



**Municipality of Markstay-Warren
2026 Municipal Election**

Nomination Package

www.markstay-warren.ca

Approved by the
CAO/Clerk of the
Municipality of Markstay-Warren
this 30th day of April, 2026

Table of Contents

- 1
- Table of Contents..... 3
- Introduction 4
- General Information 5
- Nomination Information..... 6
 - Who can be a candidate? (MEA s. 17) 6
 - What are the roles and responsibilities of these offices? 6
 - What is the time commitment if I am elected? 7
 - How do I file my Nomination Papers? 7
- Election Signs 9
- Resources for Candidates 10
 - 2026 Candidates’ Guide - Ontario municipal and school board elections 10
 - 2026 Voters’ Guide - Ontario municipal council and school board elections..... 10
 - Ontario Municipal Councillor’s Guide..... 10
 - Policy for the use of Corporate Resources for Election Purposes 11
- Appendix “A” 11
 - Nomination Forms (Form 1, Form 2)
- Appendix “B”..... 13
 - By-law 2013-64 Being a By-Law to Regulate Municipal Election Signs
- Appendix “C”..... 16
 - 2026 Ontario Municipal Elections - Policies, Procedures and Forms

Introduction

Thank you for your interest in running as a candidate for office in the 2026 Municipal and School Board Election.

This information package is intended for individuals considering a position on council in the 2026 Municipal Elections in the Municipality of Markstay-Warren.

You are encouraged to review the *Municipal Elections Act, 1996* and its applicable regulations, available online at: <https://www.ontario.ca/laws/statute/96m32>.

The *Municipal Elections Act* sets out detailed requirements for candidates. This document provides a summary of nomination requirements for convenience and is not to be considered legal advice or a substitute for the legislation. It highlights select portions of the legislation with general relevance and does not include all provisions.

The Municipality of Markstay-Warren's election website (<https://markstay-warren.ca/>) also contains important information. This guide, along with other materials on the website, is an important resource for anyone considering municipal or school board office. You are strongly encouraged to review the information and check the website regularly for updates.

For further information, please contact:

Marc Serré CAO/Clerk
Municipality of Markstay-Warren
21 Main St South, PO Box 79
Markstay Ontario P0M 2G0
(705) 853-4536 ext. 202
Email: cao@markstay-warren.ca

General Information

Important Dates

Nomination Period: Friday, May 1, 2026 to Friday, August 21, 2026

Nomination Day: Friday, August 21, 2026 (9 a.m. – 2 p.m.)

Election Day: Monday, October 26, 2026 (10 a.m. – 8 p.m.)

Voting Period: Monday, October 19, 2026 at 9:00 am to October 26, 2026 at 8:00 pm (e-voting)

Term of Office

The Term of Office is four years for municipal council and school board trustees, beginning on November 15, 2026 and ending November 14, 2030.

Candidates to be Elected

MAYOR	1 to be elected at large
COUNCILLOR	4 to be elected at large

Voting Method

On October 6, 2025, the Council of the Municipality of Markstay-Warren adopted By-law 2025-38 authorizing the use of Telephone/Internet Voting method as an alternative voting method for Municipal Elections.

Duties of the Clerk (MEA S. 11 & 12, 42)

The Clerk is responsible for conducting and preparing for the election, preparing for and conducting a recount in an election, maintaining peace and order in connection with the election.

By June 1, the Clerk shall establish procedures and forms for use of alternative voting methods. The Municipal Election Policy and Procedure Manual developed by the Clerk clearly defines the discretionary authority, statutory functions and responsibilities of the Clerk in relation to Municipal Elections and the manner in which the powers will be exercised. The policy further ensures consistency, transparency and the integrity of the election process. Once prepared, a copy of this Manual will be provided by the Clerk.

Nomination Information

Who can be a candidate? (MEA s. 17)

Municipal Council

A person who is qualified to be a voter in the Municipality of Markstay-Warren for the 2026 Municipal Election is also eligible to be a candidate for office. That means, on the day that you submit your Nomination Form, you must be qualified to hold that office. Candidates for the offices of Mayor or Councillor must meet the same criteria as eligible voters or electors.

You must be:

- A resident of the Municipality of Markstay-Warren, or an owner or tenant of land in the Municipality of Markstay-Warren, or the spouse or same sex partner of such an owner or tenant;
- A Canadian citizen;
- At least 18 years old;
- Not prohibited from voting by law

School Board Trustee

A candidate for a school board must, upon nomination, be a qualified municipal elector and fulfill all of the following requirements:

- A resident within the jurisdiction of the board;
- A supporter of the board;
- A Canadian citizen;
- At least 18 years old

In order to be considered for declaration as a legally qualified municipal candidate, you must file a Nomination Form with the Clerk of the Municipality of Markstay-Warren .

The deadline for filing Nomination Forms is **Friday, August 21, 2026 at 2:00 p.m.**

What are the roles and responsibilities of these offices?

Council is made up of one (1) Mayor and four (4) Councillors. The Municipality of Markstay-Warren operates under an at-large system, whereby one (1) mayor and four (4) councillors are elected by all eligible voters across the municipality.

The Mayor (Head of Council) is responsible to provide leadership and act as a spokesperson to the public. They are also responsible to advocate the needs of the Municipality with other levels of government. For a more detailed role of the Head of Council refer to section 225 of the Municipal Act, 2001.

Municipal decisions, however, are generally made by council as a whole. Each member of council, including the head of council, only has one vote.

In strong mayor municipalities, the head of council has additional powers and duties (see Part VI.1 of the Municipal Act) and may have more power than council over certain municipal decisions. Read [Section 10 of the Ontario Councillor's Guide](#) for more information. The Municipality of Markstay-Warren is not designated as a strong mayor municipality and does not have strong mayor powers.

As a councillor, three primary roles are carried out within the municipality: representative, policy-maker, and steward. These roles frequently overlap. Councillors are required to review and make decisions on issues that can be complex and, at times, controversial. Many of these decisions have long-term consequences for the municipality that extend beyond a four-year term of office, and they should be made within the context of the municipality's plans for the long-term health and well-being of the community. Read [Section 1 of the Ontario Councillor's Guide](#) for more information.

The role of Council is defined by Section 224 of the Municipal Act:

- (a) to represent the public and to consider the well-being and interests of the municipality;
- (b) to develop and evaluate the policies and programs of the municipality;
- (c) to determine which services the municipality provides;
- (d) to ensure that administrative policies, practices and procedures and controllership policies, practices and procedures are in place to implement the decisions of council;
 - (d.1) to ensure the accountability and transparency of the operations of the municipality, including the activities of the senior management of the municipality;
- (e) to maintain the financial integrity of the municipality; and
- (f) to carry out the duties of council under this or any other Act. 2001, c. 25, s. 224; 2006, c. 32, Sched. A, s. 99.

What is the time commitment if I am elected?

The time commitment varies from individual to individual and can depend upon the elected individual's employment circumstances. A Mayor/Councillor can expect to devote time for a minimum of two meetings per month along with various duties as appointed by Council. This would include in getting prepared for the meeting(s), (reading reports, materials etc.) and becoming knowledgeable about municipal procedure/by-laws and policy governance.

The Municipality may also have numerous Committees and Boards, additional information in relation to the types of meetings can be found [here](#) on the Municipality's Meeting Portal.

How do I file my Nomination Papers?

All Nomination forms must be filed, either in person or by an agent, with the Clerk/Returning Officer during Municipal Office hours (Monday to Friday, 8:30 AM to 4:00 PM) between May 1, 2026 to Thursday, August 20, 2026, and between 9:00 a.m. and 2:00 p.m. on Friday, August 21, 2026 (Nomination Day).

Nominations for the positions must be submitted on the prescribed **FORM 1** (Nomination Paper) Forms are attached in Appendix "A".

Nomination documents shall be accompanied by the prescribed nomination filing fee for the Head of Council (Mayor) is \$200.00 and all other offices are \$100.00 (Councillor or School

Board Trustee). The fee shall be paid by cash, debit, certified cheque or money order payable to the Municipality of Markstay-Warren. Proof of identification will be required (ie. Driver's licence, health card, passport, etc.).

Persons who propose to be candidates in the Municipal Election must submit their nomination paper to the Office of the Clerk prior to accepting or soliciting funds for their campaign.

The election campaign period for candidates begins the day the nomination paper is filed and ends on December 31, 2026. A candidate cannot accept campaign contributions before he/she has filed a nomination paper.

The Candidate being nominated will be provided with the following:

- Notice of Penalties
- Preliminary Maximum Campaign Expenses
- Preliminary Maximum Amount of Contribution - Own Campaign
- Preliminary Maximum Amount of Expenses for Parties etc.

Municipal Freedom of Information & Protection of Privacy Act (MFIPPA)

Once the nomination form is filed with the Clerk, the candidate may sign the consent to release personal information authorizing the Clerk to release personal information to the public and media.

Unofficial List of Candidates

The Clerk shall provide notice of the unofficial list of candidates by preparing and posting in the Municipal Office and on the website an "Unofficial List of Candidates" which is to be updated as each Nomination Paper is filed. The list will be clearly marked "Unofficial". The Clerk must obtain authorization from the candidate to post their personal information, such as their addresses. The list is indicated as "unofficial" until the nominations have been certified.

Certification of Nomination Papers (MEA s. 35 (1))

On or before Monday, August 24, 2026, at 4:00 pm, the Clerk will do a review of each nomination received to determine qualification and if the nomination complies with the Act. Once satisfied the candidate is qualified, the Clerk shall certify the nomination.

Rejection of Nomination Paper (MEA s. 35 (3))

If the Candidate is not qualified to be nominated, or the nomination does not comply with the Act, the Clerk will reject the Nomination and as soon as possible provide notice on to the person who sought to be nominated by email and to all other candidates for that office.

Withdrawal of Nominations (MEA s. 36)

A candidate shall appear in person to withdraw his/her nomination in the Clerk's office prior to 2:00p.m. on Nomination Day. If an agent is filling the withdrawal on behalf of the candidate, a Letter of Authorization must be provided to the Clerk. If a candidate files a new nomination for an office in the same election, the first nomination shall be deemed to have been withdrawn at the time the second nomination is filed. The difference in the filling fee shall be paid if applicable.

Election Signs

Election signage can play an effective and colourful role in the campaign process. The Municipal Elections Act, 1996 does not address where campaign signs may be located or when they may be erected. However, on occasion, the placement of signs in inappropriate locations causes difficulty.

The Municipality of Markstay-Warren has enacted the Municipal Election Signs By-law 2013-64. See Appendix B.

Resources for Candidates

2026 Candidates' Guide - Ontario municipal and school board elections

The Ministry of Municipal Affairs & Housing provides a comprehensive guide to Candidates for municipal council and school board elections. The guide is available [here](#) or a printed copy can be provided by the Clerk.

2026 Voters' Guide - Ontario municipal council and school board elections

The Ministry of Municipal Affairs & Housing provides information to voters for municipal council and school board in the form of a guide. The guide is available [here](#) or a printed copy can be provided by the Clerk.

Ontario Municipal Councillor's Guide

The Ministry also prepares a guide for Municipal Councillors during their term to help meet their responsibilities to the people in their community. The guide is available [here](#).

2026 Ontario Municipal Elections – Policies, Procedures and Forms

The purpose of this policy is to clarify the appropriate use of corporate resources by members of Council or Committees during an election period to protect the interest of the current and future Members of Council and Committees of Council, staff and the Corporation. A copy of this Policy is attached in Appendix “C”.

Appendix “A”

Nomination Paper - Form 1

Déclaration de candidature – Formulaire 1

Appendix "B"

THE CORPORATION OF THE MUNICIPALITY OF MARKSTAY- WARREN

BY-LAW NUMBER 2013-64

BEING A BY-LAW TO REGULATE MUNICIPAL ELECTION SIGNS

WHEREAS the Municipal Act, 2001 provides that a Council of a municipality may pass a By-law for the prohibition or regulation of the erection of signs and other advertising devices; and

WHEREAS Council for the Corporation of the Municipality of Markstay-Warren deems it advisable to have a by-law regulating the location and posting of all election signs for Municipal elections; and

WHEREAS the Council has determined that, for the purpose of aesthetics and public safety, it wishes to regulate the placement of election signs, on, over, in or under any public highway, sidewalk or other municipal property under its jurisdiction.

NOW THEREFORE THE COUNCIL FOR THE CORPORATION OF THE MUNICIPALITY OF MARKSTAY-WARREN ENACTS AS FOLLOWS:

1. For the purpose of this By-law:
 - a. "election sign" means any type of sign or other form of display that promotes directly or indirectly the candidacy of any person for election to public office;
 - b. "municipal property" means property owned by the Corporation of the Municipality of Markstay-Warren which does not include road allowances or right of ways;
 - c. "voting day" means the day on which the final vote is to be taken in a municipal election.
2. Election signs associated with a municipal election shall not be erected or installed until after the candidate has filed his or her nominations papers with the Office of the Clerk, in accordance with the Municipal Act.
3. Election signs placed, posted or displayed shall not obstruct visibility or impede vehicular traffic.
4. Election signs shall not be placed, posted or displayed on public sidewalks or in such location on, over or near a sidewalk so as to interfere with or obstruct

normal pedestrian traffic.

5. Election signs shall not be placed, posted or displayed on any municipal property, including but not limited to parkland, and other lands, buildings and facilities owned by the Municipality of Markstay-Warren.

6. Election signs placed on private property are allowed with the land owner's permission.

7. Election signs must be completely removed from all properties within 72 hours after Voting Day.

8. A refundable deposit of \$100.00 shall be made to the Office of the Clerk prior to placing, posting or displaying any election sign within the boundaries of the Municipality of Markstay-Warren. This deposit shall be returned to all candidates who adhere to section 7 of this by-law. Application for installation of election signs shall be completed, as attached as Appendix "A" to this by-law, and provided to the Office of the Clerk to be accompanied by the deposit.

9. Any election sign that does not comply with this by-law may be removed, or caused to be removed, by the Corporation of the Municipality of Markstay-Warren. Candidates will be required to collect any removed signage from the Office of the Clerk. Signage not collected will be disposed of if after voting day without notice and without compensation to the owner. .

**READ A FIRST TIME AND CONSIDERED READ A
SECOND AND THIRD TIME AND PASSED IN OPEN
COUNCIL THIS 16th DAY OF DECEMBER 2013**

MAYOR

CLERK

APPENDIX "A" TO BY-LAW NUMBER 2013-64

Application for installation of election signs

I have read and understood the terrris as set out in by-law number 2013-64 "Being a by-law to regulate municipal elections signs".

I understand that as per section 9 "Any election sign that does not comply with this by-law may be removed, or caused to be removed, by the Corporation of the Municipality of Markstay-warren. Candidates will be required to collect any removed signage from the Office of the Clerk. Signage not collected will be disposed of if after voting day without notice and without compensation to the owner."

Name of Candidate:

Date of Nomination: Date

of Application: _____

Copy of By-law Provided: **D** Yes _____ (initials of candidate)

Method of \$100.00 deposit payment: (attach copy of all receipts)

C Cheque **D** c ash **D** Interac

Signature of candidate: _____

For Office Use only:

Approved by: __ Date: _____

Approved for Refund by: _____

Method and date of Refund:

****Provide copy of form to Candidate****

**** Retain original for candidates file****

Appendix “C”

2026 Ontario Municipal Elections- Policies, Procedures and Forms