



Township of Huron-Kinloss 2026 Municipal & School Board Election Procedures

**Township of Huron-Kinloss
Municipal & School Board Election Procedures**

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This Guide is provided for information purposes and is subject to change, with updates noted and posted on the website. Please refer to the legislation for specific reference.

1. Authority

On September 16, 2024, the Council of The Corporation of the Township of Huron-Kinloss adopted By-law Number 2024-86, authorizing the use of alternative voting methods, that being internet and telephone-based voting.

Section 42 (3) of the *Municipal Elections Act, 1996*, states as follows:

- (3) 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.

In addition, the Township of Huron-Kinloss has entered into an agreement with Simply Voting Inc. for the provision of internet and telephone voting services for the 2026 Municipal and School Board elections.

Section 11 (2) of the *Municipal Elections Act, 1996*, states that the clerk of a local municipality is responsible for conducting elections within that municipality, which 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).

With respect to the duties and authority of a municipal clerk, Section 12 (1) of the *Municipal Elections Act, 1996*, further states as follows:

- 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.

The power conferred by Section 12 (1) includes the power to establish forms, including forms of oaths and statutory declarations, and the power to require their use. It also includes the power to require a person, as a condition of doing anything or having an election official do anything under the Act, to furnish proof that is satisfactory to the election official of the person's identity or qualifications or of any other matter.

Section 13 of the *Municipal Elections Act, 1996*, further states as follows:

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(1) 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. 1996, c. 32, Sched., s. 13 (1).

(2) The clerk shall provide electors, candidates and persons who are eligible to be electors with information to enable them to exercise their rights under this Act.

Section 42 (4) also states that:

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

*The Municipal Elections Act, 1996, Section 53, also provides that 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 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 *Municipal Elections Act, 1996*, 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.*

2. Declaration

Therefore, as Clerk and Returning Officer for the municipal elections of The Corporation of the Township of Huron-Kinloss, I do hereby certify and approve the following procedures for conducting the 2026 Municipal and School Board Elections and also establish that the forms listed in Section 25 below are permitted to be used during this election process.

Jennifer White, Clerk/Returning Officer

3. Disclaimer

The 2026 Municipal and School Board Election Procedure Manual for The Township of Huron-Kinloss has been prepared to provide general guidance for the 2026 Municipal and School Board Election.

In the event of any discrepancy in the Election Procedure Manual, the *Municipal Elections Act, 1996* as amended, shall take precedence except as provided for in Section 42(4) of the Act.

Amendments may be made to the Election Procedure Manual at the discretion of the Clerk, and the date of the amendment shall be recorded under the Amendment section.

Any unforeseen cases which are not addressed in these procedures will be recorded, action taken and reflected in an addendum signed by the Clerk to these procedures and circulated to all candidates and posted on the website.

4. Language

Notices, forms and any other information provided under the *Municipal Elections Act, 1990* shall be made available in English only, unless the council of the municipality has passed a by-law under subsection (2), of section 9.1 of the Act – Bilingual notices and forms.

5. Definitions

For the purposes of these procedures, the following definitions and abbreviations shall apply:

- a. "**Act**" or "**Municipal Elections Act**" means the Municipal Elections Act 1996, S.O. 1996 c.32 as amended.
- b. "**Advanced Voting Period**" means the time during the Voting Period in which eligible electors may cast ballots before Voting Day in an election.
- c. "**Auditor**" means the person appointed by the Clerk to validate the logic and accuracy of a Voting System used in an election.
- d. "**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 the choices available to the electors and instruction to mark their selection by depressing the numbered touchtone keypad.
- e. "**Candidate**" means a person who has submitted their nomination form under Section 33 of the *Municipal Elections Act, 1996*.
- f. "**Certified Candidate**" means a candidate whose nomination has been certified by the Clerk under Section 35 of the *Municipal Elections Act, 1996*.

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- g. "**Clerk**" means the Clerk of the Township of Huron-Kinloss who is responsible for conducting this election under the authority of the *Municipal Elections Act, 1996*. All references to the Clerk for the purposes of this manual shall mean the Returning Officer (R.O.). All references to Clerk's designate shall mean the delegated duties of the R.O.
- h. "**Election**" means the 2026 Municipal and School Board elections conducted by the Returning Officer (R.O) under the Authority of the *Municipal Elections Act, 1996*.
- i. "**Election Official**" means any Election Staff bearing the authority to make a decision on a matter based on their assigned role as authorized by the Clerk in respect to an election.
- j. "**Election Staff**" means any individual that is assigned a role and/or responsibilities by the Clerk in respect to an election.
- k. "**Elector**" means an individual who is eligible to vote in an election for the Township of Huron-Kinloss in accordance with the *Municipal Elections Act, 1996*, and shall hold the same meaning as "voter", "eligible elector" or "eligible voter" for the purposes of this Procedure.
- l. "**Friend**" means any person who has been requested by an elector to assist them in the voting process in accordance with *Municipal Elections Act, 1996*.
- m. "**Interim List of Changes**" means, for a regular election, the list of changes made to the Voters' List between the time that the Voters' List was originally published and September 20th in the year of the election.
- n. "**Municipal Office**" means the municipal administration building for the Township of Huron-Kinloss located at 21 Queen Street, Ripley Ontario.
- o. "**Nomination Day**" shall have the same meaning as determined by the *Municipal Elections Act, 1996*. (In 2026 Nomination Day has been determined to be August 21, 2026.
- p. "**Password**" means an additional access control word assigned to each authorized user in order to provide additional security for access to the Voting System.
- q. "**Personal Identification Number (PIN)**" means a unique multiple digit number assigned to each elector to provide security access to the Voting System.
- r. "**Preliminary List of Electors**" or "**PLE**" means a list of electors for the municipality compiled in accordance with *Municipal Elections Act, 1996*. by Elections Ontario for an Election in the municipality.

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- s. **"Proof of Identification"** means any piece of identification or personal information which would verify the identity of an individual to the satisfaction of an Election Official in accordance with the Ministry of Municipal Affairs and Housing (MMAH) list of "Acceptable Documents for Voter Identification", Ontario Regulation. 304/13 (Voter Identification), or any other identification criteria established by the Clerk, and shall have the same meaning as Satisfactory Identification.
- t. **"Regular Office Hours"** means Monday to Friday, 8:30 a.m. to 4:30 p.m. (Excluding statutory holidays or other times the Municipal Office may be closed to regular business.)
- u. **"Receiving Location"** means the location where the Voting System is activated and where election results are reported, which shall be the Council Chambers at the Municipal Office.
- v. **"Registered Third Party (Third Party Advertiser)"** means an individual, corporation or trade union that is registered under section 88.6 of the *Municipal Elections Act, 1996*.
- w. **"Revision Centre"** means the locations and times designated by the Clerk where members of the public can apply to make additions, deletions and corrections to the list of electors.
- x. **"Scrutineer"** means an individual, appointed in writing by a Certified Candidate, to represent them during the election.
- y. **"Township"** means The Corporation of the Township of Huron-Kinloss.
- z. **"Time Clock"** means the time as indicated on the phone located at the reception desk at the Municipal Office.
- aa. **"Voter Help Centre"** means a physical location, property, structure or space on a property designated by the Clerk where individuals may attend in person to cast their ballot in a given election or to receive assistance and clarification on the election process, including the access to a telephone and/or internet. The Clerk shall designate the times when the Voter Help Centre may be used to cast a ballot. The Voter Help Centre may also be called a Voter Assistance Centre or a Voter Help Desk and may include a designated Revision Centre.
- bb. **"Voter Help Desk"** means an email address and a telephone help line provided by the Township to assist electors with the voting process or other general election inquiries.
- cc. **"Voter Information Letter"** means a letter mailed directly to an Elector's address that provides the necessary information for the elector to exercise their right to vote.
- dd. **"Voters' List"** means the list of eligible Electors in an election in the Township

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- ee. "**Voting Day**" means the final day on which ballots may be cast in an election in the Township.
- ff. "**Voting Kiosk**" means a physical internet-enabled device at a Voter Help Centre which is specifically configured to permit electors to cast a ballot on the Voting System during an election.
- gg. "**Voting Period**" means the period in which an eligible voter may cast ballots (vote), using the Voting System provided in an election, and includes the Advanced Voting Period and Voting Day.
- hh. "**Voting System**" means the platform chosen by the Township to provide electors with a means of casting their ballot in an election.
- ii. "**Website**" means the designated municipal website for election information (www.huronkinloss.com).

6. Application

- 6.1 This procedure applies to the 2026 Municipal and School Board Elections in The Township of Huron-Kinloss including any contests for which The Township collects a vote on behalf of another Returning Officer for which the election spans municipal boundaries (e.g. French School Board contest).
- 6.2 The procedures and forms established by this document prevail over anything in the *Act* and its regulations, provided that they are consistent with the principles of the *Act* as per Subsection 42(4) 2. of the *Municipal Elections Act, 1996*.
- 6.3 Where these procedures do not provide for any matter, the election shall be conducted in a manner that is both practicable and consistent with the principles of the *Municipal Elections Act, 1996*, with the same being determined and established by the Clerk.
- 6.4 These procedures may be amended, as necessary and deemed appropriate, by the Clerk. Any amendment to these procedures shall be signed by the Clerk and a copy of the amendment(s) shall be provided forthwith to all candidates and registered third party advertisers.
- 6.5 The Clerk will provide access to these procedures to the Returning Officer of any contests for which The Township collects a vote on behalf of, and request that the procedures are distributed to candidates who register to run for those offices.
- 6.6 The times referenced in these procedures shall be as indicated on the Time Clock, or in the event the Time Clock is not available, on a Clock as determined by the Clerk.

7. Secrecy

- 7.1 The Clerk shall require all Election Official(s) and/or other persons working in connection with the municipal elections to swear or affirm an oath of secrecy Form EL11, committing to upholding the secrecy provisions established in Section 49 of the Act.
- 7.2 No person shall interfere or attempt to interfere with an elector while in the process of accessing the Telephone/Internet Voting service or interfere or attempt to interfere in the voting process while using the Telephone/Internet Voting service unless expressly requested and authorized by an elector to provide assistance.
- 7.3 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, if marking the ballot on behalf of the elector, shall vote according to the instructions and wishes of the elector.
- 7.4 No person shall communicate any information that might have been inadvertently obtained about how an elector intends to vote or has voted.
- 7.5 No elector shall reveal how they intend to vote while in a Voter Assistance Centre, except for the purpose of obtaining assistance in voting from either a Friend or an Election Official. Any other person present must withdraw until the voter finishes instructing the Friend or Election Official, as the case may be.
- 7.6 All electors voting at a Voter Help Centre may vote with the assistance of a Friend. However, the Friend shall be required to take the appropriate oath, "Oral Oaths at Voter Help Centre" Form EL27 prior to providing assistance, to be administered by an Election Official. No person shall be allowed to act as a Friend of more than one voter at a Voter Help Centre.
- 7.7 All complaints regarding breaches of secrecy may be investigated by the proper authorities and may be prosecuted according to the provisions of "Offences, Penalties and Enforcement" under Sections 89 through 94 of the Municipal Elections Act, 1996.

8. Nominations

8.1 **Nomination Papers (s.33)**

- i. Notice of the offices for which persons may be nominated and the nomination procedure will be provided on the website.
- ii. "Nomination Paper" Form 1 will be available at the Clerk's Office from Friday, May 1, 2026 to Thursday, August 20, 2026 during regular office hours (8:30 a.m. to 4:30 p.m.), and between 9:00 a.m. and 2:00 p.m. on Friday, August 21, 2026 (Nomination Day) as well as on the municipal website, for the following offices:

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- (1) Mayor
- (1) Deputy Mayor
- (5) Councillor

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

- (1) School Board Trustee – English Public
- (1) School Board Trustee – English Separate
- (1) School Board Trustee – French Public
- (1) School Board Trustee – French Separate

8.2 Nominations must be filed with the Clerk in the following manner:

- in person or through an agent, using the prescribed forms (Nomination Paper - Form 1);
- during regular office hours (8:30 a.m. to 4:00 p.m.) at the Municipal Office from Friday, May 1, 2026, to Thursday August 20, 2026 and between 9:00 a.m. and 2:00 p.m. on Friday August 21, 2026 (Nomination Day);
- with the prescribed statement of qualifications, signed by the person being nominated;
- with the prescribed nomination filing fee of \$200.00 for Head of Council and \$100 for all other offices – the filing fee shall be paid by cash, debit card, certified cheque or money order payable to the Municipality;
- 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 will administer the necessary oaths.

8.3 Unofficial List of Candidates

- i. The Clerk shall provide notice of the unofficial list of candidates by preparing and posting in the Municipal Office and on the website an “Unofficial List of Candidates” Form EL18 which is to be updated as each Nomination Paper is filed. The list should be clearly marked “Unofficial”. The Clerk must obtain authorization from the candidate to post their personal information, such as their addresses using Form EL52. The list is indicated as “unofficial” until the nominations have been certified.

8.4 Nomination Day – Friday, August 21, 2026 (s.31)

- i. Nomination Papers will be received at the Municipal Office between 9:00 a.m. and 2:00 p.m. on Nomination Day.
- ii. The procedure for the handling of Nomination Papers on Nomination Day will be the same as in Section 8.2.

8.5 Certification of Nomination Papers (s.35 (1))

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- i. On or before Monday, August 24, 2026, at 4:00 p.m., the Clerk will do a review of each nomination received to determine qualification and if the nomination complies with the Act. Once satisfied the candidate is qualified, the Clerk shall certify the nomination.

8.6 Rejection of Nomination Paper (s.35 (3))

- i. 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 to the candidate informing them of the rejection, and a "Notice of Rejection of Nominations" Form EL04 shall be sent, by Registered Mail, as soon as possible, to:
 - the person who sought to be nominated; and
 - all candidates for the office.

8.7 Withdrawal of Nominations (s.36)

- i. Candidates may withdraw their Nomination by filing in person a written withdrawal on "Withdrawal of Nomination" Form EL19 with the Clerk before 2:00 pm on Nomination Day, Friday, August 21, 2026, if the person was nominated on or before Nomination Day.
- ii. Any withdrawals sent by email, mail or fax **are not permitted** as it must be filed in the Clerks Office.
- iii. The withdrawal shall be noted on the "Unofficial List of Candidates" Form EL03.

8.8 List of Certified Candidates

- i. The final list of certified candidates will be posted at the Municipal Office and on the website on or before Wednesday, August 26, 2026 using the "List of Certified Candidates" Form EL25.

8.9 Declaration of Election (s.40)

- i. 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.
- ii. Using a variety of methods, the Clerk shall give the electors notice of the following:
 - The dates and times of the voting period;
 - The location and hours of operation of Voter Assistance Centers;

8.10 Acclamations (s.37(1))

- i. If after 4:00 p.m. on Monday, August 24, 2026, the number of certified candidates for an office is the same as or fewer than the number to be elected, the Clerk shall immediately

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declare the candidate(s) elected by acclamation. The Clerk shall post a "Declaration of Acclamation to Office" on Form EL20. In this situation there shall be no election conducted for the position(s).

8.11 Fewer Number of Nomination Papers than Offices (s.33(5))

- i. If at 4:00 p.m. on Monday, August 24, 2026 the number of certified nominations filed for an office is fewer 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 a "Notice of Additional Nominations" Form EL17(B) advising that additional Nomination Papers may be filed for that office during the specified time.
- ii. 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.

8.12 Additional Nominations More than Number of Offices Remaining (s.33(5))

- i. 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.

8.13 Withdrawal of Additional Nominations

- i. Withdrawal of additional nominations must take place prior to 2:00 p.m. on Wednesday, August 26, 2026, following the procedure in the Withdrawal of Nomination Paper section above.

8.14 Additional Nominations Equivalent to Number of Offices (s.37(2))

- i. 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 post a "Declaration of Acclamation to Office" on Form EL20.

8.15 Insufficient Number of Nomination Papers Filed to Form a Quorum – Municipal Council (s.37(4)1)

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

8.16 Sufficient Number of Nomination Papers Filed to Form a Quorum– Municipal Council (s.37(4))

- i. 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, s.263(1)(a) of the *Municipal Act, 2001*, as amended, shall apply.

8.17 Death or Ineligibility of a Candidate (s.39)

- i. If a certified candidate dies or becomes ineligible before the close of voting,
- ii. 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.
- iii. If the result would be one fewer candidate only, and no acclamation, the candidate's name shall be omitted from the ballot and the election shall proceed as if the candidate had not been nominated.
- iv. Form EL21 "Notice of Death/Ineligibility of Candidate" is to be completed and no votes are to be counted for the candidate who has died or become ineligible.

8.18 Final Calculation of Campaign Expenses (88.20(13))

- i. The Clerk shall, after determining 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 "Certificate of Maximum Campaign Expenses" Form EL37(A).
- ii. The certificate shall be given to each candidate in the case of a regular election on or before September 30, 2026 and in the case of a by-election within ten (10) days after the Clerk makes the corrections pursuant to Section 88.20(13) and (14). The Clerk's calculation is final and shall be made in accordance with the prescribed formula set out in Ontario Regulation 101/97.

8.19 Candidate Name Pronunciation

- i. All certified candidates may be required to provide to the Clerk the proper pronunciation of their name prior to finalization of the voice prompts for the telephone component of the voting system by a date to be determined by Simply Voting.

9. Communication from Candidates with Municipal Employees

9.1 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.

9.2 Election-related Questions

Questions pertaining to all matters related to the election process, including the voting method, shall be directed to the Returning Officer:

Jennifer White, Clerk

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21 Queen Street, Ripley ON N0G 2R0
Tel: 519-395-3735 ext. 123
Email: clerk@huronkinloss.com

9.3 Questions pertaining to the Municipality's Administration

- i. All other questions should be directed in writing to the Clerk, who will follow-up with the appropriate staff person, and provide the response in writing.
- ii. Answers to questions posed by Candidates will be shared with all registered candidates without identifying the questioner.

9.4 Access to Staff

Candidates shall have no greater access to staff or information than the general public. Candidates shall comply with the Use of Corporate Resources During an Election Policy By-law No. 2026-40.

10. Campaigning General

10.1 Campaigning is permitted no earlier than the filing of Nomination Papers by 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.

10.2 Candidate and Third-Party Advertising

- i. Campaign advertising for candidates and third-party advertising shall be in compliance with Section 88.3, 88.4 and 88.5 of the Act.
- ii. Candidates shall comply with the Use of Corporate Resources During an Election Policy By-law No. 2026-40 and the Election Sign By-law No. 2026-38.

10.3 Candidate and Third Party Financial Statements

All Candidates and Third-Party Advertisers must file a financial statement using the relevant Prescribed Form (4) or (8), including those who withdrew their nomination or registration, in accordance with the Act.

11. Voters' List

11.1 The Preliminary List of Electors shall be requested from Elections Ontario in an electronic format, by August 14, 2026, or such date as to be agreed upon by the Clerk and Elections Ontario. The list shall be reviewed by the Clerk and obvious errors shall be corrected as permitted under Section 22 of the *Municipal Elections Act, 1996*, and the list shall be approved for use as the Voters' List on or before September 1, 2026.

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- 11.2 The list shall be distributed in electronic format to those who are entitled to copies under the Act, the format of which shall be at the Clerk's discretion. Each certified candidate shall sign the Candidate's Declaration - Proper Use of the Voters' List Form EL14 stating that the Voters' List shall not be used for any purposes other than the 2026 Municipal and School Board elections, in accordance with Section 88(10) of the *Municipal Elections Act, 1996*. The Clerk, at their sole discretion, may determine which data fields shall be included in the copy of the Voters' List provided to Candidates for each electoral category.
- 11.3 The list shall be accessible by authorized Election Officials, who will use the DataFix VoterView system to facilitate additions and changes during the revision period and perform other functions as required, subject to the security permissions assigned to each Official.
- 11.4 Additions, corrections and deletions may be made to the list in accordance with the *Municipal Elections Act, 1996*, and in accordance with the Instructions for Voters' List Revisions and PIN Replacement procedures approved by the Clerk.
- 11.5 In accordance with Section 27 (1) of the Act, the Clerk shall produce the Interim List of Changes reflecting changes made up until September 20, 2026, using VoterView, and make available electronically these additions, corrections and deletions to those who are entitled to copies of the Voters' List under the Act. This list shall be distributed in a format approved by the Clerk, to each qualified person prior to September 30, 2026.
- 11.6 The Voters' List shall be provided by DataFix to Simply Voting Inc. in computer format at a time to be determined by the Clerk, to allow for activation of the Voting System. Once the Voters' List has been loaded into the Voting System it will remain synchronized; any additions, deletions or changes to elector information in VoterView will automatically and instantly be reflected in the Voting System.
- 11.7 The Voters' List shall be provided by Simply Voting Inc. to Taylor Demers Mail Processing Inc. in computer format at a time to be determined by the Clerk, to allow for printing of the Voter Information Letters in time for delivery. Voter Information Letters shall be sent via Canada Post Lettermail to all eligible Electors to enable them to use the Telephone/Internet Voting service.
- 11.8 All certified candidates may at the discretion of the Clerk, receive usernames and passwords allowing them to access the Voters' List in VoterView, for the purposes of viewing which electors have voted during the Voting Period. The Township may not produce a physical or other electronic excerpt of the Voters' List indicating Electors that have voted; it is expected that Candidates will use Candidate Portal access if available. This access does not provide information on how an elector has voted, only whether or not they have participated in the election. Candidates may access this information anytime from October 19, 2026 until October 26, 2026.

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11.9 The Clerk may arrange for Revision Centres to be set up throughout The Township on several dates and times throughout the month of September and until October 19, 2026. The Municipal Office will also be treated as a Revision Centre during normal business hours from September 1, 2026 to October 26 and until 8:00 p.m. on Election Day.

11.10 The Revision Centres shall be responsible for the following:

- i. Eligible Electors who attend the Revision Centre and are not on the Voters' List will be able to be added to the list by filling out the Application to Amend Voters' List Form EL15 and providing satisfactory identification in accordance with the Instructions for Voters' List Revisions and PIN Replacement.
- ii. Eligible Electors who are already on the list but wish to correct their information can attend a Revision Centre or contact the Voter Help Desk to do so in accordance with the Instructions for Voters' List Revisions and PIN Replacement.
- iii. Persons wishing to remove a deceased person's name from the Voters' List may submit a completed 'Application for Removal of Another's Name from Voters' List' Form EL16 to a Revision Centre, which shall be forwarded to the Clerk for review before the final decision to remove the deceased individual's name from the list.
- iv. Where a person on the Voters' List has lost their Voter Information Letter or did not receive it in the mail, they can attend a Revision Centre or contact the Voter Help Desk in order to obtain their VIL with a replacement PIN in accordance with the Instructions for Voters' List Revisions and PIN Replacement.

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

12. Notices/Advertisements

12.1 The Clerk shall notify electors of the following through the use of social media, the municipal website, direct mail-outs, any combination of the aforementioned methods, or any other method deemed appropriate by staff of The Township:

- i. That a municipal election is being held in The Township which has adopted an alternative voting method, being Telephone/Internet Voting;
- ii. The times and dates of the voting period, as well as in-person voting assistance opportunities and special polls;
- iii. Who is eligible to vote in the municipal election;
- iv. Information regarding the Voter Help Desk and how eligible electors can check to see if their name is on the Voters' List or if their information is correct;

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- v. The offices for which persons may be nominated and the nomination procedure; and
 - vi. The opportunity to become a registered third-party advertiser and the registration procedure.
- 12.2 The Clerk shall determine the date(s) of all advertisements including within the newspaper(s) and the notices that are to appear in order to comply with the requirements of the *Municipal Elections Act, 1996*.
- 12.3 Each person on the Voters' List shall be mailed a sealed Voter Information Letter via Canada Post Lettermail containing, at minimum:
- i. Their PIN, as well as the telephone number and designated internet address (URL) to cast their vote;
 - ii. Instructions on how to vote;
 - iii. Dates and hours of Telephone/Internet Voting;
 - iv. The email address and telephone number of the Voter Help Desk;
 - v. Locations, dates and hours of Voter Help Centres;
 - vi. Access to a list of contests and candidates; and
 - vii. Voter eligibility criteria.
- 12.4 Where possible and if desirable, cooperative advertising with other municipalities may take place.

13. Voter Qualifications (s.17(2))

- 13.1 A person is entitled to be an elector if, on Voting Day they:
- i. are a Canadian citizen;
 - ii. are at least 18 years old;
 - iii. reside in the local municipality, or is the owner or tenant of land in the local municipality, or the spouse, of such a person; and
 - iv. are not prohibited from voting under s.17(3) of the Act, or otherwise, by law.

14. Voting Process

- 14.1 A Telephone/Internet Voting method shall be used for the 2026 Municipal Elections.
- i. The Voting System provided by Simply Voting Inc. shall allow electors to vote using a telephone or the internet. Electors shall be required to access a designated internet address or telephone a designated number in order to cast their ballot.
 - ii. Every elector shall be limited to only one vote through the use of a PIN distributed via Canada Post Lettermail in a sealed and personalized Voter Information Letter, or issued in person or by e-mail or telephone by an Election Official as necessary. Every elector shall be required to provide their date of birth along with their PIN.

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- iii. Following the voter's selection for all offices on a single composite ballot, the Voting System shall identify the voter's choices and provide the voter with the option of changing or confirming their vote selections prior to submission.
 - iv. The Voting System shall enable the elector to under-vote a contest or contests, or decline from voting the ballot in its entirety, if they wish to do so.
 - v. For the purposes of reporting declined ballots in accordance with Subsection 55(4.1) 2., an under-voted ballot shall be considered an abstention from voting for one or more contests on the ballot or voting for fewer candidates than is permitted within a single contest, whereas a declined ballot shall be considered a deliberate choice by the Elector to decline the entire ballot by selecting a 'declined' option on the ballot. A declined ballot shall not include votes cast for any contest, which is separate and distinct from an under-voted ballot which may or may not include votes for all contests, one contest, or no contests on the ballot.
 - vi. The Voting System shall not permit a voter to overvote, or to spoil a ballot.
 - vii. If an elector is interrupted before casting their vote, they may re-commence voting later using the same method or the other method. Once a voter has cast the vote, that voter will not be granted access to Telephone/Internet Voting again.
 - viii. Voting will commence on October 19, 2026 at 10:00 a.m. and close on October 26, 2026 at 8:00 p.m. Notwithstanding the closure of remote voting at 8:00 p.m. on the final day, persons present at a Voter Help Centre at 8:00 p.m. will continue to be allowed to access the Voting System and complete the voting process. Persons who have gained access to the Voting System through their own device prior to 8:00 p.m. on Election Day will be permitted to complete the voting process, provided that they do so by 8:10 p.m.
- 14.2 Prior to the activation of the system by Simply Voting Inc., being on October 19, 2026 at 10:00 a.m. Simply Voting Inc. shall allow access by the Clerk, the Auditor, or other authorized Election Officials as determined by the Clerk, to the Voting System by secure username and password, for the purposes of viewing a list of all of the candidates' names and possible selections for any questions or by-laws on the ballot, including the sum total of votes cast to ensure that the total votes cast indicates "0" (Zero).
- 14.3 Candidates or their scrutineer may be present in the Receiving Location from 9:45 a.m. to 9:59 a.m. on October 19, 2026 to verify and ensure that all candidates' names are listed and the total votes cast are at "0". They shall be required to sign the Activation of Voting System Form EL108 to attest to this fact.
- 14.4 Where a voter qualifies at more than one location in The Township, the voter may vote

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only once and the qualifying address to determine eligibility for voting shall be at the place of residence of the elector, as defined under the *Municipal Elections Act, 1996*. All duplicate names on the preliminary list of electors shall be verified by the Clerk and/or Election Official(s) prior to the final preparation of the Voters' List. Should an eligible voter receive more than one Voter Information Letter, the eligible elector may only vote once and must return the other VIL(s) to the Municipal Office. All voters that vote more than once in the election or who improperly use the Voter Information Letter shall be reported to the appropriate authorities for further investigation as to possible corrupt practices under the *Municipal Elections Act, 1996*.

- 14.5 Section 42 (5) states that when a by-law authorizing the use of an alternative voting method is in effect, Section 44 (voting proxies) applies only if the by-law so specifies. By-law No. 2024-86 is silent on the matter of proxies, and it is therefore not applicable. Therefore, with respect to proxies, a person cannot give their Voter Information Letter to another eligible elector or other individual for the purpose of voting. Acceptance or theft 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 *Municipal Elections Act, 1996*.
- 14.6 Sealed Voter Information Letters returned to the Municipal Office shall remain sealed, shall be marked "returned mail" and be maintained in a secure fashion and destroyed at the same time as all other Municipal Election material as provided for under Section 88 of the *Municipal Elections Act, 1996*.
- 14.7 Should a Voter Information Letter be returned to the Municipal Office that has been opened but has not been used for voting purposes, the Election Official shall immediately disable the PIN so that the PIN cannot participate in the voting process. In this circumstance, the Voter Information Letter shall be marked "unused" and be secured and destroyed in accordance with section 14.6 above.
- 14.8 The Clerk in partnership with Simply Voting Inc. shall take appropriate measures to ensure that all Voter Information Letters and their associated PINs are accounted for throughout the election and after the conclusion of the Voting Period. After the conclusion of the election, Simply Voting Inc. shall supply the Clerk with a report detailing the status of all VILs/PINs during the election.
- 14.9 The Clerk shall arrange one or more Voter Help Centres to be set up throughout The Township on specific dates and times during the Voting Period. Voter Help Centres shall be equipped with one or more Voting Kiosks for use by electors to cast their ballot.
- 14.10 The Voters' List shall be available to Election Officials at the Voter Help Centre in electronic format to provide all the services performed at a Revision Centre in accordance with section 11.10 above.

14.11 Where an eligible elector has tried to use their PIN and they have determined that it has already been used, the elector can attend the Voter Help Centre and prove to the satisfaction of the Clerk, or Deputy Clerk that they did not vote and require a new PIN. In accordance with the Instructions for Voters' List Revisions and PIN Replacement, if the Clerk, or Deputy Clerk believes that all questions have been answered truthfully and satisfactorily, they may provide the elector with a new PIN and reset the elector's status in the Voting System to allow a second vote upon completion of the Application to Replace Stolen Voter Information Letter form (SV02). The original ballot that was cast by the unauthorized individual will remain in the Voting System, as ballots are disassociated from the electors' PINs once they are cast. The elector will be directed immediately to cast their ballot at a Voting Kiosk to eliminate any further misuse of the PIN. Should the elector leave without voting the new PIN will be disabled.

14.12 Where an elector's PIN is assigned an incorrect ward and/or school board support information, the elector can attend a Revision Centre or Voter Help Centre, or contact the Voter Help Desk and have the proper categories of ward and/or school support applied to the existing PIN before casting their ballot. If the eligible voter has already cast their ballot and exhausted their PIN, they cannot make any further changes to their eligibility or re-cast any part of their ballot.

14.13 Eligible voters may vote by:

- i. accessing the telephone number provided by using a touch-tone telephone, or the internet address provided by using a viable internet connection;
- ii. attending a Voter Help Centre during the dates and times and at the locations established by the Clerk, either by themselves or with a friend or interpreter who may assist the elector in voting using the Voting Kiosk after taking the appropriate oath. In the absence of a friend or interpreter, the voter may request the assistance of the Election Official, who may provide assistance only after the appropriate oath has been taken; or
- iii. attending one of several special polling opportunities as established by the Clerk.

15. Voting System Integrity

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

- i. ensuring that every eligible elector on the Voters' List is mailed, via Canada Post Lettermail, a sealed Voter Information Letter which contains the voter's unique PIN;
- ii. ensuring that no one except authorized Simply Voting Inc. and Taylor Demers Mail

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Processing Inc. staff shall have access to a comprehensive list of PINs that matches each voter's name and address;

- iii. providing opportunities for eligible electors to be added to the list or to make amendments to the list, up until the close of voting;
 - iv. establishing proper procedures to ensure that no person is added to the Voters' List unless an Election Official is completely satisfied of their identity and qualification as an elector in The Township;
 - v. establishing proper procedures to ensure that no replacement PIN is issued unless an Election Official is completely satisfied of the eligible elector's identity;
 - vi. ensuring that no replacement PIN is issued by anyone other than an employee of The Township who has been appointed in writing by the Clerk to do so; and
 - vii. appointing an Auditor to test the Voting System in accordance with sections 9.2 and 9.3 below, and providing same with read-only access to the Voting System.
- 15.2 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:
- i. Voting System refuses ballots before the start of the Voting Period
 - ii. Voting System is 'zeroed out' at the start of the Voting Period
 - iii. Voting System presents electors with the correct ballot based on their elector information
 - iv. Voting System accepts ballots from un-used eligible PINs
 - v. Voting System refuses ballots from used PINs
 - vi. Voting System does not allow over-votes on any ballot
 - vii. Voting System acknowledges under-voted ballots and prompts elector if they wish to complete under-voted contests on their ballot
 - viii. For telephone voting specifically, the wording and clarity of the prompts is accurate
 - ix. Voting System 'times out' after a period of voter inactivity
 - x. Voting System accepts ballots from PINs that previously 'timed out' or were abandoned before being submitted
 - xi. Voting System refuses ballots after the end of the Voting Period, except from specifically authorized Voting Kiosks
 - xii. Voting System accurately counts votes for all candidates in each contest

15.3 The Voting System shall be further tested through an ongoing audit during the Voting Period. The tests shall include but not be limited to the following:

- i. Voting System refuses ballots before the start of the Voting Period
- ii. Voting System is 'zeroed out' at the start of the Voting Period

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- iii. Voting System presents electors with the correct ballot based on their elector information
- iv. Voting System does not allow over-votes on any ballot
- v. Voting System acknowledges under-voted ballots and prompts elector if they wish to complete all contests on their ballot
- vi. Voting System 'times out' after a period of voter inactivity
- vii. Voting System refuses ballots after the end of the Voting Period, except from specifically authorized Voting Kiosks

15.4 All Voting Kiosks and associated information technology infrastructure used at Voter Help Centres will be tested for internet access, network security, proper configuration, and device security.

15.5 The Clerk is to provide the proper pronunciation of the names of all certified candidates for programming into the telephone Voting System no later than September 18, 2026.

16. Close of Polls & Results

16.1 The Municipality shall keep its public voting access open until 8:00 p.m. on Election Day.

16.2 Any person remaining within a Voter Help Centre after 8:00 p.m. will still be permitted to vote from Voting Kiosks. Persons who have gained access to the Voting System remotely through their own device prior to 8:00 p.m. on Election Day will be permitted to complete the voting process, provided that they do so by 8:10 p.m.

16.3 At such a time as all eligible electors within a Voter Help Centre have voted and after 8:10 p.m. to ensure no remote voters remain logged into the system, the Clerk shall order the close and deactivation of the Telephone/Internet Voting service and shall also order the generation of the results for each contest.

16.4 Following the close of voting, the appointed Auditor will attempt to vote from both a privately-owned computer and a Voting Kiosk, and confirm that it is not possible to access the voting site.

16.5 As soon as possible after 8:00 p.m. on Election Day at the Receiving Location, the Clerk shall download unofficial results for each contest from the Voting System. Only the Clerk, appointed Election Officials, certified candidates or their scrutineer may be present at the Receiving Location, and those present shall sign the unofficial results. The Clerk shall publish the unofficial results on the municipal website and/or the Voting System website, as the case may be.

16.6 As soon as possible after Voting Day, the Clerk shall declare the official results, and then post the official results at the Municipal Office and on the municipal website and/or Voting System website, as the case may be

16.7 As soon as possible after 8:10 p.m., notice of election results shall be provided to the County of Bruce, and the responsible Returning Officer for each School Board election race.

17. Recount Procedures

17.1 In the case of a tie vote, as provided under Section 56 of the *Municipal Elections Act, 1996*, (or Section 57 for a Council, local school board or Minister Request for Recount) the Clerk shall require Simply Voting Inc. to provide a re-tabulation of the votes cast.

17.2 Pursuant to Subsection 56(2) of the *Municipal Elections Act, 1996* the recount shall be held within fifteen (15) days after the Clerk's declaration of the results of the election, and therefore the recount shall occur on or before November 8, 2026 at the Receiving Location.

17.3 Pursuant to Subsection 61(1) of the *Municipal Elections Act, 1996*, the following persons will be authorized to attend the recount:

- i. the Clerk and any other Election Official appointed by the Clerk for the recount procedure;
- ii. every certified candidate for the office;
- iii. the lawyer or agent for each of the candidate(s); and
- iv. only one (1) scrutineer for each of the candidate(s)
- v. the applicant if any, who applied for the recount under Section 58.

17.4 At the precise hour designated for the recount, the Clerk shall re-tabulate the results for the contest(s) that are subject to the recount procedure and publish the results of the recount.

17.5 Upon receipt of the final results of the recount, the Clerk shall announce the results of the recount and in the event of a tied vote, Subsection 62(3) of the *Municipal Elections Act, 1996* shall apply, being as follows:

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

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

- i. The Clerk shall determine the texture and quality of the paper used for this process and each candidate or the candidate's lawyer and/or scrutineer will have an opportunity of examining the paper to be used to inscribe the names of the candidates;
- ii. The Clerk shall print the name of each candidate on a similar size paper and the candidate(s), the candidates' lawyer and/or scrutineer, without touching the paper, may

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examine the same. The writing of each name shall be clear and concise, and no ink shall appear within half an inch of the edge of the paper. In addition, all persons present will have an opportunity of examining the box which will be used for conducting the lot;

- iii. Upon acceptance of all the candidates that the process outlined in paragraphs (i) and (ii) have been adhered to, the Clerk shall fold the papers bearing each candidate's name twice in two (2) equal parts and shall deposit these papers, in full view of all persons present and authorized to attend, in an open-end box that will be acceptable to all persons present. In the event of a conflict or difference of opinion as to the selection of the box, the Clerk shall determine the box to be used for this process.
- iv. Once all Candidate's names are inserted into the box, the top of the box shall be closed. Any individual entitled to be in attendance at the drawing shall be given the opportunity to inspect the box before it is closed. The Clerk shall shake the closed box vigorously ten (10) times. Before opening the box, the Clerk shall select another Election Official member to draw from the box.
- v. The Clerk shall open the box and hold the box at such a height as to prevent any individual from seeing inside the box before a name is drawn from it.
- vi. At the Clerk's direction, the individual drawing from the box shall reach in and pull out one (1) piece of paper at a time for each office to be filled. When a piece of paper is drawn, the individual shall unfold it and show the name on it to all in attendance and say the name aloud.
- vii. Once completed, the person appointed by the Clerk shall remove the remaining contents from the box and provide an opportunity for all persons present to examine the remaining slips of paper and the box.

18. Destruction of Records

- 18.1 Election records shall be destroyed in accordance with Section 88 of the Municipal Election Act, 1996. Upon written request of the Clerk following the passage of 120 days after Voting Day, Simply Voting Inc. shall destroy all ballots associated with the election and provide written confirmation of same to the Clerk.
- 18.2 Notwithstanding section 12.1 of the procedures, 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 (MEA Section 88(4)).
- 18.3 Notwithstanding provisions in the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), documents and materials filed with or prepared by the Clerk or any other election official under the Municipal Elections Act, 1996 are public records, and until their

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destruction, may be inspected by any person at the Clerk's Office at a time when the office is open.

18.4 Exceptions to 12.3:

18.4.i No person shall use information obtained from public records described above, except for election purposes.

18.4.ii The Voters' List shall not be posted in a public place and shall only be used for election purposes by Election Officials or Official Candidates.

18.4.iii Personal Information concerning a 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. This includes information about other members in a household.

18.5 All Voter information obtained by a candidate during the 2026 Municipal Election shall be destroyed by the candidate after the election and confirmed in writing to the Clerk. The candidate shall return documents to the Clerk for destruction with other election material.

18.6 Election records shall not be destroyed if a court order has been received that they be retained or a recount has been commenced and not fully disposed of.

19. Scrutineers

19.1 Scrutineers may be appointed, in writing by the candidate, to represent them as allowed under Section 16 of the *Municipal Elections Act, 1996*. If appointed, scrutineers will be entitled to the following:

19.1.i to be present in the Receiving Location, from 9:45 a.m. to 10:00 a.m. on October 19, 2026, prior to the opening of polling to verify and ensure that all candidates' names are listed and the total votes cast are at "0" (Zero), and to sign the Activation of Voting System Form EL108 to attest to this fact.

19.1.ii to be present at any Voter Assistance Centre during hours of operation to observe the process.

19.1.iii to be present in the Receiving Location, at the time when results are announced.

19.2 Before being admitted to a Voter Help Centre or the Receiving Location, Scrutineers shall produce satisfactory identification and a properly signed "Appointment of Scrutineer by Candidate" Form EL12A and take the "Oral Oath of Secrecy" EL12B.

19.3 Only one candidate or their appointed scrutineer may be in attendance at a Voter Help Centre or the Receiving Location at one time.

19.4 Use of mobile communication devices and cameras shall **not be permitted** within any Voter Help Centre or the Receiving Location by any candidate or scrutineer.

19.5 Scrutineers who do not follow the instructions of the Election Official(s) or who attempt to interfere, influence and to determine how an elector is voting will be requested to leave the Voter Help Centre immediately, their appointment will be revoked and they will not be permitted to re-attend at a Voter Help Centre or during the announcement of results. Scrutineers may also have their appointment revoked if they contravene the rules and guidelines established by the Clerk as provided to the Candidates.

20. Corrupt Election Practices: Offences and Prosecution

20.1 The *Municipal Elections Act, 1996* provides for penalties and enforcement of corrupt practices and other offences during an election process. Penalties can include a fine up to \$25,000, forfeiture of office, ineligibility to run for office in the following election, and/or imprisonment up to 6 months.

20.2 Although The Township will be using an alternative voting method, being Telephone/Internet Voting, the principles and the integrity of the election process will remain and are enforceable.

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

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

20.5 Although many provisions of the *Municipal Elections Act, 1996*, also deal with voting places, ballots and ballot boxes, etc. the same must be used interchangeably with the "alternative form" of voting since the principles of the Act must be maintained and are therefore enforceable and subject to penalties.

20.6 As such, the Clerk in this alternative form of voting, has agreed to the following rules and regulations:

20.6.i THAT all complaints submitted in writing about actions which may contravene the provisions of the *Municipal Elections Act, 1996*, will be considered by the Clerk;

20.6.ii THAT all such valid complaints submitted in writing, once deemed by the Clerk to be substantiated, will be submitted to the appropriate authorities;

20.6.iii THAT the Clerk or any Election Official will not attempt to intervene in the prosecution and may be called to give evidence during prosecution.

21. Mail Tampering: Criminal Offence and Prosecution

21.1 The Criminal Code of Canada states that tampering with the mail of an individual is a criminal offence and a person found guilty is liable to a term of imprisonment not exceeding ten (10) years. Since The Township's election methods rely on delivery of the VIL to eligible electors in order to allow those electors to exercise their right to vote, any instance or substantiated account of mail tampering will be taken very seriously and reported to the authorities.

21.2 In order to ensure the integrity and confidence of the voting process for all electors and candidates, the Clerk agrees to the following rules and regulations:

21.2.i THAT all complaints about actions which may contravene the provisions of the Criminal Code of Canada with respect to mail tampering, submitted in writing, will be considered by the Clerk;

21.2.ii THAT all such valid complaints, once deemed by the Clerk to be substantiated, will be submitted to the appropriate authorities;

21.2.iii THAT the Clerk or any Election Official will not attempt to intervene in the prosecution and may be called to give evidence during prosecution.

22. Emergencies

22.1 Pursuant to Section 53 of the *Municipal Elections Act, 1996*, an emergency shall be declared in the event of any circumstance that in the opinion of the Clerk compromises the integrity and/or execution of the election.

22.2 In the event of an emergency, the Clerk/Returning Officer shall advertise on radio, social media, if possible, and post notices to the extent possible, that the election has been delayed or extended as the case may be.

22.3 In the event of an emergency, and a decision by the Clerk/Returning Officer, Simply Voting Inc. under direction from the Clerk/Returning Officer, shall stop the Voting System from accepting calls via telephone and connections from the Internet, thus preventing the election from continuing or starting as the case may be, or direct Simply Voting Inc. to extend the voting period past the scheduled end time.

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

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- 22.5 Given the options available to electors to vote from any touch-tone telephone or internet-enabled device with an internet connection, and the advanced voting period, any event that results in one or more voting locations becoming unavailable for use on Voting Day (e.g. flooding, power failure) shall not be sufficient to cause the Clerk to declare an emergency, delay the vote, open a new voting location, or extend the voting hours.
- 22.6 If an emergency is declared pursuant to section 22.1 of these procedures, the Clerk shall make such any and all arrangements as they deem advisable for the conduct of the election.
- 22.7 When making emergency arrangements for the conduct of the election, the Clerk shall make decisions with the following principles of the Act in mind:
- Secrecy and Confidentiality of the voting process
 - Fairness and Impartiality
 - Accessible to all eligible voters
 - Integrity of the voting process
 - Certainty of Results
 - Fair and Consistent Treatment of voters and candidates
 - Majority Rule – valid votes are counted and invalid votes are rejected as far as reasonably possible.

23. Accessibility

- 23.1 [Electors and Candidate with Disabilities \(s. 33, s.12.1,s.41.3, s.45\(2\)\)](#)
- 23.2 The Clerk shall have regard to the needs of electors and candidates with disabilities to ensure that all electors have the opportunity to fully participate in a municipal election.
- 23.3 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 before Voting Day.
- 23.4 In establishing the locations of Voter Help Centres, the Clerk shall ensure that each location is accessible to electors and candidates with disabilities.
- 23.5 Within 90 days after Voting Day, 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 report available to the public

24. Appendices

- 24.1 The Forms and Notices approved for use by The Municipality for the election process and included as Appendix A to these procedures. Additional forms may be prepared for the 2026

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Municipal Elections and will be utilized when necessary or desirable for conducting the election under the direction of the Clerk, as per Section 12 (1) of the *Municipal Elections Act, 1996*. Nothing in this procedure precludes the Clerk from approving the use of additional forms, subsequent to the finalization of this procedure.

25. Index of Forms

Form #	Description
PR Form 1	Nomination Paper
PR Form 2	Endorsement of Nomination
PR Form 4	Financial Statement – Auditor’s Report Candidate
PR Form 5	Financial Statement – Subsequent Expenses
PR Form 6	Notice of Extension of Campaign Period
PR Form 7	Notice of Registration – Third Party
PR Form 8	Financial Statement – Auditor’s Report – Third Party
PR Form 9	Declaration of Identity
EL 11	Appointment and Oath of Election Officials
EL12A	Appointment of Scrutineer
EL12B	Oath of Secrecy
EL14	Proper Use of Voters’ List
EL15	Application to Amend Voter’s List
EL16	Removal of a Deceased Voter
EL17A	Clerk’s Notice of Nomination for Office
EL17B	Clerk’s Notice of Additional Nominations for Office
EL18	Unofficial List of Candidates
EL19	Withdrawal of Nomination
EL20	Declaration of Acclamation to Office
EL21	Notice of Death Ineligibility of Candidate
EL22	Notice of Rejection of Nomination
EL25	List of Certified Candidates – Municipal Election
EL26	List of Certified Candidates – School Board Trustee Election
EL27	Oral oath at Voter Help Centre
EL28	Certification of the Voters’ List
EL 30	Certification of Election Results
EL32	Declaration of Elected Candidates
EL34	Statutory Provisions Regulating Voting Procedures
EL35	Notice of Offense Corrupt Practices
EL37A	Maximum Campaign Expenses Candidate
EL37B	Maximum Campaign Expenses Own Campaign
EL37C	Maximum Campaign Expenses for Candidate Parties
EL39	Notice of Recount
EL41	Declaration of Recount Results
EL42A	Notice to Candidates of Filing Requirements
EL42B	Notice to Third Party Advertisers of Filing Requirements
EL43A	Notice of Default – Candidates

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EL43B	Notice of Default – Third Party Advertisers
EL51 A	Maximum Campaign Expenses for Third Party Advertisers
EL 51 C	Maximum Campaign Expenses for Third Party Advertisers Parties
EL 52	Freedom of Information Release
EL 54	Official List of Registered Third-Party Advertisers
EL57	Broadcaster / Publisher Information Sheet Third Party Advertiser
EL99	Declaration of Emergency
EL108	Activation of Simply Voting System