



| Municipal Election Procedure | |
|------------------------------|----------------------|
| Procedure Name: | Nomination Procedure |
| Procedure Number: | CLK MEP-03 |
| Creation Date: | March 05, 2026 |

1. Purpose

The purpose of this Procedure is to establish a clear and consistent process for the receipt, review, and administration of nomination filings for the 2026 Municipal and School Board Election in accordance with the *Municipal Elections Act, 1996* (the Act).

This Procedure provides guidance to the Clerk and designated election officials to ensure that nominations are received, processed, and recorded in a fair, transparent, and legislatively compliant manner. It also outlines the information and resources that will be provided to candidates upon filing their nomination.

2. Responsibilities

2.1. Clerk

The Clerk is responsible for administering the nomination process in accordance with the Act. This includes receiving and reviewing nomination filings, maintaining nomination records, certifying candidates following Nomination Day, publishing required notices, and providing candidates with election information and materials.

2.2. Clerk's Designate/Election Officials

Individuals designated by the Clerk may receive nomination papers and supporting documentation on the Clerk's behalf, ensure submissions appear complete at the time of filing, record the date and time of filing, and forward all materials to the Clerk for review and certification.

2.3. Candidates

Candidates are responsible for submitting complete and accurate nomination documentation, including all required forms, endorsements, declarations, and fees, within the prescribed nomination period and in accordance with the Act.

3. Receiving Nominations

3.1. The Clerk may, in writing, designate one or more individuals authorized to receive nomination filings on their behalf.

3.2. The Clerk or designate shall receive nominations for the following offices:

- Mayor and Regional Councillor (1 to be elected)



- Councillor, Ward One (two to be elected)
- Councillor, Ward Two (two to be elected)
- Councillor, Ward Three (two to be elected)

Nominations for the office of English Language Public School Board Trustee are filed with the City of Thorold, which serves as the filing municipality for this office.

Nominations for the office of English Language Catholic District School Board Trustee are filed with the Town of Grimsby, which serves as the filing municipality for this office.

Nominations for the office of French Public School Board Trustee are filed with the City of Welland, which serves as the filing municipality for this office.

Nominations for the office of French Separate School Board Trustee are filed with the City of Welland, which serves as the filing municipality for this office.

- 3.3.** The nomination period for the 2026 Municipal and School Board Election begins on Friday, May 1, 2026, and continues until Nomination Day, being Friday, August 21, 2026.

Nomination papers shall be filed with the Clerk, or designate, during regular business hours (Monday to Friday, 8:30 a.m. to 4:30 p.m.), preferably by appointment.

On Nomination Day (August 21, 2026), nominations may only be filed between 9:00 a.m. and 2:00 p.m. Individuals within Town Hall prior to 2:00 p.m. on this deadline will be permitted to file.

- 3.4.** If no nomination is filed for an office by 2:00 p.m. on Nomination Day, additional nominations may be filed until 2:00 p.m. on Wednesday, August 26, 2026.

This extension applies only to the office(s) for which no nominations were received by the original deadline.

- 3.5.** Nominations for municipal offices must include a minimum of twenty-five (25) endorsement signatures, provided on the prescribed Endorsement of Nomination – Form 2. Original signatures are required.

- 3.6.** The Clerk is entitled to rely on the information provided by the candidate regarding endorsement signatures. Individuals endorsing a nomination must be eligible electors within the Town of Pelham on the date the endorsement is signed.

- 3.7.** The Clerk is not responsible for verifying voter eligibility, although false statements may result in penalties under the Act. The Clerk reserves the right to verify voter eligibility during the certification process.



3.8. Nominations shall be reviewed and processed in accordance with the Nomination Intake Checklist prepared by the Clerk.

3.9. A person filing Form 1 – Nomination Paper must provide proof of identity satisfactory to the Clerk or designate.

Candidates will be required to provide documentation verifying:

- their name; and
- their qualifying address.

Acceptable identification includes government-issued documentation or a combination of documents containing the required information.

The Clerk may also request proof of Canadian citizenship, such as a:

- birth certificate (with supporting photo identification);
- passport; or
- citizenship card.

However, it is acknowledged that the Declaration of Qualifications serves as the candidate's statement of citizenship.

3.10. An agent filing nomination papers on behalf of a candidate must provide:

- proof of their own identity; and
- proof of the candidate's identity and qualifying address.

3.11. All sections of Form 1 – Nomination Paper must be fully completed by the candidate and, where applicable, the candidate's agent.

3.12. The Declaration of Qualification portion of Form 1 must be signed by the candidate with an original signature.

3.13. It is the responsibility of the candidate to ensure that the nomination submission is complete, accurate, and compliant with the requirements of the Act.

3.14. The Clerk shall ensure that ballots accurately reflect the candidate's name exactly as entered on the Form 1 – Nomination Paper.

3.15. Nominations must include a completed Declaration of Qualifications, which will be sworn or affirmed before the Clerk or designate at the time of filing.

3.16. The Clerk or designate shall provide each candidate with the following documents at the time of filing. These materials represent the minimum information provided to assist candidates in understanding the municipal election process and their obligations under the Act:

1. Nomination Paper – Form 1
2. Endorsement of Nomination – Form 2



3. Declaration of Qualifications – Member of Council or School Board Trustee
4. Ward Map(s)
5. Province of Ontario Candidates Guide
6. Town of Pelham Candidates Guide
7. Alternative Voting Method Procedure
8. Vote Tabulator Procedure
9. Guide to Accessible Elections
10. Election Sign By-law – Town of Pelham
Election Sign By-law – Region of Niagara
11. List of Polling Stations
12. Scrutineers Guide
13. Policy re: Use of Corporate Resources for Election Purposes
14. Notice to Financial Institutions re: Campaign Account
15. Campaign Expense Limit Estimate
16. Campaign Expense Limit Estimate – Own Contributions
17. Campaign Expense Limit Estimate – Parties
18. Candidate's Consent to Release of Personal Information
19. Notice of Penalties
20. Candidate's Declaration – Proper Use of Voters List
21. Serving the Town as a Mayor or Councillor FAQ
22. Letter to Landlords, Agents, Condominium Corporations
23. Notice to Candidate of Financial Filing Requirements
24. Duties of Candidates

The Clerk reserves the right to provide additional guides, reference materials, notices, or updates to candidates throughout the election period where deemed necessary to support compliance with legislative requirements and municipal procedures.

- 3.17.** Large-scale, municipal-wide maps may be purchased by candidates for \$5.00.
- 3.18.** The nomination forms must be accompanied by the prescribed filing fee, as required under the Act.

For the 2026 Municipal and School Board Election:



- Mayor/Regional Councillor: \$200.00
- Ward Councillor or School Board Trustee: \$100.00

This fee is established by the Province of Ontario.

3.19. Nomination fees may be paid by:

- cash;
- certified cheque;
- money order payable to the Town of Pelham; or
- debit transaction.

3.20. A receipt for the nomination fee shall be issued. A copy of the receipt shall:

- be retained in the candidate's nomination file; and
- be provided to the candidate.

3.21. Once the nomination filing is complete, the candidate's name will be posted on the Town's election webpage.

Contact information authorized for release through the Consent to Release Personal Information form will also be published on the Town's election webpage. Authorized contact information will only be displayed on the election notice board at Town Hall after Certification Day.

Any requests to modify the scope of information authorized for release must be submitted in writing by the candidate.

3.22. All original nomination documentation shall be filed and maintained by the Clerk in alphabetical order by candidate surname.

4. Certification

4.1. Following the close of nominations, the Clerk shall examine each nomination in accordance with subsection 35(1) of the Act to determine whether the nomination complies with the requirements of the Act.

4.2. As soon as practicable following certification, the Clerk shall publish a Notice of Election Information on the Town's website to inform electors of the offices for which an election will be held.

5. Inspection of Nomination Papers

Nomination papers filed under the Act are public documents and may be inspected at the Clerk's Office during regular business hours.

Due to the personal information contained within these records, the Clerk will not reproduce or distribute copies by email or otherwise.



6. Acclamation

- 6.1.** In the event that the number of certified candidates for an office is equal to or fewer than the number of persons to be elected to that office, and in accordance with Section 37 of the Act, the Clerk shall declare the certified candidate(s) elected by acclamation.
- 6.2.** Where a candidate is elected by acclamation, the Clerk shall prepare and publish a Notice of Acclamation as soon as practicable following the close of nominations.
- 6.3.** The notice of acclamation shall be:
 - posted to the Town's election webpage; and
 - displayed on the election notice board at Town Hall.
- 6.4.** The Clerk shall retain the official declaration and supporting documentation as part of the municipal election record.

7. Campaign Fundraising and Expenses

- 7.1.** In accordance with subsection 88.22(1) of the Act, candidates must open a campaign bank account at a financial institution.
- 7.2.** The financial institution name and campaign account number must be provided to the Clerk as soon as practicable after filing the nomination.
- 7.3.** The nomination filing fee is the only campaign expense permitted to be paid from a source other than the campaign bank account.
- 7.4.** In accordance with subsection 33.0.1(1) of the Act, upon filing a nomination, the Clerk shall provide the candidate with a certificate indicating the preliminary maximum campaign spending limit based on the 2022 Municipal Election voter data.

A final spending limit certificate will be issued on or before September 30, 2026, based on the current voters' list.

8. Withdrawal of Nomination

- 8.1.** A candidate may withdraw their nomination:
 - before 2:00 p.m. on Friday, August 21, 2026, if the nomination was filed before the deadline; or
 - before 2:00 p.m. on Wednesday, August 26, 2026, for nominations filed during the additional nomination period under subsection 33(5).
- 8.2.** A withdrawal must:
 - be submitted in writing;



- clearly state the candidate's name and office;
- be signed by the candidate and their agent (if applicable);
- Include original signatures.

The Clerk may request proof of identity from the individual submitting the withdrawal.

8.3. Where a candidate wishes to change the office for which they are seeking election, on or before the deadline identified in Section 8.1 of this Procedure, the candidate must first withdraw their nomination in accordance with the withdrawal procedure and then submit new nomination papers for the desired office. A financial statement will be required for each office for which the candidate filed a nomination.

8.4. Where a candidate indicates that they no longer wish to seek election to an office, and such notice is received by the Clerk after the deadline identified in Section 8.1 of this Procedure, the Clerk may acknowledge the request but must proceed in accordance with the normal election process. The candidate's name will remain on the ballot. Should the candidate be elected, they may decline to accept the office at the appropriate time. In such circumstances, the candidate is encouraged to take reasonable steps to communicate to the public their intention to no longer seek office, notwithstanding that they will continue to be treated as a candidate for the purposes of the election.

8.5. If it is determined that the candidate is no longer eligible to hold the office for which they have been nominated, the Clerk shall take the appropriate action as permitted under the Act and continue the election process accordingly.

9. Interpretation and Prevailing Authority

The Procedure shall be interpreted in a manner consistent with the principles of the Act.

Where conflict exists between this Procedure and Provincial legislation, Provincial legislation prevails.