

VOTES 2026

2026 MUNICIPAL ELECTION PROCEDURES

May 1, 2026

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1 Administrative Matters

1.1 Election Principles

The following principles will be held paramount in the conduct of the 2026 Municipal Election:

- the secrecy and confidentiality of the individual votes;
- the election should be fair and non-biased;
- the election should be accessible to all voters;
- the integrity of the process should be maintained throughout the election;
- certainty that the results of the election reflect the votes cast; and
- Voters and Candidates should be treated fairly and consistently.

1.2 References

All references to legislation in these procedures are to the *Municipal Elections Act, 1996*, S.O. 1996, c.32, as amended, (the “Act”) unless otherwise stated.

1.3 Definitions

For words not defined in the Act, they will have the following meaning within these Election Procedures:

“**Act**” includes any regulations made under the Act.

“**Administration Office**” means 100 Dissette Street, Units 7 & 8, Bradford, ON.

“**Assistant Returning Officer**” means any person who is designated by the Clerk/RO to perform all election functions in the absence of the Clerk/RO.

“**Auditor**” means the person appointed by the Clerk to validate the logic and accuracy of a Voting System used in an election.

“**Ballot**” means an image on an internet-enabled device of a ballot for an election to be voted for, including all choices available to the electors and containing spaces in which the electors mark their votes, or when voting using a telephone or wireless phone, an audio set of instructions which describe all choices available to the electors and instruction to mark their selection by depressing the numbered touchtone keypad.

“**BWG**” or “**Town**” means The Corporation of the Town of Bradford West Gwillimbury and the municipality.

“**Candidate**” means a person nominated under Section 33 of the Act.

“**Certified Candidate**” means a Candidate whose nomination was certified by the Clerk/RO under Section 35 of the Act.

“Clerk/RO” means the Clerk of the Town of Bradford West Gwillimbury who acts as the Returning Officer for the 2026 Municipal Election under the Act and includes anyone who has been delegated the Returning Officer’s duties in writing.

“Election Official” means any person designated in writing by the Clerk/RO to perform certain election functions under the Act. Each Election Official must take the prescribed oath as per Section 15 of the Act.

“Election Principles” means those principles as listed in Section 1.1 of the Election Procedures.

“Election Procedures” means the procedures established by the Clerk/RO and contained in this document.

“Eligible Elector or Elector” means a person qualified to vote in the 2026 Municipal Election for the municipality pursuant to the Act. Elector may be used interchangeably with Voter.

“Electronic Voting Kiosk” means a private voting booth at which an Elector may cast their electronic vote with the use of a secure computer/tablet with internet access.

“Friend” means a person who has been requested by an Elector to assist them in the voting process.

“Password” means an additional access control word assigned to each authorized user to provide additional security for access to the Voting System.

“Personal Identification Number (PIN)” means a unique multiple digit number assigned to each voter to provide security for access to the Voting System.

“Preliminary List of Electors” means a list of Electors for the municipality compiled by the Chief Electoral Officer (Elections Ontario and provided to the municipality by September 1 of an election year.

“Privacy Screen” means a physical barrier designed to provide privacy to an Elector while they mark the ballot.

“Proof of Identification” means proof of identity and residence as prescribed in Ontario Regulation 304/13 of the Act.

“Regular Office Hours” means Monday to Friday, 8:30 am to 4:30 pm.

“Scrutineer” means an individual, appointed in writing by a certified Candidate, to represent them during the voting process.

“Third Party Advertiser” means an individual who is normally resident in Ontario, a corporation that carries on business in Ontario, or a trade union that holds bargaining rights for employees in Ontario, and who’s Notice of Registration has been filed with the Clerk/RO.

“Voter Help Centre” means a location designated by the Clerk/RO at which Electors may be added or removed from the Voters’ List, receive information on the 2026 Municipal Election or assistance with the voting procedure and have access to an Electronic Voting Kiosk at which they may cast their vote. The ability to vote at the Help Centre will be limited to hours designated by the Clerk/RO.

“Voter Information Letter” means a letter mailed individually to every Elector containing voting instructions, including a PIN and other relevant information pertaining to voting.

“Voters’ List” means the Preliminary List of Electors, as corrected by the Clerk/RO, under the provisions of Section 22 of the Act, and which is published as the Voters’ List for the 2026 Municipal Election.

“Voting Day” means Monday, October 26, 2026, the final day on which Ballots may be cast in the election in the municipality and the day on which the results are tallied.

“Voting Period” means the period in which an eligible Elector may cast their vote, either via telephone or internet which shall be from Friday, October 16, 2026 at 10:00 am to Monday, October 26, 2026 at 8:00 pm.

“Voting System” means the platform(s) chosen by the municipality to provide voters with a means of casting their ballot in an election.

1.4 Key Dates for the 2026 Municipal Election

Nomination Period	Friday, May 1, 2026 (8:30 am) to Friday, August 21, 2026 (9:00 am to 2:00 pm)
Third Party Registrations	Monday, May 1, 2026 (8:30 am) to Friday, October 23, 2026 (4:30 pm)
Campaign Period	From the filing of nomination or registration to Thursday, December 31, 2026 (candidate or third party advertiser can only begin campaigning upon filing their nomination or registration)
Nomination Day (deadline for nominations)	Friday, August 21, 2026 (9:00 am - 2:00 pm)
Deadline for Withdrawal of Nominations - Candidates (no additional nominations required)	Friday, August 21, 2026 (2:00 pm)
Additional Nomination Period (if required)	Wednesday, August 26, 2026 (9:00 am – 2:00 pm)
Deadline for Withdrawal of Nominations (if additional nominations required)	Wednesday, August 26, 2026 (2:00 pm)
Certification of Nomination Papers	Monday, August 24, 2026 (4:00 pm)
Certification of Nomination Papers (If additional nominations required)	Thursday, August 27, 2026 (4:00 pm)
Voters' List Available	Tuesday, September 1, 2026
Period to Remove a Deceased Person from Voters' List	Tuesday, September 1, 2026 to Monday, October 26, 2026 (8:00 pm)
Period to Revise Own name or Information on Voters' List	Tuesday September 1, 2026 to Monday, October 26, 2026 (8:00 pm)
Interim List of Changes to the Voters' List Available	Thursday, October 1, 2026

Voting Period	Friday, October 16, 2026 (10:00 am) to Monday, October 26, 2026 (8:00 pm)
Deadline for Withdrawal of Registration – Third Party Advertisers	Friday, October 23, 2026
Voting Day	Monday, October 26, 2026 (polls close at 8:00 pm)
Declaration of Official Results	ASAP after Voting Day
Term of Office Commences	Sunday, November 15, 2026
Inaugural Meeting	Tuesday, November 17, 2026
Deadline for Candidate and Third Party Advertisers to Provide Written Notice of a Deficit and Extension of Campaign	Thursday, December 31, 2026
Deadline for Candidates and Third Party Advertisers to Apply to Extend Financial Filing Time	Thursday, March 25, 2027 (2:00 pm)
Deadline for Candidates and Registered Third Party Advertisers to File Financial Statements	Tuesday, March 30, 2027 (2:00 pm)
Deadline for an Elector to Apply for a Compliance Audit	Monday, June 28, 2027

1.5 Notice

In all cases, where notice is required to be given to the public under a provision of the Act or these Election Procedures, such notice shall be placed in the Town’s online newspaper (bradfordtoday.ca), on the Town’s website (www.townofbwg.com) and posted at the Administration Office, unless otherwise specified. Notices will also be posted on both official Town social media accounts (facebook.com/townofbwg and instagram.com/townofbwg), if possible. Notices, forms and other information provided for the 2026 Municipal Election shall be made available in English only except as otherwise provided in the Act.

The following legend applies to all forms and notices in these Election Procedures:

- PR Form = Form prescribed by the Ministry of Municipal Affairs under the Act
- Form ELXX = Association of Municipal Clerks and Treasurers of Ontario (AMCTO) election form
- Form EL1XX = Bradford West Gwillimbury election form
- Form EL2XX = Bradford West Gwillimbury ads/notices
- Form EL3XX = Bradford West Gwillimbury third party election form

All forms and notices shall be available at the Administration Office and on the Town's website as required.

1.6 Accessibility

The Clerk/RO shall have regard to the needs of Electors and Candidates with disabilities.

Prior to Voting Day, the Clerk/RO must prepare a plan regarding the identification, removal and prevention of barriers that affect voters and Candidates with disabilities. The *2026 Elections Accessibility Plan* will be posted on the Town's website.

Within 90 days after Voting Day in a regular election the Clerk/RO shall prepare a report about the identification, removal and prevention of barriers that affect Electors and Candidates with disabilities. This report will be posted to the Town's website.

1.7 2026 Municipal Election Summary

The 2026 Municipal Election will be held on Monday, October 26, 2026, to elect nine (9) members to Bradford West Gwillimbury Council and four (4) Trustees to the local school boards. The election will be conducted using both an internet and telephone voting method. Electors will be mailed a Voter Information Letter containing all the information required to cast their electronic vote. VoterView (VV) will be used to manage the electronic Voters' List in combination with the telephone and internet Voting System. During the Voting Period, Electors can cast their vote remotely using a touch-tone telephone or a computer/tablet/mobile phone with internet access or at a Voter Help Centre.

1.8 Authority

The Clerk/RO is responsible for conducting the election within the municipality and will do so in accordance with the Act. The Clerk/RO has the implied and direct discretionary authority as stated under the Act. The Clerk/RO's discretionary powers will be exercised in accordance with the Election Principles stated above and these Election Procedures. For a matter not prescribed in the Act or these Election Procedures the Clerk/RO will act in accordance with the Election Principles stated above.

These procedures may be amended, as deemed necessary by the Clerk/RO at any time. A copy of these procedures and any subsequent amendments shall be provided to all Candidates.

2 Election Officials

2.1 Appointed Election Officials and Duties

The following Election Officials will be appointed by the Clerk/RO for the 2026 Municipal Election:

- Assistant Returning Officers;
- Deputy Returning Officers (DROs); and
- Greeters

Election Officials will be required to take an oath and be assigned such duties as deemed necessary by the Clerk/RO to assist in the administration, management, security, control and integrity of the election process. All written appointments of Election Officials will include the authority to require any person to furnish proof of identification or qualifications pursuant to the Act. All Election Officials will be assigned to a Voter Help Centre for a scheduled shift(s) according to their availability.

The duties and responsibilities of each Election Official are set out in their respective appointment and oath document and are outlined below.

Assistant Returning Officer (ARO)

The ARO is appointed to act in place of the Returning Officer in all respects including accepting nominations, administering oaths, revising the Voters' List establishing and enforcing election procedures, hiring Election Officials, Voter Help Centre management, and other duties as may be delegated by the Returning Officer.

Deputy Returning Officer (DRO)

The DRO role is divided into two main functions at the Voter Help Centres – Revisions and Voter Assistance. The DRO Revisions is responsible for making any required changes to the electronic Voters' List using VoterView software, confirming identification, generating new voter credentials (PINs) and issuing new Voter Information Letters as required. The DRO Voter Assistance directs voters to the Electronic Voting Kiosks, assists with accessibility needs, assists voters with the accessing the Voting System and administers required oaths. All DROs assist with the set up and clean up of the Voter Help Centre and assist with maintaining peace and order.

Greeters

The Greeter meets and welcomes voters to the Voter Help Centre. The Greeter directs Electors to the appropriate areas of the Voter Help Centre and answers a variety of voter's questions. The Greeter should be aware of Electors with disabilities and assist them as needed. The Greeter also assists with the setup and clean-up of the Voter Help Centre.

Mobile Deputy Returning Officer

Mobile Voter Help Centres will be established at certain institutional and multi-residential buildings during the Voting Period. A Mobile DRO will be required to travel to the facility to set up the Mobile Help Centre, assist voters with the voting process, check Proof of Identification, administer oaths and provide assistance for Electors with disabilities.

2.2 Hiring

Election Officials will be recruited from non-union Town staff to work on the 2026 Municipal Election. All Election Officials must complete and sign the Oath of Election Official [Form EL108]. Any false or misleading statements on the application will be grounds for immediate dismissal. Individuals will be appointed to Voter Help Centre locations at the sole discretion of the Clerk/RO.

Individuals who are spouses, siblings, parents, children, grandparents, grandchildren, relatives, or associates of a Candidate for the office in the 2026 Municipal Election shall not be qualified or knowingly be hired as an Election Official by the Clerk/RO. The hiring of any Election Officials is at the sole discretion of the Clerk/RO.

2.3 Training

All appointed Election Officials will be required to attend a training session, including accessibility training prior to working any shifts during the Voting Period. The training sessions will be held at the discretion of the Clerk/RO.

2.4 Remuneration

Town staff members that work as Election Officials will earn their regular rate of pay plus any overtime hours, as applicable. Town staff will also receive one (1) additional vacation day to be used in 2026 at the discretion of their Manager or Director.

3 Nominations

3.1 Notice of Nomination

The Clerk/RO will provide an Early Notice of Nomination for Office [Form EL201] prior to the nomination period commencing on May 1, 2026. A second Notice of Nomination for Office [Form EL205] shall be provided between May 1, 2026 and August 21, 2026 in accordance with these procedures.

3.2 Nomination Forms

Nomination packages for the following offices will be available to the public at the Administration Office on May 1, 2026 and on the Town's website at www.townofbwg.com/election.

- Mayor (1 – elected at large)
- Deputy Mayor (1 – elected at large)
- Councillors (7 – one to be elected for each of Wards 1-7)
- School Board Trustees (1 for each of the following school boards):
 - English Language Public School Board
 - English Language Separate School Board

Nominations for the following French Language School Board Trustee positions must be filed at the City of Barrie, City Hall, 70 Collier Street, Barrie.

- French Language Public School Board
- French Language Separate School Board

A person may be nominated for an office by filing a nomination with the Clerk/RO or designate, in person or by an Agent. As per Section 33 of the Act, a nomination of a person for an office on **Council** must be endorsed by at least twenty five (25) persons, and each person may endorse more than one nomination. Candidates must obtain 25 original signatures. The person endorsing a nomination must be eligible to vote in an election for an office within the municipality if a regular election was held on the day that the person endorses the nomination.

3.3 Eligibility

A person may be nominated for an office in a municipal election only if, as of the day the person is nominated, the Candidate:

- is qualified to hold that office under the Act that creates it;
- resides in the local municipality or is the owner or tenant of land there, or the spouse of such owner or tenant;
- is a Canadian citizen;
- is at least 18 years old; and
- is not prohibited from voting under Section 17 (3) of the *Municipal Election Act*, or otherwise by law.

In addition to these qualifications, Candidates for School Board Trustee must reside or be the owner or tenant of residentially assessed property within the area of jurisdiction of the school board.

3.4 Nomination Procedure

Candidates may book an appointment with the Clerk/RO to file their nomination using the online booking tool on the election page of the Town's website at www.townofbwg.com/election or by calling the Administration Office at 905-775-5366 xVOTE (8683).

Nominations for an office on Town Council must be submitted on the prescribed

Nomination Paper [PR Form 1], along with the prescribed Endorsement of Nomination Form [PR Form 2], and the Declaration of Qualifications Form [EL18(A)].

Nominations for an office of School Board Trustee must be filed using the prescribed Nomination Paper [PR Form 1] and the Declaration of Qualifications Form [EL18(B)].

Nominations for Town Council and School Board Trustee must be accompanied by the Consent to Release of Information Form [Form EL102], and is to be filed with the Clerk/RO at the Administration Office in the following manner:

- in person or through an authorized agent;
- during Regular Office Hours of the Administration Office from May 1 to August 20, 2026 and from 9:00 am to 2:00 pm on Friday, August 21, 2026 (Nomination Day);
- with the prescribed nomination filing fee of \$200 for the position of Mayor (Head of Council) and \$100.00 for all other positions. The filing fee shall be paid by cash, debit or credit card, certified cheque or money order payable to the Town of Bradford West Gwillimbury;
- with proof of identity and residence as prescribed in O. Reg. 304/13;
- no faxed or other electronically transmitted nomination papers will be accepted as original signatures are required;
- the Clerk/RO or designate will administer the necessary oaths; and
- If the Candidate wishes to file by an agent, an Authorization for Agent to File Nomination [Form EL104] must be completed.

The nomination package will be reviewed unofficially with the Candidate or agent to determine if any information has been omitted, and to ensure that the Nominee is a qualified Elector for the Town of Bradford West Gwillimbury and is qualified to file a Nomination Paper for that office.

With respect to the endorsement of the nomination by at least 25 persons, the Clerk will make a cursory review of the Endorsement of Nomination Form [PR Form 2] to ensure that the form is complete and the Candidate has included the required number of signatures. The Clerk is entitled to rely upon the information filed by the Candidate and does not have to verify that the person endorsing the nomination is eligible to vote for an office within the municipality on the day the person endorses the nomination.

The Clerk/RO or designate will administer the Consent of Nominee and Declaration of Qualification on the Nomination Paper [PR Form 1] and the Declaration of Qualification – Council [Form EL18(A)] or the Declaration of Qualification – School Trustee [Form EL18(B)] oaths to the Candidate. The date and time of filing are to be filled in by the Clerk/RO and initialled by the Candidate or his/her agent. The Clerk/RO will then sign the Nomination Paper.

Both the Declarations of Qualification must be commissioned. Candidates will be asked

for photo ID to commission the Declarations of Qualification.

The Candidate shall be asked to complete the Consent to Release of Information [Form EL102] to release personal information to the public and media. This form also indicates in what format (print, electronic, etc.) the Candidate wishes to receive election notices and information.

The Clerk/RO shall prepare and post on the Town's web site and in the Administration Office an Unofficial List of Candidates [Form EL07(A)] which is to be updated as each nomination paper is filed. The list will be clearly marked "UNOFFICIAL".

3.5 Estimated Maximum Campaign Expenses

The following notices will be provided to Candidates running for an office on Town Council:

- Estimate of Maximum Campaign Expenses [Form 37(A)] providing the applicable maximum campaign expenses, as of filing date, that a Candidate is permitted to incur in the 2026 Municipal Election to be held October 26, 2026.
- Estimate of Maximum Amount of Contributions to Candidate's Own Campaign [Form EL38(A)] providing an estimate of the maximum campaign expenses that a Candidate for an office on a council and their spouse is permitted to contribute;
- Estimate of Maximum Amount of Expenses for Parties – Candidate [Form EL39(A)] providing the permitted expense limits for the cost of parties and making other expressions of appreciation after Voting Day.

The following notices will be provided to Candidates running for the office of School Board Trustee:

- Estimate of Maximum Campaign Expenses [Form 37(A)] providing the applicable maximum campaign expenses, as of filing date, that a Candidate is permitted to incur in the 2026 Municipal Election to be held October 26, 2026.
- Estimate of Maximum Amount of Expenses for Parties – Candidate [Form EL39(A)] providing the permitted expense limits for the cost of parties and making other expressions of appreciation after Voting Day.

Estimates for Candidates running for the office of School Board Trustee are calculated based on the number of electors as of September 15, 2022 in accordance with the Municipal Elections Act.

On or before September 25, 2026, all Candidates who filed nominations for an office of Town Council or position of School Board Trustee will receive a certificate of the applicable maximum amounts. The Clerk's calculation is final.

3.6 Notice of Penalties

As per Section 33.1 of the Act, the Clerk/RO shall, prior to Voting Day, provide each Candidate with a Notice to Candidate of Filing Requirements, Penalties, and Refund of Nomination Fee [Form EL218].

3.7 Nomination Day – Friday, August 21, 2026

On Nomination Day, Friday August 21, 2026, Nomination Papers will only be received at the Administration Office between 9:00 am and 2:00 pm. No Nomination Papers will be accepted after 2:00 pm on Nomination Day, unless additional nominations are required. Procedures for the handling of Nomination Papers on Nomination Day will be the same as above. **Those who are not in the Administration Office by 2:00 pm WILL NOT be accepted.**

On or prior to 4:00 pm on Monday, August 24, 2026, the Clerk/RO will review each nomination filed and, if satisfied that the Candidate is qualified to be nominated and that the nomination complies with the Act, the Clerk/RO will certify the nomination.

The final List of Certified Candidates [Form EL07(B)] will be posted at the Administration Office and on the Town's website by noon on Tuesday, August 25, 2026.

3.8 Certification or Rejection of Nomination

If the Candidate is not qualified to be nominated, or the nomination does not comply with the Act, the Clerk/RO will reject the nomination and complete a Notice of Rejection of Nomination [Form EL105]. A telephone call shall be made to the Candidate informing him or her of the rejection, and notice shall be given as soon as possible, to the person who sought to be nominated, and all Candidates for the office. The Notice of Rejection of Nomination shall be sent by Registered Mail to the nominee only.

3.9 Withdrawal of Nomination Forms

Candidates may withdraw their nomination by filing a Withdrawal of Nomination [Form EL109] in writing with the Clerk/RO before 2:00 pm on Nomination Day (August 21, 2026) if the person was nominated on or before Nomination Day; and before 2:00 pm on Wednesday, August 26, 2026 if the person was nominated under subsection 33(5) of the Act because additional nominations were required.

The withdrawal shall be noted on the Unofficial List of Candidates [EL07(A)].

3.10 Nomination for More than one Office

If, after filing a nomination, a Candidate wishes to file a nomination for a different office in the same election, the first nomination shall be deemed to have been withdrawn at the time the second nomination is filed. The filing fee paid for the first nomination is deemed to have been paid for the latest filing, if the two nominations are for offices elected at large.

An additional filing fee may be required if the second nomination is for a different office or where one is elected at large and the other by ward.

3.11 Equal Number of Certified Nomination Forms and Offices (Acclamations)

If after 4:00 pm on Monday, August 24, 2026, there is an equal number of certified Nomination Papers filed as there are positions for an office, the Clerk/RO shall immediately post a Declaration of Acclamation to Office [Form EL110]. In this situation there shall be no election conducted for this office.

3.12 Fewer Number of Nomination Forms than Offices

If at 4:00 pm on Monday, August 24, 2026 there are fewer certified Nomination Papers filed than the number of persons to be elected to the office, then the Clerk/RO shall cause to be posted a Notice of Additional Nominations [Form EL206] advising that additional Nomination Papers may be filed for that office between 9:00 am and 2:00 pm on the Wednesday following Nomination Day (August 26, 2026).

3.13 Additional Nominations - More than Number of Offices Remaining

If at 2:00 pm on Wednesday, August 26, 2026 there are more than a sufficient number of certified Nomination Papers to fill the office(s), an election shall be conducted with the names of the persons whose Nomination Papers have been certified and who have not been acclaimed for the remaining offices.

3.14 Additional Nominations - Equivalent to Number of Offices

If at 2:00 pm on Wednesday, August 26, 2026, there is a sufficient number of certified Nomination Forms filed to fill the office(s), the Clerk/RO shall cause to be posted a Declaration of Acclamation to Office [Form EL110].

3.15 Insufficient Number of Nomination Forms Filed to Form a Quorum - Municipal Council

If the number of Candidates declared elected and/or acclaimed is insufficient to form a quorum of the municipal council, a by-election shall be held.

3.16 Sufficient Number of Nomination Forms Filed to Form a Quorum - Municipal Council

If the number of Candidates declared elected and/or acclaimed is less than the number of positions for an office of the municipal Council, but sufficient to form a quorum, Section 263(1)(a) of the *Municipal Act, 2001*, shall apply.

3.17 Death or Ineligibility of a Candidate Procedure

If a Candidate dies or becomes ineligible before the close of voting on Voting Day, and

- the result would be an acclamation for an office, the election to such office is void

- and a by-election shall be held in accordance with Section 65(4) of the Act; or
- 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 have already been configured in the telephone and internet Voting System, the Clerk/RO shall post a Notice of the Death/Ineligibility of a Candidate [Form EL202] in a conspicuous place in every Voter Help Centre and the election shall proceed as if the deceased Candidate had not been nominated.
- No votes are to be counted for the Candidate who has died.

The Clerk/RO may request such information or documentation from such persons as they deem reasonable to support a determination that a Candidate has died or become ineligible.

3.18 Refund of Nomination Filing Fee

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 pm on the filing date in accordance with that subsection.

3.19 Final Calculation of Campaign Expenses, Own Contributions and Parties

As per Section 88.9.1(4) and 88.20(13) of the Act, the Clerk/RO shall, after determining the number of eligible Electors from the Voters' List as it exists on September 15, 2026 (for each office), calculate the maximum amount of campaign expenses, the maximum contributions to the Candidate's own campaign and maximum cost of holding parties and making other expressions of appreciation after the close of voting, that each Candidate may incur for that office. The Clerk/RO shall prepare the appropriate Certificate of Maximum Campaign Expenses [Form EL37(B), EL38(B) and EL39(B)]. The certificates shall be delivered to each Candidate on or before September 30, 2026. The Clerk/RO's calculation is final and shall be made in accordance with the prescribed formula in O. Reg. 101/97 and subsection 88.9.1(1).

3.20 Candidate Name Pronunciation

All certified Candidates will be required to provide to the Clerk/RO the proper pronunciation of their name prior to the finalization of the voice prompts for the telephone component of the Voting System.

4 Candidates

4.1 Campaigning

Campaigning, including campaign advertising, are permitted no earlier than the filing of Nomination Papers by the Candidate with the Clerk/RO or designate. The campaign period ends on the day the nomination is withdrawn or rejected by the Clerk/RO or on December

31, 2026.

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, flags, tents, t-shirts, brochures, posters and print, radio and electronic advertisements.

All Candidate campaign advertising shall identify the Candidate by name, as it appears on the Nomination Paper.

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 all campaign material is the responsibility of the Candidate and any questions or concerns should be directed to the Candidate.

4.2 Municipal Employee Communication with Candidates and Use of Municipal Resources for Election Purposes

The following provides direction to Candidates on the handling of questions directed to and meetings with municipal staff. Every effort will be made to provide information to all Candidates to ensure fairness and transparency. Answers to questions posed by Candidates in writing will be shared with all registered Candidates without identifying the name of the Candidate. Candidates shall provide questions in a clear and concise manner and be respectful of staff resources. Information that is not readily available to the public may require the submission of an access request for information under the *Municipal Freedom of Information and Protection of Privacy Act*. If unsure, any questions should be directed to the Clerk/RO.

The Town has adopted a *Use of Municipal Resources for Election Purposes Policy*. Candidates are encouraged to review this Policy for further information, including information regarding using Town facilities, staff or other resources, Town logos, and undertaking campaign-related activities on Town property.

Candidates will be permitted to use Town facilities (i.e. meeting rooms) by renting the space through the Recreation and Culture Services Department. All campaign related materials must remain within the rented facility space.

4.3 Election Signs

The Town Election Signs By-law 2026-027, regulates signs and other advertising devices. Such regulations will be posted to the Town's website and provided to candidates. The

County of Simcoe Sign By-law No. 4630, as amended, regulates the displaying of signs within 400 metres of any limits of a County Road. Candidates are encouraged to review both by-laws prior to erecting or displaying elections signs.

4.4 Use of Social Media

If an elected Member of Council uses a social media account for campaign purposes, such account may not be used for Town purposes, must not be created or supported by Town resources, and must not use the elected Member's title or the Town logo.

Existing accounts used by Council Members for their work as a Councillor should not be re-designated as campaign sites. To avoid confusion, Council Members who choose to use social media accounts for campaign communications must include for the duration of the campaign, a clear statement on each campaign account's homepage indicating that the account is being used for campaign purposes.

4.5 Campaign Financial Statements

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

4.6 Notice of Filing Requirements

The Clerk/RO shall give Notice to Candidates of Filing Requirement, Penalties, and Refund of Nomination fee [Form EL218] to all Candidates at least 30 days before the deadline for filing the Financial Statement, but no later than February 28, 2027. Notice will be sent requiring acknowledgement of receipt of all the filing requirements of Section 88.25 of the Act and of the penalties set out in Subsections 88.23(2) and 92(1) of the Act.

4.7 Default

If a person receiving a notice as listed above has not filed the required Financial Statement – Auditor's Report [PR Form 4] by 2:00 pm on Tuesday, March 30, 2027, the Candidate is in default under the Act. The Clerk/RO with whom the Candidate's nomination was filed, shall within 10 days, send a Notice of Default [Form EL219] to the Candidate by registered mail and to the relevant Council. Candidates who do not file a financial statement by the deadline forfeit any office to which they have been elected and are ineligible to run in the next election.

4.8 Compliance Audit Committee

A Compliance Audit Committee will be established before October 1, 2026 in accordance with Section 88.37 of the Act. The Town will be participating in a Joint Compliance Audit Committee established and administered by the County of Simcoe, along with all other lower tier municipalities and the City of Orillia. Administrative practices and procedures for the Joint Compliance Audit Committee will be established pursuant to the Act and provided to candidates when available.

5 Third Party Advertisers

5.1 Registration Forms

Registration packages will be available to the public at the Administration Office, and Third Party Advertisers may file their Notice of Registration from May 1, 2026 to October 23, 2026 during regular office hours. The complete registration package will also be available on the Town's website (www.townofbwg.com/election).

5.2 Eligibility

Only those who have registered can spend money on third party advertising. The following are eligible to register as a Third Party Advertiser:

- any person who is a resident in Ontario
- a corporation carrying on business in Ontario
- a trade union that holds bargaining rights for employees in Ontario.

There is no restriction against family members or campaign staff of candidates registering to be Third Party Advertisers. However, third party advertising must be done independently of the candidate. If a person with close ties to a candidate wishes to register they should consider how these activities may look to the public and how they would be able to demonstrate that they were not working in co-ordination with the candidate.

5.3 Registration Procedure

Registration must be done in person by the registrant or representative of a corporation or trade union or by agent, by appointment, at the Administration Office.

Registrations must be on the prescribed form Notice of Registration – Third Party [PR Form 7], accompanied by the following additional forms: Declaration of Qualifications – Third Party [Form EL301(A), (B) or (C)], Consent to Release Personal Information – Registered Third Party [Form EL302] and filed with the Clerk/RO at the Administration Office in the following manner:

- in person, by appointment;
- during Regular Office Hours of the Administration Office from May 1 to October 23,

2026;

- with proof of identity and residence as prescribed in O. Reg. 304/13;
- no faxed or other electronically transmitted registration forms will be accepted as original signatures are required;
- the Clerk/RO or designate will administer the necessary oaths.

If filing by an agent, an Authorization for Agent to File Registration – Third Party [Form EL309] must be completed.

The date and time of filing are to be filled in by the Clerk/RO and initialled by the Registrant or Official Representative or his/her agent. The Clerk/RO will then sign the Notice of Registration.

A person who is registering as the representative of a corporation or a trade union will be required to provide proof that they are authorized to act on behalf of the corporation or trade union.

There is no registration fee or nomination signatures required for third parties.

The Clerk/RO must be satisfied that the individual, corporation or trade union is eligible in order to certify the registration, and may require that identification or additional documents be provided.

All Third Party Advertisers MUST register with the municipality where they want to advertise. If you want to advertise in more than one municipality, you must register with each municipality.

A list of Registered Third Party Advertisers will be made available on the Town website as registrations are certified.

5.4 Withdrawal of Third Party Advertiser Registration

A registered third party may withdraw their registration by filing a written Withdrawal of Third Party Advertiser [Form EL310] with the Clerk/RO before Friday, October 23, 2026 at 4:30 pm.

5.5 Estimated Maximum Campaign Expenses

Upon registering the third party, the Clerk/RO will provide:

- Estimate of Maximum Campaign Expenses – Third Party [Form 304(A)] providing the applicable maximum campaign expenses, as of registration date, that a registered third party is permitted to incur in the 2026 Municipal Election as well as the permitted expense limits for the cost of parties and making other expressions of appreciation after close of voting.

On or before September 25, 2026, all registered third parties will receive a Certificate of Maximum Campaign Expenses – Third Party [Form 304(B)]. The Clerk's calculation is final.

5.6 Certification or Rejection of Registration

If the third party is not qualified to be registered, or the notice of registration does not comply with the Act, the Clerk/RO will reject the nomination and make a notation on the notice of registration form. The Clerk/RO will inform the registrant at the time.

5.7 Final Calculation of Campaign Expenses and Parties

In accordance with section 88.21 of the Act, the Clerk/RO shall calculate the maximum amount of campaign expenses and maximum cost of holding parties and making other expressions of appreciation after the close of voting, that each registered third party may incur for the 2026 Municipal Election. The certificate shall be delivered to each registered third party on or before September 25, 2026. The Clerk/RO's calculation is final and shall be made in accordance with the prescribed formula in O. Reg. 105/18 and subsection 88.21(11).

6 Voter's List

6.1 Voter Qualifications

A person is entitled to be an Elector if, they:

- reside in the local municipality or is the owner or tenant of land there, or the spouse of such owner or tenant;
- are a Canadian citizen;
- are at least 18 years old; and
- are not prohibited from voting under Section 17(3) of the Act or otherwise by law.

The following are prohibited from voting under Section 17(3) of the Act:

- A person who is serving a sentence of imprisonment in a penal or correctional institution.
- A corporation.
- A person acting as executor or trustee or in any other representative capacity, except as a voting proxy in accordance with Section 44. Please note that voting proxies are not permitted in the BWG 2026 Municipal Election due to the electronic Voting System.
- 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 they were convicted.

6.2 Preliminary List of Electors

The Preliminary List of Electors (PLE) supplied by the Chief Electoral Officer (Elections

Ontario) will be delivered to the Clerk/RO on August 14, 2026.

The PLE shall contain the name and address of each person who is entitled to be an Elector and additional information the Clerk/RO needs to determine for which offices each Elector is entitled to vote, such as school support. In addition, the name of each resident Elector shall be entered on the list for the ward in which they reside and the name of each non-resident Elector shall be entered on the list for the ward in which the Elector or their spouse is an owner or tenant of land.

Where a voter qualifies to vote in more than one ward in the 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. An Elector must vote where they live. If they do not live in BWG, then they can vote where they own or rent property.

It is possible for an Elector's name to appear on the Voters' List of more than one municipality and the 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 municipality, provided they are not voting for the same office more than once. An Elector may only vote once for School Board Trustee in the jurisdiction of the Board and in the municipality in which they live.

In order to enumerate Electors for the PLE, the Chief Electoral Officer (Elections Ontario) offers residents a registration website at www.RegisterToVoteON.ca. A link can be found on the Town's website www.townofbwg.com/election.

The Register To Vote website enables Electors to determine whether they are on list for provincial and municipal elections in Ontario. Electors can check, update or add their information to the list. The Register to Vote website will be available to Electors up to August 12, 2026 for their information to be included in the PLE. On August 13, 2026, the messaging on the website will direct Electors to contact the Town for information regarding the Voters' List.

6.3 Voter's List

The Clerk/RO has the discretion to correct any obvious errors on the PLE, including but not limited to, duplicate names, missing or incorrect names or addresses and deceased persons. The Clerk/RO may use any information that is in the municipality's custody or control when correcting the PLE for obvious errors. The corrected PLE becomes the Voters' List for the 2026 Municipal Election.

The Voters' List shall be reproduced and identified with a cover sheet [Form EL112] by September 1, 2026. The Clerk/RO shall give notice of the posting of the Voters' List and how revisions are to be made to the Voters' List on or before September 1, 2026. Voters should ensure that their names and relevant information are correctly shown on the

Voters' List.

6.4 VoterView

The Town will use VoterView – an internet-based election management solution designed and developed to assist municipal Clerks in updating and maintaining their list of Electors for the 2026 Municipal Election. VoterView functionality allows the Clerk/RO and their designated staff to find, correct information and move Electors quickly and easily within their Voters' List. VoterView will only be accessible to designated Election Officials.

6.5 Request and Use of Voters' List

After September 1, 2026 and upon written request, every Candidate may receive a copy of the Voters' List. Each Candidate will be required to sign the Request and Declaration for Use of the Voters' List [Form EL113]. The use of the Voters' List shall be for the purposes of the 2026 Municipal Election only.

Pursuant to Section 23 of the Act, on **written request**, the Clerk/RO shall provide a copy of the Voters' List to:

- the secretary of a local board of whose members are required to be elected at an election conducted by the Clerk, or that has submitted a question to the Electors;
- the Clerk of the local municipality responsible for conducting the elections in any combined area for school board purposes;
- the Clerk of an upper-tier municipality any of whose members are required to be elected at an election conducted by the Clerk, or that has submitted a by-law or question to the Electors; and
- the Minister, if they have submitted a question to the Electors.

The Clerk/RO shall provide to a certified Candidate for an office the part of the Voters' List that contains the names of the Electors who are entitled to vote for that office, upon written request.

Where facilities exist for the Voters' List to be provided electronically to a Candidate who has signed a declaration [Form EL113], the Clerk/RO may provide it in this format.

6.6 Access to the Voters' List

As per the Act, the Voters' List cannot be posted in a public place or made available electronically to the public. It can only be used for election purposes.

6.7 Revisions to Voters' List

Revisions to the Voters' List can be made in-person or online as prescribed below. A Voter may make an application to the Clerk/RO to add or revise their own information on the Voters' List completing an Application to Amend to Voters' List [Form EL15] and providing proof of identity and residence as prescribed in O. Reg. 304/13 during the period between

September 1, 2026 and October 26, 2026 until 8:00 pm.

A person may request a deceased person's name can be removed from the Voters' List by using the Application for Removal of a Deceased Person's Name from the Voters' List [Form EL114] between the period of September 1, 2026 and October 26, 2026 until 8:00 pm. The Clerk/RO shall remove the deceased person's name upon receipt of the application if they are satisfied that the person has died. The Clerk/RO, may also, on her own initiative, remove a person's name from the Voters' List until the close of voting on Voting Day if the Clerk/RO is satisfied that the person has died.

Revisions can be completed at the Administration Office during Regular Office Hours and at the Voter Help Centres during the Voting Period (October 16, 2026 to October 26, 2026) during Voter Help Centre hours.

The decision of the Clerk with respect to revisions of the Voters' List is final.

6.8 Interim List of Changes

The Clerk/RO shall prepare an Interim List of Changes to Voters' List [Form EL 112B] that were approved on or before September 20, 2026. The Interim List of Changes shall be given to each person who received a copy of the Voters' List by October 1, 2026.

6.9 Final List of Changes

The Clerk/RO shall prepare a Final List of Changes [Form EL112(C)] containing all changes made to the Voters' List up to close of voting on Voting Day and provide to the Chief Electoral Officer (Elections Ontario) by November 25, 2026.

6.10 Procedures for Inquiries about Voters' List

Inquiries about the Voters' List will be handled over the telephone or in person at the Administration Office or at the Voter Help Centres.

A name search of the Voters' List will be conducted if the inquirer provides either their qualifying address or their mailing address.

If the person making the inquiry only submits a name and does not know either the qualifying address or mailing address a name search will not be done and no information will be provided. The person may examine the list at the Administration Office.

Searches will not be undertaken by address (e.g. if someone wants to know the name of all the Electors at a certain address).

6.11 Online Voter Registration

Electors may use the Online Voter Registration portal on the Town's website to find out if their name is on the Voters' List, to register online and to revise their personal information

(i.e. name, address, or date of birth). Instructions for use of the portal will be provided on the Town's website. The Online Voter Registration Portal will be available from September 1, 2026 to Voting Day, October 26, 2026 at 6:30 p.m. After this time, Electors must attend a Voter Help Centre to be added to the Voters' List or make any revisions.

6.12 Procedures for Revisions to Voters' List

The following persons are authorized to make revisions to the Voters' List:

- Clerk/RO
- Assistant Returning Officers
- Deputy Returning Officers

All changes will be processed through the VoterView electronic Voters' List program.

During the period from September 1, 2026 to October 26, 2026, an Elector may make application to the Clerk/RO requesting that their name be added or removed from the Voters' List or that their information be amended. The application must be in writing and filed in person or online. The Clerk/RO will approve or refuse the application and notify the Elector of the change. Identification or proof of identity and residence must accompany the application to verify information. The Elector must also sign a declaration indicated on the Application to Amend Voters' List [Form EL15] or in the Online Voter Registration portal to confirm they are entitled to be an Elector.

6.13 Steps for Processing Revisions – In Person

- a) Ask the person for identification showing proof of identity and residence as prescribed in O. Reg. 34/13.
- b) Use the person's identification to do a name search in VoterView. Include deleted Electors in the search. If the Elector had been deleted, verify all Elector information and add the Elector back to the Voters' List.
- c) If the Elector is on the Voters List and is requesting changes to their information, make the changes to Elector name, qualifying address, mailing address, school support and other personal information as necessary. Proceed to step g).
- d) If you can't find the Elector by searching their name, next search for properties using their qualifying address.
- e) Verify with the applicant that it is the same property.
- f) Proceed to the Add Elector screen and add the new voter, taking care to complete as many boxes as you can. Use the Elector's identification to verify information.

- g) Print the Application to Amend Voters' List [Form EL15].
- h) Ask the applicant to review the form and sign.
- i) Press the SAVE button.
- j) Advise the applicant that they are now added to the Voters' List and provide voting information. Prior to September 15, 2026 advise the applicant that they will receive a Voter Information Letter in the mail in early October. After September 15, 2026, print a Voter Information Letter and provide to voter by mail, in person or by email as requested. Only one Voter Information Letter will be provided per email address (i.e. each voter must have their own unique email address). After October 16, 2026, Voter Information Letters should be provided in person or by email only to ensure the voter has it in time to vote.

6.14 Steps for Processing Revisions – Online Voter Registration

- a) The Elector may visit the Town's website and access the Voter Registration Portal to find out if they are on the Voters' List, confirm and change information or be added to the Voters' List.
- b) In the portal, the Elector enters all mandatory information such as name, address and date of birth.
- c) If the Elector is on the Voters' List, their information will be displayed. The Elector should verify that their information is accurate and then they will receive their Voter Information Letter in the mail the last week of September or the first week of October.
- d) If the Elector is not on the Voters' List, or if their information is incorrect, they can click Register to be added to the list or change their information.
- e) The Elector must enter all mandatory fields as prompted and check the box to certify the information provided to be accurate and true and that they are a Canadian citizen.
- f) The Elector then has the option to take a picture of their identification showing identity and residence and upload it to the portal. Then they must click Register.
- g) An Election Official will review the Elector's application and if satisfied the Voters' List will be amended. The Elector will be notified of the status of their application by email.
- h) If accepted prior to September 15, 2026, the Elector will be added to the

Voters' List and receive a Voter Information Letter by mail by early October. If accepted after September 15, 2026 to October 16, 2026 a Voter Information Letter will be printed and sent to the Elector by mail, in person or by email as requested. Only one Voter Information Letter will be provided per email address (i.e. each voter must have their own unique email address). After October 16, 2026, Voter Information Letters should be provided in person or by email only to ensure voter has it in time to vote.

6.15 Steps for Processing Deletions

A person may apply to remove their own name from the Voters' List by completing an Application to Amend Voters' List [Form EL15] between September 1, 2026 and the close of voting on Voting Day. The process is outlined in Section 6.13.

7 Scrutineers

7.1 Appointment by Candidate and Qualification

The Candidate may appoint such number of persons who are at least eighteen years of age as they consider advisable as Scrutineers. The Appointment of Scrutineer by Candidate [Form EL116(A)] must be completed by the Candidate if they want a Scrutineer to represent him or her at the opening of the Voting System, during voting and at the counting of the votes, including during a recount.

Due to the use of telephone and internet voting (i.e., no ballots boxes), the role of Scrutineers will be limited. See Section 7.5 below for a list of rights and responsibilities.

7.2 Number per Candidate

No more than one Scrutineer representing each Candidate may be permitted at one time during the opening and closing of the Voting System. Only one Candidate or their appointed Scrutineer may be in attendance at a Voter Help Centre at one time.

A Registered Third Party is not entitled to appoint Scrutineers for any purpose.

7.3 Appointment by Elector – Recount

An Elector who applies for a recount may appoint Scrutineers. Appointment is limited to not more than one Scrutineer for each recount station established by the Clerk/RO. The Appointment of Scrutineer by Candidate [Form EL116(A)] must be signed by the applicant.

7.4 Evidence of Appointment

A person appointed as a Scrutineer under s. 47 (2), (3) and (4) of the Act, before being admitted to a Voter Help Centre, shall show proof of their appointment to the Election Official for the Voter Help Centre or of a place where votes are being counted and shall be required to take an Oral Oath of Secrecy [Form EL116(B)]. A Scrutineer will be required to

wear an identification button as provided by the Town for the duration of their attendance at a Voter Help Centre.

7.5 Scrutineers Rights and Prohibitions

Each Scrutineer shall be responsible for their rights and prohibitions as set out on the back of the Appointment of Scrutineer by Candidate [Form EL116(A)].

Each Scrutineer shall be responsible for their conduct, rights and prohibitions as set out on the applicable appointment form. A Scrutineer is prohibited from::

- attempting to cause a disturbance at a voting place or within the vote counting centre;
- attempting, directly or indirectly, to interfere with how an Elector votes;
- attempting to campaign or persuade an Elector to vote for a particular Candidate;
- displaying a Candidate's election campaign material in a voting location;
- compromising the secrecy of the voting;
- interfering, or attempting to interfere, with an Elector who is casting their vote;
- obtaining or attempting to obtain, in a voting location, any information about how an Elector intends to vote or has voted;
- communicating any information obtained at a voting location about how an Elector intends to vote or has voted;
- attempting to use a cell phone or electronic recording device within the Voter Help Centre; and,
- attempting to interfere with election staff in the discharge of his / her duties.

Any Candidate, Scrutineer, or voter who by their actions creates a disturbance or interferes in any way with the proper conduct at the Voter Help Centre or vote counting location shall be expelled from the location for such actions. A Candidate or Scrutineer who is dissatisfied with the actions of election staff may contact the Clerk/RO to discuss the matter.

Candidates or their Scrutineers will be provided with an opportunity to participate during the logic and accuracy testing phase of the telephone and internet Voting System, as well as at the opening and closing of the Voting System. Only the Candidate or their Scrutineer may be permitted at one time during these times.

Candidates or Scrutineers wishing to observe the closing of the Voting System and the final results must be present at the Administrative Office prior to 8:00 pm to sign in. No one will be admitted after 8:00 pm. Those in attendance must not have any cell phone or communication device with them and must remain at the Administration Office until all the results have been received and posted.

Any Scrutineer failing to abide by the above rights and prohibitions shall be directed to leave the Voter Help Centre.

8 Voter Help Centres

8.1 Main Voter Help Centres

For the purposes of the 2026 Municipal Election which is being conducted with telephone and internet voting, voting places are not required. Voters are able to vote remotely using a touch tone telephone or computer, laptop, tablet or smartphone with internet access.

Instead, Voter Help Centres are being established during the Voting Period (October 16, 2026 to October 26, 2026) to assist Electors with the voting process and to make revisions to the Voters' List. The ability to cast a vote at an electronic voting station set up at the Voter Help Centres will be limited to hours designated by the Clerk/RO.

Prior to the Voting Period which commences October 16, 2026 at 10:00 am, Electors may visit the Administration Centre, call the BWG Votes Hotline at 905-775-5366 ext. 8386 (VOTE) or use the live chat feature on the Town's election website at www.townofbwg.com/election during Regular Office Hours for assistance.

During the Voting Period, two main Voter Help Centres will be established with the following operating hours:

Location	Date	Hours
Zima Room, BWG Library and Cultural Centre 425 Holland Street West	Saturday October 17, 2026	10:00 am – 4:00 pm
	Monday, October 19, 2026	5:00 pm – 8:00 pm
	Tuesday, October 20, 2026	5:00 pm – 8:00 pm
	Wednesday, October 21, 2026	5:00 pm – 8:00 pm
	Thursday, October 22, 2026	5:00 pm – 8:00 pm
	Friday, October 23, 2026	5:00 pm – 8:00 pm
	Saturday, October 24, 2026	10:00 am – 4:00 pm
	Monday, October 26, 2026	10:00 am – 8:00 pm
Administration Office 100 Dissette Street Units 7 & 8	Monday to Friday	8:30 am – 4:30 pm

Voters attending the Voter Help Centres will be able to cast their electronic vote at one of the Electronic Voting Kiosks equipped with a device (i.e. computer with touchscreen monitor) enabled with a high-speed internet connection. Election Officials will be available to assist with voter's questions, explain the voting process, make revisions to the Voters' List and issue or re-issue PIN numbers as required.

There will be Electronic Voting Kiosks provided at the Zima Room Voter Help Centre and at the Administration Office Voter Help Centre.

One (1) telephone station will be provided at the Administration Office Voter Help Centre.

8.2 Mobile Voter Help Centres

Mobile Voter Help Centres will also be established at certain institutional and multi-residential buildings during the Voting Period. Dates and times will be established and confirmed with the facility administrators:

Location	Date	Hours
The Elden 3131 8th Line	Friday, October 16, 2026	1:00 pm - 3:00 pm
Holland Gardens Retirement Residence 552 Holland St W	Monday, October 19, 2026	9:00 am - 11:00 am
Leblanc Rest Home 40 Toronto Street	Tuesday, October 20, 2026	10:30 am - 11:30 am
LOFT 31 Frederick Street	Wednesday, October 21, 2026	10:00 am - 12:00 pm
Bradford Valley Specialty Care 2656 Line 6	Monday, October 26, 2026	11:00 am - 2:00 pm

The Mobile Voter Help Centres are provided only for residents of the respective facilities. Election Officials will be available to assist with voter's questions, explain the voting process, make amendments, deletions and corrections to the Voters' List and issue or re-issue PIN numbers as required.

9 Internet and Telephone Voting Procedures

9.1 Authority

Council of the Town of Bradford West Gwillimbury has authorized the use of internet and

telephone voting as the alternative voting method for municipal election purposes. By-law 2017-38 was passed on April 18, 2017 under Section 42 of the Act.

9.2 Voting Proxies

In accordance with Section 42(5) of the Act and By-law 2017-38, voting proxies are not applicable to the 2026 Municipal Election as they are conducted using telephone and internet technology.

9.3 Voting Period

The Voting Period as established by the Clerk provides for voting in advance of Voting Day commences October 16, 2026 at 10:00 am and concludes on Monday, October 26, 2026 at 8:00 pm.

9.4 Service Provider

The service provider for the internet and telephone Voting System is Simply Voting. A copy of the contract with Simply Voting is available from the Clerk upon written request.

9.5 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 is sent a sealed Voter Information Letter containing the voter's unique PIN by Canada Post Lettermail or email;
- b) ensuring that no one except the Clerk/RO, or designated Election Officials can access PINs maintained by Simply Voting that match each voter's name and address;
- c) providing an opportunity for eligible Electors to be added to the Voters' List or to make amendments to the list, up to and including Voting Day, October 26, 2026 at 8:00 pm;
- d) establishing proper procedures to ensure that no person is added to the Voters' List unless an Election Official is completely satisfied of the eligible Elector's identity;
- e) establishing proper procedures to ensure that no replacement PIN is issued by anyone other than an appointed Election Official;
- f) appointing an Auditor to test the Voting System in accordance with section 9.7; and
- g) all Electronic Voting Kiosks and information technology infrastructure used at Voter Help Centres will be tested for internet access, network security, proper configuration and device security.

9.6 Logic and Accuracy Testing

Logic and accuracy testing of the internet and telephone Voting System will take place in advance of the Voting Period at a date to be determined by the Clerk/RO. The session will be open to Candidates or an appointed Scrutineer.

The Voting System shall be tested thoroughly through a comprehensive logic and accuracy audit prior to the Voting Period. The tests shall include but not be limited to the following:

- Voting System refuses ballots before the start of the Voting Period
- Voting System is 'zeroed out' at the start of the Voting Period
- Voting System presents Electors with the correct ballot based on their Elector information
- Voting System accepts ballots from un-used eligible PINs
- Voting System refuses ballots from used PINs
- Voting System does not allow over votes on any ballot
- Voting System acknowledges under voted ballots and prompts Elector if they wish to complete under voted contests on their ballot
- For telephone voting specifically, the wording and clarity of the prompts is accurate
- Voting System 'times out' after a period of inactivity
- Voting System accepts ballots from PINs that previously 'timed out' or were abandoned before being submitted
- Voting System refuses ballots after the end of the Voting Period, except from specifically authorized Voting Kiosks
- Voting System accurately counts votes for all Candidates in each contest.

Candidates or appointed Scrutineers will also be invited to attend the opening of the Voting System on Friday, October 16, 2026 at 9:30 am and the closing of the Voting System on Monday, October 26, 2026 at 8:00 pm at the Administration Office.

Prior to the activation of the Voting System by the Clerk/RO on October 16, 2026 at 10:00 am, Election Officials and those Candidates or appointed Scrutineers in attendance shall confirm that all Candidates' names are listed and that no votes have been cast. The system will not be activated until there is confirmation that the global count indicates a "0" total. Candidates or their Scrutineers will be required to sign the report or form to confirm the zero totals.

9.7 Auditor

The Clerk/RO has delegated the responsibility to conduct all audit procedures to the Deputy Treasurer for the purposes of ensuring the integrity of the Voting System. The Clerk shall retain the ability to also conduct audit procedures if required.

The Voting System shall be tested thoroughly through a comprehensive audit program as outlined in the Auditor Checklist. Audit checks will be conducted pre-election, during the active election and post-election.

9.8 Secrecy

The following measures are in place to protect the secrecy of the voting process:

- a) The Clerk/RO shall require all Elections Officials to swear or affirm an oath of secrecy as per the Oath of Election Officials [FormEL108] in accordance with Section 49 of the Act.
- b) No person shall interfere or attempt to interfere with an Elector while in the process of accessing the internet or telephone Voting System or interfere or attempt to interfere in the voting process while using the internet or telephone Voting System unless expressly requested and authorized by an Elector requesting assistance.
- 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 the voting process 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 person shall reveal how they intend to vote except when obtaining assistance in voting from a Friend, Interpreter or an Election Official.
- f) Complaints regarding an alleged breach of secrecy shall be documented by the Election Official and, if deemed appropriate, the Clerk/RO shall submit same to the police for further investigation and prosecution.

9.9 Voter Information Letters

The Voter Information Letters will be prepared utilizing the Voters' List as amended.

Voter Information Letters will be delivered to all Eligible Electors by Canada Post Lettermail on a date to be determined, in advance of the Voting Period. In the event of a postal strike, the Clerk/RO will determine the method of distribution of the Voter Information Letters and provide notice to the public.

The Voter Information Letter may contain some or all of the following information:

- the Elector's PIN; the telephone number and designated internet address (URL) to access the Voting System of the voter's choice;
- instructions on how to vote (including the requirement for the voter to enter their date of birth);

- information on how to amend the Voters' List;
- dates and hours of voting;
- contact information for the Administration Office and Voter Help Centre;
- voter eligibility criteria;
- office and Candidate information;
- information on illegal and corrupt practices under the Act.

Voters are asked to review their information on the Voter Information Letter and confirm if it correct.

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 provisions under the Act, specifically sections 89 and 90.

Regardless if an Elector receives more than one Voter Information Letter, the Elector may only vote **once**. The duplicate letter must be returned to a Voter Help Centre or the Administrative Office and the Elector must complete an Application to Amend the Voters' List [Form EL15] to remove the duplicate name.

Voter Information Letters that are returned to the Administration Office marked "undeliverable" by Canada Post will be marked "unused" and secured. As soon as practicable, an Election Official will disable the voter credentials assigned to the returned letter. The returned Voter Information Letters will be maintained in a secure fashion and destroyed in the same manner as all other municipal election records as provided for under Section 88 of the Act.

The Clerk/RO and Election Officials shall ensure a complete audit trail is maintained of all Voter Information Letters that were:

- sent to Eligible Electors;
- returned and marked "undeliverable" from Canada Post;
- returned by an Elector or other individual either opened or unopened but unused for voting purposes;
- set to a status that prevented them from being used to vote;
- re-issued to an Eligible Elector; and
- assigned by an Election Official to Eligible Electors that have completed the Application to Amend Voters' List [Form EL15].

9.10 Voter Help Centres

Eligible Electors who attend at the Voter Help Centres during the Voting Period 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. Once added to the Voters' List they will be provided a Voter Information Letter containing voter credentials.

Eligible Electors who attend at a Voter Help Centres during the Voting Period will be able to request a replacement Voter Information Letter under certain circumstances:

- 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 a Voter Help Centre and prove to the satisfaction of the authorized Election Official that they require a new PIN. The authorized Election Official will disable the Elector's assigned PIN and electronically mark it in the system as having been lost/not received. 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 EL116] shall be completed and an oath taken by the Elector before a new Voter Information Letter containing a new PIN will be issued.
- Where a person on the Voters' List has attempted to vote and the system indicates that their PIN has already been used, they can attend at a Voter Help Centre and prove to the satisfaction of the authorized Election Official that they did not vote the PIN and require a new PIN.

Prior to issuing a new PIN, the Election Official shall advise the Elector that once the new PIN has been assigned, the Elector must vote immediately at the 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 EL17] shall be completed and an oath taken by the Elector before a new Voter Information Letter containing a new PIN will be issued.

The Voters' List shall be available to Election Officials at the Voter Help Centres in electronic format to accommodate the voting process.

9.11 Voting

Voting will commence on October 16, 2026 at 10:00 am and continue through to October 26, 2026 at 8:00 pm.

During the Voting Period, 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**. Alternatively, eligible Electors will be able to access a designated internet address and cast their vote from any device with internet service (i.e., smart phone, computer, laptop, tablet, etc.) Voter Help Centres will provide access to devices with internet service. A telephone will be provided at the Administration Office Voter Help Centre only.

Every eligible Elector shall be limited to one ballot for all races and questions, for which

they are entitled to vote. The Voting System will allow the eligible Elector to vote using a telephone or the internet, but not both.

Prior to voting, Electors will be required to confirm that they are an eligible voter, complete a security prompt and key in their voter credentials.

Once a voter has made a selection for each race or question, 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 race to change their selection. If the selection of a particular race is not confirmed the vote is not cast.

Once the voter credentials are used to complete voting and a ballot is cast, it cannot be used again and further access shall not be granted to the Voting System.

The names of Electors who have voted during the Voting Period will be provided to the Clerk electronically through the Simply Voting and VoterView. It is not possible to determine how an Elector has voted.

The Voting System allows a voter to under vote and submit a blank ballot should that be the intent of the voter. Should a voter select too many Candidates for a particular race, they will be prompted and have the ability to review and adjust their vote.

9.12 Electors Requiring Assistance

An Election Official may permit an Elector who needs assistance in voting to have such assistance as the Election Official considers necessary as follows:

Oral Oath to Vote with Assistance

A voter who requires such assistance to vote at a Voter Help Centre 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 [Form EL117] and then assist and/or vote as directed by the voter.

Oral Oath of Friend of Elector

In lieu of the Election Official assisting a voter, the voter may request that a friend accompany them to vote at a Voter Help Centre. The voter making the request must take the Oral Oath to Vote with Assistance [Form EL117]. Any friend assisting the voter shall be required to take the Oral Oath of Friend of Elector [Form EL117].

No person shall be allowed to act as a friend of more than one voter at a Voter Help Centre. Candidates and Scrutineers may not act in the capacity of a Friend of an Elector or provide any other assistance to an Elector who is voting.

Oral Oath of Interpreter

Where a voter requires an interpreter, such person provided by the voter, shall take the Oral Oath of Interpreter [Form EL117] and then shall translate the Oral Oath to Vote with Assistance [Form EL117] for the voter to take. The interpreter shall also translate any lawful questions put to the voter.

9.13 PIN Procedures

Where an eligible voter has tried their PIN and has been unsuccessful in accessing the Voting System, the Election Official will determine its status. If it is determined that the PIN is still valid and has not been used, the Election Official may suggest the voter try the PIN again using an alternate method (telephone vs. internet) or attend at the Voter Help Centre to obtain assistance in voting if unable to do so over the phone.

Where an eligible voter has tried their PIN and they have determined that it has already been used, the voter can attend at a Voter Help Centre with proof of identity and residence as prescribed in O. Reg. 304/13 and have an Election Official confirm that the Elector's PIN has been used. If the voter has not voted, a new PIN may be issued once the proper form and oath are completed and administered. See the procedures in section 9.11 above.

Where an eligible voter has received incorrect voter information on their Voter Information Letter in terms of ward and/or school support and has not accessed the Voting System, the voter can attend at a Voter Help Centre to have the proper information applied to the existing PIN. The voter will be required to provide appropriate confirmation of identity and residence as prescribed in O. Reg. 304/13 and complete the Application to Amend the Voters' List [Form EL15].

If the voter has used the PIN to vote, and the voter determines that the ward and/or school support is incorrect, **and they have not submitted their vote**, the voter can attend at a Help Centre and have the proper information applied to their account and will be given a new PIN. The voter will be required to provide appropriate confirmation of identity and residence as prescribed in O. Reg. 304/13 and complete the Application to Amend the Voters' List [Form EL15]. The voter can then re-access the system and vote all races not yet completed.

New voter credentials shall not be given out over the telephone or by mail. The voter must attend at a Voter Help Centre with proof of identify and residence as prescribed in O. Reg. 304/13 and complete the appropriate form and oath. Exceptions will be considered at the sole discretion of the Clerk/RO when satisfied that extenuating circumstances require special accommodation. Such situations shall be documented by the Clerk/RO with measures to ensure security and privacy of the Elector, and integrity of the voting process.

If the Voting System cannot be accessed due to a problem with the security question, the voter must attend the Voter Help Centre with identification that shows their complete date

of birth. The voter will be required to provide appropriate confirmation of ID.

10 Results

10.1 Count Procedures

The Clerk/RO, at 8:00 pm on October 26, 2026, shall arrange for the close of voting and deactivation of the telephone and internet Voting System at the Administration Office. Those voters that are logged into the Voting System at 8:00 pm have five (5) minutes to complete voting before the deactivation of the system.

Notwithstanding the above, the Clerk/RO shall keep the Voter Help Centre access open until confirmation is received that all eligible Electors in the Voter Help Centre have completed voting.

The Clerk/RO or designated Auditor will then conduct a test to confirm that no votes can be cast.

The Clerk/RO shall then produce the results report from the Voting System. Those present, including the Clerk/RO, Election Officials, Auditor, Candidates (or their appointed Scrutineer), shall sign the report indicating the unofficial results and votes cast.

Candidates and Scrutineers will be required to provide proof of identity prior to entry and electronic devices will not be permitted to ensure results are not publicly available until the Clerk/RO releases the unofficial results to the public. Entry will not be permitted into the Administration Office before 7:45 pm. Anyone who is creating a disturbance or not following safety protocols will be removed at the sole discretion of the Clerk/RO.

10.2 Notice of Results

The unofficial results of each Candidate shall be made available by the Clerk/RO as soon as practical after 8:00 pm on Monday, October 26, 2026 (Voting Day) at the Administration Office and on the Town's website.

As soon as possible after Voting Day, the Clerk shall declare the Official Results using the Declaration of Elected Candidates [Form EL123] and post the results at the Administrative Office, on the Town's website and in the local newspaper.

As soon as possible after Voting Day, the Clerk/RO shall make the following information available at no charge for viewing by the public on a website or in another electronic format:

- The number of votes cast for each Candidate.
- The number of declined and rejected ballots.

11 Recount Procedures

11.1 When Required

A recount under Sections 56, 57 or 58 of the Act shall be conducted in the same manner as the original count unless ordered otherwise by a judge. All recounts shall be conducted in accordance with the Act and procedures established by the Clerk/RO prior to the recount or in accordance with the order of the Court.

11.2 Process at Recount

Once the recount process has commenced, it must continue until completed. Upon completion of the recount the Clerk/RO will complete the Recount Results [Form EL125] and announce the results of the recount. Persons authorized to be in attendance at the recount may also be at the announcement of the results of the recount.

12 Emergencies

12.1 Declaring an Emergency

Pursuant to Section 53 of the Act, an emergency in the municipality may be declared by the Clerk/RO if they are of the opinion that circumstances have arisen that are likely to prevent the election being conducted in accordance with the Act. The Clerk/RO has the discretion to make any arrangements, as they deem necessary, for the conduct of the election. The emergency continues until the Clerk/RO declares that it has ended.

If the voting is delayed for a prolonged period of time, the Clerk/RO may extend the voting hours and delay the issuance of any results until the closing of the vote.

12.2 Advertising an Emergency

In the event of an emergency in a Voter Help Centre, the Clerk/RO shall advertise on social media and post notices in public buildings or locations to the extent possible to advise that the election has been delayed or cancelled or relocated to another facility.

12.3 Alternate for Clerk/RO

In the event that the Clerk/RO is unable to be present to conduct procedures on Voting Day, the Assistant Returning Officers have full power and authority of the Clerk/RO to conduct the election.

13 Election Records

13.1 Candidates

All voter information obtained by the Candidate during the 2026 Municipal Election shall be destroyed by the Candidate after the election. The Candidate may return documents to the Clerk/RO for destruction with other election material.

13.2 Records Retention

The Clerk/RO shall retain all documents and materials related to an election for 120 days after declaring the results of the election under section 55 of the Act and in any case shall not destroy said material before February 23, 2027, unless the material is subject to a Judge's order or recount proceedings.

13.3 Destruction of Records

Documents and other materials related to the election shall be destroyed in the presence of two witnesses and the Witness Statements as to Destruction of Records [Form EL128] must be completed. Records shall not be destroyed if a court orders that they be retained or a recount has been commenced and not finally disposed of.

13.4 Financial Statement Records

The Clerk/RO shall retain Candidates' financial statements and auditor's reports until the members of the Council elected at the next regular election have taken office.

14 Corrupt Practices and Offences

14.1 Reporting Corrupt Practices

All valid complaints or knowledge of an offence that come to the attention of the Clerk/RO shall be reported immediately to the Police for investigation of corrupt practices.

As such, the Clerk/RO has agreed to the following:

- that all complaints about actions which may contravene the provisions of the Act, either verbally or written, will be reviewed by the Clerk/RO and, if viewed by the Clerk/RO 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.

14.2 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/RO 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.