

AMCTO 2026 MUNICIPAL ELECTIONS TRAINING PROGRAM – TRANSFER & REFUND POLICY

LAST UPDATED: January 27, 2025

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

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

b) Multiple key registration refunds & transfers

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

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

- i. 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).

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

- i. 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.
- ii. 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.
- iii. 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.
- iv. Individual and group registrations will be reviewed and processed 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."

Access to the full training program within AMCTO Connect opens on Thursday, September 25th, 2025

Questions? Contact Manjit Badh at mbadh@amcto.com