



INTERNET AND TELEPHONE VOTING ELECTION PROCEDURES FOR THE 2026 MUNICIPAL ELECTION



Approved by the Deputy Clerk of the Municipality of Morris-Turnberry

In accordance with the *Municipal Elections Act, S.O. 1996, c.32*, as amended and as Returning Officer of the Municipality of Morris-Turnberry for the municipal elections, I do hereby certify that the following procedures for conducting the 2026 municipal elections and also certify the forms attached (or similar versions, either paper or electronic) as being those permitted to be used during the election process.

This policy may be amended as required, for the purposes of the 2026 municipal election, and any amendments will be underlined and will state the date of the amendment.

April 16, 2026
Date

Kim Johnston
Deputy Clerk Kim Johnston

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Note: The forms and notices in this document will be provided in English only as required by Legislation unless the Council of a municipality has passed a by-law under Section 9(2) of the Municipal Elections Act.

<p style="text-align: center;">Legend PR FORM = Prescribed Form Form MT = Morris-Turnberry Clerk's Form Form EL = AMCTO Election Form</p>
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DEFINITIONS AND ABBREVIATIONS

Term	Definition
Act or “ <i>Municipal Elections Act, 1996</i> ”	means the Municipal Elections Act, S.O. 1996 c. 32, as amended.
Advance Voting Period	means the time during the Voting Period in which eligible electors may cast ballots before Voting Day in an election.
Auditor	means the person appointed by the Clerk to validate the logic and accuracy of a Voting System used in an election.
Ballot	means an image on an internet-enabled device of a ballot 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.
Candidate	means a person who has submitted their nomination form under Section 33 of the Municipal Elections Act, 1996.
Certified Candidate	means a Candidate whose nomination has been certified by the Clerk under Section 35 of the <i>Municipal Elections Act, 1996</i> .
Clerk	<p>means the Clerk of the Municipality who is responsible for conducting this election under the authority of the <i>Municipal Elections Act, 1996</i>.</p> <p>All references to the Clerk for the purposes of this manual shall mean the Deputy Clerk for the Municipality of Morris-Turnberry and shall also be the Returning Officer (R.O.) for the 2026 Municipal Election.</p> <p>All references to Clerk’s designate shall mean the delegated duties of the R.O.</p>
Corporate Resources or Services	means computers, cell phones, telephones, tablets, printers, scanners, copiers, file storage, or any other equipment or technology owned by the Municipality, will not be used for any election related purposes

Term	Definition
Corporation	<p>means a firm that meets certain legal requirements to be recognized as having a legal existence, as an entity separate and distinct from its owners. Corporations are owned by their stockholders (shareholders) who share in profits and losses generated through the firm's operations. A legal entity has legal capacity to enter into agreements or contracts, assume obligations, incur and pay debts, sue and be sued in its own right, and to be held responsible for its actions.</p> <p>A Corporation may include a numbered company, a co-op, an incorporated company, an association, a partnership, a proprietorship (excludes sole-proprietorship as it's not a legal entity), trust, etc. A legal entity cannot vote, only an individual (a person) can vote.</p> <p>Test – if someone tripped and fell on your property who would they sue? You as the person or your company?</p> <p><u>What is a Sole Proprietorship?</u> Income and losses are taxed on the individual's personal income tax return. The sole proprietorship is the simplest business form under which one can operate a business. The sole proprietorship is not a legal entity. It simply refers to a person who owns the business and is personally responsible for its debts.</p> <p><u>What is a Co-op?</u> A business or organization that is owned and operated by the people who work there or the people who use its services.</p>
Election Campaign Advertisement	<p>means an advertisement in any broadcast, print, electronic or other medium that has the purpose of promoting or supporting the election of a Candidate.</p> <p>The Municipality's logo, crest, etc. may not be printed or distributed on any election campaign-related materials, except in the case of a link to the Municipality's website to obtain information about the Municipal election</p>
Election Official	<p>means any Election Staff bearing the authority to make a decision on a matter based on their assigned role as authorized by the Clerk in respect to an election.</p>
Election Staff	<p>means any individual that is assigned a role and/or responsibilities by the Clerk in respect to an election.</p>

Term	Definition
Elector	means an individual eligible to vote in an election for The Municipality.
Friend	means a person who has been requested by an Elector to assist them in the voting process in accordance with the <i>Municipal Elections Act, 1996</i> .
Help Centre	means a location designated by the Clerk supplied with a telephone and internet connection to accommodate voting during the voting period. The ability to vote at the Help Centre will be limited to regular office hours Monday to Friday during the voting period, save and except on Voting Day when the offices will remain open until 8:00pm
Interim List of Changes	means, for a regular election, the list of changes made to the Voters' List between the time that the Voters' List was originally published and September 20th in the year of the election.
Lame Duck	means there are restrictions on Council's powers in accordance with Section 275 of the <i>Municipal Act, 2001</i> . A Council is considered to be a Lame Duck Council when: before election day it is determined the new Council will include less than $\frac{3}{4}$ of the members of the outgoing Council before election day; it is determined on election day after the results are known that the new Council is composed of less than $\frac{3}{4}$ of the members of the outgoing Council.
Municipal Office	means the municipal administration building located at 41342 Morris Road, Brussels, Ontario N0G 1H0
Municipality, The	means the Corporation of the Municipality of Morris-Turnberry, Brussels, Ontario.
Normally Resident in Ontario	means the place in which an individual regularly returns if his or her presence is not continuous (sleep)

Term	Definition
Owner or Tenant	<p>means a person who is the owner or tenant shown on the assessment roll of land assessed under the Assessment Act and a non-residential tenant of land assessed under the Assessment Act, whether or not the tenant is shown on the assessment roll, but does not include an owner or tenant of land who is entitled to use the land under a time share contract unless the person is entitled to use the land,</p> <p>(a) on voting day, or</p> <p>(b) for a period of six weeks or more during the calendar year in which voting day of the election is held</p> <p>Tenant – includes an occupant and a person in possession other than the owner or the spouse of such owner or tenant.</p>
Password	<p>means an additional access control word assigned to each authorized user in order to provide additional security for access to the Voting system.</p>
Personal Identification Number (PIN)	<p>means a unique multiple digit number assigned to each elector to provide security for access to the Voting System.</p>
Preliminary List of Electors	<p>means a list of eligible electors compiled by Elections Ontario for an election in the Municipality.</p>
Proof of Identification	<p>means proof of identity and residence as prescribed in O. Reg. 304/13 of the Act.</p>
Receiving Location	<p>means the location where the Voting System is activated and where election results are reported, which shall be the Council Chambers located at the Municipal Office.</p>
Registered Third Party Advertiser	<p>means an individual, corporation or trade union that is registered under section 88.6 of the <i>Municipal Elections Act, 1996</i>.</p>
Restricted Period for Third Party Advertisements	<p>means the earliest day that an individual, corporation or trade union is permitted to file a notice of registration as a registered third party and ends at the close of voting on Voting Day.</p>
Revision Centre	<p>means the locations and times designated by the Clerk where members of the public can apply to make additions, deletions and corrections to the list of electors.</p>

Term	Definition
Satisfactory Identification	means any piece of identification or personal information which would verify the identity of an individual to the satisfaction of an Election Official in accordance with the Ministry of Municipal Affairs and Housing (MMAH) list of “Acceptable Documents for Voter Identification”, Ontario Regulation. 304/13 (Voter Identification), or any other identification criteria established by the Clerk.
Scrutineer	means an individual appointed in writing by a Certified Candidate to represent him or her during 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 candidate, or a “yes” or “no” answer to a question on the ballot, but does not include an advertisement by or under the direction of a candidate, or an advertisement that incurs no expenses in relation to the advertisement, or an advertisement that is transmitted to employees, shareholders, or directors of the registered third party
Trade Union	means a trade union as defined in the Labour Relations Act, 1995 or the Canada Labour Code (Canada) and includes a central, regional or district labour council in Ontario.
Time/Clock	means the time as indicated on the clock located in the Clerk’s Department.
Voter Assistance Centre	means physical location, property, structure or space on a property where eligible electors may attend in person to cast their ballot in a given election, operated by the Municipality.
Voter Help Desk	means an email address and a telephone help line provided by The Municipality to assist electors with the voting process or other general election inquiries.
Voter Information Letter	means a letter containing a PIN, a telephone access number and an internet address for voting, a Help Centre telephone number for assistance and a list of candidates for office. These letters shall be mailed individually to every person on the Voters’ List or provided by Election Officials to persons who have completed an application for inclusion on the Voters’ List.
Voters’ List	means the list of eligible Electors in an election in the Municipality.

Term	Definition
Voting Day	means the final day on which ballots may be cast in an election in the Municipality.
Voting Kiosk	means a physical internet-enabled device at a Voter Assistance Centre which is specifically configured to permit electors to cast a ballot on the Voting System during an election.
Voting Period	means the time during which Electors may cast ballots using the Voting System provided in an election, and includes both the Advanced Voting Period and Voting Day.
Voting System	means the platform(s) chosen by The Municipality to provide electors with a means of casting their ballot in an election.

AUTHORITY

Municipal Elections Act, 1996

Authority

On April 22, 2025, the Council of Corporation of the Municipality of Morris-Turnberry adopted By-law Number 21-2025 authorizing the use of alternative voting methods, that being internet and telephone-based voting.

Section 42 (3) of the *Municipal Elections Act, 1996*, states as follows:

- (3) The clerk shall,*
- (a) establish procedures and forms for the use of,*
 - (i) any voting and vote-counting equipment authorized by by-law, and*
 - (ii) any alternative voting method authorized by by-law; and*
 - (b) provide a copy of the procedures and forms to each candidate.*

In addition, the Corporation of the Municipality of Morris-Turnberry has entered into an agreement with Simply Voting Inc. for the provision of internet and telephone voting services for the 2026 Municipal and School Board elections.

Section 11 (2) of the *Municipal Elections Act, 1996*, states that the clerk of a local municipality is responsible for conducting elections within that municipality, which includes responsibility for:

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

With respect to the duties and authority of a municipal clerk, Section 12 (1) of the *Municipal Elections Act, 1996*, further states as follows:

- 12. (1) A clerk who is responsible for conducting an election may provide for any matter or procedure that,*
- (a) is not otherwise provided for in an Act or regulation; and*
 - (b) in the clerk's opinion, is necessary or desirable for conducting the election.*

The power conferred by Section 12 (1) includes the power to establish forms, including forms of oaths and statutory declarations, and the power to require their use. It also includes the power to require a person, as a condition of doing anything or having an election official do anything under the Act, to furnish proof that is satisfactory to the election official of the person's identity or qualifications or of any other matter.

Section 13 of the *Municipal Elections Act, 1996*, further states as follows:

- (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, as the case may be. 1996, c. 32, Sched., s. 13 (1).*
- (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.*

Section 42 (4) also states that:

2. *The procedures and forms, if they are consistent with the principles of this Act, prevail over anything in this Act and the regulations made under it.*

The Municipal Elections Act, 1996, Section 53, also provides that 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 the 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 consistent with the principles of the *Municipal Elections Act, 1996*, 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.

Therefore, as Deputy Clerk and Returning Officer for the municipal elections of the Corporation of the Municipality of Morris-Turnberry, I do hereby certify and approve the following procedures for conducting the 2026 Municipal and School Board Elections and also establish that the forms listed in the appendix are permitted to be used during this election process.

Kim Johnston, Deputy Clerk/Returning Officer

Duties of Clerk

- 11. (1)** The clerk of a local municipality is responsible for conducting elections within that municipality, subject to the following exceptions:
1. The clerks specified in the regulations made under the *Education Act* are responsible for certain aspects of the elections of members of school boards, as set out in those regulations.
 2. The clerks specified in section 11.1 are responsible for certain aspects of the election of members of the council of an upper-tier municipality, as provided for in that section.
 3. Repealed: 2002, c. 17, Sched. F, Table.
 4. The clerks specified in subsection (5) are responsible for certain aspects of the election with respect to a question an upper-tier municipality submits to its electors under clause 8 (1) (b) or (c).
- (2)** Responsibility for conducting an election includes responsibility for,
- (a) preparing for the election;
 - (b) preparing for and conducting a recount in the election;
 - (c) maintaining peace and order in connection with the election; and
 - (d) in a regular election, preparing and submitting the report described in subsection 12.1 (2).

Powers of Clerk

- 12. (1)** A clerk who is responsible for conducting an election may provide for any matter or procedure that,
- (a) is not otherwise provided for in an Act or regulation; and
 - (b) in the clerk's opinion, is necessary or desirable for conducting the election.

Forms

- (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.

Also see the section on DISCRETIONARY POWERS OF THE CLERK later in the manual.

Procedures and Forms

Section 42(4)(2) states that the procedures and forms established by the Clerk, if they are consistent with the principles of this Act, prevail over anything in this Act and the regulations made under it.

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 third party advertisers, as applicable, and will be posted on the Municipal website.

Application

This procedure applies to the 2026 Municipal and School Board Elections in The Municipality including any contests for which The Municipality collects a vote on behalf of another Returning Officer for which the election spans municipal boundaries (e.g. French School Board contest).

The procedures and forms established by this document prevail over anything in the *Act* and its regulations, provided that they are consistent with the principles of the *Act* as per Subsection 42(4) 2. of the *Municipal Elections Act, 1996*.

Where these procedures do not provide for any matter, the election shall be conducted in a manner that is both practicable and consistent with the principles of the *Municipal Elections Act, 1996*, with the same being determined and established by the Clerk.

These procedures may be amended, as necessary and deemed appropriate, by the Clerk. Any amendment to these procedures shall be signed by the Clerk and a copy of the amendment(s) shall be provided forthwith to all candidates and registered third party advertisers.

The Clerk will provide access to these procedures to the Returning Officer of any contests for which The Municipality collects a vote on behalf of, and request that the procedures are distributed to candidates who register to run for those offices.

LANGUAGE (SECTION 9)

English

With respect to an election held for offices of a municipal council and an English public or separate school board, notices, forms and other information provided under this Act shall be made available in English only, unless the council of the municipality passes a by-law to authorize the use of:

- a) French, in addition to English, in the prescribed forms; and
- b) French, other languages other than English, or both, in notices, forms (other than prescribed forms) and other information provided under this Act.

English and French

Section 9.1 of the Act requires notices, forms and other information provided under the Act to be made available in **both** English and French for the election of:

- a) Members of a French-language district school board; or
- b) Members of a school authority that,
 - i. has established, operated or maintained a French-language instructional unit within the year before Voting Day, or
 - ii. is subject to an agreement, resolution or order under Part XII of the *Education Act* that requires the school authority to establish, operate or maintain a French-language instructional unit.

Other Languages

A municipal council may pass a by-law to authorize the use of other languages other than English and French in notices, forms (other than the prescribed forms) and other information provided under the Act with respect to the election of the aforementioned members.

PRINCIPLES OF THE ACT

Some of the principles that were considered during the development of the legislation were that:

- the secrecy and confidentiality of the individual votes is paramount;
- the election should be fair and non-biased;
- the election should be accessible to the voters;
- the integrity of the process should be maintained throughout the election;
- there be certainty that the results of the election reflect the votes cast; and
- voters and candidates should be treated fairly and consistently within a municipality.

2026 NOMINATION PROCEDURE

NOMINATION PAPERS (SECTION 33)

The giving of notice (Section 32) for nominations shall be issued on a form entitled “Notice of Nomination for Office” **Form MT16** and shall be placed, as a minimum, in a local newspaper(s) prior to **May 1, 2026** and prior to August 21st, 2026, in one (1) conspicuous place in the municipality and on the municipal website.

“Nomination Paper” **PR Form 1** for the following offices will be available at the Clerk’s Office from the first business day of May in 2026 to Thursday, August 20th, 2026 during regular office hours, and between 9:00 a.m. and 2:00 p.m. on Friday, August 21st, 2026 (Nomination Day) and on the municipal website for the following offices:

- **Mayor** - 1 to be elected **at large**;
- **Councillor** – 4 to be elected **at large**;

Nominations for the following School Board offices must be filed with the appropriate municipal office:

- **English Public- Avon Maitland District School Board** – number to be elected to be determined by the Board;
- **English Separate- Huron-Perth Catholic District School Board** – number to be elected to be determined by the Board;
- **French Public- Conseil scolaire de district du Centre-Sud-Quest** for the Regional Municipality of Waterloo, County of Wellington, County of Middlesex, County of Perth (including Stratford) and County of Huron – number to be elected to be determined by the Board;
- **French Separate- Conseil scolaire de district des écoles catholique Providence** for the County of Lambton, County of Huron and the County of Bruce- number to be elected to be determined by the Board;

The filing fee of \$100 for Councillor or School Board Member and \$200 for Mayor, is payable by cash, certified cheque, money order or debit machine. A nomination form must be signed by the candidate and filed in person or by agent during regular business hours between May 1, 2026 to August 20, 2026 from 9:00 a.m. and 4:30 p.m. and **Nomination Day** – August 21, 2026 from 9:00 a.m. to 2:00 p.m.

Nomination forms may be picked up from the Clerk’s Office at 41342 Morris Road, Brussels, ON, during business hours beginning May 1, 2026 or from the Municipal website www.morristurnberry.ca for the offices of Mayor and Councillor.

Nomination papers for school boards must be obtained and filed at the appropriate Municipal Office for the following offices:

- (1) School Board Trustee – English Public
- (1) School Board Trustee – English Separate
- (1) School Board Trustee – French Public
- (1) School Board Trustee – French Separate

Nominations must be on the prescribed form and are to be filed with the Clerk at the Municipal Office, 41342 Morris Road, Brussels, Ontario, in the following manner:

- in person or through an agent
- during regular office hours at the Clerk's Office from the first business day in May of 2026 to Thursday, August 20, 2026 and between 9:00 a.m. and 2:00 p.m. on Friday, August 21, 2026 (Nomination Day)
- with the prescribed declaration by at least 25 persons endorsing the nomination who are eligible to vote in an election for an office within the municipality.
In accordance to O. Reg. 101/97 provides for an exemption to the 25-signature requirement for candidates in municipalities with less than 4,000 electors.
Therefore, no signatures are required in the Municipality of Morris-Turnberry.
- with the prescribed statement of qualifications, signed by the person being nominated
- with the prescribed nomination filing fee of \$200.00 for Head of Council and \$100 for all other offices - the filing fee shall be paid by cash, debit card, certified cheque or money order payable to the municipality
- with proof of identity and residence as prescribed in *O. Reg. 304/13*, and
- no faxed or other electronically transmitted nomination paper will be accepted - **original signatures are required**

If a person is present at the Clerk's Office on Nomination Day at 2:00 p.m. and has not yet filed a nomination, he or she may file the nomination as soon as possible after 2:00 p.m.

The Clerk shall administer the Declaration of Qualifications on the Nomination Paper *PR Form 1* and the "Declaration of Qualifications – Municipal Candidates" *Form EL18(A)* (or for the Clerk responsible for the School Board Elections, the "Declaration of Qualifications – School Board Candidates" *Form EL 18(B)*), oath to the Candidate. The date and time of filing are to be filled in by the Clerk and initialled by the candidate or his/her agent. The Clerk will then sign the Nomination Paper and Declaration of Qualifications.

The certified cheque, cash, debit card, money order will be deposited with the Municipality of Morris-Turnberry.

ESTIMATED MAXIMUM CAMPAIGN EXPENSES

The Clerk shall calculate the estimated maximum campaign expenses for each office on the "Estimated Maximum Campaign Expenses" *Form MT34* and provide a copy to the candidate or his/her agent the day that the Nomination Paper is filed in accordance with Section 33.0.1 (1). The Clerk's calculation is final.

ESTIMATED MAXIMUM AMOUNT OF CONTRIBUTIONS TO OWN CAMPAIGN (SECTION 33.0.2)

The Clerk shall calculate the estimated maximum amount of contributions to a candidate's own campaign for each office on the "Estimated Maximum Amount Of Contributions Own Campaign" **Form MT34** and provide a copy to the candidate or their agent the day that the Nomination Paper is filed in accordance with Section 33.0.1. The Clerk's calculation is final.

ESTIMATED MAXIMUM AMOUNT OF EXPENSES FOR PARTIES, ETC. AFTER VOTING DAY (SECTION 88.20(9))

The Clerk shall calculate the estimated maximum amount of expenses for parties, etc., after Voting Day for each office on the "Estimated Maximum Amount Of Expenses For Parties Etc. After Voting Day - Candidates" **Form MT34C** and provide a copy to the candidate or their agent the day that the Nomination Paper is filed in accordance with Section 33.0.1. The Clerk's calculation is final.

NOTICE OF PENALTIES (SECTION 33.1)

The Clerk shall, before voting day, provide a notice of penalties on the "Notice of Penalties and Corrupt Practices - Candidates" **Form MT04** to the candidate or their agent.

MUNICIPAL FREEDOM OF INFORMATION & PROTECTION OF PRIVACY ACT

The candidate may sign the consent to release personal information **Form MT17** 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, at a minimum, posting in the Municipal Office and on the website a "List of Nominations Filed/Unofficial List of Candidates" **Form MT24** which is to be updated as each Nomination Paper is filed. On or before Monday August 24, 2026 at 4:00pm, the Clerk will examine and if satisfied, will formally certify the Nomination Papers which will then be filed.

NOMINATION DAY – August 21, 2026 (SECTION 31)

Nomination Papers will be received at the Municipal Office between 9:00 a.m. and 2:00 p.m. on Nomination Day.

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

As soon as practicable after 2:00pm on Nomination Day, the Clerk shall determine using the Nomination Papers received, whether a lame duck Council exists.

CERTIFICATION OF NOMINATION PAPERS (SECTION 35)

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 *Municipal Elections Act, 1996*. Once satisfied the candidate is qualified, complete the “Certification by Clerk” section on “Nomination Paper” *PR Form 1*.

REJECTION OF NOMINATION PAPER [SECTION 35(3), (4)]

If the Candidate is not qualified to be nominated, or the nomination does not comply with the *Municipal Elections Act, 1996*, the Clerk will reject the Nomination. A telephone call or email shall be made to the candidate informing him/her of the rejection, and a “Notice of Rejection of Nominations” *Form MT22* shall be sent, by Registered Mail, as soon as possible, to:

- the person who sought to be nominated, and
- by regular mail to all candidates for the office.

The Clerk’s decision is final.

WITHDRAWAL OF NOMINATION PAPERS (SECTION 36)

Candidates may withdraw their Nomination by filing in person a withdrawal in writing on “Withdrawal of Nomination” *Form MT21* with the Clerk before 2:00 p.m. on Nomination Day, Friday, August 21, 2026, if the person was nominated on or before Nomination Day; and before 2:00 p.m. on the Wednesday following Nomination Day, (August 26, 2026), if the person was nominated under Section 33(5) - Additional Nominations.

The withdrawal shall be noted on the “Unofficial List of Candidates” *Form MT24*.

OFFICIAL LIST OF CANDIDATES

The final list of certified candidates will be posted at the Municipal Office and, as a minimum, on the website on or before, Thursday, August 27, 2026 using the “Official List of Certified Candidates” *Form MT25*.

DECLARATION OF ELECTION (SECTION 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, as a minimum, through the use of newspaper advertisements and the municipal website:

- a) under clause 42(1)(b), (alternative voting methods), the manner in which electors may use the Internet/Telephone voting method;
- b) the dates and times of the voting period;
- c) the location and hours of operation for the Help Centre and Revision Centre.

The form and manner of such notice of election shall be as shown in “Sample Voter Information Letter” *Form MT43* and “Notice of Election Information” *Form MT41*.

ACCLAMATIONS [SECTION 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 less 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” on **Form MT27**. In this situation there shall be no election conducted for this position(s).

FEWER NUMBER OF NOMINATION PAPERS THAN OFFICES [SECTION 33(5)]

If at 4:00 p.m. on Monday, August 24, 2026, the number of certified nominations filed for an office is less than the number of persons to be elected to the office, additional nominations may be filed between 9:00 a.m. and 2:00 p.m. on Wednesday, August 26, 2026. The Clerk shall post a “Notice of Additional Nominations” **Form MT23** 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 [SECTION 33(5)]

If between 9:00 a.m. and 2:00 p.m. on Wednesday, August 26, 2026, there are more than a sufficient number of 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 (SECTION 36)

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

ADDITIONAL NOMINATIONS EQUIVALENT TO NUMBER OF OFFICES [SECTION 35(2) and 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 cause to be posted a “Declaration of Acclamation To Office - Additional Nominations” on **Form MT27**.

FILLING VACANCIES [SECTION 37(4)]

If an office remains vacant after the declaration of candidates by acclamation under section 37 and the declaration of the election of candidates following the conduct of the election for offices on the Municipal Council, the following rules apply:

- **Insufficient Number to Form a Quorum – Municipal Council**
If the number of candidates declared elected is insufficient to form a quorum of the Municipal Council, a by-election shall be held.

- **Sufficient Number to Form a Quorum – Municipal Council**

If the number of candidates declared elected is less than the number of positions for an office of the Municipal Council, but does form a quorum, Section 263 (1) (a) of the *Municipal Act, 2001* shall apply.

DEATH OR INELIGIBILITY OF A CANDIDATE (SECTION 39)

If a certified candidate dies or becomes ineligible before the close of voting and

- if the result would be one less candidate only and no acclamation, the candidate's name shall be omitted from the ballot. If the ballots are already printed, the Clerk shall at a minimum, post the notice of the death or ineligibility in a conspicuous place in every Voting Place, Ballot Return Station or Help Centre and the election shall proceed as if the deceased or ineligible candidate has not been nominated.
- if the result would be an acclamation for an office, the election to such office is void and a by-election for such office shall be held (Section 65(4)(1.)(v.)) provided that the sixty day (60) period starts as of the date of death or ineligibility).

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

FINAL CALCULATION OF MAXIMUM CAMPAIGN EXPENSES [SECTION 88.20 (13), (14) and (15)]

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 MT34*. The certificate shall be given to each candidate in the case of a regular election, on or before September 30, 2026; and in the case of a by-election, within 10 days after the Clerk makes the corrections under subparagraph 4 iii of subsection 65 (4).

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 September 15 in the year of the previous election, adjusted for changes under Section 24 and 25 that were approved as of that day;
- 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. [Section 88.20 (11)]

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

**FINAL CALCULATION OF MAXIMUM CONTRIBUTIONS TO OWN CAMPAIGN
[SECTION 88.9.1(4)]**

The Clerk shall, after determining from the number of eligible electors from the Voters' List for each office, calculate the maximum amount of contributions to own campaign that each candidate may incur for that office and prepare a "Certificate of Maximum Amount of Contributions Own Campaign" **Form MT34B**. The certificate shall be delivered to each candidate on or before September 30th, 2026. The Clerk's calculation is final and shall be made in accordance with the prescribed formula.

**FINAL CALCULATION OF MAXIMUM AMOUNT OF EXPENSES FOR PARTIES, ETC
AFTER VOTING DAY [SECTION 88.20(9)]**

The Clerk shall, after determining from the number of eligible electors from the Voters' List for each office, calculate the maximum amount of expenses for parties, etc. after Voting Day that each candidate may incur for that office and prepare a "Certificate of Maximum Amount of Expenses for Parties Etc. After Voting Day - Candidates" **Form MT34C**. The certificate shall be delivered to each candidate on or before September 30th, 2026. The Clerk's calculation is final and shall be made in accordance with the prescribed formula.

CANDIDATE NAME PRONUNCIATION

All certified candidates are to provide to the Clerk the proper pronunciation of their name prior to August 22, 2026.

VOTERS' LIST

VOTER QUALIFICATIONS [SECTION 17 (2)]

A person is entitled to be an elector at an election held in a local municipality if, on Voting Day (October 26, 2026) he/she:

- (i) resides in the local municipality or is the owner or tenant of land in the local municipality, or the spouse of such owner or tenant;
- (ii) is a Canadian citizen,
- (ii) is at least 18 years old; and
- (iv) is not prohibited from voting under subsection 17(3) of the *Municipal Elections Act, 1996* or otherwise, by law.

PERSONS PROHIBITED FROM VOTING [SECTION 17 (3)]

The following are prohibited from voting:

- (i) a person who is serving a sentence of imprisonment in a penal or correctional institution.
- (ii) a corporation.
- (iii) a person acting as executor or trustee or in any other representative capacity, except as a voting proxy in accordance with section 44.
- (iv) a person who was convicted of the corrupt practice described in subsection 90 (3), if voting day in the current election is less than five years after voting day in the election in respect of which he or she was convicted.

PRELIMINARY LIST OF ELECTORS (PLE) (SECTION 19)

The Preliminary List of Electors (PLE) supplied by Elections Ontario shall be delivered to the Clerk by August 14, 2026 if no date is agreed upon.

The PLE shall contain the name and address of each person who is entitled to be an elector and any additional information the Clerk needs to determine for which offices each elector is entitled to vote, such as school support [Section 19 (4)].

In addition, if the local municipality is divided into voting subdivisions, the name of each resident elector shall be entered on the PLE for the voting subdivision in which he or she resides and the name of each non-resident elector shall be entered on the PLE for the voting subdivision in which the elector or his or her spouse is an owner or tenant of land [Section 19 (5)].

The Clerk shall, to the best of his/her ability and legislative authority, ensure that an elector's name appears on the PLE for a local municipality only once [Section 19 (6)].

Where a voter qualifies at more than one location in the municipality, the voter may vote only **once** for each office and the qualifying address to determine eligibility for voting shall be the elector's place of residence [Section 19 (7)].

It is possible for an elector's name to appear on the Voters' List of more than one municipality. That elector may be eligible to vote in both municipalities. For example, a person listed as a resident elector in one municipality and a non-resident elector in another municipality is entitled to vote in each, provided they are not voting for the same office more than once. For example, School Board votes must be cast in the municipality where the elector resides.

CORRECTION OF ERRORS (SECTION 22)

The Clerk shall correct any obvious errors in the PLE prior to August 31, 2026 and notify Election Ontario. This notification can occur when the "Final List of Changes" to the Voters' List is sent to Election Ontario after the election (see the Final List of Changes section below). However, those changes affecting a ward and voting place designation, missing streets, buildings or subdivisions, should be forwarded to Elections Ontario in time for inclusion in the September Exceptions files that they provides. Notification to Elections Ontario should be sent in an email to the municipality's Municipal Relations Rep.

The Clerk may use any information that is in the municipality's custody or control when correcting the PLE for obvious errors [Section 22 (2) and (3)].

CERTIFICATION OF VOTERS' LIST (SECTION 23)

The corrected PLE becomes the Voters' List once it is reproduced and identified with a "Voters' List Cover Sheet" **Form MT08** on or before September 1, 2026.

The Clerk, may place in a local newspaper(s) on or before September 1, 2026 a "Notice of the Voters' List" Municipality of Morris-Turnberry **Form MT16A** as attached and the Clerk of the Municipality of Morris-Turnberry may place in a newspaper having general circulation within the Municipality, a "Notice of the Voters' List" **Form MT16B**.

REQUESTS FOR COPIES OF VOTERS' LIST [SECTION 23 (3), (4) and (5)]

Upon written request, but not until September 1st, 2026, the Clerk shall give every candidate a copy of the Voters' List that contains the names of the electors who are entitled to vote for that office.

Each candidate will be required to sign the "Declaration of Proper Use of the Voter's List" **Form MT14**, stating the Voters' List shall not be used for any purposes other than the 2026 Municipal and School board elections, in accordance to Section 88(10). The use of the Voters' List shall be in accordance with the "Policy for Use of the Voters' List" **Form MT15**.

The Clerk, at their sole discretion, may determine which data fields shall be included in the copy of the Voter's List provided to Candidates for each electoral category.

ACCESS TO THE VOTERS' LIST [SECTION 88 (10) and (11)]

The legislation states that the Voters' List cannot be posted in a public place and can be used only for election purposes.

The list shall be distributed in electronic format to those who are entitled to copies under the Act. All certified candidates shall be entitled to one encrypted USB stick containing the part of the Voters' List that contains the electors who are entitled to vote for that office, at no cost. Candidates may produce paper copies at their own effort and cost, should they choose to do so. Each certified candidate shall sign the Candidate's Declaration - Proper Use of the Voters' List **Form MT14** stating that the Voters' List shall not be used for any purposes other than the 2026 Municipal and School Board elections, in accordance with Section 88(10) of the Municipal Elections Act, 1996. The Clerk, at their sole discretion, may determine which data fields shall be included in the copy of the Voters' List provided to Candidates for each electoral category.

The list shall be accessible by authorized Election Officials, who will use the DataFix VoterView system to facilitate additions and changes during the revision period and perform other functions as required, subject to the security permissions assigned to each Official.

The Voters' List shall be provided by DataFix to Simply Voting Inc. in computer format at a time to be determined by the Clerk, to allow for activation of the Voting System. Once the Voters' List has been loaded into the Voting System it will remain synchronized; any additions, deletions or changes to elector information in VoterView will automatically and instantly be reflected in the Voting System.

The Voters' List shall be provided by Simply Voting Inc. to Taylor Demers Mail Processing Inc. in computer format at a time to be determined by the Clerk, to allow for printing of the Voter Information Letters in time for delivery. Voter Information Letters shall be sent via Canada Post Lettermail to all eligible Electors no later than October 7, 2026 to enable them to use the Telephone/Internet Voting service.

All certified candidates shall receive usernames and passwords allowing them to access the Voters' List in the Voting System or VoterView, whichever the case may be, for the purposes of viewing which electors have voted during the Voting Period. The Municipality will not

produce a physical or electronic excerpt of the Voters' List indicating Electors that have voted; it is expected that Candidates will use this access. This access does not provide information on how an elector has voted, only whether or not they have participated in the election. Candidates may access this information anytime from the start of the Voting Period, until October 26, 2026, at 8:00 p.m.

Due to MFIPPA, details about another person, other than the person an Election Official is speaking with, should not be provided, including whether or not the individual is on the Voters' List. The procedure, "Voters' List – Are you on the Voters' List?" *Form MT12* shall be used by Municipal Staff and Election Officials.

AMENDMENTS TO THE VOTERS' LIST (SECTION 24 & 25)

Application for Change of Own Name (Section 24)

An elector may make an application to amend their information on the Voters' List using the prescribed form "Application to Amend Voters' List" *Form EL15* and providing proof of identity and residence as prescribed in *O. Reg. 304/13*, between the 1st day of September, 2026 until the 26th day of October until 8:00 p.m.

The "Voter – ID Requirements" *Form MT13* 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.

AMENDMENTS TO THE VOTERS' LIST – Remote Verification Process

1. Determine whether the remote verification meeting will be recorded. If the remote meeting will be recorded, ensure that all that are attending are informed that the meeting is recorded.
2. If the person is unable to attend the office and requires remote verification
 - a. To be added to the voter's list advise them that they will need to submit an *EL15* form (available online or at Revision Centre), and deliver it by mail or email to the Election Official to arrange for a remote meeting to review the *EL15* form and identification. **This meeting is not acceptable by telephone.**
 - b. The remote verification takes place by an electronic method of communication in which the Election Official and the voter can see, hear, and communicate with each other in real time throughout the entire transaction.
 - c. Request that the voter show the front and back of their identification. Reasonably satisfy yourself that the identification belongs to the person making the request.
 - d. The Election Official will approve or refuse the Certificate of Approval located on the *EL15* and note on the form that the meeting was held remotely.
 - i. Should the person not have identification in accordance with the Municipal Elections act, 1996 and *O. Reg 304/13*, a *PR Form 9*, Declaration of Identity must be completed.
 - ii. The *PR Form 9*, Declaration of Identity shall be signed virtually and witnessed by the Election Official, and then submitted via mail or email for commissioning.
 1. The Election Official shall not certify the Certificate of Approval until the *PR Form 9*, Declaration of Identity is commissioned.

- e. To be issued a replacement PIN advise them that they will need to submit a completed Application for the Reissue of a Voter Information Letter (Lost and Unused) *Form MT44*, and deliver it by mail or email to the Election Official to arrange for a remote meeting to review the Application form and identification.
 - i. See steps above for remote viewing process.
 - ii. Should the person not have identification in accordance with the Municipal Elections act, 1996 and O. Reg 304/13, the Election Official shall ask the elector security questions such as, their date of birth and address, or if there are any other eligible electors in their household, and the birth dates of those electors.
-

If the elector does not appear in person, a certified copy showing proof of ID and proof of residence/occupancy is required.

Removal of Deceased Person's Name (Section 25)

The Clerk may remove a person's name from the Voters' List up to 8:00 p.m. on October 26th, 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 MT11* and providing proof of identity and residence as prescribed in O. Reg. 304/13, between the 1st day of September, 2026 to the 25th day of October, 2026 during normal hours and on the 26th day of October until 8:00 p.m.

Number of Electors to Determine Candidates' Expenses

On, September 30th, 2026, determine the total number of electors on the Voters' List. This number will be necessary to calculate the "Estimated Maximum Campaign Expenses" *Form MT34* and the "Certificate of Maximum Campaign Expenses" *Form EL34A* for the 2026 Municipal Election.

INTERIM LIST OF CHANGES [SECTION 27(1)]

The Clerk shall, during the period beginning on September 20th and ending on September 30th in the year of a regular election, prepare an "Interim List of Changes" *Form MT09* to the Voters' List. The Interim List of Changes shall be given to each person who received a copy of the Voters' List and to each certified candidate.

Internet/Telephone:

For the purpose of producing the Voter Information Letter by the supplier, the Interim List of Changes shall be prepared between **September 1-30, 2026 (date provided by election supplier)**.

CERTIFICATION OF THE VOTERS' LIST [SECTION 28(1)]

The Clerk shall compile any changes to the Voters' List on the "Certificate of the Voters' List" *Form MT07* and certify the Voters' List for use in each voting place.

FINAL LIST OF CHANGES [SECTION 27(2)]

The Clerk shall prepare the "Final List of Changes" *Form MT10* to the Voters' List by November 25, 2026. A certified copy of the Final List of Changes shall be sent to the Election Ontario together with a copy of the approved applications *Form EL15* and *Form MT11*.

For those who use a supplier to manage their Voters' List (ie. DataFix), the Final List of Changes shall be provided to Elections Ontario by November 25, 2026 by the supplier upon the Clerk's authorization.

Proper Use of the Voter's List
Declaration *Form MT14*

The Voter's list may only be used for election purposes, only.

**CANDIDATE
CAMPAIGNING AND CAMPAIGN ADVERTISING (SECTION 88.3)**

Campaigning, including campaign advertising, are permitted no earlier than the filing of Nomination Papers by the Candidate unless otherwise stated in the local municipal by-law.

Candidate campaign advertising means an advertisement in any broadcast, print, electronic or other medium that has the purpose of promoting or supporting the election of a Candidate. Examples include, lawn signs, brochures, posters, print, radio and electronic ads, etc.)

All candidate campaign advertising shall identify the Candidate by name, as it appears on the Nomination Form.

All Candidates shall provide the following information to a broadcaster or publisher in writing:

- the name of the Candidate.
- the name, business address and telephone number of the individual who deals with the broadcaster or publisher under the direction of the Candidate.

Information contained in/on all campaign material is the responsibility of the Candidate and any questions or concerns should be directed to the Candidate.

**CAMPAIGNING AND CAMPAIGN ADVERTISING
MUNICIPAL EMPLOYEE COMMUNICATION**

The Clerk's primary method of communication with Candidates will be by email.

**CAMPAIGNING AND CAMPAIGN ADVERTISING
MUNICIPALLY OWNED/LEASED FACILITIES**

Election campaigning or the distribution/posting of election campaign advertising at municipally-owned or leased facilities is not permitted.

The use of corporate resources is not permitted by Candidates for election purposes (ie. staff, electronic devices, supplies, candidate photos taken in/on municipal property, etc.).

Candidates are prohibited from offering electronic equipment to electors to vote (ex. cell phone, laptop).

Candidates are prohibited from verifying whether an elector appears on the Voters' List or not, to the elector or any other person. Questions should be directed to the Clerk.

ELECTION SIGNS

Huron County Election Sign Policy

The County of Huron By-law 53-1989 references Elections Signs as follows:

- (e) Election Signs: Election signs may be erected on the right of way or adjacent to a County Road, providing:
 - (i) They are not placed closer to the traveled portion of the highway than the outer extremity of the shoulder and do not interfere with the official signs, traffic signals, or other safety devices. Should the extremity of the shoulder be difficult to determine, it shall be the responsibility of the County Engineer to specify its location on any particular County Road.
 - (ii) Election signs are not to be affixed to any permanent or official County sign or support, guide rails or other County structure or facility.
 - (iii) Election signs shall be removed within 24 hours after the election date.

Other Policies Related to Signage

Posters and similar campaign material that will be installed or affixed to poles belonging to public utility companies will require the permission of the respective approval authority. The Municipality or any of its municipal servants, employees or agents will not be responsible for investigating or prosecuting for any acts of vandalism to the posters or campaign material of the candidates.

Please see Morris-Turnberry's Election Sign Bylaw 25-2026 for more information relating to Candidate's election signs.

The Municipality of Morris-Turnberry allows campaign signs on Municipal Road allowances as long as sight lines are not affected and the signs are removed immediately after the election.

The provincial policy with respect to the posting of campaign advertising on provincial road allowances follows on the next few pages.

Posters or similar campaign advertising that will be installed or affixed to poles belonging to Hydro One Network, Bell Canada or other public utilities will require the permission of these respective approving authorities.

The investigation or prosecution for any acts of vandalism to campaign advertising of the candidates should be referred to the local police force by the complainant. The municipality or any of its municipal servants, employees or agents will not be responsible.

MUNICIPAL AUTHORITY TO REMOVE ADVERTISEMENTS (SECTION 88.7)

If a municipality is satisfied that there has been a contravention of section 88.3 (candidates' election campaign advertisements), 88.4 (third party advertisements) or 88.5 (mandatory information in third party advertisements), 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.

CONTRIBUTIONS

CONTRIBUTIONS TO REGISTERED CANDIDATES [SECTION 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.

A contribution made to or accepted by a candidate, or to an individual acting under the candidate's direction, shall only be made during the candidate's election campaign period.

Contributions shall only be made by the following:

- An individual who is normally resident in Ontario;
- The candidate and his or her spouse, subject to if the spouse of a candidate is not normally resident in Ontario, a candidate and his or her spouse may make contributions only to the candidate's election campaign.

The following shall not make a contribution:

- 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 [SECTION 88.8 (6) – (10)]

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

A contribution may be accepted only from a person or entity that is entitled to make a contribution.

A contribution of money that exceeds \$25 shall not be contributed in the form of cash and 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.

The listing of the phone number and email address and/or hyperlink to the candidate's website by the municipality or local board does not constitute a contribution to a candidate.

MAXIMUM CONTRIBUTIONS TO CANDIDATES (SECTION 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 candidates 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.

The Clerk shall provide the "Contributions to Registered Candidates *Form MT35* at the time of filing.

MAXIMUM CONTRIBUTIONS TO A CANDIDATES OWN ELECTION CAMPAIGN (SECTION 88.9.1)

There is a limit on the total amount that a candidate for an office on a council and his or her spouse may collectively contribute to the candidate's own campaign. The contribution limit is calculated based on the number of electors who are eligible to vote for the office that the candidate is running for. The formula to calculate the limit is as follows:

- for head of council: \$7,500 plus \$0.20 per eligible elector
- for council member: \$5,000 plus \$0.20 per eligible elector

There is a cap of \$25,000 to the calculation limit. For clarity, if the formula results in a number greater than \$25,000, the limit will still be \$25,000.

FUNDRAISING FOR CANDIDATES (SECTION 88.10)

A fundraising function shall not be held for a person who is not a candidate.

Fundraising functions may only be held during the campaign period.

WHAT CONSTITUTES A CONTRIBUTION (SECTION 88.15)

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

Contributions:

In addition to the statement above [88.15 (3)]:

- An amount charged for admission to a fund-raising function.
- If goods and services are sold for more than their market value at a fund-raising 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:

In addition to the statement above [88.15 (4)]:

- 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.

Value of Goods and Services [88.15 (5)]:

The value of goods and services provided as a contribution is,

- (a) if the contributor is in the business of supplying these goods and services, the lowest amount the contributor charges the general public in the same market area for similar goods and services provided at or about the same time;
- (b) if the contributor is not in the business of supplying these goods and services, the lowest amount a business providing similar goods or services charges the general public for them in the same market area at or about the same time.

RESTRICTION: USE OF OWN MONEY (SECTION 88.16)

A contributor shall not make a contribution of money that does not belong to the contributor.

However, this does not apply to the personal representative of a deceased person whose will directs that a contribution be made to a named candidate or a registered third party, as the case may be, out of the funds of the estate.

CAMPAIGN ACCOUNT LOANS (SECTION 88.17)

A candidate and his or her spouse may obtain a loan only from a bank or other recognized lending institution in Ontario, to be paid directly into the candidate's campaign account. Only the candidate and his or her spouse may guarantee a loan.

EXPENSES

WHAT CONSTITUTES AN EXPENSE (SECTION 88.19)

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

Without restricting the generality of 88.19 (1) and (2), 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 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.

In the following circumstances, a candidate's expenses for the 2026 regular election that are described in 88.19 (3) paragraphs 7 and 8 may include his or her expenses as a candidate in the 2022 regular election for an office on the same council or local board:

1. The circumstances described in paragraph 4 of subsection 88.24 (1) (deficit).
2. The circumstances described in paragraph 5 of subsection 88.24 (1) (expenses relating to a recount, etc.).

CANDIDATES' EXPENSES (88.20)

An expense shall not be incurred by or under the direction of a person unless he or she is a candidate.

Only during campaign period

An expense shall not be incurred by or under the direction of a candidate outside his or her election campaign period.

Exception, auditor's report

Despite 88.20 (2) (Only During Campaign Period), a candidate whose election campaign period ends as described in paragraph 2, 3 or 4 of subsection 88.24 (1) (Election Campaign Period for Candidates) may incur expenses related to the preparation of an auditor's report under section 88.25 (Candidates' Financial Statements, etc.) after the campaign period has ended.

For greater certainty, expenses, including audit and accounting fees, related to the preparation of an auditor's report after the campaign period has ended constitute campaign expenses.

Who may incur expense

An expense may only be incurred by a candidate or an individual acting under the candidate's direction.

Maximum amount

During the period that begins on the day a Candidate is nominated and ends on Voting Day, his or her 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 his or her 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.

DUTIES OF CANDIDATES (SECTION 88.22)

The Clerk shall provide the “Duties of Candidates” *Form MT18* at the time of filing.

THIRD PARTY ADVERTISER

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

ELIGIBILITY FOR REGISTRATION [SECTION 88.6 (4), (5) AND (6)]

Registration shall be restricted to the following persons and entities:

- An individual who is normally 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 [SECTION 88.6 (2), (7) AND (13)]

"Notice for Registration" *PR Form 5* shall be filed with the Clerk from the first business day of May in 2026 (first day for filing Nominations) to Friday, October 23, 2026 (the Friday before voting day) during regular office hours in the following manner:

- in person or by an agent
- no faxed or other electronically transmitted registration notices will be accepted – original signatures required
- with proof of identity as prescribed in *O. Reg. 304/13*, as amended
- 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 Declaration of Qualifications on the "Notice for Registration" *PR Form 5* and the "Declaration of Qualifications – Third Party Advertiser" *Form MT29* 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 initialled by the individual or by a representative of the corporation or trade union. The Clerk will then sign the Notice for Registration and Declaration of Qualifications.

For registrations for a By-Election, refer to Section 88.6 (8) to (12).

ESTIMATED MAXIMUM THIRD PARTY EXPENSES [SECTION 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 MT36* and provide a copy to the individual filing the registration. The Clerk’s calculation is final.

ESTIMATED MAXIMUM THIRD PARTY AMOUNT OF EXPENSES FOR PARTIES, ETC AFTER VOTING DATE (SECTION 88.21(9) (13))

The Clerk shall calculate the estimated maximum amount of expenses for parties, etc, after Voting day on the “Estimated Maximum Amount of Expenses for Parties ETC, After Voting Day – Third Party” *Form MT33* and provide a copy to the individual filing the registration. The Clerk’s calculation is final.

NOTICE OF PENALTIES [SECTION 88.29 (7)]

The Clerk shall, at least 30 days before the filing date, provide a notice of the penalties on the “Notice of Penalties – Registered Third Parties” *Form MT31* to every Registered Third Party that registered in the municipality.

FINAL CALCULATION OF THIRD PARTY EXPENSES [SECTION 88.21 (11) to (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 MT37A*. 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 25, 2022; and in the case of a by-election, within 10 days after the Clerk makes the corrections under subparagraph 4 iii of subsection 65 (4) or subparagraph 3 ii of subsection 65 (5).

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 for the 2022 election, adjusted for changes under Section 24 and 25 that were approved as of that day;
- 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. [Section 88.21 (11)]

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 [SECTION 88.6 (13) and (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 for Registration” *PR Form 7* If not satisfied the Clerk shall reject the notice. The Clerk’s decision is final.

ADVERTISEMENTS (SECTION 88.4, 88.5)

Restricted Period and Expenses

No individual, corporation or trade union shall incur expenses for a third party advertisement that appears during the restricted period for third party advertisements unless the individual, corporation or trade union is a registered third party under when the expenses are incurred and when the advertisements appears

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 Parties must do the following during the Restricted Period:

- file notice of registration and have it certified by the Clerk;
- once registered, advertise; and
- once registered, 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;
- 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.

No broadcaster or publisher shall cause a third party advertisement to appear during the restricted period if the information set out above has not been provided.

MUNICIPAL AUTHORITY TO REMOVE ADVERTISEMENTS (SECTION 88.7)

If a municipality is satisfied that there has been a contravention of section 88.3 (candidates' election campaign advertisements), 88.4 (third party advertisements) or 88.5 (mandatory information in third party advertisements), 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 [SECTION 88.12 (9) and (10)]

A list of registered third parties shall be posted using the "Official List of Registered Third Parties" *Form MT32*, 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 and, if applicable, a hyperlink to the website of the registered third party.

DUTIES OF REGISTERED THIRD PARTIES (SECTION 88.26)

The Clerk shall provide the "Duties of Registered Third Parties" *Form MT30* at the time of filing.

CONTRIBUTIONS

CONTRIBUTIONS TO REGISTERED THIRD PARTIES [SECTION 88.12 (1) to (5)]

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.

A contribution to a registered third party, or to an individual acting under his, her or its direction, shall only be made during the restriction period.

Contributions shall only be made by the following:

- An individual who is normally 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, his or her spouse, subject to if the spouse of a registered third party is not normally registered in Ontario, the spouse may make contributions only to the registered third party.

The following shall not make a contribution:

- 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 [SECTION 88.12 (7) to (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 may be accepted only from a person or entity that is entitled to make a contribution.

A contribution of money that exceeds \$25 shall not be contributed in the form of cash and 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 REGISTERED THIRD PARTIES (SECTION 88.13)

A contributor shall not make contributions exceeding a total of \$1200.00 to a registered third party in relation to third party advertisements that appear during an election in a municipality.

A contributor shall not make contributions exceeding a total of \$5000 to two or more registered third parties registered in the same municipality in relation to third party advertisements.

The above shall not apply to contributions to a registered third party that are made by the registered third party itself and, if the registered third party is an individual, by their spouse.

The Clerk shall provide the “Contributions to Registered Third Parties *Form MT38* at the time of filing.

FUND-RAISING FOR REGISTERED THIRD PARTIES (SECTION 88.14)

Only registered third parties in the municipality may hold a fund-raising function relating to third party advertisements.

Fund-raising functions may only be held during the campaign period.

WHAT CONSTITUTES A CONTRIBUTION (SECTION 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:

In addition to the statement above [88.15 (3)]:

- An amount charged for admission to a fund-raising function.
- If goods and services are sold for more than their market value at a fund-raising 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:

In addition to the statement above [88.15 (4)]:

- 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.

Value of Goods and Services [88.15 (5)]:

The value of goods and services provided as a contribution is,

- (a) if the contributor is in the business of supplying these goods and services, the lowest amount the contributor charges the general public in the same market area for similar goods and services provided at or about the same time;
- (b) if the contributor is not in the business of supplying these goods and services, the lowest amount a business providing similar goods or services charges the general public for them in the same market area at or about the same time.

RESTRICTION: USE OF OWN MONEY (SECTION 88.16)

A contributor shall not make a contribution of money that does not belong to the contributor.

However, this does not apply to the personal representative of a deceased person whose will directs that a contribution be made to a named candidate or a registered third party, as the case may be, out of the funds of the estate.

CAMPAIGN ACCOUNT LOANS (SECTION 88.17)

A registered third party and, in the case of an individual, his or her spouse, may obtain a loan in relation to third party advertisements only from a bank or other recognized lending institution in Ontario, to be paid directly into the campaign account. Only the registered third party and, in the case of an individual, his or her spouse may guarantee a loan.

EXPENSES

WHAT CONSTITUTES AN EXPENSE (SECTION 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.

Without restricting the generality of 88.19 (2), 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.

REGISTERED THIRD PARTIES' EXPENSES (88.21)

An expense shall not be incurred by or under the direction of an individual, corporation or trade union in relation to third party advertisements that appear during an election in a municipality unless he, she or it is a registered third party in the municipality.

Only during campaign period

An expense shall not be incurred by or under the direction of a registered third party in relation to third party advertisements outside the campaign period for the registered third party in relation to the election in the municipality.

Exception, auditor's report

Despite subsection 88.21 (2) (Only During Campaign Period), a registered third party whose campaign period in relation to an election in a municipality ends as described in paragraph 2 or 3 of section 88.28 (Campaign Period for Registered Third Parties) may incur expenses related to the preparation of an auditor's report under section 88.29 (Financial Statements, etc., of Registered Third Parties) after the campaign period has ended.

For greater certainty, expenses, including audit and accounting fees, described above constitute third party expenses.

Who may incur expense

An expense may only be incurred by a registered third party or an individual acting under the direction of the registered third party.

Maximum amount

During the campaign period for third party advertisements, the expenses of a registered third party in relation to third party advertisements that appear during an election in a municipality shall not exceed an amount calculated in accordance with the prescribed formula.

A Third Party shall be provided with the maximum third party expenses amount upon registering as a Third Party Advertiser (see Third Party Advertising section of this manual)

Maximum amount for parties, etc., after voting day

The expenses of a registered third party 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 88.21 (6) (Maximum Amount).

SCRUTINEERS (SECTION 16 & 47)

Scrutineers may be appointed, in writing by the candidate, to represent them as allowed for under Section 16 of the Municipal Elections Act, 1996. If appointed, scrutineers will be entitled to the following:

- ✓ to be present in the Receiving Location, from 8:30 a.m. to 9:00 a.m. on October 13, 2026 prior to the opening of polling to verify and ensure that all candidates' names are listed and the total votes cast are at "0" (Zero), and to sign the Activation of Voting System *Form MT42* to attest to this fact.
- ✓ to be present at any Voter Assistance Centre during hours of operation to observe the process.
- ✓ to be present in the Receiving Location, at the time when results are announced.

Before being admitted to a Voter Assistance Centre or the Receiving Location, Scrutineers shall produce satisfactory identification and a properly signed Appointment of Scrutineer by Candidate form, and take the Oral Oath of Secrecy *Form MT49A and Form MT49B*.

Only one candidate or their appointed scrutineer may be in attendance at a Voter Assistance Centre or the Receiving Location at one time.

Use of mobile communication devices and cameras shall not be permitted within any Voter Assistance Centre or the Receiving Location by any candidate or scrutineer.

Scrutineers who do not follow the instructions of the Election Official(s) or who attempt to interfere, influence and to determine how an elector is voting will be requested to leave the Voter Assistance Centre immediately, their appointment will be revoked and they will not be permitted to re-attend at a Voter Assistance Centre or during the announcement of results. Scrutineers may also have their appointment revoked if they contravene the rules and guidelines established by the Clerk as provided to the Candidates.

Internet/Telephone:

Appointment - by candidate – qualification

A candidate may appoint scrutineers to represent him or her during the voting and during the receipt of voting results. The appointment shall be made using the "Appointment of Scrutineer" . This form must be signed by the Candidate with an original signature.

The appointment shall be made using the "Appointment of Scrutineer By Candidate" *Form MT49A*. The forms to appoint scrutineers, must be signed by the candidate in person at the Municipal Office. The candidate shall be asked for proof of identity. The candidate shall provide the signed form to their scrutineer.

Number - per candidate - in Help Centre - one only

Only one certified candidate or his/her appointed scrutineer may be in attendance at a Help Centre or location for receipt of voting results.

The scrutineer/candidate must take an “Oral Oath of Secrecy” *Form MT49B* at the Help Centre or location for receipt of voting results.

Appointment - by local board or Minister - question

Scrutineers appointed by a local board or the Minister in relation to a question may also remain in the Help Centre.

Appointment - by elector - recount [Section 61 (1)]

In the case of a recount ordered under Section 58, the elector may appoint one scrutineer for the receipt of voting results.

The “Appointment of Scrutineer by Elector” must be signed by the Applicant. Forms are available at the Municipal Office. The scrutineer/candidate must take an “Oral Oath of Secrecy” *Form MT49B* at the receipt of voting results.

Appointment - Proof of

A person appointed as a scrutineer, before being admitted to a Help Centre or receipt of votes shall show proof of his/her applicable appointment to the Election Official for the Help Centre or receipt of votes and shall provide proof of identity and residence as prescribed in *O. Reg. 304/13*.

Scrutineers Rights and Prohibitions

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

PERSONNEL

RETURNING OFFICER

The Returning Officer shall take and sign the “Oath of Returning Officer” *Form MT39*

DRO’s AND OTHER ELECTION OFFICIALS (SECTION 15)

The Clerk may delegate to a Deputy Returning Officer or other election official any of the Clerk’s power or duties in relation to the election as he or she considers necessary. The Clerk may continue to exercise the delegated powers and duties despite the delegation. The delegation shall be in writing, “Delegation of Powers and Duties of Clerk” *Form MT01*.

There shall be a substitute qualified person appointed to attend to the election details in the event the Clerk is unable to be present to conduct procedures on Voting Day.

The Returning Officer is required to complete and sign the “Oath of Returning Officer” *Form MT39* prior to January 1 of an election year.

All other election staff are required to complete and sign the “Appointment and Preliminary Oath or Affirmation for Election Officials” *Form MT40*.

PROXY VOTING (SECTION 44)

Internet/Telephone:

The municipality has chosen to use an alternative voting method and proxy voting will not be utilized.

VOTING PROCEDURE TELEPHONE / INTERNET

AUTHORITY (SECTION 42)

A by-law authorizing internet/telephone voting must be passed on or before May 1 in the year prior to the election.

On April 22, 2025, By-law No. 21-2025 was passed authorizing internet/telephone voting.

The Municipal Elections Act, 1996 more specifically subsections 42(2) and (3) states as follows:

A by-law passed under subsection (1) or under a predecessor of it,

- (a) applies to a regular election of the by-law is passed on or before May 1 in the year of the election;
- (b) applies to a by-election if the by-law is passed more than 60 days before voting day; 2009, c. 33, Sched. 21, s. 8 (22); 2016, c. 15, s. 31 (1); 2020, c. 26, Sched. 2, s. 6 (1).

The Clerk shall,

- (a) Establish procedures and forms for the use of,
 - i. any voting and vote-counting equipment authorized by by-law; and,
 - ii. any alternative voting method authorized by by-law; and,
- (b) Provide a copy of the procedures and forms to each candidate when their nomination is filed. 2009, c. 33, Sched. 21, s. 8 (22); 2016, c. 15, s. 31 (3).

The service provider for such alternative voting procedures, after review and analysis of options, has been determined by the Clerk as Simply Voting. A copy of the contract with Simply Voting is available from the Clerk upon request.

Subsection 11(1) of the Municipal Elections Act, 1996, states that the Clerk of a local municipality is responsible for conducting elections within that municipality and subsection 11(2) for:

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

Subsection 42(4)(2) states that the procedures and forms established by the clerk, if they are consistent with the principles of this Act, prevail over anything in this Act and regulations made under it.

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.

Subsection 42(5) further states that when a by-law authorizing the use of an alternative voting method is in effect, Sections 43 (advance votes) and 44 (voting proxies) apply only if the by-law so specifies.

A person cannot give his or her Voter Information Letter to another eligible elector for the purpose of voting. Acceptance of another person's Voter Information Letter including the actual voting thereof will be considered an illegal and corrupt practice and therefore subject to the penalty provision under the Municipal Elections Act, specifically sections 89 and 90.

SERVICE PROVIDER

The service provider for internet/telephone voting, determined by the Clerk, is Simply Voting Inc. A copy of the contract with Simply Voting Inc. is available from the Clerk upon request.

VOTING PROCESS

The Voting System provided by Simply Voting Inc. shall allow electors to vote using a telephone or the internet. Electors shall be required to access a designated internet address or telephone a designated number in order to cast their ballot.

Every elector shall be limited to only one vote through the use of a PIN distributed via Canada Post Lettermail in a sealed and personalized Voter Information Letter, or issued in person or by e-mail or telephone by an Election Official as necessary. Every elector shall be required to provide their date of birth along with their PIN.

Once the voter PIN has been used with the Telephone/Internet Voting service to cast a vote, it cannot be used for voting again.

Following the voter's selection for all offices on a single composite ballot, the Voting System shall identify the voter's choices and provide the voter with the option of changing or confirming their vote selections prior to submission.

The Voting System shall enable the elector to under-vote a contest or contests, or decline from voting the ballot in its entirety, if they wish to do so.

For the purposes of reporting declined ballots in accordance with Subsection 55(4.1) 2., an under-voted ballot shall be considered an abstention from voting for one or more contests on the ballot or voting for fewer candidates than is permitted within a single contest, whereas a declined ballot shall be considered a deliberate choice by the Elector to decline the entire ballot by selecting a 'declined' option on the ballot. A declined ballot shall not include votes cast for any contest, which is separate and distinct from an under-voted ballot which may or may not include votes for all contests, one contest, or no contests on the ballot.

The Voting System shall not permit a voter to overvote, or to spoil a ballot.

If an elector is interrupted before casting their vote, they may re-commence voting later using the same method or the other method. Once a voter has cast the vote, that voter will not be granted access to Telephone/Internet Voting again.

Voting will commence on Tuesday October 13, 2026 and close on October 26, 2026 at 8:00 p.m. Notwithstanding the closure of remote voting at 8:00 p.m. on the final day, persons present

at a Voter Assistance Centre at 8:00 p.m. will continue to be allowed to access the Voting System and complete the voting process. Persons who have gained access to the Voting System through their own device prior to 8:00 p.m. on Election Day will be permitted to complete the voting process, provided that they do so by 8:03p.m.

Prior to the activation of the system by Simply Voting Inc., being on Tuesday October 13, 2026 at 9:00am, Simply Voting Inc. shall allow access by the Clerk, the Auditor, or other authorized Election Officials as determined by the Clerk, to the Voting System by secure username and password, for the purposes of viewing a list of all of the candidates' names and possible selections for any questions or by-laws on the ballot, including the sum total of votes cast to ensure that the total votes cast indicates "0" (Zero).

Candidates or their scrutineer may be present in the Receiving Location from 8:30am to 9:00am on Tuesday October 13, 2026 to verify and ensure that all candidates' names are listed and the total votes cast are at "0". They shall be required to sign the Activation of Voting System form **Form MT42** to attest to this fact.

[Clerk's Tip: this activation ceremony is highly recommended to provide transparency, and we suggest it be done just prior to voting at the same place you announce results]

Where a voter qualifies at more than one location in The Municipality, the voter may vote only once and the qualifying address to determine eligibility for voting shall be at the place of residence of the elector, as defined under the *Municipal Elections Act, 1996*. All duplicate names on the preliminary list of electors shall be verified by the Clerk and/or Election Official(s) prior to the final preparation of the Voters' List. Should an eligible voter receive more than one Voter Information Letter, the eligible elector may only vote once and must return the other VIL(s) to the Municipal Office. All voters that vote more than once in the election or who improperly use the Voter Information Letter shall be reported to the appropriate authorities for further investigation as to possible corrupt practices under the *Municipal Elections Act, 1996*.

Section 42 (5) states that when a by-law authorizing the use of an alternative voting method is in effect, Section 44 (voting proxies) applies only if the by-law so specifies. By-law Number 21-2025 states that no proxy voting provisions are applicable at Municipal Elections. Therefore, with respect to proxies, a person cannot give his or her Voter Information Letter to another eligible elector or other individual for the purpose of voting. Acceptance or theft of another person's Voter Information Letter including the actual voting thereof will be considered an illegal and corrupt practice and therefore subject to the penalty provisions under the *Municipal Elections Act, 1996*.

Sealed Voter Information Letters returned to the Municipal Office shall remain sealed, shall be marked "returned mail" and be maintained in a secure fashion and destroyed at the same time as all other Municipal Election material as provided for under Section 88 of the *Municipal Elections Act, 1996*.

Should a Voter Information Letter be returned to the Municipal Office that has been opened but has not been used for voting purposes, the Election Official shall immediately disable the PIN so that the PIN cannot participate in the voting process. In this circumstance, the Voter Information Letter shall be marked "unused" and be secured and destroyed.

The Clerk in partnership with Simply Voting Inc. shall take appropriate measures to ensure that all Voter Information Letters and their associated PINs are accounted for throughout the election and after the conclusion of the Voting Period. After the conclusion of the election, Simply Voting Inc. shall supply the Clerk with a report detailing the status of all VILs/PINs during the election.

The Clerk shall arrange the Voter Assistance Centre to be set up at the Municipal office during the Voting period. The Voter Assistance Centre shall be equipped with one or more Voting Kiosks for use by electors to cast their ballot.

The Voters' List shall be available to Election Officials at the Voter Assistance Centre in electronic format to provide all the services performed at a Revision Centre.

Where an eligible elector has tried to use his or her PIN and they have determined that it has already been used, the elector can attend the Voter Assistance Centre and prove to the satisfaction of the Clerk, or Deputy Clerk that they did not vote and require a new PIN. In accordance with the Instructions for Voters' List Revisions and PIN Replacement, if the Clerk, or Deputy Clerk believes that all questions have been answered truthfully and satisfactorily, they may provide the elector with a new PIN and reset the elector's status in the Voting System to allow a second vote upon completion of the Application to Replace Stolen Voter Information Letter form (SV02). The original ballot that was cast by the unauthorized individual will remain in the Voting System, as ballots are disassociated from the electors' PINs once they are cast. The elector will be directed immediately to cast their ballot at a Voting Kiosk to eliminate any further misuse of the PIN. Should the elector leave without voting the new PIN will be disabled.

Where an elector's PIN is assigned an incorrect ward and/or school board support information, the elector can attend a Revision Centre or Voter Assistance Centre, or contact the Voter Help Desk and have the proper categories of ward and/or school support applied to the existing PIN before casting their ballot. If the eligible voter has already cast their ballot and exhausted their PIN, they cannot make any further changes to their eligibility or re-cast any part of their ballot.

Eligible voters may vote by:

- ✓ accessing the telephone number provided by using a touch-tone telephone, or the internet address provided by using a viable internet connection;
- ✓ attending a Voter Assistance Centre during the dates and times and at the locations established by the Clerk, either by themselves or with a friend or interpreter who may assist the elector in voting using the Voting Kiosk after taking the appropriate oath. In the absence of a friend or interpreter, the voter may request the assistance of the Election Official, who may provide assistance only after the appropriate oath has been taken; or
- ✓ attending one of several special polling opportunities as established by the Clerk.

SYSTEM INTEGRITY

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

- a) ensuring that every eligible elector on the Voters' List, as amended, is mailed, via Canada Post Lettermail, a sealed Voter Information Letter containing the voter's unique PIN;
- b) ensuring that no one except authorized Simply Voting Inc. and Taylor Demers Mail Processing Inc. staff shall have access to a comprehensive list of PINs that matches each voter's name and address;
- c) providing opportunities for eligible electors to be added to the list or to make amendments to the list, up until the close of voting;
- d) establishing proper procedures to ensure that no person is added to the Voters' List unless an Election Official is completely satisfied of their identity and qualification as an elector in the Municipality;
- e) establishing proper procedures to ensure that no replacement PIN is issued unless an Election Official is completely satisfied of the eligible elector's identity;
- f) ensuring that no replacement PIN is issued by anyone other than an employee of The Municipality who has been appointed in writing by the Clerk to do so; and
- g) appointing an Auditor to test the Voting System and providing same with read-only access to the Voting System.

AUDITOR

The Auditor, appointed by the Clerk, shall test the voting system on several occasions.

The Voting System shall be tested thoroughly through a comprehensive logic and accuracy audit prior to the Voting Period.

The tests shall include but not be limited to the following:

1. Voting System refuses ballots before the start of the Voting Period
2. Voting System is 'zeroed out' at the start of the Voting Period
3. Voting System presents electors with the correct ballot based on their elector information
4. Voting System accepts ballots from un-used eligible PINs
5. Voting System refuses ballots from used PINs
6. Voting System does not allow over-votes on any ballot
7. Voting System acknowledges under-voted ballots and prompts elector if they wish to complete under-voted contests on their ballot
8. For telephone voting specifically, the wording and clarity of the recordings and the input timing is accurate

9. Voting System 'times out' after a period of voter inactivity
10. Voting System accepts ballots from PINs that previously 'timed out' or were abandoned before being submitted
11. Voting System refuses ballots after the end of the Voting Period, except from specifically authorized Voting Kiosks
12. Voting System accurately counts votes for all candidates in each contest

The Voting System shall be further tested through an ongoing audit during the Voting Period.

The tests shall include but not be limited to the following:

1. Voting System refuses ballots before the start of the Voting Period
2. Voting System is 'zeroed out' at the start of the Voting Period
3. Voting System presents electors with the correct ballot based on their elector information
4. Voting System does not allow over-votes on any ballot
5. Voting System acknowledges under-voted ballots and prompts elector if they wish to complete all contests on their ballot
6. Voting System 'times out' after a period of voter inactivity
7. Voting System refuses ballots after the end of the Voting Period, except from specifically authorized Voting Kiosks

All Voting Kiosks and associated information technology infrastructure used the Voter Assistance Centres will be tested for internet access, network security, proper configuration, and device security.

All certified candidates are to provide to the Clerk the proper pronunciation of their name for programming into the telephone Voting System no later than August 22, 2026.

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" as per the "Appointment and Preliminary Oath or Affirmation for Election Officials" *Form MT40* , Committing to upholding the secrecy provisions established in Section 49 of the Act.

No person shall interfere 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.

Electors voting at the Voting Centre may vote with assistance of a Friend. The elector and those providing assistance shall take the appropriate oaths on "Oral Oaths at Voting Center" *Form MT46* and shall vote according to the instructions and wishes of the elector. No person shall be allowed to act as a Friend of more than one voter at a Voter Assistance Centre.

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

No elector shall reveal how he or she intends to vote while in a Voter Assistance Centre, except when obtaining assistance in voting from either a Friend or an Election Official. Any other person present must withdraw until the voter finishes instructing the Friend or Election Official, as the case may be.

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, if marking the ballot on behalf of the elector, shall vote according to the instructions and wishes of the elector.

All complaints regarding breaches of secrecy may be investigated by the proper authorities and may be prosecuted according to the provisions of “Offences, Penalties and Enforcement” under section 89 through 94 of the Municipal Elections Act, 1996.

PUBLIC INFORMATION SESSION

A public information session may be held for the purpose of explaining the method of voting and responding to questions from the electorate. The date and time will be advertised in a local newspaper and on the municipal website.

The Clerk may coordinate the public information session, notices and advertisements with other municipal clerks of local municipalities who have adopted a similar alternative voting method.

PREPARATION OF VOTER INFORMATION LETTERS

Preparation of Voter Notification Letters

Compilation of the Voter Information Letter will be completed and printed by the Municipality’s service provider Gilmore Doculink in collaboration with Simply Voting and Datafix. The Voters’ List being the compilation of the Preliminary List of Electors and the Interim List of Changes shall be provided to the service providers in September in electronic format in order to print the Voter Information Letter.

Voter Information Letters shall be delivered to Canada Post and distributed by first class mail to all eligible voters to enable them to use the Telephone/Internet Voting service.

The candidates shall receive login ID(s) and password(s) allowing them to access a Candidates Module as of October 1, 2026 to view the List of Electors.

The Voters’ List, being the compilation of the Preliminary List of Electors and Interim List of Changes, shall be provided to Simply Voting in electronic format in order that Simply Voting /Data Fix may provide this information to Doculink to print the “Voter Information Letter” *Form MT43*.

Voter Information Letters shall be delivered by Simply Voting /Data Fix to Canada Post and distributed to all eligible voters no later than October 7, 2026 to enable them to use the Telephone/Internet Voting service.

In the event of a postal strike by Canada Post, the Voter Information Letters will be circulated by email, courier and personal service.

The Municipal Office / Revision Centre / Help Centre

The Municipal Office is located at 41342 Morris Road, Brussels, ON

The Municipal Office will be treated as a Revision/Help centre for the Voter's List during normal business hours from September 1, 2026 to October 23, 2026 and until 8pm on October 26, 2026.

The Voters' List shall be available at the Municipal Office in electronic format to accommodate the voting process.

For election purposes, the Municipal Office shall be responsible for the following:

1. Eligible voters who attend at the Municipal Office and are not on the Voters' List will be able to be added to the list by filling out an "Application to Amend Voters' List" **Form EL15** and provide proof of identity and residence as prescribed in O. Reg. 304/13. Their names will be added to the Voters' List and they will be assigned and sent a Voter Information Letter containing a PIN along with the rest of the electorate.
2. For additions to the list made after the mailing of the Voter Information Letters, the Voter Information Letter containing a PIN will be provided to the individual immediately.
3. 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 a Deceased Person's Name from the Voter's List. **Form EL15** and providing proof of Identity and residence as prescribed in O.Reg. 304/13.
4. Where an eligible voter has received a notice on their Voter Information Letter that their date of birth is missing or incomplete, the voter can attend the Municipal Office and provide their date of birth. The elector will be required to fill out an "Application to Amend Voters' List" **Form EL15** and provide proof of identity and residence as prescribed in O. Reg. 304/13.
5. Where an eligible voter has received an incorrect Voter Information Letter in terms of ward, if applicable, and/or school support, and has not already voted, the voter can attend the Municipal Office and have the proper category applied. The elector will be required to fill out an "Application to Amend Voters' List" **Form EL15** and provide proof of identity and residence as prescribed in O. Reg. 304/13

6. Eligible voters who attend the Municipal Office will be able to request a replacement Voter Information Letter and PIN under certain circumstances:
 - Where a person on the Voters' List has lost his or her Voter Information Letter or did not receive it in the mail, he or she will prove to the satisfaction of the authorized Election Official that they require a new PIN. Upon providing proof of identity and residence as prescribed in O. Reg. 304/13 to an Election Official, an oath on "Application for Re-Issue of a Voter Information Letter (Lost and Unused)" *Form MT44* shall be taken by the elector and a new Voter Information Letter containing a new PIN shall be issued. The new PIN shall replace the old PIN in the voting system.
 - Where a person on the Voters' List has attempted to vote and their PIN has already been used, he or she can provide to the satisfaction of the Election Official that they did not vote the PIN and require a new PIN. Upon providing proof of identity and residence as prescribed in O. Reg. 304/13 to an Election Official, an oath on "Application for Re-Issue of a Voter Information Letter (Used by an Impersonator)" *Form MT45* shall be taken by the elector and the elector's status shall be reset to allow a second vote. Furthermore, a new Voter Information Letter containing a new PIN shall be issued. The new PIN shall replace the old PIN in the voting system.

7. Answer general election questions and refer detailed questions to the Returning Officer or Deputy Returning Officer.

Notices

The Clerk shall notify electors of the following through the use of newspaper advertisements, social media, the municipal website, direct mail-outs, any combination of the aforementioned methods, or any other method deemed appropriate by staff of the Municipality:

1. That a municipal election is being held and that the Municipality has adopted an alternative voting method, being Telephone/Internet Voting;
2. The time and date for the holding of the vote, including voting period and the method of voting including the municipal and/or school board office(s);
3. Who is eligible to vote in the municipal election;
4. The location and hours of the Help Center, where eligible voters can check to see if their name is on the Voters' List and follow the procedures by which their name can be added, deleted or information corrected on the Voters' List as well as the procedure by which another person's name may be deleted from the list.
5. The offices for which persons may be nominated and the nomination procedure; and

6. The opportunity to become a registered third party advertiser and the registration procedure.

The Clerk shall determine the date(s) of all advertisements including the newspaper(s) and the notices that are to appear in order to comply with the requirements and principles of the Municipal Elections Act, 1996.

On or about October 7, 2026, each person on the Voters' List shall be mailed a sealed Voter Information Letter via Canada Post Letter mail containing, at minimum:

1. Their PIN and the telephone number to call and the designated internet address (URL) to access to cast their vote;
2. Instructions on how to vote;
3. Dates and hours of telephone/internet voting;
4. The email address and telephone number of the Voter Help desk;
5. Locations, dates and hours of Voter Assistance Centres;
6. Access to a list of contests and candidates; and
7. Voter eligibility criteria.

Where possible and if desirable, corporate advertising with other municipalities may take place.

Voting

A Telephone/Internet Voting method shall be used for the 2026 municipal election.

1. Telephone/Internet Voting:
 - a. Eligible electors shall be required to telephone a designated 1-800 number or access a designated internet address and cast their vote(s).
 - b. Every eligible elector shall be limited to only one vote through the use of a PIN distributed by first class mail in a sealed and personalized Voter Information Letter.
 - c. The supplier's system will allow the eligible voter to vote using a telephone and/or the internet.
 - d. Following the voter's selection, the voting system shall identify the voter's choice on a confirmation page.
 - e. The confirmation page offers the option to the voter to confirm their selection or return to the ballot to change their selection.
 - f. Once the Voter PIN has been used with the Telephone/Internet Voting service to cast a vote, it cannot be used for voting again.

Voting will commence on October 13, 2026 at 9:00 am through to October 26, 2026 at 8:00 pm.

During the Voting Period, the Help Centre will be open Monday to Friday, during office hours, and on Voting Day between the hours of 8:30 a.m. and 8:00 p.m.

At 8:00 p.m. the doors of the Help Centre shall be locked and those in the Help Centre will be permitted to cast their ballot. Touch-tone telephones and internet access is provided. Any telephone provided at the Help Centre shall delete any display options on the telephone.

Prior to the activation of the system by Simply Voting, on October 13, 2026 (9:00 a.m.), Simply Voting shall allow access by the Clerk, or other authorized Election Official, to the voting system at the Voting Centre between 8:30 and 8:59 a.m. by secure ID and password, for the purposes of ensuring that all candidate's names are listed and that no votes have been cast. count

Candidates or their scrutineer may be present to verify and ensure that all totals of votes cast are at "0" and shall be required to sign the "Activation of Simply Voting System" *Form MT42* that attests to this fact.

Simply Voting will make available during the course of the election, ID and password for each candidate, who when using this authorization can connect into the voting system and review elector list information to discern which electors have participated in the election. This capacity does not provide the candidate information on how an elector has voted, only if they have participated in the election.

Candidates may view this information any time after the start of the voting period using the Candidates Module.

Simply Voting shall keep a record of all electors who have voted.

The names of electors who have voted during the voting period will be provided to the Clerk electronically through the voting system using the Clerk's assigned password and a report generation feature incorporated with the system. The information will be created in an electronic file format suitable for electronic distribution and will only be done so under the control and direction of the Clerk.

If requested in writing by a candidate, the Clerk will create the report which will provide an up-to-date list of the names of electors who have voted. This list will also include other information such as qualifying address, and category information that will allow the Clerk and/or candidates to sort the voter information. This information shall be made available to candidates through the Clerk's office.

Use of online, electronic and paper versions of the Voters' List, Interim and Final List of Changes to the List, Voter Participation Status reports and all other information containing personal voter information shall be protected by the Candidate and shall not be used for any purpose other than the 2026 Municipal Election. All Voter information obtained by the Candidate during the 2026 Municipal Election shall be destroyed by the Candidate after the election, either by returning the same to the Clerk for

destruction with other election material or by deleting it completely from Candidate computer hardware. If records are shared by the Candidates with others (campaign workers) an oath administered by the Candidate, similar to the one taken by the Candidate shall be administered and all shared records shall also be protected and destroyed.

Voter Qualifications

A person is entitled to be an elector at an election held in a local municipality if, on Voting Day (October 26, 2026) he or she is: (s.17(2))

1. Reside in the local municipality or is the owner or tenant of land there, or the spouse of such owner or tenant;
2. are a Canadian Citizen;
3. are at least 18 years old;
4. are not prohibited by law from voting under subsection 17(3) of the Municipal Elections Act, 1996 or otherwise.

Where a voter qualifies at more than one location in the municipality, the voter may only vote only once for each office and the qualifying address to determine eligibility for voting shall be the elector's place of residence. Duplication of names on the preliminary list of electors shall be investigated by the Clerk and/or Election Official(s) and all obvious duplicate names of individuals shall be deleted prior to the final preparation of the Voters' List as certified by the Clerk. However, should an eligible voter receive more than one Voter Information Letter, the eligible elector may only vote once and must return the other Voter Information Letter to the Municipal Office and complete an application to correct the Voters' List by removing the duplicate name. All voters that vote more than once, or who improperly use the Voter Information Letter shall be reported to the police for further investigation as to possible corrupt practices under the Municipal Elections Act, 1996.

Oath of Qualification *Form MT48*.

Unopened Voter Information Letters

Unopened Voter Information Letters returned to the Municipal Office will be kept in a secure location. Individuals who contact the Municipal Office claiming not to have received a VIL may be the owner of the unclaimed mail. At the closing of the election, the unclaimed letters will be destroyed at the same time as all other municipal election material as provided for under Section 88 of the Municipal Elections Act, 1996.

Should a Voter Information Letter be returned to the Municipal Office that has been opened but has not been used for voting purposes, the PIN shall be disabled so that it cannot participate in the voting process. In this circumstance, the Voter Information Letter shall be marked "disabled" and be secured and destroyed as in the paragraph above.

The Clerk and the Election Official(s) shall ensure a complete audit trail is maintained of all Voter Information Letters:

1. That were sent to eligible voters by Gilmore Doculink;
2. That were returned from the Post Office;

3. That were returned by an elector or other individual(s) either opened or unopened but unused for voting purposes;
4. That were generated by Election Officials for eligible electors added to the Voters' List after completing an "Application to Amend Voters' List" *Form EL15*;
5. That were set to a status that prevented them from being voted; and
6. That were re-issued to an eligible elector.

Notwithstanding the foregoing, at the Clerk's discretion a Voter Information Letter containing a new PIN may be distributed by mail or email, provided the voter submits proof of identity and residence as prescribed in O. Reg. 304/13 and the appropriate completed form by mail or email.

Voting Process

Eligible voters may vote by:

1. Accessing the telephone number provided by using a cellular or land line, touch tone telephone will be able to access the system using their PIN providing the over-ride button on their telephone to a "touch-tone" mode is completed; or
2. Accessing the internet address provided; or
3. Attending the following locations during the following hours:

Municipality of Morris-Turnberry Office, 41342 Morris Road, Brussels, ON, during the Voting Period starting October 13th commencing at 9:00 am to October 23rd during regular business hours and up to 8 pm on Monday October 26, 2026. Internet access will be provided at this location.

4. Attending the location identified in (3) with a Friend, the elector may use a Friend to assist with voting. The "Oral Oaths at Voting Location" *Form MT46* will be administered. In the absence of a Friend, the voter may request the assistance of the Election Official, who may provide assistance only after the appropriate Oath has been taken.

CANDIDATES MODULE

The candidates shall receive login ID(s) and password(s) allowing them to access the Candidates Module as of October 1, 2026 to view the List of Electors.

When using this authorization, candidates can connect into the voting system and review elector list information to discern which electors have participated in the election. This capability **does not** provide the candidate information on how an elector has voted, it only provides information on whether or not they have participated in the election.

Candidates may view this information at any time after the start of the voting period using the Candidates Module.

ELECTORS REQUIRING ASSISTANCE (SECTION 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.

Oral Oath to Vote With Assistance

A voter who requires such assistance to vote may ask the Election Official for assistance. The Election Official shall require the voter making the request to take the Oral Oath to Vote With Assistance on the "Oral Oaths At Help Centre" *Form MT46* and then assist and/or vote as directed by the voter. Any other person present must remove themselves until the voter finishes instructing the Election Official.

Oral Oath of Friend of Elector

In lieu of the Election Official assisting a voter, the voter may request that a friend accompany them to vote. Any friend who is permitted to vote shall be required to take the Oral Oath of Friend of Elector on the "Oral Oaths At Help Centre" *Form MT47*. No person shall be allowed to act as a friend of more than one voter at a Help Centre.

Oral Oath of Interpreter

Where the Election Official does not understand the language of a voter, an interpreter, provided by the voter, shall take the Oral Oath of Interpreter on the "Oral Oath At Help Centre" *Form MT47*, and shall translate the oaths as well as any lawful questions put to the voter.

RETIREMENT HOME OR INSTITUTION (SECTION 45(7))

A Help Centre will be provided to the following institutions and retirement homes on the specified date(s) and hours, as determined:

NAME OF RETIREMENT HOME OR INSTITUTION	DATE	HOURS FOR ASSISTANCE
Braemar Retirement Centre		
<i>Braemar Nursing Home</i>		
Huronlea Home for the Aged		
<i>Huronlea/ Highland Apartments</i>		

Internet/Telephone

COUNT PROCEDURES - Close of Polls & Results

The Clerk, at 8:00 p.m. on Voting Day, shall arrange for the close and deactivation of the Telephone/Internet Voting service at the Help Centre.

Notwithstanding the above, the Clerk shall keep the Help Centre access open until the Clerk of the municipality confirms that all eligible voters in the Help Centre at 8:00 p.m. have completed voting.

The Clerk or designate will then conduct a test to confirm that no votes can be cast.

The Clerk shall then request the tabulation of the results for each candidate to be sent by email or fax to the following Receiving Location in the Help Centre:

kjohnston@morristorynberry.ca or Fax 519-887-6424 .

The Clerk, Auditor and any others present (Candidates, or their scrutineer) shall sign the Vote Count Summary Report indicating the results and votes cast.

- i) Only the Clerk, Deputy Returning Officers, Assistant Returning Officers, appointed Election Officials, certified Candidates (an acclaimed candidate or their scrutineer is NOT permitted) and authorized Scrutineers will be permitted to remain in the Help Centre.
- ii) Before being admitted to the Help Centre, upon request by the Clerk or DRO, Candidates, Scrutineers and Election Officials shall be required to show proof of identity as prescribed in *O. Reg. 304/13*.
- iii) Before being admitted to the Help Centre, a person appointed as a scrutineer shall also produce and show his/her **Form MT49A** to the Clerk for the receiving of the voting results at the Help Centre and take the "Oral Oath of Secrecy" **Form MT49B** from the Clerk before being permitted to remain at the Help Centre.
- iv) Entrance to the Help Centre will not be permitted after 8:00 p.m. on Voting Day and only Election Officials will be allowed to enter thereafter. Candidate's and scrutineers are to arrive between 7:45 p.m. and 8:00 p.m. Once admitted to the Help Centre, no one shall be permitted to leave until the results are received and the Vote Count Summary Report has been signed by all in attendance.
- v) The candidate or scrutineer shall not communicate the results to anyone until the Clerk has released the unofficial results to the general public.
- vi) ANYONE who is creating a disturbance at the Help Centre will be removed as directed by the Clerk.
- vii) **Cell phones and other equipment SHALL be turned off** upon entering the Help Centre and their use is prohibited while at the Help Centre, except by Election Officials.
- viii) No campaign material will be allowed within the Help Centre.

NOTICE OF RESULTS [SECTION 55 (3)]

The unofficial results of each candidate , as applicable, shall be made available by the Clerk as soon as practical after 8:00 p.m. on Monday, October 26, 2026, Voting Day, at the Municipal Office located at 41342 Morris Road, Brussels, and the Clerk shall post the same **Unofficial Results** on the municipality’s website.

The Clerk shall send each school board’s election results to the respective Clerk handling the school board election as soon as possible after the close of voting on Voting Day.

DECLARATION [SECTION 55 (4)]

As soon as possible after Voting Day, the Clerk shall declare the **Official Results** using the “Declaration of Election Results” *Form MT50* and post the results at the Municipal Office and on the municipal website.

Separately, the Clerk responsible for school board elections shall provide the respective school board results to each Clerk using the “Declaration of Election Results”
Note – only include the school board results and not your municipality’s municipal election results.

INFORMATION TO BE MADE AVAILABLE [SECTION 55 (4.1)]

As soon as possible after Voting Day, the clerk shall make the following information available at no charge for viewing by the public on a website or in another electronic format:

1. The number of votes for each candidate.
2. The number of declined and rejected ballots.
3. The number of votes for the affirmative or negative on a by-law or question.

RECOUNT (SECTIONS 56-58)

Circumstances for a Recount

The Clerk shall hold a recount:

- Of the votes for two or more candidates who receive the same number of votes and cannot both or all be declared elected to the office;
- Of the votes on a bylaw, if the votes for the affirmative and negative are equal;
- Of the votes for two or more answers to a questions, if the votes are equal;
- If the Council of the Municipality passes a resolution requiring a recount of the votes cast (for Council office or questions or bylaws submitted by Council)
- If a local board passes a resolution requiring a recount of the votes cast (for offices on a local board or questions or by-laws submitted by a local board)
- If the Minister makes an order requiring a recount of the votes cast for all or specified answers to a question submitted by them.
- If an order requiring a recount has been made by the Superior Court of Justice.

In the case of a tie vote, as provided under Section 56 of the *Municipal Elections Act, 1996*, the Clerk shall require Simply Voting Inc. to provide a re-tabulation of the votes cast.

Pursuant to Subsection 56(2) of the *Municipal Elections Act, 1996* 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 8, 2026 at the Receiving Location.

Pursuant to Subsection 61(1) of the *Municipal Elections Act, 1996*, 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;
- every certified candidate for the office;
- the applicant, in the case of a recount ordered under section 58.
- the lawyer or agent for each of the candidate(s); and
- only one (1) scrutineer for each of the candidate(s).

At the precise hour designated for the recount, the Clerk shall re-tabulate the results for the contest(s) that are subject to the recount procedure and publish the results of the recount.

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 *Municipal Elections Act, 1996* 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 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 candidate's lawyer and/or scrutineer will have an opportunity of examining the paper to be used to inscribe the names of the candidates;
- The Clerk shall print the name of each candidate on a similar size paper and the candidate(s), the candidates' lawyer and/or scrutineer, without touching the paper, may examine the same. The writing of each name shall be clear and concise, and no ink shall appear within half an inch of the edge of the paper. In addition, all persons present will have an opportunity of examining the box which will be used for conducting the lot;
- Upon acceptance of all the candidates that the process outlined in paragraphs one and two 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.
- Once all Candidate's names are inserted into the box, the top of the box shall be closed. Any individual entitled to be in attendance at the drawing shall be given the opportunity to inspect the box before it is closed. The Clerk shall shake the closed box vigorously ten (10) times. Before opening the box, the Clerk shall select another Election Official member to draw from the box.
- The Clerk shall open the box and hold the box at such a height as to prevent any individual from seeing inside the box before a name is drawn from it.
- At the Clerk's direction, the individual drawing from the box shall reach in and pull out one (1) piece of paper at a time for each office to be filled. When a piece of paper is drawn, the individual shall unfold it and show the name on it to all in attendance and say the name aloud.
- Once completed, the person appointed by the Clerk shall remove the remaining contents from the box and provide an opportunity for all persons present to examine the remaining slips of papers and the box.

VOTES FOR CANDIDATES TO BE INCLUDED IN A RECOUNT (SECTION 56, 57, 58)

Internet/Telephone:

All votes for all candidates in the contested race, or answers to a question or by-law will be counted.

NOTIFICATION OF RECOUNT DATE, TIME, PLACE (SECTIONS 56, 57, 58 and O. Reg. 101/97)

The Clerk shall give notice of the recount date, time and place on “Notice of Recount” *Form MT53* to the following:

- all certified candidates for the office which is the subject of the recount;
- where a resolution is involved, the Council or local/school board which passed the resolution;
- the Minister when an order has been made;
- the applicant in the case of a court order;
- in the case of a recount concerning an office, by-law or question in respect of which electors of another municipality are entitled to vote, the Clerk who was responsible for the conduct of the vote in the other municipality;
- notice of recount will be given by registered mail or personal service.

PROCESS AT RECOUNT (SECTIONS 61, 62 and O. Reg. 101/97)

At the time set for the recount to commence, the Clerk should outline the procedures as follows:

- the rules prescribed by the Minister or established by the Clerk are to be followed and should be explained to everyone present for the recount;

Internet /Telephone:

Upon completion of the recount, the Clerk shall announce the results of the recount.

Declaration:

Clerk: The clerk shall not *declare the results officially*. *Verbally announce the unofficial results. See Notice of Final Certified Results for official declaration process, according to Section 62 (4)*

Persons authorized to be in attendance at the recount may also be at the announcement of the results of the recount.

CONTINUING TIE VOTE – AFTER RECOUNT PROCEDURES
[SECTION 62 (3) AND 63 (10)]

Pursuant to Section 62 (3) in a case of a tied vote following the recount the Clerk shall determine the result by conducting a lot as follows:

The Clerk shall write the name of each candidate on equal-sized pieces of paper. They are then put in a “hat”. The Clerk shall announce, prior to the draw, that “the candidate to be elected shall be the candidate whose name is written on the first piece of paper I draw out of the hat.” The paper is pulled from the hat and the candidate elected is announced.

DECLARATION BY CLERK [SECTION 62 (4)]

Unless an application has been made for a judicial recount, the Clerk, on the 16th day after the recount is completed, shall declare the successful candidate or candidates elected or will declare the result of the vote with respect to a by-law or a question.

The results of the recount shall be posted, at a minimum, in the Municipal Office and on the municipal website by noon, the day following the recount being completed using the “Declaration of Recount Results” *Form MT55*. The Clerk will notify everyone notified of the recount, of the results of the recount in writing.

Such Declaration shall be **sent** to everyone previously given notice of the recount.

COSTS OF RECOUNT [SECTION 7 (3), (4)]

The costs incurred by the Clerk to conduct a recount are to be paid by the municipality, local board, upper-tier municipality or the Minister as soon as possible after the Clerk has signed a certificate verifying the amount. The municipality is to be reimbursed for its reasonable costs in the following situations:

- a regular election when the recount is for:
 - an office on a local board or an upper tier municipality
 - a by-law or question submitted by an upper-tier municipality; or
 - a question submitted by a local board or by the Minister
- a by-election for a local board or for an upper tier municipality; or for the Minister, or a recount in such a by-election

Any expenses incurred by a candidate will be the responsibility of the candidate (ie: legal counsel in attendance on behalf of the candidate).

CANDIDATES FINANCIAL STATEMENTS [SECTION 88.25 (1) and (9)]

All Candidates shall file with the Clerk, the “Financial Statement – Auditor’s Report” *PR Form 4* on or before 2:00 p.m. on March 31, 2027, reflecting the Candidate’s election campaign finances as of December 31 in the year of the election.

The earliest the “Financial Statement – Auditor’s Report” *PR Form 4* can be filed is the first day the Municipal Office is open in January, 2027

At least 30 days before the filing date, but no later than November 30, 2026, the Clerk shall give every candidate whose nomination was filed, **by registered mail**, notice of:

- all the filing requirements of this section; and
- the candidate’s entitlement to receive a refund of the nomination filing fee if her or she meets the requirements of section 34 (Refund);
- the penalties set out in subsections 88.23 (2) and 92 (1).

The notice shall be given on “Notice to Candidate of Filing Requirements” *Form 56A*.

NOTICE OF DEFAULT [SECTION 88.23 (1) - (3), 88.25]

A “Notice of Default” *Form MT57A* shall be given to the candidate by registered mail, and if the candidate was elected, to the relevant council or local board, in the event that a candidate has not submitted the “Financial Statement – Auditor’s Report” *PR Form 4* on or before 2:00 pm on March 31, 2027.

The Clerk shall make available to the public the name of the candidate and a description of the nature of the default.

As soon as possible after April 30th in the year following a regular election, and 90 days after Voting Day in a by-election, the Clerk shall make available to the public on a website or in another electronic format a report setting out all candidates in an election and indicating whether each candidate complied with section 88.25 (Candidates’ Financial Statements, etc.).

For questions regarding campaign finances, the Clerk should direct the candidate to Sections 88.22 – 88.25, 88.30 – 88.32.

EXTENSION OF CAMPAIGN PERIOD [SECTION 88.23 (6) to (8)]

For further information, refer to the *Municipal Elections Act, 1996*.

REFUND OF NOMINATION FILING FEE (SECTION 34)

A candidate is entitled to receive a refund of the nomination filing fee if he or she,

- files the Financial Statement and Auditor’s Report, each in the prescribed form, on or before 2:00 p.m. as of March 31, 2027.

THIRD PARTY FINANCIAL STATEMENTS [SECTION 88.29 (1) and (7)]

Pursuant to Section 88.29(7), at least 30 days before the filing date, the Clerk shall give notice to every registered third party that registered in the municipality:

- Notice of the filing requirement of this section; and
- The penalties set out in subsections 88.27 (1) and 92 (4)

All Registered Third Parties shall file with the Clerk, the “Financial Statement – Auditor’s Report” *PR Form 4* on or before 2:00 p.m. on March 31, 2027, reflecting the Registered Third Party’s campaign finances in relation to third party advertisements as of December 31 in the year of the election. The earliest the “Financial Statement – Auditor’s Report” *PR Form 4* can be filed is the first day the Municipal Office is open in January, 2027.

March 1, 2027 is the last day to provide candidates and registered third parties that registered in the municipality, **by registered mail**, notice of:

- all the filing requirements of this section; and
- the penalties set out in subsections 88.27 (1) and 92 (4) of the MES. S.88.29(7).

The notice shall be given on “Notice to Registered Third Party of Filing Requirements” *Form MT56B*.

NOTICE OF DEFAULT [SECTION 88.27 (1) and (2), 88.29]

A “Notice of Default – Registered Third Party” *Form MT57B* shall be given to the registered third party by registered mail, has not submitted the “Financial Statement – Auditor’s Report” *PR Form 8* on or before 2:00 pm on March 31, 2027.

The Clerk shall make available to the public the name of the registered third party and a description of the nature of the default.

As soon as possible after April 30th in the year following a regular election, or 75 days after Voting Day in a by-election, the Clerk shall make available to the public on a website or in another electronic format, a list of all registered third parties for the election, along with an indication of whether each has filed a financial statement and auditor’s report under section 88.29 (1) (Financial Statements, etc. of Registered Third Parties).

For questions regarding third party finances, the Clerk should direct the registered third party to Sections 88.26 – 88.29, 88.30 – 88.32.

EXTENSION OF CAMPAIGN PERIOD [SECTION 88.27 (3) to (5)]

For further information, refer to the *Municipal Elections Act, 1996*.

COMPLIANCE AUDIT COMMITTEE (SECTION 88.37)

Establish Compliance Audit Committee

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

In Huron County a joint compliance audit committee is established.

Develop a “Terms of Reference” to be adopted by by-law by all participating municipalities. Once adopted, initiate recruitment process using the “Joint Huron County Compliance Audit Committee Ad” and using the “Joint Huron County Compliance Audit Committee Application”, pursuant to the decision of the Huron County working group..

Post the ad, application, and Terms of Reference, at a minimum, on the municipal website.

Council shall approve the appointment of members by resolution or by-law.

REVIEW OF CONTRIBUTIONS TO CANDIDATES [SECTION 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 30th in the year following a regular election, 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,

- (a) 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
- (b) 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.

See Section 88.30 (2) for supplementary filing date provisions.

Decision of Compliance Audit Committee Regarding Candidates (Section 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 Contribution to Registered Third Parties (Section 88.36 (1) to (4))

The Clerk shall review the contributions reported on the financial statements submitted by a Registered Third Party under section 88.23 to determine whether any contribution appears to have exceeded any of the contribution limits under section 88.13 (Maximum Contributions to Register Third Parties)

As soon as possible following the day that is 30 days after the filing date or supplementary filing date, as the case may be , under section 88.30, 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;

- (a) if the contributor's total contribution 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 the contributor to the Registered Third Party in relation to third party advertisements; and
- (b) if the contributor's total contribution 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 who appears to have contravened any of the contribution limits under section 88.13.

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. See Section 88.30 (2) for supplementary filing date provisions.

Decision of Compliance Audit Committee Regarding Registered Third Parties (Section 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 a legal proceeding against a contributor for an apparent contravention.

COMPLIANCE AUDIT APPLICATION [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 using "Compliance Audit Application" .

COMPLIANCE AUDIT COMMITTEE [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.

ELECTION RECORDS

PUBLIC RECORDS [SECTION 88 (5), (10), (11)]

Despite anything in the *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)*, documents and materials filed with or prepared by the Clerk or any other election official under the *Municipal Elections Act, 1996* are public records, and until their destruction, may be inspected by any person at the Clerk's Office at a time when the office is open.

Restrictions

No person shall use information obtained from public records described above, except for election purposes.

Access to the Voters' List

The Voters' List shall not be posted in a public place and can be used only for election purposes.

Due to MFIPPA, details about another person, other than the person an Election Official is speaking with, should not be provided, including whether or not the individual is on the Voters' List.

CANDIDATE'S ELECTION RECORDS

Use of online, electronic and paper versions of the Voters' List, Interim List of Changes to the Voters' List, Voter Participation Status reports and all other information containing personal voter information shall be protected by the Candidate and shall not be used for any purpose other than the 2026 Municipal Election. All Voter information obtained by the Candidate during the 2026 Municipal Election shall be destroyed by the Candidate after the election, either by returning same to the Clerk for destruction with other election material or by deleting it completely from the candidate's computer hardware. If records are shared by the candidates with others (campaign workers) an oath administered by the Candidate, similar to the one taken by the Candidate shall be administered and all shared records shall also be protected and destroyed.

MUNICIPAL ELECTION RECORDS (SECTION 88)

Destruction of Records

After 120 days from declaring the results of the election under Section 55, the Clerk may destroy any other documents and materials related to the election except those listed below under the Retention of Records section of the manual. Witness Statement *Form MT52*

Retention of Records

The election documents or materials shall not be destroyed if:

- a court orders that they be retained; or
- a recount has been commenced and not finally disposed of.

In addition, documents filed under Sections 88.25 (candidates' financial statements, etc.), 88.29 (financial statements, etc. of registered third parties) and 88.32 (return of surplus for subsequent expenses) until the members of the council or local board elected at the next regular election have taken office.

ACCESSIBILITY

Electors and Candidates with Disabilities [Section 12.1 (1)]

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

Plan re Barriers [Section 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 [Section 45 (2)]

In establishing the locations of Help Centres or Ballot Return Stations, the Clerk shall ensure that each Help Centre or Ballot Return Station is accessible to electors with disabilities.

Attendance on Electors with Disabilities [Section 45 (9)]

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

Electors Needing Assistance [Section 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 [Section 12.1 (3)]

Within 90 days after Voting Day in a regular election, the Clerk shall submit a report to council about the identification, removal and prevention of barriers that effect electors and candidates with disabilities and shall make the report available to the public.

Other Resources

AMCTO Municipal Election Manual 2026

Ontario Candidate's Guide to Accessible Elections

Integrated Accessibility Standards Regulation, Ontario Regulation 191/11

Municipally approved Accessibility Policies and Procedures

EMERGENCIES (SECTION 53)

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.

On declaring an emergency, the Clerk shall make such arrangements as he or she considers 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 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 advertise such emergency by means of a Notice of Disruption to the public. The Notice should include, where possible, information about what service is being disrupted, the reason, its anticipated duration and a description of the alternate facilities or services available. This information will be made available on a "Notice of Election Service Disruption" *Form MT02*, and will be posted at the affected voting location, if available and the municipal election website, social media platforms and radio, if possible.

If required, the Clerk may consider alternate options for reporting results, notification of electors, alternate facilities, voting period and or election officials.

In the event of an emergency, third party vendors will take direction from the Clerk as to what actions will be taken.

In the event the Clerk is unable to be present to conduct procedures on Voting Day, there shall be a substitute qualified person appointed or available to attend the election details

If any part of the voting for an office is not completed, the results will not be released until the voting for that office is complete.

Given the options available to electors to vote from any touch-tone telephone or device with an internet connection, any event that results in one or more voting locations becoming unavailable for use on Election Day (e.g. flooding, power failure) shall not be sufficient to cause the Clerk to declare an emergency, delay the vote, open a new voting place, or extend the voting hours.

Pursuant to Section 53 of the Municipal Elections Act, 1996, an emergency shall be declared in the event of any circumstance that in the opinion of the Clerk compromises the integrity and/or execution of the election.

CORRUPT PRACTICES

The Municipal Elections Act, 1996 Sections 89 and 90 provides for penalties and enforcement of corrupt practices and other offences during an election process.

Penalties can include a fine up to \$25,000, forfeiture of office, ineligibility to run for office in the following election, and/or imprisonment up to 6 months.

Although The Municipality will be using an alternative voting method, being Telephone/Internet Voting, the principles and the integrity of the election process will remain and are enforceable.

No person(s) shall solicit a Voter Information Letter from an eligible elector. All valid complaints or knowledge of solicitation shall be reported immediately to the appropriate authorities for investigation of corrupt practices.

In addition, under the provisions of Section 90 of the *Municipal Elections Act, 1996*, 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.

REPORTING CORRUPT PRACTICES

All valid complaints or knowledge of an offence shall be reported immediately to the appropriate authorities for investigation of corrupt practices.

In addition, although many provisions of the *Municipal Elections Act* also deal with voting places, ballots and ballot boxes, etc. the same must be used interchangeably with the alternative forms of voting since the principles of the *Act* must be maintained and is therefore enforceable and subject to penalties.

As such, the Clerk has agreed to the following:

- That all complaints about actions which may contravene the provisions of the *Municipal Elections Act*, either verbally or written, will be reviewed by the Clerk and, if viewed by the Clerk to be valid and not frivolous, will be reported to the appropriate authorities.
- THAT all such valid complaints submitting in writing, once deemed by the Clerk to be substantiated, will be submitted to the appropriate authorities;
- THAT the Clerk or any Election Official will not attempt to intervene in the prosecution and may be called to give evidence during prosecution.

OFFENCES (SECTION 89, 90)

A person is guilty of an offence if he or she:

- votes without being entitled to do so;
- votes more times than this *Act* allows;
- induces or procures a person to vote when that person is not entitled to do so;
- before or during an election, publishes a false statement of a candidate's withdrawal;
- furnishes false or misleading information to a person whom this *Act* authorizes to obtain information;
- without authority, supplies a PIN to anyone;
- deals with a PIN, without having authority to do so;
- no person(s) shall solicit a Voter Information Letter, containing a PIN, from an eligible elector;
- a person who contravenes any provision of the *Act* or a regulation under the *Act* or a by-law passed by a municipality under the *Act*;
- attempts to do something described above.

The following are guilty of an offence that constitutes a corrupt practice:

- A Clerk or other Election Official who willfully fails to perform a duty imposed by the *Act*.

PENALTIES

Elector [Section 90 (2)]

An offence described above under Corrupt Practices [Section 90 (3)] constitutes a corrupt practice and a person who commits it is, on conviction, disqualified from voting at an election until the next regular election has taken place after the election to which the offence relates, in addition to being liable to any other penalty provided for in the *Act*.

Candidate [Section 91 (1)]

If a person is convicted of a corrupt practice under the *Act*, or of an offence under the *Criminal Code* (Canada) in connection with an act or omission that relates to an election to which the *Act* applies, then, in addition to any other penalty provided for in the *Act*:

- a) any office to which the person was elected is forfeited and becomes vacant; and
- b) the person is ineligible to be nominated for or elected or appointed to, any office until the next two regular elections have taken place after the election to which the offence relates.

However, if the presiding judge finds that the person committed the corrupt practice or offence under the *Criminal Code* (Canada) without any intent of causing or contributing to a false outcome of the election, clause b) does not apply.

Individual [Section 94.1(1)]

An individual who is convicted of an offence is liable to the following penalties in addition to any other penalty provided for:

- for any offence, a fine not more than \$25,000;
- for any offence other than a corrupt practice, the penalties described in Subsection 88.23 (2) – Effect of Default by Candidate and 88.27 (1) – Effect of Default by Registered Third Party.
- for an offence under Section 90 (Corrupt Practices: Certain Offences Committed Knowingly), imprisonment for a term of not more than 6 (six) months;
- for any offence that the presiding judge finds that the individual committed knowingly, imprisonment for a term of not more than 6 (six) months.

Trade Unions [Section 94.1(2)]

A corporation or trade union that is convicted of an offence is liable to a fine of not more than \$50,000 in addition to any other penalty provided for.

MAIL TAMPERING - CRIMINAL OFFENCE AND PROSECUTION

Notification of the voting process and how electors can vote will be provided in the Voter Information Letter, to electors by first class mail.

The Criminal Code of Canada states that tampering with the mail of an individual is a criminal offence and a person found guilty is liable to a term of imprisonment not exceeding ten (10) years. Since The Municipality's election methods rely on delivery of the VIL to eligible electors in order to allow those electors to exercise their right to vote, any instance or substantiated account of mail tampering will be taken very seriously and reported to the authorities.

In order to ensure the integrity and confidence of the voting process for all electors and candidates, the Clerk agrees to the following rules and regulations:

- THAT all complaints about actions which may contravene the provisions of the Criminal Code of Canada with respect to mail tampering, submitted in writing, will be considered by the Clerk;
- THAT all such valid complaints, once deemed by the Clerk to be substantiated, will be submitted to the appropriate authorities;
- THAT the Clerk or any Election Official will not attempt to intervene in the prosecution and may be called to give evidence during prosecution.

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