



# **The Township of Otonabee-South Monaghan**

2026 Municipal Election

**Nomination Package**

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CAO/Clerk/Returning Officer

Township of Otonabee-South Monaghan

April 22, 2026

Disclaimer  
Nomination Package

This Nomination Package is provided to assist prospective candidates in understanding the nomination process for the 2026 Municipal Election. It is provided for information purposes only and summarizes selected requirements of the Municipal Elections Act, 1996.

This Nomination Package does not replace or override the Municipal Elections Act, 1996, its regulations, or any authoritative procedure issued by the Clerk. In the event of any conflict, inconsistency, or omission, the legislation and the Clerk's written determinations shall prevail.

Candidates are responsible for ensuring that they meet all eligibility requirements and comply with all legislative and procedural obligations. Candidates are advised to rely only on written information issued by or under the authority of the Clerk.

The Clerk may establish additional administrative procedures as necessary to ensure the proper conduct of the election in accordance with section 12 of the Municipal Elections Act, 1996.

The Clerk may amend procedures at any time in accordance with the Municipal Elections Act, 1996.

# INTRODUCTION

Holding office as an elected official in a municipal government can be rewarding as well as very challenging. It requires a real commitment of time over a period of four (4) years.

The Municipal Elections Act sets out in detail the requirements to be met by candidates for office. This document is only a summarized version of the nomination requirements for your convenience. It is in no way to be construed as legal advice and/or a replacement for the legislation itself. This document is only a guide to certain portions of the legislation that have general relevance and does not recite all parts of the legislation.

Before you file your nomination papers, we strongly urge you to obtain your own updated copy of the Municipal Elections Act which can be downloaded from the Ministry's website at [www.e-laws.gov.on.ca](http://www.e-laws.gov.on.ca) or purchased from the Ontario Government Bookstore.

Once your nomination paper is filed with the Clerk you will be given a Candidates Package that will provide information and forms that you will need during the Campaign period and thereafter.

Any questions should be directed to:

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Email: [cao@osmtownship.ca](mailto:cao@osmtownship.ca)

# GENERAL INFORMATION

**Nomination Period:** Monday May 1, 2026 to Friday, August 21, 2026

**Nomination Day:** Friday, August 21, 2026 (9 a.m. – 2 p.m.)

**Election Day:** Monday, October 26, 2026 (10 a.m. – 8 p.m.)

Offices for which persons may be nominated for the Township of Otonabee-South Monaghan 2026 Municipal Elections

<b>Mayor</b>	<b>One (1) to be elected at large by the electors of the Township of Otonabee-South Monaghan</b>
<b>Deputy-Mayor</b>	<b>One (1) to be elected at large by the electors of the Township of Otonabee-South Monaghan</b>
<b>Councillor at Large</b>	<b>One (1) to be elected at large by the electors of the Township of Otonabee-South Monaghan</b>
<b>Councillor – Otonabee Ward</b>	<b>One (1) to be elected by the electors of Otonabee Ward only</b>
<b>Councillor – South Monaghan Ward</b>	<b>One (1) to be elected by the electors of the Township of South Monaghan Ward only</b>

## Clerk's Introductory Memorandum to Candidates

April 22, 2026

This memorandum is provided to assist prospective candidates in understanding the purpose and use of the documents contained in the Nomination Package for the 2026 Municipal Election.

Municipal elections in Ontario are governed by the *Municipal Elections Act, 1996*, which assigns responsibility to the Clerk, as Returning Officer, for administering the nomination process and determining compliance with legislative requirements. This Nomination Package has been prepared to support the orderly, fair, and consistent filing of nominations in accordance with the *Act*.

The *Clerk's Procedures* are the Clerk's official and authoritative document governing the nomination process. It establishes mandatory requirements related to the filing of nomination papers, statutory deadlines, certification, rejection, and withdrawal of nominations, and the Clerk's authority to interpret and administer the nomination process. This Procedure is binding. Where a conflict exists between the Procedure and any guide, summary, or informal explanation, the Procedure shall prevail.

The Nomination Package is provided for information purposes only. It is intended to assist candidates in understanding the nomination process and key requirements but does not replace or override the *Municipal Elections Act, 1996* or the *Nomination and Certification Procedure (ME-2026-04)*. Candidates are responsible for ensuring that their nomination complies with all legislative and procedural requirements.

Candidates are reminded that filing a nomination does not constitute confirmation of eligibility. Eligibility is the responsibility of the candidate and is determined through the Clerk's certification process following Nomination Day.

Candidates are advised to rely only on written information issued by or under the authority of the Clerk and to direct any questions regarding the nomination process to the Clerk in writing.

# Nomination Package

## 2026 Municipal Election

### 1. Purpose

- a) The purpose of this Nomination Package is to provide general information to assist prospective candidates in understanding the nomination process for the 2026 Municipal Election. This Package summarizes selected requirements, timelines, and concepts related to filing a nomination and is intended to support clarity and consistency for candidates.
- b) This Package is provided for information purposes only and does not replace or override the *Municipal Elections Act, 1996*, its regulations, or the Clerk's *Nomination and Certification Procedure (ME-2026-04)*. Candidates are responsible for ensuring that they comply with all legislative and procedural requirements applicable to the nomination process.

### 2. Legislative Framework

- a) Municipal elections in Ontario are governed by the *Municipal Elections Act, 1996*, together with applicable regulations made under the *Act*. The *Act* assigns responsibility to the Clerk, as Returning Officer, for administering the nomination process and determining compliance with legislative requirements.
- b) The Clerk has established a *Nomination and Certification Procedure (ME-2026-04)* to govern the filing, certification, rejection, and withdrawal of nominations for the 2026 Municipal Election. That Procedure is authoritative and prevails over this Package in the event of any conflict or inconsistency.

### 3. Reference to Authoritative Procedures

- a) The nomination process for the 2026 Municipal Election is governed by the *Municipal Elections Act, 1996* and the Clerk's *Nomination and Certification Procedure (ME-2026-04)*, which establishes mandatory requirements and processes related to the filing, certification, rejection, and withdrawal of nominations, as well as related administrative matters.
- b) This Package is provided for information purposes only and is intended to assist candidates in understanding the nomination process at a high level. Where detailed procedures, requirements, or timelines apply, candidates must refer to the *Municipal Elections Act, 1996* and the Clerk's *Nomination and Certification Procedure (ME-2026-04)*, which prevail in the event of any conflict or inconsistency.

### 4. Communications with Candidates and Election Staff

- a) To support consistency, transparency, and fairness in the administration of the election, candidates are advised that official election-related communications are handled by the Clerk. Candidates should direct questions regarding the nomination process to the Clerk in writing, using the official election contact information provided by the municipality.
- b) Where questions are of general relevance, the Clerk may publish responses or otherwise share information to ensure that all candidates have access to the same information. Candidates are responsible for monitoring their communications and ensuring that they remain informed of any written information issued by the Clerk.

- c) Detailed requirements respecting official communications are set out in the Clerk's *Nomination and Certification Procedure (ME-2026-04)*, which governs the nomination process.

## **5. Who Can Be a Candidate**

*(Section 17 of the Municipal Elections Act, 1996)*

- a) A person who is qualified to be an elector in the municipality on the day a nomination is filed is also eligible to be a candidate for municipal office. This means that, at the time the Nomination Form is submitted, the individual must meet all of the qualifications required to hold that office.
- b) Candidates for the offices of Mayor or Councillor must be a resident of the municipality, or an owner or tenant of land in the municipality, or the spouse of such an owner or tenant. In addition, a candidate must be a Canadian citizen, must be at least 18 years of age, and must not be prohibited from voting or disqualified from holding office under any applicable legislation.
- c) It is the responsibility of each prospective candidate to determine their own eligibility prior to filing a nomination.
- d) Disqualifications are further addressed in sections 18 and 19 of the *Municipal Elections Act, 1996*.

## **6. Roles and Responsibilities of Municipal Office**

*(Sections 224, 225 and Part VI.1 of the Municipal Act, 2001)*

### **a) Mayor – Head of Council**

The Mayor is the Head of Council and Chief Executive Officer of the municipality in accordance with sections 225 and 226.1 of the *Municipal Act, 2001*. The Mayor is responsible for providing leadership to Council, representing the municipality, acting as its spokesperson, and promoting public engagement in municipal governance. The Mayor shall uphold and promote the purposes of the municipality and shall exercise the powers and perform the duties assigned under the *Act* and any other applicable legislation.

### **b) Council**

Council is composed of one Mayor, one Deputy Mayor and three Councillors elected in accordance with the municipality's electoral structure. The role of Council, as defined in section 224 of the *Municipal Act, 2001*, includes representing the public and considering the well-being and interests of the municipality; developing and evaluating municipal policies and programs; determining which services the municipality provides; ensuring that appropriate administrative and controllership policies, practices, and procedures are in place to implement Council decisions; ensuring accountability and transparency in municipal operations; maintaining the financial integrity of the municipality; and carrying out the duties of Council under the *Act* and any other applicable legislation.

Council's role is exercised within the statutory framework established by Part VI.1 of the *Municipal Act, 2001* respecting the special powers and duties of the Head of Council.

## **6. Time Commitment**

- a) The time commitment associated with serving on Council varies depending on the individual and their personal and employment circumstances. In general, a Mayor, Deputy-Mayor or Councillor can expect to attend a minimum of two Council meetings per month, in addition to any committee meetings, board appointments, or other duties assigned by Council. The Mayor and Deputy-Mayor also sit on County Council and will have to attend their Council Meetings, in addition to any committee meetings, board appointment or other duties assigned by County Council. The role also requires time outside of meetings to review agendas and reports, prepare for discussions and decision-making, and become familiar with municipal legislation, procedures, by-

laws, and policy governance practices.

## 7. Nomination Period

(section 65 (4) of the *Municipal Elections Act, 1996*)

- a) The nomination period shall commence and close in accordance with the *Municipal Elections Act, 1996*. Statutory deadlines shall not be waived, altered, or extended except as expressly authorized by legislation.
- b) Nominations for the 2026 Municipal Election open on Friday, May 1, 2026. Nomination papers must be filed in person with the Clerk no later than 2:00 p.m. on Friday, August 21, 2026 (Nomination Day). Candidates are encouraged to book an appointment with the Clerk to file their nomination and, at the time of filing, must pay the prescribed nomination fee of \$100 for all offices other than Head of Council, for which the fee is \$200.
- c) To be eligible to run in a municipal election, a candidate must be a Canadian citizen who is at least 18 years of age, must be a resident of the municipality or a non-resident owner or tenant of land in the municipality, or the spouse of such an owner or tenant, and must not be legally prohibited from voting or disqualified by any legislation from holding municipal office.

## 8. Filing Locations

### 8.1 Municipal Office Nominations

- a) Nominations for the offices of Mayor, Deputy-Mayor and Councillor for the Township of Otonabee-South Monaghan shall be filed with the Clerk of the Township of Otonabee-South Monaghan.
- b) Municipal office nominations **shall not** be filed with any other municipality.
- c) Nomination papers may be filed in person during regular business hours beginning May 1, 2026, and ending on Nomination Day, being August 21, 2026, at 2:00 p.m., in accordance with the *Municipal Elections Act, 1996*.
- d) The prescribed filing fee must accompany the *Nomination Paper (Form 1)* at the time of filing, as follows:
  - i. Mayor (Head of Council): \$200
  - ii. Deputy-Mayor & Councillor: \$100
- e) In accordance with *Ontario Regulation 101/97*, candidates for municipal office in the Township of Otonabee-South Monaghan are required to submit an *Endorsement of Nomination (Form 2)* containing at least twenty-five (25) original signatures of eligible electors endorsing the nomination.
- f) Candidates are responsible for ensuring that the *Endorsement of Nomination (Form 2)* contains at least twenty-five (25) endorsements from eligible electors of the municipality and that all required information is complete and legible at the time of filing.
- g) The Clerk is not responsible for verifying elector eligibility on behalf of the candidate prior to certification and will not review or pre-screen endorsement signatures in advance of filing. Where endorsements are determined to be invalid during the certification process, they may not be counted toward the required minimum.
- h) Candidates remain responsible for ensuring that all required documentation is complete and filed within statutory timelines. The Clerk's acceptance of documents does not constitute confirmation of eligibility until certification is completed in accordance with *ME-2026-04 – Nomination & Certification Procedure*.

## 9. Population Threshold

- a) Pursuant to *section 33(1.4) of the Municipal Elections Act, 1996 and Ontario Regulation 101/97*, candidates for the offices of Mayor and Councillor are required to submit an Endorsement of Nomination (*Form 2*) containing the signatures of at least twenty-five (25) eligible electors.
- b) The endorsement requirement applies because the Township of Otonabee-South Monaghan meets or exceeds the population threshold established by *Ontario Regulation 101/97*. The number of required endorsements is fixed by legislation and does not vary based on the size of the municipality once the threshold is met.
- c) While the *Municipal Elections Act, 1996* requires a minimum of twenty-five (25) eligible elector endorsements, candidates may choose to obtain additional signatures as a practical precaution in the event that one or more endorsements are later determined to be invalid; this guidance is provided for informational purposes only, and the legislative requirement remains twenty-five (25) valid endorsements, with no higher threshold imposed by the Clerk beyond what is prescribed by law.

## 10. Nomination Fee Refund

- a) The nomination filing fee is refundable in accordance with section 34 of the *Municipal Elections Act, 1996*.
- b) A candidate is entitled to a refund of the nomination filing fee if the candidate files the required *Financial Statement (Form 4)* on or before the applicable filing deadline prescribed by the *Act*.
- c) The refund applies to all offices, including:
  - i. Mayor (Head of Council)
  - ii. Deputy-Mayor
  - iii. Councillor
- d) The nomination filing fee shall not be refunded if:
  - i. The candidate fails to file a *Financial Statement (Form 4)*;
  - ii. The *Financial Statement* is filed after the statutory deadline; or
  - iii. The candidate is in default under the *Municipal Elections Act, 1996*.
- e) Where a candidate withdraws their nomination in accordance with the *Act* and subsequently files the required *Financial Statement* within the prescribed timeline, the nomination filing fee shall be refunded.
- f) Refunds shall be processed following confirmation that the candidate has complied with all statutory filing requirements.
- g) In the event of any conflict, the *Municipal Elections Act, 1996* shall prevail.

## 11. Default Consequences

- a) Pursuant to section 88.23 of the *Municipal Elections Act, 1996*, a candidate who fails to file a *Financial Statement (Form 4)* by the prescribed deadline, or who files a *Financial Statement* showing expenses exceeding the applicable spending limit, shall be in default.
- b) A candidate who is in default:
  - i. Forfeits any entitlement to a refund of the nomination filing fee;
  - ii. Is ineligible to be elected or appointed to any office to which the *Act* applies until

- after the next regular election has taken place; and
- iii. May be subject to additional penalties or compliance proceedings as provided for in the *Act*.
  - c) If a candidate is notified of a default and files a court application within the prescribed timeline seeking relief from default, the consequences shall be determined in accordance with the *Municipal Elections Act, 1996*.
  - d) The Clerk's role in administering default provisions is limited to those responsibilities assigned by statute and the Clerk's official procedures.

## **12. Electronic Voting Context**

Where the Township utilizes an electronic voting system, the method of voting does not affect nomination requirements, which are governed by the *Municipal Elections Act, 1996* and the Clerk's *Election Procedure*.

## Appendix "A"

The following prescribed and Clerk-issued forms are provided to support compliance with the *Municipal Elections Act, 1996* and the Clerk's *Nomination and Certification Procedure (ME-2026-04)*. Candidates are responsible for ensuring that prescribed forms are completed accurately and in full at the time of filing.

### Prescribed Provincial Forms

Form No.	Form Name
<i>Form 1</i>	Nomination Paper
<i>Form 2</i>	Endorsement of Nomination
<i>Form 4</i>	Financial Statement – Candidate

### Clerk-Issued Forms (Required but not Prescribed)

Form No.	Form Name
<i>Form EL-19</i>	Withdrawal of Nomination
<i>Form LC-18(A)</i>	Declaration of Qualification
<i>Form EL-52</i>	Candidate Contact Information & Communication Consent / Consent to Release Personal Information
<i>Form LC-47</i>	Appointment of Authorized Agent