



# Candidate's Guide

**2026 Municipal Election**



*Town of / Ville de Penetanguishene*

10 rue Robert Street West/ouest P.O./C.P. Box 5009

Penetanguishene, ON L9M 2G2

Tel: 705-549-7453 Fax: 705-549-3793

[www.penetanguishene.ca](http://www.penetanguishene.ca)



# 2026 *Municipal and School Board Election* Candidate's Guide

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### **Candidate's Guide**

#### **DECLARATION**

This guide has been prepared for the purpose of supplying information that will be of assistance to persons intending to stand for elected office. 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 purport to recite all applicable statutory references. Prospective candidates must satisfy themselves through their own determination that they are familiar with and understand all respective legislation pertaining to and governing Municipal and/or School Board Elections.



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### **IMPORTANT DATES**

<b>Nomination Starts</b>	Friday May 1, 2026 at 8:30 a.m.
<b>Nomination Day (Deadline)</b>	Friday August 21, 2026 at 2:00 p.m.
<b>Certification of Nomination Papers</b>	Monday August 24, 2026 at 4:00 p.m.
<b>Election Signs may be erected</b>	Monday August 31, 2026
<b>Voters' List Available</b>	Tuesday September 1, 2026
<b>Voting Starts (Telephone and Internet)</b>	Tuesday October 13, 2026 at 9:00 a.m.
<b>Voting Day (Option for Paper Ballot)</b>	Monday October 26, 2026 10:00 a.m. to 8:00 p.m.
<b>Declaration of Results</b>	ASAP after voting closes
<b>Deadline to remove Election Signs</b>	Saturday October 31, 2026 at 11:59 p.m.
<b>Term of Office Starts</b>	Sunday November 15, 2026
<b>Council Orientation*</b>	Thursday November 12, 2026 Tuesday November 17, 2026 Thursday November 19, 2026 Monday November 23, 2026
<b>Inaugural Meeting of Council</b>	Wednesday November 25, 2026
<b>Candidate Deadline to Submit Financial Report</b>	Wednesday March 31, 2027

\*Tentatively booked – dates are subject to change. Candidates will be notified of any changes.



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### **ELECTED OFFICES**

Candidates for School Board offices are encouraged to contact the office of the Director of Education of the appropriate School Board to obtain information on the duties and responsibilities of a trustee. Candidates for the position of representative on the French language section of a School Board should contact the Clerk of the municipality responsible for the election of persons to that office.

At this election, members will be elected for the period commencing November 15, 2026, and ending November 14, 2030, for the following offices:

MAYOR – One (1) to be elected (at large)

DEPUTY MAYOR – One (1) to be elected (at large)

COUNCILLOR – Five (5) to be elected (at large)

#### SCHOOL TRUSTEES

- English Language Public School District #17
  - Also known as the Simcoe Muskoka District School Board
  - One (1) to be elected
  
- French Language Public School District #58
  - Also known as Conseil scolaire Viamonde
  - One (1) to be elected
  
- English Language Separate School District #44
  - Also known as the Simcoe Muskoka Catholic District School Board
  - One (1) to be elected
  
- French Language Separate School District #64
  - Also known as Conseil scolaire catholique mon avenir
  - One (1) to be elected
  
- Protestant Separate School Board of the Town of Penetanguishene
  - Seven (7) to be elected



### COUNCIL AND COMMITTEE MEETINGS

Council/Committee of the Whole meets on the 2nd Wednesday of each month commencing at 7:00 p.m. Special Council sessions are called as required on Wednesdays commencing prior to the regular Council meeting between 5:30 p.m. to 7:00 p.m.

A copy of the 2026 Meeting Calendar is included in the candidate's package. Any revisions to the schedule will be posted on the Town of Penetanguishene's website.

The details pertaining to the composition, roles and meeting dates can be obtained on the Town of Penetanguishene's website in the Candidate Portal.

[Election Candidate Portal - Town of Penetanguishene](#)

### NOMINATION PROCESS

#### Step 1 - Complete the Prescribed Forms

1. Form 1 - Nomination Paper
  - Do not sign the form unless in the presence of the Clerk or Designate
2. Form 2 - Endorsement of Nominations Form
  - Obtain twenty-five (25) endorsement signatures from municipal residents
3. Form EL18(A) – Declaration of Qualifications
  - Do not sign the form unless in the presence of the Clerk or Designate
  - Ensure any required documents are attached
4. Access to Candidate Contact Information Form

#### Step 2 – Filing for Nomination

Attend the Townhall, 10 Robert Street West, Penetanguishene during the operating hours of 8:30 a.m. to 4:30 p.m., Monday to Friday (excluding statutory holidays) during the nomination period of Friday May 1, 2026 to Thursday August 20, 2026 and Friday August 21, 2026 from 9:00 a.m. to 2:00 p.m. with the following documents:

- Form 1 - Nomination Paper
- Form 2 – Endorsement of Nomination Form
- Form EL18(A) – Declaration of Qualifications and any required documentation required
- Access to Candidate Contact Information Form
- Photo ID with signature
- Prescribed filing fee of \$100 (\$200.00 for candidates filing for the office of the Mayor) in the form of cash, debit, money order or certified cheque payable to the Town of Penetanguishene.

\*Forms are not accepted by fax or email.

#### Step 3 – Acknowledgement of Filing for Nomination

Upon verification of the required documentation noted above, the Clerk or Designate will acknowledge\*\* receipt of the Nomination documents.



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### **Certification of Nomination**

The Clerk shall examine each nomination that has been filed, in accordance with the following:

- All nominations filed on or before nomination day shall be examined before 4:00 p.m. on the Monday following Nomination Day (August 24, 2026)
- If satisfied that a person is qualified to be nominated and that the nomination complies with the Act (Municipal Elections Act, 1996), the Clerk shall certify the nomination by signing the nomination paper.
- If not satisfied that a person is qualified to be nominated or that the nomination complies with the Act (Municipal Elections Act, 1996), the Clerk shall reject the nomination.
- When the Clerk rejects a nomination, they shall, as soon as possible, give notice of the fact to the person who sought to be nominated and to all candidates for the office.
- The Clerk's decision to certify or reject a nomination is final.

### **Joint Compliance Audit Committee**

The Compliance Audit Committee is comprised of appointed members of the community. For the 2026 Municipal Election, the Town of Penetanguishene will be participating in the Joint Compliance Audit Committee with the County of Simcoe.

An elector may apply to the Clerk of the municipality or the secretary of the Joint Compliance Audit Committee for an audit of the campaign expenses of any candidate within ninety [90] days of the filing of the financial reports of the candidate.

The Clerk of the municipality or the Secretary of the Compliance Audit Committee shall place the matter before the Committee and a decision must be made whether to grant the audit within thirty [30] days.

### **Election Signs**

The location, size and type of election signs permitted during the election period are regulated by municipal by-law 2014-01. As per the by-law, election signs may be erected on Monday August 31, 2026 and are required to be removed on Saturday October 31, 2026 at 11:59 p.m. A copy of said By-law is included in the Candidates Package or on-line at [www.penetanguishene.ca](http://www.penetanguishene.ca).

### **Campaigning**

The Clerk is the lessee of the premises used as a voting place. As the lessee of such premises, the Clerk does not permit electioneering of any nature in or on the premises used as a voting place on Voting Day. The premise is deemed to include the entire building and the property on which it is located. In the case of electronic voting, a municipally designated Help Centre is deemed to be a voting place.

**Section 48(2) of the Municipal Elections Act, 1996 provides as follows:**



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*"No person shall display a candidate's election campaign material or literature in a voting place"*

**Section 48(3) of the Municipal Elections Act, 1996 provides as follows:**

"For the purpose of this section, 'voting place' includes any place in the immediate vicinity of the voting place designated by the Clerk."

Deputy Returning Officers are instructed to remove forthwith from any voting place any material or literature of any nature, which may be deposited therein.

### Accessibility

The Clerk will be diligent in conducting an election that will have regard to the needs of electors and candidates with accessibility needs. Within 90 days after voting day in a regular election, the clerk shall submit a report to council about the identification, removal and prevention of barriers that affect electors and candidates with accessibility needs.

### Enumeration

The Preliminary List of Electors for the Town of Penetanguishene is prepared by Elections Ontario and contains the names and addresses and School support of each person who is listed in the Corporation's data and who meets the qualifications of an elector. The list is sent to every municipality in Ontario on or before July 31st of an election year.

### Voting Method

In the 2026 Municipal Election, Penetanguishene voters will cast their ballot using the Internet or Telephone and paper ballots on election day only. These methods provide flexibility, which allows for a longer voting period than traditional voting. Providing three options for voting methods allows for convenient, accessible, and better enables electors to exercise their right to vote.

### Voting Period

Voters will be able to conveniently cast their ballot between October 13 to 26, 2026 using the Internet or Telephone. On election day, October 26, 2026, electors will have the option to cast their vote by paper ballot. A Help Centre will be available where voters can come into Townhall at 10 Robert Street West and cast their vote by using provided computers (with assistance if needed) during regular business hours during the voting period (October 13 – 16, 2026 8:30 a.m. – 4:30 p.m. and October 19 – 23, 2026 8:30 a.m. – 4:30 p.m.). No assistance center for online and telephone voting will be available on Election Day (October 26, 2026). On Election Day, voting will open at 10:00 a.m. until 8:00 p.m. where electors can vote using a paper ballot. This polling location will be located at James Keating Elementary School, 20 Lorne Avenue, Penetanguishene, ON. Results will be posted on the town website and social media accounts as soon as they're available.



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## OTHER RESOURCES

### Town of Penetanguishene Resources

- [Poll Boundaries](#)
- [Council Remuneration By-law 2025-01](#)
- [Procedural By-law 2023-50](#)
- [Regulate the use of Election Signs 2014-01](#)
- [Corporate Resources Election Policy Feb 2010](#)
- [2026 Council and Committee of the Whole Meeting Schedule](#)
- Municipal Election Policies and Procedures - Internet and Telephone Voting (*Coming Soon*)
- Election Accessibility Plan 2026 (*Coming Soon*)

### County of Simcoe Resources

- [Information for County Councillors - Mayor](#)

### Ministry of Municipal Affairs and Housing (MMAH)

- [Ontario Municipal Councillor's Guide](#)
- [Ontario Municipal Voter's Guide](#)
- [Ontario Municipal Key Dates](#)
- [MMAH Candidate Training](#)

### Legislation

- [Municipal Elections Act Review](#)
- [Municipal Elections Act, 1996](#)
- [Municipal Act, 2001](#)
- [Education Act](#)
- [Accessibility for Ontarians with Disabilities Act, 2005](#)