



Municipal Election Nomination and Registration Procedure

Procedure Number:

Applies to: Election Staff

Approval Date: 2026-04-30

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1. Purpose

To provide election staff with a clear understanding of their responsibilities in accepting nominations for the offices of council and school board trustees, and registration of third party advertisers.

2. Scope

This guide applies to all election staff delegated responsibility to provide general information, accept and/or certify nominations and registrations associated with the municipal election.

Nominations and registrations being accepted by the Town of Collingwood include:

Town of Collingwood Council:

- Mayor (1 position)
- Deputy Mayor (1 position)
- Councillor (7 positions)

School Board Trustee:

- Simcoe County District School Board: Collingwood and Wasaga Beach (1 position)

Third Party Advertisers that are planning to advertise in Collingwood

3. Roles and Responsibilities

Clerk/Returning Officer is responsible for:

- Accepting nominations for council and school board positions
- Accepting applications for Third Party Advertisers
- Reviewing and certifying nomination papers at the close of the nomination period.

Deputy Retuning Officer is responsible for:

- Accepting nominations for council and school board positions
- Accepting applications for Third Party Advertisers

4. Procedure

4.1 Timelines and Appointments

Nominations will only be accepted in-person at the Clerk's Office located in the Town Hall, 97 Hurontario Street.

Applicants are encouraged to schedule an appointment with a staff member approved to receive nominations at Town Hall during regular office hours. To schedule an appointment the individual inquiring can book:

- online at [Nomination Booking Link](#)
- by phone at 705-445-1030
- by email at clerk@collingwood.ca

Nominations will be accepted:

- May 1, 2026 to August 20, 2026 during regular business hours (Monday to Friday between 8:30am to 4:30pm)
- August 21, 2026 from 9:00am to 2:00pm.

Should there be a line-up of people wishing to file a nomination with the Clerk's Office and are in the Town Hall at 2:00 PM on August 21, the Municipal Clerk shall assign a staff member to stand at the end of the line to ensure that no additional people join the line.

Only nominations with original signatures are acceptable. Faxed or emailed nominations will not be accepted.

Nominations will be accepted by Election Staff in the following order based on availability:

1. Returning Officer – Sara Almas
2. Deputy Returning Officer – Becky Dahl
3. Deputy Returning Officer – Jordan de Jong
4. Deputy Returning Officer – Daniel Miziolek
5. Election Assistant – Jennifer Battista

Nominations can be accepted by the candidate or an agent acting on behalf of the candidate.

4.1 Council Nominations

Refer to Section 5 – Nomination Procedure of the AMCTO 2026 Municipal Elections Guide

When accepting a nomination, the Election Staff assigned to accept the nomination shall:

Municipal Election Nomination and Registration Procedure

1. Collect the prescribed fee: \$200 for head of council and \$100 for all other positions including school board trustee. Quick code for payment is ELECT.

There is no registration fee for third party advertisers.

2. Check two pieces of identification provided by the candidate. Acceptable identification includes any two (2) of the following, one to include photo identification, that when provided together, contains the name and qualifying address of the candidate:

- Any government issued identification card
- Property tax bill
- Utility bill
- Bank Statement
- Mortgage, rental or lease agreement

A full list of acceptable identification can be found here:

<https://www.ontario.ca/document/2026-voters-guide-ontario-municipal-council-and-school-board-elections/acceptable>

3. Review the following documents to ensure they are complete and have been signed by the candidate. All documents listed below shall be copied, with originals kept by the Town and copies provided to the candidate.
 - a) Nomination Paper - Form 1
 - b) Endorsement of Nomination - Form 2
 - c) Declaration of Qualifications
 - d) Release of Personal Information Form
 - e) Candidates Declaration – Use of Voters' List

4.1.1 Nomination Paper - Form 1

Name: Ensure the candidates' name that is provided on the nomination form is what the candidate wishes to use as their name on the ballot. A candidate may shorten their first name with the clerk's agreement (i.e. 'Robert' to 'Bob').

Candidates cannot include professional designations on the ballot (i.e. 'Dr').

Candidate names must be listed alphabetically by last name on the ballot. If there are candidates with identical last names, those candidates are to be ordered alphabetically based on their first names.

Qualifying Address: The candidate is required to have a qualifying (Collingwood) address. This address must be provided on a piece of identification provided by the candidate.

Municipal Election Nomination and Registration Procedure

If a candidate has no permanent address, the MEA provides the opportunity for the candidate to make a declaration through the Declaration of Identity - Form 9 regarding their place of residence as being the location to which they return most often to eat or sleep. This declaration is conclusive proof of their qualifying address, in the absence of evidence to the contrary.

Form 1 - Declaration of Qualification:

- Ensure the declaration is signed by the candidate.
- Election Staff is to complete the line under the Signature of Nominee.

4.1.2 Endorsement of Nomination - Form 2

- Review the form to ensure there are at least 25 endorsements, they all have a Collingwood address assigned to them and all required fields have been completed.
- If there are not 25 endorsements provided, the nomination must be rejected.

4.1.3 Declaration of Qualifications

- Must be signed by a Commissioner – can be done by staff at no charge.
- Qualifications of a candidates are located on page 30 and 40 of the *AMCTO 2026 Municipal Elections Guide*.

4.1.4 Release of Personal Information Form

This release form is to include only the information the candidate would like to be included with their name on the Town of Collingwood website. This information can be updated by the candidate in writing at any time during the election period.

4.1.5 Candidates Declaration – Use of Voters' List

Declaration must be signed by the candidate and commissioned.

4.1.6 Forms to be provided to the Candidate

1. A photocopy of the following completed forms:
 - Nomination Paper - Form 1
 - Endorsement of Nomination - Form 2
 - Declaration of Qualifications
 - Release of Personal Information Form
 - Candidates Declaration – Use of Voters' List
 - Receipt of payment
2. Preliminary Expense Limits
3. Notice of Offences and Penalties
4. Financial Statement – Auditor's Report Candidate – Form 4
5. Financial Statement – Subsequent Expenses – Form 5
6. Notice of Extension of Campaign Period – Form 6
7. 2026 Candidates' Guide
8. Town of Collingwood Code of Conduct

Municipal Election Nomination and Registration Procedure

9. Use of Corporate Resources and Election Campaign Activities Policy
10. Council Information Sheet
11. Conducting an Accessible Election
12. Election Sign By-law and Requirements (under review - to be provided at a later date)

4.2 School Board Trustee Nominations

Nominations for a school board trustee follow the same procedure as for Council Candidates, with the following exceptions:

- Endorsement of Nomination - Form 2 is not required

4.2.1 Forms to be provided to the Candidate

1. A photocopy of the following completed forms:
 - Nomination Paper - Form 1
 - Declaration of Qualifications
 - Release of Personal Information Form
 - Candidates Declaration – Use of Voters' List
 - Receipt of payment
2. Preliminary Expense Limits
3. Notice of Offences and Penalties
4. Financial Statement – Auditor's Report Candidate – Form 4
5. Financial Statement – Subsequent Expenses – Form 5
6. Notice of Extension of Campaign Period – Form 6
7. 2026 Candidates' Guide
8. Conducting an Accessible Election
9. Election Sign By-law and Requirements (under review - to be provided at a later date)
10. Additional documents released by the relevant school board

4.2.2 Qualifications - Election to School Boards

Same as a council candidate with the following additions:

English-language separate school board trustees must meet both of the following requirements:

1. candidate must be a Roman Catholic
2. candidate or their spouse must be an English-language separate school board supporter

French-language public school board trustees must meet both of the following requirements:

1. candidate must be a French-language rights holder
2. candidate or their spouse must be a French-language public school board supporter

French-language separate school board trustees must meet all of the following requirements:

1. candidate must be a Roman Catholic
2. candidate must be a French-language rights holder
3. candidate or their spouse must be a French-language separate school board supporter

4.2.2 What municipality is accepting nominations for School Board Trustees

- English Public School Board – Simcoe County District School Board: Collingwood and Wasaga Beach: Town of Collingwood
- English Separate School Board – Simcoe Muskoka District School Board: Township of Springwater
- French Public School Board - Conseil scolaire Viamonde: City of Barrie
- French Separate School Board - Conseil Scolaire Catholique MonAvenir: City of Barrie

4.3 List of Candidates

A list of candidates, including their name and office they are running for, will be made available to the public upon filing of nomination papers, or as soon as practicable following receipt of the nomination in the following forms:

- An unofficial candidate list will be posted at the Town Hall, on the municipal website, and may be listed on Town of Collingwood social media channels. This information will be posted within 24 hours from the time the nomination is filed, and generally by end of business day.
- Additional information such as the candidates address, telephone number, and a link to his or her candidate website or social media account may be posted upon consent of the candidate.
- A candidate biography sheet will be made available to the public following the close of nominations. See separate procedure.

4.4 Change of Office of Withdrawal of Nomination

4.4.1 Changing from Deputy Mayor or Councillor to Mayor

The candidate or agent on behalf of the candidate must complete a Nomination Paper and Declaration of Qualifications for the new position of office. The candidate must pay the difference of \$100.00 in the nomination fee upon filing by cash, certified cheque, debit, credit card or money order.

4.4.2 Changing from Mayor to Deputy Mayor or Councillor

The candidate must complete a Nomination Paper and Declaration of Qualifications for the new position of office. The difference of \$100.00 in the nomination fee shall be refunded to the candidate within six weeks of filing.

4.4.3 Changing from Deputy Mayor to Councillor or Changing from Councillor to Deputy Mayor

The candidate must complete a Nomination Paper and Declaration of Qualifications for the new position of office. Please note the nomination fee for these two positions is the same so no refunds or additional fees apply.

4.4.4 Changing from School Board Trustee to Councillor, Deputy Mayor or Mayor; or Changing from Councillor, Deputy Mayor or Mayor to School Board Trustee

The candidate must complete a Nomination Paper and Declaration of Qualifications for the new position of office. The nomination fee is not transferable. The candidate must pay an additional nomination filing fee for whatever position of office they are filing for with the original nomination fee refunded to the candidate within six weeks of filing.

4.4.5 More Than One Nomination per Candidate

If a person who has filed nomination papers for a position of office and has since filed nomination papers for another position of office to which the *Municipal Election Act, 1996* applies, the first nomination shall be deemed to have been withdrawn at the time the second nomination is filed. A candidate may only be nominated for one office at a time.

4.4.6 Withdrawal Process

Prior to accepting a new nomination or if a candidate wishes to withdrawal completely, the candidate must submit a letter or form withdrawing their candidacy, in person, by **no later than 2:00 p.m. on August 21, 2026**. Any withdrawals sent by mail, email or fax will not be accepted. If an agent is filing the withdrawal letter on behalf of the candidate, the candidate must provide the agent with a letter stating the agent has the authority to file the withdrawal letter on their behalf. The Clerk is required to confirm the withdraw of a candidate by phone should the notice be provided by an agent acting on behalf of the candidate.

Identification of the candidate and/or agent must be provided at the time the letter of withdrawal is filed. A copy of the identification provided shall be filed with the candidate's nomination papers along with the letter of withdrawal. If the letter of withdrawal is not provided by the candidate in-person, the clerk or designate shall confirm the withdrawal with the candidate directly by phone.

Municipal Election Nomination and Registration Procedure

The “List of Candidates” filed with the Clerk and provided to the public shall be amended to reflect the withdrawal by not later than the end of the business day following the date in which the withdrawal was filed.

4.5 Certification of Nominations

On or prior to 4:00 PM on the Monday following Nomination Day, all nominations filed are examined and, if satisfied the person is qualified to be Nominated and the Nomination complies with the Act, the Municipal Clerk, or designate, certifies the Nomination, unless there are additional nominations (See “Additional Nominations” section). If not satisfied, the Municipal Clerk, or designate, shall as soon as possible, give notice to the person who sought to be Nominated and all other candidates for that office that the Nomination will not be certified.

The Municipal Clerk may consider the following criteria in his or her decision to reject or clarify:

- Candidate has refused or declined to provide proof of identification suitable to the Clerk;
- Candidate does not satisfy the requirements set out in the Act regarding eligibility;
- The nomination form is incomplete;
- The required endorsements cannot be verified;
- The prescribed filing fee has not been paid; and
- The necessary financial disclosure was not filed for the previous election or any by-election in which the individual may have been a candidate.

The Clerk’s decision to clarify or reject a nomination is final.

4.6 Acclamations

If, at 4:00 p.m. on Monday August 24, 2026 the number of certified candidates for an office is the same as or less than the number to be elected, the Clerk shall immediately declare the candidate or candidates elected by acclamation.

If a candidate is elected by acclamation, they are still required to file a campaign financial statement.

4.7 Exception for Additional Nominations

If the number of nominations filed for an office and certified by the Clerk in accordance with section 35 of the Municipal Elections Act is less than the number of persons to be elected to the office, additional nominations may be filed between 9:00 a.m. and 2:00 p.m. on the Wednesday following Nomination Day. Withdrawal of additional nominations would be required before 2:00 p.m. on August 26, 2026. Any additional nominations shall be certified by the Clerk on August 27, 2026 by 4:00 p.m.

4.8 Documentation of Nominations

Make one copy of the Nomination Paper package:

- Give the candidate or agent their copy
- The original shall be filed in the Candidates' File maintained by Clerk Services.

4.8.1 Candidate File

A separate file is created for each candidate, with candidate information being added to Municipal Voter View in accordance with Section 4.3 above.

Clerk Services shall promptly create the folder and file it in the Clerks Office, according to the standard file management practices. The Clerk, or designate, shall make every effort to prepare and file the candidate's file within the same business day as the nomination was filed.

Receipt of payment of the nomination fee is provided:

- to the candidate or agent; and
- a copy save in the candidate file.

This receipt will be needed as proof of payment when verifying the nomination papers and to refund the nomination fee upon receipt of the candidates financial statement.

The candidate files are retained in accordance with the retention period set out in the MEA (i.e. December 31st the year of the next Municipal Election).

5 Third Party Advertiser Registrations

A third party advertisement is any ad that promotes, supports or opposes a candidate in an election. Being registered in a municipality allows the third party advertiser to advertise in support or opposition of any candidate or candidates who will be voted on by the people in that municipality. This includes candidates running for local council, school trustee and candidates running for offices on an upper tier council.

It is important to note that a third party advertiser can only advertise in the municipality where they are registered. There is no limit on the number of municipalities where a third party advertiser can register. If a third party advertiser wants to advertise in more than one municipality, they must register in each municipality where they want to advertise.

5.1 Registration – When and where can a third party advertiser registration be submitted

Registration for Third Party Advertisers is open May 1, 2026 and can file a registration until the close of business on Friday, October 23, 2026 at the Town Hall, 97 Hurontario Street, Collingwood during regular business hours.

Those wishing to register are encouraged to set up an appointment ahead of time to ensure staff availability.

Registration must be filed in person or by an agent. Electronic or fax submissions are not accepted.

5.2 Third Party Advertisers Information Packages

Those interested in registering as a Third Party Advertiser will be provided with the following documents:

- Notice of Registration (Form 7)
- Declaration of Qualifications
- Release of Personal Information, if applicable
- Preliminary Campaign Expense Limits
- Form 8 – Third Party Advertiser Financial Statement
- Broadcaster and Publisher Responsibilities
- 2026 Third Party Advertisers' Guide
- Election Sign By-law and Requirements (under review - to be provided at a later date)

5.3 Review Forms and Documents (Third Party Advertisers)

Election Staff shall review the registration form, ensuring that all applicable fields have been completed and the declaration of qualifications has been commissioned. Original signatures must be on all forms. The notice of registration is to include the following documents, completed by the registrant:

- Notice of Registration (Form 7)
- Declaration of Qualifications

5.4 Eligibility

The following are eligible to register as a third party advertiser:

- any person who is a resident in Ontario
- a corporation carrying on business in Ontario
- a trade union that holds bargaining rights for employees in Ontario

If two or more corporations are owned or controlled by the same person or people, or if one corporation controls another, they are considered to be a single corporation. If the same person or people own or control multiple corporations, only one of those corporations may register to be a third party advertiser in a municipality.

There is no restriction against family members or campaign staff of candidates registering to be third party advertisers. However, third party advertising must be done independently of the candidate. If a person with close ties to a candidate wants to register they should consider how these activities may look to the public and how they would be able to demonstrate that they were not working in co-ordination with the candidate.

You are **not eligible** to register as a third party advertiser if you are:

Municipal Election Nomination and Registration Procedure

- a candidate running for any municipal council or school board
- groups, associations or businesses that are not corporations
Example: neighbourhood associations, clubs or professional associations
Members could however register as individual third party advertisers
- candidates in the provincial election (they may register after the provincial election, when they are no longer a candidate)
- federal and provincial political parties - political parties are not permitted to be financially involved in municipal elections

5.5 Certification of Registration

The municipal clerk must be satisfied that the individual, corporation or trade union is eligible in order to certify the registration and may require that identification or additional documents be provided. When certifying the registration, the Clerk or designate shall review the registration form, ensuring that all applicable fields have been completed and the declaration of qualifications has been commissioned.

A person who is filing as the representative of a corporation or a trade union should make sure that they can provide proof that they are authorized to act on the corporation or trade union's behalf.

All staff listed in section 4.1 are delegated authority to accept and certify a registration of a Third Party Advertiser.

The registration is required to be certified by the Clerk or designate prior to any advertising occurring of the Third Party Advertiser. If the Clerk or designate is not satisfied that the individual making application is eligible, the registration is to be denied.

It should not be assumed that certification of a registration for third party advertising will be completed at the time of receiving the registration form, however the applicant will be notified within 24 hours to whether their notice of registration has been certified and if not, the reason why it has been denied.

5.6 Advertisement Requirements:

Third party advertisers must identify themselves and provide mandatory information on all advertising beginning May 1 until the close of voting on October 26, 2026. Third party advertisements must contain the following information:

- Name of the registered third party advertiser;
- Municipality where the third party advertiser is registered; and
- Telephone number, mailing address or email address at which the registered third party advertiser may be contacted regarding the advertisement.

5.7 Withdrawal of Registration

A registered third party advertiser can withdraw their registration by notifying the clerk in writing. The last day to provide such notice is October 23, 2026.

5.10 Filing Fee

There is no registration fee for third party advertisers.

6 References and Related Documents

[Municipal Elections Act](#)

[2026 Candidates' Guide](#)

[2026 Third Party Advertisers' Guide](#)

[2026 Voters' Guide](#)

[Declaration of Identity \(Form 9\)](#)

Intake Sheets

7 Definitions

- **Election Staff:** Those Municipal staff designated as a Returning Officer, Deputy Returning Officer, or Election Assistant for the Town of Collingwood

8 Review Cycle

Procedure to be reviewed prior to the next Municipal Election.