

MUNICIPALITY OF

GREENSTONE

INTERNET AND TELEPHONE VOTING PROCEDURES AND FORMS

For the 2026 Municipal and School Board Elections

Approved by the
Clerk / Returning Officer of
the Municipality of Greenstone
this 1st day of June 2026

as amended Oct 17, 2026

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These Procedures have been prepared for the purpose of convenience only. For accurate reference, please refer to the *Municipal Elections Act, 1996*, as amended.

1. DEFINITIONS

Acclaimed – means a seat that was awarded to a Candidate due to the number of Candidates being equal to or less than the number of seats that are available for that office.

Advance Voting - means voting conducted between the hours of 8:30 a.m. EST on Monday, October 19, 2026, and the start of Voting Day on Monday, October 26, 2026.

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 and telephone voting system.

Ballot – means the way an Elector will cast their choices in the election.

- If voting by computer, tablet, telephone, or other internet-enabled device, the ballot will contain a digital image of an election ballot showing all Candidates for each office, with a box where the Elector will digitally mark their selection.

- If voting by telephone, the ballot will contain an audio recording and a set of instructions that explain all available choices and tell Electors how to select the Candidates of their choice using the phone's touchtone keypad.

Candidate - means a person who has been nominated under Section 33 of the *Municipal Elections Act, 1996,* as amended.

Certified Candidate - means a Candidate whose nomination has been certified by the Clerk under Section 35 of the *Municipal Elections Act, 1996,* as amended.

Clerk - means the Clerk of the Municipality of Greenstone who is the Returning Officer and is responsible for conducting this election under the authority of the *Municipal Elections Act, 1996*, as amended.

Election Official - means any person designated by the Clerk to perform certain election functions. The term "Election Official" includes, but is not limited to, the Deputy Clerk, Election Assistants, or Deputy Returning Officers. An Election Assistant or Deputy Returning Officer may only carry out the tasks and duties as assigned in writing by the Clerk. Each Election Official is also required to take the Oath of Secrecy. (MOG EL-10 or MOG EL-11, and MOG EL-12B)

Elector - means a person who meets the qualifications provided under Section 17 of the *Municipal Elections Act, 1996,* as amended, and appears on the Voters' List or is added to the Voter's List during the revision period.

Kiosk – means a touch-screen computer at the Voter Help Centre used by Electors to cast a ballot electronically. The device is locked to voting functions only and automatically resets after each voter.

MEA – means the *Municipal Elections Act, 1996,* as amended.

Office – means an elected position which is governed by the applicable Act (i.e. Mayor, Councillor, School Board Trustee).

Personal Identification Number (PIN) - means a unique multi-digit number assigned by the eVoting Service Provider to each Elector to provide secure access to the voting system.

Preliminary List of Electors - means an uncorrected list of local registered Electors compiled by Elections Ontario and provided to the Clerk of the Municipality of Greenstone on August 14, 2026.

Race – means the competition for the specific office or seat between candidates.

Satisfactory Identification - means the identification required under the *Municipal Elections Act, 1996,* as amended (Ontario Regulation 304/13) that provides proof of identity and residence of an individual to the satisfaction of an Election Official.

Script - means all information flow and system prompts from the eVoting system, including instructions, informational messages, error messages, and exceptions.

Scrutineer - means an individual appointed in writing on the specified form by a Certified Candidate to represent the Candidate during the voting process. Each Scrutineer is also required to take the Oath of Secrecy. (MOG EL-12A and MOG EL-12B).

Support Person - means an individual requested by an Elector to assist during the voting process. While casting a ballot in a Voter Help Centre with a Support Person (also known as a friend of the Elector), the Election Official will require the Elector and the Support Person to complete an Oath of Vote with Assistance. (MOG EL-27)

Voter Help Centre - means a location provided by the Municipality of Greenstone to assist Electors with the internet and telephone voting process or other general election inquiries, including revisions.

Voters' List - means the Preliminary List of Electors, as corrected by the Clerk under the provisions of Section 22 of the *Municipal Elections Act 1996,* as amended.

Voting Day - means the final day on which the vote is to be taken in an election. In 2026, Voting Day is October 26, 2026. Voting closes at 8 p.m.

Voter Information Letter - means a sealed envelope containing election information, personalized for each Elector.

2. AUTHORITY

On November 10, 2025, the Council of the Municipality of Greenstone passed By-Law 25-63 authorizing the use of internet and telephone as alternative voting methods for the 2026 Municipal and School Board Elections.

Subsection 42(3) of the *Municipal Elections Act, 1996,* as amended (MEA) provides that the Clerk shall establish procedures and forms for the use of any alternative voting method authorized by By-Law and provide a copy of the procedures and forms to each Candidate when his or her nomination is filed, or by June 1 in the year of the election.

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

Service Provider

In accordance with the Delegation of Authority By-Law and the Purchasing of Goods, Services, and Construction Policy, the Clerk entered into an agreement with Sequent Tech, an eVoting Service Provider for internet and telephone voting services for the 2026 Municipal and School Board Elections.

System Integrity

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

- Ensuring that every eligible Elector on the Voters' List, as amended, is sent a sealed Voter Information Letter containing the Elector's unique PIN through Canada Post;
- Ensuring that no one except the Clerk, or designate, can access PINs maintained by the Service Provider that match each Elector's name and address;
- Providing an opportunity for eligible Electors to be added to the Voters' List or to make amendments to the list up to and including Voting Day.

Auditor

The Auditor, appointed by the Clerk, shall test the Voting system on several occasions. The tests shall include, but not be limited to the following:

- Checking the Voter Help Centre internet access;
- Checking the configuration of the online ballot;
- Checking the telephone voting prompts;
- Checking that voting begins and ends at designated times;
- Attempting to vote before and after the Voting Period;
- Attempting to view results before the Voting Period ends;

- Attempting to use a PIN more than once;
- Attempting to vote using an incorrect PIN;
- Balancing the number of Electors who voted with the number of votes cast.

Principles of the Municipal Elections Act

The *Municipal Elections Act, 1996,* as amended (MEA) references the "principles of the Act". Each decision that is made regarding the 2026 Municipality of Greenstone Election, shall be considered with the following principles:

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

Subsection 11(2) of the MEA states that the Clerk of a local municipality has responsibility for conducting elections within that municipality and including responsibility for:

- Preparing for the election;
- Preparing for and conducting a recount in the election;
- Maintaining peace and order in connection with the election;
- In a regular election, preparing and submitting the report described in subsection 12.1 relating to the accessibility of the election.

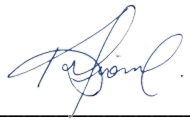
The MEA provides in Section 12 that a Clerk who is responsible for conducting an election may provide for any matter or procedure that is not otherwise provided for in an Act or regulation, and in the Clerk's opinion, is necessary or desirable for conducting the election.

Subsection 42(5) of the MEA states that when a by-law authorizing the use of an alternative voting method is in effect, Sections 43 (advance votes) and 44 (voting

proxies) apply only if the by-law so specifies. Since alternative voting is intended to improve accessibility, it allows each person greater flexibility to cast their own vote. Section 43 (advance voting) has been included in By-Law 25-63, and Section 44 (voting proxies) is not applicable.

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

Therefore, as Clerk of the Municipality of Greenstone and Returning Officer for the 2026 Municipal and School Board Elections, I do hereby certify and approve the following procedures for conducting the 2026 Municipal and School Board Elections and also establish that the attached forms are permitted to be used during this election process.



Kristina Miousse, Clerk / Returning Officer
June 1, 2026
As amended on October 17, 2026

3. APPLICATION

These procedures have been developed under the authority of Section 42 of the *Municipal Elections Act, 1996,* as amended*,* and apply to the 2026 Municipal and School Board Election being conducted through internet and telephone voting.

The procedures and forms, if consistent with the principles of the MEA, prevail over anything in the Act and the regulations made under it.

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

These procedures may be amended, as necessary and deemed appropriate, by the Clerk of the Municipality of Greenstone. Any amendment to these procedures shall be signed by the Clerk and a copy of the amendment shall be provided to all certified candidates for office for the Municipality of Greenstone and/or school boards.

4. SECRECY

Every person who is present in a voting place or at the counting of the votes shall help maintain the secrecy of the voting in accordance with Section 49 of the *Municipal Elections Act, 1996,* as amended*.*

All Election Officials and other persons working in connection with the municipal elections are required to swear or affirm an oath of secrecy (MOG EL-12B).

All Candidates or Scrutineers present at a voting place, or other persons working in connection with the municipal elections, are required to swear or affirm an oath of secrecy (MOG EL -12B).

No person shall interfere or attempt to interfere with an Elector while in the process of casting their ballot unless expressly requested and authorized by the Elector seeking assistance. (MOG EL-27)

No person shall obtain or attempt to obtain information about how an Elector intends to vote or has voted unless expressly requested and authorized by the Elector seeking assistance in voting. (MOG EL-27)

No person shall communicate any information that might have been 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. (MOG EL-27)

All Electors voting at one of the Voter Help Centres may vote with the assistance of a Support Person; however, the Support Person and Elector shall be required to take the required oath (MOG EL-27) prior to providing assistance.

No Elector shall take a photograph or video recording of their marked ballot or reveal their marked ballot to any person.

5. SYSTEM

Prior to the activation of the system by Sequent Tech Inc., the Clerk shall access the voting system at the Greenstone Administration Office on Friday, October 16, 2026, at a time to be determined, for the purpose of ensuring that all Candidates' names are listed and that no votes have been cast. Candidates or their Scrutineer may be present to verify and ensure that all Candidates' names are listed and that no votes have been cast. Candidates or Scrutineers in attendance will be required to sign the Verification of Zero Votes Cast (MOG EL-3).

The integrity of the voting process shall be the responsibility of the Clerk of the Municipality of Greenstone 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 Elector's unique PIN;

- Ensuring that no one except the eVoting Service Provider, the Clerk of the Municipality of Greenstone, or designate, maintains a list of Personal Identification Numbers that matches each Elector's name and address;

- 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 Voting Day, October 26, 2026, at 8:00 p.m. (EST)

The voting system shall be tested on several occasions. The tests shall include, but not be limited to, the following:

- Checking the wording of the script;
- Checking the Voter Help Centre telephones and internet access;
- Checking script and input timing;
- Attempting to use a PIN more than once;
- Balancing a predetermined number of votes with those cast;
- Matching PINs to names and addresses;
- Checking the system which is used for activating PINs;
- Deliberately entering the wrong information.

6. SCRUTINEERS

Scrutineers may be appointed in writing by the Candidate (MOG EL-12A), as stated under Section 16 of the *Municipal Elections Act, 1996,* as amended. A maximum of one Scrutineer is permitted to represent the Candidate in one location. When the Candidate is present, the Scrutineer shall not remain on the premises, as a Candidate who enters a voting place is considered a Scrutineer.

If appointed, Scrutineers will be entitled to the following:

- To be present before the voting period begins to witness the verification of Zero Votes Cast (MOG EL-3);

- Upon request and after producing the properly signed Appointment of Scrutineer (MOG EL-12A) and taking the Oath of Secrecy (MOG EL-12B), Scrutineers may attend a Voter Help Centre during hours of operation to observe the process. Scrutineers who do not follow the instructions of the Clerk or Election Official, or who attempt to interfere, influence, or determine how an Elector is voting, will be requested to leave the Voter Help Centre immediately. Their appointment will be revoked, and they will not be permitted to re-attend a Voter Help Centre;

- Upon request and after producing the properly signed Appointment of Scrutineer (MOG EL-12A), taking the Oath of Secrecy (MOG EL-12B), and producing a signed copy of the Candidate's Declaration of the Proper Use of the Voters' List (MOG EL-14), Scrutineers will be provided access to Candidate Reports showing them a voter sequence number and/or the names of Electors who are entitled to vote for their designated office, allowing them to identify, observe, and list all Electors who have participated. In lieu of candidate portal access, reports will be available on Wednesday and Friday during the advance voting period, and in the morning on Voting Day.

- To be present at the time and place where results are received by the Clerk, including signing the results report indicating the final results and votes cast.

Rights and Prohibitions

Scrutineers and Candidates may:

- Enter the location 15 minutes before the opening of the location to inspect the voting station area, signage, and forms and documents related to the vote, but must not delay the opening of the location;

- Sign the statement of results of the election;

- Sign the confirmation of Zero Votes Cast (MOG EL-3);

- Remain in a location in the designated areas;

- Make an objection in accordance with s.52 of the MEA.

Scrutineers and Candidates cannot:

- Campaign at the voting place;

- Attempt, directly or indirectly, to interfere with how an Elector votes;

- Display any campaign election material within the boundaries, including pins, badges, buttons, clothing, or anything else that may be seen to represent a Candidate;

- Compromise the secrecy of voting;

- Obtain or attempt to obtain, in a voting place, any information about how an Elector intends to vote or has voted;

- Park a vehicle displaying campaign material in the parking lot of the voting place;

- Use a cellular device within a Voter Help Centre.

Also Note:

- A Scrutineer shall be at least 16 years of age or older;

- Anyone who is creating a disturbance at a Voter Help Centre will be removed by the Deputy Returning Officer (DRO);

- The DRO is responsible for the administration of the location, and no Candidate or Scrutineer has the right to interfere in the discharge of their duties;

- Scrutineers may be provided access to an electronic platform or reports showing the voter sequence number and/or voter name that corresponds to the list of Electors, allowing them to determine all Electors that have voted if requested in writing by the Candidate;

- Scrutineers who do not follow the instructions of the Election Official, or who attempt to interfere with, influence, or to determine how an Elector is voting, will be requested to leave the Voter Help Centre immediately, and their appointment will be revoked, and they will not be permitted to re-attend at the Voter Help Centre;

- Scrutineers may be present at the Greenstone Administration Office when the election results are received by the Clerk after the close of voting, and when the

official results are announced by the Clerk the following day;

- The boundaries of the Voter Help Centre are the boundaries of the property where the Voter Help Centre is located and includes the parking lot;

- Candidates, supporters, and Scrutineers are not permitted to wear campaign material, hand out campaign material, or park a vehicle displaying campaign material in Municipal parking lots. Anyone breaking these rules will be asked to remove the campaign material immediately;

- Scrutineers are reminded to provide a clipboard, paper, and pens for their own use as the use of Municipal resources is not permitted;

- The total of votes cast for each Candidate as determined by Sequent Tech. and approved by the Clerk/Returning Officer is final. They are not required to do a second recount.

7. VOTERS' LIST

The Preliminary List of Electors (PLE) will be provided by Elections Ontario to the Clerk on August 14, 2026.

The PLE shall be reviewed by the Clerk, and obvious errors shall be corrected as permitted under Section 22 of the Municipal Elections Act, and the list shall be approved for use as the Voters' List.

On or before September 1, the Clerk shall have the PLE, as corrected, reproduced, and this shall constitute the Voters' List for the Election, subject to additional revisions in accordance with the Municipal Elections Act.

Once reproduced, on written request, the Clerk shall distribute a paper or electronic copy of the Voter's List to those entitled under Subsections 23(3) and (4) of the Act.

Candidates requesting a copy shall sign and declare a statement regarding the proper use of the Voters' List and comply with all requirements and restrictions of the Municipal Elections Act, Section 23. (MOG EL-14)

Candidates may also request in writing on the above-noted form, credentials to a module which will allow them to identify and track individual Electors during the course of the voting period to observe participation. In lieu of access to a portal reports may be provided on Wednesday and Friday during the Advance Voting Period, and in the morning on Voting Day. The tracking will only indicate whether the Elector has cast their vote and not reveal any additional information as to how the vote was cast.

Additions, corrections and deletions may be made to the Voter's List in accordance with Sections 24 and 25 of the Municipal Elections Act, 1996.

Between September 20 and September 30 (October 1 due to National Day for Truth and Reconciliation), the Clerk shall produce an electronic list of the additions, corrections, and deletions, as required under Section 27 of the Municipal Elections Act.

8. VOTER INFORMATION LETTERS

Voter Information Letters (VIL) shall be delivered to Canada Post on September 28, 2026, and distributed by Canada Post to all eligible Electors. Registered Electors who have not received their VIL by October 8 may contact their local Voter Help Centre. Registered Electors who still have not received their VIL by October 19 should visit a Voter Help Centre for further assistance.

Voter Information Letters will contain the following:

- The Elector's Personal Identification Number (PIN);
- The designated internet address (URL) and telephone number that will be used to cast the vote;
- Dates and times of the voting period;
- The telephone number for the Voter Help Line;
- Information on Voter Help Centres;
- Voter eligibility criteria;
- Office and Candidate information;
- Illegal and corrupt practices.

A person cannot give their Voter Information Letter to another eligible Elector for the purpose of voting. Acceptance of another person's VIL, including the actual voting thereof, will be considered an illegal and corrupt practice.

Where an Elector is associated with multiple properties within the Municipality of Greenstone, the Elector may vote only once, and the qualifying address to determine eligibility for voting shall be the place of residence of the Elector. Should an Elector receive more than one Voter Information Letter, the Elector may only vote once and must return the other document(s) to the Greenstone Administration Office. All Electors 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,* as amended.

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

Voter Information Letters returned from the Post Office to the Greenstone Administration Office shall remain sealed.

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

- That were sent to Electors during the initial mailing;
- That were undeliverable and returned from the Post Office;
- That were returned by an Elector or other individual(s), either opened or unopened, but unused for voting purposes;
- That were re-issued to an eligible Elector after completing an Application to Amend the Voters' List (MOG EL-15);
- Whose PIN on the Voter Information Letter was set to a status that prevented them from being validated in the voting process;
- That were re-issued to an eligible Elector.

VOTER HELP CENTRES

The following Voter Help Centres will be established beginning on Monday, October 19, during the hours noted to assist with additions, corrections, or deletions to the Voter's List. (All hours are referenced in Eastern Standard Time)

Greenstone Administration Office Voter Help Centre
1800 Main Street, Geraldton, ON | Phone (807) 854-1100
Advance Voting Period Hours:
Monday, October 19, 2026, to Friday, October 23, 2026
Hours: 8:30 a.m. to 4:30 p.m.
Voting Day Hours:
Monday, October 26, 2026
8:30 a.m. to 8:00 p.m.

Beardmore Ward Office Voter Help Centre
285 Main Street, Beardmore, ON | Phone (807) 875-2639

Advance Voting Period Hours:
Monday, October 19, 2026, to Friday, October 23, 2026
Hours: 8:30 a.m. to 12:30 p.m. and 1:30 p.m. to 4:30 p.m.
Voting Day Hours:
Monday, October 26, 2026
8:30 a.m. to 8:00 p.m.

Longlac Ward Office Voter Help Centre
105 Hamel Ave, Longlac, ON | Phone (807) 876-2316
Advance Voting Period Hours:
Monday, October 19, 2026, to Friday, October 23, 2026
Hours: 8:30 a.m. to 12:00 p.m. and 1:00 p.m. to 4:30 p.m.
Voting Day Hours:
Monday, October 26, 2026
8:30 a.m. to 8:00 p.m.

Nakina Ward Office Voter Help Centre
200 Centre Ave, Nakina, ON | Phone (807) 329-5361
Advance Voting Period Hours:
Monday, October 19, 2026, to Friday October 23, 2026
Hours: 8:30 a.m. to 12:00 p.m. and 1:00 p.m. to 4:30 p.m.
Voting Day Hours:
Monday, October 26, 2026
8:30 a.m. to 8:00 p.m.

Geraldton District Hospital (Reserved for Residents and Patients Only)

Advance Vote and Voter Help Centre on location
Wednesday, October 21, 2026, 1:00 p.m. to 4:00 p.m. .

The following assistance is available at Voter Help Centres:

- General election information and staff able to respond to questions, including escalating detailed questions to the Returning Officer if necessary;

- Eligible electors who attend a Voter Help Centre and are not on the Voters' List will be added to the list if the Clerk or Deputy Returning Officer is satisfied the person is eligible to vote by filling out an Application to Amend the Voters' List (MOG EL-15) and providing satisfactory identification as outlined in Regulation 304/13. Their name will be added to the Voters' List and they will be assigned and receive a Voter Information Letter containing a PIN;

- Where an eligible Elector has received a notice on their Voter Information Letter that their birth date is missing or incomplete, the Elector may attend the Voter Help Centre and provide the information by completing an Application to Amend the Voters' List (MOG EL-15) and provide satisfactory identification as outlined in Regulation 304/13;

- Where an eligible Elector has received an incorrect Voter Information Letter in terms of address or ward, school support, and has not already voted, the Elector may attend the Voter Help Centre and have the proper category applied. The Elector will be required to complete an Application to Amend the Voters' List (MOG EL-15) and provide satisfactory identification as outlined in Regulation 304/13;

- Eligible Electors who attend the Voter Help Centre will be able to request a replacement Voter Information Letter and PIN under certain circumstances:

    - Where a person on the Voters' List has lost his or her Voter Information Letter or did not receive it in the mail, or does not have access to it, he or she may attend a Voter Help Centre in order to receive a new one. The authorized Election Official will disable the Elector's lost Personal Identification Number (PIN) and electronically mark it in the system with the appropriate details. Upon providing satisfactory identification to an Election Official, an oath (MOG EL-29) shall be taken by the Elector, and a new Voter Information Letter containing a new Personal Identification Number (PIN) shall be issued.

    - Where a person on the Voters' List has attempted to vote and their PIN has already been used, they can attend the Voter Help Centre. The Election Official can confirm that the PIN appears to have been used by an impersonator. Prior to the issuance of a new PIN, the Elector will be required to respond and answer questions from the Election Official and prove to the satisfaction of the authorized Election Official, in consultation with the Clerk, that they did not vote the PIN and require a new PIN. Prior to issuing a new PIN, Election staff shall document the questions and answers provided by the Elector in writing, review the details of the device used to cast the ballot, and refer the matter to the OPP for investigation. If the Election Officials are satisfied that all questions have been answered truthfully and to their satisfaction, the Election Official may authorize a new PIN. The individual will be required to complete the Request for a Voter Information Letter and PIN declaration form MOG EL-29. This form shall be provided to the OPP should further questioning be required to assist and cooperate in the investigation in determining the individual(s) who has fraudulently used the Elector's assigned PIN. The Elector will be required to immediately cast their vote using the Kiosk available in the Voting Help Centre.

Municipal Kiosks will be available during this period for Electors to cast their ballot electronically at these locations. Electors wishing for support during this period with using the online voting platform may attend any Voter Help Centre and an Election Official will be ready to assist once the required form MOG EL-27, Oath of Vote with Assistance and Support Person of Elector is completed.

New PINs will not be issued over the telephone. The Elector must attend a Voter Help Centre and complete the required forms. If an accessibility accommodation is requested, the request shall be forwarded to the Returning Officer.

Where an eligible Elector has received an incorrect PIN in terms of ward and/or school support association, the Elector may attend a Voter Help Centre and have the proper information applied to the existing PIN. The Elector may then re-access the system and complete voting. The eligible Elector shall be able to re-enter the system at any time during the election using the existing PIN or the re-categorized PIN until voting for all races has been completed.

New PIN(s) shall not be given out over the telephone or by mail without the expressed approval of the Clerk or their designate. A Voter Information Letter containing a PIN shall not be given to any person at the Voter Help Centres unless satisfactory identification is provided and the individual has taken the required oath (MOG EL-29), if required, as administered by an Election Official.

9. VOTER IDENTIFICATION

In accordance with Ontario Regulation 304/13 under the *Municipal Elections Act, 1996,* as amended, the following will be accepted as proof of identity and residence. An original or a certified or notarial copy of a document that is listed and shows the person's name and qualifying address will be accepted as valid identification.

- An Ontario driver's licence;
- An Ontario Health Card (photo card);
- An Ontario Photo Card;
- An Ontario motor vehicle permit (vehicle portion);
- A cancelled personalized cheque;
- A mortgage statement, lease or rental agreement relating to property in Ontario;
- An insurance policy or insurance statement;
- A loan agreement or other financial agreement with a financial institution;
- A document issued or certified by a court in Ontario;
- Any other document from the government of Canada, Ontario, or a municipality in Ontario or from an agency of such a government;
- Any document from a Band Council in Ontario established under the *Indian Act* (Canada);
- An income tax assessment notice;
- A Child Tax Benefit Statement;
- A Statement of Employment Insurance Benefits Paid T4E;
- A Statement of Old Age Security T4A (OAS);
- A Statement of Canada Pension Plan Benefits T4A (P);
- A Canada Pension Plan Statement of Contributions;

- A Statement of Direct Deposit for Ontario Works;
- A Statement of Direct Deposit for Ontario Disability Support Program;
- A Workplace Safety and Insurance Board Statement of Benefits T5007;
- A property tax assessment;
- A credit card statement, bank account statement, or RRSP, RRIF, RHOSP or T5 statement;
- A CNIB Card or a card from another registered charitable organization that provides services to persons with disabilities;
- A hospital card or record;
- A document showing campus residence, issued by the office or officials responsible for student residence at a post-secondary institution;
- A document showing residence at a long-term care home under the *Fixing Long-Term Care Act, 2021*, issued by the administrator for the home;
- A utility bill for hydro, water, gas, telephone or cable TV or a bill from a public utilities commission;
- A cheque stub, T4 statement or pay receipt issued by an employer;
- A transcript or report card from a post-secondary school.

If none of the above identification is available, complete the prescribed Form 9 Declaration of Identity.

10. VOTER QUALIFICATIONS

A person is entitled to vote in a Municipal Election if, on Voting Day, they meet the following requirements:

- Reside in the local Municipality, or are the owner or tenant of land in the Municipality, or the spouse of such owner or tenant;
- Are a Canadian citizen;
- Are at least 18 years old;
- Are not prohibited from voting under the *Municipal Elections Act, 1996,* as amended*,* or otherwise prohibited by law.

A resident Elector is a person who lives in and is eligible to vote in that municipality's election. A person is only allowed to have one residence. A person's residence is the permanent lodging place, to which, whenever absent, they intend to return.

The following rules apply in determining a person's residence:

- A person may only have one residence at a time;
- The place where a person's family resides is also their residence, unless they move elsewhere with the intention of changing their permanent lodging place;

- If a person has no other permanent lodging place, the place where they occupy a room or part of a room as a regular lodger, to which they habitually return, is their residence;
- An exception applies to students in accordance with MEA, subsection 2(2.1).

If a person lives in one municipality but owns property in another municipality, then they are a non-resident Elector and able to vote (as well as their spouse, but not their children).

If a person lives in the Municipality but has no permanent lodging place, the rules identified in subsection 2(3) of the *Municipal Elections Act, 1996,* as amended, shall determine their residence.

11. VOTING

The voting period for the 2026 Election shall span from Monday, October 19, 2026, at 8:30 a.m. to Monday, October 26, 2026, at 8:00 p.m. (EST). Alternative methods of internet and telephone voting shall be used for the 2026 Municipal and School Board Elections.

Eligible Electors may cast a ballot by either internet or telephone in the 2026 Municipal and School Board Election. Each PIN will only work once, regardless of the method used to cast the vote.

Online Voting

If the Elector chooses to use the internet to cast their vote, they may access the secure voting website address noted in the Voter Information Letter from a computer, cellphone, or other compatible device with an internet connection.

Telephone Voting

If the Elector chooses to use the telephone to cast their vote, they may call the designated toll-free number noted in the Voter Information Letter by using a telephone. Note that rotary dial phones will not work with the telephone voting system. Note that the telephone system will close promptly at 8 p.m. All Voters utilizing the phone will need to be done voting by 8 p.m.

In-Person Kiosk Voting

If the Elector does not have a telephone or internet connection or wishes to visit a Voter Help Centre to cast their ballot, each Centre will be equipped with a Kiosk computer with touch-screen monitor, which will allow Electors to cast their vote electronically. Assistance from Election Officials will be available at each location if requested.

Voting Process

Every eligible Elector shall be limited to one ballot for all races they are eligible to vote for, through the use of a PIN assigned by Sequent Tech and delivered in the Voter Information Letter by Canada Post. After entering the PIN into the system, each Elector will be required to verify the PIN with their date of birth. The voting system

will only accept one ballot per PIN, and the Elector will need to decide to cast the ballot on the internet or by telephone.

The Elector will be required to cast their ballot for all races when entering the voting system, unless they decline to vote for a certain race. For races where there is only one seat, such as Mayor, the system will prompt the Elector to select only one option. The Elector will only be able to select one candidate or may decline to vote for that race. In races where there are two seats available, the Elector will be prompted to select up to two candidates. If only one candidate is selected, the system will advise the Elector that they are under-voting and prompt them to make a second selection if desired. The system will not accept more selections than are valid for the race. Once the Elector has selected their preferred candidates, the Elector will be able to review their selections and return to the ballot to make changes if required prior to casting their vote.

If an Elector is interrupted before casting their vote, they may recommence voting later using the same method or another method. Once an Elector has cast their ballot, that Elector will not be granted access to the voting system again. If an Elector is actively in the internet system and casting their ballot at 8 p.m. on Voting Day, the system will allow a designated time to complete the ballot. The telephone system will close promptly at 8 p.m. If the system times out, or the Elector loses the connection after 8 p.m. on Voting Day, the Elector will not be able to re-enter the system.

If an Elector is in line waiting to cast their vote at a Voter Help Centre, they will be able to cast their vote prior to the Kiosk being shut down. The Election Official at each Voter Help Centre will call out at 7:59 p.m. if anyone is present and wishing to cast a vote to present themselves in line. At 8:00 p.m., anyone who is not in line waiting to cast their vote will not be admitted.

The names of Electors who have voted during the voting period will be recorded electronically and provided to the Clerk through the voting system. Reporting will identify the percentage of the eligible electorate who has cast their vote. Candidates will also be able to view which Electors in their race have cast a vote, provided they have registered and completed the appropriate forms and declarations. At no time are individual Elector selections tied to a specific Elector. Once the Elector has cast their ballot, the information is encrypted and remains private, with only the results of the verification of vote cast being recorded.

Electors Requiring Assistance

In accordance with Section 52 of the *Municipal Elections Act, 1996,* as amended*,* Election Officials may permit an Elector who requires assistance in voting to receive such assistance as the Election Official considers necessary.

Vote with Assistance from an Election Official

An Elector who requires assistance may attend a Voter Help Centre and request assistance from an Election Official. The Election Official shall require the Elector making the request to take the Oath of Vote with Assistance and Support Person of Elector (MOG EL-27). The Election Official will then assist the Elector with accessing

the voting platform using the available Kiosk, with such further assistance as needed. If the Elector is comfortable with the system after the Election Official helps them enter the system and explains the platform, the Election Official will step away while the Elector marks the ballot, returning only at the request of the Elector.

Vote with Assistance from a Support Person, or Friend of the Elector
An Elector who requires assistance may attend a Voter Help Centre and bring a support person or friend if assistance is required. The Election Official shall require the Elector and support person or friend to take the Oath of Vote with Assistance and Support Person of Elector (MOG EL-27). The support person or friend will then assist the Elector with accessing the voting platform utilizing the available Kiosk, with such further assistance as needed.

Vote with Assistance from an Interpreter
Where the Election Official does not understand the language of an Elector, an interpreter provided by the Elector shall take the Oath of Interpreter (MOG EL-28) in addition to the Oath of Vote with Assistance and Support Person of Elector (MOG EL-27).

- Attending a Voter Help Centre during the hours identified, with an interpreter, taking the appropriate oral oath(s), and voting using a touch-tone telephone or the internet access provided.

- With the assistance of an Election Official(s) present at the Voter Help Centre locations listed.

12. NOTICES

The Clerk of the Municipality of Greenstone shall notify Electors of the following election information through the use of advertisements:

- That Municipal and School Board Elections are being held and that the Municipality has adopted an alternative voting method of internet and telephone voting.

- The dates, times, and locations for the holding of the vote, including advance voting, and the methods of voting for each;

- The offices of Council and School Boards;

- The manner in which Electors may or may not use voting proxies;

- Who is eligible to vote in the Municipal and School Board Elections;

- The location, dates, and hours of operation of the Voter Help Centres, how persons can check whether their name is on the Voters' List, and the procedures by which their name can be added or corrected on the Voters' List.

At the Clerk's discretion, notices will be published in the local newspapers, posted on the Municipality's website, shared on social media platforms, or posted at Voter Help Centres. All notices shall be made available in English and, in accordance with By-Law 14-07, all forms (other than those prescribed), notices, and other information may be provided in French.

The following essential notices shall be issued:

- Notice of Election Information (MEA s. 7.1);
- Notice of Revision of Voters' List (MEA s. 7.1(f));
- Notice of Nomination;
- Certified Election Results.

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

Where possible, cooperative advertising may take place, with costs to be approved and shared by the participating municipalities.

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

- Their Personal Identification Number (PIN), the telephone number(s) to call to cast a vote, and the designated internet address (URL) to cast a vote using the internet;
- Instructions on how to vote;
- Dates and hours of voting;
- The locations and telephone numbers of the Voter Help Centres.

All Voter Information Letters shall be made available in English and French.

13. CORRUPT ELECTION PRACTICES – PROVINCIAL OFFENCE AND PROSECUTION

Sections 89 to 94 of the *Municipal Elections Act, 1996,* as amended, provide for offences, penalties, and enforcement during an election process. Although the Municipality of Greenstone will be using an alternative voting method, the principles and integrity of the election process remain enforceable. Each Candidate will be provided with a Notice of Corrupt Practice, Offence, Penalties, and Enforcement (MOG EL-35) when their nomination is filed. The Notice will also be posted in each Voter Help Centre and a copy delivered to the Detachment Commander.

Under the provisions of Section 90 of the *Municipal Elections Act, 1996,* as amended, if a person is convicted of an offence and the offence was committed knowingly, the offence also constitutes a corrupt practice and the person is liable, in addition to any other penalty, for a term of imprisonment not more than six (6) months.

Although many provisions of the *Municipal Elections Act, 1996,* as amended, also deal with voting places, ballots and ballot boxes, the same provisions apply to the "alternative form" of voting, as the principle of the Act must be maintained and remain enforceable and subject to penalties. The Detachment Commander of the Ontario Provincial Police has been advised of the election period and the relevant sections of the *Municipal Elections Act, 1996,* as amended, and that all such valid complaints will be referred for further investigation.

The Returning Officer will abide by the following:

- All complaints about actions which may constitute an offence or corrupt practice under the *Municipal Elections Act, 1996, as* amended, whether verbally or written, will be investigated by the Clerk;

- All such valid complaints, once investigated to the extent of the Clerk's knowledge, will be submitted to the local detachment of the Ontario Provincial Police;

- The Returning Officer or any Election Official will not attempt to intervene in any prosecution and may be called to give evidence.

14. RESULTS

The Municipality of Greenstone shall keep its public internet and telephone voting system open until 8:00 p.m. (EST) Monday, October 26, 2026. At 8:00 p.m., no new Electors will be able to enter the system to cast a vote. The telephone system will promptly close at 8 p.m. The internet system will not allow further access after 8 p.m., however, voters already in the system will be allowed a short window of time to finalize and cast their vote.

The Kiosks located in Voter Help Centres will remain active until the Deputy Returning Officer responsible for the Centre confirms with the Clerk that all eligible Electors in the Voter Help Centre at 8:00 p.m. (EST) have completed voting. The Kiosk will then be deactivated from accepting further votes by Sequent Tech.

Once all Kiosks are confirmed closed, the Clerk shall request the close and deactivation of all Kiosks and shall also request the tabulation of the results for each Candidate.

The Clerk shall report the "unofficial" results when received from the eVoting Service Provider as soon as practicable after 8:00 p.m. (EST) Monday, October 26, 2026, at Election Headquarters located at the Greenstone Administration Office and broadcasted to the public. The Council Chambers will be open, and residents are invited to attend in

person to hear the unofficial results. The live broadcast will begin at 8:30 p.m., and the unofficial results will be presented shortly thereafter.

Pursuant to Subsection 55(4) and subject to the provisions of Section 56 of the *Municipal Elections Act, 1996,* as amended, concerning "Recount", the Clerk shall, on Tuesday, October 27, 2026, at the Greenstone Administration Office located at 1800 Main Street, Geraldton, ON, declare the Candidate or Candidates, as the case may be, who received the highest number of votes to be elected.

The "Official Results" of each Candidate will be made available on the website and through a news notice once released.

15. TIE VOTE – RECOUNT PROCEDURES

In the case of a tie vote, as provided under Section 56 of the *Municipal Elections Act, 1996,* as amended, the Clerk of the Municipality of Greenstone shall request from the eVoting Service Provider a re-tabulation of the votes cast.

Pursuant to Subsection 56(2) of the *Municipal Elections Act, 1996,* as amended, the recount shall be held within fifteen (15) days after the Clerk's declaration of the results of the election and, therefore, shall occur on or before Wednesday, November 11, 2026, at the Greenstone Administration Office located at 1800 Main Street, Geraldton Ward.

In accordance with *Municipal Elections Act, 1996,* as amended, if the recount indicates that two or more Candidates who cannot both or all be declared elected to an office have received the same number of votes, the Clerk shall choose the successful Candidate or Candidates by lot.

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

- The Clerk shall determine the texture and quality of the paper used for this process and each Candidate or the Candidates' lawyer and/or Scrutineer will have an opportunity to examine the paper to be used to inscribe the names of the Candidates;

- The Clerk shall inscribe the name of each Candidate on a similar size paper and the Candidates, and the Candidates' lawyer and/or Scrutineer, without touching the paper, may examine it. In addition, all persons present will have an opportunity to examine the box which will be used for conducting the lot;

- Upon acceptance by the all Candidates, the Candidates' lawyer and/or Scrutineer, that the processes have been adhered to, the Clerk shall fold the papers bearing each Candidate's name twice in two (2) equal parts and shall deposit these papers, in full view of all persons present and authorized to attend, in an open-end box that will be acceptable to all persons present. In the event of a conflict or

difference of opinion as to the selection of the box, the Clerk shall determine the box to be used for this process.

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

The designated person shall hand directly to the Clerk the selected and required number of papers, and the Clerk shall read aloud the name of the Candidate or Candidates and proceed to declare the Candidate or Candidates elected.

Once completed, the designated person 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.

16. AFTER VOTING DAY

- At no time after Voting Day shall any information regarding the Elector, PINs, and ballots be combined in a manner that would allow anyone to know how an Elector has voted.

- All election materials shall be destroyed in accordance with the Municipality's Retention of Records Policy and the *Municipal Election Act, 1996,* as amended.

17. EMERGENCIES

Pursuant to Section 53 of the *Municipal Elections Act, 1996,* as amended*,* the Clerk may declare an emergency where, in the Clerk's opinion, circumstances have arisen that are likely to prevent the election being conducted in accordance with the Act. Examples may include:

- Flood;

- Fire;

- Loss of communication services (Internet or Telephone outage);

- Power failure;

- Acute illness or accident of the Clerk / Returning Officer or Assistant Returning Officer that prevents them from conducting the election pursuant to the *Municipal Elections Act, 1996,* as amended*;*

- Any other emergency as determined by the Clerk.

In the event of an emergency, the Clerk / Returning Officer shall post a public notice on the Municipality's website, each Ward Office, and on radio if possible, stating that the election has been delayed.

In the event of an emergency, the Clerk may direct the eVoting Service Provider to stop the eVote system from accepting telephone calls and internet connections, thereby preventing the election or a specific race from continuing or starting, as the case may be.

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

18. ACCESSIBILITY

The Municipality has a Multi-Year Accessibility Plan adopted by By-Law 24-74. During an election, the Clerk shall have regard for the needs of Candidates and Electors with disabilities. In accordance with subsection 12.1(2) of the *Municipal Elections Act, 1996,* as amended*,* the Clerk shall prepare an Accessibility Plan regarding the identification, removal, and prevention of barriers that affect Electors and Candidates with disabilities and shall make the plan available to the public before Voting Day. This Election Accessibility Plan shall have regard to the principles of the Municipality's Multi-Year Accessibility Plan.

The Clerk shall prepare a report to be submitted to the Council 90 days after Voting Day on the identification, removal, and prevention of barriers that affect Electors and Candidates with disabilities.

19. AMENDMENTS TO PROCEDURES

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

20. ATTACHMENTS – FORMS

The following forms have been approved for use by Municipality of Greenstone for the election process:

Form Number	Form Name
MOG EL-1	Declaration of Qualification - Council
MOG EL-2	Declaration of Qualification – School Board
MOG EL-3	Candidate/Scrutineer Verification of Zero Votes Cast
MOG EL-10	Appointment and Oath of Deputy Returning Officer
MOG EL-11	Appointment and Oath of an Election Official
MOG EL-12A	Appointment of Scrutineer by Candidate
MOG EL-12B	Oral Oath of Secrecy
MOG EL-14	Candidate's Declaration of Proper Use of Voter's List
MOG EL-15	Application to Amend the Voters' List (EL15)
MOG EL-16	Application for Removal of Deceased Individual from the Voters List
MOG EL-28	Oath of Interpreter
MOG EL-19	Withdraw of Nomination
MOG EL-27	Oath of Vote with Assistance and Oath of a Support Person of an Elector
MOG EL-29	Request for a Voter Information Letter/PIN
MOG EL-35	Notice of Corrupt Practice, Offences, Penalties and Enforcement
MOG EL-37A	Certificate of Maximum Campaign Expenses (Preliminary)
MOG EL-37AF	Certificate of Maximum Campaign Expenses (Final)
MOG EL-37B	Certificate of Maximum Amount of Contributions to Own Campaign (Preliminary)
MOG EL-37BF	Certificate of Maximum Amount of Contributions to Own Campaign (Final)
MOG EL-42A	Notice to Candidate of Filing Requirements and Penalties
MOG EL-52	Consent to Release Personal Information
Prescribed Forms	
FORM 1	Nomination Form
FORM 4	Financial Statement Auditors Report Candidate
FORM 5	Financial Statement Subsequent Expenses
FORM 6	Notice of Extension of Campaign Period
FORM 9	Declaration of Identity