



Dear Candidate,

Congratulations on your decision to run for office!

The nomination package contains forms you will require to properly register yourself as a candidate and to be prepared for your campaign. It also contains other information, such as a Candidate Guide for Ontario Municipal and School Board Elections published by the Province of Ontario through the Ministry of Municipal Affairs and Housing (MMAH) and a guide to assist you in providing an accessible campaign.

Remember, it is your responsibility to identify, understand and follow the obligations of a candidate as they are set out in the relevant legislation and in the other procedures that are established for this election.

The Municipal Clerk/Returning Officer (or their designate) will meet with you when you file your nomination paper and discuss each of the documents in the package with you, if questions of the Municipal Clerk arise during the course of your campaign, please submit them in writing or by email (cobourgvotes@cobourg.ca). Clarification of general application will be made to all candidates through email.

The Town will be accepting nominations via appointment and the booking will be available on the Town's Municipal Election Website. You can always call the Town and email to also book a time to file your nomination.

Please monitor the Town of Cobourg official election website www.cobourgvotes.ca for information updates.

Sincerely,

Brent Larmer,
Municipal Clerk/ Director, Legislative Services
Returning Officer
blarmer@cobourg.ca
905-372-4301 Ext 4401

Introduction

This guide provides information that is pertinent to candidates running for municipal and school board offices in the Town of Cobourg. This document is intended only as a guide, and prospective candidates are responsible for ensuring they comply with all requirements of the *Municipal Elections Act*, 1996.

Additional inquiries can be made by contacting the Clerks Services Department during regular office hours, Monday-Friday, 8:30 a.m. to 4:30 p.m. Statutory notices will be published in a local media outlet. Information is also available on the Town's web page at www.cobourgvotes.ca

To be Elected

Council Members:

Mayor

One (1) to be elected, at-large within the Town and also serves as a member of Northumberland County Council.

Deputy Mayor

One (1) to be elected, at-large within the Town and also serves as the alternate member of Northumberland County Council.

Councillor(s)

Five (5) to be elected at-large within the Town

School Board Trustees

(English, French, Public and Separate School Boards)

Kawartha Pine Ridge District School Board
(English Language Public School Board):

Two (2) Trustees to be elected for the combined area of Alnwick/Haldimand Township, Town of Cobourg, Hamilton Township and the Municipality of Port Hope.

***Nominations shall be filed in the Town of Cobourg Municipal Clerk's Office.**

Peterborough, Victoria, Northumberland and Clarington Catholic District School Board
(English Language Separate School Board)

One (1) Trustee to be elected for Northumberland County.

***Nominations shall be filed in the Town of Cobourg Municipal Clerk's Office.**

Conseil Scolaire Viamonde

(French Language Public School Board)

One (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

***Nominations shall be filed in the City of Oshawa Municipal Clerk's Office, 50 Centre Street South, Oshawa.**

Conseil Scolaire Catholique MonAvenir
(French Language Separate School Board)

One (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.

***Nominations shall be filed in the City of Oshawa Municipal Clerk's Office, 50 Centre Street South, Oshawa.**

Who Can Be a Candidate

Candidates must be:

- a resident of the municipality or a non-resident owner or tenant of land in the municipality or the spouse of such non-resident owner or tenant;
- a Canadian citizen and at least 18 years old
- not legally prohibited from voting
- not disqualified by any legislation from holding municipal office

**In municipal elections in Ontario, candidates are not elected to represent a political party.

Who Cannot be a Candidate

The following people are disqualified from being elected as a school board trustee, a member of council, or from holding office as a member of council:

- a judge of any court
- a member of the Provincial Legislature, the Federal House of Commons or Senate who has not resigned from their office by the close of nominations (proof of resignation must be provided by the close of the nominations or the Clerk will not certify the nomination)
- a candidate who failed to file the necessary financial statement or exceeded the prescribed spending limit in the last municipal election or by-election
- a municipal employee who has not taken an unpaid leave of absence cannot run for mayor or council (if you are elected you must resign from your job)

- an employee of any school board who has not taken an unpaid leave of absence cannot run for a trustee position in Ontario at the same time (if you are elected you must resign from your job)

Filing a Nomination

The first day that candidates can register for nomination is May 1, 2026. The deadline to file a nomination for the municipal election is 2 p.m. on August 21, 2026. Nominations must be filed in person with the Clerks division during regular office hours (except on Aug. 21 from 9 a.m. to 2 p.m.). Due to the complexity of the filing process, prospective candidates are requested to book an appointment, if possible, to be sure there is adequate time to file a nomination, especially during Nomination Day.

To file a nomination, you must provide:

- nomination paper ([Form 1](#))
- declaration of qualifications
- at least twenty-five (25) declaration of endorsements ([Form 2](#)) (applies to Mayor, Deputy Mayor and Councillor candidates only)
- current acceptable identification (proof of address)
- nomination filing fee (paid by cash, or debit card, certified cheque or money order, payable to Town of Cobourg Elections) filing fee is \$200 for candidates running for mayor and \$100 for all other candidates; nomination fees are refunded to candidates once they file the required financial statement

A person cannot raise or spend money on an election campaign until they have filed their nomination.

Nomination Endorsements

Anyone running for Town Council must submit the signatures of twenty-five (25) voters endorsing the nomination. Each individual providing a signature must sign a declaration stating that they are eligible to vote in the municipality on the day that they signed the endorsement.

The requirement to submit twenty-five (25) nomination signatures does not apply to candidates running for school board trustee positions.

If a candidate files a nomination and then changes their mind and decides to run for a different office on the same Council (such as running as a Councillor then decides to run for Mayor), new signatures are not required.

Ontario Forms Repository - [Endorsement of Nomination \(Form 2\)](#)

Nomination Form

A nomination paper must be filed in person by either the candidate or an agent of the candidate.

The candidate's declaration of qualification must be taken before a Commissioner of Oaths. Town Clerks can administer this oath. If an agent is filing the nomination paper on behalf of a candidate, the candidate's declaration of qualification must be commissioned by any commissioner of oaths, prior to the agent filing the paper.

Candidates are required to show proof of identity and qualifying address within the Town of Cobourg at the time of filing. Under the *Municipal Elections Act*, the Town Clerk is required to reject or certify the nominations of candidates on or before 4 p.m. on August 24, 2026.

A candidate who wishes to withdraw their nomination, must notify the Clerk in writing by 2 p.m. on August 21, 2026. The withdrawal may not be faxed or scanned. The candidate must submit a financial statement including all financial transactions up to the time of the withdrawal.

Ontario Forms Repository - [Nomination Paper \(Form 1\)](#)

Key Dates

May 1, 2026

Nomination Period

Candidates can file nomination papers, pay the nomination fee and submit the 25 signatures of voters endorsing their nomination with the Clerks/Returning Officer Department during regular business hours 8:30 a.m. to 4:30 p.m., up until Nomination Day on Aug. 21, 2026 at 2:00 p.m.

Campaign Period

The campaign period begins on Friday, May 1, 2026 or whenever a candidate files a nomination paper, whichever is later. The campaign period officially ends on December 31, 2026, unless the candidate withdraws their nomination in writing with the Clerk, or files for another office, the Clerk rejects the nomination, or the candidate continues his or her campaign to erase a deficit.

August 21, 2026 – 9:00 a.m. until 2:00 p.m.

Nomination Day and Withdrawal of Nomination Papers

Last day for a candidate to file nomination papers or withdraw their nomination. Nominations or withdrawal cannot be accepted after 2 p.m.

August 24, 2026

Nomination Candidate Certification

The Clerk will examine and certify all nominations by 4 p.m. and declare the candidate(s) elected by acclamation.

August 26, 2026

Additional Candidate Nominations

If the number of nominations filed for an office and certified is less than the number of persons to be elected to the office, additional nominations may be filed with the Clerks Department until 2 p.m. A candidate who wishes to withdraw their additional nomination must notify the Clerk in writing before 2 p.m.

August 27, 2026

The Clerk will examine and certify any additional nominations by 4 p.m. and declare the candidate(s) elected by acclamation.

September 1, 2026

Voters' list becomes available to certified candidates.

September 1 to October 26, 2026

Individuals may make an application to make revisions to the voters' list

September 30, 2026

Clerk will provide the certificate of maximum campaign spending limits to all certified candidates and third-party advertisers.

October 16, 2026, to October 25, 2026

2026 Municipal Election Online Voting Period Opens

Online Alternative Voting begins through the Voting Portal at 9:00 a.m. Voting can be done online 24/7 until the polls close at 8:00 p.m. on Voting Day.

Clerk's Office will have in place three (3) Voter Help Centres to support the public with voting online and to add electors to the voting list.

October 26, 2026

Online Voting will continue to be open for voting, and Voter Help Centres will reopen at 9 a.m. and close promptly at 8 p.m.

Once polls close, the Clerk will produce the unofficial results of the Municipal Election on the Town's website and at Victoria Hall.

October 27, 2026

The Clerk will declare and certify the official election results and post the results to the Town's website.

November 15, 2026

2026-2030 Municipal Council Term commences

November 25, 2026

Inaugural Council Meeting, being the first meeting of the newly elected Council.

December 7 to 11, 2026

Town of Cobourg Municipal Council Orientation for newly elected Council Members. Includes workshop and site visits.

December 31, 2026

Election campaign period ends.

Last day for candidates and registered third parties to provide written notice, in the prescribed form, of a deficit and the continuation of their campaign period.

March 25, 2027

Last day for candidates and registered third parties to apply to the Superior Court of Justice to extend the time to file their initial financial statement and auditor's reports.

March 30, 2027

Deadline for candidates and registered third parties to file their initial financial statements and auditor's reports for reporting period ending December 31, 2026. Last day for candidates and registered third parties to notify the Clerk, in writing, that an application has been made to the Superior Court of Justice to extend the time for filing their initial financial statement and auditor's report.

June 28, 2027

Last day for an elector to apply for a compliance audit of a candidate or registered third party's initial financial statement.

June 30, 2027

Last day of the extended campaign period for candidates and registered third parties that extended their campaign due to a deficit. Should this apply, additional dates related to supplementary filing requirements will apply.

August 25, 2027

Last day for the Clerk to provide notice of supplementary filing requirements and penalties to candidates or registered third party advertisers.

Candidates' Supplies

When available, candidates for the 2026 Municipal and School Board Election will be provided with the following supplies from the Clerks division at no charge:

- one copy of the preliminary list of electors applicable to the office the candidate is seeking (electronic format)
- one street index of the preliminary list of electors
- one map of the geographic area of Cobourg completed through the Town GIS Department.
- one list of the various Voter Help Centres within the Town of Cobourg.
- a copy of the procedures established by the Clerk for the alternative voting method being Online Voting.

Additional information for candidates will be posted on the Towns election website – www.cobourgvotes.ca

Election Signs

The *Municipal Elections Act*, 1996 does not set out rules with respect to the installation of election signs on private or public property.

Election signs in the Town of Cobourg are regulated by By-law 071-2017, entitled: A By-law to regulate Election Signs within the Corporation of the Town of Cobourg, otherwise called the Election Sign By-law.

Section 3.2 of the Election Sign By-law No.071-2017 states that *No person shall place or permit to be placed an Election Sign for a Municipal Election:*

- a) *Earlier than Nomination Day in the year of a Regular Election; or*
- b) *Earlier than Nomination Day for a by-election*

Section 3.3 of the Election Sign By-law No.071-2017 states that

It is the candidate's responsibility to ensure that campaign workers are not contravening the above by-laws. Contravention may result in the removal of the sign and may be subject to costs associated with the removal and the fines pursuant to the Provincial Offences Act or other applicable statutes. If you are in doubt about the placement of your signs, please contact the Town's Municipal Law Enforcement department.

How Electors Can View the Voters' List

All eligible electors are encouraged to check www.registertovoteon.ca to ensure they are on the voters' list and their name is correctly entered on the list.

www.registertovoteon.ca will be available to make changes until August 12, 2026.

As of Sept. 1, 2026 a copy of the voters' list will be available for viewing at the Office of the Town Clerk, at Victoria Hall, 55 King Street West, Cobourg.

From Sept. 1 to Oct. 26, 2026 electors can make an application to add, correct or delete information contained on the voters' list. At all Voter Help Centres, Election Officials will be available to make revisions on location in multiple areas around Town.

Campaign Materials at Voter Help Centres

No campaign material or literature of any nature relating to any candidate in the election shall be displayed on the property of a Voter Help Centre. This material includes campaign signs, buttons, brochures or any other advertising material. A Voter Help Centre is defined as the area designated by the Clerk in which the facilities for the assistance of conducting the vote are located. The Voter Help Centre includes not only the building, but the entire property on which the Voter Help Centre is located.

Town of Cobourg Voting Period

The Town of Cobourg Voting Period will commence on October 16th 2026 to October 26th, 2026.

For those individuals without means of accessing voting via internet, or who require the assistance of a trained Election Official, several Voter Help Centres will be open to provide in-person internet voting opportunities via a laptop and touch screen monitor.

Voters may attend any Voter Help Centre location throughout the voting period. The Town of Cobourg will be operating the following Voter Help Centre location(s) during the Advance Voting Period:

Victoria Hall, Old Bailey Courtroom
(55 King Street West, Cobourg ON, K9A 2M2)

October 16 - 10:00 a.m. to 4:30 p.m. (First Day for Voting)

October 19 to October 25, 2026 – 10:00 a.m. to 4:30 p.m.
**including the weekend

Election Day - October 26, 2026, 9:00 a.m. to 8:00 p.m.

Cobourg Public Library
(200 Ontario St, Cobourg, ON K9A 5P4)

October 19 – October 23, 2026 - 10:00 a.m. to 4:30 p.m. and

Election Day - October 26, 2026 - 9:00 a.m. to 8:00 p.m.

Cobourg Community Centre (CCC)

(750 D'Arcy St, Cobourg, ON K9A 0G1)

October 19 – October 22, 2026 - 10:00 a.m. to 4:30 p.m. ONLY

Election Day - October 26, 2026, 9:00 a.m. to 8:00 p.m.

Cobourg Municipal Council General Information

This is an information package only and is provided for your convenience. It contains answers to the most frequently asked questions regarding a local government election, and important facts candidates should be aware of. For certainty, the *Municipal Election Act, Election Act, 1996, Municipal Act, 2001*, and other relevant statutes and regulations should be consulted. Please visit the www.cobourgvotes.ca for the latest version.

Understanding the Position

As a member of Council, you will have the opportunity to significantly influence the future of your community. All decisions must be made at meetings, held in public, at which a quorum is present.

As an individual member of Council, you will not have the power to commit your municipality to any expenditure or to direct the activities of municipal Employees, with some exceptions under the new Strong Mayor Power amendments. Any promise you make as part of your election campaign that involves municipal expenditures or the activities of employees can only be carried out if a majority of Council votes in favor of the matter at a meeting.

The role of Council is to work together to set the overall direction of the municipality through their position as a policy maker. The policies that Council sets are the guidelines for Administration to follow as they perform the day-to-day operations of the Town of Cobourg.

Roles and Responsibilities

It is critical that candidates understand their responsibilities and time commitment. Once elected, Council members will receive orientation training. Candidates for Council are encouraged to contact the Clerk if they have questions about their role.

Annual Council Salary

(approved and by-law forthcoming for the 2026-2030 Term)

Mayor - \$88,793.00

Deputy Mayor - \$47,901.00

Councillor - \$40,231.00

The Mayor and Council are also provided other benefits and packages that can be found in the Council Remuneration By-law.

Town of Cobourg Council Strategic Plan

When Municipal Council is elected every four years they set the Strategic Plan for the term. The Strategic Plan consists of objectives, strategic actions and desired outcomes that will help guide the Municipality and set out its vision for the next term.

The purpose of this plan is to provide strategic priorities and a road map for Council and Town staff as we determine how to best provide services and help our town thrive.

Below is a link to the current Strategic Plan:

[Council's Strategic Plan | Town of Cobourg](#)

Legislated Responsibilities of Council and the Mayor

Section 224 of the *Municipal Act, 2001*, describes the role of Council is to:

- represent the public and consider the well-being and interests of the municipality,
- develop and evaluate the policies and programs of the municipality,
- determine which services the municipality provides,
- ensure that administrative policies, practices and procedures and controllership policies, practices and procedures are in place to implement the decisions of council,
- ensure the accountability and transparency of the operations of the municipality, including the activities of senior management,
- maintain the financial integrity of the municipality, and • carry out any other duties of council under any Act.

Section 225 of the *Municipal Act, 2001* describes the role of the Mayor is to:

- act as chief executive officer of the municipality,
- preside over council meetings so that its business can be carried out efficiently and effectively,
- provide leadership to the council,
- provide information and recommendations to the council with respect to the role of council,
- represent the municipality at official functions, and
- carry out any other duties of the head of council under any Act.

Strong Mayor Powers

In addition to the responsibilities of the Mayor listed above, 'Strong Mayor Powers' in Ontario grant heads of council significant authority, including the ability to set budgets,

veto bylaws, and pass legislation with minimal council support, aimed at expediting local governance and housing development. [Part VI.1 of the Municipal Act, 2001](#) details these special powers and duties.

Time Commitment

Meetings of Council/Boards/Committees

Municipal Council Members generally have two (2) Council Business related meetings a month according to the Council meeting schedule, posted online. These meetings are through Standing Committees and Regular Council. Visit the [Council meeting schedule page](#) to find more information.

Cobourg Municipal Council conducts its business through Standing Committee and Regular Council meetings.

Standing Committee Meetings

Standing Committees are affiliated with municipal divisions and overall priorities and policy decisions. Cobourg will now have three Standing Committees consisting of:

Community Services, Protection and Economic Development Standing Committee

(Membership – Two (2) Members of Council and Mayor)

Meetings generally held on the first Wednesday of the month at 9:30 a.m.

Public Works, Development Division Standing Committee

(Membership – Two (2) Members of Council and Mayor)

Meetings generally held on the first Wednesday of the month at 1 p.m.

Corporate, Finance, and Legislative Standing Committee

(Membership – Two (2) Members of Council and Mayor)

Meetings generally held on the first Thursday of the month at 1 p.m.

All Members of Council can attend standing committees of which they are not members to ask questions and hear information to prepare for Regular Council Meetings. Standing Committee members discuss items on the agenda and make a recommendation to Council for the action to be taken on the matter.

Regular Council Meetings

Following the Standing Committee meetings the recommendations of the Committees will be presented at a Regular Council meeting where a final decision will be made and published in the meeting minutes. See the calendar below for meeting information including dates and times, and to access Agendas, Minutes, and videos. Unless otherwise noted, meetings are open to the general public.

Other Types of Council Meetings

The following meeting types are held by the Town of Cobourg Council:

- Standing Committee
- Regular Council
- Public Council
- Special Council
- Emergency Council
- Advisory Committees and Local Boards, and
- Closed Council

The public may attend any of these meetings, except Closed Council meetings. Closed meetings are held in accordance with section 239 of the *Municipal Act, 2001*.

Public Meetings

Public Council meetings are held to provide an opportunity for Council to receive comments from the public to assist Council in making a final decision. Public meetings are generally held on the third Wednesday of the month at 5 p.m.

Public meetings are held when changes to the following are being considered:

- Certain by-laws (i.e. Zoning By-law);
- Licensing and Fees;
- Master Plans (Parks, Waterfront, Parking, Transportation);
- Official Plans; and
- Other matters requiring public input.

Meetings generally last three or more hours and all members of Council must attend. Closed and Special meetings of Council are called as required.

Council members are also appointed to boards and committees, which require the Councillor to attend, participate, and report back to Council. The commitment varies but has generally required attendance at three additional board/committee meetings. The boards/committees are selected by the council member during the Towns standing committee, board and committee selection process.

Council members can expect to spend considerable time reviewing reports, emails, and correspondence for discussion at meetings. Members must be able to commit the time to read, understand and get clarification on the information, so they can be ready to comfortably speak to issues.

Time Commitment - Public Events and Community Relations

During the year public events are hosted by the Town or partner organizations and Council members may be invited to receptions, open houses, conferences, celebrations, annual general meetings and other community events.

Attendance at public events is not usually mandatory, however this provides an opportunity for Council to connect with the public. While out in the community, Council members are often approached by individuals who want to address a problem or concern. Councillors also receive numerous emails and phone calls, which can happen during the day, nights and weekends. Councillors may be able to respond to some inquiries themselves while others may need to be referred to Town staff.

Council Code of Conduct

Everyone at the Town of Cobourg has a responsibility to share a common integrity base and, through adherence to the principles of the Town's Code of Conduct, serve to enhance public trust.

Resources

Visit the Town's Election webpage www.cobourgvotes.ca to find up to date election information and important links including:

- Workshops;
- Ministry of Municipal Affairs Candidates' Guide;
- Courses;
- Legislation;
- Election Procedures;
- Accessibility Plan;
- Use of Municipal Resources for Elections Policy;
- By-laws; and
- Reports.

Election Questions

Election Questions - Candidates Questions pertaining to all matters related to the election process, including the voting method, shall be directed to the

Election team:

Phone: 905-372-4301 Ext. 9520

Email: Cobourgvotes@cobourg.ca

Please Note:

This guide has been prepared for the purpose of supplying information, which will be of assistance to persons intending to stand for elected office.

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 for the position of representative on the French language section of a School Board should contact the Clerk of the municipality responsible for the election of persons to that office.

It is most important to note that the contents of this document 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, and not disqualified by law, to seek elected office. Candidates must make themselves aware of the penalty sections of the *Municipal Elections Act, 1996* ("MEA") respecting campaign finances.

This document is subject to revisions. Please check the revision history to confirm you are working from the most recent version of this document.