



TELEPHONE/INTERNET VOTING ELECTION PROCEDURES FOR THE 2026 MUNICIPAL ELECTION

Approved by the CAO/Clerk of the
Township of Howick

As Clerk of the Township of Howick for Municipal Elections, I do hereby certify that the following procedures for conducting the 2026 municipal election and certify the forms attached (or similar versions, either paper or electronic) as being those permitted to be used during the election process.

These procedures may be amended from time-to-time by addendum.

April 10, 2026
Date

CAO/Clerk Caitlin Gillis

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DEFINITIONS

Auditor: A person appointed by the Clerk who performs the prescribed combination of processes and procedures (audit duties) designed to validate a range of activities and/or functions of the Voting System.

Ballot: Either an image on a computer screen of a ballot card for an election to be voted for including all choices available to the electors and containing spaces in which the electors mark their votes; or when voting using a touchtone telephone, an audio set of instructions which describe all choices available to the electors and instruction to mark their selection by depressing the numbered touchtone keypad.

Candidate: A person who has been nominated under Section 33 of the *Municipal Elections Act*.

Certified Candidate: A candidate whose nomination has been certified by the Clerk under Section 35 of the *Municipal Elections Act*.

Clerk: The Clerk of the Township who is responsible for conducting the election under the authority of the *Municipal Elections Act, 1996*, as amended. All references to the Clerk for the purposes of this manual shall be the Returning Officer for the 2026 Municipal Election. All references to the Clerk's designate shall mean the delegated duties of the Returning Officer.

Election Official: The Clerk or other person(s) appointed in writing by the Clerk to carry out election duties under the *Municipal Elections Act*. An Election Official can only carry out those tasks and duties as assigned in writing by the Clerk and must take the prescribed oath.

Friend: A person who has been requested by an elector to assist him or her in the voting process.

Voting Centre: The Howick Township Municipal Office located at 44816 Harriston Road, Gorrie has been designated by the Clerk as a Voting Centre to accommodate voting during the voting period. Location and times are at the discretion of the Clerk.

Password: An additional access control word assigned by Simply Voting to each authorized user (i.e. Clerk, Auditor, Election Official) to provide additional security access to the voting system.

Personal Identification Number or PIN: A unique multiple digit number assigned to each voter to provide security for access to the voting system.

Preliminary List of Electors: A list of electors for the municipality compiled by Elections Ontario.

Proof of Identification: Proof of identity and residence as prescribed in O. Reg. 304/13.

Scrutineer: An individual appointed in writing by a certified candidate, to represent him or her during the voting process.

Voters' List: The Preliminary List of Electors, as corrected by the Clerk, under the provisions of Section 22 of the *Municipal Elections Act*.

Voting Day: The final day on which the vote is to be taken in an election and shall be Monday, October 26, 2026, with the close of voting to be at 8:00 pm.

Voting Period: The period in which an eligible voter may cast their vote, either via internet or telephone and shall span from Tuesday, October 13, 2026 at 10 am to Monday, October 26, 2026 at 8:00 pm.

Voter Information Letter: A letter containing a PIN, a telephone number and an internet address for voting, a telephone number for assistance and a list of candidates for the office. These letters shall be mailed individually to every person on the Voters' List or provided by Election Official to persons who have completed an application for inclusion on the Voters' List.

GENERAL INFORMATION

PRINCIPLES OF THE MEA

- a) The secrecy and confidentiality of the individual votes is paramount.
- b) The election must be fair and non-biased.
- c) The election must be accessible to all voters.
- d) The integrity of the process must be maintained throughout the election.
- e) There must be certainty that the results of the election reflect the votes cast.
- f) All voters and candidates must be treated fairly and consistently.

ELECTION TEAM

The Clerk is responsible for preparing for the election, preparing for, and conducting recounts and maintaining peace and order in connection with the election while ensuring that the principles of the MEA are maintained.

The Clerk shall delegate duties in writing to Election Officials, who will be assigned duties as required to assist in the administration, management, security, and control of the Municipal Election. The Clerk may also appoint additional personnel as required.

Closer to the Election voting period, additional persons within the Township Office may be appointed to provide assistance. All persons assisting with the Municipal Election are required to take an Oath.

CANDIDATE INFORMATION & NOMINATIONS

RUNNING FOR COUNCIL

To run for an office on municipal Council, a Candidate must be qualified on the day they file the nomination paper.

To run for municipal Council (Reeve, Deputy Reeve or Councillor), the person must be:

- A Canadian citizen
- At least 18 years of age
- A resident of the Township of Howick or own or lease property (or be the spouse of the owner or lessee) in the Township of Howick
- Not disqualified by any legislation from holding municipal office

A person may be nominated for an office if they are qualified to hold that office under the MEA and they are not disqualified for violations of financial requirements or violation

of requirements for filing information, and they are not disqualified by any legislation from holding municipal office.

Candidates must be an eligible elector in the municipality in which the Candidate is filing nomination papers for. Candidates must maintain their eligibility throughout the campaign period and, if elected, throughout the term of council.

RUNNING FOR SCHOOL BOARD TRUSTEE

To run for an office on a School Board, a candidate must be qualified on the day they files the nomination papers.

To run for School Board Trustee, a person must be:

- A Canadian citizen
- At least 18 years of age
- A resident in the area of jurisdiction of the board
- Eligible to be an Elector for the school board in which the person is a candidate
- Not legally prohibited from voting
- Not disqualified by any legislation from holding office

AVON MAITLAND DISTRICT SCHOOL BOARD

Candidate must:

- Qualify as an Elector for the English-language public district school board; or
- Be a supporter (or be the spouse of a supporter) of the English-language public district school board.

HURON PERTH CATHOLIC DISTRICT SCHOOL BOARD

Candidate must be Roman Catholic and must:

- Qualify as an Elector for the English-language separate district school board; or
- Be a supporter (or be the spouse of a supporter) of the English-language separate district school board.

CONSEIL SCOLAIRE VIAMONDE (FRENCH-LANGUAGE PUBLIC DISTRICT SCHOOL BOARD)

Candidate must be French-language rights holder (see ss. 23(1) and (2) of the Canadian Charter of Rights and Freedoms for criteria) who must:

- Qualify as an Elector for the French-language public district school board; or

- Be a supporter (or the spouse of a supporter) of the French-language public district school board.

CONSEIL SCOLAIRE CATHOLIQUE PROVIDENCE (FRENCH-LANGUAGE SEPARATE DISTRICT SCHOOL BOARD)

A candidate must be Roman Catholic and a French-language rights holder (see the Charter for criteria) who must:

- Qualify as an Elector for the French-language separate district school board; or
- Be a supporter (or the spouse of a supporter) of the French-language separate district school board.

MUNICIPAL EMPLOYEES RUNNING FOR OFFICE

If you are an employee of a municipality, and you wish to run for office on that municipality's Council, you must take a leave of absence before you file your nomination form. If you are elected, you must resign from your job. You cannot work for a municipality and be on its council at the same time.

If you are an employee of a municipality, and you wish to run for office in a different municipality, you do not have to take a leave of absence or resign. However, you may wish to check with the Clerk to see if there are any policies in place that could affect you.

CANDIDATE NOMINATIONS

DISTRIBUTION OF NOTICE OF NOMINATIONS

The giving of notice for nominations shall be on the **Notice for Nomination for Office Form LC01** and shall be placed in a local newspaper at least once, before May 1st, 2026, and continuously posted during the campaign period in the municipal office and on the municipal website.

FILING AUTHORITIES FOR CANDIDATE NOMINATIONS

Nomination papers for the office of Reeve, Deputy Reeve, and Councillors for the Corporation of the Township of Howick must be filed with the Clerk.

Nomination papers pertaining to the Avon Maitland District School Board are filed with the Township of North Huron.

Nomination papers pertaining to the Huron-Perth Catholic District School Board are filed with the Town of Goderich.

Nomination papers pertaining to Conseil Scolaire Viamonde are filed with the City of London.

Nomination papers pertaining to Conseil Scolaire Catholique Providence are filed with the City of Sarnia.

CANDIDATE NOMINATIONS

Section 33

The **Nomination Paper PR Form 1** for the following offices will be available at the Clerk's Office from Friday, May 1, 2026, to Thursday, August 20, 2026 during regular office hours, and between 9:00 am and 2:00 pm on Friday, August 21, 2026 and on the municipal website for the following offices:

Reeve
Deputy Reeve
Councillors – 3 to be elected
School Board Trustee – English Public
School Board Trustee – English Separate
School Board Trustee – French Public
School Board Trustee – French Separate

Nominations must be completed on the prescribed form and be filed in person, or through an agent, with the Clerk at the Howick Township Office, 44816 Harriston Road, Gorrie, ON and include:

- Proof of identity and residence as prescribed in O. Reg. 304/13;
- **The Nomination Paper PR Form 1**;
- The **Declaration of Qualifications – Council Form EL 18(A)**, signed by the person being nominated;
- The nomination fee of \$200 for Head of Council and \$100 for all other offices – the filing fee shall be paid by cash, certified cheque, money order or by debit.

No electronic transmitted nomination paper will be accepted – original signatures are required.

The Clerk or their designate will administer the Declaration of Qualifications on the **Nomination Paper PR Form 1** and the **Declaration of Qualifications – Council Form EL 18(A)** oaths to the candidate. The date and time of filing are to be filled in by the Clerk or designate and initialed by the candidate or their agent. The Clerk will review the Nomination Paper and the Declaration of Qualifications to determine if the nomination complies with the *Municipal Elections Act, 1996*, and then sign the form.

ESTIMATED MAXIMUM CAMPAIGN EXPENSES

Section 33.0.1

The Clerk shall calculate the estimated maximum campaign expenses for each office on the Estimated Maximum Campaign Expenses Form LC23 and provide a copy to the candidate or their agent the day that the Nomination Paper is filed. The Clerk's calculation is final.

MUNICIPAL FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT

The candidate may sign the **Notice of Collection/Consent to Release Personal Information Form LC02** authorizing the Clerk to release personal information to the public and media. Upon filing, nomination papers become part of public record and shall be disclosed to members of the public upon request. Upon receiving nomination papers, candidate information will be made available to the Public through the township's website.

UNOFFICIAL LIST OF CANDIDATES

The Clerk shall provide notice of the unofficial list of candidates by preparing and posting in the municipal office and on the website a **List of Nominations Filed Form LC03**, which is to be updated as each nomination paper is filed. The list will be clearly marked as "UNOFFICIAL".

NOMINATION DAY – AUGUST 21, 2026

Section 31

Nomination Papers will be received at the Township Office between 9:00 am and 2:00 pm on Nomination Day. Procedure for handling of Nomination Papers on Election Day will be the same as above.

CERTIFICATION OF NOMINATION PAPERS

Section 35

On or before Monday, August 24, 2026, a 4:00 pm, the Clerk will examine and if satisfied, will formally certify the Nomination Papers which will then be filed.

REJECTION OF NOMINATION PAPERS

If the Candidate is not qualified to be nominated, or the nomination does not comply with the *Municipal Elections Act, 1996*, the Clerk will reject the Nomination. Notice shall be given as soon as possible, to:

1. The person who sought to be nominated; and,
 2. All candidates for the office.
- The Clerk's decision is final.

WITHDRAWAL OF NOMINATION PAPERS

Section 36

Candidates may withdraw their Nomination by filing in person a **Withdrawal of Nomination Form EL19** with the Clerk before 2:00 pm on Nomination Day, Friday, August 21, 2026, if the person was nominated on or before Nomination Day; and before 2:00 pm on the Wednesday following Nomination Day (August 26, 2026), if the person was nominated under Section 33(5) – Additional Nominations. The withdrawal shall be noted on the Unofficial List of Candidates.

OFFICIAL LIST OF CANDIDATES

The final list of Certified Candidates will be posted at the Township Office and on the website on Thursday, August 27, 2026 using the **Official List of Certified Candidates Form LC05**.

DECLARATION OF ELECTION

Section 40

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

The Clerk shall give the electors notice of:

- a. Under clause 42(1)(b), the manner in which electors may use the alternative voting method;
- b. The dates and times of the voting period; and
- c. The location and hours of operation of the Voting Center at the Township Office.

The form and manner of such notice of election shall be shown in **Sample Voter Information Letter Form TI08**.

ACCLAMATIONS

Section 37(1)

If after 4:00 pm on Monday, August 24, 2026, the number of Certified Candidates for an office is the same as or less than the number to be elected, the Clerk shall immediately declare the candidate(s) elected by acclamation. The Clerk shall cause to be posted a **Declaration of Acclamation to Office Form EL20**. In this situation, there shall be no election conducted for the position(s).

FEWER NUMBER OF NOMINATION PAPERS THAN OFFICES (SECTION 33(5))

Section 33(5)

If at 4:00 pm on Monday, August 24, 2026 the number of certified nominations filed for an office is less than the number of persons to be election to the office, additional nominations may be filed between 9:00 am and 2:00 pm on Wednesday, August 26, 2026. The Clerk shall cause to be posted a **Notice of Additional Nominations Form LC06** advising that additional Nomination Papers may be filed for that office during the specified time. If at 2:00 pm on Wednesday, August 26, 2026, additional Nomination Papers have been filed, the procedure to certify or reject Nomination Papers shall be followed.

ADDITIONAL NOMINATIONS – MORE THAN NUMBER OF OFFICES REMAINING

Section 33 (5)

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

ADDITIONAL NOMINATIONS – EQUIVALENT TO NUMBER OF OFFICES

Section 35(1) and 37(2)

If at 4:00 pm on Thursday, August 27, 2026, there is a sufficient number of certified Nomination Papers filed to fill the offices, the Clerk shall cause to be posted a **Declaration of Acclamation to Office – Additional Nominations Form LC07**.

INSUFFICIENT NUMBER OF PAPERS FILED TO FORM A QUORUM – MUNICIPAL COUNCIL

Section 37(4) 1

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

SUFFICIENT NUMBER OF NOMINATION PAPERS FILED TO FORM QUORUM – MUNICIPAL COUNCIL

Section 37(4) 2

If the number of Nomination Papers filed is less than the number of positions for an office of the Municipal Council, but does form a quorum, Section 263 (1) of the *Municipal Act, 2001* shall apply.

DEATH OR INELIGIBILITY OF A CANDIDATE

Section 39

If a Certified Candidate dies or becomes ineligible before the close of voting and

- 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) provides that the sixty day (60) period starts as of the date of death).
- The result would be one less candidate only and no acclamation; the candidate's name shall be omitted from the ballot. If the ballots are already printed, the Clerk shall cause notice of the death to be posted in a conspicuous place in every voting place and the election shall proceed as if the deceased or ineligible candidate has not been nominated.

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

REFUND OF NOMINATION FILING FEE

Section 34

A candidate is entitled to receive a refund of the nomination filing fee if the candidate files the **Candidate Financial Statement PR Form 4** as required by Section 88.25 on time.

FINAL CALCULATION OF CAMPAIGN EXPENSES

Section 88.20(11)

The Clerk shall, after determining from the number of eligible electors from the Voters' List for each office, calculate the maximum amount of campaign expenses that each candidate may incur for that office and prepare a **Certificate of Maximum Campaign Expenses Form EL37**. The certificate shall be delivered to each candidate by September 30, 2026. The Clerk's calculation is final and shall be made in accordance with the prescribed formula in Ontario Regulation 101/97.

VOTERS' LIST

PRELIMINARY LIST OF ELECTORS

Section 19(1)

The Preliminary List of Electors (PLE) supplied by Elections Ontario shall be delivered by August 14, 2026 to the Clerk.

The PLE shall contain the name and the address of each person who is entitled to be an elector and additional information the Clerk needs to determine for which offices each elector is entitled to vote, such as school support. An elector's name should appear on the PLE for a local municipality only once.

CORRECTIONS TO THE PLE

Section 22

The Clerk shall correct any obvious errors in the PLE prior to September 1, 2026. The Clerk may use any information that is in the municipality's custody or control (subject to MFIPPA) when correcting the list for obvious errors.

The Voters' List shall be reproduced and identified with a **Voters' List Cover Sheet Form LC08** on or before September 1, 2026. The corrected PLE becomes the Voters' List.

REVISIONS TO THE VOTERS' LIST

After September 1, 2026, electors are encouraged to ensure they are on the Voters' List with the correct information by contacting the municipality or using the internet voter look-up module at <https://www.registertovoteon.ca/>.

During the period that begins on September 1 and ends at the close of Election Day, a person may make an application to the Clerk to be added to or amend the Voters' List. Notice of this revision period shall be advertised on the municipality's website during this period.

The Voters' List may be amended using the **Application to Amend Voters' List Form EL15** and providing proof of identity and residence as prescribed in O. Reg 500/09, between September 1 and October 23, 2026 during normal hours and on October 26, 2026 until 8:00 p.m.

Following the process, the Eligible Voters' name will be added to the Voter's List and a Voter Notification Card will be provided, in-person or through mail. If a person is not an Eligible Voter, they will not be added to the Voters' List.

The Clerk has the authority to remove a person's name from the Voter's List and a Voter Notification Card will be provided, in-person or through mail. If a person is not an Eligible Voter, they will not be added to the Voters' List.

REQUESTS FOR COPY OF VOTERS' LIST

Upon written request, the Clerk shall give every candidate a copy of the Voters' List. Each candidate will be required to sign the **Declaration of Proper Use of the Voters' List Form TI11**. Only those as identified in Section 23 of the Act may receive a copy of the Voters' List. The Voters' List may be provided electronically, by hard copy or both.

The use of the Voters' List shall be in accordance with the **Policy for Use of the Voters' List Form LC11**.

INTERIM LIST OF CHANGES TO VOTERS' LIST

The Clerk shall, between September 20-30, 2026, 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.

On Monday, September 28, 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 Form EL37** for the 2026 Municipal Election and **Estimated Maximum Campaign Expenses Form LC23** for the 2026 Municipal Election.

The Clerk shall prepare the **Final List of Changes Form LC14** to the Voters' List by November 25, 2026. A certified copy of the final list of changes shall be sent, via the Municipality's service provider Datafix, to Elections Ontario with a copy of the approved **Applications to Amend the Voters' List Form EL15**.

CAMPAIGN FINANCES

As stated in Section 33, the Clerk shall provide information pertaining to financial guidelines upon a filing of a person's nomination.

CANDIDATES' CAMPAIGN EXPENSE LIMIT

Section 88.20

The Clerk will determine the maximum campaign expense limits a candidate may spend on their campaign using the prescribed formula:

Reeve	$\$7,500 + \0.85 per Eligible Elector for the Office
Councillors	$\$5,000 + \0.85 per Eligible Elector for the Office

Upon filing of Nomination Papers, candidates will be provided the Preliminary Certificate of Maximum Campaign Expenses.

On or before September 30, 2026, the Clerk will calculate the amount for the Final Certificate of Maximum Campaign Expenses using the number of eligible electors on the Voters' List for the 2026 Municipal Election. The Certificate will be provided to each Candidate, via email.

CANDIDATES' CONTRIBUTION TO OWN CAMPAIGN

In accordance with Section 88.9.1 of the *MEA*, the Clerk will determine the maximum amount a candidate and his or her spouse (in combination) can contribute to his or her own campaign using the prescribed formula.

The maximum amount a candidate for an office on a council and his or her spouse may contribute to the candidate's own election campaign is the lesser of \$25,000 or:

Mayor	\$7,500 + 20 cents per Eligible Elector for the Office
Councillors	\$5,000 + 20 cents per Eligible Elector for the Office

Upon filing of Nomination Papers, candidates will be provided the Preliminary Certificate of Maximum Contributions to Candidate's Own Campaign.

On or before September 30, 2026, the Clerk will calculate the amount for the Final Certificate of Maximum Contributions to Candidate's Own Campaign using the number of eligible electors on the Voters' List for the 2022 Municipal Election. The Certificate will be provided to each Candidate, via email.

ELECTION FINANCES - OVERVIEW

Information regarding election finances and campaign contributions, including financial responsibilities of candidates, campaign contributions/fundraising, campaign expenses and financial reporting is available in the Ministry of Municipal Affairs' 2026 Candidates' Guide for Ontario Municipal and School Board Elections. This and other documentation can be found on the Ministry of Municipal Affairs and Housing website: www.mah.gov.on.ca

The below information is provided for convenience:

- Corporations and trade unions that hold bargaining rights for employees in Ontario are prohibited from contributing to an individual campaign. A corporation or trade union that contravenes the campaign financing provisions of the MEA, is liable to fines up to \$50,000. These types of organizations may contribute to registered third party advertisers' campaigns.
- Candidates will be required to inform contributors of the contribution limits. A contributor is limited to a total of \$1,200 to any one candidate in an election and \$5,000 to two or more candidates for office on the same council or local board.
- An individual, including the candidate, who contravenes the provisions of the MEA, is liable to fines of up to \$25,000.
- Candidates are required to open a separate bank account. If they receive contributions (including donations, spouse or themselves)

or incur expenditures related to their campaign, these must be reflected in their account statement.

All candidates are required to file a financial statement using the prescribed form. Electronic submissions will not be accepted. The received financial statements will be publicly disclosed through the municipal website.

CAMPAIGNING AND CAMPAIGN MATERIAL

Election signs and other campaign material form part of the administration of the election and are regulated through these Election Procedures. The Clerk is responsible for the interpretation and application of these provisions.

Election campaigning, including the placement or display of election signs or campaign material, is not permitted on Municipal Property.

Election signs may be displayed only after a candidate has filed a nomination with the Clerk. Election signs shall be removed no later than seventy-two (72) hours following the close of voting on Voting Day.

Election signs may be displayed on private property only with the consent of the property owner or occupant and must not interfere with pedestrian or vehicular safety, access to buildings, or municipal operations.

Election signs are not permitted on or immediately adjacent to a Voting Place, including the building, grounds, and any abutting roadway, except as otherwise permitted by law.

The placement of election signs on or adjacent to county roads, provincial highways, utility infrastructure, or other lands not under municipal control is subject to the requirements of the applicable authority. Candidates and third-party advertisers are responsible for obtaining and complying with all necessary approvals.

Where an election sign does not comply with these procedures, the Clerk may provide administrative direction to the responsible party to address the matter.

The Municipality is not responsible for damage to or vandalism of election signs or other campaign material.

HURON COUNTY ELECTION SIGN POLICY

The County of Huron By-law 53-1989 references Elections Signs as follows:

- (a) Election Signs: Election signs may be erected on the right of way or adjacent to a County Road, providing:
 - (i) They are not placed closer to the traveled portion of the highway than the outer extremity of the shoulder and do not interfere with the official signs, traffic signals, or other safety devices. Should the extremity of the shoulder be difficult to determine, it shall be the responsibility of the County Engineer to specify its location on any particular County Road.
 - (ii) Election signs are not to be affixed to any permanent or official County sign or support, guide rails or other County structure or facility.
 - (iii) Election signs shall be removed within 24 hours after the election date.

THIRD PARTY ADVERTISING

GENERAL

No individual, corporation or trade union is permitted to incur expenses until registered as a third-party advertiser and that the third-party advertiser guidelines will be prepared in accordance with the Regulations under the MEA.

The advertisement must contain the name of the registered third-party, the Municipality where the third-party is registered, and a means of contact by either a telephone number, mailing address or email address.

The broadcaster must be provided the following in writing: The name of the registered third party and the name of the municipality where registered, as well as the name, business address and telephone number of the individual under direction of the registered third party.

THIRD-PARTY ADVERTISERS

Individuals, corporations, and unions can register as third-party advertisers and can also make contributions to Third Party Advertisers. Third Party Advertisers are required to register with every municipality where they wish to advertise in.

Third- Party Advertisers may register with the municipality starting on Friday May 1, 2026, and until Friday October 23, 2026, during office hours using the prescribed form. Third-Party Advertiser registrations will not be accepted after the deadline.

Registration allows a Third-Party Advertiser to promote or oppose any candidate that the electors in the municipality can vote for (Local Council, and School Board Trustee positions).

Third-Party advertising must be done independently of candidates, who are not able to direct a third-party advertiser. Candidates are not able to register as Third-Party Advertisers.

Financial statements of the Third-Party Advertisers are required to be submitted to the Clerk of each municipality registered in by Friday, March 26, 2027. There is a 30-day grace period for Third Party Advertisers who miss the deadline to file a financial statement and auditor's report, provided that the Third- Party Advertiser pays a \$500 late filing fee to the municipality.

RESTRICTED PERIOD

The restricted period for third party advertisements in relation to an election in a municipality begins on the earliest day that an individual, corporation or trade union is permitted to file a notice of registration (May 1, 2026) as a registered Third-Party Advertiser in relation to the election and ends at the close of voting on voting day.

MUNICIPAL AUTHORITY TO REMOVE

If the municipality is satisfied that there has been a contravention, 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 advertisement.

PERSONNEL

RETURNING OFFICER

The Returning Officer shall take and sign the ***Oath of Returning Officer Form T109***.

ELECTION OFFICIALS

The Clerk shall, in writing, appoint election officials for the purposes of these Procedures and may designate their titles and duties using ***Delegation of Powers and Duties of Clerk Form T110*** and ***Appointment and Preliminary Oath or Affirmation for Election Officials Form T107***.

VOTING METHOD & PROCESS

AUTHORITY

Section 42

On Tuesday, February 25, 2025, the Council of the Township of Howick adopted By-law 13-2025 authorizing the use of an alternative voting method, the Telephone/Internet Voting method.

The Municipal Elections Act, 1996 more specifically subsections 42(2) and (3) states as follows:

- (a) Applies to a regular election if the by-law is passed on or before May 1 in the year before the year of the election;
- (b) Applies to a by-election if the by-law is passed more than 60 days before voting day;

The Clerk shall,

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

The service provider for such alternative voting procedures, after review and analysis of options, has been determined by the Clerk as Simply Voting. A copy of the contract with Simply Voting is available from the Clerk upon request.

Subsection 11(1) of the *Municipal Elections Act, 1996*, states that the Clerk of a local municipality is responsible for conducting elections within that municipality

and subsection 11(2) for:

- i. preparing for the election;
- ii. preparing for and conducting a recount in the election; and
- iii. maintaining peace and order in connection with the election; and
- iv. in a regular election, preparing and submitting the report described in subsection 12.1(2)

Subsection 42(4) states that the procedures and forms established by the Clerk, if they are consistent with the principles of this Act, prevail over anything in this Act and regulations made under it.

Any unforeseen cases not dealt with in these procedures will be recorded, action taken, and reflected in an addendum signed by the Clerk to these procedures and circulated to all candidates.

Subsection 42(5) further states that when a by-law authorizing the use of an alternative voting method is in effect, Sections 43 (advance votes) and 44 (voting proxies) apply only if the by-law so specifies.

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) the person is: (s.17(2))

1. Is a Canadian Citizen;
2. Is at least 18 years old;
3. Resides in the local municipality, or is the owner or tenant of land in the local municipality, or the spouse of such a person; and
4. Is not prohibited from voting under subsection 17(3) of the *Municipal Elections Act, 1996* or otherwise, by law.

Where a voter qualifies at more than one location in the municipality, the voter may only vote only once for each office.

NOTICES OF ELECTION

When a municipal election is to be held, the Clerk shall notify electors of the following through the use of advertisements, social media, the municipal website, direct mail-outs, any combination of the aforementioned methods, or any other method deemed appropriate:

1. That a municipal election is being held and that the Municipality has adopted an alternative voting method, being Telephone/Internet Voting;
2. The time and date for the holding of the vote, including voting period and the method of voting including the municipal and/or school board office(s);
3. Who is eligible to vote in the municipal election; and
4. The location and hours of the Help Center, where eligible voters can check to see if their name is on the Voters' List and follow the procedures by which their name can be added, deleted or information corrected on the Voters' List as well as the procedure by which another person's name may be deleted from the list.

The Clerk shall determine the date(s) of all advertisements and the notices that are to appear to comply with the requirements and principles of the *Municipal Elections Act, 1996*.

On or about October 1, 2026, each person on the Voters' List shall be mailed, by first class mail, a sealed Voter Information Letter containing:

1. His or her PIN and the telephone number to call to cast his or her vote and the designated internet address (URL) to access to cast his or her vote using the Internet;
2. Instructions on how to vote;
3. Dates and hours of voting;
4. The location and telephone number of the Municipal Office;
5. Voter eligibility criteria; and
6. Race and candidate information.

PREPARATION OF VOTER NOTIFICATION LETTERS

Compilation of the Voter Information Letter will be completed and printed in collaboration with Simply Voting and Datafix. The Voters' List being the compilation of the Preliminary List of Electors and the Interim List of Changes shall be provided to the service providers in September in electronic format to print the Voter Information Letter.

Voter Information Letters shall be delivered to Canada Post and distributed by first

class mail to all eligible voters to enable them to use the Telephone/Internet Voting service.

Should an eligible voter receive more than one Voter Information Letter, the eligible elector may only vote once and must return the other Voter Information Letter to the Municipal Office and complete an application to correct the Voters' List by removing the duplicate name.

All voters that vote more than once, or who improperly use the Voter Information Letter shall be reported to the police for further investigation as to possible corrupt practices under the Municipal Elections Act, 1996.

CHANGES TO VOTERS' LIST

The list shall be available at the Township Office in electronic format to accommodate the voting process.

Eligible voters who attend at the Township Office and are not on the Voters' List will be able to be added to the list by filling out an **Application to Amend Voters' List Form EL15** and provide proof of identity and residence as prescribed in O. Reg. 500/09. Their names will be added to the Voters' List and they will be assigned and sent a Voter Information Letter containing a PIN along with the rest of the electorate.

For additions to the list made after the mailing of the Voter Information Letters, the Voter Information Letter containing a PIN will be provided to the individual immediately.

Where an eligible voter has received a notice on their Voter Information Letter that their date of birth is missing or incomplete, the voter can attend the Township Office and provide their date of birth. The elector will be required to fill out an **Application to Amend Voters' List Form EL15** and provide proof of identity and residence as prescribed in O. Reg. 500/09.

Where an eligible voter has received an incorrect Voter Information Letter in terms of school support, and has not already voted, the voter can attend the Township Office and have the proper category applied. The elector will be required to fill out an **Application to Amend Voters' List Form EL15** and provide proof of identity and residence as prescribed in O. Reg. 500/09.

Eligible voters who attend the Township Office will be able to request a replacement Voter Information Letter and PIN under certain circumstances:

- a. Where a person on the Voters' List has lost his or her Voter Information Letter or did not receive it in the mail, he or she will prove to the satisfaction of the authorized Election Official that they require a new PIN. Upon providing proof of identity and residence as prescribed in O. Reg. 500/09 to an Election Official, an oath on ***Application for Re-Issue of a Voter Information Letter (Lost and Unused) Form TI01*** shall be taken by the elector and a new Voter Information Letter containing a new PIN shall be issued. The new PIN shall replace the old PIN in the voting system.

- b. Where a person on the Voters' List has attempted to vote and their PIN has already

been used, he or she can provide to the satisfaction of the Election Official that they did not vote the PIN and require a new PIN. Upon providing proof of identity and residence as prescribed in O. Reg. 500/09 to an Election Official, an oath on ***Application for Re-Issue of a Voter Information Letter (Used by an Impersonator) Form TI02*** shall be taken by the elector and the elector's status shall be reset to allow a second vote. Furthermore, a new Voter Information Letter containing a new PIN shall be issued. The new PIN shall replace the old PIN in the voting system.

UNOPENED VOTER INFORMATION LETTERS

Unopened Voter Information Letters returned to the Township Office will be kept in a secure location. Individuals who contact the Township Office claiming not to have received a VIL may be the owner of the unclaimed mail. At the closing of the election, the unclaimed letters will be destroyed at the same time as all other municipal election material as provided for under Section 88 of the *Municipal Elections Act, 1996*.

Should a Voter Information Letter be returned to the Township Office that has been opened but has not been used for voting purposes, the PIN shall be disabled so that it cannot participate in the voting process. In this circumstance, the Voter Information Letter shall be marked "disabled" and be secured and destroyed as in the paragraph above.

The Clerk and the Election Official(s) shall ensure a complete audit trail is

maintained of all Voter Information Letters:

1. That were sent to eligible voters by Simply Voting/DataFix;
2. That were returned from the Post Office;
3. That were returned by an elector or other individual(s) either opened or unopened but unused for voting purposes;
4. That were generated by Election Officials for eligible electors added to the Voters' List
after completing an **Application to Amend Voters' List Form EL15**;
5. That were set to a status that prevented them from being voted; and
6. That were re-issued to an eligible elector.

AUDIT

The Voting System used for the election shall be subject to logic and accuracy testing, system verification prior to the opening of voting, and audit procedures as determined by the Clerk in consultation with the service provider.

Prior to the activation of the system by Simply Voting, on October 13, 2026 (9:30 a.m.), Simply Voting shall allow access by the Clerk, Auditor or other authorized Election Official, to the voting system at the Voting Centre between 9:00a.m. and 9:29 a.m. by secure ID and password, for the purposes of ensuring that all candidate's names are listed and that no votes have been cast.

Candidates or their scrutineer may be present to verify and ensure that all totals of votes cast are at "0" and shall be required to sign the **Activation of Simply Voting System Form T105** that attests to this fact.

VOTING PROCESS

A Telephone/Internet Voting method shall be used for the 2026 municipal election to commence on October 13, 2026, at 9:00 a.m.

Eligible electors shall be required to telephone a designated 1-800 number or access a designated internet address and cast their vote.

Every eligible elector shall be limited to only one vote through the use of a PIN distributed by first class mail in a sealed and personalized Voter Information Letter.

The supplier's system will allow the eligible voter to vote using a telephone or the

internet. Every elector shall be required to provide their date of birth along with their PIN.

Following the voter's selection, the voting system shall identify the voter's choice on a confirmation page. The confirmation page offers the option to the voter to confirm their selection or return to the ballot to change their selection.

The Voting System shall enable the elector to under-vote a contest or contests, or decline from voting the ballot in its entirety, if they wish to do so. The Voting System shall not permit a voter to overvote, or to spoil a ballot.

Once the Voter PIN has been used with the Telephone/Internet Voting service to cast a vote, it cannot be used for voting again.

If an elector is interrupted before casting their vote, they may re-commence voting later using the same method or the other method. Once a voter has cast the vote, that voter will not be granted access to Telephone/Internet Voting again.

Simply Voting shall keep a record of all electors who have voted.

The names of electors who have voted during the voting period will be provided to the Clerk electronically through the voting system using the Clerk's assigned password and a report generation feature incorporated with the system. The information will be created in a electronic file format suitable for electronic distribution and will only be done so under the control and direction of the Clerk.

If requested in writing by a candidate, the Clerk will provide candidates with login credentials to the Candidates portal through Simply Voting. This will be granted once the ***T111 – Declaration of Proper Use of the Voters' List*** form is signed. This information shall be made available to candidates through the Clerk's office.

A device with internet access will be available at the Municipal Office for those who do not have access to a phone or the internet to vote. This will be available during the following hours:

Howick Township Office, 44816 Harriston Road during the Voting Period starting October 13 at 9:00 a.m., to Friday, October 23rd during regular business hours (8:30 a.m. to 4:00 p.m.). Internet access will also be provided at this location.

SECRECY

The Clerk shall require all Election Official(s) and/or other persons working in connection with the municipal elections to swear or affirm an oath of secrecy (***Oath of Secrecy Form T103***), committing to upholding the secrecy provisions established in Section 49 of the *Act*.

No person shall interfere or attempt to interfere with an elector while in the process of accessing the Telephone/Internet Voting service or interfere or attempt to interfere in the voting process while using the Telephone/Internet Voting service unless expressly requested and authorized by an elector to provide assistance.

No person shall obtain or attempt to obtain information about how an elector intends to vote or has voted. Any individual requested by an elector to assist him or her in voting is required to maintain the secrecy of the vote cast by the elector and, if marking the ballot on behalf of the elector, shall vote according to the instructions and wishes of the elector.

No person shall communicate any information that might have been inadvertently obtained about how an elector intends to vote or has voted.

No elector shall reveal how they intend to vote while in a Voting Centre, except for the purposes of obtaining assistance in voting from either a Friend or an Election Official. Any other person present must withdraw until the voter finishes instructing the Friend or Election Official, as the case may be.

All electors voting at a Voting Centre may vote with the assistance of a Friend. However, the Friend shall be required to take the appropriate oath (***Oral Oaths at the Voting Centre Form T106***) prior to aiding, to be administered by an Election Official. No person shall be allowed to act as a Friend of more than one voter at a Voting Centre.

All complaints regarding breaches of secrecy may be investigated by the proper authorities and may be prosecuted according to the provisions of “Offences, Penalties and Enforcement” under Sections 89 through 94 of the *Municipal Elections Act, 1996*.

SCRUTINEERS

APPOINTMENT BY CANDIDATE

A candidate may appoint scrutineers to represent him or her during the voting and during the receipt of voting results. The appointment shall be made using the ***Appointment of Scrutineer Form T104***. This form must be signed by the Candidate with an original

signature.

NUMBER – PER CANDIDATE

Not more than one scrutineer representing each candidate may be in the Voting Centre for any of the purposes specified in Section 47(1) at any time. Only one candidate or his/her appointed scrutineer may be in attendance at a Voting Centre at one time. The scrutineer/candidate must take the **Oath of Secrecy Form T103** at the Voting Centre.

APPOINTMENT- BY COUNCIL RE BY-LAW OR QUESTION (N/A IN 2026 ELECTION)

Council may appoint scrutineers by resolution using **Appointment of Scrutineer Re: By-laws or Questions Form EL13** in relation to voting on a by-law or question submitted to the electors, to attend a Voting Centre and during the receipt of voting results.

Equal number of scrutineers shall be appointed for each possible answer to the question and one scrutineer for each of the possible answers may be present at the Voting Centre and during the receipt of voting results; and/or equal number of scrutineers shall be appointed to represent supporters and opponents of the by-law and one scrutineer representing supporters and one representing opponents may be present at the Voting Centre and during the receipt of voting results.

APPOINTMENT – BY ELECTOR – RECOUNT (SECTION 61(1))

An elector who applies for a recount may appoint one scrutineer. The **Appointment of Scrutineer Form T104** must be signed by the elector.

APPOINTMENT – EVIDENCE OF

A person appointed as a scrutineer, before being admitted to the voting location, shall show their **Appointment of Scrutineer Form T104** and provide proof of identity and residence as prescribed in O. Reg. 500/9 to the election official.

RIGHTS OF SCRUTINEERS (INCLUDES CANDIDATES, EXCEPT CANDIDATES ELECTED BY ACCLAMATION)

To be present to verify and ensure that all totals of votes case are at “0” and shall be required to sign the **Activation of Simply Voting System Form T105** that attests to this fact.

1. To be present at the time and place where results are received by the Clerk to sign the results report indication the results and votes cast.
2. In the event of a recount, Section 61 of the Act prescribes the number of scrutineers entitled to be present.

SCRUTINEERS AND CANDIDATES ARE PROHIBITED FROM THE FOLLOWING:

1. Attempting, directly or indirectly, to interfere with how an elector votes, and prohibited from attempting to campaign or persuade an elector to vote for a particular candidate;
2. Displaying a candidate's elections campaign material in the Voting Centre;
3. Compromising the secrecy of the voting;
4. Interfering or attempting to interfere with an elector who is marking a ballot;
5. Obtaining or attempting to obtain any information about how an elector intends to vote or has voted; and
6. Communicating any information obtained about how an elector intends to vote or has voted.

Any person failing to abide by the above rights and prohibitions shall be directed to leave.

NOTICE OF RESULTS

The Clerk at 8:00 pm on Monday, October 26, 2026, shall arrange for the close and deactivation of the Telephone/Internet Voting service.

Notwithstanding the above, the Clerk shall keep the Voting Centre access open until the Clerk confirms that all those who entered into the system prior to 8:00 pm have submitted their ballot. Anyone in line at the Voting Centre at 8:00 pm intending to vote is entitled to cast their ballot.

The Auditor will then conduct a test to confirm that no votes can be cast.

The Clerk shall then request the tabulation of the results for each candidate. Those present, including the Clerk, Election Officials and the Candidates, or their Scrutineer, shall sign the Vote Count – Summary Report indicating the results and the votes cast.

The unofficial results of each candidate shall be available as soon as practical thereafter and shall post the same Unofficial Results on the Township's website.

The Clerk shall declare the official election results as soon as possible after Voting Day using the ***Declaration of Election – Candidate Form LC26***.

RECOUNT

RECOUNT PROCEDURES (SECTIONS 56-58)

Any recount shall be conducted in the same manner as the original count under Section 60 (1) unless ordered otherwise by a judge under Section 60 (3).

A recount is required when:

- There is a tie vote where both or all candidates cannot be declared elected
- The votes for the affirmative and negative on a by-law are equal
- The votes for two or more answers to a question are equal
- By resolution of Council (for Council offices or questions; or by-laws submitted by Council)
- By resolution of a local board (for offices on a local board or questions or by-laws submitted by local board)
- By order of the Minister (for questions submitted by the Minister)
- By order of the Superior Court of Justice.

COSTS OF THE RECOUNT (SECTION 7(3), 7(4))

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

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

Any expenses incurred by a candidate will be the responsibility of the candidate ie: legal counsel in attendance on behalf of the candidate.

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

WHO CONDUCTS THE RECOUNT (SECTION 56)

The Clerk conducts all recounts for elections for which he or she is responsible except

recounts conducted by the Superior Court of Justice upon appeal.

TIED VOTE RECOUNT (SECTION 56(2))

Where there is a tied vote for the election of a candidate to an office and both or all of the candidates cannot be declared elected, or where there is a tied vote on a by-law or question, the Clerk must hold a recount within 15 days after the declaration required by Section 55(4)a)b) of the results of the election by requesting from Simply Voting a re-tabulation of the votes case to be conducted in the same manner as the original vote tabulation.

Simply Voting shall send the results of the recount by email along with any documentation, if required, to support the integrity, security and accuracy of the electronic voting system and these results will be compared to the results tabulated.

COUNCIL, LOCAL/SCHOOL BOARD OR MINISTER REQUEST FOR RECOUNT (SECTION 57)

A municipal council or school board may also order a recount within 30 days after the clerk has officially declared the results of the election

APPLICATION TO SUPERIOR COURT OF JUSTICE (SECTION 58)

A person who is entitled to vote in an election and who has reasonable grounds for believing the election results to be in doubt may apply to the Superior Court of Justice for an order directing the Clerk to hold a recount.

The application must be commenced within 30 days after the Clerk's official declaration of the results under subsection 55(4).

The Court, if satisfied there are sufficient grounds, shall make an order requiring the Clerk to hold a recount.

The recount is to be held within 15 days after the Clerk receives a copy of the order.

VOTES FOR CANDIDATES TO BE INCLUDED IN A RECOUNT (SECTIONS 56, 59)

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

PERSONS ENTITLED TO BE PRESENT AT RECOUNT (SECTION 61)

- The Clerk and any other Election Official appointed to assist with the recount;
- Every certified candidate for the office involved;
- The applicant, if any, who applied for the recount;

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

NOTIFICATION OF RECOUNT DATE, TIME, PLACE (SECTION 56, 57, 58)

The Clerk must set the date, time, and place for the recount within the prescribed time frames on **Notice of Recount Form LC27** and provide to the following:

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

COUNTING TIE VOTE – AFTER RECOUNT PROCEDURES (SECTIONS 62(3) AND 63(10))

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

The lot will be conducted as follows:

The Clerk shall determine the texture and quantity of the paper used for this process and each candidate or the candidate's lawyer and/or scrutineer will have an opportunity of examining the paper to be used to inscribe the names of the candidates;

The Clerk shall inscribe the name of each candidate(s) on a similar size paper and the candidate(s), the candidate's lawyer and/or scrutineer, without touching the paper, examine the same. In addition, all persons present will have an opportunity of examining the box

which will be used for conducting the ballot.

Upon acceptance of all the candidates that the process outlined above have been adhered to, the Clerk shall fold the papers bearing each candidate's name twice in two equal parts and shall deposit these papers, in full view of all persons present and authorized to attend, in an open-end box that will be acceptable to all persons present. In the event of a conflict or difference of opinion as to the selection of the box, the Clerk shall determine the box to be used for this process.

On completion of this process, the Clerk shall hold the box, and without looking into the box, ensure that the contents have been displaced sufficiently and request the Municipality's Legal Counsel to draw only one or the required number for the purpose of determining the successful candidates(s).

The Legal Counsel shall read aloud the name of the candidate or candidates. The Clerk will then proceed to declare this, or these individuals elected.

Once completed, the Legal Counsel shall remove the remaining contents from the box and provide an opportunity for all persons present to examine these slips of paper in the box.

NOTICE OF FINAL CERTIFIED RESULTS (RECOUNT) (SECTION 62(1) AND 62(4))

Persons authorized to be in attendance at the recount may also be at the announcement of the results of the recount.

The Clerk of the Township will announce the result of the recount as soon as it is complete.

Unless an application has been made for a Judicial recount, the Clerk, on the 16th day after the recount is completed, will declare the successful candidate or candidates elected or will declare the result of the vote with respect to a by-law or a question by posting the **Declaration of Recount Results Form LC28** at the Municipal Office and on the website.

Such Declaration shall be sent to everyone previously given notice of the recount.

CANDIDATES FINANCIAL DISCLOSURE

Pursuant to Section 88.25(9) at least 30 days before the filing date (the last Friday in March following the election), but no later than March 1, 2027 the Clerk shall give every candidate whose nomination was filed:

- Notice of all of the filing requirements of this section including 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 EL42***.

Pursuant to Section 88.23 (3), A ***Notice to Default Form EL43*** shall be given to the candidate by registered mail and to the relevant council or local board in the event that a candidate has not submitted the ***Financial Statement – Auditor’s Report PR Form 4*** by 2:00 pm on March 30, 2027. The Clerk shall also make available to the public the name of the candidate and a description of the nature of the default.

Pursuant to Section 88.23 (4)(5), the Clerk shall publish on the municipal website a report detailing all candidates in an election and indicate whether each candidate complied with Section 88.25.

Clarification on Campaign Expenses should be directed to Sections 88.19 to 88.32.

COMPLIANCE AUDIT COMMITTEE

ESTABLISH COMPLIANCE AUDIT

In Huron County, a joint Compliance Audit Committee will be established. Terms of Reference will be developed to be adopted by all participating municipalities. The recruitment process will be initiated through an advertisement that must be, at minimum, posted to the municipal website.

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

REVIEW OF CONTRIBUTIONS TO CANDIDATES (88.34(1) TO (4))

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

ELECTOR APPLICATION (88.33 (1) AND 88.35 (1))

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

REPORT, CONTRIBUTIONS TO CANDIDATES FOR COUNCIL

As soon as possible after April 29, 2027, the Clerk shall prepare a report identifying each contributor to a candidate for office on a council who appears to have contravened any of the contribution limited under Section 88.9, and

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

that contributor to all candidates for office on the same council.

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

DECISION OF COMPLIANCE AUDIT COMMITTEE REGARDING CANDIDATES (SECTION 88.34(8))

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

SAME - REPORT, CONTRIBUTIONS TO REGISTERED THIRD PARTIES (SECTION 88.13 & SECTION 88.36(5))

The same process as described under the sub-heading “Report, Contributions to Candidates for Council” and “Decision of Compliance Audit Committee Regarding Candidates” shall apply to Registered Third Parties who appear to have contravened any of the contribution limits under Section 88.13 and Section 88.36(5).

ELECTION RECORDS

DISPOSITION OF RECORDS (SECTION 88)

Subject to a Judge’s order or recount proceedings, after 120 days from declaring the results under Section 55, the Clerk shall destroy the ballots in the presence of two witnesses. The Clerk may also destroy any other documents and materials related to the election except those specified in 88.25, 88.29 and 88.32.

The witnesses shall complete the ***Witness Statements as to Destruction of Ballots Form LC30***.

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

Having returned all pertinent documents to the municipality, Simply Voting shall confirm in writing the destruction of all records in its possession.

The documents shall not be destroyed if:

- A court orders that they be retained; and
- A recount has been commenced and finally disposed of.

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

ACCESSIBILITY (SECTION 12.1)

ELECTORS AND CANDIDATES WITH DISABILITIES

The Clerk shall have regard to the needs of electors and candidates with disabilities.

LOCATION – ACCESSIBILITY

In establishing the location of the Voting Centre, the Clerk shall ensure that each Help Centre is accessible to electors with disabilities.

ACCESSIBILITY PLAN

The Clerk shall prepare a plan regarding the identification, removal and prevention of barriers that affect electors and candidates with disabilities and shall make the plan available to the public before Voting Day in a regular election.

REPORT

Within 90 days after Voting Day in a regular election, the Clerk shall submit a report to council regarding the identification, removal and prevention of barriers that affect electors and candidates with disabilities.

EMERGENCIES (SECTION 53)

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.

On declaring an emergency, the Clerk shall make such arrangements as he or she considers advisable for the conduct of the election.

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

The emergency continues until the Clerk declares it has ended.

If made in good faith, the Clerk's declaration of emergency and arrangements shall not be

reviewed or set aside on account of unreasonableness or supposed unreasonableness.

It shall be the policy that in the event of an emergency, as determined by the Clerk, that the Clerk shall to the best of their ability advertise such emergency.

If required, the Clerk may consider alternate options for reporting results, notification of electors, alternate facilities, voting period and or election officials.

In the event of an emergency, Simply Voting, under the direction from the Clerk shall stop the Voting System from accepting calls via a telephone and connections from the internet thus preventing the election from continuing, or starting, as the case may be.

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

SYSTEM INTEGRITY

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

- Ensuring that every eligible elector on the Voters' List, as amended, is sent a sealed Voter Information Letter containing the voter's unique PIN, by first class mail;
- Ensuring that no one except the Clerk or designate, can access PINs maintained by Simply Voting that match each voter's name and address; and
- Providing an opportunity for eligible electors to be added to the Voters' List or to make amendments to the list, up to and including Election Day, October 26 at 8:00 pm.

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

- Checking the Voting Centre telephones and internet access;
- Checking the configuration of the ballot;
- Checking the telephone voting prompts;
- Checking that voting begins and ends at the designated times;
- Attempting to vote before and after the Voting Period;

- Attempting to view results before the Voting Period ends;
- Attempt to use a PIN more than once;
- Attempting to vote using an incorrect PIN; and
- Balancing the number of electors that voted with the number of votes cast.

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

In addition, a test to verify the total of votes cast is at “0” prior to the voting system being activated will occur no later than October 13 at 8:59 am.

All certified candidates are to provide to the Clerk the proper pronunciation of their name prior to August 22, 2026.

CORRUPT PRACTICES

PROVINCIAL OFFENCES AND PROSECUTION

Sections 89 and 90 of the Municipal Elections Act provides for penalties and enforcement of corrupt practices and other offences during an election process.

Although the municipality will be using an alternate voting method, being Telephone and Internet Voting, the principles and the integrity of the election process will remain and are enforceable.

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

- a) Votes without being entitled to do so;
- b) Votes more times that this act allows;
- c) Induces or procures a person to vote when that person is not entitled to do so;
- d) Before or during an election, publishes a false statement of a candidate’s withdrawal;
- e) Furnishes false or misleading information to a person whom this Act authorizes to obtain information;
- f) Without authority, supplies a PIN/ballot to anyone;
- g) Deals with a PIN/ballot, without having authority to do so;
- h) Attempts to do something described above.

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

In addition, under the provision of Section 90(1) of the Municipal Elections Act, if a person is convicted of an offence and the offence was committed knowingly, the offence also constitutes a corrupt practice.

Although many provisions of the Municipal Elections Act also deal with voting places, ballots, and ballot boxes, etc. the same must be used interchangeably with the “alternate form” of voting since the principles of the Act must be maintained. It is therefore enforceable and subject to penalties.

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

- a) All complaints about actions which may contravene the provisions of the Municipal Elections Act, either verbally or written, will be reviewed by the Clerk and, if viewed by the Clerk to be valid and not frivolous, will be reported to the police.
- b) The most senior officer of the police will be advised that all such valid complaints will be turned over to his or her office for further investigation.

PENALTIES

An individual who is convicted of an offence is liable to penalties that include but are not limited to a maximum fine of \$25,000 and or a maximum imprisonment of six months. Trade unions and corporations are subject to a maximum of \$50,000 if convicted.

MAIL TAMPERING – CRIMINAL OFFENCE AND PROSECUTION

Notification of the voting process and how electors can access the voting system will be provided in the Voter Information Letter and will be provided to electors by first class mail.

The Criminal Code of Canada states that tampering with the mail of an individual is a criminal offence and a person(s) found guilty is liable to a term of imprisonment not exceeding ten years. As such and in order to ensure the integrity and confidence of the voting process for all electors and candidates, the Clerk in this alternative form of voting

has agreed:

That all complaints about actions which may contravene the provisions of the Criminal Code of Canada with respect to mail tampering, either verbally or written will be reported to the police.