

## 2026 Municipal Elections Working Group Terms of Reference

### Purpose of Working Group

The *2026 Municipal Elections Working Group* is comprised of various municipal officials and election experts that help guide, support and review the development of resources and training surrounding the 2026 municipal elections in Ontario. The working group will support the revision of AMCTO's Election Guide, the development of a workshop training program, and provide feedback and insights to ensure that all resources meet the needs of municipal staff across the province. The working group works closely with AMCTO staff and the Elections Training Consultant (ETC) overseeing the revision and development of many of these resources. The working group provides valuable insight and practical firsthand experience from a municipal perspective.

### Members Duties & Responsibilities

- Participate in planning and development meetings, as requested, by the ETC. Members will be asked to participate in at least four (4) meetings over their term in the working group.
- Provide insight and direction for the elections training guide, workshop, and any additional resources created through AMCTO and the ETC to support training goals.
- Assist in the review process of materials, training, and resources to ensure accuracy and needs of the audience.
- Participate in preliminary training workshop session(s) with ETC, to provide feedback and direction on delivery and materials.
- Provide feedback and insights post 2026 municipal election, outside of the working group member term, to support future elections training and resources development.

### Scope of Membership

- The term of membership for this working group will be sixteen (16) months, starting March 2025, ending July 2026.
- The working group will consist of a maximum of 13 members, of which a minimum of 10 will be current or former municipal staff who have first-hand experience with administering, hosting, and/or directly supporting a municipal election in the past eight (8) years in the province of Ontario. The remaining working group members will include AMCTO staff and/or stakeholder groups with direct experience or expertise in municipal elections.
- Members will have access to private and confidential resources and training, that is proprietary to AMCTO. Members agree to not share these resources, training, or documents with anyone outside of the working group.

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Name & Signature

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Date