



# **2026 MUNICIPAL ELECTION**

## **Candidate Information Package**

# TABLE OF CONTENTS

WELCOME LETTER .....	4
FREQUENTLY ASKED QUESTIONS .....	5
1. What legislation should I be familiar with as a candidate? .....	5
2. What are the key dates associated with this election? .....	5
3. What is the term of office? .....	5
4. Who can be a candidate? .....	5
5. What offices are to be elected?.....	6
6. What are the responsibilities of these offices? .....	6
7. What is the time commitment if I am elected? .....	7
8. When can I file my nomination paperwork?.....	8
9. Is it possible to file your nomination paperwork online? .....	8
10. What do I need to file my nomination paperwork?.....	8
11. What are the rules regarding campaign signs?.....	8
12. How do I find out what is currently going on at Council and Committee of the Whole Meetings? How do I get agendas?.....	9
13. How much do the Reeve, Deputy Reeve and Councillors get paid? .....	9
14. Can I withdraw my nomination if I change my mind? .....	9
15. Can I change the office I am running for?.....	10
16. When is the Council Inauguration Ceremony?.....	10
17. Are there other resources that I might find helpful? .....	10
18. How do I contact the Clerk/Returning Officer?.....	10
GENERAL ELECTION INFORMATION .....	11
1. Use of Township Logo and Resources .....	11
2. Enumeration .....	11
3. Revisions to the Voters' List.....	11
4. 2026 Election Method.....	11
5. Voting Dates and Locations .....	11
6. Proxy Voting .....	12
7. Certification of Nominations by the Clerk.....	12
FINANCIAL RESPONSIBILITIES .....	13
1. When may a candidate conduct fundraising & incur campaign expenses? .....	13
2. What limits are there on campaign spending? .....	13
3. Do I need to open a separate bank account as a candidate?.....	14
4. Financial reporting requirements .....	14
5. Compliance audits .....	14

## **ENCLOSURES:**

- **Nomination Paper – Form 1**
- **Declaration of Qualifications – Form EL18(A)**
- **Consent to Release Personal Information – Form LC02**
- **Duties of Candidates – Form LC60**
- **Estimated Maximum Campaign Expenses – Form LC23**
- **Financial Statement – Form 4**
- **Contributions to Registered Candidates – Form LC55**
- **Election Campaign Material Policy**
- **Municipal Employee Involvement Policy**
- **Use of Municipal Resources Policy**
- **Broadcaster and Publisher Information Sheet – Form LC56**
- **2026 Municipal Election - Key Dates**
- **School Board Offices for Which Persons May Be Nominated**
- **2026 Candidates' Guide (MMAH)**
- **Candidate's Guide to Accessible Elections (AMCTO)**
- **By-law 3986-2023 - Council Code of Conduct**
- **County Council Information Sheet**
- **2026 Council Calendar**



Dear Potential Candidate:

Welcome to the 2026 Municipal Election and thank you for your interest in serving the public as a member of Montague Township Council!

This package has been prepared to assist candidates with the election process, and to provide valuable information that will allow you to be successful in this role, should you be elected.

Being an elected official requires a four (4) year commitment of considerable time and energy. You are getting ready to embark on a journey that will be both rewarding and frustrating. Whether you are a first-time candidate, or have been through this process before, we encourage you to review the information in this Candidate Package and reach out if you have any questions.

Throughout this election period, additional information will be shared with you as it becomes available. Be sure to check the [Township of Montague - 2026 Election](#) page on our website frequently.

Best wishes for a successful campaign and please do not hesitate to contact me if you have questions.

A handwritten signature in black ink, appearing to read 'Kirsten Cote', is written in a cursive style.

**Kirsten Cote, Clerk/Returning Officer**

**Phone:** 613-283-7478 x 280

**E-Mail:** [municipalmanager@township.montague.on.ca](mailto:municipalmanager@township.montague.on.ca)

# **FREQUENTLY ASKED QUESTIONS**

## **1. *What legislation should I be familiar with as a candidate?***

The [Municipal Elections Act, 1996](#), is the primary piece of legislation that we would recommend you review (even if you ran for office in a previous election) as it sets out the current requirements and responsibilities for candidates.

The [Municipal Act, 2001](#), is another key piece of legislation that we would encourage you to become familiar with, as it establishes the authority of municipal government and outlines the spheres of jurisdiction in which it must operate. Additionally, the Act sets out the roles of Council, the Head of Council (Reeve), as well as appointed Staff.

It is important to understand that Council **as a whole** establishes policies which, once approved by the majority of its members, are implemented by Staff. No individual member of Council has the sole authority or power to approve any policy, with the exception of Strong Mayor Powers, which is not currently in effect in Montague Township.

## **2. *What are the key dates associated with this election?***

The list of key dates for the 2026 Municipal Election is enclosed for your reference.

This is not a complete list and the [Municipal Elections Act, 1996](#) should be referred to, if necessary.

## **3. *What is the term of office?***

The term of the Township of Montague's Municipal Council will be four (4) years, from **November 15<sup>th</sup>, 2026, to November 14<sup>th</sup>, 2030**.

## **4. *Who can be a candidate?***

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

Candidates for the offices of Reeve, Deputy Reeve and Councillor must be:

- A resident of the Township of Montague, or an owner or tenant of land in the Township of Montague, or the spouse of such an owner or tenant; and
- A Canadian citizen; and
- At least 18 years old; and
- Not be prohibited from voting by law

*\*Please note that if you were a candidate in the 2022 Municipal Election and failed to file a financial statement, you are ineligible to be elected or appointed to any office, until the 2030 Municipal Election.*

## 5. **What offices are to be elected?**

The offices to be elected are:

- One (1) Reeve (Note: also a member of Lanark County Council )
- One (1) Deputy Reeve (Note: also a member of Lanark County Council)
- Three (3) Councillors
- School Board Trustees - one (1) for each Board
  - English Public
  - English Separate/Catholic
  - French Public
  - French Separate/Catholic

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

The **Reeve** is responsible for providing leadership, acts as a spokesperson to the public, works with other levels of government, is Chair for Township Council Meetings and holds a seat on Lanark County Council.

The **Deputy Reeve** is also responsible for providing leadership, acts as a spokesperson to the public in the absence of the Reeve, is Chair for Township Council Meetings in the absence of the Reeve, and is Chair of the Committee of the Whole on a rotational basis with other members of Council. The Deputy Reeve also holds a seat on Lanark County Council.

Each **Councillor** is responsible for representing the entire community, as well as working together with Council as a whole, making informed decisions for the Township. Councillors also assume the role of Chair at Committee of the Whole Meetings on a rotational basis.

Section 224 of the [Municipal Act, 2001](#) outlines the role of **Council**, as follows:

- (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.*

Section 225 of the [Municipal Act, 2001](#) outlines the role of the **Head of Council** (Reeve), as follows:

- (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.*

For additional information on the role of a municipal council member, review [The Ontario Municipal Councillor's Guide](#), published by the Ministry of Municipal Affairs and Housing.

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

A Council member can expect to devote time for a minimum of two (2) meetings per month, along with various duties on outside Committees as appointed by Council.

Typically, you can expect:

- Council and Committee of the Whole Meetings are held in-person at the Township Office on the first (1<sup>st</sup>) and third (3<sup>rd</sup>) Tuesday of every month, beginning at 6:00pm
- Review of agenda materials prior to meetings
- Participation in community events throughout the year
- Telephone calls, e-mails, communications with constituents
- Reading and research time

For reference, the 2026 Council Calendar has been included in this package.

In addition to attending regular Council and Committee of the Whole meetings, members are required to attend meetings of other committees to which they are appointed.

These committees are established for a specific purpose, can vary significantly in frequency and time-commitment, and currently include the following:

- Airport Commission (Reeve and Deputy Reeve)
- Animal Control By-law Appeal Committee
- Committee of Adjustment
- County Council (Reeve and Deputy Reeve)
- Emergency Management Program Committee
- Lanark County OPP Detachment Board
- Property Standards
- Montague Recreation and Culture Committee
- Rideau Corridor Landscape Strategy Steering Committee
- Rideau Valley Conservation Authority (subject to change)
- Traffic Advisory Committee (County Council representative)
- Various Inter-Municipal Agreement Negotiating Committees

## **8. When can I file my nomination paperwork?**

Individuals can file their nomination paperwork beginning on **Friday, May 1<sup>st</sup>, 2026 at 9:00am, until Friday, August 21<sup>st</sup>, 2026, at 2:00pm.**

While not required, appointments are strongly recommended and appreciated.

## **9. Is it possible to file your nomination paperwork online?**

No. Candidates must file their nomination papers in person at the Township Office or by an agent, preferably by appointment.

## **10. What do I need to file my nomination paperwork?**

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

- Photo Identification suitable to the Clerk
- Confirmation of Qualifying Address
- \*Nomination Paper (Form 1) - enclosed
- \*Consent to Release Personal Information (Form LC02) - enclosed
- \*Declaration of Qualifications (Form EL18(A)) - enclosed
- Application filing fee
  - \$200 for Reeve
  - \$100 for all other offices (Deputy Reeve and Councillor)

*Payment can be made by debit, cash or certified cheque or money order made payable to the "Township of Montague" (no credit cards or electronic payments).*

\*All three (3) 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 three (3) documents listed above, the required fee and candidate's photo identification, at the time of filing.

## **11. What are the rules regarding campaign signs?**

The placement of campaign signs is not permitted until the close of nominations on **Nomination Day (Friday, August 21<sup>st</sup>, 2026, at 2:00pm).**

Lanark County allows campaign signs on county road allowances as long as sight lines are not affected and the signs are removed immediately after the election.

Roger Stevens Drive, Rosedale Road South, and County Road/"Highway" 43, and Heritage Drive are all County roads located within Montague Township.

The provincial policy with respect to the posting of campaign material on provincial road allowances is enclosed.

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

The Township's **Election Campaign Material Policy** is enclosed for your reference.

**12. How do I find out what is currently going on at Council and Committee of the Whole Meetings and how do I get agendas?**

Council and Committee of the Whole Meetings are open to the public and are also able to be viewed on the Township's [YouTube Channel](#). Agendas are also published on the [Township's Website](#) the Friday before regular meetings.

The Township provides all meeting materials electronically via e-mail and Council members use Township-provided iPads to access meeting agendas. Further, all Council members are expected to check their Township e-mail regularly as it is the primary means of communication.

**13. How much do the Reeve, Deputy Reeve and Councillors get paid?**

The 2026 Township salaries are:

- Reeve \$27,060
- Deputy Reeve \$19,615
- Councillor \$16,770

*\*Subject to change*

The Reeve and Deputy Reeve receive an additional salary from the County of Lanark for being members of County Council.

The 2026 County salaries are:

- Warden \$62,689.14
- Councillor \$26,120.61

*\*Subject to change*

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.

**14. Can I withdraw my nomination if I change my mind?**

Yes. The last day to withdraw a nomination is **Friday, August 21<sup>st</sup>, 2026, by 2:00pm.**

## **15. Can I change the office I am running for?**

Yes. You can switch what office (Reeve, Deputy Reeve, Councillor) you are running for up until **2:00pm on Friday, August 21<sup>st</sup>, 2026**.

## **16. When is the Council Inauguration Ceremony?**

The Council Inauguration Ceremony will be held in person on **Tuesday, November 17<sup>th</sup>, 2026** at the Township Municipal Office in the Council Chambers.

This is a special meeting to swear the new Council into office. The meeting is open to the public and family and friends of the newly-elected Council members are encouraged to attend.

## **17. Are there other resources that I might find helpful?**

There are a number of online and printed resources available to you, a few of which are noted below. We encourage you to review these resources for a greater understanding of the role of an elected municipal official, the authority of municipal government, the relationship between levels of government, and current municipal issues:

- [2026 Candidates' Guide](#) published by the Ministry of Municipal Affairs and Housing (copy included in this package)
- Association of Municipalities of Ontario (AMO) [www.amo.on.ca](http://www.amo.on.ca)
- Municipal World [www.municipalworld.com](http://www.municipalworld.com)

The Township's website ([www.montaguetaownship.ca](http://www.montaguetaownship.ca)) will also provide you with a wealth of information about the community.

## **18. How do I contact the Clerk/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.

For more information on all election matters, please contact:

**Kirsten Cote, Clerk/Returning Officer**

Phone: 613-283-7478 x 280

E-Mail: [municipalmanager@township.montague.on.ca](mailto:municipalmanager@township.montague.on.ca)

Once registered as a candidate, we will be in contact with you throughout the election period. In the meantime, please visit the Township website periodically for up-to-date municipal election information.

## **GENERAL ELECTION INFORMATION**

### **1. Use of Township Logo and Resources:**

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

Please reference the Township's **Use of Municipal Resources Policy** included in this candidate package for clarification regarding the use of other municipal resources and facilities.

### **2. Enumeration:**

New for 2026 is the provision of the Preliminary List of Electors by **Elections Ontario**, which contains the names and addresses and school support of each person who meets the qualifications of an elector.

Electors can see whether or not they are on the list through the online **Elections Ontario Register to Vote** portal.

The Voters' List will be available to candidates on **September 1<sup>st</sup>, 2026**, by request.

### **3. Revision to the Voters' List:**

Applications for revisions, changes and additions to the Voters' List will be accepted by the Clerk commencing on **September 1<sup>st</sup>, 2026, at 9:00am until 8:00pm on October 26<sup>th</sup>, 2026 (Election Day)** at the Township Office.

### **4. 2026 Election Method:**

Montague Township will be using internet and telephone voting for the 2026 Municipal Election.

Intelivote Systems Inc. has published a comprehensive document entitled "**Municipal & School Board Elections Common Voter Questions and Answers for eVoting**", as well as e-voting demos on their website **<https://www.intelivote.com/demos>**.

For those electors who do not have access to internet or a telephone with the capability of voting, you are welcome to attend at the Township Office during regular business hours during the voting period to vote by computer or telephone.

### **5. Voting Dates:**

All eligible electors will receive a Voter Information Letter that will give them information as to how they may vote electronically (online or by telephone).

You can vote anytime between Monday, October 19<sup>th</sup> at 9:00am and Monday, October 26<sup>th</sup> at 8:00pm (Election Day).

## 6. **Proxy Voting:**

As the Township of Montague is conducting its election electronically, there will be **no proxy voting**.

## 7. **Certification of Nominations by the Clerk:**

Section 35 of the [Municipal Elections Act, 1996](#) provides that:

- (1) *The clerk shall examine each nomination that has been filed, in accordance with the following timetable:*
  1. *All nominations filed on or before nomination day shall be examined before 4 p.m. on the Monday following nomination day.*
  2. *Any additional nominations filed under subsection 33 (5) shall be examined before 4 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, 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.

## **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 [\*2026 Candidates' Information Guide\*](#) published by the Ministry of Municipal Affairs and Housing.

For candidates who have run in municipal elections before, or those considering this role for the first time, it is important to review all information related to campaign finance rules.

### **1. *When may a candidate conduct fundraising and incur campaign expenses?***

You may only accept contributions or incur expenses during the campaign period. The campaign period begins after you have filed your nomination papers with the Returning Officer and it ends, for most campaigns, on **December 31<sup>st</sup>, 2026**.

### **2. *What limits are there on campaign spending?***

Campaign expenses shall not exceed the maximum established by the [\*Municipal Elections Act, 1996\*](#) and are calculated as follows:

- Head of Council (Reeve): \$7,500 plus \$0.85 per elector (3,458 electors in 2022)
- Other Members of Council: \$5,000 plus \$0.85 per elector (3,458 electors in 2022)

An Interim Certificate of Maximum Expenses will be provided to you when you file your nomination papers.

These amounts shall be confirmed by the Returning Officer using the 2022 voters' list as of September 15<sup>th</sup>, 2022, or the 2026 voters' list as of September 20<sup>th</sup>, 2026, whichever number is greater.

A Certificate of Maximum Campaign Expenses will be provided to each candidate.

There are limits to the contributions that a candidate and his or her spouse can make to their own campaign. These limits are calculated as follows:

- Head of Council (Reeve): \$7,500 plus \$0.20 per elector (3,458 electors in 2022)
- Other Members of Council: \$5,000 plus \$0.20 per elector (3,458 electors in 2022)

Upon filing, the Returning Officer will include this calculation on the Estimated Maximum Campaign Expenses Form. A final calculation will be included on the Certificate of Maximum Campaign Expenses provided to each candidate.

### **3. Do I need to open a separate bank account as a candidate?**

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

### **4. Financial reporting requirements:**

**On or before March 30<sup>th</sup>, 2027**, each candidate shall file the necessary financial reports with the Clerk.

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

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

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

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, a blank Financial Statement (required of candidates whose expenses total \$10,000 or less) is enclosed. All candidates are strongly encouraged to review the [2026 Candidates' Guide](#) for detailed information on financial requirements of Candidates.

Detailed records, including receipts, are to be kept by the candidate, regardless of your success in the election.

### **5. Compliance audits:**

Section 88.33 of the [Municipal Elections Act, 1996](#) provides that 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 ninety (90) days of the filing of the financial reports of the candidate.

Within ten (10) 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 established compliance audit committee. Upon receipt, within thirty (30) days, the committee shall consider the application and decide whether it should be granted or rejected.