

Candidate Nomination, Certification and Changes to Candidacy	City Clerk – Election Office
	Procedure No.: EO-26-003

1. Purpose

- 1.1 This procedure establishes the process for the receiving and certifying of nominations received for eligible races in a City of Cambridge municipal election or by-election.

2. Application

- 2.1 This procedure applies to:
- The City Clerk; Election Officials designated by the City Clerk; and
 - Individuals who wish to file as a candidate in a City of Cambridge election, and/or by-election.

3. Legislative Authority

- 3.1 The powers of the City Clerk, includes the power to provide for any matter or procedure that is not otherwise provided for in an Act or regulation and that, in the City Clerk's opinion, is necessary or desirable for conducting the election (MEA s.12(1)).
- 3.2 The powers referenced above include the power to establish forms, including forms of oaths and statutory declarations, and the power to require their use (MEA s.12(2)).
- 3.3 The City Clerk may delegate any of their power and duties in relation to an election to any other Election Official, as they consider necessary (MEA s.15(2)).

4. Procedure

General

- 4.1 The City Clerk will accept nominations between May 1 in the year of a regular election until Nomination Day, as set out under the Act, the third Friday in August (August 21, 2026) in the year of the election between the hours of 9:00 a.m. to 2:00 p.m. (MEA s.31, 33(4)).
- 4.2 In the case of a by-election, Nomination Day will be not less than 30 days and not more than 60 days after what is described in section 65(4)1 of the MEA.

Nominations can be filed during this period until 2:00 p.m. of Nomination Day (MEA s.65(4)1, 2).

- 4.3 Prior to Nomination Day the City Clerk will accept nominations, by appointment, during regular business hours, which are Monday to Friday from 8:30 a.m. to 4:30 p.m., excluding holidays.
- 4.4 When fewer candidates are nominated than positions available, additional nominations may be filed between 9:00 a.m. and 2:00 p.m. on the Wednesday following Nomination Day (MEA s.33(5)).

Candidate Eligibility

Council Candidates

- 4.6 A person is eligible to be nominated for office on a municipal council (Mayor or Councillor) if, on the day of the nomination papers are filed, they:
- a) Are a Canadian citizen;
 - b) Are at least 18 years old;
 - c) Reside in, or are the owner or tenant of land in the City of Cambridge, or the spouse of such owner or tenant;
 - d) Are not prohibited from voting under subsection 17(3) of the MEA or otherwise by law; and
 - e) Are not disqualified by any legislation from holding municipal office (MEA s.17(2)(d)(3), 29(1), Municipal Act, s.256).
- 4.7 The following people are required to take a leave of absence prior to filing their nomination, under section 30 of the MEA, and if elected, must resign from their position prior to taking office:
- An Employee of the City of Cambridge (Municipal Act, s.258(1)).
 - The Clerk
 - The Treasurer
 - Integrity Commissioner
 - Auditor General
 - Ombudsman or Registrar
 - A person who holds any administration position of the municipality
 - A judge in any court (Municipal Act, s.258(1)).
 - A member of the Assembly as provided in Legislative Assembly Act, Senate or House of Commons of Canada who has not resigned from their office by close of nominations (Municipal Act, s.258(1), MEA s.29(1.1)).

- A public servant within the meaning of the Public Servant of Ontario Act, except in accordance with Part V of the Public Service of Ontario Act (Municipal Act, s.258(1)).
- A Candidate who failed to file the necessary financial statement or exceeded the prescribed spending limit in the last municipal election or by-election (MEA, s.88.23(1)(2)).
- A person who was convicted of a corrupt practice (MEA. s.17(3)).

School Board Candidates

- 4.8 A person is eligible to be nominated for an office on a school board if, on the day the nomination paper is filed, they are:
- a) A resident within the area of jurisdiction of the school board (Education Act s.236(1));
 - b) Identified as a supporter of the board where they are seeking nomination (Education Act s.219(1));
 - c) A Canadian citizen (Education Act s.1(10)(b));
 - d) At least 18 years old (Education Act s.1(10)(c));
 - e) Roman Catholic (if running for a catholic school board) (Education Act s.236(2));
 - f) Is a supporter of the relevant board in which they intend to run on the Voters' List (Education Act s.236(2));
 - g) Not legally prohibited from voting pursuant to section 17(2)(d) of the MEA or otherwise by law (MEA, s.17(2)(d), Education Act s.1(10)(d)); and
 - h) Not disqualified by any legislation from holding school board office (Education Act, s.219).
- 4.9 The following people are disqualified from being elected for office on a school board:
- a) An employee of a district school board or school authority, except if they take an unpaid leave of absence beginning as of the day they are nominated and ending on Voting Day (Education Act s. 219(4)(a) (5));
 - b) The clerk or treasurer or deputy clerk or deputy treasurer of a municipality or an upper-tier municipality, all or part of which is included in the area of jurisdiction of the district school board or the school authority (Education Act s. 219(4)(c) (5));
 - c) A member of the Assembly or of the Senate or House of Commons of Canada (Education Act s. 219(4)(d)); or
 - d) Otherwise, ineligible or disqualified under the Education Act or any other Act. (Education Act s. 219(4)(e)).

Filing a Nomination

- 4.10 Nomination Packages may be obtained, in a hard copy, at City Hall by contacting election@cambridge.ca, beginning April 23 of the election year or the beginning of the nomination period as prescribed for a by-election.
- 4.11 Nomination packages include the following documents, which are required to be completed and submitted as part of the nomination filing process:
- a) Nomination Paper – Form 1;
 - b) Endorsement of Nomination – Form 2; (Mayor and Councillor Candidates Only)
 - c) Declaration of Qualification - Council;
 - d) Release of Candidate Information - Consent Form;
 - e) Candidates Declaration – Proper Use of the Voters' List;
 - f) Ballot Name and Name Pronunciation Form;
 - g) Declaration of Endorsement Completion; and
 - h) Confirmation of Completion and Receipt – Candidate.
- 4.12 Electronic filing or signing of nomination is not permitted.
- 4.13 Candidates will be required to present the following when filing their nomination:
- a) A completed Nomination Package as outlined in section 4.11 of this procedure, excluding signature (MEA s.33(2), 12(2));
 - b) An original, or certified copy signed by a notary, of a document that is listed in EO 26-002 Identification Requirements: Electors, Candidates and Third Parties, and shows the person's name and qualifying address (MEA s.12(3));
 - c) Proof of filing fee payment (payment is made at the time of filing) (MEA s.33(2)(c), O.Reg 101/97 s.2(1)).
- 4.14 If a person files a nomination for more than one office, the first nomination is considered void at the time the second nomination is filed (MEA s.29(2)).
- 4.15 When attending to file a nomination, an Election Official will verify the accuracy and completeness of the Nomination Package as follows:
- 4.15.1 Nomination Form – Form 1
- Must be filled in completely (signed in presence of Election Officials);
 - Will be signed and time-stamped by Election Official at the time the filing is complete (MEA s.33(2)(a)).
- 4.15.2 Endorsement of Nomination – Form 2

(Mayor and Councillor Candidates Only)

- Must include a minimum of 25 acceptable endorsements;
- To be considered acceptable, endorsements must be:
 - a) From persons eligible to vote in an election for an office within the City of Cambridge if the election was held on the day of endorsement;
 - b) Contain an original signature, electronic signatures are not permitted as per section 4.16 of this procedure; and
 - c) Be completed in their entirety (MEA s.33(2)(a)).

4.15.3 Declaration of Qualification - Council

- Complete the declaration relevant to the office being sought (Mayor, Councillor, Trustee);
- Must be signed and dated by the Candidate in the presence of Election Officials;
- Will be signed by the Election Official at time of filing (MEA s.12(2)).

4.15.4 Release of Candidate Information - Consent Form

- Candidates must choose and sign for one option outlined on the form regarding the release of their personal information on the City of Cambridge's website;
 - Candidates may opt to have all information released, select information released, or only their name released (MEA s.12(2)).
- However, all nomination papers will be available for inspection as required under the MEA (including personal information) (MEA s.88(5)).

4.15.5 Candidates Declaration – Proper Use of the Voters' List

- Candidates wishing to obtain a copy of the part of the Voters' list that contains the names of the electors who are entitled to vote for the office for which they are nominated must request a copy of the Voters' List using this form;
- The form must be signed and dated by the Candidate in the presence of an Election Official;

- This form requires that Candidates use the Voters' List for election related purposes only;
- Voters' Lists will not be provided by the City Clerk until September 1, 2026 (MEA s.23(4)).

4.15.6 Ballot Name and Name Pronunciation Form

- Candidates must complete this form, indicating:
 - Their name as it will appear on the ballot; and
 - The phonetic pronunciation of their name as it should be pronounced on the audio ballot for Accessible Voting Technology (MEA s.12(2)).

4.15.7 Declaration of Endorsement Completion

- Candidates must complete this form, indicating:
 - The number of completed endorsement (the MEA requires at least 25) the candidate has submitted at the time of filing;
 - They must acknowledge the requirements for an endorsement to be considered complete;
 - That all information provided is accurate;
 - That should the required number of endorsements (25) not be submitted or completed in their entirety, the nomination will not be certified.

4.15.8 Confirmation of Completion and Receipt – Candidate

- Candidates must complete this form, indicating:
 - Initial that they have completed all relevant forms;
 - Initial that they have received all materials indicated on this form;
 - City Clerk to sign once receipt and completion has been confirmed.

4.16 All documentation filed with the City Clerk or designate must contain original signatures, electronic signatures are not permitted, and must be signed in the presence of the City Clerk or designate (MEA s. 14(1)).

4.17 The Candidate will be required to provide a document that is listed in procedure EO 26-002 Identification Requirements: Electors, Candidates and Third Parties, which shows the person's name and qualifying address, at the time the person files their nomination with the City Clerk.

- 4.17.1 The identification provided may be an original or a notarized copy of the document.
- 4.17.2 The identification must be valid.
- 4.17.4 Alternatively, a candidate may complete a Declaration of Identity in the prescribed form.
- 4.18 When satisfied that the necessary documentation is in order, the Election official will accompany the Candidate to Service Cambridge staff where they will pay the appropriate filing fee:
 - 4.18.1 Filing fees are \$200 for office of the head of council (Mayor), and \$100 for the office of council other than the mayor (councillors) or office of the school board (Trustees) (MEA s.33(2)(c), (2.1) and O.Reg 101.97, s. (3) 2(1)).
 - 4.18.2 Payments may be made in cash, debit, certified cheque, or money order payable to the City of Cambridge.
 - 4.18.3 Candidates shall keep the original receipt and provide a copy to the Election Official.
- 4.19 When all forms identified in Section 4.15.1 to 4.15.7 of this procedure have been verified, identification has been verified and the filing fee has been paid, the City Clerk or delegate with sign, date and timestamp the Nomination Form – Form 1 and will ask the Candidate to initial same.

Withdrawal of Nomination

- 4.21 A candidate no longer wishing to run in the municipal election, must file a Withdrawal of Nomination Form in person, before 2:00 p.m. on Nomination Day, being August 21, 2026. If the Candidate was nominated under 33(4) of the MEA they must submit their withdrawal before 2:00 p.m. on August 26, 2026 (MEA s.36).
- 4.22 Candidates cannot withdraw after the Nomination Period described in section 4.21 of this Procedure has closed.
- 4.23 If a person files a nomination for more than one office, the first nomination is void at the time the second nomination is filed (MEA s.29(2)).
 - 4.23.1 If the second nomination is not being filed with the City of Cambridge, the candidate is required to submit a Withdrawal of Nomination Form as described in section 4.21.

- 4.24 Candidates who have withdrawn their nomination are still required to file a financial statement (MEA s.88.24(1).3, 88.25(1)(2)).

Examination and Certification of Nominations

- 4.25 The City Clerk will examine each nomination that has been filed, in accordance with the following timetables:
- 4.25.1 All nomination filed on or before Nomination Day shall be examined before 4:00 p.m. on August 24, 2026
- 4.25.2 Any additional nominations filed under 33(5) of the MEA shall be examined before 4 p.m. on August 27, 2026 (MEA s.35(1)).
- 4.26 The City Clerk will certify the nomination by signing the Certification section of the Nomination Paper – Form 1 where they are satisfied that a person is qualified to be nominated and that the nomination complies with the MEA (MEA s.35(2)).
- 4.27 If not satisfied that a person is qualified to be nominated or that the nomination complies with the MEA, the City Clerk will reject the nomination and will give notice of the fact to the person who sought to be nominated and to all candidates for the office within the deadline indicated in section 4.25.1.
- 4.28 The City Clerk's decision to certify or reject a nomination is final (MEA s.35(5)).
- 4.29 The City Clerk is permitted to rely on information filed by the Candidate under Form 2 (MEA s.33(1.3)).
- 4.29.1 The Endorsement of Nomination – Form 2 is a public document and once filed with the clerk, cannot be revoked.
- 4.29.2 if it is discovered that the voter endorsing a candidate is ineligible, the candidate's nomination will be rejected as a result.
- 4.29.3 Persons who supply false information under the endorsement form (i.e. declaring that they were eligible to endorse the nomination when they were not eligible) could be subject to prosecution under the MEA.
- 4.30 All candidates certified by the City Clerk will have their names appear on the ballot.

Additional Nominations and Acclamations

- 4.31 If at 4:00 p.m. on the Monday following Nomination Day, the number of certified candidates for an office is less than the number of persons to be elected, the City Clerk shall:
- Declare the certified candidate(s) elected by acclamation; and

- Immediately announce that additional nominations for the remaining vacancies in that office will be accepted (MEA s.33(5)).
- 4.32 Additional nominations will be accepted, only for the office(s) that remain vacant, by the City Clerk until 2:00 p.m. on the Wednesday following Nomination Day, August 26, 2026.

Ineligibility or Death of a Candidate

- 4.33 If a candidate dies or becomes ineligible prior to 2:00 p.m. on Nomination Day, the nomination shall be treated as if it had not been filed. If the death or ineligibility occurs after 2:00 p.m. on Nomination Day but before the certification of candidates, the same removal of name applies (MEA s.39)
- 4.34 If a candidate dies or becomes ineligible after certification but prior to the close of voting, and the office is not filled by acclamation:
- 4.34.1 If the ballot can be changed, the Clerk shall remove the candidate's name
- 4.34.2 If the ballot cannot be changed, the Clerk shall post a notice at every voting place advising voters of the death or ineligibility and that votes cast for the candidate will not be counted (MEA s.39(a)(ii)).
- 4.35 If a candidate dies or becomes ineligible and another candidate would be elected by acclamation as a result of the death or ineligibility, the election is void and a by-election shall be held to fill the office (MEA s.39 (b)).
- 4.36 If a candidate dies or becomes ineligible after the close of voting but before the results are certified, the Clerk shall proceed with the count. If the deceased or ineligible candidate receives the highest number of votes, the office shall be declared vacant, and a by-election shall be held (MEA s. 65).

Changes to Candidate Information

- 4.37 If, after filing a nomination, a candidate changes information contained in their nomination, such as their name or address, and the change does not result in the candidate becoming ineligible, the candidate shall provide identification reflecting the updated information and complete a Change of Qualifying Information Form in the presence of the City Clerk or their designate at a scheduled appointment.
- 4.38 If a change to a candidate's information would result in the candidate becoming ineligible, the Clerk shall proceed in accordance with Sections 4.33 to 4.36, as applicable.
- 4.39 If a candidate changes their name after filing a nomination but prior to the certification of candidates, the updated name will appear on the ballot.

- 4.40 If a candidate changes their name after certification of candidates and the ballot cannot be amended, the City Clerk shall post a notice at each voting place advising electors of the candidate's name change.

Retention of Nomination Records

- 4.41 Nomination documents will be retained by the City Clerk in a secure location.
- 4.42 Nomination Packages will be made available for public viewing at the office of the City Clerk at a time when the office is open in accordance with the MEA (MEA s.88(5) and (6)(6.1)(7)).
- 4.43 All documents and materials related to an election, including documents within the Nomination Package will be retained for a period of at least 120 days following the declaration of the results of the Election (MEA s.88(1)).
- 4.44 Except as provided for in 88(3) and 88(4) of the MEA, following the 120-day retention period, records will be destroyed by Election Officials (MEA s.88(2), (3), (4)).

5. Legislation

Municipal Election Act, 1996, S.O. 1996, CHAPTER 32.

Ontario Regulation 101/97 – General (Made under the Municipal Elections Act)

Ontario Regulation 304/13 – Voter Identification (Made under the Municipal Elections Act)

Education Act, R.S.O. 1990, CHAPTER E.2

Municipal Act, 2001, S.O. 2001, CHAPTER 25

6. Related Policies/Procedures

EO 26-002 Identification Requirements: Electors, Candidates and Third Parties

7. Revision History

Action	Date
Procedure Approved	April 2026
Addition of “Changes to Candidate Information” section and updated section numbering.	July 2026