

AMCTO 2026 MUNICIPAL ELECTIONS TRAINING PROGRAM – TRANSFER & REFUND POLICY

LAST UPDATED: October 8, 2025

VIRTUAL TRAINING

The following applies to the virtual component of the AMCTO 2026 Municipal Elections Training Program:

1) Individual key registration refunds & transfers for Virtual Online Platform

- a) Within 30 days prior to September 22nd, 2025, individuals will receive a refund of 50% of their registration fees.
- b) Individuals may transfer a registration key prior to September 22nd, 2025, 8:00am to someone within their municipality.

2) Multiple key registration refunds & transfers

- a) Refunds will only be issued for all keys included in the registrations (3 or 5), not individually.
- b) Within 30 days prior to September 22nd, 2025, a refund of 50% of registration fees will be issued.
- c) A registration key within the grouping may be transferred to another individual, within the same municipality, prior to September 22nd, 2025, 8:00am.

3) No refunds or transfers will be issued after Monday, September 22nd, 2025, 8:00am

- a) Transfers will only be granted to a municipality beyond this date if the municipality has paid for an individual's training and said the individual is no longer employed by the same municipality (to be issued on a case-by-case basis).

4) Registrations from individuals working for private, for-profit companies (i.e. election vendors) will not be permitted.

- a) To maintain the integrity of the program that has been developed for and by Ontario municipal professionals and municipal election administrators, registration is restricted to only those who are currently employed by a municipality, government agency or not-for-profit/not-for-profit association.
- b) Due to the peer-driven nature of this program, the content of all program materials, virtual chat forums and live sessions is intended to be used only for the purposes of professional development, municipal election planning and administration. Individuals and organizations are not permitted to market or sell any kind of product or service without the explicit consent of AMCTO in the form a signed, written agreement.
- c) All program content has been developed by AMCTO, its consultant and election working group members and is not to be shared externally without the written approval and consent of AMCTO.
- d) Individual and group registrations will be reviewed and processed on a case-by-case basis.

IN-PERSON TRAINING

The following applies to the in-person component of the AMCTO 2026 Municipal Elections Training Program:

- 1) **Individual registration refunds & transfers for in-person training**
 - a) Must be submitted in writing.
 - b) A cancellation fee of **\$100.00 +HST** will be applied to cancellations received **at least 30 days** before the session.
 - c) Individuals may transfer an in-person registration if received **at least 30 days** before the session. No transfers are allowed within 30 days.
- 2) **Multiple key registration refunds & transfers**
 - a) Must be received in writing.
 - b) Refunds will only be issued for all keys included in the registrations (3 or more), not individually.
 - c) A cancellation fee of **\$100.00 +HST** will be applied to **each** cancellation received **at least 30 days** before the session.
 - d) An in-person registration key within the grouping may be transferred to another individual, within the same municipality, **at least 30 days** before the session.
- 3) **No refunds or transfers will be issued for cancellations received within 30 days of the session.**
 - a) Transfers will only be granted to a municipality beyond this date if the municipality has paid for an individual's training and said the individual is no longer employed by the same municipality (to be issued on a case-by-case basis).

Disclaimer: "This personal information, which you may provide to us, is used only for internal purposes to process your registration fee payment and to contact you or to distribute AMCTO-related materials to you, in the event that you have identified this personal contact information as your preferred means of contact. See our [Privacy Policy](#) for more information."

Questions? Contact Manjit Badh at mbadh@amcto.com