



The Corporation of the Township of Hamilton
"By Land and Water We Flourish"

May 1, 2026

Dear Candidate,

Re: Letter from the Clerk for the 2026 Municipal and School Board Election Candidates

Congratulations on deciding to run for office!

This Candidates Information Package is designed to support you as you begin your campaign. It includes the required registration forms, key information, and directions to additional resources.

Please note that this package is a general guide and does not cover every legislative requirement. Candidates are responsible for understanding and complying with all applicable legislation and election procedures.

When you file your nomination papers, either I or Amanda Millar, Deputy Clerk, will meet with you to review the package and have you sign the Candidates' Declaration for Proper Use of the Voters' List and the Declaration of Qualifications.

If you have questions during your campaign, please submit them in writing to clerks@hamiltontownship.ca to ensure clear and consistent responses. General clarifications will be shared with all candidates where appropriate.

We have also included the Candidates Guide prepared by the County of Northumberland, which provides helpful information about County Council, its structure, and services.

We will continue to provide updates as more information becomes available. In the meantime, please check the Township of Hamilton's election webpage at www.hamiltontownship.ca/election for the latest information.

Wishing you all the best in your campaign.

Warm Regards,

Daphne Livingstone, Dipl.M.A, CMO
Municipal Clerk / Returning Officer





The Corporation of the Township of Hamilton
"By Land and Water We Flourish"

Candidates Information Package

2026 Municipal Election





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Important Note and How to Use This Guide

This guide has been prepared to provide information to Candidates seeking nomination for office in the Township of Hamilton 2026 Municipal Election.

The contents of this document are intended as a guide only to certain provisions of the relevant legislation and do not purport to recite all applicable statutory references. Prospective candidates must satisfy themselves through their own determination that they have complied with the election financing regulations and that they are in fact qualified by law to seek elected office.

It is in the Candidate’s responsibility to ensure that they review and understand all legislative requirements pertaining to Municipal Elections.

All candidates filing for the office of the Township of Hamilton Municipal Councillor after May 1, 2026, shall receive this guide.

2026 Municipal Election Information

The 2026 Municipal Election in the Township of Hamilton will be held by internet and telephone.

The advanced voting period in the Township of Hamilton will be October 16 – 25, 2026.

Voting day is Monday, October 26, 2026 until 8:00 p.m.





Notice of Nomination for Office

Under the *Municipal Elections Acts, 1996* (s. 32), municipalities must provide notice of the offices for which persons may be nominated and of the nomination procedure. The following Notice of Nomination for Office was issued on April 14, 2026 and appeared on the municipal website.

NOTICE OF NOMINATION FOR OFFICE

Municipal Elections Act, 1996 (s.32)

NOTICE is hereby given to the Municipal Electors of the Township of Hamilton that nominations for the following offices may be filed in person or by an agent between May 1, 2026 during regular business hours and until August 21, 2026 between 9:00 a.m. and 2:00 p.m. (Nomination Day). The following Nominations must be submitted to the Office of the Clerk at 8285 Majestic Hills Drive, Cobourg (located south of Camborne):

- Mayor (1 to be elected at large)
- Deputy Mayor (1 to be elected at large)
- Councillors (3 to be elected at large).

The following Nominations must be submitted to the Town of Cobourg Clerk's Office at 55 King Street West, Cobourg:

- Kawartha Pine Ridge District School Board - English Language Public School Board Trustee (2 to be elected for the combined area of the Municipality of Trent Hills, Alnwick/Haldimand Township, Town of Cobourg, Hamilton Township, and the Municipality of Port Hope).
- Peterborough, Victoria, Northumberland and Clarington Catholic District School Board - English Language Separate School Board Trustee (1 to be elected for Northumberland County).

The following Nominations must be submitted to the City of Oshawa Municipal Clerk's Office, 50 Centre Street South, Oshawa:

- Conseil Scolaire Catholique MonAvenir - French Language Separate School Board Trustee (1 Trustee to be elected by all French Catholic Electors in the areas of the Region of Durham, County of Haliburton, County of Northumberland, County of Peterborough, City of Peterborough, City of Kawartha Lakes, and City of Quinte West).



- Conseil Scolaire Viamonde - French Language Public School Board Trustee (1 Trustee to be elected by French Public electors in the Regional Municipality of Durham, Counties of Northumberland, and Peterborough and Cities of Kawartha Lakes, Peterborough and Quinte West).

Persons seeking to file a nomination must provide the following at the time of filing: Current identification proving identity and a qualifying address, the prescribed nomination forms completed and signed by the candidate, and a filing fee payable by cash, certified cheque, or money order. Candidates for a municipal council office must also submit the prescribed endorsement of nomination form signed by at least twenty-five (25) eligible electors in the municipality.

The filing fee for the office of Mayor is \$200; the fee for all other offices is \$100. Individuals may not receive contributions or incur election related expenses prior to filing a nomination form.

Individuals seeking nomination for municipal office are responsible for ensuring they are familiar with and comply with the requirements of the *Municipal Elections Act, 1996*. This includes, but is not limited to, rules related to eligibility, nominations, campaign financing, and election conduct. Candidates are encouraged to review the legislation and any applicable guidance materials to fully understand their obligations throughout the nomination and election process.

Forms, nomination process, and more election information available at www.hamiltontownship.ca/election.

Advanced Voting Period: October 16, 2026, to October 25, 2026
Voting Day: Monday, October 26, 2026 until 8:00 p.m.

Dated this 14th day of April, 2026
Daphne Livingstone, Dipl. M.A, CMO
Municipal Clerk / Returning Officer

clerks@hamiltontownship.ca | 905-342-2810 | www.hamiltontownship.ca/election



Candidate Eligibility

You are entitled to be an elector and to run for office if you are not disqualified by any Act or Law and if on Voting Day you are:

- A resident of the Township of Hamilton,
- A non-resident, who is an owner or tenant of land in the Township or the spouse of, or same sex partner of, such owner or tenant,
- A Canadian Citizen, and
- Are 18 years of age or older.



Filing Your Nomination

A candidate may file their nomination papers during regular business hours (8:30 a.m. to 4:30 p.m.) from May 1, 2026 until Nomination Day, August 21, 2026, from 9:00 a.m. to 2:00 p.m. Nominations papers are to be filed at the Municipal Office located near Camborne at 8285 Majestic Hills Dr., Cobourg, ON, K9A 4W5.

While not required, it is highly recommended that an appointment be made with the Municipal Clerk to file your nomination. Appointments can be made by calling 905-342-2810 ext. 110 or by e-mailing clerks@hamiltontownship.ca.

A potential candidate must file nomination papers prior to receiving any campaign contributions and/or expending any funds on a campaign.

Please bring the following with you to the Township of Hamilton Office when you file your nomination. (Electronic filing is not available at the Township of Hamilton. All nomination filings must be completed in-person).

- Completed Mandatory Nomination Paper (Form 1)
- Completed Endorsement of Nomination Form (Form 2)
- Completed Personal Information Release Form – Candidate Consent
- Candidates Declaration: Proper Use of the Voters List (to be completed in presence of the Municipal Clerk or Designate)
- Declaration of Qualifications - Council (to be completed in presence of the Municipal Clerk or Designate)
- Nomination Fee
 - \$200 for Mayor
 - \$100 for Deputy Mayor, Councillor
- Proof of ID and Township of Hamilton Residency / Ownership of Land

Those candidates who elect to file their nomination papers through an agent will require a certified copy of their photo identification to accompany their nomination papers and submit the filing fee in the prescribed form. In addition, your agent will be required to produce identification along with a letter from the candidate authorizing him/her as his/her agent to file their nomination paper.

Candidates may withdraw their nomination no later than 2:00 p.m. on Nomination Day. A briefing for candidates regarding election procedures will be scheduled following the nomination period.



Candidates who obtain nomination papers from the Municipal Clerk’s Office will be advised accordingly of any further legislative changes passed by the Legislature that affect election procedures.

Nominations for various School Board trustee positions may be filed during the same period at the following locations.

- Nominations for the English Language Public (2) and English Language Catholic (1) School Boards will be accepted by the Clerk of the Town of Cobourg.
- Nominations for the French Language Public (1) and French Language Catholic (1) School Boards will be accepted by the Clerk of the City of Oshawa.

Candidates are encouraged to regularly visit the Township of Hamilton’s Election webpage (www.hamiltontownship.ca/election) and the Ontario Ministry of Municipal Affairs and Housing website for updated election information.

If you have any questions about filing your nomination papers, please do not hesitate to contact Daphne Livingstone, Municipal Clerk / Deputy Returning Officer by emailing clerks@hamiltontownship.ca or calling 905-342-2810 ext. 110.



Township of Hamilton Election Resources

Candidates are advised to read and become familiar with the following By-laws, Policies, Procedures, and Plans. All documents and/or links to documents can be accessed online at www.hamiltontownship.ca/election

- Township of Hamilton Telephone / Internet Voting Policies and Procedures
- Township of Hamilton 2026 Municipal Election Accessibility Plan
- Township of Hamilton Use of Corporate Resources During an Election Policy



Campaigning

Campaign provisions within the *Municipal Elections Act 1996* have been clarified to allow candidates to access apartment buildings, condominiums, non-profit housing co-ops or gated communities from 9:00 a.m. until 9:00 p.m. in order to campaign. Landlords and condominium corporations will not be allowed to prohibit tenants or owners from displaying campaign signs in their windows.

Candidates are required to identify themselves on campaign advertisements and signs, so that it is clear who is responsible for each sign and advertisement that appears or is broadcast.

The following Election Sign By-laws and Regulations are available on the Township’s Election 2026 webpage (www.hamiltontownship.ca/election). Please read and become familiar with these documents.

- Township of Hamilton Election Sign By-law #2010-07
- Northumberland County By-law 13-08
- Ministry of Transportation Election Signs

Please note that the Township of Hamilton Sign By-law 2010-07 permits the placement of Election Signs on private property only. No sign shall be located, erected, posted, placed, or otherwise displayed on any property owned by the Township, including but not limited to road allowances and any other lands, buildings, and facilities.



Financial Reporting Requirements / Forms and Preliminary Estimates of Campaign Expense and Contribution Limits

Campaign Expense and Contribution Limits for the 2026 Municipal Election

As required by the *Municipal Elections Act*, 1996 included with this Candidates Information Package are the preliminary estimates of campaign expense and contribution limits for the 2026 Municipal Elections.

This preliminary estimate outlines your general spending and contribution limits. These estimates are based on the number of electors in the 2022 election. Final limits based on the number of electors on the Voters' List for the current election will be provided to you on or before September 30, 2026 by the Municipal Clerk / Returning Officer.

If the spending limit estimate that you received when you filed your nomination is higher than the final spending limit you receive in September, the estimate becomes your official spending limit.

Township of Hamilton candidates are strongly advised to review the section of the Ministry of Municipal Affairs and Housing's *2026 Candidates Guide* relating to election campaign finances, starting on page 15 of the *2026 Candidates Guide*. The Municipal Clerk cannot provide interpretation of the provisions of the Guide or the *Municipal Elections Act*, nor offer any legal advice. Candidates are encouraged to seek their own financial and legal counsel.

A link to the Ministry of Municipal Affairs and Housing's *2026 Candidates Guide* can be found on the Township's Election webpage at www.hamiltontownship.ca/election.

Election Campaign Finances – Notice of Penalties

The *Municipal Elections Act*, 1996 requires that the clerk provide to all candidates a notice of penalties set out in the Act relating to election campaign finances. Copies of the relevant sections of the Act are included in Schedule 'A' of this package and will be considered as notice provided by the Municipal Clerk.



Financial Reporting Requirements

The following information has been taken from the Ministry of Municipal Affairs and Housing's *2026 Candidates Guide* available on the Township's Elections webpage (www.hamiltontownship.ca/election).

"It is the responsibility of all election candidates to file a complete and accurate financial statement on time. The filing deadline is the last Friday in March following the election (Friday, March 26, 2027) before 2:00 p.m.

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. You must disclose and report your contributions and expenses as of January 4, 2027."

For more in-depth details on Financial Reporting Requirements, candidates are advised to review the Ministry's *2026 Candidates Guide* section on election campaign finances. This document is available on the Township's Elections webpage (www.hamiltontownship.ca/election).



Other Resources for Candidates

Candidates are strongly encouraged to read and become familiar with the following documents and websites. All documents and/or links to documents can be accessed on the Township’s Election webpage at www.hamiltontownship.ca/election.

These documents and websites are provided for informational purposes. It is in the Candidate’s responsibility to ensure that they review and understand all legislative requirements pertaining to Municipal Elections.

- Ministry of Municipal Affairs and Housing
 - *2026 Candidates Guide*
 - Candidates Finances
 - Guide to Third Party Advertisers
- AMCTO 2026 Municipal Elections Calendar
- Municipal Elections Act, 1996
- Municipal Act, 2001
- [Service Ontario e-laws](#) for the following relevant legislation
 - Education Act
 - Tenant Protection Act, 1997
 - Condominium Act, 1998
 - Interpretation Act
 - Public Service Act



Township of Hamilton 2026 Municipal Election Contacts

If you have any questions regarding this Candidates Information Package, the 2026 Election, or any Township of Hamilton Election documents or plans, please do not hesitate to contact a member of the Township's Election team or email clerks@hamiltontownship.ca.

Table 1: Township of Hamilton 2026 Election Team Contact Details

Election Role	Contact Name	Contact Details
Returning Officer	Daphne Livingstone, CMO Municipal Clerk	905-342-2810 ext. 110 dlivingstone@hamiltontownship.ca
Deputy Returning Officer	Amanda Millar Deputy Clerk	905-342-2810 ext. 117 amillar@hamiltontownship.ca



Schedule 'A': Notice of Penalties under the Municipal Elections Act, 1996

The following is excerpted from the *Municipal Elections Act*, 1996 and shall be considered as Notice provided to Election Candidates as of May 1, 2026.

Notice of penalties

33.1 The clerk shall, before voting day, give to each person nominated for an office notice of,

- (a) the penalties under subsections 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. 2016, c. 15, s. 25.

Refund

34 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 pm on the filing date in accordance with that subsection. 2016, c. 15, s. 26.

Effect of default by candidate

88.23 (1) 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. 2016, c. 15, s. 60.

Penalties



- (2) 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. 2016, c. 15, s. 60.

92 (1) 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. 2016, c. 15, s. 68 (1).

Daphne Livingstone, CMO
Municipal Clerk / Returning Officer

