



# 2025 Osgoode By-election



## Becoming a third party advertiser in the City of Ottawa's 2025 Osgoode By-election

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



[ottawa.ca/vote](http://ottawa.ca/vote)



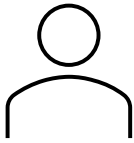
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## Becoming a third party advertiser – At a glance

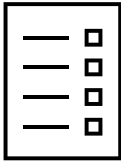
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### Who can register as a third party advertiser?

Third party advertisers can be an individual who is normally a resident in Ontario, a corporation that carries on business in Ontario or a trade union that holds bargaining rights for employees in Ontario.

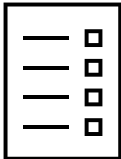
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### Registration period

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.

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### Candidate 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.

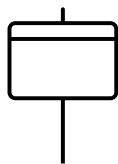
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### Opening a bank account

Individuals, corporations, or trade unions who wish to raise or spend money on third party advertisements must open a bank account exclusively for the purposes of the election campaign. They are also responsible for keeping records of the financial activities related to their campaign.

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### Election signs on private and public property

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

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### Certification of candidate nominations

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

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### Advance Vote Day

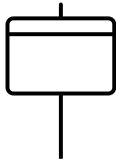
Advance Vote Day will be held on June 6, 2025. Eligible electors will have the opportunity to cast their vote in person at any of the voting places.

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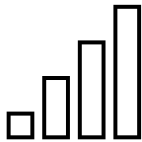
### **Voting Day**

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. Special mail-in ballots must be received by 4:30 pm on Voting Day in order to be counted.



### **Removal of elections signs**

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](http://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.



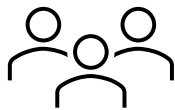
### **End of the campaign period**

The campaign period for a third party advertiser begins on the day their Notice of Registration is filed and automatically ends on July 31, 2025.



### **Third party advertisers submit financial statements**

Registered third party advertisers are responsible for filing a complete and accurate financial statement by September 2, 2025, at 2 pm. Supplementary financial statements must be submitted by March 4, 2025, 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](http://ottawa.ca/ecac).

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For more information on the 2025 Osgoode By-election key dates, refer to page 22.

## **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](https://ottawa.ca/vote).

### **What is a third party advertisement?**

A third party advertisement refers to an advertisement in any broadcast, print, electronic or other medium that promotes, supports or opposes a candidate in the election, or a "yes" or "no" answer to a question on the ballot.

Third party advertising is separate from any candidate's campaign and must be done independently from a candidate.

Ontario residents, corporations and trade unions that will incur expenses for such advertisements must register as a third party advertiser with the City Clerk before they can begin advertising.

### **Becoming a third party advertiser**

Section 88.6 of the MEA sets out the eligibility requirements for registering as a third party advertiser, as further described below.

#### ***Who can register as a third party advertiser?***

The following are eligible to become a third party advertiser in a municipal election:

- An individual who is normally a resident in Ontario.
- A corporation that carries on business in Ontario.

- A trade union that holds bargaining rights for employees in Ontario.

### ***Who cannot register as a third party advertiser?***

The following are not eligible to become a third party advertiser in a municipal election:

- A candidate whose nomination has been filed under Section 33 of the MEA.
- 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*.
- The Crown in right of Canada or Ontario, a municipality or local board.

### **Registration information**

To register as a third party advertiser, eligible persons or entities must:

- File a completed [Notice of Registration - Third Party - Form 7](#).
- File a completed declaration of qualification signed by the individual or by a representative of the corporation or trade union, as the case may be.
- Provide proof of identity.

There is no fee to register as a third party advertiser.

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

A list of registered third party advertisers will be regularly updated and available on the City of Ottawa's website at [ottawa.ca/vote](http://ottawa.ca/vote).

### ***Registration period***

March 27, 2025, is the first day an individual, corporation or trade union can file their registration forms at the Elections Office during regular office hours. June 13, 2025, at 4:30 pm is the last day for third party advertisers to submit a registration form for the 2025 Osgoode By-election at the Elections Office.



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

Third party advertisers are encouraged to schedule an appointment to file their registration and may contact the Elections Office by phone at 613-580-2660 or by email at [elections@ottawa.ca](mailto:elections@ottawa.ca) in order to do so. Appointments will be reserved on a first come, first serve basis.

### ***Campaign period***

The campaign period for a third party advertiser begins on the day their Notice of Registration is filed and automatically ends on July 31, 2025. On this date, the third party advertiser's campaign is automatically closed. Third party advertisers cannot accept any contributions or incur any expenses after the end of the campaign period.

If at the end of the campaign period a third party advertiser's campaign expenses are greater than their campaign income, their campaign will be in deficit. Third party advertisers with a deficit may extend their campaign in order to do some additional fundraising. To extend a campaign, the third party advertiser 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 third party advertiser's campaign has a surplus, the registered third party advertiser must pay the surplus to the City Clerk when filing their financial statement.

### ***Withdrawal of registration***

The deadline for a registered third party advertiser to withdraw their registration is June 13, 2025, at 4:30 pm. A withdrawal of registration must be submitted in writing with the original signature of the registered third party, and in person by the third party or their representative, at the City of Ottawa Elections Office.

If a registered third party advertiser files nomination forms during the nomination period, to run for the office of City Councillor, their registration as a third party advertiser is deemed to be withdrawn and their advertising campaign automatically closes.

Proof of identity of the individual or the representative of the corporation or trade union must be presented when filing the withdrawal of registration.

## **Campaign finances**

An individual, corporation, or trade union cannot raise or spend any money on third party advertisements that will appear during an election in the City of Ottawa until they have registered as a third party advertiser and opened a bank account exclusively for the purposes of the election campaign.

Third party advertisers 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***

Third party advertisers must open a bank account exclusively for their campaign, if they accept any contributions of money or incur any expenses.

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

An individual cannot use an existing personal bank account for campaign finances.

A corporation or trade union may not use an existing account for campaign finances.

All contributions, including contributions a third party makes to itself, must be deposited into the campaign bank account.

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

### ***Spending limits for third party advertisers***

Third party advertisers 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 in the 2025 Osgoode By-election. The formula to calculate the limit is \$5,000 plus \$0.05 per eligible elector, to a maximum of \$25,000.

There is a separate spending limit for third parties for expenses related to parties and other expressions of appreciation after Voting Day. This limit is calculated as ten

percent of the amount of their general spending limit (up to \$2,500). The City Clerk will provide initial spending limits to third party advertisers upon registration. The initial spending limits should be used to conduct all financial aspects of the campaign until the final spending limits are provided to third party advertisers.

The final general spending limit and the spending limit for parties and other expressions of appreciation after Voting Day will be provided to third party advertisers 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 third party advertisers when filing their financial statement(s).

### ***Campaign contributions***

Campaign contributions are any money, goods or services that are given to a registered third party for use in their campaign, including money and goods that a third party contributes to their own campaign. Registered third parties 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.

Third party advertisers can accept contributions from:

- Any person who is a resident of Ontario.
- A corporation that carries on business in Ontario.
- A trade union that holds bargaining rights for employees in Ontario.
- The registered third party and, in the case of an individual, his or her spouse.

Third party advertisers 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*.
- The Crown in right of Canada or Ontario, a municipality or a local board.

### ***Campaign contribution limits***

Contributors may contribute a total of \$1,200 to a third party advertiser in relation to third party advertisements that appear during an election in the City of Ottawa. The maximum total amount that a contributor can give to two or more third party advertisers registered in the City of Ottawa is \$5,000.

Under the MEA, third party advertisers 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).

### ***Contribution receipts***

Contribution receipts must be issued for every contribution a third party advertiser receives. 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 third party advertiser receives a cheque from a joint personal account, the receipt must be issued only to the person who signed the cheque.

Third party advertisers 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.

Third party advertisers 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 third party advertiser'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 third party advertiser.

Ineligible contributions must be returned to the contributor as soon as the third party advertiser 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 third party advertisers' financial statements. The City Clerk must report findings on apparent non-compliance by contributors to the Election Compliance Audit Committee.

### ***Campaign contribution rebates***

Third party advertisers are ineligible from participating in the City's [Contribution Rebate Program](#), in accordance [By-law No. 2022-76](#).

### **Financial statements**

#### ***Initial financial statements***

Registered third party advertisers are responsible for filing a complete and accurate initial [Financial Statement - Auditor's Report Third Party - Form 8](#) by September 2, 2025, at 2 pm. The statement covers the period from the day the registered third party filed their Notice of Registration until July 31, 2025. Any third party advertiser that filed a Notice of Registration - Third Party - Form 7 must file an initial financial statement. This includes third party advertisers who withdrew their registration.

All financial statements must be filed by the third party advertiser or by an agent acting on their 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 third

party advertiser is filing the initial financial statement, the forms must be fully completed by the third party advertiser prior to filing. The third party advertiser or the agent filing the initial financial statement will be required to present proof of identity.

Third party advertisers 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, August 29, 2025. The court may grant an extension of up to 90 days. If the Superior Court of Justice approves the extension, the third party advertiser must provide the Elections Office with the court order no later than 2 pm on the last day for filing, September 2, 2025.

### ***Supplementary financial statements***

Third party advertisers who extend their campaign must file two financial statements. The deadline for third party advertisers who extended their campaign to file their supplementary [Financial Statement - Auditor's Report Third Party - Form 8](#) is March 4, 2026 at 2 pm. The supplementary financial statement covers the period from the day the third party advertiser filed their registration forms until the end of their extended campaign period.

Third party advertisers 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, 2026. The court may grant an extension of up to 90 days. If the Superior Court of Justice approves the extension, the third party advertiser must provide the Elections Office with the court order no later than 2 pm on the last day for filing, March 4, 2026.

### ***30-day grace period and late filing fee***

Third party advertisers who miss the filing deadlines (2 pm on September 2, 2025, for the initial filing; 2 pm on March 4, 2026, 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.

## **Election signs and campaign information**

### ***Reporting campaign concerns or complaints***

Municipal elections in Ontario, including the City of Ottawa's, are governed by the provincial [Municipal Elections Act, 1996](#) (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](http://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](http://ottawapolice.ca) or through the Police Reporting Unit at 613-236-1222, extension 7300.

### ***Third party advertisements***

A third party advertisement is an advertisement in any broadcast, print, electronic or other medium that has the purpose of promoting, supporting or opposing a candidate, or

a “yes” or “no” question on the ballot. This does not include advertisements by or under the direction of a candidate.

All individuals, corporations and trade unions must register before incurring any expense related to third party advertisements.

All third party advertisements must contain the following information:

1. The name of the registered third party.
2. The municipality where the registered third party is registered.
3. A telephone number, mailing address or email address at which the registered third party may be contacted regarding the advertisement.

***Mandatory information for broadcasters and publishers***

Registered third parties must provide the following information to the broadcaster or publisher in writing:

1. The name of the registered third party.
2. The name, business address and telephone number of the individual who deals with the broadcaster or publisher under the direction of the registered third party.
3. The municipality where the third party advertiser is registered.

Broadcasters and publishers are prohibited from running a third party advertisement unless the above-noted information is provided.

The broadcaster or publisher of a third party 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 registered third party; the municipality where they are registered; 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. (2004-250)

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.

### ***Removal of elections signs***

Candidates and third party advertisers 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***

Third party advertisers 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***

Third party advertisers 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*

Third party advertisers 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*

Third party advertisers 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 or third party advertiser to coordinate the donation to the group(s) of their choosing.

## **Additional resources for third party advertisers during the by-election cycle**

Throughout the election year, the Elections Office provides resources and tools to third party advertisers including third party advertiser updates and correspondence, information sessions, and the Elections Portal.

### ***Third party advertiser updates and correspondence***

Third party advertiser updates will be issued to third party advertisers 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.

### ***Third party advertiser information sessions***

Third party advertiser information sessions provide third party advertisers 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.

These 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. Third party advertisers are also provided with the opportunity to ask the presenters questions related to the election process.

### ***Elections Portal***

In an effort to provide third party advertisers with election-related information that is timely and easy to access, a bilingual online portal has been developed that allows third party advertisers to access important information and documents.

This portal will help alleviate the need for third party advertisers to visit the Elections Office to receive such information, making this process more convenient and accessible.

Use of the portal is optional, and third party advertisers 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.

## 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](http://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](http://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 initial financial statement. These dates will be posted on [ottawa.ca/vote](http://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](http://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**

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

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

Website: [ottawa.ca/vote](https://ottawa.ca/vote)