



Municipality of Dysart et al

2026 Municipal and School Board Election Procedures

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Note: Timelines, dates, forms and procedures are subject to change and the procedures will be amended accordingly noting the date of revision.



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Definitions

1. **Act** – means the *Municipal Elections Act, 1996, S.O. 1996*, as amended (MEA).
2. **Advance Voting Period** – means the time in which eligible electors may cast Ballots before Voting Day in an election.
3. **Auditor** - means the person appointed by the Clerk who performs the prescribed combination of processes and procedures (audit duties) designed to validate a range of activities and/or functions of the internet/telephone voting system.
4. **Ballot** – means either an image on a computer screen, or any web enabled device, of a ballot card for an election to be voted for, including all choices available to the electors and containing spaces in which the electors mark their votes; or when voting using a telephone or wireless phone, an audio set of instructions which describe all choices available to the electors and instruction to mark their selection by depressing the numbered touchtone keypad.
5. **Candidate** – means a person who has been nominated under Section 33 of the Act.
6. **Certified Candidate** – means a Candidate whose nomination has been certified by the Clerk under Section 35 of the Act.
7. **Clerk** – means the Clerk of the Corporation of the Municipality of Dysart et al who is responsible for conducting this election under the authority of the Act. All references to the Clerk for the purposes of these procedures shall mean the Returning Officer (R.O.) for the 2026 Municipal Election. All references to the Clerk's designate shall mean the delegated duties of the R.O.
8. **Corporation** - 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.

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.

Test – if someone tripped and fell on your property who would they sue? You as the person or your company?

What is a Sole Proprietorship?

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.

What is a Co-op?

A business or organization that is owned and operated by the people who work there or the people who use its services.

9. **Election Campaign Advertisement** – means an advertisement in any broadcast, print, electronic or other medium that has the purpose of promoting or supporting the election of a Candidate.
10. **Election Official** – means the Clerk or other person(s) appointed in writing by the Clerk to carry out election duties under the Act. An Election Official can only carry out the tasks and duties as assigned in writing by the Clerk, and must take the prescribed oath.
11. **Friend** – means a person who has been requested by an elector to assist them in the voting process.
12. **Help and Revision Centre** - means a location and time designated by the Clerk to make additions, deletions and corrections to the Preliminary List of Electors and Voters' List, and to assist electors. The Centre will be supplied with an internet connection to accommodate voting during the Voting Period.
13. **MEA** - means the *Municipal Elections Act, 1996, S.O. 1996*, as amended
14. **Municipal Office** – means the Dysart et al administration building located at 135 Maple Avenue, Haliburton, Ontario.
15. **Owner or Tenant** - in relation to an election, 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,

(a) on Voting Day, or

(b) for a period of six weeks or more during the calendar year in which Voting Day of the election is held

A Tenant includes an occupant and a person in possession other than the Owner or the spouse of such a Tenant.

16. **Password** - means an additional access control word assigned by internet/telephone voting provider to each authorized user (i.e. Auditor, Clerk, Election Official) to provide additional security for access to the voting system.
17. **Personal Identification Number (PIN)** - means a unique multiple digit number assigned by Voatz to each voter to provide security for access to the voting system.
18. **Preliminary List of Electors (PLE)** – means a list of electors for the municipality compiled by Elections Ontario provided to the Municipality between July 31 and September 1 of an election year as agreed upon by Elections Ontario and the Clerk.
19. **Proof of Identification** – means proof of identity and residence as prescribed in O.Reg. 304/13 of the Act.
20. **Regular Office Hours** – means Monday to Friday, 8:30 a.m. to 4:30 p.m.
21. **Script** - means all information flow and system prompts from the eVoting system including instructions, informational messages, error messages, and exceptions.
22. **Scrutineer** – means an individual, appointed in writing by a certified Candidate, to represent them during the voting process.
23. **Support Person** - means a person who has been requested by an elector to assist them in the voting process.
24. **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.

25. **Third Party Advertiser (Registered Third Party)** - means an individual who is normally a resident in Ontario, a Corporation that carries on business in Ontario or a Trade Union that holds bargaining rights for employees in Ontario, and whose Notice of Registration for Third Party Advertiser has been certified by the Clerk.
26. **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.
27. **Voter Information Letter** - means a sealed envelope containing a Personal Identification Number (PIN) for each person on the Voters' List or who has completed an application, duly approved by an Election Official, for inclusion on the Voters' List, a telephone access number and internet address for voting, a Voter Help Centre number for assistance and a list of Candidates running for office. These envelopes shall be mailed individually, or hand delivered as required, to every person on the Voters' List. Voters will begin receiving letters in the mail in the first week of October.
28. **Voters' List** – means the Preliminary List of Electors, as corrected by the Clerk, under the provisions of Section 22 of the Act.
29. **Voting Day** (not to be confused with Voting Period) – means the final day on which the vote is taken in an election which shall be Monday, October 26, 2026 with close of voting to be at 8:00 p.m.
30. **Voting Period** - means the period in which an eligible voter may cast their vote, either via internet or telephone and shall span from Friday, October 16, 2026 at 9:00 a.m. to Monday, October 26, 2026 at 8:00 p.m.
31. **Voting Place** – means the only location, both convenient and accessible to the electors, for the purpose of voting via secure internet connection. For purposes of providing assistance to electors, the Municipal Office, has been dedicated as a Voting Place.



Introduction

Municipal Elections are conducted in accordance with the *Municipal Elections Act*, S.O. 1996, as amended, hereinafter referred to as the MEA. The Municipality of Dysart et al will be using an alternative voting method under s.42 of the MEA, being Internet and Telephone voting.

Election Procedures and Forms

The procedures and forms contained in this document have been developed as required by MEA and will be revised/amended as deemed necessary by the Clerk or designate up to and including Voting Day.

Amendments to the procedures will be emailed to each Candidate to the address shown on filed Nomination Forms and posted on the Municipality of Dysart et al website (www.dysartetal.ca).

With respect to matters of policy and procedures for alternative voting methods and all other municipal election matters, the decision of the Clerk or designate is final.

The contents of this document are intended only as a guide to certain provisions of relevant legislation and do not purport to recite all applicable statutory references. Candidates must satisfy themselves through their own determination that they have complied with the MEA.

Notices

Section 13(1) of the Act, provides any notice or other information that the 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.

Section 13(2) of the Act provides that 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 Act.

The Clerk or designate shall notify voters of the following election information:

- a) that municipal and school board elections are being held for the Municipality of Dysart et al and that the Municipality has adopted an alternative voting method being Telephone/Internet Voting;



- b) the date(s), time(s) and location(s) for voting, and the methods of voting;
- c) who is eligible to vote in the municipal and school board elections; and
- d) the location(s) and dates, and hours of operation of the Help and Revision Centre, how persons can check to see if their name is on the Voters' List and the procedures by which their name can be added or information corrected on the Voters' List.

At the Clerk or designate's discretion, notices may be issued in the local newspaper(s) and/or posted on the Municipality's website, and/or any other means deemed appropriate by the Clerk in order to comply with the requirements and principles of the Act. Due to timing constraints some notices (i.e. seeking additional nominations) may only be provided by posting on the municipal website.

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

Where possible, cooperative advertising may take place and the costs to be approved and shared by the participating municipalities. The Municipality of Dysart et al may develop ads in cooperation with other municipalities in Haliburton County for shared advertising opportunities. Joint ads may be used in replacement of any ads referenced in the Dysart et al Election Procedures.

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

- a) their Personal Identification Number (PIN), the telephone number(s) to call to cast a vote, and the designated internet address (URL) to access to cast a vote using the internet;
- b) instructions on how to vote;
- c) dates and hours of voting; and
- d) the location(s) and telephone number(s) of the Voter Help Centre.

Questions with respect to these procedures may be directed to:

Amanda Duncombe-Lee
Elections Coordinator/Administrative Clerk
Municipality of Dysart et al



135 Maple Avenue
Haliburton, ON K0M 1S0
Telephone: (705) 457-1740 x 631
Email: aduncombe-lee@dysartetal.ca
website: www.dysartetal.ca



Timelines

The following list, though not exhaustive, provides some of the key dates for the 2026 Municipal Election.

Date(s)	Action Item
January 2026 – May 2026	Publish Notice of Nomination Period (s. 32 of the MEA)
April 30, 2026	Use of Municipal Resources Policy Last day for municipalities and Local Boards to establish rules and procedures regarding use of municipal resources.
May 1, 2026 to August 21, 2026	Nomination Period Nomination Papers for Candidates for the 2026 Municipal and School Board Election may be filed during regular business hours (Monday to Friday, 8:30 a.m. to 4:30 p.m., weekends and statutory holidays excluded) from May 1, 2026 to August 20, 2026 and on August 21, 2026 from 9 a.m. to 2:00 p.m.
May 1, 2026	Registration for Third Party Advertisers Commences
May 1, 2026 to August 21, 2026	Campaign Period Begins May 1, 2026 or whenever a Candidate files a nomination paper (whichever is later).
May 5, 2026	Candidate Information Session A free Candidate information session will be held on Tuesday, May 5 th at 6:30 pm at the Royal Canadian Legion Branch 129 located on 719 Mountain Street in Haliburton, Ontario.
June 1, 2026	Procedures Last day to establish procedures and forms for the use of any voting or vote counting equipment, or alternative voting method.
August 14, 2026	Preliminary List of Electors (PLE) Default date for Elections ON to provide the PLE. Clerk or designate then corrects for errors and prepares Voters' List.
August 21, 2026	Nomination Day Nomination Papers for Candidates for the 2026 Municipal and School Board Election may be filed no later than 2:00 p.m.



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Date(s)	Action Item
August 21, 2026	Withdrawal of Candidate Candidates wishing to withdraw their nomination must do so no later than 2:00 p.m.
August 24, 2026	Certification of Nomination Papers Clerk or designate to certify or reject nominations no later than 4:00 p.m.
August 24, 2026	Declare Election/Acclamations Clerk or designate to post list of Candidates and Acclamations.
August 26, 2026	Additional Nominations (If necessary) If necessary, additional nominations will be received between 9:00 a.m. and 2:00 p.m. at the Municipal Office.
August 27, 2026	Additional Nomination Certification Any additional nominations will be examined and certified by 4:00 p.m. Acclamations will be declared after 4:00 p.m.
August 31, 2026	Clerk or designate to Complete Corrections to the PLE and Reproduce it as the Voters' List (s.23(2) of the MEA)
September 1, 2026	Voters' List Last day for Clerk or designate to reproduce Voters' List. On written request, the Clerk or designate will deliver or mail a copy of Voters' List to those identified in MEA, s.23.
September 1, 2026 to October 26, 2026	Amend the Voters' List - Revision Period Applications (including acceptable Proof of Identification) may be made to the Clerk or designate to make additions, corrections or deletions of own information to the Voters' List.
September 1, 2026 to October 26, 2026	Voter Help and Revision Centre Open Located at the Municipal Office, voters may use this service to make additions, deletions and corrections to the Preliminary List of Electors/Voters' List during the following hours: - Monday to Friday during normal business hours (8:30 am to 4:30 pm) from September 1, 2026 to October 23, 2026; and - On Voting Day, Monday October 26, 2026, between the hours of 8:30 am to 8:00 pm.



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Date(s)	Action Item
September 20 - Oct 1, 2026	Voters' List – List of Changes The Clerk or designate will prepare and distribute an interim list of changes to the Voters' List that were approved on or before September 15 th .
October 1, 2026	Issue Certificate of Maximum Campaign Spending Limits Clerk or designate to provide Candidates with final Certificate of Maximum Campaign Spending Limits. Will include maximum expenses, maximum contributions to a Candidate's own campaign and a maximum amount for parties, etc.
October 1, 2026	Deadline to Establish a Compliance Audit Committee Council must establish a Compliance Audit Committee to process compliance audit applications prior to October 1 in an election year. Term of appointment for committee is the same as the term of office for Council (2026-2030).
Early October, 2026	Voter Information Letters Will Arrive in the Mail
October 16, 2026	Advance Voting Period begins
October 23, 2026	Last Day for Third Party Advertisers to Register
October 25, 2026	Accessibility Plan Last day to make the Accessibility Plan regarding the identification, removal and prevention of barriers that affect electors and Candidates with disabilities available to the public.
October 26, 2026	Voting Day Final day that qualified Electors may cast their vote up to 8:00 p.m. Unofficial election results will be released after 8:00 p.m.
October 27, 2026	Election Results The Clerk will declare the official election results as soon as possible after Election Day.



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Date(s)	Action Item
October 27, 2026	Recount (if required) In the event of a tied vote, a recount must be held within 15 days of the declaration of the results by the Clerk or designate. A recount on request from Council / Board / Minister received within 30 days of the declaration of results must be held within 15 days of the receipt of the request.
November 17, 2026	2026-2030 Term of Office Commences/Inaugural Council Meeting The Inaugural Council Meeting (Municipality of Dysart et al) for the 2026-2030 Term of Council. To be held at 9:00 am on Tuesday, November 17, 2026.
November 25, 2026	Last Day to Provide MPAC with Final List of Changes to the Voters' List
December 31st, 2026	Campaign Period Ends Deadline for Candidates to provide Clerk or designate with written notification of deficit and continuation of campaign period. This also applies to Third Party Advertisers.
January 2027	Notice to Candidates of Filing Requirements The Clerk or designate shall provide notice of all of the filing requirements and of the penalties under subsections 88.23(2) and 92(1), to every Candidate at least 30 days before the filing date. Last day for Notice of the filing requirements for the financial statements covering the reporting period ending December 31, 2026 is March 1, 2027.
January 25, 2027	Accessibility Report Last day to make the Accessibility Report regarding the identification, removal and prevention of barriers that affect electors and Candidates with disabilities available to the public.
January 23, 2027	Last Day for an Elector to Commence an Application to the Superior Court of Justice Regarding a Controverted Election A copy of the application must be provided to the Clerk or designate within 5 days.



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Date(s)	Action Item
January 25, 2027	Last Day for an Applicant to Serve a Copy of an Application to the Superior Court of Justice Regarding a Controverted Election to the Clerk or designate.
February 24, 2027	Earliest Date for the Disposition of certain Election Records (if results declared on October 27th are unchallenged)
March 1, 2027	Last Day to provide Candidates and Registered Third Parties Notice of Filing Requirements and Auditor's Reports
March 30, 2027	Deadline for Filing Financial Statements and Auditor Reports Financial Statements must be filed no later than 2:00 p.m. Documents will be available for public viewing on the Municipality of Dysart et al website as soon as possible after the documents are filed.
April 29, 2027	Last Day of Grace Period for Filing Last day for Candidates who did not file by the March 30th deadline to file their financial statement with a \$500 late filing fee to avoid penalties.
April 29, 2027	Clerk or designate to Review Financial Statements and Report on any that Exceeded the Limits (s.88.34 of the MEA) as soon as possible after this date
April 30, 2027	Clerk or designate Shall Publish a Report Outlining the Candidates that Complied with Section 88.25 of the MEA.
June 28, 2027	Last Day for Compliance Audit Request for a Candidate or Third Party's Initial Financial Statement The Clerk must forward the application to the Compliance Audit Committee within 10 days of receiving the application. Within 30 days, the committee must consider the application and decide whether it should be granted or rejected.
June 30, 2027	Last Day of Extended Campaign Periods for Candidates and Third Parties Note: Last day may be earlier if campaign deficit is eliminated.
September 24, 2027	Deadline for Candidates and Third Parties who Extended their Campaign Period to File their Supplementary Financial Statements



Authority

The *Municipal Elections Act*, S.O. 1996, states the following:

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.

(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.

Procedures and Forms

Section 42(4) of the Act 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 or designate, to these procedures and circulated to all Candidates and Third Party Advertisers, as applicable.

Principles Guiding Municipal Elections

The following principles were considered during the development of the *Municipal Elections Act, S.O. 1996* (MEA):

1. The secrecy and confidentiality of the individual vote is paramount;
2. The election should be fair and non-biased;
3. The election should be accessible to the voters;
4. The integrity of the process should be maintained throughout the election;
5. There be certainty that the results of the election reflect the votes cast; and
6. Voters and Candidates should be treated fairly and consistently within a municipality.

Voting Day

Voting Day for the 2026 Municipal Election is Monday October 26, 2026.

Unofficial results will be posted on the Municipality's website at www.dysartetal.ca (as soon as possible after 8:00 p.m.)

Voting Method

Dysart residents will be able to vote by internet or telephone for the 2026 Municipal and School Board Election. There will be no paper ballots.



Prior to the Advance Voting Period, residents will receive Voter Information Letters in the mail containing a unique PIN and instructions on how to cast their vote. These letters will arrive in the first week of October.

Electors are encouraged to ensure they are on the Voters' List by visiting <https://www.registertovoteon.ca/>

The Municipal Office will be established as the Help and Revision Centre to assist electors with making additions, deletions and corrections to the Preliminary List of Electors/Voters' List. The Municipal Office will also have digital voting stations available with a secure internet connection during the Voting Period (October 16-26). Electors will have the option of voting with the assistance of Election Officials, if assistance is deemed to be required by the elector.

Election Officials

The Clerk is responsible for running the Municipal and School Board Election through the establishment of rules and procedures, and may appoint, in writing, Election Officials to assist in the administration of the election process with duties including but not limited to the following:

- Revising the Voters' List;
- Authorizing a person to furnish proof of identify, qualifications or any other matter;
- The processing of applications for changes or additions to the Voters List;
- Provide a Voter Information Letter to any person entitled to receive a Voter Information Letter;
- Assisting electors with voting at the Municipal Office as required;
- Assisting in the conduct, supervision and management of the Internet and Telephone voting procedures; and,
- Receiving Nomination Papers;
- Administering Oaths;
- Receiving election results as they are reported on election day;



- Conducting a Recount;
- Conducting media relations and public notice duties;
- Calculating applicable maximum amount of candidate expense and self-contribution limits;
- Certifying or rejecting Nominations;
- Conducting election opening and closing duties, and;
- Assisting the Clerk and other Election Officials as required.

Form – 1. Appointment and Oath of an Election Official

Dysart et al Wards

- | | |
|---------------|--|
| Ward 1 | Haliburton Village – Lots 12 to 20 inclusive, Concessions 7 to 9 inclusive, in the Township of Dysart |
| Ward 2 | Haliburton – All of the Township of Dysart except Ward 1 and all of the Township of Dudley, except Lot 35, Concessions 6 & 7, in the Township of Dudley |
| Ward 3 | Harcourt – All of the Townships of Harcourt, Bruton and Clyde and Lot 35, Concessions 6 & 7, in the Township of Dudley |
| Ward 4 | West Guilford – Lots 1 to 18 inclusive, Concessions 1 to 6 inclusive, Township of Guilford and Lots 1 to 25 inclusive, Concessions 7 to 13 inclusive, Township of Guilford and all of the Township of Havelock |
| Ward 5 | Eagle Lake – All of the Township of Guilford except Ward 4 and all of the Townships of Harburn and Eyre |

You can view the Ward Boundary Map by visiting this link:

<https://www.dysartetal.ca/municipal-government/ward-boundaries/>



Qualifications of Electors

To vote in Dysart et al, you must be:

- A Canadian citizen;
- At least 18 years old;
- A resident in the Municipality of Dysart et al; or
- A non-resident of Dysart et al and you or your spouse own or rent property in the Municipality; and
- Not prohibited from voting under any law.

You may only vote once in the Dysart et al Municipal Election regardless of how many properties you own or rent within the Municipality. If you are a resident within the Municipality, you must vote in the ward where you live, either permanently or seasonally.

If you are a non-resident elector, and you own or rent properties in more than one ward in the Municipality, you must choose only one ward to vote in. Make sure that you are on the Voters' List for that qualifying address.

You cannot vote if you are:

- serving a sentence of imprisonment in a penal or correctional institution;
- a Corporation;
- acting as executor or trustee or in another representative capacity; or
- convicted of a corrupt practice described in section 90(3) of the MEA.

It is the responsibility of the elector to ensure they are qualified.

Students

Students who reside away from home may vote in both places (in the municipality where they attend school and where their family resides) as long as the family residence is their permanent residence.

Trailer Owners in Campgrounds

Trailer owners in campgrounds are considered Tenants and may therefore vote if they are entitled to use the land on Voting Day, or for at least six weeks in the year of the election.



Homeless Persons

Persons without a permanent residence may qualify to be added to the Voters' List during the revision period provided that they can identify a place within Dysart et al where they frequently returned to eat and sleep during the five weeks preceding.

Voters' List

Preliminary List of Electors (PLE)

By August 14th, 2026, Elections Ontario will provide the Municipality with the Preliminary List of Electors (PLE). The Clerk or designate then corrects and amends the PLE using information held by the municipality and produces the Voters' List by September 1, 2026.

Electors may make an application to amend the Voters' List up to and including Voting Day (October 26, 2026). Applications must be completed in full and, when completed in person, must bear the original signature of the applicant.

Applications must be accompanied by a legible copy of suitable Proof of Identification as stipulated in the Voter Identification form. For individuals who cannot provide the required Proof of Identification, a Declaration of Identity (Form 9) may be completed.

Applications received via email after 7:00 p.m. on Voting Day, Monday October 26, 2026 may not be processed by the close of vote due to time constraints.

There will also be an option to add an elector online through the municipal website until Friday, October 23rd at 4:00 pm. Please see the Methods for Updating Voters' List section for more information.

Form – 2. EL15 - Application to Amend Voters' List

Form – 3. Types of Acceptable Voter Identification

Form – 4. Declaration of Identity (Form 9)

Notice of the revision period shall be advertised a minimum of one time in the Haliburton Echo, the Highlander and on the Municipality of Dysart et al website during this period.

Form – 5. Notice of Revision Period



Correction of Errors

The Clerk or designate shall correct any obvious errors in the PLE on or before September 1, 2026 and ensure that notification is sent to Elections Ontario. This notification can occur when the final list of changes to the Voters' List is sent to Elections Ontario after the election. 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 Elections Ontario provides.

The Clerk or designate 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)].

Copies of Voters' List

Upon written request to the Clerk or designate, a copy of the Voters' List (through access to the Candidates Portal) shall be provided to:

- the secretary of a local Board of whose members are required to be elected at an election conducted by the Clerk, or that has submitted a question to electors;
- the Clerk or designate of the local municipality responsible for conducting the elections in any combined area for school board purposes;
- the Clerk or designate for an upper-tier municipality of whose members are required to be elected at an election conducted by the Clerk or designate, or that has submitted a by-law or question to the electors (County of Haliburton);
- the Minister, if he or she has submitted a question to the electors; and;
- Candidates (for Ward Council Candidates only those portions pertaining to their area).

Candidates will be required to execute a declaration confirming that the list will be used only for the purpose of the 2026 Municipal and School Board Election.

Methods for Updating Voters' List

The Preliminary List of Electors shall be requested from Elections Ontario in an electronic format. Electors may be added to the list by using the website <https://www.registertovoteon.ca/voters-list> until August 12th, 2026. After this date, the list shall be reviewed by the Clerk of the Municipality of Dysart et al or designate and obvious



errors shall be corrected as permitted under Section 22 of the MEA and the list shall be approved for use as the Voters' List. Beginning on September 1, 2026, voters will be given another opportunity to be added to the Voters' List. The procedure will be as follows:

An elector may be added to the Voters' List either online through the municipal website, in person or via email:

1. To add an elector **via the website**, an elector will go to <https://forms.dysart.ca/Application-to-Amend-the-Voters-List> (available September 1st). The elector will be prompted to fill in specific information such as first and last name, date of birth, qualifying address, mailing address, and school support. A piece of ID must be provided in order to verify the elector and this will be done by uploading a photo of the ID as specified in Regulation 304/13 of the MEA. This method will be available until Friday, October 23rd at 4:00 pm. Where Proof of Identification cannot be provided, application to be added to the Voters' List must be made in person.
2. To add an elector to the Voters' List **in person**, an EL15 form must be completed. This form requires the elector to write out specific information such as first and last name, date of birth, qualifying address, mailing address, as well as school support. A piece of ID must also be provided in order to verify the elector as specified in Regulation 304/13 of the MEA. While the EL15 form can also be submitted by email, election submissions received after 7:00 p.m. on Voting Day, Monday, October 26, 2026 may not be processed by the close of vote due to time constraints with the volume of electronic submissions that may be being received.
3. To add an elector to the Voters' List **via email**, an EL15 form must be completed and emailed to the attention of the Municipal Clerk or designate. This form will require the elector to provide specific information such as first and last name, date of birth, qualifying address, mailing address, as well as school support. A piece of ID must be included with the email in order to verify the elector as specified in Regulation 304/13 of the MEA. This ID can be scanned or photographed, but must be legible. Where Proof of Identification cannot be provided or determined, application to be added to the Voters' List must be made in person. Email submissions received after 7:00 p.m. on Voting Day, Monday, October 26, 2026 may not be processed by the close of vote due to time constraints.



Municipal VoterView (DataFix)

The Municipality of Dysart et al is utilizing the Municipal VoterView software application provided by DataFix to manage and update the Voters' List on an ongoing basis. Only those Election Officials delegated authority to access the PLE and Voters' List will be provided access to the application.

On September 1, 2026, Candidates will be provided access to the online Candidate Access Portal where Voters' List information will be available to search, view or download. Access will not be granted until the Candidate's Declaration for Proper Use of the Voters' List is executed and filed with the Clerk or designate. The Voters' List may only be used for election purposes.

The Candidates will be able to see which electors have participated in the election. Candidates will not be able to see how an elector has voted.

No printed or digital copies of the Voters' List will be provided.

Voatz System will make available online through DataFix's VoterView a list to the Clerk or designate and any other appropriate individuals of the Municipality of Dysart of all voters' list individuals by order of wards, who have voted during the voting period if such an event has taken place. The names of individuals who have voted will be marked as voted. A list of voters who have voted will be provided or made available to the candidates or their respective scrutineer through the Clerk's office or by electronic means by DataFix's VoterView System at the Clerk's discretion. This list shall be provided by the Voatz System in real time or as closely as possible to real time.

Notice of Election

The Clerk or designate shall give notice of the election (if one is required) as soon after Nomination Day as possible which will include a list of those Candidates with certified nominations for each office. The notice shall be advertised a minimum of one time in the Haliburton Echo, the Highlander and on the Municipality of Dysart et al website.

The Clerk or designate shall also provide notice that describes the method and timelines for the voting process. The notice shall be advertised a minimum of one time in the Haliburton Echo, the Highlander and on the Municipality of Dysart et al website.

Form – 6. Notice of Municipal and School Board Election and Notice of Voting Method

Accessibility



The Municipality of Dysart et al is committed to ensuring that all qualified electors have the opportunity to vote. The use of Internet and Telephone voting provides for improved access to the electoral process as it eliminates the need for electors to attend a polling station and provides for an extended period of time for electors to cast their vote.

Accessibility Plan (Pre-Election)

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

Accessibility Report (Post-Election)

Within 90 days after Voting Day, the Clerk or designate shall make a report available to the public about the identification, removal and prevention of barriers that effect electors and Candidates with disabilities. The Accessibility Report will be posted on the municipal website.

Offices to be Elected – Municipal Council

Mayor

One (1) to be elected at large by all voters in the municipality.

Deputy Mayor

One (1) to be elected at large by all voters in the municipality.

Councillor Ward 1

One (1) to be elected by all voters in Ward 1.

Councillor Ward 2

One (1) to be elected by all voters in Ward 2.

Councillor Ward 3

One (1) to be elected by all voters in Ward 3.

Councillor Ward 4

One (1) to be elected by all voters in Ward 4.

Councillor Ward 5

One (1) to be elected by all voters in Ward 5.

Offices to be Elected – School Board Trustees

English Public (EP) - Trillium Lakelands District School Board

- One (1) to be elected to represent the County of Haliburton



- Nominations are to be filed with the Municipal Clerk or designate, Municipality of Dysart et al

French Public (FP) – Conseil scolaire Viamonde

- One (1) trustee to be elected to represent Sector 1 which includes the Counties of Haliburton, Northumberland, Peterborough and Hastings, the Cities of Peterborough and Kawartha Lakes, and the Region of Durham.
- Nominations are to be filed with the County of Haliburton Local Municipal Clerk(s)/Returning Officer(s) or the Clerk, City of Oshawa.

Notice of Nominations will be posted a minimum of one time prior to Nomination Day in the Haliburton Echo, the Highlander, and on the Municipality of Dysart et al website on the Election page.

Form – 7. Notice of Nomination for Office – Municipal Council and School Board Trustees

Qualification of Candidates

To run for an office on Council or a School Board, a Candidate must be qualified on the day they file their nomination paper.

Qualifications for Members of Council

To qualify as a Candidate for Municipal Council, you must be:

- A Canadian citizen;
- At least 18 years old;
- A resident in the Municipality of Dysart et al; or
- A non-resident of Dysart et al and you or your spouse own or rent property in the Municipality; and
- Not legally prohibited from voting; and
- Not disqualified by any legislation from holding municipal office.

The following individuals cannot run for Council:



- employees of the Municipality of Dysart et al, unless they are on an unpaid leave of absence from their employment at the time of nomination and are able to provide copies of documentation showing the unpaid leave and the effective date. As per section 30(7) of the MEA, volunteer firefighters shall not be considered employees of the Municipality;
- a judge of any court;
- a member of the Provincial Legislature, the Federal House of Commons or Senate who has not resigned from their office by the close of nominations. Proof of resignation must be provided by the close of nominations or the Clerk will not certify the nomination;
- a member of the Executive Council of Ontario or a federal Minister of the Crown;
- individuals prohibited from voting in the municipal election under subsection 17(3) of the MEA;
- a former Candidate who failed to file the necessary financial statement or exceeded the prescribed spending limit in the last municipal election.

Qualifications for School Board Trustees

To qualify as a School Board Trustee Candidate, you must be:

- A Canadian citizen;
- At least 18 years old;
- A resident in the school board area of jurisdiction;
- An eligible voter for members of the school board for which you are seeking office;
- Not legally prohibited from voting; and
- Not disqualified by any legislation from holding municipal office.

The following individuals cannot run for the office of School Board Trustee:

- employees of any district school board (including supply teachers) or school authority, unless they are on an unpaid leave of absence as provided for by section 219 (5) of the *Education Act, 1990*, as amended, and section 30 of the MEA;



- a Clerk, Treasurer, Deputy Clerk or Deputy Treasurer of any municipality within the school board's area of jurisdiction, unless they are on an unpaid leave of absence as provided for by section 219 (5) of the *Education Act*, 1990, as amended, and section 30 of the MEA;
- a judge of any court;
- a member of the Provincial Legislature, the Federal House of Commons or Senate who has not resigned from their office by the close of nominations. Proof of resignation must be provided by the close of nominations or the Clerk will not certify the nomination;
- a member of the Executive Council of Ontario or a federal Minister of the Crown;
- individuals prohibited from voting in the municipal election under subsection 17(3) of the MEA;
- a former Candidate who failed to file the necessary financial statement or exceeded the prescribed spending limit in the last municipal election.

To be a Candidate in an English Language Public District School Board a Candidate must:

- be a supporter of the English-language public district school board; or
- not be a supporter of any board, nor have qualified themselves as an elector for a separate or French-language school board in the election

To be a Candidate in a French Language Public District School Board the Candidate must be a French-language rights holder (see ss. 23(1) and (2) of the Canadian Charter of Rights and Freedoms for criteria) who must:

- qualify as an elector for the French language public district school board; or
- be a supporter (or the spouse of a supporter) of the French language public district school board.

An elected member of council or a school board trustee must maintain their qualifications throughout the entire term of office or their seat will become vacant.

Nominations



A person can only become a Candidate during the Nomination Period.

The Nomination Period starts on **Monday, May 1, 2026** and ends on **Friday, August 21, 2026 at 2:00 p.m.** The time for close of Nominations will be confirmed using the National Research Council Official time signal website: <https://nrc.canada.ca/en/web-clock/>. Nomination papers will not be accepted after the deadline for filing.

A nomination must be signed by the Candidate and may be filed in person (accompanied by 25 signatures on Form 2 – Endorsement of Nomination form from eligible electors in Dysart et al) or by an agent during regular business hours (8:30 a.m. to 4:30 p.m. - weekends and Statutory Holidays excluded) beginning on Friday, May 1, 2026 through to **2:00 p.m.** on Friday, August 21, 2026 (Nomination Day).

Nominations may be made by completing and filing in the office of the Clerk. The following must be provided:

- Nomination paper (Form 1);
- At least 25 endorsement signatures from eligible voters in Dysart et al on the prescribed Form 2 (not required for school board trustee Candidates);
- Identification that shows the Candidate's name, qualifying address and signature; and
- The nomination filing fee, which can be paid by cash, debit, or certified cheque, payable to the Municipality of Dysart et al. The filing fee is \$200 for Candidates running for Mayor and \$100 for Deputy Mayor, Councillors or School Board Trustees;

Candidates will also sign declaration forms affirming that they are eligible to run, will make proper use of the Voters' List and will consent to the release of personal information collected on the Nomination Paper. These forms will be supplied to you at the time that the Candidate files their nomination.

Form - 8. Nomination Paper (Form 1)

Form - 9. Endorsement of Nomination (Form 2)

Form - 10. Acceptable Identification for Candidates

Form - 11. Declaration of Qualification Form – Municipal Council

Form - 12. Declaration of Qualification Form – School Board Trustee



Form - 13. EL14 – Candidate's Declaration – Proper Use of the Voters' List

Form - 14. EL52 – Consent to Release Personal Information

Changing Office

If, after having filed a nomination form, a Candidate wishes to file a nomination for a different office in the same election, the first nomination shall be deemed to have been withdrawn at the time the second nomination is filed. The Candidate must:

- file the Withdrawal of Nomination for the old office
- file a Nomination Paper for the new office
- pay the nomination filing fee for the new office

Municipal Council Candidates are not required to submit additional declaration of endorsements; these endorsements are transferred to the second office.

Campaign Finances

The two offices (campaigns) are separate, and contributions and expenses cannot be transferred from one to the other. The exception to this would be if the Candidate decides to run for the same Council or School Board and both offices are elected at large (i.e. Deputy Mayor and Mayor). In this instance, everything from the first campaign (Contributions, expenses, etc.) is transferred to the second campaign.

If the Candidate plans to incur expenses or accept contributions, they must open a separate bank account for each campaign. A contributor's total contribution cannot exceed \$1,200 for both campaigns for Municipal or School Board Candidates.

Financial Statement

The Candidate will be required to file a financial statement for each campaign. The withdrawn campaign will show all financial activity from the day the nomination paper is filed until the day the withdrawal is filed, and the current campaign will show all financial activity from the day the nomination paper is filed until the end of the campaign period.

Withdrawing a Nomination

A Candidate may withdraw their nomination by completing a Withdrawal of Nomination form and filing it in the Clerk's Office before 2:00 p.m. on August 21, 2026 (Nomination



Day). A Candidate must present identification with the proper form to the election staff. Candidates cannot withdraw after the nomination period has closed.

Form - 15. Withdrawal of Nomination

A Candidate is entitled to receive a refund of the nomination fee if they file their Financial Statement by 2:00 p.m. on March 30, 2027. If a Candidate withdraws their nomination, they are still required to submit a financial statement showing all contributions and expenses, including the nomination fee, from the day they filed the nomination paper until the day they withdrew from the office.

Notice of Nominations Filed

A list of Nomination Papers filed (non-certified) will be amended and posted on the Municipality of Dysart et al website as soon as possible after filing. The list shall be prepared in order by office and descending in the order in which nominations are received. The list will contain personal information, as provided by the Candidate, to be posted at the Municipal Office and online, providing electors with the opportunity to contact Candidates.

Form - 16. Nomination Papers Filed (non-certified)

Certify or Reject Nominations

Under the MEA, the Clerk is required to reject or certify nominations of Candidates. On or prior to 4:00 p.m. on August 24, 2026, the Clerk or designate will examine each nomination filed and, if satisfied the person is qualified to be nominated and that the nomination complies with the MEA, the Clerk will certify the nomination paper.

The Clerk or designate may consider the following criteria in their decision to reject or certify individual nominations:

- The Candidate has refused or declined to provide proof of qualification or identification suitable to the Clerk.
- The Candidate does not satisfy the requirements of the MEA, as amended (the Candidate is not qualified to hold office, or is otherwise prohibited by law from being nominated).
- The nomination form is not complete in its entirety, or the prescribed filing fee has not been paid.



- The Candidate's name does not appear on the Voters' List.
- The necessary financial statement was not filed for any office in the previous regular election or any new election in which the individual may have been a Candidate.

There may be other circumstances in which the Candidate is disqualified from being nominated or elected other than those identified above. It is the responsibility of each Candidate to ensure that they are not disqualified from being nominated for the office.

It is the responsibility of the Candidate to ensure they meet all the qualifications and file proper nomination papers, prior to 2:00 p.m. on August 21, 2026. Since the Clerk or designate may examine the nomination papers after the nomination period ends and may reject them, a Candidate may find that their papers have been rejected and they are too late to file additional information or provide proof to the Clerk of their qualifications.

If not satisfied, the Clerk or designate will reject the nomination and, as soon as possible, give notice to the person who sought to be nominated and to all other Candidates for that office. The Clerk or designate's decision to certify or reject a nomination is final.

Form - 17. EL07 – List of Certified Candidates

Acclamations

If there is only one Certified Candidate running for an office at 4 p.m. on Monday, August 24, that Candidate will be declared elected by acclamation. Candidates elected by acclamation are still required to file a campaign financial statement.

Form - 18. EL20 – Declaration of Acclamation to Office

Candidate Campaign Contributions and Expenses

Maximum Contributions to a Candidates Own Election

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

- a) the amount calculated by adding:



- (i) in the case of a Candidate for the office of head of council of a municipality, \$7,500 plus 20 cents for each elector entitled to vote for the office, or
- (ii) in the case of a Candidate for an office on a council of a municipality other than the office of head of council, \$5,000 plus 20 cents for each elector entitled to vote for the office; and

b) \$25,000.

This limit does not apply to school board trustee Candidates.

In accordance with MEA, the Clerk or designate shall give the Candidate a preliminary calculation of the permitted amount of the contributions to a Candidate's own campaign as of the filing date, using the number of electors from the Voters' List as it existed on September 15, 2022, adjusted for application under s. 24 and s. 25 that were approved as of that day.

On or before October 1, 2026, the Clerk or designate shall make a secondary calculation of permitted amount of contributions to a Candidate's own campaign based on the number of electors on the Voting List as of September 15, 2022 and subject to any adjustments as of that day. The higher calculation of the two shall be the final contribution limit. The Clerk or designate will provide each Candidate with the permitted amount of contributions to a Candidate's own campaign via email. The Clerk's calculation is final.

Maximum Campaign Expenses

Upon filing Nomination Papers, Candidates will be provided with a preliminary calculation of their campaign spending limit using the number determined from the Voters' List from the 2022 election, as it existed on September 15, adjusted for changes made under sections 24 and 25 of the MEA.

On or before October 1, 2026, the Clerk or designate shall make a secondary calculation of maximum campaign expenses based on the number of electors on the Voting List as of September 20, 2026 and subject to any adjustments as of that day. The higher calculation of the two shall be the final spending limit. The Clerk will provide each Candidate with a certificate of maximum campaign spending limits via email. The Clerk's calculation is final.

The calculation is as follows:



Mayor	\$7,500 plus 85 cents for each elector entitled to vote for the office
Deputy Mayor	\$5,000 plus 85 cents for each elector entitled to vote for the office
Ward Councillor	\$5,000 plus 85 cents for each elector entitled to vote for the office
School Board trustee	\$5,000 plus 85 cents for each elector entitled to vote for the office

Maximum Expenses for Parties, etc. After Voting Day

On or before October 1, 2026, the Clerk shall provide each Candidate, via email, with a certificate of maximum campaign expenses for parties and making other expressions of appreciation after the close of Voting Day, being 10%, of the final maximum campaign expenses.

Candidates are required to inform contributors of contribution limits. Individuals who go over their contribution limits are subject to fines.

Candidates are not required to open a bank account if they do not receive contributions or incur expenditures related to their campaign. Candidates that receive contributions of goods or services, but no contributions of money, do not have to open a campaign bank account.

Form - 19. Certificate of Estimated Campaign Spending Limits - Candidate

Form - 20. EL37 - Certificate of Maximum Campaign Spending Limits - Candidate

Information on Campaign Contributions

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

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

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.

Fundraising for Candidates

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?

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:

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

Not Contributions:

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

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

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

A Candidate and their 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 their spouse may guarantee a loan.

Information on Campaign Expenses

What Constitutes an Expense

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), 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 fundraising 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 fundraising 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.

An expense shall not be incurred by or under the direction of a person unless they are a Candidate, and expenses shall only be incurred during their campaign period.

Notice of Penalties

In accordance with the MEA, the Clerk shall before Voting Day, notify all Candidates of the penalties under subsection 88.23 (2) and 92(1) related to election campaign finances.

Form - 21. Notice of Penalties – Candidate

Candidate Financial Statements

Filing Requirements - Financial Statements

All Candidates are required to file a financial statement using the prescribed form **no later than 2:00 p.m. March 30, 2027. Electronic submissions will not be accepted.** The



Clerk shall provide notice of all the filing requirements under s. 88.25 (9), 34, 88.23 (2) and 92.1 and of the penalties under subsections 88.23 (2) and 92(1), by regular mail, to every Candidate at least 30 days before the filing due date. The financial statements shall be available for viewing by the public on the Municipality of Dysart website.

All candidates, including those acclaimed to office, must file financial statements. If a Candidate did not receive any contributions (including contributions from themselves) or incur any expenses, they are only required to fill out the first page of the financial statement and sign it.

Form - 22. Financial Statement – Auditor's Report Candidate (Form 4)

Form - 23. Notice to Candidate of Filing Requirements

A Candidate will be permitted to resubmit a financial statement to correct an error until the filing deadline. The nomination filing fee will only be refunded if a financial statement is filed on time. If a Candidate does not file their financial statement on time and is willing to pay a \$500 late filing fee, the Candidate will be provided an additional 30-day grace period to file the financial statement. A Candidate exercising this option will not be refunded their nomination filing fee.

Change of Address

Some election documents may be sent to Candidates by first class mail. If a Candidate moves any time before all required forms are filed, they must notify the Clerk's Office.

Enforcement & Penalties

There are penalty provisions in the MEA that are applicable to Candidates who fail to meet the disclosure and reporting requirements of the Act. There are three contraventions of the MEA where penalties apply automatically:

1. The Candidate fails to file a financial statement by the end of the 30-day grace period or fails to apply to the court before March 30, 2027 for an extension by the filing deadline;
2. The Candidate's financial statement shows that they exceeded their spending limit; or
3. The Candidate fails to turn over their surplus to the Clerk when they file their financial statement.



Notice of Default

Failure to meet any of these requirements will mean that the Candidate forfeits any office they have been elected to and they become ineligible to run for or to be appointed to any office in Ontario until after the 2026 election. A “Notice of Default” Form 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 failed to meet their financial reporting requirements. The Clerk or designate 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.

Form - 24. Notice of Default – Candidate

Clerk’s Responsibility to Review Financial Statements

The Clerk or designate will be required to review all the financial statements received and identify whether any contributor appears to have exceeded any of the contribution limits. The Clerk or designate will be required to report to the Compliance Audit Committee as soon as possible after the filing deadline regarding contributions made to Candidates and Third Party Advertisers in excess of the established limits. Within 30 days of receiving the report, the Compliance Audit Committee must consider the report and decide whether to commence a legal proceeding against a contributor for an apparent contravention.

Clerk’s Report on Financial Statements

As soon as possible after April 30, 2027, the Clerk or designate will be required to provide a report and make it available on the Municipality’s website, setting out all Candidates in an election and indicating whether each Candidate complied with financial reporting requirements.

Further Information - Election Finances / Campaign Contributions

The information contained within the procedure guide is meant to act as a general guide. Candidates are encouraged to refer to the pertinent sections of the MEA.

Information regarding election finances such as financial responsibilities of Candidates, campaign contributions/fundraising, campaign expenses and financial reporting is available in the Ministry of Municipal Affairs and Housing’s 2026 Candidates’ Guide for Ontario Municipal and School Board Elections. This and other documentation can be found on the Ministry of Municipal Affairs and Housing website (www.mah.gov.on.ca).



Candidate Campaigning and Campaign Advertising

Candidates' Election Campaign Advertisements (s. 88.3)

All Candidate Election Campaign Advertisements must be in compliance with s. 88.3.

The MEA does not contain restrictions on when a Candidate may or may not advertise, however, a Candidate must have filed their nomination paper before spending any money and the amount they may spend on their campaign is regulated.

“Election Campaign Advertisement” means an advertisement in any broadcast, print, electronic or other medium that has the purpose of promoting or supporting the election of a Candidate.

Mandatory Information in Advertisements

An Election Campaign Advertisement purchased by or under the direction of a Candidate shall identify the Candidate.

Mandatory Information for a Broadcaster or Publisher

A Candidate shall not cause an Election Campaign Advertisement to appear unless they provide the following information to the broadcaster or publisher in writing:

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

The Canadian Radio-television and Telecommunications Commission has guidelines that broadcasters must follow to ensure all Candidates have equal access to coverage. Free political advertising by a broadcaster must be within the regulations and guidelines of the *Broadcasting Act* (Canada) and made available to all Candidates. This advertising is not deemed to be a contribution.

Form - 25. Broadcaster/Publisher Information Sheet – Candidate

Use of Municipal Resources

The use of municipal resources for election campaign purposes is strictly prohibited. All election Candidates, including members of Council, are required to follow the provisions



of the MEA and ensure there is no use of the facilities, equipment, supplies, services, staff or other resources of the Municipality for any election campaign or campaign related activities. No Candidate shall undertake campaign-related activities on Municipal property leased or otherwise (e.g. parks, Library, Community Centres, Municipal Office, Fire Hall). No Candidate shall use the services of persons during hours in which those persons receive any compensation from the Municipality.

For more information, please refer to the Municipality's Policy 47. Use of Corporate Resources for Election Purposes Policy.

Campaign Accessibility

The Province of Ontario has provided information about how Candidates can make their campaigns more accessible for persons with disabilities. Candidates should familiarize themselves with the following Ontario Government guides:

- Removing Barriers to Political Participation
- Accessible Campaign Information and Communication
- Accessible All Candidates Meetings
- Accessible Campaign Offices

Prohibition of Canvassing / Advertising at Voting Locations

No campaign material, literature or advertising of any nature of any Candidate in the Election shall be displayed at, or within the Municipal Office (see also "Use of Municipal Resources").

The following is designated as a voting location (Voting Place) on **Voting Day (October 26, 2026) from 8:30 a.m. to 8:00 p.m.:**

- Municipality of Dysart et al Municipal Office, 135 Maple Avenue, Haliburton, ON

The MEA provides that while an elector is in a voting location, no one shall attempt, directly or indirectly, to influence how the elector votes and that no one shall display a Candidate's campaign material or literature in a voting location.

Electioneering of any nature is not permitted in or on the premises used as a voting location or as a Help and Revision Centre. The premises are deemed to include the entire building and the property on which it is located. Campaign material or literature of any



nature found in these locations will be immediately removed and disposed of without notice. For more information, see “Use of Municipal Resources”.

Right of Entry for Canvasser

Access to rented premises - excerpt from the *Residential Tenancies Act, 2006*, section 28:

“No landlord shall restrict reasonable access to a residential complex by Candidates for election to any office at the federal, provincial or municipal level, or their authorized representatives, if they are seeking access for the purpose of canvassing or distributing election material.”

If Candidates are experiencing difficulty in gaining access to these premises, they should contact the landlord of the building.

Access to condominiums - excerpt from the *Condominium Act, 1998*, section 118:

“No corporation or employee or agent of a corporation shall restrict reasonable access to the property by Candidates, or their authorized representatives, for election to the House of Commons, the Legislative Assembly or an office in a municipal government or school board if access is necessary for the purpose of canvassing or distributing election material.”

If Candidates are experiencing difficulty in gaining access to these premises, they should contact the board of directors of the condominium.

Access to co-operative housing units - Excerpt from the *Co-operative Corporations Act, 1990*, section 171.24:

“No non-profit housing co-operative or servant or agent of such a cooperative shall restrict reasonable access to the housing units of the cooperative by Candidates, or their authorized representatives, for election to the House of Commons, the Legislative Assembly, any office in a municipal government or a school board for the purpose of canvassing or distributing election material.”

If Candidates are experiencing difficulty in gaining access to these premises, they should contact the housing co-operative representative.

The Clerk is not responsible for securing access to any buildings for the purpose of canvassing or distributing election material.



Corporate Logo, Crest and Images

Candidates are prohibited from using the Municipality of Dysart et al logos/corporate images, crest, photos, graphics or any other item of municipal intellectual property for any campaign-related purposes or materials including, but not limited to, signs, printed and electronic publications, flyers, brochures, e-mail, website, social media, business cards, postcards, letterheads, leaflets, posters, fridge magnets and promotional items.

Any disregard of this prohibition will be acted upon by the Corporation of the Municipality of Dysart et al and could result in legal action.

Campaign Staff

Candidates may recruit staff to work on their campaign and assign them duties. While a Candidate may designate staff to perform certain duties, the ultimate responsibility for compliance with the MEA and any municipal by-laws rests with the Candidate.

The Criminal Code Of Canada provides that: everyone commits perjury who, with intent to mislead, makes before a person who is authorized by law to permit it to be made before him a false statement under oath or solemn affirmation by affidavit, solemn declaration or deposition or orally, knowing that the statement is false, is guilty of an indictable offence and liable to a term of imprisonment not exceeding fourteen years (Section 131, 132), or by summary conviction (Section 134).

Assistance of Electors

If an elector requires assistance to vote, the Clerk or their designate(s) may provide such assistance. Candidates or their Scrutineers are not permitted to interpret for or assist any electors.

Election Signs

The Municipality of Dysart et al does not have an Election Sign By-law, although in the Municipal Sign By-law No. 2022-39, as amended, section 5.4 states that election signs are to be removed within two weeks after the election. Candidates are responsible for ensuring any signage is in compliance with the appropriate authority's local by-laws, provincial/federal ministry or department, or federal and provincial legislation.

The MEA states that any Election Campaign Advertisement purchased by or under the direction of a Candidate, will be required to identify the Candidate or the Third Party Advertiser.



Form – 26. By-Law 2022-39 – Sign Regulation By-Law

Form - 27. County of Haliburton Sign By-Law

Form - 28. MTO Guidelines for Election Signs

Rental Housing and Condominium Corporations

Landlords and condominium Corporations cannot prohibit their Tenants from displaying campaign signs in their own unit. The condominium Corporation/landlord will have the right to establish reasonable conditions related to the size or type of sign. Landlords and condominium Corporations may prohibit the display of signs in relation to common areas of the building.

Scrutineers

Scrutineers are a means by which a Candidate may observe the election to ensure that it is conducted in accordance with the principles of fairness and integrity in the election process and the provisions of the MEA. The right to appoint Scrutineers is an option made available to Candidates to assist them to observe the election process and to note any irregularities. An election must be conducted with fairness and integrity whether Scrutineers are present.

Each Candidate may appoint, in writing on the prescribed form, persons to act as Scrutineers to represent them during the Voting Period or the receipt of voting results, including during a recount.

Not more than one Scrutineer representing each Candidate may be present at the voting location. The Candidate and their Scrutineer shall not be present at the same time.

All Scrutineers and Candidates wishing to remain at the Help and Revision Centre or the Voting Place must take and subscribe to an Oath of Secrecy.

Any Candidate who has been acclaimed is prohibited from being in the voting location unless another Candidate has appointed them as a Scrutineer.

Form - 29. Appointment of Scrutineer by Candidate

Form - 30. EL12B - Oral Oath of Secrecy

Any Candidate, Scrutineer, agent or voter who by their actions creates a disturbance or interferes in any way with the proper conduct at the voting location may be expelled from



the voting location for such actions. An agent, Candidate or Scrutineer who is dissatisfied with the actions of election personnel is invited to contact the Clerk to discuss the matter.

While in the Voting Place or Help and Revision Centre, Scrutineers and Candidates are prohibited from:

- 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 location;
- compromising the secrecy of the voting;
- interfering, or attempting to interfere, with an elector who is casting their Ballot;
- obtaining or attempting to obtain, in a voting location, any information about how an elector intends to vote or has voted; and
- communicating any information obtained at a voting location about how an elector intends to vote or has voted.

Third Party Advertisements

Individuals, Corporations and Trade Unions can register as Third Party Advertisers and can also make contributions to Third Party Advertisers. In accordance with the requirements of s. 88.6, Third Party Advertisers will need to register with the municipality where they want to advertise. If they want to advertise in more than one municipality, they must register in each municipality.

Registration allows a Third Party Advertiser to promote or oppose any Candidate that the electors in the municipality can vote for (local council and school board trustee positions).

Third party advertising must be done independently of Candidates, who are not able to direct a Third Party Advertiser. Candidates are unable to register as Third Party Advertisers.

Third Party Advertisers may register with the municipality starting on Friday, May 1, 2026 and until Friday, October 23rd, 2026. Third Party Registrations will not be accepted after the deadline.



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 shall be filed with the Clerk starting May 1, 2026 to Friday, October 23rd, 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;
- a resolution from the Corporation or Trade Union that authorizes the person or agent to register on their behalf, if applicable.

The Clerk or designate shall provide the Notice for Registration 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 or designate and initialled by the individual or by a representative of the Corporation or Trade Union. The Clerk or designate will then sign the Notice for Registration.



Form - 31. Notice of Registration – Third Party Advertiser (Form 7)

A Notice of Registration, which contains some contact information, is a public document that may be inspected by any person at the Municipal Clerk's Office at a time when the office is open until such a time as the form is legally destroyed. As part of the registration process, the Third Party Advertiser will be asked to sign a Freedom of Information Release Form, which will permit other methods of disclosure of specific contact information. Other disclosure methods may include the Municipality of Dysart et al website, social media (if applicable), and making the information available to any person upon request by all the following methods: in person, by phone, mail, e-mail or fax.

Form – 32. Third Party Advertiser Form – FOI Release

Restricted Period

The restricted period for Third Party Advertisements in relation to an election in a municipality begins on the earliest day that an individual, Corporation or Trade Union is permitted to file a notice of registration (May 1, 2026) as a Registered Third Party and ends at the close of voting on Voting Day.

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 section 88.6 when the expenses are incurred and when the advertisement appears.

The Clerk or designate shall calculate the estimated maximum Third Party expenses for registered third parties and an estimated maximum amount of expenses for parties and provide a Certificate to the individual filing the registration. The Clerk's calculation is final.

Form - 33. Certificate of Estimated Campaign Spending Limits – Registered Third Party

Notice of Penalties – Third Party Advertisers

The Clerk or designate shall, at least 30 days before the filing date, provide a notice of the penalties to every Registered Third Party that registered in the Municipality.

Form - 34. Notice of Penalties - Registered Third Party

Form - 35. Contributions to Registered Third Party



Final Calculation of Third Party Expenses

The Clerk or designate shall, after determining 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. The certificates 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 October 1, 2026; and in the case of a by-election, within 10 days after the Clerk or designate 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 September 15th, 2022 for the 2022 Municipal and School Board Election and 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 and adjusted for changes under section 24 and 25 that were approved as of that day. (Section 88.21 (11))

Form - 36. EL51 - Certificate of Maximum Campaign Expenses - Registered Third Party

List of Registered Third Parties

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

Form - 37. Official List of Registered Third Parties

Duties of Registered Third Parties

The Clerk or designate shall provide the Duties of Registered Third Parties at the time of filing.

Form - 38. Duties of Registered Third Party



Requirements for Third Party Advertisements (s. 88.4)

All Third Party Advertisements must be in compliance with s. 88.4.

Mandatory Information in Third Party Advertisements

No Registered Third Party shall cause a Third Party Advertisement to appear during the restricted period unless the advertisement contains the following information:

1. The name of the Registered Third Party.
2. The municipality where the Registered Third Party is registered.
3. A telephone number, mailing address or email address at which the Registered Third Party may be contacted regarding the advertisement.

Mandatory Information for Broadcaster

A Registered Third Party shall not cause a Third Party Advertisement to appear during the restricted period unless they or it provides the following information to the broadcaster or publisher in writing:

1. The name of the Registered Third Party.
2. 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.
3. The municipality where the Registered Third Party is registered.

Prohibition, Broadcaster or Publisher

No broadcaster or publisher shall cause a Third Party Advertisement to appear during the restricted period if the information set out in paragraphs 1 to 3 of above have not been provided.

Mandatory Information in all Ads

Third Party Advertisements must contain:

- name or Registered Third Party;
- the Municipality where the third party is registered; and



- Telephone number, mailing address or email address.

Notification to Broadcasters

The Broadcaster must be provided the following in writing:

- name of Registered Third Party;
- Municipality were registered; and
- name, business address and telephone number of individual under direction of Registered Third Party.

Records must be kept by the Broadcaster for 4 years.

Form - 39. Broadcaster/Publisher Information Sheet – Registered Third Party

Third Party Financial Statements

All Registered Third Parties shall file with the Clerk or designate, the Financial Statement – Auditor's Report – Third Party – Form 8 on or **before 2:00 p.m. on March 30, 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 can be filed is the first day the Municipal Office is open in January 2027.

Form – 40. Financial Statement – Auditor's Report – Third Party (Form 8)

No later than March 1, 2027, the Clerk or designate shall send by regular mail notice of filing requirements and penalties to all Registered Third Parties on the form: Notice to Registered Third Party of Filing Requirements.

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

There is a 30-day grace period for Third Party Advertisers who miss the deadline to file a financial statement and auditor's report, provided that the Candidate or Third Party Advertiser pays a \$500 late filing fee to the municipality.

Form – 41. Notice to Registered Third Parties of Filing Requirements



Notice of Default

A Notice of Default – Registered Third Party shall be given to any Registered Third Party that has not submitted the Financial Statement – Auditor's Report on or before 2:00 p.m. on April 29th, 2027. The Notice of Default shall be sent by regular mail.

The Clerk or designate 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 or designate 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 Third Party Advertisers are directed to Sections 88.26 – 88.29, 88.30 – 88.32.

Form – 42. Notice of Default – Registered Third Party

Municipal Authority to Remove Advertisements (Section 88.7) – Candidates and Third Party Advertisers

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.

Voter Help and Revision Centre

Eligible electors may attend the Help and Revision Centre to make additions, deletions and corrections to the Preliminary List of Electors/Voters' List by filling out an application to amend the Voters' List and provide satisfactory Proof of Identification.

Eligible electors added to the Voters' List will be assigned and receive (or mailed) a Voter Information Letter containing a (PIN) and will be able to vote at the Help and Revision Centre, by Internet only, if they so wish **during the Voting Period.**



The Help and Revision Centre will also assist electors with the Internet Voting process, and other general election inquiries and will be supplied with an internet connection to accommodate voting **during the Voting Period**.

Help and Revision Centre Location and Hours of Operations

The Help and Revision Centre will be located at the Municipal Office at 135 Maple Avenue in Haliburton, Ontario. Voters may use this service in order to make additions, deletions and corrections to the Preliminary List of Electors/Voters' List during the following hours:

- Monday to Friday during normal business hours (8:30 am to 4:30 pm) from September 1, 2026 to October 23, 2026; and
- On Voting Day, Monday October 26, 2026, between the hours of 8:30 am to 8:00 pm.

The Advance Voting Period will be held from Friday, October 16 and end on Voting Day (October 26th). During this time, the Dysart Municipal Office will have digital voting stations set up with a secure internet connection for those wishing to cast their vote. Trained Election Officials will be on site to provide assistance where required.

Voters will be asked to bring their Voter Information Letters containing their unique PIN and may be asked to show one piece of ID that has their name and address on it. Election Officials will check if the individual is eligible to vote before directing them to the voting area where they will go behind a voting screen and use a computer or an iPad to cast their vote.

If eligible voters require assistance to vote, they may attend the Help and Revision Centre with a Support Person or Friend. The Support Person or Friend must swear a declaration prior to offering assistance. The person acting as a Friend may then go behind the voting screen to assist the voter, where a computer or iPad will be available to cast their vote.

In the absence of a Support Person, the voter may request the assistance of an Election Official, who may provide assistance only after the appropriate oath, if required, has been taken.

Form - 43. EL27 - Oral Oath of Friend or Interpreter

If eligible voters require the assistance of an interpreter, they may ask anyone who is not a Candidate or a Scrutineer to act as their interpreter. The interpreter must swear a declaration before providing assistance.



If a voter's right to vote is brought into question at the Voting Place, the voter will be asked to take an Oath of Qualification.

Form – 44. EL26 - Oath of Qualification for Eligible Voter

Additional hours for eligible voters to attend the Help and Revision Centre may be incorporated by the Clerk/Returning Officer at their discretion. Any additional Help and Revision Centre hours will be advertised.

Internet access will be provided at the Voting Place on Voting Day for eligible electors wishing to attend the Voting Place and cast their vote by internet.

Voting Process

Alternative Voting Method

[By-law No. 2025-40](#) authorizes the use of Internet and Telephone Voting for the 2026 Municipal and School Board Election in the Municipality of Dysart et al. There will be no paper ballots.

Internet/Telephone Voting

The service provider for internet/telephone voting is Voatz, Inc.

Eligible voters may vote by:

- Telephone, by accessing a designated telephone number provided by using a touch-tone telephone - but not a rotary dial telephone to cast their vote. "Digi-pulse" telephones will be able to access the system if the telephone over-ride button is set to a "touch-tone" mode. Should the preceding not be done correctly, the interactive response system will provide an error message requesting that the eligible elector obtain assistance from the Voter Help Centre; OR
- By accessing the internet address provided by using a dial modem access or a high-speed connection to cast their vote.

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, and their date of birth.

Voatz Inc. system will allow the eligible voter to vote using a telephone or the internet.



Following the voter's selection, the voting system response shall identify the voter's choice and provide the voter with the option of changing or confirming their vote.

The voting system shall enable the voter to decline from voting for an office(s) if they wish to do so.

Once the PIN has been used to complete all assigned races associated with the election it cannot be used again, and further access shall not be granted to the Telephone/Internet Voting service to vote again.

Voting will commence on Friday, October 16, 2026 at 9:00 a.m. and conclude on Monday, October 26, 2026 at 8:00 p.m.

Prior to the activation of the system by Voatz Inc. on Friday, October 16, 2026, Voatz shall allow access by the Municipal Clerk or designate to the voting system at the Dysart et al Municipal Office between 8:30 AM and 9:00 AM by secure ID and Password, for the purposes of ensuring that all Candidates' names are listed and that no votes have been cast. The system will not be activated until confirmation that all the counts associated with each of the Candidate(s) names indicate a "0" total.

The internet/telephone vote will be activated unless any of the counts associated with the Candidate names do not indicate a zero total, or unless directed otherwise by an Election Official.

Voters may only vote once in the Dysart et al Municipal Election regardless of how many properties they own or rent within the Municipality. If they are a resident within the Municipality, they must vote in the ward where they live, either permanently or seasonally. If voters are a non-resident electors, and own or rent properties in more than one ward in the Municipality, they must choose only one ward to vote in.

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



Voter Information Letters

Voter information Letters (VILs) will be printed and delivered through Canada Post to the mailing address of all eligible voters in advance of the voting period. In the case of an emergency, or at the discretion of the Clerk, alternative delivery methods may be utilized.

Each person on the Voters' List shall be mailed, through Canada Post, a sealed Voter Information Letter containing:

- a) Their Personal Identification Number (PIN), the telephone number(s) to call to cast a vote, and the designated internet address (URL) to access to cast a vote using the internet;
- b) Instructions on how to vote;
- c) Dates and hours of voting; and
- d) The location(s) and telephone number(s) of the Voter Help and Revision Centre.

Receiving Multiple Voter Information Letters

Should a voter receive more than one Voter Information Letter, the voter may only **vote once** and must return the other document(s) to the Municipal Office. All voters that knowingly vote more than once or who improperly use the Voter Information Letter are committing an offence under the Municipal Elections Act, 1996 and subject to an investigation and prosecution by the police and legal system.

Returned Voter Information Letters

Voter Information Letters returned to the Municipal Office shall be maintained in a secure fashion and destroyed in the same manner as all other municipal election material.

Voter Information Letter Audit Trail

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

- a. that were sent to voters on the Voters' List;
- b. that were undeliverable and returned from the Post Office;
- c. that were returned by a voter or other individual(s) either opened or unopened but unused for voting purposes;
- d. that were re-issued to an eligible elector;
- e. that were set to a status that prevented them from being used to vote; and



- f. that were assigned by Election Officials to eligible electors that have completed Form 02. EL15 - Application to Amend Voters' List.

Reissuing a Voter Information Letter

Incorrect Voter Information

Where an eligible voter has received an incorrect Voter PIN in terms of ward and/or school support association, the voter can contact a Voter Help & Revision Centre and have the proper information applied to the existing PIN. The voter may re-access the system and cast their vote.

Issuance of New Voter Information Letters – Email, Telephone & Mail

New Voter Information Letters or PINs shall not be given out over email, telephone or by mail without the expressed approval of the Clerk or their designate. Should the Clerk approve a new PIN be given out by email or over the phone, the eligible elector shall provide proof to the Clerk, or designate, of identity and residence along with the completed appropriate form (EL 15), if required.

Reissuance of Voter Information Letters

Where a person on the Voters' List **has lost their Voter Information Letter or did not receive it in the mail, or does not have access to it**, they can attend the Help and Revision Centre to receive a new one. The authorized Election Official will disable the voter's lost Personal Identification Number (PIN) and electronically mark it in the system with the appropriate details. Upon providing satisfactory Proof of Identification to an Election Official, and the completion of Application for Re-Issue of a Voter's Information Letter (Lost and Unused), a new Voter Information Letter containing a new Personal Identification Number (PIN) shall be issued.

Replacement Voter Information Letters may, under special circumstances approved by the Clerk or designate (i.e. in the hospital, out of the County), also be issued over videoconference or telephone subject to the elector completing the verbal authentication process issued by the Clerk or designate. The Clerk or designate may request the elector provide proof of identity and residence as prescribed in O. Reg. 304/13 via email or mail prior to releasing a replacement PIN remotely.

Where an eligible voter has attempted to validate his or her PIN and **they have determined that the PIN has already been used**, the voter can attend the location determined by the Clerk, bringing satisfactory Proof of Identification and have an Election Official confirm that the PIN has been used. Prior to authorizing the re-issuance of a new Voter Information Letter which contains a new PIN, the voter shall be required to respond and answer any and all questions from the Election Official and complete and sign an



Application for Re-Issue of a Voter's Information Letter (Used by an Impersonator). The Election Official shall document, to their satisfaction, questions and answers of the Voter and this process may require engagement of law enforcement.

If the Election Official believes that all questions have been answered truthfully and to their satisfaction, the Election Official may authorize the provision of a new Voter Information Letter which contains a new PIN.

No new PIN(s) shall be given out over the phone or mailed in a circumstance where the voter has determined that their PIN has already been used. The voter must attend the Municipal Office with proof of identity and residence as prescribed in O. Reg. 304/13 and complete the appropriate form.

Any elector who does not have their date of birth on file will receive a warning message on the Voter Information Letter advising them to call the Municipal Office to update their date of birth in the records. Electors may be asked to provide identification confirming their date of birth.

Form – 45. Application for Re-Issue of a Voter's Information Letter (Lost and Unused)

Form – 46. Application for Re-Issue of a Voter's Information Letter (Used by an Impersonator)

Auditor

The Auditor, appointed by the Clerk, shall test the voting system on several occasions. The test(s) shall include, but not be limited to the following:

- a) checking the wording of the Script;
- b) checking the Help Centre telephones and internet access;
- c) checking Script and input timing;
- d) attempting to use a PIN more than once;
- e) balancing a predetermined number of votes with those cast;
- f) matching PINs to names and addresses;
- g) checking the system which is used for activating PINs through the revision process
- h) and deliberately entering the wrong information.

Secrecy

The Clerk shall require all Election Official(s) and/or other persons working in connection with the municipal elections to swear or affirm an oath of secrecy in accordance with



Section 49 of the MEA.

No person shall interfere or attempt to interfere with an elector while in the process of accessing the Internet Voting service or interfere or attempt to interfere in the voting process while using the Internet Voting service.

No person shall obtain or attempt to obtain information about how an elector intends to vote or has voted.

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 they intend to vote except when obtaining assistance in voting from either a Support Person or an Election Official.

No elector shall:

- a) take a photograph or video recording of their marked Ballot; or
- b) show their marked Ballot to any person so as to reveal how they have voted, except in connection with obtaining assistance in voting under paragraph 4 of subsection 52 (1).

All electors voting at the Help and Revision Centre may vote with the assistance of a Support Person; however, the Support Person shall be required to take the appropriate oath prior to providing assistance. Any individual requested by an elector to assist them in voting is required to maintain the secrecy of the vote(s) cast by the elector and shall vote according to the instructions and wishes of the elector.

All complaints regarding any and/or all breaches of secrecy shall be investigated by the proper authorities and shall be prosecuted according to the provisions of “Corrupt Practices and Other Offences - Penalties and Enforcement” under Sections 89 and 90 of the MEA.

Proxy Voting

Proxy voting is not permitted in the 2026 Municipal and School Board Election. Subsection 42(5) states that when a by-law authorizing the use of an alternative voting method is in effect, Sections 44 (voting proxies) apply only if the by-law so specifies. [By-law No. 2025-40](#) authorizes the use of Internet and Telephone Voting and does not provide for proxy voting. The use of this voting method eliminates the need for proxy voting.



System Integrity and Security

The integrity of the voting process shall be the responsibility of the Clerk of the Municipality of Dysart et al or designate and shall be preserved by:

- ensuring that every eligible elector on the Voters' List is mailed, using first class mail or hand delivered as required, a sealed Voter Information Letter which contains the voter's unique Personal Identification Numbers (PIN);
- ensuring that no one except Voatz Inc., the Clerk of the Municipality of Dysart et al, or designate, maintains a list of Personal Identification Numbers that matches each voter's name and address; and
- providing an opportunity for eligible electors who do not appear on the Voters' List to be added to the list, or to make amendments to the list, up to and including election day, October 26, 2026, at 8:00 p.m.

The voting system shall be tested on several occasions. The test(s) shall include, but not be limited to the following:

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

The following security measures are in place for the 2026 municipal election at the Municipality of Dysart:

1. An Eligible Voter may only vote once in the Municipality of Dysart during the 2026 Municipal Election, regardless of the number of properties he/she may own and/or lease or the number of voting methods available to them.
2. A predefined security protocol is adhered to during the entire Municipal Election period. This protocol ensures access control to the status of the election is only available to the Clerk and persons authorized by the Clerk.
3. The Internet and Telephone Voting System is subject to strict logic and accuracy testing using a predefined set of Ballots, which are cast with a known outcome. This is then compared to the actual vote counts to ensure complete confidence in



the accuracy of the voting system. The thorough logic and accuracy phase allows Election Officials to review the full voting process prior to the opening of the voting.

4. At the completion of the logic and accuracy testing, the entire voting system is locked down prior to the start of the Voting Period. No system, code or configuration changes can occur during the lockdown or once voting has started.
5. The voting system is hosted by the Internet and Telephone Voting System Provider within their own data centers' environment, which undergoes continuous and rigorous penetration prevention testing.
6. The Internet and Telephone Voting System prevents the casting of multiple Ballots via the internet and/or telephone. Once a PIN is used to cast a Ballot, it is flagged by the system and the voter is immediately struck off a real-time electronic Voters' List. This ensures that an Eligible Voter cannot obtain another Ballot online or by telephone or by attending a Voter Assistance Centre.
7. At the time a Ballot is cast, the Internet and Telephone Voting System records the action in their database, and an audit record of the Ballot is created. The system will also capture unique identifiers, such as IP addresses, which are never connected to personally identifiable information, and are used for the sole purpose of monitoring suspicious activities.

Corrupt Election Practices – Provincial Offenses and Prosecution

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

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

Section 89 of the MEA continues by stating:

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

- a. votes without being entitled to do so;
- b. votes more times than this Act allows;
- c. votes in a Voting Place in which he or she is not entitled to vote;



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

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

In addition, under the provisions of Section 90 of the MEA, if a person is convicted of an offence and the offence was committed knowingly, the offence also constitutes a corrupt practice.

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

As such, the Municipal Clerk of the Municipality of Dysart et al in this alternative form of voting, has agreed to the following rules and regulations:

- a. That all complaints about actions which may contravene the provisions of the MEA, either verbally or written, will be investigated by the Clerk;
- b. That all such valid complaints, once viewed by the Clerk are deemed valid and not frivolous, will be reported to the Police;



- c. The Detachment Commander of the Ontario Provincial Police has been advised that all such complaints will be turned over to his or her office for further investigation;
- d. The Clerk or any Election Official will not attempt to intervene in the prosecution and may be called to give evidence during prosecution.

Mail Tampering – Criminal Offence and Prosecution

- 1. The Criminal Code of Canada states that tampering with the mail of an individual is a criminal offence and a person(s) found guilty is liable to a term of imprisonment not exceeding ten (10) years.
- 2. Since the Municipality of Dysart et al will be using an alternative voting method, that being Telephone/Internet Voting, and the notification of the voting process and how electors can access the voting system in order to exercise their right to vote will be completed through the mail, mail tampering is a criminal offence under the Criminal Code of Canada.
- 3. As such and in order to ensure the integrity and confidence of the voting process for all electors and Candidates, the Clerk has agreed that all complaints about actions which may contravene the provisions of the Criminal Code of Canada with respect to mail tampering, either verbally or written will be reported to the Police.

Results of Election

The Municipality of Dysart et al shall keep its public internet and telephone voting open until Monday, October 26, 2026 at 8:00 p.m. and until the Returning Officer confirms that all eligible voters in the Voting Place using internet voting method have completed voting.

The Municipal Clerk or designate, providing that all eligible electors within the Voting Place and Voter Help Centre have voted, shall request the close and deactivation of the Telephone/Internet Voting service and shall also request the tabulation of the results for each Candidate.

The Clerk or designate shall report the “unofficial” results, when received from Voatz as soon as practicable after the close of the election. The “unofficial” results will be posted at the Municipal Office and may be posted on the municipal website on form Declaration of Unofficial Elected Candidates.



The “Official Results” of each Candidate shall be available as soon as possible after and posted at the Municipal Office and posted on the municipal website on form EL08 – Certificate of Election Results.

47. Declaration of Unofficial Elected Candidates

48. EL08 - Certificate of Election Results

Recount

1. In the case of a tie vote, as provided under Section 56 of the Municipal Elections Act, the Clerk of the Municipality of Dysart or designate shall request from the Voatz System a re-tabulation of the votes cast.
2. Pursuant to Subsection 56(2) of the Municipal Elections Act, the recount shall be held within fifteen (15) days after the Clerk’s declaration of the results of the election, and therefore the recount shall occur on or before November 11, 2026 at 10:00 am at the Municipal Administration Office located at 135 Maple Ave.
3. Pursuant to Subsection 61(1) of the Municipal Elections Act, the following persons will be authorized to attend the recount:
 - a. the Clerk and any other election official appointed by the Clerk for the recount procedure including the Municipal lawyer;
 - b. every certified candidate for the office;
 - c. the lawyer for each of the candidate(s); and
 - d. only one (1) scrutineer for each of the candidate(s).
4. Within 15 days after the declaration of the election results, the Clerk or designate shall request the Voatz System to re-tabulate the results for the office(s) that are subject to the recount procedure and that the results be segregated by ward and polling subdivisions. The Voatz System shall send the results of the recount by facsimile transmission and/or by electronic mail (E-mail) and these results will be compared to the results tabulated by the Auditor assigned to the election.
5. The Clerk or designate shall announce the results of the recount and in the event of a tied vote, Subsection 62(3) of the Municipal Elections Act shall apply, being as follows:

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



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

- a) The Clerk or designate shall determine the texture and quality of the paper used for this process and each Candidate or the Candidates' legal counsel and/or Scrutineer will have an opportunity to examine the paper to be used to inscribe the names of the Candidates;
- b) The Clerk or designate shall inscribe the name of each Candidate on a similar size paper and the Candidates, the Candidates' legal counsel and/or Scrutineer, without touching the paper, examine the same. In addition, all persons present will have an opportunity to examine the box which will be used for conducting the lot;
- c) Upon acceptance by the all Candidates, the Candidates' legal counsel and/or Scrutineer, that the processes outlined in paragraphs a) and b) 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.
- d) The Clerk or designate 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 box."
- e) Upon completion of this process, the Clerk or designate shall hold the box and, without looking into the box, ensure that the contents have been displaced sufficiently, and draw only one (1) or the required number for the purpose of determining the successful Candidate(s).
- f) The Clerk or designate shall read aloud the name of the Candidate or Candidates and proceed to declare this or these individuals elected.
- g) Once completed, the Clerk or designate 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.

Election Records



Public Records

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 designate or any other Election Official under the MEA 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 the individual is on the Voters' List.

Candidates' 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 and School Board Election. All voter information obtained by the Candidate during the 2026 Municipal and School Board 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.

Destruction of Municipal Election Records [Section 88]

After 120 days from declaring the results of the election, the Clerk shall destroy any documents and materials related to the election except those listed below under the Retention of Records section of the manual. The records will be destroyed in the presence of two witnesses who shall complete the Declaration of Destruction of Records form.

All materials destroyed will be listed, and a declaration stating their destruction will be taken and retained on file.



49. EL38 - Witness Statements - Destruction of Election Records

Retention of Records

The election documents or materials shall not be destroyed if:

- a court orders that they be retained; or
- a recount has 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

Emergency Situations

In the event of any condition of an emergency or any circumstance that will undermine the integrity of the election, the Clerk or designate has the discretion to declare an emergency and make any arrangements deemed necessary for the conduct of the election. The emergency continues until the Clerk declares that it has ended.

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

It shall be the policy that in the event of an emergency, as determined by the Clerk or designate, that the Clerk shall to the best of their ability provide notice of such emergency. All information pertaining to the emergency shall be communicated via local media outlets and posted to the website if possible.

In the event of an emergency, Voatz under direction from the Clerk, may be required to stop the e-Vote system from accepting calls via a telephone and connections from the Internet, thus preventing the election from continuing, or starting, as the case may be.

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

In the event the Municipal Office becomes unavailable as the Voting Place due to an emergency or unforeseen circumstances directly related to the building an alternate



Voting Place will be utilized as determined by the Clerk and in accordance with the provisions of the MEA.

If required, the Clerk may consider alternate options for the following:

- reporting results
- notification of electors
- Election Officials
- Voting Period [ex. delay of Voting Day, extension of voting hours or day(s)]
- alternate Voting Locations, Alternate Help and Revision Centre or alternate facility.

Postal Services Disruption

In the event of a disruption to postal services of any kind, the Clerk or designate is authorized to establish Voter Information Letter pickup locations. It would be the sole responsibility of the elector to pick up their Voter Information Letter. The Municipality would take all reasonable measures to notify electors. Voters would be required to show Proof of Identification in accordance with the MEA and the Clerk or designate would establish procedures as necessary.

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4. Declaration of Identity (Form 9)
5. Notice of Revision Period
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7. Notice of Nomination for Office – Municipal Council and School Board Trustees
8. Nomination Paper (Form 1)
9. Endorsement of Nomination (Form 2)
10. Acceptable Identification for Candidates
11. Declaration of Qualification Form – Municipal Council
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13. EL14 – Candidate's Declaration – Proper Use of the Voters' List
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17. EL07 – List of Certified Candidates
18. EL20 – Declaration of Acclamation to Office
19. Certificate of Estimated Campaign Spending Limits - Candidate
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21. Notice of Penalties – Candidate
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23. Notice to Candidate of Filing Requirements
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25. Broadcaster/Publisher Information Sheet - Candidate
26. By-Law 2022-39 – Sign Regulation By-Law
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