

# River District Board of Management Candidate Information Package



R i v e r D i s t r i c t

O W E N S O U N D

Approved by the Election Manager on June 26, 2026.

Revision Date	Description of Revision

Email: [riverdistrictelection@owensound.ca](mailto:riverdistrictelection@owensound.ca)

Help Line: 519-376-4440 ext. 1235

Website: [owensoundriverdistrict.ca](http://owensoundriverdistrict.ca)

# Table of Contents

1.	Important Dates.....	4
2.	Forms.....	5
3.	Elected Offices.....	5
4.	Qualifications.....	5
4.1	Director.....	5
4.2	Member.....	5
4.3	Resignation and Termination of a Director.....	6
4.4	Disqualification of a Director.....	6
5.	Nomination as a Candidate.....	6
5.1	Nomination Period and Procedure.....	6
5.2	Nomination – Additional Materials to be provided by Candidate.....	6
5.3	Nomination – Additional Materials to be provided to Candidate.....	7
5.4	Campaign Contact Information.....	7
5.5	Unofficial List of Candidates.....	7
5.6	Withdrawal of Nominations.....	7
5.7	Certification or Rejection of Nomination Papers.....	8
5.8	Official List of Candidates.....	8
5.9	Declaration and Notice of Election.....	8
5.10	Acclamations.....	8
5.11	Additional Nominations.....	9
6.	Scrutineers (Candidates’ Agents).....	9
6.1	Scrutineers – Where and When they may Represent.....	9
6.2	Scrutineers – Prohibitions.....	10
7.	Election Advertising.....	10
8.	Canvassing – Prohibition in Voting Place.....	10
9.	Voters’ List and Enumeration.....	11
9.1	Revision of Voters’ List.....	11
10.	Voting.....	11
10.1	Voting – Method.....	11
10.2	Voting – Proxy Votes.....	11
10.3	Voting – Advance Voting Day.....	12
10.4	Voting – Voting Day.....	12
10.5	Voting – Voting Places.....	12

10.6	Voting – Voting Notification.....	12
10.7	Voting – Procedure .....	13
10.8	Voting – Voters’ List.....	13
11.	Board Information .....	13
11.1	General .....	13
11.2	Remuneration .....	13
11.3	Purpose.....	13
11.4	Vision.....	14
11.5	Mission.....	14
11.6	Duties of the Board.....	14
11.7	Board Executive .....	14
11.8	Time Commitment.....	15
11.9	Directing Staff.....	15
12.	Resources .....	15
13.	Election Questions .....	15
13.1	Election Questions – Candidates .....	15
13.2	Election Questions – Members.....	15
13.3	Election Questions – Board Administration and Operation .....	16
14.	Legal Questions.....	16

## 1. Important Dates

August 28, 2026	Nominations may be filed
September 25, 2026	Nomination Day – last day to file nominations from 9 a.m. to 2 p.m.  Nominations or withdrawals cannot be accepted after 2 p.m.  Voters’ List approved by the Election Manager  Revision period begins for Members
September 28, 2026	Nominations to be certified or rejected by the Election Manager by 4 p.m.  Acclamations after 4 p.m.
October 2, 2026	Nomination Day Extension – last day to file nominations from 9 a.m. to 2 p.m. if not enough nominations received by Nomination Day  Additional nominations or withdrawals cannot be accepted after 2 p.m.
October 5, 2026	Additional nominations to be certified or rejected by the Election Manager by 4 p.m.  Acclamations after 4 p.m.
October 16, 2026	Voter Information Cards sent via Canada Post lettermail
November 7, 2026	Advance Voting Day from 3 p.m. to 6:30 p.m. (City Hall Council Chambers)
November 9, 2026	Voting Day from 8:30 a.m. to 8 p.m. (City Hall Council Chambers)
December 14, 2026	Directors appointed by Council  Board term begins
January 13, 2027	River District Board of Management meeting, 5:30 p.m.

Note: All appointments to the River District Board of Management (the “Board”) are subject to Council approval. Directors approved by Council shall be appointed by by-law.

## **2. Forms**

All forms that are to be completed by Candidates will be available on the election website at [owensoundriverdistrict.ca](http://owensoundriverdistrict.ca) or by visiting the front counter at City Hall.

## **3. Elected Offices**

Board Directors will be elected by Members of the River District [area defined in Schedule A of the [River District Constitution](#) (the "Constitution")] for the period commencing from the time of their appointment by City Council until the expiration of the term of the Council that appointed them (November 14, 2030) but continues until a successor is appointed. There are nine (9) Director offices, eight (8) of which are elected at large by the Members. Each of the eight (8) Directors is eligible for reappointment to the Board for subsequent terms.

## **4. Qualifications**

### **4.1 Director**

A person is qualified to hold office as a Director if they are at least 18 years of age and are:

- (a) the owner or tenant of land in the City; or
- (b) an employee of a business operating in the River District.

### **4.2 Member**

A person is entitled to be a Member for a Board election if, on Voting Day, they:

- (a) are assessed, on the last returned assessment roll, with respect to rateable property in the River District that is in a commercial property class prescribed by the City, and tenants of such property; and
- (b) are at least 18 years of age.

In determining whether a person is a tenant or not, the Clerk or designate may accept a list provided under Section 210(2)(b) of the *Municipal Act, 2001* S.O. 2001, c. 25 (the "Act") or the declaration of a person that the person is a tenant, and the determination of the Clerk or designate is final.

Every Member has one vote regardless of the number of properties that the Member may own or lease in the River District.

Every Member that is a legal entity other than an individual has one vote regardless of the number of shareholders or partners that the Member has. The legal entity must nominate in writing one delegate to vote on its behalf by completing the "Nomination of Delegate on Behalf of Corporation" Form RD14. This form shall be submitted by the delegate at the time the ballot for that Member is requested.

### **4.3 Resignation and Termination of a Director**

A Director is deemed to have resigned when:

- (a) the Director delivers a written notice of resignation to the Administrator;  
or
- (b) the Director is absent from three (3) consecutive Board meetings, without obtaining consent from the Board.

A Director can be terminated from office for just cause, including conduct in breach of the City of Owen Sound's [Code of Conduct for Members of Council, Local Boards and Committees CrS-C42](#), by a two-thirds (2/3) vote of the whole of the Board.

### **4.4 Disqualification of a Director**

A Director is disqualified from holding office if, at any time during the term of office, they are not the owner or tenant of land in the City or are not an employee of a business operating in the River District.

## **5. Nomination as a Candidate**

### **5.1 Nomination Period and Procedure**

Nominations must be filed in person:

- by scheduling an appointment with the Election Manager, on a date, time, and location mutually agreed upon between the two parties, during the period of August 28, 2026, to September 24, 2026, from Monday to Friday, 8:30 a.m. to 4:30 p.m.,
- at City Hall on Friday, September 25, 2026, from 9:00 a.m. to 2:00 p.m. (Nomination Day),
- by the nominee or the nominee's agent,
- using the "Nomination Paper" Form RD1, and
- with proof of identity as prescribed in O. Reg. 304/13 and proof of ownership or tenancy satisfactory to the Election Manager.

Candidates can schedule an appointment with the Election Manager to submit their nomination package by emailing [riverdistrictelection@owensound.ca](mailto:riverdistrictelection@owensound.ca) or by calling 519-376-4440 ext. 1235.

### **5.2 Nomination – Additional Materials to be provided by Candidate**

The nomination process will include completion by the Candidate of the following:

- "Release of Campaign Information" Form RD2,

- “Voters’ List Request and Declaration” Form RD3,
- any other information required, and
- “Nomination Checklist” Form RD4 confirming submission of nomination materials and receipt of additional materials listed below.

### **5.3 Nomination – Additional Materials to be provided to Candidate**

The nomination process will include the Candidate receiving the following:

- A blank “Withdrawal of Nomination” Form RD5,
- A blank “Appointment of Scrutineer by Candidate” Form RD7,
- A copy of the River District Board of Management Election Voting Procedures,
- A copy of the City’s Code of Conduct for Members of Council, Local Boards and Committees CrS-C42, and
- A copy of the Constitution.

### **5.4 Campaign Contact Information**

During the nomination process, Candidates will be asked to consent to the Election Manager releasing the following campaign contact information online:

- phone number,
- email address, and
- website.

If the Candidate does not consent to providing this information, only their name will be provided online. Contact information provided may be personal or campaign specific, however only one phone number, email, or website will be provided for each Candidate, and the Candidate is responsible for updating this information. No pictures, biographies or platforms will be provided. The City does not endorse or support any Candidate, nor does the Board or its employee (the River District Coordinator).

### **5.5 Unofficial List of Candidates**

The Election Manager shall provide notice of the unofficial list of Candidates by posting on the election website an unofficial list of Candidates which will be updated as each nomination package is filed.

### **5.6 Withdrawal of Nominations**

Candidates may withdraw their nomination in person or by an agent by filing a “Withdrawal of Nomination” Form RD5 with their original signature with the

Election Manager prior to 2:00 p.m. on Nomination Day, Friday, September 25, 2026. When a nomination is withdrawn, the Election Manager will provide notice as follows:

- to all Candidates by email, and
- to the public by updating the unofficial list of Candidates.

### **5.7 Certification or Rejection of Nomination Papers**

On or before Monday, September 28, 2026, at 4:00 p.m., the Election Manager will review each nomination received. The Election Manager will certify the nomination by signing the nomination paper if satisfied that the person being nominated is qualified and the nomination complies with Sections 5.1 and 5.2 above.

The Election Manager will reject a nomination if the person being nominated is not qualified to be nominated or the nomination does not comply with Sections 5.1 and 5.2 above. Notice of a rejected nomination will be provided as follows:

- a "Notice of Rejection of Nomination" Form RD6 sent to the person being nominated by email, and
- notice to all Candidates by email.

In determining whether to certify or reject a nomination, the Election Manager may request further documentation from the person being nominated respecting their qualifications.

The Election Manager's decision to certify or reject a nomination is final.

### **5.8 Official List of Candidates**

The final list of Certified Candidates will be posted on the election website on or before Tuesday, September 29, 2026 using "List of Certified Candidates" Form RD10.

### **5.9 Declaration and Notice of Election**

If after 4:00 p.m. on Monday, September 28, 2026, the number of certified nominations for the office of Director is more than the number to be elected, the Election Manager will declare an election to be conducted and provide notice of:

- the Board election and the way Members will cast their ballot, and
- the date, time, and location of the Board election.

### **5.10 Acclamations**

If after 4:00 p.m. on Monday, September 28, 2026, the number of Certified Candidates for the office of Director is the same as or less than the number to be

elected, the Election Manager will declare the Certified Candidate(s) elected by acclamation and post a "Declaration of Acclamation to Office" Form RD9 on the election website. There is no election for Director offices that have been acclaimed.

### **5.11 Additional Nominations**

If at 4:00 p.m. on Monday, September 28, 2026, the number of certified nominations filed for the office of Director is fewer than the number to be elected, the Election Manager will post a notice of additional nominations on the election website and take further nominations until Friday, October 2, 2026 at 2:00 p.m. Nominations must be filed in person by scheduling an appointment with the Election Manager, on a date, time, and location mutually agreed upon between the two parties, or between 9:00 a.m. and 2:00 p.m. on Friday, October 2, 2026 at City Hall.

Withdrawal of additional nominations must take place prior to 2:00 p.m. on Friday, October 2, 2026, following the Withdrawal of Nominations procedure above.

On or before 4:00 p.m. on Monday, October 5, 2026, the Election Manager will certify or reject any additional Nomination Papers that have been filed, following the Certification or Rejection of Nomination Papers procedure above.

After 4:00 p.m. on Monday, October 5, 2026, the Election Manager will:

- declare the additional Certified Candidate(s) elected by acclamation, following the Acclamations procedure above, if the number of Certified Candidates still does not exceed the remaining number of offices of Directors to be elected, or
- declare an election to be conducted with the Certified Candidates who are not acclaimed, following the Declaration and Notice of Election procedure above, if the number of additional Certified Candidates is more than the number of Directors to be elected.

If the number of Certified Candidates is less than the number of Directors to be elected, but forms a quorum, the vacancy or vacancies will be addressed in accordance with the Act and Sections 3.13 through 3.15 of the Constitution.

## **6. Scrutineers (Candidates' Agents)**

### **6.1 Scrutineers – Where and When they may Represent**

Each Candidate may appoint in writing any number of scrutineers to represent them at the Voting Place during:

- the opening of voting,
- Advance Voting Day,

- Voting Day,
- the count of votes,
- the announcement of voting results, and
- a recount and announcement of recount results.

Scrutineers must show proof of their appointment to the Election Manager or an Assistant Election Officer.

## **6.2 Scrutineers – Prohibitions**

Scrutineers and Candidates are prohibited from the following at the Voting Place:

- (a) attempting, directly or indirectly, to interfere with how a Member votes, and attempting to campaign or persuade a Member to vote for a particular Candidate;
- (b) displaying a Candidate’s election campaign material;
- (c) compromising the secrecy of the voting;
- (d) interfering or attempting to interfere with a Member who is voting;
- (e) obtaining or attempting to obtain, any information about how a Member intends to vote or has voted; and
- (f) communicating any information obtained about how a Member intends to vote or has voted.

## **7. Election Advertising**

Information in advertisements and campaign material is the responsibility of the Candidate, and any questions or concerns should be directed to the Candidate.

The City and the Board takes no responsibility for the accuracy of information provided in campaign materials.

The City’s Election Sign By-law No. 2022-027 applies to all regular municipal, provincial, federal, and school board elections, including any by-election, and thus, election campaign signs are **not permitted** to be erected for the River District Board election.

## **8. Canvassing – Prohibition in Voting Place**

No campaign material or literature of any nature relating to any Candidate shall be displayed within the area of the Voting Place. The Voting Place includes the physical location, property, structure, or space on a property that the Election Manager has designated for the purposes of voting in the election. Campaign

material includes campaign clothing or buttons, signs, or any other advertising material.

## **9. Voters' List and Enumeration**

The Voter's List is prepared by the City's Tax Collector and contains the names and addresses of each individual who is listed in the data and who meets the qualifications of a Member.

### **9.1 Revision of Voters' List**

Beginning on Friday, September 25, 2026 and until 8:00 p.m. on Voting Day, eligible Members will be permitted to schedule an appointment with the Election Manager, on a date, time, and location mutually agreed upon between the two parties, to determine if they are on the Voters' List. If an eligible Member wishes to attend the Voting Place on Advance Voting Day or Voting Day to revise the Voters' List, then an appointment with the Election Manager is not required.

A person presenting appropriate identification in accordance with the Instructions for Voters' List Revisions may file an application with the Election Manager or an Assistant Election Officer requesting that the person's name be added or removed from the Voters' List, or that information on the Voters' List relating to the person be amended.

All applications require an original signature and proof of identification or sworn affidavit from the applicant.

## **10. Voting**

### **10.1 Voting – Method**

The River District Election will be conducted using a paper ballot method. Members will be required to attend the Voting Place in person to cast their ballot or appoint a voting proxy to cast their ballot on their behalf.

### **10.2 Voting – Proxy Votes**

Any person whose name is on the Voters' List or who has been added by revision may vote by proxy. There are no limitations on who may vote by proxy provided they are entitled to be a Member.

A person wishing to appoint a proxy voter must do so on "Appointment of Voting Proxy" Form RD13. The appointment may only be made after the time when the Election Manager has certified all persons qualified to be nominated (September 28, 2026 at 4:00 p.m., unless additional nominations are required, then October 5, 2026 at 4:00 p.m.).

A person appointed as a proxy may only act for one person. This restriction does not apply if the proxy and the other person are spouses or siblings of each other, parent and child, or grandparent and grandchild.

A person appointed as a proxy must complete a statutory declaration that they are the person appointed as a voting proxy and must present the form in person by scheduling an appointment with the Election Manager, on a date, time, and location mutually agreed upon between the two parties, or during the Advance Voting Day.

The Election Manager will, if satisfied that the person who appointed the voting proxy is qualified to do so and that the person appointed is qualified to act as a proxy voter, apply a certificate to the prescribed form. The voting proxy must bring this certified form with them to vote and must take the prescribed oath.

Not more than one voting proxy may be appointed on behalf of any one member.

Proxy forms can be distributed at any time, but the forms will not be approved until after the time for certification of nominations.

A person who votes as a voting proxy is also entitled to vote in their own right.

### **10.3 Voting – Advance Voting Day**

An Advance Voting Day will be held for the purpose of receiving members who expect to be unable to vote on Voting Day. The Advance Voting Day will be held on Saturday, November 7, 2026, from 3:00 p.m. to 6:30 p.m. at the Voting Place designated by the Election Manager.

### **10.4 Voting – Voting Day**

Voting Day will be held on Monday, November 9, 2026, from 8:30 a.m. to 8:00 p.m. at the Voting Place designated by the Election Manager.

### **10.5 Voting – Voting Places**

The Voting Place designated by the Election Manager is the City Hall Council Chambers – 808 2<sup>nd</sup> Avenue East, Owen Sound, ON N4K 2H4.

### **10.6 Voting – Voting Notification**

Members will receive a Voter Information Card by mail before the election with information on where and how to vote. Members are recommended to bring their Voter Information Card with them to the Voting Place in order to experience a faster voting process.

## **10.7 Voting – Procedure**

For information on the voting process, including how to vote, please see the River District Board of Management 2026 Election Voting Procedures, which will be provided upon nomination and are also available on the election website, [owensoundriverdistrict.ca](http://owensoundriverdistrict.ca).

## **10.8 Voting – Voters’ List**

Candidates are entitled, upon request, to obtain a copy of the Voters’ List. Electronic versions will be available after September 25, 2026. Candidates will be required to sign and file with the Election Manager the related “Voters’ List Request and Declaration” Form RD3. Please note that no person shall use information obtained from the Voters’ List except for election purposes. If a Candidate wishes, they may use the electronic list to print paper copies.

## **11. Board Information**

### **11.1 General**

It is important that Candidates understand their responsibilities and time commitment. Once elected, Directors will receive orientation training at the first Board meeting. Candidates are encouraged to contact the Election Manager if they have questions about their role.

### **11.2 Remuneration**

As per Sections 3.16 through 3.18 of the Constitution:

- No Director of the Board shall receive remuneration in payment for services carried out in that capacity.
- Board Directors may be reimbursed for all reasonable expenses relating to their functions as Board Directors, provided any such expenses are budgeted for or pre-approved by Board resolution and provided that receipts for any such expenses are submitted to the Administrator prior to reimbursement.
- Board Directors may be hired to perform a service or provide goods for the River District, provided that the City’s Procurement By-law and related policies are followed, and the Board Director declares a conflict of interest and abstains from participating in debate(s) and vote(s) on the matter.

### **11.3 Purpose**

The purpose of the River District under the Act is:

- (a) to promote the commercial area of the River District as a business and shopping area; and

- (b) to oversee the improvement, beautification and maintenance of municipally-owned land, buildings and structures within the boundaries of the River District, beyond that provided at the expense of the municipality generally.

#### **11.4 Vision**

A vibrant, safe, and fun downtown.

#### **11.5 Mission**

Develop a vibrant and sustainable business, cultural, and residential community by supporting initiatives aimed at improving, beautifying, and promoting the River District on behalf of its Members.

#### **11.6 Duties of the Board**

Sections 5.1 through 5.3 of the Constitution describe the duties of the Board.

The Board as a whole is responsible for:

- making decisions on policy affecting itself and the River District, and
- managing the affairs of itself and the River District.

Every Director of the Board shall:

- exercise the powers and discharge the duties of the office honestly, in good faith, and in the best interests of the River District,
- exercise the degree of care, diligence, and skill that a reasonable and prudent person would exercise in comparable circumstances,
- follow the City's Code of Conduct,
- declare interests in accordance with the City's Procedural By-law,
- observe the laws, policies, and practices governing all matters related to confidentiality, privacy, and access to information, and
- act in accordance with applicable City policies including but not limited to the City's Purchasing By-law, Records Management By-law, Indemnification By-law, and Procedural By-law.

#### **11.7 Board Executive**

Sections 6.1 through 6.9 of the Constitution outline the Board Executive, which includes a Chair, Vice Chair, and Treasurer, and the duties of each of those Executive Officers.

The Board may appoint additional positions to the Executive only if approved by resolution of the Board and presented to Council as an amendment to the Constitution outlining the responsibilities of the position.

### **11.8 Time Commitment**

The Board holds a minimum of six (6) meetings per year on a bi-monthly basis starting in January, on the second Wednesday of the month beginning at 5:30 p.m. Meetings generally last between one and two hours and all Directors are expected to attend to ensure quorum. Special Meetings of the Board are called as required and in accordance with the City's Procedural By-law.

Directors can expect to spend time reviewing reports, emails, and correspondence for discussion at meetings. Directors must be able to commit the time to read, understand, and get clarification on the information, so they can be ready to comfortably speak to issues.

### **11.9 Directing Staff**

The Board provides direction to City staff and the River District Coordinator as a group by passing resolutions during Board meetings. City staff contacts for the Board are the Staff Liaison and the Administrator. The River District Coordinator is a permanent, full-time employee of the Board.

The duties of the Staff Liaison, Administrator, and the River District Coordinator are described in Sections 10.3 to 10.5 of the Constitution.

## **12. Resources**

Visit the election website at [owensoundriverdistrict.ca](http://owensoundriverdistrict.ca) to find up to date election information and materials.

## **13. Election Questions**

### **13.1 Election Questions – Candidates**

Questions pertaining to all matters related to the election process, including the voting method, shall be directed to the Election Manager:

Email: [riverdistrictelection@owensound.ca](mailto:riverdistrictelection@owensound.ca)

Phone: 519-376-4440 ext. 1235

### **13.2 Election Questions – Members**

Members who have questions about the election process, including the voting method and how to get on the Voters' List, can visit the election website at

[owensoundriverdistrict.ca](http://owensoundriverdistrict.ca), call the Election Manager at 519-376-4440 ext. 1235, or email the Election Manager at [riverdistrictelection@owensound.ca](mailto:riverdistrictelection@owensound.ca).

### **13.3 Election Questions – Board Administration and Operation**

All inquiries related to the Board's administration and operation should be directed to the Election Manager, who will follow up with the appropriate staff.

Answers to questions posed by Candidates will be shared with all Candidates, without identifying the source of the query, by email dispatch, generally within one week.

Staci Landry, Election Manager  
519-376-4440 ext. 1235  
[riverdistrictelection@owensound.ca](mailto:riverdistrictelection@owensound.ca)

## **14. Legal Questions**

For legal matters and clarifications, Candidates are advised to contact their personal solicitor.