



2026 Municipal Election Candidate Information



Introduction

Thank you for your interest in serving the public as part of Municipal Council! Serving the public as an elected official requires a four-year commitment of considerable time and energy. You are getting ready to embark on a journey that will be both rewarding and frustrating. If you are a first-time candidate, you will find running for office to be a challenging and exciting experience. We hope that with this package, your trip through the election process will be made a little easier.

The *Municipal Elections Act, 1996* sets out in detail the requirements to be met by candidates for office. These requirements have been summarized for your convenience. We urge you to obtain your own updated copy of the Municipal Elections Act which can be downloaded from the Province of Ontario E-Laws website: <https://www.ontario.ca/laws/statute/96m32>

The Ministry of Municipal Affairs and Housing has their website full of election information. Some of that information is included in your package and they are a great resource for candidates. Their website is <https://www.ontario.ca/page/municipal-elections>

It is most important to note that the contents of this package are intended only as a guide to certain provisions of relevant legislation and do not purport to recite all applicable statutory references. Prospective candidates must satisfy themselves through their own determination that they have complied with the election financing regulations and that they are in fact qualified to vote and run for office.

As this election year progresses, additional information will be available regarding the specifics of the election process. We will be providing you with this information as it becomes available. You are advised to read the enclosed material carefully. It is important that you are aware of your responsibilities as a candidate.

Any questions that candidates have will be handled through email only so that all responses will be emailed to **ALL** candidates for a fair and open process.

Best wishes for a successful campaign.

Amy Leclerc
Municipal Clerk
P: (705) 74-5611 ext 102
E: clerk@mattawa.ca

Sabrina Poullas
Deputy Clerk
P: (705) 744-5611 ext 105
E: deputyclerk@mattawa.ca

Frequently Asked Questions

Important Dates

DATE	DETAILS
May 1, 2026	First day nominations may be filed
August 21, 2026	Nomination Day Last day nominations will be accepted from 9:00 am to 2:00 pm
August 24, 2026	Nominations to be certified or rejected by the Clerk List of candidates will be posted by 4:00 pm
September 1, 2026	Revision period commences for the voters' list
October 26, 2026	Election Day

What is the Term of Office?

The term of office will be four years. This will begin November 15, 2026 ending November 14, 2030.

Who can be a candidate?

Any person who is qualified to be a voter is also eligible to be a candidate.

Candidates for the offices of Mayor and Councillor must be:

- A resident of the Town of Mattawa, or an owner or tenant of land in Mattawa, or the spouse/partner of such an owner or tenant
- A Canadian citizen
- Must be 18 years or older
- Not prohibited from voting by law

A candidate for School Board Trustee must reside within the Board area and be a supporter of that Board. School Board Trustee nominations are to be filed through the Municipality of East Ferris.

Please note that if you were a candidate in the 2022 Municipal Election and failed to file a financial statement, you are ineligible to be elected or appointed to any office until the 2030 Municipal Election.

What offices are to be elected?

The offices to be elected are:

- Mayor (1)
- Councillors (6)

School Board Trustee (1 for each board)

- English Public
- English Separate
- French Public
- French Separate

When can interested candidates file their nomination paperwork?

Individuals can file beginning Friday May 1, 2026 during regular office hours until Friday August 21, 2026. Nomination paperwork will be by appointment only.

Is it possible to file your nomination online?

No. Candidates must file in person **by appointment only**.

What do I need to file my nomination paperwork?

The nomination must be completed in full and filed in person by the candidate or agent and include:

- Identification suitable to the Clerk
- Nomination Paper – Form 1
- Application filing fee
 - \$200 for Mayor (Head of Council)
 - \$100 for Councillor

What are the responsibilities of these offices?

The Mayor is responsible to provide leadership and act as a spokesperson to the public and work with other levels of government.

As per Section 225 of the *Municipal Act, 2001*, the role of Head of Council is:

- (a) to act as chief executive officer of the municipality;
- (b) to preside over council meetings so that its business can be carried out efficiently and effectively;
- (c) to provide leadership to the council;
- (c.1) without limiting clause (c), to provide information and recommendations to the council with respect to the role of council described in clauses 224 (d) and (d.1);
- (d) to represent the municipality at official functions; and
- (e) to carry out the duties of the head of council under this or any other Act. 2001, c. 25, s. 225; 2006, c. 32, Sched. A, s. 100.

Each Councillor is responsible to work together as a whole as the primary decision-making body for the Town.

As per Section 224 of the *Municipal Act, 2001*, the role of Council is:

- (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 minimum time commitment if I am elected?

A member of Council can expect to devote time for a minimum of three meetings a month along with various duties on outside Committees as appointed by Council.

Meetings are generally held during an evening. The second and fourth Monday of each month is dedicated to the regular meeting and the third meeting is dedicated to a Committee of the Whole meeting.

During the months of July, August and December there is only one regular meeting for each of the months and held on the second Monday.

How do I get my agenda packages?

All agenda packages will be provided electronically through email and members are responsible to check their municipal email on a regular basis as it is the primary means of communication.

How much does the Mayor and Councillors get paid?

The Council remuneration by-law sets the rates for Council:

Position	2025 Rate effective January 1, 2025	2026 Rate effective January 1, 2026 (2% increase)	2027 Rate effective January 1, 2027	2028 Rate effective January 1, 2028	2029 Rate effective January 1, 2029	2030 Rate effective January 1, 2030
Mayor	\$16,646	\$16,979	\$18,906	\$19,144	\$19,387	\$19,635
Deputy Mayor	\$12,485	\$12,735	\$12,906	\$13,144	\$13,387	\$13,635
Councillor	\$11,444	\$11,673	\$11,906	\$12,144	\$12,387	\$12,635

While Council does not have a Deputy Mayor set through the election process, the Councillor that topped the poles are named as Deputy Mayor through Council resolution and will fill the role of Mayor when required.

Can I withdraw my nomination?

Yes, the last day to withdraw a nomination is Friday August 21, 2026 at 2:00 pm.

When is the Council Inauguration Ceremony?

The ceremony will be held on Monday November 16, 2026. The only exception to this would be if a recount is required within the appropriate time period after Election Day.

How do I contact the Clerk's Department?

For all information concerning the municipal elections and the processes please contact:

Amy Leclerc, Municipal Clerk, phone: (705) 744-5611 ext 101, email: clerk@mattawa.ca
Sabrina Poullas, Deputy Clerk, phone: (705) 744-5611 ext 105, email: deputyclerk@mattawa.ca

What's included in the package?

You were provided a USB for the 2026 Municipal Elections. On this USB is the following resources that you will need for your candidacy:

- 2026 MMAH Candidates Guide
- 2026 MMAH Third Party Advertiser Guide
- 2026 MMAH Voters Guide
- Administrative Policies & Procedures (Municipal Reference)
- AMCTO Candidates Guide to Accessible Elections
- Election Sign Section 5.5.10 (MTO Sign Guidelines)
- Governance Policies (Municipal Reference)
- Mattawa Election Procedures Policy 2026 (Clerk's Guide)
- The Ontario Municipal Councillor's Guide
- Use of Municipal Resources During Election Policy

It is **your responsibility** to review the guides and information to ensure the proper rules are complied with.

If you have any questions concerning the information provide you can email the Clerk and Deputy Clerk.

Good luck with your run for office.