

2025 Osgoode By-election



Becoming a candidate in the City of Ottawa's 2025 Osgoode By-election

Are you considering becoming a candidate for the office of City Councillor in the City of Ottawa's 2025 Osgoode By-election? Here is some information to be aware of while you make your decision.

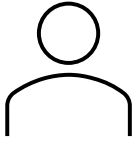


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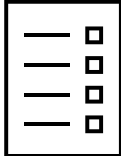
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Becoming a candidate – At a glance



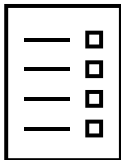
Who can become a candidate?

Candidates must be a resident of the City of Ottawa, or an owner or tenant of land in the City of Ottawa, or the spouse of such an owner or tenant, a Canadian citizen and at least 18 years of age.



Nomination period and Nomination Day

March 27, 2025, is the first day candidates can file their nomination. Nomination Day, which will be held on May 2, 2025, is the last day candidates can file their nomination.



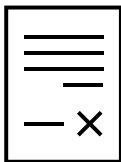
Third party advertiser registration period

All individuals, corporations and trade unions must register before incurring any expense related to third party advertisements. Third party advertisers can file their Notices of Registration at the Elections Office between March 27 and June 13, 2025, at 4:30 pm.



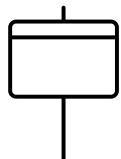
Opening a bank account

Candidates who wish to raise or spend money on their campaign must open a bank account exclusively for the purposes of their campaign. Candidates are also responsible for keeping records of the financial activities related to their campaign.



Contribution Rebate Program application

To participate in the Contribution Rebate Program, candidates must fill out an application form. Candidates may apply to participate in the program at any time between the filing of their nomination and Nomination Day on May 2, 2025.



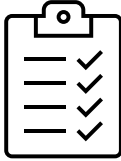
Election signs on private and public property

The first day election signs can be placed on private or public property is May 2, 2025.



Certification of candidate nominations

The City Clerk will review and certify candidate nomination forms by 4 pm on May 5, 2025. Once certified, the candidate's name will appear on the ballot.



Voters' List

Electors in Ward 20 may add, amend or remove their information on the Voters' List during the revision period from May 15 to May 23, 2025. Copies of the Voters' List will become available to candidates for their use, upon written request, on May 15, 2025.



Interim list of changes to the Voters' List

Candidates that received an original copy of the Voters' List will be provided with the interim list of changes to the Voters' List by May 26, 2025.



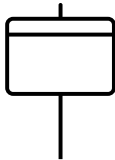
Advance Vote Day

Advance Vote Day will be held on June 6, 2025. Eligible electors will have the opportunity to cast their vote in person at any of the voting places in the ward. Copies of Strike-Off Lists will become available to candidates on June 9, 2025.



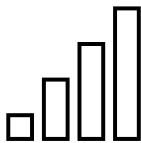
Voting Day

Voting Day will be held on June 16, 2025. Eligible electors will have the opportunity to cast their vote in person at any of the voting places in the ward. Special mail-in ballots must be received by 4:30 pm on Voting Day in order to be counted.



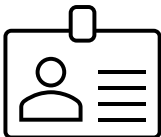
Removal of elections signs

Candidates and third party advertisers must remove election signs on both public and private property by end of day, 11:59 pm, on June 19, 2025.



Declaration of results

After the close of voting on Voting Day, unofficial results are posted on ottawa.ca/vote. These results are only declared official by the City Clerk after they have been verified by external auditors. This occurs as soon as possible after Voting Day.



New City Councillor orientation

The elected member signs their Declaration of Office and receives orientation from City staff for their new role.



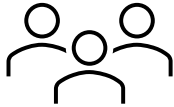
End of the campaign period

The campaign period begins on the day candidates file their nomination and automatically ends on July 31, 2025.



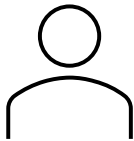
Candidates submit financial statements

Candidates are responsible for filing a complete and accurate initial financial statement by September 2, 2025, at 2 pm. Supplementary financial statements must be submitted by March 4, 2026 at 2 pm.



The Election Compliance Audit Committee's role begins

An elector can submit a compliance audit application to the Election Compliance Audit Committee (ECAC) for their consideration. For more information on the role of the ECAC, visit ottawa.ca/ecac.



End of the 2022-2026 Term of Council

The 2022-2026 Term of Council ends on November 14, 2026.

For more information on the 2025 Osgoode By-election key dates, refer to page 31.

Disclaimer

This document is prepared for information purposes only and is not meant to replace legislation. It provides an overview, and reference should always be made to relevant legislation, by-laws, and policies.

The *Municipal Elections Act, 1996*

All municipal elections in Ontario, including the City of Ottawa's, are governed by the [*Municipal Elections Act, 1996*](#) (the "MEA"). The MEA provides rules for the administration of regular elections and by-elections, addressing areas such as voter and candidate eligibility, rules surrounding third party advertising, methods of voting, campaign and campaign finance rules, questions on the ballot and legislative dates in the election cycle, including the length of the campaign period and Voting Day.

The MEA also sets out the roles and responsibilities of City Council, the City Clerk, school boards, electors, candidates and third party advertisers, and provides provisions with respect to compliance, enforcement, and penalties.

The MEA provides that the City Clerk is responsible for the preparation and conduct of municipal elections and by-elections. In addition to adhering to provisions of the MEA, the City Clerk has a duty to prepare for and conduct an election in a manner consistent with the principles of the legislation.

While not defined in the MEA, the courts have established these principles as follows:

1. Secrecy and confidentiality of the voting process is paramount.
2. The election shall be fair and must not favour one candidate over another.
3. The election shall be accessible to voters.
4. Integrity of the process shall be maintained throughout the election.
5. Proper majority vote decides the election, which is achieved by ensuring, so far as is reasonably possible, that valid votes be counted, and invalid votes be rejected.
6. Voters and candidates shall be treated fairly and consistently.

2025 Osgoode By-election

City Council declared the office of City Councillor for Ward 20 Osgoode vacant at its March 26, 2025, meeting and passed A by-law requiring a by-election to fill the vacancy. Eligible electors will have the opportunity to elect a Ward 20 City Councillor for the remainder of the 2022-2026 Term of Council.

Eligible electors will have three options to cast their vote in the 2025 Osgoode By-election:

1. By special mail-in ballot.
2. By appointing a proxy to vote on their behalf.
3. By vote in person on Advance Vote Day on June 6 or Voting Day on June 16, 2025.

More information on the voting opportunities can be found on ottawa.ca/vote.

Term of office and remuneration

The 2022-2026 Term of Council began on Tuesday, November 15, 2022, and will end on Saturday, November 14, 2026. The term of office for the elected member from the 2025 Osgoode By-election will begin upon signing the Declaration of Office (anticipated to take place shortly after June 16, 2025) will end on Saturday, November 14, 2026.

The salary for City Councillors is \$119,654 per year (2025 rates of pay).

Role of City Council

In accordance with the *Municipal Act, 2001*, the role of City Council is:

- To represent the public and to consider the well-being and interests of the municipality.
- To develop and evaluate the policies and programs of the municipality.
- To determine which services the municipality provides.
- To ensure that administrative and controllership policies, practices and procedures are in place to implement the decisions of council.

- To ensure the accountability and transparency of the operations of the municipality, including the activities of senior management of the municipality.
- To maintain the financial integrity of the municipality.
- To carry out the duties of council under this or any other Act.

Becoming a candidate for City Councillor

In accordance with the *Municipal Act, 2001*, a person is eligible to be a candidate in a municipal election if they are an eligible elector as of the day they file their nomination forms. Subsection 17(2) of the MEA sets out the eligibility requirements for electors, and therefore candidates, as further described below.

Who can be a candidate for City Councillor?

A person is eligible to become a candidate for City Councillor if they are:

- a resident of the City of Ottawa, or an owner or tenant of land in the City of Ottawa, or the spouse of such an owner or tenant.
- a Canadian citizen.
- at least 18 years old.
- not legally prohibited from voting.

A candidate must be eligible as of the day they file their nomination and must remain eligible throughout the election period and, if elected, throughout the term of office.

Who cannot be a candidate for City Councillor?

The following individuals are ineligible to become a candidate for City Councillor:

- an employee of the municipality unless they take an unpaid leave of absence beginning the day they are nominated and resign if elected to the office.
- 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 nominations or the City Clerk will not certify the nomination.

- a candidate who failed to file the necessary financial statement(s) in the last municipal election or by-election.

Nomination information

To become a candidate for the office of City Councillor Ward 20 Osgoode, candidates must:

1. File a completed [Nomination Paper – Form 1](#).
2. File a completed [Endorsement of Nomination – Form 2](#) (that includes a declaration of qualification from at least 25 eligible electors endorsing their nomination).
3. Pay the filing fee of \$100.
4. Provide proof of identity.

Note: Nomination forms are public documents and are available for inspection at the Elections Office.

A list of candidates running in the 2025 Osgoode By-election will be regularly updated and available on the City of Ottawa’s Elections website at ottawa.ca/vote.

Nomination period

March 27, 2025, is the first day eligible individuals can file their nomination forms to become a candidate for the office of City Councillor Ward 20 Osgoode at the Elections Office during regular office hours. May 2, 2025 at 2 pm is the deadline for candidates to submit their nomination forms for the 2025 Osgoode By-election at the Elections Office.

Nominations for the 2025 Osgoode By-election will take place at the Elections Office (1221 B Cyrville Road) with the City Clerk or her designate.

Candidates or their agents are encouraged to schedule an appointment to file their nomination and may contact the Elections Office by phone at 613-580-2660 or by email at elections@ottawa.ca in order to do so. Appointments will be reserved on a first come, first serve basis.

Endorsement of Nomination – Form 2

At least 25 eligible electors must endorse a candidate’s nomination for the office of City Councillor. Individuals who provide a signature endorsing a nomination will have to sign

a declaration stating they are eligible to vote in the municipality as of the day they sign the endorsement.

The nomination forms of a candidate running for the office of City Councillor must be submitted with a declaration of qualification from each of the eligible electors endorsing their nomination. Pursuant to Subsection 33(1.2.1) of the MEA, endorsements of a nomination shall be collected as original signatures.

Filing fees

Candidates must pay a filing fee of \$100 at the time of filing (by cash, debit, credit card, certified cheque or money order) their nomination forms.

Nomination filing fees are refundable if the candidate's financial statement and auditor's report (if applicable) are filed on or before September 2, 2025, at 2 pm.

Campaign period

The campaign period for a candidate begins on the day their nomination forms are filed and automatically ends on July 31, 2025. On this date, the candidate's campaign is automatically closed. Candidates cannot accept any contributions or incur any expenses after the end of the campaign period.

If at the end of the campaign period a candidate's campaign expenses are greater than their campaign income, their campaign will be in deficit. Candidates with a deficit may extend their campaign in order to do some additional fundraising. To extend a campaign, the candidate must notify the City Clerk on or before July 31, 2025, at 4:30 pm by submitting the Notice of Extension of Campaign Period – Form 6 in person at the Elections Office.

If a candidate's campaign has a surplus, the candidate must pay the surplus to the City Clerk when filing their financial statement(s).

Withdrawal of nomination

The deadline for candidates to withdraw their nomination at the Elections Office is May 2, 2025, at 2 pm.

A withdrawal of nomination must be submitted in writing with the original signature of the candidate, and in person by the candidate or their agent at the Elections Office.

Proof of identity of the candidate or, if applicable, their agent, must be presented when filing the withdrawal.

Campaign finances

Candidates are ultimately responsible for all matters relating to their campaign finances.

Candidates cannot raise or spend any money on their campaign until they have filed their nomination forms and opened a bank account exclusively for the purposes of the election campaign.

Candidates are responsible for keeping records of the financial activities related to their campaign and are required to keep these records until November 15, 2026, when the next council or school board takes office.

Campaign bank accounts

Candidates must open a bank account exclusively for their campaign, if they accept any contributions of money (including contributions from themselves and their spouse) or incur any expenses.

If a candidate receives contributions of goods or services but no contributions of money, they do not have to open a campaign bank account.

Candidates cannot use their personal bank account for campaign finances.

All contributions must be deposited into the campaign bank account and all expenses must be paid for from the campaign bank account.

Note: Candidates are not required to open a campaign bank account if they do not receive monetary contributions or incur campaign-related expenses.

Spending limits for candidates

Candidates are subject to two spending limits:

1. A general spending limit.
2. A separate limit for expenses relating to parties and expressions of appreciation after voting day.

The general spending limit is calculated based on the number of electors who are eligible to vote for the office of City Councillor Ward 20 Osgoode. The formula used to calculate the general spending limit is \$5,000 plus \$0.85 per eligible elector.

There is a separate spending limit for candidates for expenses related to parties and expressions of appreciation after the close of voting. This limit is calculated as ten percent of the amount of their general spending limit. The City Clerk will provide initial spending limits to candidates upon filing their nomination. The initial spending limits should be used to conduct all financial aspects of the campaign until the final spending limits are provided to candidates.

The final general spending limit and the spending limit for parties and other expressions of appreciation after Voting Day will be provided to candidates on or before May 26, 2025. The City Clerk's calculation of the spending limits is final. The higher spending limit will prevail and should be used by candidates when filing their financial statement(s).

Campaign contributions

Campaign contributions are any money, goods or services that are given to a candidate for use in their campaign, including money and goods that a candidate contributes to themselves. Candidates must issue a receipt for every contribution they receive. The receipt should show who made the contribution (the contributor's name and address), the date the contribution was made, the value of the contribution, and whether the contribution is in the form of money, goods or services.

Candidates can accept contributions from:

- Individuals who are normally residents of Ontario.
- The candidate and their spouse. (Note: If a candidate's spouse is not usually a resident of Ontario, they can still contribute to their spouse's campaign).

Candidates cannot accept contributions from:

- A federal political party registered under the *Canada Elections Act* (Canada) or any federal constituency association or registered candidate at a federal election endorsed by that party.
- A provincial political party, constituency association, registered candidate or leadership contestant registered under the *Election Finances Act*.
- A corporation that carries on business in Ontario.
- A trade union that holds bargaining rights for employees in Ontario.

- The Crown in right of Canada or Ontario, a municipality or a local board.

Campaign contribution limits

Individuals may contribute a maximum of \$1,200 to a single candidate. This includes the value of any goods or services donated to the campaign. Individuals may not contribute more than \$5,000 to two or more candidates running for offices on the same council. Any contribution of money must come directly from the contributor.

Under the MEA, candidates are required to inform each of their contributors of these contribution limits.

Only a contribution that is \$25 or less can be made in cash. All contributions above \$25 must be made by cheque, money order, or by a method that clearly shows where the funds come from (such as certain debit, credit, or electronic transfer transactions).

In addition, there is a limit on how much a candidate running for municipal council and their spouse can contribute to their own campaign.

The contribution limit is calculated based on the number of electors who are eligible to vote for the office. The formula used to calculate the limit that a candidate running for City Councillor, and their spouse, can contribute to their own campaign is \$5,000 plus \$0.20 per eligible elector, to a maximum of \$25,000.

Candidates are provided with an estimate of their contribution limit when they file their nomination forms. This estimate is based on the number of electors in the previous regular election.

The final contribution limit will be provided to candidates on or before May 26, 2025. The City Clerk's calculation of the contribution limit is final.

Contribution receipts

Contribution receipts must be issued for every contribution a candidate receives (even if they are not participating in the Contribution Rebate Program). The receipt should show:

- Who made the contribution (the contributor's name and address).
- The date.
- The value.
- The form.

Contributions may only come from one person. If a candidate receives a contribution from a joint personal account, they must determine who is making the contribution and issue the receipt to that person.

Candidates are required to list the names and addresses of every contributor who gives more than \$100 in total to their campaign in their financial statement.

Candidates should keep a record of the names and addresses of every contributor, regardless of the value of their contribution, because the same contributor may make multiple contributions that end up totaling more than \$100.

Note: Contribution receipts are not tax receipts.

Ineligible contributions

The following contributions are ineligible:

- Made outside the candidate's campaign period.
- From an anonymous source (except for cash donations of \$25 or less at a fundraising event).
- From an ineligible source (e.g. someone who doesn't live in Ontario, etc.).
- Greater than the \$1,200 limit or the \$5,000 total limit.
- A cash contribution greater than \$25.
- From funds that do not belong to the contributor who gave them to the candidate.

Ineligible contributions must be returned to the contributor as soon as the candidate learns it is ineligible. If the contribution cannot be returned, it must be turned over to the City Clerk.

Responsibilities of the City Clerk

The City Clerk is responsible for reviewing contributions reported on candidate financial statements. The City Clerk must report findings on apparent non-compliance by contributors to the Election Compliance Audit Committee.

Campaign contribution rebates

Candidates in the 2025 Osgoode By-election may participate in the City's [Contribution Rebate Program](#) and contributors may receive a rebate in accordance with [By-law No. 2022-76](#).

Additional information is provided in the "Contribution Rebate Program" section of this guide on page 17.

Financial statements

Initial financial statements

Candidates are responsible for filing a complete and accurate initial [Financial Statement - Auditor's Report Candidate - Form 4](#) by September 2, 2025, at 2 pm. The statement covers the period from the day the candidate filed their nomination forms until July 31, 2025.

Any candidate that filed a nomination form must file an initial financial statement. This includes candidates who withdrew their nomination, candidates who were not certified and did not appear on the ballot, and candidates who were acclaimed.

All initial financial statements must be filed by the candidate or by an agent acting on the candidate's behalf, in person at the Elections Office. Initial financial statements may not be faxed, mailed or emailed, as an original signature is required. If an agent of the candidate is filing the initial financial statement, the forms must be fully completed by the candidate prior to filing.

The candidate or the agent filing the initial financial statement will be required to present proof of identity.

Candidates who require an extension to file their initial financial statement must apply to the Superior Court of Justice prior to the last day for filing, August 29, 2025. The court may grant an extension of up to 90 days. If the Superior Court of Justice approves the extension, the candidate must provide the Elections Office with the court order no later than 2 pm on the last day for filing, September 2, 2025.

Candidates will not receive a refund of their nomination fee unless they file their initial financial statement by the deadline.

Supplementary financial statements

Candidates who extend their campaign must file two financial statements. The deadline for candidates who extended their campaign to file their supplementary [Financial Statement - Auditor's Report Candidate - Form 4](#) is March 4, 2025 at 2 pm. The supplementary financial statement covers the period from the day the candidate filed their nomination forms until the end of their extended campaign period.

Candidates who require an extension to file their supplementary financial statement must apply to the Superior Court of Justice prior to the last day for filing, March 3, 2025. The court may grant an extension of up to 90 days. If the Superior Court of Justice approves the extension, the candidate must provide the Elections Office with the court order no later than 2 pm on the last day for filing, March 4, 2025.

30-day grace period and late filing fee

Candidates who miss the filing deadlines (2 pm on September 2, 2025, for the initial filing; 2 pm on March 4, 2025, for the supplementary filing) can still submit their statement up to 30 days later provided that they pay a \$500 late filing fee.

The grace period for the initial financial statement filing ends at 2 pm on October 2, 2025. The grace period for the supplementary financial statement filing ends at 2 pm on April 7, 2026.

The \$500 late filing fee can be paid via cash, debit/credit card, certified cheque, or money order payable to the City of Ottawa.

Contribution Rebate Program

Section 88.11 of the MEA, provides that a municipality may pass a by-law to allow for the payment of rebates to individuals who contribute to candidates for an office on the municipal council, and may establish conditions under which such a rebate is paid.

City Council passed By-law No. 2022-76 to authorize the City of Ottawa's Contribution Rebate Program. In accordance with the by-law, individuals may receive a portion of their monetary contribution(s) back in the form of a rebate. The amount a contributor is eligible to receive is based on the total amount of money they contributed to all candidates participating in the program.

Only candidates in the by-election are eligible to participate in the Contribution Rebate Program. Third party advertisers are not eligible to participate in the Contribution

Rebate Program. Participation in the Contribution Rebate Program is voluntary, and candidates must opt into the program.

Overview

Campaign contributions from individuals are only eligible for a rebate if both the contributor and participating candidate meet the requirements of By-law No. 2022-76.

Campaign contributions to candidates for City Councillor are any money, goods or services given to the candidate for use in their campaign, including money and goods they contribute to their own campaign.

Only a contribution of money accepted by a participating candidate will be eligible for the payment of a rebate. Money includes cash, a cheque, money order or by a method that clearly shows where the funds came from, such as certain debit, credit, or electronic transfer transactions.

The following are not eligible to receive the payment of a contribution rebate:

- Contributions of goods or services.
- Contributions of inventory from a prior election.
- Contributions made by a candidate, a candidate's spouse, or a candidate's child to any candidate's campaign.

The total value of contributions from an individual to a candidate cannot exceed \$1,200. An individual may not contribute more than a total of \$5,000 to two or more candidates for offices on the same municipal council. A minimum contribution of \$25.01 is required to be eligible for the payment of a rebate and the maximum rebate shall not exceed \$75.

Where the participating candidate has withdrawn their nomination in accordance with the MEA, each eligible contribution from individuals to the campaign are eligible for a 75 per cent rebate up to a maximum of \$900 for their contribution to that campaign.

Participating in the Contribution Rebate Program

Participation in the Contribution Rebate Program is voluntary. To participate in the Contribution Rebate Program, candidates must fill out a *Contribution Rebate Program Application* form and comply with the provisions of By-law No. 2022-76. The *Contribution Rebate Program Application* form is provided to candidates when they file their nomination. Candidates may apply to participate in the program at any

time between the time they file their nomination and Nomination Day on May 2, 2025, at 2 pm.

Please note that contributions made before a candidate applies for the Contribution Rebate Program are not eligible for a rebate.

The *Contribution Rebate Program Application* form may be filed in person at the Elections Office, by email or by mail. If a candidate submits a completed application via email or mail, they will receive confirmation of receipt from the Elections Office.

Complying with the Contribution Rebate Program

Participation in the Contribution Rebate Program requires candidates to meet the requirements of By-law No. 2022-76.

Contributors are only eligible for the payment of a rebate if the participating candidate:

- Submits a completed *Contribution Rebate Program Application* form within the filing period.
- Issues a receipt, in the form prescribed by the City Clerk, for each contribution made under the rebate program.
- Files a financial statement and auditor's report, including copies of receipts for all contributions, by the relevant filing date and regardless of the total contributions received or expenses incurred.
- Only if applicable, files a supplementary statement and auditor's report, including copies of receipts for all contributions, by the relevant filing date and regardless of the total contributions received or expenses incurred.
- Submits a Contribution Rebate Program – Auditor's Statement form with their financial statement as confirmation from an auditor that they verified all contributions against a bank statement for the campaign account.
- Pays any surplus in accordance with Section 88.32 of the MEA, within the time period stipulated by that section.
- Has no request for a compliance audit in accordance with Section 88.33 of the MEA, during the application period.
- In the event of a compliance audit in accordance with Section 88.33 of the MEA, the compliance audit committee or prosecutor decide not to commence legal proceedings, or a compliance audit has been completed.

- Is not otherwise convicted of an offense with respect to an alleged contravention of the MEA.

Contributors are only eligible for the payment of a rebate if they:

- Complete and submit an *Application for the Payment of a Contribution Rebate* form (printed on the back of the prescribed receipt issued by the candidate) to the Elections Office by the application deadline.
- Have not been identified by the City Clerk as appearing to have made contributions exceeding what is permitted under Section 88.9 or 88.13 of the MEA.
- In the event of any proceedings in relation to the City Clerk's review of contributions to candidates or registered third parties on financial statements, the compliance audit committee or prosecutor decide not to commence legal proceedings.
- Are not otherwise convicted of an offense with respect to an alleged contravention of the MEA.

The City Clerk will review the receipt filed by the contributor and the copy of the receipt filed by the participating candidate to ensure consistency. The City Clerk may also request further information from the contributor or participating candidate to determine whether a rebate may be issued in accordance with the by-law.

Consult By-law No. 2022-76 on ottawa.ca/vote for a comprehensive list of the conditions required for the payment of a rebate.

Contribution rebate receipts

Participating candidates must issue a receipt to a contributor, for every contribution received. The receipt is required to be in the form established by the City Clerk, signed by a candidate or their agent, and must include the name of the contributor, the date the contribution is accepted, and its value.

If a candidate receives a contribution from a joint personal account, they must determine who is making the contribution and issue the receipt to that person. The contribution can only come from one person.

If an eligible contributor has lost their receipt, candidates are required to complete the following steps to ensure they receive a rebate:

- Photocopy both sides of the pink copy of the contribution rebate receipt.
- Re-sign the new photocopies.
- Indicate “reissued” on the photocopies.
- Have the contributor fill out the new photocopies and submit them to the Elections Office.
- Provide the Elections Office with a list of which receipts, including the receipt numbers, were reissued.

Contributors applying for a contribution rebate

Contributors must claim their own rebates. An individual who has made a campaign contribution and received the prescribed receipt from a participating candidate may apply to the City Clerk for a rebate using the Application for the Payment of a Contribution Rebate form printed on the back of the prescribed receipt.

Contributors have until 2 pm on May 4, 2026 to complete and submit an application (Application for the Payment of a Contribution Rebate form) for a rebate on contributions made during the 2025 Osgoode By-election.

Contribution rebate amount and formula

The amount of money a contributor is eligible to receive is based on the total amount of money they contributed to all candidates participating in the program. An individual who makes more than one contribution to a single candidate or contributions to more than one candidate participating in the program may apply for a rebate in respect of each contribution (minimum contribution of \$25.01 per candidate) but is not entitled to receive total rebates exceeding the maximum rebate amount of \$75.

The following formula is used to calculate rebates to individuals who have contributed to participating candidates:

- If the contribution by an individual to a candidate is \$25 or less, there is no rebate for that contribution.
- If the contribution by an individual to a candidate is equal to or greater than \$25.01 and not more than \$100, the rebate is 50% of the total contribution.

- If the contribution by an individual to a candidate is greater than \$100, the rebate is \$50 plus 25% of the amount by which the contribution exceeds \$100.
- The maximum rebate to an individual may not exceed \$75, except for candidates who withdraw their nomination in accordance with the Act, in such circumstance, the rebate to an individual is 75% up to a maximum of \$900.00.

If an individual makes more than one contribution to a single candidate, the formula noted above also applies. The rebate will be calculated using the sum of the contributions. For example, if an individual contributes \$10, five different times to candidate X resulting in a total amount of \$50, the individual is eligible for a rebate for their \$50 contribution to candidate X.

The same formula applies if an individual makes contributions to more than one candidate (minimum contribution of \$25.01 per candidate). The rebate will be calculated using the sum of the contributions, provided that no single contribution is less than \$25.01. For example, if an individual contributes \$20 to candidate X, and \$50 to candidate Y, only the \$50 contribution to candidate Y is eligible for a rebate.

Sample rebate calculations

Total contribution	Total rebate
\$25.00 or less	\$0
\$25.01	\$12.51
\$50.00	\$25.00
\$100.00	\$50.00
\$150.00	\$62.50
\$200.00 - \$1,200.00	\$75.00

Election signs and campaign information

Reporting campaign concerns or complaints

Municipal elections in Ontario, including the City of Ottawa’s, are governed by the MEA which provides rules for the administration of elections. The MEA expressly states that the City Clerk, and by extension the Elections Office, is responsible for the preparation and conduct of municipal elections. As such, staff are not in a position to interpret the legislation, provide advice to candidates or third party advertisers, nor investigate or review any campaign related matters.

In accordance with the MEA, neither the City Clerk nor any other City employee have a role in investigating concerns related to candidate or third party advertisers' campaigns. This statutory oversight and investigatory role specific to campaign finances lies with the [Election Compliance Audit Committee](#) (ECAC). The ECAC is a statutory body responsible for reviewing and making decisions on applications for municipal election campaign finance compliance audits, and on reports from the City Clerk regarding apparent contraventions of contribution limits prescribed by the MEA resulting from the regular municipal election or any by-election held during the term of office for the City Council for which the Committee was appointed.

For more information on ECAC, visit ottawa.ca/ecac.

Reporting election sign concerns or complaints

By-law and Regulatory Services is responsible for the enforcement of the City's [Signs on City Roads By-law](#) and [Temporary Signs on Private Property By-law](#). Any concerns or complaints regarding election signs should be directed to [3-1-1](#).

Interfering with or damaging election signs is an offence under the *Criminal Code of Canada*. Individuals that witness election sign tampering can contact the Ottawa Police at 613-236-1222. Owners of election signs that are tampered with can report the incidents online at ottawapolice.ca or through the Police Reporting Unit at 613-236-1222, extension 7300.

Candidate election campaign advertisements

An election campaign advertisement is an advertisement in any broadcast, print, electronic, or other medium that has the purpose of promoting or supporting the election of a candidate. All election campaign advertisements purchased by or under the direction of a candidate must clearly identify the candidate.

Candidates may only advertise once they have filed their nomination with the City Clerk.

Mandatory information for broadcasters and publishers

Candidates must provide the following information to the broadcaster or publisher in writing:

1. The name of the candidate.
2. The name, business address and telephone number of the individual who deals with the broadcaster or publisher under the direction of the candidate.

Broadcasters and publishers are prohibited from running an election campaign advertisement unless the above-noted information is provided.

The broadcaster or publisher of an election campaign advertisement is required to retain the following information for a period of four years after the date the advertisement appears:

- The mandatory information that is required for broadcasters and publishers (*the name of the candidate and the contact information for the person who deals with the broadcaster or publisher*).
- A copy of the advertisement, or the means of reproducing it for inspection.
- A statement of the charge made for its appearance.

The broadcaster or publisher must also permit the public to inspect these records during normal business hours.

Election signs on private property

The first day an election sign can be placed on private property is May 2, 2025.

Section 21 of the [Temporary Signs on Private Property By-law](#) (City of Ottawa By-law No. 2004-239) states:

1. No person or entity shall place or cause to be placed or allow to remain placed an election sign more than forty-five (45) days immediately preceding the election date in a municipal election, or, in the case of a federal election or provincial election, the sign may be placed upon issuance of the relevant Writ.
2. Every election sign together with its appurtenances shall be removed from the premise within seventy-two (72) hours following the election date.
3. No person shall place an election sign on private property that,
 - a. is within three metres (3m) of an intersection,
 - b. is within fifty centimetres (50cm) of a sidewalk, or where there is no sidewalk, within two metres (2m) of the roadway or within fifty centimetres (50cm) of the edge of a shoulder where such exists,
4. Sign dimension requirements contained in this by-law shall not apply to an election sign.

Election signs on public property

The first day an election sign can be placed on public property is May 2, 2025.

Section 10 of the [Signs on City Roads By-law](#) (City of Ottawa By-law No. 2003-520) states:

1. Despite Sections 4 and 5 hereof, election signs may be placed on an inner boulevard, provided that,
 - a. the sign is not placed more than forty-five (45) days immediately preceding the election date in a municipal election or, in the case of a federal election or provincial election, the sign may be placed upon issuance of the relevant Writ.
 - b. no sign is placed within fifty centimetres (50) cm of a sidewalk, or where there is no sidewalk, within two metres (2m) of the roadway or within fifty centimetres (50cm) of the edge of a shoulder where such exists.
 - c. the sign and its appurtenances are removed within seventy-two (72) hours following an election date.
2. Dimension requirements contained in this by-law shall not apply to an election sign.

Note: It is forbidden to use election signs that constitute a safety hazard or utilize any sign type identified as a prohibited sign in any of the above-listed by-laws.

Election signs on provincial highways

Please contact the [Ministry of Transportation](#) for regulations governing election signs on provincial highways.

Election signs on National Capital Commission lands

Please contact the [National Capital Commission](#) for regulations governing election signs on its lands.

Election signs and campaigning on transit property

Please refer to the City's [Transit By-law No. 2007-268](#), for regulations for election signs and campaigning on transit property. OC Transpo is a federally regulated operation due to its interprovincial routes.

Campaign material around a voting place

When a voting place is located within public premises, the entire property of the voting place and all the boundaries associated with it are considered part of that voting place.

Where a voting place is located in a multi-residential building (e.g., apartment, condominium, university residence, retirement residence, long-term care facility, etc.) the boundaries do not include any residences on the property.

On both public and private premises, "premises" includes the parking lot, adjoining fences, and adjacent road allowances. The City of Ottawa utilizes only a specific area for a voting place and has no jurisdiction over adjacent properties, such as political signs posted on street corners or passing cars advertising a candidate.

Campaigning at a voting place

The MEA stipulates that no person shall attempt to influence, directly or indirectly, how the elector votes and no person shall display a candidate's election campaign material or literature in a voting place.

Clothing or accessories that identify a candidate, such as, signs, buttons, slogans, logos, advertising, etc., are not permitted inside a voting place.

Voting screens are checked regularly for markings and campaign literature.

The Supervisor Deputy Returning Officer is the final arbiter and may take whatever action is deemed necessary to maintain compliance in the voting place.

Access to multi-residential premises by candidates and their representatives as well as the display of campaign signs

Candidates and their representatives are allowed access to apartments, condominiums, non-profit housing cooperatives and gated communities for the purpose of canvassing and distributing election material.

The MEA outlines the following rules around campaigning in these locations:

- Candidates and their representatives are permitted access between the hours of 9 am to 9 pm.
- No landlord of residential premises can prevent a tenant from displaying campaign signs on their rented premises.

- No condominium corporation can prevent an owner or tenant from displaying campaign signs on their unit.
- The landlord, person, condominium corporation or agent may set reasonable conditions on the size or type of sign that can be displayed. They can restrict signs from being displayed in common areas.

The [Residential Tenancies Act, 2006](#), [Condominium Act, 1998](#) and the [Co-operative Corporations Act, 1996](#) also provide candidates and their representatives access to the building for the purpose of canvassing.

Removal of elections signs

Candidates must remove election signs on both public and private property within 72 hours following Voting Day (June 16, 2025).

For the 2025 Osgoode By-election, election signs must be removed by end of day, 11:59 pm, on June 19, 2025.

Disposal of election signs

The Elections Office, in consultation with the Public Works Department, has put together the following information regarding the disposal of election signs including reusing, recycling and donating.

Disposal

Candidates are responsible for the disposal of their election signs. Election signs are not accepted in residential waste programs and must not be placed in a resident's recycling or garbage bin. Signage that is left out with residential waste will not be picked up by collectors.

Reuse

Candidates may choose to reuse their signs if they intend to run in a future election or by-election. Information on using leftover campaign inventory from a previous election can be found in the Province of Ontario's [2022 Candidate's Guide – Ontario municipal council and school board elections](#) and [2022 Third Party Advertisers' Guide](#).

Recycle

Candidates are encouraged to consider environmental impacts when selecting materials for their election signs.

Signs made out of corrugated plastic (coroplast) are accepted for recycling at the City's recycling processor, Cascade Recovery+.

In the weeks following an election, Cascade Recovery+ offers election sign recycling services for signs made of coroplast material to reduce the amount of waste going to landfill. Recycled signs may be turned into items such as auto parts, brooms, or ice makers.

Candidates and third party advertisers who wish to use this recycling service must coordinate with Cascade Recovery+ in advance of dropping off their signage by calling 613-742-1222.

Donate

Candidates may also wish to consider donating old election signs to schools, community groups, or theatres for use in various art and design products. It is the responsibility of the candidate to coordinate the donation to the group(s) of their choosing.

Additional resources for candidates during the by-election cycle

Throughout the by-election cycle, the Elections Office will provide resources and tools to candidates including candidate updates and correspondence, information sessions, and the Elections Portal.

Candidate updates and correspondence

Candidate updates will be issued to candidates periodically through the by-election cycle. Updates will cover a variety of subjects relating to municipal elections and their processes, including relevant legislation, municipal by-laws, and policies.

Candidate information sessions

Candidate information sessions provide candidates with an overview of relevant legislation, municipal by-laws, and policies as they relate to municipal elections. Information sessions take place periodically throughout the course of the by-election cycle.

Candidate information sessions may be in-person or virtual and will typically begin with opening remarks from the City Clerk, followed by a presentation from staff. Candidates are also provided with the opportunity to ask the presenters questions related to the election process.

Elections Portal

In an effort to provide candidates with election-related information that is timely and easy to access, a bilingual online portal has been developed that allows candidates to access important information and documents. Examples of these documents include:

- Campaign related information.
- Digital copies of the ward maps.
- Copies of the voters' list relevant to their office, if requested.

This portal alleviates the need for candidates to visit the Elections Office to receive such information, making this process more convenient and accessible.

Use of the portal is optional, and candidates that opt in to using the portal will still have the option to receive communications from the Elections Office by mail or email, in addition to being able to access the materials via the online portal.

Voters' List

The Voters' List is the list of eligible electors in the City of Ottawa. During non-election years the City of Ottawa does not maintain a Voters' List.

During an election cycle, Elections Ontario is responsible for maintaining the [Permanent Register of Electors for Ontario](#), commonly known as "the Register", and for preparing the preliminary list of electors for each municipality in Ontario. During a by-election, Election Ontario's [Permanent Register of Electors for Ontario](#) (a list of individuals eligible to vote in provincial and municipal elections in Ontario) will be used to prepare the preliminary list, which aids in the preparation of the final Voters' List for Voting Day. The [Municipal Property Assessment Corporation](#) (MPAC) is responsible for collecting information about electors' school support.

Once a municipality has prepared the Voters' List for a municipal election, the revision period begins, and electors may add, amend or remove their information by submitting an application to the Elections Office. For the 2025 Osgoode By-election, the revision period will begin on May 15 and end on May 23, 2025.

Copies of the Voters' List will become available to candidates for their use, upon written request, on May 15, 2025. In accordance with the MEA, candidates must also provide written acknowledgement to the City Clerk that they will adhere to the provisions of the MEA regarding the management and destruction of the Voters' List provided to them.

Candidates that received an original copy of the Voters' List will be provided with the interim list of changes to the Voters' List by May 26, 2025. Additionally, candidates that received the interim list of changes to the Voters' List will receive strike-off lists on June 9, 2025, following Advance Vote Day.

The Voters' List is to be used for election purposes only and any other use would be in violation of the MEA.

Key dates – 2025 Osgoode By-election

March 27, 2025

- First day for candidates to file their nomination forms for the Office of City Councillor, Ward 20 (Osgoode). A candidate's campaign period begins once their nomination forms have been filed, meaning they may begin accepting contributions and spending money on their campaign.
- First day for an individual, corporation, or trade union to file a notice of registration as a third party advertiser. The campaign period for a registered third party advertiser begins once their registration paper has been filed, meaning they may begin accepting contributions and spending money on their campaign.

May 2, 2025

- Nomination Day.
- Candidates have **until 2 pm** to file their nomination forms.
- A candidate who wishes to withdraw their nomination has **until 2 pm** to notify the Clerk by filing a written withdrawal.
- Nominations or withdrawals cannot be accepted after **2 pm**.
- First day an election sign can be placed on private and public property.

May 15, 2025

- Copies of the Voters' List are available to certified candidates upon written request to the Elections Office.
- Voter Notification Letters are mailed to eligible electors.
- Online Revision Period begins and application period for Special Mail-In Ballot begins.
 - The "Am I on the Voters' List?" search tool will be available, allowing electors to check if they are registered to vote and see how their information is currently presented on the Voters' List. Electors may use this tool from **May 15 to May 23, 2025 at 4:30 pm** to submit an application requesting that their information be updated or added to the voters' list.
 - Electors may also submit a paper application requesting that their information be updated or that their name be added or removed from the Voters' List. Electors may still submit applications to update or add their information to the Voters' List at their voting place.

- Electors may submit an application requesting to vote by Special Mail-In Ballot. An elector must appear on the Voters' List to request to vote by Special Mail-in Ballot.

May 23, 2025

- End of online Revision Period and application period for Special Mail-in Ballot at 4:30 pm.

May 26, 2025

- Final expense limits certificate to be provided to candidates and third parties by this date.
- Copies of the "Interim List of Changes" to the voters' list are available to certified candidates upon written request to the Elections Office.
- The Elections Office will begin mailing Special Mail-in Ballot Voter Kits to the electors who have registered to receive a special mail-in ballot. Electors will be required to mail or hand-deliver their completed Special Mail-in Ballot to the Elections Office at 1221 B Cyrville Road. Electors can also hand-deliver their completed Special Mail-in Ballot to the City's Client Service Centres, including the Metcalfe Client Service Centre (8243 Victoria Street) or Laurier Client Service Centre (110 Laurier Avenue W) by 4:30 pm on Voting Day (**June 16, 2025**). Special Mail-in Ballots received after 4:30 pm on June 16, will not be counted.

June 6, 2025

- Advance Vote Day
- Voting places open from 10 am to 8 pm.

June 13, 2025

- Last day for an individual, corporation, or trade union to file a notice of registration as a third party advertiser.
- Notices of registration must be filed by 4:30 pm.

June 16, 2025

- Voting Day
- With the exception of institutions and retirement homes that may have reduced voting hours, voting places will be open from 10 am to 8 pm.

- Electors have until 4:30 pm on June 16 to deliver their completed Special Mail-in Ballots to the Elections Office, or the City's Client Service Centres, including the Metcalfe Client Service Centre (8243 Victoria Street), or Laurier Client Service Centre (110 Laurier Avenue W).
- Unofficial election results expected by 10:30 pm.

June 17, 2025

- The City Clerk is expected to declare the results of the by-election official.
- Subject to the declaration of results, the new Councillor-elect is expected to take the Declaration of Office, which is required to take the seat, under Section 232 of the Municipal Act, 2001.

June 19, 2025

- Election signs must be removed from private and public property by 11:59 pm.

July 31, 2025

- Campaign period ends for candidates and registered third parties, meaning they cannot accept any contributions or incur any expenses. Candidates or registered third parties who have a deficit may file a Notice of Extension of Campaign Period, Form 6, by 4:30 pm on this date.

August 3, 2025

- Last day for the City Clerk to provide candidates and third party advertisers with notice of the financial filing requirements and penalties.

August 29, 2025

- Last day for a candidate or third party advertiser to apply to Superior Court of Justice to extend the time to file their initial financial statement.

September 2, 2025

By 2 pm:

- Last day for candidates and third party advertisers to file an initial financial statement and auditor's report, if required, for the reporting period ending July 31, 2025.

- Note: An auditor's report is required if the candidate is participating in the Contribution Rebate Program. An auditor's report is also required for candidates and third party advertisers if the total contributions received, and total expenses incurred in the election campaign up to the end of the relevant reporting period are each equal to or more than \$10,000.
- Last day for a candidate or third party advertiser to notify the City Clerk, in writing, of a filing extension received from the Superior Court of Justice.

September 3, 2025

- First day an elector can apply for a compliance audit of a candidate or third party advertiser's initial campaign finances, even if the candidate or third party advertiser has not filed a financial statement.

October 2, 2025

By 2 pm:

- Last day for a candidate or third party advertiser to file an initial financial statement and auditor's report, if required, and pay the \$500 late filing fee.
 - Note: An auditor's report is required if the candidate is participating in the Contribution Rebate Program. An auditor's report is also required for candidates and third party advertisers if the total contributions received, and total expenses incurred in the election campaign up to the end of the relevant reporting period are each equal to or more than \$10,000.
- Penalties take effect at 2:01 pm.

December 1, 2025

- Last day for an elector to apply for a compliance audit of a candidate or third party advertiser's campaign finances.
 - If a candidate or third party advertiser files their initial financial statement within the 30-day grace period (which begins on September 2, 2025 at 2:01 pm and ends on October 2, 2025, at 2:00 pm), the 90-day period to apply for a compliance audit begins the day after they filed their initial financial statement. These dates will be posted on ottawa.ca/vote as required.

- If a candidate or third party advertiser received a filing extension from the Superior Court of Justice, the 90-day period to apply for a compliance audit begins the day after the extension expires. These dates will be posted on ottawa.ca/vote as required.

February 2, 2026

- Campaign period ends for candidates and third party advertisers that extended their campaign, meaning they cannot accept any contributions or incur any expenses.
- Last day for the City Clerk to provide candidates and third party advertisers with notice of the filing requirements and penalties for supplementary financial statements and auditor's reports.

March 3, 2026

- Last day for a candidate or third party advertiser to apply to Superior Court of Justice to extend the time to file their supplementary financial statement.

March 4, 2026

By 2 pm:

- Last day for those who filed a Notice of Extension of Campaign Period - Form 6 to extend the campaign period to file a supplementary financial statement and auditors' report, if required, for the reporting period ending February 2, 2026.
 - Note: An auditor's report is required if the candidate is participating in the Contribution Rebate Program. An auditor's report is also required for candidates and third party advertisers if the total contributions received, and total expenses incurred in the election campaign up to the end of the relevant reporting period are each equal to or more than \$10,000.
- Last day for a candidate or third party advertiser to notify the City Clerk of a filing extension received from the Superior Court of Justice.

March 5, 2026

- First day an elector can apply for a compliance audit of a candidate or third party advertiser's supplementary campaign finances, if required, even if the candidate or third party advertiser has not filed a financial statement.

April 7, 2026

By 2 pm:

- Last day for a candidate or third party advertiser to file a supplementary financial statement and auditor's report, if required, and pay \$500 late filing fee.
 - Note: An auditor's report is required if the candidate is participating in the Contribution Rebate Program. An auditor's report is also required for candidates and third party advertisers if the total contributions received, and total expenses incurred in the election campaign up to the end of the relevant reporting period are each equal to or more than \$10,000.
- Penalties take effect at 2:01 pm.

June 2, 2026

- Last day for an elector to apply for a compliance audit on a candidate or third party advertiser's supplementary financial statement.
 - If a candidate or third party advertiser files their supplementary financial statement within the 30-day grace period (which begins on March 4, 2026 at 2:01 pm and ends on April 7, 2026, at 2:00 pm), the 90-day period to apply for a compliance audit begins the day after they filed their supplementary financial statement. These dates will be posted on ottawa.ca/vote as required.
 - If a candidate or third party advertiser received a filing extension from the Superior Court of Justice, the 90-day period to apply for a compliance audit begins the day after the extension expires. These dates will be posted on ottawa.ca/vote as required.

Additional resources

Legislation

- [Municipal Elections Act, 1996](#)
- [Municipal Act, 2001](#)
- [Education Act](#)
- [Accessibility for Ontarians with Disabilities Act, 2005](#)

Provincial election guides for municipal elections

The following guides, published for the 2022 Municipal elections, are recommended as additional information resources. Their content remains relevant for by-elections during the 2022-2026 term.

- [2022 Candidates' Guide – Ontario municipal council and school board elections](#)
- [2022 Voters' Guide – Ontario municipal council and school board elections](#)
- [2022 Third Party Advertisers' Guide](#)

Prescribed forms

- [Nomination Paper - Form 1](#)
- [Endorsement of Nomination - Form 2](#)
- [Appointment of Voting Proxy - Form 3](#)
- [Financial Statement - Auditor's Report - Candidate - Form 4](#)
- [Financial Statement - Subsequent Expenses - Form 5](#)
- [Notice of Extension of Campaign Period - Form 6](#)
- [Notice of Registration - Third Party - Form 7](#)
- [Financial Statement - Auditor's Report - Third Party - Form 8](#)
- [Declaration of Identity - Form 9](#)

Contact the City of Ottawa Elections Office

1221 Cyrville Rd., Unit B, Ottawa, ON K1J 7S8

Telephone: 613-580-2660 (TTY: 613-580-2401)

Fax: 613-580-2661

Email: elections@ottawa.ca

Facebook: [@ElectionsOttawa](https://www.facebook.com/ElectionsOttawa)

X (formerly Twitter): [@ottawavote](https://twitter.com/ottawavote)

Website: ottawa.ca/vote