

April 2026

Dear Potential Candidate:

This information package has been prepared for you as you contemplate running for elected office in the Town of Perth in the 2026 municipal election. It is provided to you for information purposes only. Reference should always be made to the relevant legislation and regulations. Any updated information will be provided to registered candidates and posted to the Town's [website](#).

## 2026 CANDIDATES' GUIDE

[The Ministry of Municipal Affairs and Housing \(MMAH\) 2026 Candidates' Guide](#), provides general information on the nomination and election process. You may also wish to visit MMAH's election information on their website at <http://www.ontario.ca/municipalelections>.

## CAMPAIGN PERIOD

Your campaign period begins after you have filed your nomination with the Returning Officer/Clerk and in most cases, it will end on December 31, 2026. Campaigning, including contributions, expenses and advertising is only permitted during this period.

During the Campaign Period, Candidates must adhere to the Town's [By-law No. 5027](#), which is the policy that establishes the rules and procedures with respect to the use of Town corporate resources during the election campaign period.

## CAMPAIGN ADVERTISING

[By-law No. 5016](#) - to Regulate Election Campaign Advertising and Third-Party Advertising, highlights include:

- Campaign Advertising cannot commence until after a nomination is filed with the Returning Officer/Clerk.
- Election Signs cannot be placed earlier than 6 weeks prior to Voting Day. For the 2026 election, this date is Monday, September 14, 2026.
- No Campaign Advertising is permitted along Town of Perth streets (highways) or in or on Town of Perth Public Property.
- Campaign Advertising must be removed within 7 days following Voting Day. For the 2026 municipal election this date is Monday, November 2, 2026.

An election campaign advertisement purchased by or under the direction of a candidate shall identify the candidate. A candidate's election campaign advertisement shall not appear unless the following information is provided to the broadcaster or publisher in writing:

1. The name of the candidate.
2. The name, business address and telephone number of the individual who deals with the broadcaster or publisher under the direction of the candidate.

It is recommended that the Candidate provide the [Broadcaster/Publisher Information Sheet \(Form LC56\)](#) to the Broadcaster/Publisher.

## CAMPAIGN FINANCES

**Candidates may only accept contributions or incur campaign expenses during their campaign period.**

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

Campaign expenses shall not exceed the maximum established by the *Municipal Elections Act, 1996* and are calculated as follows:

- Head of Council: \$7,500 plus \$.85 per elector (use 5,277 – the number of electors as of September 15, 2022, for the preliminary calculation)
- Other Members of Council: \$5,000 plus \$.85 per elector (use 5,277 – the number of electors as of September 15, 2022, for the preliminary calculation)

Upon filing, the Returning Officer/Clerk shall give the candidate, or the agent filing the nomination for the candidate, the Preliminary Certificate of Estimated Maximum Campaign Expenses (Form LC23), using the above calculation. These amounts shall be confirmed by the Returning Officer, on or before September 30, 2026, using the 2026 Voter's List as of September 20, and the Certificate of Maximum Campaign Expenses (Form EL37) will be provided to each candidate.

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, enclosed is a blank [Financial Statement-Auditor's Report \(Form 4\)](#), required of candidates whose expenses total \$10,000 or less. Candidates whose campaign expenses exceed \$10,000 are required to file a Financial Statement and an auditor's report. Please also refer to the [MMAH 2026 Candidates' Guide](#) which outlines all of the financial requirements.

**Detailed records, including receipts, are to be kept by the candidate regardless of your success in the election** (*Municipal Elections Act S. 88.22*). Candidates are required to keep all campaign financial records until November 15, 2030, when the next Council takes office.

## KEY DATES

A list of some [Key Dates](#) has been developed for your reference.

## NOMINATION PROCESS

The Returning Officer/Clerk will be accepting Nominations for the following offices:

<u>Office</u>	<u>Number to Be Elected At Large</u>
Mayor	1
Deputy Mayor	1
Councillor	5

either in person or by your Agent, during normal office hours, between Friday, May 1, 2026, and Thursday, August 20, 2026, and on Nomination Day, Friday, August 21, 2026, from 9:00 a.m. to 2:00 p.m. **Please note an appointment is required to file your nomination.**

Your Nomination must include the following:

- [Nomination Paper - Form 1](#) (enclosed);
- At least 25 endorsements - [Endorsement of Nomination Form 2](#) (enclosed);
- [Consent to Release Personal Information \(Form LC02\)](#) (enclosed)
- [Declaration of Qualifications Municipal Candidates](#) (Form EL18(A)) (enclosed)
- Provide proof of identity and residence - [Acceptable Documents for Voter Identification](#).
- The filing fee (cash, debit, credit card (VISA or Mastercard only) or certified cheque/money order made payable to the Town of Perth):
  - For the Head of Council (Mayor) position - \$200.00.
  - For all other positions (Deputy Mayor or Councillor) - \$100.00.

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

## SCHOOL BOARD TRUSTEE CANDIDATE INFORMATION

School board trustee candidates are encouraged to contact the Director of Education of the respective school board or the Clerk responsible for the election of these positions.

School Board	No. of Trustee(s)	Clerk Responsible for the Election
<a href="#">Upper Canada District School Board</a> (English Public Board)	1 Trustee - representing the municipalities of Drummond/North Elmsley, Lanark Highlands, Montague, Perth and Tay Valley	Janie Laidlaw, Returning Officer/Clerk Township of Drummond/North Elmsley Email: <a href="mailto:jlaidlaw@dnetownship.ca">jlaidlaw@dnetownship.ca</a> Tel: 613-267-6500 Web site: <a href="http://www.dnetownship.ca">www.dnetownship.ca</a>
<a href="#">Catholic District School Board of Eastern Ontario</a> (English Separate Board)	1 Trustee - representing all of Lanark County (excluding the Town of Smiths Falls)	Jeanne Harfield, Returning Officer/Clerk Municipality of Mississippi Mills Email: <a href="mailto:jharfield@mississippimills.ca">jharfield@mississippimills.ca</a> Tel: 613-256-2064 Web site: <a href="http://www.mississippimills.ca">www.mississippimills.ca</a>
<a href="#">Conseil des écoles catholiques du Centre-Est (CECCE)</a> (French Catholic Board)	CONSEILLER(ÈRE) SCOLAIRE (1) Un (1) élu pour le secteur 2 qui comprend les comtés de Lanark, de Leeds and Grenville, de Frontenac, de Hastings, de Prince Edward, de Lennox et Addington, de Prince Edward, de Renfrew, ainsi que du canton de South Algonquin dans la circonscription de Nipissing, ainsi que la ville de Smiths Falls	VACANT Returning Officer/Clerk Canton de North Grenville Email: <a href="mailto:clerk@northgrenville.on.ca">clerk@northgrenville.on.ca</a> Tel: 613-258-9569, Ext. 171 Web site: <a href="http://www.northgrenville.ca">www.northgrenville.ca</a>
<a href="#">Conseiller(ère) Conseil des écoles publiques de l'Est de l'Ontario (CEPEO)</a> (French Public Board)	CONSEILLER(ÈRE) SCOLAIRE (1) Un (1) élu pour le secteur 1 qui comprend les comtés de Lanark, de Renfrew, le canton de South Algonquin, ainsi que la ville de Smiths Falls	Dawn Recoskie, Returning Officer/Clerk Ville de Petawawa Email: <a href="mailto:drecoskie@petawawa.ca">drecoskie@petawawa.ca</a> Tel: 613-687-5536 Web site: <a href="http://www.petawawa.ca">www.petawawa.ca</a>

## 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 and outlines the role. The titles are often used interchangeably.

## VOTING PROCESS

Again in 2026, Perth will be utilizing internet and telephone voting for the municipal election. Information on the details of Perth's voting process is provided in a comprehensive 2026 Municipal Election Procedures Manual, which is aimed at making the election process consistent, compliant, reliable and transparent.

## TOWN'S WEBSITE

Please visit the Town website – [perth.ca](http://perth.ca) for up-to-date municipal election information.

## POLICIES AND PROCEDURES

If elected to Council, in addition to legislation, you will be required to understand and abide by a number of by-laws, policies and procedures, including but not limited to:

1. Meeting Procedures
2. Accountability and Transparency Policy
3. Council Code of Conduct
4. Council Remuneration and Spending Policy

To view the applicable documents, visit the Town website at [perth.ca](http://perth.ca)

## OTHER RESOURCES

There are also a number of online and printed resources available to you. You are encouraged to research these sources for a greater understanding of the role of a municipal elected official, the jurisdiction of municipal government, the relationships between levels of government and current municipal issues.

- Association of Municipalities of Ontario (AMO) [amo.on.ca](http://amo.on.ca)
- Government of Ontario [gov.on.ca](http://gov.on.ca)
- Ontario Statutes and Regulations [e-laws.gov.on.ca](http://e-laws.gov.on.ca)

Legislation:

- (i) [Municipal Elections Act, 1996, S.O. 1996, c. 32, Sched. \(ontario.ca\)](#)

This Act outlines all the rules regarding the municipal election.

- (ii) [Municipal Act, 2001, S.O. 2001, c. 25 \(ontario.ca\)](#)

This Act:

- establishes the authority for municipal government to exist and details the spheres of jurisdiction in which it must operate;
- dictates the role of Council (the collective whole), the Head of Council (Mayor), the Municipal Administration, the Chief Administrative Officer (CAO), the Clerk and the Treasurer.

It is important to note that Council as a whole establishes policy and once approved by the majority of its members, is implemented by staff. No individual member of Council has the unilateral authority/power to approve any policy. Please see the [Overview of Council, Head of Council and Municipal Administration Roles](#).

If you require any further assistance, please do not hesitate to contact my office at 613-267-3311 ext. 2239 or [anoel@perth.ca](mailto:anoel@perth.ca) or Tracy Bowes, Deputy Returning Officer at 613-267-3311, ext. 2249 or [deputyclerk@perth.ca](mailto:deputyclerk@perth.ca) or [elections@perth.ca](mailto:elections@perth.ca).

Sincerely,



Amanda Noël  
Returning Officer/Clerk

c.c Tracy Bowes, Deputy Returning Officer

Enclosures:

1. Form 1 - Nomination Paper
2. Form 2 - Endorsement of Nomination
3. Form LC02 - Consent to Release Personal Information
4. Form EL18(A) - Declaration of Qualifications – Municipal Candidates
5. Form 4 - Financial Statement-Auditor's Report