

8.10.4



# Corporation of the Municipality of Calvin

## Council Resolution

Date: December 16, 2025

### Sign By-Law

By-Law Number: 2025-53

Resolution Number: 2025-380

Moved By: Councillor

Seconded By: Councillor

NOW THEREFORE BE IT RESOLVED THAT Council for the Corporation of the Municipality of Calvin receives staff report regarding Election Sign By-law and FURTHER THAT Council adopt By-Law Number 2025-53 being a by-law to regulate the placement of election signs in the Municipality of Calvin.

**Result:**



8.10.4

## **Council Meeting December 16, 2026**

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To: Council  
Subject: Elections – Election Sign By-law  
Submitted by: Donna Maitland CAO Clerk-Treasurer

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### **RECOMMENDATION**

That a By-law to regulate the placing, erecting and displaying of Election Signs within the boundaries of the Municipality of Calvin be prepared as attached and that the adoption of an Election Sign By-law be adopted.

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### **BACKGROUND**

Occurring in all elections, at all levels of government, across Canada, Ontario and within Municipalities, there are typically issues with where election signs are placed and how long they remain after an election period has expired. Each municipality governs the placement of elections signs and their removal. Municipalities, through by-law pass regulations to lay out the expectations prior to Nomination Day to avoid as many concerns as possible. The Bylaw is attached for consideration, with highlights below.

#### **1. Time Restrictions**

Some municipalities provide different time restrictions for election signs to be permitted to be erected within their jurisdiction. For example, there are municipalities that permit such signage sixty (60) days prior to Voting Day or six (6) weeks immediately prior to Voting Day; other municipalities state that no election signs may erected prior to Nomination Day which in 2026 will be August 26, 2026.

Staff is recommending that Election Signs for municipal elections may be erected no earlier August 1<sup>st</sup> in any given election year and that election signs for a federal or provincial election or by-election no earlier than the day the writ of election or by-election is issued.

#### **2. Location of Signs**

The Municipality of Calvin will allow the placement of election signs on;

- 1) Road allowances provided that the signs are no larger than two (2) feet by two (2) feet. If the Public Works Manager, or designate, determines that the location of the sign is impeding the necessary sightlines of motorists, municipality's public works operations, or access to a private drive, the candidate shall, upon request of the By-law Officer/ CAO Clerk Treasurer or designate, relocate the sign. Should the sign be causing an immediate safety issue, the Public Works Manager, or designate, shall remove the sign upon it being brought to their attention.



- 2) Candidates shall be responsible for compliance with signage by-laws and regulations of the Province of Ontario (MTO), as the case may be.
- 3) Signs must be removed within 7 days immediately following the day of the election.

### **3. Fees**

Election signs placed in contravention of the by-law that are required to be removed or signs not removed within the timeframe noted above (3) shall be removed by the Municipality of Calvin, held at the Public Works yard for three days and then disposed of. The cost of such removal and disposal shall be charged back to the owner of the signs at a charge of \$50.00 per sign.

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Respectfully Submitted,

Donna Maitland

# THE CORPORATION OF THE MUNICIPALITY OF CALVIN

## BY-LAW NO. 2025-\_\_\_\_\_

### A By-Law To Regulate the Placement of Election Signs in the Municipality of Calvin

**WHEREAS**, Section 8 (1) of the *Municipal Act, 2001* S.O. 2001, provides that the powers of a municipality under this or any other Act shall be interpreted broadly so as to confer broad authority on the municipality to enable the municipality to govern its affairs as it considers appropriate and to enhance the municipality's ability to respond to municipal issues.

**AND WHEREAS** Section 9 of the *Municipal Act, 2001*, provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other act.

**AND WHEREAS** Section 11 of the *Municipal Act, 2001*, as amended provides that a municipality may pass by-laws within the spheres of jurisdiction set out therein, respecting structures, including fences and signs;

**AND WHEREAS** Section 99 of the *Municipal Act, 2001* provides the rules which apply to a by-law of a municipality respecting advertising devices, including signs; that all costs and charges incurred for disposing of an advertising device may be recovered by the municipality as a debt owed by the owner of the device;

**AND WHEREAS**, the Council of the Corporation of the Municipality of Calvin deems it is expedient to regulate the placement of election signs on public roadways and properties for the purpose of preventing hazards to vehicles and pedestrians and to prevent an unsightly proliferation of election signs.

**NOW THEREFORE**, the Council of the Corporation of the Municipality of Calvin hereby enacts as follows:

#### 1. Definitions

- 1.1 Elections Sign means any officially authorized sign or other advertising device, including, without limitation, posters, placards, bulletins, banners, notices, pictures or any combination thereof:
  - a) Any candidate or political party in an election under the Canada Elections Act, the Election Act (Ontario), or the Municipal Elections Act, 1996;
  - b) An issue associated with a person or political party in an election under the Canada Elections Act, the Election Act (Ontario), or the Municipal Elections Act, 1996;
  - c) A question, law or by-law submitted to the electors under the Canada Elections Act, the Election Act (Ontario), or the Municipal Elections Act, 1996.
- 1.2 Highway means a common and public walkway, lane, street, avenue, parkway, driveway, square, place, bridge, viaduct or trestle, designed and intended for, or used by, the general public for the passage of vehicles and pedestrians and includes the untraveled portion of a road allowance and adjacent ditches and shoulders thereof.
- 1.3 Municipal Law Enforcement Officer means a person appointed by the Council of the Municipality of Calvin for the purposes of enforcing Township by-laws.
- 1.4 Municipality shall mean the Corporation of the Municipality of Calvin.
- 1.5 Owner means the person who places or permits the placing of an election sign or any person described on the sign, whose name, address or telephone number is on the sign or who benefits from the message on the sign and for the purposes of this by-law there may be more than one owner of an election sign;
- 1.6 Public Property means real or material property owned or under the control of the Municipality of Calvin, not including highways, boulevards and road allowances, and shall be deemed to include public utilities facilities, regardless of whether the poles are owned by or under the control of the Municipality and shall also be deemed to include benches, municipal garbage containers or other structures located on a highway regardless of whether the containers or structures are owned by the Municipality.



- 1.7 Registered third party means an individual, corporation or trade union which has filed a notice of registration as required pursuant to Section 88 of The Municipal Elections Act;
- 1.8 Signs means any surface, structure and other component parts, which are used or capable of being used as a visual medium to attract attention to a specific subject matter or to create a design or convey a message and includes posters, billboards, advertising devices or notices;
- 1.9 Voting place means a place where electors cast their ballots and:
  - a) When a voting place is located on public property, includes all of the area enclosed by the lot lines of the public property and any highway abutting, and
  - b) When a voting place is located on private property, includes all of the common elements of the private property and any highway immediately abutting.

## **2. General**

- 2.1 No person shall place or permit to be placed an election sign except in accordance with this by-law.
- 2.2 No person shall display the Municipality's logo or the Municipality's municipal election logo, in whole or in part, on any election sign.
- 2.3 No person shall place or permit to be placed an election sign on municipal road allowances that:
  - a) is illuminated;
  - b) that is greater than two (2) feet by two (2) feet;

## **3. Location**

- 3.1 No person shall place or permit to be placed an election sign on public property including but not limited to:
  - a) Municipal Office, Community Centre, Recreation Centre, Recreation Park and Fire Hall
  - b) Public Works Garage
  - c) Municipal Boat Launch
- 3.2 Elections signs shall not be permitted on road allowance immediately adjacent to the properties noted in Section 3.1 above, with the exception of 3.1.c)
- 3.3 No person shall place or permit to be placed an election sign that:
  - a) interferes with the safe operation of vehicular traffic or the safety of pedestrians; or
  - b) inside or outside of a municipal facility or on associated property;
  - c) is on a utility pole, road sign, tree, fence or gate located on public property;
  - d) impedes or obstructs the municipality's maintenance operations.
  - e) within any urban area, is within 10 meters of any other election sign of the same candidate;
- 3.4 No person shall place or permit to be placed an election sign that:
  - a) is at a voting place;
  - b) is on a vehicle that is parked at any voting place;
- 3.5 Candidate and third-party advertisements for those seeking office in a municipality or other jurisdiction other than the Municipality of Calvin are not permitted within the geographical limits of the Municipality.

## **4 Timing**

- 4.1 No person shall place or permit to be placed an election sign for a federal or provincial election or by-election earlier than the day the writ of election or by-election is issued.
- 4.2 No person shall place or permit to be placed an election sign for a municipal election before August 1<sup>st</sup> in any given election year.
- 4.3 No owner of a sign shall fail to remove his/her election sign within 7 days immediately

following the day of the election.

## **5 Removal of Elections Signs**

- 5.1 Candidates or third-party advertisers that have been requested to remove an election sign by the Municipality must remove the sign within twelve (12) hours of the request being made. If not removed within the required timeframe, the Municipality reserves the right to remove the sign without any further notice to the candidate or third party advertiser.
- 5.2 The Clerk or a Municipal Law Enforcement Officer may remove any election sign erected in contravention of this by-law without notice.
- 5.3 Election signs removed in accordance with this by-law may be destroyed or otherwise disposed of by the Municipality without notice and without compensation to any party.
- 5.4 The registered third party, or the candidate, as the case may be, to whom an election sign relates shall be responsible for the erection and display of the election sign and shall ensure that all the requirements of this by-law are met.
- 5.5 The Municipality reserves the right to remove, without notice to any person, including the candidate or third-party advertiser, any election sign which it deems to be a hazard to the travelling public or to any person, regardless of its compliance to this By-law.

## **6. Fees**

- 6.1 Election signs in contravention of this by-law that are required to be removed shall be removed by the Municipality of Calvin representative, held at the Public Works yard for three days, and then disposed of. The cost of such removal and disposal shall be charged back to the owner of the signs at a charge of \$50.00 per sign.
- 6.2 Candidates shall be responsible for compliance with signage by-laws and regulations of the Province of Ontario (MTO), as the case may be.

## **7. Effective Date**

- 7.1 THAT any predecessor by-law be repealed in its entirety,
- 7.2 This By-Law shall come into full force and effect upon the final passing thereof.

READ AND PASSED THIS \_\_\_\_\_<sup>th</sup> DAY OF \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CLERK



8.10.5



# Corporation of the Municipality of Calvin

## Council Resolution

Date: December 16, 2025

### Restricted Acts Period

By-Law Number: 2025-54

Resolution Number: 2025-381

Moved By: Councillor

Seconded By: Councillor

NOW THEREFORE BE IT RESOLVED THAT Council for the Corporation of the Municipality of Calvin receives staff report regarding Restricted Acts (Lame Duck) Period and FUTRHER THAT Council adopt By-Law Number 2025-54 being a by-law to authorize the delegation of authority to the Chief Administrative Officer for certain acts during a restricted acts of Council period.

**Result:**

8.10.5

## **COUNCIL MEETING Dec 16, 2026**

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To: Council  
Subject: Elections – Restricts Acts (Lame Duck) Period  
Submitted by: Donna Maitland, CAO Clerk Treasurer

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### **RECOMMENDATION**

That Council receives the staff report regarding Restricted Acts Period; AND THAT a Delegation of Authority, Restricted Acts Period By-law be adopted by Council.

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### **BACKGROUND**

With 2026 being a Municipal Election year, it is important that Council and the Municipality are cognizant of the application of Section 275 of the Municipal Act, 2001, which is identified as "Restricted Acts After Nomination Day," but more commonly known as "Restricted Acts" provisions.

#### **When does Restricted Acts Period Occur/Get Triggered?**

Under Section 275 of the Municipal Act, 2001, a Council can go into a Restricted Acts Period if one of the following scenarios may occur:

- 1) After Nomination Day (August 21, 2026): If certified nominations and acclamations show the new council could have fewer than three quarters of existing council (4 members) from the old one re-elected. If yes, in effect until after Election Day.
- 2) After Election Day (October 26, 2026): If results show fewer than three quarters of the current council (4 members) are re-elected/acclaimed. If yes, until the new term starts (November 15, 2026).

#### **Council Restrictions during Restricted Acts Period**

If one of the above applies, Council is restricted from doing the following during the Restricted Acts Periods:

- the appointment or removal from office of any officer of the municipality;
- the hiring or dismissal of any employee of the municipality;
- the disposition of any real or personal property of the municipality which has a value exceeding \$50,000 at the time of disposal; and
- making any expenditures or incurring any other liability which exceeds \$50,000.

\*It is important to note that these restrictions do not apply to the disposal of real property or to expenditures or liabilities exceeding \$50,000 where budget approval has been obtained before Nomination Day.

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### **ANALYSIS/OPTIONS**

#### **Delegated Authority**



To assist with continuation of municipal business during Restricted Acts Periods, municipalities delegate authority during the restricted period to the most senior officer of the Corporation. In Calvin this would be the CAO Clerk Treasurer. During this time the delegated authority applies to only the actions that Council has been restricted from taking as outlined under section 275 of the Municipal Act:

- the appointment or removal from office of any officer of the municipality;
- the hiring or dismissal of any employee of the municipality;
- the disposition of any real or personal property of the municipality which has a value exceeding \$50,000 at the time of disposal; and
- making any expenditures or incurring any other liability which exceeds \$50,000.

Staff is recommending that Council delegate this authority to the CAO Clerk Treasurer in preparation of Nomination Day. The by-law, outlines specifically that the delegated authority only commences if Council becomes Restricted Acts, and only for the restricted period which is from August 21, 2026 to November 15, 2026, the date that the new Council is sworn in. It's important to note that the delegation is a safeguard to allow for the effective operation of the Municipality. Just because authority is granted, does not mean it will be exercised. If the CAO does need to take action where necessary, an information report will be presented to the new Council outlining those actions to ensure accountability.

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Respectfully Submitted,

Donna Maitland

THE CORPORATION OF THE MUNICIPALITY OF CALVIN

BY-LAW NO. 2025-\_\_\_\_

**Being a By-Law to Authorise the Delegation of Authority to the Chief  
Administrative Officer for Certain Acts During a Restricted Acts of Council ("Lame  
Duck") Period**

**WHEREAS** Section 275 of the *Municipal Act, 2001*, as amended, restricts acts that a Council can take after Nomination Day (August 21, 2026) and after Voting Day (October 26, 2023) if the Council is in a Restricted Acts of Council position;

**AND WHEREAS** Section 275(3) of the Municipal Act, 2001, c. 25 restricts Council from taking action on the following:

- The appointment or removal from office of any officer of the Municipality;
- The hiring or dismissal of any employee of the Municipality;
- The disposition of any actual or personal property of the Municipality which has a value exceeding \$50,000 at the time of disposal; and
- Making any expenditure or incurring any other liability which exceeds \$50,000.

**AND WHEREAS** Section 275(6) of the Municipal Act, 2001, c.25 states that nothing in this section prevents any person or body exercising the authority of a municipality that is delegated to the person or body prior to Nomination Day for the Election of the new Council;

**AND WHEREAS** Council deems it expedient to delegate authority to the Administrator to take action, where necessary, on certain acts during the Restricted Acts of Council period;

**NOW, THEREFORE**, the Council of the Corporation of the Municipality of Calvin  
ENACTS AS FOLLOWS:

1. THAT Council delegates authority to the Chief Administrative Officer of the Corporation of the Municipality of Calvin to take action, where necessary, on certain restrictions listed in Section 275(3) of the Municipal Act, 2001 between Nomination Day and the commencement of the Council Term.
2. THAT the Chief Administrative Officer will report to Council on any actions taken under the restrictions listed in Section 275(3) of the Municipal Act, 2001, between Nomination Day and the Commencement of the Council Term.
3. THAT this By-Law is in effect for the 2026 Municipal Election and will come into force after August 21, 2026, only if a Restricted Acts of Council period is required, according to the provisions of Section 275 of the Municipal Act 2001
4. THAT this By-Law may be cited as the "Lame Duck Delegation of Powers By-Law."
5. THAT this By-Law shall come into force and effect upon its passage.

READ AND PASSED THIS \_\_\_\_ DAY OF \_\_\_\_\_ 20\_\_\_\_

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CLERK



8.10.6



# Corporation of the Municipality of Calvin Council Resolution

Date: December 16, 2025

## Accessibility Plan

Resolution Number: 2025-382

Moved By: Councillor

Seconded By: Councillor

NOW THEREFORE BE IT RESOLVED THAT Council for the Corporation of the Municipality of Calvin receives staff report regarding a Municipal elections accessibility plan and FURTHER THAT, Council adopt the Municipal Election Accessibility Plan as presented.

**Result:**



8110.6

## REPORT TO COUNCIL Dec 16, 2026

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To: Council  
Subject: Elections – Municipal Elections Accessibility Plan  
Submitted by: Donna Maitland, CAO Clerk Treasurer

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### RECOMMENDATION

That Council receives and approves the staff report regarding Municipal Elections Accessibility Plan as presented for information purposes; AND THAT a By-law be prepared for adoption of the Municipal Elections Accessibility Plan.

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### BACKGROUND

This report supports and strengthens the Municipality's commitment to respond to the needs of all electors and candidates. The focus of this report is to ensure that electoral services are accessible to all electors and candidates. The intention is to identify, reduce or eliminate barriers and create a positive voting experience.

**PROVINCIAL LEGISLATION** Municipal Elections Act, 1996 (the MEA), as amended:

#### Section 12.1

- (1) A clerk who is responsible for conducting an election shall have regard to the needs of electors and candidates with disabilities.
- (2) The clerk shall prepare a plan regarding the identification, removal and prevention of barriers that affect electors and candidates with disabilities and shall make the plan available to the public before voting day in a regular election.
- (3) Within 90 days after voting day in a regular election, the clerk shall prepare a report about the identification, removal and prevention of barriers that affect electors and candidates with disabilities and shall make the report available to the public.

#### Subsection 45 (2)

In establishing the locations of voting places, the clerk shall ensure that each voting place is accessible to electors with disabilities.

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### OBJECTIVES

The objectives of the 2026 Municipal Election Accessibility Plan include:

- that all voting places meet the accessibility requirements established by the Municipality, or have the ability to be modified so as to meet the accessibility requirements;



- that all electors can independently cast a ballot and verify their choices while maintaining the privacy of their vote;
  - that all electors have full and equal access to information on where and when to vote and the candidates for each office;
  - that all electors can fully participate in the municipal election as an elector, candidate, or election worker; and
  - that electors and candidates are aware of the accessibility measures available for the municipal election through a variety of media.
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### **FINANCIAL IMPLICATIONS**

There should be no financial implications to the Municipality as the Community Hall currently meet all requirements stated in the Municipal Elections Accessibility Plan

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Respectfully Submitted,

Donna Maitland



# **Municipal Election Accessibility Plan**

Approved by Council Resolution No. 2025-\_\_\_\_\_



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## **INTRODUCTION**

This plan will address the specific accessibility requirements in relation to the 2026 Municipal Election in the Municipality of Calvin.

The Municipality of Calvin makes great efforts in promoting a barrier free community. The Municipality's commitment continues to be made in the provision of accessible customer service to persons with disabilities as evident in the positive 2025 compliance audit results. In an effort to ensure that the 2026 Municipal Election is consistent with core principals of the Accessibility for Ontarians with Disabilities Act, 2005, this planning document was developed in advance of the election in order to identify measures to be taken and reported following the election.

In addition to the Municipality's Accessibility Standards for Customer Service Policy, the following excerpts from the Municipal Elections Act, 1996, S.O. 1996, SCHED 32, define the requirements for conducting an election with regard for persons with disabilities:

### **Number and location of voting places**

The clerk shall establish the number and location of voting places for an election as he or she considers most convenient for the electors. Municipal Elections Act 1996, c. 32, Sched., s. 45 (1).

### **Accessibility**

A clerk who is responsible for conducting an election shall have regard to the needs of electors and candidates with disabilities. Municipal Elections Act 1996, c. 32, Sched., s. 12.1 (1).

### **Plan re: barriers**

The clerk shall prepare a plan regarding the identification, removal and prevention of barriers that affect electors and candidates with disabilities and shall make the plan available to the public before Voting Day in a regular election. Municipal Elections Modernization Act 1996, c. 32, Sched., s. 11.(2).

### **Report**

Within 90 days after voting day in a regular election, the clerk shall prepare a report about the identification, removal and prevention of barriers that affect electors and candidates with disabilities and shall make the report available to the public. Municipal Elections Modernization Act 1996, c. 32, Sched., s. 11.(3).

### **Variations for electors with visual impairments**

The clerk shall make such changes to some or all of the ballots as they consider necessary or desirable to allow electors with visual impairments to vote without the assistance referred to in paragraph 4 of subsection 52 (1). Municipal Elections Act 1996, c. 32, Sched., s. 41 (3)

## **OBJECTIVES**



This plan is intended to highlight measures that the Municipality will be implementing to ensure equal opportunity for all electors and candidates. These objectives include:

- That all voting locations are accessible;
- That persons with disabilities are able to independently cast their vote and verify their selection;
- That persons with disabilities have full and equal access to all information on where and when to vote and on eligible candidates;
- That persons with disabilities can fully participate in the Municipal Election as an elector, candidate or election official;
- That efforts are made to ensure that electors with disabilities are aware of the accessibility measures available via channels such as the newspaper, media launches, the Municipality 's website.

## **DEVELOPMENT OF THE PLAN**

This Plan is an active document which will be improved and updated as best practices are identified and new opportunities for improvement arise.

During the development process of the 2026 Municipal Election Accessibility Plan, the following steps will be implemented:

1. Staff training standards and practices directly related to the Election are established to ensure that people with disabilities are able to vote in a positive customer service environment, and ensure that all Election Officials recognize that in every way possible a voter's needs are to be accommodated whenever possible; and
2. Following the Election, a report will be prepared on the identification, removal and prevention of barriers that affect electors and candidates with disabilities.

## **VOTING LOCATION**

For the purpose of this plan, Voting Location includes the exterior parking and walkways associated with the location.

In order to ensure that each Voting Location is accessible to electors with disabilities, a Voting Location Accessibility Audit Checklist will be completed prior to confirming the site as a voting location.

A comprehensive accessibility audit of each voting location has been conducted to ensure that each voting location is accessible to electors with disabilities. The site location accessibility audit checklist is included as Appendix "B" to this document.

Prior to the election, a site map of all advance voting and voting day locations will be made available on the Municipality 's website.



### **Accessible Route**

An easily navigable route will be marked for entry into the voting location and into the voting area within the location. The voting area will be identified with clear and understandable signage.

### **Parking**

Designated parking for electors with disabilities is to be provided near the entrance of the Voting Location where possible. Accessible parking spaces will be clearly marked and will be on firm and level ground. Routine checks will be made to ensure all entrances remain barrier free through the course of the day.

### **Entrance/Exit to the Voting Location**

All entrances to the Voting Location will be easy to access and barrier free. Every effort will be made to ensure that the door into the interior Voting Area is wide enough for a wheelchair, scooter, other assistive device or service animal to pass through safely and easily. Should doors into the interior Voting Area not be accessible the doors shall remain propped open for the duration of the voting location hours. Routine checks of the entrance and exit routes will be made throughout the day.

### **Interior Voting Area**

Access to the interior Voting Area will be level and easily traversed. Any doormats or carpeting will be level with the floor to prevent potential tripping hazards. All voting areas are to be well lit and seating will be made available.

### **Support Persons**

Electors with disabilities may be accompanied by a support person within the Voting Place. In addition, an Election Official in each Voting Place can assist the voter in casting their vote. Prior to entering the voting booth, the Election Official shall, in conjunction with the elector with the disability, determine the extent to which he/she needs assistance and the best way in which this assistance can be provided. This may actually be marking the ballot as directed by the person with the disability.

### **Assistive Personal Equipment**

Electors with disabilities may use assistive personal devices including wheelchairs, walkers, white canes, walking canes, note taking devices, portable magnifiers, assistive listening devices, personal oxygen tanks and devices for grasping.

### **Service Animals**

An animal is a Service Animal if it is readily apparent that the animal is used by a person with a disability for reasons relating to his or her disability, for example, a guide dog wearing a harness. Service Animals will be permitted in voting places.



## **Vision Loss**

Each Voting Place will be equipped with magnifying sheets to assist an individual with low vision.

## **Hearing Impaired, Deafness and Hearing Loss**

Each Voting Place will be equipped with a pad of paper and pen to communicate with the hearing impaired if required.

## **Attendance on electors with disabilities**

To allow an elector with a disability to vote, a deputy returning officer shall attend on the elector anywhere within the area designated as the voting place. 2001, c. 32, s. 30 (3).

## **Proxy Voting**

An elector with a disability that is homebound or otherwise unable to go to a Voting Location may appoint another person to act as a voting proxy to cast a ballot on his or her behalf. The appointment must be made on the prescribed form available at the Clerk's Office and/or from the Municipality's Election Official. The person being appointed as a proxy will be required to take a statutory declaration before a Commissioner of Oaths. Clerk's Office staff can administer the oath (Municipal Office, 1355 Peddlers Drive, Corbeil, ON P0H 1V0). Once completed, the voting proxy may be exercised at any advance voting location or on the final voting day. On the final voting day, the proxy must be exercised at a Voting location on behalf of the person who is unable to attend. The appointment of a proxy may only be made after 2:00 p.m. on Nomination Day, August 21, 2026 and is null and void after the final voting day.

## **Assistance to Candidates**

### **Service Animals**

Candidates and scrutineers are permitted to be accompanied by a service animal at all Voting Places and other designated election locations.

### **Campaign Expenses**

Expenses that are incurred by a candidate with a disability that are directly related to the disability and would not have been incurred but for the election to which the expenses relate, are excluded from the permitted spending limit for the candidate.

Expenses that are incurred by a candidate with a disability or a registered third party who is an individual with a disability, are directly related to the disability, and would not have been incurred but for the election to which the expenses relate.

## **VOTING METHODS**



For the 2026 Municipal Election paper ballots will be the voting method.

## **COMMUNICATIONS**

The Municipality is required, as per the Accessible Customer Service Standard, to provide a copy of a document to a person with a disability, or the information contained in the document, in a format that considers the person's disability.

### **Alternate Formats**

Alternate formats are other ways of publishing information besides regular print. Some of these formats can be used by everyone while others are designed to address the specific needs of a user. The Municipality and the person with a disability may agree upon the format to be used for the document or information.

In the event the information is not generated by the Municipality or is supplied by a third party, the Municipality will make every effort to obtain the information from the third party in an alternate format and/or will attempt to assist the elector by providing assistive equipment.

### **General Election Material**

Large Print – printed material generated by the Municipality will be provided in a sans serif font, minimum 11 point, and can be made available in a larger font (print) size.

Website – information generated by the Municipality on the website regarding the election will be compliant with WCAG 2.0 Level A and allow for assistive software to be utilized. In addition, website font can be adjusted within the browser's functionality to aid the user in reading the information.

### **Service Disruptions**

From time to time and/or for unforeseen circumstances beyond the Municipality's control, temporary service disruptions may be experienced. In the event of a temporary accessible service disruption, Election Officials will commit to making reasonable efforts to ensure that services are reinstated as quickly as possible and that alternative services are provided where feasible.

In these instances of service disruptions, the Municipality will provide reasonable notice in the event of a planned or unexpected disruption in the facilities or services usually used by persons with disabilities.

Accessible services in relation to this plan include voting places, election materials and/or voting provisions for electors with disabilities at the Voting Location.

In the event of disruptions to service or unforeseen circumstances that affect the accessibility of Voting Locations during the advance vote or on the final voting day, Notices of Disruption will be posted in real time:

- on the Municipality's website and social media;
- posted at the site of disruption; and



## **FEEDBACK**

The Municipality welcomes customer feedback on the Accessible Customer Service Feedback Form to identify areas where changes need to be considered and ways in which the Municipality can improve the delivery of an accessible election.

In addition, staff working in Municipal facilities can complete the feedback form for submission on behalf of a person with a disability. The form may be submitted online or to the Clerk's office by any other one of the following methods:

Telephone: 705.774.2700.

In Person or Mail: Municipal Office  
1355 Peddlers Drive, Mattawa, ON P0H 1V0

E-mail: [cao@calvintownship.ca](mailto:cao@calvintownship.ca)

Once completed, this form will be forwarded to the Clerk's Office for action. The Clerk's Office will respond to the candidate or elector directly where appropriate.

The feedback process provides election staff with an opportunity to take corrective measures to prevent similar recurrences, address training needs, enhance service delivery and provide alternative methods of providing election information and services.

## **ADDITIONAL INFORMATION**

### **Clerk's Office**

Clerk's Office staff can answer any questions you may have about running for office, the election in general or specific provisions for those persons with disabilities.

### **Municipality's website**

The Municipality of Calvin's website is continuously updated to reflect the most recent developments and information. Visit the site for an up-to-date list of candidates, after nomination day, and other important messages or events throughout the election year.

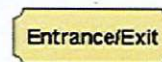
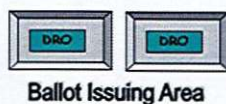
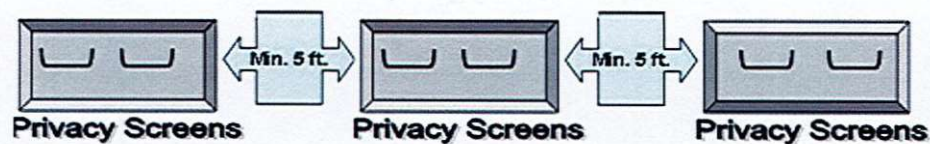
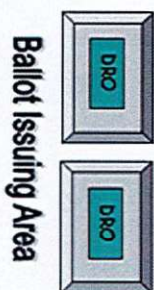
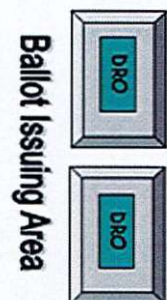
### **Ministry of Municipal Affairs and Housing – Election website**

This website contains information about municipal elections, the Province of Ontario 2026 Municipal Elections Candidates and Voters Guide as well as the Ministry's commitment to promote greater accessibility for electors and candidates with disabilities.

### **Service Ontario – e-Laws**

This website contains all current statutes including the Municipal Elections Act, 1996, the Ontarians with Disabilities Act, 2001 and the Accessibility for Ontarians with Disabilities Act, 2005.

Appendix A Sample of Election  
Voting Location  
Community Center





Appendix B

**2026 MUNICIPAL ELECTION –  
VOTING LOCATION REVIEW ACCESSIBILITY AUDIT CHECKLIST**

**Facility Name:**

**Facility Address:**

**Audit date:**

**Audit conducted by:**

√	Criteria	Y/N N/A	COMMENTS
	<b>ENTRANCE</b>		
	Is the main public entrance a barrier free accessible one? (ext. & int.)		
	If not, is there an alternative entrance that is accessible?		
	Is the entrance well lit?		
	Is the entrance easy to see from the parking area?		
	<b>PARKING LOT</b>		
	Is there accessible parking available?		
	Are the accessible parking spots clearly marked with signs and parked on the pavement?		
	<b>RAMPS - Location</b>		
	Are ramps provided as an alternative to stairs?		
	Is the slope of the ramp 1:20?		
	Are handrails provided on both sides of the ramp?		
	<b>DOORS – Main Entrance</b>		
	Do the doors have a minimum clear width of 860mm (34in) as measured between the door stop and the edge of the door in the 90-degree open position?		
	Are automatic doors provided?		
	If there is <b>NO</b> automatic door: Are lever handles or D-Shaped pulls provided?		
	Are the handles at an appropriate height (mounted between 900mm (35in.)		
	Is there a manoeuvring space of 600mm (24in.) on both sides of the door?		
	Are the widths of corridors, hallways and paths wide enough (min 1.2m/4 ft.)?		
	Is the path of travel free of furniture or equipment?		
	Is adequate headroom height of minimum 2.03m (6 ft. 8in.) provided? (protruding objects)		



	Is there space for wheelchair seating in the auditorium/seating area(s)? (such as arena spectator, pool viewing area)		
	<b>STAIRS - Location</b>		
	Are the stair risers closed in?		
	Is there colour or texture contrasted tread nosing?		
	Handrails are provided on both sides of the stairs?		
	<b>ELEVATORS - Location</b>		
	Do the doors open wide enough to accommodate a person in a wheelchair; at least 915mm (36in)?		
	Do the doors stay open for at least 7 seconds?		
	Are the internal dimensions <b>minimum</b> 1.725m x 1.5 m (5ft 8in x 5ft.)?		
	Are the buttons at an appropriate height (highest button no higher than 1.2m/4ft., lowest button at least 920mm/36in from the floor)?		
	Are the controls or floor buttons raised and done in Braille?		
	<b>WASHROOMS</b>		
	Are accessible stall(s) located within the current washroom facilities?		
	If not, is there an accessible washroom(s) available to both males and females?		
	Please indicate the style of entrance into the washrooms with the <b>accessible stalls</b> : Airport style, Automatic, Push door.		
	Is there a clear turning space of 1.83m (6ft.) in diameter outside the <b>accessible stall</b> ?		
	Is the <b>accessible stall</b> or facility 1.83m x 1.83m (6ft. x 6ft.)?		
	Are grab bars mounted on the wall behind the urinal and on the side wall?		
	Is the toilet flush control automatic or located on the side where the individual would transfer from?		
	Are faucets, fixtures, dispensers and light switches at an appropriate height?		



**ADDITIONAL COMMENTS:**  
**Accessible Customer Service Feedback Form**

Thank you for visiting the Calvin Community Centre during the 2026 Municipal Election vote. We strive to meet everyone's accessibility needs.

Let us know how we did.

**Please tell us the date and time of your visit (yyyy-mm-dd) (hh:mm)**

**Did the Hall meet your accessibility needs?**

☐ Yes

☐ No

☐ Somewhat

**If you answered somewhat or no, please explain below.**

**Contact Information: Name and telephone number**

**Email address**

Personal information contained on this form is collected pursuant to the Accessibility for Ontarians with Disabilities Act, 2005, and will be used to assist the Town in ensuring that the delivery of its goods and services to those with disabilities is provided in an effective and timely manner. Questions about this collection should be directed to the Chief Administrative Officer, 1355 Peddlers Drive, Mattawa ON, P0H 1V0 email: [cao@calvintowship.ca](mailto:cao@calvintowship.ca)

8.10.7



# Corporation of the Municipality of Calvin

## Council Resolution

Date: December 16, 2025

### Placing a Question on the Election Ballot

Resolution Number: 2025-383

Moved By: Councillor

Seconded By: Councillor

NOW THEREFORE BE IT RESOLVED THAT Council for the Corporation of the Municipality of Calvin receives staff report regarding placing a question on the election ballot for information purposes AND FURTHER THAT Council understands that should they wish a question to be placed on the election ballot, that a by-law with the question and details must be passed on or before March 1, 2026.

**Result:**



## COUNCIL MEETING

Dec 16, 2026

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To: Council  
Subject: Elections – Placing a Question of the Election Ballot  
Submitted by: Donna Maitland, CAO Clerk Treasurer

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### RECOMMENDATION

That Council receives staff report regarding Placing a Question on the Ballot for information purposes only.

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### BACKGROUND

The 2026 Municipal and School Board Elections will be held on Monday, October 26, 2026. Section 8 of the *Municipal Elections Act* (MEA), 1996 provides that a municipal Council may pass a By-Law to submit a question to the electors or a by-law requiring elector assent. This By-Law shall be passed on or before March 1 in the year of a regular election.

There are conditions on the kind of questions that may be asked:

- it must be about a matter that the municipality has authority for, and that the municipality can implement
- it can't be a matter of Provincial interest
- the wording of the question must be clear, concise and neutral
- the possible answers to the question must be "yes" and "no"
- multiple choice or multi-part questions are not permitted

Any person may appeal the wording of the question to the Chief Electoral Officer of Elections Ontario. This appeal must be filed with the municipal clerk within 20 days of the bylaw being passed.

Members of the public cannot make a Council put a question on the ballot.

### The results of a question on the ballot

If more than 50% of the eligible voters in a municipality vote on the question, the result is binding on the municipal council. This means:

if "yes" receives more than 50% of the votes, the municipality must implement the results of the question in a timely manner

if "no" receives more than 50% of the votes, the municipality cannot implement the matter in question until four years have passed since voting day

If less than 50% of the eligible voters in the municipality vote on the question, the results are not binding. Council may consider the results, but it is not required to act or not act on whatever the question was about.

---

## **ANALYSIS/OPTIONS**

Placing a question on the ballot is one option to receive feedback from the electorate. Before authorizing a ballot question for the 2026 Municipal Election, Council should consider the following:

- Potential impact of the question on voter turnout;
  - Costs associated with communicating the question and its implications to the public (e.g., statutory notices, statutory meeting, community engagement); and,
  - Potential implementation costs and requirements if the results are binding.
- 

## **FINANCIAL IMPLICATIONS**

The administrative costs associated with placing a question on the ballot for the 2026 Municipal Election are minimal and not likely to exceed \$5,000.

However, the costs of implementing the results of the vote will vary depending on the nature of the question being asked. If Council decides to place a question on the ballot in 2026, it should be prepared to allocate funds to support the implementation of a possible binding result.

---

Respectfully Submitted,

Donna Maitland



8-11  
CFO Report

**From:** Maki, Brian (SOLGEN) <[Brian.Maki@ontario.ca](mailto:Brian.Maki@ontario.ca)>

**Sent:** December 11, 2025 8:19 AM

**To:** CAO <[CAO@calvintownship.ca](mailto:CAO@calvintownship.ca)>

**Subject:** FW: Fire Marshal Notification 2025-09: Announcement of 2025-2026 Fire Protection Grant Allocations (December 10, 2025)

FYI...

**Brian Maki**

Fire Protection Adviser, Field and Advisory Services | Office of the Fire Marshal  
Ministry of Solicitor General | Ontario Public Service  
705-521-3457 | [brian.maki@ontario.ca](mailto:brian.maki@ontario.ca)

**Office of the Fire Marshal** 

*Working together towards making Ontario a fire safe place to live, work and play.*

**From:** OFM <[OFM@ontario.ca](mailto:OFM@ontario.ca)>

**Sent:** December 10, 2025 9:45 AM

**To:** @JUS-L-SOLGEN-OFM <[JUS.L.SOLGEN.OFM@msgov.gov.on.ca](mailto:JUS.L.SOLGEN.OFM@msgov.gov.on.ca)>

**Subject:** Fire Marshal Notification 2025-09: Announcement of 2025-2026 Fire Protection Grant Allocations (December 10, 2025)

**To all staff:**

**The following has been shared with all Fire Chiefs this morning.**

**Sent on behalf of the Fire Marshal**

Good morning,

**The attached and below Fire Marshal Notification 2025-09: Announcement of 2025-2026 Fire Protection Grant Allocations (December 10, 2025) is for your information.**

Sincerely,

Jon Pegg  
Ontario Fire Marshal



Ministry of the Solicitor General  
Office of the Fire Marshal

25 Morton Shulman Avenue  
Toronto ON M3M 0B1  
Tel: 647-329-1100  
Fax: 647-329-1143

Ministère du Solliciteur général  
Bureau du commissaire des incendies

25, avenue Morton Shulman  
Toronto ON M3M 0B1  
Tél.: 647-329-1100  
Téléc.: 647-329-1143



MEMORANDUM TO: All Ontario Fire Chiefs

FROM: Jon Pegg  
Fire Marshal

DATE: December 10, 2025

SUBJECT: Announcement of 2025-2026 Fire Protection Grant Allocations

The Office of the Fire Marshal (OFM) is pleased to announce that the applications for Year 2 of the Fire Protection Grant have been approved.

The OFM received a total of 380 applications, each outlining projects focused on enhancing cancer prevention and health and safety initiatives for firefighters across Ontario.

The OFM will begin contacting successful fire departments to review and finalize the required Transfer Payment Agreements. Fire departments will be directed to their [Transfer Payment Ontario](#) (TPON) account to access and complete the necessary documentation.

Transfer Payment Agreements will contain all project details, including report-back requirements. The agreements will be executed through TPON and will require the signature of the fire department's municipal signing authority.

If you have any questions, please contact your local Fire Protection Adviser.

Thank you to all departments that submitted an application for the Fire Protection Grant. Your continued commitment to firefighter cancer prevention and health and safety is commendable and will have a lasting impact on the wellbeing of your firefighters.

Sincerely,

Jon Pegg  
Fire Marshal