



**2026**

**Town of Greater Napanee  
Municipal Election  
Candidate Manual**

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## 1. Introduction and Contacts

This handbook has been prepared by the Town of Greater Napanee Clerk's Department to assist you as a candidate for elected office in the upcoming Municipal Election. This document is intended only as a guide and is not intended to cover all potential information required by a candidate. Candidates are also encouraged to refer to the Municipal Elections Guide published by the provincial Ministry of Municipal Affairs and the *Municipal Elections Act, 1996*.

Clerk's Department staff are available to assist you with any questions you may have related to the municipal election.

Jessica Walters, Clerk / Returning Officer  
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Christina Reeve, Deputy Clerk / Deputy Returning Officer

Elections Team  
Phone: (613) 776-1159  
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Office Hours – Mon-Fri, 8:30 a.m. – 4:30 p.m.

*The Mayor and Deputy Mayor will also be appointed to County Council. Candidates for those offices may wish to speak to the County Clerk about the additional duties for those roles.*

Tracy McKenzie, County Clerk – County of Lennox & Addington  
Email: [tmckenzie@lennox-addington.on.ca](mailto:tmckenzie@lennox-addington.on.ca)

## 2. Key Dates

This is a schedule of important dates relating to the campaign. If there are any changes to the dates, you will be notified by the Clerk.

<b>Nomination Period</b> Friday, May 1, 2026 – Friday August 21, 2026 at 2:00 p.m.	Nominations may be filed in person at 41 Dundas St by candidates or their agents during regular office hours.
<b>Candidate Information Session</b> May 7, 2026 at 6:00 p.m. (Stone Mills Township Hall)	Presentation from Ministry of Municipal Affairs on election rules. Local municipal Clerks will also be present to answer questions.
<b>Campaign Period</b> May 1, 2026 to December 31, 2026	The campaign period begins on May 1 or the date nominations are filed, whichever is later and ends on December 31, 2026 unless the candidate withdraws the nomination, the Clerk rejects the nomination or the candidate is continuing

	their campaign after December 31, 2026 to erase a deficit.
<b>Withdrawal of Nominations</b> Friday, August 21, 2026 at 2:00 p.m.	Nominations may be withdrawn in person during office hours in writing on or before August 21 at 2:00 p.m.
<b>Preliminary Voters' List</b> September 1, 2026	The Clerk shall post the voters' list and make the preliminary copy available to candidates
<b>Revision Period</b> September 1 – October 26, 2026	Eligible electors whose names are not on the voters' list or whose names were shown incorrectly on the list may be added to the voters' list or have the information on the list amended by filing an application with the Clerk's office.  An individual may also make an application to the Clerk to remove a deceased person from the Voters' List.
<b>Election Sign Posting Period</b> September 11 – October 30, 2026	As per the Election Signs By-law, signs may be posted 45 days before Election Day and must be removed within 4 days after Election Day.
<b>Provide Candidates with Voters' List Changes (upon written request)</b>	
<b>Certificate of Maximum Campaign Spending Limits</b> October 1, 2026	The Clerk to provide the certificate of maximum campaign spending limits based on the number of eligible voters for 2026.
<b>Voter Information Letters – Mailing</b> Fall 2026	Voter Information Letters containing unique PINs to be mailed to all registered voters.
<b>Online / Telephone Voting Period</b> Friday, October 16 – Monday, October 26, 2026	Voting PINs will be active from 9 a.m. on Friday, October 16 until close of polls on Voting Day. In person voting assistance will be available at certain municipal facilities during this period.
<b>Election Day</b> Monday, October 26, 2026	In person voting assistance will be available at the Best & Bash Arena from 10 a.m. – 8 p.m. Unofficial results will be posted as soon as possible after the close of polls.
<b>Official Results</b> Tuesday, October 27, 2026	The Clerk will publicly declare to be elected, the candidate having the highest

	number of votes for each office, as soon as possible after Election Day.
<b>Orientation Session(s)</b> TBD – November 2026	Orientation session(s) are being planned for November 2026 – details to follow
<b>Inaugural Meeting of New Council</b> Tuesday, November 17, 2026 at 1 p.m.	New members will take their oath of office
<b>Notice of Penalties &amp; Filing Fee to Candidates</b> February 28, 2027	Clerk to provide written notice to certified candidates reminding them of the filing deadline and penalties.
<b>Deadline for Filing of Financial Statements</b> Tuesday, March 30, 2027	Deadline for filing financial statements at 2:00 p.m.  * The Clerk must be advised, in writing by 2:00 p.m., if any Candidate has applied to the Ontario Court of Justice to extend the filing deadline.
<b>Clerk's Report</b> April 2027	Clerk to post submitted candidate financial statements on the Town website

### 3. **Offices to be Elected**

During the 2026 municipal election, voters in Greater Napanee will elect the following positions:

#### *Mayor (1)*

One member to be elected at large by all electors in Greater Napanee. The Mayor also holds a seat on the Lennox & Addington County Council.

#### *Deputy Mayor (1)*

One member to be elected at large by all electors in Greater Napanee. The Deputy Mayor also holds a seat on the Lennox & Addington County Council.

#### *Ward Councillor (5)*

Five members to be elected, one to represent each ward. Note that candidates are not required to live within the ward they seek to represent.

#### *Limestone District Public School Board (English Public)*

One trustee to be elected by public school electors to represent the Town of Greater Napanee.

#### *Algonquin & Lakeshore Catholic District School Board (English Separate)*

One trustee to be elected to represent the combined area of the Town of Greater Napanee, Loyalist Township, Township of Stone Mills and Prince Edward County. Nominations to be filed with the Loyalist Township Clerk.

#### *Conseil des écoles publiques de l'Est de l'Ontario (French Public)*

One trustee to be elected to represent the combined area of the Counties of Hastings, Prince Edward, Lennox and Addington, Frontenac, and Leeds and Grenville. Nominations to be filed with the Kingston City Clerk.

*Le Conseil des Écoles Catholiques de Langue Française du Centre-Est (French Separate)*

One trustee to be elected to represent the combined area of the Counties of Hastings, Prince Edward, Lennox and Addington and Frontenac. Nominations to be filed with the Kingston City Clerk

Note: 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.

**4. Duties of the Position**

As a member of Council, you will have the opportunity to influence and shape the future of the Township. The *Municipal Act, 2001* defines the roles of Council and the Head of Council (Mayor) as follows:

<b>Council</b>	<b>Head of Council (Mayor)</b>
To represent the public and to consider the well-being and interests of the municipality.	To act as chief executive officer of the municipality.
To govern the policies and programs of the municipality.	To preside over council meetings so that its business can be carried out efficiently and effectively.
To determine which services and levels of service the municipality provides.	To provide leadership to the council; To provide information and recommendations to the council with respect to the role of council as described in the Act.
To ensure that governance policies, practices and procedures and controllership policies, practices and procedures are in place to implement the decisions of council; To ensure the accountability and transparency of the operations of the municipality, including the activities of the senior management of the municipality.	To represent the municipality at official functions.
To maintain the financial integrity of the municipality.	To carry out the duties of the head of council under the <i>Municipal Act, 2001</i> or any Act.
To carry out the duties of council under the <i>Municipal Act, 2001</i> or any	

other Act.	
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As of May 2025, the Mayor of Greater Napanee is also subject to the Strong Mayor provisions of the Municipal Act, which impose obligations regarding the annual budget as well as discretionary powers in a number of areas.

Lennox & Addington County Council consists of the Mayor and Deputy Mayor from each of the four member municipalities. As a result, the elected Mayor and Deputy Mayor will sit on County Council by virtue of their office.

The Warden of County Council is elected by their council peers each year to serve as the Head of County Council. The County Council meets at least once a month on Wednesdays, usually at 6:00 or 6:30 p.m.

**5. Time Commitment and Compensation**

Candidates should be aware of the significant time commitments for a member of Council.

Members of Council fulfill a variety of responsibilities from a ward, constituent, municipal and corporate perspective. Councillors also share responsibilities for local boards and committees which generally meet in the evenings on a monthly basis. Responding to constituent needs will be an ongoing role of each Councillor. Members of Council are also involved in corporate initiatives and receive a variety of invitations to community meetings and events.

Currently, Council meetings are held on the second and fourth Tuesday of each month and start at 7:00 p.m. When closed session meetings are required, they normally start at 5:00 p.m. Elected officials can expect to spend at least 40 hours per month on their duties between attending meetings, preparing for meetings, communicating with staff and constituents, and attending various events.

The Mayor and Deputy Mayor can expect to spend more time in their roles due to the additional County duties. These include regular Council meetings as well as committee appointments. County committees typically meet 2 to 6 times per year.

Members of Council are compensated for the time they are expected to contribute to the role. The 2026 annual salary rates are:

- Mayor - \$34,333
- Deputy Mayor - \$22,230
- Councillor - \$20,166

The Mayor and Deputy Mayor also receive an additional salary from the County of Lennox & Addington as members of County Council. The 2026 rates are:

- County Council - \$21,844
- Warden - \$38,678

## **6. Nomination Process**

### *Filing Nomination Papers*

Nomination Day is Friday, August 21, 2026. Nominations may be filed on that day between 9:00 a.m. and 2:00 p.m. at the Clerk's Office at 99 Advance Avenue, Napanee. They may also be filed by appointment when the Clerk's Office is open (Monday to Friday, 9:00 a.m. – 4:00 p.m.) beginning on Friday, May 1, 2026.

A candidate must be nominated prior to raising campaign funds or incurring expenses.

Candidates must file the Nomination Paper – Form 1 and the Endorsement of Nomination – Form 2, which must be endorsed by at least 25 persons who are eligible electors within the municipality. An elector may endorse more than one nomination. The onus is on the candidate to ensure that the endorsement signatures are from eligible electors and the Clerk is to accept the endorsement on its face.

### *Identification*

All candidates must show proof of identity and qualifying address within the Town of Greater Napanee when the Nomination Paper – Form 1 is filed. This is to ensure that only the names of qualified candidates appear on the ballot.

Acceptable pieces of identification are contained within O. Reg. 304/13. They include, but are not limited to:

- Government issued identification or form that contains the name and qualifying address e.g. driver's license, income tax assessment
- Town of Greater Napanee property tax bill

If an agent is filing the nomination paper and endorsement of nomination on behalf of a candidate, the agent must provide written authorization from the candidate to submit the nomination form and a copy of the candidate's ID. They must also show their own identification.

### *Withdrawal of Nominations and/or Change of Office*

A candidate who wishes to withdraw a nomination must notify the Clerk in writing by 2:00 p.m. on August 21, 2026. Either the candidate or an agent of the candidate must file the withdrawal form in person. Upon receiving the withdrawal form, the nomination filing fee refund will be processed following the submission of a financial statement covering all financial transactions up to the time of the withdrawal.

Candidates may only be nominated for one office. A candidate who wishes to change the office they are running for must file a new nomination form for the new office, as well as the difference in filing fee if applicable. Upon filing of a new nomination form, the original nomination will be considered to have been withdrawn.

## 7. **Voting Methods**

The Town of Greater Napanee has used internet and telephone voting since the 2014 election. With this method, there are no paper ballots and all ballots are counted electronically immediately after the close of polls at 8:00 p.m. on Voting Day. The results will be posted on the Town of Greater Napanee website [www.greaternapanee.com](http://www.greaternapanee.com) after the close of polls. These results are considered “unofficial” until the Clerk certifies the results.

For the 2026 Municipal Election, the Town of Greater Napanee will be working with Sequent to provide eVoting services to eligible voters. This includes the convenience and independence of voting:

- From anywhere in the continental North America via telephone;
- Via internet from anywhere in the world where internet access is available; or
- In-person at a Voter Help Centre during the October 16-26, 2026 voting period.

### *Telephone Voting*

Eligible voters may vote using a touch-tone telephone, and the toll-free telephone number, date of birth, and PIN contained in their Voter Information Letter to access an audio ballot.

### *Internet Voting*

Eligible voters may vote online using a smartphone, tablet device, or computer and any accompanying assistive devices or software, along with their date of birth and PIN and qualifying information, to access the internet address provided in their Voter Instruction Letter.

### *In-person Voting at a Voter Help Centre*

Advance Voter Help Centres and an Election Day Voter Help Centre will be open to provide in-person internet voting opportunities via an iPad for those individuals who require it. The assistance of a trained Election Official is also available

Voters may attend the Voter Help Centres throughout the advance voting period. The Town of Greater Napanee will be operating the following Voter Help Centre locations during the advance voting period:

Town of Greater Napanee Administration Building  
99 Advance Ave, Napanee, ON

- October 16 and 19-23, 2026 – 9:00 a.m. to 4:00 p.m.
- Saturday, October 24, 2026 – 10:00 a.m. to 2:00 p.m.

Roblin Community Hall  
3264 County Rd 41, Roblin, ON

- October 20, 2026 – 3:00 p.m. to 6:00 p.m.

South Fredericksburgh Community Centre

2478 County Rd 8, Napanee, ON

- October 22, 2026 – 3:00 p.m. to 6:00 p.m.

The following Voter Help Centre will be open on Election Day, Monday October 26, 2026 from 10:00 a.m. to 8:00 p.m. for internet voting only:

- Best & Bash Arena - Banquet Hall  
16 McPherson Drive, Napanee, ON

#### *Special Voting Provisions*

Election Officials shall visit the following sites, consisting of long-term care facilities, the hospital and a retirement residence, to set-up on-site voting kiosks, or bedside voting opportunities for the residents of the facilities only:

- The John M. Parrott Centre
- Village Green
- Friendly Manor Nursing Home
- Lennox & Addington County General Hospital
- The Riverine Retirement Residence

#### *Proxies*

As a voting PIN is mailed to each eligible voter, there is no requirement for and no opportunity to vote by proxy.

### **8. Attendance at Voting Locations**

A candidate may attend voting locations, including voter help centers, or may appoint a scrutineer to represent them during the voting and counting of the votes.

The following rules of conduct apply:

- The Municipal Clerk, or designated Election Official, is responsible for the conduct of the Voter Assistance Center, and no Candidate or Scrutineer has any right to interfere with the Municipal Clerk, or designate, in the discharge of their duties.
- Prior to entering any of the Voting Facilities, every person appointed as a Scrutineer shall produce and show their Appointment of Scrutineer form to the Municipal Clerk or designate and take the Oral Oath of Secrecy.
- Only one scrutineer per candidate may be present at the same time in the Voting Facility.
- Scrutineers must not attempt to directly or indirectly influence how an elector votes.
- Scrutineers shall not display any campaign material or literature anywhere within the Voting Facility or the boundaries of the property where the Election is located, including the parking lot.
- Candidates, supporters, and scrutineers are not permitted to wear campaign material, hand out campaign material, or park a vehicle displaying campaign material in the parking lot of the Voting Centre. Anyone breaking these rules will be asked to remove the campaign material immediately.
- Recording devices are not permitted at any Voting Centre.

- Candidates and scrutineers are present to observe only, and shall not touch any election equipment or materials.

## **9. Use of Corporate Resources**

The *Municipal Elections Act, 1996* prohibits a municipality from contributing to a candidate. The Act also prohibits the candidate, or someone acting on the candidate's behalf, from accepting a contribution from a person who is not entitled to make one. Since contributions may take the form of money, goods, or services, any use by a candidate of the municipality's resources for their election campaign would be viewed as a contribution and, therefore, a violation of the Act.

Candidates may not:

- Use corporate resources (including Town business cards, letterhead, email addresses, etc.) for election-related purposes;
- Enlist the use of staff to work in support of a candidate's campaign during working hours;
- Use any municipal facility for election-related purposes, which includes the display of election signs or materials;
- Campaign or distribute campaign materials at Town hosted events, including Council or Committee meetings;
- Use the Town logo in any campaign materials.

Candidates may:

- Have basic campaign contact information included on the Town's election webpage, including approved profiles to aid in voter awareness;
- Promote or distribute election information created by the Town to voters;
- Request information about the election from election staff.

## **10. Campaign Finances**

### *Campaign Period*

You are only allowed to accept contributions or incur campaign expenses during your campaign period. Your campaign begins on the day you file your nomination. In most cases, your campaign will end on December 31, 2026. Exceptions are:

- If you withdraw your nomination, your campaign ends on the date you informed the clerk in writing that you withdrew;
- If you were not certified as a candidate and your name did not appear on the ballot, your campaign ends on nomination day (August 21, 2026);
- If you have extended your campaign to pay down a deficit, the end date for the extended campaign period.

### *Bank Account*

Once you have filed your nomination form, you are required to open a separate bank account for your campaign. Even if you are planning a very small campaign, you are not permitted to use your personal bank account for campaign finances.

All contributions must be deposited into the campaign bank account, including contributions you make yourself. All expenses must be paid for from the campaign account (except the nomination fee).

You are not required to open a bank account if you do not raise or spend money related to your campaign.

### *Contributions*

Campaign contributions are any money, goods, or services given to you for use in your campaign, including money and goods that you contribute yourself.

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 an average person would be charged is considered to be a contribution.

If you have volunteers working for your campaign, the value of their volunteer labour is not considered to be a contribution.

A cash donation of \$25 or less received at a fundraising event is not considered to be a contribution, and you may accept such donations without keeping track of who gave them to you.

You can only accept contributions after you have filed your nomination, and you cannot accept contributions after your campaign period has ended. Any contributions received outside the campaign period must be returned to the contributor. If you cannot return the contribution to the contributor, you must return it to the Clerk.

Contributions may only be accepted from individuals who normally reside in Ontario. A candidate and their spouse may also contribute to their own campaign. Contributions cannot be received from corporations, trade unions, or government entities.

### *Campaign Financial Statements*

It is your responsibility as a candidate to file a complete and accurate financial statement on time.

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.

Candidate's financial statements are deemed to be public documents and will be posted on the Town's website in their entirety. The documents will be available to the public for inspection until the next term of Council takes office after the next election (2030).

## **11. Advertising and Election Signs**

Election Signs are governed by the Town's Election Signs By-law. Signs on County Roads are also governed by the County Election Sign by-law. Candidates should be familiar with the requirements of both by-laws.

Signs may be posted 45 days prior to the election (September 11) and must be removed no later than four days after the election (October 30). Signs cannot be posted on public property, with the exception of signs posted on municipal road allowances. These signs must be at least 1 meter from the travelled portion of the road, outside a sight triangle, not interfering with the safe movement of traffic or pedestrians, and are not along a County road.

As per Section 88.3 of the *Municipal Election Act, 1996*, any election campaign advertisement purchased by or under the direction of a candidate must identify the candidate.

## **12. Voters' List**

The 2026 Preliminary List of Electors for the Town of Greater Napanee is prepared by the Elections Ontario. The list contains the names, addresses, and school support of each person who meets the qualifications of an elector. The Voters' List will be available to candidates on September 1, 2026.

In accordance with Section 23(4) of the *Municipal Elections Act, 1996*, a certified candidate will be entitled to receive copy on request of the part of the Voters' List that contains the names of the electors who are entitled to vote for the office for which the candidate is nominated. The Candidate shall submit a completed Voters' List Request Form and the Clerk's office shall provide the requested list. The default format is an excel document. A paper copy is available for a printing fee.

Candidates may only use the Voters' List for election purposes and are responsible for safeguarding the personal information included in the list.

Use of online, electronic and paper versions of the Voters' List, Interim and Final List of Changes to the List and all other information containing personal voter information shall be protected by the Candidate and shall not be used for any purpose other than the 2026 Municipal Election. All Voter information obtained by the Candidate during the 2026 Municipal Election shall be destroyed by the Candidate after the election, either by returning same to the Clerk for destruction with other election material or by deleting it entirely from Candidate computer hardware. If records are shared by the Candidates with others (campaign workers) an oath administered by the Candidate, similar to the one taken by the Candidate shall be administered and all shared records shall also be protected and destroyed.

## **13. Penalties**

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

- if you fail to file a financial statement or apply to the court for an extension by the filing deadline

- if your financial statement shows that you exceeded your spending limit
- 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 won the election) and you become ineligible to run or be appointed to fill a vacancy until after the 2030 election.

There are other penalties if you are convicted of an offence under the *Municipal Elections Act, 1996*. If you are convicted of an offence, you may be subject to:

- a fine of up to \$25,000
- ineligibility to run until after the next general election (2026)
- up to six months in prison
- forfeiture of your elected office, if the judge finds that you committed the offence knowingly

#### **14. Municipal Conflict of Interest Act and Code of Conduct**

All elected officials are subject to the *Municipal Conflict of Interest Act* (MCIA) and the Town's Code of Conduct Policy and should be familiar with these documents. The purpose of the MCIA is to ensure that local government decision-making is done in a transparent, independent, and accountable manner that will hold up to a high degree of scrutiny, while allowing elected officials to remain active participants in their communities.

The Council Code of Conduct sets out additional guidelines on ethical standards for elected officials, Council relationships with residents, and Council relationships with staff. A copy of the Code of Conduct is available on the Town website.

Having a potential conflict of interest does not bar someone from running for office. It does mean that, if elected, you would need to pre-emptively declare that conflict and remove yourself from any discussion or decision making when you, your business, your spouse, or your child stand to gain or lose financially from the outcome of that decision. It is a good idea for all candidates to review the MCIA and its potential impact to them when running for office.

Note that under the MCIA, no complaints may be filed with the Integrity Commissioner between nomination day (August 21) and voting day (October 26).

#### **15. Election Accessibility**

All elections must be run in a manner that is accessible to all Ontarians and considers the needs of people with disabilities. A copy of the Town's Election Accessibility Plan will be posted to the Town website before the election, and a final Accessibility Report which identifies any gaps or future improvements will be published within 90 days of voting day.

#### **16. Clerk's Procedures**

For any election procedures not governed by the *Municipal Election Act, 1996*, the Clerk has the authority to establish consistent procedures to be followed. A copy of

the Procedures will be posted to the Town website, and candidates will be advised by email of any changes after the initial publication.