

MUNICIPAL ELECTIONS 2026

Nominations – Acceptance and Withdrawal

1.0 Purpose

- 1.1 To outline the procedure for the acceptance of Nominations for the Offices of Lord Mayor and Town Councillors.

2.0 General

- 2.1 The Clerk or his designate will accept Nomination Forms in-person only, MEA Section 33(6).
- 2.2 The Clerk, Deputy Clerk, Elections Coordinator and designated Election Officials are able to accept nominations.

3.0 In-Person Nominations

- 3.1 Nominations will be accepted at Town Hall Monday to Friday from 8:30 a.m. to 4:30 p.m. from May 1, 2026 to August 20, 2026. On August 21, 2026 nominations will be accepted from 9:00 a.m. to 2:00 p.m. Candidates or their Agents who are in the office prior to 2:00 p.m. may file after 2:00 p.m.
- 3.2 Individuals filing nominations are encouraged to make an appointment with the Clerk to allow for review of the Nomination material and Candidate's Package information.
- 3.3 If an agent is filing on the candidate's behalf, a letter must be submitted at the time of filing which authorizes the agent to file on behalf of the candidate. The letter must be signed by the candidate, and commissioned or notarized by a person authorized under the Commissioners for Taking Affidavits Act or Notaries Act, prior to the agent submitting the nomination paper to the Town Clerk.
- 3.4 Nomination Forms will be accepted/reviewed by the Clerk, Deputy Clerk, Elections Coordinator or designated Election Official, in the Council Chambers.
- 3.5 The candidate will be provided with a copy of the Candidate's Information Package prepared by the Town. The Clerk will follow the Checklist for Receiving Nominations and explain each piece to the candidate.
- 3.6 The Clerk will ensure that the prescribed endorsement by 25 individuals (other than the candidate) is received and complete. The Clerk will make a copy of the completed nomination form for the candidate. The original will be kept for the candidate's file. (Note: Candidates are not to solicit endorsements from staff in the Clerk's division.)

3.7 The Clerk will take payment of the \$200.00 or the \$100.00 nomination filing fee and provide the candidate with the original receipt for the nomination filing fee. A copy will be kept for the candidate's file.

3.8 .

The Clerk may provide a candidate or agent who is present at 2:00 PM on nomination day and who remains present in the Clerk's office with an opportunity to complete the filing of the nomination after 2:00 PM prior to the close of business (4:30 PM) on that day (MEA 33 (4.1)).

3.9 The Clerk will ensure that the candidate signs the Candidate Information Checklist indicating that they have received all pertinent information. The signed checklist will be placed in the candidate's file. It is still the candidate's responsibility to be aware of and meet all legislated requirements.

4.0 Processing Nominations

4.1 Nominations will be processed as they are received in accordance with the Checklist for Processing Nominations.

5.0 Certification

5.1 The Clerk will certify all nominations by Monday, August 24, 2026 using the Nomination Certification Tracking Sheet.

5.2 The Clerk will send the names of the certified candidates to the area clerks via email for the purposes of information.

5.3 The Clerk will also produce a list of certified candidates to be published on the Town's website.

5.4 If the Clerk denies certification of a nomination, they shall give notice as soon as possible to the person who sought nomination.

6.0 Withdrawal of Nominations

6.1 Nominations may be withdrawn up until 2:00 p.m. on Nomination Day (August 21st) (MEA 36) using the Town's Withdrawal of Nomination Form. An Agent may submit a withdrawal form on behalf of a candidate; however, the candidate must provide the agent with a signed letter to give to the Town Clerk authorizing the agent to file the withdrawal form. The letter and withdrawal form must be signed by the candidate and commissioned or notarized by a person authorized under the Commissioners for Taking Affidavits Act or Notaries Act, prior to the agent submitting the withdrawal form to the Town Clerk. While not legislatively required, the Clerk or designate will attempt to contact the candidate to confirm that it is their intent to withdraw their nomination.

Candidates who withdraw must still submit their financial filing in order to be eligible for the refund of the nomination filing fee.

6.2 Withdrawal Forms must be submitted in-person.

7.0 Acclamations

7.1 If as of 4:00 p.m. on Monday, August 24th there is only one nomination received, the Clerk will issue an acclamation.

8.0 Additional Nominations

8.1 If on the close of the nomination period (August 21, 2026 at 2:00 p.m.) the number of nominations filed for the office (Lord Mayor and/or Town Councillor) is less than the number of persons to be elected to the office the Clerk shall post a notice on the Town's website and issue a media release advising that the nomination period for this office is being extended until August 26, 2026 at 2:00 p.m.

8.2 Should the situation as described in the aforementioned Section 8.1 prevail, additional nominations may be withdrawn up until 2:00 p.m. on August 26, 2026, using the Withdrawal of Nomination Form. An Agent may submit a withdrawal form on behalf of a candidate; however, the candidate must provide the agent with a signed letter to give to the Town Clerk authorizing the agent to file the withdrawal form. The letter and withdrawal form must be signed by the candidate and commissioned or notarized by a person authorized under the Commissioners for Taking Affidavits Act or Notaries Act, prior to the agent submitting the withdrawal form to the Town Clerk. While not legislatively required, the Clerk or designate will attempt to contact the candidate to confirm that it is their intent to withdraw their nomination. Candidates who withdraw must still submit their financial filing in order to be eligible for the refund of the nomination filing fee.

9.0 Certification of Additional Nominations

9.1 The Clerk will certify all additional nominations by 4:00 p.m. on Thursday, August 27, 2026 using the Nomination Certification Tracking Sheet.

9.2 If there was only one additional nomination, then an acclamation may be issued after 4:00 p.m.

10.0 Amendment to These Procedures and Rules

10.1 The Clerk, at any time, has the right to amend this document to facilitate the vote, count, tabulation of the votes and security or any other matter at the sole discretion of the Clerk.



Department of Corporate Services
1593 Four Mile Creek Road
P.O. Box 100, Virgil, ON L0S 1T0
905-468-3266 • Fax: 905-468-2959

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

June 1, 2026