THE CORPORATION

OF THE

TOWNSHIP OF McMURRICH/MONTEITH

2026 MUNICIPAL ELECTION

- VOTE BY MAIL POLICY -



Overview

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

The Municipal Elections Act, S.O. 1996, as amended, grants the Clerk, as Returning Officer, to establish procedures and forms for voting and vote-counting equipment within their municipality (Section 42(3)). The Act further grants the Clerk authority to provide for any matter or procedure that is not provided for in the Act (Section 12).

On August 5, 2025 Council enacted By-law No. 35-2025, being a by-law to authorize the Clerk to conduct the municipal elections using a vote by mail ballot process.

The following procedures detail the process to be followed as directed by the Clerk for the McMurrich/Monteith Municipal Elections in the Township of McMurrich/Monteith.

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1 ELECTION PERSONNEL

1.1 The Clerk is responsible to run the Municipal Election, establish the procedures and to interpret the procedures and rules, except as varied by a Court.

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

1.3 Written appointments and delegation of duties of DRO's and election officials shall include the authority to require any person to furnish proof of identity or qualifications pursuant to the Municipal Elections Act, S.O. 1996, as amended.

2 NOTICES

2.1 All advertisements and notices shall be published in a newspaper that, in the opinion of the Clerk, is of sufficiently general circulation to notify the voters of the municipality as well as on the municipality's website: www.mcmurrichmonteith.com

2.2 Notice of Nomination is to be published and posted before Nomination Day.
Nomination period runs from Friday, May 1, 2026 to Friday, August 21, 2026 at 2:00 p.m. as determined by the clock in the Municipal Office.

2.3 Notice of Revision of Voters' List is to be published and posted. The revision period runs from Tuesday, September 1, 2026 to the close of voting on Monday, October 26, 2026 at 8:00 p.m.

2.4 Notice of Vote is to be published and posted after Tuesday, September 1, 2026.

2.5 The Clerk reserves the right to publish additional advertisements and notices as deemed appropriate.

3 FORMS

3.1 Prescribed Forms - The following list includes all prescribed forms used in the conduct of the McMurrich/Monteith Municipal Elections. (Regulation 101/97, as amended):
Form 1 – Nomination Form
Form 4 – Consolidated Financial Statement and Auditor's Report
Form 6 – Notice of Extension of Campaign Period

3.2 Other Election Forms – In addition to the aforementioned prescribed forms, the forms listed below may be used in the conduct of the McMurrich/Monteith Municipal Elections:

- Application for Removal of Another's Name from the Voters' List
- Application to Amend Voters' List
- Appointment and oath of an Election Official
- Appointment of Scrutineer by Candidate
- Candidate's Declaration-Proper Use of Voters' List
- Certificate of Election Results
- Certificate of Maximum Campaign Expenses
- Certificate on Voters' List
- Declaration of a Qualified Candidate – Municipal
- Declaration of a Qualified Candidate - School Trustee
- Declaration of Acclamation to Office
- Declaration of Election Candidate
- Declaration of Recount Results
- Disclaimer to Right to Office
- Final Summary of Election Results
- List of Certified Candidates
- Notice of Death of Candidate
- Notice of Default
- Notice of Nomination for Office
- Notice of Recount
- Notice to Candidate of Filing Requirements
- Oral Oath of Friend or Interpreter
- Oral Oath of Secrecy
- Recount Results
- Sample Notice of Election Information (For Newspaper Ad)
- Statement of Election Results
- Withdrawal of Nomination
- Witness Statements as to Destruction of Ballots
- Daily Batch Reconciliation Form
- List of Persons Issued Vote-by-Mail Kits at the Municipal Office
- Statement by Qualified Elector/Agent to Obtain Voter’s Kit

3.3 The Clerk reserves the right to use additional forms as may be necessary for the conduct of the election.

4 FORM OF BALLOT

4.1 The form of ballot will be a ‘Composite Ballot’.

5 VOTERS' LIST

5.1 Elections Ontario is responsible for supplying the Township of McMurrich/Monteith with the Preliminary List of Electors (Voters' List) for the municipal election.

5.2 The Voters' List will be maintained electronically together with deletions, amendments and additions. Voter participation in the election will also be indicated as the Return Voting Kits are received and the Voter Declaration Forms are logged at the Ballot Return Station.

5.3 On or before Monday, August 31, 2026, the Clerk shall have the Voters' List reproduced. The Voters' List, showing the names of all persons entitled to vote in the Monday, October 26, 2026 Municipal Election in the Township of McMurrich/Monteith, will be available for public inspection at the Township of McMurrich/Monteith Municipal Office, 31 William Street, Sprucedale, Ontario, during regular office hours (9:00 a.m. to 4:30 p.m.) commencing Tuesday, September 1, 2026.

5.4 If an individual is qualified to vote and their name has been omitted from the Voters' List or the information is incorrectly shown, that person must file an Application to Amend the Voters' List. This Application must be filed with the Clerk, or designated Election Official, at the Township of McMurrich/Monteith Municipal Office, 31 William Street, Sprucedale, Ontario, during the period commencing Tuesday, September 1, 2026 and running through to Friday, October 23, 2026, during regular business hours, Monday through Friday, 9:00 a.m. to 4:30 p.m. and on Monday, October 26, 2026 (Voting Day) from 8:30 a.m. until the close of voting at 8:00 pm.

5.5 Applications to remove another person's name from the Voters' List must be made in writing on the Application for Removal of Another's Name from the Voters' List form and delivered to the Clerk, or designate, during the period from Tuesday, September 1, 2026 and running through to Friday, October 23, 2026, during regular business hours, Monday through Friday, 9:00 a.m. to 4:30 p.m. and on Monday, October 26, 2026 (Voting Day) from 8:30 a.m. until the close of voting at 8:00 pm.

5.6 Electors added to the Voters' List on or before Friday, September 11, 2026 will receive their Vote by Mail Kit in the mail from Datafix.

5.7 Electors added to the Voters' List from Monday, September 12, 2026 until the close of voting on Monday, October 26, 2026 will be provided with a Vote by Mail Kit at the time of filing their Application to Amend the Voters' List. These electors will have the option of (1.) immediately completing the Voter Declaration Form and Ballot at Township of McMurrich/Monteith Municipal Office in a designated 'secure area' and depositing the completed ballot envelope into

a Ballot Return Box under the supervision of the Clerk or designated Election Official, (2.) sending the completed Return Voting Kit in the yellow business reply envelope by regular mail on or before Thursday, October 15, 2026 or (3.) hand-delivering the completed Return Voting Kit (in the yellow business reply envelope) to the McMurrich/Monteith Municipal Office at a later time, prior to 8:00 p.m. on Voting Day, Monday, October 26, 2026, into a Ballot Return Box at the Municipal Office.

5.8 The Voters' List containing deletions, amendments and additions, as well as a record of those persons who have participated to date, and those persons who have been issued with Vote by Mail Kit by the municipality will be maintained by the Clerk or designated Election Official. This information may be inspected at any time during regular office working hours and on Monday, October 26, 2026 until 8:00 p.m.

5.9 On or before Thursday, October 1, 2026, the Clerk shall update the Voters' List with the exceptions provided by Elections Ontario. This process will ensure that the Voters' List has the most accurate information showing the names of all persons entitled to vote in the October 26, 2026 Municipal Election in the Township of McMurrich/Monteith.

6 PROXY VOTING

6.1 As the Township of McMurrich/Monteith is conducting the 2026 Municipal Elections using a mail in ballot process, in accordance with Section 42(5) of the Municipal Elections Act, S.O. 1996, as amended and By-law No. 35-2025, there is no requirement for and no opportunity to vote by proxy.

7 VOTE BY MAIL PROCEDURE

7.1 The Municipality, in conjunction with Datafix, will provide the Vote by Mail Kit to every person who qualifies to be an elector up to the close of voting on Monday, October 26, 2026 at 8:00 p.m.

7.2 The Vote By Mail kit shall consist of:

- One Outer Envelope – 24 lb. white wove 4 1/8 x 9 1/2 with double window printed black
- One Return Envelope (Business Reply) – 24 lb. Canary (yellow) 4" x 9" with double window printed black
- One Secrecy envelope – 24 lb. white wove 3.75" x 8.75" non-window printed black
- One Composite Ballot – 8.5" x 11"
- One Voter declaration form/Instruction letter – 8.5" x 11" with horizontal perforation

7.3 The Voters' List changes will be finalized with Datafix on Friday, September 11, 2026 in preparation for the mail-out of Voting Kits.

7.4 The Clerk or designated election official, shall cause to be mailed to every elector, who had qualified to be on the Voters' List by Friday, September 11, 2026, a Vote By Mail Kit. The Vote By Mail Kit shall be mailed to the elector's address as shown on the Voters' List.

7.5 Electors added to the Voter's List from Monday, September 14, 2026 until the close of voting on Monday, October 26, 2026 at 8:00 p.m. will be provided a Vote By Mail Kit at the time they are added to the List.

7.6 If a qualified elector does not receive his/her Vote By Mail Kit or if the Vote By Mail Kit is lost or destroyed, a new Vote By Mail Kit may be issued by attending at the Township of McMurrich/Monteith Municipal Office, 31 William Street, Sprucedale, Ontario. The Clerk or designated election official will confirm that the elector is qualified and have the elector or agent complete the Statement By Qualified Elector/Agent To Obtain a Voter's Kit and a new Vote By Mail Kit will be issued. The Statement By Qualified Elector/Agent To Obtain a Voter's Kit forms shall be retained for the statutory retention period.

7.7 Upon receipt of the Vote By Mail Kit, the voter shall complete the ballot, place it in the inner white Ballot Secrecy Envelope and seal the envelope. The voter shall complete the Voter Declaration Form and place it, along with the sealed white Ballot Secrecy Envelope, in the yellow prepaid business reply envelope. If an elector requires assistance in voting, he/she shall make their mark (i.e. an "X") on the signature line and have a witness sign in the signature area of the Voter Declaration Form. If the Voter is unable to make a mark, an oral oath or affirmation of the Voter's eligibility may be given for which the witness will sign in the signature area of the Voter Declaration Form and state the words "oral oath given". The yellow business reply Return Voting Envelope mailed in Canada is prepaid.

7.8 In addition to using Canada Post, a "Ballot Return Station" will be established for those electors wishing to deposit or have deposited their Return Voting Envelope directly to the Clerk or designated election official at the Township of McMurrich/Monteith Municipal Office, 31 William Street, Sprucedale, Ontario, as of Monday, September 28, 2026 until Monday, October 26, 2026, during regular business hours:

- Monday through Friday, 9:00 a.m. to 4:30 p.m.; and
- Monday, October 26, 2026 (Voting Day) from 9:00 a.m. until 8:00 p.m. at the Township of McMurrich/Monteith Municipal Office, 31 William Street, Sprucedale, Ontario.

7.9 The final day to deposit the Return Voting Envelope in the mail to ensure delivery to the Clerk or designated election official is Thursday, October 15, 2026.
Following this date, voters are required to deposit their Return Voting Envelope at the designated "Ballot Return Station" in the Township of McMurrich/Monteith Municipal Office.

7.10 Return Voting Envelopes deposited at the Township of McMurrich/Monteith Municipal Office until Monday, October 26, 2026 at 8:00 p.m. will be considered as having been mailed.

7.11 Return Voting Envelopes cannot be deposited in the Outside Municipal Office drop box.

7.12 A separate Mail-in Voting Kit will be provided to each individual elector. Any Return Voting Envelope which contains more than one Voter Declaration Form or more than one white Ballot Secrecy Envelope shall be treated in the following manner:
• Envelopes containing equal numbers of white Ballot Secrecy Envelopes to
Voter Declarations WILL BE ACCEPTED.
• Envelopes containing more white Ballot Secrecy Envelopes to Voter Declaration Forms or more Voter Declaration Forms to white Ballot Secrecy Envelopes WILL BE REJECTED.

8 OPENING OF VOTER KITS PRIOR TO COUNTING
8.1 At 2:15 p.m. on October 19, 21, 23 and 26, 2026 and at 5:00 p.m. on Monday, October 26, 2026 two election officials will pick up returned voter kits from the Sprucedale Canada Post Office and bring them to the Township of McMurrich/Monteith Municipal Office. The two election officials must ensure that the return envelopes are all addressed to the Township of McMurrich/Monteith and a count must be conducted of the number of envelopes received. The balance sheet will be signed off by two Election Officials and the Post Office Attendant.

8.2 Upon return from the Post Office, the two election officials will open the Ballot Box located at the Municipal Office and sign off on the balance sheet the number of voter kits for processing; and will then proceed to process the Voter Kits received from the Post Office and at the Municipal Office Ballot Return Station.

8.3 If Candidates/Scrutineers are in attendance for the process, an Election Official must ensure that they have signed off on the Oral Oaths of Secrecy and Scutineer Appointment.

8.4 This process will be completed at 8:00 p.m. on voting day, Monday, October 26, 2026 for voter kits received at the Ballot Return Station.

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

8.6 The opening of Voter Kits between Monday, October 19, 2026 and Monday, October 26, 2026 is for the purpose of processing the voter declaration forms and retaining sealed white secrecy envelopes in ballots boxes until final count on Monday, October 26, 2026.

8.7 During the opening process the two designated election officials shall:
• Separate the sealed white Ballot Secrecy Envelope and Voter Declaration Form from the yellow business reply envelope;
• Verify the Voter Declaration Form is signed;
• Read out the name of the elector and the address; and
• Mark the Voter Declaration Form to record the elector as voted. The election official shall input the voter manually into the system;
• The election official shall initial and place the Voter Declaration Form in a pile to be filed in a ballot box until the next designated count day. Voter Declaration Forms will be bundled into groups of 50, wrapped with an elastic at the end of each designated day. If less than 50, the election official shall mark the total on a post-it note and place it on the bundle;
• The election official shall initial and place the secrecy envelope into the ballot box;
• The election official shall group secrecy envelopes in bundles of 25 in the ballot box. If less than 25, mark total on a post-it note;
• Seal box and initial seal;
• The total number of Voter Kits processed will be reconciled with the datafix and the balance sheet;
• At the end of each processing day, the election official shall print-out a report of recorded electors from Datafix;
• At the next designated time, the election official shall retrieve the ballot boxes, inspect the seals to ensure they are intact, and open the seals to access the boxes for use.
8.8 If during processing when opening the Return Vote Envelope, the white Ballot Secrecy Envelope has not been sealed or in the event the white Ballot Secrecy Envelope has been sliced open as a result of opening the Return Vote Envelope, the designated election official may seal or tape the envelope without examining the ballot.

8.9 The sealed white Ballot Secrecy Envelopes will be placed into ballot boxes which, when full, will be sealed and placed in a secure location under the control of the Clerk or designated election official. On Monday, October 26, 2026 the sealed white Ballot Secrecy Envelopes will be transported to the Counting Station located in the Township of McMurrich/Monteith Municipal Office, 31 William Street, Sprucedale, Ontario.

8.10 Ballots received by the Clerk or designated Election Official after 8:00 p.m. on Voting Day will not be included in the tabulated results, but will be date-stamped with the time of receipt and retained for the statutory document retention period.

9 REJECTION OF BALLOTS

9.1 In addition to rejecting cast ballots for violations of the Municipal Elections Act, S.O. 1996, as amended, the following conditions will also cause a ballot to be considered rejected if:

a) upon opening the Return Voting Envelope, there is no Voter Declaration Form enclosed;

b) upon opening the Return Voting Envelope, the Declaration Form is not signed;

c) upon opening the Return Voting Envelope, there is a different number of white Ballot Secrecy Envelopes to Voter Declaration Forms;

d) there are identifiable marks on the sealed white Ballot Secrecy Envelope;

e) upon opening the sealed white Ballot Secrecy Envelope, at counting, the envelope contains more than one ballot, the ballot contains identifiable markers, or the ballot is from another municipality;

f) upon opening the sealed white Ballot Secrecy Envelope, at counting, the envelope contains a Ballot which, in its entirety, has not been marked, it will be counted as a "Ballot Use But Unmarked By Elector".

9.2 Rejected ballots, which will include rejected Voter Declaration Forms, shall be placed in a Composite Ballot Envelope and the reason for the rejection shall be recorded on the "List of Rejections to Vote Count by DRO" with the corresponding number marked on the back of the ballot or Voter Declaration Form.

9.3 Notwithstanding aforementioned Section 9.1, in the event that, upon opening the Return Voting Envelope:

a) The ballot is visible and not enclosed within the white Ballot Secrecy Envelope, the Clerk or designated Election Official shall place the ballot within another white Ballot Secrecy Envelope.

b) If, upon opening the Return Envelope (yellow), the Ballot Secrecy Envelope (white) has not been sealed, the Clerk or designated Election Official may immediately seal the envelope without examining the ballot.

c) If, upon opening the Return Envelope (yellow), a signed Voter Declaration Form is present and the Ballot is not in a Ballot Secrecy Envelope (white), the Clerk or designated Election Official may immediately insert the Ballot into a Ballot Secrecy Envelope (white) without examining the ballot.

10 SECURITY OF ELECTION RECORDS

10.1 Security of the Ballot PRIOR to Voting - Ballots will be printed to required specifications and under the supervision of Datafix. The quantity of ballots printed will be forwarded to the Clerk or designated Election Official.

10.2 A Voter's Kit including a ballot will be mailed to each person identified on the Voters' List as of Friday, September 11, 2026 and a record of the number of mailed ballots will be forwarded to the Clerk or designated Election Official.

10.3 The number of ballots distributed by the Clerk, or designated Election Official, to persons qualifying to be voters after Friday, September 11, 2026 will be recorded.

10.4 In the event that there are insufficient ballots provided by Datafix, upon the authorization of the Clerk, or designated Election Official, additional ballots may be printed.

10.5 Security of the Ballot DURING/AFTER the Vote - Upon receiving the prepaid yellow Outer Return Envelopes by mail or from the Ballot Return Station, the envelopes will be opened on the designated opening days on October 19, 21, 23 and 26, 2026 after 2:15 p.m. and after 5:00 p.m. on October 26, 2026 and, upon being verified, the sealed white Ballot Secrecy Envelopes will be stored in sealed ballot boxes. At the end of each designated opening day, the number of yellow business reply envelopes initially received that day will be reconciled with the:

- Number of electors marked as having voted on the Voters' List
- Number of rejected ballots
- Number of secrecy envelopes deposited into the ballot box
- Number of Voter Declaration Forms

10.6 As each ballot box is filled, and at the end of each designated opening day the Clerk, or designated Election Official, shall affix a seal to the ballot boxes, initial the seal and place the sealed ballot boxes in the municipal vault.

10.7 At 8:00 p.m. on Monday, October 26, 2026 (Voting Day), the sealed ballot boxes will be transported by the Clerk, or designated election official, from the secure storage location to the Ballot Counting Centre (Council Chambers). A ballot box shall be maintained at the Voting Day Ballot Return Station during the specified hours.

10.8 When the count is complete, the ballot will be placed in ballot boxes which, when full, will be sealed and initialed by the Clerk or designated election official prior to transfer to a secure

place under the control of the Clerk or designated election official for the statutory retention period.

10.9 Disposition of Election Records - As soon as possible on or after Wednesday, February 24, 2027 the Clerk, or designate, shall effect the destruction of the ballots and may also destroy any other documents and records related to the 2026 Municipal Election pursuant to Section 88 of the Act.

10.10 Notwithstanding section 10.9 above,
• If a recount has been initiated, the records must be retained until the disposition of the recount.
• Records shall not be destroyed if a court orders that they be retained.
• Nomination papers and Financial Statements filed by any candidate shall be retained until the members of the Council or local board elected in the next regular election take office (i.e. after November 15, 2030).

11 BALLOT COUNTING CENTRE – GENERAL
11.1 The Ballot Counting Centre will be established within the Township Office Council Chambers, Community Centre Hall and Community Centre Foyer located at 31 William Street, Sprucedale, Ontario.

11.2 The doors to the Township Office will be locked at 8:00 p.m. on Monday, October 26, 2026. Only the Clerk, Deputy Returning Officers, designated Election Officials, certified Candidates and authorized Scrutineers will be permitted to remain in the Ballot Counting Centre (after 8:00 p.m., and only designated Election Officials will be allowed to enter thereafter. Candidates and Scrutineers leaving the Community Centre after 8:00 p.m. will not be permitted to return.

11.3 Declarations will be processed at the Ballot Counting Centre (Council Chambers). The Ballot Boxes will then be sealed and delivered by Election Officials to the Ballot Counting Centre (Community Centre) and the ballots will be divided equally to Elections Officials for counting at each station.

11.4 Cell phones and/or other electronic equipment, inclusive of audio and photographic equipment, will not be permitted in the Ballot Return Station or in the Ballot Counting Centre other than for designated Election Officials.
Scrutineers and Candidates will not interfere with the vote count in any manner.
Should they do so, they will be required to leave the facility when so requested by the designated Election Official.

11.5 No campaign material will be allowed within or upon any property occupied by the Township of McMurrich/Monteith.

12 BALLOT COUNTING CENTRE – OPERATIONAL PROCEDURES

12.1 The following steps are repeated until all ballots cast have been processed:

12.2 At 8:00p.m. on Monday, October 26, 2026, the secured sealed white Ballot Secrecy Envelopes received by the Clerk or designated Election Officials prior to this time, will be delivered to the Ballot Counting Centre.

12.3 At 8:00 p.m., the sealed ballot box(es) will be opened and the white Ballot Secrecy envelopes shall be opened, but not exposed, through the use of a letter opener.
The opened white ballot secrecy envelopes will be counted and sorted into bundles of 25, wrapped with an elastic in preparation for counting after 8:00 p.m.

12.4 After 8:00 p.m., the Deputy Returning Officer and Election Official at their station will be delivered a ballot box with the opened, but not exposed, Ballot Secrecy Envelopes, in bundles of 25 for counting of the ballots. When the initial 25 ballots are counted, a second bundle of 25 will be pulled from the ballot box, and so on until all ballots have been counted.

12.5 Upon receipt of the opened, but not exposed, white ballot secrecy envelopes, the Deputy Returning Officer will manually extract the ballot from the white Ballot Secrecy Envelope, for counting. The white Ballot Secrecy Envelopes will be set aside in a separate pile for recycling.

12.6 In the event a ballot is accidentally cut when the sealed white Ballot Secrecy Envelope is opened, the Election Official shall repair the ballot and initial that the damage to the ballot was caused by the Election Official.

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

- Mayor
- Councillor
- School Board Trustee

12.8 The Deputy Returning Officer will clearly read out the votes and the Election Official will mark on the ‘Tally Sheet’.

12.9 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.

12.10 After the completion of the count, a statement of results shall be completed, signed by the Deputy Returning Officer and designated Election Official and if desired, initialed by any Candidate or Scrutineer present for the count.

12.11 The original statement of results will be forward to the Clerk. The duplicate original Statement of Results will remain affixed to the ballots and stored in a secure place under the control of the Clerk or designated Election Official.

12.12 Once all ballots have been counted, the ballots will be secured, the ballot boxes sealed, and returned to the Clerk or designated Election Official to store in a secure storage location.

13 TABULATION PROCEDURES

13.1 Tabulation of the Statement of Results will be conducted in the Township of McMurrich/Monteith Municipal Office.

13.2 Tabulation of results for each elected position will be calculated, as the information is received from the Counting Centre.

13.3 Unofficial results of the counting will be announced at the closed of counting and posted at the Municipal Office and the Township's website www.mcmurrichmonteith.com.

13.4 The official results will be posted in the Municipal Office by the close of business on Tuesday, October 27, 2026.

14 SCRUTINEERS & CANDIDATES

14.1 Candidates may appoint Scrutineers in writing, on the designated form, to represent them.

14.2 With the Township's utilization of alternate voting processes, being Vote by Mail, the procedures with respect to scrutinizing of the election process are impacted. Candidates and their Scrutineers are advised to be aware of the opportunities for scrutinizing the election established by the Township's Clerk, pursuant to Section 42 of the Act.

14.3 Rules of Conduct for Scrutineers and Candidates:

a) Election Station: Ballot Return Station and the Ballot Counting Centre

b) The Municipal Clerk, or other designated Election Official, is responsible for the conduct of the Ballot Return Station and the Ballot Counting Centre and no candidate or Scrutineer has any right to interfere with the Municipal Clerk, or designate, in the discharge of his/her duties.

c) Prior to entering any of the Election Stations, as listed in (1) above, every person appointed as a Scrutineer shall produce and show his/her Appointment of Scrutineer form to the Municipal Clerk, or designate Election Official and take the Oral Oath of Secrecy.
d) Upon being approved to enter any of the Election Stations, as listed in (1) above, every Candidate and Scrutineer shall, at all times while in any of the Election Station, wear the assigned Identification Card in such a manner that it can be easily seen by the Election Officials.

e) Only one Scrutineer for each certified candidate may be present within an Election Station as listed in (1), at any time. If the Candidate or another of his/her Scrutineers enters the Station, the other Scrutineer shall leave.

f) Scrutineers are reminded to provide a clipboard for their use, as the candidates and Scrutineers shall be required to sit in the designated areas.

g) Scrutineers must not attempt to directly or indirectly influence how an elector votes.

h) Scrutineers shall not display any campaign material or literature anywhere.

i) Scrutineers/Candidates shall not, at any time, apply their signature and/or seal to any boxes used for the secure storage of sealed Secrecy Envelopes, completed Voter Declaration Forms, and Rejected Voter Kits.

j) Scrutineers/Candidates shall NOT touch any election equipment, materials and or documents including but not limited to: scanning/tabulator equipment, computers, envelope openers, ballots, secrecy envelopes, Voter Declaration Forms, Ballot Return Envelopes. They are simply there to observe.

k) The total of votes cast for each candidate as counted by the Deputy Returning Officer, or designate, is final and the ballots will not be recounted.
The Municipal Clerk, or designated Election Official, shall provide to a Candidate or his/her Scrutineer, if requested, a report of the unofficial election results.

l) Cell phones or other electronic communication/recording devices are NOT permitted in any Election Station.

15 RECOUNTS

15.1 In the event of a recount of the ballots cast for an office(s) pursuant to sections 56, 57, or 58 of the Municipal Elections Act, S.O. 1996, as amended, the recount shall be conducted in the same manner as the original count (i.e. vote-counting equipment) unless ordered otherwise by an order of the Superior Court of Justice.

16 EMERGENCIES

16.1 In the event of any condition of an emergency or any circumstance that will undermine the integrity of the election, the Clerk, or designated Election Official, has the discretion to declare an emergency and make any arrangements she/he deems necessary for the proper conduct of the election.

17 AMENDMENT TO THE PROCEDURES & RULES

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

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

18 ACCESSIBLE ELECTION POLICIES / PROCEDURES

18.1 Pursuant to the Act as well as the Ontarians with Disabilities Act, 2001 and the Accessibility for Ontarians with Disabilities Act, 2005, the Clerk is authorized to establish procedures and provide appropriate measures to ensure that persons with disabilities have equal opportunity to participate fully in the 2026 Municipal Election.

18.2 Accordingly, the 2026 Municipal Election in the Township of McMurrich/Monteith will be conducted in such a manner as to ensure that:

• candidates and electors with disabilities have full and equal access to all election information and services; and

• persons with disabilities have full access to the Ballot Return Station located at the Township of McMurrich/Monteith Municipal Office.

18.3 The Township of McMurrich/Monteith is compliant with the Accessible Customer Service Standard of the Accessibility for Ontarians with Disabilities Act, 2005. All required documentation is available upon request.

18.4 Assistance to Electors with Disabilities - Through the use of a mail-in voting system, the Township of McMurrich/Monteith is able to facilitate the opportunity for electors to cast their ballot from a “vote anywhere any time” perspective, during the voting period. Should an elector choose to mark their ballot at the Township of McMurrich/Monteith Municipal Office, or simply wish to return their completed voting kit, personally, rather than through the regular mail, the Township will endeavor to ensure that the process is accessible to those persons with a disability.

18.5 Access to Ballot Return Station - The Township of McMurrich/Monteith Municipal Office is the location of the Ballot Return Station and is fully barrier-free with an accessible entrance for persons who have mobility impairments. There are post office drop boxes located outside the post office allowing voters with a disability to return their ballot via regular mail. A designated barrier free private area with adequate lighting and seating with a suitably low writing surface will be made available should a person with a disability choose to mark their ballot at Municipal Office.

18.6 Voting Assistance - Persons with disabilities may be accompanied by a support person within the Ballot Return Station who may make the marks on the ballot for them, or read the ballot aloud. There are no prescribed oaths to be taken by support persons. In addition, the Clerk or designated Election Official can assist the voter in completing their ballot. In this instance, prior to entering the designated area, the elector with the disability and the Clerk, or designated official, will determine the extent to which assistance is needed and the best way that it can be provided and may even include actually marking the ballot as directed by the elector, if requested.

18.7 Service Animals - Electors requiring service animals will be permitted to have them accompany them while in the Ballot Return Station at the Municipal Office.
They will be permitted to accompany the elector in all areas where public access is allowed.

18.8 Assistive Devices - Magnifying sheets will be made available and pads of paper and pens to assist any elector, as requested.

18.9 Alternative Formats - Election information will be made available through a range of channels and in diverse formats, including:
• Information available in large print (upon request) and on the municipal website in downloadable format; and
• Material in plain / clear language for electors, service providers, and others who may be providing assistance.

DATED AT THE TOWNSHIP OF McMURRICH/MONTEITH THIS 16th DAY OF APRIL, 2026

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Cheryl Marshall, Clerk/Treasurer