



2026 Municipal Election Candidate Package

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KEY DATES OF THE 2026 MUNICIPAL ELECTION

Electors in the Township of Mulmur will be voting electronically, by internet or telephone.

**Friday, May 1, 2026 to
Friday, August 21, 2026**

Nomination Period: Nomination forms may be filed by candidates beginning Friday, May 1, 2026 and on any day thereafter prior to Nomination Day, at any time when the Clerk's Office is open (Monday to Friday, 8:30 a.m. to 4:30 p.m.) and on Nomination Day, Friday, August 21, 2026 when nomination forms may be filed between the hours of 9:00 a.m. and 2:00 p.m.

**Friday, May 1, 2026 to
Thursday, December 31, 2026**

Campaign Period: The campaign period begins when a candidate has filed the nomination form and ends on Thursday December 31, 2026. Alternative time periods are in effect if the candidate withdraws the nomination, if the Clerk rejects the nomination, or the candidate extends his/her campaign and is continuing to campaign to erase a deficit.

**Friday May 1, 2026 to
Friday, October 23, 2026**

Third Party Advertising: Individuals, corporations or trade unions may file with the Clerk to be registered as a third party for the election; in the prescribed form. Restrictions apply as to who may register.

Friday, August 21, 2026

Nomination Day: Last day for filing nominations. Nominations, in the Required Form, filed on this date may only be filed between the hours of 9:00 a.m. to 2:00 p.m.

Last day to withdraw a nomination. Withdrawals must be filed before 2:00 p.m.

Monday, August 24, 2026

Certification of Nomination Forms and Acclamations: The Clerk shall certify filed nomination forms prior to 4:00 p.m. Immediately after 4:00 p.m., the Clerk shall declare any acclaimed eligible candidates to be duly elected.

Wednesday, September 30th, 2026

Voters' List: The Clerk shall make the list of voters available to persons entitled upon written request. Candidates will receive a login and password allowing them to view the voters' list online no later than September 30, 2026.

Saturday, October 3, 2026

Mulmur All Candidates Meeting: Hosted by MC² in the Township Office Lower Level. Time to be determined.

Early October

Voter Information Letters will be mailed to residents directly in the month of October, providing them with a Personal Identification Number (PIN) which will allow them to **vote 24 hours a day during the voting period** from any touch-tone telephone, cell phone, computer or other device connected to the internet.

Friday, October 16, 2026 to Monday, October 26, 2026

Advanced Polls open **Friday, October 16, 2026 at 10:00 a.m.** Vote from any touch-tone telephone, cell phone, computer or other device connected to the internet.

A Voter Help Centre at the Township Office will be open Monday to Friday 8:30 am to 4:30 pm during the entire election. Drop in or Call: 705-466-3341 x223 (1-883-472-0417 x223 from 519 area code)

Monday, October 26, 2026

ELECTION DAY
FINAL DAY to VOTE by Internet or Telephone
from 10:00 am to 8:00 pm.

Tuesday, October 27, 2026

Declaration of Results: The Clerk will declare the results of the election of candidates “as soon as possible after voting day”.

Sunday, November 15, 2026

New Term of Office Commences: Elected members must take the oath of office prior to taking their seat.

Wednesday, November 18, 2026

Inaugural Meeting will be held on November 18, 2026 in the Council Chambers at the Township Municipal Office.

Thursday, December 31, 2026

Campaign Period Ends for candidates and registered third parties. Financial Statements can be filed after you have ended your campaign.

Tuesday, March 30, 2027

Campaign Financial Statements must be filed before the deadline of March 30, 2027 at 2:00 p.m. **If you filed a nomination form, you must file a financial statement.**



NOTICE OF NOMINATION FOR OFFICE

Municipal Elections Act, 1996 (s.32)

NOTICE is hereby given to the Municipal Electors of the
TOWNSHIP OF MULMUR

Nominations in the Township of Mulmur for the offices of:

MAYOR one (1) to be elected
DEPUTY MAYOR one (1) to be elected
COUNCILLOR three (3) to be elected

ELIGIBILITY

To run for the position of Mayor, Deputy Mayor, or Councillor, at the time of filing you must be:

- A Canadian citizen
- At least 18 years of age
- Reside in the Township of Mulmur, or are an owner or tenant of land in the Township of Mulmur, or the spouse of such a person
- Not prohibited from voting under any applicable law

TERM OF OFFICE

November 15, 2026 to November 14, 2030.

NOMINATION PERIOD

Beginning **Friday, May 1, 2026**, and ending at **2:00 pm** on **Friday, August 21, 2026** candidates may file a nomination form with the Clerk, in person during regular business hours 8:30 am to 4:30 pm, on the prescribed nomination form and accompanied by the nomination filing fee of:

Head of Council - \$200.00
Deputy Mayor - \$100.00
Councillor - \$100.00

The filing fee is payable by cash or certified cheque only. Candidates are prohibited from spending or raising funds for their election campaign until a nomination form has been filed.

FILING A NOMINATION

A nomination form must be signed by the candidate and filed **in person** or by an agent with the Clerk. If an agent files the nomination form, it must be accompanied by a piece of Government Photo Identification including address, with the signature of the candidate, and **must** be commissioned prior to filing with the Clerk.

Endorsement signatures are not required to file a nomination in the Township of Mulmur.

In the event there are an insufficient number of certified candidates to fill all positions available, nominations will be reopened for the vacant positions only on Wednesday, August 26, 2026, between the hours of 9:00 a.m. and 2:00 p.m. and such additional nominations, if required, may be filed in the office of the Clerk.

VOTING PERIOD

Electors are hereby given notice that if a greater number of candidates are certified than are required to fill the said offices, voting will take place between **Friday, October 16, 2026 at 10:00 a.m.** to **Monday, October 26, 2026 at 8:00 p.m.**

SCHOOL BOARD TRUSTEES

ENGLISH LANGUAGE PUBLIC: One (1) trustee for the Combined Towns/Townships of Amaranth, Grand Valley, Melancthon, Mono, Mulmur and Shelburne. Nominations to be received at the Town of Mono.

FRENCH LANGUAGE PUBLIC: One (1) trustee for Electoral Sector 5. Nominations to be received at the City of Barrie.

ENGLISH LANGUAGE SEPARATE: One (1) trustee for the Town of Caledon and Dufferin County Combined. Nominations to be received at the Town of Caledon.

FRENCH LANGUAGE SEPARATE: One (1) trustee for Electoral Sector 5. Nominations to be received at the City of Brampton.



COUNCIL INFORMATION

The governing body of the Township of Mulmur is Council. It consists of a Mayor, Deputy Mayor, and three Councillors. Ratepayers elect the Members of Council for a four-year term of office commencing November 15, 2026, to November 14, 2030. Having both legislative and executive responsibilities, Council deals with matters that require policy direction, bylaws and responses to pertinent issues.

COUNCIL MEETINGS:

Council meetings are held on the first Wednesday of the month commencing at 9:00 a.m. or as agreed upon by Council. If needed, a second Council meeting will generally be held on the third Wednesday of the month.

Council meetings are open meetings, which members of the public are welcome to attend. Certain portions of some meetings may be closed to the public for discussions regarding matters outlined in section 239 of the Municipal Act, but all other matters are discussed in open council.

All Council, Committee and Board meetings, agendas and minutes are posted on the Township website at www.mulmur.ca.

BOARDS AND COMMITTEES:

Members of Council may also be appointed to sit as a representative of the Township to the following regulatory boards and committees:

Regulatory Boards

- Committee of Adjustment: All Members of Council
- Dufferin County Council: Mayor and Deputy Mayor sit by virtue of their Office
- Mulmur-Melancthon Fire Board: Two (2) Members of Council
- Nottawasaga Valley Conservation Authority: One (1) Member of Council
- Dufferin OPP Detachment Board: One (1) Member of Council
- Rosemont District Fire Board: Two (2) Members of Council
- Shelburne District Fire Board: Two (2) Members of Council
- Shelburne Library Board: One (1) Member of Council

Committees

Advisory Committees are created at Council's discretion and sit for the term of Council. The mandate and number of members appointed will be determined by Council within each Committee's Terms of Reference.

DUTIES AND ROLE OF COUNCIL:

The duties and role of members of council are outlined in the Municipal Act, Code of Conduct and in the Township's Procedural By-law. Council members are elected by residents every four years. As per the Municipal Act, it is the role of Council to:

- a. to represent the public and to consider the well-being and interests of the municipality;
- b. to develop and evaluate the policies and programs of the municipality;
- c. to determine which services the municipality provides;
- d. to ensure that administrative policies, practices and procedures and controllership policies, practices and procedures are in place to implement the decisions of council;
- (d.1) to ensure the accountability and transparency of the operations of the municipality, including the activities of the senior management of the municipality;
- e. to maintain the financial integrity of the municipality; and
- f. to carry out the duties of council under this or any other Act.

Council's strategic plan identifies and prioritizes goals and objectives that guide Council's decision-making. A copy of the Township of Mulmur 2024 Strategic Plan is included in this package.

THE ROLE OF STAFF:

As per the Municipal Act, it is the role of staff:

- a. to implement council's decisions and establish administrative practices and procedures to carry out council's decisions;
- b. to undertake research and provide advice to council on the policies and programs of the municipality; and
- c. to carry out other duties required under this or any Act and other duties assigned by the municipality.

As a result, staff provide advice on policy, including options and recommended actions, identifying the costs and benefits for the community in both human and financial terms.

Thinking of Running for Mayor or Deputy Mayor?

Serving on Dufferin County Council

Why Run?

Serving as Mayor or Deputy Mayor gives you a unique opportunity to make a meaningful impact — locally and across Dufferin County – and automatically makes you a County Councillor.

As a member of County Council, you can:

- Help shape County-wide priorities and policies
 - Advocate for your municipality while considering regional needs
 - Work collaboratively with leaders from across the County
 - Support essential services such as housing, paramedic services, long-term care, and infrastructure
 - Contribute to thoughtful, accountable local government
-

What Does the Role Involve?

Under Dufferin County’s governance structure, individuals elected (or acclaimed) as Mayor or Deputy Mayor in any of the County’s eight member municipalities (*excluding the Deputy Mayor of East Garafraxa*) automatically serve as a County Councillor.

This ensures a strong connection between municipal and County decision-making and provides local representation at the regional level.

Time Commitment

County Council meets twice per month:

- On the second and fourth Thursday of each month at 6:00 p.m.
- Agendas are published the Friday prior to each meeting

Most meetings are held in a hybrid format:

- In person: County Administrative Office, 55 Zina Street, Orangeville
 - Virtual: Zoom
-

Council Orientation & Inaugural Meeting

Newly elected Mayors and Deputy Mayors (*Mayor only for East Garafraxa*) participate in a comprehensive orientation program covering County governance, services, and expectations. Orientation dates will be announced closer to the election.

County Councillors are formally sworn in at an in-person Inaugural Meeting

- December 3, 2026 | 6:00 p.m. Monora Park Pavilion, Mono
-

About the County of Dufferin

Member Municipalities

Dufferin County is made up of eight municipalities:

Towns: Grand Valley, Mono, Orangeville, Shelburne

Townships: Amaranth, East Garafraxa, Melancthon, Mulmur

County Governance

- County Council consists of 15 members
- Council elects a Warden and Deputy Warden at the Inaugural Meeting in the first and third year of the term

Councillors make decisions in the best interests of the County as a whole, using a weighted voting system based on number of electors.

County Services

Under the *Municipal Act* and other legislation, Dufferin County delivers a range of services.

Mandated Services include:

- Ontario Works and Social Housing
- Children's and Seniors' Services
- Paramedic Services
- Waste Management, Planning, and Emergency Management
- Building Services

County-Directed Services include:

- Roads and Forestry
- Museum and Archives
- Economic Development
- Climate Action

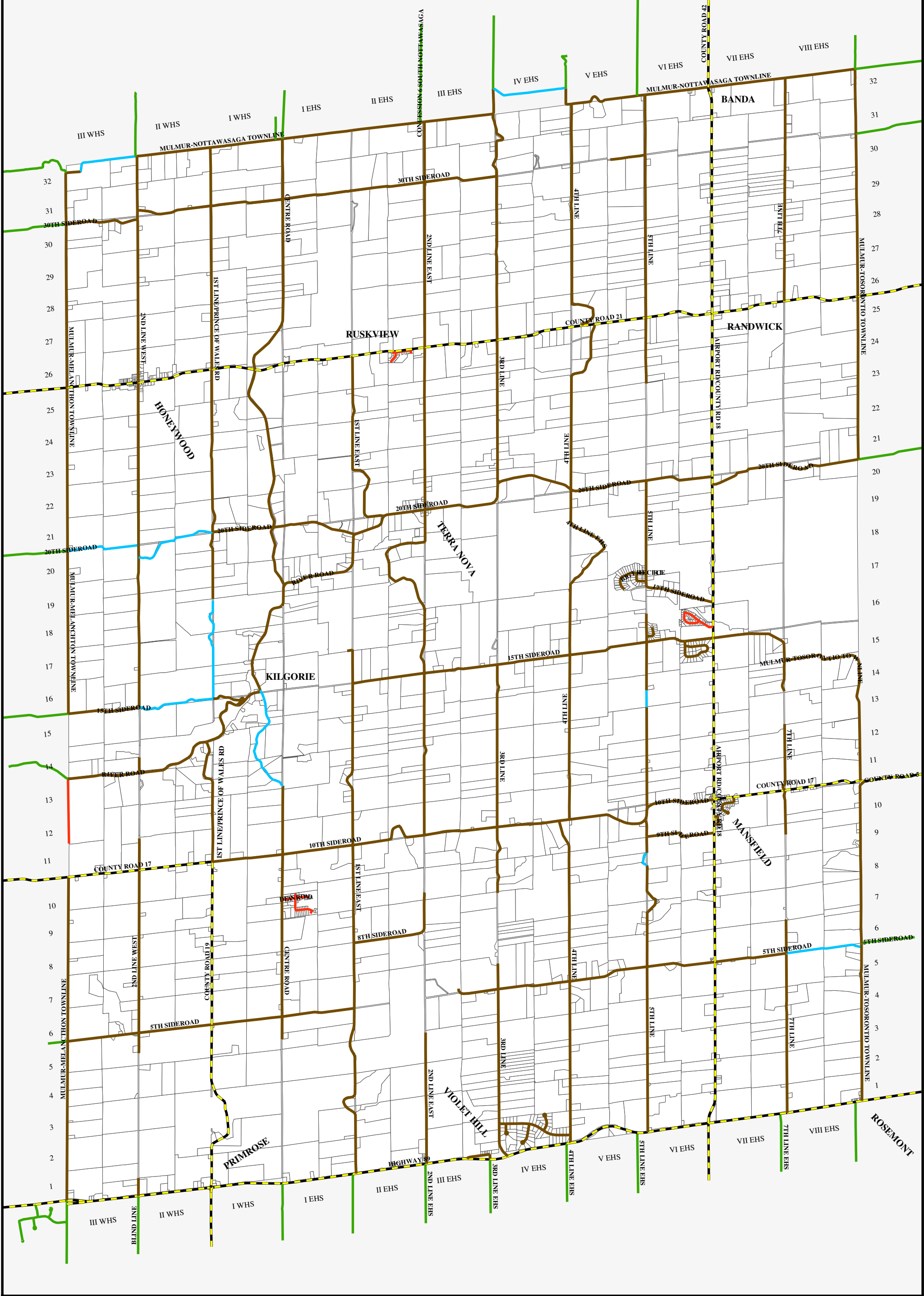
County at a Glance

- Population: 66,257 (2021 Census)
- 2026 Operating & Capital Budget: Approximately \$53 million

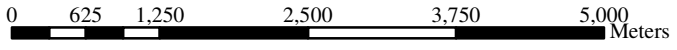
Learn More

For more information about Dufferin County or County Council roles visit www.dufferincounty.ca or contact:

Michelle Dunne, County Clerk clerk@dufferincounty.ca or 519-941-2816 ext. 2504



Township of Mulmur Road Network



- ROAD DESCRIPTION**
- COUNTY ROAD OR PROVINCIAL HIGHWAY
 - ADJACENT TOWN OR TOWNSHIP
 - NO WINTER MAINTENANCE
 - ROAD NOT ASSUMED BY MUNICIPALITY
 - TOWNSHIP OF MULMUR ROAD



Municipal Elections 2026 - Campaign Finance Information for Municipal Council Candidates

Voting Day: Monday, October 26, 2026

Campaign Period: begins on the day the clerk receives your nomination and ends on Thursday, December 31, 2026

A **Bank Account** must be opened if you accept any contributions (including contributions of money from yourself) or incur any expenses. The nomination fee is considered to be a personal expense – *not* a campaign expense.

Campaign contributions are any money, goods or services that are given to you for use in your campaign including money and goods that you contribute yourself. You are only allowed to accept contributions or incur campaign expenses during your campaign period, after you file your nomination.

There is a limit on the total amount that you and your spouse may contribute to your own campaign. The formula to calculate the limit is:

- for head of council candidates: \$7,500 plus 20 cents per elector
- for other council offices: \$5,000 plus 20 cents per elector

The municipal clerk will tell you your self-funding limit.

Contribution limits

- \$1,200 limit that applies to each person who contributes to your campaign
- The maximum total amount that a contributor can give to candidates in the same jurisdiction (i.e. running for the same council or the same school board) is \$5,000

Who can make contributions to municipal candidates?

- individuals who are normally resident in Ontario
- yourself and your spouse

Contribution receipts must be issued for every contribution you receive. The receipt should show who made the contribution, the date and the value and can only come from one person (e.g., in the case of a joint account). You are required to list the names and addresses of every contributor who gives more than \$100 in total to your campaign in your financial statement. You should keep a record of the names and addresses of every contributor, regardless of the value of their contribution, because the same contributor may make multiple contributions that end up totalling more than \$100. Note: Contribution receipts are not tax receipts. Contributions to municipal and school board campaigns cannot be credited against provincial or federal income taxes.

Ineligible contributors

- corporation
- trade union
- a federal political party, constituency association, or a registered candidate in a federal election
- a provincial political party, constituency association, or a registered candidate or leadership contestant
- a federal or provincial government, a municipality or a school board

Ineligible contributions

- made outside your campaign period
- from an anonymous source (except for donations of \$25 or less at a fundraising event)
- from an illegible source (e.g. someone who doesn't live in Ontario, a corporation or trade union, etc)
- greater than the \$1,200 limit or the \$5,000 total limit
- a cash contribution greater than \$25
- from funds that do not belong to the contributor who gave them to you

Ineligible contributions must be returned as soon as you learn that the contribution is ineligible. If you cannot return the contribution, you must turn it over to the clerk.

REMEMBER: You are responsible for keeping records of the financial activities related to your campaign. The Municipal Elections Act, 1996, does not require you to use any specific accounting system. You may want to consult with an auditor or an accountant early in your campaign to make sure that you are using a bookkeeping and accounting system that will suit your needs.

Campaign Expenses are costs incurred for goods and services for use in your campaign.

Your spending limit covers expenses that you incur between the beginning of your campaign and voting day. Expenses that you incur between the day after voting day and the end of your campaign are not subject to the spending limit.

Expenses not subject to the spending limit:

- expenses related to holding a fundraising event or activity
- expenses relating to a recount
- expenses relating to a court action for a controverted election
- expenses relating to a compliance audit
- expenses incurred by a candidate with a disability that are directly related to the candidate's disability and would not have been incurred if not for the election
- audit and accounting fees

The **spending limit** for your campaign is calculated based on the number of electors who are eligible to vote for the office that you are running for. The formula to calculate the limit is:

- for head of council: \$7,500 plus \$0.85 per eligible elector
- for council member or trustee: \$5,000 plus \$0.85 per eligible elector

There is a separate spending limit for expenses related to the holding of parties and other expressions of appreciation after the close of voting. This spending limit is calculated as 10% of the amount of your general spending limit.

Financial Statement: It is the responsibility of a candidate to file a complete and accurate financial statement by the filing deadline, which is 2:00 p.m. **Tuesday, March 30, 2027**. If you filed a nomination form, you must file a financial statement.

Note: If your campaign has a deficit, you may request to extend your campaign in order to do some additional fundraising. Please contact the clerk for more information.

Penalties may apply if you are convicted of an offence:

- A fine of up to \$25,000
- Ineligibility to vote or run in the next regular election
- Up to six months imprisonment
- Forfeiture of your elected office, if the judge finds that you committed the offence knowingly

If you are convicted of exceeding the spending limit, you may also be fined the amount by which you exceeded the limit.

There are three contraventions of the Act where penalties apply automatically:

- If you fail to apply to the court for an extension by the filing deadline or file a financial statement by the end of the 30-day grace period
- If your financial statement shows that you exceeded a spending limit
- If you fail to turn over your surplus to the clerk when you file your financial statement

The penalty is that you forfeit your office (if you won the election) and you become ineligible to run or to be appointed to fill a vacancy until after the 2030 election.

Auditor's report: If your campaign expenses or contributions total more than \$10,000 you must have an auditor review your financial statement and provide a report.

A **compliance audit committee** is required to be established by each municipality and school board. An eligible elector who believes you have contravened the election finance rules may apply for a compliance audit of your campaign finances.

Surplus and Deficit

If your campaign has a surplus after you have refunded contributions made by yourself or your spouse, you must pay the surplus over to the clerk when you file your financial statement. The surplus will be held in trust and can be used if you incur expenses related to a compliance audit. If the surplus is not needed for these expenses, it becomes the property of the municipality.

If your campaign expenses are greater than your campaign income, you will be in a deficit.



Approved by Motion: March 2, 2022

Amended: November 19, 2025

Use of Corporate Resources for Municipal Elections Policy

POLICY STATEMENT

1. The Township of Mulmur is committed to ensuring accountable and transparent election practices relating to the use of municipal resources.

SCOPE

2. This policy applies to all members of Council (including those not seeking re-election), Registered Election Candidates, Acclaimed Candidates, Registered Third Parties, municipal and local board employees and members of the public in a municipal and school board election or by-election.

PURPOSE

3. This Policy is intended to:
 - a) ensure compliance with the Municipal Elections Act, 1996, S.O. 1996, c. 32, as amended, with respect to the role of the Township in contributing to a municipal and trustee election campaign.
 - b) ensure Council, Candidates and Registered Third Parties are treated fairly and consistently within the municipality.
 - c) ensure the integrity of the election process is always maintained.
 - d) establish the appropriate use of resources during an election period, in order to:
 - i. protect the interests of Members of Council, Candidates, Registered Third Parties, Staff and the Corporation; and
 - ii. ensure accountable and transparent election practices.
4. Certain provisions of this policy may be subject to additional by-laws, policies and procedures. Guidance should be sought from the Clerk or designate if clarification or interpretation is required, or if any situation arises that is not expressly addressed in this policy.

DEFINITIONS

5. For the purpose of this policy, the following definitions apply:

Act - means the Municipal Elections Act, 1996, S.O. 1996, c. 32, as amended.

Candidate - means a person who has filed a Nomination Form for an office pursuant to section 33 of the Act and includes a person who has filed a nomination for election to a school board pursuant to the Education Act, R.S.O. 1990, c. E.2, as amended.

Clerk - means the Clerk of the Township of Mulmur or their designate.

Corporate Resources - means real property, goods and/or services owned, controlled, leased, acquired, or operated by the Township including but not limited to facilities, parks, materials, equipment, monetary funds, technology, Township IT system and resources, databases, distribution lists, websites, social media, intellectual property, and supplies.

Council - means the Council of the Township of Mulmur.

Election Day - for a regular election is the fourth Monday in October in the year of the election, as prescribed by the Municipal Elections Act, 1996.

Event – means a public-facing activity, party, program, gathering or educational session that is hosted, organized or sponsored or by the Township.

Member - means a Member of the Council of the Township of Mulmur.

Policy - means this Use of Corporate Resources for Municipal Elections Policy.

Registered Third Party - means an individual, corporation or trade union that has filed a Notice of Registration as a third party advertiser in the municipal election.

Staff - means all full-time, part-time and contract persons hired by the Township.

Township - means The Corporation of the Township of Mulmur.

POLICY

6. No Person with access to or control of Corporate Resources shall use Corporate Resources for the purposes of an election or contribute or allow the contribution of Township Resources for campaign-related purposes.
7. For greater clarity from May 1st of the municipal election year until the Inaugural Meeting, inclusive, Members of Council, Candidates and Third Party Advertisers shall not:
 - a) Use the Township crest, logo, brand, coat of arms, letterhead, slogan or other such municipally-owned property in campaign-related material either in print or digital format.

- b) Use the Township website, domain names, or social media accounts in campaign-related material, either in print or digital format.
 - c) Use the Township voicemail system to record election-related messages.
 - d) Use the Township computer network (including the Township's email system) for election-related correspondence.
 - e) Use any photographs or video material produced for and owned by the Township or any photos taken utilizing Township equipment or sent through Township email accounts for any election-related purposes.
 - f) Use corporate information technology (IT) assets, infrastructure or data (i.e. computers, corporate email, web pages, social media links, portals, photocopiers, scanners, fax machines or telephones) to respond to or communicate campaign-related messages.
 - g) Benefit from the use of any Township pricing established under the Township's procurement policy.
 - h) Use any Council budget for election-related purposes or to advertise, promote or support any Candidate or Registered Third Party, or any position related to any questions which may be authorized to be placed on the ballot.
 - i) Print or distribute any material paid for by municipal funds that illustrates that a Member of Council or any other individual is registered in any election or where they will be running for office.
 - j) Profile (name or photograph), or make reference to, in any material paid for by municipal funds, any individual who is registered as a Candidate in any election.
 - k) Print or distribute any material using municipal funds that makes reference to, or contains the names, photographs, or identifies registered Candidates for municipal elections.
 - l) Use Township property or staff in any campaign photos.
 - m) Use any municipal facility/property for any election-related purpose unless a rental fee has been established and the rental of such is available to all candidates and Registered Third Parties. Notwithstanding the foregoing, no facility/property shall be rented or used for any municipal election-related purpose by members of Council, candidates, Registered Third Parties, or the public during any day that voting is taking place on the property, including set-up, hosting, or take-down activities.
8. To avoid any confusion with official websites and social media accounts used for Township, Members of Council, Candidates and Registered Third Parties who choose to create or use their own websites or social media accounts shall, throughout the period from May 1st of the municipal election year until the date of the Inaugural Meeting, inclusive, include a clear statement, easily found and readable, on each website or social media account's home page indicating that the account is being used personally or for election campaign purposes and is not associated with the Township.

9. Township Events will be kept to a minimum during the year of a municipal election, unless extenuating circumstances require an official Township Event to take place. Following the initiation of the Nomination Period, being May 1, 2026, Members of Council, Candidates and Registered Third Parties are not permitted to campaign, distribute campaign materials, wear campaign buttons or shirts, or deliver remarks in their capacity as Members of Council, Candidates or Registered Third-Party Advertisers during Township Events.

Throughout the year of a municipal election, Members of Council may continue to attend and act as ceremonial participants in their capacity as elected officials, including speaking at and partaking in ceremonial activities.

10. All Staff shall:

- a) Behave in a manner that is impartial, fair and unbiased toward all registered candidates and third parties.
- b) Consult with their direct Supervisor prior to agreeing to perform any task requested by a member of Council, Candidate, or Registered Third Party that exceeds their normal duties or could be construed as contributing to an election campaign.
- c) Not rent any corporate facility/property for any municipal election-related purpose to members of Council, candidates, third parties or the public during any day that voting is taking place anywhere on the property, including set-up, hosting, or take-down activities.
- d) Not canvass or actively work in support of a municipal candidate or third party during normal working hours unless they are on a leave of absence without pay, lieu time, float day or vacation leave
- e) Take care to separate personal activities from their official positions.
- f) Request and obtain a leave of absence without pay should they wish to run for federal, provincial, or municipal office and abide by the respective legislation governing such elections.

11. To avoid a perceived conflict of interest, staff are discouraged from assisting with or having any involvement in municipal election campaigns, including posting election signs on their property, phone and e-mail solicitations, signing nomination papers, distribution of brochures and wearing candidate buttons.

12. Staff may be involved in provincial and federal campaigns as long as this involvement does not affect the objectivity with which they must discharge their duties as a representative of the Township.

ADMINISTRATION

13. Staff are authorized and directed to take the necessary action to give effect to this policy.
14. The Integrity Commissioner, if appointed, may at any time be consulted by members of Council with regard to complying with any part of this policy and will be responsible for the enforcement of this policy through Council's Code of Conduct. If an Integrity Commissioner is not appointed, the Clerk shall be responsible for the enforcement.
15. Nothing in this policy shall preclude a Member of Council from performing their duties as a Member of Council
16. During an election, responses to information requests from a Member of Council, Candidate or Registered Third Party will be provided to Members of Council and all Candidates in a manner deemed appropriate by the Clerk. It is at the Clerk's discretion to determine if a request for information from members of Council, who are also Candidates, is made in the capacity as a member of Council or as a Candidate, bearing in mind the requirement for fair and transparent treatment of all Candidates.
17. The Clerk is delegated the authority to make administrative changes to this policy that may be required from time to time due to legislative changes or if, in the opinion of the Clerk, the amendments do not change the intent of the policy.



The Corporation of the Township of Mulmur

By-Law No. 09 - 2026

Being a by-law to regulate signs and advertising devices on municipal lands and highways within the Township of Mulmur

Whereas Section 8 of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, confers broad authority on a municipality to govern its affairs as it considers appropriate and to enhance the municipality's ability to respond to municipal issues;

And whereas Section 9 of the Municipal Act, provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purposes of exercising its authority under this or any other Act;

And whereas under Section 11 of the Municipal Act, the Corporation of the Township of Mulmur, as a lower tier municipality, has non-exclusive authority to pass by-laws respecting matters within the sphere of jurisdiction relating to highways, including parking and traffic on highways;

And whereas the Municipal Act provides that a Council may pass a by-law to prohibit or regulate structures, including signs and other advertising devices;

And whereas Section 99 of the Municipal Act, sets out rules which apply to a by-law of a municipality respecting advertising devices, including signs;

And whereas Council has determined that there is a need to enact a by-law prohibiting and regulating signs and advertising devices on highways and within road allowances, to preserve the rural character, reduce roadside visual clutter and ensure the safety of the public while travelling highways in the municipality;

Now therefore the Council of the Corporation of the Township of Mulmur hereby enacts as follows:

1.0 Definitions

Abandoned Sign means a sign which no longer correctly directs or advertises a bona-fide business, lessor, service, owner, product or activity and/or for which no legal owner can be found.

Advertising Device means any device or object designed and intended to be erected or located as to attract public attention and includes flags,

banners, pennants, lights or any object intended for advertising purposes, and shall include a Sign.

Alter means any change to a sign structure, size and/or location but shall not include the replacement of a sign face or panel, painting, repainting, cleaning or normal maintenance and repair.

Candidate means a person who has been nominated or registered to run in an election under the Canada Elections Act, the Election Act, or the Municipal Elections Act, 1996.

Clerk means the Clerk of the Township of Mulmur, and shall also include the Deputy Clerk, duly appointed under the Municipal Act.

Council means the Council of the Corporation of the Township of Mulmur.

Election Sign means any Sign no more than 0.56 sq. m. in surface area promoting, supporting, opposing or taking a position with respect to:

- a) A question, law or by-law submitted to the electors under the Canada Elections Act, the Election Act, the Municipal Elections Act, 1996 or any other legislation;
- b) An issue associated with a person or political party participating in an election under the Canada Elections Act, the Election Act or the Municipal Elections Act, 1996; or
- c) A Candidate or political party participating in an election under the Canada Elections Act, the Election Act or the Municipal Elections Act, 1996.

Highway means a common or public highway, street, avenue, parkway, driveway, square, place under the jurisdiction of the Township of Mulmur and includes any bridge, trestle, viaduct or other structure forming part of the highway and includes any area between the lateral property lines of the highway.

Illuminated Sign means any Sign, which is digital or lit by a direct, indirect, internal or external light source.

Officer means a Municipal Law Enforcement Officer appointed by the Township for the purpose of municipal law enforcement, including but not limited to a Police Officer, Building Inspector, By-law Enforcement Officer or a person assigned and authorized by Council with the responsibility for enforcement.

Owner means:

- a) The registered owner of a lot, including a person managing or receiving rent from the lot, whether on their own account or as an agent or trustee;

- b) A tenant, lessee, occupant of the lot;
- c) A person who owns, erects, places, displays, authorizes, or has care custody or control of a Sign;
- d) The Candidate or Registered Third Party to whom the Sign relates.

Person means an individual, sole proprietorship, partnership, limited partnership, trust, corporation, or an individual in their capacity as a trustee, executor, administrator, or other legal representative.

Real Estate Sign mean a temporary Sign, no more than 0.56 sq. m. in surface area, advertising the real estate upon which the sign is located as being for rent, sale or lease.

Registered Third Party means any person or entity, including but not limited to a corporation or trade union, who is not a registered Candidate, political party, or constituency association, who incurs expenses with respect to:

- a) A question, law or by-law submitted to the electors under the Canada Elections Act, the Election Act, the Municipal Elections Act, 1996 or any other legislation;
- b) An issue associated with a person or political party participating in an election under the Canada Elections Act, the Election Act or the Municipal Elections Act, 1996; or
- c) A Candidate or political party participating in an election under the Canada Elections Act, the Election Act or the Municipal Elections Act, 1996.

Sign means any visual medium, including its structure and other component parts, no more than 0.56 sq. m. in surface area, which is used or capable of being used to attract attention to a specific subject matter, other than itself, for identification, information, advertising, service, activity, person, business or product and shall include an Advertising Device, Election Sign, Real Estate Sign, Special Event Sign or Wayfinding Sign.

Special Event Sign means temporary street decorations, banners, paper signs, cloth signs, posters, handbills or any other temporary advertising devices that is no more than 0.56 sq. m. in surface area, installed for various community events such as civic celebrations, festivals, auctions and special events.

Township means the Corporation of the Township of Mulmur and the lands within the geographical limit of the Township as the context requires.

Wayfinding Signs means signs, landmarks, or other visual graphic communication that are part of a government sponsored and coordinated program for the purpose of directing pedestrian and vehicular traffic to local destinations. Typical wayfinding signs include gateways, vehicular and

pedestrian directional, destination, parking lot identification and parking trailblazer.

2.0 Prohibitions

- 2.1 No person shall erect, display, alter, locate or place any Sign upon any Highway without the express permission of the Township.
- 2.2 Any Illuminated Sign.
- 2.3 Any Sign placed on or fastened to a Highway structure, including but not limited to any tree, utility pole or infrastructure, light standard, or road sign.
- 2.4 Any Sign which creates a traffic hazard, including:
 - a) illumination, flashing lights or rotating parts;
 - b) is in disrepair or not maintained;
 - c) simulates any traffic sign, traffic signal, any other Sign that directs the movement of traffic or any official Sign;
 - d) uses words such as “stop”, “look”, “one way”, “danger”, “yield” or any similar phrases, symbols, lights or characters in such a manner that interferes with, misleads, or confuses the general public;
 - e) contains any logo, crest, trademark or official mark, in whole or in part, that is owned or licensed by the Township; or
 - f) obstructs the visibility of any pedestrian or vehicle, or obstructs the visibility of any traffic sign or device, or interferes with vehicular traffic in any manner.
- 2.5 Any Sign that does not conform to any provision of this By-law and that falls into disrepair shall be considered an Abandoned Sign and shall be removed by the Owner or permit holder and may not be re-erected. Such Signs that are not promptly removed may be removed and disposed of by the Township and the costs may be recovered pursuant to the provisions of this By-law.

3.0 Permitted Signs

- 3.1 A Real Estate Sign, located directly adjacent to and not more than 2.5 m. from the limit of the property for sale or lease and limited in number to three, plus one additional Sign for each additional, separate open Highway fronting the land for sale or lease, such Signs are to be erected only when the lands are under active listing until no later than ninety (90) days after the termination of the listing or the sale of the property;
- 3.2 A Special Event Sign, for a period not to exceed fourteen (14) days prior to the event until two (2) days after the event.

- 3.3 A Sign erected by emergency services, including police, fire, or ambulance services, or as authorized under a municipal emergency, including any Sign erected to warn of a danger or safety hazard.
- 3.4 A Sign displaying an emergency number.
- 3.5 A Wayfinding Sign.
- 3.6 A Sign announcing and providing details of a public works project including funding, contractors, contact information and for the purpose of warning and/or directing traffic.
- 3.7 A Sign placed at the entrance to a neighbourhood identifying the name of the neighbourhood and/or the civic address, as approved by the Township.
- 3.8 A Sign approved by the Township under the Planning Act.
- 3.11 A Sign erected by the Township, the County of Dufferin, Province of Ontario, Government of Canada, or any other government organization, such as the Niagara Escarpment Commission, a Conservation Authority or a related agency, such as the Bruce Trail Conservancy.
- 3.12 A Sign erected by a snowmobile club to mark the location of, or direct traffic on a snowmobile trail.
- 3.13 Any other Sign placed on a Highway specifically authorized by the Township.

4.0 Election Signs

- 4.1 Election Signs are permitted, in accordance the Canada Elections Act, the Election Act or the Municipal Elections Act, 1996.
- 4.2 The erection and placement of Election Signs shall be restricted to:
 - a) The drop of the writ for a provincial or federal election or by-election;
 - b) Nomination Day for a municipal election or by-election.
- 4.3 The Candidate to whom the Election Sign relates shall be responsible for the erection, maintenance and display of the Election Sign, and shall ensure that all requirements of this By-law are met.
- 4.4 Registered Third Party advertisers are required to:
 - a) Identify themselves on Election Signs so that it is clear who is responsible for each Election Sign;
 - b) Shall comply with all provisions of this By-law; and

- c) Shall ensure that all election Signs contain the mandatory information as outlined in the Municipal Elections Act, 1996.
- 4.5 In addition to Section 2.0 Prohibitions and Section 3.0 Permitted Signs, Election Signs shall not be affixed, displayed or otherwise erected within:
- a) 10 metres of a private driveway without the express consent of the owner and/or occupant;
 - b) 10 metres of an intersection;
 - c) 1 metre of another Election Sign when placed directly ahead of or behind the Election Sign;
 - d) on Township lands containing municipal buildings, parks and/or facilities; or
 - e) on any property used as a voting location, including the parking lot and Highway.
- 4.6 All Election Signs shall be removed by the Candidate within three (3) days after the election.
- 4.7 The Township may destroy any Election Sign that has been removed and not claimed and retrieved within fourteen (14) days after election day.

5.0 Application for Variance

- 5.1 Pursuant to s. 99 of the Municipal Act, 2001, Council may authorize a variance to this By-law if in the opinion of Council, the general intent and purpose of this By-law are maintained.
- 5.2 The applicant shall provide the Clerk with the following documents:
- a) A duly executed application form;
 - b) An application fee as outlined in the Township's User Fees and Charges By-law;
 - c) A site plan showing the proposed location of the Sign(s) in relation to other structures on the Highway;
 - d) Design and construction details of the proposed Sign(s); and
 - e) The time period the Sign(s) is/are to be erected.
- 5.3 The Clerk may circulate the application and documents received with the application for comment by any official of the Township; Emergency Services; the County of Dufferin; the Ministry of Transportation and/or any other public agency which may have an interest in the application. Should any of the above officials or agencies recommend denial of the authorization with reasons deemed to be reasonable, the application shall be denied.
- 5.4 Council shall schedule a hearing within 45 days of the receipt of the variance application and shall determine the appropriateness of such application.

5.5 Any decision made by Council on an application for a variance to this By-law is final and binding.

8.0 Removal of Signs

8.1 Where any Sign not permitted by this By-law has been erected, the Township or Officer may pull down, demolish, remove, store, or dispose of the Sign at the expense of the Owner or Candidate, and shall not be liable to compensate the Owner or Candidate for any action taken in accordance with this By-law. All costs incurred by the Township in relation to the removal, storage, disposal, or legal proceedings may be recovered as a debt owed by the Owner of the Sign, including by any method available at law, such as collection through the property tax system or as a lien under the Repair and Storage Liens Act, 2006.

9.0 Enforcement

9.1 The provisions of this By-law shall be enforceable by an Officer or other such persons appointed by the Township.

9.2 No person shall hinder or obstruct or attempt to hinder or obstruct any person who is exercising a power or performing a duty under this By-law.

9.3 Every person who contravenes this By-law is, upon conviction in a court of competent jurisdiction, therefore guilty of an offence and shall be liable upon conviction to a penalty as authorized by the Provincial Offences Act, R.S.O. 1990, Chapter P.33, as amended.

10.0 Severability

10.1 If a court of tribunal or competent jurisdiction declares any portion of this By-law to be illegal or unenforceable, that portion of this By-law shall be considered to be severed from the balance of the By-law, which shall continue in full force and effect.

11.0 Indemnification

11.1 The Candidate, Owner, Person, or Third Party shall indemnify and hold harmless the Township from and against:

- a) All actions, claims, demands, losses, costs, damages, suits or proceedings whatsoever which may be brought against or made upon the Township; and
- b) Against all losses, damages, liabilities, judgements, claims, suits, demands or expenses which the Township may sustain, suffer or be put to, resulting from or arising out of the issuance of the permit or the actions of the Candidate, Owner, Person, or Third Party.

12. Administration

12.1 This By-law shall be administered by the Clerk.

12.2 The Clerk has the delegated authority to review any issues regarding an Election Sign and decide if any action is needed to uphold the general integrity of this By-law. The Clerk’s decision shall be final.

12.3 The Director of Infrastructure, or their designate, is delegated authority to review any issues regarding a Sign on a Highway or municipal lands and decide if any action is needed to uphold the general integrity of this By-law.

12.0 Force and Effect

12.1 This By-Law shall be known and cited as the “Signs on Municipal Highways By-law”.

12.2 That By-Law No. 09-2022, and any amendments thereto, is hereby repealed.

12.3 That this By-law shall come into force and take effect on the day of passage hereof.

Read a first, second and third time and finally passed this 1st day of April, 2026.

Original Signed

Original Signed

Mayor

Clerk



POLICY & PROCEDURE MANUAL

SECTION	TRANSPORTATION SERVICES	POLICY NUMBER	5-6-5
SUB-SECTION	MISCELLANEOUS	EFFECTIVE DATE	February 14, 2008
SUBJECT	Private Advertising Signs on County Road Allowances		
AUTHORITY	Public Works Committee January 29, 2008 County Council approved February 14, 2008		

PURPOSE:

To control the placing of private advertising signs on County road allowances.

STATEMENT:

1. Subject to the following exceptions, private advertising signs or advertising devices, either temporary or permanent, shall not be placed on, or overhanging, County road allowances.
2. There shall be the following exceptions to this policy:
 - a) **signs placed at intersections by the County for businesses**
 - b) **large pre-existing permanently installed signs**
 - c) **property for sale signs**
 - d) **special event signs**
 - e) **election signs**
 - f) **service club signs**

3. **Signs Placed at Intersections by the County for businesses:**

The County of Dufferin will accept requests from businesses for the placement of advertising signs at intersections directing motorists to locations other than at the intersections. If approved, private advertising signs may be placed on the County road allowances by the County Public Works Department.

The location, size, colour, format and lettering of the sign will be standardized and under the control of the County.

- The business will be required to pay the installation fee and pro-rated maintenance fee upon application.
- The installation fee and annual maintenance fee will be according to the County of Dufferin Fees By-law. From time to time, the schedule of fees shall be updated to reflect current costs.
- Invoices for the annual maintenance fee will be sent out on the first business day of each year. If a business does not pay the maintenance fee within thirty days of being invoiced, their sign(s) will

be removed. If a business wishes to have the sign(s) reinstalled, there will be a reinstallation fee as provided for in the County of Dufferin Fees By-law. The reinstallation fee will be payable before reinstalling the sign(s).

- All requests to change an existing sign will be treated as a new installation, if the sign is not due for normal replacement.
- Schedule of Fees as outlined in the County of Dufferin Fees & Charges By-law.
- Any change in the lettering requested and approved by the Public Works Department shall be invoiced as a new installation

4. Large Permanently Installed Signs:

These signs shall be pre-existing signs that were installed prior to June 23rd, 1998. They must meet all the following criteria:

- the sign must be at least 32 square feet in size.
- they must be installed on wood posts at least 4 inches by 4 inches or shall be installed on steel posts at least 3 inches in diameter set in concrete.
- Encroachment permits are required for these signs to remain. Insurance, with the County as a named insured, shall be a requirement of obtaining an encroachment permit.
- No new signs or changes to existing signs, other than replacement or maintenance for these signs is permitted.

5. Property for Sale Signs:

These signs must not exceed 0.56 square metres or 6.0 square feet and must meet all the following requirements:

- No portion of a sign may extend beyond a line parallel to the property right-of-way line beyond a distance of 8 feet.
- There shall be a limit of 2 signs per property for sale.
- Signs must be adjacent to the property that is for sale.
- Signs cannot be illuminated.
- Signs cannot be placed on utility poles (Hydro or Bell), tree or on any road sign post.
- Signs cannot cause visibility problems for motoring public.

6. Special Event Signs:

- Permits will be issued to erect signs advertising special events. Signs must not be placed until an encroachment permit has been obtained.

7. Election Signs:

- These signs may be placed according to the *Elections Act*.

8. Service Club Signs:

- A permit shall be obtained for the placing of these signs. Signs must not be placed until an encroachment permit has been obtained.

NOTIFICATION

Notification of this policy shall be placed in local newspapers annually.

REMOVAL PROCEDURE IN CONTRAVENTION OF THIS POLICY:

- a) Private signs found on the County road allowances in contravention of this policy shall be removed regardless of whether or not they were placed prior to the inception of this policy.
- b) If a sign is small enough for the County forces to remove, it shall be removed and transported to the property or location referred to on the sign. It shall dated on the back of the sign with an indelible marker. A letter, of the form attached, shall be attached to the sign advising the sign owner of the reason for removing the sign.
- c) If the sign is reinstalled at the same location or at a different location in contravention of this policy, it shall be removed by County forces and disposed of.



THE CORPORATION OF THE TOWNSHIP OF MULMUR

BY-LAW NO. 05 - 2023

BEING A BY-LAW TO GOVERN THE PROCEEDINGS OF COUNCIL AND ITS COMMITTEES

WHEREAS The Municipal Act, 2001, S.O. 2001, c.25, ('Act') provides that every municipality shall adopt a procedural by-law for governing the calling, place and proceedings of meetings, and provide for public notice of meetings;

AND WHEREAS it is necessary and expedient to enact rules governing the order and procedure of the Council and its meetings;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF MULMUR ENACTS AS FOLLOWS:

GENERAL

1.0 RULES OF PROCEDURE

The proceedings of the Council and its committees, the conduct of the members and the calling of meetings shall be governed by the provisions of the *Municipal Act*, S.O. 2001, c.25 as amended and the rules and regulations contained in this by-law.

- 1.1 Except as provided herein, the rules of parliamentary procedure as contained in Robert's Rules of Order shall be followed for governing the proceedings of Council and its committees and the conduct of its members.
- 1.2 Where separate by-laws have been enacted in accordance with provisions contained in the legislation, the notice provisions set out in such by-laws shall prevail.
- 1.3 Nothing in this by-law shall prevent the Clerk from using more comprehensive methods of notice or providing for a longer notice period.

2.0 INTERPRETATION

- 2.1 Wherever this by-law refers to a person or thing with reference to gender or the gender neutral, the intention is to read the by-law with the gender applicable to the circumstances.
- 2.2 References to items in the plural include the singular, as applicable.
- 2.3 The words “include”, “including” and “includes” are not to be read as limiting the phrases or descriptions that precede or follow them.
- 2.4 Headings and the index are included for ease of reference only and are not to be used as interpretation aids.
- 2.5 Specific references to legislation in this by-law are meant to refer to the current laws applicable within the Province of Ontario as at the time the by-law was enacted, as they are amended from time to time. In all cases, the reference includes the statute, as amended from time to time, including successor legislation.

3.0 DEFINITIONS

Act – means the *Municipal Act, S.O. 2001, c.25* as amended.

Ceremonial Presentation – means the giving of an award, prize or other form of recognition by the Chair at a Council meeting.

Chair – means the Head of Council or Acting Head of Council or chairperson of any committee.

Clerk – means the Clerk, or his or her designate.

Committee – means a Committee of Council, Board, Task Force, and/or Working Group constituted and appointed by Council, excluding Joint Committees and/or legislated Boards that have their own policies and procedures.

Committee of the Whole – means a committee comprised of all members that directly report back to the Committee or Council that it is comprised of.

Council – means the Council of the Corporation of the Township of Mulmur.

Council Meeting – means meetings set out in this by-law to be held on a regular basis.

Closed Session – means a meeting or portion thereof which is closed to the public in accordance with the Act.

Deputation – means a person or group of persons who are not members of Council or staff of the Municipality who have requested and are permitted to address Council or a Committee.

Ex Officio – means by virtue of Office and refers to the position of Mayor.

Head of Council – means the Mayor.

Majority Vote – means an affirmative vote of more than one-half of the votes cast by those present.

Meeting – means any regular, special or other meeting of Council or *Committee* where quorum of members are present and members discuss and/or deal with any matter in a way that materially advances the business or decision-making of the Council or Committee.

Member – means a member of Council, including the Mayor, or a member of a Committee, including the Chair.

Notice of Motion – means a written motion received by the Clerk at a meeting of Council, moved by a member, and seconded by another member, for inclusion on an agenda of a subsequent meeting of Council.

Notice – means publicly displaced electronic, or printed communication that includes the time and place of a meeting and, in the instance of a Special Meeting, shall include the purpose of the meeting and whether the meeting was called by the Head of Council or Clerk.

Point of Order – means a statement made by a member of Council during a meeting, drawing the attention of the Chair to a breach of the Procedural By-Law.

Point of Privilege or Personal Privilege – means raising a question concerning a member of Council, or the Council collectively, when a member believes that their rights, immunities or integrity or the rights, immunities or integrity of Council as a whole, have been impugned.

Presentations – means a verbal and/or visual provision of information to Council by an individual, community group of organization.

Quorum – means a majority of the members (more than half) of the whole number of members except where a member has or members have

declared a pecuniary interest pursuant to the Municipal Conflict of Interest Act, at which time the quorum may be less than half plus one of the whole number of members but shall not be less than two.

Recorded Vote – means a written record of the name and vote of every member voting on any matter or question.

Resolution – means the decision of Council on any motion.

Special Meeting – means a meeting called under Section 240 (a) or (b) of the Act, having the same privileges as a Council Meeting.

DUTIES AND CONDUCT

4.0 DUTIES OF THE CHAIR

4.1 It shall be the duty of the Chair to:

- a) open the meeting by taking the chair and calling the meeting to order;
- b) announce the business in the order in which it is to be acted upon;
- c) receive and submit, in the proper manner, all motions presented by the members;

- d) put to vote all questions which are duly moved and seconded, or necessarily arise in the course of proceedings and to announce the result;
- e) decline to put to vote motions which infringe the rules of procedure;
- f) run the meeting efficiently and effectively, restraining the members, within the rules of order, when engaged in debate;
- g) enforce on all occasions the observance of order and decorum among the members;
- h) receive all messages and other communications and announce them to the members;
- i) authenticate, by signature when necessary, all by-laws and minutes;
- j) inform the members when necessary or when referred to for the purpose, on a point of order;
- k) represent and support the members, declaring its will, and implicitly obeying its decisions in all things;
- l) ensure that the decisions are in conformity with the laws and by-laws governing the activities;
- m) adjourn the meeting when the business is concluded, to adjourn the meeting without question in the case of grave disorder arising.

5.0 DUTIES OF MEMBERS

5.1 It shall be the duties of members to:

- a) deliberate on the business before it;
- b) vote when a motion is put to a vote;
- c) respect the Rules of Procedure.

6.0 It shall be the duties of Council to:

- a) represent the public and to consider the well-being and interests of the municipality;
- b) develop and evaluate the policies and programs of the municipality;
- c) determine which services the municipality provides;
- d) ensure that administrative policies, practices and procedures and controllership policies, practices and procedures are in place to implement the decisions of Council;
- e) ensure the accountability and transparency of the operations of the municipality, including the activities of the senior management of the municipality;
- f) maintain the financial integrity of the municipality;
- g) carry out the duties of Council under this or any other *Act*.

7.0 CONDUCT OF MEMBERS

7.1 Members shall govern themselves according to the Council Code of Conduct adopted by Council during a meeting held pursuant to this by-law.

7.2 No member in an open meeting or Closed Session, shall speak disrespectfully of the Reigning Sovereign, or any of the Royal Family, or of the Governor-General, the Lieutenant-Governor of any province, of any Member of the Senate, the House of Commons of Canada or the Legislative Assembly of the Province of Ontario.

7.3 No member shall:

- a) in an open meeting or Closed Session, use offensive words or un-parliamentary language in or against the Council or against any Member, staff or guest;
- b) speak on any subject other than the subject in debate;
- c) criticize any decision of the Council or continue to debate the matter after it has been decided, except for the purpose of moving that the question be reconsidered;
- d) disobey the Rules of Procedure or a decision of the Chair or of the Council on questions of order or practice or upon the interpretation of the rules of the Council.
- e) disclose any information that is deemed to be confidential pursuant to the *Municipal Freedom of Information and Protection of Privacy Act*;
- f) display any offensive or partisan political material, including buttons.

- g) knowingly be absent or leave a meeting without notifying the Clerk, preferably in writing.

8.0 PUBLIC CONDUCT

8.1 Members of the public who constitute the audience at a meeting, shall not:

- a) address Council or Committee address without permission;
- b) approach the desks of Council or Committee members during a meeting without permission of the Chair or Members;
- c) bring signage, placards or banners into such meetings and refrain from any activity or behaviour that would affect the Council or Committee deliberations;
- d) enter the meeting room without first removing any non-religious or non-medical head gear;
- e) shall put on silence all electronic devices.

9.0 EXPULSION FOR MISCONDUCT

9.1 The Chair may cause to be expelled and exclude any member of the public, or group of persons in attendance at a meeting who creates any disturbance or acts improperly, during a meeting of Council or Committee. If necessary, the Chair may call upon the Clerk seek the appropriate assistance from police.

9.2 Where a member persists in any disobedience of the Rules of Procedure after having been called to order by the Chair, the Chair shall forthwith put the question, no amendment, adjournment or debate being allowed, "That such Member be order to leave his/her seat for the duration of the meeting of the Council", but if the Member apologizes he/she may be permitted to retake his/her seat.

MEETINGS

10.0 INAUGURAL MEETING

10.1 The first meeting of a newly elected Council after a regular election shall be held at a time and location determined by the Clerk.

10.2 At the Inaugural meeting of the Council, the only business to be brought before the meeting shall be the following:

- a) Declarations of Office;
- b) Inaugural Address by the Head of Council;
- c) Matters incidental to any of the above.

11.0 COUNCIL SEATING AND ORDER OF NAMES

11.1 The following is the order of seating for Council meetings, and the listing placement of the names on all Township documents:

- a) Mayor in the centre (listed on documents first)
- b) Deputy Mayor to the Mayor's right (listed on documents second)
- c) Longest serving Council member to the Mayor's left. If there is more than one Council member serving with equal length of service, the highest vote count received at the last election or by alphabetic order if more than one Councillor has served the same amount of time and these were both acclaimed (listed on documents third)
- d) To the right of the Deputy Mayor the Council member that receives the highest vote count of the remaining two Councillors or alphabetic if the remaining two are acclaimed (listed on documents fourth)
- e) To the left of the longest serving Council member the Council member that receives the lowest vote count of the remaining two Councillors (listed on documents fifth)

12.0 REGULAR MEETINGS

12.1 Regular meetings of Council shall be held on the first Wednesday of each month at 9:00 A.M., except for January which shall be the second Wednesday.

12.2 A second regular meeting of Council may be held during each month as required.

12.3 Meetings of the Council shall generally be held at the Council Chambers located at 7580702nd Line East, electronically, or at such other place as is specified in the agenda.

12.4 All Council and Committee meetings shall be open to the public.

12.5 Public notice of meetings shall be given for all meetings by means of the municipal website.

12.6 Notice for meetings not scheduled in the original calendar of meetings outlined in section 11, will be at the discretion of the Clerk and using communication channels as appropriate.

12.7 If no quorum is present 15 minutes after the time appointed for a meeting of Council or a Committee, the Clerk shall record the names of the members present and the meeting shall stand adjourned until the date of the next meeting.

- 12.8 As soon after the hour fixed for the holding of the meeting as a quorum is present, the Chair shall call the meeting to order.
- 12.9 Subject to the provisions of *Act* and where no Presiding Officer has been appointed, in case the Chair does not attend within 15 minutes after the time appointed for a meeting, or he/she refuses to act, the Clerk shall call the members to order and the Deputy Mayor and/or Vice Chair shall preside until the arrival of the Chair, and while so presiding shall have all the rights, powers, and authority of the Chair.
- 12.10 No item of business may be dealt with at a Council meeting after 4:30 pm for a day meeting, and after 3 hours of the start of evening meeting of Council, unless agreed to by the majority of Council present.

13.0 CLOSED SESSIONS

- 13.1 Notwithstanding section 11.4, a meeting may be closed to the public if the subject matter being considered relates to items as listed in the *Act* and must follow the procedures as outlined in the *Act*.
- 13.2 All persons in attendance during closed sessions shall ensure that confidential matters disclosed to them, and materials provided to them during Closed Sessions or in advance of the meeting or session, are kept confidential. Persons in attendance are encouraged to delete and/or return confidential material to the Clerk. The obligation to keep information confidential applies even if the member ceases to be a member.

14.0 SPECIAL MEETINGS

- 14.1 The Head of Council or Clerk may at any time summon a special meeting of Council on 48 hours written notice to the Members of Council, or, upon receipt of the petition of the majority of the Members of the Council.
- 14.2 The only business to be dealt with at a special meeting is that which is listed.

15.0 EMERGENCY MEETINGS

- 15.1 In circumstances determined to be an emergency or urgent situation, or which could affect the health or well-being of the residents of the Township of Mulmur, or if a State of Emergency is declared, or if so advised by a Provincial Ministry, the Head of Council, Deputy Mayor or Clerk may at his/her discretion call an emergency meeting of Council on less than 48 hours notice.

15.2 An emergency meeting shall only proceed with the consent of two-thirds of the members of Council, recorded in the minutes.

15.3 The Clerk shall make his/her best efforts to provide notice of the action as soon as possible following the action and will present a report to Council for ratification.

16.0 MEETING NOTICE

16.1 Where notice of intention to pass a by-law or notice of a public meeting is required to be given, the Clerk shall cause such notice to be posted on the Township's website. Additional notice by direct mail and/or publication may be made at the discretion of Council or the Clerk. Inclusion within agenda and meeting packages shall be considered as notice.

16.2 Such notice shall be given pursuant to applicable legislation or regulations, and if not so prescribed, notice shall be given at least once, not less than 48 hours prior to the proposed notice of intention to pass a by-law or notice of a public meeting being taken.

17.0 INCLEMENT WEATHER

17.1 For all Council and Committee meetings, should the *Chair* deem the weather to be severe or an emergency, the meeting shall be held electronically, cancelled and/or rescheduled for another time.

18.0 ELECTRONIC PARTICIPATION

18.1 Electronic participation at meetings may be conducted, pursuant to Section 238 of the *Act*, and in accordance with this By-law.

18.2 Electronic participation will be permitted at all meetings unless specified by the Clerk or Chair.

18.3 Members who wish to participate electronically, in accordance with this section, shall make arrangements with the Clerk, no less than 24 hours in advance of the meeting, or as soon as possible in the event of inclement weather.

18.4 Members participating electronically, shall be entitled to vote as if they were attending in person and participate electronically in a meeting that is open or closed to the public.

18.5 At meetings with electronic participation by any member(s), votes may be recorded to ensure transparency.

AGENDAS

- 19.0 The Clerk, at his/her discretion, shall have prepared from all communications, correspondence and delegation requests, which are received at least 7 calendar days prior to the date and time of the meeting and not less than 48 hours before the hour appointed for the holding of a regular meeting.
- 19.1 The business of the meeting shall in all cases be taken up in the order in which it stands upon the agenda unless otherwise decided by the majority of members.
- 19.2 Any item which is not on the agenda as set but has been determined by the Clerk to be of a nature which requires attention prior to the next scheduled meeting, may be added by addendum at the discretion of the Clerk.
- 19.3 Any items brought forward as a time sensitive issue by other means shall require a majority vote of the members present to be added to the agenda.
- 19.4 Agendas and meeting packages will be made available at the Township office as well as on the Township website.

MINUTES

20.0 MINUTES

20.1 Minutes shall record:

- a) The place, date and time of the meeting and the time of adjournment;
- b) The names of presiding officer, members and staff present;
- c) The reading, if requested, correction and adoption of the minutes of prior meetings;
- d) Declarations of pecuniary interest;
- e) All other proceedings, which will include motions, resolutions, decisions and directions of the meeting without note or comment.
- f) Recorded votes taken by Council.

20.2 The Clerk or designate shall act as the recording secretary for Council and Committee meetings, including Closed Sessions, statutory and planning public meetings.

21.0 ADOPTION OF MINUTES

21.1 Draft minutes of each Council and/or Committee meeting shall be presented to Council for approval and/or information at the next regular

meeting but will be made available in draft to the public as soon as possible after the meeting and prior to adoption.

- 21.2 Members shall indicate any errors or omissions to be corrected by the Clerk prior to adoption.
- 21.3 If the minutes have been delivered to the Members then the minutes shall not be read, and a resolution that the minutes be adopted shall be in order.
- 21.4 After the Council minutes have been approved by Council, they shall be signed by the Head of Council and Clerk and/or designate(s).
- 21.5 Closed session minutes shall be brought forward for approval as soon as practicable and be listed on the closed meeting agenda. Closed session minutes shall be marked as confidential and shall remain confidential.

DISCLOSURES OF PECUNIARY INTEREST

- 22.0 Where a Member, either on his or her own behalf or while acting for, by, with or through another, has any pecuniary interest, direct or indirect, in any matter and is present at a meeting of the Council or Committee which the matter is the subject of consideration, the Member, shall govern themselves in accordance with the *Municipal Conflict of Interest Act, R.S.O. 1990, c. M.50*.
- 22.1 Members shall prior to any consideration of the matter at the meeting, determine whether they may have a pecuniary interest and disclose the nature thereof verbally at the meeting.
- 22.2 The Member shall provide a written statement, in a form provided, of the interest and its general nature to the Clerk. The Clerk will include the statement in a registry maintained in accordance with the *Municipal Conflict of Interest Act, R.S.O. 1990, c. M.50*.
- 22.3 Members may declare pecuniary interest prior to any item being addressed.
- 22.4 Members who have declared a pecuniary interest shall:
 - a) not take part in the discussion of, or vote on any question in respect of the matter;
 - b) not attempt in any way whether before, during or after the meeting to

influence the voting on the matter;

c) in addition to complying with the requirements of *Municipal Conflict of Interest Act, R.S.O. 1990, c. M.50* shall forthwith leave the meeting or part of the meeting during which the matter is under consideration.

22.5 Where the interest of a Member has not been disclosed by reason of the Member's absence from a particular meeting, the Member shall disclose the Member's interest and otherwise comply at the first meeting of the Council or Committee, as the case may be, attended by the Member after the particular meeting.

22.6 In the event that a member declares an interest during closed session, the Member shall affirm their declaration of pecuniary interest immediately after the motion to arise and the Clerk shall record the declaration in the minutes.

22.7 A Member who has declared a pecuniary interest in a matter may move, second and vote on the confirmatory by-law for the meeting in which the interest was declared and adopting the minutes of the meeting in which the interest was declared.

22.8 Where the number of members who, by reason of the Provisions of *Municipal Conflict of Interest Act, R.S.O. 1990, c. M.50*, are disabled from participating in a meeting is such that at that meeting the remaining members are not of sufficient number to constitute a quorum, then, despite any other general or special Act, the remaining number of members shall be deemed to constitute a quorum, provided such number is not less than 2.

PUBLIC QUESTION PERIOD

23.0 A maximum of 15 minutes will be set aside for Public Question Period, with each questioner limited to 5 minutes.

23.1 When called upon by the Chair the questioner will identify themselves by name and address the question to the Chair.

23.2 Questions will be responded to by the Chair who may also request a response from staff. Response can be deferred or provided in writing depending on the specifics of the question.

23.3 Questions shall only be permitted in respect of subject matters that deal with municipal issues and are within the Municipality's jurisdiction, being those that Council is responsible for, as outlines in the Act.

DEPUTATIONS AND PRESENTATIONS

24.0 DEPUTATIONS

- 24.1 A person wishing to appear as a deputation may address Council or a Committee shall be limited in speaking to not more than 15 minutes except that a delegation consisting of more than 5 persons shall be limited to 2 speakers, each limited to speaking not more than 10 minutes.
- 24.2 Deputations shall advise the Clerk in writing providing an outline of the nature of the deputation, and relevant deputation materials at least 7 days prior to the meeting.
- 24.3 The Clerk, at his/her discretion, will determine the date and time of the deputation.
- 24.4 Deputations may only be about an item listed on the meeting agenda.
- 24.5 Deputations shall only be permitted in respect of subject matters that deal with municipal issues and are within the Municipality's jurisdiction, being those that Council is responsible for, as outlined in the Act.
- 24.6 A person who is unable to attend may arrange for another person to appear as a deputation on such person's behalf.
- 24.7 Members may ask questions of clarification.
- 24.8 A maximum of 4 deputations at a day meeting not including *Planning Act* public meetings shall be permitted. Invitations for attendance at a Council meeting by Council will be included in the maximum number of deputations.
- 24.9 Each issue and/or deputation will be allowed one meeting presentation to the Council or Committee with a period of 6 months lapsing before the issue can be raised again. An exception may be granted at the discretion of the Clerk, if substantially new and/or substantially significant information is provided.
- 24.10 The Chair may shorten the time of any deputation, any questions of a delegate, or debate during a deputation for disorder or any other breach of this by-law.

25.0 PRESENTATIONS

- 25.1 A person or group wishing to make a Presentation to Council shall provide the Clerk or designate with written notice no later than fourteen (14) days

prior to the meeting. Such request shall state the specific nature of the matter to be presented. The presentation material must be provided fourteen (14) days prior to the meeting for inclusion in the package.

- 25.2 Presentations and Ceremonial Presentations shall only be permitted in respect of subject matters that deal with municipal issues and are within Municipality's jurisdiction, being those that Council is responsible for as outlined in the Act.
- 25.3 Presentations and Ceremonial Presentations at the Council meeting shall be limited to 15 minutes. The duration of a presentation may be extended by majority vote specifying the additional time. Such question shall be decided by Council without debate.
- 25.4 Presenters may only present once every twelve (12) months on the same topic, or at the discretion of Council or the Clerk.
- 25.5 A maximum of two (2) presentations per meeting, not including Ceremonial Presentations, will be scheduled by the Clerk.
- 25.6 Immediately following a presentation, the Chair will determine if further action is required and direct staff to prepare a report for consideration by Council. If no report is required, presentations will be noted and filed.

BY-LAWS

- 26.0 Generally, all by-laws shall be given first, second and third reading at one meeting in a single motion.
- 26.1 Every by-law passed by Council shall:
 - a) be signed by the Head of Council and Clerk, or their deputies;
 - b) Be sealed with the Municipal seal; and
 - c) Indicate the date of passage.
- 26.2 Every by-law when introduced shall be in typewritten form and shall contain no blanks except such as may be required to conform to accepted procedure or to comply with provisions of any Act and shall be complete except for the number and date thereof.
- 26.3 The Clerk or designate is hereby authorized to make such minor deletions, additions, or other changes in form to any by-law before same is signed and sealed, for the purpose of ensuring correct and complete implementation of the actions of Council forming the subject matter of the by-law and members shall be advised by the Clerk of such changes by written notice.

MOTIONS AND VOTING

27.0 MOVED AND SECONDED

27.1 All motions shall be moved and seconded. The Clerk or designate may be asked to repeat the motion in question.

27.2 The *Chair* may vacate the chair in order to move or second a motion and shall resume the chair following the vote of the matter.

27.3 All motions may be supported or opposed by the mover and seconder.

28.0 SEVERABILITY OF MOTION

28.1 Upon the request of any member, and when the Chair is satisfied that a motion under consideration contains distinct proposals, the vote upon each proposal shall be taken separately.

29.0 SECONDARY MOTIONS

29.1 The following matters and motions are not debatable may be introduced without notice and without leave, except as otherwise provided by the Rules of Procedure:

- a) a point of order or privilege;
- b) to move to call the vote;
- c) to move to Committee of the Whole;
- d) to extend the time of the meeting; or
- e) to adjourn.

29.2 The following matters and motions are debateable may be introduced without notice and without leave, except as otherwise provided by the Rules of Procedure:

- a) to amend;
- b) to suspend the Rules of Procedure;
- c) to commit or refer to a specific body;
- d) defer or to postpone indefinitely;
- e) any other procedural motion.

29.3 Procedural motions shall be considered immediately upon receipt and shall have precedence.

30.0 MOTION TO RECONSIDER

- 30.1 If a matter has been previously considered, it shall not be reconsidered by such body within six (6) months after the meeting at which it was originally considered, without the consent of at least two-thirds of the members present.
- 30.2 "Considered" shall mean those matters for which the members of a meeting have decided to act or not act upon and shall more include the mere receipt of information where no action has been sought or taken.
- 30.3 A motion to reconsider must be moved by a member of the prevailing side when the matter was first considered.
- 30.4 A motion to reconsider on a decided matter of Council, shall be brought forward as a Notice of Motion.
- 31.0 MOTION TO AMEND
- 31.1 Motions may be amended verbally prior to the Calling for the Vote if a quorum of the members agree to the amendment.
- 31.2 Amendments shall be relevant and germane to the principle of the report or motion under consideration.
- 31.3 Only one amending motion shall be considered at any one time.
- 32.0 NOTICE OF MOTION
- 32.1 Members intending to bring forward a motion for Council consideration must provide notice at the preceding meeting.
- 32.2 Such notice shall contain a brief summary of the motion subject.
- 32.3 Final wording of the motion for Council consideration shall be provided to the Clerk or designate at least one week in advance of the meeting at which the motion is to be considered.
- 32.4 The Chair, at their discretion, may move to consider the Notice of Motion immediately with unanimous consent of all Council members in attendance.
- 33.0 CALL THE VOTE
- 33.1 A motion to call the vote shall preclude all further amendments of the question. When resolved in the affirmative, the Chair shall read the motion and all amendments thereto without further debate or amendment.

33.2 Such motion cannot be moved by a member who has already debated the question.

34.0 VOTING PROCEDURE

34.1 Each Member present and voting shall announce or indicate his/her vote openly and individually. No vote shall be taken by ballot or by any other method of secret voting.

34.2 Every Member present shall vote unless prohibited by statute, in which case it shall be so recorded.

34.3 A failure to vote or abstention by a member who is present at the meeting at the time of the vote and who is qualified to vote shall be deemed to be a negative vote.

34.4 After a motion is called to vote, by the Chair, no Member shall speak to the question, nor shall any other motion be made until after the vote is taken and the result has been declared.

34.5 When the Chair calls for the vote, each Member shall occupy his/her seat and shall remain in his/her place until the result of the vote has been declared by the Chair, and during such time no Member shall walk across the room to speak to any other Member or make any noise or disturbance.

34.6 The manner of determining the decision of the Council on a motion shall be at the discretion of the Chair and may it be by voice, show of hands, standing or otherwise.

34.7 Any motions on which there is a tie vote shall be deemed to be lost, except where otherwise provided by any *Act*.

35.0 RECORDED VOTES

35.1 A request by a member for a recorded vote may be made immediately prior or immediately thereafter the taking of the vote.

35.2 Upon request for a recorded vote, the Clerk shall call the names and record the votes in the following order:

- a) the requestor shall be called first;
- b) to be followed by the next Councillor in alphabetical order;
- c) with the Deputy Mayor and Mayor voting second last and last;
- d) if the requester is the Mayor or Deputy Mayor, they shall vote first.

35.3 The Clerk shall announce the results.

- 35.4 An all-encompassing request for recorded votes may be made at any time where members are participating electronically and shall apply to the whole or remainder of the meeting to ensure proper technology is enabled to make such participation possible. All-encompassing record of votes will occur in alphabetical order, except that the Deputy Mayor and Mayor shall vote second last and last respectively.

RULES OF DEBATE

36.0 RULES OF DEBATE

- 36.1 To address Council, every member shall wait to be recognized by the Chair before speaking.
- 36.2 When a Member is speaking no other Member shall pass between him/her and the Chair, or interrupt him/her, except to raise a point of order or personal privilege.
- 36.3 Any member, taken in order of acknowledgement, may require the question or motion under discussion to be read at any time during the debate, but only after each member has spoken on the question or motion at least once, but not so as to interrupt a Member while speaking.

37.0 POINTS OF ORDER

- 37.1 A member may interrupt the person who has the floor to raise a point of order when such member feels that there has been a deviation or departure from the rules of procedure.
- 37.2 Upon hearing such point of order, the ruling of the Chair shall be final.
- 37.3 The member who called the point of order may appeal the decision of the Chair to Council with the motion "that the decision of the Chair be sustained" which shall be decided by a majority vote of the members present without debate.

38.0 POINT OF PRIVILEGE

- 38.1 A member may rise at any time on a point of personal privilege where such member feels that personal integrity or the integrity of the Council has been impugned by another member.
- 38.2 Upon hearing such point of privilege, the ruling of the Chair shall be final.

- 38.3 The member who called the point of privilege may appeal the decision of the Chair to Council with the motion “that the decision of the Chair be sustained” which shall be decided by a majority vote of the members present without debate.
- 38.4 Where the Chair recognizes that a breach of privilege has taken place, the Chair shall cause the offending member to apologize, and failing such apology shall require such member to vacate for the duration of the meeting.

COMMITTEES

39.0 INTERNAL COMMITTEES

- 39.1 Council shall, determine the appropriate Committees, terms of reference, mandates, honorariums and their memberships.
- 39.2 Committees shall sit for the term of Council unless dissolved by Council.
- 39.3 Public members are expected to be residents, property owners, and/or business owners in the Township of Mulmur.
- 39.4 Township staff are not eligible to sit as public members.
- 39.5 Public members shall provide a clean volunteer criminal records check.
- 39.6 All Committee members will be appointed by motion or by-law.
- 39.7 Council members appointed to the Committees, shall sit for two (2) years, after which Council will determine whether new members of Council will be appointed.
- 39.8 All items considered by a Committees shall be forwarded to the Council in the form of Committee minutes.

40.0 EXTERNAL BOARDS AND COMMITTEES

- 40.1 Council representation on all external boards and committees for whom appointments are sought or required shall be at the discretion of Council and in accordance with the *Act*.
- 40.2 Members will be appointed by motion or by-law.
- 40.3 Appointed members shall sit for two (2) years, after which Council will determine whether new members of Council will be appointed.

42.0 COMMITTEE OF THE WHOLE

- 41.1 When members consider a subject which it does not wish to refer to a committee, and yet where the subject matter is not well digested and put into proper form for its definite action, or when, for any other reason, it is desirable for the assembly to consider a subject with all the freedom of an ordinary committee, matters may be referred to the Committee of the Whole.
- 41.2 If the Committee or Council do not wish to schedule a meeting of Committee of a Whole and wish to consider the question at once, a motion is required, "That we go into committee of the whole to consider (subject)".
- 41.3 If a time limit has been set, Committee of the Whole does not have the power, even by unanimous consent, to extend the time.
- 41.4 While sitting as a Committee of the Whole, only matters referred to it may be discussed. Unrelated motions are out of order.
- 41.5 Committee of a Whole can debate, consider amendments and make recommendation.
- 41.6 Committee of a Whole cannot adjourn, order recorded votes, or refer the subject matter to another committee.
- 41.7 To conclude its proceedings, or end the debate a motion is required "that the committee rise and report," specifying the result of its proceedings, amendments and recommendations, which are subject to a confirming vote.
- 41.8 The secretary does not record in the minutes the proceedings of the committee, but shall keep a memorandum of the proceedings for its use.

42.0 EX OFFICIO

- 42.1 The Head of Council is an ex officio member of every *Committee*.
- 42.2 Where a Committee is established by reference to a particular number of members without specifically providing for the members of the Head of Council, such number is automatically increased by one, being the Head of Council.
- 42.3 The Head of Council may vote and otherwise participate in the business of the Committee without any restriction on the same basis as any other member.

OTHER MATTERS

43.0 AMENDMENT

43.1 In all matters and under all circumstances the members shall be guided by and shall have regard to the all-other existing legislation including but not limited to the *Act and Municipal Conflict of Interest Act, R.S.O. 1990, c. M.50.*

43.2 Following a regular or new election, the Clerk shall provide each member of Council with a copy of this By-Law, including any amendments thereto.

44.0 CONFLICT

44.1 In the event of any conflict between this By-Law and any statute, the provisions of the statute prevail.

44.2 In the event of any conflict between any provisions of this by-law and any other by-law hereto are passed; the provisions of this by-law shall prevail.

45.0 REPEAL

45.1 That By-Law No. 37-2022, is hereby repealed.

46.0 EFFECTIVE DATE

46.1 This By-Law shall become effective upon the date of the enactment.

PASSED on this 1st day of MARCH 2023.

Original Signed

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MAYOR

Original Signed

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CLERK

CODE OF CONDUCT

1. Policy Statement

- 1.1 This written **Code of Conduct for Members of Council, Local Boards and Committees** helps to ensure that the *Members of Council, Local Boards and Committees* of the Township of Mulmur share a common basis for acceptable conduct. *The Code* is designed to provide a set of rules on ethical conduct and a supplement to the legislative parameters within which the *Members* must operate. These standards serve to enhance public confidence in the *Township's* decision making and operations and ensure that Mulmur's elected and appointed representatives operate from a base of integrity, impartiality, transparency, courtesy and professionalism.

2. Background

- 2.1 The *Municipal Act* requires each municipality to establish a code of conduct for members of its council and its local boards.
- 2.2 The Township *Code of Conduct* operates along with and as a supplement to the existing statues governing the conduct of *Members*, including but not limited to:
- *Municipal Act*;
 - *Municipal Conflict of Interest Act*;
 - *Municipal Elections Act, 1996*;
 - *Municipal Freedom of Information and Protection of Privacy Act*;
 - *Provincial Offences Act*;
 - *Human Rights Code*;
 - *Occupational Health and Safety Act*; and
 - *Criminal Code (Canada)*.

3. Scope and Application

- 3.1 This *Code of Conduct* applies to all *Members of Council*, including the Head of Council. This Code also applies to all *Members of Local Boards and Committees* of the *Township*, whether or not a *Member of a Local Board or Committee* is also a *Member of Council*.

4. Definitions

Chief Administrative Officer (CAO) means the Chief Administrative Officer of the Township.

Closed/In-Camera Meeting means any *Meeting of Council, Committee or Local Board* that is closed to the public in accordance with the *Municipal Act*.

Clerk means the Clerk of the Township.

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Code of Conduct (the Code) means this Code of Conduct for Members of Council, Local Boards and Committees, including the appended Complaint and Application Protocol

Committee means a committee of Council, a board other than a *Local Board*, and a task force or working group constituted and appointed by Council, excluding a joint committee or legislated board that has its own policies and procedures.

Confidential Information means:

- a) Information in the possession of, or received in confidence by the *Township*, that it is prohibited from disclosing, or has decided to refuse to disclose, under the *Municipal Freedom of Information and Protection of Privacy Act*,
- b) A matter that has been debated or discussed at a *Closed/In-Camera Meeting*, or marked as “confidential”, unless the matter is subsequently discussed in Open Session, or it is authorized to be released by *Council*,
- c) Information concerning litigation, negotiation, or personnel matters; and
- d) Reports of consultants, draft documents and internal communications, which, if disclosed, may prejudice the reputation of the *Township*, its *Staff*, or its effective operation.

Corporate Resources means means real property, goods and/or services owned, controlled, leased, acquired, or operated by the *Township* including but not limited to *Staff* services, facilities, parks, materials, equipment, monetary funds, technology, *Township* IT system and resources, databases, distribution lists, websites, social media, intellectual property, and supplies.

Council means the *Council* of the *Township*.

Gift, Favour or Hospitality means any gift, commission, hospitality, entertainment, reward, advantage or benefit of any kind.

Integrity Commissioner (Commissioner) means the independent accountability officer appointed under section 223.3 of the *Municipal Act*. The Integrity Commissioner is responsible for providing education and advice to *Members of Council* and conducting investigations.

An investigation means the same as an inquiry under section 223.4 or section 223.4.1 of the *Municipal Act*. In this Code, the words “investigation” and “inquiry” are interchangeable.

Local Board means a “local board” as defined in section 223.1 of the *Municipal Act*.

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MCIA is the *Municipal Conflict of Interest Act*. In this Code, the terms are interchangeable.

Meeting means any regular, special or other meeting of a *Council, Local Board* or *Committee*.

Member means any person duly elected or appointed to serve on *Council* and any member of a *Local Board* or *Committee* of the *Township*.

Municipal Act means the *Municipal Act, 2001*, as amended.

Private Interest is defined in section 10.2.

Procedural By-law means the *Procedural By-law* of the *Township*.

Relative means, in relation to a *Member*:

- a) Spouse, including but not limited to common-law spouses and partners;
- b) Child, parent, sibling, grandchild, grandparent, aunt, uncle, niece or nephew, including all in-law and step relations;
- c) Adult or minor in a relationship where the adult has demonstrated a settled intention to treat the minor as a child of the adult's family, including a former minor if the relationship continues after the minor reaches the age of majority; and
- d) Any person who lives with the *Member* on a permanent basis.

The Staff means all employees and volunteers who perform work for or deliver services on behalf of the *Township*, but excludes *Council, Local Board* and *Committee Members*.

Township means the Corporation of the Township of Mulmur.

5. General Principles

5.1 This Code shall be interpreted according to the following principles:

- a) *Members* hold positions of privilege and therefore shall discharge their duties in a manner that recognizes a fundamental commitment to the wellbeing of the community and integrity of the *Township*.
- b) *Members* shall respect the role of *Council* as set out in the *Municipal Act*.
- c) *Members* shall observe decorum and conduct themselves as outlined in the *Procedural By-law*.
- d) *Members* shall act ethically.
- e) *Members* shall perform their functions with integrity, accountability and transparency.
- f) *Members* shall comply with all applicable legislation, by-laws and *Township* policies.

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- g) *Members* acknowledge that the public has a right to open government and transparent decision-making.
- h) *Members* shall serve the interest of their constituents and the *Township* in a conscientious and diligent manner and shall approach decision-making with an open mind.
- i) *Members* shall support the mission, vision and values of the *Township*.

6. General Rules of Conduct

- 6.1 Every *Member* has the duty and responsibility to treat the public, the *Staff* and other *Members* in a respectful manner, without abuse, bullying, harassment or intimidation.
- 6.2 A *Member* shall ensure that the *Township* work environment is free from discrimination and harassment. A *Member* shall not use indecent, abusive, or insulting words or expressions toward any other *Member*, any member of the *Staff*, or any member of the public. A *Member* shall not speak in a manner that is discriminatory to any individual based on that person's race, ancestry, place of origin, creed, gender, sexual orientation, age, colour, marital status, or disability.
- 6.3 A *Member* shall comply with the Council-Staff Relations Policy. Contravention of that policy is deemed to be a contravention of this Code and may be investigated and enforced as a contravention of the Code.
- 6.4 A *Member* shall refrain from public criticism of other *Members*, the *Staff*, or any other person, that questions professional reputation, competence or credibility.
- 6.5 A *Member* shall not extend preferential treatment to any individual or organization.
- 6.6 A *Member* shall not attempt to influence any outcome or decision involving a *Relative*.
- 6.7 A *Member* shall not allow the prospect of future employment by a person or entity to adversely affect the *Member's* performance of duties to the *Township*.

7. Conduct at Meetings and Public Events

- 7.1 *Members* shall conduct themselves with decorum and professionalism at all *Council*, *Committee*, *Local Board* and other *Meetings* in accordance with the provisions of the applicable *Procedural By-law*, this Code, and other applicable law.
- 7.2 Responsibility for upholding rules of decorum and enforcing the *Procedural By-law* rests with the presiding officer of a *Meeting*, not the *Integrity Commissioner*.

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7.3 *Members* may be requested to make public presentations outside of *Council, Committee, Local Board* and other *Meetings* or to attend public events as representatives of the *Township*. At any such event, every Member shall act with dignity and decorum, in a manner befitting a representative of the *Township*.

8. Media and Public Communication

8.1 *Members* shall respect the decision-making process of *Council* by accurately communicating the decision reached by majority of *Council, Board* or *Committee*. A *Member* has the right to explain reasons for disagreeing with or voting against a decision but must neither impede the *Staff* from implementing the majority decision, nor encourage contravention of a *Township* by-law or policy. Communication shall be governed by the principle that a *Member* has the right to disagree with a decision but must respect that a decision has been made.

8.2 Information related to decisions and resolutions of *Council, Boards* or *Committees* shall generally be communicated to the community by the *Staff*.

8.3 It is not the intent of the *Code of Conduct* to restrict the ability of a Member to express a personal opinion on matters of general interest. In such case, the Member must make it clear that the comment is being made in the capacity of private citizen, and not as representative of the *Township*.

8.4 The use of social media in any form by a Member constitutes communication with the public that is governed by this Section. *Members* shall identify in any social media communication that the views expressed by the Member are the views of that Member personally and do not represent the views of the *Township*.

8.5 A *Member* shall not take a position, before a court or tribunal or in any other legal proceeding, that is opposed to the position of the *Township* in the proceeding and shall not assist a party that opposes the *Township's* position in the proceeding. Exception: A *Member* may participate personally as a party to a legal proceeding that involves the *Member* but shall not participate in *Township* decision-making concerning the proceeding and shall not use the *Member's* office or the influence of office in connection with the proceeding.

9. Confidentiality and Use of Information

9.1 *Members* shall hold in strict confidence all *Confidential Information* acquired as a direct or indirect result of the *Member's* role with the *Township*. *Confidential Information* shall not be disclosed except when required by law, or when authorized by *Council* or the *CAO*.

9.2 *Members* shall keep confidential any information:

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- a) Disclosed or discussed at a *Meeting of Council, Committee, Local Board Meeting* or part thereof, that was closed to the public.
 - b) That is circulated to *Members* that is marked confidential. Any closed session agenda package and any documentation marked confidential shall be kept securely until no longer required in the course of business and shall at that time be destroyed by the Member or returned to the CAO for destruction, no later than the end of that term of *Council*.
 - c) That is communicated orally during a *Closed/In-Camera Meeting*.
- 9.3 The obligation to keep information confidential applies even after an individual ceases to be a *Member*, and non-compliance by a former *Member* is subject to investigation and enforcement under this Code as if the former *Member* were a *Member*.
- 9.4 A *Member* shall not use information acquired in the execution of the *Member's* duties that is not available to the general public for the personal or financial gain of the *Member* or a *Relative*, or for any other purpose unrelated to the *Member's* official functions.
- 9.5 A *Member* who receives a request for *Township* information shall refer it to the *Clerk* to be addressed in conformity with the *Municipal Freedom of Information and Protection of Privacy Act*.
- 10. Private Interests**
- 10.1 The *Municipal Conflict of Interest Act* identifies a limited range of interests that *Members* must disclose and on which they may not engage in decision-making. It is the responsibility of each Member, not the *Staff*, to determine whether the Member has an MCIA pecuniary interest in a matter before *Council, a Local Board* or a *Committee*. Council has determined that this Code shall apply to additional interests not covered by the MCIA.
- 10.2 Specifically, the following are Private Interests of a Member and are subject to this Code:
- a) a direct or indirect pecuniary interest of a *Relative* of the *Member* (other than a pecuniary interest already covered by the MCIA);
 - b) a direct or indirect pecuniary interest of a close personal friend of the *Member*;
 - c) a non-pecuniary interest of a *Relative* of the *Member*; and
 - d) a non-pecuniary interest of:
 - i. a body of which the *Member* is a member;
 - ii. the *Member's* employer;
 - iii. an entity that contracts for the *Member's* services;
 - iv. an entity on whose board (or governing committee) the *Member* sits.

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- 10.3 Under section 10.2, an indirect pecuniary interest is one that would be an indirect interest under section 2 of the MCIA if section 2 of that Act applied to the *Relative* or close personal friend.
- 10.4 A *Member* shall not borrow money from a person that regularly does business with the *Township* unless such person is an institution or company whose shares are publicly traded and that is regularly in the business of lending money.
- 10.5 A *Member* shall not act as a paid agent before *Council*, a *Committee*, a *Local Board*, or any other agency or body of the *Township*.
- 10.6 A *Member* is disqualified from voting on a matter in which the *Member* has a *Private Interest*.
- 10.7 Each *Member* shall:
- a) Publicly disclose every *Private Interest* in a matter before *Council*, a *Local Board* or a *Committee*;
 - b) Neither participate in discussions concerning, nor vote on, a matter before *Council*, a *Local Board* or a *Committee* in which the *Member* has a *Private Interest*;
 - c) Not seek not to influence the vote, a *Staff* recommendation, or anyone's decision under delegated authority, on a matter in which the *Member* has a *Private Interest*; and
 - d) Leave that portion of a *Closed/In-Camera Meeting* in which a matter in which the *Member* has a *Private Interest* is considered.
- 10.8 In the case of a *Private Interest* under the Code and in the case of a pecuniary interest under the MCIA, a *Member* shall not, once a Code, *Private Interest* or an MCIA pecuniary interest in a matter is identified, have any involvement in the matter including:
- a) participating in discussions or meetings (whether or not they are *Meetings* as defined in this Code) about the matter;
 - b) facilitating another person's meeting with the *Staff* or with another *Member* about the matter, or making an introduction for that purpose; and
 - c) providing advice to any person that would materially advance the matter.
- 11. Influence on the Staff**
- 11.1 The purpose of this Section 11 is to ensure a positive working relationship between *Members* and *Staff* through a mutual respect for each other's roles and responsibilities.
- 11.2 Respecting the fact that the *Staff* work for the *Township* and are charged with making recommendations and advice based on political neutrality that reflects

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their professional expertise and objectivity, a *Member* shall not attempt by undue influence to compromise a *Staff* member's neutrality or objectivity.

11.3 Acknowledging that only *Council* as a whole, in the duly called *Meeting* with a quorum present, has the capacity to direct the *Staff*, a *Member* shall not give direction to any *Staff* member.

11.4 Recognizing that the *CAO* is the only *Staff* person directly reporting to *Council*, a *Member* shall direct any concerns concerning the *Staff* through the *CAO*.

11.5 A *Member* shall not:

- a) Maliciously or falsely injure the professional or ethical reputation of a *Staff* member;
- b) Compel a *Staff* member to engage in partisan political activities or be subjected to threats or discrimination for refusing to engage in such activities; or
- c) Use, or attempt to use, the *Member's* authority or influence to intimidate, threaten, coerce, command, or influence any *Staff* member or to interfere with *Staff* duties.

11.6 A *Member* shall not interfere or attempt to interference in the independence of law enforcement, including by-law enforcement. A *Member* may use the *Council* and *Committee* process to address general, not case-specific, operational issues of law enforcement, and to pursue changes to law or policy.

12. Use of Corporate Resources

12.1 No *Member* shall use or permit the use of *Corporate Resources* other than for purposes connected with the discharge of municipal duties or associated community activities of which *Council* has approved.

12.2 The following uses of *Corporate Resources* are permitted:

- a) reasonable and incidental personal use of equipment such as computers, cell phone, tablets, printers, scanner, copiers, email, file storage, or any other equipment or technology owned by the *Township* where no additional costs relating to such use are incurred and the use is of limited duration and frequency; and
- b) use of *Township* property and facilities universally known to be available to other residents upon request and on equal terms.

12.3 *Members* shall comply with any other *Township* policies governing the use of *Corporate Resources* including but not limited to the *Corporate Recourse Election Policy*. Each such policy shall be administered and enforced as provided in the policy, and not by the *Integrity Commissioner*.

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12.4 A *Member* shall not, on behalf of the *Member*, a *Relative*, or a close friend, seek or gain financial or personal benefit from the use of municipal intellectual property, computer programs, technological innovations, or other patentable items, while a *Member* or thereafter. All such property remains the exclusive property of the *Township*.

13. Gifts, Favours and Hospitality

13.1 An objective of this Section 13 is to ensure *Members* make, and are perceived to make, *Council* decisions based on impartial and objective assessment of each situation, free from influence of *Gifts, Favours and Hospitality*.

13.2 A *Gift, Favour or Hospitality* offered or provided to a *Relative*, friend or associate (business or otherwise) of a *Member*, for the benefit of the *Member*, is deemed to be offered or provided to the *Member*.

13.3 A *Gift, Favour or Hospitality* does not include:

- a) A token, souvenir, mementoe or hospitality received in recognition for service on a *Committee* or *Local Board*, for speaking at an event or for representing the *Township* at an event;
- b) A political contribution that is offered, accepted, reported, and within limits, in accordance with applicable law;
- c) Food and beverage at a meeting, banquet, reception, ceremony or similar event;
- d) Food, lodging, transportation, or entertainment provided by another level of government, by another local government, or by a local government board or commission;
- e) A stipend from a board or commission on which the *Member* serves as a result of an appointment by *Council*;
- f) Reimbursement of reasonable expenses incurred, and an honorarium received, in the performance of activities connected with municipal associations;
- g) A gifts of a nominal value that is received as an incident of protocol or social obligation that normally and reasonable accompanies the responsibility of the office; or
- h) A service provided without compensation by a person volunteering time.

13.4 Any stipend paid to a *Member* is intended to fully remunerate the *Member* for service to the *Township*.

13.5 A *Member* is prohibited from soliciting, accepting, offering or agreeing to accept any *Gift, Favour or Hospitality*, from a person, group or organization having dealings with the *Township*, that is connected directly or indirectly with the performance of duties of office or that could be reasonable construed as being given in anticipation of future, or recognition of past, special consideration by the *Member*.

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13.6 Where it is not possible to decline a prohibited *Gift, Favour or Hospitality*, the *Member* shall report it to the *CAO*. It shall become the property of the *Township* and the *CAO* may determine that it be retained by the *Township* or be disposed for charitable purposes in the *CAO's* sole discretion.

14. Role of the Integrity Commissioner

14.1 The *Integrity Commissioner* shall be appointed by By-law and operate independently of *Council*. The authority, powers, responsibilities and functions of the Integrity Commissioner are set out in Part V.1 of the *Municipal Act*, and references to them in this Code are for convenience only. Should a reference in the Code be inconsistent with the Act, it is understood that the Act governs.

14.2 The *Municipal Act* provides that the *Integrity Commissioner* may delegate in writing to any person, other than a *Member of Council*, any of the *Integrity Commissioner's* powers and duties under Part V.1 of the Act. Upon exercising the discretion to make a delegation, the *Integrity Commissioner* shall disclose to the *Clerk* the delegation, its duration, and the basis of the *Integrity Commissioner's* assessment that the delegate is qualified and capable.

14.3 As provided by the *Municipal Act*, if the *Integrity Commissioner*, when conducting an inquiry, determines that there are reasonable grounds to believe that there has been a contravention of any other Act, other than the *Municipal Conflict of Interest Act*, or of the *Criminal Code* (Canada), the Commissioner shall immediately refer the matter to the appropriate authorities and suspend the inquiry until any resulting police investigation and charge have been finally disposed of, and shall report the suspension to *Council*.

14.4 The *Integrity Commissioner* shall prepare and submit to *Council* an Annual Report that shall include at a minimum:

- a) A break-down of costs incurred for the following categories of work performed (advice/investigations/dispute resolution/training);
- b) A summary of the nature of requests for advice received and advice given, and without disclosing confidential information that could identify a person concerned;
- c) A summary of inquiries not conducted, terminated, or resolved; and
- d) Any recommendations for improvements to this Code or processes or any procedure, rule or policy of the *Township* governing the ethical behavior of the *Member*.

15. Requests for Advice

15.1 The *Municipal Act* provides that a *Member* may, in writing, request written advice from the *Integrity Commissioner* with respect to:

- a) The obligations of the *Member* under the *Municipal Conflict of Interest Act*;

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- b) The obligations of the *Member* under this Code; and
 - c) The obligations of the *Member* under a procedure, rule or policy of the *Township* governing the ethical behavior of the *Member*.
- 15.2 Without disclosing its nature, a *Member* shall promptly inform the *Clerk* of the fact that a request has been made to the *Integrity Commissioner*.
- 15.3 A *Member* may only request from the *Integrity Commissioner* advice about the obligations of the requesting *Member*, and not about the obligations of another *Member*.
- 15.4 *Members* should be mindful of the cost to the *Township* to obtain the advice of the *Integrity Commissioner* and should exercise their *Municipal Act* right to do so in a responsible manner.
- 15.5 *Council* and *Members* should understand that the *Integrity Commissioner* is an accountability officer of the *Township* who operates independently, and that the giving of such advice does not create a solicitor-client relationship between the *Integrity Commissioner* and *Members*.
- 15.6 The *Municipal Act* prohibits the *Integrity Commissioner* from divulging a request or the advice given in response to a request, except with the *Member's* consent or in the narrow circumstances identified in the *Act*. The *Integrity Commissioner* shall, however, include in the appropriate invoice the name of a *Member* who made a request and the amount of time spent responding, without indicating the nature of the request.
- 15.7 *Council* may take into account the volume and pattern of expenditures on requests for advice in asking the *Integrity Commissioner* to provide education to *Council* or individual *Members* about *Members' obligations* under this Code and the *Municipal Conflict of Interest Act*.
- 16. Enforcement, Penalties and Remedial Measures**
- 16.1 Every *Member* shall comply with this Code. Any breach of this Code may be investigated by the *Integrity Commissioner* in accordance with this Code, and *Council* shall determine whether to impose a penalty on a *Member* found to have breached any provision of this Code or to adopt a remedial measure.
- 16.2 The *Municipal Act* authorizes *Council* to impose one or more of the penalties listed below, if so desired, on a *Member* that has contravened this *Code of Conduct*:
- a) A reprimand; or
 - b) Suspension of the remuneration paid to the *Member* in respect to the *Member's services* as a *Member of Council, Local Board or Committee*, as the case may be, for a period of up to 90 days.

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16.3 The *Integrity Commissioner* may also recommend that *Council* adopt one or more of the following remedial measures:

- a) Request for a written and/or verbal public apology;
- b) Return of property or reimbursement of its value or of monies spent;
- c) Removal from membership on any *Committee* or *Local Board*;
- d) Removal as chair of a *Committee* or *Local Board*; and
- e) Other remedial measures that the *Integrity Commissioner* believes are reasonably necessary to carry out the objectives of this Code.

17. No Reprisal or Obstruction

17.1 Every *Member* must respect the integrity of this *Code of Conduct* and inquiries and investigations conducted under it and shall co-operate in every way possible in securing compliance with its application and enforcement.

17.2 Any reprisal or threat of reprisal against a complainant or any other person for providing relevant information to the *Integrity Commissioner* or any other person is prohibited.

17.3 It is a violation of this *Code of Conduct* to obstruct the *Integrity Commissioner* in the carrying out of any of the *Integrity Commissioner's* responsibilities, including without limitation destroying relevant communications.

17.4 In response to a complaint or on the *Integrity Commissioner's* own initiative, after giving the *Member* an opportunity to be heard, the *Integrity Commissioner* may report to *Council* a finding of a contravention of this Section 17.

18. Complaint and Application Protocol

18.1 Any person who has reasonable grounds to believe that a *Member* has breached this Code may proceed with a complaint and request an investigation.

18.2 A complaint must be submitted within 90 days after the alleged violation occurred or the alleged violation came to the attention of the complainant. No complaint may be filed under any circumstances where the alleged violation occurred more than 6 months prior to the complaint being filed.

18.3 The Complaint and Application Protocol forms part of this Code as Appendix One.

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APPENDIX ONE

COMPLAINT AND APPLICATION PROTOCOL

1. Application

- 1.1 Code of Conduct: This Protocol applies to inquiries and requests for inquiries under section 223.4 of the *Municipal Act*.
- 1.2 Municipal Conflict of Interest Act: Section 223.4.1 of the *Municipal Act* governs applications for inquiries into whether *Members* have contravened the MCIA. For convenience, this Protocol summarizes the provisions of that section.

2. Responsibilities

- 2.1 The *Municipal Act* provides that, among other functions, the *Integrity Commissioner* shall be responsible for:
 - a) Application of *the Code*, as well as any other ethical rules, procedures and policies for *Members*;
 - b) Application of sections 5, 5.1 and 5.2 of the *Municipal Conflict of Interest Act* (MCIA) for *Members*.

CODE OF CONDUCT COMPLAINTS

3. Complaint Procedure

- 3.1 All complaints (requests for inquiries) of alleged breaches of *the Code* shall be submitted to the *Clerk* on the form provided in Appendix Two. The *Clerk* shall forward each complaint form to the *Integrity Commissioner*.
- 3.2 Every complaint (request for inquiry) must clearly include:
 - a) The *Member* to whom the complaint relates;
 - b) The nature of the alleged contravention;
 - c) The specific provision(s) of *the Code* allegedly contravened;
 - d) Names of any witnesses to the alleged contravention; and
 - e) Written material in support of the alleged contravention.

4. Informal Complaints

- 4.1 Any individual who believes behaviour or activity by a *Member* contravenes *the Code* may address the behaviour or activity by doing one or more of the following:
 - a) Inform the *Member* that the behaviour or activity appears to contravene *the Code*.
 - b) Encourage the *Member* to acknowledge and to agree to stop the prohibited

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- behaviour or activity and to avoid future occurrences of it.
- c) Where the *Member* agrees to cease the behaviour, confirm in writing to the *Member* that the response is satisfactory, or, if applicable, that the response is not satisfactory.
 - d) Document the incidents including dates, times, locations, other individuals present, and any other relevant information.
 - e) Request the *Integrity Commissioner* to assist in informal discussion with the *Member* about the alleged behaviour or activity in an attempt to resolve the issue.
 - f) Consider the need to pursue the matter in accordance with the formal complaint procedure, or in accordance with any other applicable judicial or quasi-judicial process or complaint procedure.
- 4.2 Individuals are encouraged, but not required, to pursue the informal complaint procedure as the first means of remedying behaviour or an activity believed to violate *the Code*.
- 4.3 With the consent of both the complaining individual and the *Member*, the *Integrity Commissioner* may participate in any informal process. The parties involved are encouraged to take advantage of the *Integrity Commissioner's* potential role as a mediator of issues relating to an informal complaint. The informal process is not a precondition to pursuing the formal complaint procedure.
- 5. Integrity Commissioner's Classification and Decision to Investigate**
- 5.1 Upon receiving the complaint, the *Integrity Commissioner* shall conduct an initial classification to determine whether the complaint is within the *Commissioner's* jurisdiction and whether the *Commissioner* should commence an investigation. The *Integrity Commissioner* may request additional information from the complainant prior to making an assessment.
- 5.2 The *Integrity Commissioner* may not assist in drafting the content of a complaint, but the *Commissioner* may:
- a) invite a Complainant to clarify, or
 - b) permit a Complainant to amend or resubmit any complaint, including a complaint that does not meet the requirements of this Protocol.
- 5.3 The complaint is deemed to be received by the *Commissioner* when it is clarified, amended or resubmitted , as the case may be.
- 5.4 Under the *Municipal Act*, the decision to commence in inquiry lies in the *Integrity Commissioner's* discretion.
- 5.5 A complaint, or part of it, lies outside the *Commissioner's* jurisdiction if the subject matter of the complaint, or part, relates more properly to another law or

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to other complaint process or dispute resolution procedure.

- 5.6 The *Integrity Commissioner* shall only commence an investigation of a complaint, or part of it, that on its face contains allegations that if substantiated would constitute a breach of one or more provisions of *the Code*, and then only in relation to such provision(s).
- 5.7 The *Commissioner* has the discretion to decline to commence an investigation if on its face the complaint appears to be frivolous, vexatious or not made in good faith, and subsequently the *Commissioner* may terminate an investigation if at any time the *Commissioner* forms the opinion that the complaint is frivolous or vexatious or that the Complainant is not acting in good faith.
- 5.8 If the Complainant is a *Member*, where the *Integrity Commissioner* declines to commence or terminates an investigation on the ground that the complaint is frivolous or vexatious or that the Complainant is not acting in good faith, the *Integrity Commissioner* may report that fact to *Council* and name the *Member*.
- 5.9 If on its face the complaint, or part, relates more properly to another law or to other complaint process or dispute resolution procedure then the *Integrity Commissioner* shall respond to the Complainant in writing as follows:
- a) If the allegation might relate to an offence under the *Criminal Code* or another criminal statute then the Complainant shall be informed that such allegation, if the Complainant wishes to pursue it, should be brought to the attention of the police.
 - b) If a complaint or part is more appropriately handled under the *Municipal Freedom of Information and Protection of Privacy Act* then the Complainant shall be informed that the matter falls under the responsibility of the *Clerk* and shall be given the *Clerk's* contact information.
 - c) If the complaint or part seems to fall under another *Township* policy then the complainant shall be informed how to pursue the matter under the other policy.
 - d) If for any other reason the complaint or part is not within the jurisdiction of the *Integrity Commissioner*, then the Complainant shall be so informed and given such additional reasons and/or referred to such agencies or authorities as the *Integrity Commissioner* considers appropriate.
 - e) If the complaint or part relates to a matter that is already subject to another process, including but not limited to a court proceeding under a human rights complaint, an arbitration hearing, or another court or tribunal proceeding, then the *Integrity Commissioner* may, in the *Commissioner's* sole discretion, suspend any investigation pending the result of the other process.

6. Settlement, Withdrawal and Other Opportunities for Resolution

- 6.1 Following receipt and review of a formal complaint, or at any time during an

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investigation where the *Integrity Commissioner* believes that an opportunity to resolve the matter may be successfully pursued, and both the Complainant and the Respondent agree, efforts may be pursued to achieve an informal resolution at the discretion of the *Integrity Commissioner*.

- 6.2 If a complaint is withdrawn, settled or informally resolved, ordinarily the *Commissioner* will not report to *Council* except as part of the annual report described in the Code.
- 6.3 When the Integrity Commissioner is of the opinion that it is reasonable to do so, the Commissioner may exercise the discretion to report to *Council* on a complaint that has been withdrawn, settled or informally resolved. In exercising discretion the Commissioner may consider factors that include:
- a) the terms of any settlement agreement;
 - b) whether a report would bring closure to public allegations against a Respondent;
 - c) the parties' views on reporting; and
 - d) whether reporting would be in the public interest.

7. Investigation (Inquiry)

- 7.1 Except where the *Integrity Commissioner* exercises powers under sections 33 and 34 of the *Public Inquiries Act*, the investigation process shall be as follows:
- a) Within 3 business days after receiving the complaint, the *Integrity Commissioner* shall decide whether to investigate the complaint or part of it.
 - b) The *Integrity Commissioner* shall inform the *Clerk* that an investigation is being commenced, and provide the Commissioner's file number for the investigation.
 - c) The *Integrity Commissioner* shall, the same day, issue to the Respondent and the Complainant a notice that identifies the allegation(s) and Code section(s) being considered in the inquiry and includes a copy of the complaint and all supporting documentation. The notice shall invite the Respondent to provide a written response to the allegation(s) within 7 business days.
 - i. To protect the right of a full and fair opportunity to respond, the Respondent shall be given the entire complaint, including the Complainant's name but not the contact information of a Complainant who is not a *Member*.
 - ii. In exceptional circumstances and only where the *Integrity Commissioner* is satisfied that a fear of intimidation or reprisal is well-founded, the *Integrity Commissioner* may redact information that would identify the Complainant or a witness, provided that the Respondent receives sufficient disclosure to understand the allegation(s) and to receive a full and fair opportunity to respond.

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Where the Complainant is a *Member of Council* the Complainant's identifying information will not be redacted.

- d) Within 3 business days after receiving the Respondent's response, the *Integrity Commissioner* shall send the response to the Complainant with an invitation to reply within 7 business days.
- e) Within 3 business days after receiving the Complainant's reply, the *Integrity Commissioner* shall send the reply to the Respondent with a final chance to respond within 7 business days.
- f) After reviewing the complaint, the responses and replies, the *Commissioner* may speak to anyone, access and examine any other documents or electronic materials, and may enter any *Township* work location relevant to the complaint for the purpose of investigation and potential resolution.
- g) Within 45 calendar days after the complaint is received, or such longer period as the *Commissioner* deems necessary, the *Commissioner* shall draft a report containing the findings of the investigation, including draft conclusions about whether the Respondent contravened *the Code* and, where applicable, a draft recommended penalty, and submit it to the Respondent for representations and comments within 7 business days. If the Commissioner has not made a finding that the Respondent contravened the Code then this step (sharing a draft report with the Respondent) shall be omitted.
- h) Within 7 business days after receiving the representations and comments of the Respondent, and taking them into account, the *Integrity Commissioner* shall finalize the report and deliver it to the:
 - i. *Clerk*, for delivery to *Council*.
 - ii. Complainant.
 - iii. Respondent.

7.2 The *Integrity Commissioner* may make interim reports to *Council* where necessary and as required to address any instances of interference, obstruction, delay or retaliation encountered during the investigation.

7.3 The *Commissioner* has the discretion to extend any of the time frames and deadlines in this Protocol

8. Timing of Complaints in Relation to Municipal Elections

8.1 For convenience, this Section 8 of the Protocol summarizes requirements of the *Municipal Act*. In the case of any inconsistency, the Act governs.

8.2 A complaint must be investigated, and a report submitted to *Council* on or before Nomination Day in the year of a municipal election.

8.3 Investigations of complaints that are not completed as of Nomination Day in an election year shall be terminated on Nomination Day.

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- 8.4 The complainant, or the *Member* or former *Member* who was the subject of the complaint terminated under this section may ask to re-commence the complaint within 6 weeks of Election Day by submitting a written request to the *Integrity Commissioner*, who may, provided the request is received within 6 weeks from Election Day, recommence the investigation. If a request is not made within 6 weeks of Election Day, then the investigation will shall not be re-commenced.
- 8.5 In addition, on or after Nomination Day until the end of Election Day in the year of a municipal election:
- no complaint shall be filed;
 - the *Integrity Commissioner* shall not report to the Municipality about an ongoing investigation; and
 - the Municipality shall not consider whether to impose any penalty on a *Member* subsequent to an investigation.
- 9. Report and Recommendation(s)**
- 9.1 After completing the investigation, the *Integrity Commissioner* shall prepare a report which shall make findings of fact and conclusions as to whether a breach of this *Code* occurred. If the report finds a contravention of the Code it shall make recommendations to *Council*.
- 9.2 The *Integrity Commissioner* shall forward the final report to the *Clerk* of the *Township*, who shall include it in the next regular agenda of *Council*.
- 9.3 The Respondent shall have the right of reply when the report is considered by *Council*.
- 9.4 If the report finds a contravention of the Code, then subsection 5(2.1) of the MCIA governs the procedure to be followed when the matter under consideration is whether to suspend the remuneration paid to the Member. According to that subsection, the *Member* may take part in the discussion of the matter, including making submissions to *Council* or the *Local Board*, as the case may be, and may attempt to influence the voting on any question in respect of the matter, whether before, during or after the meeting. However, the *Member* is not permitted to vote on any question in respect of the matter. In the case of a *Meeting* that is not open to the public, the *Member* may attend the *Meeting* or part of the *Meeting* during which the matter is under consideration.
- 9.5 Unless the *Integrity Commissioner* has reported that, in the *Commissioner's* opinion, the *Member* has contravened this Code, the prospect of suspension of remuneration does not arise.
- 9.6 Where the *Integrity Commissioner* determines that there has been no

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contravention of this *Code* or that a contravention occurred although the *Member* took all reasonable measures to prevent it, or that a contravention occurred that was trivial or committed through inadvertence or an error of judgment made in good faith, the *Integrity Commissioner* may so state in the report and may make appropriate recommendations.

- 9.7 Where a *Member* has sought and followed advice from the *Integrity Commissioner* and is subsequently the subject of a complaint, the *Integrity Commissioner* may refer to the earlier advice and, provided that the facts as set out in the earlier advice are still applicable, determine in a summary manner that there has been no breach of this *Code*.

APPLICATIONS ALLEGING BREACHES OF THE MCIA

10. Applications Related to the *Municipal Conflict of Interest Act*

- 10.1 Inquiries and applications for inquiries into alleged MCIA contraventions are governed by section 233.4.1 of the *Municipal Act* and not by *Township* policy or by-law. For convenience, that section is summarized below. In the event of an inconsistency, the *Municipal Act* governs.
- 10.2 An elector as defined in the MCIA, or a person demonstrably acting in the public interest, may apply in writing to the *Integrity Commissioner* for an investigation concerning an alleged contravention of section 5, 5.1 or 5.2 of the *Municipal Conflict of Interest Act* by a *Member*.
- 10.3 The written application shall be made to the Integrity Commissioner. The application shall set out the reasons for believing that the Member has contravened section 5, 5.1 or 5.2 of the MCIA. The application shall also include a statutory declaration (similar to a sworn statement, and made before a commissioner for taking affidavits) attesting to the fact that the Applicant became aware of the contravention not more than six weeks before the date of the application or, in the case where an applicant became aware of the alleged contravention during the period of time described in section 10.6 of this Protocol, a statutory declaration attesting to the fact that the Applicant became aware of the alleged contravention during that period of time.
- 10.4 No application may be submitted more than 6 weeks after the Applicant became aware of the alleged contravention.
- 10.5 An application for an investigation in an election year may only be submitted prior to Nomination Day or after Election Day.
- 10.6 In the event that an Applicant becomes aware of the alleged contravention within the period of time starting 6 weeks before Nomination Day in an election year, the complainant may apply to the *Integrity Commissioner* within 6 weeks after the day after Election Day.

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10.7 Where an investigation has not been completed before Nomination Day in an election year, the *Integrity Commissioner* shall terminate the investigation on that day. Another investigation in respect of the matter shall not be commenced unless the Applicant, or the *Member* whose conduct is at issue, applies in writing to the *Integrity Commissioner*, within six (6) weeks after voting day in a regular election, for the inquiry to be carried out.

10.8 The *Integrity Commissioner* shall complete the investigation within 180 days of receipt of the Application, unless the investigation is terminated due to the timing of a municipal election.

11. Decision and Reasons

11.1 The *Municipal Act* provides that:

- a) Upon completion of the inquiry, the *Commissioner* may, if the *Commissioner* considers it appropriate, apply to a judge under section 8 of the MCIA for a determination as to whether the *Member* has contravened the MCIA.
- b) The *Commissioner* shall advise the Applicant if the *Commissioner* will not be making an application to a judge.
- c) After deciding whether or not to apply to a judge, the *Commissioner* shall publish written reasons for the decision.
- d) The *Commissioner's* costs of applying to a judge shall be paid by the *Township* or a *Local Board*, depending on whether the *Member* contravened the MCIA as a *Member of Council* or as a *Member of a Local Board*.

11.2 At the same time as the *Integrity Commissioner* publishes written reasons for the decision, the *Integrity Commissioner* shall provide a copy to the *Clerk* who shall place them on the agenda of the next regular *Meeting of Council*.

11.3 Under the *Municipal Act*, the decision of the *Commissioner* to apply to a judge is not subject to *Council* approval. The Act does not, however, prevent the *Commissioner* from briefing *Council* on anticipated costs and receiving *Council's* views on the pending application. At the first reasonable opportunity after the publication of written reasons for the decision, the *Integrity Commissioner* shall appear personally to present to *Council* a for-information report on costs of the application and to receive such input as *Council* may wish to provide, it being understood that the *Integrity Commissioner* is not bound by the views of *Council* and maintains carriage of the application to a judge in the *Commissioner's* sole discretion.

PROVISIONS APPLICABLE TO BOTH COMPLAINTS AND APPLICATIONS

12. Confidentiality and Public Disclosure

CODE OF CONDUCT

- 12.1 To ensure that a complaint or application is investigated (or settled or informally resolved) in a fair manner that respects the rights of the Complainant or Applicant, the Respondent and witnesses, until the final complaint report is delivered to *Council* or until reasons for the decision on an application are published, as the case may be, the parties shall maintain the confidentiality of the complaint or application process, including but not limited to the confidentiality of the complaint or application, responses, replies and other communications from the Complainant or Applicant, the Respondent and the *Integrity Commissioner*.
- 12.2 This Protocol forms part of the Code and, consequently, a breach of the Protocol is a breach of the Code. In response to a complaint or on the *Integrity Commissioner's* own initiative, after giving the *Member* an opportunity to be heard, the *Integrity Commissioner* may report to *Council* a finding that a *Member* has contravened section 12.1, above.
- 12.3 The Integrity Commissioner may also take into account a Complainant's contravention of section 12.1 in exercising the discretion to terminate an inquiry into a complaint under the Code.
- 12.4 The *Municipal Act* requires that the *Integrity Commissioner* and every person acting under the instructions of the *Commissioner* shall preserve confidentiality with respect to all matters that come to the *Commissioner's* knowledge in the course of the *Commissioner's* duties, except as required by law in accordance with Part V.1 of the *Municipal Act*.
- 12.5 Subject to the *Municipal Act*, the *Integrity Commissioner* shall retain all records related to the complaints, applications, and investigations.
- 12.6 All reports from the *Integrity Commissioner* to *Council*, as well as any reasons for decision following an application alleging contravention of the MCI, shall be made available to the public on the *Township Website* on a single Web page that is easily accessible.



CODE OF CONDUCT

APPENDIX TWO

CODE OF CONDUCT COMPLAINT FORM

Name: _____

Address: _____

Phone: _____

Email: _____

I, _____, believe that the following Member _____, of the Township of Mulmur Council or Local Board, has contravened with the Township of Mulmur Code of Conduct for Council and Local Boards.

Breached Section(s) of the Code of Conduct: _____

Details:

Please include as much information as possible, including date(s), time(s), location(s) of conduct, supporting documentation, details and names of all persons involved, name(s) of witness(es) If you require more space, please attach to this complaint. If you wish to include attachments to support this complaint, please identify them and attach them to this complaint.

I, _____, believe that the facts as set out in this complaint are true to the best of my knowledge and belief and do hereby request the Integrity Commissioner for the Township of Mulmur to conduct an inquiry pursuant to the Township's Code of Conduct.

Signature

Date

Council Staff Relations Policy

1. Policy Statement

- 1.1 The Township of Mulmur recognizes the importance of Council-Staff relations and encourages communication between staff and Council. The relationship between Council and staff is a vital component of an effective municipal government and it is important to respect one another's roles so they can service the public in an effective and efficient manner. The Township is committed to a respectful and productive relationship between and amongst Council, Members of Council and Staff of the Township, in furtherance of their respective roles established by statute, the municipal by-laws and policies, corporate administrative direction, and operating conventions.

2. Purpose

- 2.1 The *Municipal Act, 2001* requires Council to adopt and maintain a policy with respect to the relationship between Members of Council and the Officers and employees of the Township.
- 2.2 The purpose of this Policy is to guide the nature of business interactions between Members of Council and Staff and to provide a mechanism to address workplace matters between the parties.

3. Scope and Application

- 3.1 This policy applies to Members of Council and all Staff of the Township of Mulmur and is intended to complement related Council Policies including but not limited to the Procedural By-law, Council Code of Conduct, Employee Code of Conduct, Use of Corporate Resources, Accountability and Transparency, and Workplace Violence and Harassment.
- 3.2 This policy is to be applied wherever and whenever interactions occur, including onsite at Township facilities or external to Township facilities, both during or outside of regular hours of work.
- 3.3 If there is a discrepancy between this policy and the Procedural By-law or the Council Code of Conduct, the Procedural By-law or the Council Code of Conduct will prevail.

4. Definitions

Act means the *Municipal Act, 2001*, S.O. 2001, as amended which for the purposes of the Policy, outlines the roles and responsibilities of Members of Council and officers and outlines the requirement for such Policy.

Council Staff Relations Policy

Chief Administrative Officer (CAO) means the Chief Administrative Officer of the Township of Mulmur.

Clerk means the Clerk of the Township of Mulmur.

Code of Conduct means that Code of Conduct for Council, Local Boards and Committee Members.

Council means the Council of the Corporation of the Township of Mulmur.

Department Head means the head of a department for the Township of Mulmur.

Integrity Commissioner means the independent accountability officer of the Township, appointed by Council to exercise a range of important functions under the Act. The Integrity Commissioner is responsible for providing education and advice to Members of Council, and presiding over complaint investigations.

Mayor means the Head of Council as defined in the Act, as elected to represent the Township.

Meeting means any regular, special or other Meeting of a Council or a Committee.

Member(s) means any person duly elected or appointed to serve on the Council of the Corporation of the Township of Mulmur.

Officer(s) means certain staff (e.g., Chief Administrative Officer, Chief Building Official, Clerk, Fire Chief, Treasurer, etc.) who have duties or accountability provisions set out in specific legislation.

Procedural By-law means the Procedural By-law of the Township of Mulmur.

Staff means all employees and volunteers who perform work for or delivers services on behalf of the Township, and excludes Council, Board and Committee Members.

Township means the Corporation of the Township of Mulmur

5. Guiding Principle

Council Staff Relations Policy

- 5.1 This policy shall be interpreted and applied in accordance with the principle that, in all respects, Members and Staff shall:
- a) relate to one another in a courteous, respectful and professional manner;
 - b) respect their roles and responsibilities and the roles and responsibilities of others;
 - c) work together to produce the best results and outcomes for the Township and always take into account the collective and public interest of the Township;
 - d) demonstrate a commitment to accountability and transparency among Council staff and the general public;
 - e) Act in a manner that enhances public confidence in local government.

6. Roles of Council and Responsibilities of Members

6.1 It is the role of Council to:

- a) represent the public and to consider the well-being and interests of the Township as a whole;
- b) develop and evaluate the policies of the Township;
- c) determine which services the Township provides;
- d) ensure the accountability and transparency of the operations of the Township;
- e) maintain the financial integrity of the Township; and
- f) carry out the duties of Council under the Act and all other applicable legislation.

6.2 The role of Council means that:

- a) Council as a whole is the governing body and that is comprises a collective decision-making body;
- b) Members are representatives of the entire Township; and,
- c) Staff serve the whole of Council rather than any individual Member.

6.3 Members acknowledge and agree to observe the following:

- a) Members shall contact the Clerk regarding any procedural matters;
- b) Members shall contact the Clerk to request any information regarding meeting agendas or minutes;
- c) Members shall contact the relevant department head or designate for any specific department inquiries;
- d) discussions with Staff may be communicated to others within the organization and a Member cannot compel staff to confidentiality;

Council Staff Relations Policy

- e) Members have the same right to access information as members of the public, and that they cannot access records or information otherwise protected from disclosure by the *Municipal Freedom of Information and Protection of Privacy Act* or in accordance with the process set out in that statute;
- f) certain Staff are statutory officers and have specific statutory authorities, duties, powers and responsibilities that cannot be interfered with or derogated from; and
- g) Members shall comply with all approved policies relating to Council.

6.4 Members are encouraged to:

- a) request input from Staff prior to making policy decisions;
- b) discuss issues with Staff and advise them of questions prior to meetings, whenever possible, for better informed debate and evidence based decision making;
- c) request advice from the Clerk about the appropriate wording of motions, amendments in accordance with the Procedural By-law; and
- d) consult with the appropriate department head prior to responding to public concerns or requests to ensure accurate information regarding Township policies, service levels, budgets and work plans.

6.5 Members of Council should refrain from:

- a) directing, instructing, or influencing Staff other than by giving appropriate direction by way of resolution from Council as a whole; and
- b) attending technical meetings between Staff and consultants, applicants, contractors or legal advisors.

7. Roles and Responsibilities of Staff

7.1 It is the role of Staff to:

- a) implement Council's decisions and establish administrative practices and procedures to carry out Council's decisions and directions;
- b) manage day-to day activities;
- c) undertake research and provide advice to Council on the policies and programs of the municipality; and
- d) carry out other duties required under the Act, other applicable legislations and any other duty assigned by the Township.

7.2 Staff acknowledge and agree that:

Council Staff Relations Policy

- a) Council is the collective decision-making and governing body of the Township and is ultimately responsible to the electorate for the good governance of the Township;
- b) Staff shall diligently and impartially implement Council's decisions and establish administrative practices and procedures to carry out Council's decisions and any duties specifically assigned to them by Council;
- c) Staff shall provide Council with information based on professional expertise, research and good judgement in a professional and timely manner;
- d) that all Members are equal and shall be treated as such and always with courtesy, respect and professionalism;
- e) Staff shall notify their department head or CAO about inquiries from Members who will provide appropriate and timely follow-up to such inquiries as necessary;
- f) Staff shall not speak publicly on any matter respecting any Council decisions or policies without authorization to do so, and shall refrain from publicly criticizing decisions of Council or Members; and
- g) Staff shall at all times comply with any Council approved policies relating to Staff.

7.3 It is expected that Staff will:

- a) ensure that Council is apprised of known issues that may impact their decision-making process in a timely manner;
- b) provide advice based of political neutrality and objectivity utilizing their professional expertise;
- c) notify Council in a timely fashion of changes to legislation and any unintended or unexpected impacts of policy decisions;
- d) give effect to the lawful decisions, policies and procedures of the Council, whether or not the staff member agrees with or approves of them; and
- e) provide all Members with the briefing materials, reports and information requested by an individual Member of Council.

8. Monitoring and Compliance

8.1 The CAO and/or Clerk shall be responsible for receiving complaints and/or concerns related to this Policy.

8.2 Upon receipt of a complaint and/or concern, the CAO and/or Clerk shall notify:

- a) In the case of staff, the Department Head and/or Supervisor;
- b) In the case of the CAO, Member of Council; or
- c) In the case of a Member of Council, the Integrity Commissioner.

Council Staff Relations Policy

- 8.3 The CAO shall investigate all complaints under this policy related to Staff and take such action as is deemed appropriate in the circumstances and in accordance with all other applicable policies.
- 8.4 Members shall investigate all complaints under this policy related to the CAO and take such action as is deemed appropriate in the circumstances and in accordance with all other applicable policies.
- 8.5 The Integrity Commissioner shall receive all complaints under this policy related to Members and investigate in accordance with the process as set out in the Council Code of Conduct. The Integrity Commissioner shall proceed on the basis that only sections 6.3, 6.4 and 6.5 of this policy set out obligations that could be contravened, and only breaches of those sections would constitute breaches of the Code of Conduct. The Integrity Commissioner may receive and investigate concerns related to the other sections of this policy, and make appropriate recommendations, but may not make a finding that any of those other sections has been contravened.

9. Responsibilities

- 9.1 Members and Staff are required to adhere to this policy and its governing provisions, including all other existing applicable policies and procedures adopted by the Township.



The Corporation of the Township of Mulmur

By-law No. 27 - 2025

A By-law to Provide for the Annual Allowance for Members of Council for the Township of Mulmur

Whereas Sections 283 and 284 of the Municipal Act, 2001, S.O. 2001, c.25, as amended, provides that municipalities may pay any remuneration and expenses to members of Council and local boards;

And whereas the Council of the Corporation of the Township of Mulmur deems it desirable and necessary to adopt a by-law to establish remuneration and expense reimbursement policies for Members of Council;

Now therefore the Council of the Corporation of the Township of Mulmur enacts as follows:

1. That this by-law be referred to as the "Council Remuneration By-law".
2. That the Council Remuneration and Expense Reimbursement Policy for Members of Council, attached hereto as Schedule 'A' and forming part of this by-law, be adopted.
3. That the Council Member Expense Reimbursement Policy, attached hereto as Schedule 'B' and forming part of this by-law be adopted.
4. That By-Law No. 43-2022, being the Annual Allowance for Council By-law, and all subsequent by-laws regarding the annual allowance for Mayor and Members of Council are hereby repealed.
5. That Council's Conferences and Courses Policy is hereby repealed.
6. The provisions of this by-law shall come into effect on January 1, 2027.

Read a first, second and a third time and finally passed this 5th day of November 2025.

Original Signed

.....

MAYOR

Original Signed

.....

CLERK

Council Remuneration and Expense Reimbursement Policy

1.0 Definitions

Board means the Rosemont and District Fire Board, Mulmur-Melancthon Fire Board, Shelburne & District Fire Board, Honeywood Cemetery Board, Shelburne Public Library Board, and any other Board to which Council appoints members. Such Boards have budgeting and governance decision-making over the operations of the entities for which they have responsibility. Boards which pay their members directly for attendance are excluded.

Board and Committee Meeting means a duly-called meeting of a Board or Committee. It does not include Council Meetings, County Council or joint County municipal meetings, or attending meetings of local groups where no appointment to that committee has been made by Council.

Committee means a working group established by Council to address specific issues and make recommendations to Council. Such Committees do not have budgeting or governance decision-making authority.

Council Meeting means all Regular, Special, Closed, Committee of the Whole, Emergency Council Meetings or educational and training sessions of Council.

Councillor means any member of the Council of the Township of Mulmur, including the Mayor and Deputy Mayor.

Presenter means a Councillor who has been formally invited in advance to speak or present at an event, and who has prepared remarks, materials or content specifically for that purpose.

Professional Development means all individual training sessions, conferences, webinars and seminars that support the education and professional development of a Councillor in matters related to Township business.

Township means the Corporation of the Township of Mulmur.

2.0 Flat Rate Honourarium

2.1 The flat rate honourarium is to include the following:

- a) Council Meeting preparation and research;
- b) Regular, Special, Closed, Committee of the Whole, Emergency Council Meetings or educational and training sessions of Council, whether attending in-person or virtually;
- c) Attendance at appointments with ratepayers, staff, consultants, etc., whether at their request or not;
- d) Attendance at the Municipal Office to sign cheques, by-laws, etc., and to interact with the staff and public; and
- e) Attendance at special functions, public or ceremonial events.

2.2 Effective January 1, 2026, Councillors shall receive the following flat rate honorarium:

Mayor:	\$20,373.40
Deputy Mayor:	\$16,530.78
Councillor:	\$14,905.45

2.3 The flat rate honourarium shall be adjusted, without amendment to this Policy, on the

first day of January in each year, beginning with January 1, 2027, in accordance with the September 12-month change of the Consumer Price Index.

2.4 The flat rate honourarium will be paid monthly and deposited directly into the Councillor's bank account in accordance with the Township's payroll schedule.

3.0 Per Diems

3.1 In addition to the flat rate honorarium, Councillors shall at their discretion, submit a claim for attendance at Township appointed Board and Committee Meetings, in the amount of \$80 per meeting attended, or \$140 where the meeting is 4 hours or longer, using the prescribed form issued by the Treasurer.

3.2 Councillors who attend community and special events in the capacity of a presenter, may submit a per diem claim. Presenter per diem claims must include supporting documentation, such as a written request from the third party or a copy of the agenda confirming the Councillor's role as a presenter. The maximum annual budget for presenter per diems shall be \$2,000 for all of Council.

3.3 Councillors attending Board and Committee Meetings, or acting as a presenter, may submit to be reimbursed for mileage at the approved rate of the Township at the time of travel.

3.4 Per diems and mileage are not paid where remuneration is paid to a Councillor as part of the flat rate honourarium or by any other source, for example: County Council, NVCA, NEC, etc.

3.5 Claims must be submitted within the calendar year in which the expense occurred. Per Diems for previous years shall not be paid.

4.0 Expenses

4.1 As per Section 283(2) of the Municipal Act, the Township shall only pay the expenses of the members of its council, if the expenses are of those persons in their capacity as members of Council or of a local board of the municipality, and if the expenses are actually incurred. There shall be no reimbursement for guests, spouses or companions of Council members.

4.2 Expenses shall be paid after the submission of a claim, using the prescribed form issued by the Treasurer. Receipts are required, and reimbursement will not exceed the actual amount spent.

4.3 Expense claims must be submitted to the Treasury Department, with original receipts that show any applicable taxes, within the calendar year in which the expense occurred. Expenses for previous years shall not be paid.

4.4 Meals

4.4.1 Meal reimbursements are paid to Councillors when they are participating in full-day Professional Development and where food is not provided.

4.4.2 Taxes and gratuities are included in the meal rates.

4.4.3 Meals shall be paid at the approved rate of the Township at the time of purchase, being:

- a) Breakfast: \$25
- b) Lunch: \$40
- c) Dinner: \$70

4.4.4 The purchase of alcohol is not eligible for reimbursement.

4.5 Travel

4.5.1 Councillors attending Professional Development for municipal business shall be reimbursed for mileage.

- 4.5.2 Mileage shall be paid at the Automobile Allowance Rate set forth by Canada Revenue Agency at the beginning of each calendar year.
- 4.5.3 Carpooling and transit is recommended when possible.
- 4.5.4 Parking expenses while attending Meetings or Professional Development will be reimbursed.

4.6 Accommodations

- 4.6.1 Accommodations shall be reimbursed when Councillors are participating in multi-day Professional Development, in the event of inclement weather, or where required.
- 4.6.2 Standard Rooms are recommended when possible.

5.0 Professional Development

- 5.1 Professional Development that are generally attended for Township business include, but are not limited to:

- AMO - Association of Municipalities of Ontario
- FCM - Federation of Canadian Municipalities
- OGRA - Ontario Good Roads Association
- ROMA - Rural Ontario Municipal Association

- 5.2 Each Councillor will be provided with an annual budget for professional development related to Township business. The amount allocated to each Councillor shall be determined as part of Council's annual budgeting process.

Councillors must submit requests for training, conferences, or other professional development opportunities prior to budget deliberations, generally being September of each calendar year. While the budget for each Councillor will generally not exceed \$2,000 per year, final amounts are subject to Council approval.

- 5.3 Unused allocations shall not accumulate for use in subsequent years. In an election year, the budget is restricted following nomination day, generally being May 1st.
- 5.4 Professional Development arrangements and reimbursement are coordinated by the Councillor. The Councillor shall notify staff in a timely manner if they will be attending a professional development.
- 5.5 The following expenses are eligible for reimbursement and will be included as part of the Councillors annual Professional Development budget noted above:
- a) Registration Fees;
 - b) Association Dues and Fees;
 - c) Travel;
 - d) Accommodations; and
 - e) Meals.
- 5.6 Councillors shall provide a written report to Council at the next regular Council Meeting following attendance at the Professional Development.

6.0 Application

- 6.1 Where not explicitly stated, any definitions and provisions of the Municipal Act relating to Council remuneration and expenses apply.

7.0 Review

- 7.1 As per Section 283 (7) of the Municipal Act, a formal review of Council's remuneration by-law shall be completed at a public meeting at least once during the four-year period corresponding to the term of office of its members after a regular election.



Council Conference & Course Report

Attendee: _____

Conference: _____

Date: _____ Location: (in person or virtual): _____

Describe in one paragraph the aim or intent of this conference

Additional learning or breakout sessions attended and highlights:

Keynotes/Highlights/Primary Takeaways:

How can you apply the information received to Mulmur?

Other Comments:



Pregnancy and Parental Leave for Members of Council Policy

Policy Statement

The Township of Mulmur recognizes the Member of Council's right to take leave for the Member's pregnancy, the birth of the Member's child or the adoption of a child by the Member in accordance with the *Municipal Act, S.O. 2001*.

Purpose:

This policy provides guidance on how the Township of Mulmur addresses a Member of Council's pregnancy or parental leave in a manner that is consistent with the *Municipal Act* and respects a Member's statutory role as an elected representative.

Scope:

In accordance with Section 270 of the *Municipal Act, S.O. 2001*, this policy applies to Members of Council.

Definitions:

Act means the *Municipal Act, S.O. 2001, as amended*.

Council means the Council of the Corporation of the Township of Mulmur.

Leave means a pregnancy or parental leave

Member means an elected member of the Township of Mulmur's Council.

Pregnancy Leave means temporary leave entitlement for a person giving birth to a child.

Parental Leave means temporary leave entitlement for a Parent.

Parent means a natural or adoptive parent, or a person who is in a relationship of some permanence with the natural or adoptive parent of the child and intends to treat the child as their own.

Township means the Corporation of the Township of Mulmur.

Policy Statement(s):

1. In accordance with Section 259 (1.1) of the Act a Member is eligible up to twenty (20) consecutive weeks of Pregnancy Leave and/or Parental Leave, not to extend beyond the end of the Member's term of office.
2. A Member's Leave does not require Council approval. Council will not declare the Member's seat vacant on account of the Member's absence(s) from Council meetings while on Leave.



Pregnancy and Parental Leave for Members of Council Policy

3. For Pregnancy Leave, the Leave may start up to 20 weeks before a Member's expected date of delivery.
4. For Parental Leave, the Leave may begin on the earlier of the date the child is born or the date the child first comes into the care, custody, or control of the Member.
5. The Member shall notify the Clerk, in writing, of their intent to take such Leave at least two weeks before the start of the Leave or as soon as possible after commencing the Leave. The notice should include:
 - The anticipated start date of the Leave and the expected date of return; and
 - Information about which duties, if any, will continue to be undertaken by the Member during the Leave.
6. Council may temporarily appoint a Member of Council to Boards and Committees to replace the Member on Leave, on an as needed basis, unless the Member on Leave has first given notice to the Clerk that they wish to continue to attend the meetings of the external Boards and Committees to which they are appointed by way of a resolution of Council.
7. In the event the Member on Leave is a Councillor with the County of Dufferin, the Township may appoint a Member of Council to fulfill the temporary vacancy in accordance with Section 267 of the Act.
8. At any time during a Member's Leave, the Member will provide written notice to the Clerk if they wish to return to such appointments. Any temporary appointments will be revoked, effective the date of return of the Member.
9. Despite being on Pregnancy Leave or Parental Leave, a Member may exercise all rights and privileges of their office at any time during their leave. This includes but is not limited to attending meetings and casting a vote on any matter before Council and/or Boards and Committees for which they are entitled. The Member will advise the Clerk if they choose to attend Council and/or Board and Committee meetings during their leave.
10. The Member is entitled to continue to receive communication for the Township (access to Council packages, emails, meeting invitations, etc.), as if the Member were not on Leave, in accordance with the request of the Member.
11. Members on Leave continue to receive all remuneration and reimbursements in accordance with the Council Remuneration Policy for the duration of their leave.
12. Members will continue to have access to all equipment supplied by the Township, including but not limited to, access to information technology equipment, email and office services.
13. The Member shall provide written notice to the Clerk of any changes to their return date at least two weeks prior to their expected return. Upon return from leave, the Member will



Pregnancy and Parental Leave for Members of Council Policy

resume all appointments to Council, Committees and Boards that they previously held before the leave, unless Council decides otherwise.

Administration

The Clerk shall be responsible for monitoring the application of this policy and for receiving complaints and/or concerns related to this policy. The Integrity Commissioner may investigate complaints against Members related to this policy.

STRATEGIC PLAN





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01

PURPOSE

A strategic plan guides the Council, staff and community partners in how it will spend, operate and deliver services to the community, charting the steps necessary to get there. This plan incorporates a long-term strategic vision for the community which will provide continuity beyond each term of Council and will become a living document. This plan will guide what Mulmur builds, protects, and what it will become over the next century. Council will refresh and evaluate the plan's priorities, actions and the incremental contributions towards the long-term vision.

02

PROCESS

Mulmur's Strategic Plan was developed following a series of surveys, community conversations, meetings and workshops. The Township also evaluated current plans, prioritized spending, identified focus areas and the long-term vision for the Township. The information gathered was then consolidated and organized to identify the goals and actions required to move towards the Township's long-term vision.

Between 2016 and 2024 the residents, community committees, Council and staff developed a variety of focused plans including the Community Economic Development Strategic Plan (2016), Imagine Mulmur in 3D document (2019) Community Energy Plan (2020), NDCC Efficiency Study (2020), Mulmur Recreational Master Plan (2021), and the 2019-2024 Strategic Plan. The 2019-2024 Strategic Plan identified the following four paths: Prosperous, Connected, Supportive and Sustainable.

This Plan includes goals, actions and recommendations found in the above-mentioned plans that were still found to be relevant, or a variation, where appropriate. The intention is that this plan will act as a consolidated reference document for the Township's previous plans and will prioritize the recommendations and actions moving forward.



- 3.1 The **Mission Statement** is an expression of why Mulmur exists, capturing its purpose, core values, brand identity and primary focus. It serves as a general guide and reflection of what we do now, for whom, how we do it, and what it is achieving.
- 3.2 The **Vision Statement** is an aspiration statement of who Mulmur wishes to be in the future. It is short, easy to remember and provide a visual picture of what the future holds. Tied directly to the Plan, it is the foundation for the focus areas.
- 3.3 **Focus Areas** are the key sectors the Plan identifies to concentrate on to move Mulmur from its current state towards its vision.
- 3.4 **Goals** are developed to support each Focus Area and reflect Mulmur's priorities. They are clear statements for decision making and include where budget and staff resources will be utilized to make decisions. Goals are developed to reflect Mulmur's priorities.
- 3.5 **Action Items** are measurable steps developed to support the success of each Goal. Implementation of the Plan requires leadership, volunteerism, staffing, financing and energy. To ensure the Plan can be implemented, each Action Item is associated with a lead, cost and key performance indicator.

The timing of many of the Action Items are not fixed. As opportunities such as grants or volunteers arise, the plan may be adjusted to prioritize one Action Item over another. Each Action Item has been assessed against a realistic timeline for the implementation of key initiatives. Where financial and human resources have been approved for an item, a

corresponding year may be assigned. This plan should be considered fluid, and can be updated to reflect timelines or as Action Items are realized or become part of the regular operational matters of the Township.

- 3.6 **Costs** will be roughly included by the inclusion of dollar symbols, with a single dollar sign (\$) representing minimal financing, budgeting or human resources. A double dollar sign (\$\$) is representative of larger projects with more significant investment and a triple dollar sign (\$\$\$) representative of additional budgeting, staffing, use of reserves or grants.
- 3.7 **Leads** are the departments tasked with the responsibility of overseeing an Action Item. Many Action Items will require a team of departments, Council, Committees, volunteers and levels of government for full implementation.
- 3.8 **Key Performance Indicators (KPIs)** are quantifiable measurements used to determine the success of the Action Items and ultimately the Goal. KPIs may include a date, quantity or measurable target for each action item and can be monitored, analyzed and reported on.



04 EVALUATION

Mulmur’s Strategic Plan requires constant focus and continued evaluation. Staff reports will continue to include a “Strategic Plan Alignment” section to incorporate the Goals of the Plan.

This Plan will be monitored by senior staff on a regular basis and reported to Council on an annual basis. The successes and struggles of this Plan should be communicated to the residents and stakeholders through the Township’s social media and printed newsletters. Annual Townhall meetings or community conversations should include soliciting feedback on the Plan from the residents. Following the annual reporting to Council, the plan should be amended as necessary to continue to be relevant, current and actionable.



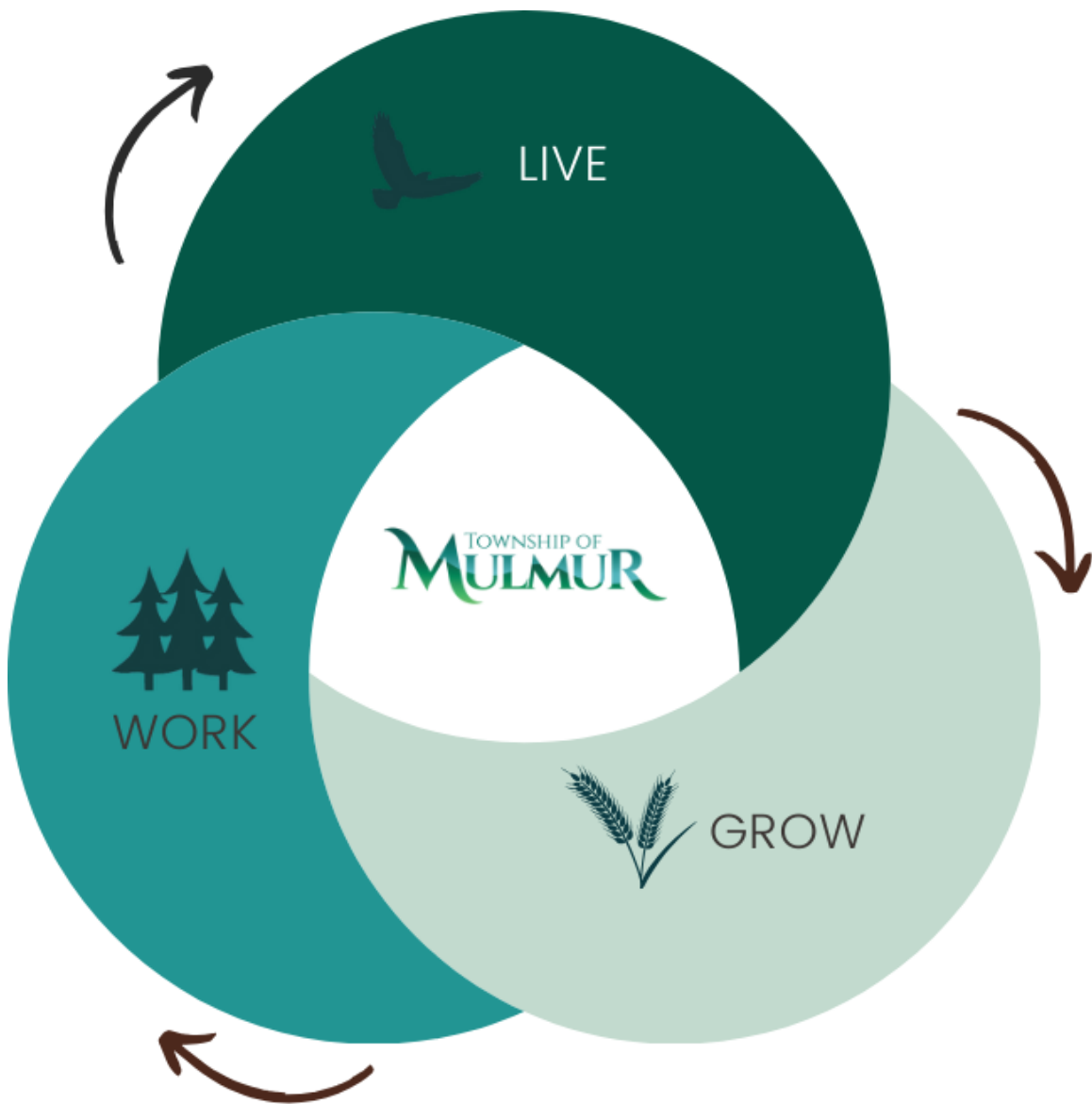
MISSION STATEMENT

Mulmur is dedicated to sustaining, connecting and supporting our community to create a place where we can live, work and grow while preserving our rural character. We provide a wide range of quality services in a fiscally responsible manner so that future generations will prosper.

06

VISION STATEMENT

It's in our nature to be a Garden Township,
where we can live, work and grow together.



It's in our Nature: Live

We commit to providing a balanced community and providing quality services. We will encourage increased community building and respectful social interactions to enrich the lives of Mulmur residents. We will provide a range of communications and facilities to promote play, growth, connection, active living and recognize the changing demographics of Mulmur.

Boost Connection

- Support broadband installation and cellular towers
- Prioritize EMS connectivity infrastructure
- Increase connection between Council, staff and residents
- Enhance staff capacity to support community connections
- Spark participation and increase community engagement

Gather Together

- Support local events
- Host a 175th Birthday
- Rebrand the Municipal Basement as a community centre
- Encourage clubs, community groups, and local volunteer leaders
- Review special event by-law
- Host annual community conversations and townhall meetings

Partner with Others

- Collaborate with private recreational service providers
- Encourage diverse use of the County forests, with appropriate parking, washroom facilities, and trail-related amenities.
- Support local use of the Bruce Trail

Invest in Recreation

- Support the long-term operation of the NDCC
- Maintain sufficient parkland
- Enhance active recreation network
- Ensure park infrastructure meets the needs of the communities
- Support the Thomson Trail Ice Rink
- Create recreational opportunities through grant funding and community contributions
- Ensure recreational plans and priorities remain current to meet the needs of the community
- Support the Mansfield North Recreation Area Master Plan

It's in our Nature: Work

We commit to fostering a prosperous local economy that serves Mulmur's community and provides for local employment. We will proactively attract new investment opportunities, and work with Mulmur businesses, industries and institutions to retain, expand and enable local opportunities.

Support Business

- Protect farms, farmland and farmers
- Provide a leadership role in fulsome and expedited pre-consultation
- Host annual small business meeting to create synergies and collaboration and recognize new businesses
- Support temporary small businesses to grow and establish permanent facilities
- Encourage tourism that supports Mulmur's vision

Locate in Mulmur

- Support the development of educational facilities in Mulmur
- Research for future needs for Emergency Services
- Secure additional water capacity in Mansfield
- Attract medical services

Cultivate a Wise Investor Mindset

- Encourage Dufferin County to host an annual economic development conference
- Increase long term stability and reduce fluctuation in tax rates
- Examine service contracts for efficiencies
- Review financial terms for services and infrastructure
- Lead by example

It's in our Nature: Grow

We commit to developing a framework to shape our Township in a manner that protects our agriculture, natural resources and our rural character. We will embrace technology, support energy conservation, climate change mitigation and assess environmental impacts in our decision-making process to grow the Township in a sustainable manner.

Develop Responsibly

- Implement Garden Township vision through Official Plan
- Protect our rural character
- Support a range of housing appropriate for Mulmur
- Encourage sustainable development for Plans of Subdivision and Major Site Plan applications
- Protect the environment and provide for the appropriate mechanism to manage growth
- Assess road network opportunities
- Secure lands and budget to accommodate future community and connectivity needs.

Grow a Garden Township

- Create a community pollination garden and promote private gardens
- Install a low maintenance entranceway or focal garden
- Support local food sources, food security or food project
- Support gardens in Honeywood cemetery
- Create opportunities for garden themed art

Grow Awareness

- Encourage youth participation in climate change
- Support the County of Dufferin Home Energy Lending Program for energy saving technologies and upgrades in private homes.
- Participate in the monthly Partners for Climate Protection Community of Practice (CoP) sessions
- Encourage legislative change to building standards to green standards
- Prioritize green information
- Support local tree programs on non-farmland

Reduce our Footprint

- Prepare business case for solar on municipal infrastructure
- Assess environmental impacts and various lenses
- Reduce unnecessary waste
- Increase opportunities for Electric Vehicles

Be Prepared

- Partner with EMS team to discuss needs, opportunities and alignment
- Develop a Township climate strategy action plan
- Increase resident capacity for Emergency Shelters
- Increase communication to residents for extreme weather events



2026 MUNICIPAL BUDGET

TOWNSHIP OF MULMUR

2026 MUNICIPAL BUDGET

Total Expenditures (excluding water)

Operating Expenditures	\$ 5,458,412
Transfer to Reserves	1,285,359
Total Expenditures	<u>\$ 6,743,771</u>

Total Revenues (excluding water)

TAXATION	
General Tax Levy	\$ 5,585,731
Payment in Lieu of Taxes	<u>86,000</u>
Total Taxation	\$ 5,671,731
Operating Revenues	594,920
Grants	303,924
Transfers from Reserves	113,196
Total Revenues	<u>\$ 6,683,771</u>

TOWNSHIP OF MULMUR

2026 MUNICIPAL BUDGET

Operating Expenditures

General Levy Operations	
General Government	\$ 1,260,326
Protective Services	1,428,651
Transportation Services	2,370,253
Recreation and Cultural Services	358,356
Health Services	22,826
Planning and Development	18,000
	<u>\$ 5,458,412</u>
User-pay Operations	
Water	<u>\$ 189,395</u>
Total Operating Expenditures	<u>\$ 5,647,807</u>

Operating Revenues

General Levy Operations	
General Government	\$ 242,024
Protective Services	60,200
Transportation Services	64,296
Recreation and Cultural Services	211,400
Planning and Development	17,000
	<u>\$ 594,920</u>
User-pay Operations	
Water	<u>\$ 252,990</u>
Total Operating Revenues	<u>\$ 847,910</u>
Net Operating Expenditures	<u>\$ 4,799,897</u>

TOWNSHIP OF MULMUR

2026 OPERATING BUDGET

GENERAL GOVERNMENT

REVENUE

Penalties & Interest Revenue	\$ (170,000)
User Fees and Service Charges	(59,274)
Administration Building Solar Panel Revenue	(12,750)
	<u>\$ (242,024)</u>

EXPENSES

Council	\$ 115,271
Administration Overhead	962,426
Professional and Consulting Fees	49,300
IT Services and Supplies	48,330
Insurance	85,000
	<u>\$ 1,260,327</u>

PROTECTIVE SERVICES

REVENUE

Police Revenues	\$ (37,000)
Protective Inspection & Control Revenue	(23,200)
	<u>\$ (60,200)</u>

EXPENSES

Fire Services	\$ 718,968
Police Service Expenses	629,932
Conservation Authority Levy	61,251
Protective Inspection and Control Expenses	18,500
	<u>\$ 1,428,651</u>

TOWNSHIP OF MULMUR

2026 OPERATING BUDGET

TRANSPORATION SERVICES

REVENUE

Public Works Fees & Service Charges	\$ (18,233)
Aggregate Fees and Revenue	(20,563)
Public Works Solar Panel Revenue	(25,500)
	<u>\$ (64,296)</u>

EXPENSES

Public Works Administration	\$ 572,091
Public Works Operating Expenses	1,118,315
Public Works Equipment Expenses	182,000
Bridge and Culvert Expenses	20,000
Winter Control Expenses	416,513
Street Lighting Operating Expenses	5,000
Aggregate Expenses 7	18,250
Long Term Debt - Bridges	38,084
	<u>\$ 2,370,253</u>

RECREATION AND CULTURAL SERVICES

REVENUE

Events and Cultural Services Revenue	(15,000)
NDCC Revenues	(186,200)
NDCC Fundraising & Donation Revenue	(500)
Parks & Facility User Fees and Charges	(9,700)
	<u>\$ (211,400)</u>

EXPENSES

NDCC Administration	119,265
NDCC Operation Expenses	114,000
Parks & Facilities Operating Expenses	33,900
Library Levies	76,191
Cultural Services Expense (Canada's 150th)	15,000
	<u>\$ 358,356</u>

TOWNSHIP OF MULMUR

2026 OPERATING BUDGET

HEALTH SERVICES

EXPENSES

Cemetery Operating Expenses	<u>\$ 22,826</u>
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PLANNING AND DEVELOPMENT

REVENUE

Planning Application Fees	<u>\$ (17,000)</u>
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EXPENSES

Planning and Zoning Expenses	\$ 10,500
Economic Development	<u>7,500</u>
	<u>\$ 18,000</u>

TOWNSHIP OF MULMUR

2026 USER-PAY BUDGET

WATER OPERATIONS

REVENUE

Utility User Fees and Service Charges	\$ (240,990)
Water Interest Revenue	(12,000)
	<u>\$ (252,990)</u>

EXPENSES

Water Administration	\$ 13,500
Water Operating Expenses	175,895
	<u>\$ 189,395</u>

TRANSFER TO/(FROM) RESERVE FUNDS	<u>\$ 63,595</u>
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TOWNSHIP OF MULMUR

2026 CAPITAL BUDGET

CAPITAL FUNDING

Capital Grants	
Dufferin County Grant	10,588
	<u>\$ 10,588</u>
Capital Transfers	
Bridge Reserves	615,000
Road Reserves	510,587
Public Works Equipment Reserves	476,000
Arena Recreation Reserves	150,000
	<u>\$ 1,751,587</u>
Sale of Assets	
Sale of Snow Plow	14,000
	<u>\$ 14,000</u>
TOTAL CAPITAL FUNDING	<u>\$ 1,776,175</u>

TOWNSHIP OF MULMUR

2026 CAPITAL BUDGET

CAPITAL EXPENDITURES

TRANSPORTATION SERVICES

Bridges & Culverts	\$ 615,000
Road Resurfacing	\$ 500,000
Digital Road Closure Sign	\$ 21,175
Snow Plow	\$ 410,000
Snow Plow Blade and Sander	\$ 40,000
Brusher Head Attachment	\$ 40,000
Total Transportation Services	<u>\$ 1,626,175</u>

RECREATION AND CULTURAL SERVICES

Arena Chiller	\$ 150,000
Total Recreation and Cultural Services	<u>\$ 150,000</u>
TOTAL CAPITAL EXPENDITURES	<u>\$ 1,776,175</u>

2026 candidates' guide

Ontario municipal council and
school board elections

2026 candidates' guide – Ontario municipal council and school board elections

Find out how to run as a candidate in Ontario municipal council and school board elections.

This guide provides information to candidates for the 2026 municipal and school board elections. The information also applies to any by-elections that may be held during the 2026–2030 council and school board term.

This guide is not meant to replace provincial legislation. It provides general information about the rules contained in the [Municipal Elections Act, 1996](#), and other legislation and regulations, such as:

- [Municipal Act, 2001](#)
- [City of Toronto Act, 2006](#)
- [Education Act](#)

New election rules for 2026

There are new requirements regarding how copies of the voters' list are to be handled. These include:

- written acknowledgements to receive a copy of the voters' list
- limits to sharing copies
- requirements to destroy copies after the campaign has ended

For more information regarding these requirements please see [the voters' list](#).

Contact us

If you have further questions or would like to give feedback on this guide, please contact us at mea.info@ontario.ca.

You can also contact your regional [Municipal Services Office](#) at the Ministry of Municipal Affairs and Housing.

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General information

Every four years, voters across Ontario elect municipal councillors and school board trustees.

The Province of Ontario sets out common rules that all candidates and voters must follow. However, municipalities are responsible for conducting elections to their council and for conducting the election of school trustees to Ontario's school boards. This guide contains information about the rules that are the same for all municipal elections, such as who is eligible to run for office, and rules about campaign spending.

Your municipality may have specific rules on issues such as:

- where and when election signs may be displayed
- whether campaign activities may occur on municipal property
- whether those who make contributions to candidates may receive a rebate

Contact your municipal clerk if you have questions about the election in your municipality.

To learn more about the duties of municipal councillors and the role of council, please see the [Ontario municipal councillor's guide](#).

The municipal clerk

Every municipality has a municipal clerk who is in charge of running the election.

Contact the municipal clerk if you are interested in becoming a candidate. You must file any election forms, such as the nomination form and campaign financial statements, with your municipal clerk. The clerk is also responsible for providing information about spending limits and filing deadlines to candidates.

If your municipality does not have a website, you could visit or contact your municipality's offices for more information.

Emergency declaration by the clerk

If the municipal clerk believes that circumstances have arisen that prevent the election from being conducted in accordance with the *Municipal Elections Act, 1996*, they may declare an emergency. This declaration is specific to the election and separate from an emergency that may be declared by the municipality or the province.

Once the clerk has declared an emergency, they can decide what arrangements to make to allow the election to appropriately proceed. The arrangements that the clerk makes will depend on the nature of the emergency.

If your municipal clerk has declared an emergency in relation to an election or by-election in your municipality, you should contact the clerk for information about the arrangements that they have put in place and how those arrangements may affect voting and campaigning.

Eligibility to run for election

Running for municipal council

To run for a position on council, you must be eligible to vote in that municipality. On the day you file your nomination, you must be a Canadian citizen aged 18 or older, and qualify as a resident or non-resident elector. For more information about eligibility to vote, please see the [2026 voters' guide](#).

You must be eligible to hold office on the day you file your nomination. For example, a person who is 17 years old but will turn 18 before nomination day must wait until they have turned 18 to file their nomination.

If your municipality has wards, you can run in any ward — you do not have to live in a particular ward to be its councillor. However, if you run in a ward where you do not live, you will not be able to vote for yourself. Having a campaign office or a business in a ward where you would not otherwise be eligible to vote does not make you eligible to vote in that ward.

Municipal employees

You cannot work for a municipality and be on its council at the same time. If you are an employee of a municipality and you want to run for office on that municipality's council, you must take a leave of absence that begins the day you are nominated. If you are elected, you must resign from your job.

If you are an employee of a municipality and you want to run for office in a different municipality, you do not have to take a leave of absence or resign. However, you should check with your employer to see if there are any policies in place that could affect you.

If you are an employee of an upper-tier municipality, you can run for office in a lower-tier municipality without taking a leave of absence or resigning unless being elected to the lower-tier council means that you would also be a member of the upper-tier council.

Who is not eligible?

The following people are not eligible to be elected to municipal office:

- any person who is not eligible to vote in the municipality
- an employee of a municipality who has not taken an unpaid leave of absence and resigned (see above)
- a judge of any court
- an MP, an MPP or a senator
- an inmate serving a sentence in a penal or correctional institution

Running for school board trustee

To run for a trustee position on a school board, you must be a resident within the jurisdiction of the board and you must be eligible to vote in a school board election. On the day you file your nomination, you must be a Canadian citizen aged 18 or older and you must meet any other qualifications to vote for the school board (for example, being a Roman Catholic, or holding French language rights). For more information about eligibility to vote, please see the [2026 voters' guide](#).

Additional information about [French-language rights](#) is available from the Ministry of Education.

School board employees

You cannot work for a school board and be a trustee in Ontario at the same time.

If you are an employee of any Ontario school board and you want to run for a trustee position on any school board in the province, you must take an unpaid leave of absence that begins the day you are nominated. If you are elected, you must resign from your job.

Municipal officials

If you are a clerk, deputy clerk, treasurer or deputy treasurer of a municipality within the jurisdiction of a school board, you are not permitted to run for office as a trustee of that board unless you take a leave of absence. If you are elected, you must resign from your job.

Who is not eligible?

The following people are not eligible to be elected as a school trustee:

- any person who is not eligible to vote in the school board election
- an employee of a school board or a municipal official who has not taken an unpaid leave of absence and resigned (see above)

- a judge of any court
- an MP, an MPP or a senator
- an inmate serving a sentence in a penal or correctional institution

Note for MPs, MPPs and senators

If you are an MP, MPP or senator, you may file your nomination for municipal or school board office without resigning your current seat in parliament, the legislature or the senate. However, you must resign your seat by the close of nominations (2 p.m. on Friday, August 21, 2026). If you are a federal or provincial cabinet minister, you must step down from cabinet prior to filing your nomination and must resign your seat by the close of nominations.

If you have not resigned by nomination day, your nomination will be rejected and your name will not appear on the ballot.

Nominations

Filing your nomination

To file your nomination, you must give the following to your municipal clerk:

- a [nomination form \(Form 1\)](#)
- the nomination fee
- completed [endorsement of nomination forms \(Form 2\)](#)

Note: Candidates for municipal council in municipalities with fewer than 4,000 electors and candidates for school board trustee do not have to submit endorsement signatures. Your municipal clerk will be able to tell you if you need to submit endorsement signatures.

When you fill out the nomination form, write down your name as you want it to appear on the ballot. If you normally go by a different name than your legal first name, you may use that name provided that the clerk agrees.

You do not have to provide all of your names under the box entitled “Given Name(s)” on the form. Only provide the one(s) that you want to appear on the ballot. If your legal name is a single name, you do not have to provide any given names.

Clerks can decide to allow nominations to be filed electronically. If your municipality allows electronic filing, contact the clerk for more information about how to file your nomination.

If electronic filing is not allowed in your municipality, you must file the nomination form that you have signed — the form may not be a copy and may not be scanned and submitted electronically. You must file the nomination form in person or have an agent file it on your behalf.

The clerk may require you to show identification or fill in an additional form to prove that you are eligible to be nominated. If an agent is going to file the form on your behalf, you should check with the clerk to see if you are required to provide identification or additional paperwork.

Your campaign period begins when the clerk has received your nomination. If you file your nomination electronically at a time when the clerk's office is not open, you may have to wait to begin your campaign. You should contact the clerk for more information.

The nomination fee

The fee to file a nomination is \$200 to run for head of council and \$100 for all other positions. This fee must be paid to the clerk at the time you submit your nomination form.

Your nomination fee will be refunded if you file your campaign financial statement by the deadline.

Endorsement signatures

If you are running for municipal council in a municipality that has 4,000 or more electors, you must submit 25 original signatures endorsing your nomination.

You do not have to submit endorsement signatures if you are running for:

- municipal council in a municipality that has fewer than 4,000 electors
- school trustee

You must use [Form 2](#) to collect the endorsement signatures.

Anyone providing an endorsement signature must also fill in their name and address, including the postal code.

Anyone providing an endorsement signature must be eligible to vote in the municipality on the day that they signed the endorsement. In addition to their endorsement, they will also be required to sign a declaration that they are eligible to vote in the municipality.

A person who is eligible to vote in the municipality may provide endorsements to as many candidates as they would like and may endorse candidates for any office on the municipal

council. A person who is running for a ward councillor office may submit signatures from voters who do not live in that ward.

If you submit 25 original endorsement signatures and find out later that a person (or persons) was not eligible to vote on the day that they signed the endorsement, you will not lose your nomination. The person who supplied false information (by declaring that they were eligible to endorse your nomination when they were not eligible) could be subject to prosecution.

If the clerk has allowed electronic filing, you must still collect original endorsement signatures. You can submit an electronic copy of the forms when you file your nomination. You must keep the forms with the original signatures as part of your campaign records.

The [Endorsement of Nomination Form \(Form 2\)](#) is a public document. Endorsements of candidates cannot be revoked if the document has already been filed with the clerk.

Deadline to file your nomination

The nomination period begins on May 1, 2026. The last day to file a nomination is Friday, August 21, 2026, by 2 p.m.

The clerk has until 4 p.m. on Monday, August 24, 2026, to certify or reject your nomination. The clerk must be satisfied that you are eligible to run in order to certify your nomination. If your nomination is not certified, your name will not appear on the ballot.

Where to file

If you are running for council office in a single-tier or lower-tier municipality (city, town, township, village, etc.), you must file your nomination with the clerk of that municipality.

If you are running for an office in an upper-tier municipality that does not also sit on a lower-tier council, you must file your nomination with the clerk of the upper-tier municipality. For example, a person running for county councillor in Wellington County would file their nomination with the clerk of Wellington County rather than the clerk of a lower-tier municipality such as the Town of Minto.

If you are running for a school trustee position that represents more than one municipality, contact your municipal clerk for information about where to file your nomination.

Changing your mind – withdrawal

If you decide to withdraw your nomination, you must notify the clerk in writing by the close of nominations (2 p.m. August 21, 2026).

If you withdraw your nomination, you are still required to file a campaign financial statement covering all the financial transactions you made in your campaign.

If your campaign did not have any financial transactions, you must file a financial statement reporting this. Your nomination fee will be refunded by the clerk if you file your financial statement by the deadline.

Changing your mind – running for a different office

You can only run for one office at a time. If you decide to run for a different office, your first nomination is deemed to be withdrawn when you file your second nomination.

If you decide to run for a different office on the same council or school board, and both offices are elected at large (for example, an office such as the mayor, which everyone in the municipality may vote for), everything (contributions, expenses, etc.) from your first campaign is simply transferred to your second campaign.

Example:

You file your nomination to run for deputy mayor on May 12, 2026. During the summer you decide to run for mayor instead, and file your second nomination form on June 29, 2026.

- Your first nomination for deputy mayor is deemed to be withdrawn.
- The nomination fee you paid on May 12 is transferred to your second nomination (in this case, you would have to pay an additional \$100 to make up the \$200 fee to run for head of council).
- You do not have to submit new endorsement signatures. Your initial 25 original endorsement signatures still qualify since you withdrew and filed a nomination for a different office on the same municipal council.
- Your campaign for mayor is deemed to have started on May 12.
- Any campaign contributions or expenses that occurred prior to June 29 are transferred to your mayoral campaign.
- You must file one campaign financial statement covering your campaign finances from May 12 until December 31, 2026.
- Your nomination fee will be refunded if you file your campaign financial statement by the filing deadline.

If you decide to run for a different office on the same council or school board, and one or both of the offices is elected by ward, then you must keep the two campaigns separate.

Example:

You file your nomination to run for mayor on May 12, 2026. During the summer you decide to run for councillor in ward 1 instead and file your second nomination form on June 29, 2026.

Your first nomination for mayor is deemed to be withdrawn, and your campaign for mayor ends. You may not transfer any contributions or expenses from your mayoral campaign to your ward councillor campaign.

- You must pay a separate nomination fee when you file your nomination for ward councillor.
- You do not have to submit new endorsement signatures. Your initial 25 original endorsement signatures still qualify since you withdrew and filed a nomination for a different office on the same municipal council.
- You must file a campaign financial statement covering your campaign for mayor (May 12 to June 29) – your first nomination fee will be refunded if you file this financial statement by the filing deadline.
- You must file a separate campaign financial statement covering your campaign forward councillor (June 29 to December 31) — your second nomination fee will be refunded if you file this financial statement by the filing deadline.

If you decide to run for office on a different council or school board, then you must keep the two campaigns separate. If you decide to run for council in a municipality that has more than 4,000 electors, you will need to submit original endorsement signatures from electors eligible to vote in that municipality. If you are unsure if the municipality has more than 4,000 electors, you should contact the municipal clerk.

Example:

You file your nomination to run for school board trustee on May 12. During the summer you decide to run for councillor instead, and file your second nomination form on June 29, 2026.

- Your first nomination for school board trustee is deemed to be withdrawn.
- You are required to pay a nomination fee when you file your nomination for ward councillor.
- If the municipality where you are running for ward councillor has 4,000 or more electors, you must submit 25 endorsement signatures.
- Your campaign for school board trustee ends. You may not transfer any contributions or expenses from your trustee campaign to your ward councillor campaign.

- You must file a campaign financial statement covering your campaign for schoolboard trustee (May 12 to June 29) — your first nomination fee will be refunded if you file this financial statement by the filing deadline.
- You must file a separate campaign financial statement covering your campaign forward councillor (June 29 to December 31) — your second nomination fee will be refunded if you file this financial statement by the filing deadline.

Acclamations

If there is only one certified candidate running for an office at 4 p.m. on Monday, August 24, that candidate will be declared elected by acclamation. Similarly, in a municipality where multiple candidates are elected at large, if the number of certified candidates is the same as or less than the number of offices, those candidates will be declared elected by acclamation.

If you are elected by acclamation, you must still file a campaign financial statement.

Additional nominations

If there are positions with no candidates or positions that are still vacant after the candidates who did run have been acclaimed, the clerk will call for additional nominations.

Additional nominations for the remaining vacant seats must be filed between 9 a.m. and 2 p.m. on Wednesday, August 26, 2026. The clerk must either certify or reject each nomination by 4 p.m. on Thursday, August 27, 2026.

The voters' list

The voters' list becomes a public document on September 1, 2026. As a candidate, you can request that the municipal clerk give you the part of the voters' list that relates to the office that you are running for. This request must be in writing.

To receive the voters' list from the municipal clerk, you must give the clerk a written acknowledgement confirming that you will:

- only use the list for electoral purposes, not for commercial purposes
- follow the restrictions set out in the *Municipal Elections Act, 1996*, for handling the voters' list
- only share the list with others (such as campaign workers) after obtaining a similar written acknowledgement from them

Restrictions on handling the voters' list

You are the only person who may share the voters' list. If you have given someone a copy, they are not allowed to share it further.

You must keep track of who you have shared the voters' list with. If you give someone a physical copy of the list, they must return that copy to you. If you share an electronic copy, they must destroy the copy and provide you with a written acknowledgement that the copy has been destroyed.

You cannot keep copies of the voters' list after your campaign had ended. On or before the day your campaign ends, you must:

- destroy the copy of the voters' list that you received from the clerk
- have any print copies that you shared with others returned to you and destroy them
- ensure you have received written acknowledgements from anyone who received an electronic copy confirming that the electronic copy has been destroyed

Written acknowledgements

Before you share the voters' list with someone, you must obtain a written acknowledgement from that person. That written acknowledgement must confirm that:

- they will only use the list for electoral purposes, not for commercial purposes
- they will not share or give copies to anyone else
- if they receive a physical copy, they will return it to you
- if they receive an electronic copy, they will destroy the copy and give you written confirmation that the electronic copy has been destroyed

The written acknowledgement should include the dates by which physical copies must be returned and written confirmations of destroyed electronic copies must be provided.

You must keep all written acknowledgements you have received until November 15, 2030, when the next council or school board takes office. You must also keep any written confirmations that electronic copies of the list have been destroyed.

Campaigning

Signs

Your municipality may have rules about when you can put up campaign signs and how signs may be displayed on both private and public property.

All of your campaign signs and other advertising must identify that you are responsible for the sign. This is so that people seeing the sign or advertisement can tell that it is from your campaign, rather than from a third-party advertiser.

Please see [leftover campaign inventory](#) if you plan to reuse signs from the last election.

You are responsible for ensuring that your campaign signs are removed after voting day in accordance with municipal by-laws. Your municipality may require a sign deposit or have penalties for failing to remove your signs. Contact your local clerk for more information.

You are entitled to have your nomination fee refunded if you file your campaign financial statement by the filing deadline. The clerk cannot make removing your signs a condition for receiving your refund.

Getting information out

It is up to you to provide voters with information about you as a candidate and about your campaign. The municipal clerk is not responsible for providing your contact information to voters.

All candidates' debates

The *Municipal Elections Act, 1996*, does not require candidate debates to be held, and the municipal clerk is not responsible for organizing meetings or debates. Debates can be organized by community groups, media outlets, candidates or any other interested persons.

Joint campaigns / running on a slate

There is nothing in the *Municipal Elections Act, 1996*, that would prevent like-minded candidates from campaigning on the same platform or identifying themselves as a group or slate. However, each candidate must keep their campaign finances separate and any joint expenses (for example, signs with two candidates' names on them) must be divided between the campaigns.

For information on campaign finance rules please see [campaign finance](#).

Third-party advertising

General information

There are rules for third-party advertising in Ontario's municipal council and school board elections.

A third-party advertisement is an ad that supports, promotes or opposes a candidate or a “yes” or “no” answer to a question on the ballot.

The meaning of “third-party” in this context means a person or entity who is not a candidate. Eligible individuals, corporations and trade unions can register to be third-party advertisers. Third-party advertising is separate from any candidate’s campaign and must be done independently from a candidate.

Third-party advertisers who want to spend money on advertisements during the election must register with the municipal clerk and must file a financial statement.

For more information about third-party advertising rules, including eligibility, spending limits and enforcement, see the [2026 third-party advertisers’ guide](#).

On voting day

Campaigning on voting day

The [Municipal Elections Act, 1996](#), does not prohibit campaigning on voting day. While there are restrictions on advertising for federal and provincial elections on voting day, these “blackouts” do not exist for municipal council and school board elections.

The Act prohibits the display of campaign material inside a voting place. The “voting place” could include the entire property of a building that has a voting place inside it, including the parking lot. You are not allowed to have campaign brochures, campaign buttons, signs or any other material inside the voting place.

Remaining in a voting place

As a candidate, you are allowed to stay in a voting place to observe, but you are not allowed to interfere with voters, attempt to influence how they vote, or ask a voter how they voted. Scrutineers may also stay in the voting place.

You and your scrutineers are entitled to be in the voting place 15 minutes before it opens and to inspect the ballot boxes, the ballots and any other papers or forms relating to the vote. However, you may not delay the opening of the voting place.

You and your scrutineers are entitled to place a seal on the ballot box so that ballots put in the box cannot be removed without breaking your seal.

Note: If you have been acclaimed, you are not allowed to be in the voting place or to appoint scrutineers.

Scrutineers

You may appoint a scrutineer for each ballot box in a voting place. You do not have to appoint that many scrutineers, or any scrutineers at all. If you have appointed one scrutineer for each ballot box, a scrutineer must leave while you are in the voting place.

Scrutineers may observe but they are not allowed to interfere with voters, attempt to influence how they vote, or ask a voter how they voted.

You must provide each of your scrutineers with an appointment in writing. Scrutineers may be required to show their appointment document to election officials at the voting place.

Scrutineers may be required to take an oath of secrecy.

There are no general restrictions on who you can appoint as a scrutineer (for example, a scrutineer can be any age and does not have to be a citizen). However, an acclaimed candidate cannot be appointed as a scrutineer for another candidate.

Counting votes

If your municipality is using voting machines or vote counting equipment, the clerk must have the processes and procedures for use of this equipment in place by June 1, 2026. If vote counting equipment is used, the clerk will be able to provide you with information on how the votes will be counted and how many scrutineers may be present.

The vote count begins immediately after the close of voting at 8 p.m. on October 26, 2026.

If the votes are counted manually, you and your scrutineers are entitled to view the ballots as they are counted, but you cannot touch the ballots. You and your scrutineers may object to a ballot or how it is counted (for example, if it is unclear who the vote is for or if the ballot has extra markings on it). The deputy returning officer is responsible for deciding whether to accept the objection and must keep a list of all the objections raised.

Results

After the votes have been counted, the deputy returning officer will prepare a statement showing the results and seal all the other election documents, including the ballots, inside the ballot box. You and your scrutineers are entitled to put your or their own seal on the ballot box at this time and are entitled to sign the statement showing the results.

The sealed ballot box and the statement of the results will then be delivered to the municipal clerk, who will compile the results and declare who has been elected.

Note: results announced on voting night are unofficial. It may take the clerk a few days or more to make the official declaration.

After voting day

Recounts

The [*Municipal Elections Act, 1996*](#), requires an automatic recount only if the votes are tied.

Your municipal council or school board may have a policy in place that sets out other specific circumstances under which the clerk must conduct an automatic recount. For example, a council may decide that if two candidates are within 10 votes of each other, an automatic recount will be held. The policy must be adopted on or before May 1, 2026.

A municipal council or school board may also order a recount within 30 days after the clerk has officially declared the results of the election. If you feel there should be a recount, you must either persuade council (or the school board) to order one or you may apply to the Superior Court of Justice to request that a judge order a recount. This application may be made by any eligible elector, and must be made within 30 days of the clerk declaring the results of the election.

Recounts must be conducted in the same way that the votes were originally counted, unless the recount is ordered by the court. For example, if the votes were counted by a vote tabulator, they may not be counted by hand during the recount.

If the recount is ordered by the court, the judge may order that the votes be counted in a different manner if the judge believes that the way the votes were counted the first time was an issue.

Tied votes

If two or more candidates get the same number of votes and they cannot all be elected, there is an automatic recount. The recount must be held within 15 days of the clerk declaring the results of the election. If you are one of the candidates in the tie, you are entitled to be present at the recount.

If the recount shows that there is still a tie, then the legislation states that the clerk will choose the winner by lot. This means putting the names of the tied candidates into a hat (or other suitable container) and drawing the name of the winner.

Wrapping up your campaign

After voting day, remove any election signs that have been put up and take down your campaign website, if you have one. If you would like to keep using your website, remove any references to the campaign. Websites that say “Vote for me” which are left up for years after the election can make it look like you are attempting to campaign for the next election early.

Your campaign must end on December 31, 2026, unless you have a deficit and inform the clerk in writing that you are going to extend your campaign. Once your campaign has ended, you should close your campaign bank account and prepare your campaign financial statement.

The deadline to file financial statements is the last Friday in March. Since March 26, 2027, falls on Good Friday, and March 29 is Easter Monday, financial statements **may be filed with the clerk until 2 p.m. on Tuesday, March 30, 2027.**

Term of office

The council and school board term of office will run from November 15, 2026, to November 14, 2030.

Campaign finance

General information

Record keeping

You are responsible for keeping records of the financial activities related to your campaign. The *Municipal Elections Act, 1996*, does not require you to use any specific accounting system. You may want to consult with an auditor or an accountant early in your campaign to make sure that you are using a bookkeeping and accounting system that will suit your needs.

You should also look through the [campaign financial statement \(Form 4\)](#) that you will be required to file to make sure that you are keeping records of all the information that must be included on the statement.

You are required to keep all of your campaign financial records until November 15, 2030, when the next council or school board takes office.

You must keep the following campaign records:

- receipts issued for every contribution including when you accepted the contribution and the date you issued the receipt (remember to issue receipts to yourself for any contributions you make)
- the value of every contribution, whether it is in the form of money or goods or services, and the contributor's name and address
- all expenses, including the receipts obtained for each expense
- any claim for payment of an expense that the campaign disputes or refuses to pay
- the funds raised and expenses incurred from each separate fundraising event or activity
- the terms of any loan received from a bank or other recognized lending institution

Campaign period

You may accept contributions or incur campaign expenses during your campaign period only.

Your campaign period begins on the day the clerk receives your nomination.

In most cases, your campaign will end on December 31, 2026. Exceptions are if you:

- withdrew your nomination, your campaign ends on the date you informed the clerk in writing that you wanted to withdraw
- were not certified as a candidate and your name did not appear on the ballot, your campaign ends on nomination day (August 21, 2026)
- know you will not have any more financial activity, you can end your campaign at anytime after voting day and before December 31, 2026

If you have extended your campaign to pay down a deficit, the end date for the extended campaign period will be the earliest of:

- the day you notify the clerk in writing that you will be ending your campaign and not accepting any more contributions
- June 30, 2027

Bank account

You must open a bank account exclusively for your campaign if you accept any contributions of money (including contributions from yourself or your spouse) or incur any expenses. You do not have to open a campaign bank account if you do not spend any money and do not receive any contributions of money. If you receive contributions of goods or services, but no contributions of money, you do not have to open a campaign bank account.

You cannot use your personal bank account for campaign finances, even if you are planning a very small campaign.

All contributions — including contributions you make to yourself — must be deposited into the campaign bank account. All expenses must be paid from the campaign account.

The nomination fee is considered to be a personal expense, not a campaign expense. You do not need to have a campaign bank account in order to pay the nomination fee.

Contributions and campaign income

Contributions

Campaign contributions are any money, goods or services that are given to you for use in your campaign, including money and goods that you contribute to yourself.

If you are given a special discount on a good or service that you are purchasing for your campaign, the difference between what you were charged and what the market value would be is considered to be a contribution.

Corporations and other businesses are not permitted to make contributions to candidates. If you are being offered a discount, you should make sure that whoever is offering the discount is entitled to make a personal contribution to your campaign.

If a professional who would normally charge for a service gives you that service for free, the market value of the service is considered to be a contribution.

If you sell tickets to a fundraising event, the cost of the ticket is considered to be a contribution. If you sell goods at a fundraising event for more than their market value, the difference between what the person attending the fundraising event paid you and what they would have normally paid for the item is considered to be a contribution.

If you have inventory such as signs left over from a previous campaign and you use them again, the current market value of the signs (what it would cost you to buy those signs today) is considered to be a contribution that you make to your campaign.

If you or your spouse guarantees your campaign loan and the campaign is unable to repay the full amount, any unpaid balance is considered to be a contribution by the guarantor.

Things that are not contributions

If you have volunteers working for your campaign, the value of their volunteer labour is not considered to be a contribution.

A cash donation of \$25 or less received at a fundraising event is not considered to be a contribution, and you may accept such donations without keeping track of who gave them to you. You will have to report the total amount of money that you received from these donations on your financial statement.

The value of free political advertising, provided that such advertising is made available to all candidates and is in accordance with the *Broadcasting Act (Canada)* is not considered to be a contribution.

If you obtain a campaign loan from a bank or a recognized lending institution, the amount of the loan is not considered to be a contribution.

Who can make a contribution

You can accept contributions only from individuals who are residents of Ontario. Corporations and trade unions are not permitted to make contributions to candidates.

If your spouse is not a resident of Ontario, they can still make contributions to your campaign. They may not make contributions to any other candidate.

Groups such as clubs, associations or ratepayer's groups are not eligible to make contributions. The members of these groups may make individual contributions from their personal funds (as long as they are residents of Ontario).

Who cannot make a contribution

The following individuals and organizations are not permitted to make contributions to municipal council and school board campaigns:

- a corporation
- a trade union
- an individual who is not normally a resident in Ontario
- a federal political party, constituency association, or a registered candidate in a federal election
- a provincial political party, constituency association, or a registered candidate or leadership contestant
- a federal or provincial government, a municipality or a school board

When you can receive contributions

You can only accept contributions after the clerk has received your nomination, and you cannot accept contributions after your campaign period has finished. Any contributions received outside the campaign period must be returned to the contributor. If you cannot return the contribution to the contributor, you must turn it over to the clerk.

Contribution limits – contributions from yourself and your spouse

If you are running for municipal council, there is a limit on the total amount that you and your spouse may collectively contribute to your own campaign. The contribution limit is calculated based on the number of electors who are eligible to vote for the office that you are running for. The formula to calculate the limit is:

- for head of council: \$7,500 plus \$0.20 per eligible elector
- for council member: \$5,000 plus \$0.20 per eligible elector

There is a cap of \$25,000. If the formula results in a number greater than \$25,000, the limit will still be \$25,000.

The clerk will tell you what your self-funding limit is.

All of the contributions that you and your spouse make to your own campaign count towards this limit, including:

- contributions of money
- the value of goods or services that you or your spouse donate to the campaign
- the value of any inventory from the previous election that you use again in this campaign

This limit does not apply to school board trustee candidates.

Contribution limits – contributions from other people

There is a \$1,200 limit that applies to contributions from other individuals. If a person makes more than one contribution (for example, contributes money, contributes goods, and purchases a ticket to a fundraising event), the total value of all the contributions cannot exceed \$1,200.

If you are running for mayor in the City of Toronto, the limit is \$2,500.

The maximum total amount that a contributor can give to candidates in the same jurisdiction (for example, running for the same council or for the same school board) is \$5,000.

You are required to inform every contributor of the contribution limits. An easy way to ensure compliance is to include the contribution limits on the receipt that you provide for each contribution.

Only a contribution that is \$25 or less can be made in cash. All contributions above \$25 must be made by cheque, money order, or by a method that clearly shows where the funds came from (such as certain debit, credit or electronic transfer transactions).

Contribution receipts

You must issue a receipt for every contribution you receive. The receipt should show who made the contribution, the date, and the value. If the contribution was in goods or services, you must determine the value of the goods or services and issue a receipt for the full value.

If you receive a contribution from a joint account, the contribution can only come from one person. You must determine who is making the contribution and issue the receipt to that person.

You are required to list the names and addresses of every contributor who gives more than \$100 total to your campaign in your financial statement. You should keep a record of the names and addresses of every contributor, regardless of the value of their contribution, because the same contributor may make multiple contributions that end up totalling more than \$100.

Note: Contribution receipts are not tax receipts. Contributions to municipal council and school board campaigns cannot be credited against provincial or federal income taxes.

Returning ineligible contributions

You are required to return any contribution that was made or accepted in contravention of the [Municipal Elections Act, 1996](#), as soon as you learn that it was an ineligible contribution. If you cannot return the contribution, you must turn it over to the clerk.

Contributions should be returned or paid to the clerk if the contribution is:

- made outside your campaign period
- from an anonymous source (except for donations of \$25 or less at a fundraising event)
- from an ineligible source (someone who doesn't live in Ontario, a corporation, etc.)
- greater than the individual \$1,200 limit or the \$5,000 total limit per jurisdiction
- a cash contribution greater than \$25
- from funds that do not belong to the contributor who gave them to you

Unused contributions

If your campaign ends with a surplus, you can withdraw the value of contributions that you and your spouse made from the surplus. If you still have a surplus once you have withdrawn your contributions, the remaining surplus must be turned over to the clerk.

You are not permitted to refund eligible contributions made by anyone other than yourself or your spouse.

Contribution rebates

Your municipality may have a contribution rebate program. Contact your clerk for more information.

Contributions to municipal council and school board campaigns are not tax deductible.

Fundraising

Fundraising functions are events or activities held by you, or on your behalf, for the primary purpose of raising money for your campaign. If you hold an event to promote your campaign and you happen to receive some contributions or ask people to consider contributing to your campaign, this would not qualify as a fundraising event.

Similarly, if you have a sentence in your campaign brochure asking people to make a contribution or giving them information about how to contribute, this would not make the production of the brochure a fundraising expense since its primary purpose is to promote your campaign, not to raise money. Fundraisers can only be held during your campaign period. You must record the gross income (including ticket revenue and other revenue) and the expenses related to each event and activity on your campaign financial statement.

If you sell tickets to an event, the ticket price is considered to be a contribution to your campaign and you must issue a receipt to each person who purchases tickets. If the ticket price is higher than \$25, tickets cannot be paid for in cash.

Campaign income

If you raise funds by selling goods or services for more than fair market value, the difference between the fair market value and the amount paid is considered to be a contribution. If the good or service is sold for \$25 or less, the amount paid is considered to be campaign income that is not a contribution.

Campaign expenses

Expenses

Campaign expenses are the costs that you incur (or that a person such as your campaign manager incurs under your direction) during your campaign.

Reminder: the nomination fee is a personal expense rather than a campaign expense. It should not be reported on your campaign financial statement.

Expenses must be paid from your campaign bank account. If you use a credit card to pay for purchases, you should make sure that you keep clear records showing that the expense on the credit card was reimbursed from the campaign account.

Any taxes such as HST paid on purchases should be included in the amount of the expense.

You can incur expenses only during your campaign period, except for expenses related to the preparation of an auditor's report. If you are required to include an auditor's report with your financial statement, you may incur these expenses after the campaign period has ended. These expenses must also be reported on your financial statement.

Goods and services

Goods or services that are contributed to your campaign are also expenses. They should be treated as if the contributor gave you money and you went out and purchased the goods and services. You must record both the contribution and the expense.

Spending limits

Candidates are subject to two spending limits — a general limit, and a separate limit for expenses relating to parties and expressions of appreciation after voting day.

General spending limit

The general spending limit for your campaign is calculated based on the number of electors who are eligible to vote for the office that you are running for. The formula to calculate the limit is:

- for head of council: \$7,500 plus \$0.85 per eligible elector
- for council member or trustee: \$5,000 plus \$0.85 per eligible elector

When you file your nomination, the clerk will give you an estimate of your general spending limit. This estimate will be based on the number of electors in the previous election.

On or before September 30, 2026, the clerk must give you a final general spending limit which is based on the number of electors on the voters' list for the current election.

If the spending limit estimate that you received when you filed your nomination is higher than the final spending limit you receive in September, the estimate becomes your official spending limit.

While most of your expenses will be subject to the general spending limit, the following expenses are not:

- expenses related to holding a fundraising event or activity

- expenses relating to a recount
- expenses relating to a court action for a controverted election
- expenses relating to a compliance audit
- expenses incurred by a candidate with a disability that are directly related to the candidate's disability and would not have been incurred if not for the election
- audit and accounting fees

Note: Any materials, events or activities must have fundraising as the primary purpose in order to be exempt from the spending limit. An incidental mention of contributions is not enough to qualify as fundraising.

When the general spending limit applies

Your spending limit covers expenses that you incur between the beginning of your campaign and voting day. Expenses that you incur between the day after voting day and the end of your campaign are not subject to the spending limit.

Note: If you incur an expense before voting day, but don't get around to paying for it until after voting day, it would still be subject to the spending limit.

Spending limit for parties and expressions of appreciation

The spending limit for expenses related to holding parties and other expressions of appreciation after the close of voting is calculated as 10% of the amount of your general spending limit.

Expenses related to parties and expressions of appreciation are subject to the specific spending limit regardless of whether they are incurred before or after voting day.

Leftover campaign inventory

If you ran in the last municipal council or school board election and you want to reuse leftover goods such as signs or office supplies, you must establish the current market value of the goods – what it would cost you to purchase them today. You must record the current market value as an expense.

If you have inventory left at the end of your campaign it becomes your personal property. If you want to store materials such as signs for use in another election, any costs related to storage are personal costs, not campaign expenses.

Note to accountants: The value of all goods must be recorded as an expense regardless of whether the campaign ends with used or unused goods in inventory. Do not deduct the

value of unused goods from the campaign expenses, as this will result in the campaign having a surplus on paper that the candidate does not actually have.

Surplus and deficit

If your campaign has a surplus after you have refunded contributions made by yourself or your spouse, you must pay the surplus over to the clerk when you file your financial statement. The surplus will be held in trust, and you can use it if you incur expenses related to a compliance audit. If the surplus is not needed for these expenses, it becomes the property of the municipality or the school board.

If your campaign expenses are greater than your campaign income, your campaign will be in deficit.

Note: Ending your campaign with a deficit may result in questions being raised about how expenses were paid for, and whether you contributed more than your self-funding limit by paying outstanding expenses with personal funds.

Campaign advertisements

When campaign advertising appears in broadcast, print, electronic or other media, the broadcaster or publisher of the advertising must keep certain records:

- a written copy of the candidate's name, as well as the name, business address and telephone number of the individual who deals with the broadcaster or publisher under the direction of the candidate (this could be the candidate themselves)
- a copy of the advertisement (or the means of reproducing the advertisement for inspection)
- a statement of the charge made for its appearance

These records will be kept for four years after the date the advertisement appears.

Broadcasters and publishers must allow the public to inspect the records during this time.

If your campaign includes advertising that is broadcast or published, you must record the name of the broadcaster or publisher as well as their contact information in Schedule 3 of the campaign financial statement (Form 4).

Campaign financial statement

It is your responsibility as a candidate to file a **complete and accurate financial statement on time**.

The filing deadline is 2 p.m. on the last Friday in March following the election. Since March 26, 2027, falls on Good Friday and March 29, 2027, is Easter Monday, financial statements may be filed with the clerk until **2 p.m. on Tuesday, March 30, 2027**.

If you have a bookkeeper or accountant complete the financial statement for you, you are still responsible for ensuring that it is complete and accurate and filed on time.

Financial statements are not required to have original signatures. You should contact your clerk for information about whether you can file your financial statement electronically if you are not able to file your statement in person.

If you filed a nomination form, you must file a financial statement. This includes candidates who withdrew their nomination, candidates who were not certified and did not appear on the ballot, and candidates who were acclaimed.

If you did not receive any contributions (including contributions from yourself) or incur any expenses, you are only required to fill out the first page of the financial statement and sign it.

If you received contributions or incurred any expenses you must complete the relevant parts of the financial statement.

If your campaign contributions (including contributions from yourself) or campaign expenses are greater than \$10,000, you must have your financial statement audited and include the auditor's report when you submit your financial statement to the clerk.

Filing early

You can file your campaign financial statement after you have ended your campaign. If you file your statement early and then discover an error, you can submit a corrected statement at any time before the filing deadline on March 30, 2027. Your original statement is deemed to be withdrawn when you file the corrected statement. You cannot withdraw a financial statement without submitting a corrected one.

Applying for an extension

If you think that you will be unable to file your financial statement by the deadline, you may apply **before March 30, 2027**, to the Superior Court of Justice for an extension. If the court grants the extension, you will receive the refund of your nomination fee if you file by the deadline given to you by the court.

Grace period for filing

If you have not filed your financial statement by the deadline, you may file your financial statement within 30 days after the deadline if you pay the municipality a \$500 late filing fee. This grace period ends at 2 p.m. on Thursday, April 29, 2027. You will not receive a refund of your nomination fee if you file during the 30-day grace period.

If you have not filed your financial statement by the end of the 30-day grace period and you did not apply to the court for an extension prior to the deadline, automatic penalties apply:

- you will forfeit your elected office (if you won the election)
- you will be ineligible to run for office or be appointed to fill a vacancy until after the 2030 election

If you did not file your financial statement by the end of the grace period, you may still file it for the purposes of having your finances on the record. The clerk will accept the financial statement and make it available to the public. The penalties will still apply.

Separate statement for each office

If you filed a nomination and then changed your mind and filed a nomination for a different office, you may be required to file a separate financial statement for each campaign.

Extended campaigns

Your campaign period ends on December 31, 2026. However, if your campaign has a deficit, you can extend your campaign in order to do some additional fundraising. If you want to extend your campaign, you must notify the clerk on or before December 31, 2026, using the [Notice of Extension of Campaign Period form \(Form 6\)](#).

Your campaign may be extended until June 30, 2027.

If you extend your campaign, you must file two financial statements:

- a financial statement reflecting your campaign until December 31, 2026, (due March 30, 2027)
- a supplementary financial statement that includes the information from your initial statement and adds financial information from your extended campaign

The supplementary financial statement must be filed with the clerk by 2 p.m. on Friday, September 24, 2027.

Auditor's report

You must have an auditor review your financial statement and provide a report if any of the following are true:

- your campaign expenses exceed \$10,000
- the contributions you received (including contributions from yourself) exceed a total of \$10,000
- both your expenses and your contributions exceed \$10,000 each

The auditor's report must be prepared by an auditor licensed under the [Public Accounting Act, 2004](#). Before you hire someone to prepare the report, ensure that they are properly qualified.

You can incur expenses relating to the auditor's report after December 31, 2026. These expenses do not count toward your spending limit. Include these expenses on the financial statement that you are filing.

Compliance and enforcement

Enforcement of the [Municipal Elections Act, 1996](#), is done through the courts. The Ministry of Municipal Affairs and Housing does not have a role in investigating elections or in determining penalties.

Automatic penalties

There are three contraventions of the [Municipal Elections Act, 1996](#), where penalties apply automatically:

1. if you fail to file a financial statement by the end of the 30-day grace period or fail to apply to the court before March 30, 2027, for an extension by the filing deadline
2. if your financial statement shows that you exceeded your spending limit
3. if you fail to turn over your surplus to the clerk when you file your financial statement

The penalty is that you forfeit your office (if you won the election) and you become ineligible to run or be appointed to fill a vacancy until after the 2030 election.

Compliance audits

Each municipality and school board must establish a compliance audit committee.

If an eligible elector believes that you have contravened the election finance rules, they may apply for a compliance audit of your campaign finances. The application must be in writing and must set out the reasons why they believe you contravened the rules.

An application for a compliance audit must be submitted to the municipal clerk who conducted the election within 90 days of the deadline to file the campaign financial statement.

The compliance audit committee will consider the application and decide whether to grant or reject the application. You may appeal the committee's decision to the Superior Court of Justice within 15 days after the decision is made.

If the committee grants the application, it will appoint an auditor to conduct a compliance audit of your campaign finances. The auditor is entitled to have access to all of the financial records related to your campaign. The auditor will produce a report, which you are entitled to receive.

The compliance audit committee will meet to consider the auditor's report. If the report concludes that there is an apparent contravention of the [Municipal Elections Act, 1996](#), the committee will decide whether to commence legal action.

The compliance audit committee does not have any authority to set penalties. Only the court can decide if you contravened the Act and, if so, which penalties should apply.

A person who does not want or who is not able to apply for a compliance audit may decide to commence legal action on their own. A prosecution related to the 2026 election must be commenced by November 15, 2030.

Penalties

If you are convicted of an offence, you may be subject to the following penalties:

- a fine of up to \$25,000
- ineligibility to vote or run in the next general election
- up to six months in prison
- forfeiture of your elected office, if the judge finds that you committed the offence knowingly

If you are convicted of exceeding the spending limit, you may also be fined the amount by which you exceeded the limit.

Completing the financial statement

General information

All candidates must file a financial statement. This includes candidates who withdrew their nomination, candidates who were not certified and did not appear on the ballot, and candidates who were acclaimed.

Candidates must use [Form 4](#).

All candidates must complete Box A: Name of Candidate and Office and Box B: Declaration.

- **If you did not receive any contributions** (including contributions from yourself) or incur any expenses, check the box indicating this, and complete the Declaration in Box B. No further information is required.
- **If you did receive contributions** (including contributions from yourself) or incur expenses, you must fill in the information in Box C, Box D, Schedule 1 and Schedule 2, as appropriate. You may find it easier to fill out the form if you start with the more detailed sections such as the tables in Schedule 1 before filling in Box C (Statement of Campaign Income and Expenses).

If you received contributions or incurred expenses in excess of \$10,000, you must include an auditor's report with your financial statement.

Your completed financial statement must be submitted to the clerk by **2 p.m. on Tuesday, March 30, 2027**.

Supplementary financial statements must be submitted to the clerk by **2 p.m. on September 24, 2027**.

Tips for completing Form 4

Learn more about how to correctly fill out the campaign financial statement.

Box A: Name of candidate and office

Record your general spending limit and your spending limit for parties and other expressions of appreciation.

Note: automatic penalties will apply if the form reports that either of the spending limits have been exceeded.

If you are running for a council position, record your self-funding limit.

Box B: Declaration

By signing the form, you are declaring that the information recorded in the financial statement is true and accurate. If your financial statement was prepared by someone else, you as the candidate are still responsible for its accuracy.

Box C: Statement of campaign income and expenses

Loan

If you obtained a loan for your campaign, you must record the name of the bank or recognized lending institution and the amount borrowed.

You are permitted to get a loan only from a bank or other recognized lending institution in Ontario, and it must be paid directly into your campaign bank account. You may not receive a loan from family members or from any corporate accounts that you may have access to.

The loan is not considered to be campaign income, and paying it back is not a campaign expense. However, if you or your spouse guarantee the loan and the campaign does not repay all of it, the remaining balance is considered to be a contribution (since the guarantor is basically providing the campaign the means to repay the loan). This amount counts towards your self-funding limit.

Any interest that the campaign pays on the loan is a campaign expense.

Income

Your campaign income includes all contributions received from yourself, your spouse and other eligible contributors. This includes the value of contributions of goods and services. Income also includes any refunds of deposits, interest earned by your campaign bank account, and revenue from fundraising events or activities that is not deemed a contribution (for example, if you sold refreshments at market value).

Example

You have 100 t-shirts printed to sell at a fundraiser. The cost to the campaign is \$10 per shirt, and you sell them for \$25 each.

The \$25 is not a contribution. You do not have to collect names and contact information, or issue a contribution receipt to anyone who buys a shirt.

The \$1,000 that you spent on the shirts must be recorded as a campaign expense.

The \$2,500 that you raised by selling the shirts must be recorded as revenue from fundraising events not deemed a contribution.

If you sell goods (such as food and drink) at market value, the revenue is not considered to be a contribution and must be recorded as revenue from fundraising events not deemed a contribution.

Sign deposit

If your municipality requires a deposit for election signs, this should be recorded as a campaign expense and paid for using campaign funds. If your deposit is refunded, record the amount under Income.

Expenses

Your campaign expenses include the value of any goods or services that have been contributed to your campaign (it is as if the contributor gave money to the campaign, which the campaign then spent on acquiring the goods or services).

The general spending limit applies only to expenses incurred until the end of voting day. Expenses incurred after voting day are not subject to the spending limit.

Note: An expense subject to the general spending limit that was incurred prior to voting day but not paid for until after voting day is still subject to the limit.

Some types of expenses are not subject to the general spending limit even if they are incurred prior to voting day.

Expenses related to parties and expressions of appreciation after voting day are subject to that spending limit regardless of when they are incurred.

Box D: Calculation of surplus or deficit

Campaign deficit

At the top of Box D, you must subtract the total amount of your campaign expenses from the total amount of your campaign income. If your expenses are greater than your income, your campaign is in deficit.

If you have extended your campaign in order to fundraise, you must still file a financial statement reflecting your campaign finances to December 31, 2026.

Campaign surplus

At the top of Box D, you must subtract the total amount of your campaign expenses from the total amount of your campaign income. If your income is greater than your expenses, your campaign has a surplus.

You are entitled to reimburse contributions made by yourself or your spouse out of the surplus. For example, if the surplus was \$500 and you contributed \$400 to your campaign, you may deduct that \$400, leaving your campaign with a surplus of \$100. If the surplus was \$500 and you contributed \$600, you may deduct \$500 of your contribution, leaving your campaign with \$0. You may not deduct more than the value of the surplus.

If, after deducting contributions made by yourself or your spouse, the campaign still has a surplus, these funds must be turned over to the clerk.

Schedule 1: Contributions

Schedule 1 includes a summary of contributions from your campaign.

The following tables are included in Schedule 1 and need to be filled in, if applicable:

- Table 1: Contributions in goods or services from candidate or spouse
- Table 2: Inventory of campaign goods and materials from previous municipal campaign used in this campaign
- Table 3: Monetary contributions from individuals other than candidate or spouse where contributions exceed \$100 per contributor
- Table 4: Contributions in goods or services from individuals other than candidate or spouse where contributions exceed \$100 per contributor

Contributions from yourself and/or your spouse

If you are running for municipal council, you and your spouse are subject to limits on how much you can contribute to your campaign. This limit applies to contributions of money, goods and services, as well as the value of any inventory from a previous campaign that you have used in your current campaign.

Record these amounts on the lines provided in Schedule 1. Do not include them in the tables of contributions (Table 1 or Table 2). The other reason to identify the contributions from you and your spouse is because those contributions can be reimbursed by you and your spouse if the campaign ends with a surplus.

Note: you must report the full amount of the contributions made by you and your spouse, including any amounts that have been reimbursed from a surplus.

Contributions totalling \$100 or less

If the total amount contributed (including the value of goods and services) from a single contributor is \$100 or less, you do not need to provide details on the form. Simply indicate the total value of all such contributions on the line provided at the top of Schedule 1.

If an anonymous contribution is \$100 or less, include it in the total value of contributions not exceeding \$100 per contributor. Any anonymous contribution that is greater than \$25 must be turned over to the clerk.

Goods and services from candidate or spouse

If you or your spouse contribute goods and services to your campaign, this must be recorded as a contribution. Record any contributions in Table 1 of Schedule 1.

Inventory from previous campaign

Any inventory from a previous campaign that you are using again is a contribution in goods that you make to your campaign and counts towards your self-funding limit. You must calculate the current market value (for example, if you have 100 signs left over from 2022 and use them again, you must calculate how much it would cost to purchase those same signs in 2026) and record it in Table 2. This inventory must also be recorded as a campaign expense.

Contributions totalling more than \$100

If a contributor makes 1 or more contributions totalling more than \$100 (including the value of goods and services and the cost of tickets to fundraising events), you must record all of these contributions in the tables provided in Schedule 1 (Tables 3 and 4).

If an anonymous contribution is more than \$100, include it in the total value of contributions exceeding \$100 per contributor, and include it in Table 3 (listing “anonymous” as the name of the contributor). Any anonymous contribution that is greater than \$25 must be turned over to the clerk.

Note: it is the total amount contributed that matters — if an individual buys a ticket to a fundraising event for \$50, and then later in the campaign contributes \$75, each of these contributions must be recorded in Table 3 because the total exceeds \$100.

Goods and services from individuals other than candidate or spouse

Eligible contributors may donate goods and services to the campaign. These must be recorded as a contribution and as an expense (as if the contributor donated money, which the campaign then spent on the goods and services).

Corporations and trade unions are not permitted to make contributions to candidates. This includes contributions of goods and services.

Example:

Your friend spends \$150 on coffee and baked goods which they donate for a campaign event. You should record a contribution of \$150 in goods or services from your friend and record an expense of \$150.

If you are given a special discount on a good or service that you are purchasing for your campaign, you should record the expense as if you were not given the discount (since the value of the discount is considered to be a contribution of the good or service to your campaign).

Example:

Your order for campaign signs would normally cost \$500, but the vendor lets you have them for \$300 because he wants to help your campaign. You should record an expense of \$500 for the signs and record a contribution of \$200 in goods or services from the vendor.

Note: As businesses are not permitted to make contributions, the contribution would have to be a personal contribution from the vendor.

Contributions in goods or services from individuals other than the candidate or spouse must be recorded in Table 4 of Schedule 1.

Schedule 2: Fundraising events and activities

The cost of holding fundraising events or activities is not subject to the spending limit. However, in order to be considered a fundraising cost, the primary purpose for the expense must be related to fundraising rather than promoting the candidate. Incidental fundraising that happens to occur during a promotional event is not sufficient to make it a fundraising event. Similarly, a line at the bottom of a campaign brochure asking people to donate does not make the production of the brochure a fundraising expense.

If you have included costs of fundraising events/activities as an expense in Box C, you must provide details of these events and activities in Schedule 2.

Contributions received at a fundraising event may include:

- the price of the ticket
- if goods or services are offered for sale, any amount of money paid that exceeds their market value (for example, if a \$100 item is sold for \$175, the purchaser has made a \$75 contribution to the campaign)
- personal cheques collected from contributors at the event

If contributors have donated goods or services for the fundraising event, these must be recorded as contributions and as expenses.

These contributions must be recorded in Schedule 1, and where the total from a contributor exceeds \$100, be detailed in the appropriate tables. Refer to the section above [Schedule 1: Contributions](#) for more information.

The fundraising event may also generate revenue that is not considered to be a contribution:

- donations of \$25 or less
- if goods or services are offered for sale, the market value of those goods and services sold (for example, if a \$100 item is sold for \$175, \$100 is revenue)
- the amount paid for goods or services offered for sale for \$25 or less

Anonymous contributions

You may keep anonymous contributions that do not exceed \$25 each that are received at a fundraiser (such as those collected by passing the hat or having a tip jar). Report the total amount of money received from these donations in Schedule 2 for that fundraiser.

All other anonymous contributions must be turned over to the clerk.

You will then subtract the contribution as paid or payable to the clerk to arrive at the Total for Part II Contributions in Schedule 2.

Schedule 3: Broadcasters and publishers

If your campaign had any advertising that was broadcast or published, you must record the name of each broadcaster and publisher, along with their contact information.

Auditor's report

If your campaign expenses or the contributions you received total more than \$10,000, you must have an auditor review your financial statement and provide a report.

The auditor's report must be prepared by an auditor licensed under the [Public Accounting Act, 2004](#). Before you hire someone to prepare the report, you should ensure that they are properly qualified.

Forms referred to in this guide

You can get copies of forms from your municipal clerk, or you can download them from the [Government of Ontario's Central Form Repository](#).

[Nomination Paper \(Form 1\)](#)

[Endorsement of Nomination \(Form 2\)](#)

[Financial Statement – Auditor’s Report – Candidate \(Form 4\)](#)

[Financial Statement – Subsequent Expenses \(Form 5\)](#)

[Notice of Extension of Campaign Period \(Form 6\)](#)



ADDITIONAL RESOURCES

All additional resources and documents mentioned below can be found on the Township website at www.mulmur.ca. Physical copies will also be available for pickup at the Township Office upon request.

The Ontario Municipal Councillor's Guide:

<https://www.ontario.ca/document/ontario-municipal-councillors-guide>

Municipal Elections in Canada: A Guide for Women Candidates:

<https://fcm.ca/sites/default/files/documents/resources/guide/municipal-elections-in-canada-a-guide-for-women-candidates-wilf.pdf>

The Municipal Elections Act:

<https://www.ontario.ca/laws/statute/96m32>

2026 Voters' Guide:

<https://www.ontario.ca/files/2026-03/mmah-2026-voters-guide-en-2026-03-31.pdf>

2026 Third Party Advertiser Guide:

<https://www.ontario.ca/files/2026-03/mmah-2026-third-party-advertisers-guide-en-2026-03-31.pdf>

2026 Candidate's Guide:

<https://www.ontario.ca/files/2026-03/mmah-2026-candidates-guide-en-2026-03-31.pdf>



Contact Information

Township of Mulmur Municipal Office
758070 2nd Line East
Mulmur, ON L9V 0G8
(705) 466-3341 | (866) 472-0417

Roseann Knechtel, Returning Officer
Clerk/Planning Coordinator
705-466-3341 x223 | rknechtel@mulmur.ca

Tracey Atkinson, Deputy Returning Officer
CAO/Planner
705-466-3341 x222 | tatkinson@mulmur.ca

Daniella Waterfield, Administrator
Procurement and Asset Management Coordinator
705-466-3341 x232 | dwaterfield@mulmur.ca



Candidate Forms

The following forms are for information only. All finalized and applicable forms will be provided to candidates for signing at the time of filing. Please take note that the deadline for filing a nomination for the 2026 Municipal Election is **August 21, 2026 at 2 PM**.

Instructions

It is the responsibility of the person being nominated to file a complete and accurate nomination paper. Please print or type information (except signatures).

Nomination paper of a person to be a candidate at an election to be held in the following municipality

Nominated for the Office of			Ward Name or Number (if any)		
Nominee's name as it is to appear on the ballot paper (subject to agreement of the municipal clerk)					
Last Name or Single Name			Given Name(s)		
Nominee's full qualifying address					
Suite/Unit Number	Street Number	Street Name			
Municipality			Province		Postal Code
Mailing Address <input type="checkbox"/> Same as qualifying address					
Suite/Unit Number	Street Number	Street Name			
Municipality			Province		Postal Code
Email Address			Telephone Number	Telephone Number 2	

Declaration of Qualification

I, _____, declare that I am presently legally qualified (or would be presently legally qualified if I were not a member of the Legislative Assembly of Ontario or the Senate or House of Commons of Canada) to be elected and to hold the office for which I am nominated.

Signature of Nominee

Date (yyyy/mm/dd)

Date Received (yyyy/mm/dd)	Time Received	Initial of Nominee or Agent (if filed in person)	Signature of Clerk or Designate
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Certification by Clerk or Designate

I, the undersigned clerk of this municipality, do hereby certify that I have examined the nomination paper of the aforesaid nominee filed with me and am satisfied that the nominee is qualified to be nominated and that the nomination complies with the Act.

Signature _____ Date Certified (yyyy/mm/dd) _____



WITHDRAWAL OF NOMINATION¹²

Municipal Elections Act, 1996 (s.36)

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

for the office of _____.
(Name of Elected Office)

Date

Signature of Candidate

THIS WITHDRAWAL DELIVERED TO ME AT _____
(time)

THIS _____ DAY OF _____, 2026.

Municipal Clerk or designate _____

*1 A person who has been nominated may withdraw his or her nomination by filing a written withdrawal in the Clerk's office by 2 pm on Nomination Day (**August 21, 2026**) if the nomination was filed on or before Nomination Day and by 2 p.m. on August 26, 2026, if the nomination was filed under subsection 33(5).*

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

Consent to Release Personal Information

Municipal Freedom of Information and Protection of Privacy Act

After filing a Nomination Paper, media and public frequently wish to contact a candidate. Personal information on the Nomination Paper is collected and deemed to be a public record by s. 88 of the *Municipal Elections Act* and may be inspected by any person at the Clerk's Office.

I acknowledge that the Nomination Form (Form 1) filed by me contains personal information and I am aware that this information will be used to assist the Clerk in the administration of the 2026 Municipal Elections and that the Clerk will disclose all or part of it to the general public.

Additional Release of Information

A candidate may also authorize the Clerk's Office to release contact information by telephone or email as provided on their Nomination Paper. Please note that there is no obligation on the part of a candidate to authorize the additional release of this contact information.

In accordance with the Municipal Freedom of Information and Protection of Privacy Act, 1990 as amended, I hereby authorize that the following additional information may be published and released, as provided on my nomination form, in response to requests for information made to the Clerk or staff:

- Telephone No.
- Telephone No. 2
- E-mail address
- Qualifying Address within Municipality
- Mailing Address
- I DO NOT** authorize the further release of my contact information, except as provided for under the Municipal Elections Act (public viewing at the Clerk's Office).

Candidate's Name: _____

Signature: _____ Date: _____

Signature of Clerk: _____ Date: _____

Candidate's Declaration – Proper Use of Voter's List

Municipal Elections Act, 1996 (s.23(4); 88(10))

I, _____, being a candidate for the office of _____, hereby acknowledge and agree that:

- I will receive a confidential login ID and password allowing the viewing of the List of Electors using the Intelivote Systems. A list of electors who have voted during this period will be provided to the candidates or their respective scrutineer by electronic means by Intelivote Systems Inc. This list shall be provided by Intelivote Systems Inc. in "real time" or as closely as possible to real time.
- A printed copy of the Voters' List shall only be provided upon written request at a fee as outlined in the User Fees and Charges By-law, and I shall return the printed copies to the Clerk, on or before December 31, 2026, for destruction.
- An electronic copy of the Voters' List shall only be provided upon written request, and I shall destroy it and provide the Clerk with written acknowledgment of its destruction, on or before December 31, 2026.
- I agree to use the Voters' List for election purposes only and am prohibited by the *Municipal Elections Act, 1996* from using the Voters' List for commercial purposes.
- I am bound by the restrictions set out in Section 23(7) and 23(8) of the *Municipal Elections Act, 1996*.
- I shall not provide it to any other person, and shall not make further copies, either in printed form or electronically.
- I may only disclose its content to others after obtaining their written acknowledgement that they are bound by the restrictions in the *Municipal Elections Act, 1996*. And that the written acknowledgement shall be retained for the term of office of the council.
- Further, I, the undersigned, further agree that I will not disclose nor make public the telephone number nor the internet address for voting which is provided on the Voter Information Letter.

Signature: _____ Date: _____

Clerk: _____ Date: _____



Notice to Candidate of Filing Requirements

Municipal Elections Act, 1996 (s.88.25)

TO:

_____ / _____ Name of Candidate	_____ / _____ Office
_____ / _____ Address	_____ / _____ Town / Postal Code

FROM:

The Clerk, or designated election official, of the Corporation of the Township of Mulmur:	
Roseann Knechtel	
_____ / _____ Name	_____ / _____ Signature

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 filing 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.
- (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 filing 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

Municipal Clerk or designate

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.

Also Note: If the Clerk has provided for electronic filing, candidates must also be advised of this option and the associated consequences or limitations.

Notice of Penalties

- 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
- 88.23(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.
- 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.



Preliminary Certificate of Maximum Campaign Expenses

Municipal Elections Act, 1996 (s.88.20(13))

TO:

	Mayor
_____ / _____	_____
Name of Candidate	Office
_____	_____
Address	Town / Postal Code

FROM:

The Clerk, or designated election official, of the Corporation of the Township of Mulmur:	
_____	_____
Name	Signature

I hereby certify that the maximum campaign expenses that a candidate is permitted to incur for the office of **Mayor** in the Municipal Election to be held October 26, 2026, is **\$10,582.10**.¹

_____	_____
Date	Municipal Clerk or designate

In accordance with MEA, s.88.20(12)(13), the Clerk shall give candidates a preliminary calculation of the maximum campaign expenses at the time of filing the nomination paper, based upon the number of electors on the Voters' List as of September 15 in the 2022 municipal election, including changes made that day.

On or before September 30, 2026, the Clerk shall give a "final" certificate of the applicable maximum campaign expenses to each candidate. The number of electors to be used in this final calculation is to be the greater of the number of electors from the September 15, 2022 Voters' List, including changes made on that day, or the 2026 Voters' List as of September 15, including changes made on that day.

Certificate to be given to the candidate in accordance with Section 13.

¹ Formula for calculation provided in Section 88.20(6) (15).



Preliminary Certificate of Maximum Amount of Contributions to Own Campaign

Municipal Elections Act, 1996 (s.33.0.2, 88.9.1)

TO:

	/	Mayor
(Name of Candidate)		Office
		Town/Postal Code
(Address)		

FROM:

The Clerk, or designated election official, of the Corporation of the Township of Mulmur:	
Name	Signature

I hereby certify that the maximum amount of contributions to your own campaign that a candidate is permitted to incur for the office of **Mayor** in the Municipal Election to be held October 26, 2026, is **\$8,225.20**.¹

Date	Municipal Clerk or designate
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In accordance with MEA, s.33.0.2(1), the Clerk shall give the candidate a preliminary calculation of the permitted amount of contributions to a candidate's own campaign as of the filing date, using the number of electors from the Voters' List as it existed on Nomination Day of the previous election, adjusted for applications under s.24 and s.25 that were approved as of that day. (s.88.9.1(7))

On or before September 30, 2026, the Clerk shall give the candidate a final calculation of the permitted amount of contributions to a candidate's own campaign. The number of electors to be used in this final calculation is to be the greater number of electors for the office from the Voters' List as it existed on Nomination Day of the previous election, adjusted for changes on that day or the number of electors on September 15 in the year of the current election, adjusted for changes made on that day.

In accordance with s.88.9.1(5), the Clerk is not required to give a certificate if the maximum amount is \$25,000. Certificate to be given to candidate in accordance with Section 13.



Preliminary Certificate of Maximum Amount of Contributions to Own Campaign

Municipal Elections Act, 1996 (s.33.0.2, 88.9.1)

TO:

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

FROM:

The Clerk, or designated election official, of the Corporation of the Township of Mulmur:	
_____	_____
Name	Signature

I hereby certify that the maximum amount of contributions to your own campaign that a candidate is permitted to incur for the office of **Deputy Mayor / Councillor** in the Municipal Election to be held October 26, 2026, is **\$5,725.20**.¹

_____	_____
Date	Municipal Clerk or designate

In accordance with MEA, s.33.0.2(1), the Clerk shall give the candidate a preliminary calculation of the permitted amount of contributions to a candidate's own campaign as of the filing date, using the number of electors from the Voters' List as it existed on Nomination Day of the previous election, adjusted for applications under s.24 and s.25 that were approved as of that day. (s.88.9.1(7))

On or before September 30, 2026, the Clerk shall give the candidate a final calculation of the permitted amount of contributions to a candidate's own campaign. The number of electors to be used in this final calculation is to be the greater number of electors for the office from the Voters' List as it existed on Nomination Day of the previous election, adjusted for changes on that day or the number of electors on September 15 in the year of the current election, adjusted for changes made on that day.

In accordance with s.88.9.1(5), the Clerk is not required to give a certificate if the maximum amount is \$25,000. Certificate to be given to candidate in accordance with Section 13.



Preliminary Certificate of Maximum Amount of Expenses for Parties etc. After Voting Day

Municipal Elections Act, 1996 (s.88.20(9)(13))

TO:

_____ (Name of Candidate)	/	_____ Mayor Office
_____ (Address)		_____ Town/Postal Code

FROM:

The Clerk, or designated election official, of the Corporation of the Township of Mulmur:	
_____ Name	_____ Signature

I hereby certify that the maximum amount of expenses for parties, etc. that a candidate is permitted to incur for the office of **Mayor** in the Municipal Election to be held October 26, 2026, is **\$1,058.21**. ¹

 Date _____
Municipal Clerk or designate

In accordance with MEA, s., the 88.20(13), the Clerk shall give candidates a preliminary certificate of the maximum amount permitted on or before September 30, 2026.

The formula to be used is the greater of the number of electors for the office on September 15 of the previous election, adjusted for changes approved as of that day or the number of electors as it exists on September 15 in the 2026 municipal election, adjusted for changes made on that day.

Certificate to be given to candidate in accordance with Section 13.

¹ Formula for calculation provided in Section 88.20(6) (15).



Preliminary Certificate of Maximum Amount of Expenses for Parties etc. After Voting Day

Municipal Elections Act, 1996 (s.88.20(9)(13))

TO:

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

FROM:

The Clerk, or designated election official, of the Corporation of the Township of Mulmur:	
_____ / _____ Name	_____ / _____ Signature

I hereby certify that the maximum amount of expenses for parties, etc. that a candidate is permitted to incur for the office of **Deputy Mayor / Councillor** in the Municipal Election to be held October 26, 2026, is **\$808.21**. ¹

_____ / _____ Date	_____ / _____ Municipal Clerk or designate
-----------------------	---

In accordance with MEA, s., the 88.20(13), the Clerk shall give candidates a preliminary certificate of the maximum amount permitted on or before September 30, 2026.

The formula to be used is the greater of the number of electors for the office on September 15 of the previous election, adjusted for changes approved as of that day or the number of electors as it exists on September 15 in the 2026 municipal election, adjusted for changes made on that day.

Certificate to be given to candidate in accordance with Section 13.

¹ Formula for calculation provided in Section 88.20(6) (15).

Instructions

All candidates must complete Boxes A and B. Candidates who receive contributions or incur expenses must complete Boxes C, D, Schedule 1 and Schedule 2 as appropriate. Candidates who use a broadcaster or publisher for an election campaign advertisement must complete Schedule 3. Candidates who receive contributions or incur expenses in excess of \$10,000 must also attach an Auditor's Report.

All surplus funds (after any refund to the candidate or their spouse) shall be immediately paid to the clerk who is responsible for the conduct of the election.

For the campaign period from (day clerk received nomination)

YYYY	MM	DD
------	----	----

 to

YYYY	MM	DD
------	----	----

- Initial filing reflecting finances from start of campaign to December 31 (or 45 days after voting day in a by-election)
- Supplementary filing reflecting finances from start of campaign to end of extended campaign period

Box A: Name of Candidate and Office

Candidate's name as shown on the ballot			
Last Name or Single Name		Given Name(s)	
Office for Which the Candidate Sought Election		Ward Name or Number (if any)	
Municipality			
Spending Limit General \$		Parties and Other Expressions of Appreciation \$	Contribution Limit Contributions from Candidate and Spouse \$

I did not accept any contributions or incur any expenses. (Complete Boxes A and B only)

Box B: Declaration

I, _____, declare that to the best of my knowledge and belief that these financial statements and attached supporting schedules are true and correct.

Signature of Candidate _____
Date (yyyy/mm/dd)

Date Filed (yyyy/mm/dd)	Time Filed	Initial of Candidate or Agent (if filed in person)	Signature of Clerk or Designate
-------------------------	------------	--	---------------------------------

Box C: Statement of Campaign Income and Expenses

LOAN

Name of bank or recognized lending institution

Amount borrowed
\$

INCOME

Total amount of all contributions (from line 1A in Schedule 1)	+ \$	_____
Revenue from items \$25 or less	+ \$	_____
Sign deposit refund	+ \$	_____
Revenue from fundraising events not deemed a contribution (from Part III of Schedule 2)	+ \$	_____
Interest earned by campaign bank account	+ \$	_____
Other (provide full details)		
1. _____	+ \$	_____
2. _____	+ \$	_____
3. _____	+ \$	_____
4. _____	+ \$	_____
5. _____	+ \$	_____
6. _____	+ \$	_____

Total Campaign Income (Do not include loan)

= \$ _____ **C1**

EXPENSES (Note: Include the value of contributions of goods and services)

1. Expenses subject to general spending limit

Inventory from previous campaign used in this campaign (list details in Table 2 of Schedule 1)	+ \$	_____
Advertising	+ \$	_____
Brochures/flyers	+ \$	_____
Signs (including sign deposit)	+ \$	_____
Meetings hosted	+ \$	_____
Office expenses incurred until voting day	+ \$	_____
Phone and/or internet expenses incurred until voting day	+ \$	_____
Salaries, benefits, honoraria, professional fees incurred until voting day	+ \$	_____
Bank charges incurred until voting day	+ \$	_____
Interest charged on loan until voting day	+ \$	_____
Other (provide full details)		
1. _____	+ \$	_____
2. _____	+ \$	_____
3. _____	+ \$	_____
4. _____	+ \$	_____
5. _____	+ \$	_____
6. _____	+ \$	_____

Total Expenses subject to general spending limit

= \$ _____ **C2**

2. Expenses subject to spending limit for parties and other expressions of appreciation

1. _____	+ \$	_____
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2.	_____	+ \$	_____
3.	_____	+ \$	_____
4.	_____	+ \$	_____
5.	_____	+ \$	_____
Total Expenses subject to spending limit for parties and other expressions of appreciation		= \$	C3

3. Expenses not subject to spending limits

Accounting and audit	_____	+ \$	_____
Cost of fundraising events/activities (list details in Part IV of Schedule 2)	_____	+ \$	_____
Office expenses incurred after voting day	_____	+ \$	_____
Phone and/or internet expenses incurred after voting day	_____	+ \$	_____
Salaries, benefits, honoraria, professional fees incurred after voting day	_____	+ \$	_____
Bank charges incurred after voting day	_____	+ \$	_____
Interest charged on loan after voting day	_____	+ \$	_____
Expenses related to recount	_____	+ \$	_____
Expenses related to controverted election	_____	+ \$	_____
Expenses related to compliance audit	_____	+ \$	_____
Expenses related to candidate's disability (provide full details)			
1.	_____	+ \$	_____
2.	_____	+ \$	_____
3.	_____	+ \$	_____
4.	_____	+ \$	_____
5.	_____	+ \$	_____
Other (provide full details)			
1.	_____	+ \$	_____
2.	_____	+ \$	_____
3.	_____	+ \$	_____
4.	_____	+ \$	_____
5.	_____	+ \$	_____
Total Expenses not subject to spending limits		= \$	C4

Total Campaign Expenses (C2 + C3 + C4) = \$ _____ **C5**

Box D: Calculation of Surplus or Deficit

Excess (deficiency) of income over expenses (Income minus Total Expenses) (C1 – C5)	_____	+ \$	D1
If there is a surplus, deduct any refund of candidate's or spouse's contributions to the campaign	_____	- \$	
Surplus (or deficit) for the campaign		= \$	D2

If line D2 shows a surplus, the amount must be paid in trust, at the time the financial statements are filed, to the municipal clerk who is responsible for the conduct of the election.

Schedule 1 – Contributions

Part I – Summary of Contributions

Contributions in money from candidate and spouse	+ \$	
Contributions in goods and services from candidate and spouse (include value listed in Table 1 and Table 2)	+ \$	
Total value of contributions not exceeding \$100 per contributor • Include ticket revenue, contributions in money, goods and services where the total contribution from a contributor is \$100 or less (do not include contributions from candidate or spouse).	+ \$	
Total value of contributions exceeding \$100 per contributor (from line 1B; list details in Table 3 and Table 4) • Include ticket revenue, contributions in money, goods and services where the total contribution from a contributor exceeds \$100 (do not include contributions from candidate or spouse).	+ \$	
Less: Ineligible contributions paid or payable to the contributor Contributions paid or payable to the clerk, including contributions from anonymous sources exceeding \$25	– \$	
	– \$	
Total Amount of Contributions (record under Income in Box C)	= \$	1A

Part II – Contributions from candidate or spouse

Table 1: Contributions in goods or services
(Note: Must also be recorded as Expenses in Box C.)

Description of Goods or Services	Date Received (yyyy/mm/dd)	Value (\$)
Total		

Additional information is listed on separate supplementary attachment, if completed manually.

Table 2: Inventory of campaign goods and materials from previous municipal campaign used in this campaign
(Note: Value must be recorded as a contribution from the candidate and as an expense.)

Description	Date Acquired (yyyy/mm/dd)	Supplier	Quantity	Current Market Value (\$)
Total				

Additional information is listed on separate supplementary attachment, if completed manually.

Part III – Contributions exceeding \$100 per contributor – individuals other than candidate or spouse

Table 3: Monetary contributions from individuals other than candidate or spouse

Name	Full Address	Date Received (yyyy/mm/dd)	Amount Received (\$)	Amount Returned to Contributor or Paid to Clerk (\$)
Total				

Additional information is listed on separate supplementary attachment, if completed manually.

**Table 4: Contributions in goods or services from individuals other than candidate or spouse
(Note: Must also be recorded as Expenses in Box C.)**

Name	Full Address	Description of Goods or Services	Date Received (yyyy/mm/dd)	Value (\$)
Total				

Additional information is listed on separate supplementary attachment, if completed manually.

**Total for Part III – Contributions exceeding \$100 per contributor
(Add totals from Table 3 and Table 4 and record the total in Part 1 – Summary of Contributions) \$ _____ 1B**

Schedule 2 – Fundraising Events and Activities

Complete a separate schedule for each event or activity held.

Additional schedule(s) attached, if completed manually.

Fundraising Event/Activity 1

Description of fundraising event/activity _____

Date of event/activity (yyyy/mm/dd) _____

Part I – Ticket revenue

Admission charge (per person) \$ _____ 2A

(If there are a range of ticket prices, attach complete breakdown of all ticket sales)

Number of tickets sold x _____ 2B

Total Part I (2A X 2B) (include in Part I of Schedule 1) = \$ _____

Part II – Other revenue deemed a contribution

Provide details (e.g., revenue from goods sold in excess of fair market value)

1.	_____	+ \$	_____
2.	_____	+ \$	_____
3.	_____	+ \$	_____
4.	_____	+ \$	_____
5.	_____	+ \$	_____

Total Part II (include in Part I of Schedule 1) = \$ _____

Part III – Other revenue not deemed a contribution

Provide details (e.g., contribution of \$25 or less; goods or services sold for \$25 or less)

1.	_____	+ \$	_____
2.	_____	+ \$	_____
3.	_____	+ \$	_____
4.	_____	+ \$	_____
5.	_____	+ \$	_____

Total Part III (include under Income in Box C) = \$ _____

Part IV – Expenses related to fundraising event or activity

Provide details

1.	_____	+ \$	_____
2.	_____	+ \$	_____
3.	_____	+ \$	_____
4.	_____	+ \$	_____
5.	_____	+ \$	_____

Total Part IV Expenses (include under Expenses in Box C) = \$ _____

Schedule 3 – Broadcasters and Publishers

Complete if candidate used a broadcaster or publisher for an election campaign advertisement.

Table 5: Contact information for broadcasters and publishers used during the election campaign

Name	Type of Advertisement (e.g. print, television, radio etc)	Contact Information

Additional information is listed on separate supplementary attachment, if completed manually.

Auditor's Report – Municipal Elections Act, 1996 (Section 88.25)

A candidate who has received contributions or incurred expenses in excess of \$10,000 must attach an auditor's report.

Professional Designation of Auditor

Municipality	Date (yyyy/mm/dd)
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Contact Information

Last Name or Single Name	Given Name(s)	Licence Number
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Address		
Suite/Unit Number	Street Number	Street Name

Municipality	Province	Postal Code
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Telephone Number	Email Address
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The report must be done in accordance with generally accepted auditing standards and must:

- set out the scope of the examination
- provide an opinion as to the completeness and accuracy of the financial statement and whether it is free of material misstatement

Report is attached

Personal information, if any, collected on this form is obtained under the authority of sections 88.25 and 95 of the *Municipal Elections Act, 1996*. Under section 88 of the *Municipal Elections Act, 1996* (and 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 the *Municipal Elections Act, 1996* are public records and, until their destruction, may be inspected by any person at the clerk's office at a time when the office is open. Campaign financial statements shall also be made available by the clerk in an electronic format free of charge upon request.