TOWNSHIP OF ARMOUR

2026

MUNICIPAL ELECTION

PROCEDURES



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Introduction

Revised February 2026

The 2026 Municipal Election is governed by the *Municipal Elections Act, 1996* and all amendments and regulations thereto.

The Council of the Township of Armour enacted By-law #20-2025 on March 25, 2025 authorizing the use of Vote by Mail as an alternative voting method for the 2026 municipal election.

In the event of a postal strike on or about Nomination day, Friday, August 21, 2026, the Clerk shall declare an emergency and make such arrangements for voting that the Clerk considers advisable and are consistent with the principles of the *Act*.

The *Municipal Elections Act, 1996,* Section 42(3) requires that the Clerk establish procedures and forms for the use of any alternative voting method and provide a copy of the procedures and forms to each candidate.

The *Municipal Elections Act, 1996,* Section 12 confers the power to the Clerk to provide for any matter or procedure that is not otherwise provided for in an *Act* or regulation and in the Clerk's opinion, is necessary or desirable for conducting the election; the power to establish forms and require their use; and to require proof of a person's identity or qualifications including citizenship or residency or of any other matter.

The Clerk may appoint in writing, Deputy Returning Officers, (DROs) and such other officials as required, to assist in the administration, management, security and control of the Vote by Mail election system.

2026

MUNICIPAL ELECTION

THE MUNICIPAL CORPORATION OF THE TOWNSHIP OF ARMOUR

By-law # 20-2025

Being a By-law to authorize Vote by Mail for municipal elections.

WHEREAS the Municipal Elections Act, S.O. 1996, as amended, provides that a municipal council may pass a By-Law authorizing an alternative voting method; and

AND WHEREAS the Council of the Township of Armour deems it appropriate and in the public interest to conduct the 2026 Municipal Elections using a Vote by Mail method;

NOW THEREFORE the Council of The Municipal Corporation of the Township of Armour hereby enacts as follows:

1. The alternate voting method of "Vote by Mail" is hereby authorized for the Municipal Elections to be held in 2026.

2. A Vote by Mail Kit will be provided to every person who qualifies to be an elector. The kit will either be mailed or directly provided to each qualified elector.

3. A Ballot Return Station shall be established at the Municipal Office on the dates and times to be designated in the procedures and rules for the Vote by Mail municipal election.

4. Ballot Return Station means a voting place under the supervision of a Deputy Returning Officer where electors who prefer to deliver or have delivered their completed ballots, may deposit their ballots directly into the care of the Municipal Clerk rather than forwarding their ballots by mail.

5. No proxy voting provisions or advance voting provisions other than the Ballot Return Station are applicable at Municipal Elections conducted in accordance with this By-Law.

6. Every elector has the responsibility of completing the ballots in accordance with the Municipal Elections Act, 1996, as amended, and the procedures authorized by this By-Law and returning the completed ballots to the Municipal Clerk by mail or by deposit at a Ballot Return Station on or before 8:00 p.m. on Voting Day.

7. The Municipal Clerk shall prepare procedures and rules for the Vote by Mail municipal election and provide these procedures and rules to each candidate on the day they file their candidacy.

8. Any person, corporation or trade union guilty of corrupt practices or contravening the provisions of the Municipal Elections Act 1996, as amended, or the procedures and rules established in paragraph 7 of this by-law may be prosecuted pursuant to the provisions of the Municipal Elections Act, 1996, as amended.

9. The Municipal Clerk is hereby authorized to sign the necessary agreements required to provide Vote by Mail services.

10. The Clerk of the Township of Armour is hereby authorized to make any minor modifications or corrections of an administrative, numeric, grammatic, semantic or descriptive nature or kind to the by-law and schedule(s) as may be deemed necessary after the passage of this by-law, where such modifications or corrections do not alter the intent of the by-law.

11. This By-Law shall take effect on the date of final passing thereof.

Read a first, second and third time, signed and the seal of the Corporation affixed thereto and finally passed in open Council this 25th day of March, 2025.

Original signed by Rod Ward
MAYOR

Original signed by Charlene Watt
CLERK

Appointment of Election Officials

In an election year, the Clerk, as Returning Officer, should appoint Election Officials as early in the calendar year as practical to support election planning, training, and administration. Appointments may be updated throughout the year as staffing changes occur or additional personnel are required.
The Clerk shall appoint, by written appointment, individuals to the positions of:

- Deputy Returning Officer (DRO); and
- Election Official (Poll Clerk).

Form EL11 – Appointment of Election Official shall be completed for each appointment and signed by both the appointed Election Official or Deputy Returning Officer and the Clerk/Returning Officer. A scanned copy shall be retained in the Municipality's digital election records. The original signed form shall be retained by the Clerk, and a copy provided to the appointed Election Official or Deputy Returning Officer.

At the time of appointment, the Clerk/Returning Officer shall review the required oath, election procedures, responsibilities, and expectations of neutrality and confidentiality with appointed election personnel.

Roles and Responsibilities of Election Officials

Returning Officer (Clerk)
The Returning Officer oversees the entire municipal election process and ensures the election is conducted fairly, securely, and in accordance with applicable legislation. Responsibilities include:

- Managing election operations, staffing, and training
- Supervising polling stations and vote-by-mail processes
- Ensuring ballot security, chain of custody, and compliance with election procedures
- Overseeing voter services, accessibility, and election technology
- Managing ballot counting and certification of results
- Resolving election issues and maintaining neutrality throughout the election

Deputy Returning Officer (DRO)
The Deputy Returning Officer supervises voting and ballot-processing activities at the Municipal Office. Responsibilities include:

- Managing voting procedures
- Verifying voter eligibility and identification
- Issuing ballots and assisting voters during voting
- Supervising ballot boxes, vote-by-mail ballot intake, and secure handling of ballots
- Monitoring election workers and ensuring procedures are followed correctly
- Assisting with ballot counting and reporting results to the Returning Officer

Election Official (Poll Clerk)
The Election Official provides administrative and operational support for both in-person and vote-by-mail elections. Responsibilities include:

- Managing voting procedures
- Verifying voter eligibility and identification
- Maintaining voter records and processing voter information
- Recording and issuing replacement vote-by-mail ballot packages
- Recording voter participation and election documentation
- Supporting ballot verification and VoterView data processes
- Assisting voters with questions, accessibility needs, and general election procedures
- Supporting election technology systems and administrative election tasks
- Assisting with ballot counting and reporting results to the Returning Officer

Candidates' Package

The following documents are to be included in the Candidate's Package:

1. Candidate Information & Key Dates – Form C1 & C1a
2. General Information from the Clerk – Form C2
3. AMO – "Lead Where You Live" - Form C3
4. Candidates' Guide for Ontario Municipal and School Board Elections – Form C4
5. Nomination Paper – Form 1 (fillable form available on MMAH website)
6. Preliminary Maximum Campaign Expenses & Self-Funding Contribution – Form EL37
7. Notice of Penalties Related to Campaign Expenses – Form EL42A
8. Financial Statement – Auditor's Report Form 4 (fillable form available on MMAH website)
9. Township of Armour's Vote by Mail By-law
10. Council Remuneration & Meeting Schedule Information
11. Letter to Financial Institution
12. Use of Corporate Resources for Election Purposes By-law
13. Municipal Signs Advertising By-law
14. Ontario Education Services Corporation Resources
15. Declaration of Qualification – Form EL18 (Sign before a Commissioner of Oaths in the Municipal Office)
16. Freedom of Information Release Form – Form C16
17. Proper Use of Voters' List - Candidate's Declaration & Policy for Use of Voters' List – Form EL14 & Form EL14B
18. Scrutineer Appointment Form – Form EL12
19. Township of Armour's Council Code of Conduct Policy
20. Township of Armour's Council – Staff Relations Policy
21. Township of Armour's Council Procedures By-law
22. Acknowledgement of Receipt of a Complete Candidate's Package – Form C22

Advertised Public Notices

The following list of public notices will be circulated by the Clerk in local publication(s). Some of the notices will be circulated through the Almaguin Clerks Group:

Candidates Information Session (Joint Ad) – March (Armour)
Joint Compliance Audit Committee Recruitment (Joint Ad) – March (Armour)
Notice of Nomination - April
Do you have what it takes? (Joint Ad) (Ryerson)

Preliminary List of Electors (Joint Ad) – September (Burk's Falls)
Accessibility Ads (Joint Ad) – July & August (Strong)
Notice of Nomination (update the April Notice) – July
Notice of Acclamations – (if required) - August
Notice of Vote – (if no Acclamations) - September

Nomination Period

Nominations will be received in the office of the Clerk for the Township of Armour during regular office hours from Friday, May 1, 2026 to and including 2:00 p.m. on Nomination Day, Friday, August 21, 2026.

NOTICE OF NOMINATION will be posted in the Municipal Office and on the Township's website on Monday, April 13, 2026 and advertised in the digital Almaguin News.

Procedures to Follow upon Being Presented a Nomination Form

"33. (1) A person may be nominated for an office by filing a nomination in the clerk's office, in person or by an agent.

(2) The nomination shall,

(a) be in the prescribed form signed by the person being nominated;

(b) be accompanied by the prescribed nomination filing fee

Qualification of Candidates

To run for an office on Council a candidate must be qualified on the day they file their nomination papers.

To run for **Council** (Mayor or Councillor) the candidate must be:

- A Canadian citizen
- At least 18 years of age
- A resident of the Township of Armour or own or lease property (or be the spouse of the owner or lessee) in the Township of Armour
- Not legally prohibited from voting
- Not disqualified by any legislation from holding Municipal Office

Requirements for Filing Nomination Papers

1. The filing fees are as follows:
$200.00 – for Mayor
$100.00 – for all other offices.

The filing fee must be paid by cash, debit, certified cheque or money order. The filing fees cannot be paid by credit card or from a campaign account.

2. Nomination papers must be filed in person (personally or by agent), it is recommended that the nomination be scheduled with the Clerk by appointment by contacting 705-382-3332; faxed copies and e-mailed copies are not acceptable. Nomination must be completed on the prescribed Form 1.

3. The Clerk or their Designate will confirm that the Nomination is on the Voters List through the Elections Ontario portal and confirm eligibility in accordance with the Municipal Elections Act.

4. Government-issued identification showing name, address, and signature is be required to confirm identity – make copy (front and back) – to confirm identity, address and signature. If papers are filed by agent - require agent's photo-identification– make copy (front and back) – to confirm identity, address and signature. Photo identification will be certified and retained.

   An application will not be certified without the accompanying photo identification being provided to the satisfaction of the Election Official.

5. Last day to file Nomination Paper – Friday, August 21, 2026 at 2:00 p.m.

6. The candidate must sign a Freedom of Information (FOI) Release Form (Form C16) to consent to release of personal information which authorizes the Clerk to release personal information to the public and media.

7. A completed Declaration of Qualifications Form EL18 must be filed with the Clerk.

8. If there is any doubt as to residence qualification (17(2)(a)), the candidate will be required to provide proof of qualifications, to the satisfaction of the clerk or their Designate.

9. The time and date of receipt of the Nomination Paper will be noted.

10. Form EL37, which sets out the preliminary maximum self-funding contribution limits and preliminary maximum campaign expense limits, shall be included in the Candidate's Package provided at the time of nomination. The amounts contained in EL37 shall be calculated using the number of electors obtained from VoterView. The calculation must be based on the elector count detailed in the Forms Document Library under the document titled "Nomination Day 2022 Voter Counts." Previous municipal election data shall be used for this purpose. The Clerk (or designate) is responsible for ensuring the figures are calculated in accordance with the prescribed formulas and accurately reflected in EL37 prior to inclusion in the Candidate's Package.

11. A checklist will be completed and placed with each nomination received. (A copy of the checklist follows).

12. A person who is an employee of a municipality must take an unpaid leave of absence before filing their nomination. The leave must begin no later than the day the nomination is filed. If the employee is elected, they must resign from their employment with the municipality. The resignation must occur before taking office.

CANDIDATE: _____

NOMINATION CHECKLIST -	
Item	Received
Nomination Paper – Form 1	
Filing Fee $200.00 for Mayor; $100 for all others (cash, debit, money order, certified cheque) (**no** uncertified personal cheques & **no** campaign cheques will be accepted).	
Photo-ID full copy to be placed with nomination paper	
Signed Declaration: Form EL18	
Freedom of Information Release: Form C16 / Email / Phone # / Social Media	
Request for Voters' List: Form EL14 If they would like a copy of the Voters' List, have request signed (if not signed at this time, request can be signed at a later date).	

MATERIALS PROVIDED TO CANDIDATES

Item	**Given**	**Form Submitted to Clerk**
Financial Statement – Form 4	✓	
Preliminary Maximum Campaign Expenses & Self-Funding Contribution Limits– Form	✓	N/A
Notice of Penalties – Form EL42A	✓	N/A
Vote by Mail By-law	✓	N/A
Council Remuneration & Meeting Schedule Information	✓	N/A
Letter to Financial Institution	✓	N/A
Use of Corporate Resources for Election Purposes By-law	✓	N/A
Municipal Signs Advertising By-law	✓	N/A
Declaration of Qualification – Form EL18	✓	
Freedom of Information Release Form – C16	✓	
Proper Use of Voters' List – Candidate's Declaration & Proper Use – Form EL14 & EL14B	✓	
Scrutineer Form – Form EL12	✓	
Township of Armour's Code of Conduct Policy	✓	
Township of Armour's Council/Staff Relations Policy	✓	N/A
Township of Armour's Council Procedures By-law	✓	N/A
Acknowledgement of Receipt of Complete Candidate's Package – Form C22	✓	
Certificate of Maximum Campaign Expenses & Contributions (EL37A & EL37B) – by September 30, 2026		N/A
Post Election: Unofficial Election Results (EL08A) on Election Night, Official Election Results (EL08B) the day after Election Night along with Declaration (EL32)		

Receipts for contributions: Contributions cannot be collected and expenses cannot be incurred until the candidate's nomination paper has been filed. Advise to pay particular attention to contributions - will be notified by September 30, 2026 as to maximum amount; if they overspend, they will be disqualified (see Candidate's Guide) A Separate campaign bank account is required.

Unofficial List of Candidates

The Clerk or designate shall provide notice of the unofficial list of candidates by preparing and, at a minimum, posting in the Municipal Office and on the website an "Unofficial List of Candidates" Form EL07B which is to be updated as each Nomination Paper is filed. The list should be clearly marked "Unofficial".

Refund of Filing Fees

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 p.m. on the filing date in accordance with that subsection. 2016, c. 15, s. 26.

Refunds of filing fees will be made by cheque and will be sent to the candidate by regular mail to the address shown on the candidate's nomination paper.

NOTE: The time frame in which a candidate may withdraw their nomination, is from the time they file the nomination until **2 p.m. on Nomination Day Friday, August 21, 2026** (or 2 p.m. on Wednesday, August 26, 2026 in the event that additional nominations are required).

Refunds will be processed by the Clerk and will be included in the Township's normal accounts payable run.

Withdrawal of Nomination

In the event that a person wishes to withdraw their nomination, the following will be required:

(i) the "Withdrawal of Nomination" Form EL19 must be completed and filed with the Clerk's Office within the prescribed time period as set out in the Act;

(ii) the candidate is required to appear in person, by making an appointment 705-382-3332 with photo-identification, in order to withdraw their nomination. A photocopy of the photo-identification will be taken and compared with the photocopy of the photo-identification filed with the original nomination paper; and

(iii) in the event that the candidate is unable to personally attend to file the "Withdrawal of Nomination" Form EL19, the signed form may be filed by an agent on the candidate's behalf on the following conditions:

(a) the candidate has provided a signed direction to the Clerk that the agent has the authority to act on the candidate's behalf to file the "Withdrawal of Nomination" form;

(b) the Election Official will compare the signature on the signed direction with the photo-identification obtained from the candidate upon the filing of the nomination papers to confirm the signature;

(c) the agent will also be asked for photo-identification. A copy of the photo-identification (both sides to confirm identity and signature) will

be taken and the copy will be placed with the "Withdrawal of Nomination" form being submitted.

(iv) the original "Withdrawal of Nomination" form will be placed on the candidate's file.

Pursuant to Section 34 of the *Act*, any candidate who withdraws their nomination paper by not later than 2:00 p.m. on Nomination Day (Friday, August 21, 2026) is entitled to receive a refund of their nomination filing fee.

The candidate will still be required to submit their financial reporting to the municipality.

Certification of Nominations

"35.(1) The clerk shall examine each nomination that has been filed, in accordance with the following timetable:

All nominations filed on or before nomination day shall be examined by 4 p.m. on the Monday following nomination day. (Monday, August 24, 2026)

Any additional nominations filed under subsection 33(5) shall be examined before 4 p.m. on the Thursday following nomination day.

If satisfied that a person is qualified to be nominated and that the nomination complies with this Act, the clerk shall certify the nomination by signing the nomination paper.

If not satisfied that a person is qualified to be nominated or that the nomination complies with this Act, the clerk shall reject the nomination.

When the clerk rejects a nomination, he or she shall, as soon as possible, give notice of the fact to the person who sought to be nominated and to all candidates for the office.

The clerk's decision to certify or reject a nomination is final."

In order to certify the nomination paper, all required materials must be provided:

- ✓ Completed Nomination Paper (with original signature) + Filing fee.
- ✓ Full copy of photo-identification (to be attached to the nomination paper).
- ✓ Signed Declaration of Qualifications (Form EL18).

All Nomination papers will be reviewed upon receipt. However, nomination papers will not be certified until Monday, August 24, 2026.

A list of CERTIFIED CANDIDATES (Form EL07) will be posted in the Municipal Office and on the municipal website, and updated as nominations are certified.

Notification of Rejection of Nomination

In the event that a nomination is rejected, the Clerk shall attempt to contact the candidate by telephone at the phone number shown on the Nomination Form.

The candidate will be notified by first class prepaid mail, as soon as possible, as to the Clerk's decision to reject the nomination. A copy of the "Notice of Rejection of Nomination" Form LC04 will be forwarded to all other candidates for the office.

The Clerk's decision to certify or reject a nomination is final.

As it is the responsibility of the candidate to ensure that they meet all the qualifications and file proper nomination papers, each candidate should contact the Clerk to ensure that their nomination form and supporting documentation are in order. Since the Clerk may examine the nomination papers after the nomination period ends and may reject them, a candidate may find that their papers have been rejected and they are too late to file additional information or provide proof to the Clerk of their qualifications.

If nomination papers are filed early it will assist the Clerk in ensuring that all requirements have been met before the nomination period closes.

Official List of Candidates

The final list of certified candidates will be posted in the Municipal Office and on the website on or before Wednesday, August 26, 2026 using the "Official List of Certified Candidates" Form EL07.

Procedure For Declaring Acclamations

"37.(1) If, at 4 p.m. on the Monday following nomination day, the number of certified candidates for an office is the same as or less than the number to be elected, the clerk shall immediately declare the candidate or candidates elected by acclamation."

Acclamations will not be declared until after 4:00 p.m. on the Monday following Nomination Day (Monday, August 24, 2026).

In the event that additional nominations are filed (Wednesday, August 26, 2026), the declaration will not be made until after 4:00 p.m. on Thursday, August 27, 2026.

In the event of acclamations, the Clerk shall complete the "Declaration of Acclamation to Office" Form EL20 and post the Declaration in the Clerk's Office.

Posting of Notice if Additional Nominations Are Required After Nomination Day

"33.(5) If the number of nominations filed for an office and certified under Section 35 is less than the number of persons to be elected to the office, additional nominations may be filed between 9 a.m. and 2 p.m. on the Wednesday following nomination day."

If sufficient nominations are not received by 2:00 p.m. on Friday, August 21, 2026, additional nominations may be filed in the office of the Clerk only on Wednesday, August 26, 2026 between the hours of 9:00 a.m. and 2:00 p.m. (Notice of Additional Nominations - Form EL17B)

In the event that additional nominations are required, an additional notice will be placed on the Township's website and the Township's social media platforms. Notice (Form EL20B) shall be completed if it results in acclamation to office.

Municipal Elections - Notice of The Voters' List

The below notice is to be published in August, 2026 in the digital Almaguin News by the Almaguin Municipal Clerks. The Notice is to be posted in the Municipal Office, on the website and on social media as well.

First Posting of PRELIMINARY LIST OF ELECTORS (Clerk's Group Joint Advertisement)

Municipal Elections Act (Section 23)

This preliminary list of all electors prepared as required by the Municipal Elections Act will be publicly posted in the Office of the Municipal Clerk on the 1st Day of September, 2026.

Electors should examine the list to ensure that all information is correct.

Application for additions or corrections to, or deletions from the list may be made by an elector by completing and filing a form obtainable at the Office of the Clerk.

The last day for filing concerning additions, corrections or deletions is:

MONDAY, OCTOBER 26, 2026

The last day to remove another person's name is:

MONDAY, OCTOBER 26, 2026

Voter Qualifications

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

i. reside in the local municipality or are the owner or tenant of land in the local municipality, or the spouse of such owner or tenant;

ii. are a Canadian citizen;

iii. are at least 18 years old; and

iv. are not prohibited from voting under subsection 17(3) of the Municipal Elections Act, 1996 or otherwise, by law.

Persons Prohibited From Voting

The following individuals are prohibited from voting:

i. a person who is serving a sentence of imprisonment in a penal or correctional institution;

ii. a corporation;

iii. a person acting as executor or trustee or in any other representative capacity; and

iv. a person who was convicted of the corrupt practice described in subsection 90 (3), if voting day in the current election is less than five years after voting day in the election in respect of which they were convicted.

Homeless Persons

For the purposes of this Act, a person's residence is the permanent lodging place to which, whenever absent, he or she intends to return.

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

i. A person may only have one residence at a time.

ii. The place where a person's family resides is also his or her residence, unless he or she moves elsewhere with the intention of changing his or her permanent lodging place.

iii. If a person has no other permanent lodging place, the place where he or she occupies a room or part of a room as a regular lodger or to which he or she habitually returns is his or her residence.

If a person has no permanent lodging place as above, the following rules apply in determining his or her residence:

i. The place to which the person most frequently returned to sleep or eat during the five weeks preceding the determination is his or her residence.

ii. If the person returns with equal frequency to one place to sleep and to another to eat, the place to which he or she returns to sleep is his or her residence.

iii. Multiple returns to the same place during a single day, whether to eat or to sleep, shall be considered one return.

iv. A person's declaration regarding the places to which he or she returned to eat or sleep during a given time period is conclusive, in the absence of evidence to the contrary.

> "20. The Municipal Property Assessment Corporation is not required to enter on a preliminary list the name of a person whose residence is determined under subsection 2(3)."

Persons without a permanent residence may qualify to be added to the Voters' List during the revision period by making an application to the Clerk.

Declaration of Identity (Form 9) and Declaration of Identity Affidavit (Form 9A) will be used for conclusive evidence of qualification. Photo-identification will be requested (however, as it may not be available the affidavit may be completed regardless whether the person has photo-identification – a notation will be added to the bottom of the affidavit that photo-identification was not presented).

In the event that the person is unable or unwilling to sign the attached affidavit, the affidavit will be read to them and they will be asked to affirm each item.

Preliminary List & Voters' List

The Preliminary List of Electors is to be provided to the municipality by Elections Ontario on a date as mutually agreed upon. The date for the 2026 Municipal Election is Friday, August 14, 2026.

Once the Clerk has corrected any obvious errors, the Preliminary List of Electors becomes the Voters' List. The Voters' List will be available to the public for viewing at the Municipal Office, 56 Ontario Street, Burk's Falls, during regular office hours.

On or before Friday, September 11, 2026, the Clerk shall reproduce the Voters' List. Upon written request and completion of the prescribed form (EL14), Candidate's Declaration - Proper Use of Voters' List, the Clerk shall provide the candidate with a copy of the Voters' List. The use of the Voters' List shall be in accordance with the "Policy for Use of the Voters' List", Form EL14B.

Both of these Forms are to be included in the Candidate's Package.

Access to the Voters' List

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

Pursuant to the Municipal Freedom of Information and Protection of Privacy Act, details about another person, other than the person an Election Official is speaking with, should not be provided, including whether or not the individual is on the Voters' List. The procedure, "Voters' List – Are you on the Voters' List?", Form LC51, shall be used by Municipal Staff and Election Officials.

Candidates receiving the Voters' List must sign the Candidate's Declaration – Proper Use of Voters' List (Form EL14).

Revision of Voters' List

An elector may make an application to amend their information on the Voters' List using the prescribed Form EL15, "Application to Amend Voters' List" and providing proof of identity and residence as prescribed in O. Reg. 304/13. (Form LC40).

The elector may also file directly with Elections Ontario using the form found online at: https://www.registertovoteon.ca/content/dam/roh/en/sitecontent/documents/voter-registration-forms/Application%20to%20update,%20add%20or%20remove%20information%20from%20the%20voters%20list.pdf This form will allow an elector to file an application to update, add or remove information from the voters list.

The period for revisions to the Voters' List is from Tuesday, September 1, 2026 until the close of voting at 8:00 p.m. on Monday, October 26, 2026. Notice of the revision period will be posted in the digital Almaguin News and on the municipal website.

The "Voter – ID Requirements", Form LC40, may be posted at the Municipal Office. Revisions to the Voters' List will be conducted at the Armour Municipal Office, 56 Ontario Street, Burk's Falls, during regular office hours and on voting day until 8:00 p.m.

An elector can no longer remove a family member's name from the Voters' List, except in the case of a deceased person. See Removal of Deceased Person's Name, Form EL16. The elector may also file directly with Elections Ontario using the form found online at: https://www.registertovoteon.ca/content/dam/roh/en/sitecontent/documents/voter-registration-forms/Application%20to%20remove%20a%20deceased%20person.pdf

The period for application to remove another person's name from the Voters' List is Tuesday, September 1, 2026 to Monday, October 26, 2026.

Applications to amend the Voters' List must be on Form EL15 as established by the Clerk. Applications to revise the Voters' List may be filed in person or by mail by the applicant OR in person by agent. If the elector does not appear in person, a certified copy showing proof of ID and proof of residence/occupancy is required.

The qualifying address on applications to amend the Voters' List may be the legal descriptions, Lot and Concession OR the civic address.

Electors added to the List before Thursday, September 10, 2026 will receive their Vote by Mail package by mail from DataFix.

Electors added to the List between Friday, September 11, 2026 to Thursday, October 1, 2026 will receive their ballot package by mail from the municipality.

After Thursday, October 1, 2026, it is recommended that those persons making application to add their names to the List do so in person at the Municipal Office. If the

application is certified by the Clerk or designate, the elector will receive a ballot package from the Clerk or designate at that time.

Where it is not possible to mail a ballot package to an elector and the elector wishes it to be sent by courier service, the Clerk MAY arrange the delivery, COLLECT ONLY.

Interim List of Changes

The Clerk shall, during the period beginning on September 15 and ending on September 26 in the year of a regular election, prepare an "Interim List of Changes", Form LC12, to the Voters' List. The Interim List of Changes shall be given to each person who received a copy of the Voters' List and to each certified candidate on September 30.

Death Or Ineligibility Of A Candidate (Section 39)

If a certified candidate dies or becomes ineligible before the close of voting and if the result would be one less candidate only and no acclamation, the candidate's name shall be omitted from the ballot. If the ballots are already programmed, the Clerk shall at a minimum, post the notice of the death or ineligibility in a conspicuous place in the Municipal Office and on the Municipal Website and the election shall proceed as if the deceased or ineligible candidate has not been nominated.

If the result would be an acclamation for an office, the election to such office is void and a by-election for such office shall be held (Section 65(4)(1.)(v.)) provided that the sixty day(60) period starts as of the date of death or ineligibility).

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

Number of Electors to Determine Candidates' Expenses

On September 15, 2026 the Clerk shall determine the total number of electors on the Voters' List. This number will be necessary to calculate the "Certificate of Maximum Campaign Expenses" for the 2026 Municipal Election. A Final Certificate of Maximum Campaign Expenses and Maximum Contributions re: Parties and Expressions of Appreciation after Voting Day based on the 2026 eligible electors will be provided by September 30, 2026, in accordance with Act.

Clerk to provide completed Form EL37A and Form EL37B to every candidate.

Formula to calculate Form EL37A – Campaign Expenses:

This is the spending limit for your campaign and it's calculated using a prescribed formula in Ontario Regulation 101/97 under the Municipal Elections Act:

Head of council (e.g., mayor):

= $7,500 + $0.85 × number of eligible electors

Other offices (e.g., councillor):

= $5,000 + $0.85 × number of eligible electors

Formula to calculate Form EL37B – Campaign Contributions:

For head of council:

= $7,500 + $0.20 × number of eligible electors (capped at $25,000)

For councillor/other offices:

= $5,000 + $0.20 × number of eligible electors (capped at $25,000)

Certification of the Voters' List

The Clerk shall compile any changes to the Voters' List on the "Certificate of the Voters' List" Form EL22, and certify the Voters' List for use. The Clerk must compile all approved changes, attach "Interim List of Changes" Form LC12 and certify the Voters' List ***before*** any vote-by-mail packages are issued or mailed to electors.

Prior to the mailing of Voter Kits, the Clerk shall compile all approved additions, deletions and corrections received up to 4:00 p.m. on September 10, 2026 and certify the Voters' List for the purpose of issuing Vote by Mail packages.

The certified Voters' List shall form the official list used for the initial distribution of Voter Kits the week of September 21, 2026.

Any applications to amend the Voters' List received after certification for mailing purposes shall be processed in accordance with the Act and reflected in subsequent updates to the Master Voters' List.

Final List of Changes

The Clerk shall prepare the "Final List of Changes", Form LC13, to the Voters' List by November 25, 2026. A certified copy of the Final List of Changes shall be sent to Elections Ontario together with a copy of the approved "Applications to Amend Voters' List" (Form EL15) and "Applications for Removal of Deceased Person Name from Voters' List" (Form EL16).

For those who use a supplier to manage their Voters' List (ie. DataFix), the Final List of Changes shall be provided to Elections Ontario by November 25, 2026 by the supplier upon the Clerk's authorization.

Master Voters' List

A Master Voters' List containing deletions, amendments and additions, along with those persons who have voted to date and those persons who have been issued Voter Kits by

the municipality will be maintained by the Clerk. Form VBM01 – Replacement Voter Kits Issued will contain the list and may be inspected by candidates and Scrutineers at any time during regular office working hours and on Monday, October 26, 2026 up to 8:00 p.m.

Statutory Notices

The following Notices are to be posted in the Municipal Office:

- Statutory Provisions Regulating Voting Procedures (Form EL34).
- Notice of Offence / Notice of Corrupt Practice (Form EL35).
- Voter ID Requirements (Form LC40)
- Conduct of Scrutineers (Form VBM10)

Vote by Mail Procedure

In accordance with an agreement with DataFix, Voter Kits will be mailed to every eligible voter whose name and address appears on the Voters' List for the Township of Armour, the week of Monday, September 21, 2026. (See Certification of the Voters' List).

The Voter Kit will include the following:
- Voting Instructions & Voter Declaration Form;
- Ballot;
- One (1) coloured, postage paid reply envelope; and
- One (1) white secrecy envelope.

On receipt of the voter kit, each elector should follow the instructions provided in the kit **exactly.** These instructions require the elector to:

i) Complete the ballot;
ii) Insert the ballot into the white ballot secrecy envelope;
iii) Insert the white ballot secrecy envelope into the yellow election return envelope;
iv) **SIGN AND DETACH THE DECLARATION FORM;**
v) Place the completed voter declaration form into the yellow election return envelope;
vi) Seal the Election Return Envelope; and
vii) Mail the Election Return Envelope, **as soon as possible,** or deliver it by some other means to the municipality no later than 8:00 p.m. on Voting Day.
MONDAY, OCTOBER 26, 2026. No voter kit received after 8:00 p.m. shall be processed.

Every attempt shall be made to redirect undeliverable voter kits returned to the municipality if time permits.

Wednesday, October 14, 2026 is the final day to mail a Voter Kit to ensure delivery by Canada Post. Electors who have failed to mail their Voter Kit by Wednesday, October 14, 2026 are encouraged to take steps for alternate delivery of Voter Kits to the Armour Township Municipal Office at 56 Ontario Street, Burk's Falls by 8:00 p.m. on Voting Day. **MONDAY, OCTOBER 26, 2026.**

Replacement Voter Kit

If an elector on, or added to, the voters' list does not receive a voter kit, or if the kit is lost, destroyed, or undeliverable, a replacement kit may be issued. The elector may attend at the Municipal Office to obtain a replacement kit. The Clerk or designate will confirm that the elector is qualified, have the elector or agent sign a statement (Form VBM02), issue the replacement voters' kit and note on the Voters' List, next to the elector's name, that a replacement kit was issued. In addition, the details are to be completed on Form VBM01 – Replacement of Voter Kit List.

Blank Voter Kits will be stored in a secure place at the Municipal Office.

Replacement Vote by Mail Voter Kit Procedure

Quick Steps:

Steps for a replacement voter kit:

- Elector complete either Form EL15 (Application to Amend Voters List) or VBM02 (Request for Replacement Voter Kit)
- Photocopy Elector ID and attach to the form
- Write the elector details on the Master Voters List, place alphabetically in the list and note the replacement kit # beside the person's name as (RK # __)
- Give form and ID to the Clerk for processing
- Write Elector Details on Spreadsheet Titled Replacement Voter Kits and Complete Form VBM01 (Replacement Voter Kits Issued). Assign a consecutive number to each replacement ballot.
- Open the voter kit and fill in the blank area with the Elector's Information by the Declaration Signature Area and other area(s) where mailing information and Elector details are required.
- Give the voter kit to the Elector

A replacement Vote by Mail (VBM) voter kit may be issued if an elector on, or added to, the Voters' List did not receive a voter kit, or if the original voter kit was lost, destroyed, or returned as undeliverable.

Step 1 – Verify Eligibility

The Clerk or designated election official shall:

- Confirm the identity of the elector (or authorized agent, where permitted).

- Confirm the elector is qualified to vote and appears on, or has been added to, the Voters' List.
- Verify that a replacement voter kit may be issued.

Step 2 – Complete Form VBM02

Prior to issuing a replacement voter kit, the elector (or authorized agent) shall complete and sign **Form VBM02 – Statement for Replacement Voter Kit** or **Form EL15 Application to Amend Voters List.**

Step 3 – Update the Master Voters' List Spreadsheet

The Voters' List spreadsheet shall be updated before the replacement voter kit is issued and to ensure that a vote has not already been registered.

Election staff shall:

- Record that a replacement voter kit has been issued.
- Record the date of issue.
- Enter the assigned replacement ballot number.
- Initial the entry, where applicable.

The replacement ballot number shall also be written beside the elector's name on the Voters' List to provide a complete audit trail.

Step 4 – Assign a Replacement Ballot Number

Replacement ballots shall be issued using **consecutive replacement ballot numbers**.

Election staff shall assign the next available replacement ballot number and ensure that the numbering sequence remains continuous.

Step 5 – Complete Form VBM01 – Replacement Voter Kits Issued

Immediately after assigning the replacement ballot number, complete **Form VBM01 – Replacement Voter Kits Issued**.

Form VBM01 shall record:

- Replacement vote by mail kit number.
- Date issued.
- Elector's name.

Form VBM01 – Replacement Voter Kits Issued is the official record of all replacement voter kits issued during the 2026 Municipal Election and shall be maintained in numerical order by replacement ballot number.

Step 6 – Issue the Replacement Voter Kit

Once all documentation has been completed:

- Verify that the replacement ballot number matches the entries on the Voters' List spreadsheet and Form VBM01.
- Issue the replacement voter kit to the elector or authorized agent.

Step 7 – Advise the Elector

Inform the elector that:

- The original voter kit and ballot are cancelled and shall not be counted if later returned.
- Only the replacement ballot bearing the assigned replacement ballot number is eligible to be counted.

Step 8 – Secure Blank Voter Kits

Blank voter kits shall be stored in a secure location at the Municipal Office and shall only be accessed by the Clerk or authorized election officials.

Record Retention

The following records shall be retained as part of the election documentation:

- **Form VBM01 – Replacement Voter Kits Issued**
- **Form VBM02 – Statement for Replacement Voter Kit**
- The updated Voters' List spreadsheet showing the replacement ballot number beside the elector's name. This spreadsheet is to be kept in the VBM01 File Folder.
- The updated Master Voters List showing the replacement ballot number beside the elector’s name (required for voter kit processing in VoterView)

Ballot Return Station

The Municipal Office will serve as the Ballot Return Station. Voter kits which are hand delivered to the Municipal Office will be stored in a ballot box in a secure place. The ballot box will be placed in the main office at the start of each work day commencing Wednesday, September 30, 2026, under the supervision of Election Officials, until the close of each day.

To provide electors with greater flexibility and improve accessibility, a designated locked mailbox will be available for the return of voter kits outside regular office hours. The mailbox will be monitored by a security camera. Ballots deposited in the locked mailbox will be collected daily by the Clerk or designated Election Official and transferred to the ballot return station box for secure storage. All ballot collection, transfer and handling

procedures will be conducted in accordance with the Municipal Elections Act, 1996, and the Clerk's established election procedures.

Oath of Friend or Interpreter / Assistance (Vote by Mail – In-Person at Municipal Office)

Where the municipality is conducting a Vote by Mail election and an elector attends the Municipal Office to cast a ballot in person, Form EL27 (Oral Oath of Friend or Interpreter / Assistance) shall be used when the elector indicates that they require assistance to vote due to a disability or language barrier, in accordance with the Municipal Elections Act, 1996. Prior to the issuance or marking of the Vote by Mail ballot, the Election Official shall administer the prescribed oral oath to the elector confirming that assistance is required. The individual acting as a friend or interpreter shall also take the prescribed oral oath set out in Form EL27, affirming that they will faithfully assist the elector, mark the ballot only as directed by the elector, and keep secret the manner in which the elector voted. The completed Form shall be retained with the Vote by Mail election records. Use of Form EL27 is conditional and applies only where an elector requests assistance while casting a Vote by Mail ballot at the Municipal Office.

Chain of Custody and Ballot Security

The integrity of all election materials shall be maintained through strict chain of custody controls.

1. All ballot boxes shall:
    - Be labelled and sealed;
    - Be signed or initialed across the seal by the DRO and EO;
    - Remain under continuous supervision of the Clerk or designate.
2. When not in use, ballot boxes shall:
    - Be stored in a locked, secure room;
    - Be accessible only to authorized Election Officials.
3. Transfer of Ballot Boxes:
    - Each transfer shall be logged with date, time, and signatures;
    - Seal integrity shall be inspected prior to opening.
4. Master Voters' List:
    - Shall remain in the custody of the Clerk or designate at all times;
    - Shall not be left unattended in any processing area.

Any irregularity in seal integrity shall be documented immediately.

Procedure on Receipt Of Mail In Voter Kits

The opening of Voter Kits between Wednesday, October 14, 2026 and Monday, October 26, 2026 is for the purpose of processing voter declaration forms and retaining sealed secrecy envelopes in ballot boxes until final count on Monday, October 26, 2026.

Electors attending in person at the Ballot Return Station (Municipal Office) on Monday, October 26, 2026 to exercise their right to vote shall complete their vote in accordance with the instructions contained in the Voter Kit, place the sealed Voter Kit in the Ballot Return Station and leave the Municipal Office. There will be an area designated at the Municipal Office for electors to complete their vote in privacy.

Voter Kits Prior to Counting

At 10:00 a.m. on October 14, 16, 21, 23, and 26, 2026 and at 5:00 p.m. on Monday, October 26, 2026 Election Officials will pick up returned Voter Kits from the Burk's Falls Post Office and bring them to the Armour Township Municipal Office. Candidates/Scrutineers may observe this procedure. Upon return to the Municipal Office, Election Officials shall open the Voter Kits which have been received from the Post Office and at the Municipal Office, Ballot Return Station. This process will also be completed at 8:00 p.m. on voting day, Monday, October 26, 2026 for Voter Kits received at the Ballot Return Station.

NOTE: The processing room will be secured with no ingress or egress permitted beginning during this process.

An Election Official shall:

1) Remove the secrecy envelope and elector declaration from the return envelope;
2) Verify that the declaration form is signed;
3) Read out the name of the elector and the address; and
4) Give the declaration form and the secrecy envelope to the appropriate Election Official for processing.

If a voter kit contains a different number of declaration forms than the number of secrecy envelopes that are contained within the same voter kit, the voter kit(s) **will be rejected.**

If a voter kit contains a declaration form which has not been signed, the voter kit **will be rejected.**

If a secrecy envelope is not sealed, it may be sealed without examining the ballot.

If the secrecy envelope is cut during the opening of the voter kit, the ballot may be taken out and put into another secrecy envelope. If the ballot is knowingly cut during the opening of the voter kit, it can be repaired and put into another secrecy envelope. If the secrecy envelope contains writing or marks that may identify the elector, or is torn or defaced or otherwise dealt with by the elector in a way that may identify him or her, the voter kit **may be rejected.**

If a replacement voter kit has been issued to an elector & identified on the Master Voters' List, the replacement kit will be accepted and the original kit for that elector will be rejected.

Rejected voter kits will be placed in a separate ballot box labelled “Rejected and Spoiled Ballots.”

Where a voter kit is rejected, the reason for the rejection shall be recorded on the List of Rejected Voter Kits form.

Objections: A list of objections will be maintained; each objection will be numbered on the list; and the number marked on the back of the elector declaration form.

Additional Election Officials shall;

1) Update the electronic Voters’ List and the Manual Voters’ List by striking the name of the elector; affix a number, consecutively; and note beside the electors name the date on which the Voters’ List was updated. The Master Voters’ List shall be kept in the care and control of the Clerk or designate.

2) Initial and place the elector declaration form in a pile to be filed in a ballot box until the next designated count day. Declaration forms will be bundled into groups of no more than 50, wrapped with an elastic with a post-it note indicating the number contained at the end of each designated day. Declarations will be stored in the ballot box titled “Declarations.”

3) Initial and place the secrecy envelope in a ballot box. Secrecy envelopes will be bundled into groups of no more than 50, wrapped with an elastic with a post-it note indicating the number contained at the end of each designated day. Unopened ballots will be stored in the ballot box labelled “Secrecy Envelopes.”

4) The total number of Voter Kits processed will be reconciled with the ‘Count by Electors’ report from DataFix and the number recorded on the manual voters’ list.

5) After all voter kits have been dealt with, lock the ballot boxes and give the ballot boxes to the Election Official for safe keeping.

6) At the next designated time, retrieve the ballot boxes, inspect the locks to ensure they are intact, and open the locks to access the box for use.

The above procedure will be followed at 8:00 p.m. on voting day to process any Vote by Mail Kits that have been delivered to the Ballot Return Station.

Ballot Return Station – Frequency of Voter Kit Processing

The Ballot Return Station located in the Municipal Office may be processed more frequently than the scheduled Canada Post collection dates, at the discretion of the Designated Returning Officer (DRO), in consultation with the Municipal Clerk. The DRO shall monitor the volume of Voter Kit Declaration Cards being deposited and assess the need for additional processing based on operational requirements, including the capacity of the ballot box, the accumulation of returned kits, the potential for the ballot box to

become full, and any difficulty voters may experience when depositing their kits. Where additional processing is required, the DRO shall consult with the Municipal Clerk before proceeding to determine the appropriate timing and ensure compliance with established election procedures. All additional collections and processing activities shall be conducted securely, with appropriate safeguards maintained to protect the secrecy of the ballot, preserve the integrity of the voting process, and ensure the proper handling, documentation, and custody of all returned Voter Kit Declaration Cards and associated voting materials. The frequency of processing shall be determined based on observed conditions and operational needs and may occur independently of the regular Canada Post collection schedule.

Pre-Election Counting Days

These are the procedures to be followed on October 14, 16, 21, and 26. These procedures will also be followed at 10:00 a.m. and 5:00 p.m. on October 26, 2026.

1. Deputy Returning Officer (DRO) and an Election Official (EO) will go to the post office for 10:00 a.m. pick up (and 5:00 pick up on October 26, 2026). Any candidates or Scrutineers who have sworn an oath, and for whom a candidate's appointment form is on file may attend in their own vehicle.

2. The DRO and EO arrive at the Municipal Office and proceed with voter kits to the secure counting room. Any candidates or Scrutineers who have sworn an oath, and for whom a candidate's appointment form is on file may remain in the room but must remain for the duration of the counting process.

3. Staff in the secure room will consist of one DRO and one Election Official. The room should be set up with appropriate supplies. The Clerk shall also provide three ballot boxes marked "Rejected and Spoiled Ballots", "Declarations", and "Secrecy Envelopes".

4. The Clerk or designate shall bring the contents of the ballot box from the voting station into the secure room, empty the contents, and exit with the empty voting station ballot box. The Clerk may remain or re-enter the room at any time to attend to any matter, as required.

5. The DRO shall immediately proceed to count the number of envelopes received by mail and from the voting station ballot box. This count shall be verified by the EO. This number shall then be recorded on the "Verification of Voter Kits", Form VBM05, in order to reconcile at the end of the counting process.

6. Once counted and verified, the DRO shall proceed to slice the outer return envelopes, allowing the DRO to commence opening and removing the contents.

7. If the secrecy envelope is cut during the opening of the voter kit, the ballot may be taken out and put into another secrecy envelope. If the ballot is knowingly cut

during the opening of the voter kit, it can be repaired and put into another secrecy envelope. If the secrecy envelope contains writing or marks that may identify the elector, or is torn or defaced or otherwise dealt with by the elector in a way that may identify him or her, the voter kit may be rejected, at the discretion of the DRO.

8. The DRO shall remove the contents of the outer envelope, which must include one white secrecy envelope containing the secret ballot, and one signed declaration from a qualified elector.

9. Note: Should the outer envelope contain a different number of declarations and secrecy envelopes, the voter kit will be rejected.

    a. Note: Rejected voter kits will be listed on the "List of Rejected Voter Kits", form VBM03, and retained in a separate ballot box labelled "Rejected and Spoiled Ballots."

    b. Note: If a secrecy envelope is not sealed, it may be sealed without examining the ballot.

10. After ascertaining the contents of the return envelope, the DRO shall verify that the declaration is signed. If it is unsigned, the secrecy envelope and the declaration are set aside as rejected, and the DRO makes a statement to that effect. The DRO immediately enters the information on the "List of Rejected Voter Kits", Form VBM03. The secrecy envelope and the declaration card are to be retained in the "Rejected and Spoiled Ballots" box.

11. If the declaration is signed, the DRO reads the name of the eligible elector aloud, as well as the qualifying address.

12. The DRO hands the declaration card to an Elections Official and sets the corresponding secrecy envelope aside for future processing.

    a. Note: The secrecy envelopes and declarations shall each be retained in bundles of fifty (50).

13. The DRO or an EO shall scan each declaration, and verify it against the information retrieved from the electronic voters' list, before confirming it electronically.

14. The same EO shall number each declaration sequentially starting with #1, in pen in the upper right corner, initial it, and retain in bundles of fifty (50) until all declarations received have been processed. Each bundle shall be tagged with a post-it note indicating the number of items in the bundle.

15. The EO will stroke the voter's name off the Master Voters' List manually, and indicate the same sequential number in the right margin of the Voters' List.

    a. Note: It may be necessary for the EO to verify numbering sequence several times throughout the process.

b. Note: If the voters' list shows that a replacement voter kit has been issued to an elector, the replacement kit will be accepted. The original kit for that elector will be rejected.

16. Once all voter kits have been processed, the DRO shall reconcile the number of kits received against the number of kits processed, using the "Verification of Voter Kits", Form VBM05. This total will also be verified by the EO's who have maintained both electronic and manual Voters' Lists.

    a. Note: A "Count by Electors Report" exists in DataFix to assist in reconciliation.

17. The DRO shall then collect and/or complete required forms, as follows:

    a. List of Rejected Voter Kits — Form VBM03 (retain in Rejected box)
    b. List of Objections to Voter Kits — Form VBM04 (retain in Declaration box)
    c. Verification of Voter Kits — Form VBM05 (retain in Declaration box)

18. The DRO shall place all declarations in the ballot box marked "Declarations", all secrecy envelopes in the ballot box marked "Secrecy Envelopes", and finally all rejected or spoiled ballots in the ballot box marked "Rejected and Spoiled Ballots".

19. All ballot boxes shall be sealed and initialed by the DRO and EO, unless this is the 5:30 p.m. session on October 26, 2026, in which case proceed from this point to the below procedures, without sealing the ballot boxes.

20. The DRO shall notify the Clerk by phone that the process for the day has been completed, and the Clerk shall retrieve the ballot boxes for secure storage until the next session.

Opening of Secrecy Envelopes after 5:30 p.m. on Election Day

These are the procedures to be followed ***after all voter kits have been processed during the 5:30 p.m. session*** on Election Day.

1. The DROs and EOs shall remain in the secure counting room, along with any candidates or Scrutineers who were in the room during the 5:30 p.m. processing event. These individuals must remain in the room for the duration of the secrecy envelope opening process.

2. The DRO shall reconcile the number of secrecy envelopes to the number of declarations using the "Verification of Voter Kits", Form VBM05. The number of secrecy envelopes shall be entered on the "Verification of Secrecy Envelopes", Form VBM06A.

3. An EO shall commence to slice the individual white secrecy envelopes containing the individual ballots.

    a) Note: If the ballot is knowingly cut during the opening of the secrecy envelope, it can be repaired.

    b) Note: The purpose of the opening of secrecy envelopes between 5:30 p.m. and 8:00 p.m. is strictly for counting and sorting ballots. It is not the Returning Officer's intention to count individual votes during this process.

4. The DRO shall remove each ballot from its secrecy envelope, unfold it, and place each ballot in bundles of not more than fifty (50). Each bundle of fifty (50) shall be tagged with a post-it note indicating the number of ballots contained therein.

    a) Note: Should the secrecy envelope contain more than one ballot, it will be rejected, using Form VBM06B.

    b) Note: Rejected ballots will be retained in a separate ballot box.

5. The DRO shall again reconcile the number of ballots received against the number of secrecy envelopes processed, and complete the "Verification of Secrecy Envelopes," Form VBM06A.

6. The bundles of ballots shall be distributed between two (2) ballot boxes, A and B, which will be sealed and held until 8:00 p.m.

7. The "Verification of Secrecy Envelopes", Form VBM06A, and the List of Rejected Secrecy Envelopes, Form VBM06B, shall then be placed in the Ballot Box marked "Secrecy Envelopes", along with the empty secrecy envelopes, and sealed.

8. If it is not yet 8:00 p.m. the DRO shall notify the Clerk by phone that the opening of secrecy envelopes is complete, and the Clerk shall retrieve the ballot boxes for secure storage until 8:00 p.m.

Opening of Secrecy Envelopes Prior to Counting of Ballots

Candidates/Scrutineers may observe this procedure.

NOTE: The processing room will be secured with no ingress or egress permitted during this process.

Starting at 5:30 p.m. or as soon as all the voter kits have been processed, the ballot boxes will be opened, the secrecy envelopes removed, counted and reconciled. The secrecy envelopes will then be opened, and ballots removed. Ballots will be unfolded and placed in bundles of not more than fifty (50).

If a ballot is knowingly cut during the opening of the secrecy envelope it can be repaired and counted. Ballots will be distributed equally among two (2) ballot boxes for counting purposes. Ballot boxes will then be locked, and held until 8:00 p.m.

At 8:00 p.m. the ballot box at the Ballot Return Station will be processed in the same manner. The locked ballot boxes will be taken by the DRO and Election Official to the designated counting area.

8:00 p.m. on Election Day – Office Ballot Box Processing

These are the procedures to be followed after 8:00 p.m. on Election Day, following the closing of the voting place.

It is expected that the removal of ballots from secrecy envelopes (which commenced at 5:30 p.m.) will be complete at 8:00 p.m. with the exception of those remaining in the ballot box at the voting station.

1. The DRO and two EO's shall proceed to the secure counting room, along with any candidates or scrutineers who have sworn oaths, and/or for whom a candidate's appointment form is on file. These individuals must remain in the room for the duration of the counting process.

2. The Clerk or designate shall bring the ballot box from the voting station into the secure room, empty the contents, and exit, leaving the empty ballot box in the room. The Clerk may re-enter the room at any time to attend to any matter, as required.

3. The DRO shall immediately proceed to count the number of envelopes received from the voting station ballot box. The envelope count shall then be verified by a second Election Official. This number shall be recorded on the "Verification of Voter Kits", form VBM05, in order to reconcile at the end of the counting process.

4. Once counted and verified, the EO shall proceed to slice the outer return envelopes, allowing the DRO to commence opening and removing the contents.

   Note: If the secrecy envelope is cut during the opening of the voter kit, the ballot may be taken out and put into another secrecy envelope. If the ballot is knowingly cut during the opening of the voter kit, it can be repaired and put into another secrecy envelope. If the secrecy envelope contains writing or marks that may identify the elector, or is torn or defaced or otherwise dealt with by the elector in a way that may identify him or her, the voter kit may be rejected, at the discretion of the DRO.

5. The DRO shall remove the contents of the outer envelope, which must include one white secrecy envelope containing the secret ballot, and one declaration from a qualified elector.

Note: Should the outer envelope contain a different number of declarations and secrecy envelopes, the voter kit will be rejected.

Note: Rejected voter kits will be recorded on the "List of Rejected Voter Kits", form VBM 03, and retained in the ballot box marked "Rejected Ballots".

Note: If a secrecy envelope is not sealed, it may be sealed without examining the ballot.

6. After ascertaining the contents of the return envelope, the DRO shall verify that the declaration is signed. If it is unsigned, the secrecy envelope and the declaration are set aside as rejected, and the DRO makes a statement to that effect. The DRO immediately enters the information on the "List of Rejected Voter Kits", form VBM03.

7. If the declaration is signed, the DRO reads the name of the eligible elector aloud, last name first, as well as the qualifying address.

8. The DRO hands the declaration to an Elections Official who scans the bar code for electronic recording of the vote. The DRO will set the corresponding secrecy envelope aside.

9. The EO shall scan each declaration, and verify it against the information retrieved from the electronic voters' list, before confirming it electronically.

10. The same EO shall number each declaration sequentially in pen in the upper right corner and retain it until all declarations received have been processed.

11. A second Elections Official will simultaneously stroke the voter's name off the Master Voters' List manually, and indicate the same sequential number in the right margin of the Voters' List.

    Note: It may be necessary for the two EO's to verify numbering sequence several times throughout the process.

    Note: If the voters' list shows that a replacement voter kit has been issued to an elector, the replacement kit will be accepted. The original kit for that elector will be rejected.

12. Steps 5 through 11 shall be repeated until all voter kits have been processed.

13. The DRO shall reconcile the number of kits received against the number of kits processed, declarations on hand, and secrecy envelopes on hand, completing the "Verification of Voter Kits", form VBM05, and the "Verification of Secrecy Envelopes", form VBM06A.

14. The EO shall commence to slice the individual white secrecy envelopes containing the individual ballots.

Note: If the ballot is knowingly cut during the opening of the secrecy envelope, it can be repaired.

15. The DRO shall remove each ballot from its secrecy envelope, unfold it, and place each ballot in bundles of not more than 50. Each bundle of 50 shall be tagged with a post-it note indicating the number of ballots contained therein.

    Note: Should the secrecy envelope contain more than one ballot, it will be rejected.

16. The bundles shall be distributed between two (2) ballot boxes (Box A and Box B), which contain ballots processed during the 5:30 session.

17. The DRO shall reconcile the number of ballots received against the number of secrecy envelopes processed, completing the "Verification of Secrecy Envelopes", form VBM 06A.

18. The DRO shall notify the Clerk by phone that the opening of secrecy envelopes is complete, before sealing any ballot boxes.

19. The Clerk and all Elections Officials shall attend the secure counting room. The Clerk shall verify ballots and attest to same on Certificate and Receipt for Ballots, Form 1233. The Form 1233 shall be placed in its respective ballot box (A or B), along with the corresponding ballots.

20. The Clerk shall complete Form VBM12 "Document Distribution and Receipt" prior to sealing each ballot box and proceeding to the counting rooms.

21. Each ballot box shall be sealed and initialed by the Clerk and the DRO, or other EO, and any scrutineer or candidate who may choose to do so.

22. Ballot Boxes A and B shall be distributed to the appropriate DRO's and Poll Clerk's.

23. Each pair of EO's shall be escorted to their respective counting room, along with any eligible candidates or scrutineers, where they shall remain until after the count is complete.

Counting of Ballots

Once Election Officials, Candidates or Scrutineers are in the designated counting area the ballot boxes will be opened and the ballots will be removed, counted and reconciled to the Certificate and Receipt for Secrecy Ballots enclosed by the Returning Officer and/or designate. The Election Officials will confirm the number of ballots and complete any required forms.

IF THERE IS ANY DISCREPANCY, AN ELECTION OFFICIAL WILL BE NOTIFIED IMMEDIATELY AND PROPER STEPS TAKEN TO RECONCILE.

The Deputy Returning Officer and Election Official shall count the ballots in the following order:

Mayor
Councillor
School Board Trustees

Ballot packages received after 8:00 p.m. on Voting Day will be date stamped, will NOT be counted and will be placed in a secure drop box and retained for the statutory document retention period.

Rejection of Ballots

In addition to grounds prescribed in the Municipal Elections Act, 1996, a ballot shall be rejected where:

- The ballot contains more votes than permitted for the office;
- The ballot contains identifying marks;
- The ballot is not supplied by the Clerk;
- More than one ballot is contained in a secrecy envelope;
- The ballot is not enclosed in a secrecy envelope;
- The voter declaration is unsigned;
- The secrecy envelope contains marks that may identify the elector.

Where only one office is improperly marked, only that portion shall be rejected unless identifying marks require full rejection.

All rejected ballots shall:

- Be recorded on Form VBM07A;
- Include the rejection reason;
- Be retained in a sealed envelope marked “Rejected Ballots” and stored in the Ballot Box labelled “Rejected and Spoiled Ballots.”

Any part of any ballot rejected shall not invalidate the remainder of the ballot except if there are identifying marks, in which case the entire ballot shall be rejected.

Procedure Outlining Requirements for Scrutineers

(oaths, appointments, responsibilities)

- Each candidate may appoint, in writing, any number of persons as are necessary to act as the Scrutineer and to represent them at the voting place (Municipal Office) and to be present during the counting of the votes.

- Scrutineers must be appointed in writing and upon request shall show proof of their appointment to an Election Official.

- Only one Scrutineer may be in the voting place for each candidate for each ballot box and if the candidate enters the voting place the number of Scrutineers that may be present is reduced by one.

- Form VBM10 "Conduct of Scrutineers" may be posted in the voting place or individual counting rooms on Election night. The document outlines the responsibilities of the Scrutineer.

- Form EL12 must be completed by the candidate appointing a Scrutineer and received by the Clerk before 8:00 p.m. on October 26, 2026.

- Form EL12B must be completed by the Scrutineer, Oral Oath of Secrecy.

If a candidate is using Scrutineers, please note the following:

- The appointment must be made in writing on the prescribed Form EL12.
- Limit of one (1) Scrutineer per ballot box.
- All Scrutineers must comply with the procedures that are set out on their appointment form and sign Form EL12B.
- Scrutineers may not interfere with the activity of the vote or the counting of the ballots (may look but can't touch).
- No campaigning is allowed within the voting locations.
- Scrutineers must leave the voting place when the candidate is present.

Scrutineer Emergency Conditions Due to a Pandemic or Public Health Crisis

In the event of a declared pandemic or other public health emergency during the municipal election, the Clerk may exercise their authority under the Municipal Elections Act, 1996, to implement temporary procedures and safety measures to ensure the health and safety of electors, candidates, Scrutineers, and election staff.

These conditions may include, but are not limited to, the following:

1. Limitations on Attendance at Voting Place (Municipal Office)
    - A maximum of one Scrutineer per candidate is permitted in the voting place at any given time.
        - If a candidate enters the voting place, their appointed Scrutineer must exit the location.
        - This restriction does not apply if the candidate is present only to vote in the election or by-election.
2. Personal Protective Equipment (PPE)
    - All candidates and Scrutineers may be required to wear a mask or face covering while inside the voting place, including during entry and exit, in accordance with current public health guidelines at the time of the election.

3. Capacity Limits and Physical Distancing
    - If a voting place has reached maximum capacity, the candidate or Scrutineer must wait outside until there is sufficient space to enter while maintaining appropriate physical distance from election staff and electors.

The Clerk will consult with local public health authorities and monitor any emerging public health developments. Procedures may be updated at any time prior to or during the voting period in response to evolving guidance or regulations.

Scrutineer Objection

Form EL45 – Scrutineer Objection Form shall be used to document any objection raised by a duly appointed Scrutineer during the processing, verification, or counting of Vote by Mail ballots. Objections may relate to the eligibility of an elector, the condition or completion of a voter declaration or secrecy envelope, the marking of a ballot, or the conduct of election procedures.

Upon receipt of an objection, the Deputy Returning Officer (DRO) shall immediately complete Form EL45, assign a sequential objection number from Form EL30, and record the details of the objection and the decision rendered. All objections, regardless of outcome, must be logged on Form EL30 – List of Objections to Vote Count. Where an objection results in the rejection of a voter kit or ballot, the rejection shall also be recorded on Form VBM07A – List of Rejected Ballots, cross-referenced to the applicable Form EL30 objection number.

The DRO's decision on the objection is final for the purposes of the count, subject to any recount or court application under the Municipal Elections Act, 1996. Completed Form EL45 records shall be retained with the election materials in accordance with statutory retention requirements.

Election Night – Counting Room Procedures

1. The DRO shall open the ballot box by breaking the seal and remove the contents, allowing candidates or Scrutineers to have plain view of the process.

2. Ensure that all required forms and supplies are received. Verify the quantity of the ballots in the ballot box by manual count, and against the Certificate & Receipt for Ballots **(Form 1233)**, as provided by the Clerk. It is not necessary to sign Form 1233 at this point, but a signature will be required at the end of the process.

3. Once the number of ballots has been verified, the Poll Clerk/EO shall receive the tally sheets, and prepare to record each vote, which will be read by the DRO.

4. The DRO shall proceed to read each ballot.

5. The Poll Clerk/EO will strike the first or next consecutive number from the tally sheet for the corresponding candidate as each vote is read, **in red ink**.

6. Rejected ballots shall be recorded on the "List of Rejected Ballots", Form **VBM07A**. The DRO shall also record the rejection reason and the rejection number on the back of the ballot. The ballot shall be retained in the envelope marked "Rejected and Spoiled Ballots".

   Note: The rejection reason, as entered on the back of the ballot, should be brief.

7. Should any Scrutineer or candidate object to any ballot, **Form EL45** – Scrutineer Objection Form, shall be used to document any objection raised by a duly appointed Scrutineer during the processing, verification, or counting of Vote by Mail ballots. Objections may relate to the eligibility of an elector, the condition or completion of a voter declaration or secrecy envelope, the marking of a ballot, or the conduct of election procedures. Upon receipt of an objection, the Deputy Returning Officer (DRO) shall immediately complete **Form EL45**, assign a sequential objection number from **Form EL30**, and record the details of the objection and the decision rendered. All objections, regardless of outcome, must be logged on **Form EL30** – List of Objections to Vote Count. Where an objection results in the rejection of a voter kit or ballot, the rejection shall also be recorded on **Form VBM07A** – List of Rejected Ballots, cross-referenced to the applicable **Form EL30** objection number. The DRO's decision on the objection is final for the purposes of the count, subject to any recount or court application under the Municipal Elections Act, 1996. Completed **Form EL45** records shall be retained with the election materials in accordance with statutory retention requirements.

8. An elector who chooses not to mark a ballot may formally decline their ballot. Where a ballot is declined, the Deputy Returning Officer (DRO) shall mark the ballot as "Declined", ensure that no vote is recorded, and retain the ballot separately from valid ballots. All declined ballots shall be recorded on **Form EL33** – Statement of Declined Ballots, which shall document the total number of declined ballots for each office. Declined ballots shall not be counted as votes for any candidate but shall be included in the official reconciliation of ballots. The number of declined ballots recorded on **Form EL33** shall be cross-referenced and reconciled with **Form EL31** – Reconciliation of Ballots, to ensure that the total number of ballots issued, counted, declined, rejected, and unused balances.

9. After the ballots have been counted, the DRO shall complete the "DRO Statement of Election Results-Council", Form **VBM08**, and the "DRO Statement of Election Results-School Board", Form **VBM09** using the information obtained from the "**Tally Sheets, VBM13/VBA13A**."

10. The "DRO Statement of Election Results-Council" Form **VBM08** and the "DRO Statement of Election Results-School Board", Form **VBM09** shall be placed in the envelope marked "Forms to be Returned to the Clerk".

11. The DRO shall complete the "DRO Reconciliation of Ballots", Form **EL31**, IN DUPLICATE using the information obtained from the "Certificate and Receipt for Ballots", **Form 1233**, the "List of Rejected Ballots", Form **VBM 07(A)** and "Statement of Declined Ballots", **Form EL33**.

12. The original “DRO Reconciliation of Ballots”, Form **EL31** shall be placed in the ballot box, and the copy shall be placed in the envelope marked “Forms to be Returned to Clerk”.

    Note: There is a carbon copy transfer with this form, so please make sure to press hard so that the information transfers onto the second page.

13. The DRO shall complete the “Certificate and Receipt for Ballots”, **Form 1233** and place the **white** copy in the ballot box, the **pink** copy shall be placed in the “Forms to be Returned to Clerk” envelope.

14. The processed ballots shall be placed in the ballot box along with the “List of Objections to Vote Count”, **Form EL30**, “Scrutineer Objection Form”, **Form EL45** and “Statement of Declined Ballots”, **Form EL33.**

15. The “List of Rejected Ballots”, Form **VBM07(A)**, shall be placed in the envelope marked “Rejected or Spoiled Ballots”. Seal the envelope and place in the ballot box.

16. Miscellaneous lists, unused seals, unused forms, etc. can be placed in the envelope marked “Forms for DRO”, and placed in the election supply box.

17. Place the tally sheet in the ballot box. **Form VBM13.**

18. Seal the envelope “Forms to be Returned to the Clerk”. **DO NOT PLACE THIS ENVELOPE IN THE BALLOT BOX**.

19. Seal the ballot box. The DRO and Poll Clerk/EO, as well as any interested candidate or Scrutineer, will initial all seals.

20. Any supplies which were provided in the counting rooms shall remain in the room. **DO NOT PLACE ANY OF THESE ITEMS IN THE BALLOT BOX.**

21. The DRO will notify the Clerk by phone that the count is complete. An Election Official will then proceed to the counting room to escort the DRO, the Poll Clerk and documents to the Clerk.

22. The ballot boxes shall be locked in a secure room.

Declined Ballots – Statement of Declined Ballots

An elector who chooses not to mark a ballot may formally decline their ballot in accordance with the Municipal Elections Act, 1996. Where a ballot is declined, the Deputy Returning Officer (DRO) shall immediately mark the ballot as “Declined”, ensure that no vote is recorded, and retain the ballot separately from valid ballots.

All declined ballots shall be recorded on Form EL33 – Statement of Declined Ballots, which shall document the total number of declined ballots for each office. Declined ballots

shall not be counted as votes for any candidate but shall be included in the official reconciliation of ballots.

The number of declined ballots recorded on Form EL33 shall be cross-referenced and reconciled with Form EL31 – Reconciliation of Ballots, to ensure that the total number of ballots issued, counted, declined, rejected, and unused balances.

Form EL33 shall be completed and signed by the DRO at the close of voting or counting, as applicable, and retained in the ballot box and all other election records in accordance with statutory retention requirements.

Announcement of Results

Unofficial results will be posted in Council Chambers as they are reported to the Returning Officer. Form EL08A will be completed and posted on the municipal website and in Council Chambers to report the "Unofficial Results" on election night.

The Clerk shall complete a separate Form EL08A for the school board's "Unofficial Results" and send each school board's election results to the respective Clerk handling the school board election as soon as possible after the close of voting on Voting Day. A copy of VBM09 shall be attached from each counting room.

Form EL08A is the unofficial results and the "Declaration of Election Candidate" shall be completed as soon as possible after Voting Day to declare the candidate or candidates who received the highest number of votes to be elected.

The Clerk shall post a copy of Reconciliation of Ballots from each counting room (EL08A) on the website and in the office.

The Clerk shall upload the Election Results to AMO website:
https://elections2026.amo.on.ca/web/en/login (Login: CWatt)

The Clerk shall declare the "Official Election Results" and post Forms EL08B and EL32 the following day. Form EL32 declares that the votes shown are the results of the municipal election and the indicated candidates are duly elected to the office stated.

Municipal Office as a Voting Place

- The Municipal Office, including the parking lot is designated as the voting place.
- No campaign material is permitted in the voting place.
- At no time are cell phones permitted to be used by a candidate or Scrutineer in the voting place. Cell phones may only be used by a DRO or Election Official to report to the Returning Officer.
- No smoking is permitted in the voting place.

Emergencies

At any time, should a problem arise with any of the equipment being utilized in the process that cannot be handled by Election Officials in the room, additional Election Officials may be called into the room to assist with the equipment issue.

In the event of any condition of an emergency or any circumstance that will undermine the integrity of the election, the Clerk has the discretion to declare an emergency and make any arrangements deemed necessary for the conduct of the election.

"53. (1) The clerk may declare an emergency if he or she is of the opinion that circumstances have arisen that are likely to prevent the election being conducted in accordance with this Act.

(2) On declaring an emergency, the clerk shall make arrangements as he or she considers advisable for the conduct of the election.

(3) The arrangements made by the clerk, if they are consistent with the principles of this Act, prevail over anything in this Act and the regulations made under it.

(4) The emergency continues until the clerk declares that it has ended.

(5) If made in good faith, the clerk's declaration of emergency and arrangements shall not be reviewed or set aside on account of unreasonableness or supposed unreasonableness."

In the event of any condition of an emergency or any circumstance that will undermine the integrity of the election, the Clerk has the discretion to declare an emergency and make any arrangements deemed necessary for the conduct of the election

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

Emergency Procedures and Contingency Planning

Pursuant to Section 53 of the Municipal Elections Act, 1996, the Clerk may declare an emergency if circumstances arise that are likely to prevent the election from being conducted in accordance with the Act.

An emergency may include, but is not limited to:

- Postal disruption or strike
- Fire, flood, or natural disaster
- Power outage during processing or counting
- Failure of election equipment or software (including DataFix systems)
- Breach of ballot security
- Public health emergency

- Cybersecurity incident

Postal Disruption

If a postal disruption affects delivery of Voter Kits:

- The Clerk may extend Ballot Return Station hours;
- Establish additional secure drop-off options;
- Provide courier return options (collect only);
- Publicly communicate alternate delivery methods.

Power Outage During Count

If a power outage occurs:

- Processing or counting shall pause immediately;
- Ballot boxes shall be sealed;
- The secure room shall remain under supervision;
- Counting shall resume once conditions permit.

Evacuation During Processing or Counting

If evacuation is required:

- All ballot materials shall be secured in sealed ballot boxes;
- Election Officials shall escort materials if safe to do so;
- A written incident log shall be completed;
- Processing shall resume only once integrity is confirmed.

Breach of Security

If tampering or unauthorized access is suspected:

- Processing shall immediately cease;
- The Clerk shall document the incident;
- Legal counsel and/or law enforcement may be contacted;
- The Clerk may declare an emergency if warranted.

All emergency arrangements made by the Clerk shall be documented and preserved as part of the official election record.

Financial Statements – Candidates

Candidates Financial Statements

By October 25, 2026, the Clerk shall give every candidate whose nomination was filed with a notice of penalties related to campaign finances with details on the refund of the nomination filing fee, Form EL42A:

- all the filing requirements of this section; and
- the candidate's entitlement to receive a refund of the nomination filing fee if her or she meets the requirements of Section 34 (Refund);
- the penalties set out in subsections 88.23 (2) and 92 (1).

The notice shall be given on "Notice to Candidate of Filing Requirements" Form EL42A.

The earliest the "Financial Statement – Auditor's Report" FORM 4 can be filed is the first day the Municipal Office is open in January 2027.

Before March 1, 2027 (30 days notice) provide a Notice of Penalties Related to Campaign Expenses and Filing Requirements Form (EL42A), Certificate of Maximum Campaign Expenses (EL37A) and Certificate of Maximum Campaign Contributions (EL37B) – Get elected to sign the Council sign off form acknowledging receipt of these documents.

All Candidates shall file with the Clerk, a "Financial Statement – Auditor's Report" (Form 4) on or before 2:00 p.m. on March 26, 2027, reflecting the Candidate's election campaign finances as of December 31 in the year of the election.

Candidates are required to keep complete and accurate financial statements during the course of their campaigns. All contributions and expenses are to be accounted for and disclosed by the candidate on the relevant prescribed financial form(s). Candidates should seek their own legal or accounting advice for questions about campaign finances. The Clerk is not responsible for giving financial advice.

Campaign Finance Information

Candidates are required to keep complete and accurate financial statements during the course of their campaigns. All contributions and expenses are to be accounted for and disclosed by the candidate on the relevant prescribed financial form(s). Candidates should seek their own legal or accounting advice for questions about campaign finances. The Clerk is not responsible for giving financial advice.

Contributions – Included
Contributions include:

- monetary contribution;
- value of goods and services;
- the admission price for a fund-raising function;
- the difference between the amount paid and the market value of a good or service sold at a fund-raising function;
- the difference between the amount paid and the market value of a good or service purchased for the campaign; and
- any unpaid but guaranteed balance of a campaign loan.

Contributions – Not included
The following are not contributions:

- the value of services provided by voluntary unpaid labour;
- the value of services provided voluntarily by employees of an entity as long as they do not receive extra compensation from their employer;
- an amount of $25 or less that is donated at a fund-raising function;
- the amount received for goods and services sold at a fund-raising function, if the amount is $25 or less;
- the value of free political advertising provided it is in accordance with the Broadcasting Act (Canada) and is made available to all candidates; and
- the amount of a campaign loan obtained by the candidate or the spouse of the candidate.

Contributions - Value of Goods and Services
The value of goods and services provided as a contribution is:

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

Examples of Contributions
<u>Contributor is in the business of supplying the goods or services</u>
The value must be the **lowest price they normally charge the public** for similar work in the same area.
Example A – Printing company

- A local printing company owner supports a candidate and prints 1,000 flyers for free.
- The company normally charges customers $120 for 1,000 black-and-white flyers.

Contribution value recorded: $120
Even though the campaign paid nothing, the campaign must record a $120 contribution (goods and services) from the business owner.

Example B – Sign company

- A sign shop owner produces 20 lawn signs for a campaign.
- Their lowest public price for those signs is $15 each.

Calculation:

- 20 × $15 = $300

Contribution value recorded: $300

<u>Contributor is NOT in the business of supplying the goods or services</u>
The value is based on **what a local business would normally charge** for the same thing.

Example A – Volunteer prints flyers at home

- A volunteer prints 200 flyers on their home printer.
- Local print shops charge $0.20 per flyer.

Calculation:

- 200 × $0.20 = $40

Contribution value recorded: $40

Example B – Friend lends a truck

- A friend lets the campaign use their pickup truck for a day to deliver signs.
- Local vehicle rental is $85/day.

Contribution value recorded: $85

Important exception (very common in campaigns)
Volunteer labour is NOT considered a contribution.

Example:

- A volunteer knocks on doors, puts up signs, or designs a flyer, and is not paid and not doing it as part of their business.

Contribution value recorded: $0 (volunteer labour)

Contributors - Candidate's Own Funds

A candidate may contribute to his or her own campaign regardless of whether the candidate normally resides in Ontario.

A candidate for an office on a council and his or her spouse shall not make contributions to the candidate's own election campaign that, combined, exceed a prescribed amount.

If a campaign ends in a surplus, a candidate may withdraw from the campaign surplus the value of the candidate's contribution.

Contributors - Duties of Candidates

A candidate shall ensure that:

a) no contributions of money are accepted or expenses are incurred unless one or more campaign accounts are first opened at a financial institution exclusively for the purposes of the election campaign;

b) all contributions of money are deposited into the campaign accounts;

c) all funds in the campaign accounts are used exclusively for the purposes of the election campaign;

d) all payments for expenses are made from the campaign accounts;

e) contributions of goods or services are valued;

f) receipts are issued for every contribution and obtained for every expense;

g) records are kept of, the receipts issued for every contribution, the value of every contribution, whether the contribution is in the form of money, goods or services and the contributor's name and address;

h) records are kept of every expense including the receipts obtained for each expense;

i) records are kept of any claim for payment of an expense that the candidate disputes or refuses to pay;

j) records are kept of the gross income from a fund-raising function and the gross amount of money received at a fund-raising function by donations of $25 or less or by the sale of goods or services for $25 or less;

k) records are kept of any loan and its terms under section 88.17; the records described in clauses (g), (h), (i), (j) and (k) are retained by the candidate for the term of office of the members of the council or local board and until their successors are elected and the newly elected council or local board is organized;

l) financial filings are made in accordance with sections 88.25 and 88.32 of the MEA;

m) proper direction is given to the persons who are authorized to incur expenses and accept or solicit contributions under the direction of the candidate;

n) a contribution of money made or received in contravention of the MEA or a by-law passed under the MEA is returned to the contributor as soon as possible after the candidate becomes aware of the contravention;

o) a contribution not returned to the contributor under clause (o) is paid to the Clerk with who the candidate's nomination was filed;

p) an anonymous contribution is paid to the Clerk with whom the candidate's nomination was filed; and

q) each contributor is informed that a contributor shall not make contributions exceeding:

    i. $1,200 to any one candidate in an election; and

    ii. a total of $5,000 to two or more candidates for offices on the same council or local board.

Campaign Expenses

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

Examples include:

a) The replacement value of goods retained by the person, individual, corporation or trade union from any previous election in the municipality and used in the current election.

b) The value of contributions of goods and services.

c) Audit and accounting fees.

d) Interest on loans under section 88.17.

e) The cost of holding fund-raising functions.

f) The cost of holding parties and making other expressions of appreciation after the close of voting.

g) For a candidate, expenses relating to a recount or a proceeding under section 83 (controverted elections).

h) Expenses relating to a compliance audit.

i) Expenses that are incurred by a candidate with a disability are directly related to the disability, and would not have been incurred but for the election to which the expenses relate.

j) The cost of election campaign advertisements (within the meaning of section 88.3).

The cost of holding fund-raising functions does not include costs related to:

a) Events or activities that are organized for such purposes as promoting public awareness of a candidate and at which the soliciting of contributions is incidental; or

b) Promotional materials in which the soliciting of contributions is incidental.

Candidates should become familiar with these campaign expense provisions:

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

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

c) All expenses must be reported in the financial disclosure form to be filed by the candidate with the Clerk.

Campaign Account Loans

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

Only the candidate and his or her spouse can guarantee a loan.

Contributions can be solicited by or accepted on behalf of a person seeking local government office once he or she has become a candidate (i.e., filed the nomination form). Any contributions received outside the campaign period that cannot be returned to the contributor and any anonymous contributions must be turned over to the Clerk.

Subsequent Expenses – Form 5

MMAH Form 5, Financial Statement – Subsequent Expenses, Municipal Elections Act, 1996 (Section 88.32) must be completed by any candidate or registered third party who has incurred costs related to a compliance audit, after the supplementary filing period has passed; and applied for the return of their surplus funds from the clerk in order to defray those costs.

Any surplus funds remaining when the costs have been defrayed shall be paid immediately over to the clerk who was responsible for the conduct of the election. This form must be completed and filed with the clerk 90 days after the surplus was returned to the candidate or third party advertiser, and every 90 days thereafter, until the costs are defrayed and any remaining surplus has been paid to the clerk, or there is no surplus remaining.

Notice of Default

A “Notice of Default” (Form EL43) shall be given to the candidate by registered mail, and if the candidate was elected, to the relevant council or local board, in the event that a candidate has not submitted the “Financial Statement – Auditor’s Report” (Form 4) on or before 2:00 pm on March 30, 2027.

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

Financial Statement Postings on Website

As soon as possible after April 30 in the year following a regular election, and 90 days after Voting Day in a by-election, the Clerk shall make available to the public on a website or in another electronic format a report setting out all candidates in an election and indicating whether each candidate complied with Section 88.25 (Candidates’ Financial Statements, etc.).

Candidates’ financial statements are filed with the Clerk and are public documents. The Clerk must retain the statements until the new council or school board takes office in November 2030.

These documents may be inspected by any person upon request at the office of the Clerk during normal office hours. Clerks are required to make the documents available electronically, at no cost to the requester.

The information in the documents shall only be used for election purposes.

For questions regarding campaign finances, the Candidate should refer to Sections 88.22 – 88.25, 88.30 – 88.32 of the Act.

Financial Statement - Surplus/Deficit

When filing the financial statement, a candidate with a campaign surplus must pay the entire surplus to the Clerk who was responsible for conducting the election. Prior to paying over any surplus monies to the Clerk, a candidate is entitled to refund any contributions made to the campaign by the candidate or his or her spouse. The amount that may be refunded is the lesser of the amount of the relevant contributions or the amount of the surplus.

Surplus Funds Held in Trust

The Clerk is required to place the candidate's surplus monies in a trust fund for use by the candidate if the candidate incurs expenses related to a recount, an application for a controverted election, or a compliance audit. If the surplus is not needed for these expenses, the surplus becomes the property of the municipality.

Extension of Campaign Period

A candidate requiring an extension to the filing deadline must apply to the Superior Court of Justice prior to March 30, 2027. The court may grant an extension of up to 90 days. A candidate who has applied for an extension to the filing deadline must inform the Clerk that they have done so prior to 2 p.m. on March 30, 2027.

The supplementary filing date is September 24, 2027.

Candidates who have extended or re-opened their campaign and who do not file a supplementary financial statement by the deadline forfeit any office to which they have been elected and are ineligible to run in the next election.

For further information, refer to the Municipal Elections Act, 1996.

Offences, Penalties and Enforcement

Offences

Default penalties apply when:

a) a candidate does not file a financial statement;

b) the financial statement shows a surplus and the candidate fails to pay the amount to the Clerk; or

c) the financial statement shows the candidate has exceeded the spending limit.

Penalties

In the case of a default described above:

a) the candidate forfeits any office to which the person was elected and the office is deemed to be vacant; and

b) until the next regular election has taken place, the candidate is ineligible to be elected or appointed to any office.

Refund of Nomination Filing Fee

A candidate is entitled to receive a refund of the nomination filing fee if he or she, files the Financial Statement and Auditor's Report, each in the prescribed form, on or before 2:00 p.m. as of March 30, 2027. The earliest the "Financial Statement – Auditor's Report" FORM 4 can be filed is the first day the Municipal Office is open in January 2027.

Financial – Third Party Advertisers

A 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 for Third Party Advertiser has been certified by the Clerk.

Eligibility for Registration

Registration shall be restricted to the following persons and entities:

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

The following persons and entities are deemed ineligible to register:

- A candidate whose nomination has been filed.
- A federal political party registered under the *Canada Elections Act* or any federal constituency association or registered candidate at a federal election endorsed by that party.
- A provincial political party, constituency association, registered candidate or leadership contestant registered under the *Election Finances Act.*
- The Crown in right of Canada or Ontario, a municipality or local board.
- Groups, associations or businesses that are not corporations.

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

Filing Notice of Registration

"Notice of Registration" (Form 7) for a Third Party Advertiser shall be filed with the Clerk from the first business day of May in 2026 (first day for filing Nominations) to Friday, October 23, 2026 (the Friday before voting day) during regular office hours in the following manner:

- in person or by an agent
- no faxed or other electronically transmitted registration notices will be accepted – original signatures required
- with proof of identity as prescribed in *O. Reg. 304/13*, as amended

- with the declaration of qualification, signed by the individual or by a representative of the corporation or trade union
- copy of Articles of Incorporation
- a resolution from the corporation or trade union that authorizes the person or agent to register on their behalf, if applicable

The Clerk shall administer the Declaration of Qualifications on the "Notice of Registration" (Form 7) and the "Declaration of Qualifications – Third Party Advertiser" (Form LC52) oaths to the individual or to the representative of the corporation or trade union. The date and time of filing are to be filled in by the Clerk and initialed by the individual or by a representative of the corporation or trade union. The Clerk will then sign the Notice of Registration and Declaration of Qualifications.

Advertisements - Restricted Period and Expenses

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

Third Parties must do the following during the Restricted Period:
- file notice of registration and have it certified by the Clerk;
- once registered, advertise; and
- once registered, incur expenses related to the advertisement.

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

Mandatory Information in Advertisements

All Third Party Advertisements shall contain the following information:
- the name of the registered third party
- the municipality where the registered third party is registered;
- a telephone number, mailing address or email address at which the registered third party may be contacted regarding the advertisement.

Mandatory Information for Broadcaster, etc.

All Registered Third Parties shall provide the following information to a broadcaster or publisher in writing:
- the name of the registered third party;
- the name, business address and telephone number of the individual who deals with the broadcaster or publisher under the direction of the registered third party;
- the municipality where the registered third party is registered.

Estimated Maximum Third Party Expenses

The Clerk shall calculate the maximum third party expenses for registered third parties on the "Estimated Maximum Third Party Expenses" Form EL51 and provide a copy to the individual filing the registration. The Clerk's calculation is final.

The Clerk shall also provide a copy of Form EL42B "Notice to Registered Third Party of Filing Requirements" and Form 8 "Financial Statement – Auditors Report Third Party" to the registered third party.

Notice of Penalties

The Clerk shall, at least 30 days before the filing date, provide a notice of the penalties on the "Notice of Penalties – Registered Third Parties" Form LC64 to every Registered Third Party that registered in the municipality.

Final Calculation of Third Party Expenses

The Clerk shall, after determining from the number of eligible electors from the Voters' List, calculate the maximum amount of third party expenses that each registered third party may incur and prepare a "Certificate of Maximum Third Party Expenses" Form LC59. The certificate shall be given to each individual that filed a Notice of Registration for Third Party Advertising in the case of a regular election, on or before September 25, 2026; and in the case of a by-election, within 10 days after the Clerk makes the corrections under subparagraph 4 iii of subsection 65 (4) or subparagraph 3 ii of subsection 65 (5).

The number of electors to be used in this final calculation is to be the greater of the following:

- the number determined from the Voters' List from the previous regular election, as it existed on Nomination Day for the 2026 election, adjusted for changes under Section 24 and 25 that were approved as of that day;

- the number determined from the Voters' List for the current election as it exists on September 15 in the year of the current election, adjusted for changes under Section 24 and 25 that were approved as of that day. [Section 88.21 (11)]

The Clerk's calculation is final and shall be made in accordance with the prescribed formula in *Ontario Regulation 101/97*.

Certification of Notice of Registration

The Clerk will do a review of each notice received to determine qualification and if the notice complies with the *Municipal Elections Act, 1996*. Once satisfied the third party is qualified, the Clerk will complete the "Certification by Clerk" Section on the "Notice for Registration" (Form 7)

If not satisfied the Clerk shall reject the notice. The Clerk's decision is final.

List of Registered Third Parties

A list of registered third parties shall be posted using the "Official List of Registered Third Parties", Form LC54, as a minimum, on the website and may also include the phone number and email address provided by the registered third party in the notice of registration filed and, if applicable, a hyperlink to the website of the registered third party.

Duties of Registered Third Parties

The Clerk shall provide Form LC61 "Duties of Registered Third Parties" and Form LC62 "Broadcaster/Publisher Information Sheet" at the time of filing.

Contributions to Registered Third Parties

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

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

Contributions shall only be made by the following:

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

The following shall not make a contribution:

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

Acceptance of Contributions

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

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

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

Contribution Receipts

Third Party Advertisers must issue a receipt for every contribution they received. The receipt should show who made the contribution, the date, and the value. If the contribution was in goods or services, the third party advertiser must determine the value of the goods or services and issue a receipt for the full value.

A third party advertiser are required to list the names and addresses of every contributor who gives more than $100.00 total to the advertising campaign in their financial statement. The financial statement is a public document.

Contribution receipts are not tax receipts. Contributions to third party advertising campaigns cannot be credited against provincial or federal income taxes.

Maximum Contributions to Registered Third Parties

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

- $1,200 to a registered third party that appears during an election in a municipality;
- $5,000 to two or more third parties registered in the same municipality;
- Except if the third party is contributing to itself, then the maximum contributions do not apply;
- Except if the contributor is the spouse of an individual that is a registered third party, then the maximum contributions do not apply.

The Clerk shall provide the "Contributions to Registered Third Parties" Form LC53 at the time of filing.

Fund-Raising for Registered Third Parties

Only registered third parties in the municipality may hold a fund-raising function relating to third party advertisements.

Fund-raising functions may only be held during the campaign period.

What Constitutes a Contribution

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

Contributions:
In addition to the statement above [88.15 (2)]:

- An amount charged for admission to a fund-raising function.
- If goods and services are sold for more than their market value at a fund-raising function, the difference between the amount paid and the market
- value. However, if the amount received for the goods or services is $25 or less, the amount is not a contribution.
- If goods and services used in the person's election campaign or in relation to third party advertisements are purchased for less than their market value, the difference between the market value and the amount paid.
- Any unpaid but guaranteed balance in respect of a loan under Section 88.17 (Campaign Account Loans).

Not Contributions:
In addition to the statement above [88.15 (2)]:

- The value of services provided by voluntary unpaid labour.
- The value of services provided voluntarily, under the direction of the person or the individual, corporation or trade union, by an employee whose compensation from all sources for providing the services does not exceed the compensation the employee would normally receive for the period the services are provided.
- An amount of $25 or less that is donated at a fund-raising function.
- The amount received for goods and services sold at a fund-raising function, if the amount is $25 or less.
- The amount of a loan under Section 88.17 (Campaign Account Loans).
- For a person referred to in 88.15 (1), the value of political advertising provided without charge on a broadcasting undertaking as defined in Section 2 of the *Broadcasting Act* (Canada), if,
    - it is provided in accordance with that Act and the regulations and guidelines made under it, and
    - it is provided equally to all candidates for office on the particular council or local board.

Value of Goods and Services
The value of goods and services provided as a contribution is:

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

Restriction: Use of Own Money

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

However, this does not apply to the personal representative of a deceased person whose will directs that a contribution be made to a named candidate or a registered

third party, as the case may be, out of the funds of the estate.

Campaign Account Loans

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

Third Party – Expenses

What Constitutes an Expense

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

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

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

For greater certainty, the cost of holding fund-raising functions does not include costs related to:

- events or activities that are organized for such purposes as promoting public awareness of a candidate and at which the soliciting of contributions is incidental; or
- promotional materials in which the soliciting of contributions is incidental.

Registered Third Parties' Expenses

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

Only During Campaign Period

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

Exception, Auditor's Report

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

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

Who May Incur Expense

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

Maximum Amount

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

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

Maximum Amount for Parties, After Voting Day

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

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

Maximum Contributions to Registered Third Parties

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

- $1,200 to a registered third party that appear during an election in a municipality;
- $5,000 to two or more third parties registered in the same municipality;
- Except if the third party is contributing to itself, then the maximum contributions do

not apply;
- Except if the contributor is the spouse of an individual that is a registered third party, then the maximum contributions do not apply.

Fund-Raising for Registered Third Parties

Only registered third parties in the municipality may hold a fund-raising function relating to third party advertisements.

Fund-raising functions may only be held during the campaign period.

***NOTE:** Please note the third party advertiser is solely responsible for complying with the legislation in the *Municipal Elections Act* relating to third party advertising.

Municipal Authority to Remove Advertisements

If a municipality is satisfied that there has been a contravention of Section 88.3 (candidates' election campaign advertisements), 88.4 (third party advertisements) or 88.5 (mandatory information in third party advertisements), the municipality may require a person who the municipality reasonably believes contravened the Section or caused or permitted the contravention, or the owner or occupier of the land on which the contravention occurred, to remove the advertisement or discontinue the advertising.

Compliance Audit Application

The Compliance Audit Application (Form EL44) is a form used to formally request a compliance audit of a candidate's or registered third party advertiser's financial statements. It is typically used when an elector who is entitled to vote in the municipality believes that election campaign finances may not comply with the Act, such as concerns related to contribution limits, expenses, filing requirements, or the accuracy of financial disclosures. Upon receipt of a completed EL44 (and if required, the applicable fee), the municipal clerk is required to forward the application to the municipality's Compliance Audit Committee, which then determines whether an audit should be conducted. The purpose of the EL44 process is to support transparency, accountability, and public confidence in the integrity of municipal election financing.

Vote by Mail – Record of Ballots Issued

The Vote by Mail – Record of Ballots Issued Form EL47 is used to track all ballots issued and returned in a vote-by-mail election, including those mailed or picked up in person. This record ensures accountability and provides a complete audit trail for reconciliation with the vote-by-mail provider (e.g., DataFix) and the Township's official election records.

Timing: The Record of Ballots Issued must be maintained continuously as ballots are issued and updated immediately upon receipt of returned ballots. All entries should be

reconciled with the vote-by-mail provider's batch or tracking reports no later than 3 business days after ballots are received to ensure accuracy and completeness.

Retention: This record is part of the official election documentation and must be retained in accordance with the Municipal Elections Act, 1996 and municipal record-keeping policies. It serves as the Township's legally binding record of ballots issued and returned for audit and compliance purposes.

Accessibility & AODA Compliance

The Township of Township of Armour is committed to conducting an accessible election in accordance with the Municipal Elections Act, 1996, the Accessibility for Ontarians with Disabilities Act, 2005 (AODA), and Ontario Regulation 191/11 (Integrated Accessibility Standards Regulation).

The following accessibility measures shall apply:

Alternative Formats

Upon request, election materials shall be made available in accessible formats or with communication supports, including but not limited to:

- Large print materials
- Electronic format
- Read-aloud assistance
- Assistance completing forms

Requests shall be accommodated in a timely manner, taking into account the elector's accessibility needs.

Voting Assistance

An elector who requires assistance to vote due to a disability or language barrier may:

- Be assisted by a friend or interpreter after completing Form EL27 (Oral Oath of Friend or Interpreter); or
- Request assistance from an Election Official.

The Election Official shall:

- Administer the prescribed oath;
- Mark the ballot only as directed by the elector; and
- Maintain secrecy of the vote at all times.

Accessible Voting at the Municipal Office

Where an elector attends the Municipal Office to complete their Vote by Mail ballot:

- A private voting area shall be provided;
- Accessible parking and entry shall be available;
- Staff shall provide accommodation upon request.

Post-Election Accessibility Report

Within 90 days following Voting Day, the Clerk shall prepare a report to Council regarding the identification, removal and prevention of accessibility barriers in the election process, as required under the Municipal Elections Act.

Retention of Election Documents

Pursuant to Section 88 of the Municipal Elections Act, 1996:

The Clerk will not alter the ballots, documents and materials and will retain them in the same manner as is provided for in the MEA for the keeping of election records, except in accordance with this document.

1. All ballots, declarations, voters' lists, and related election documents shall be retained for 120 days following the declaration of results.
2. If a recount, compliance audit, or court proceeding is commenced within the 120-day period:
    - Materials shall be retained until the matter is resolved.
3. After the retention period: (February 24, 2027)
    - Ballots and confidential materials shall be destroyed in a secure manner, if results declared on Voting Day are unchallenged;
    - A destruction certificate shall be completed and signed by the Clerk.
    - Complete Witness Statements as to Destruction of Ballots. (Form EL46)

Financial statements must be retained until the next election.

Joint Compliance Audit Committee (JCAC)

(Almaguin Joint Compliance Audit Committee)

This section forms part of the Clerk's Procedures for the Municipal Election and outlines the process for establishing and supporting the Joint Compliance Audit Committee (JCAC) for participating Almaguin municipalities in accordance with the Municipal Elections Act, 1996 and the Municipal Act, 2001.

Authority

The Joint Compliance Audit Committee is established pursuant to Section 88.37 of the Municipal Elections Act, 1996.

Each participating municipality shall appoint members to the Joint Compliance Audit Committee by by-law.

The Committee's powers and duties are prescribed by the Municipal Elections Act, 1996.

Recruitment Process

Establishment of Recruiting Committee

By February 1 of the municipal election year, the Almaguin Clerks Group shall establish a Recruiting Committee for the purpose of recruiting members to serve on the Joint Compliance Audit Committee.

Advertisement and Application

The Recruiting Committee shall:

- Publish the Joint Compliance Audit Committee advertisement;
- Invite qualified applicants to submit a résumé; and
- Establish a submission deadline of March 31 of the election year.

Selection of Members

The Recruiting Committee shall review all applications and select four (4) qualified individuals no later than April 30 of the election year.

Appointment by Council

The Councils of all participating municipalities shall formally appoint the selected individuals by passing a by-law establishing and appointing the Joint Compliance Audit Committee.

The Committee shall be fully established and operational no later than October 1 of the election year.

Term of Office

In accordance with Section 88.37 of the Municipal Elections Act, 1996:

- The term of the Joint Compliance Audit Committee shall be the same as the term of Council that appointed it.
- The Committee shall continue in office until a successor Committee is appointed by the incoming Council(s).

Inaugural Meeting

The Recruiting Committee shall call the first regular meeting of the Joint Compliance Audit Committee to order.

At its inaugural meeting, the Committee shall elect from among its members:

- Chair
- Vice-Chair
- Secretary

Post-Election Responsibilities

Clerk's Review of Financial Statements

Following Election Day and the final day for candidates to file their Financial Statements:

- The Clerk of each participating municipality shall review all submitted Financial Statements; and
- Prepare a report respecting campaign spending regulations and prescribed spending limits for submission to the Joint Compliance Audit Committee.

Post-Election Meeting

The Committee shall meet at least once prior to November 30 following each municipal election to:

- Review the Terms of Reference; and
- Review Committee procedures.

Committee Agendas

All Joint Compliance Audit Committee agendas shall include the following components:

i) Consideration of Applications for a Compliance Audit
ii) Consideration of Auditor and/or Legal Reports
iii) Adjournment

The Committee may adjourn to a Closed Session, where appropriate, in accordance with Section 239(2) of the Municipal Act, 2001.

Terms of Reference

The full governance framework of the Joint Compliance Audit Committee is established in the **Almaguin Joint Compliance Audit Committee Terms of Reference**, as approved by by-law of each participating municipality.

The Terms of Reference document governs, but is not limited to:

- Legislative mandate and authority
- Eligibility requirements
- Quorum and voting procedures
- Conflict of interest requirements
- Vacancy and replacement procedures

- Application process and statutory timelines
- Appointment of auditors
- Indemnification and insurance
- Administrative support and cost-sharing
- Records retention and meeting procedures

In the event of any inconsistency between these Clerk's Procedures and the approved Terms of Reference, the Terms of Reference and applicable provincial legislation shall prevail.

This section is intended to outline administrative timelines and Clerk responsibilities only. Clerks and Committee members shall refer to the approved Terms of Reference for complete statutory and procedural requirements governing the Joint Compliance Audit Committee.

Amendment to This Document

The Clerk at any time has the right to amend this document to facilitate the vote, count, and security.

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

Clerk & Election Administration Duties with Deadlines

(Township of Armour – 2026 Municipal Election)

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1. Pre-Nomination & Early Election Setup

Duty	Responsible	Deadline / Timing
Enact Vote by Mail by-law (#20-2025)	Council	On or before May 1 in the year of the regular election
Prepare Vote by Mail procedures & forms	Clerk	Prior to start of nomination period
Appoint Election Officials	Clerk	Prior to May 1, 2026
Post Notice of Nomination Period	Clerk	Monday, April 13, 2026
Advertise Notice of Nomination Period	Clerk	Prior to end of April 2026

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2. Nomination Period Duties

Duty	Deadline / Timing
Accept nominations	May 1, 2026 – Aug 21, 2026 (2:00 p.m.)
Verify candidate identity & qualifications	At time of filing
Confirm candidate is on Voters' List	At time of filing
Record time/date nomination received	Immediately upon receipt

Duty	Deadline / Timing
Ensure required forms are completed (Form 1, EL18, C16, etc.)	At filing
Complete nomination checklist	At filing
Provide Candidate Information Package	Before filing
List of Uncertified Candidates (EL07B)	Post on website and in office as nominations filed.

3. Certification & Additional Nominations

Duty	Deadline / Timing
Examine all nominations filed by Nomination Day	By 4:00 p.m., Monday, Aug 24, 2026
Examine additional nominations (if required)	By 4:00 p.m., Thursday, Aug 27, 2026
Certify or reject nominations	As soon as examination complete
Notify candidates of rejected nominations	As soon as possible
Post List of Certified Candidates (Form EL07)	On or before Wednesday, Aug 26, 2026
Post Notice of Additional Nominations (if required)	After Aug 21, 2026
Accept additional nominations (if required)	Aug 26, 2026 – 9:00 a.m. to 2:00 p.m.
Add Candidate Information into VoterView	August 24, 2026

4. Acclamations

Duty	Deadline / Timing
Declare acclamations (if applicable)	After 4:00 p.m., Aug 24, 2026
Complete Declaration of Acclamation (Form EL20)	Immediately upon determination
Post Declaration of Acclamation	Immediately

5. Voters' List Management

Duty	Deadline / Timing
Receive Preliminary List from Elections Ontario	August 14, 2026
Correct obvious errors → establish Voters' List	Immediately upon receipt
Make Voters' List available for viewing	By Sept 1, 2026
Provide Voters' List to candidates (Form EL14)	On request
Accept applications to amend Voters' List (EL15)	Sept 1 – Oct 26, 2026 (8:00 p.m.)
Accept applications to remove deceased electors (EL16)	Sept 1 – Oct 26, 2026
Prepare Interim List of Changes (LC12)	Sept 15 – Sept 26, 2026
Distribute Interim List of Changes	Sept 30, 2026
Certify Voters' List (EL22)	Before issuing voter kits
Prepare Final List of Changes (LC13)	By Nov 25, 2026
Submit final changes to Elections Ontario	By Nov 25, 2026

6. Vote by Mail Implementation

Duty	Deadline / Timing
Mail Voter Kits (via DataFix)	Week of Sept 21, 2026
Issue replacement Voter Kits (VBM02)	As requested
Maintain Master Voters' List (VBM01)	Ongoing
Establish Ballot Return Station	By Sept 30, 2026
Final recommended mail-back date for voters	Oct 14, 2026
Accept ballots at Ballot Return Station	Until Oct 26, 2026 – 8:00 p.m.

7. Pre-Election Processing & Counting

Duty	Deadline / Timing
Pick up returned Voter Kits from Post Office	Oct 14, 16, 21, 23 & 26, 2026
Process declarations & secrecy envelopes	Same dates as above
Maintain lists of rejected kits & objections	Ongoing
Secure ballot boxes after each session	Immediately after processing

8. Voting Day & Final Count

Duty	Deadline / Timing
Close voting	Oct 26, 2026 – 8:00 p.m.
Open secrecy envelopes	After 5:30 p.m., Oct 26, 2026
Count ballots	After 8:00 p.m., Oct 26, 2026
Complete DRO reconciliation & tally forms	Election night
Record of Ballots Issued / Issuance Log (EL47)	As soon as possible after Election
Secure all ballots & election materials	Immediately after count

9. Results & Post-Election Duties

Duty	Deadline / Timing
Post unofficial results (Form EL08A)	Election night
Post reconciliation forms (EL31)	As soon as available
Observe recount/appeal period	15 days after Voting Day
Post official election results (EL08B and EL32)	After Election night
Retain election records	As required by legislation

10. Financial Reporting & Compliance

Form #	Form Name / Description	Who It Applies To	Deadline / Timing
EL37	Preliminary Maximum Campaign Expenses & Contributions	Candidates	Provided in Candidates Package & when Nomination is Certified

Form #	Form Name / Description	Who It Applies To	Deadline / Timing
EL37A	Certificate of Maximum Campaign Expenses	Candidates	**September 30, 2026**
EL37B	Certificate of Maximum Campaign Contributions	Candidates	**September 30, 2026**
EL42A	Notice of Penalties – Campaign Expenses (include EL37A & EL37B)	Candidates	By **October 25, 2026** and before **March 1, 2027** (30 days' notice)
EL43	Notice of Default – Candidate	Candidates	**March 30, 2027**
Form 4	Financial Statement – Auditor's Report (Candidates)	Candidates	Due by **2:00 p.m., March 30, 2027**
REFUND	Process refund of nomination fees	Candidates	After compliant filing
FIN ST.	Post Financial Statement (Form 4) on website	Candidates	After April 30, 2027
EL44	Compliance Audit Application	Candidates / Electors	After financial filing deadline (if required)
EL46	Witness Statement – Destruction of Ballots	Clerk / Election Officials	After **February 24, 2027**
EL51	Estimated Maximum Third Party Expenses	Third Parties	Upon Registration
LC59	Certificate of Maximum Third Party Expenses	Third Parties	Before **September 25, 2026**
EL42B	Notice to Third Party of Filing Requirements	Third Parties	Upon Registration
LC52	Declaration of Qualifications – Third Party	Third Parties	At time of filing
LC61	Duties of Registered Third Parties	Third Parties	At time of filing
LC62	Broadcaster / Publisher Information Sheet	Third Parties	At time of filing
Form 5	Financial Statement – Subsequent Expenses (Third Party)	Third Parties	After campaign period (if applicable)
Form 8	Financial Statement – Auditor's Report (Third Party)	Third Parties	Due by **2:00 p.m., March 30, 2027**
LC53	Contributions to Registered Third Party	Third Parties	Ongoing during campaign
LC64	Notice of Penalties – Third Party	Third Parties	Before **March 1, 2027** (30 days' notice)

11. Joint Compliance Audit Committee (JCAC)

Duty	Deadline / Timing
Establish Recruiting Committee (Almaguin Clerks Group)	By **February 1** of the municipal election year
Advertise for Joint Compliance Audit Committee (JCAC) members	February–March of the election year
Application deadline for JCAC members	**March 31** of the election year
Recruiting Committee selects four (4) JCAC members	By **April 30** of the election year
Participating Councils pass by-law appointing JCAC members	As soon as practicable following selection; must ensure Committee is operational by **October 1** of the election year
Joint Compliance Audit Committee fully established and operational	No later than **October 1** of the election year
Recruiting Committee calls first meeting of JCAC	After Council appointment and prior to October 1 of the election year
Election of Chair, Vice-Chair, and Secretary	At the inaugural meeting
Election Day	As established under the Municipal Elections Act, 1996
Candidates file Financial Statements	By the statutory filing deadline prescribed under the Municipal Elections Act, 1996
Clerk reviews Financial Statements and prepares compliance report	Following the Financial Statement filing deadline
Clerk submits report to JCAC	After completion of review and prior to Committee consideration of any applications
JCAC meeting to review Terms of Reference and Procedures	At least once prior to **November 30** following each municipal election
Consideration of Applications for Compliance Audit	Within statutory timelines following receipt of complete application (as prescribed by the Municipal Elections Act, 1996)
Consideration of Auditor and/or Legal Reports	As required upon receipt of reports
Adjournment to Closed Session (if required)	In accordance with Section 239(2) of the Municipal Act, 2001
Term of JCAC	Same term as the appointing Council; continues until successor Committee appointed

12. Advertisements & Public Notices

Advertisement / Notice	Purpose	Method of Advertising	Deadline / Timing	Responsibility
Candidates Information Session (Joint Ad)	Promote public information session for potential candidates	Digital newspaper, municipal website, social media, partner municipalities	March 2026	Clerk / Almaguin Clerks Group
Joint Compliance Audit Committee Recruitment	Recruit members for the Joint Compliance Audit Committee	Digital newspaper, website, social media	March 2026	Clerk / Participating Municipalities
Notice of Nomination (Initial)	Public notice that nominations may be filed for the 2026 Municipal Election	Digital Almaguin News, municipal website, municipal office posting	Posted April 13, 2026	Clerk
“Do You Have What It Takes?” (Joint Recruitment Ad)	Encourage potential candidates to run for municipal office	Digital newspaper and partner municipality channels	Spring 2026 (prior to nomination period)	Participating Municipalities
Accessibility Advertisement	Inform electors of accessibility provisions and voting assistance	Digital newspaper, website, social media	July & August 2026	Clerk / Almaguin Clerks Group
Notice of Nomination (Updated)	Reminder advertisement regarding nomination period and approaching Nomination Day	Digital Almaguin News, website, social media	July 2026	Clerk
Notice of Nomination Day Deadline	Reminder of final date/time to file nominations	Website, social media, municipal office posting	Prior to August 21, 2026 (Nomination Day)	Clerk
Notice of Acclamation (if required)	Public notice that candidates have been acclaimed to office	Website, municipal office posting, social media	After 4:00 p.m. August 24, 2026 (or August 27 if additional nominations occur)	Clerk
Notice of Additional Nominations (if required)	Advertise additional nomination opportunity if insufficient candidates	Website, social media, municipal office posting	August 24–26, 2026	Clerk

Advertisement / Notice	Purpose	Method of Advertising	Deadline / Timing	Responsibility
Preliminary List of Electors Notice	Notify public that the Voters' List is available for inspection and revision	Digital Almaguin News, website, municipal office posting	September 1, 2026	Clerk / Almaguin Clerks Group
Notice of Vote (if election required)	Inform electors that an election will be held and provide voting details	Digital newspaper, website, social media, municipal office posting	September 2026	Clerk
Voter List Revision Notice	Inform electors how to correct or amend their voter information	Website, social media, municipal office posting	September 1 – October 26, 2026	Clerk
Voting Day Reminder	Remind electors of ballot return deadline and voting procedures	Website, social media	October 2026	Clerk
Statutory Voting Notices	Inform electors of voting procedures and offences	Posted at municipal office and voting locations	Prior to Vote by Mail processing and maintained through Election Day	Clerk

13. Clerk Posting Requirements – Forms and Public Documents

Form #	Form / Notice Name	Description	Where Posted / Available	Timing / Deadline
Form EL07	Official List of Certified Candidates	List of candidates whose nominations have been certified	Municipal Office & Website	On or before Aug 26, 2026
Form EL17B	Notice of Additional Nominations	Notice advising that additional nominations are required (if applicable)	Municipal Office & Website	After Aug 21, 2026 if required
Form EL20	Declaration of Acclamation	Declaration that candidate(s) are elected by acclamation	Municipal Office & Website	Immediately after determination
Form EL20B	Notice of Acclamation (after additional nominations)	Notice confirming acclamation after additional nomination period	Municipal Office & Website	After Aug 26, 2026 (if applicable)

Form #	Form / Notice Name	Description	Where Posted / Available	Timing / Deadline
Form EL22	Certificate of the Voters' List	Certification of the official voters' list prior to ballot issuance	Clerk records / election file	Before voter kits issued
Form EL31	Reconciliation of Ballots	Post-election reconciliation summary of ballots	Municipal Office & Website	As soon as available after election
Form EL32	Declaration of Election Candidate – Official Results	After Election night official results declaration	Municipal Office & Website	Day after Election Night
Form EL34	Statutory Provisions Regulating Voting Procedures	Summary of voting procedures and statutory requirements	Municipal Office / Voting location	Posted prior to voting period
Form EL35	Notice of Offence / Corrupt Practice	Notice outlining offences and penalties under the Act	Municipal Office / Voting location	Posted prior to voting period
Form LC40	Voter ID Requirements	Identification requirements for voters	Municipal Office / Voting location	During voters' list revision period and voting period
Form VBM10	Conduct of Scrutineers	Rules governing scrutineers during vote processing and counting	Voting location / counting room	Prior to ballot processing
Form EL08A	Unofficial Election Results	Unofficial declaration of final election results	Municipal Office & Website	Election Night
Form EL08B	Official Election Results	Official declaration of final election results	Municipal Office & Website	Day after Election Night
Form EL43	Notice of Default	Notice identifying candidates who failed to file financial statements	Municipal Office & Website	After March 30, 2027 filing deadline
Form 4	Financial Statement – Auditor's Report (Candidate)	Candidate campaign financial disclosure	Municipal Website / Clerk's Office	After April 30, 2027
Form 8	Financial Statement – Auditor's Report (Third Party)	Third party advertiser financial disclosure	Municipal Website / Clerk's Office	After filing deadline
Form LC54	Official List of Registered Third Parties	Public list of registered third party advertisers	Municipal Office & Website	Ongoing as registrations occur

Summary of Form Numbers with Description

Form #	Form Name / Description
C1	Candidate Information
C1A	Candidate Key Dates
C2	General Information from the Clerk
C3	AMO – Lead Where You Live
C4	Candidates' Guide – Municipal & School Board Elections
C16	Freedom of Information (FOI) Release
C22	Acknowledgement of Receipt of Complete Candidate's Package
EL07B	List of Uncertified Candidates As candidates file nomination papers
EL07	Official List of Certified Candidates August 26, 2026
EL08A	Unofficial Election Results – Candidates October 26, 2026
EL08B	Official Election Results – Candidates – Day After Election Night
EL11	Appointment and Oath of Election Official – Before May 1, 2026
EL12	Scrutineer Appointment Form
EL12B	Oral Oath of Secrecy – Scrutineer must Complete
EL14	Candidate's Declaration – Proper Use of Voters' List On request
EL14B	Policy for Use of the Voters' List
EL15	Application to Amend Voters' List November 25, 2026
EL16	Application for Removal of Deceased Person from Voters' List November 25, 2026
EL17B	Notice of Additional Nominations August 21, 2026 after 4 pm (if required)
EL18	Declaration of Qualification With Nomination Paper Submission
EL19	Withdrawal of Nomination
EL20	Declaration of Acclamation to Office After 4 pm August 24, 2026
EL20B	Notice of Acclamation (after additional nominations) After 4 pm August 26, 2026
EL22	Certificate of the Voters' List Before Ballot Mailout Attach LC12
EL27	Oral Oath of Friend or Interpreter / Assistance
EL30	List of Objections to Vote Count Kept in ballot box
EL31	Reconciliation of Ballots After Election Post in Office & Website
EL32	Declaration of Election Candidate - Official Results Day After Election Night
EL33	Statement of Declined Ballots Kept in ballot box
EL34	Statutory Provisions Regulating Voting Procedures Post
EL35	Notice of Offence / Corrupt Practice Post
EL37	Preliminary Maximum Campaign Expenses & Contributions (VoterView: Calculate based on number detailed in the Forms Document Library, under the document titled "Nomination Day 2022 Voter Counts.") 2022 count is used only for preliminary calculation, and that final count will be determined September 15, 2026 per Act. - Candidates Package & when Nomination Certified
EL37A	Certificate of Maximum Campaign Expenses September 30, 2026
EL37B	Certificate of Maximum Campaign Contributions September 30, 2026
EL42A	Notice of Penalties – Campaign Expenses By October 25, 2026 and Before March 1, 2027 (30 days notice) include EL37A and EL37B
EL42B	Notice to Third Party of Filing Requirements Upon Registration
EL43	Notice of Default – Candidate March 30, 2027
EL44	Compliance Audit Application
EL45	Scrutineer Objection Form

Form #	Form Name / Description
EL46	Witness Statement Destruction of Ballots After February 24, 2027
EL47	Record of Ballots Issued / Issuance Log As soon as possible after Election
EL51	Estimated Maximum Third Party Expenses Upon Registration
Form 1	Nomination Paper Certify before 4 p.m. on August 24, 2026
Form 4	Financial Statement – Auditor's Report (Candidates) due by 2 p.m. on March 30, 2027
Form 5	Financial Statement – Subsequent Expenses (Third Party)
Form 7	Notice of Registration – Third Party
Form 8	Financial Statement – Auditor's Report (Third Party)
Form 9	Declaration of Identity
Form 9a	Declaration of Identity Affidavit
Form 1233	Certificate and Receipt for Ballots (Municipal World Form)
LC04	Notice of Rejection of Nomination August 24, 2026, by 4 p.m.
LC12	Interim List of Changes September 30, 2026
LC13	Final List of Changes November 25, 2026 with EL15 & EL16 to EO
LC40	Voter ID Requirements Post
LC51	Voters' List – "Are You on the Voters' List?" Procedure
LC52	Declaration of Qualifications – Third Party
LC53	Contributions to Registered Third Party
LC54	Official List of Registered Third Parties Ongoing as registrations occur
LC59	Certificate of Maximum Third Party Expenses Before September 25, 2026
LC61	Duties of Registered Third Parties At the time of filing
LC62	Broadcaster Publisher Information Sheet for Third Parties At the time of filing
LC64	Notice of Penalties – Third Party Before March 1, 2027 (30 days notice)
VBM01	Replacement Voter Kits Issued (Master List) Keep with voter list
VBM02	Statement for Issuance of Replacement Voter Kit
VBM03	List of Rejected Voter Kits
VBM04	List of Objections to Voter Kits
VBM05	Verification of Voter Kits
VBM06A	Verification of Secrecy Envelopes
VBM06B	List of Rejected Secrecy Envelopes
VBM07A	List of Rejected Ballots
VBM08	DRO Statement of Election Results – Council
VBM09	DRO Statement of Election Results – School Board
VBM10	Conduct of Scrutineers
VBM12	Document Distribution and Receipt
VBM13	Tally Sheet - Council
VBM13A	Tally Sheet – School Board