

Township of Admaston/Bromley



477 Stone Road
Renfrew ON, K7V 3Z5

2026 Municipal Elections – Admaston/Bromley

Prospective Candidates Township of Admaston/Bromley Municipal Election 2026

Thank you for considering running in the 2026 Municipal Election for the Township of Admaston/Bromley.

You can file your Form 1 – Nomination Form beginning on Friday May 1, 2026 during regular business hours and then going forward during regular business hours until Nomination Day. Nomination Day for the 2026 Municipal Elections is August 21 2026. Nominations must be received by 2:00 pm on that day.

Please make an appointment with either the Clerk/Returning Officer (CAO/Clerk) or the Deputy Returning Officer (Treasurer-Deputy CAO/Clerk) to file your nomination.

Once you have submitted your Nomination Form 1, you may begin campaigning. You cannot campaign until your nomination form has been submitted.

Last day to file a Nomination Form is Friday August 21, 2026 on or before 2:00 pm.

The Clerk will certify the Nomination Forms on or before 4 p.m. on the Monday following nomination day. (August 24, 2026)

Please note that due to the population size of the Township of Admaston/Bromley, 25 signatures of endorsement is not required.

Please read the Guides provided from the Ministry of Municipal Affairs and Housing and available on the Township's website.

- Candidate's Guide
- Third Party Advertiser's Guide
- Voter's Guide

Once you have filed your Nomination, should you have any questions, please reach out the Clerk/Returning Officer. It is important to note that any questions asked and answered shall be forwarded to all candidates running in this election. You are required to sign the Communication Plan and submit it to the Clerk/Returning Officer.

Please read Form 4 – Financial Form before you campaign so that you understand the financial information that needs to be recorded.

The last day to submit a Nomination Form (Form 1) is **Friday August 21, 2026 at 2:00 pm.** Nomination Forms submitted after 2:00 pm on August 21, 2026 will not be received. This is also the last day to withdraw your nomination should you change your mind. Included in this package is also a Withdrawal Form. It is important to note that even if you withdraw you must still complete the Form 4 (Financials).

Electronic Filing of Nomination Forms will not be accepted in Admaston/Bromley. All those wishing to run in the 2026 Municipal Election in Admaston/Bromley must appear in person to submit their Nomination Forms. An appointment is requested. Please bring proof of your identity to the appointment to submit your Nomination Form.

Electronic Voting and in-person voting will be conducted for the 2026 Municipal Election in Admaston/Bromley. Information and procedures for the 2026 Municipal Election can be found on our website **2026 Elections**.

If you have any questions, please do not hesitate to email.

Thank you,



Jennifer Charkavi
CAO/Clerk

cao@admastonbromley.com

613-432-2885 ext 102

Attachments:

Nomination Form 1
Withdrawal Form EL19
Consent to Disclose Personal Information
Communication Plan
Financial Statement – Form 4
Estimated Maximum Campaign Expenses Form 15
Use of Corporate Resources for Campaign Purposes Policy
Notice of Penalties
Election Sign Guidelines for Admaston/Bromley
County of Renfrew Guidelines for Campaign Signs
County of Renfrew Election Information – Mayor seat at County Council

Contact Information:

Clerk/Returning Officer
Jennifer Charkavi
613-432-2885
cao@admastonbromley.com

Deputy Returning Officer
Kelly Coughlin
613-432-2885
treasurer@admastonbromley.com

Useful Links:

Municipal Act, 2001: <https://www.ontario.ca/laws/statute/01m25>
Municipal Elections Act, 1996: <https://www.ontario.ca/laws/statute/96m32>
Conflict of Interest Act, 1990: <https://www.ontario.ca/laws/statute/90m50>
Education Act, 1990 (School Board Trustees): <https://www.ontario.ca/laws/statute/90e02>
Township of Admaston/Bromley Website: <https://admastonbromley.com/>
Ministry of Municipal Affairs & Housing Elections Website: <https://www.ontario.ca/page/municipal-elections>



Instructions

It is the responsibility of the person being nominated to file a complete and accurate nomination paper. Please print or type information (except signatures).

Nomination paper of a person to be a candidate at an election to be held in the following municipality

Nominated for the Office of			Ward Name or Number (if any)		
Nominee's name as it is to appear on the ballot paper (subject to agreement of the municipal clerk)					
Last Name or Single Name			Given Name(s)		
Nominee's full qualifying address					
Suite/Unit Number	Street Number	Street Name			
Municipality			Province		Postal Code
Mailing Address <input type="checkbox"/> Same as qualifying address					
Suite/Unit Number	Street Number	Street Name			
Municipality			Province		Postal Code
Email Address			Telephone Number	Telephone Number 2	

Declaration of Qualification

I, _____, declare that I am presently legally qualified
(or would be presently legally qualified if I were not a member of the Legislative Assembly of Ontario or the Senate or House of Commons of Canada) to be elected and to hold the office for which I am nominated.

Signature of Nominee

Date (yyyy/mm/dd)

Date Received (yyyy/mm/dd)	Time Received	Initial of Nominee or Agent (if filed in person)	Signature of Clerk or Designate
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Certification by Clerk or Designate

I, the undersigned clerk of this municipality, do hereby certify that I have examined the nomination paper of the aforesaid nominee filed with me and am satisfied that the nominee is qualified to be nominated and that the nomination complies with the Act.

Signature

Date Certified (yyyy/mm/dd)

**WITHDRAWAL OF NOMINATION
TOWNSHIP OF ADMASTON/BROMLEY**

Municipal Elections Act, 1996 (s.36)

I, _____, hereby withdraw my name as a candidate
(Name of Candidate)

for the office of _____.
(Name of Elected Office)

Date

Signature of Candidate

THIS WITHDRAWAL DELIVERED TO ME AT _____
(time)

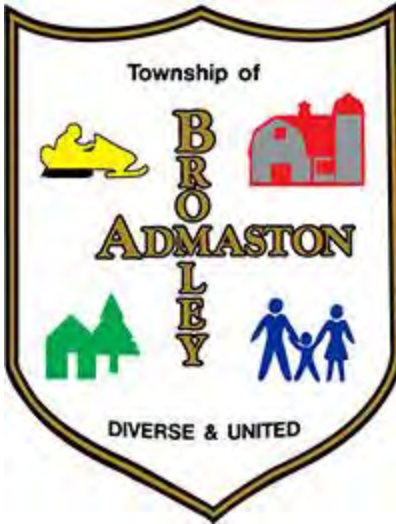
This _____ day of _____, 2026.

(Signature of Clerk or Designate)

Candidates who withdraw their nomination are still required to file the necessary financial statements prior to the filing deadline regardless of the amount of contributions received and/or expenses incurred, even if the amount is zero.

1 A person who has been nominated may withdraw his or her nomination by filing a written withdrawal in the Clerk's office by 2 pm on Nomination Day. If the nomination was filed under additional nominations required the withdrawal must be by 2:00 pm on August 26, 2026, if the nomination was filed under subsection 33(5).

2 Withdrawals of Nomination must be done in-person in the Township of Admaston/Bromley.



Township of Admaston/Bromley

Consent to Disclose Personal Information

I, (first & last name)

_____ ,

Authorize the Township of Admaston/Bromley to disclose my personal information, consisting of my qualifying address for the 2026 Admaston/Bromley Municipal Election, my phone number and my email address to voters in the Township should they wish to contact me.

The Township will not be disclosing qualifying addresses to the general public. Under the Municipal Elections Act, 1996, s.35 Examination of nominations (2) summarized: provides that the Clerk shall certify the nomination and that the nomination complies with the act.

I understand that the information on my Nomination Form 1 may be shared with voters in the Township of Admaston/Bromley.

Signature

Date

The information contained within this form is for the explicit use of the Clerk/Returning Officer for and only for the 2026 Municipal Elections

COMMUNICATION PLAN

MUNICIPAL CANDIDATES

2026 MUNICIPAL ELECTION

Communications between the CAO/Clerk and Admaston/Bromley Municipal Election Candidates:

- All communication from the CAO/Clerk to all candidates in the 2026 Municipal Election will be via email.
- Questions or concerns can be emailed directly to the CAO/Clerk.
 - All questions/concerns responses will be emailed to all candidates nominated for the 2026 Municipal Election in Admaston/Bromley.
 - All questions/concerns responses will be shared with any new candidates nominated for the 2026 Municipal Election, no matter what date they were nominated on.
- Printed copies of communications will be kept at the front counter at the Township Office, 477 Stone Road, Renfrew ON. These can be viewed by any nominated candidate, provided they bring proof of their identity. Photocopies will be provided at a cost, as per the Township's Fees & Charges By-Law.
- Communications will be printed the following day to be included in the communications binder.
- Candidates are permitted to call the CAO/Clerk on their business phone, however, all questions/concerns asked will be circulated via email to all nominated candidates.
- Only Candidates nominated in the Admaston/Bromley 2026 Municipal Election and current Admaston/Bromley Council Members are permitted to view the questions/concerns.
 - The CAO/Clerk may share the questions/concerns with any other person they feel will have input, in order to be able to provide an answer. Examples are:

- Municipal staff
- Municipal Council
- Ministry staff
- Upper Levels of Government

Public Information:

- The Candidate’s preferred email and phone number provided on the Nomination Form will be provided on the Township’s public website and social media accounts, should the public wish to contact them.
- Candidate addresses will not be shared. The Clerk (CAO/Clerk) certifies the nominations. Certifying the nomination means that the Clerk has vetted the candidate to ensure they can run in the 2026 Admaston/Bromley Municipal Election.
- By filing a Nomination Form 1 for the Admaston/Bromley 2026 Municipal Election the candidate hereby acknowledges that their email address and phone number provided on the Nomination Form will be shared on the Township’s website, social media accounts and with any public that request the information in-person.

Name of Candidate

Signature of Candidate

Date

Instructions

All candidates must complete Boxes A and B. Candidates who receive contributions or incur expenses must complete Boxes C, D, Schedule 1 and Schedule 2 as appropriate. Candidates who use a broadcaster or publisher for an election campaign advertisement must complete Schedule 3. Candidates who receive contributions or incur expenses in excess of \$10,000 must also attach an Auditor's Report.

All surplus funds (after any refund to the candidate or their spouse) shall be immediately paid to the clerk who is responsible for the conduct of the election.

For the campaign period from (day clerk received nomination)

YYYY	MM	DD
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 to

YYYY	MM	DD
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Initial filing reflecting finances from start of campaign to December 31 (or 45 days after voting day in a by-election)

Supplementary filing reflecting finances from start of campaign to end of extended campaign period

Box A: Name of Candidate and Office

Candidate's name as shown on the ballot

Last Name or Single Name

Given Name(s)

Office for Which the Candidate Sought Election

Ward Name or Number (if any)

Municipality

Spending Limit

General

\$

Parties and Other Expressions of Appreciation

\$

Contribution Limit

Contributions from Candidate and Spouse

\$

I did not accept any contributions or incur any expenses. (Complete Boxes A and B only)

Box B: Declaration

I, _____, declare that to the best of my knowledge and belief that these financial statements and attached supporting schedules are true and correct.

Signature of Candidate

Date (yyyy/mm/dd)

Date Filed (yyyy/mm/dd)

Time Filed

Initial of Candidate or Agent (if filed in person)

Signature of Clerk or Designate

Box C: Statement of Campaign Income and Expenses

LOAN

Name of bank or recognized lending institution

Amount borrowed
\$

INCOME

Total amount of all contributions (from line 1A in Schedule 1)	+ \$	_____
Revenue from items \$25 or less	+ \$	_____
Sign deposit refund	+ \$	_____
Revenue from fundraising events not deemed a contribution (from Part III of Schedule 2)	+ \$	_____
Interest earned by campaign bank account	+ \$	_____
Other (provide full details)		
1. _____	+ \$	_____
2. _____	+ \$	_____
3. _____	+ \$	_____
4. _____	+ \$	_____
5. _____	+ \$	_____
6. _____	+ \$	_____

Total Campaign Income (Do not include loan)

= \$ _____ **C1**

EXPENSES (Note: Include the value of contributions of goods and services)

1. Expenses subject to general spending limit

Inventory from previous campaign used in this campaign (list details in Table 2 of Schedule 1)	+ \$	_____
Advertising	+ \$	_____
Brochures/flyers	+ \$	_____
Signs (including sign deposit)	+ \$	_____
Meetings hosted	+ \$	_____
Office expenses incurred until voting day	+ \$	_____
Phone and/or internet expenses incurred until voting day	+ \$	_____
Salaries, benefits, honoraria, professional fees incurred until voting day	+ \$	_____
Bank charges incurred until voting day	+ \$	_____
Interest charged on loan until voting day	+ \$	_____
Other (provide full details)		
1. _____	+ \$	_____
2. _____	+ \$	_____
3. _____	+ \$	_____
4. _____	+ \$	_____
5. _____	+ \$	_____
6. _____	+ \$	_____

Total Expenses subject to general spending limit

= \$ _____ **C2**

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

1. _____	+ \$	_____
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2.	_____	+ \$	_____
3.	_____	+ \$	_____
4.	_____	+ \$	_____
5.	_____	+ \$	_____
Total Expenses subject to spending limit for parties and other expressions of appreciation		= \$	C3

3. Expenses not subject to spending limits

Accounting and audit	_____	+ \$	_____
Cost of fundraising events/activities (list details in Part IV of Schedule 2)	_____	+ \$	_____
Office expenses incurred after voting day	_____	+ \$	_____
Phone and/or internet expenses incurred after voting day	_____	+ \$	_____
Salaries, benefits, honoraria, professional fees incurred after voting day	_____	+ \$	_____
Bank charges incurred after voting day	_____	+ \$	_____
Interest charged on loan after voting day	_____	+ \$	_____
Expenses related to recount	_____	+ \$	_____
Expenses related to controverted election	_____	+ \$	_____
Expenses related to compliance audit	_____	+ \$	_____
Expenses related to candidate's disability (provide full details)			
1.	_____	+ \$	_____
2.	_____	+ \$	_____
3.	_____	+ \$	_____
4.	_____	+ \$	_____
5.	_____	+ \$	_____
Other (provide full details)			
1.	_____	+ \$	_____
2.	_____	+ \$	_____
3.	_____	+ \$	_____
4.	_____	+ \$	_____
5.	_____	+ \$	_____
Total Expenses not subject to spending limits		= \$	C4

Total Campaign Expenses (C2 + C3 + C4) = \$ _____ **C5**

Box D: Calculation of Surplus or Deficit

Excess (deficiency) of income over expenses (Income minus Total Expenses) (C1 – C5)	_____	+ \$	D1
If there is a surplus, deduct any refund of candidate's or spouse's contributions to the campaign	_____	- \$	
Surplus (or deficit) for the campaign		= \$	D2

If line D2 shows a surplus, the amount must be paid in trust, at the time the financial statements are filed, to the municipal clerk who is responsible for the conduct of the election.

Schedule 1 – Contributions

Part I – Summary of Contributions

Contributions in money from candidate and spouse	+	\$	
Contributions in goods and services from candidate and spouse (include value listed in Table 1 and Table 2)	+	\$	
Total value of contributions not exceeding \$100 per contributor • Include ticket revenue, contributions in money, goods and services where the total contribution from a contributor is \$100 or less (do not include contributions from candidate or spouse).	+	\$	
Total value of contributions exceeding \$100 per contributor (from line 1B; list details in Table 3 and Table 4) • Include ticket revenue, contributions in money, goods and services where the total contribution from a contributor exceeds \$100 (do not include contributions from candidate or spouse).	+	\$	
Less: Ineligible contributions paid or payable to the contributor Contributions paid or payable to the clerk, including contributions from anonymous sources exceeding \$25	–	\$	
	–	\$	
Total Amount of Contributions (record under Income in Box C)	=	\$	1A

Part II – Contributions from candidate or spouse

Table 1: Contributions in goods or services
(Note: Must also be recorded as Expenses in Box C.)

Description of Goods or Services	Date Received (yyyy/mm/dd)	Value (\$)
Total		

Additional information is listed on separate supplementary attachment, if completed manually.

Table 2: Inventory of campaign goods and materials from previous municipal campaign used in this campaign
(Note: Value must be recorded as a contribution from the candidate and as an expense.)

Description	Date Acquired (yyyy/mm/dd)	Supplier	Quantity	Current Market Value (\$)
Total				

Additional information is listed on separate supplementary attachment, if completed manually.

Part III – Contributions exceeding \$100 per contributor – individuals other than candidate or spouse

Table 3: Monetary contributions from individuals other than candidate or spouse

Name	Full Address	Date Received (yyyy/mm/dd)	Amount Received (\$)	Amount Returned to Contributor or Paid to Clerk (\$)
Total				

Additional information is listed on separate supplementary attachment, if completed manually.

Table 4: Contributions in goods or services from individuals other than candidate or spouse

(Note: Must also be recorded as Expenses in Box C.)

Name	Full Address	Description of Goods or Services	Date Received (yyyy/mm/dd)	Value (\$)
Total				

Additional information is listed on separate supplementary attachment, if completed manually.

Total for Part III – Contributions exceeding \$100 per contributor

(Add totals from Table 3 and Table 4 and record the total in Part 1 – Summary of Contributions)

\$ _____ **1B**

Schedule 2 – Fundraising Events and Activities

Complete a separate schedule for each event or activity held.

Additional schedule(s) attached, if completed manually.

Fundraising Event/Activity 1

Description of fundraising event/activity _____

Date of event/activity (yyyy/mm/dd) _____

Part I – Ticket revenue

Admission charge (per person) \$ _____ 2A

(If there are a range of ticket prices, attach complete breakdown of all ticket sales)

Number of tickets sold x _____ 2B

Total Part I (2A X 2B) (include in Part I of Schedule 1) = \$ _____

Part II – Other revenue deemed a contribution

Provide details (e.g., revenue from goods sold in excess of fair market value)

1.	_____	+ \$
2.	_____	+ \$
3.	_____	+ \$
4.	_____	+ \$
5.	_____	+ \$

Total Part II (include in Part I of Schedule 1) = \$ _____

Part III – Other revenue not deemed a contribution

Provide details (e.g., contribution of \$25 or less; goods or services sold for \$25 or less)

1.	_____	+ \$
2.	_____	+ \$
3.	_____	+ \$
4.	_____	+ \$
5.	_____	+ \$

Total Part III (include under Income in Box C) = \$ _____

Part IV – Expenses related to fundraising event or activity

Provide details

1.	_____	+ \$
2.	_____	+ \$
3.	_____	+ \$
4.	_____	+ \$
5.	_____	+ \$

Total Part IV Expenses (include under Expenses in Box C) = \$ _____

Schedule 3 – Broadcasters and Publishers

Complete if candidate used a broadcaster or publisher for an election campaign advertisement.

Table 5: Contact information for broadcasters and publishers used during the election campaign

Name	Type of Advertisement (e.g. print, television, radio etc)	Contact Information

Additional information is listed on separate supplementary attachment, if completed manually.

Auditor's Report – Municipal Elections Act, 1996 (Section 88.25)

A candidate who has received contributions or incurred expenses in excess of \$10,000 must attach an auditor's report.

Professional Designation of Auditor

Municipality	Date (yyyy/mm/dd)
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Contact Information

Last Name or Single Name	Given Name(s)	Licence Number
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Address

Suite/Unit Number	Street Number	Street Name
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Municipality	Province	Postal Code
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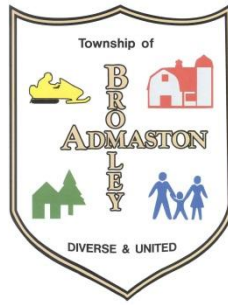
Telephone Number	Email Address
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The report must be done in accordance with generally accepted auditing standards and must:

- set out the scope of the examination
- provide an opinion as to the completeness and accuracy of the financial statement and whether it is free of material misstatement

Report is attached

Personal information, if any, collected on this form is obtained under the authority of sections 88.25 and 95 of the *Municipal Elections Act, 1996*. Under section 88 of the *Municipal Elections Act, 1996* (and despite anything in the *Municipal Freedom of Information and Protection of Privacy Act*) documents and materials filed with or prepared by the clerk or any other election official under the *Municipal Elections Act, 1996* are public records and, until their destruction, may be inspected by any person at the clerk's office at a time when the office is open. Campaign financial statements shall also be made available by the clerk in an electronic format free of charge upon request.



Form 15

2026 Municipal Election

**Township of Admaston/Bromley
Estimated Maximum Campaign Expenses**

Municipal Elections Act, 1996 s.33.0.1(1). S. 88.20(6), O.Reg 101/97 s.6

I hereby certify that the estimated maximum campaign expenses that a candidate is permitted to incur in the Municipal Election as specified in the Municipal Elections Act (MEA) to be completed on October 26, 2026 is as follows:

Maximum Campaign Expenses – MEA Reg. 101/97 S. 5

Office	Base Amount + (# of Electors in 2022 x \$0.85 cents)			Total Permitted
Mayor	\$7,500	3143	\$2671.55	\$10,171.55
Councillor	\$5,000	3143	\$2671.55	\$ 7,671.55

For the purposes of MEA Section 88.9.1, the following amounts are also the maximum combined contribution for the candidate and their spouse.

Maximum Self Contribution (Candidate and Spouse Combined)

Office	Base Amount + (# of Electors in 2022 x 20 cents)			Total Permitted
Mayor	\$7,500	3143	\$628.60	\$8,128.60
Councillor	\$5,000	3143	\$628.60	\$5,628.60

Please note that a further calculation will be provided on or before September 30, 2026. Should the Maximum contributions be lower than the estimated, the higher amount of both calculations will apply.

Jennifer Charkavi

Jennifer Charkavi
CAO/Clerk
Returning Officer

Township of Admaston Bromley Corporate Policies

DEPARTMENT: Planning
Department Policies
POLICY: Use of Corporate
Resources for Campaign Purposes
Policy
DATE: February 3, 2022

SECTION: Election Procedures
POLICY # E-01
SECTION: All Employees

Revision/Review Date:

PAGE:
1

Policy Statement

This policy sets out provisions for the use of the Township of Admaston/Bromley's facilities, resources and infrastructure during an election period, in order to preserve the public trust and integrity in the elections process and to comply with the *Municipal Elections Act, 1996*, as amended.

Purpose

This policy balances the need for freedom of expression and assembly of candidates and the Township's legal responsibility to ensure that no candidate, registered third party advertiser or political party is provided with an unfair advantage.

Definitions

- a. "**Election-related Campaign Purposes**" means the occurrence of a municipal election or by-election. It also includes partisan participation in federal and provincial elections.
- b. "**Local Board**" means a local board described in the *Municipal Affairs Act*.
- c. "**Members of Council**" means Council of the Corporation of the Township of Admaston/Bromley.
- d. "**Miscellaneous Expenses**" means the provisions for expenses set aside in the Council Remuneration By-law.
- e. "**Municipal Corporate Resources**" includes the following:
 - "**Equipment**" means to municipally-issued equipment, including laptops, iPads, smart phones and other similar devices;
 - "**Municipal Property and Facilities**" means to any municipally owned property and buildings, excluding road allowances;

Township of Admaston Bromley Corporate Policies

DEPARTMENT: Planning
Department Policies
POLICY: Use of Corporate
Resources for Campaign Purposes
Policy
DATE: February 3, 2022

SECTION: Election Procedures
POLICY # E-01
SECTION: All Employees

Revision/Review Date:

PAGE:
2

"Supplies" means to any municipally-purchased paper, stationary and other similar supplies.

- f. **"Municipal Staff"** means all remunerated staff including full-time permanent, part-time, and casual.

Procedure

1.0 Use of Municipal Resources Prohibited

- 1.1 Municipal corporate resources may not be used by Municipal Staff, Members of Council or Local Boards for any election-related campaign purposes.
- 1.2 Staff may not canvass or actively work in support of a candidate or party during normal working hours unless they are on a leave of absence without pay, lieu time, float day, or vacation leave.
- 1.3 Campaign-related materials may not be displayed in work spaces or other municipal facility.
- 1.4 Staff may not wear campaign-related insignia, slogan or other identifying representation during working hours.
- 1.5 Council Miscellaneous Expenses will be suspended as of Nomination Day, as defined in the *Municipal Elections Act, 1996*.

Policy Requirements

This policy is applicable to all Members of Council and Municipal Staff. It does not apply to expenses budgeted and incurred by the Clerk/Returning Officer for the effective running of the Municipal Election.

Township of Admaston Bromley Corporate Policies

DEPARTMENT: Planning
Department Policies
POLICY: Use of Corporate
Resources for Campaign Purposes
Policy
DATE: February 3, 2022

SECTION: Election Procedures
POLICY # E-01
SECTION: All Employees

Revision/Review Date:

PAGE:
3

Nothing in this policy shall preclude a Member of Council from performing their duty as a Councillor, nor inhibit them from representing the interests of the constituents who elected them.

Monitoring

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

Authority

Section 88.18 of the *Municipal Elections Act, 1996*, requires that municipalities and local boards establish rules and procedures with respect to the use of municipal resources during the election campaign period.

Notice of Penalties

Upon Filing of Nomination Form the Clerk shall provide notice of the penalties related to campaign finances and the refund of the filing fee, (s.33.1)

Notice of penalties

33.1 The clerk shall, before voting day, give to each person nominated for an office notice of,

- (a) the penalties under subsections 88.23 (2) and 92 (1) related to election campaign finances; and**
- (b) the refund of the nomination filing fee that the candidate is entitled to receive in the circumstances described in section 34. 2016, c. 15, s. 25.**

Effect of default by candidate

88.23 (1) A candidate is subject to the penalties listed in subsection (2), in addition to any other penalty that may be imposed under this Act,

- (a) if the candidate fails to file a document as required under section 88.25 or 88.32 by the relevant date;**
- (b) if a document filed under section 88.25 shows on its face a surplus, as described in section 88.31, and the candidate fails to pay the amount required by subsection 88.31 (4) to the clerk by the relevant date;**
- (c) if a document filed under section 88.25 shows on its face that the candidate has incurred expenses exceeding what is permitted under section 88.20; or**
- (d) if a document filed under section 88.32 shows on its face a surplus and the candidate fails to pay the amount required by that section by the relevant date. 2016, c. 15, s. 60.**

Penalties

(2) Subject to subsection (7), in the case of a default described in subsection (1),

- (a) the candidate forfeits any office to which he or she was elected and the office is deemed to be vacant; and**
- (b) until the next regular election has taken place, the candidate is ineligible to be elected or appointed to any office to which this Act applies. 2016, c. 15, s. 60.**

Notice of default

(3) In the case of a default described in subsection (1), the clerk shall,

- (a) notify the candidate in writing that the default has occurred;**

(b) if the candidate was elected, notify the council or board to which he or she was elected in writing that the default has occurred; and

(c) make available to the public the name of the candidate and a description of the nature of the default. 2016, c. 15, s. 60.

Clerk's report re filing requirements

(4) The clerk shall make available to the public a report setting out all candidates in an election and indicating whether each candidate complied with section 88.25. 2016, c. 15, s. 60.

Same

(5) The report mentioned in subsection (4) shall be made available on a website or in another electronic format as soon as possible after,

(a) April 30 in the year following a regular election; and

(b) 90 days after voting day in a by-election. 2016, c. 15, s. 60.

Application to court

(6) The candidate may, before the last day for filing a document under section 88.25 or 88.32, apply to the Superior Court of Justice to extend the time for filing the document under that section and, if the court is satisfied there are mitigating circumstances justifying a later date for filing the document, the court may grant an extension for the minimum period of time necessary to enable the candidate to file the document but the court shall not grant an extension of more than 90 days. 2016, c. 15, s. 60.

Notice to clerk

(7) If a candidate makes an application under subsection (6), the candidate shall notify the clerk in writing before 2 p.m. on the last day for filing a document under section 88.25 or 88.32 that the application has been made. 2016, c. 15, s. 60.

Effect of extension

(8) If the court grants an extension under subsection (6), the penalties set out in subsection (2) apply only if the candidate has not filed the document before the end of the extension. 2016, c. 15, s. 60.

Cessation of penalty

(9) The penalties set out in subsection (2) for a default described in clause (1) (a) do not take effect if, no later than 2 p.m. on the day that is 30 days after the applicable day for

filing the document, the candidate files the relevant document as required under section 88.25 or 88.32 and pays the clerk a late filing fee of \$500. 2016, c. 15, s. 60.

Late filing fee

(10) The late filing fee is the property of the municipality. 2016, c. 15, s. 60.

Offences re campaign finances

Offences by candidate

92 (1) A candidate is guilty of an offence and, on conviction, in addition to any other penalty that may be imposed under this Act, is subject to the penalties described in subsection 88.23 (2),

(a) if the candidate incurs expenses that exceed the amount determined for the office under section 88.20; or

(b) if the candidate files a document under section 88.25 or 88.32 that is incorrect or otherwise does not comply with that section. 2016, c. 15, s. 68 (1).

Exception, action in good faith

(2) However, if the presiding judge finds that the candidate, acting in good faith, committed the offence inadvertently or because of an error in judgment, the penalties described in subsection 88.23 (2) do not apply. 2016, c. 15, s. 68 (1).

Additional penalty, candidates

(3) If the expenses incurred by or under the direction of a candidate exceed the amount determined for the office under section 88.20, the candidate is liable to a fine equal to the excess, in addition to any other penalty provided for in the Act. 2016, c. 15, s. 68 (1).

Offences by registered third party

(4) A registered third party is guilty of an offence and, on conviction, in addition to any other penalty that may be imposed under this Act, is subject to the penalty described in subsection 88.27 (1),

(a) if the registered third party incurs expenses that exceed the amount determined under section 88.21; or

(b) if the registered third party files a document under section 88.29 or 88.32 that is incorrect or otherwise does not comply with that section. 2016, c. 15, s. 68 (2).

Exception, action in good faith

(5) However, if the presiding judge finds that the registered third party, acting in good faith, committed the offence inadvertently or because of an error in judgment, the penalty described in subsection 88.27 (1) does not apply. 2016, c. 15, s. 68 (2).

Additional penalty, registered third parties

(6) If the expenses incurred by or under the direction of a registered third party exceed the amount determined under section 88.21, the registered third party is liable to a fine equal to the excess, in addition to any other penalty provided for in the Act. 2016, c. 15, s. 68 (2).

Refund

34 A candidate is entitled to receive a refund of the nomination filing fee if the documents required under subsection 88.25 (1) are filed on or before 2 p.m. on the filing date in accordance with that subsection. 2016, c. 15, s. 26.

33. Election Sign Guideline

Guideline Statement

This guideline is intended to address candidate advertising and election materials in the Township of Admaston/Bromley. This guideline is intended as a formalization of the municipal elections legislation, as well as clarification of specific municipal procedures.

Purpose

This guideline is to provide candidates, third parties, staff and the public with guidance related to campaign election materials and advertisement in municipal elections.

Definitions:

In this guideline the following terms shall have the meaning indicated:

- **Campaign Office** means a building or portion of a building which is used by a candidate or an agent of a candidate as part of an election campaign and where a candidate's campaign staff are normally present and the public may enter to obtain information about the candidate.
- **Candidate** means a person who has been officially nominated under the Municipal Elections Act, 1996; Provincial Elections; Federal Elections.
- **Election Sign** means any sign
 - to advertise or promote a candidate in a federal, provincial or municipal election, including an election of a local board or commission; or
 - intended to influence persons to vote for or against any candidate or any question or by-law submitted to the electors under section 8 of the *Municipal Elections Act, 1996*; or
 - a vehicle where a large or predominant portion of the vehicle is used for purposes of campaigning.
- **Highway** means a common and public walkway, lane, street, avenue, parkway, driveway, square, place, bridge, viaduct or trestle, designed and intended for, or used by, the general public for the passage of vehicles and pedestrians and includes the untraveled portion of a road allowance.
- **Public Property** means property owned by or under the control of the Township of Admaston/Bromley, any of its agencies, boards or commissions, including highways, boulevards and road allowances, and shall be deemed to include public utilities facilities, regardless of whether the poles are owned by or under the control of the Township and shall also be deemed to include, benches, municipal garbage containers or other structures, located on a highway regardless of whether the containers or structures are owned by the Township.

Property owned by the Township and leased to another person or entity shall not be deemed to be public property.

- **Public Utility Pole** means a pole owned or controlled by an entity which provides a municipal or public utility service, including but not limited to the Township of Admaston/Bromley, Bell Canada, Hydro One;
- **Road Allowance** means the allowance for a public road and includes the travelled and untravelled portions of the road allowance, the road shoulders, ditches, boulevards and sidewalks.
- **Sight Triangle** means the triangular space formed by the street lines of a corner lot and line drawn from a point in one street line to a point in the other street line, each such point being 15 meters from the point of intersection of the street lines (measured along the street lines). Where the two street lines do not intersect at a point, the point of intersection of the street lines shall be deemed to be the intersection of the projection of the street lines or the intersection of the tangents to the street lines.
- **Voting Place** means the entire property and all the boundaries associated with it, when such voting place is located within a public premises and shall mean all of the common elements when the voting place is located on private premises. Individual units, and their doors, windows, balconies, etc. shall not be deemed to be common elements.

Interpretation Rules

This Guideline may be cited as the "Election Sign Guideline".

Wherever this policy refers to a person or thing with reference to gender or the gender neutral, the intention is to read the policy with the gender applicable to the circumstances.

References to items in the plural include the singular, as applicable.

Election Signs - General Provisions

Despite any other by-law of the municipality to the contrary, no fee shall be charged by the Township, and no permit shall be required in order to post an election sign in accordance with this guideline.

Regulations for Campaign Signs

- a. No candidate or their agent or any other person shall affix, erect or otherwise display an election sign or permit an election sign to be affixed, erected or otherwise displayed:

i. at any location where the election sign:

- is located on either side of a public highway, fronting or alongside any public park or on any public property owned and/or operated by the Township or any local board on which buildings/structures exist, including offices, facilities, fire stations, public library, recreation centres, etc.
- is located within a sight triangle, as defined in this policy. In addition to the sight triangle, any location that would, by reason of size, location, or illumination, obstruct the vision of drivers or pedestrians, or obstruct or detract from the visibility or effectiveness of any traffic sign or control device;
- constitutes a danger or hazard;
- impedes or hinders or prevents parking by vehicles on private or public lands, or on a public highway, or eliminates a public parking space required by law;
- is attached to any object or structure that is located within the limits of a road allowance, including but not limited to, a public utility pole, light standard, a traffic control sign or signal, guardrail or other form of traffic safety structure or facility, bridge, trestle, hydrant, fence or tree;
- makes use of words such as “STOP”, “LOOK”, “ONE WAY”, “DANGER”, “YIELD” or any similar words, phrases, symbols, lights or characters in such manner as to tend to interfere with, mislead, or confuse traffic;
- is located in such a position that the sign would obstruct or block the visibility of another candidate’s sign.
- includes electronic displays that incorporates in any manner any flashing or moving illumination which varies in intensity, or which varies in colour and signs which have any visible moving parts or visible mechanical movement of any description.
- obstructs or impedes any required fire escape, fire exit, door, window, etc., or to prevent or impede access of firefighters to any part of a building.
- is located closer than three (3) metres to any fire hydrant.

b. No person shall erect, cause or permit to be erected a campaign sign on a road allowance if the sign or any portion thereof is:

- on or over the roadway or a sidewalk;
 - closer than 1 metre (3.28 feet) to the edge of the roadway;
 - within a sight triangle at the intersection of two roadways;
 - where a road allowance includes a sidewalk adjacent to a roadway, on the portion of the road allowance between the sidewalk and the roadway; and
 - where a road allowance includes a roadside ditch adjacent to a roadway, on the portion of the road allowance between the roadside ditch and the roadway.
- c. The candidate to whom the election sign relates shall be responsible for the erection, maintenance or display of the election sign and shall ensure that all the requirements of this Policy have been met.
- d. No person shall at any time erect, cause or permit to be erected a campaign sign or display a vehicle sign within 100 metres (325 feet) of a polling place, voting place or voter help centre.
- e. No person shall display the Township of Admaston/Bromley logo, crest or slogan in whole or in part, on any election sign.
- f. No person shall place an election sign in such a position that such sign would contravene any other applicable legislation.
- g. No person shall deface or willfully cause damage to a lawfully erected election sign.

Election Signs on Private Property

- a. Election signs may be erected or displayed on private property if:
- The signs are erected with the consent of the owner or tenant of the property
 - the signs do not interfere with the safe operation of vehicular traffic or with the safety of pedestrians;
 - the signs are no larger than 1.22 X 2.44 meters (4X8 feet) and the sign height is no higher than two metres above ground level, save and except signs on campaign offices, billboards and signs displayed indoors;

Timing of the Erection of Signs

- a. No election sign shall be erected or displayed prior to the issuance of writs for a provincial or federal election, or until the nomination for a municipal election has been submitted and publicly acknowledged on the Township's website.
- b. Every candidate shall ensure that all campaign signs are removed no later than one week following the voting day of the election for which the sign was erected or installed.

Removal of Election Signs

- a. Where election signs have been posted in contravention of this guideline or any other by-law, the Township may:
 - Notify the owner, candidate or their official agent to repair or remove the sign, or take the necessary action to make the sign comply with the provisions of this guideline;
- b. Remove the sign.
- c. If a sign is erected or displayed in violation of this by-law, the Township may cause the sign to be removed immediately without notice if it poses an immediate safety hazard.
- d. Signs that have been removed pursuant to this guideline shall be stored by the Township for a maximum of fifteen (15 days), during which time the candidate or their official agent may retrieve the sign.
- e. The Township may destroy any election sign which has been seized and is not claimed and retrieved by the sign owner within 15 days without compensation to the sign owner.
- f. Should any campaign materials be non-compliant with the Municipal Elections Act, or this guideline, the same shall be removed forthwith and destroyed. Questions or concerns about campaign materials shall be forwarded to the candidate. Complaints regarding non-compliance should be forwarded to the Clerk or Returning Officer in writing. The municipality or its agents and employees shall not be responsible for the proactive enforcement of this guideline.

**PUBLIC WORKS & ENGINEERING
DEPARTMENT**

**GUIDELINES FOR INSTALLATION OF
POLITICAL CAMPAIGN SIGNS ALONG COUNTY ROADS**

1. Signs shall not be permitted on traffic islands or medians along County Roads.
2. Large sign assemblies are not permitted within the road allowance.
3. Smaller single post or wire frame signs shall be permitted along the edge of the roadway as long as they do not interfere with site lines and the flow of motor vehicle and pedestrian traffic.
4. Signs may not be attached to any existing sign posts or light poles along County Roads.
5. Any signs deemed to be creating a hazard will be removed. The signs can be picked up at the applicable County Patrol Garage. Signs not picked up by the end of the election shall be destroyed.
6. Candidates have one week after the election to remove signs from the County Road allowance. Signs not removed will be destroyed.

COUNTY OF RENFREW COUNCIL

2026 MUNICIPAL ELECTION INFORMATION

The information provided is intended for prospective candidates with an overview of the role, responsibilities, and expectations of serving on County of Renfrew Council. It is provided for information purposes only and should be read in conjunction with applicable legislation and County by-laws.

RENFREW COUNTY COUNCIL

RENFREW COUNTY COUNCIL

WHAT IS COUNTY OF RENFREW COUNCIL?

The County of Renfrew is an upper-tier municipality established under the Municipal Act, 2001. It became a fully constituted municipality in 1866. Today, the County of Renfrew Council collaborates closely with local municipalities to effectively deliver and manage a wide range of services and governance functions on a county-wide level.

MEETINGS AND DECISION MAKING

Council operates under a Committee of the Whole structure, supported by **five** standing committees: Health, Community Services, Corporate Services, Development and Property, and Operations. Council and Committee meetings are typically held on the **second** and **fourth** Wednesday of each month, starting at 9:30 a.m.

The Warden

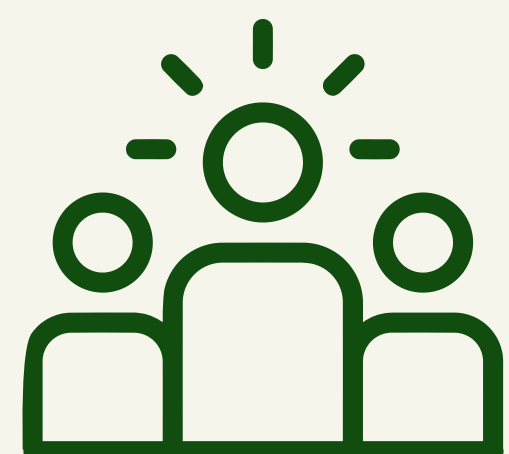
The Warden serves as Head of Council for the County, presides at meetings, represents the County at official functions, and participates in County and regional advocacy, including representation on the Eastern Ontario Wardens' Caucus (EOWC). The Warden is elected annually by the members of County Council. Nominations for the office of Warden must be filed with the Clerk no later than 12 p.m. on the second Friday of November.

ROLE OF COUNTY COUNCIL

County Council is responsible for setting strategic direction, approving policies and by-laws, adopting the County budget, overseeing County services, and representing the collective interests of all municipalities within the County of Renfrew.

COUNTY SERVICES

County Council oversees a wide range of services, including Long-term Care, Paramedic Service and Emergency Management, Public Works, Roads and Trails, Community Services (Child Care, Ontario Works and Community Housing), Planning and Real Estate, Economic Development and Tourism, Forestry, Provincial Offences Administration, and Corporate Services such as Finance, Human Resources, Information Technology, and Legislative Services.



LEGAL AND ETHICAL RESPONSIBILITIES

Members of County Council are subject to the same legal and ethical obligations as all municipal councillors. These include compliance with the Municipal Act, 2001, the Municipal Conflict of Interest Act, the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), the County of Renfrew Code of Conduct, and the County of Renfrew Procedural By-law.

FREQUENTLY ASKED QUESTIONS

How do I become a County Councillor?

County Councillors are appointed by their respective local councils following the municipal election. Eligibility and appointment processes are determined at the local municipal level.

Is County Council different from my local council?

Yes. County Council focuses on services and issues that affect the County as a whole, while lower-tier councils address local municipal matters.

Are County Council meetings open to the public?

Yes. Meetings are generally open to the public, with limited exceptions for closed sessions as permitted by the Municipal Act, 2001.

What voting system is used at County Council?

County Council operates under a weighted and consensus voting system as set out in the County of Renfrew Procedural By-law.

What is expected of me as a County Councillor?

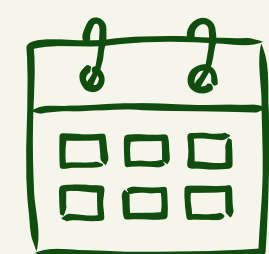
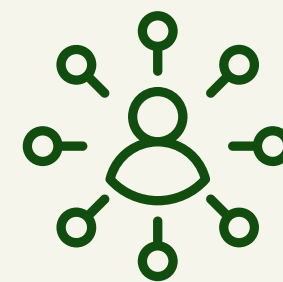
Members are expected to attend meetings, prepare in advance, act ethically and respectfully, and represent the broader interests of the County as a whole while remaining accountable to their local municipality.

TIME COMMITMENT

The time commitment for a County Councillor varies depending on committee assignments and responsibilities on external boards. On average, members can expect to dedicate approximately 25-30 hours per month to Council meetings, committee work, appointments, and occasional community events, in addition to the necessary preparation time for each meeting. Beyond these monthly duties, all members of County of Renfrew Council are expected to complete the full four-year term of office from 2026-2030. You can access the public meetings and agendas at the County of Renfrew website (<https://bit.ly/CORMeetings>)

COMPOSITION OF COUNTY COUNCIL

County of Renfrew Council is comprised of the elected Mayors/ Deputy Mayor or Reeve of each of the 17 local municipalities. The Warden is the head of County Council and is elected each year from amongst the membership.



FOR MORE INFORMATION

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