)(b); ○ E-filing of financial statements, ss.88.25(11) and 88.29(9); ○ Hours of voting at institutions, ss46(3); ○ Any voting places opening before 10:00 am, ss46(2)
2026	
Beginning of Year	<ul style="list-style-type: none"> ✓ Prepare package of information for candidates and list of information to be obtained from candidates at time of filing. ✓ Calculate preliminary maximum campaign expense limit ✓ Publish Notice of Nomination Period, s.32.
February 20	<p>Last day for notice of intent to pass a bylaw to submit question to electors, s.8.1(3).</p> <p>Note: At least one public meeting to be held prior to passage of by-law.</p>
March 2	<p>Last day to pass a by-law to submit a question to the electors. s.8.1(1)</p>
March 17	<p>Last day to give notice of passing a by-law to submit a question to electors. s.8.1(3)</p> <ul style="list-style-type: none"> ✓ The last day to file an appeal of the by-law is within 20 days after it has been passed. ✓ Within 15 days after passing the by-law, the Clerk shall give notice to the public and the Minister of the passing of a by-law to submit a question to the electors. s.8.1(4) ✓ Within 60 days of receiving any notices of appeal, the Chief Electoral Officer shall hold a hearing regarding the appeal of the by-law s.8.1(9)
March 31	<p>Deadline for ward/poll data (defining voting subdivisions) to be submitted to Elections Ontario, s.18(1-2).</p>
April 7	<p>Deadline for school boards to provide school board election Clerks with a copy of the report on determination and distribution of trustees; <i>Education Act</i>, Reg. 412/00 ss.9</p>

April 30	Last day for municipality and local boards to establish rules and procedures regarding the use of municipal resources during election campaign period. s.88.18
May 1	<ul style="list-style-type: none"> ✓ Deadline to pass a by-law authorizing the use of voting and vote-counting equipment and/or alternate voting method. s.42(2) ✓ Last day to pass a by-law with respect to the circumstances in which the Clerk shall hold a recount. s.56(5) <p>Nomination period begins, s.33.</p> <ul style="list-style-type: none"> ✓ On day candidate files, give candidate preliminary maximum campaign expense limit, s.33.01. ✓ Provide candidate with interim maximum amount of contributions to candidates own election campaign. s.33.0.2 ✓ Provide candidate notice of penalties related to campaign finances, s.33.1. ✓ Provide candidates with a copy of procedures and forms established for vote-counting equipment or alternative voting method, s.42(3). ✓ First day Notice of Registration as Third-Party Advertiser can be filed, s.88.6(7).
June 1	<p>Final date to establish procedures and forms for use of voting or vote-counting equipment or alternative voting method. s.42(4)</p> <p>Final day for voters to update school support information with the Municipal Property Assessment Corporation (MPAC)</p>
June 22	Last day of the 60-day period for receiving any notices of appeal that the Chief Elector Official shall hold a hearing regarding the appeal of a by-law re: question on the ballot by-law, s8.1(9)
August 21	<p>Nomination Day (9am to 2pm) s.31</p> <ul style="list-style-type: none"> ✓ Deadline for candidates to file or withdraw a nomination (2pm) s.33(4-4.1)
August 21	Last day to revoke a by-law to submit a question to the electors
August 24	<ul style="list-style-type: none"> ✓ Certification of nomination papers by 4pm s.35(1) ✓ Declare acclamation(s) after 4pm. s.37(2) ✓ First day for an elector can appoint proxy (unless additional nominations required) s.44(4)
August 26	<ul style="list-style-type: none"> ✓ If necessary, additional nominations will be received between 9am to 2pm s.33(5) ✓ Withdrawal of additional nomination in writing by 2pm s.36
August 27	<ul style="list-style-type: none"> ✓ Certification of additional nominations by 4pm. s.35(1) ✓ Declare acclamation(s) after 4pm. s.37(2)
August & September	<ul style="list-style-type: none"> ✓ Mail voter identification notice (optional). ✓ Ad – Watch for voter identification notice (optional). ✓ Ad – Is your name on the voters’ list? (optional). ✓ Ad – Notice of Nomination Period (for additional nominations).

Sept 1	<ul style="list-style-type: none"> ✓ Last day for reproducing the voters' list and determining revision procedures s.23(2) <ul style="list-style-type: none"> ○ Upon written request – necessary before copy of voters' list can be supplied to those referred to under ss.23(3) ○ Upon written request – necessary before copy of voters' list of names of electors qualified to vote for the office can be provided s.23(4) ✓ Revision Period for Voters List (Sept 1 to close of voting on voting day Oct 26th) ✓ Determine head count for voting locations to be held at an institution with 20 beds occupied and 50 beds occupied at a retirement home as of this date. s.45(7) ✓ Determine time and place for receipt of applications for revisions, s.23(2).
Sept 20 to 30	<ul style="list-style-type: none"> ✓ Prepare and distribute interim list of changes to the voters' list that were approved on or before Sept 15 s.27(1)
Sept 25	Last day to revoke by-law to submit a question to electors s.8.1(1)
Sept 26	Earliest date for mandatory advance voting day. S43(4)
Sept 30	<ul style="list-style-type: none"> ✓ Last day to provide copy of the interim list of electors to each person previously provided a copy s.27(1) ✓ Issue Certificate of Maximum Campaign Spending Limits to candidates and third-party advertising registrants. <ul style="list-style-type: none"> ○ Provide candidate with: <ul style="list-style-type: none"> - Certificate of applicable maximum expenses s.88.20(6) - Certificate of applicable maximum contributions s.88.9.1(4) - Certificate of applicable maximum amount for third parties after voting day s.88.20(9) <p>Provide registered third parties with maximum expense amounts s.88.21(14)</p>
Oct 1	<p>Deadline to establish compliance audit committee (CAC) for 2022-2026 term of office. s.88.37(1)</p> <ul style="list-style-type: none"> ✓ CAC shall be composed of three to seven members and its term shall match that of council. ✓ The Clerk shall establish administrative practices and procedures for the compliance audit committee, s.88.37(6). <p>Note: Clerk should alert the secretary(ies) of school board(s) of similar requirements to establish a CAC and administrative procedures.</p>

Oct 13	Deadline to request use of specific facilities for voting places without a charge.
Oct 23	Deadline for third party advertisers to file their notice of registration s.88.6(7)
Oct 23	Last day for third-party advertisers to register. S.88.6(7)
Oct 25	<ul style="list-style-type: none"> ✓ Last day to provide candidates with notice of penalties related to campaign finances and the refund of the nomination filing fee. S.33.1 ✓ Last day to prepare an accessibility plan (i.e., identifications, removal and prevention of barriers), s.12.1(2). Suggestion is to have this prepared ahead of advance voting for the public.
Oct 26	<p>Voting Day</p> <ul style="list-style-type: none"> ✓ Voting locations (help centres) open at 10am and close at 8pm, s.46(1). (Note: Unless earlier opening established by the Clerk). ✓ Deadline for applications to vote by proxy and for applications to amend the voters' list. <p>Unofficial election results traditionally released as soon as practicable, after 8:00 pm close of vote and all statements of counts have been returned and compiled by the Clerk.</p>
Oct 27	<p>Clerk to declare official election results as soon as possible after voting day (post on website) s.55(4.1)</p> <p>From date of declaration of official election results:</p> <ul style="list-style-type: none"> ○ Clerk has 15 days to conduct a recount in event of a tie or in accordance with any recount policy passed by municipality or school board s.56(2) ○ Council or school board has 30 days to pass motion requesting recount. ○ Minister has 30 days to order recount regarding question ○ Once all opportunity for a recount has expired, Clerk to certify results and advise upper tier, local board (and Minister in the case of a question on the ballot).
Nov 9	First date on which council may consider a by-law to which the electors have given assent (14 days after declaration of results).
Nov 15	<p>New Term of Office begins s.6(1)</p> <p>New council deemed organized when quorum of members have taken declaration of office <i>Municipal Act, 2001</i>, s.231</p>
Nov 25	Final date to provide Chief Electoral Officer with the final list of changes to the voters' list, s.27(2)
Dec 16	Deadline for inaugural council meeting <i>Municipal Act, 2001</i> , s. 230

Dec 31	Campaign period ends s.88.24(1), s.88.28 Deadline for candidate to provide Clerk with written notification of deficit and continuation of campaign period s.88.2.4(1-4) (This also applies to third-party advertisers)
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**This timeline is provided for information purposes only.
Candidates should refer to the Act and associated regulation(s).**

Discretionary Powers of the Clerk

Discretionary Authority (s.12)

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

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

Other than the forms prescribed by the Minister, the Clerk has the authority to establish forms, including forms for oaths and declarations that are required to be used. The Clerk's authority also includes the power to require a person to furnish proof that is satisfactory to the election official as to the person's identity or qualifications including citizenship or residency.

The Clerk's authority does not include the power to require a person for the purposes of the procedure set out in s.52(1) – (Voting Procedure) to furnish proof of identity and residence in addition to what is prescribed. The discretionary authority provided to the Clerk in the MEA brings with it a degree of risk and inherent liability.

Under the revised MEA, Clerks have expanded powers/discretion, where no Council approval is required in the following areas:

- establishment of advance voting dates, locations and hours;
- establishment of reduced voting hours at long term care facilities;
- management of the Voters' List (additions/deletions/modifications);
- determination of whether filing of financial statements electronically will be permitted and any conditions or limits associated with electronic filing; and
- authority to develop a policy and present to Council for adoption of a by-law by May 1 of an election year to define circumstances under which a recount would be conducted.

The following chart outlines the Implied and Direct Discretionary Authority of the Clerk. It is not an exhaustive list, but captures a large amount of the legislation.

**The Municipal Elections Act, 1996, as amended, as amended
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 of 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 a Minister.
8(12)	The Clerk of a municipality can incur expenses in respect to a question which are required or authorized by this Act to be incurred.
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 by 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 the Clerk does not include the power to require a person for the purposes of s.52(1) – voting procedure – to furnish proof of identity and residence in addition to what is prescribed.
12.1	The Clerk shall have regard to the needs of electors and candidates with disabilities.
12.1(2)	The Clerk shall prepare a plan regarding the identification, removal and prevention of barriers that affect electors and candidates with disabilities and shall make the plan available to the public before Voting Day in a regular election.
12.1(3)	Within 90 days after Voting Day in a regular election, the Clerk shall prepare a report about the identification, removal and prevention of barriers that affect electors and candidates with disabilities.
13(1)	The Clerk shall determine the form, manner and timing of any notice or other information required by the Act.
22(2)	For the purposes of subsection (1) – correction of errors in the preliminary list, the Clerk may use any information that is in the local municipality’s custody or control.
53(1)	The Clerk has discretion in determining what constitutes an emergency or circumstances that will undermine the integrity of the election.

53(2)	The Clerk has discretion in a declared emergency to make any arrangements deemed necessary for the conduct of the election.
53(4)	The Clerk determines when the emergency has passed.
55(4.1)	The Clerk shall, as soon as possible after Voting Day, make information available on the number of votes for each candidate, the number of declined and rejected ballots and the number of votes (yes or no) on a by-law or question and determine website or electronic format.
	Cost of Elections
7(2)(4); 8(7)	The Clerk has authority and control over the finances of an election.
	Notice of By-laws and Questions
8(6)	The Clerk shall determine the form and method of notice to the electors of by-laws and questions to be placed on the ballot.
	Certification of Vote Results
8(9)	The Clerk shall determine the form of certification when giving the result of the vote on a question or by-law.
	Information to Electors
12.1(1)	The Clerk shall identify strategies to provide for the needs of electors and candidates with disabilities.
12.1(2)	The Clerk shall prepare a plan regarding the identification, removal and prevention of barriers that affect electors and candidates with disabilities before Voting Day in a regular election.
12.1(3)	Within 90 days after Voting Day in a regular election, the Clerk shall prepare a report about the identification, removal and prevention of barriers that affect electors and candidates with disabilities.
13(2)	The Clerk may determine what information is necessary to inform electors how to exercise their rights under the Act.
45(8)	The Clerk may issue instructions to Deputy Returning Officers (DRO) regarding attending on an elector in an institution or retirement home.
	Appointment of Election Officials
15(1)	The Clerk shall appoint a Deputy Returning Officer (DRO) for each voting place.
15(1)	The Clerk may appoint other election officials in addition to DRO's. 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 (on or before March 31 in the year of regular election).
18(2)	If the Clerk creates voting subdivisions, he or she shall inform Elections Ontario (on or before March 31 in the year of a regular election).
	Correction of Preliminary List of Electors
19(1)(1.1)	The Clerk and Elections Ontario may agree on a date for the delivery of the Preliminary List of Electors (which must be a date earlier than September 1). If no date agreed upon or prescribed – July 31.
22(1)	The Clerk may correct any obvious errors in the Preliminary List of Electors, and shall notify Elections Ontario of the corrections.
22(2)	For the purposes of subsection (1), the Clerk may use any information that is in the local municipality's custody or control.

25(4)	The Clerk shall determine the format and manner of the written application to remove a deceased person's name.
Reproduction / Revision 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 under s.24 and s.25.
24(1)(2)	From September 1 st to the close of voting on Voting Day, a person may make an application to be added or removed from the Voters' List or have the information on the Voters' List relating to that person amended.
24(3)	The Clerk may approve or deny applications for revision to the Voters' List.
27(1)(a)(b)	During the period beginning September 20 and ending September 30, the Clerk shall prepare an interim list of changes to the Voters' List approved on or before September 20, and give a copy to each certified candidate and to each person who received a copy of the Voters' List under s.23.
27(2)(a)(b)	The Clerk shall within 30 days after Voting Day prepare a final list of the changes to the Voters' List and give a copy to Elections Ontario.
28(1)	The Clerk shall prepare and certify the Voters' List for use in each voting place.
Nominations	
11.1(4)	The upper-tier Clerk responsible for accepting nominations can determine the format in which to send the names of candidates to lower-tier Clerk.
32	The Clerk shall give notice of the offices for which persons may be nominated and the nomination procedure under this act.
33(1.3)	The Clerk is entitled to rely upon the information filed by the candidates (endorsements).
35(2)(3)	The Clerk shall certify the nomination of qualified persons, and reject the nomination if not satisfied the person is qualified.
35(4)	The Clerk can determine the form and method of giving notice when a nomination is rejected and shall give notice to the person who sought to be nominated and to all candidates for the office, as soon as possible.
Acclamations	
37(1)(2)	The Clerk can determine the method of declaring acclamations.
Notice of Election	
40(a)(b)(c)(d)	The Clerk shall give notice to the electors and determine the form and method of giving such notice about the location of voting places, dates and times open, the manner in which electors may use voting proxies if applicable and if alternative voting methods, the manner in which electors may use the alternative voting methods.
Ballot Form	
41(2)3	The Clerk can agree to permit another name that a candidate uses to appear on the ballot.

41(2)5	If the surnames of two or more candidates for an office are identical or in the Clerks opinion so similar as to cause possible confusion, the Clerk shall differentiate the candidates on the ballots as the Clerk considers appropriate.
41(3)	The Clerk shall change some or all of the ballots to facilitate voting by the visually impaired without assistance.
41(4)	The Clerk can decide to use separate or composite ballots.
	Voting or Vote Counting Equipment or Alternative 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(5)(b)(ii)	The Clerk determines how to keep safe any Advance Vote ballot boxes and all other material and documents relating to the Advance Vote.
43(7)	The Clerk determines the method of updating Voters' Lists to reflect Advance Voting and ensures that the Voters' Lists for all voting places are updated to reflect voting that took place at an advance vote.
	Proxies
44(7)	The Clerk may determine what is required to verify that persons are qualified to appoint and be appointed as a voting proxy and if satisfied that the person who appointed the voting proxy is entitled to do so, and that the person appointed is entitled to act as the voting proxy, shall apply a certificate in the prescribed form to the appointing document.
	Voting Places and Procedures
45(1)(3)(5)	The Clerk has discretion in identifying the number and location of voting places and designating the area.
45(2)	In establishing the locations of voting places, the Clerk shall identify strategies that ensure that each voting place is accessible to electors with disabilities.
45(7)1,2,3	A voting place shall be located in an institution for the reception, treatment or vocational training of members or former members of Canadian Forces; an institution which on September 1 st 20 beds or more are occupied by persons who are disabled; chronically ill or infirm; and in a retirement home which on September 1 st , 50 beds or more are occupied.
45(8)	The Clerk may issue instructions to DRO's regarding attending on an elector in an institution or retirement home to allow him or her to vote.
45(9)	The Clerk shall issue instructions to DRO's regarding attending on electors with a disability, including mobility impaired, anywhere within the defined voting place.
46(2)	The Clerk may establish specific voting places to open on Voting Day before 10:00 am.

46(3)	The Clerk may establish reduced voting hours for a voting place that is only for the use of residents of the institution or retirement home.
47(1)(a)	The Clerk has the discretion to go to or remain in voting places during voting or when votes are being counted.
	Emergency
53(1)	The Clerk has discretion in determining what constitutes an emergency or circumstances that will undermine the integrity of the election.
53(2)	The Clerk has discretion in a declared emergency to make any arrangements deemed necessary for the conduct of the election.
53(4)	The Clerk determines when the emergency has passed.
	Opening Ballot Box
55(3)	The Clerk shall determine the results of the election by compiling the statements of results received from the DRO.
55(4)	The Clerk shall, as soon as possible after Voting Day, declare the elected candidate(s) and the result of the vote on any by-law or question.
55(4.1)	As soon as possible after Voting Day, the Clerk shall make information available on number of votes for each candidate, number of declined and rejected ballots, number of votes (yes or no) on a by-law or question.
55(5)	The Clerk, in the presence of the DRO, can decide to open a ballot box to assist with interpreting the statement of results.
	Recounts
56(1)(1.1)(2)	The Clerk shall hold a recount in accordance with policy within 15 days after declaration of results.
59	The Clerk may decide to include other candidates for an office in a recount.
61(1)1	The Clerk may be present at a recount in the case of a tie vote, or any policy passed, when the Council, Board or Minister requires a recount and when the Ontario Superior Court of Justice orders a recount – s.56,57,58,63
61(2)1	The Clerk may be present at a recount for a by-law or question.
61(6)	The Clerk determines disputes concerning the validity of a ballot or the counting of votes in a ballot.
61(7)	The Clerk may permit others to be present at a recount.
62(3)63(10)	If the recount leaves two candidates tied, the Clerk shall choose the successful candidate by lot.
	By-Elections
65(4)1	The Clerk sets the date of Nomination Day, in the case of a by-election.
65(5)1	The Clerk sets the date of voting if the by-election relates to a question or by-law.
	Financial Reporting
33.0.1(1)	The Clerk determines the form of the preliminary certificate of maximum campaign expenses, upon the filing of a person's nomination and shall give the person, or their agent filing the nomination for the person, a certificate of the applicable maximum amount as of the filing date.

33.1	The Clerk shall, before Voting Day, give notice of the penalties under s.88.23(2) and s.92(1) related to election campaign finance 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(expenses, parties etc.) 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 25 in a regular election, and within 10 days after the Clerk makes the required corrections in the case of a by-election.
88.22(3)	The Clerk determines the form and process of the notice of default.
88.25(9)	The Clerk determines the form and method of delivery of notice to candidates of the campaign expense filing requirements and shall give notice at least 30 days before the filing date.
Election Records	
88(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)	The Clerk shall retain the financial statements until the next election.
88(9.1)	The Clerk shall make the documents filed under s.88.25, 88.29 and 88.32 available at no charge for viewing by the public on a website or in another electronic format as soon as possible after the documents are filed.

Index of Forms

Form # Description

Ministry of Municipal Affairs Forms

Form 1	Nomination Paper
Form 2	Endorsement of Nomination
Form 3	Appointment for Voting Proxy
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 - Third Party
Form 9	Declaration of Identity

Township of Southgate Forms

SEL1	Withdrawal of Nomination
SEL2	Consent to Release Personal information/Notice of Collection
SEL3	Declaration of Qualifications – Council
SEL4	Declaration of Qualifications – School Board Trustee
SEL5	Notice of Nomination – Candidate and Third-Party Advertisers
SEL6A	Notice of Nomination – School Board Trustees
SEL6B	Notice of Nomination – School Board Trustees (French)
SEL7	Unofficial List of Candidates
SEL8	Notice of Rejection of Nominations
SEL9	Official List of Certified Candidates
SEL10	Notice of Additional Nominations
SEL11	Voters' List Cover Sheet
SEL12	Notice of the Posting of the Voters' List
SEL13	Declaration of Proper Use of the Voters' List
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SEL20	Appointment and Oath of Deputy Returning Officer
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SEL24	Oral Oaths at Help Centre
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SEL26	Declaration of Election Results
SEL27	Declaration of Acclamation to Office
SEL28	Notice of Recount
SEL29	Declaration of Recount Results
SEL30	Witness Statements as to Destruction of Records

- SEL31 Notice of Penalties and Corrupt Practices
- SEL32 Estimated Maximum Campaign Expense Limits – Council and School Board
- SEL33 Estimated Maximum Campaign Expense Limits – Third Party Advertiser
- SEL34 Certificate of Maximum Campaign Expense Limits – Council and School Board
- SEL35 Certificate of Maximum Campaign Expense Limits – Third Party Advertiser
- SEL36 Re-Issue of a Voter Information Letter (Lost and Unused)
- SEL37 Re-Issue of a Voter Information Letter (Imposter)
- SEL38 Activation of Simply Voting Inc. Voting System
- SEL39 Notice of School Boards Results
- SEL40 Notice to Registered Third Party of Filing Requirements
- SEL41 Notice of Default – Candidate
- SEL42 Notice of Default – Registered Third Party
- SEL43 Notice to Candidates of Filing Requirements
- SEL44 Declaration of Qualifications – Third Party Advertiser



FORM SEL1
Township of Southgate
Withdrawal of Nomination
Municipal Elections Act, 1996, as amended, s. 36

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

Candidate for the Office of _____
(Name of Elected Office)

Date

Signature of Candidate

This withdrawal, delivered to me at _____ on this _____ day of
(Time)
_____, 2026.

Clerk or Designate

A person who has been nominated may withdraw his or her nomination by filing a written withdrawal in the Clerk's office by 2:00 pm on Nomination Day if the person was nominated under subsection 33(4) or before 2:00 p.m. on the Wednesday following nomination day, if the person was nominated under subsection 33 (5).



FORM SEL2
Township of Southgate
Consent to Release Personal
Information/Notice of Collection

Name of Candidate or Third Party Advertiser: _____

Candidate for the Office of:

Mayor Councillor

Deputy Mayor School Board Trustee

OR

Third Party Advertiser

I hereby authorize the Clerk to include the following information respecting my candidacy for elected office or third party advertiser status on the Township of Southgate website and to make it available to any person.

Please complete with information below to be released. If no information is provided, only the name will be released online. Note that only one phone number, email address and web address are to be provided.

Telephone Number: _____

Email Address: _____

Website: _____

Signature of Candidate/Third Party

Date

Personal information noted on this form is collected under the authority of the *Municipal Elections Act, 1996* and will be used to provide campaign information to electors in the municipal election. Subsection 88(5) of the Act notes that despite anything in the *Municipal Freedom of Information and Protection of Privacy Act*, documents and materials filed with or prepared by the Clerk or any other election official under this Act 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 and will be available for public inspection.

The consent given on this Form will allow campaign information to be provided other than by attendance in the Clerk's Office for public inspection.



FORM SEL3
Township of Southgate
Declaration of Qualifications - Council

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

Mayor Deputy Mayor Councillor

Do solemnly declare that:

1. Pursuant to the provisions of the *Municipal Elections Act, 1996* and the *Municipal Act, 2001*, I am qualified to hold the office of:

Mayor Deputy Mayor Councillor

2. Without limiting the generality of paragraph 1, I am at least eighteen (18) years of age, a Canadian Citizen, a resident of the Township of Southgate, or the owner or tenant of land in the Township of Southgate, 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,

a. I am not an employee of the Township of Southgate, or if I am, I have taken an unpaid leave of absence as provided for by section 30 of the *Municipal Elections Act, 1996*.

b. I am not a judge of any court.

c. I am not a member of the Assembly as provided in the *Legislative Assembly Act* or the Senate or House of Commons of Canada, or, if I am such a person, I will provide proof of my resignation to the Clerk prior to 2:00 p.m. on Nomination Day, August 21, 2026.

d. I am not a member of the Executive Council of Ontario or a federal Minister of the Crown.

e. I am not a Crown employee within the meaning of the *Public Service of Ontario Act, 2006* or if I am a Crown employee, I have followed and will continue to follow all relevant provisions of Part III of such Act.



FORM SEL3
Township of Southgate
Declaration of Qualifications - Council

5. I am not prohibited from voting in the municipal election under subsection 17(3) of the *Municipal Elections Act, 1996*, and
 - a. I am not a person who is serving a sentence of imprisonment in a penal or correctional institution.
 - b. I am not a corporation.
 - c. I am not a person acting as executor or trustee or in any other representative capacity, except as a voting proxy in accordance with section 44 of the *Municipal Elections Act, 1996*.
 - d. I am not a person who was convicted of a corrupt practice described in subsection 90(3) of the *Municipal Elections Act, 1996*, from voting in a municipal election.

6. 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 during the last two regular elections prior to Monday, October 25, 2026 (subsection 91(1)).

7. 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*, section 88.23.

AND I make this solemn declaration 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 Township of Southgate, in the County of Grey, this _____ day of _____, 2026.

Signature of Candidate

Signature of Clerk or Commissioner

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

**Declaration of Qualifications – School Board Trustee**

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

- Bluewater District School Board
- Bruce Grey Catholic District School Board
- Conseil Scolaire Viamonde
- Conseil Scolaire Catholique Providence

Do Solemnly Declare That:

1. I am qualified pursuant to the Municipal Elections Act, 1996, as amended, and the Education Act to be elected to and to hold the office of Trustee, Ward _____ for the above noted School Board;
2. Without limiting the generality of paragraph 1, I am a resident of the area of jurisdiction of the School Board, a Canadian citizen and at least eighteen (18) 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, as amended, 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 any School Board or if I am an employee of a 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, as amended;
 - 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, as amended, as amended;
 - 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 Township of Southgate prior to 2:00 pm on Nomination Day, August 21st, 2026. I understand that the Clerk of the Township of Southgate will reject my nomination for the office mentioned above if I fail to provide proof of resignation by this deadline;



Declaration of Qualifications – School Board Trustee

- 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 s.17(3) of the Municipal Elections Act, 1996, as amended;
- 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 s.90(3) of the Municipal Elections Act, 1996, as amended, during an election that occurred less than five (5) years prior to Monday, October 25, 2026.
- 8. I am not a person who was convicted of a corrupt practice under the Municipal Elections Act, 1996, as amended, or of an offence under the Criminal Code (Canada), in connection with an act or omission with respect to a municipal election during the last two (2) regular elections prior to Monday, October 25, 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, as amended; 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 Township of Southgate, in the County of Grey, this _____ day of _____, 2026.

Signature of Candidate

Signature of Clerk or Commissioner

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



FORM SEL5
**Township of Southgate
Notice of Nomination
Candidate and Third Party Advertiser**

2026 Municipal Election
Candidate Nomination & Third Party Advertiser Registration

For the municipalities of:

The Blue Mountains
Chatsworth
Georgian Bluffs

Grey Highlands
Hanover
Meaford

Owen Sound
Southgate
West Grey

This notice is for anyone proposing to be a candidate, or register as a third party advertiser, for the 2026 Municipal Election on October 26, 2026 within the Town of The Blue Mountains, Township of Chatsworth, Township of Georgian Bluffs, Municipality of Grey Highlands, Town of Hanover, Municipality of Meaford, City of Owen Sound, Township of Southgate and Municipality of West Grey.

Candidates may file a nomination form during regular business hours beginning Monday, May 1, 2026, with the last day and time for filing being Friday, August 21, 2026 at 2:00 p.m. A prescribed fee in the amount of \$200.00 for Head of Council and \$100.00 for all other candidates payable by cash, debit, certified cheque or money order, and the endorsement of at least 25 persons must accompany the nomination form. Candidates must not spend or raise any funds for their election campaign until the nomination form has been filed. The nomination form will be available from the office of your Municipal Clerk.

A third party advertiser is any individual, corporation or trade union that causes an election campaign advertisement to appear. Third party advertisers are required to register with the Clerk of the municipality where they want to advertise. Registrations of third party advertisers will be accepted between Monday, May 1, 2026 and Friday, October 23, 2026. Until the Clerk certifies the registration, a third party advertiser may not spend money on their campaign, accept contributions or begin advertising. The registration form will be available from the office of your Municipal Clerk.

Corrina Giles, Town Clerk
Town of The Blue Mountains
32 Mill Street, P.O. Box 310
THORNBURY, ON N0H 2P0
519-599-3131 ext. 232
Toll Free: 1-888-258-6867
townclerk@thebluemountains.ca
www.thebluemountains.ca

Amanda Fines-Vanalstine, Clerk
Municipality of Grey Highlands
P.O. Box 409
206 Toronto St S., Unit 1
MARKDALE, ON N0C 1H0
519-986-2811 ext. 233
elections@greyhighlands.ca
www.votegreyhighlands.ca

Briana Bloomfield, City Clerk
City of Owen Sound
808 2nd Avenue East
OWEN SOUND, ON N4K 2H4
519-370-7340
elections@owensound.ca
www.owensoundvotes.ca

Continued onto next page



FORM SEL5
**Township of Southgate
Notice of Nomination
Candidate and Third Party Advertiser**

Rachel Anstettn, CAO/Clerk
Township of Chatsworth
316837 Highway 6, R. R. #1
CHATSWORTH, ON N0H 1G0
519-794-3232 ext. 124
elections@chatsworth.ca
www.chatsworth.ca

Vicki McDonald, Clerk
Town of Hanover
341 10th Street
HANOVER, ON N4N 1P5
519-364-2780 ext. 1231
vmcdonald@hanover.ca
www.hanover.ca

Lindsey Green, Clerk
Township of Southgate
185667 Grey Road 9, R. R. #1
DUNDALK, ON NOC 1B0
519-923-2110 ext. 230
Toll Free: 1-888-560-6607
lgreen@southgate.ca
www.southgatevotes.ca

Carly Craig, Clerk
Township of Georgian Bluffs
177964 Grey Road 18, R. R. #3
OWEN SOUND, ON N4K 5N5
519-376-2729 ext. 602
ccraig@georgianbluffs.on.ca
www.georgianbluffs.ca

Margaret Wilton-Siegel, Clerk
Municipality of Meaford
21 Trowbridge Street West
MEAFORD, ON N4L 1A1
519-538-1060 ext. 1100
clerk@meaford.ca
www.meafordvotes.ca

Jamie Eckenswiller, Clerk
Municipality of West Grey
402813 Grey Road #4, R. R. #2
DURHAM, ON N0G 1R0
519-369-2200 ext. 229
clerk@westgrey.com
www.westgrey.com

Dated: April 1, 2026



FORM SEL6A
Township of Southgate
Notice of Nomination – School Board Trustee
English

This notice is for anyone proposing to be a candidate in the 2026 School Board Election within the Township of Southgate. Candidates may file a nomination form during regular business hours with the last day for filing being August 21, 2026, at 2:00 p.m. A prescribed fee in the amount of \$100.00 payable by cash, debit, certified cheque or money order, must accompany the registration/nomination form.

Nominations for the 2026 School Board Elections are being received by the following:

School Board	Receiving Municipality	Staff Contact
English Public School Board Trustee – Bluewater District School Board	Municipality of Grey Highlands PO Box 409 206 Toronto Street South Markdale, ON N0C 1H0	Clerk/Returning Officer: Amanda Fines-Vanalstine 519-986-1216 x 233 clerk@greyhighlands.ca
English Separate School Board Trustee – Bruce Grey Catholic District School Board	Town of Hanover 341 10th Street Hanover, ON N4N 1P5	Clerk/Returning Officer: Vicki McDonald 519.364.2780 x 1231 vmcdonald@hanover.ca
French Public School Board Trustee - Conseil Scolaire Viamonde	City of Barrie 70 Collier St Barrie, ON L4M 1G8	Clerk/Returning Officer: Wendy Cooke 705-739-4220 x 4560 wendy.cooke@barrie.ca
French Separate School Board Trustee – Conseil Scolaire Catholique Providence	City of Sarnia 255 Christina Street Sarnia, ON N7T 7N2	Clerk/Returning Officer: Amy Burkhart 519-332-0330 x 3320 clerks@sarnia.ca

Note: Ontario Regulation 412/00, Section 11(4), states as follows: If the distance between the residence of a person seeking nomination and the office of the school board election clerk with whom nominations must be filed is greater than 100 kilometers, the clerk shall, for the purpose of making it easier for the person or person’s agent to file the nomination, delegate such of his or her powers as may be necessary to, (a) the school board election clerk of the municipality in which the person seeking nomination resides, if the person resides in a municipality.



FORM SEL6B
Township of Southgate
Notice of Nomination – School Board Trustee
French

Cet avis s'adresse à toute personne proposant d'être candidate à la léction 2026 School Board Edans le canton de Southgate. Les candidats peuvent déposer un formulaire de mise en candidature pendant les heures normales de bureau, le dernier jour de dépôt étant le 21 août 2026, à 14h00.m. Des frais prescrits d'un montant de 100,00 \$ payables en espèces, par débit, par chèque certifié ou par mandat doivent accompagner le formulaire d'inscription ou de mise en candidature.

Les candidatures pour les élections scolaires de 2026 sont reçues par les personnes suivantes :

Conseil scolaire	Municipalité réceptrice	Personne-ressource pour le personnel
Conseiller du conseil scolaire public anglais – Bluewater District School Board	Municipality of Grey Highlands PO Box 409 206 Toronto Street South Markdale, ON N0C 1H0	Greffier/directeur du scrutin : Amanda Fines-Vanalstine 519-986-1216 x 233 clerk@greyhighlands.ca
Conseil d'administration du Conseil des écoles séparées anglophones – Bruce Grey Catholic District School Board	Town of Hanover 341 10th Street Hanover, ON N4N 1P5	Greffier/directeur du scrutin : Vicki McDonald 519.364.2780 x 1231 vmcdonald@hanover.ca
Conseil des écoles publiques de langue française - Conseil Scolaire Viamonde	City of Barrie 70 Collier St Barrie, ON L4M 1G8	Greffier/directeur du scrutin : Wendy Cooke 705-739-4220 x 4560 wendy.cooke@barrie.ca
Conseillère scolaire séparée française – Conseil scolaire catholique Providence	City of Sarnia 255 Christina Street Sarnia, ON N7T 7N2	Greffier/directeur du scrutin : Amy Burkhart 519-332-0330 x 3320 clerks@sarnia.ca

Remarque : Le paragraphe 11(4) du Règlement de l'Ontario 412/00 stipule ce qui suit : Si la distance entre la résidence d'une personne qui demande la nomination et le bureau du secrétaire aux élections du conseil scolaire auprès duquel les mises en candidature doivent être déposées est supérieure à 100 kilomètres, le greffier doit, afin de faciliter le dépôt de la désignation par la personne ou l'agent de la personne : déléguer les pouvoirs qui peuvent être nécessaires pour: a) le secrétaire aux élections de la commission scolaire de la municipalité dans laquelle réside la personne qui demande la nomination, si elle réside dans une municipalité.



FORM SEL7
Township of Southgate
Unofficial List of Candidates
2026 Municipal and School Board Elections

Name	Date Filed	Phone Number	Email Address
COUNCIL			
<i>CANDIDATES FOR MAYOR</i>			
<i>CANDIDATES FOR DEPUTY MAYOR</i>			
<i>CANDIDATES FOR COUNCILLOR</i>			
SCHOOL BOARD			
<i>CANDIDATES FOR ENGLISH PUBLIC TRUSTEE – BLUE WATER DISTRICT SCHOOL BOARD</i>			
<i>CANDIDATES FOR FRENCH PUBLIC TRUSTEE – CONSEIL SCOLAIRE VIAMONDE</i>			
<i>CANDIDATES FOR ENGLISH SEPARATE TRUSTEE – BRUCE GREY CATHOLIC DISTRICT SCHOOL BOARD</i>			
<i>CANDIDATES FOR FRENCH SEPARATE TRUSTEE – CONSEIL SCOLAIRE CATHOLIC PROVIDENCE</i>			

**Last Updated XX, 2026



FORM SEL8
Township of Southgate
Notice of Rejection of Nomination
Municipal Elections Act, 1996, as amended, s. 35 (4)

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

Take Notice that your nomination filed, with the undersigned, has been examined and the same has been rejected for the following reasons:

<input type="checkbox"/> I am not satisfied that you are a "person qualified to be nominated" as required by the Municipal Elections Act, 1996, as amended, or by the relevant legislation which sets out qualification for the office for which you filed your nomination.

<input type="checkbox"/> I am not satisfied that your "nomination complies with" the requirements of the Municipal Elections Act, 1996, as amended.

Date

Lindsey Green
Clerk/Returning Officer

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



FORM SEL10
Township of Southgate
Notice of Additional Nominations

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 am and 2:00 pm on August 26, 2026 subject to the provisions of s.33(5) of the Municipal Elections Act.

Offices for which Persons may be Nominated

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

And Further Take Notice that the manner in which nominations shall be filed is set forth in s.33 of the Municipal Elections Act. Nomination forms and full particulars of procedures to be followed may be obtained from the undersigned.

Dated this _____ day of August, 2026.

Lindsey Green,
Clerk/Returning Officer



FORM SEL11
Township of Southgate
Voters' List Cover Sheet 2026

This Voters' List was prepared in accordance with Section 23 of the Municipal Elections Act, 1996, as amended, S.O. 1996 c.32, as amended.

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

A person may make an application to the Clerk requesting that the person's name be added to or removed from the Voters' List or that information on the Voters' List relating to the person be amended by completing and filing the prescribed form available at the Office of the Clerk during regular office hours between September 1, 2026, and to the close of voting on October 26th, 2026. The application shall be in writing and shall be filed in person, by the applicant or his/her agent or by mail, by the applicant. Proof of identity and residence as prescribed in O. Reg. 304/13 will be required.

No person shall use any information obtained from the Voters' List except for election purposes.

Lindsey Green,
Clerk/Returning Officer



FORM SEL12
Township of Southgate
Notice of availability of the Voters' List and
Revision Procedures
Municipal Elections Act, 1996, as amended

September 1, 2026

The Voters' List for the 2026 Municipal and School Board elections is now available for viewing.

You have three options to confirm if you are on the list:

- by visiting the Township of Southgate Administration Office, located at 185667 Grey County Road 9, Dundalk, Ontario, N0C1B0, during regular business hours;
- by calling the Township of Southgate Administration Office during regular business hours at 519-923-2110; or
- by visiting an Election Help Centre during operating hours during the Voting Period as advertised on www.southgatevotes.ca

Revision Procedures:

To add, correct or delete a name from the Voter's List an application to Amend the Voter's List (Form SEL18) will need to be completed by visiting the Administration Office or an Election Help Centre as stated above.

An application can be obtained by contacting the Administration Office.

Note: Proof of identity and residence as prescribed in [O. Reg. 304/13](#) will be required.



FORM SEL13
Township of Southgate
Declaration of Proper Use of the Voters' List
Municipal Elections Act, 1996, as amended, s.23(3),(4) & 5

I, _____, being a:
Name

- Candidate for the Office of _____
or
 a person entitled to a copy of the Voters' List pursuant to s.23 of the
Municipal Elections Act, 1996

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

- a copy of the Voters' List;
 a copy of the revisions made to the Voters' List after the preparation of the
Interim List of Changes on September 30, 2026.

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

Signature

Date



FORM SEL14
Township of Southgate
Policy for Use of the Voters' List

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

Eligible persons who request a copy of the Voters' List must sign a "Declaration of Proper Use of the Voters' List" **Form SEL13** prior to receiving a copy of all or any part of the Voters' List.

Eligible persons who obtain additional copies of the Voters' List or any part thereof shall pay the prescribed fee in the Township of Southgate Fees and Charges By-law of \$1.00 per page.

Copies for Local Boards – Municipalities – Minister

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

- a) 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;
- b) the Clerk of the local municipality responsible for conducting the elections in any combined area for school board purposes;
- c) 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;
- d) the Minister, if he or she has submitted a question to the electors.

Copies for Candidates

(s.23(4))

On the **written request** of a certified candidate for an office, the clerk shall provide him or her with the part of the Voters' List that contains the names of the electors who are entitled to vote for that office. Each candidate will be required to sign the "Declaration of Proper Use of the Voters' List" **Form SEL13**.

Same

(s.23(5)) The clerk shall not provide a copy of the voters' list under subsection (3) or a part of the voters' list under subsection (4) until September 1.



FORM SEL15
Township of Southgate
Voters' List – Interim List of Changes
Municipal Election Act, 1996, as amended, s.27(1)

I hereby certify that the following revisions, as attached, were made to the Voters' List for the Corporation of the Township of Southgate.

Dated this ____ Day of _____ 2026.

Lindsey Green,
Clerk/Returning Officer

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



FORM SEL16
**Township of Southgate
Certificate of the Voters' List
Municipal Election Act, 1996, as amended, s.28(1)**

I hereby certify that the attached Voters' List contains the names of persons entitled to vote in the Township of Southgate Municipal Elections to be held on Monday, October 26, 2026.

Dated this ____ Day of _____ 2026.

**Lindsey Green,
Clerk/Returning Officer**



FORM SEL18
Township of Southgate
Application to Amend Voters' List
Municipal Election Act, 1996, as amended, s.17, s. 24, s.25

Application to Amend Voters' List *Municipal Elections Act, 1996 (s.17, s.24, s.25)* **Form EL15**

- 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	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; text-align: center;">year</td> <td style="width: 20px; text-align: center;">month</td> <td style="width: 20px; text-align: center;">day</td> </tr> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table>	year	month	day			
year	month	day							
last	first	middle							

Qualifying address on voting day		<input type="checkbox"/> commercial property	At qualifying address, applicant is:	
street number & name	apt. #	roll number	ward number	voting subdiv.
city	postal code	(if house apartment, indicate floor level - e.g. basement, 1st floor, etc.)		
<input type="checkbox"/> owner <i>since</i> _____ <input type="checkbox"/> tenant <i>since</i> _____ <input type="checkbox"/> other <i>since</i> _____ <input type="checkbox"/> spouse <input type="checkbox"/> or s.s.p. date _____ <input type="checkbox"/> unqualified (deleted name only)				

Previous qualifying address (if applicable)		At previous address, applicant was:	
street number & name	apt. #	roll number	ward number
city	postal code	(if house apartment, indicate floor level - e.g. basement, 1st floor, etc.)	
<input type="checkbox"/> owner <input type="checkbox"/> tenant <input type="checkbox"/> other <input type="checkbox"/> spouse <input type="checkbox"/> or s.s.p.			

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

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

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

I, the undersigned, hereby declare that I am a Canadian citizen, that I have attained the age of eighteen (18) on or before Voting Day, and that on Voting Day, I am entitled to be an elector in accordance with the facts or information submitted on this form, and that I understand the effect thereof. I hereby apply to have my name 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"/> Refused (state reason)
<input type="checkbox"/> Approved		_____
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.		_____
_____	_____	_____
signature of clerk or designate	date	



FORM SEL20
Township of Southgate
Appointment and Oath of Deputy Returning Officer

Appointment and Oath of Deputy Returning Officer

Name of Person Appointed as Deputy Returning Officer:

The person named above is hereby appointed Deputy Returning Officer (DRO), for the Township of Southgate, 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 amend the Voter's List to add an Elector, remove an Elector's own name and/or correct erroneous information;
- authority to require a person to furnish proof of identity, qualifications or any other matter;
- authority to administer the Oral Oath of Secrecy and the Oral Oath or Affirmation of Qualification;
- authority to maintain peace and order at Help Centres by removing anyone who is causing a disturbance.

Lindsey Green, Municipal Clerk

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,
- 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 Township of Southgate, in the County of Grey, this

_____ day of _____, 2026.

Lindsey Green
Municipal Clerk

Deputy Returning Officer

A person who has been nominated may withdraw his or her nomination by filing a written withdrawal in the Clerk's office by 2:00 pm on Nomination Day if the person was nominated under subsection 33(4) or before 2:00 p.m. on the Wednesday following nomination day, if the person was nominated under subsection 33 (5).



FORM SEL21
Township of Southgate
Appointment and Oath of Election Official

Appointment and Oath of Election Official

Name of Person Appointed as Election Official:

The person named above is hereby appointed an Election Official for the Township of Southgate, and is hereby delegated the following duties and responsibilities pursuant to the *Municipal Elections Act, 1996*.

- authority to require a person to furnish proof of identity, qualifications or any other matter;
- authority to approve or deny applications for revision to the Voter's List;
- authority to amend the Voter's List to add an Elector, remove an Elector's own name and/or correct erroneous information;
- authority to receive election results as they are reported on Election Day.

Lindsey Green, Municipal Clerk

I, the person named above, solemnly swear (or affirm) that I will:

- act faithfully in the capacity of Election Official and perform all the duties required by law without partiality, fear or affection,
- 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 Township of Southgate, in the County of Grey, this
_____ day of _____, 2026.

Lindsey Green
Municipal Clerk

Election Official

A person who has been nominated may withdraw his or her nomination by filing a written withdrawal in the Clerk's office by 2:00 pm on Nomination Day if the person was nominated under subsection 33(4) or before 2:00 p.m. on the Wednesday following nomination day, if the person was nominated under subsection 33 (5).



FORM SEL22
Township of Southgate
Delegation of Powers and Duties of the Clerk

I, Lindsey Green, Clerk, of the Corporation of the Township of Southgate, in the exercise of the authority granted to me by subsections, 15(2), (3) and (4) of the Municipal Elections Act, 1996, as amended, hereby delegate the powers and duties as set out below to the following persons below:

Delegated Power or Duty	Statutory Authority for Power or Duty	Name of Person Delegated Authority
1. Require a person, to provide proof that is satisfactory to the election official, of the person's identity or qualifications or of any other matter	Section 12(3)	Holly Malynyk
2. Use forms and oaths as supplied by the Clerk	Section 12(2)	Holly Malynyk
3. Authority to approve changes to the Voters' List	Section 24, 25	Holly Malynyk
4. Conduct of election in accordance with the Municipal Elections Act	Municipal Elections Act	Holly Malynyk
5. To maintain peace and order, may remove any person from the voting place that is causing a disturbance	Section 11(2)(c)	Holly Malynyk

Dated this 27th Day of April 2026.

Lindsey Green

Lindsey Green,
Clerk/Returning Officer



FORM SEL23
Township of Southgate
Appointment of Scrutineer
Municipal Elections Act, 1996, as amended

Take notice that I, _____
Name of Candidate

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

hereby appoint _____ to represent me and attend:

- the activation of the Voting System;
- at a Help Centre during hours of operation;
- at the receipt of the voting results; and/or
- at a recount (if such becomes necessary)

in the Township of Southgate in respect of the Municipal Elections to be held on
Monday, October 26, 2026, under the *Municipal Elections Act, 1996*, as amended.

Date

Signature of Appointing Authority



FORM SEL23
Township of Southgate
Appointment of Scrutineer
Municipal Elections Act, 1996, as amended

Conduct of Scrutineers at Help Centre

- **Anyone** who is creating a disturbance at the Help Centre will be removed as directed by the Clerk.
- Before being admitted to the Help Centre, a person appointed as scrutineer shall produce and show his/her **Form SEL23** to the Election Official for the Help Centre and take the "Oral Oath of Secrecy" **Form SEL25** from the Election Official before being permitted to remain in the Help Centre. The Clerk shall require proof of identity and residence of the scrutineer, as prescribed in O. Reg. 304/13.
- **Cell phones shall be turned off** upon entering the Help Centre.
- The Clerk is responsible for the conduct of the Help Centre and no candidate or scrutineer has the right to interfere with the Clerk in the discharge of his/her duties.
- Candidates and scrutineers may observe at the Help Centre but shall not interfere with the electors or Election Officials.

Results

- Candidates or their scrutineers present for the results shall sign the report indicating the results and votes cast.
- Candidates and scrutineers will be required to provide proof of identity prior to entry and electronic devices will be remitted to ensure results are only publicly available no earlier than 8:20 pm. Entry will not be permitted before 7:45 pm. **Anyone** who is creating a disturbance will be removed.
- The total of votes cast for each candidate as tabulated by the system is final. The Clerk is not required to do a recount/second count.
- In the event of a recount, s.61 of the Act prescribes the number of scrutineers entitled to be present and their rights.

Opening of System

- Candidates and scrutineers can be present to verify and ensure that all totals of votes cast are at "0" and shall be required to sign the "Activation of Voting System" **Form SEL37** that attests to this fact.

Scrutineers and Candidates are prohibited from the following:

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

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



FORM SEL24
Township of Southgate
Oral Oaths at a Voter Help Centre

Oral Oath to Vote with Assistance

I, _____ being an elector entitled to vote in the Township of Southgate do swear or solemnly affirm I require assistance to mark my ballot.

Oral Oath of Friend of Elector

I, _____ a friend of _____, an elector who requires assistance to vote and who is entitled to vote in the Township of Southgate do swear and solemnly affirm:

That I will mark the ballot as directed by the elector, and that I will keep secret the manner in which this elector voted.

Oral Oath of Interpreter

I, _____ acting as interpreter for _____, an elector entitled to vote in the Township of Southgate do swear or solemnly affirm:

That I will faithfully translate the necessary oaths as well as any lawful questions necessarily put to the elector and his/her answers at this voting place.



FORM SEL25
Township of Southgate
Oral Oath of Secrecy

The Oral Oath of Secrecy is to be declared by a Scrutineer, Candidate or Elector (in the case of a recount ordered under s.58 of the *Municipal Elections Act*) wishing to remain at the Voting Place or Help Centre or Counting Location.

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

1. I will maintain and aid in maintaining the secrecy of the voting; and
2. I will not interfere or attempt to interfere with an elector who is marking the ballot;
3. I will not obtain or attempt to obtain, at a voting place or Help Centre or counting location, information about how an elector intends to vote or has voted; or
4. I will not communicate any information obtained at a voting place or Help Centre or counting location about how an elector intends to vote or has voted.

Name of Scrutineer	Date	Location	Signature

Continued on page 2



FORM SEL26
Township of Southgate
Declaration of Election Results
Municipal Elections Act, 1996, as amended s.55(4)(a)

I, Lindsey Green, Clerk of the Corporation of the Township of Southgate, in the County of Grey declare the following candidate or candidates elected as a result of the Municipal and School Board Elections held on October 26th, 2026:

Office	Elected Candidate	Number of Votes
MAYOR		
DEPUTY MAYOR		
COUNCILLOR		
COUNCILLOR		
COUNCILLOR		
COUNCILLOR		
COUNCILLOR		
COUNCILLOR		
ENGLISH PUBLIC SCHOOL BOARD TUSTEE		
ENGLISH SEPARATE SCHOOL BOARD TUSTEE		
FRENCH PUBLIC SCHOOL BOARD TUSTEE		
FRENCH SEPERATE SCHOOL BOARD TUSTEE		

Date: _____

Lindsey Green,
Clerk/Returning Officer



FORM SEL28
Township of Southgate
Notice of Recount
Municipal Elections Act, 1996, as amended s.56-58
O.Reg. 101/97

I, Lindsey Green, Clerk of the Corporation of the Township of Southgate, in the County of Grey hereby declare that a recount of the votes cast in the Municipal Election held October 26th, 2026 for

_____ state office or by-law/question

shall be held commencing at _____ on _____
time date

at _____
location

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

Date

Lindsey Green,
Clerk/Returning Officer

Note: A recount may be held pursuant to s.56, 57 or 58 of the Municipal Elections Act, as amended, or requested as per the Township of Southgate Municipal Elections Recount Policy No. 71.



FORM SEL29
Township of Southgate
Declaration of Recount Results
Municipal Elections Act, 1996, as amended s.62(4)

I, Lindsey Green, Clerk (or designated official) of the Corporation of the Township of Southgate, in the County of Grey declare that:

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

the office(s) of:

the following question or by-law:

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

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

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

Lindsey Green,
Clerk/Returning Officer



Township of Southgate

**Witness Statements as to the Destructions of Records
Municipal Elections Act, 1996, as amended s.88(2)**

The Township of Southgate, in the County of Grey

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

List of Offices for which Ballots Destroyed:

_____	_____
_____	_____
_____	_____

Category of Documents and Other Materials Destroyed:

Note: The Clerk shall retain the ballots and all other documents and materials related to an election for 120 days after declaring the results of the election under s.55 and, unless there is a court order that they be retained or a recount has been commenced and not finally disposed of, shall then destroy the ballots in the presence of two witnesses (s.88).

**Township of Southgate****Notice of Penalties and Corrupt Practices**

Municipal Elections Act, 1996, as amended, s. 33.1

This serves as notice of penalties related to election campaign finances. Please refer to the Act for complete text. Before Voting Day, the Clerk is required to give each person nominated for an office, notice of the penalties under s.88.23(2) and 92(1) related to election campaign finances and the refund of the nomination filing fee that the candidate is entitled to receive based on the circumstances described in s.34.

Section 88.23 - Effect of default by candidate

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.

Penalties

(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.

Section 34 – Refund

34 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.



Section 92 - Offences re campaign finances

Offences by candidate

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

Exception, action in good faith

(2) However, if the presiding judge finds that the candidate, acting in good faith, committed the offence inadvertently or because of an error in judgment, the penalties described in subsection 88.23 (2) do not apply. 2016, c. 15, s. 68 (1).

Additional penalty, candidates

(3) If the expenses incurred by or under the direction of a candidate exceed the amount determined for the office under section 88.20, the candidate is liable to a fine equal to the excess, in addition to any other penalty provided for in the Act. 2016, c. 15, s. 68 (1).

Offences by registered third party

(4) A registered third party is guilty of an offence and, on conviction, in addition to any other penalty that may be imposed under this Act, is subject to the penalty described in subsection 88.27 (1),

- (a) if the registered third party incurs expenses that exceed the amount determined under section 88.21; or
- (b) if the registered third party files a document under section 88.29 or 88.32 that is incorrect or otherwise does not comply with that section. 2016, c. 15, s. 68 (2).



FORM SEL31

Township of Southgate

Notice of Penalties and Corrupt Practices

Municipal Elections Act, 1996, as amended, s. 33.1

Exception, action in good faith

(5) However, if the presiding judge finds that the registered third party, acting in good faith, committed the offence inadvertently or because of an error in judgment, the penalty described in subsection 88.27 (1) does not apply. 2016, c. 15, s. 68 (2).

Additional penalty, registered third parties

(6) If the expenses incurred by or under the direction of a registered third party exceed the amount determined under section 88.21, the registered third party is liable to a fine equal to the excess, in addition to any other penalty provided for in the Act. 2016, c. 15, s. 68 (2).



FORM SEL32
Township of Southgate
Estimated Maximum Campaign Expense Limits
Council and English Public School Board

The following calculations are made pursuant to the Municipal Elections Act, 1996, as amended and are provided as an **estimate** that a candidate is permitted to incur in the Municipal Election to be held October 26, 2026.

Position	Number of Electors, 2022	Campaign Expenses	Self-Contributions	Expenses for Parties etc. after Voting Day
Mayor	6,568	\$13,082.80	\$8,813.60	\$1,308.28
Deputy Mayor or Councillor	6,568	\$10,582.80	\$6,313.60	\$1,058.28
English Public School Board Trustee (Southgate and Grey Highlands)	15,607	\$18,265.95	\$8,121.40	\$1,826.60

Formulas based on 2022 data:

Position	Campaign Expenses	Self-Contributions	Expenses for Parties etc. after Voting Day
Mayor	$\$7,500 + (\$0.85 \times \# \text{ of electors})$	$\$7,500 + (\$0.20 \times \# \text{ of electors})$	10% of campaign expenses
Deputy Mayor or Councillor	$\$5,000 + (\$0.85 \times \# \text{ of electors})$	$\$5,000 + (\$0.20 \times \# \text{ of electors})$	
English Public School Board Trustee (Southgate and Grey Highlands)	$\$5,000 + (\$0.85 \times \# \text{ of eligible total electors})$	$\$5,000 + (\$0.20 \times \# \text{ of electors})$	

Please note that candidates will be provided a **final** calculation by September 30, 2026, based on the number of registered voters on September 20, 2026. The higher amount of both calculations will apply.

Dated at the Township of Southgate, April 1, 2026.

Lindsey Green

 Lindsey Green
 Municipal Clerk



FORM SEL33
Township of Southgate
Estimated Maximum Campaign Expense Limits
Third Party Advertiser

The following calculations are made pursuant to the Municipal Elections Act, 1996, as amended and are provided as an **estimate** that a Third Party Advertiser is permitted to incur in the Municipal Election to be held October 26, 2026.

Position	Number of Electors, 2022	Campaign Expenses	Expenses for Parties etc. after Voting Day
Third Party Advertiser	6,568	\$5,328.40	\$532.84

Formulas based on 2022 data:

Position	Campaign Expenses	Expenses for Parties etc. after Voting Day
Third Party Advertiser	$\$5,000 + (\$0.05 \times \# \text{ of electors})$	10% of campaign expenses

Please note that Third Party Advertisers will be provided a **final** calculation by September 30, 2026, based on the number of registered voters on September 20, 2026. The higher amount of both calculations will apply.

Dated at the Township of Southgate, April 1, 2026.

Lindsey Green

 Lindsey Green
 Municipal Clerk



Township of Southgate
Certificate of Maximum Campaign Expense Limits
Council and English Public School Board

The following calculations are made pursuant to the Municipal Elections Act, 1996, as amended and are provided as a **final** calculation of the maximum amount that a candidate is permitted to incur in the Municipal Election to be held October 26, 2026.

Position	Number of Electors, as of Sept 20, 2026	Campaign Expenses	Self-Contributions	Expenses for Parties etc. after Voting Day
Mayor	TBD	\$TBD	\$TBD	\$TBD
Deputy Mayor or Councillor	TBD	\$TBD	\$TBD	\$TBD
English Public School Board Trustee (Southgate and Grey Highlands)	TBD	\$TBD	\$TBD	\$TBD

Formulas based on September 20, 2026, data:

Position	Campaign Expenses	Self-Contributions	Expenses for Parties etc. after Voting Day
Mayor	$\$7,500 + (\$0.85 \times \# \text{ of electors})$	$\$7,500 + (\$0.20 \times \# \text{ of electors})$	10% of campaign expenses
Deputy Mayor or Councillor	$\$5000 + (\$0.85 \times \# \text{ of electors})$	$\$5000 + (\$0.20 \times \# \text{ of electors})$	
English Public School Board Trustee (Southgate and Grey Highlands)	$\$5000 + (\$0.85 \times \# \text{ of eligible total electors})$	$\$5000 + (\$0.20 \times \# \text{ of electors})$	

Dated at the Township of Southgate, September 30, 2026.

 Lindsey Green
 Municipal Clerk



Township of Southgate
Certificate of Maximum Campaign Expense Limits
Third Party Advertiser

The following calculations are made pursuant to the Municipal Elections Act, 1996, as amended and are provided as a **final** calculation of the maximum amount that a Third Party Advertiser is permitted to incur in the Municipal Election to be held October 26, 2026.

Position	Number of Electors, as of Sept 20, 2026	Campaign Expenses	Expenses for Parties etc. after Voting Day
Third Party Advertiser	TBD	\$TBD	\$TBD

Formulas based on September 20, 2026 data:

Position	Campaign Expenses	Expenses for Parties etc. after Voting Day
Third Party Advertiser	$\$5,000 + (\$0.05 \times \# \text{ of electors})$	10% of campaign expenses

Dated at the Township of Southgate, September 30, 2026.

 Lindsey Green
 Municipal Clerk



FORM SEL36
Township of Southgate
Application of Re-Issue of a Voter Information Letter
(Lost & Unused)

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

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

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

OR (check appropriate)

 That I have lost or misplaced the Voter Information Letter provided by the municipality and I am unable to locate the said Voter Information Letter for the purpose of voting by telephone/internet.
3. That I understand that should the Voter Information Letter be received by mail or found, the Letter shall be immediately returned to an Election Official of the municipality and that I shall not attempt to use or to give to someone else for voting purposes.

I, _____, solemnly declare that all the statements contained in this application are true and I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath and by virtue of the Canada Evidence Act dated this _____ of _____, 2018. I further understand that making a false statement is an offence under the Municipal Elections Act, 1996, as amended and that I will be subject to prosecution.

_____ Signature of Applicant	_____ Signature of Election Official
---------------------------------	---

For use by Election Official only - Procedural Policy for Re-issuance

Verification of **de-activation** of Voter Personal Identification Number

_____ (signature of Election Official)

Activation of **new** Voter Personal Identification Number (PIN)

_____ (signature of Election Official)

Signature of Acknowledgement

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

_____ Signature of Applicant	_____ Signature of Election Official
---------------------------------	---

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

_____ Signature of Election Official	_____ Date
---	---------------



FORM SEL37
Township of Southgate
Application of Re-Issue of a Voter Information Letter
(Imposter)

Surname:	Given Name(s):	
Qualifying Address (Street Name & No.):	Township of Southgate	Postal Code:
Mailing Address (if different):		
Roll Number:		
<p>I, _____, being the above named individual and having provided satisfactory identification to the Election Official, do hereby make the following declaration:</p> <p>1. That I am an eligible elector for the Township of Southgate and that I am on the Voter's list or have made an application to be included on the Voter's List; and</p> <p>2. That I believe my Voter Information Letter has been used by an imposter</p> <p>I, _____, solemnly declare that all the statements contained in this application are true and that I have not voted in this election, 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.</p> <p>I further understand that making a false statement is an offense under the Municipal Elections Act, 1996, and that I will be subject to persecution.</p> <p>Dated this _____ day of _____, 2026</p> <p>_____ Applicant Signature</p> <p>_____ Signature of Election Official</p>		
For Use By Election Official Only – Procedural Policy For Re-Issuance		
1. Verification of de-activation of Voter Identification No:	Signature of Election Official:	
2. Activation of Voter Identification Number:	Signature of Election Official:	
Signature of Acknowledgement		
I, the above-named individual, hereby acknowledge receipt of a NEW Voter Information Letter provided by the Election Official.		
<p>_____ Signature of Applicant</p> <p>_____ Date</p>		
I, the Election Official, do hereby acknowledge that I have provided a NEW Voter Information Letter to the applicant and have following the procedures identified above.		
<p>_____ Signature of Election Official</p> <p>_____ Date</p>		



FORM SEL39
Township of Southgate
Notice of Election Results – School Boards
Municipal Elections Act, 1999 s.55(4)(a)

I, Lindsey Green, Clerk/Returning Officer of The Corporation of The Township of Southgate, in the County of Grey declare the official results for The Township of Southgate for school board elections held October 26, 2026.

Candidates:	
English Public School Trustee	Votes
Name	X
Name	X
Candidates:	
French Public School Trustee	Votes
Name	X
Name	X
Candidates:	
English Separate School Trustee	Votes
Name	X
Name	X
Candidates:	
French Separate School Trustee	Votes
Name	X
Name	X

Date

Lindsey Green
Clerk/Returning Officer



Township of Southgate

**Notice to Registered Third Party of Filing Requirements
Municipal Elections Act, 1999 s.88.29**

TO: _____ (Name of Registered Third Party)
_____ (Address) _____ (Postal Code)
FROM: The Clerk or designated election official of _____ (Name of Municipality)

TAKE NOTICE THAT EVERY REGISTERED THIRD PARTY SHALL FILE by March 30, 2027, with the Clerk with whom they registered a financial statement and auditor's report in accordance with s.88.29 of the Municipal Elections Act, 1996, as amended.

88.29 (1) On or before 2:00 p.m. on the filing date, a registered third party shall file with the Clerk of the municipality in which he, she or it registered a financial statement and auditor's report, each in the prescribed form, reflecting the registered third party's campaign finances in relation to third party advertisements,

- (a) in the case of a regular election, as of December 31 in the year of the election;
- (b) in the case of a by-election, as of the 45th day after Voting Day;

(2) If an error is identified in a filed financial statement, the registered third party may withdraw the statement and, at the same time, file a corrected financial statement and auditor's report on or before the applicable filing date under section 88.30;

(3) If the campaign period for the registered third party in relation to an election in the municipality continues during all or part of the supplementary reporting period, the registered third party shall, before 2:00 pm on the supplementary filing date, file a supplementary financial statement and auditor's report for the supplementary reporting period;

(4) A supplementary financial statement or auditor's report shall include all the information contained in the initial statement or report filed under subsection (1), updated to reflect the changes to the registered third party's campaign finances during the supplementary reporting period;

**Notice to Registered Third Party of Filing Requirements
Municipal Elections Act, 1999 s.88.29**

(5) An auditor's report shall be prepared by an auditor licensed under the Public Accounting Act, 2004;

(6) No auditor's report is required if the total contributions received and total expenses incurred in the registered third party's campaign in relation to third party advertisements during an election in the municipality up to the end of the relevant period are each equal to or less than \$10,000.

Date

**Lindsey Green
Clerk/Returning Officer**

Note: At least 30 days before the filing date, the Clerk shall give notice to registered third parties of all the filing requirements under MEA, s.88.29 and the penalties set out in subsections 88.27(1) and 92(4). Notice to be given in accordance with MEA, s.13. Also Note: If the Clerk has provided for electronic filing, registered third parties must also be advised of this option and consequences or limitations associated with it.

NOTICE OF PENALTIES

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 s. 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 s.88.31, and the registered third party fails to pay the amount required by s.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 s.88.21; or
- (d) if a document filed under s.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.

continued



FORM SEL40

Township of Southgate

**Notice to Registered Third Party of Filing Requirements
Municipal Elections Act, 1999 s.88.29**

92(4) A registered third party is guilty of an offence and, on conviction, in addition to any other penalty that may be imposed under this Act, is subject to the penalty described in s.88.27(1),

- (a) if the registered third party incurs expenses that exceed the amount determined under s.88.21; or
- (b) if the registered third party files a document under s. 88.29 or 88.32 that is incorrect or otherwise does not comply with that section.



FORM SEL41
Township of Southgate
Notice of Default - Candidate

TO: _____ / _____	
(Name of Candidate)	(Office)

(Address)	(Postal Code)
FROM: The Clerk, or designated election official of	

(Name of Municipality)	

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

- a)** You failed to file documents with the Municipal Clerk as required by Section 88.25 or 88.32 of the Municipal Elections Act 1996 on or before the relevant date, or
- b)** You failed to pay the amount of the surplus shown in documents which were filed with the Municipal Clerk by the relevant date as required by Section 88.31(4) of the Municipal Elections Act, 1996, or
- c)** document filed under Section 88.25 of the Municipal Elections Act 1996 shows on its face that you have incurred expenses exceeding the amount permitted under Section 88.20 of that Act,
- d)** You failed to pay the amount under s.88.32 and failed to pay the amount required by that section to the Clerk by the relevant date.

Notice of Default

This portion of the suggested notice of default form provides suggested wording depending on the status of the candidate (elected or not elected) and the type of default.

PLEASE SELECT THE APPROPRIATE SECTIONS ONLY

(I) If this notice indicates that you have failed to file a document required by Section 88.25 or 88.32 of the Municipal Elections Act, the following provisions and penalties apply:



FORM SEL41
Township of Southgate
Notice of Default - Candidate

TO A SUCCESSFUL CANDIDATE

- (i) you forfeit any office to which you were elected, and the office shall be deemed to be vacant
- (ii) until the next regular election has taken place, you are ineligible to be elected or appointed to any office to which the Municipal Elections Act, 1996 applies.

OR

TO AN UNSUCCESSFUL CANDIDATE

- (i) until the next regular election has taken place, you are ineligible to be elected or appointed to any office to which the Municipal Elections Act, 1996 applies.

Notice of Penalties

Sections 91, 92 and 94 of the Municipal Elections Act, 1996 set out penalties with respect to violations under the Act as follows:

Corrupt practice and ineligibility for office:

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

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

Exception

91.(2) However, if the presiding judge finds that the person committed the corrupt practice or offence under the Criminal Code (Canada) without any intent of causing or contributing to a false outcome of the election, clause (1)(b) does not apply.

continued



Offences by candidate

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.

Exception

92.(2) However, if the presiding judge finds that the candidate, acting in good faith, committed the offence inadvertently or because of an error in judgement, the penalties described in subsection 88.23(2) do not apply.

Additional Penalty, Candidates

92.(3) if the expenses incurred by or under the direction of a candidate exceed the amount determined for the office under section 88.20, the candidate is liable to a fine equal to the excess, in addition to any other penalty provided for in the Act.

General Offence

94. A person who contravenes any provision of this Act or regulation under this Act or a bylaw passed by a municipality under this Act is guilty of an offence.

Date

Lindsey Green
Clerk/Returning Officer



FORM SEL42
Township of Southgate
Notice of Default to Registered Third Party

TO: _____ (Name of Registered Third Party)	
_____ (Address)	_____ (Postal Code)
FROM: The Clerk, or designated election official of _____ (Name of Municipality)	

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

- a) You failed to file documents with the Municipal Clerk as required by Section 88.29 or 88.32 of the Municipal Elections Act 1996 on or before the relevant date, or
- b) You failed to pay the amount of the surplus shown in documents which were filed with the Municipal Clerk by the relevant date as required by Section 88.31(4) of the Municipal Elections Act, 1996, or
- c) A document filed under Section 88.29 of the Municipal Elections Act 1996 shows on its face that you have incurred expenses exceeding the amount permitted under Section 88.21 of that Act,
- d) You failed to pay the amount under s.88.32 and failed to pay the amount required by that section to the Clerk by the relevant date.

Notice of Default

If this notice indicates that you have failed to file a document required by Section 88.29 or 88.32 of the Municipal Elections Act, the following provisions and penalties apply:

MEA, s.88.27(1) - Subject to MEA, s.88.27(6), and in addition to any other penalty that may be imposed under this Act, an individual, corporation or trade union that is registered as a 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.



FORM SEL42
Township of Southgate
Notice of Default to Registered Third Party

Notice of Penalties

Sections 92 and 94 of the Municipal Elections Act, 1996 set out penalties with respect to violations under the Act as follows:

Offences by registered third party:

92.(4) A registered third party is guilty of an offence and, on conviction, in addition to any other penalty that may be imposed under this Act, is subject to the penalty described in subsection 88.27(1),

- (a) if the registered third party incurs expenses that exceed the amount determined under section 88.21; or
- (b) if the registered third party files a document under section 88.29 or 88.32 that is incorrect or otherwise does not comply with that section.

Exception:

92.(5) However, if the presiding judge finds that the registered third party, acting in good faith, committed the offence inadvertently or because of an error in judgement, the penalty described in subsection 88.27(1) does not apply.

Additional Penalty, Registered Third Party:

92.(6) if the expenses incurred by or under the direction of a registered third party exceed the amount determined under section 88.21, the registered third party is liable to a fine equal to the excess, in addition to any other penalty provided for in the Act.

General Offence:

94. A person who contravenes any provision of this Act or regulation under this Act or a bylaw passed by a municipality under this Act is guilty of an offence.

Date

Lindsey Green
Clerk/Returning Officer



FORM SEL43
Township of Southgate
Notice to Candidates of Filing Requirements
Municipal Elections Act, 1999 s.88.25

To: _____ / _____	
Name of Candidate	Office

Address	Postal Code

From:
The Clerk or designated election official of the Township of Southgate.

TAKE NOTICE EVERY CANDIDATE SHALL FILE by March 30, 2027, with the Clerk with whom their nomination was filed a financial statement and auditor's report in accordance with s.88.25 of the Municipal Elections Act, 1996.

88.25 (1) On or before 2:00 p.m. on the filing date, a candidate shall file with the Clerk with whom the nomination was filed a financial statement and auditor's report, each in the prescribed form, reflecting the candidate's election campaign finances,

- (a) in the case of a regular election, as of December 31 in the year of the election;
- (b) in the case of a by-election, as of the 45th day after Voting Day.

(2) If a candidate's election campaign ends as described in paragraph 3 of subsection 88.24(1), the financial statement and auditor's report must reflect the candidate's election campaign finances as of the day the election campaign period ended.

(3) If an error is identified in a filed financial statement, the candidate may withdraw the statement and, at the same time, file a corrected financial statement and auditor's report on or before the applicable filing date under section 88.30.

(4) If the candidate's election campaign period continues during all or part of the supplementary reporting period, the candidate shall, before 2:00 pm on the supplementary filing date, file a supplementary financial statement and auditor's report for the supplementary reporting period.



Township of Southgate
Notice to Candidates of Filing Requirements
Municipal Elections Act, 1999 s.88.25

(5) If a candidate's election campaign period ends as described in paragraph 3 of subsection 88.24(1) and the election campaign period continued during all or part of the supplementary reporting period, the candidate shall, before 2:00 pm on the supplementary filing date, file a supplementary financial statement and auditor's report for the period commencing on the day the candidate's election campaign period ends and including the six-month period following the year of the election.

(6) A supplementary financial statement or auditor's report shall include all the information contained in the initial statement or report filed under subsection (1) updated to reflect the changes to the candidate's campaign finances during the supplementary reporting period.

(7) An auditor's report shall be prepared by an auditor licensed under the Public Accounting Act, 2004.

(8) No auditor's report is required if the total contributions received, and total expenses incurred in the election campaign up to the end of the relevant period are each equal to or less than \$10,000.

_____ **Date**

_____ **Lindsey Green**
Clerk/Returning Officer

Note: At least 30 days before the filing date, the Clerk shall give notice to candidates of all the filing requirements under MEA, s.88.25, along with the candidate's entitlement to receive a refund of the nomination filing fee if he or she meets the requirements of MEA, s.34 and the penalties set out in MEA, s.88.23(2) and s.92(1) Notice to be given in accordance with MEA, s.13.



FORM SEL44
Township of Southgate
Declaration of Qualifications – Third Party Advertiser

The Registrant, _____, am/is:
(Individual, Corporation or Trade Union Name)

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

I, _____, am:
(Registrant, Official Representative, or Agent Name)

- A Person
- An Official Representative of a Corporation or Trade Union
- An Agent

And do Solemnly Declare that I / the Registrant:

1. am / is qualified pursuant to the *Municipal Elections Act, 1996, as amended* to file a notice of registration to be a registered third party advertiser for the election.
2. am / is not:
 - A Candidate whose nomination has been filed.
 - A federal political party registered under the *Canada Elections Act* or any federal constituency association or registered candidate at a federal election endorsed by that party.
 - A provincial political party, constituency association, registered candidate or leadership contestant registered under the *Election Finances Act*; and
3. am / is not under the direction of a Candidate whose nomination has been filed.

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

Continued



FORM SEL44
Township of Southgate
Declaration of Qualifications – Third Party Advertiser

Declared before me at the Township of Southgate, in the County of Grey, this

_____ day of _____, 2026.

Signature of individual or representative of the corporation or trade union

Signature of Clerk or Commissioner

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.

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