
2026 Election Memo

To:	2026 Municipal and School Board Trustee Candidates
From:	Renée Ainsworth, Clerk
Date:	August 25, 2026
Re:	2026 Election - Voting Locations and Voting Methods

This memo includes important information regarding voting methods and voting locations for the 2026 Municipal and School Board Election.

Voting Methods

Eligible electors will be able to cast their ballot in one of two ways:

- Vote anywhere by internet using a desktop computer, laptop computer, smartphone, mobile device, or tablet; or
- In-person electronic voting at a designated voting location.

Voting Period

Voting will open at 10:00 a.m. on Friday, October 16, 2026 and will close at 8:00 p.m. on Monday, October 26, 2026 (Election Day).

Voter Information Letters

Voter Information Letters will be mailed to all persons eligible to vote in the municipal and school board election at the end of September 2026.

Voter Information letters contain important information about how and where to vote.

If an elector does not receive a Voter Information Letter by Friday October 16, 2026, or if their letter is lost or stolen, they may contact the Clerk's Office at 705-728-4784 ext. 2304 or visit the Administration Centre at 2231 Nursery Road, Minesing, ON. Election officials will not speak to Candidates regarding an electors Voter Information Letter. The elector must contact the Clerks Department themselves for assistance.

Acceptable identification must be provided to receive a new or replacement Voter Information Letter.

What has Changed from Previous Elections

While Springwater electors have had the option of casting their ballots electronically in the past 3 elections, the following important changes should be noted:

- Only electronic ballots are available. Telephone voting is not available this election.
- Electors are required to verify their identification prior to accessing the voting system. For further information, please see the “Identity Verification Process and Assistance” section of this memo.

How to Vote

Option 1: Vote Anywhere by Internet

Eligible electors will be able to cast their ballot from the comfort of their home, work, or anywhere they have access to an internet connection.

Remote internet voting will open at 10:00 a.m. on Friday, October 16, 2026, and will be available 24 hours a day, seven days a week, until voting closes at 8:00 p.m. Monday, October 26, 2026.

Electors may cast their ballot using one of the following:

- Desktop or laptop computer;
- Smartphone or mobile device; or
- Tablet

Electors will follow the instructions listed on their Voter Information Letter and complete the following 2 steps:

Step 1: Identity Verification Process

This process will require the elector to submit a valid piece of photo ID and take a selfie (live photo) of themselves.

Once submitted, the ID and selfie will be reviewed for validity, authenticity, facial recognition match, and compared to the information found on the Voter’s List. The system will either approve the submission or require further review from the Elections Team.

Once the voters identity verification is successful, the voter will be able to access the voting portal, upon the opening of voting, to cast their ballot, as noted in Step 2.

The identity verification portal will open at 10:00 a.m. on Friday, October 2, 2026 and will close at 6:00 p.m. on Monday, October 26, 2026. Voters are encouraged to complete the identity verification early for a quicker voting experience.

If a voter has not completed the identity verification process by 6:00 p.m. on Election Day, October 26, they will be required to attend an in-person voting location to cast their ballot.

Step 2: Cast a Ballot

Once the elector's identity has been verified, they will be permitted to enter the voting system, during the voting period, to cast their ballot. The elector will be required to enter their PIN, found on their Voter Information Letter, date of birth, and take another live photo of themselves before being provided access to the electronic ballot. Once the voting portal is successfully accessed, the voter will be able to cast their ballot.

Option 2: In-Person Electronic Voting

Electors who require assistance casting their ballot, completing the identity verification process, not comfortable uploading their ID to the voting system, need to be added to the Voters' List, obtain a new or replacement Voter Information Letter, or simply want to vote in-person may do so at one of the following locations:

Advanced Voting Locations

Date	Time	Location	Address
Saturday, October 17, 2026	10:00 a.m. to 2:00 p.m.	Elmvale Arena – Springwater Room	14 George Street, Elmvale, ON
Tuesday October 20, 2026	6:00 p.m. to 8:00 p.m.	Administration Centre	2231 Nursery Rd, Minesing, ON
Thursday October 22, 2026	6:00 p.m. to 8:00 p.m.	Administration Centre	2231 Nursery Rd Minesing, ON
Saturday October 24, 2026	10:00 a.m. to 2:00 p.m.	Minesing Community Centre	2347 Ronald Rd, Minesing, ON

Electors may also visit the Administration Centre – 2231 Nursery Road, for assistance during regular operating hours of 8:30am – 5:30pm anytime during the voting period for assistance.

Election Day – Monday, October 26, 2026

Electors may vote in-person an electronic ballot on Election Day Monday, October 26, from 10:00 a.m. to 8:00 p.m. at any of the following locations:

Location	Address
Administration Centre	2231 Nursery Road, Minesing, ON
Minesing Community Centre	2347 Ronald Road, Minesing, ON
Springwater Room – Elmvale Community Arena	14 George Street, Elmvale, ON

Electors are asked to bring their Voter Information Letters when voting at any Voting Location to avoid any delays.

Sara Vista Voting Location

A voting location will be held for residents of Sara Vista on Monday, October 19, 2026. This location will not be publicly available and will be open for approximately one hour to provide residents with the opportunity to vote.

Are you on the Voter's List?

Residents are encouraged to check if they are on the Voter's List and to ensure their information is accurate. They can do so by visiting springwater.voterservices.ca.

Residents who are not on the Voters List may apply to be added to the list using the same website. Staff will commence reviewing requests for additions on September 1, 2026, in accordance with the Municipal Elections Act.

In-person applications for additions, deletions or amendments to the Voters' List will be accepted starting on September 1, 2026 until 8:00 p.m. on Monday, October 26, 2026 at the following locations:

- Township Administration Centre – 2231 Nursery Rd during business hours being 8:30 a.m. to 5:30 p.m.
- During all Advanced Voting Locations
- On Election Day, Monday, October 26, 2026 from 10:00 a.m. to 8:00 p.m. at all voting locations.

All the above information is available at the Township of [Springwater's Election page](#) under Voter Information.

Renée Ainsworth
Clerk

cc. Elections Team