



TOWNSHIP OF NORTH STORMONT

TELEPHONE/INTERNET VOTING ELECTION POLICIES and PROCEDURES FOR THE 2026 MUNICIPAL ELECTIONS

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1. DEFINITIONS

Act - means the *Municipal Elections Act*, 1996, S.O. 1996, c. 32, Sched, as amended.

Alternative Voting means voting by telephone or by internet and includes a combination of telephone and internet voting.

Ballot means either an image on a computer screen, or any web enabled device, of a ballot card for an election to be voted for, including all choices available to the electors and containing spaces in which the electors mark their votes; or when voting using a telephone or wireless phone, an audio set of instructions which describe all choices available to the electors and instruction to mark their selection by depressing the numbered touchtone keypad.

Ballot Box means a computer database in the system where cast internet and telephone ballots are stored.

Candidate - means a person who has been nominated under section 33 of the Act and whose nomination has been certified by the Clerk under section 35 of the Act.

Clerk - means the Clerk of the Township of North Stormont who is responsible for conducting this Municipal Elections under the authority of the Act or his/her designate.

Compliance Audit Committee - means, in relation to a municipality, the committee established under section 88.37 of the Act.

Computing Device – means an electronic device that may access the internet, including, but not limited to: a computer, laptop, tablet, or mobile device.

Election Official - means the Clerk or other person(s) appointed in writing by the Clerk to carry out election duties under the Act. An Election Official can only carry out the tasks and duties as assigned in writing by the Clerk and must take the prescribed oath.

Elector - means a person who is entitled to be an elector at an election held in the local municipality, if on Voting Day he or she meets the qualifications outlined in subsections 17(2) and 17(4) of the Act.

Internet and Telephone Voting System – means the technology and software that records, processes, stores, and counts the Ballots cast.

Municipal Elections - means the 2026 Municipal and School Board Elections.

Personal Identification Number (“PIN”) - means a unique multiple digit number assigned by the Service Provider to each voter to provide security for access to the Telephone/Internet voting system.

Preliminary List of Electors - means a list of Electors for the Township of North Stormont compiled by Elections Ontario (EO) and provided to the Township between August 14, 2026, and August 31, 2026, as agreed upon by EO and the Clerk.

Proof of Identification means the identification required under the Municipal Elections Act, 1996 (Ontario Regulation 304/13) which would provide proof of identity and residence of an individual to the satisfaction of an election official.

Script - means all information flow and system prompts from the Service Provider's system including instructions, informational messages, error messages, and exceptions.

Scrutineer - means an individual, appointed in writing by a Candidate, to represent him or her during the voting process.

Service Provider - means Voatz Canada Ltd., the vendor contracted to supply the technology and software that records, processes, stores, and counts the Ballots cast.

Support Person- means a person who has been requested by an Elector to assist him or her in the voting process.

Third Party Advertisement - means an advertisement in any broadcast, print, electronic or other medium that has the purpose of promoting, supporting or opposing,

- (a) a Candidate, or
- (b) a "yes" or "no" answer to a question referred to in subsection 8(1), (2) or (3) of the Act,
- (c) but does not include an advertisement by or under the direction of a Candidate or an advertisement described in subsection 1(2) or 1(2.1) of the Act.

Township Office - means the municipal building located at 57A Cockburn Street, Berwick, Ontario.

Township/Municipality - means The Corporation of the Township of North Stormont.

Voter Help Centre - means a location designated by the Clerk to assist Electors with the voting process or other general election inquiries, and to make additions, deletions and corrections to the Voters' List. The Voter Help Centre is at the Township Office located at 57A Cockburn Street, Berwick, Ontario, and the phone number is 613-984-2821 or other locations as required.

Voter Information Letter (VIL) means a document addressed to an Eligible Voter that contains a Personal Identification Number (PIN) and other information such as a telephone number and a URL for voting.

Voters' List - means the Preliminary List of Electors, as corrected by the Clerk, under the provisions of sections 19 and 22 of the Act.

Voting Day - means the final day on which the vote is to be taken in an election and shall be until 8:00 p.m. on that day. Voting day for the Municipal Elections shall begin at 12:00 a.m. and end at 8:00 p.m. on October 26, 2026.

Voting Period - is the period including Voting Period and Voting Day, being the period beginning at 9:00 a.m. on Monday, October 19, 2026, and ending on Monday, October 26th, 2026, at 8:00 p.m.

2. AUTHORITY

Subsection 11(2) of the Act states that the Clerk of a local municipality is responsible for conducting elections within that municipality and for:

- preparing for the election;
- preparing for and conducting a recount in the election;
- maintaining peace and order in connection with the election; and
- in a regular election, preparing and submitting the accessibility report described in subsection 12.1 (2).

Subsection 42(3) of the Municipal *Elections Act*, 1996, S.O. 1996, c. 32, as amended (the "Act"), states that the Clerk shall, in the case of a regular election, establish procedures and forms for the use of any alternative voting method and provide a copy of the procedures and forms to each candidate when his or her nomination is filed.

Subsection 42(4) (i) of the Act states that the Clerk shall comply with subsection 3, in the case of a regular election, on or before June 1 in the year of the election.

The Council of The Corporation of the Township of North Stormont adopted By-law No. 21-2026 dated April 14, 2026, authorizing the use of telephone/internet voting as an alternative voting method.

The Township of North Stormont entered into an agreement with VOATZ Canada Ltd. As a service provider for telephone/Internet voting service for the 2026 Municipal and School Board Elections ("Municipal Elections").

These procedures and forms are additional information for the electors and the candidates, and do not replace the Act.

With respect to the duties and authority of a Clerk, the Act further states according to subsection 12(1) A clerk who is responsible for conducting an election may provide for any matter or procedure that,

- is not otherwise provided for in an Act or regulation; and
- in the Clerk's opinion, is necessary or desirable for conducting the election.

12(2) The power conferred by subsection (1) includes power to establish forms, including forms of oaths and statutory declarations, and power to require their use.

12(3) The power conferred by subsection (1) includes power to require a person, as a condition of doing anything or having an election official do anything under this Act, to furnish proof that is satisfactory to the election official of the person's identity or qualifications, including citizenship or residency, or of any other matter.

13(1) Any notice or other information that this Act requires the Clerk to give shall be given in a form and manner and at a time that the Clerk considers adequate to give reasonable notice or to convey the information.

13(2) The Clerk shall provide electors, candidates and persons who are eligible to be electors with information to enable them to exercise their rights under this Act.

Subsection 42(5) of the Act states that when a by-law authorizing the use of an alternative voting method is in effect, section 43 (advance votes) and 44 (voting proxies) apply only if the by-law so specifies; if the by-law specifies that section 44 applies, it may also establish additional criteria that a person must meet to be entitled to vote by proxy.

Section 53 also provides that the Clerk may declare an emergency if he or she is of the opinion that circumstances have arisen that are likely to prevent the election being conducted in accordance with this Act and provides the authority to the Clerk to make arrangements for the proper conduct of the election. Any arrangements made by the Clerk, if they are inconsistent with the principles of the Act, prevail over anything in the Act and the regulations and all such arrangements, if made in good faith, shall not be reviewed, or set aside on account of unreasonableness or supposed unreasonableness.

Any unforeseen cases not dealt with in these procedures will be recorded, action taken, and reflected in an addendum signed by the Clerk, to these procedures and circulated to all Candidates and posted on the Township website.

These procedures have been developed under the authority of subsection 42(4) pursuant to subsection 42(3)(a)(ii) of the Act and applies to the Telephone/Internet voting for the Municipal Elections, being conducted by the Township of North Stormont between Monday, October 19, 2026, and Monday, October 26, 2026.

The procedures and forms established by this document prevail over anything in the Act and its regulations, as per subsection 42(4) of the Act.

Where these procedures do not provide for any matter, the Municipal Elections shall be conducted as far as are consistent and practical within the principles of the Act with the same being determined and established by the Clerk.

At the discretion of the Clerk, these procedures may be modified at any time. Any amendment to these procedures shall be provided forthwith to all Candidates for office in the Municipal Elections.

3. PRINCIPLES OF THE ACT

These principles were considered during the development of the legislation:

- The secrecy and confidentiality of the voting process is paramount;
 - The election shall be fair and non-biased;
 - The election shall be accessible to the electors;
 - The integrity of the voting process shall be maintained throughout the election;
 - There is to be certainty that the results of the election reflect the votes cast;
 - Electors and candidates shall be treated fairly and consistently within a municipality;
- and
- The proper majority vote governs by ensuring that valid votes be counted, and that invalid votes be rejected so far as is reasonably possible.

4. SECRECY

The Clerk shall require all Election Officials and/or other persons working in connection with the Municipal Elections to swear or affirm an oath of secrecy in accordance with section 49 of the Act.

No person shall interfere in or attempt to interfere with an Elector while in the process of accessing the Telephone/Internet voting service or interfere or attempt to interfere in the voting process while using the Telephone/Internet voting service unless expressly requested and authorized by an Elector asking for assistance.

No person shall obtain or attempt to obtain information about how an Elector intends to vote or has voted. Any individual requested by an Elector to assist him or her in voting is required to maintain the secrecy of the vote(s) cast by the Elector and shall vote according to the instructions and wishes of the Elector.

No persons shall communicate any information that might have been inadvertently obtained about how an Elector intends to vote or has voted.

No Electors shall reveal how he or she intends to vote except when obtaining assistance in voting from either a support person or an Election Official.

All Electors voting at the Voter Help Centre may vote with the assistance of a support person. However, the support person shall be required to take the appropriate oath prior to providing assistance.

All complaints regarding any and/or all breaches of secrecy shall be investigated by the proper authorities and shall be prosecuted according to the provisions of "Offences, Penalties and Enforcement" under sections 89 to 94 of the Act.

5. NOTICES

The Clerk shall notify Electors of the following election information:

Notice of Election information

- The location of the voting places.
- The dates and times on which the voting places will be open for voting.
- If a by-law has been passed under clause 42(1)(b), alternative voting methods, the manner in which electors may use the alternative voting method.

Notice of Nomination Day

- The offices for which a person may be nominated, along with the nomination period.

Notice of Penalties

- Before Voting Day, the Clerk will send each person nominated for an office a notice of penalties related to the election campaign finances and the refund of the nomination filing fees.

Certified Election Results

- Certified election results will be presented by the Clerk as soon as possible after Voting Day.

The Clerk shall determine the date(s) for all advertisements including in which newspaper(s) the notices are to appear to comply with the requirements and principles of the Act.

Joint advertisements may be done with neighbouring municipalities.

The Clerk reserves the right to publish additional advertisements and notices as deemed appropriate.

Each person on the Voters' List shall be mailed, by "first-class" mail a sealed Voter Information Letter containing:

- his or her PIN, the telephone number to call to cast a vote, and the designated Internet address (URL) to access to cast a vote using the Internet;
- instructions on how to vote;
- dates and hours of voting; and
- the location and telephone number of the Voter Help Centre.

The Clerk shall ensure that all required signage is posted at the Voting Place including:

- Notice of Offence and Notice of and Corrupt Practices;
- Statutory Provisions Regulating Voting Procedures

6. VOTERS' LIST

Voter Qualifications (s. 17(2) and (3))

A person is entitled to be an elector if, on Voting Day (October 26, 2026) they:

- are a Canadian citizen.
- are at least 18 years old.
- reside in the local municipality, or are the owner or tenant of land in the local municipality, or the spouse of such a person; and
- are not prohibited from voting under s.17(3) of the Act, or otherwise by law.

The following are prohibited from voting:

- a person who is serving a sentence of imprisonment in a penal or correctional institution.
- a corporation.
- a person acting as executor or trustee or in any other representative capacity.
- a person who was convicted of a corrupt practice, if voting day in the current election is less than five years after voting day in the Election in respect of which they were convicted.

Certification of Voters' List

The Preliminary List of Electors (PLE) supplied by Elections Ontario shall be delivered to the Clerk by August 14, 2026.

The PLE shall contain the name and address of each person who is entitled to be an elector and additional information the Clerk needs to determine for which offices each elector is entitled to vote, such as school support. The name of each non-resident elector shall be entered on the PLE for the voting subdivision in which the elector or their spouse is an owner or tenant of land.

It is possible for an elector's name to appear on the Voters' List in more than one municipality, and they may be eligible to vote in both municipalities. For example, a person listed as a resident elector in one municipality and a nonresident elector in another municipality is entitled to vote in each, provided they are not voting for the same office more than once. An elector may only vote once for School Board Trustee in the jurisdiction of the Board.

The Clerk shall correct any obvious errors in the PLE prior to Monday, August 31, 2026, and notify Elections Ontario. The corrected PLE becomes the Voters' List.

The Clerk may use any information that is in the Municipality's custody or control when correcting the PLE for obvious errors (s. 22(2)).

The Voters' List shall be reproduced and identified on or before September 1, 2026.

The Clerk shall inform electors using various methods how revisions are to be made to the Voters' List. Online voter services and online voter registration tools will be made available on the Township's website for this purpose.

Interim List of Changes (s. 27(1))

The Clerk shall prepare an interim list of changes to the Voters’ List on or before September 20, 2026, and circulate as required.

Final List of Changes (s. 27(2))

The Clerk shall prepare the final list of changes to the Voters’ List by November 25, 2026, and send to Elections Ontario.

Requests for Copies and Proper Use of the Voters' List

Upon request, the Clerk shall provide every Candidate with the part of the Voters’ List that contains the names of the electors who are entitled to vote for that office.

Certified Candidates will be entitled to one (1) paper copy of the Voters’ List and may, at the discretion of the Clerk, be provided access to voter participation information by electronic means, subject to section 23 of the Act, and the signed “Declaration of Proper Use of the Voters’ List” Form.

The Voters’ List shall only be used for the purposes of the 2026 Municipal Election. Candidate copies must be returned to the Clerk following the Election for destruction.

Access to the Voters' List (s. 88 (10) and (11))

Legislation states that the Voters’ List cannot be posted in a public place and can be used only for Election purposes.

7. REVISION OF THE VOTERS’ LIST

The Voter Help Centre shall be established at the Township Office, and shall be open to the public on the following dates and times, and at such additional dates and times as determined by the Clerk:

Date	Time
October 19, 2026	9:00 a.m. to 4:00 p.m.
October 20, 2026	9:00 a.m. to 4:00 p.m.
October 21, 2026	9:00 a.m. to 4:00 p.m.
October 22, 2026	9:00 a.m. to 4:00 p.m.
October 23, 2026	9:00 a.m. to 4:00 p.m.
October 24, 2026	10:00 a.m. to 2:00 p.m.
October 25, 2026	10:00 a.m. to 2:00 p.m.
October 26, 2026	10:00 a.m. to 8:00 p.m.

Amendments/Additions to the Voters' List (s. 24)

An elector may make an application to amend their information on the Voters’ List by one of the following between September 1, 2026, through October 23, 2026, during Regular Office Hours and on October 26, 2026, until 8:00 P.M.:

Electors may visit the Municipal Office, complete the prescribed form “Application to Amend Voters’ List” Form with Proof of Identification and residence as prescribed in O. Reg. 304/13. If the elector does not appear in person, a certified copy showing proof of identification and proof of residence/occupancy is required.

Voter – ID Requirements may be posted at the Municipal Office or any other location where amendments to the Voters’ List are made. In addition, it may be included in information packages, posted on the municipal website, etc.

An elector cannot remove a family member’s name from the Voters’ List, except in the case of a deceased person.

Removal of Deceased Person’s Name (s. 25)

The Clerk may remove a person’s name from the Voters’ List up to 8:00 P.M. on October 26, 2026, if the Clerk is satisfied the person has died.

A person may make an application requesting that a deceased person’s name be removed from the Voters’ List by using the form “Application for Removal of Deceased Person’s Name from the Voters List” Form and providing proof of identity and residence as prescribed in O. Reg. 304/13, between September 1, 2026, and October 23, 2026, during Regular Office Hours and on October 26, 2026, until 8:00 P.M..

The Voter Help Centre shall be responsible for the following:

- Eligible electors who attend the Voter Help Centre(s) and are not on the voters’ list will be able to be added to the list by filling out a declaration form and providing satisfactory identification.
 - Their names will be added to the voters’ list, and they will be assigned and receive (or mailed) a Voter Information Letter containing a (PIN); and
 - They will be able to vote at the Voter Help Centre(s) if they wish during the voting period.
- Verifying and re-issuing a Voter Information Letter to qualified voters:
 - where a person on the Voters’ List has lost his or her Voter Information Letter or did not receive it in the mail, or does not have access to it, he or she can attend (or prove to the satisfaction of the authorized Election Official that they require a new PIN) at a Voter Assistance Centre in order to receive a new one. The authorized election official will disable the voter’s lost Personal Identification Number (PIN) and electronically mark it in the system (as having been lost) with the appropriate details. Upon providing satisfactory identification to an election official, an oath shall be taken by the voter and a new Voter Information Letter containing a new Personal Identification Number (PIN) shall be issued.

- Verifying and re-issuing a Personal Identification Number (PIN) to qualified voters:
 - Where a person on the voters' list has lost his or her Personal Identification Number (PIN), **has not received** it in the mail, or does not have access to it, he or she can attend a Voter Assistance Centre in order to receive a new one. The authorized election official will disable the voter's previous PIN and electronically mark it in the system with the appropriate details. Upon providing satisfactory identification or information to a Voter Help Centre election official, as may be defined, a new Personal Identification Number (PIN) shall be issued.

8. NOMINATIONS

A person may be nominated for an office by filing a nomination, by appointment, on the prescribed form, at the Township Office, in person or by an agent during the nomination period, from May 1, 2026, during regular business hours (8:30 a.m. to 4:00 p.m.) and between 9:00 a.m. to 2:00 p.m. on Nomination Day, August 21, 2026.

The nomination of a person for an office on council shall be endorsed by at least 25 persons (section 33 (1.1), and they may endorse more than one nomination. The person endorsing a nomination shall be eligible to vote in an election for an office within the Township, if a regular election was held on the day that the person endorses the nomination.

The filing fee must accompany the nomination. The prescribed nomination fee is \$200 for the head of council and \$100 for all other offices. The filing fee is payable by cash, certified cheque, money order or debit.

Upon receiving the nomination, the Candidate shall receive a Candidate's Information Package and be advised that his/her nomination shall be examined by the Clerk prior to 4:00 p.m. on the Monday following Nomination Day, August 21, 2026.

- If satisfied that the person is qualified to be nominated and that the nomination complies with the Act, the Clerk shall certify the nomination.
- If not satisfied, the Clerk shall reject the nomination and, as soon as possible, give notice to the person who sought to be nominated and all other candidates for that office.

Estimated Maximum Campaign Expenses (s. 33.0.1)

The Clerk shall calculate the estimated maximum campaign expenses for each office on the "Estimated Maximum Campaign Expenses" and provide a copy to the Candidate or their agent the day that the nomination paper is filed in accordance with s. 33. The Clerk's calculation is final.

Notice of Penalties (s. 33.1)

The Clerk shall, prior to voting day, provide a notice of penalties on the "Notice of Penalties and Corrupt Practices" to the Candidate or their agent.

Municipal Freedom of Information & Protection of Privacy Act (MFIPPA)

The Candidate may sign the Consent to Release Personal Information, authorizing the Clerk to release personal information to the public and media.

Unofficial List of Candidates

The Clerk shall provide notice of the unofficial list of Candidates by preparing and posting in the Municipal Office and on the website an “Unofficial List of Candidates” which is to be updated as each Nomination Paper is filed. The list should be clearly marked “Unofficial”. The Clerk must obtain authorization from the Candidate to post their personal information, such as their addresses. The list is indicated as “unofficial” until the nominations have been certified.

Nomination Day – August 21, 2026 (s. 31)

Nomination Papers will be received at the Municipal Office between 9:00 AM and 2:00 P.M. on Nomination Day.

Acclamations (s. 37(1))

If after 4:00 P.M. on Monday, August 24, 2026, the number of Certified Candidates for an office is the same as or fewer than the number to be elected, the Clerk shall immediately declare the Candidate(s) elected by acclamation. The Clerk shall post a “Declaration of Acclamation to Office” Form. In this situation there shall be no Election conducted for the position(s).

Fewer Number of Nomination Papers than Offices (s. 33 (5))

If at 4:00 P.M. on Monday, August 24, 2026, the number of certified nominations filed for an office is fewer than the number of persons to be elected to the office, additional nominations may be filed between 9:00 AM and 2:00 P.M. on Wednesday, August 26, 2026. The Clerk shall post a “Notice of Additional Nominations” Form advising that additional Nomination Papers may be filed for that office during the specified time.

If at 2:00 P.M. on Wednesday, August 26, 2026, additional Nomination Papers have been filed, the procedure to certify or reject Nomination Papers shall be followed.

Additional Nominations More than Number of Offices Remaining (s. 33(5))

If between 9:00 AM and 2:00 P.M. on Wednesday, August 26, 2026, there are more than enough certified Nominations to fill the office(s), an Election shall be conducted with the names of the persons who have filed certified Nomination Papers.

Withdrawal of Additional Nominations

Withdrawal of additional nominations must take place prior to 2:00 P.M. on Wednesday, August 26, 2026, following the procedure in the Withdrawal of Nomination Paper section above.

Additional Nominations Equivalent to Number of Offices (s. 37(2))

If at 4:00 P.M. on Thursday, August 27, 2026, there is a sufficient number of certified Nomination Papers filed to fill the office(s), the Clerk shall post a “Declaration of Acclamation to Office – Additional Nominations” Form.

Insufficient Number of Nomination Papers Filed to Form a Quorum – Municipal Council (s. 37 (4)(1))

If the number of nomination papers filed is insufficient to form a quorum of the Municipal Council, a by-election shall be held.

Sufficient Number of Nomination Papers Filed to Form a Quorum– Municipal Council (s. 37 (4))

If the number of nomination papers filed is less than the number of positions for an office of the Municipal Council, but does form a quorum, s. 263 (1) a of the Municipal Act, 2001, as amended, shall apply.

Death or Ineligibility of a Candidate (s. 39)

If a Certified Candidate dies or becomes ineligible before the close of voting,

- if no Candidate would be elected by acclamation because of the death or ineligibility the election shall proceed as if the Candidate had not been nominated; or
- if another Candidate would be elected by acclamation because of the death or ineligibility, the Election is void and a by-election shall be held to fill the office.

No votes are to be counted for the Candidate who has died or become ineligible.

The procedure for the handling of Nomination Papers on Nomination Day will be the same as above.

Certification of Nomination Papers (s. 35 (1))

On or before Monday August 24, 2026, at 4:00 P.M., the Clerk will do a review of each nomination received to determine qualification and if the nomination complies with the Act. Once satisfied the Candidate is qualified, the Clerk shall certify the nomination.

Rejection of Nomination Paper (s. 35 (3))

If the Candidate is not qualified to be nominated, or the nomination does not comply with the Act, the Clerk will reject the nomination. A telephone call shall be made to the Candidate informing them of the rejection, and a “Notice of Rejection of Nominations” shall be sent, by Registered Mail, as soon as possible, to:

- the person who sought to be nominated; and
- all Candidates for the office.

Withdrawal of Nominations (s. 36)

Candidates may withdraw their nomination by filing in person, or in extenuating circumstances by means of Electronic Submission, a written withdrawal on “Withdrawal of Nomination” with the Clerk before 2:00 P.M. on Nomination Day, August 21, 2026, if the person was nominated on or before Nomination Day.

The withdrawal shall be noted on the “Unofficial List of Candidates.”

Official List of Candidates

The final list of Certified Candidates will be posted at the Municipal Office and on the website on or before Wednesday August 26, 2026, using the “Official List of Certified Candidates”.

Declaration of Election (s. 40)

If after 4:00 P.M. on Monday, August 24, 2026, the number of certified nominations filed for an office is more than the number of persons to be elected to the office, the Clerk shall declare an Election to be conducted.

The Clerk shall give the electors notice of the following using a variety of methods:

- The dates and times of the Voting Period.
- The location, dates and times of voting at the voting places
- The location and hours of operation of the Help Centre; and
- The way electors may use the internet and/or telephone voting methods.

Final Calculation of Campaign Expenses (s. 88.20 (13))

The Clerk shall, after determining from the number of eligible electors from the Voters’ List for each office, calculate the maximum amount of campaign expenses that each Candidate may incur for that office and prepare a “Certificate of Maximum Campaign Expenses” Form. The certificate shall be delivered to each Candidate on or before September 30, 2026. The Clerk’s calculation is final and shall be made in accordance with the prescribed formula in O. Reg. 101/97.

9. CAMPAIGN FINANCE

Requirement for Separate Bank Account

Candidates must open a bank account to accept any contribution (including contributions of money from yourself) or incur any expenses.

The nomination fee is a personal expense – not a campaign expense. If, after you pay the nomination fee, you do not spend any money on your campaign, and do not accept any contributions, you do not have to open a bank account.

All contributions – including contributions you make yourself – must be deposited into the campaign bank account. All expenses must be paid from the campaign account.

Contributions to Registered Candidates (s. 88.8 (1-5))

A contribution shall not be made to or accepted by a person or an individual acting under the person’s direction unless the person is a Candidate, and the contribution is made during the Election campaign period.

Contributions shall only be made by the following:

- An individual who is normally a resident in Ontario.
- The Candidate and their spouse, (subject to) if the spouse of a Candidate is not normally a resident in Ontario, a Candidate and their spouse may make contributions only to the Candidate’s Election campaign.

The following shall not contribute:

- A federal political party registered under the Canada Elections Act or any federal constituency association or registered Candidate at a federal Election endorsed by that party.
- A provincial political party, constituency association, registered Candidate or leadership contestant registered under the Election Finances Act.
- A corporation that carries on business in Ontario.
- A trade union that holds bargaining rights for employees in Ontario.
- The Crown in right of Canada or Ontario, a municipality or local board.

Acceptance of Contributions (s. 88.8 (6-10))

A contribution may be accepted only by a Candidate or an individual acting under the direction of the Candidate from a person or entity that is entitled to contribute.

A contribution of more than \$25 cannot be in cash, however, shall be contributed in a manner that associates the contributor's name and account with the payment or by money order signed by the contributor.

Maximum Contributions to Candidates (s. 88.9)

A contributor shall not make contributions exceeding a total of:

- \$1,200 to any one Candidate in an Election.
- Except if a person is a Candidate for more than one office, a contributor's total contributions to that Candidate in respect of all the offices shall not exceed \$1,200.
- \$5,000 to two or more Candidates for office on the same council or local board.
- Except if the Candidate is contributing to the Candidate's own Election campaign, then the maximum contributions do not apply.
- Except if the contributor is the spouse of the Candidate, then the maximum contributions do not apply.

Maximum Contributions to a Candidate's Own Campaign (s. 88.9.1)

A Candidate for an office on a Council and their spouse shall not make contributions to the Candidate's own Election campaign that, combined, exceed an amount equal to the lesser of,

- the amount calculated by adding,
- in the case of a Candidate for the office of Head of Council of a municipality, \$7,500 plus 20 cents for each elector entitled to vote for the office, or
- in the case of a Candidate for an office on a Council of a municipality other than the office of head of council, \$5,000 plus 20 cents for each elector entitled to vote for the office: and
- \$25,000.

The Clerk shall prepare a "Certificate of Maximum Contributions to a Candidate's Own Campaign" Form and provide to the Candidate between September 20 and no later than September 30, 2026.

What Constitutes a Contribution? (s. 88.15)

For the purposes of the Act, money, goods and services given to and accepted by a person for their Election campaign or given to and accepted by another person who is acting under the person's direction, are contributions.

Contributions include:

- An amount charged for admission to a fund-raising function.
- If goods and services are sold for more than their market value at a fundraising function, the difference between the amount paid and the market value. However, if the amount received for the goods or services is \$25 or less, the amount is not a contribution.
- If goods and services are used in the person's Election campaign or in relation to Third Party Advertisements are purchased for less than their market value, the difference between the market value and the amount paid.

Not Contributions:

- The value of services provided by voluntary unpaid labour.
- The value of services provided voluntarily by an employee whose compensation from all sources for providing the services does not exceed the compensation the employee would normally receive for the period the services are provided.
- An amount of \$25 or less that is donated at a fundraising function.
- The amount received for goods and services sold at a fundraising function, if the amount is \$25 or less.

EXPENSES

What Constitutes an Expense (s. 88.19)

Costs incurred for goods or services by or under the direction of a person wholly or partly for use in their Election campaign are expenses.

The following amounts are expenses:

- The replacement value of goods retained by the person from any previous Election in the municipality and used in the current Election.
 - The value of contributions of goods and services.
 - Audit and accounting fees.
 - Interest on loans under section 88.17 (Campaign Account Loans).
 - The cost of holding fund-raising functions.
 - The cost of holding parties and making other expressions of appreciation after the close of voting.
 - For a Candidate, expenses relating to a recount or a proceeding under section 83 (Controverted Elections).
 - Expenses relating to a compliance audit.
-
- Expenses that are incurred by a Candidate with a disability, are directly related to the disability, and would not have been incurred but for the Election to which the expenses relate.
 - The cost of Election campaign advertisements (within the meaning of s. 88.3).

Candidates' Expense (s. 88.20)

An expense shall not be incurred unless they are incurred by a Candidate during their Election campaign period.

Maximum amount

During the period that begins on the day a Candidate is nominated and ends on Voting Day, their expenses shall not exceed an amount calculated in accordance with the prescribed formula.

A Candidate shall be provided with the maximum campaign expenses amount upon filing of their nomination papers (see Nominations section of this manual).

Maximum amount for parties, etc., after Voting Day

The expenses of a Candidate that are for the holding of parties and making other expressions of appreciation after the close of voting shall not exceed an amount calculated in accordance with the prescribed formula.

The formula that is prescribed must be written so that the amount calculated under it varies based on the maximum amount determined under 88.20 (6) (Maximum Amount) for the office for which the Candidate is nominated.

10. THIRD PARTY ADVERTISERS

A Third-Party Advertiser means an individual who is normally a resident in Ontario, a corporation that carries on business in Ontario or a trade union that holds bargaining rights for employees in Ontario, and whose Notice of Registration for Third Party Advertiser has been certified by the Clerk.

Eligibility for Registration (s. 88.6 (4-6))

Registration shall be restricted to the following persons and entities:

- An individual who is normally a resident in Ontario
- A corporation that carries on business in Ontario
- A trade union that holds bargaining rights for employees in Ontario.

The following persons and entities are deemed ineligible to register:

- A Candidate whose nomination has been filed.
- A federal political party registered under the Canada Elections Act or any federal constituency association or registered Candidate at a federal Election endorsed by that party.
- A provincial political party, constituency association, registered Candidate or leadership contestant registered under the Election Finances Act.
- The Crown in right of Canada or Ontario, a municipality or local board
- A Candidate whose nomination has been filed shall not direct any Third-Party Advertisements.

Filing the Notice of Registration (s. 88.6 (2, 7 and 31))

A “Notice of Registration” Form shall be filed in person or by an agent with the Clerk between the first business day of May in 2022 (first day for filing nominations) and Friday, October 21, 2022 (the Friday before voting day) during Regular Office Hours.

Registrations must be accompanied by:

- proof of identity and residence as prescribed in O. Reg. 304/13.
- with the declaration of qualification, signed by the individual or by a representative of the corporation or trade union.
- a resolution from the corporation or trade union that authorizes the person or agent to register on their behalf, if applicable.

The Clerk shall administer the required oaths to the individual or to the representative of the corporation or trade union. The date and time of filing are to be filled in by the Clerk and initialed by the individual or by a representative of the corporation or trade union.

Estimated Maximum Third-Party Expenses (s. 88. 21 (15))

The Clerk shall calculate the estimated maximum third-party expenses for registered third parties on the “Estimated Maximum Third Party Expenses” Form and provide a copy to the individual filing the registration. The Clerk’s calculation is final.

Notice of Penalties (s. 88.29 (7))

The Clerk shall, at least 30 days before the filing date, provide a notice of penalties on the “Notice of Penalties – Registered Third Parties” Form to every Registered Third Party that registered in the municipality.

Final Calculation of Third-Party Expenses (s. 88.21 (11 – 17))

The Clerk shall, after determining from the number of eligible electors from the Voters’ List, calculate the maximum amount of third-party expenses that each Registered Third Party may incur and prepare a “Certificate of Maximum Third Party Expenses” Form. The certificate shall be given to each individual that filed a Notice of Registration for Third Party Advertising in the case of a regular Election, on or before September 30, 2026.

The number of electors to be used in this final calculation is to be the greater of the following:

- the number determined from the Voters’ List from the previous regular Election, as it existed on Nomination Day, adjusted for changes under Section 24 and 25 that were approved as of that day; or
- the number determined from the Voters’ List for the current Election as it exists on September 15 in the year of the current Election, adjusted for changes under Section 24 and 25 that were approved as of that day.

The Clerk’s calculation is final and shall be made in accordance with the prescribed formula in Ontario Regulation 101/97.

Certification of Notice of Registration (s. 88.5 (13-14))

The Clerk will do a review of each notice received to determine qualification and if the notice complies with the Municipal Elections Act, 1996. Once satisfied the third party is qualified, the Clerk will complete the “Certification by Clerk” section on the “Notice of Registration” Form. If not satisfied, the Clerk shall reject the notice. The Clerk’s decision is final.

Advertisements – in accordance with s. 88.4, 88.5

Restricted Period and Expenses

The Restricted Period for Third Party Advertisements begins on the earliest day that an Individual, corporation or trade union is permitted to file a notice of registration as a Registered Third Party (first business day in May) and ends at the close of voting on Voting Day.

Third Party Advertisers, once registered and certified by the Clerk, may do any of the following during the Restricted Period:

- advertise; and
- incur expenses related to the advertisement.

The expenses for these advertisements cannot exceed the amount calculated under Section 88.21 (registered third parties’ expenses).

Mandatory Information in Advertisements

All Third-Party Advertisements shall contain the following information:

- the name of the Registered Third Party;
- the municipality where the Registered Third Party is registered; and
- a telephone number, mailing address or email address at which the Registered Third Party may be contacted regarding the advertisement.

Mandatory Information for Broadcaster, etc.

All Registered Third Parties shall provide the following information to a broadcaster or publisher in writing:

- the name of the Registered Third Party;
- the name, business address and telephone number of the individual who deals with the broadcaster or publisher under the direction of the Registered Third-Party;
- the municipality where the Registered Third Party is registered.

Municipal Authority to Remove Advertisements (s. 88.7)

If a municipality is satisfied that there has been a contravention of the Act or this Policy, the municipality may require a person who the municipality reasonably believes contravened the section or caused or permitted the contravention, or the owner or occupier of the land on which the contravention occurred, to remove the advertisement or discontinue the advertising.

List of Registered Third Parties (s. 88.12 (9-10))

A list of registered third parties shall be posted using the “Official List of Registered Third Parties” Form, as a minimum, on the website and may also include the phone number and email address provided by the Registered Third Party in the notice of registration filed.

Duties of Registered Third Parties (s. 88.26)

The Clerk shall provide information outlined as “Duties of Registered Third Parties” at the time of filing.

11. CONTRIBUTIONS TO AND EXPENSES OF REGISTERED THIRD PARTIES

A contribution shall not be made in relation to Third Party Advertisements that appear during an Election in a municipality unless they are a Registered Third Party during the Restricted Period.

Contributions shall only be made by the following:

- An individual who is normally a resident in Ontario.
- A corporation that carries on business in Ontario.
- A trade union that holds bargaining rights for employees in Ontario.
- The Registered Third Party and, in the case of an individual, their spouse, subject to if the spouse of a Registered Third Party is not normally resident in Ontario, the spouse may make contributions only to the Registered Third Party.

The following shall not contribute:

- A federal political party registered under the Canada Elections Act or any federal constituency association or registered Candidate at a federal Election endorsed by that party.
- A provincial political party, constituency association, registered Candidate or leadership contestant registered under the Election Finances Act.
- The Crown in right of Canada or Ontario, a municipality or local board.

Acceptance of Contributions (s. 88.12 (7-8))

A contribution may be accepted only by a Registered Third Party or an individual acting under the direction of the Registered Third Party.

A contribution of more than \$25 shall be contributed in a manner that associates the contributor's name and account with the payment or by money order signed by the contributor; cash is not permitted.

Maximum Contributions to Registered Third Parties (s. 88.13)

A contributor shall not make contributions in relation to Third Party Advertisements exceeding a total of:

- \$1,200 to a Registered Third Party that appears during an Election in a municipality.
- \$5,000 to two or more Third Parties registered in the same municipality.

Notwithstanding the aforementioned:

- if the third party is contributing to itself, then the maximum contributions do not apply; and
- if the contributor is the spouse of an individual that is a Registered Third Party, the maximum contributions do not apply.

The Clerk shall provide information established as "Contributions to Registered Third Parties" at the time of filing.

Fundraising for Registered Third Parties (s. 88.14)

Only registered third parties in the municipality may hold a fundraising function relating to Third Party Advertisements. Fundraising functions may only be held during the campaign period.

What Constitutes a Contribution (s. 88.15)

Money, goods and services given to and accepted by an individual, corporation or trade union in relation to Third Party Advertisements or given to and accepted by another person who is acting under the direction of the individual, corporation or trade union, are contributions.

Contributions:

- An amount charged for admission to a fundraising function.
- If goods and services are sold for more than their market value at a fundraising function, the difference between the amount paid and the market value. However, if the amount received for the goods or services is \$25 or less, the amount is not a contribution.
- If goods and services used in the person's Election campaign or in relation to Third Party Advertisements are purchased for less than their market value, the difference between the market value and the amount paid.
- Any unpaid but guaranteed balance in respect of a loan under section 88.17 (Campaign Account Loans).

Not Contributions:

- The value of services provided by voluntary unpaid labour.
- The value of services provided voluntarily, under the direction of the person or the individual, corporation or trade union, by an employee whose compensation from all sources for providing the services does not exceed the compensation the employee would normally receive for the period the services are provided.
- An amount of \$25 or less that is donated at a fund-raising function.
- The amount received for goods and services sold at a fund-raising function, if the amount is \$25 or less.
- The amount of a loan under section 88.17 (Campaign Account Loans).
- For a person referred to in 88.15 (1), the value of political advertising provided without charge on a broadcasting undertaking as defined in section 2 of the Broadcasting Act (Canada), if, it is provided in accordance with that Act and the regulations and guidelines made under it, and
- it is provided equally to all Candidates for office on the particular council or local board.

Restriction: Use of Own Money (s. 88.16)

A contributor shall not contribute money that does not belong to the contributor.

EXPENSES

What Constitutes an Expense (s. 88.19)

Costs incurred by or under the direction of an individual, corporation or trade union for goods or services for use wholly or partly in relation to Third Party Advertisements that appear during an Election in a municipality are expenses.

The following amounts are expenses:

- The replacement value of goods retained by the individual, corporation or trade union from any previous Election in the municipality and used in the current Election.
- The value of contributions of goods and services.
- Audit and accounting fees.
- Interest on loans under section 88.17 (Campaign Account Loans).
- The cost of holding fund-raising functions.
- The cost of holding parties and making other expressions of appreciation after the close of voting.
- Expenses relating to a compliance audit.
- Expenses that are incurred by a Registered Third Party who is an individual with a disability are directly related to the disability and would not have been incurred but for the Election to which the expenses relate.
- The cost of Third-Party Advertisements (within the meaning of section 88.3).

For greater certainty, the cost of holding fund-raising functions does not include costs related to,

- events or activities that are organized for such purposes as promoting public awareness of a Candidate and at which the soliciting of contributions is incidental; or
- promotional materials in which the soliciting of contributions is incidental.

12. SCRUTINEERS

Rights and Prohibitions

Each scrutineer shall be responsible for their conduct, rights and prohibitions as set out on the applicable appointment form.

The DRO is responsible for the conduct of the Voting Place, and no Candidate or Scrutineer has any right to interfere with the DRO in the discharge of their duties.

Scrutineers must not attempt to directly or indirectly influence how an elector votes.

During the fifteen minutes before the opening of the Voting Place, the Scrutineers who are entitled to be present in a Voting Place during voting hours are entitled to inspect the Ballots and all other papers, forms and documents relating to the vote but shall not delay the timely opening of the Voting Place.

Appointment by Candidate and Qualification

A Candidate may appoint Scrutineers to represent them during the voting and at the counting of the votes, including during a recount.

A Candidate may appoint Scrutineers to represent him/her at the Help Centre during the “0” count audit and receipt of voting results, including during a recount.

The appointment shall be made using the “Appointment of Scrutineer” Form.

The Candidate shall provide the signed form to their Scrutineer.

Number per Candidate

Only one Certified Candidate or their appointed Scrutineer may attend a Voting Place for each Ballot box.

Only one Certified Candidate or their appointed Scrutineer may attend the Help Centre for receipt of voting results.

The Scrutineer or Candidate must take an “Oral Oath of Secrecy” Form at each Voting Place.

13. VOTING METHOD

A Telephone/Internet voting method shall be used for the 2026 Municipal Elections.

Telephone/Internet voting

- Eligible voters shall be required to telephone a designated number or access a designated Internet address and cast their vote.
- Every eligible voter shall be limited to only one vote using a PIN distributed by first-class mail in a sealed and personalized Voter Information Letter.
- Furthermore, every eligible voter shall be required to enter their date of birth to confirm eligibility.
- The Service Provider will allow the eligible voter to vote using the telephone/Internet voting system.
- Following the eligible voter's selection, the telephone/Internet voting system response shall identify their choice and provide them with the option of changing or confirming their vote.
- The telephone/Internet voting system shall enable the eligible voter to decline from voting for an office(s) if he/she wishes to do so.
- Once the PIN has been used to complete all assigned races associated with the election it cannot be used again, and further access shall not be granted to the telephone/Internet voting system to vote again.

Voting will commence on October 19, 2026, at 9:00 a.m. and run continuously until October 26, 2026, at 8:00 p.m.

Prior to the Voatz system activation, an auditor or other authorized election official will generate the confirmation report that contains all candidate names running for an office (through the Voatz System by secure ID and password). The report displays in real time the sum total of votes cast for each candidate running for an office. The timing of this report's activity ensures that all totals for all candidates confirm zero (0) votes before the electronic election begins.

The Voatz System will be activated unless any of the counts associated with the candidate names do not indicate a zero total, and unless directed otherwise by an election official.

Candidates or their scrutineer may be present to verify and ensure that all totals of votes cast are at zero (0) and shall be permitted to sign a document that attests to this fact.

A list will be made available to the Clerk through Datafix's VoterView program of all eligible voters on the voters' list who have voted during the voting period. The names of individuals who have voted will be marked as voted. A list of voters who have voted can be made available to candidates or their appointed scrutineer through the Clerk's office. The list shall be provided in real time or as closely as possible to real time.

Where a voter is associated with multiple properties within the Township, the voter may only vote once, and the qualifying address to determine eligibility for voting shall be the place of residence of the voter. All duplication of names on the Preliminary List of Electors shall be verified by the Clerk and/or election officials, and all duplicate names of individuals shall be deleted prior to the final preparation of the voters' list. Should a voter receive more than one Voter Information Letter, the voter may only vote once and must return the other document(s) to the Municipal Office. All voters that vote more than once or who improperly use the Voter Information Letter shall be reported to the Ontario Provincial Police for further investigation as to possible corrupt practices under the Municipal Elections Act, 1996.

Should a voter receive more than one Voter Information Letter, the voter may only vote once and must return the other document to the municipal office. Voters in violation of corrupt practices under the Municipal Elections Act shall be reported to the Ontario Provincial Police for further investigation.

Should a Voter Information Letter be returned to the Municipal Administration Office unopened, the PIN status will be disabled by an election official in a manner that prevents the PIN from being successfully validated in the voting process. The Voter Information Letters will then be marked "unused" and be retained in a secure means and subsequently destroyed at the same time as all other Municipal Election material as provided for under Section 88(2) of the Municipal Elections Act, 1996.

Should a Voter information Letter be returned to the Township office that has been opened or damaged, the PIN status will be disabled by an election official in a manner that prevents the PIN from being successfully validated in the voting process. In this circumstance, the VIL shall be marked unused and will be retained in a secure means and subsequently destroyed at the same time as all other municipal election material as provided for under Section 88(2) of the Municipal Elections Act.

The Clerk and the election officials shall ensure a complete audit trail is maintained of all Voter Information Letters:

- That were sent to voters on the voters' list;
- That were undeliverable and returned from the post office;
- That were returned by a voter or other individual(s) either opened or unopened, but unused for voting purposes;
- That were re-issued to an eligible elector;
- Whose PIN on the letter was set to a status that prevented them from being validated in the voting process.

PIN Validation:

- Where an eligible voter has attempted to validate their PIN and they have determined that the PIN has already been used, the voter can attend the Voter Help Centre, bring satisfactory identification and have an election official confirm that the PIN has not been used unlawfully.
- Prior to authorizing the re-issuance of a new Voter Information Letter, which contains a new PIN, the voter shall be required to respond and answer any and all questions from the election official. The election official shall document, to his or her satisfaction, questions and answers of the voter and, if deemed appropriate, the Clerk shall submit the same to the Ontario Provincial Police for further investigation.
- If the election official believes that all questions have been answered truthfully and to his or her satisfaction, the election official may authorize the provision of a new Voter Information letter which contains a new PIN or, at the discretion of the election official, the elector will be required to make a declaration as to his or her statement and take an oath which shall be given by the election official. A copy of this declaration shall also be submitted to the Ontario Provincial Police should further questioning be required in order to ascertain if corrupt practices have occurred. The elector will be required to assist and cooperate in the investigation in determining the individual(s) who has fraudulently used the voter's assigned PIN.
- Once the voter has properly answered all questions and if required, taken the prescribed oath, a new Voter Information Letter containing a new PIN can be issued.

Incorrect PIN:

- Where an eligible voter has received an incorrect PIN in terms of school support association, the voter can contact the Voter Help Centre and have the proper information applied to the existing PIN. The voter may re-access the system and vote for all races not yet completed.
- The eligible voter shall be able to re-enter the system at any time during the election using the existing PIN or the re-categorized PIN until voting for all races has been completed.

New PINs shall not be given out over the telephone or by mail without the express approval of the Clerk. A Voter Information Letter containing a PIN shall not be given to any person at the Voter Help Centre unless satisfactory identification is provided and the individual has taken the required oath, if required, as administered by an election official.

14. VOTING PROCESS

Voter Information Letters shall be mailed by the Service by first-class mail to all eligible voters to enable them to use the Telephone/Internet voting service.

Eligible voters may vote by:

- Accessing the telephone number provided by using a touch-tone telephone or cellular telephone, but not a rotary dial telephone. “Digi- pulse” telephones will be able to access the system if the telephone over- ride button is set to a “touch-tone” mode. Should the preceding be incorrectly completed, the interactive response system will provide an error message requesting that the elector obtain assistance through the Voter Help Centre.
- Accessing the Internet address provided on the Voter Information Letter by using a dial modem access or a high-speed connection;
- Attending a Voter Help Centre during the following dates and times. And use the touch-tone telephone or internet access provided. Any telephone provided at the Voter Assistance Centre shall delete any display options on the telephone.

Date	Time
October 19, 2026	9:00 a.m. to 4:00 p.m.
October 20, 2026	9:00 a.m. to 4:00 p.m.
October 21, 2026	9:00 a.m. to 4:00 p.m.
October 22, 2026	9:00 a.m. to 4:00 p.m.
October 23, 2026	9:00 a.m. to 4:00 p.m.
October 24, 2026	10:00 a.m. to 2:00 p.m.
October 25, 2026	10:00 a.m. to 2:00 p.m.
October 26, 2026	10:00 a.m. to 8:00 p.m.

Attending a Voter Help Centre during hours identified with a support person, who will have to take the appropriate oath(s) and having the support person vote using the telephones, computers and/or tablets provided;

Attending a Voter Help Centre during hours identified and requesting the assistance of an Election Official, who may provide assistance only after the appropriate oath(s) has been taken.

15. SECURITY

1. An Eligible Voter may only vote once in the [Municipality] during the 2026 Municipal Election, regardless of the number of properties he/she may own and/or lease or the number of voting methods available to them.
2. A predefined security protocol is adhered to during the entire Municipal Election period. This protocol ensures access control to the status of the election is only available to the Clerk and persons authorized by the Clerk.
3. The Internet and Telephone Voting System is subject to strict logic and accuracy testing using a predefined set of Ballots, which are cast with a known outcome. This is then compared to the actual vote counts to ensure complete confidence in the accuracy of the voting system. The thorough logic and accuracy phase allows Election Officials to review the full voting process prior to the opening of the voting.
4. At the completion of the logic and accuracy testing, the entire voting system is locked down prior to the start of the Voting Period. No system, code or configuration changes can occur during the lock down or once voting has started.
5. The voting system is hosted by the Internet and Telephone Voting System Provider within their own data centers' environment, which undergoes continuous and rigorous penetration prevention testing.
6. The Internet and Telephone Voting System prevents the casting of multiple Ballots via the internet and/or telephone. Once a PIN is used to cast a Ballot, it is flagged by the system and the voter is immediately struck off of a real-time electronic Voters' List. This ensures that an Eligible Voter cannot obtain another Ballot online or by telephone or by attending a Voter Assistance Centre.
7. At the time a Ballot is cast, the Internet and Telephone Voting System records the action in their database, and an audit record of the Ballot is created. The system will also capture unique identifiers, such as IP addresses, which are never connected to personally identifiable information, and are used for the sole purpose of monitoring for suspicious activities.

16. SYSTEM

The integrity of the voting process shall be the responsibility of the Clerk and shall be preserved by:

- Ensuring that every eligible voter on the Voters' List is mailed, using first-class mail or hand delivered as required, a sealed Voter Information Letter which contains the Elector's unique PIN;
- Ensuring that no one except the Service Provider, the Clerk or designate, maintains a list of PINs that matches each voter's name and address;

- Providing an opportunity for Electors who do not appear on the Voters' List to be added to the list, or to make amendments to the list, up to and including Voting Day on October 26, 2026, at 8:00 p.m.; and
- Establishing and enforcing proper procedures to ensure that no person is added to the Voters' List unless an Election Official is completely satisfied with the person's identity and qualification as an Elector in the Township of North Stormont.

The Telephone/Internet voting system shall be tested on several occasions during the Voting Period. The test(s) shall include, but not be limited to, the following:

- checking the wording of the script;
- checking the Voter Assistance Centre telephones and internet access;
- checking Script and input timing;
- attempting to use a PIN more than once;
- balancing a predetermined number of votes with those cast;
- matching PINs to names and addresses;
- checking the system which is used for activating PINs; and
- deliberately entering the wrong information.

All Candidates are to provide to the Clerk the proper pronunciation of their name, in English and in French, including the spelling of their name by a date determined by the Clerk.

The Clerk may appoint an auditor who will assist the Clerk to help ensure the Municipal Election is conducted in accordance with the Act.

17. RESULTS

The Service Provider shall keep its public Internet and Telephone voting open until 8:00 p.m. on October 26, 2026, and the Township's Voter Help Centre shall stay open until the Clerk confirms that all Electors in the Voter Help Centre at 8:00 p.m. on October 26, 2026, have completed voting. It shall be noted that the Elector who has connected to the Telephone/Internet voting system, and entered their valid credentials just prior to 8:00 p.m., will be permitted at least fifteen (15) minutes (if required) to complete their vote. The voting activity could be completed earlier if no Electors are in the system actively voting prior to the fifteen (15) minutes shutdown.

The Clerk, at 8:00 p.m. on October 26, 2026, providing that all eligible electors within the Voter Help Centre(s) have voted, shall request the close and deactivation of the Telephone/Internet Voting service and shall also request the tabulation of the results for each candidate. The final results of each candidate shall be available following the close and tabulation of the results at the Township Office located at 57A Cockburn Street, Berwick, Ontario.

The Clerk shall report the “Unofficial Results” when received from the Service Provider as soon as practicable after 8:00 p.m. on October 26, 2026, at the Township Office located at 57A Cockburn Street, Berwick, Ontario.

Pursuant to subsection 55(4) and subject to the provisions of section 56 of the Act, the Clerk shall on October 27, 2026, at 10:00 a.m. at the Township Office:

- declare the Candidate or Candidates, as the case may be, who received the highest number of votes to be elected; and

The “Official Results” of each Candidate shall be available at the Township Office located at 57A Cockburn Street, Berwick, as soon as possible after Voting Day. Also, the Clerk shall post the “official results” on the Township’s website.

18. TIED VOTE – RECOUNT PROCEDURES

In the case of a tied vote, as provided under section 56 of the Act, the Clerk shall request from the Service Provider a re-tabulation of the votes cast.

Pursuant to Subsection 56(2) of the Municipal Elections Act, the recount shall be held within fifteen (15) days after the Clerk’s declaration of the results of the election, and therefore the recount shall occur on or before November 11, 2026, at 10:00 am.

Pursuant to subsection 61(1) of the Act, the following persons will be authorized to attend the recount:

- the Clerk and any other Election Official appointed by the Clerk for the recount procedure including the Township’s lawyer;
- every Candidate for the office;
- the lawyer for each of the Candidates; and
- only one (1) Scrutineer for each of the Candidate.

Within 15 days after the declaration of the election results, the Clerk shall request the Voatz system to re-tabulate the results for the office(s) that are subject to the recount procedure and that the results be segregated by polling subdivisions, if applicable. The Voatz system shall send the results of the recount by e-mail, and these results will be compared to the results tabulated by the auditor assigned to the election.

Upon receipt of the final results of the recount, the Clerk shall announce the results of the recount and in the event of a tied vote, subsection 62(3) of the Act shall apply, being as follows:

“If the recount indicates that two or more Candidates who cannot both or all be declared elected to an office have received the same number of votes, the Clerk shall choose the successful Candidate or Candidates by lot”.

In the event that a tied vote occurs after the statutory recount, the following procedure shall be used and applied:

- The Clerk shall determine the texture and quality of the paper used for this process and each Candidate or the Candidates' lawyer and/or Scrutineer will have an opportunity to examine the paper to be used to inscribe the names of the Candidates.
- The Clerk shall inscribe the name of each Candidate on a similar size paper and the Candidates, the Candidates' lawyer and/or Scrutineer, without touching the paper, examine the same. In addition, all persons present will have an opportunity to examine the box which will be used for conducting the lot.
- Upon acceptance by all Candidates, the Candidates' lawyer and/or Scrutineer, the process outlined in paragraphs a) and b) above have been adhered to, the Clerk shall fold the papers bearing each Candidate's name twice in two (2) equal parts and shall deposit these papers, in full view of all persons present and authorized to attend, in an open-end box that will be acceptable to all persons present.

In the event of a conflict or difference of opinion as to the selection of the box, the Clerk shall determine the box to be used for this process.

Upon completion of this process, the Clerk shall hold the box and, without looking into the box, ensure that the contents have been displaced sufficiently, and request the Township's lawyer to draw only one (1) or the required number for the purpose of determining the successful Candidate(s).

The Township's lawyer or a person appointed by the Clerk shall hand directly to the Clerk the selected and required number of papers and the Clerk shall read aloud the name of the Candidate or Candidates and proceed to declare this or these individuals elected.

Once completed, the Township's lawyer or a person appointed by the Clerk shall remove the remaining contents from the box and provide an opportunity for all persons present to examine these slips of paper including the box.

19. AFTER VOTING DAY

At no time after voting day shall information regarding the voter, PINs, and ballots shall come together to allow anyone to know how an elector has voted.

All election materials shall be retained and, after the appropriate retention period, destroyed in accordance with the principles of section 88 of the Act.

Election materials shall not be destroyed by the internet and telephone voting system provider prior to receiving written confirmation from the Clerk.

20. FINANCIAL STATEMENT

Candidates and registered third parties shall file a financial statement and auditor's report either electronically or in printed format with the Clerk, as per sections 88.25 and 88.29 of the Act.

In accordance with section 88.30 of the Act, the filing date for financial statements and auditor's reports is the last Friday in March following the elections, which is March 26, 2027.

21. COMMUNICATING WITH CANDIDATES

To facilitate the electoral procedures and communications with Candidates, e-mail will be used for the whole electoral process unless the format of the document does not permit its uses. In such a situation, the Clerk will contact the Candidates by phone to determine how the document may be delivered. All communications and/or documents will be considered having been delivered to each Candidate at the same moment an e-mail has been sent, upon successful transmission of an e-mail or the day after a document has been put in regular mail.

For transparency reasons, any relevant questions asked by Candidates regarding the Municipal Elections will be shared with other Candidates via email.

22. CANDIDATES MODULE

Where supported by the voting system and authorized by the Clerk, Certified Candidates may be provided with access to a Candidates Module to view the List of Electors, as permitted under s. 23 of the Act, and limited voter participation information for election purposes only.

Any such access:

- shall be limited to indicating whether an elector has voted;
- shall not disclose how an elector voted;
- shall be provided in a manner that is consistent and equitable for all Certified Candidates; and
- shall be subject to the Declaration of Proper Use of the Voters' List.

The Clerk retains sole authority to determine whether voter participation information is provided, and the format, timing, and method by which it is made available.

Where provided, voter participation information shall only be made available after the start of the Voting Period.

23. COMPLIANCE AUDIT COMMITTEE (s. 88.37)

A council shall before October 1 of an Election year establish a committee for the purposes of the Municipal Elections Act, 1996.

A joint Compliance Audit Committee will be established by the lower-tier municipalities within the United Counties of Stormont, Dundas and Glengarry and each respective Council shall approve the appointment of members by resolution or by-law.

Review of Contributions to Candidates (s. 88.34 (1) to (4))

The Clerk shall review the contributions reported on the financial statements submitted by a Candidate to determine whether any contributor appears to have exceeded any of the contribution limits under section 88.9 (Maximum Contributions to Candidates).

Report, Contributions to Candidates for Council

As soon as possible after April 30, 2027, the Clerk shall prepare a report identifying each contributor to a Candidate for office on a council who appears to have contravened any of the contribution limits under section 88.9 and,

- if the contributor's total contributions to a Candidate for office on a council appear to exceed the limit under section 88.9, the report shall set out the contributions made by that contributor to the Candidate; and
- if the contributor's total contributions to two or more Candidates for office on the same council appear to exceed the limit under section 88.9, the report shall set out the contributions made by that contributor to all Candidates for office on the same council.

The Clerk shall prepare a separate report in respect of each contributor who appears to have contravened any of the contribution limits under section 88.9.

The Clerk shall forward each report prepared to the Compliance Audit Committee.

Decision of Compliance Audit Committee – Candidates (s. 88.34 (8))

Within 30 days after receiving a report regarding Contributions to Candidates, the Compliance Audit Committee shall consider it and decide whether to commence a legal proceeding against a contributor for an apparent contravention.

Review of Contributions to Registered Third Parties (s. 88.36 (1) to (4))

The Clerk shall review the contributions reported on the financial statements submitted by a Registered Third Party to determine whether any contributor appears to have exceeded any of the contribution limits under section 88.13 (Maximum Contributions to Registered Third Parties).

Report on Contributions to Registered Third Parties

As soon as possible after April 30, 2027, the Clerk shall prepare a report identifying each contributor to a Registered Third Party who appears to have contravened any of the contribution limits under section 88.13 and,

- if the contributor's total contributions to a Registered Third Party that is registered in the municipality appear to exceed the limit under section 88.13, the report shall set out the contributions made by that contributor to the Registered Third Party in relation to Third Party Advertisements; and
- if the contributor's total contributions to two or more Registered Third Parties that are registered in the municipality appear to exceed the limit under section 88.13, the report shall set out the contributions made by that contributor to all Registered Third Parties in the municipality in relation to Third Party Advertisements.

The Clerk shall prepare a separate report in respect of each contributor who appears to have contravened any of the contribution limits under section 88.13.

The Clerk shall forward each report prepared to the Compliance Audit Committee.

Decision of Compliance Audit Committee – Registered Third Parties (s.88.36 (5))

Within 30 days after receiving a report regarding Contributions to Registered Third Parties in the municipality, the Compliance Audit Committee shall consider it and decide whether to commence legal proceedings against a contributor for an apparent contravention.

Compliance Audit Application (s. 88.33 (1) and 88.35 (1))

An elector who is entitled to vote in an Election and believes on reasonable grounds that a Candidate or a Registered Third Party who is registered in relation to the Election in the municipality has contravened a provision of the Act relating to Election campaign finances may apply for a compliance audit of the Candidate's or Registered Third Party's Election campaign finances, even if the Candidate or Registered Third Party has not filed a financial statement.

Compliance Audit Committee (s. 88.33 (4), (14))

Within 10 days after receiving the Compliance Audit Application, the Clerk shall forward the application to the Compliance Audit Committee.

Within 10 days after receiving the Auditor's Report, if applicable, the Clerk shall forward the application to the Compliance Audit Committee.

24. ACCESSIBILITY

The Internet Voting System is compliant with WCAG 2.0 Level AA guidelines, which meet requirements of the Accessibility for Ontarians with Disabilities Act (AODA).

Electors and Candidates with Disabilities (s. 12.1 (1))

The Clerk shall have regard to the needs of electors and Candidates with disabilities.

Plan re Barriers (s. 12.1 (2))

The Clerk shall prepare a plan regarding the identification, removal and prevention of barriers that affect electors and Candidates with disabilities and shall make the plan available to the public before Voting Day in a regular Election.

Location – Accessibility (s. 45 (2))

In establishing the locations of Voting Places or Help Centres the Clerk shall ensure that each Voting Place or Help Centre is accessible to electors with disabilities.

Attendance on Electors with Disabilities (s. 45 (9))

To allow an elector with a disability to vote, an Election Official shall attend to the elector anywhere within the area designated for voting.

Electors Needing Assistance (s. 52 (1) 4)

The Election Official may permit an elector who needs assistance in voting to have such assistance as the Election Official considers necessary.

Report (s. 12.1 (3))

Within 90 days after Voting Day in a regular Election but no later than Friday, January 22, 2027, the Clerk shall submit a report to council about the identification, removal and prevention of barriers that affect electors and Candidates with disabilities and shall make the report available to the public.

Municipal Elections Accessibility Plan

The Township of North Stormont 2026 Municipal Elections Accessibility Plan is available on the Township website or upon request.

25. ELECTION OFFICIALS

Clerk (s. 12)

A Clerk who is responsible for conducting an Election may provide for any matter or procedure that,

- is not otherwise provided for in an Act or regulation; and
- in the Clerk’s opinion, is necessary or desirable for conducting the Election.

Deputy Returning Officer(s) (DRO) and Other Election Officials (s. 15)

When it is necessary to conduct an Election, the Clerk shall appoint a DRO for each Voting Place and may appoint any other Election Officials for the Election and for any recount that the Clerk considers is required.

The Clerk may delegate to a DRO or other Election Official any of the Clerk’s powers or duties in relation to the Election as they consider necessary. The Clerk may continue to exercise the delegated powers and duties despite the delegation. The delegation shall be in writing, “Appointment and Oath of Election Official” Form.

The following Election Official positions are established for the purpose of this procedure:

Deputy Returning Officer – authority / responsibilities will include:

- to open, close and conduct the Voting Place in an accurate and efficient manner with peace and order;
- to set up equipment perform tests prior to opening the Voting Place;
- electronically verifying that eligible electors are limited to only one vote through the use of a PIN in a personalized VIL and their date of birth;
- requesting electors to provide Satisfactory Identification and citizenship;
- amending the Voters' List to add and/or correct erroneous information pertaining to an elector, and/or delete an elector's own name;
- when required, administering the Oral Oath of Secrecy Form;
- when required, prescribing the use of the Declaration of Identify Form;
- issuing a second Ballot to an elector should an elector meet prescribed criteria and swear the required oath;
- to report the vote for each Candidate at the close of voting on October 26, 2026;
- maintaining peace and order at the Voting Place by removing anyone who is causing a disturbance;
- to deliver the documentation at the close of the vote to the designated staff contact; and
- undertaking any other Election duty as assigned by the Clerk.

Assistant Deputy Returning Officer (ADRO)

The ADRO shall assist the DRO with their duties including the following:

- electronically verifying that eligible electors are limited to only one vote through the use of a PIN in a personalized VIL and their date of birth;
- requesting electors to provide Satisfactory Identification and citizenship;
- amending the Voters' List at the Voting Place to add and/or correct erroneous information pertaining to an elector, and/or delete an elector's own name;
- when required, administering the Oral Oath of Secrecy Form;
- when required, prescribing the use of the Declaration of Identify Form;
- issuing a second Ballot to an elector should an elector meet prescribed criteria and swear the required oath;
- to report the vote for each Candidate at the close of voting on October 26, 2026;
- maintaining peace and order at the Voting Place by removing anyone who is causing a disturbance;
- to deliver the documentation at the close of the vote to the designated staff contact; and
- undertaking any other Election duty as assigned by the Clerk.

On Call Constable

The On Call Constable shall act faithfully in the capacity assigned and perform all the duties required by law without partiality, fear, or affection.

In addition, the On Call Constable shall:

- aid in maintaining the secrecy of the voting;
- not interfere or attempt to interfere with an elector when they are marking their Ballot, obtain or communicate any information as to how an elector is about to vote or has voted, or directly or indirectly induce an elector to show their marked Ballot to any person; and
- any other required Municipal Elections duties.

Auditor

The Auditor shall act independently and perform duties necessary to verify the accuracy, integrity, security, and administration of the election process. In addition, the Auditor shall:

- review the voting system, election processes, and procedures at various stages of the election, as appropriate;
- test and/or observe the voting system on one or more occasions, which may include:
 - reviewing the wording and functionality of the voting interface and scripts;
 - confirming internet connectivity and system access at the Help Centre and any Voting Places;
 - assessing system response times and input timing;
 - attempting to use a PIN more than once;
 - verifying that test votes correspond with tabulated results;
 - confirming that PINs correspond appropriately to elector records;
 - reviewing PIN activation and management processes; and
 - entering incorrect or incomplete information to assess system controls;
- observe and/or review logic and accuracy testing to confirm Candidates, ballot positions, and vote counters are configured appropriately prior to the opening of voting;
- review procedures in the Voting Place including voting, reconciliation, tabulation, and reporting of results;
- observe Help Centre operations, as appropriate, to assess the consistency and quality of assistance provided to electors, including general adherence to identification and VIL/PIN procedures;
- review the application of security measures outlined in this document, including access controls and the handling of Voter Information Letters (VILs) and PINs;
- following the close of voting, perform verification activities as deemed appropriate, including confirming that the voting system is no longer accepting ballots and reviewing the tabulation and compilation of results;
- document observations, activities undertaken, and any findings identified during the course of their review;

- prepare and provide a summary report for the Clerk following the completion of the election outlining the scope of activities undertaken and any findings or recommendations, as deemed appropriate by the Auditor; and
- undertake any other duties related to the verification of the election process as assigned by the Clerk.

26. CORRUPT ELECTION PRACTICES – PROVINCIAL OFFENCE AND PROSECUTION

Sections 89 and 90 of the Act provides for penalties and enforcement of corrupt practices and other offences during an election process.

Although the Township of North Stormont will be using an alternative voting method, being Telephone/Internet voting, the principles and the integrity of the election process will remain and is enforceable.

Section 89 of the Municipal Elections Act continues by stating:

“A person is guilty of an offense and liable, on conviction, to a fine of not more than \$5,000, if he or she

- (a) votes without being entitled to do so;
- (b) votes more times than this Act allows;
- (c) votes in a voting place in which he or she is not entitled to vote;
- (d) induces or procures a person to vote when that person is not entitled to do so;
- (e) having appointed a voting proxy that remains in force, votes otherwise than by the proxy;
- (f) having been appointed a voting proxy, votes under the authority of the proxy when the elector has canceled the proxy, is no longer entitled to vote or has died;
- (g) before or during an election, publishes a false statement of a candidate’s withdrawal;
- (h) furnishes false or misleading information to a person whom this Act authorizes to obtain information;
- (i) without authority, supplies a ballot to anyone;
- (j) delivers to the deputy returning officer to be placed in a ballot box a paper other than the ballot the deputy returning officer gave him or her;
- (k) takes a ballot away from the voting place;
- (l) at an election, takes, opens or otherwise deals with a ballot, a ballot box, or a book or package of ballots without having authority to do so;
- (m) attempts to do something described in clauses (a) to (l). 1996, c. 32, Sched., s. 89.”

No person(s) shall solicit a Voter Information Letter from an Elector. All valid complaints or knowledge of solicitation shall be reported immediately to the Ontario Provincial Police for investigation of corrupt practices.

In addition, under the provisions of section 90 of the Act, if a person is convicted of an offence and the offence was committed knowingly, the offence also constitutes a corrupt practice and the person is liable, in addition to any other penalty, for a term of imprisonment not more than six (6) months.

Although many provisions of the Act also deal with voting places, ballots and ballot boxes, etc. the same must be used interchangeably with the “alternative form” of voting since the principle of the Act must be maintained and is therefore enforceable and subject to penalties.

All Candidates, Scrutineers or/and their election team are prohibited from helping or assisting an Elector to vote during the Voting Period including, but not limited to, their door-to-door campaign as this can be perceived as an illegal and corrupt election practice.

As such, the Clerk, in this alternative form of voting, has established the following regulations:

- THAT all complaints about actions which may contravene the provisions of the Act, either verbally or written, will be investigated by the Clerk.
- THAT all such valid complaints, once investigated to the extent and knowledge of the Clerk, will be submitted to the local detachment of the Ontario Provincial Police.
- THAT the Detachment Commander of the Ontario Provincial Police has been advised that all such complaints will be turned over to his or her office for further investigation.
- THAT the Detachment Commander of the Ontario Provincial Police, once the investigation is completed, may communicate with the Crown Attorney’s Office to determine if an individual(s) will be prosecuted.
- THAT the Clerk or any Election Official will not attempt to intervene in the prosecution and may be called to give evidence during prosecution.

27. MAIL TAMPERING – CRIMINAL OFFENCE AND PROSECUTION

The *Criminal Code of Canada* states that tampering with the mail of an individual is a criminal offence and a person(s) found guilty is liable to a term of imprisonment not exceeding ten (10) years.

Since the Township of North Stormont will be using an alternative voting method, that being Telephone/Internet voting, and the notification of the voting process and how Electors can access the Telephone/Internet voting system in order to exercise their right to vote will be completed through the mail, mail tampering is a criminal offence under the *Criminal Code of Canada*.

As such and to ensure the integrity and confidence of the voting process for all Electors and the Candidates, the Clerk in this alternative form of voting has agreed to the following regulations:

THAT all complaints about actions which may contravene the provisions of the Criminal Code of Canada with respect to mail tampering, either verbally or written, will be investigated by the Clerk.

THAT all such valid complaints, once investigated to the extent and knowledge of the Clerk, will be submitted to the local detachment of the Ontario Provincial Police.

THAT the Detachment Commander of the Ontario Provincial Police has been advised that all such complaints will be turned over to his or her office for further investigation.

THAT the Detachment Commander of the Ontario Provincial Police, once the investigation is completed, will communicate with the Crown Attorney's Office to determine if an individual(s) will be prosecuted.

THAT the Clerk or any Election Official will not attempt to intervene in the prosecution and may be called to give evidence during prosecution.

28. EMERGENCIES (s. 53)

The Clerk may declare an emergency if they are of the opinion that circumstances have arisen that are likely to prevent the Election being conducted in accordance with this Act.

On declaring an emergency, the Clerk shall make such arrangements as they consider advisable for the conduct of the Election. The arrangements made by the Clerk, if they are consistent with the principles of this Act, prevail over anything in the Act and the regulations made under it. The emergency continues until the Clerk declares that it has ended.

If made in good faith, the Clerk's declaration of emergency and arrangements shall not be reviewed or set aside on account of unreasonableness or supposed unreasonableness.

It shall be the policy that in the event of an emergency, as determined by the Clerk, that the Clerk shall to the best of their ability provide notice of such emergency.

If required, the Clerk may consider alternate or additional arrangements, including but not limited to:

- reporting of election results;
- notification of electors;
- deployment or reassignment of Election Officials;
- adjustments to the voting period, including delays to Voting Day or extensions of voting hours or days;
- establishment of alternate Help Centres or alternate facilities;
- suspension, extension, or resumption of internet voting; and
- closing, relocating, or extending the hours of Voting Places.

In the event that any part of the voting for an office, by-law, or question is not completed, the Clerk shall not release the results for that office, by-law, or question until voting has been completed.

Where internet voting is used, the internet voting service provider shall take direction from the Clerk respecting any actions required during an emergency, including suspending or disabling access to the voting system in order to prevent voting from continuing or commencing, where necessary.

All voting equipment and election materials shall be secured in accordance with the Clerk's direction during an emergency.

29. AMENDMENTS TO PROCEDURES

The Clerk has the right, at any time, up to and including Voting Day, to amend the procedures contained herein. A copy of any amendment will be forwarded to each Candidate.

30. ATTACHMENTS – Appendix A – Acceptable Identification

Appendix A: Acceptable Identification

Acceptable Identification includes the following:

1. An Ontario driver's license
2. An Ontario Health Card (photo card)
3. An Ontario Photo Card
4. An Ontario motor vehicle permit (vehicle portion)
5. A canceled personalized cheque.
6. A mortgage statement, lease or rental agreement related to property in Ontario.
7. An insurance policy or insurance statement
8. A loan agreement or other financial agreement with a financial institution
9. A document issued or certified by a court in Ontario.
10. Any other document from the government of Canada, Ontario or a municipality in Ontario or form an agency of such a government.
11. Any document from a Band Council in Ontario established under the Indian Act
12. An income tax assessment notice.
13. A Child Tax Benefit Statement.
14. A Statement of Employment Insurance Benefits Paid T4E
15. A Statement of Old Age Security T4A (OAS)
16. A Statement of Canada Pension Plan Benefits T4A (P)
17. A Canada Pension Plan Statement of Contributions
18. A Statement of Direct Deposit for Ontario Works.
19. A Statement of Direct Deposit for Ontario Disability Support Program.
20. A Workplace Safety and Insurance Board Statement of Benefits T5007.
21. A property tax assessment.
22. A credit card statement, bank account statement or RRSP, RRIF, RHOSP or T5 statement.
23. A CNIB card or a card from another registered charitable organization that provides services to persons with disabilities.
24. A hospital card or record.
25. A document showing campus residents, issued by the office or officials responsible for student residence at a post-secondary institution.
26. A document showing residents at a long-term care home under the Long-Term Care Homes Act, 2007, issued by the Administrator of the home.
27. A utility bill for hydro, water, gas, telephone or cable TV or a bill from a public utilities commission.
28. A cheque stub, T4 statement or pay receipt issued by an employer.
29. A transcript or report card from a post-secondary school.