

TOWN OF HANOVER 2026 MUNICIPAL ELECTION CANDIDATE'S GUIDE

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1. INTRODUCTION

This guide has been prepared to provide general information to individuals seeking candidacy in the 2026 Municipal Election for the Town of Hanover. This document is provided as a general guide to certain provisions of applicable electoral processes and legislation and does not cover all relevant statutory references.

Candidates are urged to refer directly to the *Municipal Elections Act, 1996, as amended*, (MEA) (available at www.e-laws.gov.on.ca) in order to fully understand all legislative requirements. It is imperative that candidates satisfy themselves, through their own determination, or with the assistance of legal counsel, of the various legal and financial requirements relating to their candidacy. Also included is additional information from the province entitled “2026 Candidates Guide for Ontario Municipal and School Board Elections”, which you may find useful.

For those candidates seeking election to the Council of the Corporation of the Town of Hanover, included is a brief summary of the duties and responsibilities when in office. The term of office is four (4) years, from November 15, 2026 to November 14, 2030. The Town of Hanover will be utilizing Internet and Telephone Voting for this election. Paper or mail-in ballots will not be used.

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 seeking election as a representative on the French-language section of a School Board should contact the municipal Clerk responsible for conducting the election.

This document is subject to revisions. Updates and pertinent information will be made available on the Town’s website at <https://www.hanover.ca/elections>. If you have any questions or concerns please do not hesitate to contact one of the numbers provided below.

2. CONTACT INFORMATION

Town of Hanover
341 10th Street
Hanover ON N4N 1P5
519.364.2780
civic@hanover.ca

Vicki McDonald, Clerk | Returning Officer
519.364.2780 x 1231
vmcdonald@hanover.ca

Tanya Patterson, Deputy Clerk | Deputy Returning Officer
519.364.2780 x 1281
tpatterson@hanover.ca

3. IMPORTANT DATES

Nomination Period – May 1, 2026 to August 21, 2026

Nominations may be filed by candidates at the Clerk's Office during regular business hours of (Monday to Friday 8:30am to 4:30pm) commencing on Monday May 1, 2026 to Thursday August 20, 2026. The last day to file nominations is Friday, August 21, 2026 between 9:00am and 2:00pm.

Campaign Period – When Nomination is Filed as of May 1, 2026 to December 31, 2026

The campaign period begins once a candidate has filed a nomination form and ends on December 31, 2026, unless the candidate withdraws the nomination, the Clerk rejects the nomination, or the candidate is continuing their campaign to erase a deficit.

Certificate of Maximum Campaign Spending Limits – Nomination Filing Date

The Clerk will provide preliminary notice of the maximum campaign spending limits to all certified candidates. This limit is calculated using the number of electors appearing on the voters list as of September 15, 2022 Municipal Election (Mayor - \$7,500 + \$.85 per elector; Councillor - \$5,000 + \$.85 per elector). On September 30, 2026 the Town Clerk will determine a final limit by applying the above noted formula to the number of voters appearing on the voters list as of nomination day in 2026. The greater of the two limits shall apply.

Nomination Day – August 21, 2026

Last day in which nominations may be filed by candidates at the Clerk's Office (between the hours of 9:00am and 2:00pm). Nominations will not be accepted after 2:00pm.

Withdrawal of Nomination – August 21, 2026

Last day to withdraw nominations. Candidates may withdraw their Nomination by filing in person a written withdrawal with the Clerk before 2:00pm on Nomination Day, Friday August 21, 2026. Any withdrawals sent by email, mail or fax are not permitted as they must be filed in the Clerk's Office.

Certification of Nomination – August 24, 2026

The Town Clerk will certify nomination papers before 4:00pm and notify, as soon as practicable, any candidate deemed ineligible for office.

Acclamation of Candidates – August 24, 2026

After 4:00pm, the Town Clerk will declare all candidates to be duly elected if they are the only qualified individuals seeking candidacy for a respective office.

Voters List – September 1, 2026

The Town Clerk shall make the Voters List available for election purposes only upon written request by a candidate or third party advertiser.

Revision Period – September 1, 2026 to October 26, 2026

Eligible voters whose names do not appear on the voters list or are identified incorrectly may file a revision application with the Town Clerk using the prescribed form.

Interim List of Changes – September 20, 2026 – September 30, 2026

An interim list of changes made to the voters list with respect to the removal or amendment of names will be available to candidates.

Voting Period – October 16 to October 26, 2026

The Town of Hanover will be utilizing Internet and Telephone Voting for the 2026 Municipal Election. The voting period opens Friday, October 16, 2026 at 10:00am and closes Monday, October 26, 2026 at 8:00pm.

Unofficial Results – October 26, 2026 (no earlier than 8:15pm)

The unofficial results of the election shall be made available by the Clerk at the Municipal Office, 341 10th Street, Hanover, and the Clerk shall post the same unofficial results on the municipality’s website.

Official Results – October 27, 2026

The Town Clerk shall, as soon as possible after Voting Day, declare the candidate who received the highest number of votes for each office to be elected.

Term of Office Commences – November 15, 2026

The elected members shall take the declaration of office prior to taking their council seat. The term of office commences once the declaration of office has been taken.

Campaign Period Ends – December 31, 2026

This is the last day a candidate can raise funds for their campaign unless an extension is granted by the Clerk (the campaign period begins when nomination is filed). The end of a campaign period can also occur on the date in which a candidate withdraws their nomination or on the day it is rejected by the Clerk.

Notification to Extend a Campaign Period – December 31, 2026

Last day for candidates to provide notification, using the prescribed form, in order to extend their campaign in order to reduce a deficit.

Deadline for Filing Financial Statements – March 30, 2027

Candidates must file their financial statements in person at the Clerk’s Office by no later than 2:00pm. Penalties will apply immediately following March 30, 2027 if a financial statement has not been submitted

Deadline for Compliance Audit Requests – June 28, 2027

Last day for a compliance audit request to be submitted with respect to a financial statement that was submitted by March 30, 2027.

End of Supplementary Reporting Period - June 30, 2027

A 6-month supplementary reporting period is permitted only if a candidate has submitted proper notification by December 31, 2026 to extend their campaign.

Deadline for Filing Financial Statements for the Supplementary Reporting Period - September 24, 2027

Candidates who were granted an extension to their campaign must file their financial statements in person at the Clerk's Office by no later than 2:00pm. Penalties will apply immediately following September 24, 2027 if a financial statement has not been submitted.

Deadline for Compliance Audit Requests for Supplementary Reporting Period - December 23, 2027

Last day for a compliance audit request to come forward with respect to a reporting period that ended on June 30, 2027.

4. CANDIDATE QUALIFICATION

4.1. General

Eligible electors in the Town of Hanover may vote for the following candidates to serve a four year term of office from November 15, 2026 until November 14, 2030.

- **Mayor** – One to be elected by all electors of the municipality. Individual serves on local and County Council.
- **Deputy Mayor** – One to be elected by all electors of the municipality. Individual serves on local and County Council.
- **Councillor** – Five to be elected by all electors of the municipality.
- **Trustee, Bluewater District School Board** – One trustee to be elected from the combined municipalities of Hanover and West Grey. Nominations for this office may be filed at the office of the West Grey Clerk at 402813 Grey Road #4, RR 2, Durham, ON.
- **Trustee, Bruce-Grey Catholic District School Board** – One trustee to be elected from the combined municipalities of Grey Highlands, Hanover, Southgate and West Grey. Nominations for this office may be filed at the office of the Hanover Clerk at 341 10th Street, Hanover, ON.
- **Trustee, Conseil scolaire Viamonde (French Public)** – One trustee to be elected from the combined area of all the municipalities located within the Counties of Bruce, Dufferin, Grey, and Simcoe. Nominations for this office may be filed at the office of the Barrie City Clerk at 70 Collier Street, Barrie, ON, or upon request, at the Municipal Clerk's Office in your municipality, if the distance between your residence and the Barrie City Hall is greater than 100 kilometres.
- **Trustee, Conseil scolaire catholique Providence (French Separate)** – One

trustee to be elected from the combined area of all the municipalities located within the Counties of Grey, Bruce, Huron, Perth and Lambton. Nominations for this office may be filed at the office of the Sarnia City Clerk at 255 Christina Street North, Sarnia, ON, or upon request, at the Municipal Clerk's Office in your municipality if the distance between your residence and the Woodstock City Hall is greater than 100 kilometres.

4.2. Qualifications of Candidates

The qualifications for becoming an elector or candidate for municipal office in the Town of Hanover are set out in Section 256 of the *Municipal Act, 2001* and Section 17 of the *MEA*. A person is qualified to be a candidate in the 2026 Municipal Election if they are entitled to be an elector in the Town of Hanover and are not disqualified from holding office by any other legislation.

4.3. Qualifications of Electors

A person is entitled to be an elector in the 2026 Municipal Election if, on voting day they:

- (a) Reside in the Town of Hanover or are the owner or tenant of land there, or the spouse of such owner or tenant;
- (b) are a Canadian citizen;
- (c) are at least 18 years of age; and are not prohibited from voting under Section 17(3) of the *MEA*.

4.4 Prohibited From Voting

The following are **prohibited** from voting in the 2026 Municipal Election:

- A person who is serving a sentence of imprisonment in a penal or correctional institution;
- A corporation;
- A person acting as executor/trustee or in any other representative capacity, except as a voting proxy as per Section 44 of the *MEA*; or
- A person who was convicted of a corrupt practice under the *MEA*.

4.5 Disqualification from Seeking Election on Council

The following are **disqualified** from being elected and/or holding office as a Member of Council or a Local Board:

- Employees of the municipality or one of its local boards except during an authorized leave of absence (see Section 30, *MEA*);
- A person who is not an employee of the municipality, but who is the Clerk, Treasurer, Integrity Commissioner, Auditor General, Ombudsman or Registrar, or who holds any administrative position of

- the municipality;
- A judge of any court;
- A member of the Provincial Legislature, Senate or House of Commons of Canada (although a member of such a body *may* file for nomination but must resign as a member of such a body **on or before** nomination day);
- Crown employees who are deputy ministers or in designated classifications under the *Public Service Act*; or
- A candidate who failed to file the necessary financial statements in the last municipal election or by-election (relative to **any** office in which the *MEA* applies).

4.6 Additional Qualifications for School Board Trustee Candidates

In addition to the qualifications noted above, a candidate for a member of a school board must reside within the area of jurisdiction of the school board. The area of jurisdiction for all School Boards extends beyond the boundaries of the Town of Hanover. Further information with respect to these boundaries can be provided by contacting the respective School Board or the Clerk’s Department.

Employees of any Board of Education are subject to Section 30, *MEA*, which requires the Board to give employees a leave of absence, upon request. Such leave **must** begin prior to the day the individual is nominated and carry through to voting day. The person is deemed to have resigned if they are elected and take office. School Board candidates must also not be, at the time of filing their nomination paper, a Clerk, Treasurer, Deputy Clerk or Deputy Treasurer of a municipality within the area of jurisdiction of the district Board unless they take an unpaid leave of absence prior to nomination day.

An elected Member of Council must maintain their qualifications throughout the entire term of nomination/office, otherwise their seat may be deemed to be vacant.

4.7 Definition of “Resident”

Under the *MEA*, a person’s residence is the permanent lodging place to which, whenever absent, they intend to return. This will usually be the place where a person’s family resides, unless the individual moves elsewhere with the intention of changing their permanent lodging place. It may also be the place where the person occupies a room or part of a room and/or a residence to which the person habitually returns.

If a person does not have a permanent-lodging place, their residence is generally considered to be the place in which they most frequently return to sleep or eat. A person may only have one residence at a time, however, they may have residences in two local municipalities at the same time.

The *MEA* permits this exception if the individual lives in one residence for the

purpose of attending an educational institution but not with the intention of changing their permanent lodging place and if the person's permanent lodging place is in the other local municipality.

5. NOMINATIONS

5.1 Timing

Nomination day is **Friday, August 21, 2026**. Nominations may be filed on that day, between the hours of 9:00am and 2:00pm, at the Clerk's Office, Town of Hanover, 341 10th Street. They may also be filed during normal office hours (8:30am to 4:30pm) at the same location between May 1, 2026 and August 20, 2026

5.2 Process

Every person who proposes to be a candidate must file nomination papers prior to receiving any campaign contributions and/or expending any funds on a campaign. A person may be nominated for an office by filing a nomination in the Clerk's Office, in person or by an Agent.

Every person running for municipal council in a municipality that has more than 4,000 electors, must also submit endorsement signatures from 25 people who are eligible to vote in the municipality. As Hanover has more than 4,000 electors, the Endorsement of Nomination – Form 2 must be submitted with the required 25 signatures.

A person who is eligible to vote in the municipality may provide endorsements to as many candidates as they choose and may endorse candidates for any office on the municipal council.

If you submit 25 endorsement signatures and find out later that a person (or persons) was not eligible to vote on the day that they signed the endorsement, you will not lose your nomination. The person who supplied false information (by declaring that they were eligible to endorse your nomination when they were not eligible) could be subject to prosecution.

Nomination Paper – Form 1 and Endorsement of Nomination – Form 2 will be available at the Clerk's Office from Monday May 1, 2026 to Thursday August 20, 2026 during regular office hours from 8:30am to 4:30pm, and between 9:00am and 2:00pm on Friday August 21, 2026 (Nomination Day), and on the website for the following offices:

- (1) Mayor**
- (1) Deputy Mayor**
- (5) Councillor**

Nomination papers for school boards must be obtained and filed at the appropriate Municipal Office for the following offices:

- (1) **School Board Trustee** – English Public (Municipality of West Grey)
- (1) **School Board Trustee** – English Separate (Town of Hanover)
- (1) **School Board Trustee** – French Public (City of Barrie)
- (1) **School Board Trustee** – French Separate (City of Sarnia)

Candidates are encouraged to make an appointment with a member of the Legislative Services/Clerk’s Department to submit nomination papers.

Nominations must be filed with the Clerk in the following manner:

- **In person or through an agent**, using the prescribed forms (Nomination Paper – Form 1 & Endorsement of Nomination – Form 2);
- During regular office hours (8:30am to 4:30pm) at the Municipal Office from Monday May 1, 2026 to Thursday August 20, 2026 and between 9:00am and 2:00pm on Friday August 21, 2026 (Nomination Day);
- With the prescribed nomination filing fee of \$200 for Head of Council and \$100 for all other offices – the filing fee shall be paid by cash, debit card, certified cheque or money order payable to the municipality;
- With proof of identity and residence as prescribed in O. Reg. 304/13; and
- No faxed or other electronically transmitted nomination paper will be accepted – original signatures are required.

5.3 Filing Fee

At the time of filing, each candidate must also submit the appropriate filing fee;

- Office of Mayor \$200
- Deputy Mayor \$100
- Councillor \$100
- Trustee \$100

The nomination filing fee is payable to the Town of Hanover by cash, debit, certified cheque or money order (credit cards will not be accepted).

The filing fee will be refunded if the candidate is elected, withdraws his or her nomination and files their financial statements with the Clerk by 2:00pm on March 30, 2027.

A candidate must first file a nomination paper and pay the nomination fee prior to raising campaign funds or incurring election related expenses.

5.4 Materials to be Provided by Candidate

The nomination process will include completion by the candidate of the following:

- “Release of Campaign Information” Form EL52;

- “Nomination Paper” and “Declaration of Qualification” Form 1 (Council Candidate or School Board Candidate);
- “Endorsement of Nomination” Form 2 (Council Candidates only);
- Any other information required.

5.5 Materials to be Provided to Candidate

The nomination process will include the candidate receiving the following:

- Blank “Financial Statement – Auditor’s Report Candidate” Form 4;
- “Preliminary Certificate of Maximum Campaign Expenses” Form EL37A1 ;
- “Preliminary Certificate of Maximum Contributions – Own Campaign” Form EL37B1 (Council candidates only) ;
- A blank “Withdrawal of Nomination” Form EL19;
- A blank “Appointment of Scrutineer by Candidate” Form EL12A ;
- Voters List Request and Declaration” Form EL14;
- A copy of 2026 Municipal Election Procedures;
- A copy of the Election Accessibility Plan;
- A copy of Use of Municipal Resources for Elections Policy ADM-015.

5.6 Multiple Nominations

If a Candidate has filed an earlier nomination in the same election, the first nomination is considered withdrawn when the second nomination is filed. A new “Nomination Paper” Form 1 must be submitted but the endorsement of 25 eligible voters may be transferred to the new nomination.

5.7 Withdrawal of Nomination

Any candidate wanting to withdraw their nomination must notify the Town Clerk by **2:00pm on Friday August 21, 2026**. Either the candidate or an agent of the candidate must file a Withdrawal of Nomination – Form EL19 in person at the Clerk’s Office (fax or email copies will not be accepted). If an agent is filing the Withdrawal of Nomination on behalf of a candidate, the candidate must also provide the agent with a signed letter authorizing them to submit a withdrawal on the candidate’s behalf.

A withdrawn candidate will still be required to submit a financial statement covering all financial transactions up to the time of the withdrawal.

5.8 Campaign Contact Information

During the nomination process, Candidates will be asked to consent to the Clerk releasing some or all of the following campaign contact information online:

- Phone number
- Mailing address
- Email address
- Website

If the Candidate does not consent to providing any information, only their name will be provided online. Contact information provided may be personal or campaign specific, however only one phone number, address, email or website will be provided for each Candidate, and the Candidate is responsible for updating this information. No pictures, biographies or platforms will be provided. The Municipality does not endorse or support any Candidate.

6. HELP CENTRE

For the purpose of this election, a voting place is not required. A Help Centre will be located in the Hanover Municipal Office, 341 10th Street, Hanover and the Hanover Public Library, 451 10th Avenue, Hanover.

Electors can be added to the Voters List and receive assistance and clarification on the election process including access to the internet. The ability to vote at the Help Centre will be limited to hours designated by the Clerk.

Prior to the Voting Period which commences on Friday, October 16, 2026, electors should visit the **Municipal Administration Office located at 341 10th Street, Hanover** during regular office hours, Monday to Friday 8:30am to 4:30pm for any questions or concerns.

Voting Process:

Eligible voters may vote by:

- a) accessing the telephone number provided by using a cellular or land line, touch-tone telephone, but **not** a rotary dial telephone. “Diga-pulse” telephones will be able to access the system using their Voter Credentials providing the over-ride button on their telephone to a “touch-tone” mode is completed. Should the preceding be incorrectly completed, the interactive response system will provide an error message requesting that the eligible elector obtain assistance from an Election Official; or
- b) accessing the internet address provided by using a dial modem access or a high-speed connection; or
- c) Eligible Voters may attend the Help Centre during the hours listed during the Voting Period.

Voting Period – October 16 – 26, 2026

Two Help Centre’s will be provided during the Voting Period to assist with voting as follows:

Municipal Administration Office

341 10th Street, 2nd Floor, Hanover

Friday, October 16 to Monday, October 26, 2026

During Regular Office Hours (Monday to Friday 8:30am to 4:30pm)

Hanover Public Library

451 10th Avenue, Lower Level, Hanover

Friday, October 16 to Monday October 26, 2026

During Regular Library Hours

Additional Help Centre Hours as follows: Municipal Administration Office

Tuesday, October 20 – 4:30pm to 8:00pm

Saturday, October 24 – 10:00am to 2:00pm

Monday, October 26 – 8:30am to close of voting at 8:00pm

7. SCRUTINEERS

7.1 Rights and Prohibitions

Each scrutineer shall be responsible for their individual conduct, rights and prohibitions as set out on the applicable appointment form.

7.2 Appointment by Candidate and Qualification

A candidate may appoint scrutineers to represent them at the Municipal Office, the opening and testing of the voting system, and during the receipt of voting results, including during a recount. The appointment shall be made using the Appointment of Scrutineer – Form EL12A.

The forms to appoint scrutineers must be signed by the candidate in person at the Municipal Office. The candidate shall provide this signed form to their scrutineer.

7.3 Number per Candidate

Not more than one (1) scrutineer representing each candidate may be permitted at one time during the closing of the voting system. Only one candidate or their appointed scrutineer may be in attendance at a Help Centre at one time. The scrutineer/candidate must take an Oral Oath of Secrecy – Form EL12B at the Help Centre.

7.4 Evidence of Appointment

A person appointed as a scrutineer, before being admitted to the Help Centre, shall show their applicable appointment form and provide proof of identity and residence as prescribed in O. Reg. 304/13 to the Election official.

8. CAMPAIGNING

8.1 General

Campaigning is permitted no earlier than the filing of Nomination Papers by the candidate. Information contained in/on all campaign material is the responsibility of the candidate and any questions or concerns should be directed to the candidate.

8.2 Municipal Employee Communication with Candidates

The following provides direction to candidates on the handling of questions directed to and meetings with municipal staff. Every effort will be made to provide information to all candidates to ensure fairness and transparency.

8.3 Election-related Questions

Questions pertaining to all matters related to the election process, including the voting method, shall be directed to the Returning Officer:

Vicki McDonald, Clerk
341 10th Street, Hanover, ON N4N
1P5 Tel: 519.364.2780 x 1231
Email: vmcdonald@hanover.ca

8.4 Use of Municipal Logo or Other Insignia

The use of the municipal logo or other insignia for campaign purposes is strictly prohibited.

8.5 Municipally Owned/Leased Facilities

Election campaigning or the distribution/posting of election campaign material at municipally- owned or leased facilities is not permitted, with the exception of road allowances.

8.6 Use of Corporate Resources during an Election Year

The Town of Hanover's Use of Corporate Resources for Election Campaign Purposes, Policy ADM-015, ensures the impartial and appropriate use of Town resources and assets by prohibiting their use for any election-related activities, in accordance with the *MEA*. It reinforces that municipal resources, funds, operations, events, and facilities must remain non-partisan and cannot be used to support or oppose any candidate, campaign, or ballot question. Candidates are expected to familiarize themselves with this policy.

8.7 School Policies

Candidates should be made aware that School Boards typically maintain policies that prohibit election canvassing or advertising in any school, prior to the voting period, without the written approval of the Director of Education.

8.8 Access to Condominiums and Apartment Buildings by Candidates

Campaign provisions have been clarified through recent amendments to the *MEA* to allow candidates to campaign in apartment buildings, condominiums, non-profit housing co-ops or gated communities from 9:00am to 9:00pm. Landlords and condominium corporations may not prohibit tenants or owners from displaying campaign signs in their windows.

When the building is being used as a voting location, canvassing in the building during voting hours is not permitted. The Town Clerk does not have the authority to intervene on behalf of any candidate in order to grant them access to a privately owned building for the purpose of canvassing and/or distributing election material.

9. ELECTION SIGNS

9.1 Election Sign Requirement and Limitations

Candidates should refer to current municipal election sign by-laws for the Town of Hanover and the County of Grey.

9.2 Vandalism

The investigation or prosecution for any acts of vandalism to the posters or campaign material of the candidates should be referred to the local police force by the complainant. The Municipality or any of its municipal officers, employees or agents will not be responsible.

10. VOTER INFORMATION

10.1. General

An eligible elector is able to add their name to the voters list for the 2026 Municipal Election by submitting a completed Application to Amend the Voters List – Form EL15. These forms will be available from the Town’s website and the Clerk’s Office during the Election Revision Period (September 1, 2026 to October 26, 2026).

10.2. Voters List

Elections Ontario prepares the Preliminary List of Electors for the Town of Hanover which contains the names and addresses of all electors eligible to vote in the Municipal

Election.

Voters are placed on the Voters List primarily through information obtained by Elections Ontario. Elections Ontario uses an online web portal, registertovoteon.ca, to allow all voters to check if they are on the Voters List, to update their information or add themselves to the Voters List. Eligible voters are strongly encouraged to ensure they are on the Voters List before Voting Day.

The Town Clerk will make corrections to obvious errors and reproduce the Official List of Electors which will be made available to all registered candidates on September 1, 2026 upon the submission of Form EL14 – Candidate's Declaration - Proper Use of Voters List. According to Section 23(4), *MEA*, only the section of the Voters List pertaining to the office in which a candidate is running is to be made available.

10.3 Adding a name to the Voters List

After September 1, 2026 individuals not appearing on the Voters List can add their names during the revision period. This can be done in person by visiting the Clerk's Office, 341 10th Street. Proper identification verifying both the individual's identity and qualifying address must be presented along with a completed revision form.

10.4 Revision of the Voters List

The revision period also provides an opportunity for electors to ensure the accuracy of their voter information on the Voters List. Common corrections to the Voters List relate to changes of an elector's name, residential address and school support. Revision forms requesting a change in voter information must be completed using the prescribed form.

Beginning Tuesday, September 1, 2026 completed revision forms can be mailed to Town of Hanover, Clerk's Office, 341 10th Street, Hanover ON N4N 1P5. Completed revision forms can also be dropped off in person at the Clerk's Office during regular office hours (8:30am to 4:30pm) or in the Night Deposit Box after hours.

10.5 Internet / Telephone Voting Procedures

The Town of Hanover will be utilizing Internet / Telephone Voting for the 2026 Election. A copy of the Internet / Telephone Voting Procedures is provided with the Candidate's Information Package.

10.6 Election Results

The unofficial results of the election shall be made available by the Clerk no earlier than 8:15pm on Monday, October 26, 2026 Voting Day, at the Municipal Office, 341 10th Street, Hanover, and the Clerk shall post the same **Unofficial Results** on the

municipality's website.

As soon as possible after Voting Day, the Clerk shall declare the **Official Results** using Declaration of Election Candidate(s) – Form EL32 and post the results at the Municipal Office and on the municipal website.

11. CAMPAIGN FINANCE

The *MEA* imposes limitations on the expenses for candidates in municipal elections and also imposes requirements on the candidate to report the contributions received and the manner in which funds have been expended. Candidates should seek their own legal or accounting advice for questions about campaign finances. The Clerk is not responsible for giving financial advice.

Please also refer to the accompanying Ministry of Municipal Affairs and Housing 2026 Candidates' Guide for Municipal and School Board Elections, for more detailed information on Campaign Contributions, Campaign Expenses and Financial Reporting.

11.1 Bank Account

You must open a bank account exclusively for your campaign if you accept any contributions of money (including contributions from yourself or your spouse) or incur any expenses. You cannot use your personal bank account for campaign finances, even if you are planning a very small campaign. The nomination fee is considered to be a personal expense, not a campaign expense. You do not need to have a campaign bank account in order to pay the nomination fee.

11.2 Duties of Candidates

A candidate shall ensure that:

- 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;
- all contributions of money are deposited into the campaign accounts;
- all funds in the campaign accounts are used exclusively for the purposes of the election campaign;
- all payments for expenses are made from the campaign accounts;
- contributions of goods or services are valued;
- receipts are issued for every contribution and obtained for every expense;
- records are kept of the receipts issued for every contribution, the value of every contribution, whether the contribution is in the form of money, goods or services and the contributor's name and address;
- records are kept of every expense including the receipts obtained for each expense;

- records are kept of any claim for payment of an expense that the candidate disputes or refuses to pay;
- records are kept of the gross income from a fund-raising function and the gross amount of money received at a fund-raising function by donations of \$25 or less or by the sale of goods or services for \$25 or less;

12. CONTRIBUTIONS

12.1 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.

Contributions Include:

- monetary contribution;
- value of goods and services;
- the admission price for a fund-raising function;
- the difference between the amount paid and the market value of a good or service sold at a fund-raising function;
- the difference between the amount paid and the market value of a good or service purchased for the campaign;
- any unpaid but guaranteed balance of a campaign loan.

Contributions Do Not Include

The following are not considered contributions:

- the value of services provided by voluntary unpaid labour;
- the value of services provided voluntarily by employees of an entity as long as they do not receive extra compensation from their employer;
- an amount of \$25 or less that is donated at a fund-raising function;
- the amount received for goods and services sold at a fund-raising function, if the amount is \$25 or less;
- the value of free political advertising provided it is in accordance with the Broadcasting Act (Canada) and is made available to all candidates;
- the amount of a campaign loan obtained by the candidate or the spouse of the candidate.

Contributions - Value of Goods and Services

The value of goods and services provided as a contribution is:

- if the contributor is in the business of supplying these goods and services, the lowest amount the contributor charges the general public in the same market area for similar goods and services provided at or about the same

- time;
- if the contributor is not in the business of supplying these goods and services, the lowest amount a business providing similar goods or services charges the general public for them in the same market area at or about the same time.

12.2 Timing of Contributions

Contributions can be solicited by or accepted on behalf of a person seeking local government office once they have become a candidate by the filing the nomination form. Any contributions received outside the campaign period that cannot be returned to the contributor and any anonymous contributions must be turned over to the Clerk.

12.3 Contributors

Eligible Contributors

Only an individual who is normally a resident in Ontario or the Candidate and their spouse may make contributions to a campaign.

Ineligible Contributors

The following persons and entities shall not make a contribution:

- a Federal political party, constituency association or registered candidate in a Federal Election;
- a Provincial political party, constituency association or a registered candidate or leadership contestant;
- a corporation that carries on business in Ontario;
- a trade union that holds bargaining rights for employees in Ontario;
- the Crown in right of Canada or Ontario, a municipality or a local board.

12.4 Contribution Limits

A contributor shall not make contributions exceeding a total of \$1,200 to any one candidate in an election.

A contributor shall not make contributions exceeding a total of \$5,000 to two or more candidates for office on the same council or local board.

12.5 Candidate's Own Funds

A candidate for an office on a council and their spouse shall not make contributions to the candidate's own election campaign that, combined, exceed a prescribed amount. If a campaign ends in a surplus, a candidate may withdraw from the campaign surplus

the value of the candidate's contribution.

12.6 Fundraising

Fundraising functions are events or activities held by or under a candidate's direction for the singular purpose of raising funds for the candidate's campaign. A fundraising function for a candidate shall not be held outside the candidate's election campaign period

13. EXPENSES

13.1 Expenses – General

Costs incurred for goods or services by or under the direction of a person wholly or partly for use in his or her election campaign are expenses.

No campaign expense can be incurred outside of a candidate's campaign period or by or under the direction of a person unless that person is the candidate.

Expenses must be paid from your campaign bank account. Any taxes such as HST paid on purchases should be included in the amount of the expense.

Goods or services that are contributed to your campaign are also expenses. They should be treated as if the contributor gave you money and you went out and purchased the goods and services. You must record both the contribution and the expense.

13.2 Spending Limit

The Clerk must provide each candidate with an estimated spending limit upon filing of nomination papers. The estimate will be calculated based on the number of electors in the previous election.

On or before September 30, 2026, the Clerk must provide each candidate with a final spending limit. The final campaign spending limit will be calculated based on the number of electors on the voters list for the current election. If the final limit is lower than the estimate, the higher amount becomes the candidate's official spending limit.

13.2 Deadline for Claiming Expenses

The campaign period ends on December 31, 2026. All financial transactions related to the campaign should be completed by the date.

14. FINANCIAL STATEMENTS

14.1 Financial Statements – General

All nominated candidates must file a detailed financial statement disclosing their campaign contributions and expenses to December 31, 2026. This includes those not elected, those who withdrew their nomination or those whose nomination was rejected by the Clerk.

The deadline for filing the financial statement is March 30, 2027 by 2:00pm. Candidates whose campaign contributions and total expenses are greater than \$10,000 must have their financial statement audited and submit the auditor's report to the Clerk along with their financial statement.

14.2 Financial Statements – Filing Deadline Extension

A candidate requiring an extension to the filing deadline must apply to the Superior Court of Justice prior to March 30, 2027. The court may grant an extension of up to 90 days.

A candidate who has applied for an extension to the filing deadline must inform the Clerk that they have done so prior to 2 p.m. on March 30, 2027. The supplementary filing date is September 24, 2027.

Candidates who have extended or re-opened their campaign and who do not file a supplementary financial statement by the deadline forfeit any office to which they have been elected and are ineligible to run in the next election.

14.3 Financial Statements – Filing

Candidates' financial statements are filed with the Clerk and are public documents. The Clerk must retain the statements until the new council or school board takes office in November 2030.

These documents may be inspected by any person upon request at the office of the Clerk during normal office hours. Any person may make extracts from the documents and is entitled to copies of the documents upon payment for their preparation, at \$0.50 per page. Clerks are required to make the documents available electronically, at no cost to the requester. The information in the documents shall only be used for election purposes.

14.4 Surplus / Deficit

When filing the financial statement, a candidate with a campaign surplus must pay the entire surplus to the Clerk who was responsible for conducting the election.

Prior to paying over any surplus monies to the Clerk, a candidate is entitled to refund

any contributions made to the campaign by the candidate or his or her spouse. The amount that may be refunded is the lesser of the amount of the relevant contributions or the amount of the surplus.

14.5 Surplus Funds – Held in Trust

The Clerk is required to place the candidate’s surplus monies in a trust fund for use by the candidate if the candidate incurs expenses related to a recount, an application for a controverted election, or a compliance audit. If the surplus is not needed for these expenses, the surplus becomes the property of the municipality or school board.

15. OFFENCES, PENALTIES and ENFORCEMENT

Enforcement of the *MEA* is done through the courts.

15.1 Offences

There are three contraventions of the *MEA*, where penalties apply automatically:

- A candidate fails to file a financial statement by the end of the 30-day grace period or fail to apply to the court before March 30, 2027, for an extension by the filing deadline;
- The candidate’s financial statement shows their spending limit was exceeded;
- The candidate’s financial statements shows a surplus and they fail to pay the amount to the Clerk

15.2 Automatic Penalties

Penalties imposed as a result of a default described above:

- The candidate forfeits any office to which they were elected; and
- The candidate becomes ineligible to run or be appointed to fill a vacancy to any office until after the 2030 election.

15.3 Compliance Audits

A council or local board shall establish a compliance audit committee before October 1 of an election year.

An elector who is entitled to vote in an election and believes on reasonable grounds that a candidate has contravened a provision of the *MEA* 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.

Within 30 days after the compliance audit committee has received the application, the

committee shall consider the application and decide whether it should be granted or rejected. The decision of the committee may be appealed to the Superior Court of Justice within 15 days after the decision is made. If the committee decides to grant the application, it will appoint an auditor to conduct a compliance audit of the candidate's election campaign finances.

The auditor will prepare a report to provide to the candidate, the Clerk and the applicant. The Clerk will forward the report to the committee. The committee will consider the report within 30 days after receiving it and will decide whether to commence legal proceedings against the candidate.

15.4 Penalties for Individuals

The following penalties are available to the courts upon conviction:

- A fine of not more than \$25,000;
- Imprisonment for a term of not more than six (6) months.

16. ACCESSIBILITY

16.1 Electors and Candidates with Disabilities

The Clerk shall have regard to the needs of electors and candidates with disabilities. The Clerk shall implement an accessibility plan to ensure electors and candidates receive required accommodation and that Help Centres are accessible.

16.2 Accessibility Resources for Candidates

Candidates must also have regard to the needs of electors with disabilities. Campaign offices, election materials and canvassing should all be reviewed in order to ensure that they are accessible to all electors, including those with disabilities.

17. MUNICIPAL DUTIES AND RESPONSIBILITIES

17.1 Council Meetings

The Council of the Town of Hanover meets in the Council Chambers located on the 2nd floor at the Civic Centre, 341 10th Street, Hanover on the first and third Monday of every month at 4:00pm. Council meets on a reduced schedule during July and August. A copy of the Council meeting schedule can be obtained from the Clerk or on the website at www.hanover.ca/council-meetings.

17.2 Council

Council considers all issues affecting the Town. Council meetings are structured and formal in nature. It is important to note that only Council can make decisions and that

Committees are utilized for the purpose of greater discussion and making recommendations that go before the entire Council.

17.3 Finance Committee

The Finance Committee reviews the municipal budget processes, reviews quarterly and yearly financial reports and provides direction on financial strategies and policies.

17.4 Ad-Hoc Committees

Council may establish Ad-Hoc Committees to deal with specific issues or items on an as required basis.

17.5 Special Purpose Bodies

From time to time, Hanover Council will appoint Council and citizen representatives to sit on various Boards, Committees and Authorities. A list of these committees and current appointees can be found on our website at www.hanover.ca/boards-committees-council.

17.6 Grey County Council

Grey County Council consists of the Mayor and Deputy Mayor from each of the nine member municipalities. The Warden is elected by council each year as the leader of County Council.

Grey County uses a Committee of the Whole governance structure. County Council meets on the second and fourth Thursday of the month immediately followed by a Committee of the Whole meeting.

If you require further information about County Council representation, please contact the County Clerk at 519.372.0219 or email clerks@grey.ca.