



## **CLERK'S PROCEDURES**

### **2026 Municipal Election**

These procedures are subject to change and may be updated as required up to Voting Day, October 26, 2026. The most recent version of these procedures will be available on the election page of the Township's website.

# Table of Contents

|                                                      |    |
|------------------------------------------------------|----|
| Definitions .....                                    | 2  |
| Authority .....                                      | 3  |
| Timelines .....                                      | 4  |
| Election Methods for 2026 .....                      | 5  |
| Nomination Procedure .....                           | 5  |
| Secrecy .....                                        | 7  |
| Voters' List.....                                    | 7  |
| Candidate Campaigning and Campaign Advertising ..... | 9  |
| Candidate Campaign Contributions .....               | 11 |
| Candidate Campaign Expenses .....                    | 12 |
| Candidates Financial Statements .....                | 12 |
| Ballots .....                                        | 13 |
| Election Officials .....                             | 13 |
| Mail-in Voting.....                                  | 14 |
| Scrutineers .....                                    | 14 |
| Voting Process .....                                 | 15 |
| Voting Centre - List of Voters .....                 | 15 |
| Voting Day and Advanced Voting In-Person.....        | 15 |
| Alternative Voting Method- Mail-in Voting.....       | 16 |
| Election Results .....                               | 17 |
| Recount .....                                        | 18 |
| Election Records .....                               | 19 |
| Accessibility .....                                  | 20 |
| Emergencies .....                                    | 21 |
| Corrupt Practices .....                              | 22 |
| Third Party Advertising .....                        | 23 |
| Third Party Financial Statements .....               | 24 |
| Compliance Audit Committee .....                     | 24 |

## 1. Definitions

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In these procedures:

“Act” means the Municipal Elections Act, 1996, S.O. 1996, C.32, as amended. “Advanced Voting” means voting conducted through mail-in ballots.

“Alternative Voting” includes mail-in ballots.

“Ballot” means a paper ballot with the candidate’s name and a space to the right of the candidate’s name suitable for marking the ballot.

“Candidate” means a person who has been nominated under Section 33 of the Act.

“Certified Candidate” means a candidate whose nomination has been certified by the municipal clerk under Section 35 of the Act.

“Clerk” means the Clerk of the Township of Plummer Additional who is responsible for conducting this election under the authority of the Act.

“Election Campaign Advertisement” means an advertisement in any broadcast, print, electronic or another medium that has the purpose of promoting or supporting the election of a Candidate.

“Election Official” means the Clerk or other person(s) appointed in writing by the Clerk to carry out election duties under the Act. An Election Official can only carry out the tasks and duties as assigned in writing by the Clerk and must take the prescribed oath.

“List of Voters” means a List of Electors, as corrected by the Clerk under the provisions of Section 22 of the Act.

“Municipal Office” or “Township” means The Corporation of the Township of Plummer Additional administration building located at 38 Railway Cres, Bruce Mines, ON.

“Mail-in Ballot Registration Form” means the form that will be mailed to all property owners with the July tax bill that must be completed as instructed to obtain a “Voter Ballot Kit”.

“Polling Location” means the location where a traditional method of voting will be offered by casting a paper ballot available only from 10 a.m. to 8 p.m. Monday, October 26, 2026.

“Preliminary List of Electors” means a list of electors for the Township of Plummer Additional compiled by Elections Ontario and provided to the Township of Plummer Additional.

“Satisfactory Identification” means one or more pieces of identification or personal information with a picture and a signature, which would verify the identity of an individual to the satisfaction of an Election Official.

“Scrutineer” means an individual appointed in writing by a certified candidate to represent him or her during the voting process.

“Support Person” means a person who has been requested by an elector to assist them in the voting process.

“Third Party Advertiser” means a person, corporation or trade union registered to spend money advertising or campaigning in support or opposition to a candidate or question on the ballot.

“Voting Day” means the final day on which the vote is to be taken in an election and shall be Monday, October 26, 2026.

“Voter Ballot Kit” means a mail-in ballot kit that is mailed to voters who registered for a mail-in ballot kit that includes a ballot, a ballot envelope, a self-addressed return envelope, and instructions.

## **2. Authority**

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### *Municipal Elections Act, 1996, as amended*

The *Act* gives the Municipal Clerk authority to establish procedures and forms for voting and vote tabulation. Section 12(1) of the *Act* further gives authority to the Clerk to provide for any matter or procedure not provided for in the *Act*.

Any matter not provided for in this procedure will be dealt with as far as practicable in accordance with the principles of the *Act*.

These procedures are subject to change and may be updated as required up to Voting Day, October 26, 2026. The most recent version of these procedures will be available on the election page of the Township’s website.

The Clerk will provide updated procedures to registered candidates via email up to Election Day.

### **Duties and Powers of Clerk [Sections 11, 12, 15]**

The Clerk is responsible for conducting the election, including:

- preparing for the election,
- preparing for and conducting a recount in the election,
- maintaining peace and order throughout the election,
- submitting the accessibility report in a regular election, and
- providing for any matter or procedure that is not in the *Act* or is, in the Clerk’s opinion, necessary or desirable for conducting the election, including requiring a person to provide proof of identity, qualifications or any other matter.

The *Act* applies to governs municipal elections in the province of Ontario and is based on the following principles:

- Secrecy and confidentiality in the voting process;
- A fair and non-biased election. Electors and candidates shall be treated consistently and fairly;

- The election shall be accessible to electors;
- Integrity of the process shall be maintained throughout the election;
- There is to be certainty that the results of the election reflect the votes cast; and,
- Valid ballots are counted and invalid ballots are rejected.

### **3. Timelines**

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Before May 1, in the year of a regular election, municipalities and local boards shall establish rules and procedures with respect to use of municipal or board resources as the case may be during the election campaign period.

#### **2026**

**May 1** Nomination Package and Candidate's Guide available

**May 1** Third-Party Registration Package available

**May 1** Publish Accessibility Plan regarding the identification, removal and prevention of barriers that effect electors and candidates with disabilities.

**June 1** Candidate Information Session 7:00 p.m.

**June 1** Publish Clerk's Procedures

**July 1** Mail-in Ballot Kit registration forms available

**August 21** Nomination Day – last day for a candidate to submit nomination papers

**August 21** Certify nominations.

**August 24** Declare an election and /or acclamation for additional nominations.

**September 1** Last day for reproducing the voters' list

**Sept 11** Mail-in ballot kits start to be mailed out to registered voters.

**Sept 29** Certify Voters List

**Sept 30** Certificate of Maximum Campaign Expenses issued

**Sept 30** Last day to distribute revised voter's list

**Oct 2** Voter notification cards mailed out

**October 5** Last day to request Mail-in Ballot Kit

**October 7** Last day to mail out Mail-in Ballot Kits

**October 23** Last day for Third Parties to register at the Clerk's Office.

**October 26** Voting Day.

**October 27** Results of election are declared.

**November 15** New Term of Office Commences

**December 16** Last day for first meeting of new council

## **2027**

**March 26** Deadline for candidates to submit financial statements

**April 30** Clerk's financial compliance for candidates and third parties report

## **4. Election Methods for 2026**

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By-law 2025-61 passed on December 10, 2025 authorized mail-in ballots as an alternative voting method, in addition to in-person voting on Voting Day.

## **5. Nomination Procedure**

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### **Notice [Section 32]**

The Clerk shall give notice of the nomination period in a local news publication, in one conspicuous place in the municipality and on the municipal website. This is done jointly with neighbouring municipalities and is being actioned by the Township of Tarbutt.

### **Nomination Papers [Section 33] Form 1**

Nomination Papers may be filed at the Clerk's Office from Friday, May 1, 2026 to Thursday, August 20, 2026 during regular office hours (8:30 a.m. and 4:30 p.m.), and on Friday, August 21, 2026 (9:00 a.m. and 2:00 p.m.) for the following offices:

#### **Council**

Mayor- 1 position

Councillor at Large - 4 positions

#### **Trustees**

Nomination Papers for school boards must be obtained and filed at the appropriate Municipal Office for the following contests:

School Board Trustee- English Public (1)

School Board Trustee – French Public (1)

Nomination Package to include the following:

- Plummer Township Candidate Information Guide
- MMAH Candidate Guide
- Nomination Paper- Form 1
- Financial Statement- Auditors Report Candidate- Form 4
- Candidate Declaration - Proper Use of Voters' List
- Consent to Release Information Candidate FOI Form
- Preliminary Campaign Expenses
- Use of Municipal Resources
- Council Code of Conduct
- Council-Staff Relations Policy
- Letter to Financial Institutions – Account Opening

### Filing

The endorsement requirement does not apply in Plummer Township.

Each candidate must pay the prescribed nomination filing fee of \$200.00 for Head of Council and \$100 for all other offices - the filing fee shall be paid by cash, e-transfer, certified cheque or money order payable to the Township of Plummer Additional and will be deposited with the Municipal Treasury Department.

If a person is present at the Clerk's Office on Nomination Day at 2:00 p.m. and has not yet filed a nomination, he or she may file the nomination as soon as possible after 2:00 p.m.

The Clerk or designate will verify that the form is complete. Each candidate must provide valid identification. If an agent is filing on behalf of a candidate, both the candidate and the agent are required to provide valid identification. The name as it appears on the Nomination Paper is the name to be used on the ballot. If a nickname is to be used, it must appear on the Nomination Paper.

It should not be anticipated that the Certification by Clerk section be completed at the time of filing.

The Clerk will be available by appointment to assist or provide information to a potential candidate with regards to the filing process.

### **Estimated Maximum Campaign Expenses [Section 33.0.1]**

The Clerk shall calculate the estimated maximum campaign expenses for each office on and provide a copy to the candidate or his/her agent the day that the Nomination Paper is filed in accordance with Section 33.0.1 (1).

The Clerk's calculation is final.

### **Estimated Maximum Candidate Contributions to One's Own Campaign [Section 33.0.2]**

The Clerk shall calculate the estimated maximum that a candidate and his or her spouse can contribute to their own campaign for each office and provide a copy to the candidate or his/her agent

the day that the Nomination Paper is filed in accordance with Section 33.0.2 (1).

The Clerk's calculation is final.

### **Estimated Maximum Third-Party Expenses [Section 88.21(6)]**

The Clerk shall calculate the estimated maximum campaign expenses for each office on the "Estimated Maximum Campaign Expenses" and provide a copy to the candidate or his/her agent the day that the Nomination Paper is filed in accordance with Section 33.0.1 (1).

The Clerk's calculation is final.

## **6. Secrecy**

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1. The Clerk shall require all election official(s) and/or other persons working in connection with the municipal elections to swear or affirm an oath of secrecy in accordance with Section 49 of the Act.
2. 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(s) cast by the elector and shall vote according to the instructions and wishes of the elector.
3. No person shall communicate any information that might have been inadvertently obtained about how an elector intends to vote or has voted.
4. No elector shall reveal how he or she intends to vote except when obtaining assistance in voting from either a support person or an election official who shall swear the appropriate oral oaths.
5. All complaints regarding any and/or all breaches of secrecy shall be investigated by the proper authorities and shall be prosecuted according to the provisions of "Corrupt Practices and Other Offences - Penalties and Enforcement" under Sections 89 and 90 of the Act.

## **7. Voters' List**

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### **Voter Qualifications [Section 17]**

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

- reside in the local municipality or is the owner or tenant of land in the local municipality, or is the spouse of such owner or tenant;
- is a Canadian citizen,
- is at least 18 years old; and
- is not prohibited from voting under subsection 17(3) of the Municipal Elections Act, 1996 or otherwise, by law.



## **Persons Prohibited from Voting [Section 17(3)]**

The following are prohibited from voting:

- a person who is serving a sentence of imprisonment in a penal or correctional institution.
- a corporation.
- a person acting as executor or trustee or in any other representative capacity, except as a voting proxy in accordance with section 44.
- a person who was convicted of the corrupt practice described in subsection 90 (3), if voting day in the current election is less than five years after voting day in the election in respect of which he or she was convicted.

## **Preliminary List of Electors (PLE) [Section 19]**

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

The PLE shall contain the name and address of each person who is entitled to be an elector and any additional information the Clerk needs to determine for which offices each elector is entitled to vote, such as school support [Section 19 (4)].

The Clerk shall, to the best of his/her ability and legislative authority, ensure that an elector's name appears on the PLE for a local municipality only once [Section 19 (6)].

It is possible for an elector's name to appear on the Voters' List of more than one municipality. A person listed as a resident elector in one municipality and a non-resident elector in another municipality is entitled to vote in each, provided they are not voting for the same office more than once. School Board votes must be cast in the municipality where the elector resides.

## **Correction of Errors [Section 22]**

The Clerk shall correct any obvious errors in the PLE and submit the changes to Elections Ontario by August 31, 2026.

The Clerk may use any information that is in the municipality's custody or control when correcting the PLE for obvious errors [Section 22 (2) and (3)].

## **Certification of Voter's List [Section 23]**

The corrected PLE becomes the Voters' List once it is reproduced on or before September 1, 2026.

## **Request for Copies of Voter's List [Section 23 (3) (4) and (5)]**

Upon written request, but not until September 1, the Clerk shall give every candidate access to the part of the Voters' List that contains the names of the electors who are entitled to vote. Each candidate shall be required to sign the "Declaration of Proper Use of the Voters' List" Form. Access shall be through paper copy only. A deposit of \$50.00 will be required to obtain the list which shall

be refunded upon return of the list at the end of the campaign period, or December 31<sup>st</sup>, whichever comes first.

### **Amendments for Change of Own Name [Section 24]**

An elector may make an application to amend their information on the Voters' List using the prescribed form "Application to Amend Voters' List" and providing proof of identity and residence as prescribed in O. Reg. 304/13, between the 1st day of September, 2026 to the 26th day of October until 8:00 p.m.

### **Removal of Deceased Person's Name [Section 25]**

The Clerk may remove a person's name from the Voters' List up to 8:00 p.m. on October 26th, 2026 if the Clerk is satisfied the person has died.

A person may make an application requesting that a deceased person's name be removed from the Voters' List by using the prescribed form "Application for Removal of Deceased Person's Name from the Voters' List" and providing proof of identity and residence as prescribed in O. Reg. 304/13, between the 1st day of September, 2026 to the 26th day of October until 8:00 p.m.

### **Interim List of Changes [Section 27 (1)]**

The Clerk shall, during the period beginning on September 20th and ending on September 30th in the year of a regular election, prepare an "Interim List of Changes" Form to the Voters' List. The Interim List of Changes shall be given to each person who received a copy of the Voters' List and to each certified candidate.

### **Notice**

By the end of September, the Clerk will send a voter notification card by mail to each elector whose name appears on the Voters List who have not registered for a mail-in ballot kit.

### **Certification of Voter's List [Section 28]**

The Clerk shall compile any changes to the Voters' List on the "Certificate of the Voters' List" Form and certify the Voters' List for use in the voting location.

### **Final List of Changes [Section 27(2)]**

The Clerk shall prepare the "Final List of Changes" Form to the Voters' List and provide it to Elections Ontario by November 25, 2026.

## **8. Candidate Campaigning and Campaign Advertising**

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Campaigning, including campaign advertising, is permitted no earlier than the filing of Nomination Papers by the Candidate unless otherwise stated in the local municipal by-law.

Candidate campaign advertising means an advertisement in any broadcast, print, electronic or other medium that has the purpose of promoting or supporting the election of a Candidate. Examples include, lawn signs, brochures, posters, print, radio and electronic ads, etc.

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

All Candidates shall provide the following information to a broadcaster or publisher in writing:

- the name of the Candidate.
- the name, business address and telephone number of the individual who deals with the broadcaster or publisher under the direction of the Candidate.

Information contained in/on all campaign material is the responsibility of the Candidate and any questions or concerns should be directed to the Candidate.

#### Municipal Employee Communication with Candidates

The Clerk's primary method of communication with candidates shall be by email or phone.

After September 24, 2026, questions to the Clerk from candidates shall be addressed by an emailed response to all candidates, to ensure fairness to all.

#### Municipally Owned/ Leased Facilities

Election campaigning or the distribution/posting of election campaign advertising at municipally owned or leased facilities is not permitted.

The use of corporate resources is not permitted by Candidates for election purposes as per the Use of Municipal Resources policy included in the nomination packages.

#### Election Signs

Campaigning, including campaign advertising, is permitted no earlier than the filing of Nomination Papers by the Candidate unless otherwise stated in the local municipal by-law.

Election signs are permitted from Sept 14, 2026 to October 28, 2026, by which time they must be removed. **Any** signs that are removed by municipal staff after October 28, 2026, shall be subject to a fee of \$5.00 per sign, to be paid by the candidate upon invoice. These conditions shall be posted on the Election page of the Municipal website and provided to all candidates in the Candidate Package.

Election signs are permitted in municipal road allowances provided that they meet the following criteria:

- are 12 square feet or less in size,
- do not interfere with traffic,
- have the permission of the landowner on private property,
- not placed on municipal property (Bruce Station Hall, municipal office, parks)
- not placed within 10m of the voting centre property perimeter (Bruce Station Hall)
- permits are not required for election signs

Where an election sign has been placed in contravention of any provision of the guidelines or MEA, the Municipal Clerk or designate has the authority to remove such a sign immediately and notify the candidate. All signs that are removed shall be held by the Clerk, until one (1) week after voting day or when the candidate picks them up, whichever comes sooner.

The investigation or prosecution for any acts of vandalism to campaign advertising of the candidates should be referred to the local police force by the complainant. The municipality or any of its municipal servants, employees or agents shall not be responsible.

The municipality is authorized to remove advertisements if sections 88.3, 88.4, or 88.5 of the Act have been contravened.

## **9. Candidate Campaign Contributions**

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### **Contribution to Registered Candidates [Sections 88.1 – 88.5]**

A contribution shall only be made to a candidate's campaign and only be made during the candidate's election campaign period.

Contribution shall only be made by individuals who reside in Ontario and the candidate and his/her spouse, with exceptions.

Political parties, corporations, trade unions, the Crown, municipalities and local boards are prohibited from making contributions.

### **Acceptance of Contributions [Section 88.8]**

Contributions over \$25 must be in the form of a cheque or money order. Contributions of \$25 or less may be in cash.

For the purposes of this Act, contributions are money, goods and services given to and accepted by the candidate's election campaign.

### **Maximum Contributions to Candidates [Section 88.9]**

A contributor shall not make contributions exceeding a total of \$1,200 to any one candidate in an election or \$5,000 to two or more candidates for office on the same council or local board. Maximum contributions do not apply to the candidate's or spouse's contributions to own campaign. Candidates are able to take loans to fund their campaigns, as provided for in the Act.

### **Fundraising for Candidates [Section 88.10]**

A fundraising function shall only be held for a person who is a candidate and only during the campaign period.

## 10. Candidate Campaign Expenses

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### **What Constitutes an Expense [Section 88.19]**

Costs incurred for goods or services by or under the direction of a person wholly or partly for use in his or her election campaign are expenses. Section 88.19 (3) of the Act defines expenses in more detail. Exceptions apply to the cost of holding fundraising functions.

### **Candidates' Expenses [Section 88.20]**

An expense shall only be incurred by the candidate or an individual acting under the candidate's direction, and only during the campaign period, with the exception of the auditor's report.

#### Maximum amount

- During the period that begins on the day a Candidate is nominated and ends on Voting Day, his or her expenses shall not exceed an amount calculated in accordance with the prescribed formula.
- A Candidate shall be provided with the maximum campaign expenses amount upon filing of his or her Nomination Papers.

## 11. Candidate Financial Statements

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All Candidates shall file with the Clerk, the "Financial Statement – Auditor's Report" Form 4 on or before 2:00 p.m. on March 30, 2027, reflecting the Candidate's election campaign finances as of December 31 in the year of the election. The earliest the auditor's report can be filed is the first day the Municipal Office is open in January 2027.

### **Notice to Candidates Before Filing Date [Section 88.25 (9)]**

At least 30 days before the filing date, but no later than March 1, 2023, the Clerk shall give every candidate whose nomination was filed, notice of:

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

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

### **Notice of Default [Section 88.23 (1) – (3), 88.25]**

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

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

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

For questions regarding campaign finances, the Clerk should direct the candidate to Sections 88.22 – 88.25, 88.30 – 88.32.

### **Refund of Nomination Filing Fee [Section 34]**

A candidate is entitled to receive a refund of the nomination filing fee if he or she,

- files the Financial Statement and Auditor's Report, each in the prescribed form, on or before 2:00 p.m. as of March 30, 2027.

## **12. Ballots**

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In accordance with s. 41(2) of the Act, ballots will contain the names of all certified candidates. The Clerk has discretion to determine layout and formatting details with respect to ballots.

A composite ballot will be used. Each ballot will contain the list of candidates for mayor, councillor and school board trustee.

Electors will be instructed to mark their ballot in the designated space next to the name of the candidate of their choice. It is the elector's responsibility to mark the ballot according to the instructions in order for it to be valid and counted properly.

In accordance with s. 41(2) of the Act, the following additional rules apply to ballots:

- Only the names of certified candidates shall appear on the ballot;
- Candidates' names shall appear on the ballot in alphabetical order based on surnames, and in the case of identical surnames, their forenames;
- If the candidate wishes and the Clerk agrees, another name that the candidate also uses may appear on the ballot instead of or in addition to their legal name;
- No reference to a candidate's occupation, degree, title, honour or decoration shall appear on the ballot; and,
- A space for marking the ballot shall appear to the right of each candidate's name, or in the case of a by-law or question, to the right of each answer.

## **13. Election Officials**

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### **Deputy Returning Officer and Other Election Officials [Section 15]**

When it is necessary to conduct an election, the Clerk shall appoint a Deputy Returning Officer

(DRO) for each Voting Place and may appoint any other election officials that the Clerk considers necessary.

The Clerk may delegate such power and duties to other election officials as deemed advisable, but shall retain and may continue to exercise any and all of the powers delegated to such election officials. Any delegation shall be in writing.

All elections officials shall be appointed and take an oath of secrecy using the “Appointment and Oath of Election Official” Form.

The Clerk will provide training as required.

## **14. Mail-in Voting**

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Voters who wish to vote by mail must submit a complete registration form to the Clerk’s office by October 5, 2026, in order to ensure delivery in Ontario by Canada Post to the recipient.

Registration forms will be included in the July 2026 tax bill and will be available on the municipal website by July 1, 2026.

Mail-in ballot kits will be mailed out during the period of September 11, 2026 to October 7, 2026, as verified registered mail-in voter applications are received.

One Mail-in Ballot Kit will be sent to each eligible voter. Should a voter not receive the kit, the voter must contact the office for a replacement. Safeguards ensure that the same voter is not able to vote more than once.

Details on mail-in voting procedures is found in Section 15 “Alternative Voting Method – Mail-in Ballot Voting”.

## **15. Scrutineers**

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### Appointment- by candidate- qualification

A candidate may appoint a scrutineer to represent them at the polling station from 10:00 a.m. to 8:00 p.m. and during the sealing of the ballot box and counting of ballots, including during a recount.

The appointment shall be made using the “Appointment of Scrutineer by Candidate” form and must be signed by the candidate in person at the Municipal Office. The candidate shall be asked for proof of identity. The candidate shall provide the signed form to their scrutineer.

### Scrutineers Rights and Prohibitions

Each scrutineer shall be responsible for his/her conduct, rights and prohibitions as set out on the applicable appointment form.

## **16. Voting Process**

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1. The integrity of the voting process shall be the responsibility of the Clerk of the Township of Plummer Additional and shall be preserved by:
  - a. ensuring that every eligible elector on the voters' list is mailed, using first class mail, a Registered Voter's Card to bring to the polling station;
  - b. providing an opportunity for eligible electors who do not appear on the voters' list to be added to the list, or to make amendments to the list, up to and including election day, October 26, 2026, at 8:00 p.m.

## **17. Voting Centre - List of Voters**

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The List of Voters shall be made available at the polling station in paper format to accommodate the voting process.

Eligible voters who attend the polling station on Election Day and are not on the voters list will be able to be added to the list by completing a declaration form and providing satisfactory identification.

## **18. Voting Day – In-person Ballot Voting**

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### Procedure for Setting up the Ballot Boxes

- a. The ballot box shall be brought to the polling station before polls open on the morning of Voting Day.
- b. Candidates or scrutineers are invited to witness the process of preparing the ballot box.
- c. At **9:45 a.m.** on Voting Day, the Clerk will allow those in attendance to inspect the ballot box to ensure it is empty.
- d. Upon acceptance that the box is empty, the Clerk shall seal the box using ballot box seals. Candidates are welcome to apply their own seal to the box provided that it does not identify the candidate either by name or campaign colours.
- e. After sealing, the box shall remain in full view until the counting of ballots is completed.

### Voting in Person

The Council of the Township of Plummer Additional will use paper ballots and will count ballots by hand for in-person voting in the 2026 Municipal and School Board Election.

- a. The election worker will fold a ballot in front of each voter, initial the back of it and hand it to the voter.
- b. Voting booths will be used for voters to mark their ballots by hand.



- i. Using the ballot-marking pen provided, vote by marking an 'X' within the box to the right of the name of each candidate for whom the elector wishes to vote.
  - ii. Refold the ballot such that the initials of the DRO are visible; leave the compartment without delay; and deliver the folded ballot to the election worker.
- c. The election worker will insert the ballot into the sealed ballot.
- d. Voters who mark their ballot in error and wish to obtain another ballot given the option of receiving a new ballot. Spoiled ballots will be placed into a separate, clearly marked box.

## ***19. Alternative Voting Method- Mail-in Ballot Voting***

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The Council of the Township of Plummer Additional authorized the use of alternative voting method, that being mail-in voting, in addition to traditional voting for the 2026 Municipal & School Board Election.

### Voting by Mail

- a. Eligible voters shall be required to complete a registration form to request a mail-in ballot kit.
- b. Proof of identification is required with the submission of the registration form.
- c. Every eligible elector shall be limited to only one vote through the use of mail-in ballots.
- d. Each person at the same residence who registers for Mail-in Voting will receive their own personally addressed Mail-in Ballot Kit.
- e. Mail-in Ballot Kits will include instructions, a self-addressed, postage-paid return envelope, a ballot, and a ballot envelope with an attached declaration.
- f. It is the responsibility of the voter to ensure that they have followed the instructions included in the kit exactly. Clarifying questions may be directed to the Clerk at any time during the mail-in ballot process.
- g. It is the responsibility of the voter to ensure that the ballot is received by the DRO before 8:00 p.m. on October 26, 2026.
- h. Mail-in ballots may be received by post or in-person during normal business hours and from 10:00 a.m. to 8:00 p.m. on Voting Day at the polling station.
- i. Unopened mail containing mail-in ballots shall be secured in a locked space until they are brought to the polling station for processing.
- j. The unopened mail-in ballots shall be brought to the polling station after the office closes on Voting Day by two election officials.
- k. Two election officials shall be present when opening Mail-in ballots.
- l. Upon receipt by the DRO, the voter, as identified by an assigned, unique number, shall be recorded on the Voter's List as having voted, and the ballot envelope shall be deposited into the ballot box.
- m. Only the first mailed-in ballot received from a voter shall be accepted and processed according to the procedures. Any subsequent ballots received from the same voter shall be recorded as spoiled ballots.

## **20. Election Results**

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The Township of Plummer Additional shall keep its public voting access open until 8 p.m. on Monday, October 26, 2026 until the Clerk confirms that all eligible voters in the polling station have completed voting.

Upon the close of voting, the DRO, with the assistance of election officials, will manually count the ballots and record the votes on a Ballot Tally Spreadsheet in view of those in attendance. These results will be recorded on the Certificate of Election Results form and Statement of Election Results – Manual Count form.

Those present to observe the counting of ballots must not touch the ballots or interfere with the counting in any way. Unofficial results will be announced to all present by the Clerk upon the completion of counting all ballots.

### **Notice of Results [Section 55 (3)]**

The unofficial results of each candidate shall be made available by the Clerk as soon as practical after 8:00 p.m. on Monday, October 26, 2026. The Clerk shall post the same Unofficial Results on the municipality's website.

The Clerk shall send each school board's election results to the respective Clerk handling the school board election as soon as possible after the close of voting.

### **Declaration [Section 55 (4)]**

As soon as possible after Voting Day, the Clerk shall declare the Official Results using the "Declaration of Election Results" Form and post the results at the Township Office and on the municipal website.

Separately, the Clerk responsible for school board elections shall provide the respective school board results to each Clerk using the "Declaration of Election Results" Form.

### **Information to be Made Available [Section 55 (4.1)]**

As soon as possible after Voting Day, the Clerk shall make the following information available at no charge for viewing by the public on the municipal website:

1. The number of votes for each candidate.
2. The number of declined and rejected ballots.
3. The number of votes for the affirmative or negative on a by-law or question, if applicable.

## 21. Recount

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### Tie Vote- Recount Procedures

1. In the case of a tie vote, the procedures outlined in Township's Election Recount Policy shall be followed.
2. Pursuant to Subsection 56(2) of the *Municipal Elections Act*, the recount shall be held within fifteen (15) days after the Clerk's declaration of the results of the election.
3. Pursuant to Subsection 61(1) of the *Municipal Elections Act*, the following persons will be authorized to attend the recount:
  - i. the Clerk and any other election official appointed by the Clerk for the recount procedure including the Municipal lawyer;
  - ii. every certified candidate for the office;
  - iii. the lawyer for each of the candidate(s); and
  - iv. only one (1) scrutineer for each of the candidate(s).
4. Within 15 days after the declaration of the election results, the Clerk and appointed election officials **shall count and record the votes in view of those in attendance**.
5. The Clerk shall announce the results of the recount and in the event of a tied vote, Subsection 62(3) of the *Municipal Elections Act* shall apply, being as follows:

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

6. In the event that a tied vote occurs after the statutory recount, the following procedure shall be used and applied:
  - a. The Clerk shall determine the texture and quality of the paper used for this process and each candidate or the candidates' lawyer and/or scrutineer will have an opportunity to examine the paper to be used to inscribe the names of the candidates;
  - b. The Clerk shall inscribe the name of each candidate on a similar size paper and the candidates, the candidates' lawyer and/or scrutineer, without touching the paper, examine the same. In addition, all persons present will have an opportunity to examine the box which will be used for conducting the lot;
  - c. Upon acceptance by the all candidates, the candidates' lawyer and/or scrutineer, that the processes outlined in paragraphs a) and b) have been adhered to, the Clerk shall fold the papers bearing each candidate's name twice in two (2) equal parts and shall deposit these papers, in full view of all persons present and authorized to attend, in an open-end box that will be acceptable to all persons present. In the event of a conflict or difference of opinion as to the selection of the box, the Clerk shall determine the box to be used for this process.
7. Upon 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 DRO to draw only one (1) or the required number for the purpose of determining the successful candidate(s).

8. The DRO shall hand directly to the Clerk the selected and required number of papers and the Clerk shall read aloud the name of the candidate or candidates and proceed to declare this or these individuals elected.
9. Once completed, the DRO shall remove the remaining contents from the box and provide an opportunity for all persons present to examine these slips of papers including the box.

#### After Voting

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

## **22. Election Records**

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### **Public Records [Sections 88 (5), (10), (11)]**

Despite anything in the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA), documents and materials filed with or prepared by the Clerk or any other election official under the *Municipal Elections Act, 1996* are public records, and until their destruction, may be inspected by any person at the Clerk's Office at a time when the office is open.

#### Restrictions

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

#### Access to the Voters' List

The Voters' List shall not be posted in a public place and can be used only for election purposes.

Due to MFIPPA, details about another person, other than the person an Election Official is speaking with, must not be provided, including whether or not the individual is on the Voters' List.

#### Candidates' Election Records

Use of paper versions of the Voters' List, Interim List of Changes to the Voters' List, Voter Participation Status reports and all other information containing personal voter information shall be protected by the Candidate and shall not be used for any purpose other than the Municipal Election. All Voter information obtained by the Candidate during the Municipal Election shall be returned to the Clerk for destruction with other election material. If records are shared by the candidates with others (campaign workers) an oath administered by the Candidate, similar to the one taken by the Candidate shall be administered and all shared records shall also be protected

and destroyed.

## **Municipal Election Records [Section 88]**

### Destruction of Records

120 days after declaring the results of the election under Section 88, the Clerk may destroy any other documents and materials related to the election except those listed below under the Retention of Records section of the manual.

### Retention of Records

The ballots and any other documents or materials shall not be destroyed if:

- a court orders that they be retained; or
- a recount has been commenced and not finally disposed of.

In addition, documents filed under Sections 88.25 (candidates' financial statements, etc.), 88.29 (financial statements, etc. of registered third parties) and 88.32 (return of surplus for subsequent expenses) until the members of the council or local board elected at the next regular election have taken office.

## **23. Accessibility**

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### **Electors and Candidates with Disabilities [Section 12.1 (1)]**

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

### **Plan regarding Barriers [Section 12.1 (2)]**

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.

### **Location**

The polling location shall be accessible to electors with disabilities.

### **Attendance on Electors with Disabilities [Section 45 (9)]**

To allow an elector with a disability to vote, an Election Official shall attend on the elector anywhere within the area designated for voting.

### **Electors Needing Assistance [Section 52 (1) and (4)]**

The Election Official may permit an elector who needs assistance in voting to have such assistance as the Election Official considers necessary.

### **Report [Section 12.1 (3)]**

Within 90 days after Voting Day in a regular election, but no later than Friday, January 22, 2027, the Clerk shall submit a report to council about the identification, removal and prevention of barriers that affect electors and candidates with disabilities and shall make the report available to the public.

## **24. Emergencies**

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### **[Section 53]**

The Clerk may declare an emergency if they are of the opinion that circumstances have arisen that are likely to prevent the election being conducted in accordance with this *Act*.

On declaring an emergency, the Clerk shall make such arrangements as they consider 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 this *Act* and the regulations made under it.

The emergency continues until the Clerk declares that 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, provide notice of such emergency. All information pertaining to the emergency shall be communicated using the Township's social media and posted to the website.

If required, the Clerk may consider alternate options for the following:

- reporting results
- notification of electors
- Election Officials
- voting period [e.g. delay of Voting Day, extension of voting hours or day(s)]

Results shall only be reported once all votes have been completed.

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

## **25. Corrupt Practices**

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### **Corrupt Practices [Section 90 (3)]**

#### Reporting Corrupt Practices

All valid complaints or knowledge of an offence shall be reported immediately to the Police for investigation of corrupt practices.

In addition, 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 alternative forms of voting since the principles of the Act must be maintained and is therefore enforceable and subject to penalties.

As such, the Clerk has agreed to the following:

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

### **Offences [Sections 89 & 90]**

A person is guilty of an offence if he/she:

- votes without being entitled to do so;
- votes more times than this Act allows;
- votes in a Voting Place in which he or she is not entitled to vote;
- induces or procures a person to vote when that person is not entitled to do so;
- before or during an election, publishes a false statement of a candidate's withdrawal;
- furnishes false or misleading information to a person whom this Act authorizes to obtain information;
- without authority, supplies a ballot to anyone;
- no person shall solicit a Mail-In Ballot Kit from an eligible elector;
- a person who contravenes any provision of the Act or a regulation under the Act or a by-law passed by a municipality under the Act;
- attempts to do something described above.

The following are guilty of an offence that constitutes a corrupt practice:

- A Deputy Returning Officer or other Election Official who knowingly miscounts the votes or knowingly prepares a false statement of the votes;
- A Deputy Returning Officer who knowingly places in a ballot box a paper that purports to be, but is not, a ballot capable of being used as such at an election;
- A Clerk or other Election Official who willfully fails to perform a duty imposed by the Act.

Penalties for corrupt practices are prescribed in Sections 91 to 94 of the *Municipal Election Act* and may be applied to anyone found to have been in violation of the Act.

### Mail Tampering- Criminal Offence and Prosecution

Voters Cards and Mail-In Ballot Kits will be mailed to voters. As such, mail tampering compromises the integrity of the election and is a serious offence.

The *Criminal Code of Canada* states that tampering with the mail of an individual is a criminal offence and a person(s) found guilty is liable to a term of imprisonment not exceeding ten (10) years.

The Clerk 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, shall be reported to the Police.

## **26. Third Party Advertising**

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A Third Party Advertiser means an individual who is normally resident in Ontario, a corporation that carries on business in Ontario or a trade union that holds bargaining rights for employees in Ontario, and who's Notice of Registration for Third Party Advertiser has been certified by the Clerk.

### **Eligibility for Registration [Section 88.6 (4), (5) and (6)]**

Registration shall be restricted to the following persons and entities:

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

The following persons and entities are deemed ineligible to register:

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

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

### **Filling the Notice of Registration [Section 88.6 (2), (7) and (13)]**

"Notice for Registration" Form 7 shall be filed with the Clerk from the first business day of May in 2026 to Friday, October 23, 2026 by appointment during regular office hours

The Clerk shall administer the Declaration of Qualifications on the prescribed "Notice for Registration" Form 7 and the "Declaration of Qualifications – Third Party Advertiser" Form oaths to the individual or to the representative of the corporation or trade union.

### **Estimated Maximum Third Party Expenses [Section 88.21 (15)]**

The Clerk shall calculate the estimated maximum third party expenses for registered third parties



on the “Estimated Maximum Third Party Expenses” Form and provide a copy to the individual filing the registration.

The Clerk’s calculation is final.

- may be contacted regarding the advertisement.

## **27. Third Party Financial Statements**

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### **Third Party Financial Statements [Section 88.29 (1) and (7)]**

All Registered Third Parties shall file with the Clerk, the “Financial Statement – Auditor’s Report” Form 4 on or before 2:00 p.m. on March 30, 2027, reflecting the Registered Third Party’s campaign finances in relation to third party advertisements as of December 31 in the year of the election. The earliest the “Financial Statement – Auditor’s Report” Form 4 can be filed is the first day the Municipal Office is open in January 2027.

At least 30 days before the filing date, but no later than March 1, 2023 the Clerk shall give every registered third party that registered in the municipality notice of:

- all the filing requirements of this section; and
- the penalties set out in subsections 88.27 (1) and 92 (4).

## **28. Compliance Audit Committee**

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### **Compliance Audit Committee [Section 88.37]**

#### Establish Compliance Audit Committee

A council shall before October 1 of an election year establish a committee for the purposes of the *Municipal Elections Act, 1996*.

In the Central Algoma area, a Joint Compliance Audit Committee shall be established for all participating municipalities in the Region.

A “Terms of Reference” will be adopted by by-law by all participating municipalities.

Each Council shall approve the appointment of members by by-law.

#### Review of Contributions to Candidates [Section 88.34 (1) to (4)]

The Clerk shall review the contributions reported 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 (Maximum Contributions to Candidates).

#### Report Contributions to Candidates for Council

As soon as possible after June 27th, 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 limits under section 88.9 and the Clerk shall forward each report prepared to the Compliance Audit Committee.

#### Report Contributions to Registered Third Parties

The same process applies to registered third parties as for candidates.

#### **Decision of Compliance Audit Committee**

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

#### **Compliance Audit Application [Sections 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 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.

Within 10 days after receiving the Compliance Audit Application, the Clerk shall forward the application to the Compliance Audit Committee.

Within 10 days after receiving the Auditor's Report, if applicable, the Clerk shall forward the application to the Compliance Audit Committee.