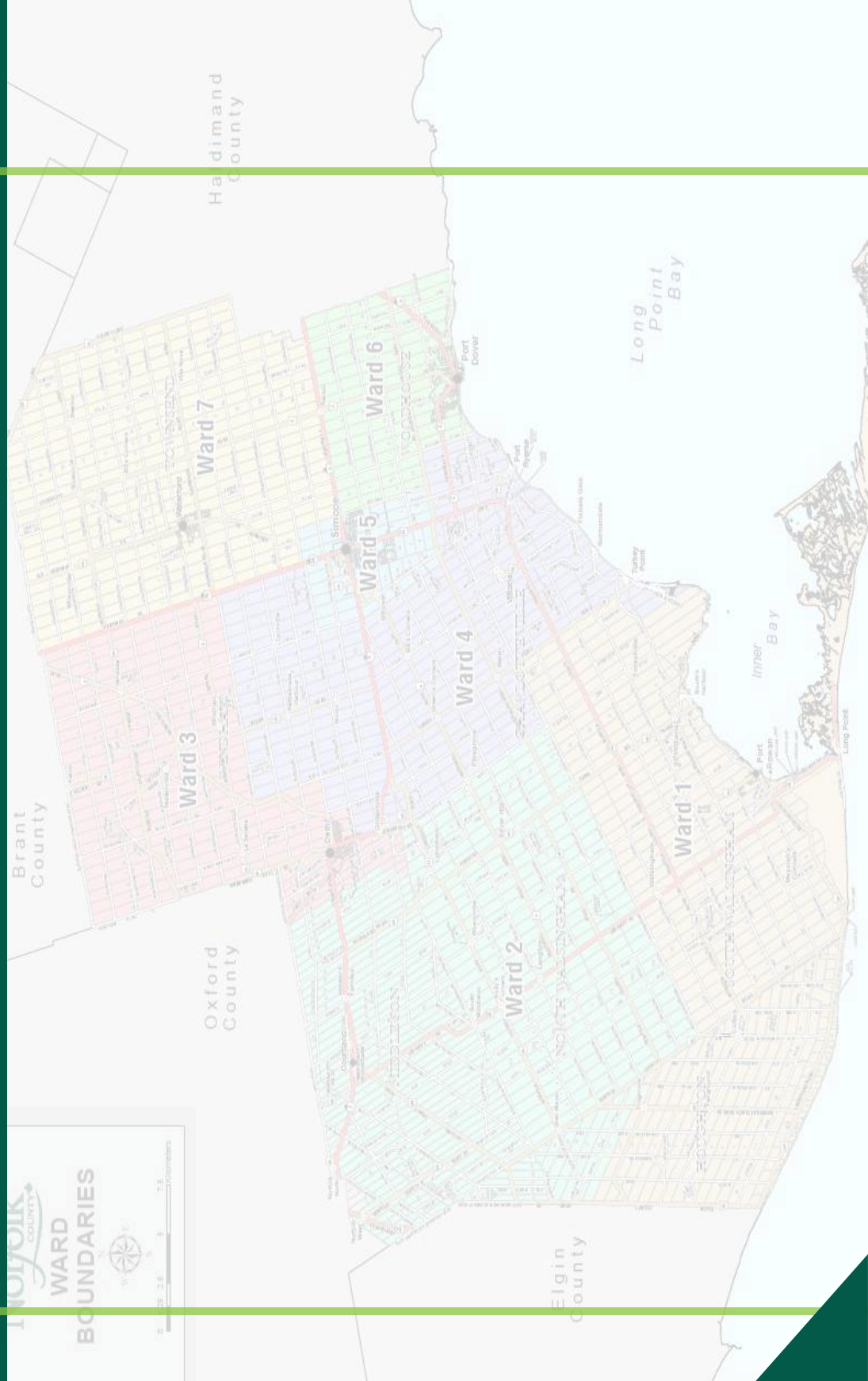


Norfolk County  
**Candidate  
Guide  
2026**



**Norfolk County**  
50 Colborne St S.  
Simcoe ON N3Y 4H4  
<https://www.norfolkcounty.ca/vote>  
519-426-5870 x6269#  
[elections@norfolkcounty.ca](mailto:elections@norfolkcounty.ca)





# Table of Contents

Introduction .....	4
Campaign Finances .....	16
Compliance, Enforcement and Penalties .....	21
Voters' List .....	22
Voting Day .....	24
Campaign Advertisements .....	26
Elections and Political Candidate Guide Advertising on TV and Radio .....	27
Third Party Advertising .....	29
Use of Municipal Resources .....	29

## Appendices

Appendix 1: Acceptable Documents for Voter Identification .....	30
Appendix 2: Withdrawal of Nomination (EL19) .....	32
Appendix 3: Financial Statement and Auditor's Report – Form 4 .....	34
Appendix 4: Notice of Penalties .....	42
Appendix 5: Use of Corporate Resources Policy .....	47
Appendix 6: Election Sign By-Law .....	55
Appendix 7: Preliminary Expense Amounts 2022 Election .....	62
Appendix 8: Municipal Campaign Account Letter .....	66
Appendix 9: Council Code of Conduct .....	68
Appendix 10: Council Staff Relation Policy .....	75
Appendix 11: Vulnerable Criminal Record Check .....	80

# Introduction

This information is for nominated candidates for the 2026 Municipal Election. It is important to note that the contents of this document are intended only as a guide to certain provisions of relevant legislation and do not claim to recite all applicable statutory references. Some sections paraphrase legislation for purposes of clarity.



School Board is referenced as “local board” in the provincial legislation.



Candidates must satisfy themselves through their own determination that they are in fact qualified and not disqualified by law to seek elected office and that they have complied with the election financing regulations.

## Important Dates

Event	Date	Timing
Nomination start date	May 1, 2026	9 am
Nomination end date	August 21, 2026	Before 2 pm
Deadline to withdraw a Nomination (Appendix 2)	August 21, 2026	Before 2 pm
Certification of Nominations by Clerk	August 24, 2026	Before 4 pm
Additional Nominations*	August 26, 2026	Before 2 pm
Signs are allowed according to Sign By-law (30 days before Voting Day)	September 26, 2026	After 12 pm
Advance Online Voting	October 9 to 23, 2026	
Voting Day	October 26, 2026	10 am to 8 pm
Signs must be removed according to Sign By-law (7 days after close of Election)	November 2, 2026	Before 12 pm
New Term of Council begins	November 15, 2026	
Last day to notify Clerk in writing to extend campaign period if candidate has a deficit	December 31, 2026	
End of Campaign Period	December 31, 2026	
Last day to file financial statements	March 26, 2027	2pm

\* If there are offices that have insufficiently nominated candidates, the Clerk will call for additional nominations. If, at 4 p.m. on the Monday following nomination day, 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.

## Offices to be Elected

For this election, members will be elected for the term commencing November 15, 2026, to November 14, 2030, for the following offices:

Office	Ward Boundary	To Be Elected
Mayor	County Wide	One (1)
Councillor	WARD 1	One (1)
	WARD 2	One (1)
	WARD 3	One (1)
	WARD 4	One (1)
	WARD 5	Two (2)
	WARD 6	One (1)
	WARD 7	One (1)
School Board Trustee	<b>Grand Erie District School Board (less Ward 3 &amp; 7)</b> To be elected by English-Public School electors in Norfolk County. Norfolk County is responsible for the acceptance of nominations, except in Wards 3 & 7, where nominations are the responsibility of Brant County.	Two (2)
	<b>Brant Haldimand Norfolk Catholic District School Board</b> To be elected by English-Separate School electors to represent the Counties of Brant, Haldimand, and Norfolk. Norfolk County is responsible for the acceptance of nominations.	Two (2)
	<b>Conseil Scolaire Catholique MonAvenir</b> To be elected by French-Separate School electors to represent the Regions of Waterloo-Brant-Haldimand-Norfolk. The City of Kitchener is responsible for conducting the election for this position. However, the Clerk (or their designate) of Norfolk County has been delegated authority to accept nominations and forward them to the City of Kitchener.	One (1)
	<b>Conseil Scolaire Viamonde</b> To be elected by French-Public School electors to represent the Counties of Oxford, Elgin, Lambton, Haldimand and Norfolk and the Municipality of Chatham-Kent. The Clerk of the City of Sarnia is responsible for conducting the election for this position. However, the Clerk (or their designate) of Norfolk County has been delegated authority to accept nominations and forward them to the City of Sarnia.	One (1)

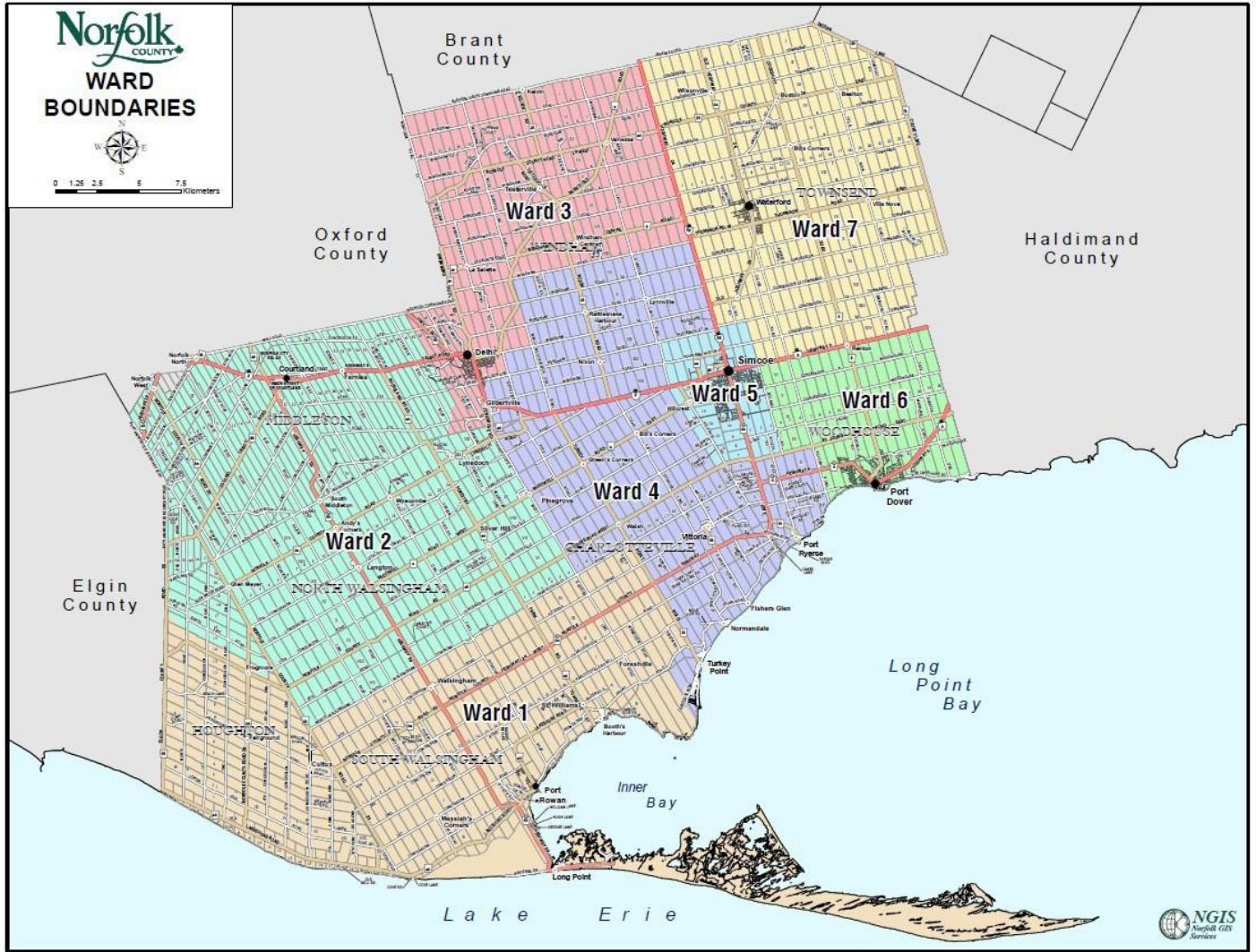
To find out how to run as a candidate in an Ontario Municipal Council and School Board election, please visit the website below to review the 2026 Candidates Guide:

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

For further information, you can review the Ontario municipal councillor's guide here:

<https://www.ontario.ca/document/ontario-municipal-councillors-guide>

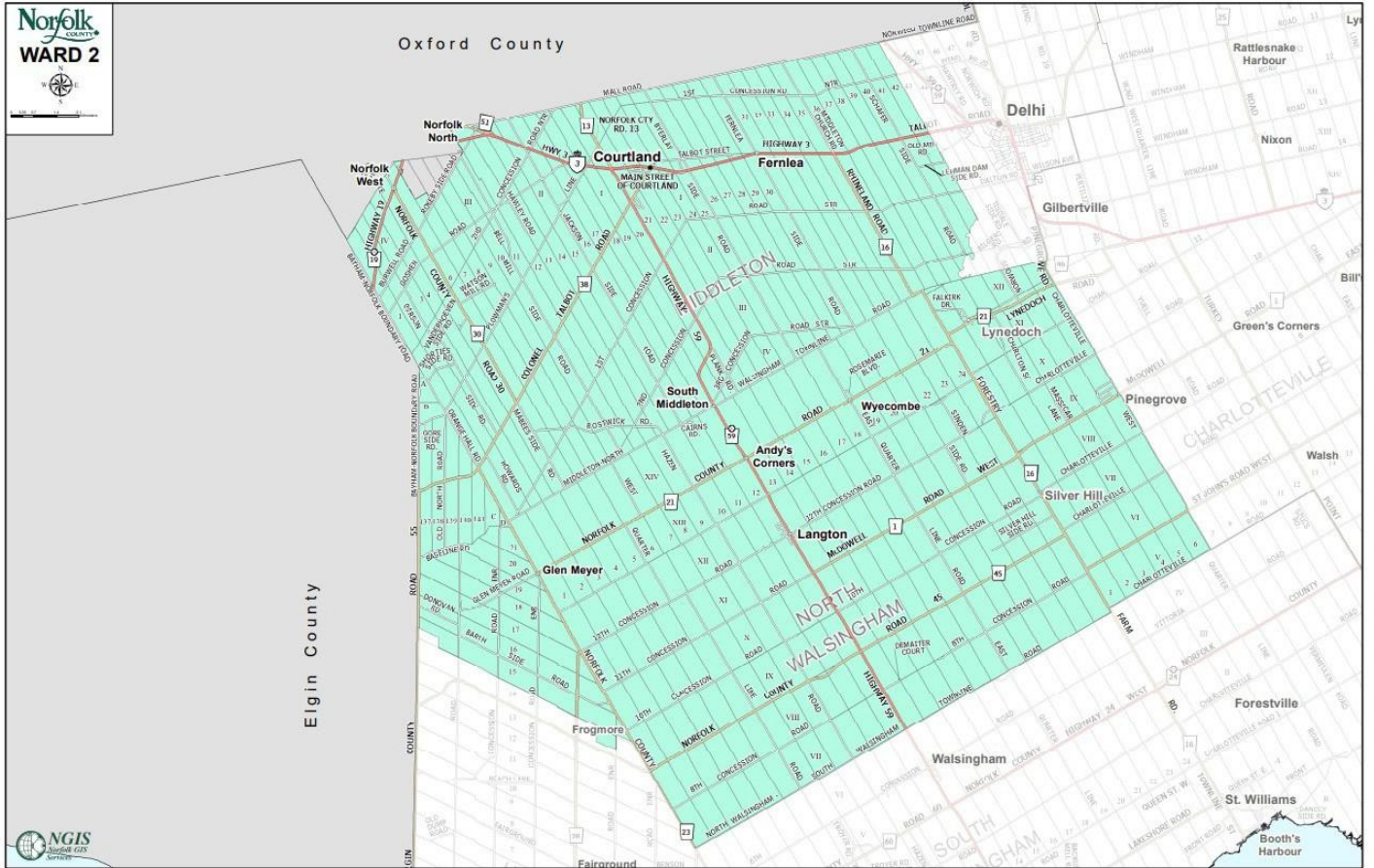
### Map of Norfolk County Wards



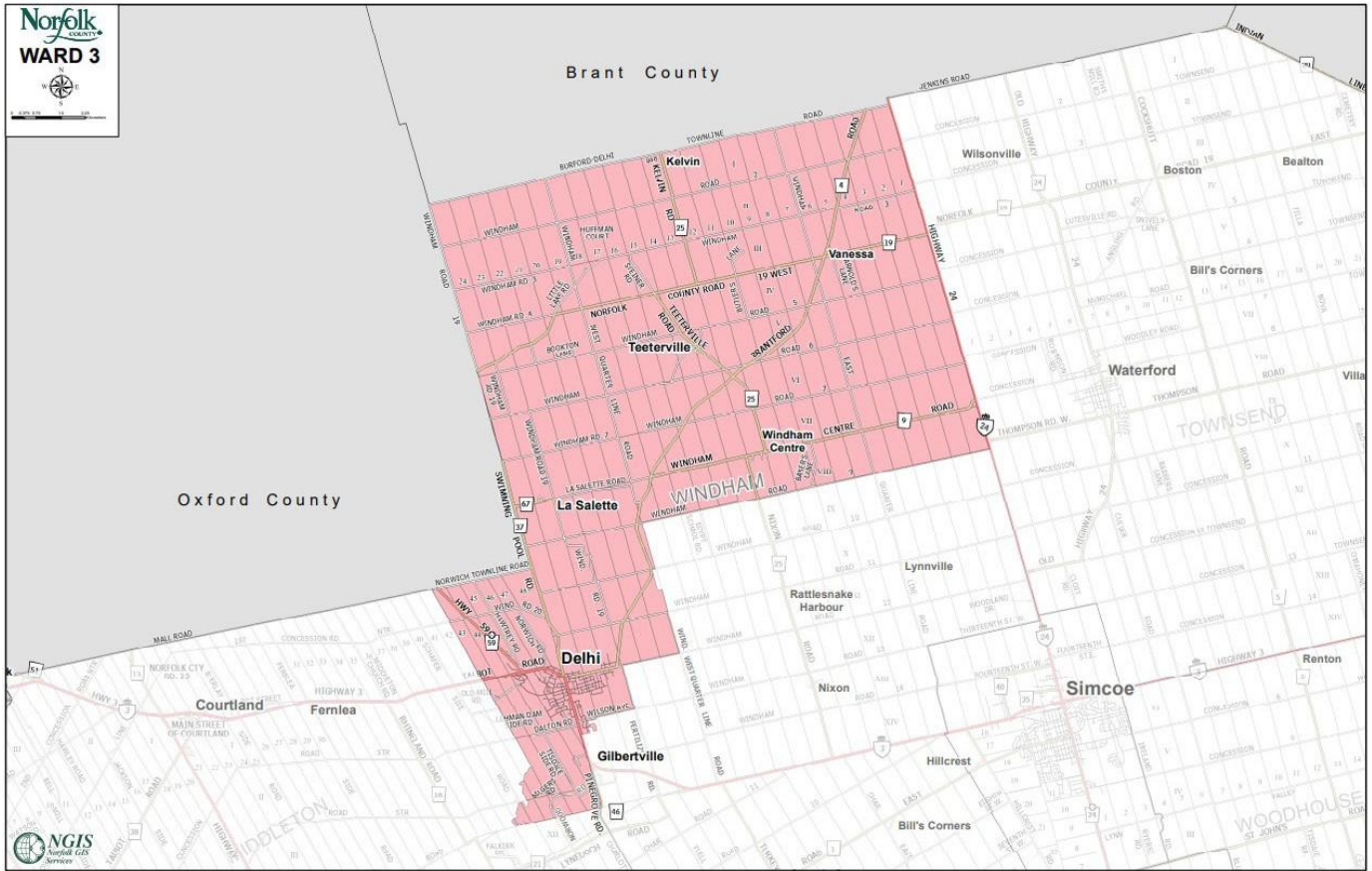
Map of Ward 1



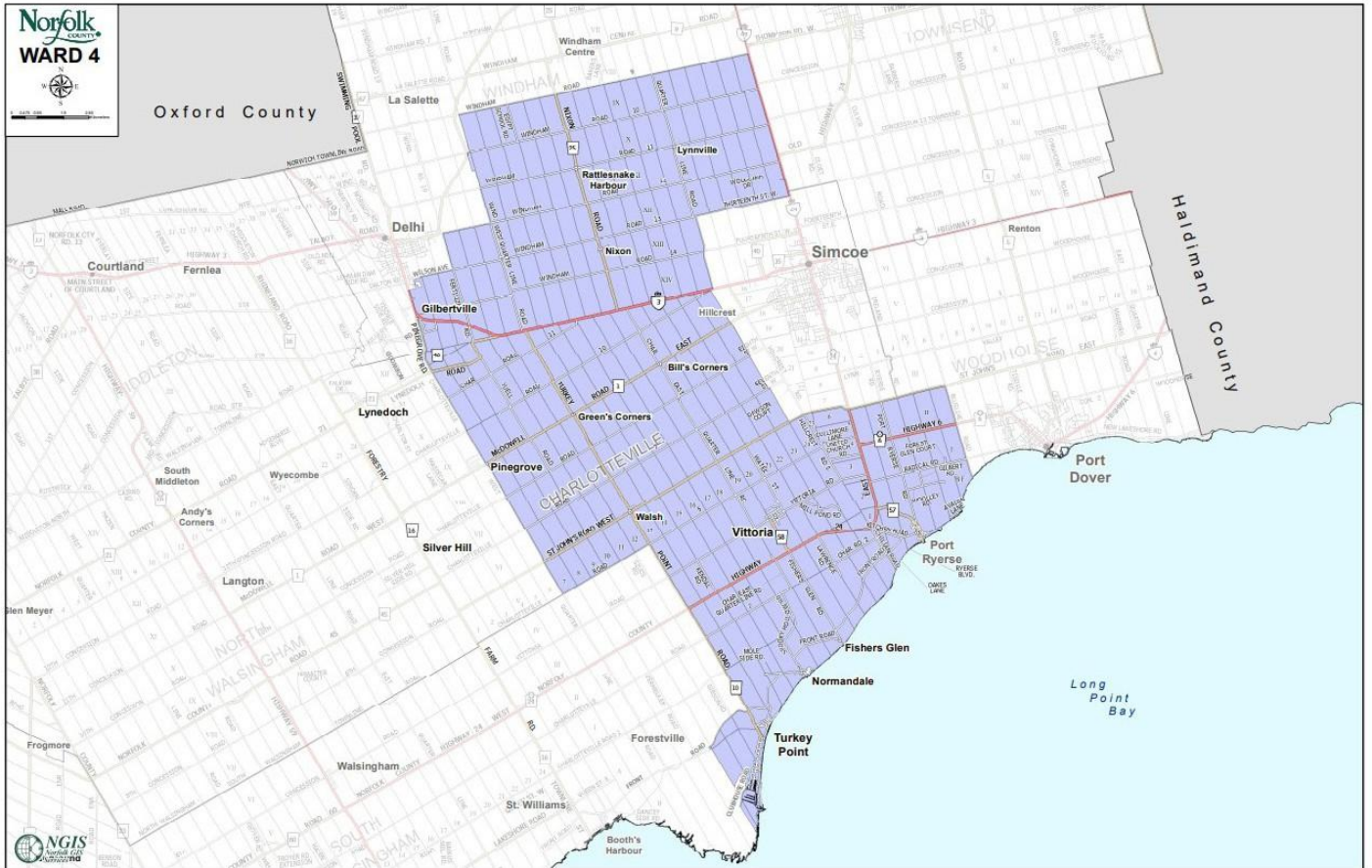
Map of Ward 2



Map of Ward 3

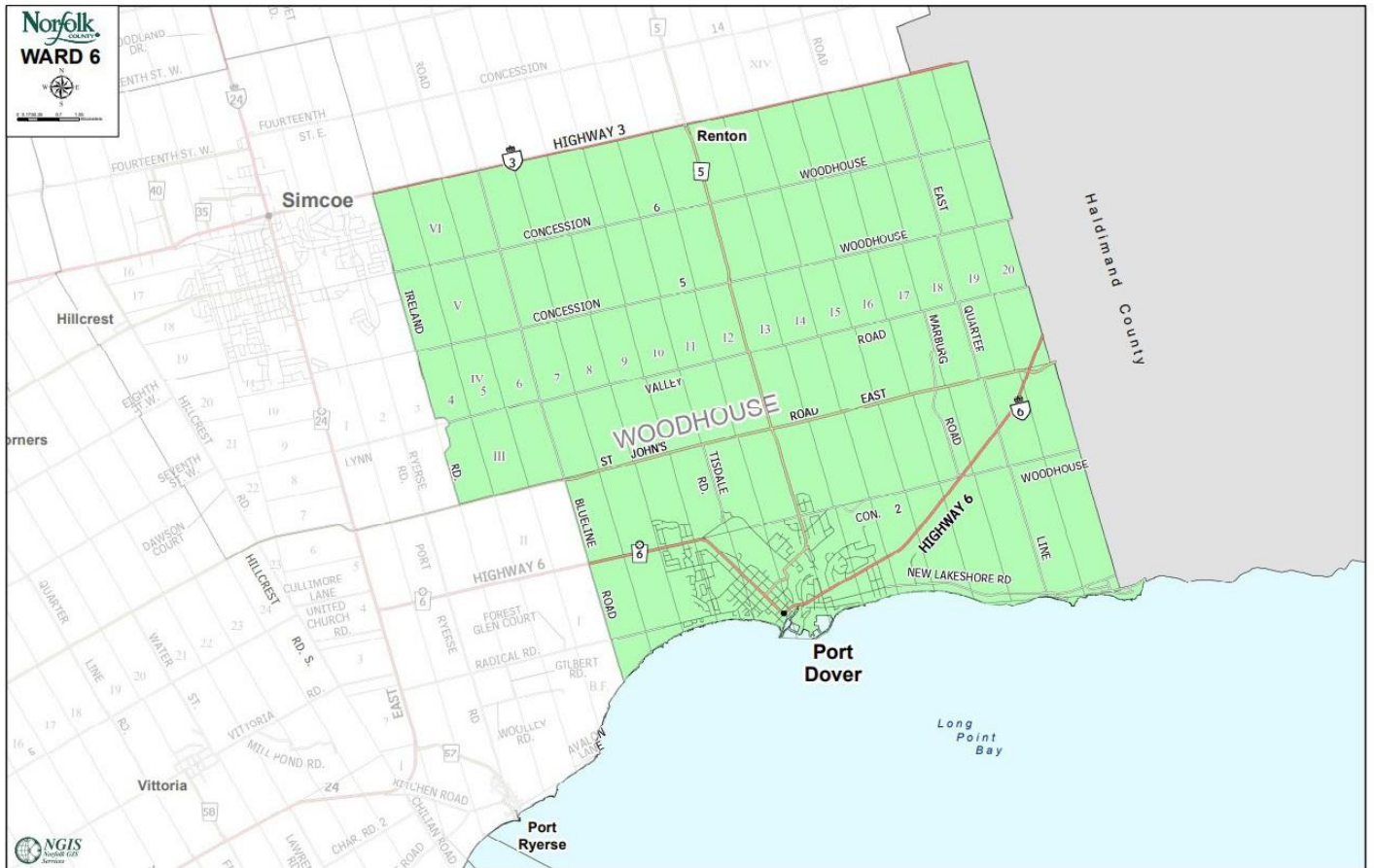


Map of Ward 4

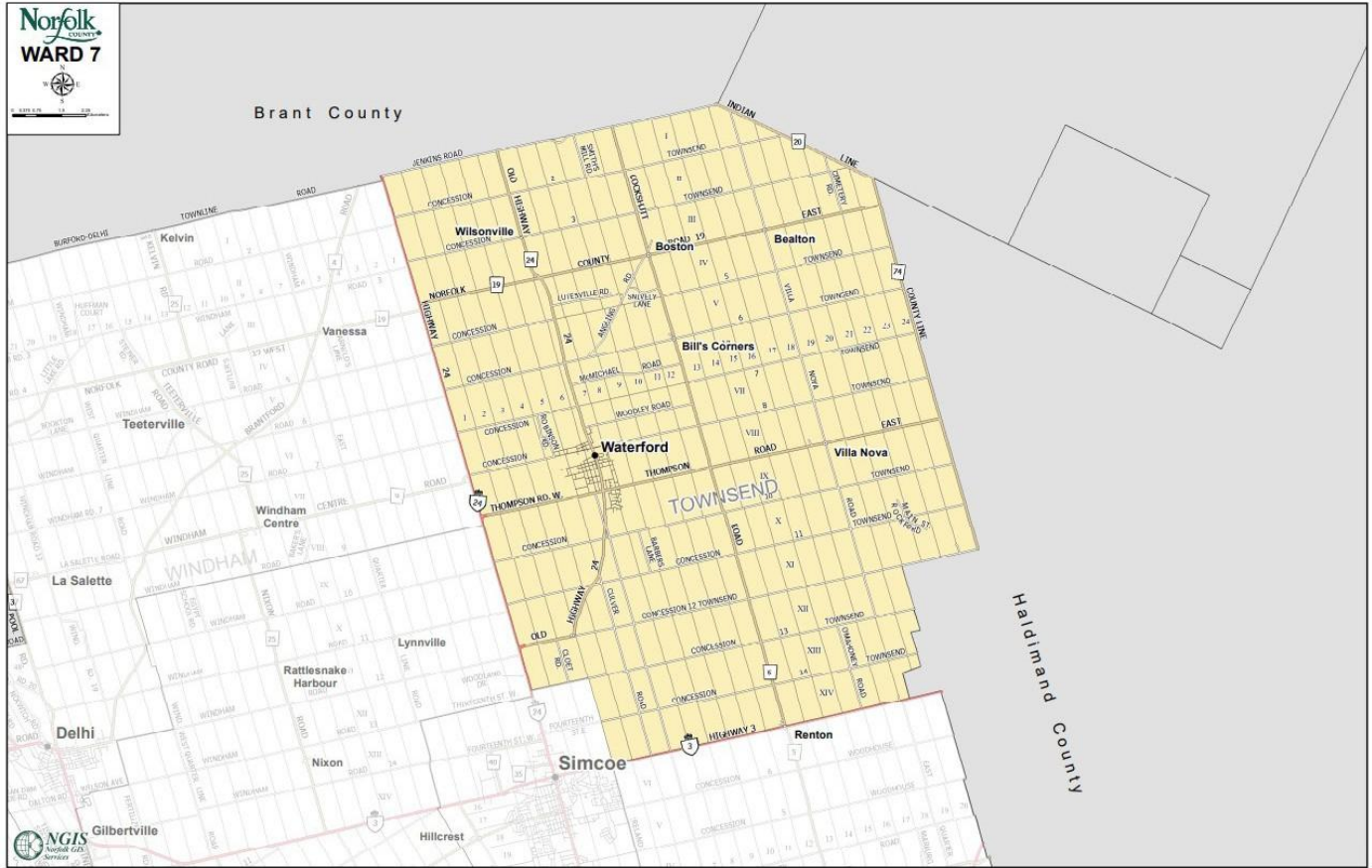




Map of Ward 6



# Map of Ward 7



### Nomination Period

Nominations will open on Friday, May 1, 2026. Nominations will be accepted via appointment during regular business days, Monday to Friday from 9:00 a.m. to 4:30 p.m. until Thursday, August 20, 2026, and on Friday, August 21, 2026, from 9:00 a.m. to 2:00 p.m. Nominations must be submitted in person.

The deadline to file a nomination is August 21, 2026, at 2:00 p.m.

### Withdrawing a Nomination

If you decide you no longer wish to run in the 2026 municipal election, you must:

- file the Withdrawal of Nomination form in person and provide identification
- file a financial statement by the deadline date

The last day to file a withdrawal is August 21, 2026, at 2:00 p.m.

Further information related to this process can be found in the 2026 Candidates Guide – Ontario municipal council and school board elections:

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

### Campaign Financial Statement

It is your responsibility as a candidate to file a complete and accurate financial statement on time. The filing deadline is 2:00pm on March 26, 2027.

If you have a bookkeeper or accountant complete the financial statement for you, you are still responsible for ensuring that it is complete, accurate and filed on time.

Please note that if you filed a nomination form, you must file a financial statement. This includes candidates who withdrew their nomination, candidates who were not certified and did not appear on the ballot, and candidates who were acclaimed.

If you did not receive any contributions (including contributions from yourself) or incur any expenses, you are only required to fill out the first page of the financial statement and sign it.

If you received contributions or incurred any expenses, you must complete the relevant parts of the financial statement. If your campaign contributions (including contributions from yourself) or campaign expenses are greater than \$10,000 you must have your financial statement audited and include the auditor's report when you submit your financial statement to the Clerk.

Further information related to this process can be found in the 2026 Candidates Guide – Ontario municipal council and school board elections:

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

## Election Signs

Election signs can be erected or displayed after 12:00 p.m. 30 days prior to the Day of Election (Monday October 26, 2026) and must be removed by 11:59 p.m. on Monday, November 2, 2026. Please refer to Norfolk County By-Law No. 2022-30, attached as Appendix 6, to review all sign requirements.

## Voters List

The final Voters' List will be available to candidates for pickup after September 20, 2026, by appointment only. Contact [elections@norfolkcounty.ca](mailto:elections@norfolkcounty.ca) to book your appointment.

## Candidate Information Sessions

Norfolk County held a Candidate information session on **Thursday, April 9th at 6:30pm** in Council Chambers. This comprehensive information session was hosted by Ministry of Municipal Affairs and Housing and the Clerks department. To access the livestream of this information session, go to the Norfolk County YouTube channel and look under "Live".



Sessions will be recorded and available on our Election Webpage afterwards.

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# Campaign Finances

Your campaign period started on the day you filed your nomination and ends on December 31, 2026. You must save records of all expenses incurred and contributions made related to your campaign.

Specific rules regarding amounts that can be accepted, who can contribute, how you can receive contributions, etc., can be found in the Ontario Candidates' Guide attached to this package.

The following checklist may help you understand high level boundaries related to Campaign Finances. Municipal Election Ad is referred to as MEA in this document.



## PREPARE

- ✓ Open separate campaign account(s)
- ✓ Understand the campaign contribution rules MEA Sec. 88.8
- ✓ Plan to request, document, and save receipts for all expenses
- ✓ Plan to issue, record, and save receipts for contributions
- ✓ Understand your maximum expense limits
- ✓ Understand your maximum self-contribution limit (for Council candidates only)



## DON'T

- x DON'T accept contributions before filing your Nomination Papers
- x DON'T accept cash for contributions over \$25.00
- x DON'T accept over \$1,200.00 from any single contributor
- x DON'T accept anonymous contributions
- x DON'T spend more than the maximum expense limit as established by the MEA



## DO

- ✓ Issue receipts for all campaign contributions
- ✓ Make all campaign related payments from the Campaign Account
- ✓ Deposit all campaign related donations into the Campaign Account
- ✓ Record name and address of each contributor
- ✓ Keep receipts for each contribution received and each payment made



## WHO CAN CONTRIBUTE

- ✓ A resident of Ontario
- ✓ The candidate or candidate's spouse (resident or non-resident of Ontario)



A candidate can no longer accept a contribution from a corporation or trade union.

## Bank accounts

Candidates must open a bank account exclusively for your campaign if you accept contributions of money or incur any expenses. If a candidate does not spend any money and do not receive any contributions of money, you do not have to open a campaign bank account. If you receive contributions of goods or services, but no contributions of money, you do not have to open a campaign bank account.

Please review Appendix 8 for the Letter to Financial Institutions. This letter may be presented to your financial institution when setting up your Campaign Account.

## Campaign Contributions

Campaign contributions are any money, goods or services that are given to you for use in your campaign, including money and goods that you contribute to yourself. As an example, if a candidate sells tickets to a fundraising event, the cost of the ticket is a contribution. Any goods sold at the fundraising event for more than their market value, the difference between what the person attending the fundraising event paid you and what they would have normally paid for the item is a contribution.

### Example:

You have 100 t-shirts printed to sell at a fundraiser. The cost to the campaign is \$10 per shirt, and you sell them for \$25 each.

- The \$25 is not a contribution. You do not have to collect names and contact information or issue a contribution receipt to anyone who buys a shirt.
- The \$1,000 that you spent on the shirts must be recorded as a campaign expense.
- The \$2,500 that you raised by selling the shirts must be recorded as campaign income on your financial statement.

If you sell goods (such as food and drink) at market value, the revenue is not considered to be a contribution but must still be recorded on your campaign financial statement as campaign income.

All contributions above \$25 must be made by cheque, money order or by a method that clearly shows where the funds came from (such as certain debit, credit or electronic transfer transactions)

Candidates must issue a receipt for every contribution received. The receipt should show who made the contribution, the date, and the value. If the contribution was in goods or services, candidates must determine the value of the goods or services and issue a receipt for the full value. If a cheque is received from a joint personal account, the receipt must be issued only to the person who signed the cheque. The contribution can only come from one person.

Candidates are required to list the names and addresses of every contributor who gives more than \$100.00 total to the campaign in your financial statement. Candidates should keep a record of the names and addresses of every contributor as there can be multiple contributions that end up totaling more than \$100.00.

It should be noted that contributions are not tax receipts. Contributions to municipal council and school board campaigns cannot be credited against provincial or federal income taxes.

If you are given a special discount on a good or service that you are purchasing for your campaign, the difference between what you were charged and what the market value would be is a contribution.

If a professional who would normally charge for a service gives you that service for free, the market value of the service is a contribution.

The following individuals and organizations are not permitted to make contributions to municipal council and school board campaigns:

- A corporation
- a trade union
- an individual who is not normally resident in Ontario
- a federal political party, constituency association, or a registered candidate in a federal election
- a provincial political party, constituency association, or a registered candidate or leadership contestant
- a federal or provincial government, a municipality, or a school board

### Not Considered Contributions

Cash donations of \$25 or less received at a fundraising event is not considered to be a contribution and Candidates may accept such donations without keeping track of who gave them. Candidates will have to report the total amount of money received from these donations on the financial statement. Only a contribution that is \$25 or less can be made in cash

Volunteers working for your campaign, the value of their volunteer labour is not considered to be a contribution.

The value of free political advertising, provided that such advertising is made available to all candidates and is in accordance with the Broadcasting Act (Canada) is not considered to be a contribution.

If a candidate obtains a campaign loan from a bank or a recognized lending institution, the amount of the loan is not considered to be a contribution.

### Returning Ineligible or Refunding Contributions

It is required to return any contribution that was made or accepted in contravention of the act as soon as you learn that it was an ineligible contribution. If a candidate cannot return the contribution, it must be turned over to the County Clerk.

Contributions should be returned or paid to the Clerk if the contribution is:

- made outside the campaign period
- from an anonymous source (except for donations of \$25 or less at a fundraising event)
- from an ineligible source (e.g., someone who doesn't live in Ontario, a corporation, etc.)
- greater than the individual \$1,200 limit or the \$5,000 total limit per jurisdiction
- a cash contribution greater than \$25
- from funds that do not belong to the contributor who gave them to you.

At the end of the campaign period and a candidate has a surplus, the candidate can withdraw the value of contributions that the candidate made from the surplus. If there is remaining surplus it must be turned over to the County Clerk.

Candidates are not permitted to refund eligible contribution made by anyone other than the candidate.

## Campaign Expenses

Campaign expenses are the costs that are incurred (or that a person such as a campaign manager incurs under candidates' direction) during the campaign period only. Candidates can incur expenses only during the campaign period, except for expenses related to the preparation of an auditor's report. If candidates are required to include an auditor's report with the financial statement, candidates may incur these expenses after the campaign period has ended. These expenses must also be reported on the financial statement.

The nomination fee is a personal expense. It is not considered to be a campaign expense and should not be reported on the campaign financial statement. Any taxes such as HST paid on purchases should be included in the amount of the expense.

Expenses must be paid from the campaign bank account. An account credit card must be used to pay for purchases made and candidates must make sure to keep clear records showing that the expense on the credit card was reimbursed from the campaign account.

Most of your expenses will be subject to the spending limit. The following expenses are not subject to the spending limit:

- expenses related to holding a fundraising event or activity
- expenses relating to a recount
- expenses relating to a court action for a controverted election
- expenses relating to a compliance audit
- expenses incurred by a candidate with a disability that are directly related to the candidate's disability and would not have been incurred if not for the election
- audit and accounting fees

## Maximum Expense Limits

According to Section 88.9.1 (1) of the MEA, there is a limit on how much a candidate for Council (and his or her spouse) can contribute to their own campaign:

88.9.1 (1) A candidate for an office on a council and his or her spouse shall not make contributions to the *candidate's own election campaign* that, combined, exceed an amount equal to the lesser of:

- a. The amount calculated by adding,
  - i. In the case of a candidate for the office of head of council of a municipality, \$7,500 plus 20 cents for each elector entitled to vote for the office, or
  - ii. In the case of a candidate for an office on a council of a municipality other than the office of head of council \$5,000 plus 20 cents for each elector entitled to vote for the office: and
- b. \$25,000

These calculations are based on personal contribution rates prescribed by Reg. 101/97 of the MEA (Attached as Appendix 7).

**For a list of maximum overall campaign expenses, please see Appendix 7.**

According to the MEA, the preliminary expense limits are calculated based on the Voters' List from the last election, October 26, 2022. The final expense limits will be distributed based on a finalized Voters' List to candidates on September 20, 2026.

All contributions that candidates make to their own campaign count towards this limit, including:

- contributions of money
- the value of goods or services that you or your spouse donate to the campaign
- the value of any inventory from the previous election that you use again in this campaign.
- This limit does not apply to school board trustee candidates.

There is a \$1,200 limit that applies to contributions from other individuals. If a person makes more than one contribution (e.g., contributes money, contributes goods, and purchases a ticket to a fundraising event), the total value of all the contributions cannot exceed \$1,200. The maximum total amount that a contributor can give to candidates in the same jurisdiction (i.e., running for the same council or the same school board) is \$5,000.

### **Maximum Expense Limits for After Voting Day**

The Municipal Elections Act, 1996 requires the Clerk to provide a maximum expense limit for holding parties and other expressions of appreciation after the close of voting. The calculation for the expense limit for parties, etc., is based on rates prescribed by Reg. 101/97 of the Act, which is ten percent of the overall maximum expense limit.

# Compliance, Enforcement and Penalties

There are three contraventions of the Act where penalties apply automatically:

1. If you fail to file a financial statement or apply to the court for an extension by the filing deadline
2. If your financial statement shows that you exceeded your spending limit
3. If you fail to turn over your surplus to the Clerk when you file your financial statement

The penalty is that you forfeit your office (if you are elected) and you become ineligible to run or be appointed to fill a vacancy until after the 2030 election.

If you are convicted of an offence, you may be subject to the following penalties:

- A fine of up to \$25,000
- Ineligibility to vote or run in the next general election
- Up to six months in prison
- Forfeiture of your elected office if the judge finds that you committed the offence knowingly

If you are convicted of exceeding the spending limit, you may also be fined the amount by which you exceeded the limit.

More details about compliance and enforcement can be found in the attached 2026 Ontario Candidates' Guide or online at: <https://www.ontario.ca/document/2026-candidates-guide-ontario-municipal-council-and-school-board-elections>

Please refer to Appendix 4 for the Notice of Penalties.

# Voters' List

## Voters on the Voters' List

Voters whose names appear on the Voters' List will receive a Voter Information Letter in the mail. The Voter Information Letter will contain necessary voting information for Online and Advance Voting as well as Election Day.

For Online Voting, the Voter Information Letter will provide instructions on how to begin your online voting session, including a unique Voter PIN as well as the voter's full name and address. Once a voter has completed their online ballot, they will receive a digital voting certificate as a receipt confirming their vote has been cast. The voter's name will be crossed off the Voters' List once their ballot is confirmed.

For in-person voting, whether during Advanced Voting or on Election Day, voters will be requested to bring their Voter Information Letter to the voting location. Upon arrival, eligible voters' names and addresses will be cross-referenced with the Voters' List. Voters are required to present identification showing their name and address before being issued a ballot.

A complete list of acceptable identification is available in Appendix 1.

As candidates will be meeting with electors, Clerks and By-Law would encourage you to direct them to [vreg.registertovote.ca](http://vreg.registertovote.ca) to confirm they are on the voter's list for the upcoming municipal and school board elections. Voters can also change their school support designation for electoral purposes through MPAC.

We all play a roll in ensuring a fair electoral system. It is the responsibility of every elector to make sure their information is accurately recorded for the upcoming elections by logging on to [vreg.registertovote.ca](http://vreg.registertovote.ca) using their full name, property address and date of birth.

## Amendments to Voters' List

If a voter is not on the Voters' List, or if the voter's information is incorrect (for example, listed at an old address), the voter may apply to have his or her name added, or information corrected. This may be done beginning on September 1, 2026, until the close of voting on October 26. A voter may also have his or her name added to the Voters' List at the voting location. The voter will be asked to show identification proving name and qualifying address and will be required to take a declaration that they are an eligible voter.

See Appendix 1 for the list of acceptable identification.

## Proxy Votes

With the introduction of Online Voting for this year's municipal election — featuring accessibility supports such as screen reader compatibility, cognitive accessibility, voter control, and session safety — the need for Proxy Voting is expected to decrease. However, if a voter is unable to attend a voting location or use Online Voting to cast their ballot, they may choose to appoint another individual to vote on their behalf at a voting location. This individual is referred to as a proxy voter.

To appoint a proxy voter, the voter and their proxy voter will be required to complete the Appointment for Voting Proxy Form. They must attend the County Clerk's Office to sign the form and have it certified prior to voting. The voter must know who he or she wants to appoint as proxy when completing the form. The person the voter wants to appoint must be eligible to vote in the election and should be someone the voter trusts to mark the ballot the way the voter has instructed them to.

Please note, blank Proxy forms will not be distributed, and a voter cannot appoint a proxy until after the certification of nominations on August 24, 2026.

Furthermore, persons acting as a proxy must attend the voting location designated for the voter for whom they are voting.

## Being a Proxy

Once the form has been certified, the proxy voter may cast a vote on behalf of the person who appointed him or her. A person appointed as the proxy voter for a family member may also be appointed as the proxy voter for additional family members.



"Family member" refers to a spouse, sibling, parent, child, grandparent or grandchild. There is no limit to the number of times a proxy voter may be appointed, but the proxy voter may only be appointed for family members.

A person appointed as the proxy voter for a person who is not a family member, cannot be appointed as a proxy voter for anyone else, including family members.



The only time a person can vote on someone else's behalf is if the other person has appointed that person as their proxy voter. Power of Attorney, or appointment as an executor does not qualify a person to vote on another person's behalf.

# Voting Day

## Online Voting

For online voting, voters may cast their ballots from their homes or anywhere in the world with an internet connection during the designated voting period.

Friday, October 9	Friday, October 23	More information to come, visit <a href="http://norfolkcounty.ca/vote">norfolkcounty.ca/vote</a>
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## Advance Voting

For advance voting, voters may vote at any advance voting location in Norfolk County.

October 13	12 p.m. to 6 p.m.	Port Dover Community Centre
October 15	12 p.m. to 6 p.m.	Langton Community Centre
October 17	12 p.m. to 4 p.m.	Location to be determined by May 31st
October 20	12 p.m. to 6 p.m.	Delhi Community Centre Arena
October 22	12 p.m. to 6 p.m.	Waterford Tricenturena Arena

## Election Day

For the 2026 Norfolk County Municipal Election, voters will be able to vote at the designated location within their Ward on Election Day, Monday, October 26, 2026. Polls open at 10 a.m. and close at 8 p.m.

Ward 1	10 a.m. to 8 p.m.	Port Rowan Community Centre
Ward 2	10 a.m. to 8 p.m.	Langton Community Centre
Ward 3	10 a.m. to 8 p.m.	Delhi District Secondary School
Ward 4	10 a.m. to 8 p.m.	Vittoria Community Centre
Ward 5	10 a.m. to 8 p.m.	Jr Farmers Building, Fairgrounds Emmanuel Bible Church
Ward 6	10 a.m. to 8 p.m.	Port Dover Community Centre
Ward 7	10 a.m. to 8 p.m.	Waterford Legion

## Campaigning at the Voting Location

According to the MEA, campaigning at the voting location is prohibited.

A voting location includes the building where voting takes place, its parking lot, and property boundary line up to sidewalks. Candidates and scrutineers must refrain from campaigning at voting locations during voting.

The following guidelines must be followed by all candidates, scrutineers and supporters of candidates during voting at voting locations:

- ⊗ Cannot influence potential voters
- ⊗ Cannot ask voters how they voted
- ⊗ Cannot display candidate's name, picture or any other campaign materials
- ⊗ Cannot display campaign materials (printed material, banners, buttons, clothes, signs, vehicles) inside the voting location or in the parking lot or on public property adjoining the voting location or on/inside a parked vehicle

## Scrutineers

A candidate may appoint one scrutineer per ballot box to represent them at the voting location to observe voting. If the candidate is present at the voting location, their scrutineer may not be present at the same time.

More information about candidate scrutineer conduct, and the Scrutineer Appointment form will be available on the County's Election webpage.

# Campaign Advertisements

An election campaign advertisement is an advertisement in any broadcast, print, electronic or other medium that has the purpose of promoting or supporting the election of a candidate.

Section 88.3(2) of the MEA states that an election campaign advertisement that is purchased by or under the direction of a candidate shall identify the candidate.

## Information for Broadcasters and Publishers

In order for a candidate's election campaign advertisement to appear, a candidate must provide the following information 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

A broadcaster or publisher is required to maintain records regarding election campaign advertisements for a period of four years after the advertisement appears. Specifically, the broadcaster or publisher must maintain the following:

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
3. A copy of the advertisement, or the means of reproducing it for inspection
4. A statement of the charge made for its appearance



If the municipality believes that a contravention to the above provisions has occurred, the municipality has the authority to require the removal of the advertisement or discontinuation of advertising.

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# Elections and Political Candidate Guide

## Advertising on TV and Radio

The following information can be found on the Canadian Radio-television and Telecommunications Commission (CRTC) website at <https://crtc.gc.ca/eng/television/publicit/pol.htm>.

### Keeping Voters Informed During Election Campaigns

During an election campaign, broadcasters play an important role in informing Canadians about the issues, political parties and candidates involved. The CRTC ensures that broadcasters serve the Canadian public during elections, so that citizens can make informed choices on election day.

### Equitable On-Air Time During a Campaign

Broadcasters in Canada are expected to cover elections, and they must give all candidates, parties and issues equitable treatment. Equitable doesn't mean equal – it means that all candidates and parties get some airtime to share their ideas on issues with the public.

Equitable treatment applies to the following types of election coverage:

#### **Paid campaign advertising time**

If a broadcaster sells advertising time to one candidate or party, other candidates and parties must also be given the opportunity to buy commercial airtime from that same broadcaster.

But what if the demand for advertising time exceeds the airtime available? The Broadcasting Arbitrator sets out the allocation of time and broadcasters must divide up the available advertising time on this equitable basis.

#### **Free campaign advertising time**

A broadcaster can offer free time – which is programming time that's free of charge – to a political party or candidate during an election campaign. The message that goes on the air is under the editorial control of the party or candidate.

If a broadcaster offers free time to a party or candidate, it must then offer equitable time to other parties and candidates.

#### **Campaign news coverage and public affairs**

During an election campaign, broadcasters are expected to ensure that they're informing their audiences about the main issues and the positions of all candidates and parties on those issues in a reasonable manner.

#### **Political debates during election campaigns**

Debate programs don't have to include all parties or candidates. However, broadcasters need to ensure that, in general, they're informing their audiences on the positions of candidates and parties on the main issues in a reasonable manner.

#### **Prime time advertising airtime during federal elections**

Broadcasters must make 6.5 hours of prime programming time available for purchase by all parties during federal elections. This gives most voters the chance to learn about the issues, parties and candidates. These hours must fall within the time period between the date the writ was dropped and the second day before the election date.

### On-Air Personalities as Candidates

On-air personalities are people who are seen or heard on radio, TV or community programming channels. Even if the person's voice is only heard as a commercial announcer, that person is still considered to be an on-air personality.

If an on-air personality becomes a candidate in a provincial or federal political election, his/her on-air duties must stop:

- as soon as his/her candidacy is announced, or
- once the election is officially called, whichever is later

The election policy states that broadcasters must provide equitable access to all political candidates. In the case of a municipal election, equitable coverage does not formally begin until two months before the date of the election. This policy also applies to federal, provincial and municipal referenda.

In these cases, on-air personalities who become candidates must go off the air. On-air personalities enjoy unique public exposure, and broadcasters aren't able to offer other candidates similar on-air opportunities.

# Third-Party Advertising

## What is Third Party Advertising?

A third-party advertisement is an advertisement in any broadcast, print, electronic or other medium that has the purpose of promoting, supporting or opposing:

- A candidate, or
- A “yes” or “no” answer to a question on the ballot

In order to advertise during the 2026 Municipal Election, a third-party advertiser must register with the Clerk’s Office. A third-party advertiser must register with each municipality they wish to conduct advertising in.

## Who Can be a Registered Third-Party Advertiser?

Only the following persons and entities are eligible to file a notice of registration to be a third-party advertiser:

- An individual who is normally resident in Ontario
- A corporation that carries on business in Ontario
- A trade union that holds bargaining rights for employees in Ontario



A nominated candidate is not eligible to register as a third-party advertiser.  
Third party advertisements shall not be under the direction of a candidate whose nomination has been filed.

# Use of Municipal Resources

The MEA specifies that a municipality or a local board cannot make a contribution to a municipal election candidate (Section 88.8 (4)). A “contribution” includes money, goods and services given to and accepted by or on behalf of a person for his or her election campaign (Section 88.15(1)).

Since a “contribution” may take the form of money, goods or services, any use by a Member of Council who is a candidate or by any candidate or third party advertiser of the Corporation’s resources for an election campaign would be a contribution by the County.

Section 88.18 of the MEA now requires municipalities and local boards to establish rules and procedures with respect to the use of municipal or board resources during the election campaign period. The policy must be established prior to May 1 in the year of the election. For further details, please review Norfolk County’s Use of Corporate Resources Policy in Appendix 5.

# Appendix 1

## Acceptable Documents for Voter Identification

## Acceptable Documents for Voter Identification

1. Ontario driver's licence
2. Ontario Health Card (photo card)
3. Ontario Photo Card
4. Ontario motor vehicle permit (vehicle portion)
5. Cancelled personalized cheque
6. Mortgage statement, lease or rental agreement relating to property in Ontario
7. Insurance policy or insurance statement
8. Loan agreement or other financial agreement with a financial institution
9. Document issued or certified by a court in Ontario
10. Any other document from the government of Canada, Ontario or a municipality in Ontario or from an agency or such a government
11. Any document from a Band Council in Ontario established under the Indian Act (Canada)
12. Income tax assessment notice
13. Child tax benefit statement
14. Statement of employment insurance benefits paid T4E
15. Statement of old age security T4A (OAS)
16. Statement of Canada Pension Plan benefits T4A (P)
17. Canada Pension Plan statement of contributions
18. Statement of direct deposit for Ontario Works
19. Statement of direct deposit for Ontario Disability Support Program
20. Workplace Safety and Insurance Board statement of benefits T5007
21. Property tax assessment
22. Credit card statement, bank account statement, or RRSP, RRIF, RHOSP or T5 statement
23. CNIB Card or a card from another registered charitable organization that provides services to persons with disabilities
24. Hospital card or record
25. Document showing campus residence, issued by the office or officials responsible for student residence at a post-secondary institution
26. Document showing residence at a long-term care home under the Long-Term Care Homes Act, 2007, issued by the Administrator for the home
27. Utility bill for hydro, water, gas, telephone or cable TV or a bill from a public utilities commission
28. Cheque stub, T4 statement or pay receipt issued by an employer
29. Transcript or report card from a post-secondary school

## Appendix 2 Withdrawal of Nomination (EL19)

**WITHDRAWAL OF NOMINATION**

**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.

Municipal Clerk or designate \_\_\_\_\_

1. A person who has been nominated on or before Nomination Day may withdraw his or her nomination by filing a written withdrawal in the Clerk's office by 2 pm on Nomination Day (August 21, 2026), if the nomination was filed under subsection 33(5).
2. Clerk may want to require a candidate to appear in person, with identification in order to withdraw their nomination. If not, then anytime that a nomination withdrawal is submitted by someone other than the nominee, the Clerk should follow up to ensure that the withdrawal was submitted with the nominee's permission.

## Appendix 3 Financial Statement and Auditor's Report – Form 4



**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)	+ \$		see Note *
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.		+ \$	
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)		+ \$		<b>D1</b>
If there is a surplus, deduct any refund of candidate's or spouse's contributions to the campaign		- \$		
Surplus (or deficit) for the campaign			= \$	<b>D2</b>

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).	+ \$	
<b>Less:</b> Ineligible contributions paid or payable to the contributor	– \$	
Contributions paid or payable to the clerk, including contributions from anonymous sources exceeding \$25	– \$	
<b>Total Amount of Contributions (record under Income in Box C)</b>	<b>= \$</b>	<b>1A</b>

**Part II – Contributions from candidate or spouse**

**Table 1: Contributions in goods or services**

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

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 (\$)
<b>Total</b>				

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 (\$)
<b>Total</b>				

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 (\$)
<b>Total</b>				

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)** = \$ \_\_\_\_\_

**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)
<b>Contact Information</b>		
Last Name or Single Name		Licence Number
Given Name(s)		
Address		
Suite/Unit Number	Street Number	Street Name
Municipality		Postal Code
Province		
Telephone Number	Email Address	

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.

## Appendix 4 Notice of Penalties



## Notice of Filing Requirements and Penalties Related to Campaign Finances 2026 Municipal and School Board Election

All candidates must retain this copy, sign the acknowledgment page, and return the acknowledgment page to the County Clerk's Office before the candidate's nomination will be certified.

In accordance with the *Municipal Elections Act, 1996 as amended*, every candidate is required to file a financial statement.

Section 33.1 of the *Municipal Election Act* states that the clerk shall, before voting day, give to each person nominated for an office notice of

- (a) the penalties under subsection 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.

The person nominated shall receive a copy of these documents and the Clerk shall keep the original for bookkeeping purposes.

Section 88.25 (9) of the *Municipal Election Act* states that at least 30 days before the filing date, the clerk shall give notice of the following matters to every candidate whose nomination was filed with him or her:

1. All the filing requirements of this section.
2. The candidate's entitlement to receive a refund of the nomination filing fee if he or she meets the requirements of section 34.
3. The penalties set out in subsections 88.23 (2) and 92 (1).

### **Penalties**

#### **88.23 (1) Effect of default by candidate**

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.

#### **88.23 (2) Penalties**

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.

### **92 (1) Offences by candidate**

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.

### **Compliance Audit of Candidate's Campaign Finances**

#### **88.33 (1) Application by elector**

An elector who is entitled to vote in an election and believes on reasonable grounds that a candidate has contravened a provision of this Act relating to election campaign finances may apply for a compliance audit of the candidate's election campaign finances, even if the candidate has not filed a financial statement under section 88.25.

#### **88.33 (10) Appointment of auditor**

If the committee decides under subsection (7) to grant the application, it shall appoint an auditor to conduct a compliance audit of the candidate's election campaign finances.

#### **88.33 (12) Duty of auditor**

The auditor shall promptly conduct an audit of the candidate's election campaign finances to determine whether he or she has complied with the provisions of this Act relating to election campaign finances and shall prepare a report outlining any apparent contravention by the candidate.

#### **88.33 (15) Powers of auditor**

For the purpose of the audit, the auditor,

- (a) is entitled to have access, at all reasonable hours, to all relevant books, papers, documents or things of the candidate and of the municipality or local board; and
- (b) has the powers set out in section 33 of the Public Inquiries Act, 2009 and section 33 applies to the audit.

#### **88.33 (17) Decision**

The committee shall consider the report within 30 days after receiving it and, if the report concludes that the candidate appears to have contravened a provision of the Act relating to election campaign finances, the committee shall decide whether to commence a legal proceeding against the candidate for the apparent contravention.

### **Refund**

#### **34 Refund**

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.

### **Filing Requirements**

#### **88.30 (1) Filing Date**

The filing date for documents that are to be filed under section 88.25 is the last Friday in March following the election.

#### **88.25 (1) Candidates' financial statements, etc.**

On or before 2 p.m. on the filing date, a candidate shall file with the clerk with whom the nomination was filed a financial statement and auditor's report, each in the prescribed form, reflecting the candidate's election campaign finances,

- (a) in the case of a regular election, as of December 31 in the year of the election.

**88.25 (2) Same**

If a candidate's election campaign period ends as described in paragraph 3 of subsection 88.24 (1), the financial statement and auditor's report must reflect the candidate's election campaign finances as of the day the election campaign period ended.

**88.25 (3) Error in financial statement**

If an error is identified in a filed financial statement, the candidate may withdraw the statement and, at the same time, file a corrected financial statement and auditor's report on or before the applicable filing date under section 88.30.

**88.25 (4) Supplementary financial statement and auditor's report**

If the candidate's election campaign period continues during all or part of the supplementary reporting period, the candidate shall, before 2 p.m. on the supplementary filing date, file a supplementary financial statement and auditor's report for the supplementary reporting period.

**88.25 (5) Same**

If a candidate's election campaign period ends as described in paragraph 3 of subsection 88.24 (1) and the election campaign period continued during all or part of the supplementary reporting period, the candidate shall, before 2 p.m. on the supplementary filing date, file a supplementary financial statement and auditor's report for the period commencing on the day the candidate's election campaign period ends and including the six-month period following the year of the election.

**88.25 (6) Supplementary report**

A supplementary financial statement or auditor's report shall include all the information contained in the initial statement or report filed under subsection (1), updated to reflect the changes to the candidate's campaign finances during the supplementary reporting period.

**88.25 (7) Auditor**

An auditor's report shall be prepared by an auditor licensed under the Public Accounting Act, 2004.

**88.25 (8) Exception re auditor's report**

No auditor's report is required if the total contributions received and total expenses incurred in the election campaign up to the end of the relevant period are each equal to or less than \$10,000.

**88.25 (11) Electronic filing**

The clerk may provide for electronic filing under this section and may establish conditions and limits with respect to electronic filing.

**88.25 (12) Documents filed after filing date**

If the documents required to be filed under this section are not filed by 2 p.m. on the day that is 30 days after the applicable day for filing the documents, the clerk shall accept the documents only for the purpose of making the documents available under subsection 88 (9.1).

Notice is hereby given in accordance with the provisions of the *Municipal Elections Act, 1996*.

The prescribed Financial Statement – Auditor’s Report Candidate - Form 4 is included in this Candidate Information and Nomination Package for review.

In accordance with the *Municipal Elections Act, 1996 as amended*, every candidate is required to file a financial statement.

Section 33.1 of the *Municipal Election Act* states that the clerk shall, before voting day, give to each person nominated for an office notice of:

- (a) the penalties under subsection 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.

Section 88.25 (9) of the *Municipal Election Act* states that at least 30 days before the filing date, the clerk shall give notice of the following matters to every candidate whose nomination was filed with him or her:

- 1. All the filing requirements of this section.
- 2. The candidate’s entitlement to receive a refund of the nomination filing fee if he or she meets the requirements of section 34.
- 3. The penalties set out in subsections 88.23 (2) and 92 (1).

---

I hereby acknowledge receipt of the notice of filing requirements and penalties related to campaign finances in accordance with Section 33.1 and 88.25 (9) of the *Municipal Election Act, 1996 as amended*.

\_\_\_\_\_  
Candidate’s Name

\_\_\_\_\_  
Candidate’s Signature

\_\_\_\_\_  
Date

## Appendix 5 Norfolk County's Use of Corporate Resources Policy



Policy GP- 49 - Use of Corporate Resources during an Election Campaign Period

<b>Governance Policy GP-49</b>	<b>Division:</b> Office of the CAO
<b>Issue Date:</b> February 24, 2026	<b>Approval Date:</b> March 11, 2026
<b>Review Date:</b> March 2, 2026	<b>Initiating Department:</b> Clerks

**Purpose:**

The purpose of this Policy is to provide a consistent approach and clear direction regarding the use of corporate resources during a Campaign Period. This Policy should be interpreted as a general prohibition against the use of corporate resources for any election-related purpose.

It is intended to ensure:

- Compliance with the *Municipal Elections Act, 1996 (MEA) and the Canada Elections Act S.C. 2000, c. 9*
- The integrity of the election process is maintained at all times
- The interests of Elected Officials, Candidates, registered Third Parties, Staff and the Corporation are all protected
- Accountable and transparent election processes
- A consistent approach to the use of County corporate resources during a campaign period
- Prohibiting the contributions and use of corporate resources for campaign purposes

**Scope**

This Policy applies to all Members of Council (including those not seeking re-election), members of local boards, Candidates, Registered Third Parties in a municipal and school board trustee election or by-election, and all Staff.

It is recognized that subject to the provisions of the *Municipal Act, 2001*, persons elected to an office on Norfolk County Council (“Member of Council”) are holders of their office until the end of their term and until their successors are elected and the newly elected Council is organized. Nothing in this Policy shall preclude an Elected Official or member of a local board from performing their job responsibilities, nor inhibit them from representing the interests of their constituents.

Where applicable, this Policy also applies to all registered Candidates and Registered Third Parties for a provincial or federal election or by-election.

### Exceptions:

1. Municipal information prepared, posted, and maintained by the county, names and photographs of Elected Officials, their contact information, and a list of the current representation on committees that is prepared, posted, and maintained by the County.
2. Agendas and minutes of Council and Committee meetings.
3. A provincial or federal announcement in which one government is in a writ period may be permitted if directly related to government business.
4. Municipal election-related education meetings that are organized by County Staff may be held at any County Property.

### Definitions

“Campaign” means any activity performed with the intention to solicit votes for a candidate in a federal, provincial, or municipal election or by-election, or a question on a ballot.

“Campaign Period” means:

- a. For Candidates, the date on which their Nomination Form is filed until December 31 in the year of an election (unless a request for extension of campaign period has been filed).
- b. For registered Third Parties, the date on which the Notice of Registration as a third-party advertiser is filed until December 31 in the year of an election (unless a request for extension of campaign period has been filed)
- c. For a provincial or federal election, the date on which the writ of election is issued or a by-election is called and ending on Voting Day. Voting Day for a provincial or federal election or a by-election is the day set out in the *Elections Act* (provincial) or *Canada Election’s Act* (federal).

“Candidate” means a person who has filed a Nomination Form as a Candidate in the County’s municipal or local board election or by-election, or a person who is a Candidate or who is seeking a nomination in a provincial or federal election or by-election, including acclaimed Candidates.

“Corporate” means the Corporation of Norfolk County.

“County Clerk” means the clerk of Norfolk County, an election official in accordance with the *Municipal Elections Act, 1996*, and the position responsible for conducting municipal elections within the municipality.

“County-organized Event(s)” means events organized or funded solely or jointly by the County.

“County Property and facilities” means all County-owned, leased, operated and/or controlled properties and facilities, including but not limited to indoor and outdoor recreation fields; parks and parkland; gardens; open space and boulevards; buildings and rooms; furniture; equipment and fixtures; vehicles; transit and fleet vehicles; and transit shelters, including parking lots.

“Elected Official” means a person elected to an office of municipal, provincial, or federal government, or a local board.

“Member of Council” means a person elected to an office of the Council of Norfolk County.

“Nomination Day” means the 3<sup>rd</sup> Friday in August in the year of the election (August 21, 2026), as prescribed in the *Municipal Elections Act, 1996* (MEA). Nomination Day ends at 2pm local time.

“Nomination Form” means the prescribed form and declaration of qualification, executed and filed by the Candidate.

“Registered Third Party” means an individual, corporation or trade union that has filed a Notice of Registration as a third-party advertiser in the federal, provincial, or municipal election.

“Social Media” means online technologies and practices used to share opinions, insights, experiences, and perspectives through words, pictures, music, videos and audio. Social media can take many different forms, including but not limited to internet forums, web logs (blogs), social blogs, messaging, wikis, podcasts, pictures, video, music sharing, rating and bookmarking.

“Staff” means all full-time, part-time, temporary, casual, volunteer, volunteer firefighter and contract employees of Norfolk County.

“Voting Day” means the fourth Monday in October in the year of the election, as prescribed in the *Municipal Elections Act, 1996* (MEA). In the case of a provincial election, Voting Day is referred to as Polling Day and occurs on the fifth Thursday after the date of the writ. For federal elections, Voting Day is also referred to as Polling Day and generally occurs on the third Monday of October in the fourth calendar year following polling day for the last general election.

### **Background**

Section 88.18 of the MEA requires municipalities and local boards, before May 1 of an election year, to establish rules and procedures with respect to the use of municipal or board resources during the election Campaign Period.

The MEA specifies that a municipality or local board cannot contribute to or for a municipal election Candidate (Section 88.8 (4)) or a Registered Third Party (Section 88.12 (4)).

A “contribution” includes:

- a. money, goods, and services given to and accepted by or on behalf and under the direction of a person for his or her election campaign (Section 88.15 (1))
- b. money, goods, and services given to and accepted by or on behalf of an individual corporation or trade union in relation to third party advertisements (Section 88.15 (2)).

Since a “contribution” may take the form of money, goods or services, any use of the County’s resources for an election campaign by a Member of Council who is a Candidate, or by any other Candidate or any Registered Third Party, would be considered a contribution by the County for the purposes of the MEA. The *Election Finances Act* and the *Canada Elections Act* impose similar prohibitions for provincial and federal election campaigns in that a contribution can only be made by an individual.

The County continues to emphasize the importance of strengthening relationships with all levels of government and actively engages in political advocacy campaigns including during elections to promote the interests of the County. To avoid the appearance of County support for partisan political activities, discretion will be used in considering requests for government events and communications leading up to and during the period when the writ of election (dissolution of parliament (federal) or legislature (provincial) is issued.

### **Implementation Procedures**

#### Activities

The following activities are not permitted during an election campaign period:

- a. Use of County Property and Facilities, whether directly or indirectly booked, for any election purpose(s).

- b. Campaigning or solicitation (including display or distribution of Campaign material, wearing campaigning buttons or clothing) within any County Property or at any County-organized Event (flag raisings, public consultations, etc).
- c. Use of Norfolk County equipment, supplies, services, Staff, or other resources of the municipality for a Campaign or Campaign-related activities.
- d. Use of County funds to acquire any resources for any Campaign or Campaign-related activities, including ordering stationary and office supplies.
- e. In respect to the 25 nomination signature forms required to run for the office of Council, no signatures are to be solicited inside or immediately outside of any County Facility.
- f. Notwithstanding clause (a), all-candidate debates may be held at any County facility, rented in accordance with standard Norfolk County rental procedures, and provided that all candidates or political parties for an office are invited to attend.
- g. Election signs, or other election material, may not be distributed or displayed, with exception of campaign buttons and t-shirts, in or on the rented property during candidate debates.

Note: Campaigning on County Property, whether it is during or outside of an election campaign period, is not permitted at any time.

#### Campaign Material

The following restrictions apply to Campaign-related material:

- a. Use of County funds or resources to print or distribute any material that refers to, or contains the names or photographs of, or identifies Candidates or Registered Third Parties
- b. Use of lists, data and files produced using County resources, with the exception of lists to which a particular Candidate is entitled, pursuant to the *Municipal Elections Act*, for the current election (i.e. permitted use of Voter's List for election purposes only).
- c. Display of Campaign material, including clothing, in any County Property.
- d. Display of Campaign material at any voting location, including the voting location's parking lot.
- e. Display of Campaign material, including clothing, by any County Staff, during working hours.

#### Election Signs

Placement of election signs for municipal provincial and federal elections must be in accordance with the County's Sign By-law (2022-30).

Election signs, or other election material, may not be displayed in, or on the property of any County-owned or run facilities.

### Information Technology, Artificial Intelligence and Social Media

The following restrictions apply to the use of information technology, artificial intelligence and social media during a campaign period:

- a. Make reference to and/or identify any individual as a Candidate, political party, Registered third Party or a supporter or opposer of a question on a ballot during an election, on any social media sites, and other media created and/or managed by the County and/or County staff; this is inclusive of tagging or use of hashtags to comment on posts.
- b. Use County owned or managed Technology (IT) assets, infrastructure or data (i.e. computers, printers, scanners, wireless devices, portals, corporate emails, web pages, cell phones, telephone) to communicate election-related messages.
- c. In accordance with the Norfolk County Use of Artificial Intelligence Policy GP-30, neither County Council nor election staff may input any personal, confidential, in camera information or information relating to municipal elections into any Artificial Intelligence tools.
- d. Use of County owned or paid for electronic materials for municipal election campaign purposes.
- e. Web sites or domain names that are funded by Norfolk County may not include any election-related campaign materials
- f. The municipality's voice mail system may not be used to record election campaign related messages or to distribute election campaign related correspondence.
- g. When a current member of Norfolk County Council registers as a candidate all links to social media accounts and personal external websites will be removed from Norfolk-run or funded websites and domains.
- h. In an Election Year, Mayor and Council biographies will remain static, and no changes to these pages will be allowed.

### Use of County Logos and Identifiers

The County's brand, logos and identifiers are registered trademarks and owned by Norfolk County. Use of video, photo, logo, crest, coat of arms, slogan, or identifier for which the County has proprietary rights, including municipal election logos, in any capacity, is strictly prohibited.

Photographs produced for and owned by Norfolk County may not be used for any election purposes.

### Candidate and Registered Third-Party Conduct

- a. Candidates and registered Third Parties who attend County-organized Events are not permitted to campaign, including without limitation, distribute campaign material, or wear campaign buttons or shirts. County Staff supervising a County-organized Event may request that a Candidate or Registered Third Party leave the event if campaigning is reported or suspected.
- b. Members of Council attending County-organized Events, or events held at any County Property may act as a representative participant in their capacity as elected official, including speaking and offering greetings. Elected Officials and Members of Council who are also Candidates at the time of their attendance and participation at the County-organized Event may not campaign. No election signs or Campaign materials, including clothing, may be publicized at the event.

- c. Candidates or registered Third Parties are not permitted to engage in Campaign Activities directed at County employees while those employees are at their workplace or engaged in work for the County.

Note: The above extends to registered Candidates and Registered Third Party advertisers for a provincial or federal election or by-election

### County Staff Conduct

In recognizing the right of employees and volunteers to participate in political activity, the provisions set out below ensure the requirement for public service to be politically impartial. County Staff, including volunteers, must, at all times, adhere to the County's Code of Conduct Policy HR-01 and further shall not:

- a) Canvass or perform any work in support of a Candidate or Registered Third Party (i.e. campaign), during hours in which a person is working for and/or receiving any compensation from the County including Work-From-Anywhere days or sick time, except during scheduled time off (i.e. leave of absence without pay, lieu time, flex day, or vacation leave). County Staff shall not post or distribute Campaign material on behalf of a Candidate or Registered Third Party at County facilities or on County property including County parks or road allowances.
- b) Engage in any political activity while wearing clothing or buttons that advertise any Candidate, Registered Third Party or political party while wearing a County uniform or identifier (i.e. name badge, hat, lanyard) or while using a County identified vehicle.
- c) Use their title or position within the County in a way that may lead a member of the public to infer that the County is endorsing a Candidate, registered Third Party or political party.

Note: The County Clerk and County Clerk's Office Election staff may not engage in political activity in any election. County staff, including contract staff, and volunteers that support the County Clerk in the administration of the municipal election, including but not limited to Information Technology, Communications, poll workers, trainers, etc., may not engage in political activity during such election.

## **Responsibilities**

### County Clerk

The County Clerk, and delegated employees, are responsible for:

- Communicating this policy to municipal Candidates and Registered Third Parties.
- Ensuring this policy is reviewed and updated as required, prior to municipal elections or by-elections, or as required by legislative change.
- Ensuring all municipal Candidates and Registered Third Parties are treated equally.

### Senior and Operational Leadership

The Chief Administrative Officer, General Managers, Directors, Managers and Supervisors are responsible for:

- Communicating this policy to their staff.
- Ensuring compliance with this policy.
- Investigating and reporting contraventions of the policy and escalating as required.

### Staff

County Staff are responsible for:

- Complying with this policy
- Seeking clarification from their supervisor if any aspect of this policy is not understood.

### Members of Council, Candidates and Registered Third Parties

Without exception, all members of Council, election Candidates and Registered Third Parties shall comply with this policy.

### Integrity Commissioner

Subject to limitations set out in the *Municipal Elections Act*, regarding inquiries, the Integrity Commissioner may provide guidance or advice to members of council, proactively or in response to requests from members, regarding conduct in relation to their elected official responsibilities, as it relates to this Policy and the Council Code of Conduct.

### **Monitoring and Compliance**

Should a complaint arise regarding the alleged use of corporate resources in contravention of this policy, the County Clerk or their designate shall have the authority to investigate and resolve the complaint.

### **Limitation**

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

### **Implementation**

This Policy shall become effective immediately upon approval by Council. The County Clerk has the authority to define and make amendments to this Policy from time to time to address specific implementation requirements. All determinations and interpretation of this Policy during the election period shall be the sole responsibility of the County Clerk. The Clerk's decision on these matters shall be final.

### **References and Resources External References**

- Municipal Elections Act, 1996
- Canada Elections Act, 2000
- Election Act, 1990
- Election Finances Act, 1990

## Appendix 6 Election Sign By-Law



The Corporation of Norfolk County

By-Law 2022-30

**Being a By-Law to regulate election signs in Norfolk County.**

**WHEREAS** Section 10(2) of the Municipal Act, 2001, S.O. 2001, Chapter 25 as amended, states that the municipality may pass by-laws respecting structures, including fences and signs;

**AND WHEREAS** section 429 of the Act provides that a municipality may establish a system of fines for offences under a By-Law of the municipality passed under that Act;

**AND WHEREAS** it is necessary to have an Election Sign By-Law for Norfolk County to ensure public safety on County roads and highways during an election process;

**AND WHEREAS** The Corporation of Norfolk County deems it expedient to pass a By law to regulate the placement of election signs for federal, provincial and municipal elections and by-elections;

**NOW THEREFORE THE COUNCIL OF THE CORPORATION OF NORFOLK COUNTY HEREBY ENACTS AS FOLLOWS:**

**PART 1 - DEFINITIONS**

- 1.1 "Candidate" shall have the same meaning as in the Canada Elections Act, the Election Act (Ontario) or the Municipal Elections Act, 1996, as applicable, and shall be deemed to include a person seeking to influence other persons to vote for or against any question or by-law submitted to the electors under section 8 of the Municipal Elections Act, 1996;
- 1.2 "Election Sign" shall mean any sign:
  - a. Advertising or promoting a candidate in a federal, provincial or municipal elections or by-election;
  - b. That uses words, pictures or graphics or any combination thereof intended to influence person to vote for or against any question or by-law submitted to the electors under Section 8 of the Municipal Elections Act, 1996.
- 1.3 "Highway" shall have the same meaning as the Highway Traffic Act, RSO 1990,c. H. and includes a common and public highway, street, parkway, driveway, square, place, bridge, viaduct, or trestle, any part of which is intended for, or used by the general public for the passage of vehicles and includes the area between the lateral property lines thereof.
- 1.4 "Mobile Sign" shall mean any sign mounted on a trailer or other freestanding structure, which is designed in such a matter so as to facilitate its movement from place to place, but does not include a sign attached to a motorized vehicle where the principle use of the vehicle is transportation of people, goods or other materials.

- 1.5 “Municipal Law Enforcement Officer” shall mean a person appointed by the Council of The Corporation of Norfolk County for the purposes of enforcing County bylaws and for the purposes of this by-law shall include the Ontario Provincial Police.
- 1.6 “Owner” shall mean the registered owner of a property or his/her agent and, in the case of a condominium, shall mean the corporation or a person authorized to act on behalf of the corporation.
- 1.7 “Portable Sign” shall mean a temporary advertising device and includes any and all signs Constructed so as to be readily moved or transported whether or not the sign is fixed to the ground, mounted on a vehicle or affixed to a freestanding structure but does not include a Sandwich Board Sign or Pedestal Sign.
- 1.8 “Public Property” shall mean property owned by or under the control of Norfolk County or any of its agencies, boards or commissions, including public highways, and shall be deemed to include Public Utility Poles, regardless of whether the poles are owned by or under the control of the County.
- 1.9 “Public Utility Pole” shall mean a pole owned or controlled by an entity which provides a municipal or public utility service, including the County, Bell Canada, Hydro and any subsidiaries thereof.
- 1.10 “Third Party Advertiser” shall mean:
- a. in the case of a federal or provincial election, a person, entity or group, other than a registered party, registered association, candidate or nomination contestant, that conducts election advertising.
  - b. In the case of Norfolk County municipal election, an individual, corporation or trade union that is a registered third party pursuant to section 88.6 of the Municipal Elections Act, 1996, as amended.
- 1.11 “Urban Area” shall mean urban area as defined in the Official Plan of Norfolk County.
- 1.12 “Vehicle Election Sign” shall mean an election sign as defined in Section 1.2 which is displayed on a vehicle and includes a sign painted or otherwise exhibited on a vehicle or a sign displayed on shrink wrapping placed over a vehicle.
- 1.13 “Visibility Triangle” shall mean a triangular area formed within a lot by:
- a. intersecting streets and a straight line connecting them 9.0 m (29.5 ft.) from their point of intersection;
  - b. the intersection of a street and any portion of a driveway within 5.0 m (16.4 ft.) of property line and a straight line connecting them 5.0 m (16.4 ft.) from their point of intersection; or
  - c. the intersection of an alley and a street, or two alleys and a straight line connecting them 5.0m (16.4 ft.) from their point of intersection.
- 1.14 “Voting Place” shall mean a place where electors cast their ballots and:

- a. When a Voting Place is located on Public Property, includes all of the area enclosed by the lot lines of the Public Property and any Highway abutting; or
- b. When a Voting Place is located on Private Property, includes all of the common elements of the Private Property and any Highway immediately abutting.

### **PART 2 - GENERAL**

- 2.1 No person shall erect, attach, place or display an Election Sign except as permitted by this by-law.
- 2.2 Elections Signs shall not:
  - a. be attached to trees; or
  - b. have flashing lights or rotating parts.
- 2.4 No person shall deface or willfully cause damage to a lawfully erected Election Sign.
- 2.5 No permits are required by Norfolk County for the erection of Election Signs in the County.
- 2.6 No person shall erect an election sign, poster or placard that refers to an election
  - a. within 100 meters of a Voting Place, unless such land is a residential private property;
  - b. on a vehicle that is parked within 100 meters of the entrance to a building in which there is a Voting Place, unless such land is a residential private property.
- 2.7 No person shall display the Norfolk County logo or seal in whole or in part, on any Election Sign.

### **PART 3 - ELECTION SIGNS ON PUBLIC PROPERTY**

- 3.1 No person shall at any time place an Election Sign, or cause an Election Sign to be placed, in any public park or on any property owned or occupied by Norfolk County with the exception of public highways subject to the regulations as outlined in Part 3 of this bylaw.
- 3.2 Election Signs may be erected or displayed on public highways, including municipal road allowances, if:
  - a. the signs are not illuminated;
  - b. the signs are no larger than 2.9 square meters (32 square feet) in area and no higher than 2 meters (6.5 feet) above ground level;

- c. the signs are not located within 4 meters (13 feet) of the curb or edge of pavement or 1 metre (3.3 feet) from the edge of the shoulder of the road;
  - d. the signs are not located between the curb and the sidewalk;
  - e. the signs are not placed on a roadway, in a visibility triangle; on a bridge, median, island, central boulevard or sidewalk;
  - f. the signs do not interfere with the safe operation of vehicular traffic or with the safety of pedestrians;
  - g. the signs are erected with the consent of the owner or occupant of the abutting property in the urban areas.
- 3.3 No person shall pull down or remove an Election Sign erected or displayed in accordance with sections 3.1 and 3.2 except with the consent of the Candidate to whom the sign relates or the owner or occupant of the abutting property.
- 3.4 Despite the provisions of this or any other by-law, no person shall attach an Election Sign to a Public Utility Pole, light standard, any official sign or official sign structures, utility box, planter, bench, waste receptacle, newspaper box, or mail box on a road allowance.
- 3.5 No person shall erect an Election Sign where it obstructs or interferes with a door or fire escape of a building.

#### **PART 4 - ELECTION SIGNS ON PRIVATE PROPERTY**

- 4.1 Election Signs may be erected or displayed on private property if:
- a. consent has been obtained from the owner of the property prior to the erection of the sign;
  - b. the signs are no larger than 2.9 square meters (32 square feet) in area and no higher than 1.8 meters (6 feet) above ground level, save and except billboard signs and signs on campaign offices;
  - c. the signs do not interfere with the safe operation of vehicular traffic or with the safety of pedestrians;
  - d. No illuminated or luminous sign shall be so located in such a fashion as to diminish or detract from the effectiveness of any traffic signal or safety warning device and/or fall within the vision of motorists in such a manner so as to create a traffic hazard;
  - e. Illuminated signs shall be located so as to reflect light away from the adjacent premises or streets to prevent any glare or blinding spill-over effect.
- 4.2 Election Signs on Private Property shall be limited to:
- a. No more than two election signs per candidate on any one residential property;
  - b. No more than two election signs per third party advertiser on any one residential property;

- 4.3 No person shall pull down or remove a lawfully-erected Election Sign on private property without the consent of the Candidate to whom the sign relates or the owner or occupant of the property upon which the sign is erected.
- 4.4 That notwithstanding clause 4.1 b) the use of mobile signs and existing commercial signs be permitted for the purposes of conveying messages advertising or promoting a candidate in a federal, provincial or municipal election or by-election or used to influence persons to vote for or against any question or by-law submitted to the electors under Section 8 of the Municipal Elections Act, 1996, where such signs are permitted.

### **PART 5 - TIMING**

- 5.1 Election signs associated with a municipal election shall not be erected or displayed any earlier than after 12:00 p.m. thirty (30) days prior to Voting Day, as defined in the Municipal Elections Act, 1996, as amended, in each year a Municipal Election is held or prior to nomination day in the event of a By-Election.
- 5.2 Election Signs shall not be erected or displayed for a federal or provincial election until after 12:00 p.m. on the date the Writ of Election is issued in accordance with the Canada Elections Act, as amended, and the Election Act, as amended;
- 5.3 Despite Section 5.1, Election Signs may be erected on campaign offices once the candidate has filed his/her nomination papers and paid the required filing fee.
- 5.4 Despite Section 5.1, Vehicle Election Signs can be displayed once the candidate has filed his/her nomination papers and paid the required filing fee.
- 5.5 Election Signs shall be removed within seven (7) days after the completion of voting on voting day.

### **PART 6 - REMOVAL OF UNLAWFUL ELECTION SIGNS**

- 6.1 If a sign is erected or displayed in violation of this by-law, the appropriate Municipal Law Enforcement Officer may cause the sign to be removed:
- a. immediately without notice if it poses an immediate safety hazard; or
  - b. if the Candidate or his/her delegate has not removed the sign within 24 hours after being so notified.
- 6.2 Any sign that has been removed by the County will be stored until one week after the completion of voting on voting day.
- 6.3 Candidates, or an agent on their behalf, can reclaim all removed signs for up to seven (7) days following voting day, during regular office hours.
- 6.4 Any sign that has been removed in accordance with Section 6.2 and not reclaimed in accordance with section 6.3 may be destroyed or otherwise disposed of by the County without notice and without compensation to the owner of the sign.

- 6.5 Despite Section 6.2 the County shall not be obliged to store signs made entirely of paper or other lightweight material and may destroy these signs immediately upon removal.

#### **PART 7- ENFORCEMENT**

- 7.1 The Municipal Law Enforcement Officer shall enforce this by-law.

#### **PART 8 - PENALTY**

- 8.1 Any person who contravenes any provision of this by-law is guilty of an offence and upon conviction, is liable to the penalties specified by the Provincial Offences Act, R.S.O. 1990, cP.33, as amended.

#### **PART 9 - LIABILITY FOR DAMAGES**

- 9.1 The provisions of this by-law shall not be construed as relieving or limiting the responsibility or liability of any person erecting or owning any sign for personal injury or property damage resulting from the placing of such signs or resulting from the negligence or willful acts of such person, or his or her agents or employees, in the construction, erection, maintenance, repair or removal of such signs.

#### **PART 10 - PRECEDENCE OVER ELECTION SIGN PROVISIONS IN OTHER BY-LAWS**

- 10.1 In the event of a conflict between this By-law and the provisions of another By law regulating signs, including Election Signs, the provisions of this By-law prevail.

#### **PART 11 - REPEAL**

- 11.1 THAT By-Law No. 2021-31 is hereby repealed in its entirety.

#### **PART 12 - EFFECTIVE DATE**

- 12.1 That the effective date of this By-Law shall be the date of final passage thereof.

**ENACTED AND PASSED this 19th day of April, 2022.**

# Appendix 7 Preliminary Expense Amounts 2026 Election

## Preliminary Expense Amounts 2026 Election

MEA s.33.0.2, s. 88.9.1

The *Municipal Elections Act, 1996* requires the Clerk to provide Candidates with the preliminary maximum expense limits for a municipal and school board election. These numbers are based on the 2022 electoral population. You will be provided with a final certificate of maximum campaign expenses by September 20, 2026. The higher of the two will be considered your maximum campaign expense limit. The Clerk’s calculations are final.

Council Position	Expense Amounts
<b>Mayor</b>	<p>Maximum Overall Campaign Expense  <math>\\$7,500.00 + .85 \text{ cents} \times 53,598 = \mathbf{\\$53,058.30}</math></p> <p>Maximum Contribution to Candidates Own Campaign  <math>\\$7,500.00 + .20 \text{ cents} \times 53,598 = \mathbf{\\$18,219.60}</math></p> <p>Maximum allowable expense for parties after voting day  <math>\\$53,058.30 \times 10\% = \mathbf{\\$5,305.83}</math></p>
<b>Ward 1</b>	<p>Maximum Overall Campaign Expense  <math>5,000.00 + .85 \text{ cents} \times 6,385 = \mathbf{\\$10,427.25}</math></p> <p>Maximum Contribution to Candidates Own Campaign  <math>\\$5,000.00 + .20 \text{ cents} \times 6,385 = \mathbf{\\$6,277.00}</math></p> <p>Maximum allowable expense for parties after voting day  <math>\\$10,427.25 \times 10\% = \mathbf{\\$1,042.73}</math></p>
<b>Ward 2</b>	<p>Maximum Overall Campaign Expense  <math>\\$5,000.00 + .85 \text{ cents} \times 6,338 = \mathbf{\\$10,387.30}</math></p> <p>Maximum Contribution to Candidates Own Campaign  <math>\\$5,000.00 + .20 \text{ cents} \times 6,338 = \mathbf{\\$6,267.60}</math></p> <p>Maximum allowable expense for parties after voting day  <math>\mathbf{\\$10,387.30} \times 10\% = \mathbf{\\$1,038.73}</math></p>
<b>Ward 3</b>	<p>Maximum Overall Campaign Expense  <math>\\$5,000.00 + .85 \text{ cents} \times 6,587 = \mathbf{\\$10,598.95}</math></p> <p>Maximum Contribution to Candidates Own Campaign  <math>\\$5,000.00 + .20 \text{ cents} \times 6,587 = \mathbf{\\$6,317.40}</math></p> <p>Maximum allowable expense for parties after voting day  <math>\\$10,598.95 \times 10\% = \mathbf{\\$1,059.90}</math></p>

Council Position	Expense Amounts
<p><b>Ward 4</b></p>	<p>Maximum Overall Campaign Expense  <math>\\$5,000.00 + .85 \text{ cents} \times 5,749 = \mathbf{\\$9,886.65}</math></p> <p>Maximum Contribution to Candidates Own Campaign  <math>\\$5,000.00 + .20 \text{ cents} \times 5,749 = \mathbf{\\$6,149.80}</math></p> <p>Maximum allowable expense for parties after voting day  <math>\\$9,886.65 \times 10\% = \mathbf{\\$988.67}</math></p>
<p><b>Ward 5</b></p>	<p>Maximum Overall Campaign Expense  <math>\\$5,000.00 + .85 \text{ cents} \times 12,942 = \mathbf{\\$16,000.70}</math></p> <p>Maximum Contribution to Candidates Own Campaign  <math>\\$5,000.00 + .20 \text{ cents} \times 12,942 = \mathbf{\\$7,588.40}</math></p> <p>Maximum allowable expense for parties after voting day  <math>\\$16,000.70 \times 10\% = \mathbf{\\$1,600.07}</math></p>
<p><b>Ward 6</b></p>	<p>Maximum Overall Campaign Expense  <math>\\$5,000.00 + .85 \text{ cents} \times 8,135 = \mathbf{\\$11,914.75}</math></p> <p>Maximum Contribution to Candidates Own Campaign  <math>\\$5,000.00 + .20 \text{ cents} \times 8,135 = \mathbf{\\$6,627.00}</math></p> <p>Maximum allowable expense for parties after voting day  <math>\\$11,914.75 \times 10\% = \mathbf{\\$1,191.48}</math></p>
<p><b>Ward 7</b></p>	<p>Maximum Overall Campaign Expense  <math>\\$5,000.00 + .85 \text{ cents} \times 7,462 = \mathbf{\\$11,342.70}</math></p> <p>Maximum Contribution to Candidates Own Campaign  <math>\\$5,000.00 + .20 \text{ cents} \times 7,462 = \mathbf{\\$6,492.40}</math></p> <p>Maximum allowable expense for parties after voting day  <math>\\$11,342.70 \times 10\% = \mathbf{\\$1,134.27}</math></p>

School Board Position	Expense Amounts
<b>English Public School Board Trustee</b>	Maximum Overall Campaign Expense* $\$5,000.00 + .85 \text{ cents} \times 33,962 = \mathbf{\$33,867.70}$  Maximum allowable expense for parties after voting day $\$33,867.70 \times 10\% = \mathbf{\$3,386.77}$
<b>English Separate School Board Trustee</b>	Maximum Overall Campaign Expense* $\$5,000.00 + .85 \text{ cents} \times 7,133 = \mathbf{\$11,063.05}$  Maximum allowable expense for parties after voting day $\$11,063.05 \times 10\% = \mathbf{\$1,106.30}$
<b>French Public School Board Trustee</b>	Maximum Overall Campaign Expense* $\$5,000.00 + .85 \text{ cents} \times 1,177 = \mathbf{\$6,000.45}$  Maximum allowable expense for parties after voting day $\$6,000.45 \times 10\% = \mathbf{\$600.05}$
<b>French Separate School Board Trustee</b>	Maximum Overall Campaign Expense* $\$5,000.00 + .85 \text{ cents} \times 3,327 = \mathbf{\$7,827.95}$  Maximum allowable expense for parties after voting day $\$7,827.95 \times 10\% = \mathbf{\$782.80}$

**\*Please note there is no limit on how much a School Board Trustee can contribute to their own campaign.**

I hereby certify that the amounts listed above are the preliminary maximum amounts of contributions, as described, that a candidate is allowed to incur for the offices outlined for the Municipal Election to be held on October 26, 2026.



William Tigert - County Clerk

April 1<sup>st</sup>, 2026  
Date

## Appendix 8

# Municipal Campaign Account Letter



Council Service Department  
Office of the Chief Administrative Officer  
50 Colborne Street, S., Simcoe Ontario N3Y 4H3  
519-426-5870  
Fax: 519-426-8573  
norfolkcounty.ca

April 1, 2026

To: Financial Institution

Re: Municipal Campaign Account

A candidate nominated in the Norfolk County 2026 Municipal Election, is required under the *Municipal Elections Act, 1996* to open a campaign bank account.

The Act does not contain any prohibition against a municipal candidate being a signing officer on the campaign account, nor does it require the candidate to have a chief financial officer, as is the case with provincial and federal candidates.

An excerpt of Section 88.22 (1) of the *Municipal Elections Act, 1996* states:

A candidate shall ensure that:

- (a) no contributions of money are accepted or expenses are incurred unless one or more campaign accounts are first opened at a financial institution exclusively for the purposes of the election campaign;
- (b) all contributions of money are deposited into the campaign accounts;
- (c) all funds in the campaign accounts are used exclusively for the purposes of the election campaign;
- (d) all payments for expenses are made from the campaign accounts;
- (e) contributions of goods or services are valued;
- (f) receipts are issued for every contribution and obtained for every expense;

I hope that this information is of assistance.

Sincerely,

A handwritten signature in blue ink, appearing to read "William Tigert".

William Tigert  
County Clerk  
Norfolk County  
[William.Tigert@norfolkcounty.ca](mailto:William.Tigert@norfolkcounty.ca)  
Phone: 519 426-5870 x 5025

# Appendix 9

## Council Code of Conduct

## The Corporation of Norfolk County By-Law 2018-34

### Being a By-Law To Establish a Code of Conduct for Members of Council and Local Boards of the Corporation of Norfolk County

**WHEREAS** Sections 8, 9 and 10 of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, authorizes the County to pass By-Laws necessary or desirable for municipal purposes, and in particular subsection 10(2)2 authorizes By-Laws respecting the accountability and transparency of the municipality and its operations;

**AND WHEREAS** Section 223.2(1) of the *Municipal Act, 2001*, S.O. 2001, c. 25, authorizes The Corporation of Norfolk County ("the County") to establish a Code of Conduct for members of Council and of local boards of the municipality;

**AND WHEREAS** amendments to section 223.2(1) the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended to come into effect at a date yet to be proclaimed by the Lieutenant Governor require that every municipality shall establish codes of conduct for members of council of the municipality and its local boards;

**AND WHEREAS** Norfolk County Council deems it appropriate to update and revise the Code of Conduct to include for the provision of services by an Integrity Commissioner.

**NOW THEREFORE** the Council of The Corporation of Norfolk County hereby enacts as follows:

#### 1. SHORT TITLE

1.1 This By-Law shall be known as the "Council Code of Conduct" for The Corporation of Norfolk County, hereinafter ("the County").

#### 2. DEFINITIONS

2.1 "Censure" means an official expression of disapproval or condemnation.

2.2 "Clerk" shall mean an Employee authorized to act as the Clerk of the County.

2.3 "Closed Meeting" shall mean a meeting or part of a meeting of Council not open to the public in accordance with the *Municipal Act, 2001*, S.O. 2001, Chapter 25, as amended.

2.4 "Committee" shall mean a Committee established by Council.

2.5 "Complaint" shall mean an alleged violation of the Council Code of Conduct.

2.6 "Confidential Information" includes information in the possession of the County that the County is prohibited from disclosing under the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O 1990, Chapter M.56, the *Personal Health Information Protection Act, 2004*, S.O. 2004, Chapter 3, Schedule A, and other applicable legislation. Confidential Information also means any information that is of a personal nature to County employees or clients or information that is not available to the public and that, if disclosed, could result in loss or damage to the County or could give the person to whom it is disclosed an advantage. Confidential Information includes items disclosed or discussed at closed sessions of Council and Committee meetings.

2.7 "Council" shall mean a majority of the elected officials who constitute The Corporation of Norfolk County's municipal council.

2.8 "Employee" shall mean a person employed by the County, including those employed on personal service contracts and volunteers, but does not include members of Council.

2.9 "Gift" includes any cash or monetary equivalent fee, object of value, service, forbearance, preferential treatment or personal benefit received from a third party.

2.10 "Good Faith" shall mean accordance with standards of honesty, trust and sincerity as practiced and understood within the Norfolk County community.

2.11 "Integrity Commissioner" shall mean a person appointed by Council to provide independent and consistent complaint investigation and resolution respecting the application of the Councillor Code of Conduct, and as defined by the Norfolk County ("Integrity Commissioner By-Law").

2.12 "Immediate Relative" shall mean a parent, spouse, child, sister, brother, sister-in-law, brother-in-law, father-in-law, mother-in-law, as well as step- relationships.

2.13 "Lobby" shall mean to communicate with a member outside of a public process about matters of interest or benefit to the lobbyist and their client business organization. Communication may be about a By-Law or resolution on any matter that requires a decision by Council, a local board, or delegated decision-maker and includes matters regarding policies or programs, the purchase of goods and services and the awarding of contracts, applications for a service grant, planning approval, or other licence.

2.14 "Media" includes any entity such as radio, television, newspaper, magazine, websites, blogs, social media, Twitter feeds or other vehicles for the public dissemination of information.

2.15 "Member" means any member of Council, and includes the Warden and any member of the public appointed to a committee or advisory board.

2.16 "Meeting" shall mean any regular, special or other meeting of Council.

2.17 "Pecuniary Interest" shall mean an interest that has a direct or indirect financial impact or as defined under the *Municipal Conflict of Interest Act*, R.S.O. 1990, Chapter M.50, as amended.

2.18 "Spouse" shall mean the person to whom a Member is married or with whom the Member is living in a conjugal relationship.

### 3. APPLICATION

3.1 This Councillor Code of Conduct applies to all Council Members, and members of the public appointed to committees and advisory boards.

### 4. PURPOSE

4.1 This Councillor Code of Conduct is meant to supplement existing legislation governing the conduct of Members, including but not limited to:

- a) *Criminal Code of Canada*, R.S.C. 1985, c. C-46;
- b) *Human Rights Code*, R.S.O., 1990, Chapter H.19;
- c) *Municipal Act, 2001*, S.O. 2001, c. 25;
- d) *Municipal Conflict of Interest Act*, R.S.O. 1990, Chapter M.50;
- e) *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O 1990, Chapter M.56;
- f) *Municipal Elections Act, 1996*, S.O. 1996, Chapter 32;
- g) *Personal Health Information Protection Act, 2004*, S.O. 2004, Chapter 3, Schedule A.

### 5. GENERAL DUTIES

5.1 It shall be the duty of all Members to abide by all applicable legislation, policies and procedures pertaining to their position as a Member.

5.2 Members shall at all times serve and be seen to serve their constituents in a conscientious and diligent manner.

5.3 Members will conduct their dealings with each other in ways that maintain public confidence in the position to which they have been elected or appointed. Members will be open and honest, focus on issues rather than personalities, and avoid aggressive, offensive or abusive conduct.

5.4 Members shall refrain from making disparaging remarks about other Members, members of the public or about Council's decisions.

5.5 Members shall conduct themselves at all Council and Committee meetings with decorum, in accordance with Section 13 of Norfolk County's Procedural By-Law, 2022-136.

5.6 In accordance with the *Municipal Act, 2001*, S.O. 2001, c. 25, and the *Municipal Conflict of Interest Act*, R.S.O. 1990, Chapter M.50, every Member shall exercise his or her power and discharge his or her official duties in accordance with the following guiding principles:

- a) Seek to advance the common good of Norfolk County;
- b) Exercise care, diligence and skill that a reasonably prudent person would exercise in similar circumstances;
- c) Exercise his or her powers only for the purposes for which they were intended; and
- d) Truly, faithfully and impartially exercise his or her office to the best of his or her knowledge and ability.

## 6. CONFLICT OF INTEREST

6.1 Members shall be responsible for ensuring that they are familiar with the *Municipal Conflict of Interest Act*, R.S.O. 1990, Chapter M.50.

6.2 The role of the Integrity Commissioner shall be expanded upon the effective date of amendments Section 223.3(1) of the *Municipal Act, 2001*, S.O. 2001, c. 25 (effective date yet to be proclaimed by the Lieutenant Governor). The expanded role of the Integrity Commissioner shall include providing opinions and advice to members upon written request in regards to the *Municipal Conflict of Interest Act*, R.S.O. 1990, Chapter M.50., The Council Code of Conduct and other County Policies.

6.3 This Councillor Code of Conduct does not apply to a non-pecuniary interest which is so remote or insignificant in its nature that it cannot reasonably be regarded as likely to influence the Member.

6.4 No Member shall allow the prospect of future employment by a person or entity to detrimentally affect the performance of his or her duties as a Member.

## 7. GIFTS AND PARTICIPATION AT EVENTS

7.1 No Member shall solicit or accept any gift or accept or receive a fee, advance, cash or personal benefit that is directly or indirectly connected with the performance of his or her duties of office. For the purposes of this provision any gift provided to a Member's child, parent or spouse with the Member's knowledge shall be deemed to be a gift accepted by that Member;

7.2 The County recognizes that moderate hospitality and participation in charitable non-profit fundraising and business events is an accepted courtesy of community participation and business relationships. Accordingly, the following types of gifts are recognized as exceptions to the prohibition in Section 7.1:

- a) gifts that are received as an incident of protocol or social obligation that normally and reasonably accompany the responsibilities of office;
- b) token gifts such as souvenirs, mementoes and commemorative gifts that are given in recognition of service on a committee for speaking at an event or representing the County at an event;
- c) food and beverages consumed at lunches dinners charity fundraisers banquets receptions ceremonies or similar events if the Member's attendance serves a legitimate municipal purpose;
- d) communications to the offices of a Member including subscriptions to newspapers and periodicals;
- e) compensation authorized by law;
- f) political contributions that are offered accepted and reported in accordance with applicable law;
- g) services provided without compensation by persons volunteering their time;
- h) gifts of admission to dinner charity fundraisers, banquets, receptions, ceremonies, cultural events, sporting events, business galas, political events and similar events if the Member's attendance serves a legitimate municipal purpose;
- i) reasonable payment for participation in or organizing any reception, dinner, gala, golf tournament, or similar event to support charitable causes or a political fundraising event and food, lodging, transportation or entertainment from a not for profit non-government organization;
- j) Within 30 days of receipt of any gift described in Section 7.2 (a), (b) or (c), Members shall file a disclosure statement with the Integrity Commissioner for any gift that exceeds \$200 in value. If the value of any gift described in Section 7.2 (h), (i) or (j) exceeds \$500 or if the total value of such gifts received from any one source during one calendar year exceeds \$1,000 the Member shall file a disclosure statement with the Integrity Commissioner within 30 days of the receipt of the gift. Every disclosure statement shall indicate:
  - i. the nature of the gift;
  - ii. its source and date of receipt;
  - iii. the circumstances under which it was received; and
  - iv. its estimated value.

7.3 Every disclosure statement shall be a matter of public record.

7.4 The Integrity Commissioner shall report to Council annually on all gifts received by Members that are disclosed in accordance with Section 7.2(j).

7.5 The Integrity Commissioner shall examine every disclosure statement filed with him or her to ascertain whether the receipt of the gift might in her or his opinion create a conflict between a private interest and the public duties of the Member.

7.6 If the Integrity Commissioner makes a preliminary determination of a conflict the Member shall be asked to justify receipt of the gift.

7.7 If the Integrity Commissioner determines that receipt of the gift was inappropriate he or she may direct the Member to return the gift, reimburse the donor for the value of any gift already consumed, forfeit the gift, or remit the value of any gift already consumed to the County.

### **8. INTERACTION WITH THE PUBLIC, OTHER MEMBERS & COUNTY STAFF**

8.1 Members have a duty to treat members of the public, each other and staff with respect and dignity and without abuse, bullying or intimidation;

8.2 Members have a duty to ensure that the County's work environment is safe and free from discrimination and harassment;

8.3 Members are to recognize that Employees serve Council and work for the municipal corporation under the direction of the Chief Administrative Officer. Council directs Employees through its decisions as recorded in the minutes and resolutions of Council. The role of Employees is to provide advice and services that are based on political neutrality, objectivity and professional judgment which may not necessarily reflect the opinion or position of any single Member. Members have no individual capacity to direct Employees to perform specific functions.

8.4 Inquiries of Employees from Members should be directed to the Chief Administrative Officer or the appropriate General Manager.

8.5 No Member shall compel Employees to engage in partisan political activities or be subjected to threats, discipline or discrimination for refusing to engage in any such activity.

8.6 Members shall show respect for the professional capacities of County Employees. Some Employees have professional credentials (examples: professional engineer, registered nurse) which create separate legal and ethical obligations for those Employees. Members shall refrain from any conduct which may deter, interfere or unduly influence Employees in such a manner as to result in them violating their professional legal or ethical obligations.

8.7 Certain Employees hold positions within the administration of justice. Members shall refrain from making requests or statements or otherwise taking action which may be construed as an attempt to influence the independence of staff working within the administration of justice.

### **PART 9: IMPROPER USE OF INFLUENCE**

9.1 No Member shall use his or her office to seek to influence any decision made or to be made by Council to the Member's private advantage or to the advantage of another person.

9.2 No Member shall use his or her office to seek to influence or interfere with the administration or enforcement of the County's regulatory By-Laws or other laws enforced by the County. Notwithstanding the foregoing, it is recognized that Members of Council may in good faith raise the concerns of residents with County Employees for the purpose of determining if those concerns can be resolved having due regard for the public interest in fair and impartial By-Law enforcement.

9.3 All applicants for County positions shall have an equal opportunity to obtain such employment. No Member shall use his or her office to seek to inappropriately influence the hiring of specific individuals for any position within the County.

9.4 Nothing in this Section prohibits a Member from providing a reference for an applicant for any position within the County, or offering his or her opinions and voting on any decision to hire a Chief Administrative Officer.

9.5 No Member shall use the County's corporate logo or the County letterhead in any communication intended to solicit funds to support any cause or third party unless such cause or third party has been sanctioned by a vote or resolution of County Council.

#### **PART 10: CONFIDENTIAL INFORMATION**

10.1 Members shall hold in strict confidence all Confidential Information concerning matters dealt with in-camera. No Member shall release, make public or in any way divulge any such Confidential Information or any aspect of the in-camera deliberations unless expressly authorized by Council or required By-Law.

10.2 No Member shall release, make public or in any way divulge any such Confidential Information acquired by virtue of his or her office unless expressly authorized by Council or required By-Law. The capacity to release Confidential Information can only be made by unanimous consent of Council, and no individual member of Council has authority to waive this privilege.

10.3 No Member shall use information gained in the execution of his or her office that is not available to the general public for any purpose other than his or her official duties.

10.4 No Member shall access or attempt to gain access to Confidential Information in the custody of the County except to the extent necessary for the performance of his or her duties as a Member and not prohibited by this Councillor Code of Conduct or any other statute, By-Law or policy.

10.5 Members are only entitled to Confidential Information in the possession of the County that is relevant to matters before the Council or Committee. Beyond this entitlement, Members have the same level of access to information as does any other citizen.

#### **11. COMMUNICATIONS AND MEDIA RELATIONS**

11.1 In order to foster respect for the decision making process of Council, Members shall fairly and accurately communicate the decisions of Council, even if they disagree with a majority decision of Council, and/or voted in the minority. Members may publicly express disagreement with a decision, but are to do so in a respectful manner.

11.2 In communications with the media, Members shall not indicate, implicitly or explicitly, that they speak on behalf of Council, unless they have been authorized to do so by Council.

11.3 Members shall refrain from making disparaging remarks about other Members, members of the public, Employees or Council's process and decisions.

#### **12. MUNICIPAL ELECTION CAMPAIGNS**

12.1 Members of Council are required to comply with the *Municipal Elections Act, 1996*, S.O. 1996, Chapter 32.

12.2 No Member shall use County property, including the County's logo, for any election campaign or campaign related activities.

12.3 No Member shall undertake campaign related activities on County owned lands, with the exception of the permissible use of campaign signs along road allowances, and in compliance with any local sign By-Laws, as applicable.

12.4 No Member shall use the services of Employees in work for his or her (re)election during hours in which those Employees are being paid by the County. The participation of County staff with respect to municipal elections is generally discouraged.

#### **13. CONDUCT OF FORMER MEMBERS**

13.1 The County shall not hire or award any contract to any former Member for a period of 12 months from the date the former Member ceased to hold office except where the former Member is the successful bidder through a quote or tender consistent with appropriate County policies.

13.2 A former Member may not Lobby the County or any Member for a period of 12 months from the date the former Member ceased to hold office.

### 14. USE OF COUNTY PROPERTY

14.1 Members may only use County property, including land, facilities, equipment, supplies, services, staff or other resources (for example, County owned materials, computers, networks, websites) for activities directly connected with the discharge of their official County duties or, as appropriate, local municipal duties.

14.2 Occasional or incidental personal use of County computers, phones or similar devices and communication systems is acceptable, subject to the provisions of the *Municipal Elections Act, 1996*, S.O. 1996, Chapter 32. Such use may also be subject to the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O 1990, Chapter M.56.

14.3 No Member shall obtain financial gain from the use or sale of County-developed intellectual property including inventions, cultural materials, computer programs, technical innovations, or other items capable of being patented, or copyrighted, as all such property remains exclusively that of the County.

### 15. NEPOTISM

15.1 No Member shall attempt to influence the hiring or promotion of a Spouse or Immediate Relative.

15.2 No Member shall make any decision or participate in the process to hire, transfer, promote, demote, discipline or terminate a Spouse or Immediate Relative.

15.3 If a Spouse or Immediate Relative of a Member is an applicant for employment with the County or candidate for promotion or transfer, the Spouse or Immediate Relative will proceed through the usual selection process with no special consideration.

15.4 No Member shall place himself or herself in a position where he or she could have influence over their Spouse or Immediate Relative's employment.

15.5 No Member shall attempt to use a Spouse or Immediate Relative relationship for financial or other gain.

### 16. OBSTRUCTION

16.1 No Member shall obstruct the Integrity Commissioner in the carrying out of their responsibilities.

16.2 It is a violation of this Councillor Code of Conduct to obstruct any staff member acting under the instruction of the Integrity Commissioner in applying or furthering the objectives or requirements of this Councillor Code of Conduct, in attempting to gather information or data, or in the general conduct of duties with respect to a Councillor Code of Conduct investigation.

16.3 Examples of obstruction under sections 16.1 or 16.2 include the destruction of documents, the erasure of electronic documents, withholding or concealing the existence of documents and refusal to respond to inquiries from the Integrity Commissioner within 15 days of receipt of same.

### 17. REPRISALS

17.1 No Member shall seek any reprisal or threaten any reprisal against a complainant or any other person for providing relevant information to the Integrity Commissioner in the course of inquiry pursuant to a complaint.

### 18. PENALTY FOR NON-COMPLIANCE

18.1 Where, under the Integrity Commissioner By-Law, the Integrity Commissioner decides that a Member has contravened this Councillor Code of Conduct; the Integrity Commissioner may, under Section 13 of that By-law:

- a) reprimand the member of Council;
- b) suspend the remuneration paid to the Member in respect of the Member's services for a period of up to 90 days;
- c) propose another equitable remedy such as requiring a Council Member to issue an apology.

### 19. REPEAL/ENACTMENT

19.1 This By-Law comes into force and effect on the 25th Day of May, 2018.

19.2 That Policy EBS-53 being a policy to Establish a Code of Conduct for Council Members, its Committees and Local Boards be repealed in its entirety upon the effective date of this By-Law.

**PASSED** this 24th day of April, 2018.

**Original By-Law Signed by:**

**Mayor C. H. Luke and County Clerk Andrew Grozelle**

# Appendix 10

## Council Staff Relations Policy



## **POLICY CAO-10: COUNCIL – STAFF RELATIONS POLICY**

### **Council Services**

**Approval Date: September 11, 2018**

**Approval Authority: Council Resolution No. 3**

**Effective Date: September 11, 2018**

**Revision Date/s:**

#### **1. Purpose**

1.1. This policy provides guidance on how the Corporation of Norfolk County ensures a respectful, tolerant and harassment-free workplace environment including the relationship between Members of Council and employees of the Corporation. The creation of this policy is a requirement of Section 270(1) of the *Municipal Act, 2001*, c M. 25 as amended.

#### **2. Policy Statement**

2.1. Norfolk County will promote a respectful, tolerant and harassment-free workplace environment and relationship between members of Council and employees of the corporation, guided by a combination of the Code of Conduct for Members of Council and Local Boards By-Law 2018-34, Roles and the Responsibilities of Council and Staff EBS-08, Code of Conduct for Staff HR-01, Respectful Workplace and Violence Prevention Policy HR-04, and the Procedure By-Law 2022-136.

#### **3. Application**

3.1. In accordance with Section 270(1) of the *Municipal Act, 2001*, this policy applies to all Members of Council and employees of the Corporation of Norfolk County.

#### **4. Policy Context**

4.1. Code of Conduct for Members of Council and Local Boards By-Law 2018-34 establishes ethical behaviour expected of the members of the Corporation of Norfolk County.

4.2. Roles and Responsibilities of Council and Staff EBS-08 states the following:

“Members shall be respectful of the fact that staff work for the municipality as a corporate body and are charged with making recommendations that reflect their professional expertise and corporate perspective, without undue influence from any individual member or group of members of Council.

Members shall acknowledge that only Council as a whole has the capacity to direct staff members to carry out specific tasks or functions. Members of Council are encouraged to contact staff to answer questions, identify concerns or request services that are normally available to any Norfolk County resident. Members of Council shall not direct the nature, level, timing, or type of service provided in response to their request.

This is especially true where staff is not authorized, or do not have the resources to complete a Member of Council's request for information or service.

Where a Member of Council's request for information or service is outside the employee's realm of responsibility, approved plan, or available resources, the employee shall inform the Member of Council and their direct supervisor and/or department head, for an appropriate and timely response to their request."

4.3. Code of Conduct HR-01 states the following purpose:

"Norfolk County employees must provide excellent service and be accountable for their actions. This responsibility and accountability to the public and other employees is conferred by Norfolk County Council.

4.4. The Respectful Workplace and Violence Prevention Policy HR-04 states the following:

"This Policy applies to all persons who are members of Norfolk County workplace community and persons who interact with members of Norfolk County workplace, including all employees regardless of position and elected representatives in the context of their interactions and dealings with employees.

All members of the workplace community share an obligation to promote safety and guard against risks or threats of violence to themselves and others. All participants in the workplace community are accountable for complying with [The Respectful Workplace and Violence Prevention Policy HR-04]."

## 5. Norfolk County Commitment

5.1. Norfolk County is committed to fostering a culture and providing a working and service environment free from discrimination and harassment and in which we respect and protect the safety, health and wellness of all employees. All employees will act professionally and treat one another with courtesy and respect, as well as be responsible for conducting themselves in a manner that contributes to positive working relationships.

5.2. Norfolk County will take all reasonable steps to promote co-operative and productive working relationships among its employees and other members of the workplace community. Norfolk County recognizes the potential for violence or threats of violence in connection with work related activity.

5.3. Norfolk County actively encourages all employees, volunteers, contractors or others associated with the business of the County to report all events and commits to making every reasonable effort to identify all potential sources of violence and harassment and to eliminate or minimize these risks.

5.4. Norfolk County is committed to establishing and maintaining a working environment and workplace interactions consistent with the following: 5.4.1. Provide staff an environment conducive to personal and professional growth, dignity and respect;

5.4.2. That all staff are treated with dignity and respect in the course of their workplace interactions;

5.4.3. Promotes equality of treatment and equality of opportunity for all members of Norfolk County's workplace community;

5.4.4. Provide a workplace free from favouritism, bullying, harassment or any abuse of power;

5.4.5. Provide a workplace free from any form of harassment, violence or discrimination.

5.4.6. Provide staff the opportunity to contribute to the development and well-being of the community.

5.4.7. In the work environment, the County strictly prohibits harassment or discrimination. Harassment includes practices prohibited under the *Ontario Human Rights Code* which threaten an individual's basic human rights and personal harassment; conduct inconsistent with an individual's well-being. Norfolk County will not tolerate any form of harassment, discrimination or abuses of power inconsistent with the commitments made pursuant to this policy.

## 6. Procedural By-Law

6.1. The Procedural By-Law 2022-136 (as may be amended or replaced) establishes rules, procedures and conduct within Council and Committee meetings. Specifically, Part 13: Rules of Conduct, which states the following:

“No member shall: Speak disrespectfully of the reigning sovereign, or any of the Royal Family, or of the Governor-General, the Lieutenant Governor, or any person administering the government of the Dominion of Canada, the Province of Ontario or of the Corporation of Norfolk County.”

## 7. Responsibilities

7.1. Members of Council and employees of the corporation are required to adhere to this policy and its governing provisions, including the Code of Conduct for Council Members, its Committees and Local Boards, the Code of Conduct, Respectful Workplace and Violence Prevention Policy and the Procedural By-Law.

7.2. Members shall be respectful of the role of staff to provide advice based on political neutrality and objectivity and without undue influence from any individual member or faction of Council. Accordingly, no member shall maliciously or falsely injure the professional or ethical reputation, or the prospects or practice of staff, and all members shall show respect for the professional capacities of staff.

7.3. No Member shall compel staff to engage in partisan political activities or be subjected to threats or discrimination for refusing to engage in such activities. Nor shall any member use, or attempt to use, their authority or influence for the purpose of intimidating, threatening, coercing, commanding, or influencing any staff member with the intent of interfering with that person's duties, including the duty to disclose improper activity.

7.4. No Member shall compel staff to provide information that ought to be provided to Council as Committee of the Whole or a Sub-Committee or be subjected to threats or discrimination for refusing to engage in providing such information. Nor shall any member use, or attempt to use, their authority or influence for the purpose of intimidating, threatening, coercing, commanding, or influencing any staff member with the intent of interfering with that person's duties, including the duty to provide certain information to Council.

## 8. Monitoring/Contraventions:

8.1. The County Clerk or designate shall be responsible for receiving complaints and/or concerns related to this policy. Upon receipt of a formal filed complaint, the County Clerk or designate shall notify: 8.1.1. In the case of employees of the corporation, the General Manager or Director responsible for the employee and the Director of Human Resources and Staff Development; or

8.1.2. In the case of Council, the Integrity Commissioner.

8.2 Where there is a discrepancy between the Council-Staff Relations Policy and the Code of Conduct for Council Members or the Code of Conduct, the language of the Code prevails.

**9. References:**

- 9.1 Code of Conduct for Council Members, its Committees and Local Boards
- 9.2 Code of the Conduct
- 9.3 Respectful Workplace and Violence Prevention Policy
- 9.4 Procedural By-law

# Appendix 11

## Vulnerable Criminal Record Check



Norfolk County  
 Human Resources Department  
 95 Culver Street  
 Simcoe, Ontario N3Y 2V5  
 519-426-5870  
 Fax: 519-427-5902  
 norfolkcounty.ca

Date: \_\_\_\_\_

To Whom It May Concern:

Re: Vulnerable Criminal Record Check

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We request a **Vulnerable Sector Check** as they are mandated by the following legislation:

**As per the Fixing Long-Term Care Act, 2021 and O. Reg. 244/246, Norfolk County Councillors must undergo a vulnerable sector check:**

**Committee of management, appointment**

135 (1) The council of a municipality establishing and maintaining a municipal home or the councils of the municipalities establishing and maintaining a joint home shall appoint from among the members of the council or councils, as the case may be, a committee of management for the municipal home or joint home.

**O.246/22 Regulations  
 256.**

- (1) Every licensee of a long-term care home shall ensure that screening measures are conducted before permitting any person to be a member of the licensee's board of directors, its board of management or committee of management or other governing structure.
- (2) The screening measures shall include police record checks.
- (3) The police record check must be,
  - (a) conducted by a police record check provider within the meaning of the *Police Record Checks Reform Act, 2015*; and
  - (b) subject to subsection (4), conducted within six months before the person becomes a member of the licensee's board of directors, its board of management or committee of management or other governing structure.

Name: \_\_\_\_\_

Position: Norfolk County Councillor

Employment

The employee will require the following:

  X   O.P.P. "Vulnerable Sector Check"

Thank you for your assistance.

Yours truly,



Erin Anderson  
Director, Human Resources  
Human Resources Department



April 2026

