



The Corporation of the City of Stratford
Election Procedures for the 2026 Municipal and
School Board Election

Subject to change as determined by the Clerk / Returning Officer.

Approved by the
Clerk / Returning Officer
of the City of Stratford
this 24th day of April, 2026

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Section 1: Authority

Alternative Voting Method (Section 42)

A by-law authorizing an alternative voting method (e.g. internet/telephone voting method) must be passed on or before May 1 in the year of the election. On August 11, 2025, By-law 106-2025 was passed authorizing internet/telephone voting for the 2026 Municipal and School Board Election in Stratford.

Procedures and Forms

Section 42 (3) of the Municipal Elections Act, 1996 (the Act) states that the Clerk shall,

- a) establish procedures and forms for the use of,
 - i. any voting and vote-counting equipment authorized by by-law, and
 - ii. any alternative voting method authorized by by-law; and
- b) provide a copy of the procedures and forms to each candidate when his or her or their nomination is filed.

Section 42 (4) states that the procedures and forms established by the Clerk, if they are consistent with the principles of the 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 to these procedures signed by the Clerk and circulated to all candidates.

Section 53 provides that the Clerk may declare an emergency if the Clerk 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 Act, 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.

Principles of the Act

Some of the principles of the Act are:

- the secrecy and confidentiality of the individual votes is paramount;
- the election should be fair and non-biased;
- the election should be accessible to the voters;

- the integrity of the process should be maintained throughout the election;
- there be certainty that the results of the election reflect the votes cast; and
- voters and candidates should be treated fairly and consistently within a municipality.

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.

- (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) Subject to subsection (4), the power conferred in 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 residence or of any other matter.
- (4) The power conferred by subsection (1) does not include the power to require a person, for the purposes of the procedure set out in subsection 52 (1) to furnish proof of identity and residence in addition to what is prescribed for the purposes of subparagraph 1 ii. of subsection 52 (1).

Form of Notice

Notices to be given by the Clerk under the Act, shall be given as determined by the Clerk in these procedures. Notwithstanding this provision, any notice or other information that this Act requires the Clerk to give shall be given in a form and manner and at a time that the Clerk considers adequate to give reasonable notice or to convey the information, as the case may be (section 13 of the Act).

The City's official website shall be the means of giving notice to electors, candidates and registered third party advertisers unless determined otherwise by the Clerk or as otherwise prescribed in the Act.

The Clerk has the right to amend these procedures at any time, provided that the revised procedures are circulated to persons who have filed, but not withdrawn, a nomination in accordance with the Act.

The Clerk's ruling on any interpretation of this document is final.

Certification

As Clerk of The Corporation of the City of Stratford for the municipal election, I do hereby certify the following procedures and the forms attached, or similar version, either paper or electronic, for conducting the 2026 Municipal and School Board Elections as being those permitted to be used during the 2026 election process.

This procedural manual may be amended as required. Amendments to these procedures will be reflected in an addendum that is to be signed by the Clerk and circulated to all candidates and registered third party advertisers.

“Tatiana Dafoe”

Tatiana Dafoe, Clerk / Returning Officer

April 24, 2026

Date Approved

Section 2: Definitions

1. **"Act"** means the Municipal Elections Act, 1996, S.O. 1996, C. 32, as amended.
2. **"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 Voting System.
3. **"Ballot"** means either an image on a computer screen 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 touchtone telephone, 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.
4. **"Candidate"** means a person who has been nominated under Section 33 of the Act.
5. **"Certified Candidate"** means a candidate whose nomination has been certified by the Clerk under Section 35 of the Act.
6. **"Clerk"** means the Clerk of the municipality who is responsible for conducting this election under the authority of the Act. All references to the Clerk for the purposes of this manual shall mean the Returning Officer (R.O.) for the 2026 Municipal Election. All references to Clerk's designate shall mean the delegated duties of the R.O.
7. **"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 (s.15(4)).
8. **"Eligible Elector"** means a person who is entitled to be an elector at an election held in the local municipality, if on voting day they meet the qualifications outlined in Section 17(2) and 17(3) of the Act.
9. **"Friend"** means a person who has been requested by an elector to assist them in the voting process in accordance with the Act.
10. **"Municipal Office"** means the municipal administration building located at 1 Wellington Street, Stratford, ON N5A 2L3.

11. **"Password"** means an additional access control word assigned by the Service Provider to each authorized user (i.e. Auditor, Clerk, Election Official) to provide additional security for access to the Voting System.
12. **"Personal Identification Number (PIN)"** means a unique multiple digit number assigned by the Service Provider to each voter to provide security for access to the Voting System.
13. **"Preliminary List of Electors (PLE)"** means a list of electors for the municipality compiled by the Chief Electoral Officer and provided to the municipality before September 1 of an election year.
14. **"Proof of Identification"** means proof of identity and residence as prescribed in O. Reg. 304/13 of the Act.
15. **"Regular Office Hours"** means Monday to Friday, 8:30 a.m. to 4:30 p.m., excluding holidays.
16. **"Service Provider"** means the company contracted to supply the Telephone and Internet Voting System for the 2026 municipal and school board election.
17. **"Scrutineer"** means an individual, appointed in writing by a certified candidate, to represent him or her during the voting process or an individual appointed by Council, a local board or the Minister in relation to a by-law or question, or by an elector in the case of a recount.
18. **"Time"** means the time as indicated in the Clerk's Office of the Municipal Office or Council Chambers as appropriate.
19. **"Voter Help Centre"** means a location designated by the Clerk (Rotary Complex at 353 McCarthy Road West, Stratford) to provide assistance and clarification on the election process. Election officials will also make additions, deletions and corrections to the Voters' List. It is supplied with internet connection to accommodate voting during specified dates and hours during the Voting Period including on Voting Day until 8:00 p.m.
20. **"Voter Help Desk"** means the Clerk's Office located at the Municipal Office where election officials will make additions, deletions and corrections to the Voters' List. Additionally means the phone number and email address which voters may contact to receive remote assistance with telephone and internet voting. The Voter Help Desk is open throughout the voting period during specified hours and is operated by the City of Stratford.

21. **"Voter Information Letter"** means a letter in a sealed envelope containing a PIN, a telephone number and an internet address for voting, a telephone number and address for assistance and a list of candidates for office. These letters shall be mailed individually to every person on the Voters' List or provided by Election Officials to persons who have completed an application to amend the Voters' List (EL15).
22. **"Voters' List"** means the PLE, as corrected by the Clerk, under the provisions of Section 22 of the Act.
23. **"Voting Day"** (not to be confused with Voting Period) means the final day on which the vote is to be taken in an election which shall be Monday, October 26, 2026 with the close of voting to be at 8:00 pm, unless otherwise provided for in these procedures.
24. **"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 10:00 a.m. to Monday, October 26, 2026 at 8:00 p.m., unless specified otherwise (i.e. institutional voting).
25. **"Voting System"** means the hosted software supplied by the Service Provider that operates telephone and internet voting, including the auditor, candidate and administrator interfaces.

Section 3: Nominations

2026 Nomination Procedure

Nomination Papers (Section 33)

The giving of notice for nominations shall be on the "Notice of Nomination for Office" Form EL17(A) and shall be placed:

- in a local newspaper(s) prior to May 1, 2026;
- in one (1) conspicuous place in the municipality; and
- on the City's official website.

The Clerk shall give notice for nominations as noted above.

"Nomination Paper" Form 1 along with prescribed forms Form 2, Form 4, Form 5, Form 6, Form 7, Form 8 and Form 9, where applicable, for the following offices will

be available at the Clerk's Office from Friday, May 1, 2026 to Thursday, August 20, 2026 during regular office hours, and between 9:00 a.m. and 2:00 p.m. on Friday, August 21, 2026 (Nomination Day).

Municipal Council

- (1) Mayor
- (10) Councillors

School Board Trustees

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

- (2) Avon Maitland District School Board Trustees – English Public
- (1) Huron-Perth Catholic District School Board Trustee – English Separate
- (1) Conseil scolaire viamonde School Board Trustee – French language Public
- (1) Conseil scolaire catholique providence School Board Trustee – French language Separate

The forms, or a link to the forms, is also available on the City's official website.

Nominations must be on the prescribed form and are to be filed with the Clerk or designate at the appropriate Municipal Office in the following manner:

- **by appointment only** during regular office hours (8:30 a.m. – 4:30 p.m.) at the Clerk's Office from May 1, 2026 to Thursday, August 20, 2026 and **drop-in** between 9:00 a.m. and 2:00 p.m. on Friday, August 21, 2026 (Nomination Day);
- in-person or through an agent;
- with the prescribed statement of qualifications, signed by the person being nominated;
- the nomination of a person for an office on a Council must be endorsed by at least 25 persons, and they may endorse more than one nomination (Note: persons endorsing a nomination must be eligible to vote in that municipality on the date of endorsing the nomination) s. 33;
- with the prescribed nomination filing fee of \$200.00 for Head of Council (Mayor) and \$100 for all other offices, the filing fee shall be paid by cash, debit card, certified cheque, or money order, and made payable to the municipality (Note: payment by credit card and personal cheque is not accepted);

- with proof of identity and residence as prescribed in O. Reg. 304/13;
- no faxed or other electronically transmitted nomination paper will be accepted - original signatures are required.

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

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

Note: The nomination fee must be paid to the Clerk at the time you hand in your nomination form.

Preliminary Maximum Campaign Expenses (33.0.1)

The Clerk shall calculate the preliminary maximum campaign expenses for each office on the "Preliminary Maximum Campaign Spending Limit Expenses and Preliminary Maximum Amount of Self-Funding Contributions by Candidate / Spouse – Own Campaign" Form EL37 and provide a copy to the candidate or their agent the day that the Nomination Paper is filed in accordance with Section 33.0.1 (1).

The Clerk's calculation is final.

Notice of Penalties (Section 33.1, 88.23 (1), (2) and 92 (1))

The Clerk shall before Voting Day, provide a notice of penalties on the "Notice of Penalties" Form CS31 to the candidate or their agent.

Municipal Freedom of Information & Protection of Privacy Act (MFIPPA)

The candidate may sign the "Consent to Release Personal Information" Form CS02 authorizing the Clerk to release personal information to the public and media. If Form CS02 is not signed and returned to the Clerk, the Clerk will only provide the candidate's name and office nominated for on the City's website. In accordance with the Act, despite anything in the Municipal Freedom of Information and Protection of Privacy Act, documents and materials filed with or prepared by the Clerk or any other election official under the Act 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.

Unofficial List of Candidates

The Clerk shall provide notice of the unofficial list of candidates by preparing and posting in the Municipal Office an "Unofficial List of Candidates" Form CS03 which is to be updated as each Nomination Paper is filed. The list will be clearly marked "UNOFFICIAL". An unofficial list of candidates will also be added to the City's website. All unofficial nominations will be listed alphabetically and by the office they are nominated for.

Nomination Day – August 21, 2026 (Section 31)

Nomination Papers will be received at the Clerk's Office in the Municipal Office by appointment only during regular business hours from May 1 to August 20, 2026.

On Nomination Day, August 21, 2026, Nomination Papers will be received by drop-in at the Clerk's Office in the Municipal Office between 9:00 a.m. and 2:00 p.m.

The procedure for the handling of Nomination Papers on Nomination Day will be the same as noted above.

Certification of Nomination Papers (Section 35)

On or before Monday, August 24, 2026, at 4:00 p.m., the Clerk will review each nomination received to determine qualification and if the nomination complies with the Act. Once satisfied the candidate is qualified, the Clerk, or designate, will complete the "Certification by Clerk" section on "Nomination Paper" Form 1.

Rejection of Nomination Papers (Section 35(3), (4))

If the Candidate is not qualified to be nominated, or the nomination does not comply with the Act, the Clerk will reject the Nomination. A telephone call shall be made or an email sent to the candidate informing them of the rejection, and a "Notice of Rejection of Nomination" Form CS04 shall be sent by email as soon as possible, to:

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

If the Candidate or authorized agent has not provided an email or a telephone number or the Candidate or authorized agent does not answer the call, the Clerk will send the Notice of Rejection of Nomination as noted above by regular mail to the address shown on the Candidate's Nomination Form and this will be deemed sufficient Notice.

Withdrawal of Nomination Papers (Section 36)

Candidates may withdraw their Nomination by filing in person a withdrawal in writing on the "Withdrawal of Nomination" Form EL19 with the Clerk before:

- 2:00 p.m. on Nomination Day (Friday, August 21, 2026), if the person was nominated on or before Nomination Day; and
- before 2:00 p.m. on the Wednesday following Nomination Day, (August 26, 2026), if the person was nominated under Section 33(5) - Additional Nominations.

In the event there are insufficient candidates and additional nominations are required, the withdrawal date would be August 26, 2026, by 2:00 pm which is the Wednesday following Nomination Day.

The withdrawal shall be noted on the "Unofficial List of Candidates" Form CS03 and on the City's official website where the unofficial list of candidates is located.

Official List of Candidates

The final list of certified candidates will be posted at the Municipal Office and on the City's official website on or before 4:00 p.m., on Monday, August 24, 2026 using the "List of Certified Candidates" Form EL07.

Declaration of Election (Section 40)

If after 4:00 p.m. on Monday, August 24, 2026, the number of certified nominations filed for an office is more than the number of persons to be elected to the office, the Clerk shall declare an election to be conducted.

The Clerk shall give electors notice of the following through the use of newspaper advertisements and the City's official website:

- a) under clause 42(1)(b), (alternative voting methods), the manner in which electors may use the internet/telephone voting method;
- b) the dates and times of the Voting Period;
- c) the location and hours of operation for the Voter Help Centre; and
- d) the dates and times of the operation of the Voter Help Desk.

Acclamations (Section 37(1))

If after 4:00 p.m. on Monday, August 24, 2026, the number of certified candidates for an office is the same as or less than the number to be elected, the Clerk shall immediately declare the candidate(s) elected by acclamation. The Clerk shall post on the City's official website and at the Municipal Office a "Declaration of Acclamation to

Office" Form EL20. In this situation there shall be no election conducted for this position(s)/office referenced previously.

Fewer Number of Nomination Papers than Office (Section 33(5))

If at 4:00 p.m. on Monday, August 24, 2026, the number of certified nominations filed for an office is less than the number of persons to be elected to the office, additional nominations may be filed between 9:00 a.m. and 2:00 p.m. on Wednesday, August 26, 2026. The Clerk shall post on the City's official website, a "Notice of Additional Nominations" Form CS06 advising that additional Nomination Papers may be filed for that office during the specified time. If at 2:00 p.m. on Wednesday, August 26, 2026 additional Nomination Papers have been filed, the procedure to certify or reject Nomination Papers shall be followed.

Additional Nominations - More than Number of Offices Remaining (Section 33(5))

If between 9:00 a.m. and 2:00 p.m. on Wednesday, August 26, 2026, there are more than a sufficient number of certified Nominations to fill the office(s), an election shall be conducted with the names of the persons who have filed certified Nomination Papers for that office.

Withdrawal of Additional Nominations

Withdrawal of additional nominations must take place prior to 2:00 p.m. on Wednesday, August 26, 2026. The procedure outlined in the Withdrawal of Nomination Paper section will be followed.

Additional Nominations – Equivalent to Number of Offices (35(2) and 37(2))

If at 4:00 p.m. on Thursday, August 27, 2026, there is a sufficient number of certified Nomination Papers filed to fill the office(s), the Clerk shall cause to be posted a "Declaration of Acclamation To Office - Additional Nominations" on Form CS07.

Insufficient Number of Nomination Papers Filed to Form a Quorum-Municipal Council (Section 37(4)1)

If the number of Nomination Papers filed is insufficient to form a quorum of the Municipal Council, a by-election shall be held.

Sufficient Number of Nomination Papers Filed to Form a Quorum-Municipal Council (Section 37(4)2)

If the number of Nomination Papers filed is less than the number of positions for an office of the Municipal Council, but does form a quorum, Section 263 (1) (a) of the Act, as amended, shall apply with respect to filling a vacancy on council.

Death or Ineligibility of a Candidate (Section 39)

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

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

In either case the Clerk shall post a "Notice of Death or Ineligibility of Candidate" on Form EL21.

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

Final Calculation of Campaign Expenses (Section 88.19)

The Clerk shall, after determining from the number of eligible electors from the Voters' List for each office, calculate the maximum amount of campaign expenses that each candidate may incur for that office and prepare a final "Maximum Campaign Spending Limit Expenses and Maximum Amount of Self-Funding Contribution by Candidate / Spouse – Own Campaign" Form EL37(A). The Forms shall be provided to each candidate on or before Wednesday, September 30, 2026. The Clerk's calculation is final and shall be made in accordance with the prescribed formula in Ontario Regulation 101/97 as amended.

Section 4: Voters' List

Voter Qualifications (Section 17(2))

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

- (i) are a Canadian citizen,
- (ii) are at least 18 years old,
- (iii) resides in the local municipality, or is the owner or tenant of land in the local municipality, or the spouse of such owner or tenant; and

- (iv) is not prohibited from voting under subsection 17(3) of the Act, or otherwise, by law.

Persons Prohibited From Voting (Section 17 (3))

The following are prohibited from voting:

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

Preliminary List of Electors (PLE) (Section 19)

The PLE shall be requested from Elections Ontario in an electronic format before September 1 in the year of a regular election (Section 19 (3.1)).

The PLE shall contain the name and address of each person who is entitled to be an elector and additional information the Clerk needs to determine for which offices each elector is entitled to vote, such as school support. In addition, if the local municipality is divided into voting subdivisions, the name of each resident elector shall be entered on the PLE for the voting subdivision in which they reside and the name of each non-resident elector shall be entered on the PLE for the voting subdivision in which the elector or their spouse is an owner or tenant of land. The Clerk shall, to the best of their ability and legislative authority, ensure that an elector's name appears on the PLE for a local municipality only once.

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

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

Correction of Errors (Section 22)

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

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

Certification of Voters' List (Section 23)

The corrected PLE becomes the Voters' List.

The Voters' List shall be reproduced and identified with a "Voters' List Cover Sheet" on or before September 1, 2026, or as soon as practicable as determined by the Clerk. The Clerk may place in a local newspaper(s) on or before September 1, 2026, a "Notice of the Voters' List (Stratford)" Form CS09(A).

Requests for Copies of Voters' List (Section 23 (3), (4) and (5))

Upon written request, but not before September 1, the Clerk shall give every candidate the part of the Voters' List that contains the names of the electors who are entitled to vote for that office a copy of the Voters' List. For example, if a candidate is running as a school board trustee, they only receive the part of the Voters' List pertaining to eligible electors for that particular school board, not the entire Voters' List. Each candidate will be required to sign the "Voters' List Request" Form EL14.

The Voters' List shall be available electronically to certified Candidates at no cost. The candidates shall receive login ID(s) and password(s) allowing them to view the Voters' List that contains the names of the electors who are entitled to vote for their office. They can use the module to identify and track individual electors during the course of the election campaign and voting period to observe participation.

If a certified Candidate also requests a paper copy of the Voters' List, there shall be a fee of \$0.20 cents per single page.

Access to the Voters' List (Section 88 (10) and (11))

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

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

Amendments to the Voters' List (Section 24 and 25)

An elector may make an application to amend the Voters' List by using the prescribed form "Application to Amend Voters' List" Form EL15 and providing proof of identity and residence as prescribed in O. Reg. 304/13, "Proof of Identity Voter Identification" Form CS40 between the 1st day of September, 2026 until the 26th day of October until 8:00 p.m., (Section 24).

The Clerk, on their own initiative, may remove an elector's name from the voters' list up until Voting Day, October 26, 2026, if they are satisfied that the person is deceased. Other names can be removed from the Voters' List by using the "Application for Removal of Another's Name from the Voters List" Form EL16 if the Clerk is satisfied that the name should be removed (Section 25 (1)).

Interim List of Changes (Section 27(1))

The Clerk shall, during the period beginning September 20 and ending on September 30, in the year of a regular election, prepare an "Interim List of Changes" Form CS12 to the Voters' List. The Interim List of Changes shall be given to each person who received a copy of the Voters' List and to each certified candidate who requested a copy.

Final List of Changes (Section 27(2))

The Final List of Changes shall be provided to Elections Ontario by November 25, 2026, by DataFix upon the Clerk's authorization.

Section 5: Campaigning and Campaign Material

Candidates

Campaigning, including campaign advertising, is permitted after Nomination Papers are filed by the Candidate with the Clerk and in accordance with relevant municipal policies, procedures and by-laws.

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

All candidate campaign advertising shall identify the Candidate by name, as it appears on the Nomination Form. All Candidates shall provide the following information to a broadcaster or publisher in writing:

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

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

Municipal Employee Communication with Candidates

The Clerk or designate will communicate with candidates by email as per their provided contact information and advise them of any new posted information on the City's official website. Questions from candidates are to be submitted to elections@stratford.ca. Questions received will be consolidated and responses will be sent by email to all candidates weekly by 4:30 p.m., on Friday.

All candidates, registrants and supporters will receive fair and consistent treatment from City staff to ensure the integrity of the electoral process and a fair and unbiased election. Incumbents are aware of a restriction on the use of City resources for campaign purposes. A copy of Policy C.3.14 Use of Municipal Resources during an Election Period sets out how candidates, members of council, third party advertisers and municipal employees will conduct themselves during an election period.

Campaigning and Campaign Material – Municipally Owned/Leased Facilities

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

The use of municipal resources is not permitted by Candidates for election purposes in accordance with Policy C.3.14, Use of Municipal Resources During an Election Period Policy, (i.e. staff, electronic devices, supplies, candidate photos taken in/on municipal property, etc.).

Candidates are prohibited from offering electronic equipment to electors to vote (ex. cell phone, laptop). Candidates are prohibited from verifying whether an elector appears on the Voters' List or not, to the elector or any other person. Questions should be directed to the Clerk.

Elections Signs

The City of Stratford allows campaign signs to be posted in accordance with the City's Sign By-law 159-2004 after:

- a Candidate has filed Nomination papers with the Clerk and after a Third Party has registered with the Clerk, and
- no earlier than 45 days before Election Day (October 26, 2026).

Signs must be removed within forty-eight (48) hours after Election Day. It is the responsibility of Candidates and Third Party Advertisers to familiarize themselves with City and Provincial regulations and to communicate this to their election volunteers.

The investigation or prosecution for any acts of vandalism to the posters or campaign material of the candidates should be referred to Stratford Police Services by the complainant. The municipality or any of its municipal servants, employees or agents will not be responsible.

Municipal Authority to Remove Advertisements (Section 88.7)

If the City is satisfied that there has been a contravention of section 88.3 (candidates' election campaign advertisements), the City may require a person who the City 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.

Section 6: Candidate Campaign Contributions and Expenses

Contributions To Registered Candidates (Section 88.8 (1) – (5))

A contribution shall not be made to or accepted by a person or an individual acting under the person's direction unless the person is a candidate. A contribution made to or accepted by a candidate, or to an individual acting under the candidate's direction, shall only be made during the candidate's election campaign period.

Contributions shall only be made by the following:

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

The following shall not make a contribution:

- A federal political party registered under the Canada Elections Act or any federal constituency association or registered candidate at a federal election endorsed by that party;
- A provincial political party, constituency association, registered candidate or leadership contestant registered under the Election Finances Act;
- A corporation that carries on business in Ontario;
- A trade union that holds bargaining rights for employees in Ontario; and
- The Crown in right of Canada or Ontario, a municipality or local board.

Acceptance Of Contributions (Section 88.8 (6) – (10))

A contribution may be accepted only by a candidate or an individual acting under the direction of the candidate. A contribution may be accepted only from a person or entity that is entitled to make a contribution.

A contribution of money that exceeds \$25 shall not be contributed in the form of cash and shall be contributed in a manner that associates the contributor's name and account with the payment or by money order signed by the contributor.

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

Maximum Contributions to Candidates (Section 88.9)

A contributor shall not make contributions exceeding a total of:

- \$1,200 to any one candidate in an election;
- Except if a person is a candidate for more than one office a contributor's total contributions to that candidate in respect of all the offices shall not exceed \$1,200;
- \$5,000 to two or more candidates for office on the same council or local board;
- Except if the candidate is contributing to the candidate's 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 (Section 88.10)

A fundraising function shall not be held for a person who is not a candidate. Fundraising functions may only be held during the campaign period.

What Constitutes A Contribution (Section 88.15)

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

In addition to the statement above (88.15 (1)) the following **are considered** 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).

In addition to the statement above (88.15 (1)), the following **are not considered** 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 that is 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) of the Act, as amended.
- For a person referred to in 88.15 (1), of the Act, as amended, 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.

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

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

Restriction: Use Of Own Money (Section 88.16)

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

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

Campaign Account Loans (Section 88.17)

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

Expenses: What Constitutes An Expense (Section 88.19)

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

Without restricting the generality of 88.19 (1), 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.

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

1. The circumstances described in paragraph 4 of subsection 88.24 (1) (deficit).

2. The circumstances described in paragraph 5 of subsection 88.24 (1) (expenses relating to a recount, etc.) of the Act, as amended.

Candidates' Expenses (88.20)

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

Only during campaign period

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

Exception, auditor's report

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

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

Who may incur expenses

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

Maximum amount

During the period that begins on the day a Candidate is nominated and ends on Voting Day, their expenses shall not exceed an amount calculated in accordance with the prescribed formula.

A Candidate shall be provided with the maximum campaign expenses amount upon filing of his or her Nomination Papers (see Nominations section of this manual).

Maximum amount for parties, etc., after voting day

The expenses of a candidate that are for the holding of parties and making other expressions of appreciation after the close of voting shall not exceed an amount calculated in accordance with the prescribed formula.

The formula that is prescribed, must be written so that the amount calculated under it varies based on the maximum amount determined under 88.20 (6) (Maximum Amount) of the Act, as amended, for the office for which the candidate is nominated.

Duties of Candidates (Section 88.22)

The "Duties of Candidates" Form CS60 shall be provided in the Candidate Nomination package.

Section 7: Third Party Advertiser

A Third Party Advertiser means an individual, a corporation or a trade union, and whose Notice of Registration for Third Party Advertiser has been certified by the Clerk.

Eligibility for Registration (Section 88.6 (4), (5) and (6))

Registration shall be restricted to the following persons and entities:

- An individual who is normally resident in Ontario.
- A corporation that carries on business in Ontario.
- A trade union that holds bargaining rights for employees in Ontario.

The following persons and entities are deemed ineligible to register:

- A candidate whose nomination has been filed.
- A federal political party registered under the Canada Elections Act or any federal constituency association or registered candidate at a federal election endorsed by that party.
- A provincial political party, constituency association, registered candidate or leadership contestant registered under the Election Finances Act.
- The Crown in right of Canada or Ontario, a municipality or local board.

A Candidate whose nomination has been filed shall not direct any third party advertisements.

Filing the Notice of Registration (Section 88.6 (2), (7) and (13))

"Notice for Registration" Form 7 shall be filed with the Clerk by appointment, during regular office hours, from the first business day of May in 2026 (first day for filing Nominations being May 1, 2026) to Friday, August 21, 2026. From Monday, August 24 to Friday, October 23, 2026 (the Friday before voting day) Notice for Registration can be filed by drop-in during regular office hours. Filing the Notice of Registration shall be in the following manner:

- in person or by an agent;
- no faxed or other electronically transmitted registration notices will be accepted – original signatures required;
- with proof of identity as prescribed in O. Reg. 304/13, as amended;
- with the declaration of qualification, signed by the individual or by a representative of the corporation or trade union; and
- a resolution from the corporation or trade union that authorizes the person or agent to register on their behalf, if applicable.

The Clerk shall administer the “Declaration of Qualifications – Third Party Advertiser” Form CS52 to the individual or to the representative of the corporation or trade union. The date and time of filing are to be filled in by the Clerk and initialled by the individual or by a representative of the corporation or trade union. The Clerk, or their designate, will then review the Notice of Registration – Form 7 and will certify by the end of the next business day.

Once certified, the Third Party Advertiser will be notified of such at the email address provided on the Form 7. A copy of the certified Form 7 will also be provided for the Third Party’s files. If there are any questions or concerns with the information submitted, the Third Party Advertiser will be contacted by email or by phone using the information provided on the Form 7.

Preliminary Maximum Third Party Spending Limit Expenses (Section 88.21 (15))

The Clerk shall calculate the preliminary maximum third party spending limit expenses for registered third parties on the “Preliminary Maximum Third Party Spending Limit Expenses” Form EL51(A) and provide a copy to the individual filing the registration. The Clerk’s calculation is final.

Notice of Penalties (Section 88.29 (7))

The Clerk shall, at least 30 days before the filing date, provide a notice of the financial filing requirements, and penalties set out in subsections 88.27 (1) and 92 (4) of the Act, on the “Notice of Penalties – Registered Third Parties” Form CS64 to every Registered Third Party that registered in the municipality.

Maximum Third Party Spending Limit Expenses (Section 88.21 (11) to (17))

The Clerk shall, after determining from the number of eligible electors from the Voters’

List, calculate the maximum amount of third party spending limit expenses that each registered third party may incur and prepare a "Certificate of Maximum Third Party Spending Limit Expenses" Form EL51(B). The certificate shall be given to each individual that filed a Notice of Registration for Third Party Advertising in the case of a regular election, on or before October 23, 2026; and in the case of a by-election, within 10 days after the Clerk makes the corrections under subparagraph 4 iii of subsection 65 (4) or subparagraph 3 ii of subsection 65 (5).

Certification of Notice of Registration (Section 88.6 (13) and (14))

The Clerk will review of each notice received to determine qualification and if the notice complies with the Act. Once satisfied the third party is qualified, the Clerk will complete the "Certification by Clerk" section on the "Notice for Registration" Form 7. If not satisfied the Clerk shall reject the notice. The Clerk's decision is final.

List of Registered Third Parties (Section 88.12 (9) and (10))

A list of registered third parties shall be posted using the "Official List of Registered Third Parties" Form CS54, as a minimum, in the municipal office. A list will also be available on the City's official website. Information may 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.

Third Party Advertisements (Section 88.4, 88.5)

Restricted Period and Expenses

The Restricted Period for Third Party Advertisements begins on the earliest day that an individual, corporation or trade union is permitted to file a notice of registration as a registered third party (first business day in May) and ends at the close of voting on Voting Day.

Third Parties must do the following during the Restricted Period:

- file notice of registration and have it certified by the Clerk;
- once registered, advertise; and
- once registered, incur expenses related to the advertisement.

The expenses for these advertisements cannot exceed the amount calculated under Section 88.21 (registered third parties' expenses).

Mandatory Information in Advertisements

All Third Party Advertisements shall contain the following information:

- the name of the registered third party;
- the municipality where the registered third party is registered; and
- a telephone number, mailing address or email address at which the registered third party may be contacted regarding the advertisement.

Mandatory Information for Broadcaster, etc.

All Registered Third Parties shall provide the following information to a broadcaster or publisher in writing:

- the name of the registered third party;
- the name, business address and telephone number of the individual who deals with the broadcaster or publisher under the direction of the registered third party; and
- the municipality where the registered third party is registered.

Municipal Authority to Remove Advertisements (Section 88.7)

If the City is satisfied that there has been a contravention of section 88.4 (third party advertisements) or 88.5 (mandatory information in third party advertisements), the City may require a person who the City 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.

Duties Registered Third Party Advertisers

The "Duties of Registered Third Party Advertisers" Form CS61 shall be provided in the Third Party Advertiser Registration package.

Section 8: Registered Third Party Advertiser Contributions and Expenses

Contributions To Registered Third Parties (Section 88.12 (1) To (5))

A contribution shall not be made in relation to third party advertisements that appear during an election in a municipality unless they are a registered third party.

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

Contributions shall only be made by the following:

- An individual who is normally resident in Ontario.
- A corporation that carries on business in Ontario.
- A trade union that holds bargaining rights for employees in Ontario.
- The registered third party and, in the case of an individual, his or her spouse, subject to if the spouse of a registered third party is not normally registered in Ontario, the spouse may make contributions only to the registered third party.

The following shall not make a contribution:

- A federal political party registered under the Canada Elections Act or any federal constituency association or registered candidate at a federal election endorsed by that party.
- A provincial political party, constituency association, registered candidate or leadership contestant registered under the Election Finances Act.
- The Crown in right of Canada or Ontario, a municipality or local board.

Acceptance Of Contributions (Section 88.12 (7) To (8))

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

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

A contribution of money that exceeds \$25 shall not be contributed in the form of cash and shall be contributed in a manner that associates the contributor's name and account with the payment or by money order signed by the contributor.

Maximum Contributions to Registered Third Parties (Section 88.13)

A contributor shall not make contributions in relation to third party advertisements exceeding a total of:

- \$1,200 to a registered third party that appears during an election in a municipality;

- \$5,000 to two or more third parties registered in the same municipality;
- Except if the third party is contributing to itself, then the maximum contributions do not apply;
- Except if the contributor is the spouse of an individual that is a registered third party, then the maximum contributions do not apply.

Fundraising For Registered Third Parties (Section 88.14)

Only registered third parties in the municipality may hold a fundraising function relating to third party advertisements. Fundraising functions may only be held during the campaign period.

What Constitutes A Contribution (Section 88.15)

Money, goods and services given to and accepted by an individual, corporation or trade union in relation to third party advertisements or given to and accepted by another person who is acting under the direction of the individual, corporation or trade union, are contributions.

In addition to the statement above (88.15 (2)), the following **are considered** 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) of the Act, as amended.

In addition to the statement above (88.15 (2)), the following **are not considered** 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 that is 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 (Section 88.16)

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

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

Campaign Account Loans (Section 88.17)

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

registered third party and, in the case of an individual, their spouse may guarantee a loan.

Expenses: What Constitutes An Expense (Section 88.19)

Costs incurred by or under the direction of an individual, corporation or trade union for goods or services for use wholly or partly in relation to third party advertisements that appear during an election in a municipality are expenses.

Without restricting the generality of 88.19 (2) of the Act, as amended, the following amounts are expenses:

- The replacement value of goods retained by the individual, corporation or trade union from any previous election in the municipality and used in the current election.
- The value of contributions of goods and services.
- Audit and accounting fees.
- Interest on loans under section 88.17 (Campaign Account Loans) of the Act, as amended.
- The cost of holding fundraising functions.
- The cost of holding parties and making other expressions of appreciation after the close of voting.
- Expenses relating to a compliance audit.
- Expenses that are incurred by a registered third party who is an individual with a disability, are directly related to the disability, and would not have been incurred but for the election to which the expenses relate.
- The cost of third party advertisements (within the meaning of section 88.3).

For greater certainty, the cost of holding 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.

Registered Third Parties' Expenses (88.21)

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

Only During Campaign Period

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

Exception, auditor's report

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

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

Who May Incur an Expense

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

Maximum Amount

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

A Third Party shall be provided with the maximum third party expenses amount upon registering as a Third Party Advertiser.

Maximum Amount for Parties, etc., After Voting Day

The expenses of a registered third party are for the holding of parties and making other expressions of appreciation after the close of voting shall not exceed an amount calculated in accordance with the prescribed formula.

The formula that is prescribed must be written so that the amount calculated under it varies based on the maximum amount determined under 88.21 (6) (Maximum Amount)

of the Act, as amended.

Section 9: Proxy Voting (Section 44)

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

The City's By-law 106-2025, to authorize the use of internet and telephone voting as an alternative voting method for the 2026 Municipal and School Board Election, does not provide a provision for proxies, and it is therefore not applicable in accordance with the Act.

Section 10: Voting Procedures

Service Provider

The service provider for internet/telephone voting, determined by the Clerk, is Simply Voting inc.

System Integrity

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

- a) ensuring that every eligible elector on the Voters' List, as amended, is sent a sealed Voter Information Letter containing the voter's unique PIN, by Canada Post Lettermail;
- b) ensuring that no one except the Clerk, or designate, can access PINs maintained by the Service Provider that match each voter's name and address;
- c) providing an opportunity for eligible electors who do not appear on the Voters' List to be added to the Voters' List or to make amendments to the list, up to and including Voting Day, October 26, 2026, at 8:00 p.m.; and
- d) in the event of a postal strike by Canada Post or similar disruption, the Clerk shall make alternate delivery arrangements for the delivery of Voter Information Letters, including but not limited to electronic delivery, personal services delivery, use of distribution centres for eligible electors to pick up their Voter Information Letter.

Secrecy

- a) Ensure that all Election Officials have taken the oath and been appointed as per the "Appointment and Preliminary Oath or Affirmation for Election Officials" Form CS18.
- b) No person shall interfere or attempt to interfere with an elector while in the process of accessing the Voting System or interfere or attempt to interfere in the voting process while using the Voting System unless expressly requested and authorized by an elector.
- c) No person shall obtain or attempt to obtain information about how an elector intends to vote or has voted. Any individual requested by an elector to assist 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.
- d) No person shall communicate any information that might have been inadvertently obtained about how an elector intends to vote or has voted.
- e) No elector shall reveal how they intend to vote or did vote except when obtaining assistance in voting from either a Friend or an Election Official.
- f) All electors voting at the Voter Help Centre may vote with the assistance of a friend; however, the friend shall be required to take the appropriate oath prior to providing assistance.
- g) All complaints regarding any and/or all breaches of secrecy shall be documented by the Election Official as well as questions and answers of the complainant and, if deemed appropriate, the Clerk shall submit same to the Police for further investigation and prosecution.
- h) Election Officials will post "Statutory Provisions Regulating Voting Procedures" Form EL34 and "Notice of Offence / Notice of Corrupt Practice" Form EL35 at each voting location when voting is occurring and post otherwise as determined necessary by the Clerk.

Testing

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

- a) checking the wording of all information flows and system prompts from the Voting System including instructions, informational messages, error messages, and exceptions;
- b) checking the Voter Help Centre internet access;
- c) attempting to use a PIN more than once;
- d) balancing a predetermined number of votes with those cast;
- e) matching PINs to names and addresses;
- f) checking the system which is used for activating PINs; and
- g) deliberately entering the wrong information.

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 and auditors to review the full voting process prior to the opening of the voting.

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 lock down or once voting has started.

The voting system is hosted by the Service Provider within their own data centres' environment which undergoes continuous and rigorous penetration prevention testing.

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 of 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.

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 Voter Help Centre telephones and internet access;
- b) checking the configuration of the ballot;

- c) checking the telephone voting prompts;
- d) checking zero total confirmation before voting begins;
- e) checking that voting begins and ends at the designated times;
- f) attempting to vote before and after the Voting Period;
- g) attempting to view results before the Voting Period ends;
- h) attempting to use a PIN more than once;
- i) attempting to vote using an incorrect PIN; and
- j) balancing the number of electors that voted with the number of votes cast.

Prior to the start of the Voting Period, the Service Provider shall provide the Auditor with access to the Voting System by secure username and password.

Preparation of Voter Information Letters

Voter Information Letters shall be prepared and delivered to Canada Post and distributed by Canada Post Lettermail to all eligible voters to enable them to use the internet/telephone voting method.

The Voter Information Letter will contain:

- a) a notice indicating that the elector must visit the Voter Help Desk or the Voter Help Centre before voting, to provide their date of birth, should their date of birth be missing or incomplete on the Voters' List;
- b) the elector's PIN and the telephone number to call to cast their vote and the designated internet address (URL) to access to cast their vote using the Internet;
- c) dates and hours of voting;
- d) the telephone number of the Voter Help Desk;
- e) the location of the Voter Help Centre;
- f) voter eligibility criteria;
- g) office and candidate information by way of a QR Code; and

h) 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 Voter Information Letter including the actual voting thereof will be considered an illegal and corrupt practice and therefore subject to the penalty provision under the Act, specifically Sections 89 and 90.

Voter Help Centre & Voter Help Desk

The Voter Help Centre shall be established at the Rotary Complex, 353 McCarthy Road West, Stratford. During the Voting Period, the Voter Help Centre will be open on certain hours and days established by the Clerk. Internet access is provided.

The Voter Help Desk shall be established at the Clerk's Office in the municipal office located at 1 Wellington Street, Stratford, ON N5A 2L3. During the Voting Period, the Voter Help Desk will be open during certain hours and days established by the Clerk.

The Voters' List shall be available to Election Officials at the Voter Help Centre and the Voter Help Desk in electronic format to accommodate the voting process, as applicable.

The Voter Help Centre and the Voter Help Desk, as applicable, shall be responsible for the following:

- a) Eligible voters who attend at the Voter Help Centre and are not on the Voters' List will be able to be added to the list by filling out an "Application to Amend Voters' List" Form EL15 and providing proof of identity and residence as prescribed in O. Reg. 304/13. Their names will be added to the Voters' List and they will be assigned and delivered a Voter Information Letter containing a PIN along with the rest of the electorate; however, for additions made after the mailing of the Voter Information Letters, the Voter Information Letter containing a PIN will be provided to the individual immediately.
- b) Where an eligible voter has received a notice on their Voter Information Letter that their date of birth is missing or incomplete, the voter can attend the Voter Help Desk or the Voter Help Centre when open and provide their date of birth. The elector will be required to fill out an "Application to Amend Voters' List" Form EL15 and provide proof of identity and residence as prescribed in O. Reg. 304/13.

- c) Where an eligible voter has received an incorrect Voter Information Letter in terms of their eligibility, if applicable, and/or school support, and has not already voted, the voter can attend the Voter Help Desk or Voter Help Centre when open and have the proper category applied. The elector will be required to fill out an "Application to Amend Voters' List" Form EL15 and provide proof of identity and residence as prescribed in O. Reg. 304/13.
- d) Eligible voters who attend at the Voter Help Desk or the Voter Help Centre will be able to request a "replacement" Voter Information Letter and PIN under certain circumstances:
 - i. where a person on the Voters' List has lost/not received their Voter Information Letter and the PIN has not been used, they can attend the Voter Help Desk or Voter Help Centre and prove to the satisfaction of the authorized Election Official that they require a new PIN. Upon providing proof of identity and residence as prescribed in O. Reg. 304/13 to an Election Official, an oath on "Application for Re-Issue of a Voter Information Letter (Lost and Unused)" Form CS42 shall be taken by the elector and a new Voter Information Letter containing a new PIN shall be issued. The new PIN shall replace the old PIN in the Voting System, rendering the old PIN no longer effective.
 - ii. Where a person on the Voters' List has attempted to vote and their PIN has already been used, the voter can attend the Voter Help Desk or Voter Help Centre and prove to the satisfaction of the authorized Election Official that they did not vote using the PIN and require a new PIN. Prior to issuing a new PIN, the Election Official shall confirm that the elector's PIN has been used and advise the elector that once the new PIN has been assigned, the elector must vote immediately at the Voter Help Desk or Voter Help Centre. Upon providing proof of identity and residence as prescribed in O. Reg. 304/13 to an Election Official, an "Application for Re-Issue of a Voter Information Letter (Used by an Impersonator)" Form CS43 shall be taken by the elector and the elector's status shall be reset in the Voting System to allow a second vote. A new Voter Information Letter containing a new PIN shall be provided, the new PIN replacing the old PIN in the Voting System and rendering the old PIN no longer effective. The elector will be directed immediately to the Voter Help Centre or the Voter Help Desk, if available, where internet access is available to vote to eliminate any further potential misuse of the PIN.

Should the elector leave the Voter Help Centre or Voter Help Desk without voting the new PIN will be disabled.

- e) Answer election questions and refer detailed questions to the Returning Officer or authorized Election Official.

New PIN(s) shall not be given out over the telephone except as authorized by the Clerk on Voting Day. The voter must attend the Voter Help Centre with proof of identify and residence as prescribed in O. Reg. 304/13 and complete the appropriate form.

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

Requirement to Provide Proof of Identity

An eligible elector may be required to provide proof of identity and residence as per O. Reg. 304/13 or complete the "Oath of Qualification" Form EL26 in order to obtain a Voter Information Letter to vote at the Voter Help Centre or the Voter Help Desk, if applicable, and as necessary as determined by the Clerk or Deputy Returning Officer.

Candidates Module

The candidates shall receive username(s) and password(s) allowing them to access the Candidates Module to view the List of Electors. When using this access, candidates can connect to the Voting System or DataFix, whichever the case may be, and review elector list information to discern which electors have participated in the election. This capability does not provide the candidate information on how an elector has voted, it only provides information on whether or not they have participated in the election.

Candidates may view this information anytime using the Candidates Module in September, 2026 as determined by the Clerk until October 26, 2026 at 8 p.m.

Voting

The Voting Period shall commence on Friday, October 16, 2026 at 10:00 a.m. and continue to Monday, October 26, 2026 at 8:00 p.m.

Prior to the activation of the system by the Service Provider, the Clerk shall access the Voting System at the Municipal Office for the purposes of ensuring that all candidates' names are listed and that no votes have been cast.

Eligible electors may telephone a designated toll-free number to cast their vote by using a cellular or land line, touch-tone telephone but **not a rotary dial telephone**. "Diga-pulse" telephones will be able to access the system providing the over-ride button on the telephone is set to a "touch-tone" mode. Alternatively, eligible electors will be able to access a designated internet address and cast their vote(s).

Every eligible elector shall be limited to one ballot for all races and questions, for which they are entitled to vote, through the use of a PIN distributed by Canada Post Lettermail in a sealed and personalized Voter Information Letter. Every eligible elector shall be required to provide their year of birth along with their PIN (customize) in order to vote. The Voting System will allow the eligible elector to vote using either a telephone and/or the internet.

A voter may vote on the races that the elector is eligible to vote for by selecting candidate(s), yes/no, or by indicating "declined" if they wish to do so. Once a voter has made a selection for each race or question that the elector intends to vote for, the Voting System shall indicate the voter's choice and shall allow the voter to either confirm their selection, and cast their vote, or return to the ballot to change their selection.

If a voter is interrupted before casting their vote, they may re-commence voting until October 26, 2026, at 8:00 p.m. Once a voter has cast the ballot, that voter will not be granted access to internet/telephone voting again using that PIN.

The names of electors who have voted during the Voting Period will be provided to the Clerk electronically through the Voting System using the Clerk's assigned username and password. This report titled "Daily Voter Participation" will be created in an electronic file format suitable for electronic distribution and will only be done so under the control and direction of the Clerk. This report **does not** provide information on how an elector has voted.

Electors Requiring Assistance (Section 52 (1) 4)

The Election Official may permit an elector who needs assistance in voting to have such assistance as the Election Official considers necessary.

Oral Oath to Vote With Assistance

A voter who requires such assistance to vote may ask the Election Official for assistance. The Election Official shall require the voter making the request to take the Oral Oath to Vote With Assistance on the "Oral Oaths At Voter Help Centre" Form CS24 and then vote as directed by the voter. Any other person present must withdraw until the voter finishes instructing the Election Official.

Oral Oath of Friend of Elector

In lieu of the Election Official voting for a voter, the voter may request that a friend accompany the voter into the voting booth and vote for the voter. Any friend who is permitted to vote shall be required to take the Oral Oath of Friend of Elector on the "Oral Oaths At Voter Help Centre" Form CS24. No person shall be allowed to act as a friend of more than one voter at a Voter Help Centre, except a voting place established under Section 45 (7) (institutions).

Oral Oath of Interpreter

Where the Election Official does not understand the language of a voter, an interpreter, provided by the voter, shall take the Oral Oath of Interpreter on the "Oral Oaths At Voter Help Centre" Form CS24, and shall translate the oaths as well as any lawful questions put to the voter.

Controls for Voter Information Letters

Duplication of names on the PLE shall be investigated by the Clerk and/or Election Official(s) and all obvious duplicate names of individuals shall be deleted prior to the final preparation of the Voters' List as certified by the Clerk. However, should an eligible voter receive more than one Voter Information Letter, the eligible voter may only vote **once** and must return the other Voter Information Letter(s) to the Voter Help Centre or the Voter Help Desk and complete an "Application to Amend Voters' List" Form EL15 to remove the duplicate name(s). All electors who vote more than once or who improperly use the Voter Information Letter shall be reported to the Police for further investigation as to possible corrupt practices under the Act.

Voter Information Letters returned to the Voter Help Centre or Voter Help Desk opened, but unused for voting purposes, shall have the PIN immediately disabled in the Voting System so that the PIN cannot be used to vote.

Should a Voter Information Letter be returned, either by an individual or by mail, to the Voter Help Centre unopened, 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 means and subsequently destroyed at the same time as all other Municipal Election materials as provided for under Section 88(2) of the Act.

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 eligible voters in the initial mailing;

- b) that were returned from the Post Office;
- c) that were returned by an elector or other individual(s) either opened or unopened but unused for voting purposes;
- d) that were generated by Election Officials for eligible electors added to the Voters' List after completing an "Application to Amend Voters' List" Form EL15;
- e) that were otherwise set to a status that prevented them from being used to vote; and
- f) that were re-issued to an eligible elector.

Section 11: Voting Places (Section 45)

Voter Help Centres have been established to assist electors with the voting process or other general election enquiries (i.e. internet/telephone). The Clerk is responsible for establishing certain dates, times and locations during the Voting Period (October 16 to October 26, 2026) and will make this information available through newspaper notices, the City's official website and posting at the Municipal Office.

Note: Separate locations have been established for institutions, nursing homes etc.

A Voter Help Centre will be available at the Stratford Rotary Complex, 353 McCarthy Road West, Stratford during the following dates and times:

Date	Time
Saturday, October 24, 2026	10:00 a.m. to 2:00 p.m.
Sunday, October 25, 2026	1:00 p.m. to 4:00 p.m.
Monday, October 26, 2026	10:00 a.m. to 8:00 p.m.

A Voter Help Desk will be available in the Clerk's Office, located in the Municipal Office, 1 Wellington Street, Stratford during the following dates and times:

Date	Time
October 16, 19, 20, 21, 22, 23, 2026	8:30 a.m. to 4:30 p.m.
October 24, 2026	10:00 a.m. to 2:00 p.m. (telephone inquiries only)
October 25, 2026	1:00 p.m. to 4:00 p.m. (telephone inquiries only)
Monday, October 26, 2026	8:30 a.m. to 4:30 p.m.

Retirement Homes or Institutions (Section 45(7))

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

Name of Retirement Home or Institution	Date	Hours for Assistance
Anne Hathaway Residence 480 Downie Street	October 20, 2026 October 26, 2026	1-3:30 p.m. 12:30-1:30 p.m.
Stratford General Hospital CCU 46 General Hospital Drive	October 23, 2026 October 26, 2026	9-11:30 a.m. 1:30-2:30 p.m.
Spruce Lodge, Woodland Towers and Hamlet Estates 639 and 643 West Gore Street and 300 John Street North	October 21, 2026 October 26, 2026	9-11:30 a.m. 3-4 p.m.
Cedarcroft Place 260 Church Street	October 21, 2026 October 26, 2026	1-3:30 p.m. 2-3 p.m.
Greenwood Court 90 Greenwood Drive	October 20, 2026 October 26, 2026	9-11:30 a.m. 10:30-11:30 a.m.
Windmill Gardens 94 McCarthy Road West	October 22, 2026 October 26, 2026	9-11:30 a.m. 11 a.m.-12 p.m.
McCarthy Place Retirement Residence 200 McCarthy Road West	October 22, 2026 October 26, 2026	1-3:30 p.m. 9:30-10:30 a.m.
River Gardens Retirement Home 10 Romeo Street North	October 19, 2026 October 26, 2026	1-3:30 p.m. 9-10 a.m.

The Clerk reserves the right to relocate, close or designate a place as a Voter Help Centre in order to accommodate unforeseen circumstances. The Clerk shall communicate any changes to the above locations made after September 1, 2026, by email to certified candidates, on the City's website, and if time permitting, through any other means as determined by the Clerk.

As of April 24, 2026.

Section 12: Scrutineers (Section 16 & 47)

Appointment - by candidate – qualification

A candidate may appoint scrutineers in writing to represent them at the Voter Help Centre. The appointment shall be made using the "Appointment of Scrutineer by Candidate" Form EL12(A). The forms to appoint scrutineers must be signed by the

candidate in person at the Municipal Office. The candidate may be asked for proof of identity. The candidate shall provide this signed form to their scrutineer.

Appointment - entitled to

If appointed, scrutineers will be entitled to the following:

1. upon request and after producing the properly signed "Appointment of Scrutineer" and prescribing to the oath(s) of secrecy, they will be provided access to a Candidate module. The module will show the elector names who are entitled to vote for their designated office, allowing them to identify, observe, and list all electors that have participated. Scrutineers may log in to the system any time after the election has started and voters have cast ballots and determine who has voted.
2. to be present at the designated time and location to observe the Close of Voting Procedures, including to sign the Election Results.

Number - per candidate - in Voter Help Centre – one only

Not more than one scrutineer representing each candidate may be in the Voter Help Centre at any time. Only one candidate or their appointed scrutineer may be in attendance at a Voter Help Centre at one time. The scrutineer/candidate must take an "Oral Oath of Secrecy" Form CS25 at the Voter Help Centre.

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

An elector who applies for a recount may appoint one scrutineer. The "Appointment of Scrutineer by Elector" Form CS45 must be signed by the Applicant. Forms are available at the Municipal Office. The scrutineer/candidate must take an "Oral Oath of Secrecy" Form CS25 at the recount.

Appointment - evidence of

A person appointed as a Scrutineer, before being admitted to the Voter Help Centre, shall show their applicable appointment form and provide proof of identity and residence as prescribed in O. Reg. 304/13 to the election official.

Scrutineers Rights and Prohibitions

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

No Candidate or Scrutineer shall:

- a. delay the timely opening of a Voter Help Centre;

- b. interfere with the Clerk, or designated Election Official, in the discharge of their duties;
- c. eavesdrop or participate in any conversation or communication between an elector and an Election Official;
- d. attempt to directly or indirectly influence how an elector votes;
- e. campaign or otherwise display any campaign material or literature at a Voter Help Centre;
- f. touch any election equipment, materials, and/or documents; or,
- g. use a cell phone, electronic communication device, recording device, or camera in a Voter Help Centre.

Where a candidate or scrutineer violates any of the above noted stipulations, an Election Official may order that individual to vacate the Voter Help Centre. Once ordered, the individual shall vacate the Voter Help Centre and may not return. The decision of the Election Official is final and binding.

Section 13: Close of Voting Procedures

The Clerk, at 8:00 p.m. on October 26, 2026, shall arrange for the close and deactivation of the telephone and internet voting system, or until such time as eligible electors remaining in the Voter Help Centre have been provided an appropriate opportunity to vote.

Following the close of voting, the Auditor will attempt to vote from a privately-owned computer, and confirm that it is not possible to access the voting system.

As soon as possible after the close of voting on Election Day, the Clerk shall download the unofficial results from the Voting System. Those present, including the Clerk, the Auditor, Deputy Returning Officers, authorized Election Officials, and scrutineers shall sign the unofficial Election Results containing tabulation of the votes cast for each candidate, by-law and question, as applicable.

The Clerk shall publish the unofficial results on the municipal website.

- i. Only the Clerk, Deputy Returning Officers, authorized Election Officials, the Auditor, and one scrutineer for each candidate will be permitted to remain in the Council Chambers for the Close of Voting Procedures. Once

admitted to the Council Chambers, no one shall be permitted to leave until the Election Results are received and signed by all in attendance.

- ii. Entrance to the Clerk's Office and the Council Chambers by the public will not be permitted after 4:30 p.m. on October 26, 2026.
- iii. **Anyone** who is creating a disturbance at the Council Chambers will be removed as directed by the Clerk.
- iv. **Cell phones and other equipment shall be turned off** upon entering the Council Chambers and their use is prohibited while at the Council Chambers, except by Election Officials.
- v. The Council Chambers and the entire municipal building is designated as a "No Smoking" Area.
- vi. No campaign material will be allowed within the Municipal Office and the Council Chambers.

Section 14: Notice of Results

The unofficial results of each candidate shall be made available by the Clerk as soon as practical after 8:00 p.m. on Monday, October 26, 2026, Voting Day, at the Municipal Office and the Clerk shall post the **Unofficial Results** on the City's official website.

As soon as possible after Voting Day, the Clerk shall declare the Official Results using "Declaration of Election Candidate" Form EL32 and then post the results at the Municipal Office and on the City's official website and/or Voting System **website**.

Section 15: Recount Procedures (Sections 56-58)

A recount shall be conducted in the same manner as the original count, whether manually or by vote counting equipment, under Sec. 60 (1) unless ordered otherwise by a judge under Sec. 60 (3).

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

A recount is required when:

- there is a tie vote where both or all candidates cannot be declared elected (Automatic);

- the votes for the affirmative and negative on a by-law are equal (Automatic);
- the votes for two or more answers to a question are equal (Automatic);
- by resolution of local board (for offices on a local board or questions or by-laws submitted by a local board);
- by order of the Minister (for questions submitted by the Minister); and
- by order of the Superior Court of Justice.

Costs of Recount (Section 7(3), 7(4))

The costs incurred by the Clerk to conduct a recount are to be paid by the municipality as soon as possible after the Clerk has verified the amount. The municipality is to be reimbursed for its reasonable costs in the following situations:

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

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

The Clerk shall submit a signed certificate verifying the costs to the appropriate local board, upper tier municipality or Minister who shall in turn be responsible for paying the costs as soon as possible.

Who Conducts Recount (Section 56)

The Clerk conducts all recounts for elections for which they are responsible except recounts conducted by the Superior Court of Justice upon appeal.

Tied Vote Recount (Section 56)

Where there is a tied vote for the election of a candidate to an office and both or all of the candidates cannot be declared elected, or where there is a tied vote on a by-law or question, the Clerk must hold a recount **within 15 days after the declaration** required by Section 56 (2) of the results of the election.

Council, Local/School Board or Minister Request for Recount (Section 57)

Within 30 days after the Clerk's declaration of the results under subsection 57(1), a Council, local/school board may pass a resolution, or the Minister may make an order requiring a recount.

The recount is to be held within 15 days **after the resolution is passed or the order is made**. An order of the Minister must be made within the same time frame. The incoming council or local board is no longer able to make a decision on a recount.

Application to Superior Court of Justice (Section 58)

A person who is entitled to vote in an election and who has reasonable grounds for believing the election results to be in doubt may apply to the Superior Court of Justice for an order directing the Clerk to hold a recount. The application must be commenced within 30 days after the Clerk's official declaration of the results under subsection 57(1). The court, if satisfied there are sufficient grounds, shall make an order requiring the Clerk to hold a recount. The recount is to be held within 15 days after the Clerk receives a copy of the order.

Voters for Candidates to be Included in a Request (Sections 56, 59)

All votes for all candidates in the contested race will be counted.

Persons Entitled to be Present at Recount (Section 61)

The following persons are entitled to be present at the recount:

- the Clerk and any other election official appointed to assist with the recount;
- every certified candidate for the office involved;
- the applicant, if any, who applied for the recount;
- legal counsel for any of the above;
- each certified candidate for the office involved or an applicant may appoint a scrutineer for the recount;
- where the recount applies to a by-law or question, such scrutineers as appointed by Council, a local/school board or the Minister;
- where scrutineers are appointed under Sections 61(3) or (4), an equal number must be appointed for each possible response to the by-law or question;
- any other person may be present with the Clerk's permission.

Notification of Recount Date, Time, Place (Sections 56, 57, 58 and O. Reg. 101/97)

The Clerk shall give notice of the recount date, time and place on "Notice of Recount" Form EL39 by email or regular mail to the following:

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

Process to Recount (Sections 61, 62)

Once the recount process has commenced, it must continue to completion. This shall be done by requesting from the Service Provider a re-tabulation of the votes cast to be conducted in the same manner as the original vote tabulation. The Service Provider shall send the results of the recount by e-mail, along with any documentation, if required, to support the integrity, security and accuracy of the Voting System, and these results will be compared to the results tabulated by the Auditor assigned to the election.

Upon completion of the recount, the Clerk will announce the unofficial results of the recount. Persons authorized to be in attendance at the recount may also be at the announcement of the unofficial results of the recount.

Continuing Tie Vote – After Recount Procedures (Sections 62 (3) and 63 (10))

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

- The Clerk shall write the name of each candidate on equal-sized pieces of paper.
- The pieces of paper are then put in a "hat" or "bowl".

- The Clerk shall announce, prior to the draw, that “the candidate to be elected shall be the candidate whose name is written on the first piece of paper I draw out of the hat or bowl.”
- The paper is pulled from the hat or bowl and the candidate elected is announced.

The results of the recount will be posted in the Municipal Office and on the website by noon, the day following the recount being completed, using the “Recount Results” Form EL40. The Clerk will notify everyone notified of the recount, of the results of the recount in writing.

Notice of Final Certified Results - Section 62 (4)

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

The results of the recount shall be posted in the Municipal Office and on the City’s official website by noon, the day following the recount being completed. The Clerk will notify everyone notified of the recount, of the results of the recount using the “Declaration of Recount Results” Form EL41.

Such Form EL41 shall be sent by email or regular mail to everyone previously given notice of the recount.

Section 16: Candidates Financial Statements

Candidates Financial Disclosure (Section 88)

The deadline for filing financial statements for the reporting period ending December 31, 2026 is on or before 2:00 p.m., March 30, 2027.

At least 30 days before the filing date, but no later than March 1, 2027, the Clerk shall give Notice to every candidate by email or regular mail whose nomination was filed,

- all the filing requirements of this section;
- the candidate’s entitlement to receive a refund of the nomination filing fee if they meet the requirements of section 34 (Refund); and
- the penalties set out in subsections 88.23, 92, 93, and 94.

The notice shall be given on the “Notice to Candidate of Filing Requirements” Form EL42(A) by email or regular mail.

A candidate who missed the filing deadline may file within a 30-day grace period, provided that a \$500.00 late filing fee is paid to the municipality.

A candidate may re-submit a financial statement to correct an error up until the filing deadline of 2:00 p.m., March 30, 2027.

A “Notice of Default” Form EL43(A) shall be given to the candidate in writing by mail or email and to the relevant council or local board by mail or email in the event that a candidate has not submitted the “Financial Statement – Form 4”. If the candidate is elected, the Council or local board is to be notified in writing by mail or email. The Clerk must also make this information public and publish on the City’s official website which shall constitute making this information public.

The Clerk is required to make public a report of candidates who filed financial statements and candidates who did not. Candidates who withdraw their nominations are required to file financial statements in accordance with the Act.

For questions regarding campaign finances, the Clerk will direct the candidate to Section 88 of the Act, as amended.

Extension of Campaign Period (Section 88.25 and 88.3)

For further information, refer to the Act, as amended.

Refund of Nomination Filing Fee (Section 34)

A candidate is entitled to receive a refund of the nomination filing fee if the documents required under subsection 88.25 (1) are filed on or before 2:00 p.m. on the filing date in accordance with that subsection.

Section 17: Third Party Advertiser Financial Statements

Third Party Financial Statements (Section 88.29 (1) and (7))

All Registered Third Parties shall file with the Clerk, 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 date the Form 8 can be filed is the first day the Clerk’s Office is open in January 2027.

At least 30 days before the filing date, but no later than March 1, 2027, the Clerk shall give every registered third party that registered in the municipality, **by email or**

regular mail, notice of:

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

The notice shall be given on “Notice to Registered Third Party of Filing Requirements” Form EL42(B).

Notice of Default (Section 88.27 (1) and (2), 88.29)

A “Notice of Default – Registered Third Party” Form EL43(B) shall be given to the registered third party by registered mail, if they have not submitted the “Financial Statement – Auditor’s Report Third Party” Form 8 on or before 2:00 pm on March 30, 2027.

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

As soon as possible after April 30 in the year following a regular election, or 75 days after Voting Day in a by-election, the Clerk shall make available to the public on the City’s official 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, please refer to Sections 88.26 – 88.29, 88.30 – 88.32 in the Act.

Extension of Campaign period (Section 88.27 (3) to (5))

For further information, refer to the Act.

Section 18: Compliance Audit Committee

Compliance Audit Committee - Establishment

In the City of Stratford, a joint Compliance Audit Committee will be established with municipalities in Perth County, Town of St. Marys and City of Stratford. Terms of Reference will be developed to be adopted by By-law by all participating municipalities. Once adopted, the recruitment process will be initiated through an advertisement that must be, at minimum, posted to the City’s official website.

Before October 1, 2026, Council shall approve the appointment of the members of the Compliance Audit Committee by resolution or by-law.

Review of Contributions to Candidates (88.34(1) to (4))

The Clerk shall review the contributions reported on the financial statements submitted by a candidate to determine whether any contributor appears to have exceeded any of the contribution limits under Section 88.9 of the Act, as amended.

Elector Application (88.33 (1) and 88.35 (1))

An elector who is entitled to vote in an election and believes on reasonable grounds that a candidate or a Registered Third Party, who is registered in relation to the election in the municipality, has contravened a provision of the Act relating to election campaign finances, may apply for a compliance audit of the Candidate's or Registered Third Party's election campaign finances, even if the Candidate or Registered Third Party has not filed a financial statement.

Report, Contributions to Candidates for Council

As soon as possible after May 1, 2027, the Clerk shall prepare a report identifying each contributor to a candidate for office on a council who appears to have contravened any of the contributions limited under Section 88.9, of the Act as amended, and:

- a) if the contributor's total contributions to a candidate for office on a council appear to exceed the limit under Section 88.9 of the Act, the report shall set out the contributions made by that contributor to the candidate; and
- b) if the contributor's total contributions to two or more candidates for office on the same council appear to exceed the limit under Section 88.9 of the Act, the report shall set out the contributions made by that contributor to all candidates for office on the same council.

The Clerk shall forward each report prepared to the Compliance Audit Committee. See Section 88.30 (2) for supplementary filing date provisions.

Decision of Compliance Audit Committee Regarding Candidates (Section 88.34(8))

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

Same – Report, Contributions to Registered Third Parties (Section 88.13 & Section 88.36(5))

The same process as described under the sub-heading "Report, Contributions to Candidates for Council" and "Decision of Compliance Audit Committee Regarding

Candidates” shall apply to Registered Third Parties who appear to have contravened any of the contribution limits under Section 88.13 and Section 88.36(5) of the Act, as amended.

Section 19: Election Records

Election Records - Candidates

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

After Voting Day

At no time after voting day shall any information regarding the voter, PINs and ballots come together to allow anyone to know how an elector has voted.

Clerk - Disposition of Records (Section 88 (2))

Subject to a Judge’s order or recount proceedings, after 120 days (February 24, 2027) from declaring the results under Section 55, the Clerk shall destroy the ballots in the presence of **two witnesses**. The Clerk may also destroy any other documents and materials related to the election except those specified in Section 88 (4) (the financial statements filed by candidates) of the Act, as amended.

The witnesses shall complete the “Witness Statements as to Destruction of Ballots” Form EL38.

The ballots and any other documents shall not be destroyed if:

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

The Service Provider shall confirm in writing the destruction of all records in its possession.

Retention of Records

The Clerk shall retain candidates' financial statements and auditor's report until the members of the council or local board elected at the next regular election have taken office.

Section 20: Accessibility

Electors and Candidates with Disabilities

The Clerk shall have regard to the needs of electors and candidates with disabilities. The Clerk shall prepare a plan regarding the identification, removal and prevention of barriers that affect electors and candidates with disabilities and shall make the plan available to the public by October 23, 2026 (Section 12.1(2)).

Location - Accessibility

In establishing the locations of Voter Help Centres, the Clerk shall ensure that each Voter Help Centre is accessible to electors and candidates with disabilities.

Report

Within 90 days - Monday, January 25, 2027 - after Voting Day in a regular election, the Clerk shall prepare a report regarding the identification, removal and prevention of barriers that affect electors and candidates with disabilities and shall make the plan available to the public.

Other Resources

- AMCTO Candidate's Guide to Accessible Elections
- Integrated Accessibility Standard Regulation for Customer Service, O. Reg. 191/11
- Municipally approved Accessibility Policies and Procedure

Section 21: Emergencies (Section 53)

The Clerk may declare an emergency if they are of the opinion that circumstances have arisen that are likely to prevent the election being conducted in accordance with this Act. On declaring an emergency, the Clerk shall make such arrangements as they consider advisable for the conduct of the election. The arrangements made by the Clerk, if they are consistent with the principles of this Act, prevail over anything in this Act and the regulations made under it. 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, that the Clerk shall, to the best of their ability, advertise such emergency.

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

- reporting results
- notification of electors
- Election Officials
- Voting Period (delay of Voting Day, extension of voting hours or day(s))
- Voter Help Centres

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

In the event of an emergency declared by the Clerk, the Service Provider will take direction from the Clerk as to what actions will be taken, including but not limited to stopping the Voting 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.

Notwithstanding a declared emergency, once the voting resumes during or following the emergency as determined by the Clerk, the election results shall not be reviewed or set aside on account of unreasonableness or supposed unreasonableness.

Section 22: Corrupt Practices

Offences, Penalties and Enforcement (Section 89 and 90)

The principles and the integrity of the election process are enforceable.

Section 89 of the Act provides for penalties and enforcement of corrupt practices and other offences during an election process. These include a person who:

- votes without being entitled to do so;
- votes more times than this Act allows;
- induces or procures a person to vote when that person is not entitled to do so;

- before or during an election, publishes a false statement of a candidate's withdrawal;
- furnishes false or misleading information to a person whom this Act authorizes to obtain information;
- without authority, supplies a PIN to anyone;
- deals with a PIN, without having authority to do so;
- attempts to do something described above.

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

In addition, under the provisions of Section 90(1) of the Act, 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 Act also deal with voting places, ballots and ballot boxes, etc., the same must be used interchangeably with the alternative forms of voting since the principle of the Act must be maintained and is therefore enforceable and subject to penalties.

As such, the Clerk has agreed to the following rules and regulations:

- that all complaints about actions which may contravene the provisions of the Act, either verbally or written, will be reviewed by the Clerk and, if viewed by the Clerk to be valid and not frivolous, will be reported to the Police.
- the most senior officer of the Police will be advised that all such valid complaints will be turned over to their office for further investigation.

Penalties

An individual who is convicted of an offence is liable to penalties that include but are not limited to a maximum fine of \$25,000, forfeiture of office, ineligibility to run for office in the following election, and/or a maximum imprisonment of six (6) months.

Trade unions and corporations are subject to a maximum of \$50,000 if convicted.

If convicted of an offence and the offence was committed knowingly, the offence 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.

Mail Tampering – Criminal Offence and Prosecution

Notification of the voting process and how electors can vote will be provided in the Voter Information Letter to electors by Canada Post Lettermail.

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.

As such and in order to ensure the integrity and confidence of the voting process for all electors and the candidates, the Clerk in this alternative form of voting 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.

Section 23: Discretionary Powers of the Clerk

Implied and Direct Discretionary Authority of the Clerk, Municipal Elections Act, 1996.

Summary of Broad Discretionary Authority

Section	Short Description
7; 8(7); 45	The Clerk has authority and control over the costs incurred for an election.
7(3)1	The Clerk shall bill a local board or upper tier municipality for the costs for a recount in a regular election for a local board or municipality, a by-law or question submitted by an upper tier or local board.
7(12)	The Clerk of a municipality can incur expenses in respect to a question which are required or authorized by this Act to be incurred.
8(6)	The Clerk is responsible for giving notice to the public for any question on the ballot, regardless of whether it was initiated by a municipality, an upper tier or the Minister.
11(1)	The Clerk is responsible for conducting elections. Unless otherwise provided, the Clerk has broad discretionary authority to determine the form and method of communication for notices, forms and other information provided under the Act.
12(1)	The Clerk may provide for any matter or procedure that is not specifically provided for in the Act or Regulations.

Section	Short Description
12(2)	The Clerk may establish forms such as oaths, statutory declarations and has the power to require their use.
12(3)	The Clerk may require a person to furnish proof of identity, qualification or any other matter.
12(4)	The power given the Clerk does not include the power to require a person for the purposes of s 52(1) – voting procedure – to furnish proof of identity and residence in addition to what is prescribed.
12.1	The Clerk shall have regard to the needs of electors and candidates with disabilities.
12.1 (2) (3)	The Clerk shall prepare a plan about the identification, removal and prevention of barriers that affect electors and candidates with disabilities before Voting Day and within 90 days after voting day in a regular election shall report on the plan; making both public.
13(1)	The Clerk shall determine the form, manner and timing of any notice or other information required by the Act.
22(1) (2)	For the purposes of subsection (1) – correction of errors in the preliminary list, the Clerk may use any information that is in the local municipality's custody or control.
53(1)	The Clerk has discretion in determining what constitutes an emergency or circumstances that will undermine the integrity of the election.
53(2)	The Clerk has discretion in a declared emergency to make any arrangements deemed necessary for the conduct of the election.
53(4)	The Clerk determines when the emergency has passed.
55(4.1)	The Clerk shall, as soon as possible after Voting Day, make information available on the number of votes for each candidate, the number of declined and rejected ballots and the number of votes (yes or no) on a by-law or question and determine website or electronic format.

Cost of Elections

Section	Short Description
7(2)(4) and 8(7)	The Clerk has authority and control over the finances of an election.

Notice of By-laws and Questions

Section	Short Description
8(6)	The Clerk shall determine the form and method of notice to the electors of by-laws and questions to be placed on the ballot.

Certification of Vote Results

Section	Short Description
8(9)	The Clerk shall determine the form of certification when giving the result of the vote on a question or by-law.

Information to Electors

Section	Short Description
45(8)	The Clerk may issue instructions to Deputy Returning Officers (DRO) regarding attending on an elector in an institution or retirement home.
13(2)	The Clerk may determine what information is necessary to inform electors how to exercise their rights under the Act.
12.1 (1)(2) (3)	The Clerk shall identify strategies to provide for the needs of electors and candidates with disabilities. The Clerk shall prepare a plan about the identification, removal and prevention of barriers that affect electors and candidates with disabilities before Voting Day and within 90 days after voting day in a regular election shall report on the plan; making both public.

Appointment of Election Official

Section	Short Description
15(1)	The Clerk shall appoint a Deputy Returning Officer (DRO) for each voting place.
15(1)	The Clerk may appoint other election officials in addition to DROs. The Clerk determines what instruction and training is provided to election officials.

Delegation of Authority

Section	Short Description
15(2)(3)(4)	The Clerk may delegate to election officials in writing, any of the Clerk's powers and duties, however the Clerk may continue to exercise the delegated powers and duties, despite delegation.

Creation of Voting Subdivisions

Section	Short Description
18(1)	The Clerk may divide the municipality into voting subdivisions.

Correction of Preliminary List of Electors

Section	Short Description
19(1)	The Chief Electoral Officer shall prepare and maintain a Preliminary List of Electors and make it available to the Clerk.

22(1)	The Clerk may correct the Preliminary List of Electors, and shall notify the Chief Electoral Officer of the corrections.
22(2)	For the purposes of subsection (1), the Clerk may use any information that is in the local municipality's custody or control.
25(4)	The Clerk shall determine the format and manner of the written application to remove a deceased person's name.

Reproduction and Revision of Voters' List

Section	Short Description
23(2)(a) (b)	The Clerk shall have the Voters' List reproduced on or before September 1 and determine where and at what time applications for revisions to the Voters' List may be made under s.24 and s.25.
24(1) (2)	From September 1 to the close of voting on Voting Day, a person may make an application to be added or removed from the Voter's List or have the information on the Voters' List relating to that person amended.
24(3)	The Clerk may approve or deny applications for revision to the Voters' List.
27(1)(a)(b)	During the period beginning September 15 and ending September 25, the Clerk shall prepare an interim list of changes to the Voters' List approved on or before September 15 and give a copy to each certified candidate and to each person who received a copy of the Voters' List under s.23.
27(2)(a)(b)	The Clerk shall within 30 days after Voting Day prepare a final list of the changes to the Voters' List and give a copy to the Chief Electoral Officer.
28(1)	The Clerk shall prepare and certify the Voters' List for use in each voting place.

Nominations

Section	Short Description
32	The Clerk can determine the form and method of giving notice of the offices for which persons may be nominated and the nomination procedures.
33(1.3)	The Clerk is entitled to rely upon the information filed by the candidates (endorsements).
35(2)(3)	The Clerk shall certify the nomination of qualified persons, and reject the nomination if not satisfied the person is qualified.
35(4)	The Clerk can determine the form and method of giving notice when a nomination is rejected and shall give notice to the person who sought to be nominated and to all candidates for the office, as soon as possible.

Acclamations

Section	Short Description
37(1)(2)	The Clerk can determine the method of declaring acclamations.

Notice of Election

Section	Short Description
40(a)(b) (c)(d)	The Clerk shall give notice to the electors and determine the form and method of giving such notice about the location of voting places, dates and times open, and the manner in which electors may use voting proxies if applicable and if alternative voting methods, the manner in which electors may use the alternative voting methods.

Ballot Form

Section	Short Description
41(2)3	The Clerk can agree to permit another name that a candidate uses to appear on the ballot.
41(2)5	The Clerk can decide to include addresses to distinguish between candidates with similar names. However, every candidate's qualifying address shall appear under their name. Or in a manner determined to be appropriate given the circumstances.
41(3)	The Clerk shall change some or all of the ballots to facilitate voting by the visually impaired without assistance.
41(4)	The Clerk can decide to use separate or composite ballots.

Voting or Vote Counting Equipment or Alternate Voting Method

Section	Short Description
42(3)(a) (i), (ii)	Where there is a by-law providing for voting or vote counting equipment or an alternative voting method, the Clerk has discretion in establishing forms and procedures for carrying out the intent of the by-law.
42(3)(b)	The Clerk can determine the method for providing a copy of the procedures and forms to candidates and shall provide a copy of the procedures and forms to each candidate when his or her nomination is filed.

Voting Places and Procedures

Section	Short Description
45(1)(3)(5)	The Clerk has discretion in identifying the number and location of voting places and designating the area.
45(2)	In establishing the locations of voting places, the Clerk shall identify strategies that ensure that each voting place is accessible to electors with disabilities.
45(7)1,2, 3	A voting place shall be located in an institution for the reception, treatment or vocational training of members or former members of the Canadian Forces; an institution where 20 beds or more are occupied by persons who are disabled, chronically ill or infirm; and in a retirement home in which 50 beds or more are occupied.

Section	Short Description
45(8)	The Clerk may issue instructions to DROs regarding attending on an elector in an institution or retirement home.
45(9)	The Clerk shall issue instructions to DROs regarding attending on electors with a disability, including mobility impaired, anywhere within the defined voting place.
46(2)	The Clerk may establish specific voting places to open on Voting Day before 10:00 am.
46(3)	The Clerk may establish reduced voting hours for a voting place that is only for the use of residents of the institution or retirement home.
47(1)(a)	The Clerk has discretion to go to or remain in voting places during voting.

Emergency

Section	Short Description
53(1)	The Clerk has discretion in determining what constitutes an emergency or circumstances that will undermine the integrity of the election.
53(2)	The Clerk has discretion in a declared emergency to make any arrangements deemed necessary for the conduct of the election.
53(4)	The Clerk determines when the emergency has passed.

Recounts

Section	Short Description
56(1)(1.1)(2)	The Clerk shall hold a recount in accordance with policy within 15 days after declaration of results.
59	The Clerk may decide to include other candidates for an office in a recount.
61(1)1	The Clerk may be present at a recount in the case of a tie vote, or any policy passed, when the Council, Board or Minister requires a recount and when the Ontario Superior Court of Justice orders a recount. s 56, 57, 58 or 63.
61(2)1	The Clerk may be present at a recount for a by-law or question.
61(6)	The Clerk determines disputes concerning the validity of a ballot or the counting of votes in a ballot.
61(7)	The Clerk may permit others to be present at a recount.
62(3); 63(10)	If the recount leaves two candidates tied, the Clerk shall choose the successful candidate by lot.

By-Elections

Section	Short Description
65(4)1	The Clerk sets the date of Nomination Day, in the case of a by-election.

Section	Short Description
65(5)1	The Clerk sets the date of voting if the by-election relates to a question or by-law.

Financial Reporting

Section	Short Description
33.0.1(1)	The Clerk determines the form of the preliminary certificate of maximum campaign expenses upon the filing of a person's nomination and shall give the person or their agent filing the nomination for the person, a certificate of the applicable maximum amount as of the filing date.
33.1	The Clerk shall before Voting Day, give notice of the penalties under s 88.23(2) and s 92(1) related to election campaign finance to each person nominated for an office.
88.20(13)(a) (b)	The Clerk determines the form and method of delivery of the certificate of maximum campaign expenses. The Clerk shall calculate the maximum amounts permitted by subsections 6 (candidate expenses) and subsection 9 (expenses, parties etc) for each office for which nominations have been filed and shall give a certificate of the applicable amounts to each candidate on or before September 30 in a regular election, and within 10 days after the Clerk makes the required corrections in the case of a by-election.
88.23(3)	The Clerk determines the form and process of the notice of default.
88.25(9)	The Clerk determines the form and method of delivery of notice to candidates of the campaign expense filing requirements and shall give notice at least 30 days before the filing date.

Election Records

Section	Short Description
88(2)(a)(b)	When the 120-day period has elapsed, the Clerk shall destroy the ballots and may destroy other documents and materials related to the election.
88(4)	Financial statements must be retained until the next election.
88(9.1)	The Clerk shall make the documents filed under s 88.25, 88.29 and 88.32 available at no charge for viewing by the public on a website on the Internet or in another electronic format as soon as possible after the documents are filed.

Schedule A: Forms

All election forms shall be listed and included in Schedule "A" to the Election Procedures manual, attached hereto and forming an integral part of the manual.

Schedule "A" may be amended from time to time as forms become available and/or at the discretion of the Clerk.

CS02 - Consent to Release Personal Information Form

CS03 - Unofficial List of Candidates Form

CS04 - Notice of Rejection of Nomination Form

CS06 - Notice of Additional Nominations Form

CS07 - Declaration of Acclamation to Office - Additional Nominations Form

CS09 (A) - Notice of the Voters' List (Stratford) Form

CS12 - Interim List of Changes Form

CS18 - Appointment and Preliminary Oath or Affirmation for Election Officials Form

CS24 - Oral Oaths At Voter Help Centre Form

CS25 - Oral Oath of Secrecy (Candidate / Scrutineer) Form

CS31 - Notice of Penalties Form

CS40 - Proof of Identity "Voter Identification" Form

CS42 - Application for Re-Issue of a Voter Information Letter (Lost and Unused) Form

CS43 - Application for Re-Issue of a Voter Information Letter (Used by an Impersonator) Form

CS45 - Appointment of Scrutineer by Elector Form

CS52 - Declaration of Qualifications – Third Party Advertiser Form

CS54 - Official List of Registered Third Parties Form

CS60 - Duties of Candidates Form

CS61 - Duties of Registered Third Party Advertisers Form

CS64 - Notice of Penalties – Registered Third Parties Form

EL07 - List of Certified Candidates Form

EL12 (A) - Appointment of a Scrutineer Form

EL14 - Voters' List Request Form

EL15 - Application to Amend Voters' List Form

EL16 - Application for Removal of Another's Name from the Voters List Form

EL17 (A) - Notice of Nomination for Office Form

EL18 (A) - Declaration of Qualifications – Municipal Candidates Form

EL18 (B) - Declaration of Qualifications – Trustee Candidates Form

EL19 - Withdrawal of Nomination Form

EL20 - Declaration of Acclamation to Office Form

EL21 - Notice of Death or Ineligibility of Candidate Form

EL26 - Oath of Qualification Form

EL32 - Declaration of Election Candidate Form

EL34 - Statutory Provisions Regulating Voting Provisions

EL35 – Notice of Offence and Corrupt Practice

EL37 - Preliminary Maximum Campaign Spending Limit Expenses and Preliminary Maximum Amount of Self-Funding Contributions by Candidate / Spouse – Own Campaign Form

EL37 (A) - Maximum Campaign Spending Limit Expenses and Maximum Amount of Self-Funding Contributions by Candidate / Spouse – Own Campaign Form

EL38 - Witness Statements as to Destruction of Ballots Form

EL39 - Notice of Recount Form

EL40 - Recount Results Form

EL41 - Declaration of Recount Results Form

EL42 (A) - Notice to Candidate of Filing Requirements Form

EL42 (B) - Notice to Registered Third Party of Filing Requirements Form

EL43 (A) - Notice of Default – Candidate Form

EL43 (B) - Notice of Default – Registered Third Party Form

EL51 (A) - Preliminary Maximum Third Party Spending Limit Expenses Form

EL51 (B) - Certificate of Maximum Third Party Spending Limit Expenses Form