



# **2026 Municipal Election Candidate's Package**

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**Nominations Forms:**

- Form - Nomination Paper
- Filing ID Requirements
- Form – Endorsement of Nomination
- Form – Declaration of Qualifications – Council
- Form - Consent to Release Personal Information
- Form – Estimated Maximum Campaign Expenses
- Form Notice of Penalties
- Form - Financial Statement
- Broadcaster/Publisher Information Sheet
- Contributions to Registered Candidates
- Duties of Candidates

**Additional Resources:**

- AMO – Training – Lead Where You Live: A guide on running for municipal council
- MMAH – Candidates’ Guide for Ontario Municipal Council and School Board Elections
- MMAH – Ontario Municipal Councillor’s Guide
- Township of Drummond/North Elmsley – Election Accessibility Plan
- Township of Drummond/North Elmsley - Election Procedures
- Township of Drummond/North Elmsley - Election Campaign Advertising Policy
- Township of Drummond/North Elmsley – Use of Corporate Resources for Election Purposes
- County of Lanark – Election Campaign Signage
- Province of Ontario - Election Campaign Materials
- School Board Offices – Contact Information
- Lanark County Councillor – Information Sheet

# Section A: Introductory Letter

Dear Potential Candidate:

Welcome to the 2026 Municipal Election. Serving the public as an elected official requires a four-year commitment of considerable time and energy. Running for elected office is a journey that will be rewarding, frustrating, challenging and exciting. The role of an elected official is important, and you can make a difference in your community. This package has been prepared to provide information that may be of assistance in your decision to run for office and to help make your experience throughout the election a little easier.

It is most important to note that prospective candidates must satisfy themselves through their own determination that they have complied with the election financing regulations and that they are in fact qualified to vote and run for office.

Once registered as a candidate, additional information will be available regarding the specifics of the election process. You will be provided with information as it becomes available. You are advised to read the enclosed material carefully. It is important that you are aware of your responsibilities as a candidate.

If you require any further information, please do not hesitate to contact me at 613-267-6500 x 251 or [jlaidlaw@dnetworkship.ca](mailto:jlaidlaw@dnetworkship.ca)

Sincerely,



Janie Laidlaw  
Clerk/Returning Officer

# Section B: Frequently Asked Questions

## Important dates

Date	Details
May 1, 2026	Nominations may be filed
August 21, 2026	Nomination Day Nominations accepted from 9:00 a.m. to 2:00 p.m.
August 24, 2026	Nominations to be certified or rejected by the Clerk List of Candidates posted by 4:00 p.m.
October 19-26, 2026	Voting Period
October 26, 2026	Election Day

### What is the Term of Office?

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

### Who can be a candidate?

Any person who is qualified to be a voter in the Township of Drummond/North Elmsley's 2026 Municipal Election is also eligible to be a candidate.

Candidates for the offices of Reeve and Councillor must be:

- A resident, or an owner or tenant of land in Drummond/North Elmsley, or the spouse or same sex partner of such an owner or tenant
- A Canadian citizen
- At least 18 years old
- Not prohibited from voting by law.

A candidate for School Board Trustee must reside within the Board area and be a supporter of that Board.

## What offices are to be elected?

The offices to be elected are:

- Reeve (one)
- Councillor (two for each ward)
  - Ward 1 - Drummond
  - Ward 2 – North Elmsley

\*the Deputy Reeve is elected by Council members at the inaugural meeting.

- School Board Trustee (one for each Board)
  - English Public
  - English Separate/Catholic
  - French Public
  - French Separate/Catholic

## When can nomination papers be filed?

Individuals can file their nomination papers beginning on Friday, May 1<sup>st</sup>, 2026 at 8:30 a.m. and up until Friday, August 21, 2026 at 2:00 p.m. by appointment.

## Is it possible to file your nomination papers online?

No. Nomination papers must be filed in-person or by an agent, by appointment.

## What do I need to file my nomination papers?

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

- Proof of Identity *and* Residence
- Nomination Paper (Form 1)
- Endorsement of Nomination forms (25 Signatures) on the prescribed form (Form 2) by those who are eligible to vote in an election for an office within the municipality, if a regular election was held on the day that the person endorses the nomination.
- Application filing fee
  - \$200 for Reeve/Head of Council
  - \$100 for all other offices (Councillor or School Board Trustee)

At the time of filing, you need to submit the following forms:

- Consent to Release of Personal Information
- Declaration of Qualifications – Council

All forms must be signed **by you in front of the Returning Officer** at the time of filing, or you may choose to have the Declaration signed elsewhere in front of a Commissioner of Oaths and filed by someone you have appointed in writing to be your agent. The agent will be responsible for providing proof of agency, all documents listed above, the fee and the candidate's identification.

## **How does a candidate choose which ward to run in? Do you have to live in the ward you are running for?**

A candidate can run for office in the ward of their choice. You do not have to live in the same ward you are running in; however, you do have to vote from the address at which you reside. For example, if you live in Ward 2, but are running in Ward 1, you must vote in Ward 2. A Ward Map is included in this guide as Appendix A.

## **What are the responsibilities of these offices?**

The Reeve is responsible to provide leadership and act as a spokesperson to the public and work with other levels of government as well as holding a seat with the Council of Lanark County. Please refer to the County Councillor Information Sheet attached in your package.

The Deputy Reeve is also responsible to provide leadership and act as a spokesperson to the public in the absence of the Reeve. The Deputy Reeve also holds a seat with the Council of Lanark County. Please refer to the County Councillor Information Sheet attached in your package.

Each Ward Councillor is responsible for representing their ward on Council while also, with the Reeve, working together as a whole as the primary decision-making body for the Township.

It is important to note that Council as a whole establishes policy and once approved by the majority of its members, is implemented by staff. No individual member of Council has the unilateral authority/power to approve any policy.

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

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

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

- (a) to act as chief executive officer of the municipality;
- (b) to preside over council meetings so that its business can be carried out efficiently and effectively;

(c) to provide leadership to the council;

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

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

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

## **What is the time commitment if I am elected?**

A Councillor can expect to devote time for a minimum of two meetings per month along with various duties on outside Committees as appointed by Council. Meetings are held generally during the day with some evening meetings. Time commitments would include:

- Council meetings (2<sup>nd</sup> and 4<sup>th</sup> Tuesday of every month) at 3:00 p.m.
- Committee of the Whole meetings (2<sup>nd</sup> and 4<sup>th</sup> Tuesday of every month) following Council at 3:00 p.m.
- Community Events (i.e., ceremonies, open houses)
- Telephone calls, emails and contact with constituents
- Reading and research time

For reference the 2026 Township of Drummond/North Elmsley Council and Committee of the Whole Calendar has been included at the end of this package. The annual meeting schedule is subject to change to accommodate Council attendance at conferences, summer recess and office holiday closures.

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

- DNE/Tay Valley Fire Rescue Board
- Perth & District Union Library Board
- Mississippi Valley Conservation Authority
- Rideau Valley Conservation Authority
- Committee of Adjustment
- Municipal Emergency Control Group
- Drug Strategy Committee
- Economic Development Committee
- Drummond/North Elmsley Trail Committee

## **How do I find out what happens at Council meetings?**

You can attend Council and Committee of Whole meetings in person.

All meeting materials are accessed electronically via the Township's website and members are expected to check their Township email regularly as it is the primary means of communication.

## **How much do the Reeve and Councillors get paid?**

The 2026 salaries are:

- Reeve \$34,056
- Deputy Reeve \$24,056
- Councillor \$20,593

The Reeve and Deputy Reeve also receive a salary and expense allowance from the County of Lanark.

In addition to their annual remuneration, members also receive per diem payments should they attend conferences, seminars, or meetings for boards and committees they have been appointed to.

## **Can I withdraw my nomination?**

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

## **When is the Council Inaugural Meeting?**

The Procedural By-Law states that the inaugural meeting shall be held at the earliest opportunity at the beginning of the term of Council (November 15), on a date and time to be scheduled by the Clerk in consultation with the incoming Reeve.

## **How do I contact the Clerk/Returning Officer?**

Janie Laidlaw, Clerk

Phone: 613-267-6500 x251

Email: [jlaidlaw@dnetownship.ca](mailto:jlaidlaw@dnetownship.ca)

### **Returning Officer**

Throughout the election process you will hear and see reference to the position of Returning Officer. The *Municipal Elections Act, 1996* directs the Clerk of the municipality to assume the position of Returning Officer for the municipal election. The titles are often used interchangeably; however the roles and responsibilities are very different.

## Section C: General Election Information

### Use of Corporate Resources

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

Please reference the Use of Corporate Resources for Election Purposes Policy for clarification regarding the use of other municipal facilities and resources.

### Voters List

The Preliminary List of Electors is prepared by Elections Ontario and contains the names and addresses and school support of each person who meets the qualifications of an elector.

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

### Revision to the Voters' List

Up until **August 12, 2026**, through the Elections Ontario website, Electors can confirm, update, or add information if they:

- Have changed their name or address
- Own or rent a new property
- No longer own or rent a property
- Want to remove their information from the Register

Visit [RegisterToVoteON.ca](https://RegisterToVoteON.ca)

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

### Voting Process

Drummond/North Elmsley will be utilizing internet and telephone voting for the 2026 Municipal Election. Information on the specifics of Drummond/North Elmsley's voting process is provided in a comprehensive policy and procedure manual (enclosed) aimed at making the election process consistent, compliant, reliable and transparent.

## Certification of Nominations by Clerk

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

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

Note: It is the responsibility of the candidate to ensure they meet all the qualifications and file proper nomination papers, each candidate should contact the Clerk to ensure that their Nomination Forms are in order.

## Section D: Election Financial Responsibilities

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

Detailed information on campaign finances, reporting, contributions, and expenses may be found within the Province of Ontario Candidate Information Guide. Candidates are encouraged to reference the Municipal Elections Act, 1996 for the exact details. Please refer to the 2026 Candidates Guide in your package.

### When may a candidate accept contributions & incur expenses?

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

### What limits are there on campaign spending?

The Estimated Maximum Campaign Expense limit will be provided to the candidate when the nomination is filed.

A Certificate of Maximum Campaign Expenses will be issued to candidates by September 30, 2026.

Candidates must open a bank account before incurring any expenses or accepting any contributions of money (including a contribution from themselves or their spouse). A candidate who does not spend any money or accept any contributions does not have to open a campaign bank account. The campaign bank account must be used exclusively for campaign purposes.

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

A detailed record of all revenues and expenditures must be kept by the candidate throughout the campaign period. To aid in your understanding of the financial reporting requirements of all candidates, we have enclosed a blank Financial Statement (required of candidates whose expenses total \$10,000 or less). Candidates whose campaign expenses exceed \$10,000 are required to file a Financial Statement and an auditor's report. Please refer to the MMAH Candidate's Guide which very clearly outlines all of the requirements. **Detailed records, including receipts are to be kept by the candidate regardless of your success in the election.** Candidates are required to keep all campaign financial records until November 15, 2030, when the next council takes office.

## **Financial reporting requirements**

On or before **March 26, 2027**, each candidate shall file the necessary financial reports with the Clerk.

## **Compliance audits**

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

Within ten days after receiving the application, the clerk of the municipality or the secretary of the local board, as the case may be, shall forward the application to the compliance audit committee established. Upon receipt, within 30 days, the committee shall consider the application and decide whether it should be granted or rejected.

## **Section F: Campaign Advertising**

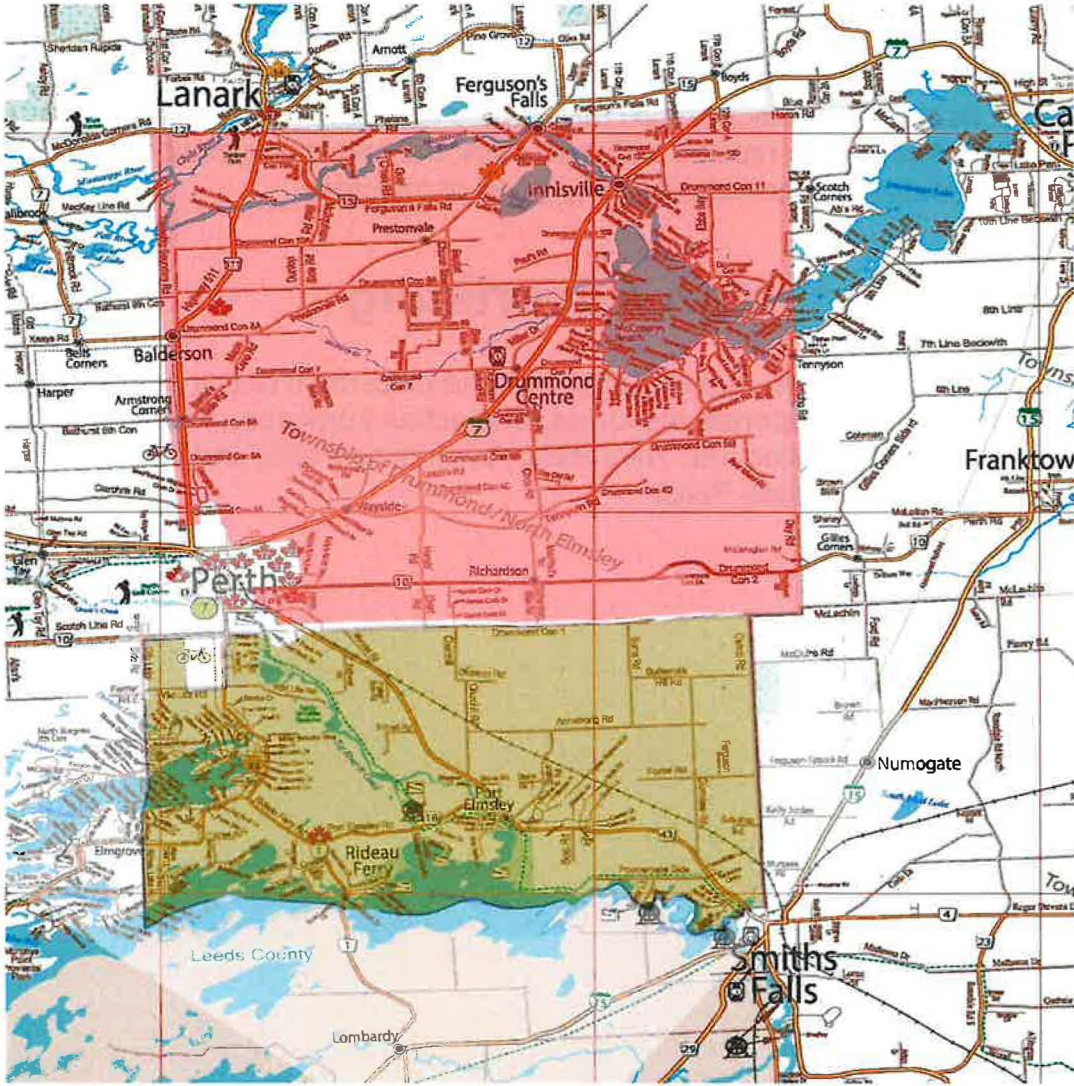
There are rules and regulations regarding the use and placement of any campaign advertising and the use of corporate resources for election purposes. Please refer to the Election – Campaign Advertising and Third Party Advertising Policy and the Use of Corporate Resources for Election Purposes Policy

# Appendix A: 2026 Ward Map

**Drummond Ward 1**  
**North Emsley Ward 2**



North Side Drummond Conc. 1 – Drummond Ward  
South Side Drummond Conc 1- N. Emsley Ward



# Appendix B: Letter to Banking Institution



The Corporation of the Township of Drummond/North Elmsley

310 Port Elmsley Road • Perth • Ontario • K7H 3C7

March 26, 2026

To Whom it May Concern:

**Re: Candidate Bank Account – 2026 Municipal Election**

A candidate running in the 2026 Municipal Election is required under the *Municipal Elections Act, 1996* to open an account in the name of their campaign (i.e., John Doe's Campaign).

The *Act* does not contain any prohibition against a municipal candidate being a signing officer on the campaign account, nor does it require the candidate to have a chief financial officer, as is the case with provincial or federal candidates.

If you have any questions, please feel free to reach me at [jlaidlaw@dnetwork.ca](mailto:jlaidlaw@dnetwork.ca) or 613-267-6500 ext. 251.

Regards,

A handwritten signature in black ink that reads "Janie Laidlaw".

Janie Laidlaw,  
Clerk

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Phone: 613-267-6500

Fax: 613-267-2083

[www.dnetownship.ca](http://www.dnetownship.ca)

# Appendix C: 2026 Council and Committee Calendar

## 2026

## Council Calendar

January							February							March							April						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
				1	2	3	1	2	3	4	5	6	7	1	2	3	4	5	6	7				1	2	3	4
4	5	6	7	8	9	10	8	9	10	11	12	13	14	8	9	10	11	12	13	14	5	6	7	8	9	10	11
11	12	13	14	15	16	17	15	16	17	18	19	20	21	15	16	17	18	19	20	21	12	13	14	15	16	17	18
18	19	20	21	22	23	24	22	23	24	25	26	27	28	22	23	24	25	26	27	28	19	20	21	22	23	24	25
25	26	27	28	29	30	31								29	30	31					26	27	28	29	30		

May							June							July							August						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
					1	2		1	2	3	4	5	6				1	2	3	4							1
3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8
10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15
17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22
24	25	26	27	28	29	30	28	29	30					26	27	28	29	30	31	23	24	25	26	27	28	29	
31																					30	31					

September							October							November							December								
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa		
			1	2	3	4	5					1	2	3	1	2	3	4	5	6	7				1	2	3	4	5
6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12		
13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19		
20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26		
27	28	29	30				25	26	27	28	29	30	31	29	30						27	28	29	30	31				

\*Municipal Office Closed at noon on Dec. 24 until Jan. 4

	<b>Council/CoW Meetings</b>
	<b>Lanark County Council Meetings</b>
	<b>Conferences</b>
	ROMA Jan 18 - 20 (Toronto)
	OGRA March 29 - April 1 (Toronto)
	FCM June 4 - 7 (Edmonton)
	AMO August 16-19 (Ottawa)
	OEMC September (TBD)

	<b>Statutory Holidays - Observed Date</b>
	New Years - January 1
	Family Day - February 16
	Easter - April 3 & April 6
	Victoria Day - May 18
	Canada Day - July 1
	Civic Holiday - August 3
	Labour Day - September 7
	Truth and Reconciliation - September 30
	Thanksgiving - October 12
	Remembrance Day - November 11
	Christmas Break - December 25 - January 4

Election Day - October 26, 2026

Inaugural Meeting - November TBD

Chair Schedule for CoW	
January	Paul Kehoe
February	Ray Scissons
March	Paul Coutts
April	John Matheson
May	Paul Kehoe
June	Ray Scissons
August	Paul Coutts
September	John Matheson
October	Paul Kehoe
November	TBD
December	TBD