



Town of Huntsville

2026 Municipal Election

Procedures

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Overview

Municipal Elections are conducted in accordance with the *Municipal Elections Act, S.O. 1996*, as amended, hereinafter referred to as the MEA. The Town of Huntsville will be using an alternative voting method under s.42 of the MEA, being Internet/Telephone Voting (By-law No. 2025-29).

The procedures and forms contained in this document have been developed as required by the MEA and may be revised as deemed necessary by the Clerk at any time up to and including Voting Day (October 26, 2026). Amendments to the procedures will be posted on the Town of Huntsville website at www.huntsville.ca/election.

With respect to matters of policy and procedures for alternative voting methods and all other municipal election matters, the decision of the Clerk is final.

The contents of this document are intended only as a guide to certain provisions of relevant legislation and do not purport to recite all applicable statutory references. Electors, prospective Candidates and Third Party Advertisers must satisfy themselves through their own determination that they have complied with the pertinent sections of the MEA and that they meet all legal qualifications and requirements.

Questions with respect to these procedures may be directed to:

Tanya Calleja, Director of Legislative Services/Clerk
Town of Huntsville
37 Main Street East
Huntsville, ON P1H 1A1

Telephone: (705) 789-1751 ext. 2255
email: clerk@huntsville.ca
website: www.huntsville.ca/election

A. INTRODUCTION

Important Dates

The 2026 Municipal Election will be held on **Monday October 26, 2026** ending at **8:00 p.m.**

The Term of Office is four years, beginning on November 15, 2026 and ending November 14, 2030.

Unofficial results will be posted on the Town's website at www.huntsville.ca/election (as soon as possible after 8:00 p.m.).

The nomination period for Candidates is May 1, 2026 to August 21, 2026 at 2:00 pm.

Third-Party Advertisers may register from May 1, 2026 to October 23, 2026 during office hours.

A comprehensive list of election related dates can be found in Section K – Election Key Dates.

Principles of the *Municipal Elections Act, 1996* (MEA)

Although the *Municipal Elections Act, 1996* refers to the “principles of the Act,” those principles are not specifically defined. Instead, they have been identified and clarified through court decisions interpreting the Act and understood as follows:

- The secrecy and confidentiality of the voting process is paramount;
- The election shall be fair and non-biased;
- The election shall be accessible to the electors;
- The integrity of the voting process shall be maintained throughout the election;
- There is to be certainty that the results of the election reflect the votes cast;
- Electors and Candidates shall be treated fairly and consistently within a municipality; and
- The proper majority vote governs by ensuring that valid votes be counted, and that invalid votes be rejected so far as is reasonably possible.

B. ELECTORS

Qualification of Electors

On Voting Day a person is qualified to be an Elector if they:

- Are a Canadian citizen;
- Are at least 18 years old;
- Reside in the Town of Huntsville or is the owner or tenant of land in the Town of Huntsville, or a spouse of such person;
- Are not prohibited from voting by law, or prohibited as identified under ss.17(3) of the MEA as follows:
 - Serving a sentence of imprisonment in a penal or correctional institution;
 - A corporation;
 - Acting as an executor or trustee or in any other representative capacity; and
 - Was convicted of a corrupt practice described in Section 90(3) of the MEA, if voting day in the current election is less than five years after voting day in the election in respect of which he or she was convicted.

Qualification of Electors for School Board Election

A person is entitled to be an elector in an election held in a local municipality, or in territory without municipal organization within the area of jurisdiction of the district school board if, on Voting Day they:

- Are a Canadian citizen;
- Are at least 18 years of old;

- Have not already voted in the election for school trustee elsewhere in the school board's area of jurisdiction;
- Reside in the Town of Huntsville or is the owner or tenant of land in the Town of Huntsville, or a spouse of such person;
- Are not prohibited from voting by law, or prohibited as identified under ss.17(3) of the MEA as follows:
 - Serving a sentence of imprisonment in a penal or correctional institution;
 - A corporation;
 - Acting as an executor or trustee or in any other representative capacity; and
 - Was convicted of a corrupt practice described in Section 90(3) of the MEA, if voting day in the current election is less than five years after voting day in the election in respect of which he or she was convicted.

To vote in an English-Language Public District School Board, an elector in addition to the above, must:

- Be a supporter of the English-language public district school board; or
- Not be a supporter of any school board, nor have qualified themselves as an elector for a separate or French-language school board in the election.

To vote in an English-Language Separate District School Board, an elector must be a Roman Catholic who must:

- Qualify as an elector for the English-language separate district school board; or
- Be a supporter (or be the spouse of a supporter) of the English-language separate district school board.

To vote in a French-Language Public District School Board, the elector must be a French-language rights holder (see ss. 23(1) and (2) of the Canadian Charter of Rights and Freedoms for criteria) who must:

- Qualify as an elector for the French-language public district school board; or
- Be a supporter (or the spouse of a supporter) of the French-language public district school board.

To vote in a French-Language Separate District School Board, an elector must be a Roman Catholic and a French-language rights holder (see ss. 23(1) and (2) of the Canadian Charter of Rights and Freedoms for criteria) who must:

- Qualify as an elector for the French-language separate district school board; or
- Be a supporter (or the spouse of a supporter) of the French-language separate district school board.

IT IS THE RESPONSIBILITY OF THE ELECTOR TO ENSURE THEY ARE QUALIFIED.

Fractional or Time Share Ownership / Trailer Owners in Campgrounds

A tenant or owner of property under a fractional or time share contract are not entitled to vote unless the person(s) are entitled to use the land, on Voting Day or for a period of six weeks or more during the calendar year in which voting day of the election is held.

Trailer owners in campgrounds are considered tenants and may be eligible to vote if they are entitled to use the land on Voting Day, or for at least six weeks in the year of the election.

Students

Students who reside away from home may vote in both places (in the municipality where they attend school and where their family resides) as long as the family residence is their permanent residence.

Homeless Persons

If a person has no permanent residence, then the following rules determine residence:

- The place in which the person most frequently returned to sleep or eat during the five weeks preceding the determination.
- If the person returns with equal frequency to one place to sleep and another to eat, the place in which they sleep.
- Multiple returns to the same place during a single day, to eat or sleep, are considered to be one return.

An individual's sworn affidavit identifying the locations they returned to for food or sleep during a specified period is considered conclusive unless there is evidence to the contrary. For the purposes of this section, Declaration of Identity – Form 9 may be used whether or not the person's name appears on the Voters' List and may be completed at any Voter Help Centre location where the Clerk or an appointed Election Official is present.

Form – Declaration of Identity (Form 9)

Electoral Status for School Boards

The electoral status for school purposes is shown on the Voters' List. A voter may, during the revision period make application for correction of the List. Therefore, a person may make application to change their school support up to and including Voting Day. Qualifications for and definitions of the categories of school electors are found in the *Education Act, R.S.O.1990*.

C. CANDIDATES

Qualification of Candidates

To run for an office on Council or a School Board, a Candidate must be qualified on the day they file the Nomination Paper.

Council

The following Municipal offices are to be elected in the 2026 Municipal Elections:

Municipal Council	
Mayor	One (1) to be elected at large by all voters in the municipality
District and Town Councillors	Three (3) to be elected at large by all voters in the municipality
Councillor (Huntsville and Chaffey Ward)	Two (2) to be elected by all voters in Huntsville and Chaffey Wards
Councillor (Stisted, Stephenson, and Port Sydney Ward)	Two (2) to be elected by all voters in Stisted, Stephenson and Port Sydney Wards
Councillor (Brunel Ward)	One (1) to be elected by all voters in Brunel Ward

To run for Council (Mayor, District & Town Councillor or Ward Councillor) the person must:

- Be a Canadian citizen;
- Be at least eighteen (18) years of age;
- Be a resident of the Town of Huntsville or own or lease property (or be the spouse of the owner or lessee) in the Town of Huntsville;
- Not be legally prohibited from voting;

- Not be disqualified by any legislation from holding municipal office;
- Obtain at signatures from at least 25 individuals eligible to vote in the Town of Huntsville on the day they signed the endorsement.

School Board

The following School Board offices are to be elected in the 2026 Municipal Elections:

School Board Trustees		
Trillium Lakelands District School Board	One (1) to be elected to represent the <u>Town of Huntsville</u> and the <u>Township of Lake of Bays</u>	
Nominations are to be filed with the Clerk, Town of Huntsville		
Simcoe Muskoka Catholic District School Board (Area 5)	One (1) to be elected to represent the <u>District of Muskoka and Parry Sound Area</u> , specifically:	
Town of Bracebridge Town of Huntsville Township of Carling Township of Lake of Bays	Township of McKellar Township of Seguin Town of Gravenhurst Town of Parry Sound	Township of Georgian Bay Municipality of McDougall Township of Muskoka Lakes
Nominations are to be filed with the Clerk, Town of Bracebridge		
Conseil scolaire public du Nord-Est de l'Ontario (Zone A)	One (1) to be elected to represent:	
Town of Bracebridge Town of Huntsville Municipality of Whitestone Township of Carling Township of Lake of Bays Township of McKellar Township of Seguin Municipality of East Ferris Nipissing Combined Township of McMurrich/Monteith Township of Perry Town of Gravenhurst Town of Parry Sound	Township of The Archipelago Township of Georgian Bay Township of McDougall Township of Muskoka Lakes West Parry Sound Board of Education Municipality of Magnetawan Township of Strong Township of Machar South River Village Town of Kearney Armour Township Township of Nipissing East Parry Sound Board of Education	Township of Papineau-Cameron Mattawan Township Town of Mattawa Calvin Township Township of Bonfield Township of Chisholm Township of Joly Township of Ryerson Municipality of Powassan Municipality of Callander Village of Burks Falls Village of Sundridge
Nominations are to be filed with the Clerk, Municipality of East Ferris. Each municipality located greater than 100 kilometres from the Municipality of East Ferris will receive nominations from individuals residing in their municipality.		
Conseil Scolaire Catholique MonAvenir (Simcoe-Muskoka)	One (1) to be elected to represent:	
City of Barrie Town of Bracebridge Town of Collingwood Town of Huntsville Town of Midland Town of Parry Sound Town of Wasaga Beach Township of Carling Township of Essa Township of Essa – Essa CFB - Part	Township of Lake of Bays Township of McKellar Township of Oro-Medonte Township of Seguin Township of Springwater Township of Tiny City of Orillia Town of Bradford West Gwillimbury Town of Innisfil Town of Gravenhurst Town of New Tecumseth	Town of Penetanguishene Township of Adjala-Tosorontio Township of Clearview Township of Georgian Bay Township of McDougall Township of Muskoka Lakes Township of Ramara Township of Severn Township of Tay
Nominations are to be filed with the Clerk, City of Barrie		

To run for **School Board Trustee** the person must:

- Be a Canadian citizen;
- Be at least 18 years of age;
- Be a resident in the area of jurisdiction of the board;

- Be eligible to be an Elector for the school board in which the person is a Candidate;
- Not be legally prohibited from voting;
- Not disqualified by any legislation from holding office.

To be a Candidate in an **English-Language Public District School Board**, a Candidate must:

- Be a supporter of the English-language public district school board; or
- Not be a supporter of any board, nor have qualified themselves as an Elector for a separate or French-language school board in the election.

To be a Candidate in an **English-Language Separate District School Board**, a Candidate must be a Roman Catholic who must:

- Qualify as an Elector for the English-language separate district school board; or
- Be a supporter (or be the spouse of a supporter) of the English-language separate district school board.

To be a Candidate in a **French-Language Public District School Board**, the Candidate must be a French-language rights holder (see ss. 23(1) and (2) of the Canadian Charter of Rights and Freedoms for criteria) who must:

- Qualify as an Elector for the French-language public district school board; or
- Be a supporter (or the spouse of a supporter) of the French-language public district school board.

To be a Candidate in a **French-Language Separate District School Board**, a Candidate must be a Roman Catholic and a French-language rights holder (see ss. 23(1) and (2) of the Canadian Charter of Rights and Freedoms for criteria) who must:

- Qualify as an Elector for the French-language separate district school board; or
- Be a supporter (or the spouse of a supporter) of the French-language separate district school board.

An elected member of Council or a School Board Trustee must maintain their qualifications throughout the entire term of office or their seat will become vacant.

Nomination Period

The Nomination Period starts on **Monday May 1, 2026** and ends on **Friday August 21, 2026 at 2:00 p.m.**

The time for close of Nominations will be confirmed using the National Research Council Official time signal at (613) 745-1576.

Nomination Requirements

Nomination papers must:

- Be signed by the Candidate and filed in person or by an Agent (electronic submissions are not accepted).
- Include at least twenty-five (25) original endorsement signatures from eligible electors qualified to vote in the Town of Huntsville on the day they signed the endorsement. (Not applicable to School Board Candidates)
- Contain original signatures on all documents.

Nominations must be filed at the Municipal Office by appointment only during the following times:

- Monday, May 1, 2026 to Thursday, August 20, 2026 – Monday to Friday, from 8:30 a.m. to 4:30 p.m. (weekends and holidays excepted).

- Friday, August 21, 2026 at 2:00 p.m. – Candidates must make their presence known before 2:00 p.m. Late nominations will not be accepted.

At the time of filing, Candidates must provide:

- Original, valid identification showing their name, qualifying address, and signature (a copy will be retained). The nomination filing fee:
 - \$200 for Mayor
 - \$100 for all other offices

Payment may be made by cash, debit, certified cheque, money order or credit card payable to the Town of Huntsville.

Form - Nomination Paper (Form 1)

Form - Endorsement of Nomination (Form 2)

Form - Declaration of Qualification – Municipal Council Candidates

Form - Declaration of Qualification – School Board Trustee Candidates

Form - Acknowledgement of Release of Personal Information – Municipal Council and School Board Trustee Candidates

Form – Candidate's Declaration – Proper Use of Voters' List

If, after having filed a nomination form, a Candidate wishes to file a nomination for a different office in the same election, the first nomination shall be deemed to have been withdrawn at the time the second nomination is filed. The 25 signatures endorsing the Candidate's nomination shall be transferred. Any difference in the filing fee must be paid at the time of the new filing or will be refunded as applicable.

Filing Nominations by Agent

Prior to the nomination appointment, the Agent and the Candidate are required to complete the Agent Appointment Form together in the presence of a Notary Public or Commissioner of Oaths. Staff shall not act as Commissioner of Oaths for Agent Appointment Forms.

An Agent is defined as a person appointed by a Candidate or prospective Candidate to act on behalf of the Candidate for the purposes of the *Municipal Elections Act, 1996*. To confirm an Agent's appointment, both the Agent and the Candidate shall complete and file the Agent Appointment Form required by the Returning Officer.

If the Agent is filing on behalf of a Candidate, the Candidate's and Agent's government issued ID is required.

The Agent is required to bring with them the authentic original 'wet' signatures of the Candidate's on the following forms:

- Nomination Form 1
- Declaration of Qualifications Form
- Consent to Release Personal Information
- Declaration of Proper Use of the Voters' List

The agent may submit and receive all other forms required for the nomination process, and the Agent shall sign the Nomination Checklist.

Form – Agent Appointment

Withdrawal of Nomination

A Candidate, or agent for the Candidate, may withdraw their nomination by completing a physical Withdrawal of Nomination form and filing it in person the Clerk's Office before 2:00 p.m. on August 21, 2026. If the withdrawal is completed by an Agent, a copy of the Candidate's photo identification must accompany the proper form. If a Withdrawal of Nomination form is received from an Agent, the Clerk will

contact the Candidate for confirmation. Withdrawal of Nomination papers will not be accepted after the deadline.

Form – Withdrawal of Nomination

Refund of Nomination Fee

A Candidate is entitled to receive a refund of the nomination fee if they file their financial statements by 2:00 p.m. on March 30, 2027. If a Candidate withdraws their nomination, they are still required to submit financial statements showing the financial transactions made up to the point they withdrew from the office.

Candidate's Names

The following rules shall apply regarding Candidate's names:

- Only the names of certified Candidates as confirmed on the Candidate's nomination papers shall appear on the Voter Information Letter (VIL), internet ballot or heard on the telephone voting system (ballot).
- The Candidates' names shall appear on the VIL, internet ballot or heard on the telephone voting system (ballot) in the format of first name then last name (e.g. John Doe), in alphabetical order, based on their surnames and in the case of identical surnames, their forenames. Middle initials shall not be used unless it is deemed necessary by the Clerk.
- If the Candidate wishes and the Clerk agrees, another name that the Candidate also uses may be used instead of, or in addition to, his or her legal name (e.g. Bill instead of William).
- No reference to a Candidate's occupation, degree, title, honour or decoration shall appear on the VIL, internet ballot or heard on the telephone voting system (ballot).
- If the surnames of two or more Candidates for an office are identical, or in the Clerk's opinion so similar to cause possible confusion, every Candidate's qualifying address shall appear under their name or be heard with their name or an alternative option to clarifying as determined by the Clerk.

Notice of Nominations Filed (Non-Certified)

A list of nomination papers filed (non-certified) will be amended and posted on www.huntsville.ca/election as soon as possible after each filing.

Certify or Reject Nominations

It is the responsibility of the Candidate to ensure they meet all of the qualifications and file proper nomination papers, prior to 2:00 p.m. on August 21, 2026.

Under the MEA, the Clerk is required to reject or certify nominations of Candidates. On or prior to 4:00 p.m. on August 24, 2026, the Clerk will examine each nomination filed and, if satisfied the person is qualified to be nominated and that the nomination complies with the MEA, the Clerk will certify the nomination paper.

The Clerk may consider the following criteria in their decision to reject or certify individual nominations:

- The Candidate has refused or declined to provide proof of qualification or identification suitable to the Clerk;
- The Candidate is not qualified to hold office, or is otherwise prohibited by law from being nominated;
- The nomination form is not complete in its entirety or the prescribed filing fee has not been paid;
- Endorsement of nomination form(s) incomplete or twenty-five (25) signatures not provided (Not applicable to School Board Candidates) (Note: it is the Candidate's responsibility to confirm that the endorsement is a qualified elector in Huntsville on the day they signed the endorsement);
- The Candidate's name does not appear on the Voters' List;
- The necessary financial statement was not filed in the previous regular election or any new election in which the individual may have been a Candidate.

There may be other circumstances in which the Candidate is disqualified from being nominated or elected other than those identified above. It is the responsibility of each Candidate to ensure that they are not disqualified from being nominated for the office.

If not satisfied, the Clerk will reject the nomination and, as soon as possible, give notice to the person who sought to be nominated and to all other Candidates for that office. The Clerk's decision to certify or reject a nomination is final.

Once the nomination is certified, the Candidate's name will be placed on the ballot unless the name is removed by a Court Order.

A list of certified Candidates will be posted on www.huntsville.ca/election as soon as possible after certification.

Form – List of Certified Candidates

Acclamations

If the number of Candidates for the said office is the same or less than the number to be elected, the Candidates will be declared as acclaimed on August 24, 2026 after 4:00 p.m.

Form – Declaration of Acclamations to Office

Death or Ineligibility of a Candidate

If a certified Candidate dies or becomes ineligible to hold the office before the close of voting resulting in:

- An acclamation for an office, the election to such office is void and a by-election for the office will be held; or
- One fewer Candidate but no acclamation, the Candidate's name will be removed from the ballot, if possible. If not possible, the Clerk shall provide notice of the Candidate's death on www.huntsville.ca/election.

Campaigning

Prohibition of Canvassing / Advertising at Voting Locations

The MEA provides that while an elector is in a voting location (Election Help Centre), no one shall attempt, directly or indirectly, to influence how the Elector votes. No campaign material, literature or advertising of any nature whatsoever of any Candidate in the Election shall be displayed at, or within an Election Help Centre or municipal facility.

The premises are deemed to include the entire building and the property on which it is located, including the parking lot. Campaign material or literature of any nature found in this location will be immediately removed and disposed of without notice.

In accordance with sections 5.7 and 5.8 of the Use of Municipal Resources During Election Campaign Period Policy, the Clerk may at their sole discretion, grant an exemption to the above prohibition for applicable facilities. (See - Use of Municipal Resources During Election Campaign Period Policy)

Right of Entry for Campaigners

Campaigners shall have access to rented premises, condominiums and co-operative housing units:

“No landlord shall restrict reasonable access to a residential complex by Candidates for election to any office at the federal, provincial or municipal level, or their authorized representatives, if they are seeking access for the purpose of canvassing or distributing election material.” *Residential Tenancies Act, 2006*, Section 28

“No corporation or employee or agent of a corporation shall restrict reasonable access to the property by Candidates, or their authorized representatives, for election to the House of Commons, the Legislative Assembly or an office in a municipal government or school board if access is necessary for the purpose of canvassing or distributing election material.” *Condominium Act, 1998*, Section 118

“No non-profit housing co-operative or servant or agent of such a cooperative shall restrict reasonable access to the housing units of the cooperative by Candidates, or their authorized representatives, for election to the House of Commons, the Legislative Assembly, any office in a municipal government or a school board for the purpose of canvassing or distributing election material.” *Co-operative Corporations Act, 1990*, Section 171.24

If campaigners are experiencing difficulty in gaining access to any of the above premises, they should contact the administrating body of the facilities. **The Clerk is not responsible for securing access to any buildings for the purpose of canvassing or distributing election material.**

Questions Regarding Campaign Processes or Requests for Information

Questions or inquiries about anything related to Town of Huntsville services and/or operations, where such information is not addressed on the Town website, and/or questions regarding campaign processes must be directed to the Clerk. All responses will be responded to via the FAQ section for Candidates on www.huntsville.ca/election.

Candidate Request for Information Notification Letter

Use of Municipal Resources During an Election

The use of municipal resources for election campaign purposes is strictly prohibited and outlined in the Use of Municipal Resources During an Election Campaign Period Policy.

The purpose of the policy is to ensure fairness, neutrality, and transparency during election campaigns by preventing any Candidate or political group from receiving an unfair advantage through the use of municipal resources. It applies to municipal, provincial, and federal elections.

Key Points of the Policy:

- The Town remains strictly nonpartisan throughout an election.
- Municipal resources (staff, equipment, facilities, technology, logos, databases, information, vehicles, etc.) cannot be used for campaign purposes.
- Municipal staff cannot discuss or engage in campaign activities while at work.
- Municipal branding including logos, crests, uniforms, and photos of staff cannot appear on campaign materials.
- Municipal facilities cannot display or distribute campaign materials.
- No campaign activities are allowed in or on municipally owned/operated facilities, including parks, buildings, or parking lots.
- Municipal facilities cannot be rented for campaign activities during the campaign period, except in very limited circumstances and with written approval of the Clerk.
- Voter Help Centres are strictly campaign-free zones. No advertising, canvassing, or attempts to influence voters are permitted. While Candidates and their scrutineers may be granted limited access for observation purposes, they must not engage with anyone other than Election Officials.
- The Town does not organize all-Candidate debates or events.

National Do Not Call List

The National Do Not Call List (DNCL) does not block political calls, including those for federal, provincial, or municipal elections. Political parties and Candidates are exempt from DNCL rules, allowing them to contact voters, but they must honor requests to be added to their own internal "do not call" lists.

Candidates' Election Campaign Advertisements

All Candidate election campaign advertisements must be in compliance with the MEA at all times. A Candidate must have filed their nomination paper before spending any money and the amount they may spend on their campaign is regulated.

A Candidate shall not cause an election campaign advertisement to appear unless they provide the following information to the broadcaster or publisher in writing:

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

Financial Reporting Requirements

Information regarding election finances and campaign contributions, including financial responsibilities of Candidates, Third Party Advertisers, campaign contributions/fundraising, campaign expenses and financial reporting is available in the Ministry of Municipal Affairs and Housing. Documentation can be found on the [Ministry of Municipal Affairs and Housing website](#). (See **Section E. Campaign Expenses and Contributions**).

Candidates Access Portal

Candidates will receive a login ID and password permitting access to the Candidates Access Portal beginning September 1, 2026 where they will be able to search, view, or download information from the Voters' List. Access will only be provided once the Candidate's Declaration for Proper Use of the Voters' List has been completed and filed with the Clerk. The Voters' List may be used solely for election purposes, and acclaimed Candidates are not eligible to receive access.

Through the Portal, Candidates will be able to view voters' names, property addresses, wards, mailing addresses, and whether an elector has voted, as permitted under the MEA. The program does not maintain information on how an elector has voted.

No printed or digital copies of the Voters' List will be provided.

Upon the completion of the election event, access to the Candidate Portal will be disabled and any downloaded copies are to be destroyed.

Form - Candidate's Declaration – Proper Use of Voters List

Scrutineers

Each Candidate may appoint Scrutineers to represent them during the election process, including attendance in the Election Help Centre on Voting Day.

The appointment shall be made using the Appointment of Scrutineer by Candidate form as signed by the Candidate. When entering the Election Help Centre or other designated election locations, the Scrutineer shall produce identification and their signed Appointment of Scrutineer by Candidate form. The Scrutineer will be issued an identification badge which must be returned to an Election Official before leaving.

No more than one Candidate or one Scrutineer representing each Candidate may be in the Election Help Centre at any time.

All Candidates and Scrutineers must take an Oral Oath of Secrecy at the Election Help Centre.

All Candidates and Scrutineers must remain in the area as designed by the Clerk in the Election Help Centre.

Each Scrutineer shall be responsible for their conduct, rights and prohibitions as set out on the applicable appointment form including but not limited to:

- Interact with Electors or interfere directly or indirectly with the voting process.
- Situate themselves in the Election Help Centre outside of the designated area.
- Impede the operations in the Election Help Centre.
- Use a camera, cellular phone or other mobile devices in the Election Help Centre.
- Attempt, directly or indirectly, to interact or interfere with, or influence an elector, including campaigning or persuading them to vote for any Candidate.
- Seek or attempt to obtain information on how an elector intends to vote or has voted.
- Communicate any information regarding how an elector intends to vote or has voted.
- Compromise the secrecy of the vote.
- Display campaign material or literature of any kind within the Election Help Centre, including the parking lot and surrounding property. Candidates, supporters and scrutineers are NOT permitted to wear campaign material, hand out campaign material, or park a vehicle displaying campaign material in the parking lot of the Election Help Centre. Anyone breaking these rules will be required to remove the campaign material immediately and vacate the premises.

Any Candidate, Scrutineer, Third Party Advertiser, Agent or voter who by their actions creates a disturbance or interferes in any way with the proper conduct at the Election Help Centre may be expelled from the location for such actions. An Agent, Candidate or Scrutineer who is dissatisfied with the actions of election personnel is invited to contact the Clerk to discuss the matter.

For Internet and Telephone Voting, Election Officials will provide Candidates or their Scrutineers the opportunity to observe a logic and accuracy testing phase. The process is intended to provide an understanding of the alternative voting method.

Scrutineers and/or Candidates may observe the final tally at the Election Help Centre on election night by arriving prior to 8:00 p.m. No one will be admitted into the Election Help Centre after 8:00 p.m.

Form – Appointment of Scrutineer by Candidate
Form – Oral Oath of Secrecy

D. THIRD PARTY ADVERTISERS

Individuals, corporations and trade unions can register as Third Party Advertisers and can also make contributions to Third Party Advertisers. Third Party Advertisers are required to register with every municipality where they wish to advertise. Registration allows a Third Party Advertiser to promote or oppose any Candidate that the electors in the municipality can vote for (Local Council, District Council and School Board Trustee positions).

Third Party Advertisers may register with the municipality beginning May 1, 2026 and until October 23, 2026 during office hours. Third Party Advertiser registrations will not be accepted after the deadline.

No individual, corporation or trade union shall incur expenses for a third party advertisement unless the individual, corporation or trade union is registered with the municipality when the expenses are incurred and advertisement appears. The expenses incurred in relation to third party advertisements cannot exceed the total expenses limits for the Registered Third Party.

Third party advertising must be done independently of Candidates. Candidates are not able to direct a Third Party Advertiser. Candidates are not able to register as Third Party Advertisers.

All Third Party Advertisers are required to file financial statements using the prescribed Ministry of Municipal Affairs and Housing form by 2:00 p.m. on March 30, 2027. Electronic submissions will not be accepted. The received financial statements will be publicly disclosed at www.huntsville.ca/election. (See Section J. Post Election)

Registered Third Party Advertisers do not receive access to the Voters' List.

Registration of a Third Party Advertiser

A scheduled appointment with the Clerk is required to register. Electronic filings are not permitted.

Third Party Registrations (Certified)

A list of certified Third Party Registrations will be posted on www.huntsville.ca/election as soon as possible after filing. The list will be updated as new registrations are received.

Registration Period

Individuals, corporations or trade unions may only register during the official Registration Period, which runs during regular business hours from:

- Monday, May 1, 2026 to Friday, October 23, 2026.

Registration Requirements

The following are eligible to register as a Third Party Advertiser:

- Any person who is a resident in Ontario;
- A corporation carrying on business in Ontario;
- A trade union that holds bargaining rights for employees in Ontario.

Corporations must show proof of incorporation (i.e. Corporate Profile Report or Certificate of Status) and that they carry on business in Ontario, and the representative filing must provide proof that they are authorized to do so on behalf of the corporation (or trade union) (i.e. certified true copy of Board resolution).

There is no fee to register as a Third Party Advertiser.

Form – Notice of Registration - Third Party (Form 7)

Form – Acknowledgement of Release of Personal Information – Third Party Advertisers

Withdrawal of Third Party Registration

A registered third party may withdraw their registration by filing a written withdrawal in the Clerk's Office up to 4:30 p.m. on Friday October 23, 2026.

If a Withdrawal of Registration form is received from an agent, the Clerk will contact the Registered Third Party Advertiser for confirmation.

Form – Withdrawal of Registration - Third Party Advertiser

Third Party Registrations (Certified)

A list of certified Third Party Registrations will be posted on www.huntsville.ca/election as soon as possible after filing. The list will be updated as new registrations are received.

Restricted Period

The restricted period for third party advertisements in relation to an election in a municipality begins on the earliest day that an individual, corporation or trade union is permitted to register (Friday, May 1, 2026) as a Third Party Advertiser in relation to the election, and ends at the close of voting on Voting Day.

Mandatory Information in Third Party Advertisements

No registered Third Party Advertiser shall cause a third party advertisement to appear during the restricted period unless the advertisement contains the following information:

- The legal name of the registered Third Party Advertiser; and
- The municipality where the Third Party Advertiser is registered; and
- A telephone number, mailing address or email address at which the registered Third Party Advertiser may be contacted regarding the advertisement.

Mandatory Information for Broadcaster

A registered Third Party Advertiser shall not cause a third party advertisement to appear during the restricted period unless they provide the following information to the broadcaster or publisher in writing:

- The name of the registered Third Party Advertiser; and
- The municipality where the Third Party Advertiser is registered; and
- The name, business address and telephone number of the individual who deals with the broadcaster or publisher under the direction of the registered Third Party Advertiser.

Prohibition, Broadcaster or Publisher

No broadcaster or publisher shall cause a third party advertisement to appear during the restricted period if the information set out in the paragraphs above have not been provided.

Third Party Advertisers Prohibited from Providing Elector Assistance

Candidates or their scrutineers are not permitted to interpret for or assist any electors in the voting process.

E. CAMPAIGN EXPENSES AND CONTRIBUTIONS

Duties of Candidates and Third Party Advertisers

Candidates and Third Party Advertisers should pay careful attention to campaign finance rules and may wish to seek professional advice.

The MEA assigns several duties to Candidates and registered Third Party Advertisers respecting contributions, receipts, records, financial filings, return of contributions, anonymous donations and other matters. Candidates and Third Party Advertisers should familiarize themselves with their duties and obtain professional assistance if required.

Campaign Period

Contributions cannot be accepted outside the campaign period (beginning upon nomination or registration and ending December 31, 2026). A campaign period may be extended as set out in subsection 88.24(1) 4. of the MEA. Documentation and supports can be found on the [Ministry of Municipal Affairs and Housing website](#)

Campaign Bank Account

Candidates or Registered Third Party Advertisers must open a bank account exclusively for their campaign if they accept any contributions of money (including contributions from themselves or their spouse) or incur any expenses. Personal bank accounts cannot be used.

The Candidate nomination fee is considered to be a personal expense, not a campaign expense.

Candidates are not required to open a bank account if they do not spend any money or do not receive any contributions of money.

Maximum Campaign Expenses

Upon filing of Nomination Papers or Registration, Candidates and Third Party Advertisers will be provided with an estimate of campaign spending limits using the number of electors for each respective office as it

existed on September 15, 2022. Maximum campaign expenses for the various offices are based on the voters' list and calculations outlined within the MEA and associated Regulations.

- Form – Estimated Campaign Spending Limits - Candidate
- Form – Estimated Campaign Spending Limits – Registered Third Party Advertiser

No later than September 30, 2026, the Clerk shall provide each Candidate and Third Party Advertiser, via email, with a Certificate of Maximum Campaign Spending Limits that can be incurred as it exists on September 20, 2026.

Both the estimate and the maximum shall be based on the following calculations:

Office	Maximum Campaign Expenses Spending Limits	Maximum Amount of Contributions Own Campaign	Maximum Amount of Expenses for Parties, Etc.
Mayor	\$7,500 plus 85 cents for each elector entitled to vote for that office	\$7,500 plus 20 cents for each elector entitled to vote for that office (max. \$25,000)	10% of maximum amount of expenses
District and Ward Councillor	\$5,000 plus 85 cents for each elector entitled to vote for that office	\$5,000 plus 20 cents for each elector entitled to vote for that office (max. \$25,000)	10% of maximum amount of expenses
School Board Trustee	\$5,000 plus 85 cents for each elector entitled to vote for that office	No Limit	10% of maximum amount of expenses
Third Party Advertiser	\$5,000 plus 5 cents for each elector entitled to vote for that office to a maximum of \$25,000	No Limit	10% of the amount of expenses (max. \$2,500)

The higher of the calculation between the estimate and the maximum shall be the final spending limit.

- Form – Certificate of Maximum Campaign Spending Limits – Candidates
- Form – Certificate of Maximum Campaign Spending Limits – Registered Third Party Advertiser

Contributions

Contributions include money and the fair market value of goods and services accepted for an election campaign, but do not include:

- voluntary labour.
- cash donation of \$25 or less, or goods or services sold for \$25 or less, at a fund-raiser;
- a campaign loan from a bank or recognized lending institution.
- no charge political advertising provided equally to all Candidates for an office in accordance with the *Broadcasting Act* (Canada).

The table below describes who may make campaign contributions:

Who may contribute:	Recipient	
	Candidate	Third Party Advertiser
Individuals normally residing in Ontario	Yes	Yes

Who may contribute:	Recipient	
	Candidate	Third Party Advertiser
The spouse of a Candidate or an individual who is a Third Party Advertiser	Yes	Yes
A corporation that carries on business in Ontario	No	Yes
Trade Union that holds bargaining rights for employees in Ontario	No	Yes
A Federal political party, constituency Association, or a registered Candidate in a federal election	No	
A Provincial political party, constituency association, or a registered Candidate or leadership contestant		
A federal or provincial government, a municipal or school board		

Contributions up to \$25 may be made in cash at a fundraiser. Contributions more than \$25 must be contributed by a contributor in a way that associates the contributor’s name and account with the payment.

Candidates and Third Party Advertisers are required to inform contributors of the contribution limits. A contributor is limited to a total of \$1,200 to any one Candidate in an election and \$5,000 to two or more Candidates for office on the same council or school board.

Candidates and Third Party Advertisers shall not take contributions more than the amount set out in the Certificate of Maximum Campaign amount.

The Town of Huntsville does not issue contribution rebates.

Information regarding election finances and campaign contributions, including financial responsibilities of Candidates, Third Party Advertisers, campaign contributions/fundraising, campaign expenses and financial reporting is available in the Ministry of Municipal Affairs and Housing. Documentation and supports can be found on the Ministry of Municipal Affairs and Housing website www.ontario.ca/page/ministry-municipal-affairs-housing.

F. ELECTION SIGNS

Town of Huntsville

[By-law No. 2025-29](#) provides for the regulation of election signs. All Candidates, Third Party Advertisers and Electors should review the By-law to ensure full compliance.

Key requirements include:

- Election signs may not be installed anywhere within the municipality before Monday, August 31, 2026.
- All election signs must be removed by October 29, 2026.
- Signs may only be placed on private property and only with the property owner’s permission (subject to limits on size, setbacks, and quantity).
- Candidates are responsible for ensuring their signs remain in good condition.
- Candidate signs must clearly identify the Candidate.
- Third Party Advertiser signs must include the advertiser’s name, municipality of registration, and contact information.

Election signs must **not**:

- Be placed on public property, including municipal buildings, roadways, parks, trails, utility poles, and similar areas.
- Contain any indecent content.

- Be illuminated, flashing, inflatable, or animated.
- Must not resemble for traffic or other official signs.
- Display the Town's logo, branding, trademark, or any official mark.
- Be attached to a roof.

District Municipality of Muskoka

The installation of signs on District Municipality of Muskoka properties, including road allowance, shall be installed in accordance with section G.2. of District By-law 2021-33: *Political campaign signs shall comply with the applicable by-law of the Area Municipality which the sign is located.*

Ministry of Transportation

For convenience, below is information regarding placing election campaign signs on Provincial properties. Candidates are responsible for the authorized placement of their signs.

- Election signs may be erected on the right-of-way or adjacent to a Class 2 undivided Staged Freeway, a Class 3 Special Controlled Access highway, a Class 4 Major highway or Class 5 Minor highway during an official election.
- Signs up to 0.7 m² (8 sq. ft.) in size must be placed a minimum of 4 m (12 ft.) from edge of pavement. Signs over 0.7 m² (8 sq. ft.) and up to 3.7 m² (40 sq. ft.) must be placed at the outer limit of the right-of-way.
- Election signs may be placed on the right-of-way of a highway but must not be placed less than 4m (12 ft.) from the edge of the pavement.
- Election signs must not be affixed to a permanent or an official sign or to guide rail, on traffic islands or other highway structure or facility.
- An election sign must not be placed where it may interfere with visibility, an official sign, traffic signal, or other safety device. This is particularly important at intersections where signs could create a traffic hazard by impairing the visibility of motorist.
- Portable read-o-graph sign trailers are prohibited on the right-of-way of any highway. Such read-o-graph sign trailers may be utilized providing they are erected on private property and meet the requirements of the ministry for portable read-o-graph signing.
- Permits or Letters of Approval for any signs erected under these instructions are not required.
- Election signs must be removed from the Ministry right-of-way and adjacent properties within three (3) working days following Voting Day.

Rental Housing and Condominium Corporations

Landlords and condominium corporations cannot prohibit their tenants from displaying campaign signs in their own unit. The condominium corporation/landlord will have the right to establish reasonable conditions related to the size or type of sign. Landlords and condominium corporations may prohibit the display of signs in relation in common areas of the building.

G. VOTERS' LIST

The Preliminary List of Electors (PLE, framework for the Voters' List) is provided to the Town of Huntsville from Elections Ontario. Electors are encouraged to confirm voter registration status in advance of the delivery of the Preliminary List of Electors (PLE) to the Town of Huntsville.

Voters can contact visit:

- Elections Ontario website at: [Elections Ontario Voter Registration](#) by August 12, 2026 to check if they are on the list or to update their information; and
- Municipal Property Assessment Corporation website at: [MPAC School Support Designation](#) before June 1, 2026 to update their school support designation.

Elections Ontario will deliver the PLE to the Clerk on August 14, 2026. The Clerk is required to correct and amend the PLE using information held by the municipality which will provide for the Voter's List by September 1, 2026.

Revisions to the Voters' List

After the PLE has been distributed and corrected/amended by the Clerk (September 1), Electors are encouraged to ensure they are on the Voters' List by using the online Town's Online Voting Service Portal at www.huntsville.ca/election.

If the Elector is not on the Voters' List:

- they may use the **online** Voter Registration Portal at www.huntsville.ca/election and complete the Application to Amend the Voters' List form and upload the required identification **no later than 7:00 p.m.** on Voting Day (October 26); or
- they can **visit the Municipal Office** during regular business hours (Monday to Friday from 8:30 a.m. to 4:30 p.m., statutory holidays excluded), and any extended office hours during the voting period **up to the close of voting** on October 26, 2026.

The Clerk may, at their sole discretion, require additional information and identification to amend the Voters' List.

The Clerk has the authority to remove a person's name from the Voters' List if the Clerk is satisfied that the person has died (without an application to change the Voters' List). Upon notice from a property owner, the Clerk also has the authority to remove boarders, tenants or previous owners from the Voter's List if the Clerk is satisfied that the person no longer resides at that address.

Notice of this revision period shall be advertised a minimum of one time on the Town of Huntsville website during this period.

- Form – Application to Amend Voters List (EL15)
- Form – Voter Identification
- Form – Declaration of Identity (Form 9)

VoterView Module

The Town of Huntsville utilizes the Municipal VoterView module to manage and update the Voters' List on an ongoing basis. Only those appointed as Election Officials have the authority to access the module. The module is supported by the Elections Ontario administrative voters' list portal and only those appointed as Election Officials have the authority to access the portal.

An internet voter lookup interface of the Municipal VoterView module will be available to electors to determine whether they are on the voters' list.

Copies of Voters' List

Upon written request to the Clerk, a copy of the voters' list (through access to the Candidates Module) shall be provided to:

- The secretary of a local Board any of whose members are to be elected in this election.

- The Clerk of the local municipality responsible for conducting the elections in any combined area for school board purposes.
- The Clerk for the District of Muskoka.
- The Minister.
- Candidates (for Ward Council Candidates only those portions pertaining to their area).

H. VOTING

Number of Votes

A voter is only entitled to vote once in a municipality and once in a school board, even if the voter has more than one qualifying property address within the municipality or school board. The place where they vote is where they reside. If a voter resides in one ward but has other properties in different wards in the same municipality, they may only vote in the ward where they reside. A voter may only have one permanent residence.

No Photos, Videos, or Revealing a Vote

It is illegal to photograph or record a marked ballot, or to show a marked ballot to anyone, including posting it online, in a way that reveals how you voted.

Internet/Telephone Voting Method

By-law No. 2025-28 authorizes the Town of Huntsville to use internet and telephone voting for the 2026 Municipal Election. Internet voting allows an elector to cast an electronic ballot from a computer, tablet or smartphone from anywhere there is an internet connection. In absence of the internet or if elector would prefer, votes can also be cast using the telephone. Electors are not required to enter a municipal facility or designated voting station to cast their vote.

System Integrity

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

- Ensuring that every qualified elector on the Voters' List receives a Voter Information Letter (VIL) containing their unique PIN.
- Restricting access to PINs so that only the Clerk, or their designate, can access PINs associated with each voter's name and address.
- Guaranteeing that once a ballot is cast, it cannot be traced back to the elector in any way.
- Allowing eligible electors to be added to the Voters' List or to update their information up to 8:00 p.m. on Voting Day.
- Using Multifactor Authentication (2FA) for all administrator accounts.

To ensure a secure election, access to the Online Voting portal will only be allowed from devices and browsers that meet modern encryption standards. Devices that do not meet the minimum requirements, will receive an error message that a connection could not be established, and as a result, Voters will need to use a device that meets the requirements or use alternative voting options such as telephone voting or in person at the Election Help Centre.

Voter Information Letters (VILs)

Voter Information Letters (VILs) will be printed and delivered through Canada Post to the mailing address of all eligible voters contained on the voters' list in advance of the voting period. At the discretion of the Clerk, or designate, alternative delivery methods may be utilized.

The VIL will be provided in English and French and may include, but not limited to, the following information:

1. Electors name, qualifying address, ward and school support;
2. Dates and hours of voting;
3. The elector's voter identification and PIN;
4. The internet address (URL) and telephone number to cast their vote;
5. Election Help Centre location, telephone number and hours;
6. Instructions on how to vote;
7. Voter eligibility criteria; and
8. Information on illegal and corrupt practices under the MEA.

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

Should an eligible voter receive more than one Voter Information Letter (VIL), the eligible voter may only vote once and return the other Voter Information Letter (VIL) to the Election Help Centre (Municipal Office). **Electors who knowingly vote twice are committing an offence under the MEA and subject to an investigation and prosecution by the police and legal system.** Voter Information Letters (VILs) returned to the Election Help Centre shall have the PIN disabled. The Voter Information Letter (VIL) will be maintained in a secure fashion and destroyed in the same manner as all other municipal election material.

Replacement Voter Information Letter (VIL)

If an elector requires a new Voter Information Letter (VIL), they can attend or contact the Election Help Centre to review options with an Election Official. Replacement VILs may be issued through alternative methods, such as email, with the approval of the Clerk.

Qualified electors are able to request a new or replacement VIL under certain circumstances:

- A. If an elector on the Voters' List has lost/not received their VIL and the PIN has not been used, an authorized Election Official can issue a new VIL provided that the satisfactory information has been provided and the elector completes the required forms or uses the Voter Registration Portal to update or upload their information. The authorized Election Official will proceed to disable the elector's first assigned PIN and issue a new VIL and PIN.
- B. Where a person on the Voters' List has attempted to vote and their PIN has already been used, they can attend the Election Help Centre and prove to the satisfaction of the Clerk that they did not vote the PIN and that a new one is required. In many cases, law enforcement may need to be involved before a new PIN can be issued. Once the elector provides proof of identity and residence and completes the required statutory declaration a new BIL containing a new PIN may be provided.
- C. Where an eligible voter has received an incorrect VIL in terms of ward and/or school support, and has not voted, the voter can contact the Election Help Centre or use the Voter Registration Portal to apply the proper category to the existing PIN. The elector will be required to provide or upload appropriate confirmation of eligibility.

[Form – Application for Replacement Voter Information Letter \(VIL\)](#)
[Form – Voter Identification](#)
[Form – Declaration of Identity \(Form 9\)](#)

Overview of Internet/Telephone Voting Process

Voting will commence on October 14, 2026 at 10:00 a.m. through to October 26, 2026 at 8:00 p.m.

Prior to the activation of the system on October 14, 2026 at 10:00 a.m., the Clerk and those Candidates/scrutineers in attendance shall confirm the content on the Zero Report (all applicable

Candidates, zero votes recorded). Candidates or their scrutineer in attendance will be asked to sign the Activation of the Voting System that attests to this fact.

Below is an overview of the Internet / Telephone voting process:

- Eligible electors, as identified with complete information on the Voters' List, will receive, through the mail, a sealed and personalized Voters Information Letter (VIL). This letter will direct electors to a designated website or telephone number, based on the desired method of voting.
- Type the website from the VIL in the address bar at the top of your web browser (such as Chrome, Safari, Edge, etc.).
- At the designated website or through the identified telephone number, electors will enter their PIN, a validation criterion and review the Oath. Electors will be entered into the voting system.
- Based on the eligible options for the elector (ward, school board), the voting system will offer the options for the various election races for the elector to cast their vote.
- The voting system will permit the elector to abstain from (skip) voting for an office(s) or to undervote for an office where more than one selection may be made, if desired.
- The voting system will not permit the elector to overvote for an office(s).
- The voting system allows an elector to "spoil" their ballot by abstaining from all offices.
- After the elector makes their selection, the voting system will display the chosen option and give the elector the opportunity to either change their selections or confirm their vote.
- Once all races are confirmed by the elector, the elector submits (casts) their vote and the voting process is complete. The elector will be struck off the Voters' list and identified as having participated in the election process.

Once the voter PIN has been used to cast their vote, it cannot be used again. Further access shall not be granted.

Electors who have started the voting process at 8:00 p.m. on Monday October 26, 2026, but have not concluded will be provided a five (5) minute grace period to complete their vote.

For any electors at the Election Help Centre, they will be able to vote provided they are within the facility with the intention to cast a vote prior to 8:00 p.m. on Monday, October 26, 2026.

Assistance for Electors

During the voting period, Huntsville Civic Centre (Town Hall), 37 Main Street East) will be designated as the Election Help Centre and will host access to the internet through voting kiosks stations, with applicable voting equipment.

The Election Help Centre will provide electors with the option of voting in a specified location, with the assistance of an Election Official, if assistance is deemed to be required by the elector. Other locations may be established as an Election Help Centre. When the public are accessing the Election Help Centre in person, all must abide by the Town's rights of access and use of municipal facilities procedures at the time of access.

Other municipal locations, such as the Huntsville Public Library, are available to provide internet access for individuals that do not have access to a computer device and/or internet service. Access to the Huntsville Public Library will be in accordance with the library's access to facility procedures at the time of access.

Election Help Centre Hours:

Date	Time
Wednesday October 14	10:00 a.m. to 4:30 p.m.
Thursday October 15	9:00 a.m. to 4:30 p.m.
Friday October 16	9:00 a.m. to 6:00 p.m.
Saturday October 17	10:00 a.m. to 2:00 p.m.
Monday October 19, 20, 21, 22	9:00 a.m. to 4:30 p.m.
Friday October 23	9:00 a.m. to 6:00 p.m.
Saturday October 24	10:00 a.m. to 2:00 p.m.
Monday October 26	9:00 a.m. to 8:00 p.m.

Off-site assistance will be provided at the following locations between October 15 and October 23, 2026, subject to any safety-related instructions from location administrators:

- Huntsville District Memorial Hospital (if on September 1, 2026, 20 or more beds are occupied by persons who are disabled, ill or infirm)
- Chartwell Muskoka Traditions
- Chartwell Rogers Cove Retirement Home
- Fairvern Nursing Home
- Muskoka Landing Long Term Care

If an elector requests assistance to vote, an Election Official may assist provided the elector takes the Oral Oath to vote with assistance.

In lieu of an Election Official providing assistance, the elector may request that a friend assist the elector at the Election Help Centre. The friend assisting the elector shall be required to take the Oral Oath to vote with assistance. No person shall be allowed to act as a friend of more than one voter at the Election Help Centre.

Where an elector requires an interpreter (provided by the elector), the interpreter shall take the Oral Oath to vote with assistance, and shall translate the oaths as well as any lawful questions put to the elector.

Candidates or their scrutineers are not permitted to interpret for or assist any electors with the participation in the voting process.

Form - Oral Oath at Election Help Centre

Results of Election

The Clerk, at 8:05 p.m. on October 26, 2026, shall arrange for the close and deactivation of the voting system. The Clerk shall then produce the results report (MEA, Section 55). The Clerk, and the Deputy Returning Officer shall sign the report indicating the unofficial results and votes cast.

The Clerk and the Deputy Returning Officer will proceed to the Municipal Council Chambers (37 Main Street East, Huntsville) where the unofficial results shall be reflected up on the projection screen. The unofficial results will be posted on www.huntsville.ca/election.

As soon as possible after Voting Day, the Clerk shall declare the Candidates elected as a result of the election and certify the results of the election. The certified results will be posted on www.huntsville.ca/election as soon as possible following October 26, 2026.

Form - Declaration of Elected Candidates
Form - Certificate of Election Results

Form – Certificate of Election of Members to Muskoka District Council
Form – Certificate of Election Results – Trillium Lakelands District School Board Trustee –
Huntsville/Lake of Bays

Recount

In accordance with Section 56 of the MEA a recount is to be conducted within 15 days after the declaration of results, and in the same manner as the original count.

Only a judge may provide that a recount be held in a different manner than the original count.

As per the MEA, a recount will be permitted under the following circumstances:

- Where the counting of ballots resulted in a tie vote and one Candidate will not be elected;
- Where a municipality, local board or Minister of Municipal Affairs and Housing has passed a resolution to order a recount; or
- Where an electors' request has been granted by the Superior Court of Justice.

If the recount indicates that Candidates who cannot both or all be declared elected to an office have received the same number of votes, the clerk determines the result by lot in accordance with section 62 of the MEA.

Emergency Situations

In the event of any condition of an emergency or any circumstance that will undermine the integrity of the election, the Clerk has the discretion to declare an emergency and make any arrangements deemed necessary for the conduct of the election.

Form – Declaration of Emergency

I. ELECTION ADMINISTRATION

Clerk's Authority

The Clerk is responsible for facilitating the 2026 Municipal Election through the establishment of rules and procedures. The Clerk may appoint, in writing, Election Officials to assist in the administration of the election process with duties including but not limited to:

- Receive Nomination Papers and Third Party Advertiser Registrations;
- Administer Oaths;
- Issue Voter Information Letters (VIL);
- Approve or deny applications for revision to the Voters' List;
- Assist in the revision of the Voters' list to add, remove or correct Elector information or correct erroneous information;
- Require a person to furnish proof of identity, qualifications or any other matter;
- Assist in the conduct, supervision and management of the Internet and Telephone Voting Procedures;
- Maintain peace and order at the Election Help Centre by removing anyone who is causing a disturbance;
- Assist the Clerk and other Election Officials as required;
- Ensure the Principles of the Election are upheld.

The Clerk may provide for any matter or procedure that is not otherwise provided for in an Act or regulation and, in the Clerk's opinion, is necessary or desirable for conducting the election.

The Clerk at any time has the right to amend this document to facilitate the voting process and security.

The Clerk's ruling on any interpretation of this document is final.

Secrecy

All Election Officials shall take an oath of secrecy and be appointed by the Clerk as per the Appointment Oath of Election Officials. Complaints regarding any and/or all breaches of secrecy shall be documented by the Election Official as well as questions and answers of the complainant and, if deemed appropriate, the Clerk shall submit same to the Ontario Provincial Police for further investigation and prosecution.

Form - Appointment and Oath of an Election Official

Public Notice

All election information, updates and notices will be provided on www.huntsville.ca/election.

Notice of Nominations will be provided prior to Nomination Day. The Notice of Nomination for Office for School Board Trustees shall also be available in French. In the event of the need for an additional notice after the close of nominations, this public notice will be published on www.huntsville.ca/election only, or such other method deemed appropriate by the Clerk.

The Clerk shall give notice of the election (if one is required) as soon after Nomination Day as possible which will include a list of those candidates with certified nominations for each office.

The Clerk shall also provide notice that describes the method and timelines for the internet and telephone voting process.

Form – Notice of Nomination for Office – Municipal Council
Form – Notice of Nomination for Office – School Board Trustees
Form – Notice of Nomination for Office – School Board Trustees (French Version)
Form – Notice of Election
Form – Notice of Revision Period
Form – Notice of Internet and Telephone Voting

Language

Procedures and forms will be provided in English only.

J. POST ELECTION

Financial Statements

The Clerk shall provide notice of all of the filing requirements at least 30 days before the filing date.

Candidates and Third Party Advertisers are required to submit completed financial statements of campaign expenses using the prescribed forms. Completed statements are required to be submitted to the Clerk by March 30, 2027 at 2:00 p.m. Electronic submissions will not be accepted. A Notice of Default will be given to any Candidate or Third Party Advertiser if the Financial Statement is not submitted by the deadline.

There are penalty provisions in the MEA that are applicable to Candidates who fail to meet the disclosure and reporting requirements.

If a Candidate fails to pay the surplus over to the Clerk or exceeds their election spending limit, they forfeit any office they have been elected to and are ineligible to run for or to be appointed to any office in Ontario until the next regular election.

A Candidate will be permitted to resubmit a financial statement to correct an error, until the filing deadline.

The nomination filing fee will only be refunded if a financial statement is filed on time. If a Candidate does not file their financial statement on time and is willing to pay a \$500 late filing fee, the Candidate will be provided an additional 30-day grace period to file the financial statement. A Candidate exercising this option will not be refunded their nomination filing fee.

In accordance with the MEA, the Clerk shall before Voting Day, notify all Candidates of the penalties under subsection 88.23 (2) and 92(1) related to election campaign finances.

The financial statements shall be available for viewing by the public on www.huntsville.ca/election.

Form – Notice to Candidate of Filing Requirements
Form – Notice to Candidate of Penalties and Refund of Filing Fee Requirements
Form – Notice to Third Party of Filing Requirements and Effect of Default
Form – Financial Statement – Auditor’s Report (Form 4)
Form – Financial Statement – Subsequent Expenses (Form 5)
Form – Notice of Extension of Campaign Period (Form 6)
Form – Notice of Default – Candidate
Form – Notice of Default – Registered Third Party

Clerk’s Responsibility to Review Financial Statements

The Clerk will be required to review all of the financial statements received and identify whether any contributor appears to have exceeded any of the contribution limits. The Clerk will be required to report to the Compliance Audit Committee as soon as possible after the filing deadline regarding contributions made to Candidates and Third Party Advertisers in excess of the established limits. Within 30 days of receiving the report, the Compliance Audit Committee must consider the report and decide whether to commence a legal proceeding against a contributor for an apparent contravention.

Clerk’s Report on Financial Statements

As soon as possible after April 30, 2027, the Clerk will be required to provide a report and make it available on the Town’s website, setting out all Candidates in an election and indicating whether each Candidate complied with financial reporting requirements.

Disposition of Records

After one-hundred and twenty (120) days from declaring the results of the election (subject to a Judge’s order or recount proceedings), the Clerk shall authorize the destruction of the applicable election records and be provided with written confirmation. The Clerk may also destroy all other documents and materials related to the election except those specified under the Act (e.g. financial statements filed by Candidates).

All materials destroyed will be listed, and a declaration stating their destruction will be taken and retained on file.

Form - Declaration of Destruction of Records

J. ACCESSIBILITY

The Town of Huntsville is committed to ensuring that all qualified electors have the opportunity to vote. The use of Internet and Telephone Voting provides the most accessible access to the electoral process as it eliminates the need for electors to attend a polling station and provides for an extended period of time to participate in the election process. Any questions or comments regarding accessibility should be directed to the Clerk.

The Clerk shall ensure that the Election Help Centre is accessible to electors with disabilities. At the discretion of the Clerk, special requests will be considered for an Election Official to travel to a location with a mobile voting kiosk (i.e. laptop, tablet) to assist electors who require accommodations as determined and advertised by the Clerk.

The Clerk is required to prepare a plan regarding the identification, removal, and prevention of barriers that affect electors and Candidates with disabilities and make the plan available to the public in advance of the voting period. The Clerk is also required to provide a follow-up report to the public within 90 days after the election.

K. ELECTION KEY DATES

DATE(S)	ACTION ITEM
January 1 to August 12, 2026	Elections Ontario - Register to Vote: <ul style="list-style-type: none"> • www.registertovoteon.ca to confirm, update and add information
January 1 to June 1, 2026	Municipal Property Assessment Corporation – School Board Support: <ul style="list-style-type: none"> • January 1 to June 1, 2026 – MPAC to confirm or update trustee election information.
March 31, 2026	BY-ELECTION No By-Election shall be held to fill an office that becomes vacant after this date (Subject to Council Vacancy Policy)
April 2026	PUBLISH NOTICE OF NOMINATION PERIOD (s.32)
April 7, 2026	SCHOOL BOARD DETERMINATION AND DISTRIBUTION OF TRUSTEES Deadline for school boards to provide Clerk with a copy of the report on determination and distribution of trustees (O.Reg 412/00).
April 30, 2026	CANDIDATE INFORMATION SESSION 6:00 p.m., District Municipality of Muskoka, 70 Pine Street, Bracebridge, ON Hosted in partnership with the Ministry of Municipal Affairs and Housing and Clerks on Call.
May 1, 2026 to August 21, 2026 at 2:00 p.m.	NOMINATION PERIOD Nomination Papers for Candidates for the 2026 Municipal Election may be filed during regular business hours (Monday to Friday 8:30am-4:30pm, excluding weekends and statutory holidays). To book an appointment, call 705-789-1751 ext. 2255 or email: clerk@huntsville.ca Using the Number of Electors on September 15, 2022, the Clerk to provide Candidates with: <ul style="list-style-type: none"> • Estimated Maximum Expenses • Estimated Maximum Contributions to Own Campaign • Estimated Maximum Amount for Parties, etc. After Voting Day (Optional) Clerk to provide Candidate Notice of Penalties Related to Campaign Finances.
May 1, 2026 to December 31, 2026	CAMPAIGN PERIOD – MUNICIPAL COUNCIL AND SCHOOL BOARD TRUSTEES Begins May 1, 2026 or whenever a Candidate files a nomination paper (whichever is later) and ends on December 31, 2026.
May 1 2026 to October 23, 2026	THIRD PARTY ADVERTISER REGISTRATION PERIOD Third Party Advertiser registration may be filed during regular business hours (Monday to Friday 8:30am-4:30pm, excluding weekends and statutory holidays). To book an appointment, call 705-789-1751 ext. 2255 or email: clerk@huntsville.ca Using the number of electors on the Voters' List on September 15, 2022, the Clerk is to provide Register Third Party Advertisers with: <ul style="list-style-type: none"> • Estimated Maximum Expenses • Estimated Maximum Amounts for Parties, etc. After Voting Day

DATE(S)	ACTION ITEM
May 1, 2026 to October 26, 2026	<p>RESTRICTED PERIOD FOR THIRD PARTY ADVERTISEMENTS The restricted period for Third Party Advertisements starts on the later of May 1, 2026, or the date an individual, corporation, or trade union registers as a registered third party for the election. It concludes at the close of voting on October 26, 2026.</p>
June 1, 2026	<p>PROCEDURES Last day for the Clerk to establish procedures and forms for use of vote-counting equipment or alternative voting method, s.42 (3) & (4).</p>
June 2 to August 31, 2026	<p>BLACKOUT PERIOD FOR SCHOOL BOARD SUPPORT CHANGES MPAC to provide Elections Ontario with updated school board support information for Preliminary List of Electors (PLE).</p>
August 12, 2026	<p>LAST DAY FOR VOTERS TO REGISTER ONLINE WITH ELECTIONS ONTARIO TO BE INCLUDED IN THE PRELIMINARY LIST OF ELECTORS (PLE).</p>
August 13 to August 30, 2026	<p>BLACK OUT PERIOD FOR VOTERS' LIST PREPARATION Clerk to prepare Voters' List using the Preliminary List provided by Elections Ontario.</p>
August 14, 2026	<p>PRELIMINARY LIST OF ELECTORS (PLE) Elections Ontario to provide Clerk with PLE for use in preparing the Voters' List.</p>
August 21, 2026	<p>NOMINATION DAY Nomination Papers for Candidates for the 2026 Municipal Election may be filed no later than 2:00 p.m. (s.31)</p> <p>WITHDRAWAL OF CANDIDATE Candidates wishing to withdraw nomination must do so no later than 2:00 p.m. (s.36)</p>
August 24, 2026	<p>CERTIFICATION OF NOMINATION PAPERS Clerk to Certify or Reject nominations no later than 4:00 p.m. (s.35.1)</p> <p>DECLARE ELECTION/ACCLAMATIONS Clerk to post list of Candidates and Acclamations. (s.37(1))</p>
August 26, 2026	<p>ADDITIONAL NOMINATIONS (IF NECESSARY) If necessary, additional nominations will be received between 9:00 a.m. and 2:00 p.m. (s33(5)) If Candidate who filed on this day wishes to withdraw their nomination they must do so no later than 2:00 p.m.</p>
August 27, 2026	<p>ADDITIONAL NOMINATIONS - CERTIFICATION OF NOMINATION PAPERS BEFORE 4:00 PM, s.35(1)2 ACCLAMATION(S) BY 4:00 P.M. (s.37(2))</p>

DATE(S)	ACTION ITEM
September 1, 2026	<p>VOTERS' LIST</p> <p>Clerk to produce Voters' List</p> <p>Upon written request, the Clerk shall provide a copy of the Voters' List to:</p> <ol style="list-style-type: none"> a) the secretary of a local board any of whose members are required to be elected at an election conducted by the clerk, or that has submitted a question to the electors; b) the clerk of the local municipality responsible for conducting the elections in any combined area for school board purposes; c) the clerk of an upper-tier municipality any of whose members are required to be elected at an election conducted by the clerk, or that has submitted a by-law or question to the electors; d) the Minister, if he or she has submitted a question to the electors. <p>Upon written request, the Clerk shall provide Candidates with the part of the Voters' List that contains the names of the electors who are entitled to vote for that office.</p>
September TBD	<p>TESTING OF INTERNET/TELEPHONE VOTING SYSTEM</p> <p>Logic and accuracy testing.</p>
September 1, 2026 to 8:00 p.m. October 26, 2026	<p>REVISION PERIOD (AMEND VOTERS' LIST)</p> <p>Applications (including acceptable identification) may be made to the Clerk to make additions, corrections or deletions of own information to the Voter's list.</p> <ul style="list-style-type: none"> • Online Voter Registration Portal Available on www.huntsville.ca/election • In person changes 8:30 a.m. to 4:30 p.m. at the Municipal Office (weekends and holidays excepted)
September TBD	<p>LOGIC AND ACCURACY TESTING – CANDIDATES / SCRUTINEERS SESSION</p>
September TBD	<p>LAST DATE FOR CHANGES TO VOTERS' LIST FOR VOTER INFORMATION LETTER (VIL) MAILING</p> <p>For every elector on the Voters' List, a VIL will be mailed to the elector's address as shown on the Voters' List.</p>
September 30, 2026	<p>ISSUE CERTIFICATE OF MAXIMUM CAMPAIGN SPENDING LIMITS</p> <p>Using the number of electors on the Voters' List on September 20, 2026, the Clerk to provide Candidates with a Certificate of:</p> <ul style="list-style-type: none"> • Maximum Expenses • Maximum Contributions to Own Campaign • Maximum Amount for Parties, etc. After Voting Day <p>Using the number of electors on the Voters' List on September 20, 2026, Clerk to provide Registered Third Party Advertisers with a Certificate of:</p> <ul style="list-style-type: none"> • Maximum Expenses • Maximum Amount for Parties, etc. After Voting Day
September-October (TBD)	<p>VOTER INFORMATION LETTERS (VILs) PRINTED AND MAILED TO ELECTORS</p>
September 30, 2026	<p>DEADLINE TO ESTABLISH COMPLIANCE AUDIT COMMITTEE</p> <p>Council must establish a Compliance Audit Committee to process compliance audit applications prior to October 1 in an election year. Term of appointment for committee is the same as the term of office for Council. (s.88.37(1))</p>

DATE(S)	ACTION ITEM
October 14 - October 26, 2026	<p>REPLACEMENT VOTER INFORMATION LETTERS (VILs) Replacement VILs available for individuals and meet established criteria and eligibility requirements.</p>
October 14, 2026 at 10:00 a.m.	<p>VOTING PERIOD COMMENCES</p>
October 14, 2026, prior to 10:00 a.m.	<p>PRINTING OF VOTING SYSTEM ZERO REPORT Print of Zero Report. Candidates and/or Scrutineers in attendance request to sign off on Report.</p>
October 14 to October 26, 2026	<p>ELECTION HELP CENTRE OPENS</p>
October 23, 2026	<p>LAST DAY TO PROVIDE PLAN TO IDENTIFY, REMOVE AND PREVENT BARRIERS (s.12.1 (2))</p>
October 23, 2026	<p>LAST DAY FOR THIRD PARTY ADVERTISERS TO REGISTER/WITHDRAW</p>
October TBD	<p>EXPANDED SERVICES – ACCESSIBILITY At the discretion of the Clerk, Election Officials may travel to a location with a mobile kiosk to assist electors who require accommodation.</p>
October TBD	<p>HUNTSVILLE DISTRICT MEMORIAL HOSPITAL Election Officials to attend with voting equipment if on September 1, 2026, 20 or more beds are occupied by persons who are disabled, ill or infirm.</p>
October TBD	<p>FAIRVERN NURSING HOME Election Officials to attend with voting equipment.</p>
October TBD	<p>CHARTWELL ROGERS COVE RETIREMENT RESIDENCE Election Officials to attend with voting equipment.</p>
October TBD	<p>CHARTWELL MUSKOKA TRADITIONS RETIREMENT RESIDENCE Election Officials to attend voting equipment.</p>
October TBD	<p>MUSKOKA LANDING LONG TERM CARE HOME Election Officials to attend with voting equipment.</p>
October 26, 2026	<p>VOTING DAY Final day that qualified Electors may cast their vote up to 8:00 p.m.</p> <p>Unofficial election results will be released after 8:05 p.m. in the Municipal Council Chambers as well as on www.huntsville.ca/election.</p>
October 27, 2026	<p>ELECTION RESULTS The Clerk will declare the official election results as soon as possible after Election Day.</p> <p>RECOUNT In the event of a tied vote a recount must be held within 15 days of the declaration of the results by the Clerk. (s.56)</p> <p>A recount on request from Council / Board / Minister received within 30 days of the declaration of results must be held within 15 days of the receipt of the request. (s.57)</p>
November 15, 2026	<p>2026-2030 TERM OF OFFICE COMMENCES</p>
November 16, 2026	<p>INAUGURAL COUNCIL MEETING – TOWN COUNCIL Inaugural Town of Huntsville Council Meeting for the 2026-2030 Term of Council to be held at 11:00 a.m. in the Huntsville Civic Centre, Algonquin Theatre</p>

DATE(S)	ACTION ITEM
November 17-25, 2026 (Specific days within the window TBD)	<p>HUNTSVILLE NEW COUNCIL ORIENTATION Held at the Huntsville Civic Centre, 37 Main Street East, Huntsville.</p>
November 19, 2026	<p>INAUGURAL COUNCIL MEETING - DISTRICT COUNCIL Inaugural District Council Meeting for the 2026-2030 Term of Council. Details TBD.</p>
December 31, 2026	<p>CAMPAIGN PERIOD ENDS (s.88.24(1)2; s.88.28) Deadline for Candidates and Third Party Advertisers to provide Clerk with written notification of deficit and continuation of campaign period.</p>
January 15, 2027 (8:30 a.m. – 4:30 p.m.)	<p>MUSKOKA COUNCILLOR ORIENTATION SESSION Joint Councillor Orientation Session for all Councillors within the District of Muskoka. (Bracebridge Sportsplex, 110 Clearbrook Tr., Bracebridge)</p>
January 25, 2027	<p>FINAL DAY FOR THE CLERK TO <u>POST</u> A REPORT ON THE IDENTIFICATION, REMOVAL AND PREVENTION OF BARRIERS THAT AFFECT ELECTORS AND CANDIDATES WITH DISABILITIES (s.12.1 (3))</p> <p>FINAL DAY FOR AN ELECTOR TO COMMENCE AN APPLICATION FOR CONTROVERTED ELECTION (s.83) A <u>copy</u> of the application must be provided to the Clerk within 5 days</p>
February 24, 2027	<p>EARLIEST DATE FOR THE DISPOSITION OF ELECTION RECORDS (if result declared October 26 are unchallenged) (s.88 (1))</p>
February 28, 2027	<p>NOTICE TO CANDIDATES OF FILING REQUIREMENTS (Last Day to Provide) The Clerk shall provide notice of all of the filing requirements and of the penalties.</p>
March 25, 2027	<p>DEADLINE FOR FILING APPLICATION TO SUPERIOR COURT OF JUSTICE Last day for Candidate to apply to the Superior Court of Justice to extend the time to file their financial statement (maximum 90 days). (s.88.23(6), s.88.27(3))</p>
March 30, 2027	<p>DEADLINE FOR FILING FINANCIAL STATEMENTS Financial Statements must be filed no later than 2:00 p.m.</p> <p>The Clerk must be notified, in writing, by 2:00 p.m. if a Candidate has applied to the Superior Court of Justice for an extension of the filing deadline.</p>
March 31, 2027	<p>CLERK TO POST FINANCIAL STATEMENTS Financial Statements for Candidates and Third Party Advertisers will be available on www.huntsville.ca/election as soon as possible after the 2:00 p.m. (s.88.30(1))</p>
April 29, 2027	<p>LAST DAY FOR CANDIDATE WHO VIOLATED THE DEADLINE FOR FILING THEIR FINANCIAL STATEMENTS, TO FILE ALONG WITH A \$500 FEE TO AVOID PENALTIES. (s.88.23(9), s.88.27(6))</p> <p>CLERK TO REVIEW FINANCIAL STATEMENTS AND REPORT ON ANY THAT EXCEEDED THE LIMITS (s.88.34)</p>
April 30, 2027	<p>AS SOON AS POSSIBLE AFTER THIS DATE THE CLERK SHALL PUBLISH REPORT OF WHICH CANDIDATES COMPLIED WITH s.88.25 and s.88.29.</p>

DATE(S)	ACTION ITEM
June 28, 2027	<p>LAST DAY FOR AN ELECTOR TO APPLY FOR A COMPLIANCE AUDIT REQUEST</p> <p>The Clerk must forward the application to the Compliance Audit Committee within 10 days of receiving the application. Within 30 days, the Committee must consider the application and decide whether it should be granted or rejected. (s.88.33)</p>
September 23, 2027	<p>DEADLINE FOR CANDIDATE TO APPLY TO SUPERIOR COURT OF JUSTICE</p> <p>Last day for Candidate to apply to the Superior Court of Justice to extend the time to file their supplementary financial statement (maximum 90 days).</p>

L. FORMS

- Declaration of Identity
- Nomination Paper (Form 1) – Prescribed by the Ministry of Municipal Affairs
- Declaration of Qualification – Municipal Council Candidates
- Endorsement of Nomination (Form 2) – Prescribed by the Ministry of Municipal Affairs
- Declaration of Qualification – School Board Trustee Candidates
- Acknowledgement of Release of Personal Information – Municipal Council and School Board Trustee Candidates
- Candidate’s Declaration – Proper Use of Voters List
- Candidate Request for Information Notification Letter
- Agent Appointment
- Withdrawal of Nomination
- List of Certified Candidates
- Declaration of Acclamation to Office
- Appointment of Scrutineer by Candidate
- Oral Oath of Secrecy
- Third Party Advertiser Registration (Form 7) – Prescribed by the Ministry of Municipal Affairs
- Financial Statement – Auditor’s Report (Form 8) – Prescribed by the Ministry of Municipal Affairs
- Acknowledgement of Release of Personal Information – Third Party Advertisers
- Estimated Campaign Spending Limits - Candidate
- Estimated Campaign Spending Limits – Registered Third Party Advertiser
- Certificate of Maximum Campaign Spending Limits - Candidate
- Certificate of Maximum Campaign Spending Limits – Registered Third Party Advertiser
- Notice to Candidate of Filing Requirements
- Notice to Candidate of Penalties and Refund of Filing Fee Requirements
- Notice to Third Party of Filing Requirements and Effect of Default
- Financial Statement – Auditor’s Report (Form 4) – Prescribed by the Ministry of Municipal Affairs
- Financial Statement – Subsequent Expenses (Form 5) – Prescribed by the Ministry of Municipal Affairs
- Notice of Extension of Campaign Period (Form 6) – Prescribed by the Ministry of Municipal Affairs
- Notice of Default - Candidate
- Notice of Default – Registered Third Party
- Notice of Revision Period
- Application to Amend Voters List (EL-15)
- Voter Identification
- Application for Replacement Voter Information Letter
- Oral Oaths at Election Help Centre
- Appointment and Oath of an Election Official
- Notice of Nomination for Office – Municipal Council
- Notice of Nomination for Office – School Board Trustees
- Notice of Nomination for Office – School Board Trustees (French Version)
- Notice of Election

- Notice of Internet and Telephone Voting
- Declaration of Destruction of Records
- Declaration of Elected Candidates
- Certificate of Election Results
- Certificate of Election of Members to District Council
- Certificate of Election Results – Trillium Lakelands District School Board Trustee (Huntsville/Lake of Bays)
- Declaration of Emergency

Instructions

- To be completed by persons whose names appear on the voters' list and who do not present the prescribed proof of identity and residence.
- This application must be completed at the voting place.

Voting Place

Municipality

Ward Name or Number (if any)

Declaration

I, _____, hereby declare that I am

at

(Name of Elector)

(Address)

as shown on the voters' list, and I make this declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath.

Declared before Deputy Returning Officer

in the _____

Date (yyyy/mm/dd) _____

Signature of Deputy Returning Officer

Signature of Person Requesting a Ballot

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)



**DECLARATION OF QUALIFICATION
Municipal Council Candidates**

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

- Mayor
- District & Town Councillor
- Councillor, Ward _____

Do Solemnly Declare That:

1. I am qualified pursuant to the *Municipal Elections Act, 1996* and the *Municipal Act, 2001*, and all other relevant Acts, to be elected to and to hold the office of:
 - Mayor
 - District & Town Councillor
 - Councillor, Ward _____
2. Without limiting the generality of paragraph 1, I am at least eighteen years of age, a Canadian citizen, a resident of the Town of Huntsville or the owner or tenant of land in the Town of Huntsville or the spouse of such owner or tenant.
3. I am not ineligible or disqualified under the *Municipal Elections Act, 1996*, the *Municipal Act, 2001*, the *Municipal Conflict of Interest Act* or any other Act to be elected to or hold the above-mentioned office.
4. Without limiting the generality of paragraph 3,
 - I am not an employee of the Town of Huntsville, or if I am an employee of the Town of Huntsville, I am on an unpaid leave of absence as provided for by section 30 of the *Municipal Elections Act, 1996*.
 - I am not a judge of any court.
 - I am not a member of the Assembly as provided in the Legislative Assembly Act or of the Senate or House of Commons of Canada or, if I am such a person, I will provide proof of my resignation in a form satisfactory to the Clerk of the Town of Huntsville prior to 2:00 p.m. on Nomination Day, August 21, 2026. I understand that the Clerk of the Town of Huntsville will reject my nomination for the above-mentioned office if I fail to provide proof of resignation by this deadline.
 - I am not a public servant within the meaning of the *Public Service of Ontario Act, 2006*, or if I am, I have followed and will continue to follow all the relevant provisions of Part V of such Act.
 - I am not a Federal employee within the meaning of the *Public Service Employment Act*, or if I am, I have followed and will continue to follow all the relevant provisions of Part 5 of Such Act.



**DECLARATION OF QUALIFICATION
Municipal Council Candidates**

5. I am not prohibited from voting at the municipal election under subsection 17(3) of the *Municipal Elections Act, 1996*.
6. Without limiting the generality of paragraph 5,
 - I am not a person who is serving a sentence of imprisonment in a penal or correctional institution.
 - I am not a person who was convicted of a corrupt practice described in subsection 90(3) of the *Municipal Elections Act, 1996*, if voting day in the current election is less than five years after voting day in the election in respect of which I was convicted.
7. I am not a candidate who was convicted of a corrupt practice under the *Municipal Elections Act, 1996* or of an offence under the *Criminal Code (Canada)*, in connection with an act or omission with respect to a municipal election.
8. I am not disqualified from being elected to or holding office by reason of any violations of the election campaign financial requirements or violations for not filing the financial statement pursuant to the *Municipal Elections Act, 1996*.

AND I make this solemn Declaration conscientiously believing it to be true, and knowing that it is of the same force and effect as if made under oath and by virtue of the *Canada Evidence Act, RSC 1985*.

Candidate

Sworn (Affirmed) before me at the

_____ of _____

in the _____ of _____

on the _____ day of _____, 2026

Clerk or Designate

The Clerk collects personal information on this form under legal authority of the *Municipal Elections Act, 1996*, section 12. The information will be used for the nomination process in the municipal election. As stated in the MEA, section 88(5), your information will be filed with the Clerk as a public record and will be available for inspection by any person at the Clerk's Office at a time when the office is open, until the records are destroyed. Questions about this collection can be directed to: Clerk, Town of Huntsville, 37 Main Street East, Huntsville, ON P1H 1A1, clerk@huntsville.ca, 705-789-1751.

Instructions

- Candidates must obtain a minimum of 25 original signatures.
- An individual providing an endorsement signature must be a Canadian citizen, aged 18 or older and have a qualifying address in the municipality. An individual may sign an endorsement for more than one person seeking nomination.
- The qualifying address provided must include the postal code.

Personal information collected on this form is obtained under the authority of sections 33 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.

Name of person seeking nomination

Last Name or Single Name

Given Name(s)

Endorsement signatures for the nomination of a person for an office in the municipality of _____ in the year _____.

Name of person providing endorsement

Last Name or Single Name

Given Name(s)

Qualifying Address

Suite/Unit Number

Street Number

Street Name

Municipality

Province

Postal Code

I endorse _____ as a candidate and declare that I am qualified to be an elector in this municipality.

Signature

Date (yyyy/mm/dd)

Name of person providing endorsement

Last Name or Single Name

Given Name(s)

Qualifying Address

Suite/Unit Number

Street Number

Street Name

Municipality

Province

Postal Code

I endorse _____ as a candidate and declare that I am qualified to be an elector in this municipality.

Signature

Date (yyyy/mm/dd)

Name of person providing endorsement			
Last Name or Single Name		Given Name(s)	
Qualifying Address			
Suite/Unit Number	Street Number	Street Name	
Municipality		Province	Postal Code
I endorse _____ as a candidate and declare that I am qualified to be an elector in this municipality.			
_____		_____	
Signature		Date (yyyy/mm/dd)	

Name of person providing endorsement			
Last Name or Single Name		Given Name(s)	
Qualifying Address			
Suite/Unit Number	Street Number	Street Name	
Municipality		Province	Postal Code
I endorse _____ as a candidate and declare that I am qualified to be an elector in this municipality.			
_____		_____	
Signature		Date (yyyy/mm/dd)	

Name of person providing endorsement			
Last Name or Single Name		Given Name(s)	
Qualifying Address			
Suite/Unit Number	Street Number	Street Name	
Municipality		Province	Postal Code
I endorse _____ as a candidate and declare that I am qualified to be an elector in this municipality.			
_____		_____	
Signature		Date (yyyy/mm/dd)	



**DECLARATION OF QUALIFICATION
School Board Trustee Candidates**

I, _____, a nominated candidate for the office of, Trustee, for:

- TRILLIUM LAKELANDS DISTRICT SCHOOL BOARD (HUNTSVILLE AND LAKE OF BAYS)
- CONSEIL SCOLAIRE PUBLIC DU NORD-EST DE L'ONTARIO (ZONE A)
- CONSEIL SCOLAIRE CATHOLIQUE MONAVENIR (SIMCOE-MUSKOKA)

Do Solemnly Declare That:

1. I am qualified pursuant to the *Municipal Elections Act, 1996* and the *Education Act* to be elected to and to hold the office of Trustee, for the above noted School Board.
2. Without limiting the generality of paragraph 1, I am a resident of the area of jurisdiction of the School Board, a Canadian citizen and at least eighteen years of age.
3. I am qualified under the *Education Act* to vote for members of the School Board to which I am seeking office.
4. I am not ineligible or disqualified under the *Municipal Elections Act, 1996*, the *Education Act*, the *Municipal Conflict of Interest Act* or any other Act to be elected to or hold the above-mentioned office.
5. Without limiting the generality of paragraph 4,
 - I am not an employee of a school board or school authority or if I am an employee of a school board or school authority, I am on an unpaid leave of absence as provided for by section 219 of the *Education Act* and section 30 of the *Municipal Elections Act, 1996*.
 - I am not a clerk or treasurer or deputy-clerk or deputy treasurer of any municipality within the area of jurisdiction of the School Board or if I am such a person, I am on an unpaid leave of absence as provided for by section 219 of the *Education Act* and section 30 of the *Municipal Elections Act, 1996*.
 - I am not a member of the Assembly as provided in the *Legislative Assembly Act* or of the Senate or House of Commons of Canada or, if I am such a person, I will provide proof of my resignation in a form satisfactory to the Clerk of the Town of Huntsville prior to 2:00 p.m. on Nomination Day, August 21, 2026. I understand that the Clerk of the Town of Huntsville will reject my nomination for the above-mentioned office if I fail to provide proof of resignation by this deadline.



**DECLARATION OF QUALIFICATION
School Board Trustee Candidates**

- I am not a member of the Executive Council of Ontario or a federal Minister of the Crown.
6. I am not prohibited from voting at the municipal election under subsection 17(3) of the *Municipal Elections Act, 1996*.
7. Without limiting the generality of paragraph 6,
- I am not a person who is serving a sentence of imprisonment in a penal or correctional institution.
 - I am not a person who was convicted of a corrupt practice described in subsection 90(3) of the *Municipal Elections Act, 1996*, if voting day in the current election is less than five years after voting day in the election in respect of which I was convicted.
8. I am not a candidate who was convicted of a corrupt practice under the *Municipal Elections Act, 1996* or of an offence under the *Criminal Code (Canada)*, in connection with an Act or omission with respect to a municipal election if the voting day in that election is less than six years prior to Monday, October 26, 2026.
9. I am not disqualified from being elected to or holding office by reason of any violations of the election campaign financial requirements or violations for not filing the financial statement pursuant to the *Municipal Elections Act, 1996*.

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

Declared before me at the Town of Huntsville

This _____ day of _____, 2026

Candidate

Clerk or Designate

The Clerk collects personal information on this form under legal authority of the *Municipal Elections Act, 1996*, section 12. The information will be used for the nomination process for office of School Board Trustee in the municipal election. As stated in the MEA, section 88(5), your information will be filed with the Clerk as a public record and will be available for inspection by any person at the Clerk's Office at a time when the office is open, until the records are destroyed. Questions about this collection can be directed to: Clerk, Town of Huntsville, 37 Main Street East, Huntsville, ON P1H 1A1 clerk@huntsville.ca, 705-789-1751.



ACKNOWLEDGEMENT OF RELEASE OF PERSONAL INFORMATION
Municipal Council and School Board Trustee Candidates

Notice

A Nomination Paper is a public document that may be inspected by any person at the Municipal Clerk's Office at a time when the office is open until such a time as the form is legally destroyed.

Purpose of this form

This form is used to obtain consent to permit public disclosure of specific contact information in addition to public inspection of forms. By completing and submitting this form you authorize the Municipal Clerk (or designate) to include on the Town of Huntsville election website, and make available to any person upon request, the information below with respect to your candidacy for elected office.

Name of Candidate: _____
(Please print full name as included on Nomination Form)

Candidate for the office of:

- Mayoral options: Mayor, District & Town Councillor, Local Councillor Ward #
Trustee options: Trustee English Public, Trustee French Public, Trustee English Separate, Trustee French Separate

I HEREBY ACKNOWLEDGE THAT the Nomination Paper and any associated Form in connection thereto, filed by me contains personal information and I authorize election staff to include on the Town of Huntsville election website and make available to any person upon request, the following information with respect to my candidacy for elected office (only complete the sections you wish to make public):

Form with fields: Address, Suite/Unit No., Town, Postal Code, Home Phone No., Business Phone No., Cell Phone No., Campaign Office Phone No., E-Mail Address:



**ACKNOWLEDGEMENT OF RELEASE OF
PERSONAL INFORMATION
Municipal Council and School Board Trustee
Candidates**

Website Address:		
Social Media Platforms	Facebook:	
	X:	
	Instagram:	

Candidate

Date

The Clerk collects personal information on this form under the legal authority of the *Municipal Elections Act, 1996*, section 12. The information will be used to post candidate contact information at www.huntsville.ca/election. As stated in the MEA, section 88(5), your information will be filed with the Clerk as a public record and will be available for inspection by any person at the Clerk's Office at a time when the office is open, until the records are destroyed. Questions about this collection can be directed to Clerk, Town of Huntsville, 37 Main Street East, Huntsville, ON P1H 1A1, clerk@huntsville.ca, 705-789-1751.



**CANDIDATE'S DECLARATION - PROPER
USE OF VOTERS' LIST – MUNICIPAL
COUNCIL AND SCHOOL BOARD TRUSTEE
CANDIDATES**

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

- Mayor
- District & Town Councillor
- Councillor, Ward _____
- School Board Trustee – Name of Board _____

Pursuant to Section 23(4) of the *Municipal Elections Act, 1996*, I hereby request the Clerk to provide me with access to the Candidate Portal for access to the Voters' List for the office in which I have filed my Nomination Paper for the 2026 Municipal Election. Please note that a copy of all revisions made to the Voters' List will be available on or before September 30, 2026.

I, the undersigned, do hereby agree to use the Voters' List and access to the Candidates Portal for purpose of the 2026 Municipal and School Board Election only and shall:

1. Only use it for electoral purposes;
2. Not use it for commercial purposes;
3. Not provide access to the voters' list or Candidates Portal to any person; and
4. Immediately following the 2026 Municipal and School Board Election for which the list has been provided, destroy all copies and extracts both paper and electronic produced as a result of my access to this information.

Candidate

Date

The Clerk collects personal information on this form under legal authority of the *Municipal Elections Act, 1996*, section 12. The information will be used for the proper use a copy of the voters' list in the municipal election. As stated in the MEA, section 88(5), your information will be filed with the Clerk as a public record and will be available for inspection by any person at the Clerk's Office at a time when the office is open, until the records are destroyed. Questions about this collection can be directed to: Clerk, Town of Huntsville, 37 Main Street East, Huntsville, ON P1H 1A1, clerk@huntsville.ca, 705-789-1751.



CANDIDATE REQUEST FOR INFORMATION NOTIFICATION

May 1, 2026

The Town of Huntsville will be compiling election related questions and/or requests for information from candidates during the year of a municipal election and providing responses for public review on our FAQs page.

Should you have questions or inquiries about anything related to Town of Huntsville services and/or operations, where such information is not addressed on the Town website, simply fill out the Candidate Request for Municipal Information Form and submit by email or in person. All requests for information to assist a candidate campaign must be directed to the Director of Legislative Services/Clerk

Tanya Calleja, Director of Legislative Services/Clerk
37 Main St. E
Huntsville, ON P1H 1A1
Phone: 705-789-1751 x2255
Email: clerk@huntsville.ca

This process eliminates duplication, maximizes efficient use of staff resources and ensures that all candidates and potential candidates have access to the same information. All responses will be posted to the Town's election website (www.huntsville.ca/election) within seven days of receipt, except where additional time and costs are required for research and record retrieval.

Given the staff time required for some information requests, the requester will be advised, where appropriate and applicable, of any required fees for research (\$50.00 per hour). Payment is required prior to information being provided. Individuals and candidates must be aware that no campaign expenses may be incurred until nomination papers have been filed with the Clerk.

Please note this form must be completed before a response issued.

If the information requested is not a public record, the request will be denied, and the requester may determine whether to proceed with a request under the *Municipal Freedom of Information and Protection of Privacy Act*.



**CANDIDATE REQUEST FOR INFORMATION
NOTIFICATION**

Please complete the form below in its entirety to ensure prompt response. All answers will be posted to the Town's website at www.huntsville.ca/election within seven dates of receipt, except where additional time and costs are required for research and record retrieval.

Date:

Name:

Address:

Telephone:

Email:

Request for information/question:

Please note that the Town of Huntsville reserves the right to post the name of each candidate and their submitted request for information or question(s).	
FOR OFFICE USE ONLY	Submit all information requests to:
Date received:	Tanya Calleja, Director of Corporate Services/Clerk
Department action required:	37 Main St. E
Response Date:	Huntsville, Ontario P1H 1A1
Cost:	Email: clerk@huntsville.ca
Fees Paid <input type="checkbox"/>	

Important Note: The Office of the Clerk cannot commission this document. Commissioning Services are available at low/no cost by appointment at the MP or MPP Office. A law office may also offer notary or commissioning services for a fee.

CANDIDATE

Candidate Name:	Ward/Area:
Candidate for the Office of:	
<input type="checkbox"/> Mayor <input type="checkbox"/> District and Town Councillor <input type="checkbox"/> Ward Councillor: <input type="checkbox"/> Trustee, Trillium Lakelands District School Board (Huntsville/Lake of Bays)	<input type="checkbox"/> Trustee, Simcoe Muskoka Catholic District School Board (Area 5) <input type="checkbox"/> Trustee, Conseil scolaire public du Nord-Est de l'Ontario (Zone A) <input type="checkbox"/> Conseil Scolaire Catholique MonAvenir (Simcoe-Muskoka)

APPOINTMENT (All to be signed in the presence of a Commissioner of Oaths or Notary):

Agent Name:	
Agent Signature:	

I, _____, the candidate, solemnly affirm and appoint the individual noted above as agent to act on my behalf for the purpose of the *Municipal Elections Act, 1996*, and give authority to my agent to access/receive these items on my behalf:

Candidate Information
 Voters' Lists (Candidate Portal)

Signature of Candidate:	
--------------------------------	--

Declared before me at the _____ of _____ this _____ day of _____, 2026.

Signature of Commissioner of Oaths or Notary:	
--	--

Commissioner of Oath or Notary Stamp



WITHDRAWAL OF NOMINATION – MUNICIPAL COUNCIL OR SCHOOL BOARD TRUSTEE

A withdrawal of nomination must be submitted in person by the Candidate or their Agent to the Clerk (or designate) at Huntsville Civic Centre, Town Hall, 37 Main St. E, 2nd floor. Identification of both the Candidate and, if applicable, the Agent, must be presented with this form.

Name of Candidate <i>(Please print full name as included on Nomination Form):</i>	
Candidate for the office of:	
<input type="checkbox"/> Mayor	
<input type="checkbox"/> Town & District Councillor	<input type="checkbox"/> Trustee English Public
<input type="checkbox"/> Trustee French Public	
<input type="checkbox"/> Local Councillor Ward # _____	<input type="checkbox"/> Trustee English Separate
<input type="checkbox"/> Trustee French Separate	
Qualifying Address	
Address	Suite/Unit No.
Town	Postal Code
Home Phone No.	Business Phone No.
Cell Phone No.	Campaign Office Phone No.
E-Mail Address:	
Agent Appointment <i>(Complete only if an agent is filing this form on behalf of the candidate)</i>	
First Name	Last Name
Signature of Agent	



**WITHDRAWAL OF NOMINATION – MUNICIPAL
COUNCIL OR SCHOOL BOARD TRUSTEE**

Statement of Withdrawal		
<p>In accordance with section 36 of the <i>Municipal Elections Act, 1996</i>, I hereby withdraw my nomination for the above mentioned office. I shall file a Financial Statement and Auditor's Report, Form 4, on or before 2:00 p.m. on the filing date as per section 88.25 of the <i>Municipal Elections Act, 1996</i>. If applicable, I have appointed the above named agent to file this notice on my behalf.</p>		
Signature of Candidate	Date (yyyy-mm-dd)	
Filing		
Date Filed (yyyy-mm-dd)	Time Filed	Initial of Candidate or Agent
Time of Confirmation with Candidate by Clerk or Designate via Telephone	Candidate's Photo ID shown	Signature of Clerk or Designate

The Clerk collects personal information on this form under the legal authority of the *Municipal Elections Act, 1996* (the "MEA"), section 12. The information will be used for the purpose of a candidate withdrawing their nomination for election to municipal or school board office. As stated in the MEA, section 88(5), your information will be filed with the Clerk as a public record and will be available for inspection by any person at the Clerk's Office at a time when the office is open, until the records are destroyed. Questions about this collection can be directed to: Clerk, Town of Huntsville, 37 Main Street East, Huntsville, ON P1H 1A1, clerk@huntsville.ca, 705-789-1751.



LIST OF CERTIFIED CANDIDATES

NOTICE IS HEREBY GIVEN TO THE MUNICIPAL ELECTORS OF THE TOWN OF HUNTSVILLE THAT during the period commencing May 1, 2026 and completed on Nomination Day, Friday August 21, 2026 at 2:00 p.m., the following persons filed all necessary papers, declarations and fees and as Clerk, I am satisfied that such persons are qualified and that their Nominations satisfy the requirements of the *Municipal Elections Act, 1996*. I have therefore, certified such candidates for the office which precedes their respective names:

OFFICE	NAME OF CANDIDATE
Mayor	
District and Town Councillors	
Councillor (Huntsville and Chaffey Wards)	
Councillor (Stisted, Stephenson and Port Sydney Wards)	
Councillor (Brunel Ward)	
Trillium Lakelands District School Board Trustee (Huntsville/Lake of Bays)	
Simcoe Muskoka Catholic District School Board Trustee (Area 5) (Declared by the Clerk, Town of Bracebridge)	
Conseil Scolaire Public du Nord-Est de l'Ontario (Zone A) (Declared by the Clerk, Municipality of East Ferris)	
Conseil Scolaire Catholique MonAvenir (Simcoe-Muskoka) (Declared by the Clerk, City of Barrie)	

Dated this xx day of August 2026

Tanya Calleja
Director of Legislative Services/Clerk



DECLARATION OF ACCLAMATION TO OFFICE

I hereby declare the certified candidates listed below to be acclaimed to the office that precedes their name pursuant to Section 37 of the *Municipal Elections Act, 1996*:

OFFICE	NAME OF CANDIDATE
Mayor	
District and Town Councillors	
Councillor (Huntsville and Chaffey Ward)	
Councillor (Stisted, Stephenson and Port Sydney Ward)	
Councillor (Brunel Ward)	
Trillium Lakelands District School Board Trustee (Huntsville/Lake of Bays)	
Simcoe Muskoka Catholic District School Board Trustee (Area 5) (Declared by the Clerk, Town of Bracebridge)	
Conseil Scolaire Public du Nord-Est de l'Ontario (Zone A) (Declared by the Clerk, Municipality of East Ferris)	
Conseil Scolaire Catholique MonAvenir (Simcoe- Muskoka) (Declared by the Clerk, City of Barrie)	

Dated this XX day of August 2026

Tanya Calleja,
Director of Legislative Services/Clerk



**APPOINTMENT OF SCRUTINEER
BY CANDIDATE**

Name of Candidate	
Candidate for the Office of: (check one)	
<input type="checkbox"/> Mayor <input type="checkbox"/> District and Town or Ward Councillor	<input type="checkbox"/> Trustee, Trillium Lakelands District School Board (Huntsville/Lake of Bays) <input type="checkbox"/> Trustee, Simcoe Muskoka Catholic District School Board (Area 5) <input type="checkbox"/> Trustee, Conseil scolaire public du Nord-Est de l'Ontario (Zone A) <input type="checkbox"/> Conseil Scolaire Catholique MonAvenir (Simcoe-Muskoka)
Name of Scrutineer Appointed	Date
I hereby appoint the individual named above to represent me in the Town of Huntsville 2026 Municipal Election in the Election Help Centre(s)	Signature of Candidate
<p>Instructions to Scrutineers:</p> <ul style="list-style-type: none"> The Election Help Centre is located at the Town of Huntsville Municipal Office, 37 Main Street East, or any other location as designated by the Clerk. Scrutineers arriving at the Election Help Centre must show this form and personal identification to the designated Election Officials and take an Oath of Secrecy. Candidates arriving at an Election Help Centre must show this form and personal identification to the Election Officials and take an oath of secrecy. A candidate who enters an Election Help Centre is considered to be a Scrutineer. Only one Scrutineer per candidate may be in the Election Help Centre at any time. The Candidate and Scrutineer shall not be present at the same time. <p>Scrutineers and Candidates Shall Not:</p> <ul style="list-style-type: none"> Interact with Electors or interfere directly or indirectly with the voting process. Situate themselves in the Election Help Centre outside of the designated area. Impede the operations in the Election Help Centre. Use a camera, cellular phone or other mobile devices in the Election Help Centre. Attempt, directly or indirectly, to interact or interfere with, or influence an elector, including campaigning or persuading them to vote for any Candidate. Seek or attempt to obtain information on how an elector intends to vote or has voted. Communicate any information regarding how an elector intends to vote or has voted. Compromise the secrecy of the vote. 	



APPOINTMENT OF SCRUTINEER BY CANDIDATE

- Display campaign material or literature of any kind within the Election Help Centre, including the parking lot and surrounding property. Candidates, supporters and scrutineers are NOT permitted to wear campaign material, hand out campaign material, or park a vehicle displaying campaign material in the parking lot of the Election Help Centre. Anyone breaking these rules will be required to remove the campaign material immediately and vacate the premises.

Other:

- It is no longer mandatory that scrutineers be 16 years of age or older to work at an election, however, ANYONE who is creating a disturbance at the Election Help Centre will be removed.
- The Clerk is responsible for the conduct of the Election. No Candidate or Scrutineer has the right to interfere with the discharge of duties by any appointed Election Official.
- The total of votes cast for each candidate as tallied through the results protocol is final.



ORAL OATH OF SECRECY

DATE: _____

CANDIDATE: _____

IF SCRUTINEER, APPOINTMENT OF SCRUTINEER BY CANDIDATE VERIFIED:

YES **NO**

TO BE DECLARED BY ANY SCRUTINEER OR CANDIDATE WISHING TO REMAIN AT THE VOTING PLACE

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

1. That I will maintain and aid in maintaining the secrecy of the voting; and
2. That I will not, nor attempt to:
 - Interfere with an elector when they are casting their vote;
 - Obtain or communicate any information as to how an elector is about to vote or has voted; or
 - Directly or indirectly induce an elector to show their marked ballot to any person.

Signature of Election Official
who administered the Oath

Instruction

It is the responsibility of the person incurring expenses to file a complete and accurate notice. Please print or type information (except signatures).

Box A: Notice of Registration (Individuals, Corporations and Trade Unions)

Registration for an Individual, Corporation or Trade Union in the Following Municipality

Name of Individual, Corporation or Trade Union (Registrant)

Mailing Address (Registrant)

Suite/Unit Number	Street Number	Street Name
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Municipality	Province	Postal Code
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Email Address	Telephone Number	Telephone Number 2
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Box B: Designation of an Official Representative (Corporations and Trade Unions)

Name of person signing (Official Representative)

Last Name or Single Name	Given Name(s)
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Mailing Address (Official Representative)

Suite/Unit Number	Street Number	Street Name
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Municipality	Province	Postal Code
--------------	----------	-------------

Email Address	Telephone Number	Telephone Number 2
---------------	------------------	--------------------

Box C: Additional Information (Corporations)

Business Name

Corporation Number (Indicate whether Ontario Corporation Number, Federal Corporation Number, etc.)

Names of Principal Officers

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Box D: Declaration of Qualification

I, _____, the Registrant (or Official Representative of the Registrant), referred to in this notice, do hereby declare that:

- (1) The information in this notice of registration is, to the best of knowledge and belief, true;
- (2) The Registrant is qualified to be registered as a third party advertiser; and
- (3) I am authorized to sign on behalf of the Registrant (applies only where the Registrant is a corporation or trade union).

Signature of Registrant (or Official Representative)

Date (yyyy/mm/dd)

Date Received (yyyy/mm/dd)	Time Received	Initial of Registrant (or Official Representative) (if filed in person)	Signature of Clerk or Designate
----------------------------	---------------	---	---------------------------------

Certification by Clerk or Designate

I, the undersigned clerk of this municipality, do hereby certify that I have examined the notice of registration of the aforesaid registrant filed with me and am satisfied that the registrant is qualified to incur expenses and that the notice of registration complies with the Act.

Signature of Clerk or Designate

Date Certified (yyyy/mm/dd)

Instructions

All registrants must complete Boxes A, B, C and D and Schedule 1. All registrants must complete Schedule 2 and Schedule 3 as appropriate. Registrants 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 registrant or, if the registrant is an individual, their spouse) shall be immediately paid to the clerk who was responsible for the conduct of the election.

For the campaign period from

^{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 Registrant

Name of Registrant (individual, trade union or corporation)

Official Representative (name of person signing on behalf of trade union or corporation)

Last Name or Single Name

Given Name(s)

Municipality

Spending Limit – General
\$

Spending Limit – Parties and Other Expressions of Appreciation
\$

Box B: Declaration

I, _____, a registrant (or official representative), declare that to the best of my knowledge and belief that these financial statements and attached supporting schedules are true and correct.

Signature of Registrant (or Official Representative)

Date (yyyy/mm/dd)

Date Filed (yyyy/mm/dd)	Time Filed	Initial of Registrant, Official Representative 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
<hr/>		<hr/> \$

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)	+	
<hr/>	+ \$	
<hr/>	+ \$	
<hr/>	+ \$	
<hr/>	+ \$	
<hr/>	+ \$	
<hr/>	+ \$	
<hr/>	+ \$	

Total Campaign Income (Do not include loan)		= \$	<u>C1</u>
--	--	-------------	------------------

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)	+	
<hr/>	+ \$	
<hr/>	+ \$	
<hr/>	+ \$	
<hr/>	+ \$	
<hr/>	+ \$	
<hr/>	+ \$	
<hr/>	+ \$	

Total Expenses subject to general spending limit		= \$	<u>C2</u>
---	--	-------------	------------------

2. Expenses subject to spending limit for parties and other expressions of appreciation

	+ \$
	+ \$
	+ \$
	+ \$
	+ \$

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 registrant's disability (provide full details)	+ \$
	+ \$
	+ \$
	+ \$
	+ \$
	+ \$

Other (provide full details)

	+ \$
	+ \$
	+ \$
	+ \$
	+ \$

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)	+ \$ <u> </u> D1
If there is a surplus, deduct any refund of registrant's or spouse's contributions to the campaign	– \$ <u> </u>
Surplus (or deficit) for the campaign	= \$ <u> </u> 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 was responsible for the conduct of the election.

Schedule 1 – Contributions

Part I – Summary of Contributions

Contributions in money from registrant and (if individual) spouse	+ \$		
Contributions in goods and services from registrant and (if individual) 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 registrant or spouse).	+ \$		
Total value of contributions exceeding \$100 per contributor (from line 1B; list details in Tables 3-6) • Include ticket revenue, contributions in money, goods and services where the total contribution from a contributor exceeds \$100 (do not include contributions from registrant or spouse).	+ \$		
Less: Ineligible contributions returned 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 registrant 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 registrant 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 – contributors other than registrant or spouse

Table 3: Monetary contributions from individuals other than registrant 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: Monetary contributions from corporations or trade unions

Name (legal and carrying on business as)	Full Address	President or Business Manager	Authorized Representative	Date Received (yyyy/mm/dd)	Amount Received (\$)	Amount Returned to Contributor or Paid to Clerk (\$)
Total						

