

Municipality of Arran-Elderslie

Election Procedure Manual

2026 Municipal Election

Approved by the Clerk for the
Municipality of Arran-Elderslie

This 3rd day of February, 2026
Amended August 25, 2026

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This Manual is provided for informational purposes and is subject to change. Please refer to the legislation for specific reference.

All references to the Clerk, for the purposes of this Manual, shall mean the Returning Officer (RO) for the 2026 Municipal Election. All references to the Clerk’s designate shall mean the delegated duties of the RO.

Section 1 – Authority

The Telephone and Internet Voting Election Procedure for the Municipality of Arran-Elderslie has been prepared in accordance with the provisions of Section 42 of The Municipal Elections Act (MEA), 1996, as amended.

The Municipality of Arran-Elderslie has chosen to utilize the telephone and internet voting method in the 2026 Municipal Election, as authorized by By-law No. 36-2024 for the Municipality of Arran-Elderslie on July 8, 2024, and pursuant to the provisions of Section 42 of the MEA.

Section 42(2)(a) of the MEA, 1996, as amended, provides that a by-law passed under Section 42(1) of the Act applies to a regular election if the by-law is passed on or before May 1 in the year of the election.

Section 42(3) of the MEA provides that, no later than June 1, 2026, the Clerk shall establish procedures and forms for the use of any alternative voting method authorized by by-law and provide same to each candidate.

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

When the Election Procedure Manual for the Municipality of Arran-Elderslie does not provide for any matter, an election to which this procedure applies shall be conducted as far as practicable in accordance with the principles of the MEA.

Section 11 of the MEA states that the clerk of the local municipality is responsible for conducting elections within that municipality and 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) preparing a report about the identification, removal and prevention of barriers that affect electors and candidates with disabilities

Section 12 of the MEA provides that, with respect to the duties and authority of a municipal clerk:

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

While Section 13 of the MEA provides:

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

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 (proxy votes) apply only if the by-law so specifies. By-law No. 36-2024 does not provide for either advance or proxy votes; therefore, a person cannot give her/her Voter Information Letter to another eligible elector for the purpose of proxy voting.

Definitions shall be as set out in the MEA and as provided for in the Election Procedure Manual.

Section 2 - Disclaimer

The Election Procedure Manual for the Municipality of Arran-Elderslie has been prepared to provide general guidance for the 2026 Municipal Election.

In the event of any discrepancy in the Election Procedure Manual, the Municipal Elections Act, 1996, as amended, shall take precedence except as provided for in Section 42(4) of the MEA.

Amendments may be made to the Election Procedure Manual at the discretion of the Clerk.

Any unforeseen cases which are not addressed in these procedures will be recorded, action taken and reflected in an addendum signed by the Clerk to these procedures and circulated to all candidates and posted on the website.

Section 3 - Declaration

Pursuant to Section 12 of the Municipal Elections Act, 1996, as amended, I hereby certify that the attached procedure shall be followed while conducting the 2026 Municipal Election in the Municipality of Arran-Elderslie.

Date

Christine Fraser-McDonald
Clerk

Section 4 – Definitions

1. Act—means the Municipal Elections Act, 1996, as amended, (MEA).
2. Advance Voting—means voting conducted anytime beginning on October 19, 2026 at 10:00 a.m. and concluding on October 26, 2026 at 8:00 p.m.
3. Ballot—means either an image on a computer screen of a ballot for an election to be voted on, including all choices available to the elector and containing spaces in which the elector can mark his/her selection and when using a telephone or device connected to the internet, an audio set of instructions which describes all choices available to the elector and instructions to mark his/her selection by depressing the numbered touch tone keypad.
4. Candidate—means a person who has been nominated under Section 33 of the Municipal Elections Act, 1996, as amended.
5. Certified Candidate—means a candidate whose nomination has been certified by the Clerk under Section 35 of the Municipal Elections Act, 1996, as amended.
6. Clerk—means the Clerk of the Municipality of Arran-Elderslie who is responsible for conducting the 2026 Municipal Election under the authority of the Municipal Elections Act, 1996, as amended and reciprocally also known as the Returning Officer. All references to the Clerk's designate shall mean the delegated duties of the Returning Officer.
7. DataFix—means an Election Management System used to conduct a municipal election including Voter View, an internet-based application designed to provide

election officials with an electronic view of their electoral information, including the ability to make corrections to the Voters list as well as to access various voter counts needed for electoral planning, with the capability to provide an electronic copy of all changes to the provincial authority at the end of the electoral event.

8. Election—means the 2026 School Board and Municipal elections conducted by the Returning Officer.
9. Election Official (EO)—means the Clerk and/or other persons appointed in writing by the Clerk to carry out election duties in accordance with the Municipal Elections Act, 1996, as amended. An EO can only carry out duties and tasks as assigned in writing by the Clerk and must take the prescribed oath in accordance with Section 15 of the Municipal Elections Act, 1996, as amended.
10. Friend or Support Person—means a person who has been requested by an elector to assist him/her in the voting process.
11. Help and Revision Centre—means a location provided by the Municipality of Arran-Elderslie to assist electors, provide guidance and clarification with the telephone and internet voting process or other general election inquiries. The Help and Revision Centre will be located in the administrative office area at 1925 Bruce Road 10, Chesley, Ontario, N0G 1L0.
12. Identification—means a document that can be used to show the elector's name and address. A detailed list of acceptable documents is attached hereto as Schedule A.
13. Nomination Period—means the period between the first day of nominations to Nomination Day. The first day that nominations can be filed for a regular election is May 1, 2026. Nomination Day (the deadline to file or withdraw a nomination) for a regular election is August 21, 2026 at 2:00 p.m.
14. Personal Identification Number (PIN)—means a unique multiple digit number, assigned by Simply Voting Inc., randomly generated and sent to every elector on the Voters List by way of a Voter Information Letter. The PIN will provide security for access to the voting system.
15. Voters' List (from Elections Ontario's Permanent Register of Electors)—means a list of electors for the municipality compiled by the Elections Ontario (EO) and provided to the Municipality of Arran-Elderslie by a date prior to September 1, 2026 of an election year under Section 19 of the Municipal Elections Act, 1996, as amended.
16. Scrutineer—means an individual appointed in writing by a certified candidate to represent him/her during the voting process pursuant to Section 16 of the Municipal Elections Act, 1996, as amended.

17. Student voting – means a student may vote in the municipality where he or she is temporarily residing while attending school as well as at his or her permanent home in a different municipality, provided that he or she does not intend to change his or her permanent home.
18. Time/Clock—means the time as indicated on the National Research Council Canada Web Clock showing official times for the Eastern Time Zone.
19. Voting Day—means the final day during which the vote is to be taken in the election, which shall be October 26, 2026 with the close of poll set at 8:00 p.m.
20. Voters List—means the PLE, as corrected by the Clerk, under the provisions of Sections 19 and 22 of the Municipal Elections Act, 1996, as amended.
21. Voting Period—means the period in which an eligible elector may cast his/her vote, via internet or telephone (or similar mobile device). The Voting Period shall span from Monday, October 19, 2026 starting at 8:30 a.m. to Voting Day, Monday, October 26, 2026 at 8:00 p.m.
22. Voting Place—means a location designated by the Clerk equipped with a telephone and/or internet connection to accommodate voting during the voting period, as required. Voting may take place at the Voting Place as follows:

Monday, October 19, 2026	10:00 a.m. to 4:30 p.m.	Municipal Office
Tuesday, October 20, 2026	10:00 a.m. to 4:30 p.m.	Municipal Office
Wednesday, October 21, 2026	10:00 a.m. to 4:30 p.m.	Municipal Office
Thursday, October 22, 2026	10:00 a.m. to 4:30 p.m.	Municipal Office
Friday, October 23, 2026	10:00 a.m. to 4:30 p.m.	Municipal Office
Monday, October 26, 2026	10:00 a.m. to 8:00 p.m.	Municipal Office

The Municipal Office shall be a designated Voting Place and is located at 1925 Bruce Road 10, Chesley, ON, Ontario, N0G 1L0. Telephone: (519) 363.3039. Other Voting Places may be designated at the Clerk's discretion.

23. Voter Information Letter—means a sealed envelope containing a Personal Identification Number (PIN) for each elector on the Voters List (or those who have completed an application, duly approved by the Clerk or her designate, for inclusion on the Voters List), a telephone access number and internet address for voting purposes, a Help and Revision Centre address and number for assistance and a list of certified candidates for office. These envelopes will be mailed individually to each elector on the Voters List or distributed from the Municipal Office at the discretion of the Clerk or her designate.

Section 5 - Secrecy

1. The Clerk shall require all Election Officials and/or other persons working in connection with the Municipal Election to swear or affirm an oath of secrecy in accordance with Section 49(1) of the MEA.
2. No person shall interfere or attempt to interfere with an elector while in the process of accessing the telephone or internet voting service or interfere or attempt to interfere in the voting process while using the telephone or internet voting service unless expressly requested and authorized by an elector.
3. Electors voting at the Voting Place may vote with the assistance of a friend or support person by stating his/her inability to vote without assistance. Form EL 27, where applicable, shall be completed and the friend shall be required to take the appropriate oath prior to providing the assistance.
4. No person shall obtain or attempt to obtain information as to how an elector intends to vote or has voted.
5. No person shall communicate any information that might have been inadvertently obtained relating to how an elector intends to vote or has voted.
6. No elector shall reveal how he/she intends to vote except when obtaining assistance with voting by a friend, support person or an Election Official.
7. All complaints regarding breaches of secrecy shall be investigated by the proper authorities and shall be prosecuted pursuant to Sections 89 and 90 of the MEA.

Section 6 – Nominations

The giving of notice for nominations, Notice of Nomination for Office, shall be placed in a local newspaper prior to Monday, May 1, 2026, at the Municipal Office and on the Municipal website and Facebook page.

A person may be nominated for an office by filing a nomination in the Clerk's Office in person or by an agent according to Section 33 of the MEA. The nomination must be endorsed by at least twenty-five (25) persons and nominators may endorse more than one (1) nomination. The person endorsing a nomination must be eligible to vote in an election for an office within the Municipality if a regular election was held on the day that the person endorses the nomination.

Nomination Paper(s) for the following offices will be available at the Clerk's Office from May 1, 2026 to August 21, 2026 during regular business office hours (8:30 a.m. to 4:30 p.m.) and between 9:00 a.m. and 2:00 p.m. on Nomination Day, August 21, 2026 and on the website for:

One (1) Mayor
One (1) Deputy Mayor
One (1) Arran Ward Councillor
One (1) Chesley Ward Councillor
One (1) Elderslie Ward Councillor
One (1) Paisley Ward Councillor
One (1) Tara Ward Councillor

Nominations must be filed with the Clerk with the prescribed nomination filing fee of \$200.00 for Head of Council and \$100.00 for all other offices along with proof of identity and residence as prescribed in Ontario Regulation 304/13.

No faxed or other electronically transmitted nomination paper will be accepted as an original signature is required.

The filing fee shall be paid by cash, debit card, certified cheque or money order made payable to the Municipality of Arran-Elderslie.

In addition to Municipal Council Offices, voters in the Municipality of Arran-Elderslie will elect school board trustees for the 2026 Municipal Election. School board trustees are elected to represent electors within the jurisdiction of their respective school boards and are responsible for the governance of publicly funded schools.

Trustees are elected for the same four-year term as Council, commencing November 15, 2026 and ending November 14, 2030.

Nomination Paper(s) for school boards must be obtained and filed at the appropriate designated Municipal Office for the following offices:

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

Estimated Maximum Campaign Expense

The Clerk shall calculate the estimated maximum campaign expenses for each office on the “Estimated Maximum Campaign Expense” forms and provide a copy to the candidate or his/her agent the day that the Nomination Paper is filed. The Clerk’s calculation is final.

Notice of Penalties

Prior to Voting Day, the Clerk shall provide a notice of penalties on the “Notice of Penalties and Corrupt Practices” form to the candidate or his/her agent.

MFIPPA

The candidate may sign the consent to release personal information (Municipal Freedom of Information and Protection of Privacy Act – MFIPPA) form authorizing the Clerk to release personal information the public and the media.

Unofficial List of Candidates

The Clerk shall provide notice of the unofficial list of candidates by preparing and posting at the Municipal Office and on the Municipal website an “Unofficial List of Candidates” form which is to be updated as each nomination paper is filed. The list will clearly be marked “unofficial” until such time as the Clerk has certified the nominations. The Clerk must obtain authorization from the candidate to post his/her personal information such as his/her addresses.

Nomination Day

Nomination Paper(s) will be received at the Municipal Office between 9:00 a.m. and 2:00 p.m. on Nomination Day, August 21, 2026 by following the same procedures as noted above.

Certification of Nomination Papers

Pursuant to Section 35 of the MEA, on or before August 24, 2026 at 4:00 p.m., the Clerk will carry out a review of each nomination to determine qualification and if the nomination complies with the MEA. Once satisfied that the candidate is qualified, complete the “Certification by Clerk” section on the Nomination Paper.

Rejection of Nomination Paper

If the candidate is not qualified to be nominated or the nomination does not comply with the MEA, the Clerk will reject the nomination according to Section 35(3) of the MEA. A “Notice of Rejection of Nomination” form shall be sent as soon as possible by registered mail to the person who sought to be nominated and the notice shall also be sent as soon as possible by regular first-class mail to all candidates for the office.

Withdrawal of Nomination

Pursuant to Section 36 of the MEA, a candidate may withdraw his/her nomination by completing and filing in person a “Withdrawal of Nomination” form with the Clerk before 2:00 p.m. on Nomination Day, August 21, 2026. A withdrawal sent by email, mail or fax will not be accepted. The withdrawal shall be noted on the “Unofficial List of Candidates”.

Official List of Candidates

The final list of certified candidates will be posted at the Municipal Office and on the Municipal website on or before August 24, 2026 using the “Official List of Certified Candidates” form.

Declaration of Election

If after 4:00 p.m. on 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 is to be conducted pursuant to Section 40 of the MEA.

The Clerk shall give the electors notice of the following:

- 1) the dates and times of the Voting Period
- 2) the location and hours of operation of the Help and Revision Centre
- 3) the manner in which electors may use the internet/telephone voting method

Acclamations

Pursuant to Section 37(1) of the MEA, if the number of certified candidates for an office is the same as or fewer than the number to be elected, the Clerk shall immediately declare the candidate(s) elected by acclamation on August 24, 2026. The Clerk shall post a “Declaration of Acclamation to Office” form. Should this situation arise, there will be no election conducted for the office(s).

Fewer Number of Nomination Papers than Offices

Pursuant to Section 33(5) of the MEA, if on August 24, 2026, the number of certified nominations filed for an office is fewer than the number of persons to be elected to the office, additional nominations may be filed between 9:00 a.m. and 2:00 p.m. on August 26, 2026. The Clerk shall post a “Notice of Additional Nominations” form advising that additional Nomination Papers may be filed for that office on the specific date and time.

If at 2:00 p.m. on 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

According to Section 33(5) of the MEA, if between 9:00 a.m. and 2:00 p.m. on 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

Withdrawal of additional nominations must be in place prior to 2:00 p.m. on August 21, 2026 by following the procedure in the “Withdrawal of Nomination Paper” section noted above.

Additional Nominations Equivalent to the Number of Offices

If at 4:00 p.m. on August 24, 2026, there is a sufficient number of certified Nomination Papers filed to fill the office(s), the Clerk shall post a “Declaration of Acclamation to Office” pursuant to Section 37(2) of the MEA.

Insufficient Number of Nomination Papers Filed to Form a Quorum – Council

If the number of Nomination Papers filed is insufficient to form a quorum of the Council, a by-election shall be held according to Section 37(4)(1) of the MEA.

Sufficient Number of Nomination Papers Filed to Form a Quorum - Council

If the number of Nomination Papers filed is less than the number of positions for an office of the Council, but does form a quorum, Section 263(1) of the Municipal Act, 2001 S.O. 2001, as amended, shall apply [see Section 34(4) of the MEA].

Death or Ineligibility of a Candidate

According to Section 39 of the MEA, if a certified candidate dies or becomes ineligible before the close of voting—

- ✓ 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
- ✓ the result would be one fewer candidate only and no acclamation, the candidate’s name shall be omitted from the ballot

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

Final Calculation of Campaign Expenses

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”. 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 ten (10) days after the Clerk makes the corrections pursuant to Section 88.20(13) and (14). The Clerk’s calculation is final and shall be made in accordance with the prescribed formula set out in Ontario Regulation 101/97.

Candidate Name Pronunciation

All certified candidates may be required to provide the Clerk the proper pronunciation of their names prior to finalization of the voice prompts for the telephone component of the voting system.

Section 7 - Voters' List (from Elections Ontario's Permanent Register of Electors)/Voters List

Note: Elections Ontario maintains the Permanent Register of Electors for Ontario used to generate the Preliminary List of Electors for municipal elections. MPAC no longer produces the municipal voters' list; however, MPAC remains responsible for school support designations.

1. The Voters' List (from Elections Ontario's Permanent Register of Electors) shall be requested from the Elections Ontario (EO) in an electronic format and be received by the Clerk no later than September 1, 2026.
2. The Clerk will review said list and obvious errors shall be corrected as permitted under Section 22 of the MEA and notify Elections Ontario. The corrected PLE becomes the Voters List. The Clerk may use any information that is in the Municipality's custody or control when correcting the PLE for obvious errors pursuant to Section 22(2) of the MEA.
3. Electors can confirm, update or add their information year-round using Elections Ontario's voter registration portal at RegisterToVoteON.ca. A voter lookup link will also be provided on the Municipality's website once available from Elections Ontario.
4. The Voters List shall be provided by DataFix to Simply Voting Inc. in an electronic format on a pre-arranged date in order that Simply Voting Inc. may print the Voter Information Letters. Simply Voting Inc. will manage design, proof, print and mail the Voter Information Letters (VIL). Printing and mailing will be executed by Taylor-Demers under the supervision of Simply Voting Inc. The VIL will be sent via Canada Post as letter mail. Canada Post 2026 postage rates will apply and will be invoiced directly to the Municipality.
5. All certified candidates shall be entitled to a copy of the Voters List as of September 1, 2026 and shall sign a statement acknowledging that the Voters List shall not be used for any commercial purposes. Candidate copies of the Voters List must be returned to the Clerk following the election for destruction. In addition, Sections 88(10) and (11) state that the Voters List cannot be posted in a public place and can be used for election purposes only.
6. Further additions, corrections and deletions may be made to the Voters List in accordance with the MEA at the discretion of the Clerk.

Amendments to the Voters List

The Voters List may be amended using the prescribed form, “Application to Amend Voters List” by providing proof of identity and residence as required in Ontario Regulation 304/13. Such amendments shall take place between September 1, 2026 until October 26, 2026 at 8:00 p.m.

Other names may be removed from the Voters List by using the “Application for Removal of Another’s Name from the Voters List form between September 1, 2026 until October 26, 2026 at 8:00 p.m. The Clerk may remove a person’s name from the Voters List until the close of voting-on-Voting Day if the Clerk is satisfied that the person has died.

On or before September 30, 2026, the Clerk will determine the total number of electors on the Voters List. This number is necessary to calculate for inclusion on the “Certificate of Maximum Campaign Expenses” for the 2026 Municipal Election.

Interim List of Changes

The Clerk shall prepare an “Interim List of Changes” form to the Voters List that were approved on or before September 15, 2026. This form can be completed between September 15, 2026 and September 25, 2026.

Final List of Changes

The Clerk shall prepare the “Final List of Changes” form to the Voters List by November 23, 2026 and forward to Elections Ontario pursuant to Section 27(2) of the MEA.

Section 8 - Help and Revision Centre

For the purpose of the 2026 Municipal Election, a voting place is not required; however, the following location is identified as a Help and Revision Centre. Electors may be added to the Voters List and receive assistance and clarification on the election process including access to a telephone and/or the internet in order to vote during the hours designated by the Clerk.

1. The Voters List shall be available at the Help and Revision Centre.
2. The Help and Revision Centre shall be established at the Municipal Office, specifically, the administration office area, for the Municipality of Arran-Elderslie located at 1925 Bruce Road 10, Chesley, ON N0H 1G0. Telephone: (519) 363-3039.

3. The Help and Revision Centre shall be responsible for the following:
 - a) addition of eligible voters to the Voters List in accordance with the MEA
 - b) eligible voters' names that are added to the Voters List will be assigned and the voters will receive (or be mailed) a Voter Information Letter containing a PIN
 - c) eligible voters will be able to vote at the Municipal Office Voting Place if they desire to do so during the Voting Period.
 - d) verification and re-issuance of Voter Information Letters to qualified voters may occur when:
 - an individual, whose name appears on the Voters List, has lost his/her Voter Information Letter or did not receive it in the mail, he/she can attend the Help and Revision Centre and provide, to the satisfaction of the Clerk or her designate, that he/she requires a new PIN. The Clerk or her designate will disable the voter's lost PIN and electronically mark it in the system as having been lost. Upon providing acceptable identification to the Clerk or her designate, a new Voter Information Letter may be issued.
 - e) answer general election questions
 - f) provide assistance to voters upon request and appointment

Section 9 – Notices and Advertisements

1. The Clerk shall notify voters of the following via the local media and Municipal website and Facebook page:
 - a) a Municipal Election is being held for the Municipality of Arran-Elderslie and that the telephone/internet voting method has been selected as the method of voting in 2026 in accordance with By-law No. 36-2024, being a by-law to authorize an alternative voting method, being telephone and internet voting for the 2026 Municipal Election and School Board Elections, enacted on November 8, 2021.
 - b) dates and times of the Voting Period and Voting Day including the method of voting
 - c) who is eligible to vote in the Municipal Election
 - d) locations, dates and times that the Help and Revision Centre and Voting Place (situated at the Municipal Office) are open
 - e) how electors can determine if their name is on the Voters List
 - f) procedure for being added, deleted or making corrections to the Voters List
2. Each person on the Voters List shall be mailed, by first class mail, a sealed Voter Information Letter (VIL) containing:
 - a) his/her elector's voter credentials, the telephone number to call to cast his/her vote and the designated internet address (URL) to access to cast his/her vote using the internet

- b) instructions on how and when to vote
- c) dates and hours of voting
- d) location, dates and hours of operation and telephone number of the Help and Revision Centre
- e) a voter eligibility explanation
- f) information on voting assistance available at the Municipal Office
- g) election email address and designated internet address
- h) summary of nominated certified candidates and offices
- i) information on illegal and corrupt practices under the Act

Section 10 – Voting

Secrecy

All Election Officials (EO) shall be appointed pursuant to the “Appointment – Oath of Election Officials” form and take an oath of secrecy.

Any complaint regarding a breach of secrecy shall be documented by the Election Official along with questions and answers of the complainant and, if deemed appropriate, the Clerk shall submit same to the Ontario Provincial Police for further investigation and possible prosecution.

Elector Requiring Assistance

In accordance with Section 52(1)(4) of the MEA, an Election Official may permit an elector who needs voting assistance to receive such assistance as the Election Official considers necessary.

Oral Oath to Vote with Assistance

A voter who requires voting assistance at the Help and Revision Centre may ask the Election Official to help. The Election Official shall require the voter making the request to take the “Oral Oath to Vote with Assistance” as stated on the form.

Oral Oath of Friend of Elector

Rather than the Election Official providing assistance, the voter may request that a friend accompany the voter at the Help and Revision Centre to assist the voter. Any friend assisting shall be required to take the “Oral Oath of Friend of Elector” as stated on the form. No person shall be allowed to act as a friend of more than one (1) voter at the Help and Revision Centre. Candidates and scrutineers may not act in the capacity of a friend of elector.

Oral Oath of Interpreter

Where a voter requires an interpreter, such person provided by the voter shall take the “Oral Oath of Interpreter” as stated on the form and shall translate the oaths as well as any lawful questions put to the voter.

General

1. Each eligible elector shall be required to call a designated telephone number to cast his/her vote or access a designated internet address to cast his/her vote. The designated telephone number and designated internet address are contained in the Voter Information Letter.
2. Each eligible elector shall be limited to one (1) vote through the use of a PIN contained within the Voter Information Letter.
3. The voting system will allow the eligible elector to vote using a touch tone telephone, cell phone, computer or any device connected to the internet from anywhere in the world where internet access is available. A vote cannot be cast using a rotary dial telephone.
4. Following the voter’s selection, the voting system will identify the voter’s choice and provide the voter with the option of changing or confirming his/her vote.
5. Once the voter credentials are used to complete voting and a ballot is cast, it cannot be used again, and further access shall not be granted to the voting system.
6. The voting system will not permit a voter to overvote.
7. The voting system will allow the voter to choose to spoil his/her ballot.
8. Internet and telephone voting will commence on October 19, 2026 at 10:00 a.m. and conclude on Voting Day, October 26, 2026 at 8:00 p.m.
9. An opportunity for eligible students and ratepayers to vote will be provided on October 24, 2026 at the Voting Place (Municipal Office, 1925 Bruce Road 10, Chesley, Ontario, N0G 1L0) between the hours of 10:00 a.m. and 1:00 p.m. Other eligible electors are welcome to attend this advance poll as well.

Monday, October 26, 2026 8:30 a.m. to 8:00 p.m. Municipal Office

10. Other Voting Places may be designated at the discretion of the Clerk.

11. The names of electors who have voted during the voting period will be provided to the Clerk electronically from Simply Voting Inc.; however, it is not possible to determine how an elector voted.

Section 11 – Voter Qualification

1. Pursuant to Section 17(2) of the MEA, a person is entitled to be an elector at an election held in a local municipality if, on Voting Day, he/she:
 - a) is a Canadian citizen
 - b) is at least 18 years old
 - c) 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
 - d) is not prohibited from voting under Section 17(3) of the MEA or otherwise by law

Section 12 – Voting Process

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

1. 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.
2. 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.
3. 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.
4. 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.
5. The Voting System shall not permit a voter to overvote or spoil a ballot.

6. Eligible voters may vote by:

- a) accessing the designated telephone number using a land line or cellular, touch tone telephone, but not a rotary dial telephone.
- b) or accessing the designated internet address using a dial-up modem access or a high-speed connection.
- c) attending the Voting Place during the following hours:

Monday, October 19, 2026	10:00 a.m. to 4:30 p. m.	Municipal Office
Until		
Monday, October 26, 2026	8:30 a.m. to 8:00 p.m.	Municipal Office

Voter Assistance Centers will be open on Saturday, October 24, 2026 from 10:00 a.m. to 1:00 p.m. The Voting Assistance Centers will be located at:

Municipal Office
1925 Bruce Road 10,
Chesley, ON

Tara Firehall
72 Yonge St N,
Tara, ON

Paisley Firehall
382 Goldie St
Paisley, ON

The Voting Place, being the Municipal Office, is located at 1925 Bruce Road 10, Chesley, Ontario, N0G 1L0. Telephone: (519) 363.3039. The Clerk may be reached at the same telephone number. Eligible voters may use the touch tone telephone or internet access provided at the Voting Place during the prescribed hours noted above. Other Voting Places may be designated at the discretion of the Clerk.

Following the official close of voting at 8:00 p.m., a 10-minute grace period will be provided if voters remain present at the Voting Place.

- d) attending the following locations to use the free internet access in accordance with Bruce County internet use rules and regulations:

Bruce County Library, Paisley Branch	274 Queen St S
Bruce County Library, Chesley Branch	73 2 nd Street SE
Bruce County Library, Tara Branch	59 Yonge St N

- e) attending the Voting Place during the Voting Period with a friend or support person, taking the appropriate oath(s) and having a friend vote using either

voting method. In the absence of a friend or support person, the voter may request the assistance of an Election Official, who may provide help only after the appropriate oath has been taken.

- f) attending the Voting Place during the Voting Period with an interpreter, taking the appropriate oral oath(s) and voting using the touch tone telephone or internet access provided.
- 7. 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*.
- 8. 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.
- 9. 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 in accordance with Section 8 above.
- 10. 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.
- 11. The Clerk shall arrange one or more Voter Assistance Centres to be set up throughout the Municipality on specific dates and times during the Voting Period. Voter Assistance Centres shall be equipped with one or more Voting Kiosks for use by electors to cast their ballot and/or be added to the Voter's List.

This date will be: October 24, 2026 from 10:00 AM to 1:00 PM.

Locations will be: Municipal Office, Chesley
 Tara Fire Hall, Tara
 Paisley Fire Hall, Paisley

12. 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.

Section 13 – Accessibility

The Clerk shall have regard for electors and candidates with special needs.

The Clerk shall ensure that the Help and Revision Centre is accessible to electors with disabilities and means by which to make the necessary accommodations.

Prior to Voting Day, the Clerk or her designate must prepare a plan for the identification, removal and prevention of barriers that affect voters and candidates with disabilities and make the plan available to the public.

Within ninety (90) days after Voting Day in a regular Municipal Election — by January 24, 2027 — the Clerk shall submit a report to Council summarizing the identification, removal and prevention of barriers that affected electors and candidates with disabilities. Said report shall also be made available to the public.

The Municipality's AODS-compliant customer service feedback process for providing services to people with disabilities must be followed throughout the election process.

Section 14 – Scrutineers

1. Each candidate may appoint, by using "Appointment of Scrutineer", one (1) scrutineer to represent him/her during the voting and at the counting of the votes including during a recount.
2. No more than one (1) scrutineer representing each candidate may be in the Voting Place or the Help and Revision Centre at one time. The scrutineer shall take an "Oral Oath of Secrecy" to be present in a Voting Place or at the counting of the votes in accordance with Section 49 of the MEA.
3. The "Appointment of Scrutineer" form shall be signed by the candidate in person at the Municipal Office. The candidate shall subsequently provide this signed form to his/her scrutineer.

4. Before being admitted to a Voting Place, a person appointed as a scrutineer shall show proof of his/her appointment to the Returning Officer or her designate where votes are being counted.
5. Scrutineers are prohibited from the following:
 - attempting, directly or indirectly to interfere with how an elector votes
 - attempting to campaign or persuade an elector to vote for a particular candidate
 - displaying a candidate's election campaign material in a Voting Place
 - compromising the secrecy of voting
 - interfering or attempting to interfere with an elector who is voting
 - obtaining or attempting to obtain, in a voting place, any information about how an elector intends to vote or has voted
 - communicating any information obtained at a Voting Place about how an elector intends to vote or has voted.
6. Use of a cellular telephone will not be permitted within the Voting Place or Help and Revision Centre, being the Municipal Office building, by any elector, candidate or scrutineer.
7. Any person failing to abide by these provisions shall be instructed to leave the Voting Place, Help and Revision Centre and/or any other facility designated by the Clerk. Depending on the severity of the contravention, the Clerk may deem it appropriate to revoke any appointment in effect and ban the individual from attendance at the premises.
8. Scrutineers, duly appointed, may attend at the Voting Place and Help and Revision Centre during the regular hours of operation to observe the process.

Section 15 – System

Service Provider

On July 8, 2024, By-law No. 36-2024 was enacted authorizing the use of telephone/internet voting methods for the 2026 Municipal Election.

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 sent, by first class mail, a sealed Voter Information Letter containing the elector's voter credentials

- b) ensuring that only Simply Voting Inc. and no other person, including the Clerk, maintains a list of PIN's that matches each voter's name and address
- c) providing an opportunity for eligible electors to be added to the Voters List or to make amendments to the list up to and including Voting Day, October 26, 2026 at 8:00 p.m.
- d) establishing and enforcing proper procedures to ensure that no person is added to the Voters List unless an Election Official is completely satisfied of the person's identity and qualification as an elector in the Municipality.
- e) 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
- f) appointing an Auditor to test the Voting System and providing same with read-only access to the Voting System.

System Activation

Prior to the activation of the system by the Clerk on Monday, October 19, 2026 at 10:00 a.m., the Deputy Returning Officer and those candidates and/or scrutineers in attendance shall confirm that all candidates' names are listed and that no votes have been cast. The system will not be activated until confirmation that all counts associated with each of the candidates' names indicate a zero (0) total.

System Checks

Logic and accuracy testing of the voting system will take place in advance of the poll at a date to be determined by the Clerk and shall include, but not be limited to, the following:

- a) checking the wording of the script and text on the website
- b) checking Voting Place internet and telephone voting stations
- c) attempting to use a PIN more than once
- d) balancing a predetermined number of test votes with those cast
- e) matching PINs to names and addresses
- f) deliberately keying in the wrong information
- g) attempting to under vote and over vote with a test account to ensure that the system has been programmed properly
- h) system refuses ballots before the start of the Voting Period.
- i) Voting is "zeroed out" at the start of the Voting Period.
- j) Voting System refuses ballots after the end of the Voting Period, except from specifically authorized Voting Kiosks.
- k) Voting system accurately counts votes for all candidates in each contest.

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

Section 16 – Corrupt Election Practices, Offences, Penalties and Enforcement

1. Sections 89 and 90 of the MEA provide for offences, penalties and enforcement of corrupt practices and other offences during an election process.
2. Although the Municipality of Arran-Elderslie will be using an alternative voting method, namely telephone and internet voting, the principles and integrity of the election process will remain and be enforceable.
3. Section 89, Offences, of the MEA states. “A person is guilty of an offence if he or she,
 - a) votes without being entitled to do so
 - b) votes more times than this Act allows
 - c) induces or procures a person to vote when that person is not entitled to do so
 - d) before or during an election, publishes a false statement of a candidate’s withdrawal
 - e) furnishes false or misleading information to a person who this Act authorizes to obtain information
 - f) without authority, supplies a voter credentials/ballot to anyone
 - g) takes, opens and/or deals with voter credentials/ballot without having authority to do so
4. No person shall solicit a Voter Information Letter from an eligible elector. Valid complaints or knowledge of solicitation shall be immediately reported to the Ontario Provincial Police for investigation of corrupt practices.
5. Additionally, according to Section 90 of the MEA, if a person is convicted of an offence under Section 89 of the MEA, and the offence was committed knowingly, the offence also constitutes a corrupt practice.
6. Although MEA provisions speak to voting places, ballots, ballot boxes, etc., the same must be used interchangeably with the “alternative form of voting” since the principle of the Act must be maintained and is, therefore, enforceable and subject to penalties.
7. The Clerk of the Municipality of Arran-Elderslie, while utilizing this alternative form of voting, has agreed to the following rules and regulations:
 - a) All valid complaints about actions which may contravene the provisions of the MEA, either verbally or written, will be investigated by the Clerk
 - b) All such valid complaints, once investigated to the extent and knowledge of the Clerk, will be submitted to the Detachment Commander at the Bruce Peninsula Detachment of the Ontario Provincial Police (OPP) for further investigation

- c) Once the OPP investigation has been completed, the Detachment Commander will communicate with the Crown Attorney's Office to determine whether an individual will be prosecuted
- d) The Clerk and/or any Election Official will not attempt to interfere or intervene in the prosecution and may be called upon to give evidence during the prosecution proceedings.

Section 17 – Mail Tampering – Criminal Offence and Prosecution

1. The Criminal Code of Canada (CCC) states that tampering with the mail of an individual(s) is a criminal offence punishable by a term of imprisonment of up to ten (10) years.
2. The Municipality of Arran-Elderslie has chosen to use the alternative voting method, telephone/internet voting and as such, notification of the voting process and the method by which electors will access the voting system in order to exercise their right to vote will be completed via the first-class Canada Post mail.
3. The Clerk of the Municipality of Arran-Elderslie, while utilizing this alternative form of voting, has agreed to the following rules and regulations in order to ensure integrity and confidence in the voting process for all electors and candidates:
 - a) all complaints relating to actions which may contravene the provisions of the CCC with respect to mail tampering, either verbally or in writing, will be investigated by the Clerk;
 - b) all such complaints, once proven valid and investigated to the extent and knowledge of the Clerk, will be submitted to the Detachment Commander of the Bruce Peninsula Detachment of the Ontario Provincial Police (OPP);
 - c) once the OPP investigation has been completed, the Detachment Commander will communicate with the Crown Attorney's Office to determine whether an individual will be prosecuted;
 - d) the Clerk and/or any Election Official will not attempt to interfere or intervene in the prosecution and may be called upon to give evidence during the prosecution proceedings.

Section 18 – Close of Polls and Results

1. The Voting Place (Council Chambers) at the Municipality of Arran-Elderslie will remain open on October 26, 2026 from 8:30 a.m. until 8:00 p.m. The Help and Revision Centre and Voting Place will remain open until the Clerk confirms that all eligible voters in the Voting Place at 8:00 p.m. on October 26, 2026 have completed voting.

2. At 8:00 p.m. on October 26, 2026, the Clerk will, providing that all eligible electors within the Voting Place have voted, request the close and deactivation of the telephone/internet voting service and request the tabulation of the results for each office to be elected. The final results shall be available as soon as practical thereafter at the Municipal Office, 1925 Bruce Road 10, Chesley, ON and the Unofficial Results will be posted on the Municipal website and at the Municipal Office.
3. Pursuant to Section 55(4) of the MEA, the Clerk shall, as soon as possible after Voting Day, declare the candidate(s), as the case may be, who received the highest number of votes to be elected after the posting of the unofficial results.
4. As soon as possible after Voting Day, the Clerk shall declare the Official Results using the “Declaration of Election Results” form and post the result at the Municipal Office and on the Municipal website.
5. Notice of election results for each school board race shall be provided to the responsible Municipal Office for each of the elections using the “Notice of School Boards Results” form.

Section 19 – Recounts

1. A recount, under Sections 56, 57 and 58 of the MEA, shall be conducted in the same manner as the original count, as per Section 60(1) of the MEA, unless ordered otherwise by a judge under Section 60(3) of the MEA.
2. A recount is required when:
 - a) there is a tie vote where both or all candidates cannot be declared elected (automatic)
 - b) by resolution of Council (for Council offices)
 - c) by order of the Superior Court of Justice
3. Within thirty (30) days after the Clerk’s declaration of the results, a Council, local/school board may pass a resolution, or the Minister may make an order requiring a recount. The recount must be held within fifteen (15) days after the resolution is passed or the order is made. An order of the Minister must be made within the same timeframe. The incoming Council is no longer able to make a decision on a recount.
4. A person who is entitled to vote in an election who has reasonable grounds to believe the election results are in doubt may apply to the Superior Court of Justice for an order directing the Clerk to hold a recount.
5. The votes for candidates to be included in the recount are as follows:
 - a) in a recount for a tied vote, the votes cast for candidates who are tied

- b) in a recount being conducted under the authority of a council resolution, the votes cast for candidates named in the resolution (all or specified candidates)
 - c) in a recount being conducted under the authority of a court order, the votes cast for candidates named in the order (all or specified candidates)
6. Pursuant to Section 7(3) and (4), the costs incurred by the Clerk to conduct a recount are to be paid by the Municipality. Any expenses incurred by a candidate will be the sole responsibility of the candidate (i.e. legal counsel in attendance on behalf of candidate).
 7. The Clerk conducts all recounts for Municipal elections for which he or she is responsible except recounts conducted by the Superior Court of Justice upon appeal.
 8. In accordance with Section 56(2) of the MEA, a recount shall be held within fifteen (15) days after the Clerk's declaration of the results of the election at the Municipal Office, 1925 Bruce Road 10, Chesley, ON.
 9. Notification of the recount shall be provided in accordance with the MEA on the "Notice of Recount" form.
 10. Pursuant to Section 61(1) of the MEA, the following persons will be authorized to attend the recount:
 - a) the Clerk and any other Election Official appointed for the recount
 - b) every certified candidate for the office involved
 - c) the applicant in the case of a recount ordered under Section 58 of the MEA
 - d) legal counsel for any of the above
 - e) each certified candidate for the office involved or an applicant may appoint a scrutineer for the recount
 11. The Clerk shall request Simply Voting Inc. to re-tabulate the results for the office(s) which are subject to the recount and further, request that the results be set out by polling subdivisions. Simply Voting Inc. will send the recount results by facsimile transmission or electronic mail to the Clerk. These results will then be compared to the results tabulated at the close of polls on Voting Day.
 12. 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, Section 62(3) of the MEA shall apply, 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."

13. In the event that a tied vote occurs after the statutory recount, the following procedure shall be followed:
- a) 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 to examine the paper to be used to inscribe the names of the candidates;
 - b) the Clerk shall inscribe the name of each candidate on a similar sized paper and the candidate(s), the candidate's lawyer and/or scrutineer, without touching the paper, examine same. In addition, all person's present will have the opportunity to examine the box which will be used for conducting the lot;
 - c) upon completion and acceptance by all candidates of the foregoing process [sub-sections (a) and (b)], the Clerk shall fold the papers bearing each candidate's name twice in two (2) equal parts and deposit said papers, in full view of all persons present and authorized to attend, in an open-ended box acceptable to all persons present. In the event of a conflict or differing opinion on the selection of the box, the Clerk shall determine the box to be used to conduct the lot.
 - d) the Clerk shall then hold the box and, without looking into the box, ensure that the contents have been displaced sufficiently and then request the Municipal solicitor to draw only one (1) or the required number of papers for the purpose of determining the successful candidate(s).
 - e) The Municipal solicitor shall then directly hand to the Clerk, the selected and required number of papers and the Clerk shall read aloud the name of the candidate(s) and proceed to declare this or these individuals as elected.
 - f) Once completed, the Municipal solicitor shall remove the remaining contents from the box and provide an opportunity for all persons present to examine these slips of papers including the box itself.
 - g) The results of the selection by lot will be posted in the Municipal Office and on the Municipal website by 12 noon on the day following the selection by lot being completed. The Clerk shall notify, in writing, those required of the results.

Section 20 - Candidates Final Disclosure

At least thirty (30) days before the filing date (last Friday in March 2027), the Clerk shall give to every candidate whose nomination was filed notice of all of the filing requirements and penalties as set out in Sections 88 and 92 of the MEA. The notice shall be given on the "Notice to Candidate of Filing Requirements" form.

A "Notice of Default" form shall be sent, by registered mail, to any candidate who has not submitted the Financial Statement form after the filing deadline in 2027 (last Friday in March).

A candidate is entitled to receive a refund of the nomination filing fee if:

- a) the nomination is withdrawn

- b) the candidate is elected to the office
- c) the candidate receives more than 2% of the votes cast
- d) the documents required under Section 88.25(1) are filed on or before 2:00 p.m. on the filing date in accordance with that subsection as of December 31, 2026.

Refunds will be processed by the end of the election year.

Section 21 – After Voting Day

1. At no time after Voting Day shall any information regarding the electors and PINs come together to allow anyone to know how an elector had voted.
2. All election materials shall be destroyed in accordance with the provisions set out in Section 88 of the MEA.

Section 22 – Emergencies

Pursuant to the MEA, Section 53, an emergency shall be declared in the event of a flood, fire or power failure in the Municipality or acute illness or accident by the Clerk and/or her designate which prevents her/them from conducting the election in accordance with the MEA. Upon declaring an emergency, the Clerk shall make such arrangements as deemed advisable for the conduct of the election. The arrangements made by the Clerk, if they are consistent with the principles of the Act, prevail over anything in the Act and the regulations and, if made in good faith, shall not be reviewed or set aside on account of unreasonableness or supposed unreasonableness.

The emergency continues until the Clerk declares that it has ended.

The Clerk shall provide notice of said emergency to the best of her ability and in keeping with the circumstances. If required, the Clerk may consider alternate options for any part of the election process.

In the event that the Clerk and/or her designate is unable to be present to conduct procedures on Voting Day, there shall be a substitute qualified person appointed or available to attend to said election matters.

In the event of such an emergency, the Clerk shall advertise on local radio stations, post notices, if possible, advising that the election has been delayed and the anticipated extent of that delay.

Further, the Clerk shall direct Simply Voting Inc. as to what actions will be undertaken.

Section 23 – Compliance Audit Committee

A council shall, before October 1 of an election year, establish a committee for the purposes of the MEA.

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 of the MEA.

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 limited under Section 88.9 of the Act, 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
- b) if the contributor's total contributions to two or more candidates for office on the same council appears to exceed the limited 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 and shall forward each report to the Compliance Audit Committee.

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

An elector who is entitled to vote in an election and believes on reasonable grounds that a candidate 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 election campaign finances even if the Candidate has not filed a final statement using the "Compliance Audit Application" form.

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

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

Section 24 - Third Party Advertising

Campaign Period

Contributions can only be made to a registered third party for third party advertisements during the campaign period according to Section 88.12 of the MEA. A

third-party advertiser that is registered can only incur expenses during the campaign period. The campaign period is determined by the application of the following rules:

- ✓ begins on the date that the third-party registers for the election (registration must be certified by the Clerk)
- ✓ ends on December 31, 2026

If the third-party advertiser becomes involved in a compliance audit after the campaign ends on December 31, 2026, the campaign may be recommenced. Once the third-party advertiser notifies the Clerk of the campaign period recommencement, the Clerk shall pay the third-party advertiser any surplus being held in trust for the candidate, together with interest.

Filing Requirements

All registered third-party advertisers are required to file a financial statement using the prescribed form. Candidates whose campaign contributions are each equal to or less than \$10,000.00 are not required to file an auditor's reports with the financial statement. A registered third-party advertiser whose campaign contributions in the municipality are \$10,000.00 or whose total campaign expenses exceed \$10,000.00 are required to file an auditor's report with the financial statement.

The registered third-party advertiser must file his/her financial statements and auditor's report using the prescribed forms by 2:00 p.m. on the last Friday in March 2027 (March 26, 2027) for the filing period ending December 31, 2026.

If a financial statement is filed prior to the filing date and then an error is noticed, they can withdraw the statement and refile the financial statement and auditor's report by 2:00 p.m. on the last Friday in March 2027 (March 26, 2027).

Third-party advertisers also have a maximum amount for parties, etc., after Voting Day. For the 2026 election, the prescribed formula will use the number of electors on Nomination Day from the 2018 election. The Clerk is to calculate the maximum amount no later than Monday, September 26, 2026. When a third-party advertiser originally registers, the Clerk is to provide a certificate setting out the maximum amount for parties, etc. after Voting Day.

Application by Third Party for Extension of Filing Date

The registered third-party advertiser may, before the last day for filing a financial statement under Section 88.30 of the MEA, apply to the Ontario Court of Justice to extend the time for filing the document. The court may grant an extension of up to ninety (90) days. The third party shall notify the Clerk in writing before 2:00 p.m. on the last day for filing a financial statement under Sections 88(29) and (32) that an application has been made.

Clerk to Give Notice

The Clerk shall give notice of all of the filing requirements and penalties, under Section 88(27)(1) and 92(4), to every third-party advertiser at least thirty (30) days before the filing date. Before Voting Day, the Clerk is also required under Section 33.1 to give notice of the penalties related to election campaign finances.

Campaign Period Deficit (Section 88.24 (4))

If the third-party advertiser has a deficit at the time that the election campaign period would otherwise end and the third-party advertiser has notified the Clerk in writing on or before December 31, 2026 the campaign period is extended until the earliest of:

- a) June 30th in the year following the regular election
- b) The day that the third-party advertiser notifies the Clerk in writing that he/she/it will not accept further contributions
- c) The day A equals the total of B and C, where:
 - A = any further contributions
 - B = the expenses incurred during the extension of the campaign period
 - C = the amount of the registered third party's deficit at the start of the election campaign period

Supplementary Reporting Periods/Filing Dates

Supplementary filing dates apply where the election campaign period has been extended. The supplementary reporting period is the six (6) month period following the year of the election or, in the case of a by-election, the supplementary reporting period is the six (6) month period following the 45th day after Voting Day.

Where a third-party advertiser's campaign period continues, he/she/it shall file a supplementary financial statement (including the auditor's report if required) for the supplementary reporting period on or before 2:00 p.m. on the last Friday in September in the year following the election (Section 88. 29-30). It should be noted that even if a campaign has been extended, a third-party advertiser is required to file the initial financial statement for the reporting period ending December 31, 2026.

Campaign Surplus

When a third-party advertiser's financial statement (or supplementary financial statement) indicates an election campaign surplus at the end of the campaign period, the entire surplus amount shall be paid to the Clerk at the time of filing and the Clerk shall hold the monies in trust. If the registered third-party advertiser subsequently incurs expenses related to a compliance audit, the Clerk shall pay the amount held in trust, with interest, to the third party according to Section 33(32) of the MEA.

The surplus becomes the property of the municipality when all of the following conditions have been satisfied:

- a) the campaign period has ended under Section 88(28)
- b) it is no longer possible to recommence the campaign period under Section 88(28)
- c) no compliance audit proceeding has been commenced
- d) the period for commencing a compliance audit proceeding has expired

Third-Party Filing Default

A registered third-party advertiser cannot participate in the next regular election if:

- a) he/she did not file his/her financial statement
- b) the financial statement shows that the third-party advertiser exceeded his/her expense limit, or
- c) if a document filed under Section 88(32) has a surplus and the third-party advertiser registered has not paid the surplus to the Clerk by the relevant date

Clerk to Give Notice of Default

The Clerk is required to notify the registered third-party advertiser in writing that a default has occurred and explain the nature of the default. The Clerk shall also make this information public.

Section 25 – Auditor

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

If the Clerk appoints an auditor, then the Clerk will amend these procedures to provide for the responsibilities and actions to be undertaken by the auditor and shall immediately notify all certified candidates.

Section 26 – Destruction of Election Records

All election materials shall be destroyed in accordance with the provisions set out in Section 88 of the MEA.

Having returned all pertinent documents to the Municipality, Simply Voting Inc. shall confirm, in writing, the destruction of all records in its possession.

The documents shall not be destroyed if:

- 1) a court orders that they be retained
- 2) a recount has been commenced and not completely disposed of

The Clerk shall retain candidates' financial statements and auditors' report(s) until the members of council elected at the next regular election have taken office.

Section 27A – Ballot Error & Omission Procedure

Purpose

To provide a consistent, MEA-compliant procedure when a certified candidate's name is discovered to be missing from a ballot (paper or electronic), ensuring integrity, fairness and legality of the election.

Authority

Established under Municipal Elections Act, 1996: s.12(1) (Clerk's authority to provide for matters not otherwise provided) and s.53 (emergency).

1. Identification of Error

Any staff member, candidate, scrutineer, elector or vendor who suspects an omission shall immediately notify the Clerk. The Clerk will promptly verify whether a certified candidate's name is absent from any ballot or electronic race.

2. Immediate Actions by the Clerk

Upon confirmation, the Clerk shall: (a) suspend voting for the affected office immediately; (b) secure and isolate all ballots cast to that point for the affected office; (c) notify all candidates for the office; and (d) document time, location and reporter of the error.

3. Declaration of Emergency (if required)

If the omission is likely to prevent the election from being conducted in accordance with the Act, the Clerk shall declare an emergency under s.53 and make necessary arrangements for the affected office.

4. Corrective Options

Depending on timing and scope, the Clerk may: (A) correct and reissue the ballot before voting commences; (B) suspend the affected race, correct the ballot, and reopen/extend voting hours or dates; or (C) void and reschedule the election for the affected office, issuing new Voter Information Letters and setting a new voting period.

5. Notification

The Clerk will issue public notice of the error and corrective action, notify affected candidates directly, and post updates on the municipal website and official channels.

6. Voting System Vendor Requirements

For electronic voting, the vendor shall disable the incorrect race, prevent additional votes from being cast, correct the ballot configuration, support issuance of new letters if required, and provide a root-cause report.

7. Post-Incident Review

Following the election, the Clerk will conduct and document a post-incident review and implement enhanced ballot proofing controls (multi-level sign-off), with a summary report to Council.

Section 27B – Candidate Name Omission Assistance Procedure

This section provides guidance when an elector reports a missing certified candidate name (e.g., Thunder Bay–Shania case).

1. Verify report.
2. Suspend affected race.
3. Record details.
4. Notify Clerk.
5. Assist electors.
6. Communicate suspension.
7. Post-correction review.

REVISION NOTE (February 2026): This manual has been updated to align with the 2026 Ontario municipal election cycle, including correct statutory dates (e.g., Voting Day – October 26, 2026), Elections Ontario’s stewardship of the voters’ list, and filing deadlines for candidates and third party advertisers.

Schedule A

Acceptable Voter Identification

- An Ontario Driver's Licence
- An Ontario Health Card (photo card)
- An Ontario Photo Card
- An Ontario motor vehicle permit (vehicle portion)
- A cancelled personalized cheque
- A mortgage statement, lease or rental agreement relating to property in Ontario
- An insurance policy or insurance statement
- A local agreement or other financial agreement with a financial institution
- A document issued or certified by a court in Ontario
- Any other document from the Government of Canada, Ontario or a municipality in Ontario or from an agency or such a government
- Any document from a Band Council in Ontario established under The Indian Act (Canada)
- An income tax assessment notice
- A Child Tax Benefit statement
- A statement of Employment Insurance Benefits Paid (T4E)
- A statement of Old Age Security (OAS) (T4A)
- A statement of Canadian Pension Plan benefits (P) (T4A)
- A Canada Pension Plan Statement of Contributions
- A statement of Direct Deposit for Ontario Works
- A statement of Direct Deposit for Ontario Disability Support Program
- A Workplace Safety and Insurance Board Statement of Benefits (T5007)
- A property tax assessment notice
- A credit card statement, bank account statement or RRSP, RROF, RHOSP or T4 statement
- A CNIB card or a card from another registered charitable organization that provides services to persons with disabilities
- A hospital card or record
- A document showing campus residence, issued by the office or officials responsible for student residence at a post-secondary institution
- A document showing residence at a long-term care home under the Long-Term Care Homes Act, 2007, issued by the Administrator for the home
- A utility bill for hydro, water, gas, telephone or cable TV or a bill from a public utilities commission
- A cheque stub, T4 statement or pay receipt issued by an employer
- A transcript or report card from a post-secondary school

Schedule B

Election Form Inventory