



Township of  
**Leeds** and the  
**Thousand Islands**

## Nomination Filing Checklist – Candidate

Please use this checklist to ensure that you complete and bring with you all necessary documents during your nominations filing. **Appointments are required to drop off Nomination Papers, please call the Clerk's Office at 613-659-2415 x 231 or email [clerk@townshipleeds.on.ca](mailto:clerk@townshipleeds.on.ca).**

### Completed documents to bring to nominations filing appointment:

- Nomination Paper (Form 1)
- Endorsement of Nomination (Form 2)
- Payment of nomination fee (\$200 for Mayor, \$100 for Councillor/Trustee)
  - To be paid during your nominations filing appointment – cash, cheque, money order or debit

**Do not pre-sign your forms. You will sign your forms during your filing appointment.**

### Documents to receive upon your nominations filing:

The attached Confirmation of Receipt of Documentation will be used to ensure you received all required documents.

- Preliminary Certificate of Maximum Campaign Expenses – Candidates (Form EL37A)
- Notice of Contributions to Own Campaign (Form EL37B)
- Financial Statement – Auditor's Report – Candidate (Form 4)
- Financial Statement – Subsequent Expenses (Form 5)
- Clerk's Procedures including Telephone/Internet Voting Election Policies And Procedures For The 2026 Ontario Municipal Elections
- Notice of Consent to Release Personal Information (Form EL52)
- Notice of Financial Statement Filing Requirements & Penalties (Form EL42A)
- Election Sign By-law
- Use of Corporate Resources During an Election Policy
- Township Map of Ward Boundaries
- 2026 candidates' guide Ontario municipal council and school board elections
- Declaration of Qualifications – **Council** Form EL18(A) OR – **Trustee** Form EL18(B)
- Candidates Declaration of Proper Use of Voters List – EL14
- Notice of Penalties and Refund of Nomination Filing Fee