



# **NBP Votes**

**Municipal and School Board Election**

**October 26, 2026**

## **Clerk's Election Procedures**



## Clerk's Election Procedures

Policy Number:	
Date Developed:	2026
Date Approved:	2026
Date Modified:	
Lead Department:	The Clerk's Office

As Clerk for the Municipality of Northern Bruce Peninsula for the municipal elections, I do hereby certify the following procedures for conducting the 2026 municipal elections and also certify the forms attached (or similar version either paper or electronic) as being those permitted to be used during this election process.

*Alexandra Croce*

**Alexandra Croce**  
**Municipal Clerk**

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## Definitions

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

<b>Term</b>	<b>Definition</b>
Act or “ <i>Municipal Elections Act, 1996</i> ”	means the Municipal Elections Act, S.O. 1996 c. 32, as amended.
Advance Voting Period	means the time during the Voting Period in which eligible electors may cast ballots before Voting Day in an election.
Auditor	means the person appointed by the Clerk to validate the logic and accuracy of a Voting System used in an election.
Ballot	means an image on an internet-enabled device of a ballot for an election to be voted for, including all choices available to the electors and containing spaces in which the electors mark their votes, or when voting using a telephone or wireless phone, an audio set of instructions which describe all choices available to the electors and instruction to mark their selection by depressing the numbered touchtone keypad.
Candidate	means a person who has submitted their nomination form under Section 33 of the Municipal Elections Act, 1996.
Certified Candidate	means a Candidate whose nomination has been certified by the Clerk under Section 35 of the <i>Municipal Elections Act, 1996</i> .
Clerk	means the Clerk of The Municipality who is responsible for conducting this election under the authority of the <i>Municipal Elections Act, 1996</i> .
Election Official	means any Election Staff bearing the authority to make a decision on a matter based on their assigned role as authorized by the Clerk in respect to an election.
Election Staff	means any individual that is assigned a role and/or responsibilities by the Clerk in respect to an election.
Electors	means an individual eligible to vote in an election for The Municipality.

<b>Term</b>	<b>Definition</b>
Friend	means a person who has been requested by an Elector to assist them in the voting process in accordance with the <i>Municipal Elections Act, 1996</i> .
Interim List of Changes	means, for a regular election, the list of changes made to the Voters' List between the time that the Voters' List was originally published and September 20th in the year of the election.
Municipal Office	means the municipal administration building located at 56 Lindsay Road 5, Lion's Head, ON N0H 1W0.
Municipality	means the Corporation of the Municipality of Northern Bruce Peninsula, Ontario.
Password	means an additional access control word assigned to each authorized user in order to provide additional security for access to the Voting system.
Personal Identification Number (PIN)	means a unique multiple digit number assigned to each elector to provide security for access to the Voting System.
Preliminary List of Electors	means a list of eligible electors compiled by the Municipal Property Assessment Corporation for an election in The Municipality.
Receiving Location	means the location where the Voting System is activated and where election results are reported, which shall be the Council Chambers located at the Municipal Office.
Registered Third Party Advertiser	means an individual, corporation or trade union that is registered under section 88.6 of the <i>Municipal Elections Act, 1996</i> .
Revision Centre	means the locations and times designated by the Clerk where members of the public can apply to make additions, deletions and corrections to the list of electors.
Satisfactory Identification	means any piece of identification or personal information which would verify the identity of an individual to the satisfaction of an Election Official in accordance with the Ministry of Municipal Affairs and Housing (MMAH) list of

Term	Definition
	“Acceptable Documents for Voter Identification”, Ontario Regulation. 304/13 (Voter Identification), or any other identification criteria established by the Clerk.
Scrutineer	means an individual appointed in writing by a Certified Candidate to represent him or her during the voting process.
Voter Assistance Centre	means physical location, property, structure or space on a property where eligible electors may attend in person to cast their ballot in a given election, operated by The Municipality.
Voter Help Desk	means an email address and a telephone help line provided by The Municipality to assist electors with the voting process or other general election inquiries.
Voter Information Letter	means a letter mailed directly to an Elector's address that provides information necessary for the elector to exercise their right to vote.
Voters' List	means the list of eligible Electors in an election in The Municipality.
Voting Day	means the final day on which ballots may be cast in an election in The Municipality.
Voting Kiosk	means a physical internet-enabled device at a Voter Assistance Centre which is specifically configured to permit electors to cast a ballot on the Voting System during an election.
Voting Period	means the time during which Electors may cast ballots using the Voting System provided in an election, and includes both the Advanced Voting Period and Voting Day.
Voting System	means the platform(s) chosen by The Municipality to provide electors with a means of casting their ballot in an election.

## Authority

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On August 26, 2024 the Council of Corporation of the Municipality of Northern Bruce Peninsula adopted By-law Number 2024-69 authorizing the use of alternative voting methods, that being internet and telephone-based voting.

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

- (3) The clerk shall,*
- (a) establish procedures and forms for the use of,*
    - (i) any voting and vote-counting equipment authorized by by-law, and*
    - (ii) any alternative voting method authorized by by-law; and*
  - (b) provide a copy of the procedures and forms to each candidate.*

In addition, the Corporation of the Municipality of Northern Bruce Peninsula has entered into an agreement with Simply Voting Inc. for the provision of internet and telephone voting services for the 2026 Municipal and School Board elections.

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

- (a) preparing for the election;*
- (b) preparing for and conducting a recount in the election;*
- (c) maintaining peace and order in connection with the election; and*
- (d) in a regular election, preparing and submitting the report described in subsection 12.1 (2).*

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

- 12. (1) A clerk who is responsible for conducting an election may provide for any matter or procedure that,*
- (a) is not otherwise provided for in an Act or regulation; and*
  - (b) in the clerk's opinion, is necessary or desirable for conducting the election.*

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

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

- (1) Any notice or other information that this Act requires the clerk to give shall be given in a form and manner and at a time that the clerk considers adequate to give reasonable notice or to convey the information, as the case may be. 1996, c. 32, Sched., s. 13 (1).*

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

Section 42 (4) also states that:

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

*The Municipal Elections Act, 1996, Section 53, also provides that the clerk may declare an emergency if they are of the opinion that circumstances have arisen that are likely to prevent the election being conducted in accordance with the Act and provides the authority to the clerk to make arrangements for the proper conduct of the election. Any arrangements made by the clerk, if they are consistent with the principles of the *Municipal Elections Act, 1996*, prevail over anything in the Act and the regulations and all such arrangements, if made in good faith, shall not be reviewed or set aside on account of unreasonableness or supposed unreasonableness.*

## Application

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This procedure applies to the 2026 Municipal and School Board Elections in The Municipality including any contests for which The Municipality collects a vote on behalf of another Returning Officer for which the election spans municipal boundaries (e.g. French School Board contest).

The procedures and forms established by this document prevail over anything in the *Act* and its regulations, provided that they are consistent with the principles of the *Act* as per Subsection 42(4) 2. of the *Municipal Elections Act, 1996*.

Where these procedures do not provide for any matter, the election shall be conducted in a manner that is both practicable and consistent with the principles of the *Municipal Elections Act, 1996*, with the same being determined and established by the Clerk.

These procedures may be amended, as necessary and deemed appropriate, by the Clerk. Any amendment to these procedures shall be signed by the Clerk and a copy of the amendment(s) shall be provided forthwith to all candidates and registered third party advertisers.

The Clerk will provide access to these procedures to the Returning Officer of any contests for which The Municipality collects a vote on behalf of, and request that the procedures are distributed to candidates who register to run for those offices.

## Key Dates

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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.

Starting on May 1 the Nomination period begins, the “Nomination Package” shall be available at the Municipal Office from the first business day in May to Thursday, August 20, 2026 during regular office hours, and between 9:00 a.m. and 2:00 p.m. on Friday, August 21, 2026 (Nomination Day). Candidates and Third Parties can begin to register with the Clerk at the Municipal Office.

August 24- Certify nominations (prior to 4:00 p.m.).

August 24- Declare an election and /or acclamation for additional nominations (after 4:00 p.m.).

August 26 – can allow for additional nominations to be submitted, if the number of nominations received are not enough for positions in office.

September 1- Voters list available to certified candidates and revision period begins for electors.

October 19- Advanced Voting begins (10:00 a.m. – 4:30 p.m.).

October 23- Last day for Third Parties to register or withdraw at the Clerk’s Office.

October 26 - Voting Day. Voting closes at 8:00 p.m. Results to be declared as soon as possible thereafter.

November 15 – 2026-2030 Term of Office Commences.

## 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 (form EL11), committing to upholding the secrecy provisions established in Section 49 of the Act.
2. No person shall interfere or attempt to interfere with an elector while in the process of accessing the Telephone/Internet Voting service or interfere or attempt to interfere in the voting process while using the Telephone/Internet Voting service unless expressly requested and authorized by an elector to provide assistance.
3. No person shall obtain or attempt to obtain information about how an elector intends to vote or has voted. Any individual requested by an elector to assist him or her in voting is required to maintain the secrecy of the vote(s) cast by the elector and, if marking the ballot on behalf of the elector, shall vote according to the instructions and wishes of the elector.
4. No person shall communicate any information that might have been inadvertently obtained about how an elector intends to vote or has voted.
5. No elector shall reveal how they intend to vote while in a Voter Assistance 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.
6. All electors voting at a Voter Assistance Centre may vote with the assistance of a Friend. However, the Friend shall be required to take the appropriate oath (form EL27) prior to providing assistance, to be administered by an Election Official. No person shall be allowed to act as a Friend of more than one voter at a Voter Assistance Centre.
7. *All complaints regarding breaches of secrecy may be investigated by the proper authorities and may be prosecuted according to the provisions of "Offences, Penalties and Enforcement" under Sections 89 through 94 of the Municipal Elections Act, 1996.*

## Nomination Procedure

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### Notice (s. 23)

The Clerk shall give notice of the nomination period in a local newspaper and on the municipal website.

### Nomination Papers (s. 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.).

### Council

- Mayor (1 position)
- Deputy Mayor (1 position)
- Councillors (3 positions)

Endorsements are required for anyone filling a nomination for Council.

Nomination Paper(s) for school boards must be obtained and filed at the appropriate designated Municipal Office for the following offices:

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

Endorsements are not required for anyone filling a nomination for School Board Trustee.

### 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.

### Filing

Each candidate must have the prescribed declaration (Form 2) by at least 25 persons endorsing the nomination who are eligible to vote in an election for an office within the municipality.

- Recommend to potential Candidate's to obtain more than the required 25 endorsements in case some of them are not eligible electors, which could cause the Candidate's Nomination not to be certified.
- With regards to the 25 endorsements, the onus is on the Candidate to prove eligibility to the Clerk if required.
- With proof of identity and residence as prescribed in O. Reg. 304/13, as amended.
- No faxed or other electronically transmitted nomination paper will be accepted - original signatures are required.
- With the prescribed statement of qualifications, signed by the person being nominated.

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, credit card, debit card, or cheque payable to the Municipality of Northern Bruce Peninsula. The method of payment that the Clerk specifies 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 shall administer the Declaration of Qualifications on the Nomination Paper Form 1 oath to the Candidate. The date and time of filing are to be filled in by the Clerk and initialled by the candidate or his/her agent. The Clerk will then sign the Nomination Paper and Declaration of Qualifications.

The Clerk or designate will verify that the form is complete. Each candidate is to provide ID. If the agent is filing on behalf of a candidate, the candidate's and agent's ID is required.

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.**

#### Certification of Nomination Papers

Pursuant to Section 35 of the Act, on or before Monday, August 24, 2026 at 4:00 p.m., the Clerk will carry out a review of each nomination to determine qualification and if the nomination complies with the Act. Once satisfied that the candidate is qualified, complete the "Certification by Clerk" section on the Nomination Paper.

#### Rejection of Nomination Paper

If the candidate is not qualified to be nominated or the nomination does not comply with the Act, the Clerk will reject the nomination according to Section 35(3) of the Act. When the Clerk rejects a nomination, he or she shall, as soon as possible, give notice of the fact to the person who sought to be nominated and to all candidates for the office.

#### Withdrawal of Nomination

Pursuant to Section 36 of the Act, a candidate may withdraw their nomination by completing and filing in person a written “Withdrawal of Nomination Form” with the Clerk before 2:00 p.m. on Nomination Day, Friday, August 21, 2026. A withdrawal sent by email, mail or fax will not be accepted. 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 Municipal Office and on the Municipal website on or before Monday, August 24, 2026 using the “Official List of Certified Candidates” form.

#### Estimated Maximum Campaign Expenses (Section 33.0.1)

The Clerk shall calculate the estimated maximum campaign expenses 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 33.0.1 (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.

## 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:

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

All certified candidates shall be entitled to access to the Candidate View portal via Simply Voting. Each certified candidate shall sign the Candidate's Declaration - Proper Use of the Voters' List form (EL14) stating that the Voters' List shall not be used for any purposes other than the 2026 Municipal and School Board elections, in accordance with Section 88(10) of the *Municipal Elections Act, 1996*. The Clerk, at their sole discretion, may determine which data fields shall be included in the copy of the Voters' List provided to Candidates for each electoral category.

The list shall be accessible by authorized Election Officials, who will use the DataFix VoterView system to facilitate additions and changes during the revision period and

perform other functions as required, subject to the security permissions assigned to each Official.

Additions, corrections and deletions may be made to the list in accordance with the *Municipal Elections Act, 1996*, and in accordance with the Instructions for Voters' List Revisions and PIN Replacement.

In accordance with Section 27 (1) of the *Act*, the Clerk shall produce the Interim List of Changes reflecting changes made up until September 20, 2026, using VoterView, and make available electronically these additions, corrections and deletions to those who are entitled to copies of the Voters' List under the *Act*. This list shall be distributed to each qualified person prior to September 30, 2026.

The Voters' List shall be provided by DataFix to Simply Voting Inc. in computer format at a time to be determined by the Clerk, to allow for activation of the Voting System. Once the Voters' List has been loaded into the Voting System it will remain synchronized; any additions, deletions or changes to elector information in VoterView will automatically and instantly be reflected in the Voting System.

The Voters' List shall be provided by Simply Voting Inc. to Taylor Demers Mail Processing Inc. in computer format at a time to be determined by the Clerk, to allow for printing of the Voter Information Letters in time for delivery. Voter Information Letters shall be sent via Canada Post Lettermail to all eligible Electors no later than September 30, 2026 to enable them to use the Telephone/Internet Voting service.

All certified candidates shall receive usernames and passwords allowing them to access the Voters' List in the Voting System or VoterView, whichever the case may be, for the purposes of viewing which electors have voted during the Voting Period. The Municipality will not produce a physical or electronic excerpt of the Voters' List indicating Electors that have voted; it is expected that Candidates will use this access. This access does not provide information on how an elector has voted, only whether or not they have participated in the election. Candidates may access this information anytime from the start of the Voting Period, until October 26, 2026 at 8:00 p.m.

The Clerk may arrange for Revision Centres to be set up throughout The Municipality on several dates and times throughout the month of September. The Municipal Office will also be treated as a Revision Centre during normal business hours from 8:30 a.m. to 4:30 p.m. and until 8:00 p.m. on Election Day.

The Revision Centres shall be responsible for the following:

- a) Eligible Electors who attend the Revision Centre and are not on the Voters' List will be able to be added to the list by filling out the Application to Amend Voters' List form (EL15) and providing satisfactory identification in accordance with the Instructions for Voters' List Revisions and PIN Replacement.

- b) Eligible Electors who are already on the list but wish to correct their information can attend a Revision Centre or contact the Municipal Clerk or delegate to do so in accordance with the Instructions for Voters' List Revisions and PIN Replacement.
- c) Persons wishing to remove a deceased person's name from the Voters' List may submit a completed 'Application for Removal of Another's Name from Voters' List' form (EL16) to a Revision Centre, which shall be forwarded to the Clerk for review before the final decision to remove the deceased individual's name from the list.
- d) Where a person on the Voters' List has lost his or her Voter Information Letter or did not receive it in the mail, they can attend a Revision Centre or contact the Voter Help Desk in order to obtain their VIL with a replacement PIN in accordance with the Instructions for Voters' List Revisions and PIN Replacement.

The Final List of Changes shall be provided to the Chief Electoral Officer by November 26, 2026 by DataFix upon the Clerk's authorization, pursuant to section 27(2).

## Voting Process

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A Telephone/Internet Voting method shall be used for the 2026 Municipal Elections.

The Voting System provided by Simply Voting Inc. shall allow electors to vote using a telephone or the internet. Electors shall be required to access a designated internet address or telephone a designated number in order to cast their ballot.

Every elector shall be limited to only one vote through the use of a PIN distributed via Canada Post Lettermail in a sealed and personalized Voter Information Letter, or issued in person or by e-mail or telephone by an Election Official as necessary. Every elector shall be required to provide their date of birth along with their PIN.

Following the voter's selection for all offices on a single composite ballot, the Voting System shall identify the voter's choices and provide the voter with the option of changing or confirming their vote selections prior to submission.

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.

For the purposes of reporting declined ballots in accordance with Subsection 55(4.1) 2., an under-voted ballot shall be considered an abstention from voting for one or more contests on the ballot or voting for fewer candidates than is permitted within a single contest, whereas a declined ballot shall be considered a deliberate choice by the Elector to decline the entire ballot by selecting a 'declined' option on the ballot. A declined ballot shall not include votes cast for any contest, which is separate and distinct from an under-voted ballot which may or may not include votes for all contests, one contest, or no contests on the ballot.

The Voting System shall not permit a voter to overvote, or to spoil a ballot.

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.

Voting will commence on October 19, 2026 at 10:00 a.m. and close on October 26, 2026 at 8:00 p.m. Notwithstanding the closure of remote voting at 8:00 p.m. on the final day, persons present at a Voter Assistance Centre at 8:00 p.m. will continue to be allowed to access the Voting System and complete the voting process. Persons who have gained access to the Voting System through their own device prior to 8:00 p.m. on Election Day will be permitted to complete the voting process, provided that they do so by 8:10 p.m.

Prior to the activation of the system by Simply Voting Inc., being on October 19, 2026 at 10:00 a.m., Simply Voting Inc. shall allow access by the Clerk, the Auditor, or other authorized Election Officials as determined by the Clerk, to the Voting System by secure username and password, for the purposes of viewing a list of all of the candidates' names

and possible selections for any questions or by-laws on the ballot, including the sum total of votes cast to ensure that the total votes cast indicates “0” (Zero).

Candidates or their scrutineer may be present in the Receiving Location from 3:30 p.m. to 4:30 p.m. on October 16, 2026 to verify and ensure that all candidates’ names are listed and the total votes cast are at “0”. They shall be required to sign the Activation of Voting System form (SV01) to attest to this fact.

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

Section 42 (5) states that when a by-law authorizing the use of an alternative voting method is in effect, Section 44 (voting proxies) applies only if the by-law so specifies. By-law Number 2024-69 is silent on the matter of proxies, and it is therefore not applicable. Therefore, with respect to proxies, a person cannot give his or her Voter Information Letter to another eligible elector or other individual for the purpose of voting. Acceptance or theft of another person’s Voter Information Letter including the actual voting thereof will be considered an illegal and corrupt practice and therefore subject to the penalty provisions under the *Municipal Elections Act, 1996*.

Sealed Voter Information Letters returned to the Municipal Office shall remain sealed, shall be marked “returned mail” and be maintained in a secure fashion and destroyed at the same time as all other Municipal Election material as provided for under Section 88 of the *Municipal Elections Act, 1996*.

Should a Voter Information Letter be returned to the Municipal Office that has been opened but has not been used for voting purposes, the Election Official shall immediately disable the PIN so that the PIN cannot participate in the voting process. In this circumstance, the Voter Information Letter shall be marked “unused” and be secured and destroyed in accordance with section 0 above.

The Clerk in partnership with Simply Voting Inc. shall take appropriate measures to ensure that all Voter Information Letters and their associated PINs are accounted for throughout the election and after the conclusion of the Voting Period. After the conclusion of the election, Simply Voting Inc. shall supply the Clerk with a report detailing the status of all VILs/PINs during the election.

The Clerk shall arrange one or more Voter Assistance Centres to be set up throughout The Municipality on specific dates and times during the Voting Period. Voter Assistance Centres shall be equipped with one or more Voting Kiosks for use by electors to cast their ballot.

The Voters' List shall be available to Election Officials at the Voter Assistance Centre in electronic format to provide all the services performed at a Revision Centre.

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

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

Eligible voters may vote by:

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

## Voting System Integrity

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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 is mailed, via Canada Post Lettermail, a sealed Voter Information Letter which contains the voter's unique PIN;
- ensuring that no one except authorized Simply Voting Inc. and Taylor Demers Mail Processing Inc. staff shall have access to a comprehensive list of PINs that matches each voter's name and address;
- providing opportunities for eligible electors to be added to the list or to make amendments to the list, up until the close of voting;
- establishing proper procedures to ensure that no person is added to the Voters' List unless an Election Official is completely satisfied of their identity and qualification as an elector in The Municipality;
- establishing proper procedures to ensure that no replacement PIN is issued unless an Election Official is completely satisfied of the eligible elector's identity;
- ensuring that no replacement PIN is issued by anyone other than an employee of The Municipality who has been appointed in writing by the Clerk to do so; and
- appointing an Auditor to test the Voting System in accordance with sections 9.2 and 9.3 below, and providing same with read-only access to the Voting System.

The Voting System shall be tested thoroughly through a comprehensive logic and accuracy audit prior to the Voting Period. The tests shall include but not be limited to the following:

- Voting System refuses ballots before the start of the Voting Period
- Voting System is 'zeroed out' at the start of the Voting Period
- Voting System presents electors with the correct ballot based on their elector information
- Voting System accepts ballots from un-used eligible PINs
- Voting System refuses ballots from used PINs
- Voting System does not allow over-votes on any ballot
- Voting System acknowledges under-voted ballots and prompts elector if they wish to complete under-voted contests on their ballot
- For telephone voting specifically, the wording and clarity of the prompts is accurate
- Voting System 'times out' after a period of voter inactivity
- Voting System accepts ballots from PINs that previously 'timed out' or were

- abandoned before being submitted
- Voting System refuses ballots after the end of the Voting Period, except from specifically authorized Voting Kiosks
- Voting System accurately counts votes for all candidates in each contest

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

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

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

The Clerk is to provide the proper pronunciation of the names of all certified candidates for programming into the telephone Voting System no later than September 1, 2026.

## Close of Polls and Results

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

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

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

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

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

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

## Notice of Election

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

- That a municipal election is being held in The Municipality which has adopted an alternative voting method, being Telephone/Internet Voting;
- The times and dates of the voting period, as well as in-person voting assistance opportunities and special polls;
- Who is eligible to vote in the municipal election;
- Information regarding the Voter Help Desk and how eligible electors can check to see if their name is on the Voters' List or if their information is correct;
- The offices for which persons may be nominated and the nomination procedure; and
- The opportunity to become a registered third-party advertiser and the registration procedure.

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

- Each person on the Voters' List shall be mailed a sealed Voter Information Letter via Canada Post Lettermail containing, at minimum:
- Their PIN, as well as the telephone number and designated internet address (URL) to cast their vote;
- Instructions on how to vote;
- Dates and hours of Telephone/Internet Voting;
- The email address and telephone number of the Voter Help Desk;
- Locations, dates and hours of Voter Assistance Centres;
- Access to a list of contests and candidates; and
- Voter eligibility criteria.

Where possible and if desirable, cooperative advertising with other municipalities may take place.

## Candidate Campaigning and Campaign Advertising

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Campaigning, including campaign advertising, are permitted no earlier than the filing of Nomination Papers by the Candidate.

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.

Questions in writing 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 (ie. staff, electronic devices, supplies, candidate photos taken in/on municipal property, etc.).

Candidates are prohibited from offering electronic equipment to electors to vote (ex. cell phone, laptop).

Candidates are prohibited from verifying whether an elector appears on the Voters' List or not, to the elector or any other person. For further information, the Municipality's Use of Corporate Resources during an Election Policy should be consulted.

## Election Signs

Election signs within the Municipality are governed by By-law no. 2025-72 being a By-law to Regulate Election Signs in the Corporation of the Municipality of Northern Bruce Peninsula.

## Candidate Campaign Contributions

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### **Contribution to Registered Candidates [Section 88.8 (1) - (5)]**

A contribution shall not be made to or accepted by a person or an individual acting under the person's direction unless the person is a candidate.

A contribution made to or accepted by a candidate, or to an individual acting under the candidate's direction, shall only be made during the candidate's election campaign period.

Contribution shall only be made by the following:

- An individual who is normally resident in Ontario;
- The candidate and his or her spouse, subject to if the spouse of a candidate is not normally resident in Ontario, a candidate and his or her spouse may make contributions only to the candidate's elected campaign.

The following shall not make a contribution:

- A federal political party registered under the Canada Elections Act or any federal constituency association or registered candidate at a federal election endorsed by that party.
- A provincial political party, constituency association, registered candidate or leadership contestant registered under the Election Finances Act.
- A corporation that carries on business in Ontario;
- A trade union that holds bargaining rights for employees in Ontario;
- The Crown in right of Canada or Ontario, a municipality or local board

### **Acceptance of Contributions [Section 88.8 (6) – (10)]**

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

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

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

### **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;

- Except if a person is a candidate for more than one office a contributor's total contributions to that candidate in respect of all the offices shall not exceed \$1,200;
- \$5,000 to two or more candidates for office on the same council or local board;
- Except if the candidate is contributing to the candidates own election campaign, then the maximum contributions do not apply;
- Except if the contributor is the spouse of the candidate, then the maximum contributions do not apply.

### **Fundraising for Candidates (Section 88.10)**

A fundraising function shall not be held for a person who is not a candidate.

Fundraising function may only be held during the campaign period.

### **What Constitutes a Contribution (Section 88.15)**

For the purposes of this Act, money, goods and services given to and accepted by a person for his or her election campaign, or given to and accepted by another person who is acting under the person's direction, are contributions.

#### Contributions:

In addition to statement above [88.15 (1)]:

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

#### Not Contributions:

In addition to the statement above [88.15 (1)]:

The value of services provided by voluntary unpaid labour.

- The value of services provided voluntarily, under the direction of the person or the individual, corporation or trade union, by an employee whose compensation from all sources for providing the services does not exceed the compensation the employee would normally receive for the period the services are provided.
- An amount of \$25 or less that is donated at a fundraising function.

- The amount received for goods and services sold at a fundraising function, if the amount is \$25 or less.
- The amount of a loan under section 88.17 (Campaign Account Loans).
- For a person referred to in 88.15 (1), the value of political advertising provided without charge on a broadcasting undertaking as defined in section 2 of the Broadcasting Act (Canada), if,
  - a) it is provided in accordance with that Act and the regulations and guidelines made under it, and
  - b) it is provided equally to all candidates for office on the particular council or local board.

### Value of Goods and Services

The value of goods and services provided as a contribution is,

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

### **Restriction: Use of Own Money (Section 88.16)**

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

However, this does not apply to the personal representative of a deceased person whose Will directs that a contribution be made to a named candidate or a registered third party, as the case may be, out of the funds of the estate.

### **Campaign Account Loans (Section 88.17)**

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

## 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.

Without restricting the generality of 88.19 (1), the following amounts are expenses:

The replacement value of goods retained by the person from any previous election in the municipality and used in the current election.

- The value of contributions of goods and services.
- Audit and accounting fees.
- Interest on loans under section 88.17 (Campaign Account Loans).
- The cost of holding fundraising functions.
- The cost of holding parties and making other expressions of appreciation after the close of voting.
- For a candidate, expenses relating to a recount or a proceeding under section 83 (Controverted Elections).
- Expenses relating to a compliance audit.
- Expenses that are incurred by a candidate with a disability, are directly related to the disability, and would not have been incurred but for the election to which the expenses relate.
- The cost of election campaign advertisements (within the meaning of section 88.3).

For greater certainty, the cost of holding fundraising functions does not include costs related to,

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

In the following circumstances, a candidate's expenses for the 2026 regular election that are described in 88.19 (3) paragraphs 7 and 8 may include his or her expenses as a candidate in the 2022 regular election for an office on the same council or local board:

- The circumstances described in paragraph 4 of subsection 88.24 (1) (deficit).
- The circumstances described in paragraph 5 of subsection 88.24 (1) (expenses relating to a recount, etc.).

## **Candidates' Expenses (Section 88.20)**

An expense shall not be incurred by or under the direction of a person unless they are a candidate.

### Only during campaign period

- An expense shall not be incurred by or under the direction of a candidate outside their election campaign period.

### Exception, auditor's report

- Despite 88.20 (2) (Only during Campaign Period), a candidate whose election campaign period ends as described in [paragraph 2, 3, or 4 of subsection 88.24 (1) (Election Campaign Period for Candidates) may incur expenses related to the preparation of an auditor's report under section 88.25 (Candidates' Financial Statements, etc.) after the campaign period has ended.
- For greater certainty, expenses, including audit and accounting fees, related to the preparation of an auditor's report after the campaign period has ended constitute campaign expenses.

### Who may incur expenses

- An expense may only be incurred by a candidate or an individual acting under the candidate's direction.

### 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 (see Nominations section of this manual).

### Maximum amount for parties, etc., after voting day

- The expenses of a candidate that are for the holding of parties and making other expressions of appreciation after the close of voting shall not exceed an amount calculated in accordance with the prescribed formula.
- The formula that is prescribed, must be written so that the amount calculated under it varies based on the maximum amount determined under 88.20 (6) (Maximum Amount) for the office for which the candidate is nominated.

## Candidates 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 “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, 2027, the Clerk shall give every candidate whose nomination was filed, by registered mail, notice of:

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

The notice shall be given on “Notice to Candidate of Filing Requirements” Form EL42(A).

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

A “Notice of Default” Form EL43(A) 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 of the Municipal Elections Act.

### **Refund of Nomination Filling 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.

## Third Party Advertising

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A Third Party Advertiser means an individual who is normally a 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.

### **Filing 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 (first day for filing Nominations) during regular office hours to the close of business on Friday October 23, 2026 in the following manner:

- in person or by an agent
- no faxed or other electronically transmitted registration notices shall be accepted – original signatures required
- with proof of identity as prescribed in O. Reg. 304/13, as amended
- with the declaration of qualification, signed by the individual or by a representative of the corporation or trade union
- a resolution from the corporation or trade union that authorizes the person or agent to register on their behalf, if applicable

The Clerk shall administer the Declaration of Qualifications on the “Notice 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. The date and time of filing are to be filled in by the Clerk and initialled by the individual or by a representative of the corporation or trade union. The Clerk may then sign the Notice for Registration and Declaration of Qualifications.

### **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 EL51(A) and provide a copy to the individual filing the registration.

The Clerk’s calculation is final.

### **Notice of Penalties [Section 88.29 (7)]**

At least 30 days before the filing date, the clerk shall give notice of the filing requirements of this section and the penalties set out in subsections 88.27 (1) and 92 (4) to every registered third party that registered in the municipality.

### **Final Calculations of Third Party Expenses [Section 88.21 (11) to (17)]**

The Clerk shall, after determining from the number of eligible electors from the Voters’ List, calculate the maximum amount of third party expenses that each registered third party may incur and prepare a “Certificate of Maximum Third Party Expenses” Form. The certificate shall be given to each individual that filed a Notice of Registration for Third Party Advertising in the case of a regular election, no later than September 30, 2026.

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

- the number determined from the Voters’ List from the previous regular election, as it existed on Nomination Day for the 2022 election, adjusted for changes under Section 24 and 25 that were approved as of that day;
- the number determined from the Voters’ List for the current election as it exists on Nomination Day in the year of the current election, adjusted for changes under Section 24 and 25 that were approved as of that day. [Section 88.21 (11)]

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

### **Certification of Notice of Registration [Section 88.6 (13) and (14)]**

The Clerk shall do a review of each notice received to determine qualification and if the notice complies with the Municipal Elections Act, 1996. Once satisfied the third party is

qualified, the Clerk shall complete the “Certification by Clerk” section on the “Notice for Registration” Form 7. If not satisfied, the Clerk shall reject the notice.

The Clerk’s decision is final.

## **Advertisements (Section 88.4, 88.5)**

### Restricted Period and Expenses

The Restricted Period for Third Party Advertisements begins on the earliest day that an individual, corporation or trade union is permitted to file a notice of registration as a registered 43 third party (first business day in May) and ends at the close of voting on Voting Day.

Third Parties must do the following during the Restricted Period:

- file notice of registration and have it certified by the Clerk;
- once registered, advertise; and
- once registered, incur expenses related to the advertisement.

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

### Mandatory Information in Advertisements

All Third Party Advertisements shall contain the following information:

- the name of the registered third party
- the municipality where the registered third party is registered;
- a telephone number, mailing address or email address at which the registered third party may be contacted regarding the advertisement.

### Mandatory Information for Broadcaster, etc.

All Registered Third Parties shall provide the following information to a broadcaster or publisher in writing:

- the name of the registered third party;
- the name, business address and telephone number of the individual who deals with the broadcaster or publisher under the direction of the registered third party;
- the municipality where the registered third party is registered.

## **Municipal Authority to Remove Advertisements (Section 88.7)**

If a municipality is satisfied that there has been a contravention of section 88.3 (candidates’ election campaign advertisements), 88.4 (third party advertisements) or 88.5 (mandatory information in third party advertisements), the municipality may require

a person who the municipality reasonably believes contravened the section or caused or permitted the contravention, or the owner or occupier of the land on which the contravention occurred, to remove the advertisement or discontinue the advertising.

**List of Registered Third Parties [Section 88.12 (9) and (10)]**

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

## Contribution to an Expenses of Registered Third Party

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### **Contribution to Registered Third Parties [Section 88.12 (1) to (5)]**

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

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

Contributions shall only be made by the following:

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

The following shall not make a contribution:

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

### **Acceptance of Contributions [Section 88.12 (7) to (8)]**

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

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

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

### **Maximum Contributions to Registered Third Parties (Section 88.13)**

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

- \$750 to a registered third party that appears during an election in a municipality;
- \$5,000 to two or more third parties registered in the same municipality;

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

The Clerk shall provide the “Contributions to Registered Third Parties” Form at the time of filling.

### **Fundraising for Registered Third Parties (Section 88.14)**

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

Fundraising functions may only be held during the campaign period.

### **What Constitutes a Contribution (Section 88.15)**

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

#### Contributions:

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

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

#### Not Contributions:

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

The value of services provided by voluntary unpaid labour.

- The value of services provided voluntarily, under the direction of the person or the individual, corporation or trade union, by an employee whose compensation

from all sources for providing the services does not exceed the compensation the employee would normally receive for the period the services are provided.

- An amount of \$25 or less that is donated at a fundraising function.
- The amount received for goods and services sold at a fundraising function, if the amount is \$25 or less.
- The amount of a loan under section 88.17 (Campaign Account Loans).
- For a person referred to in 88.15 (1), the value of political advertising provided without charge on a broadcasting undertaking as defined in section 2 of the Broadcasting Act (Canada), if,
  - a. it is provided in accordance with that Act and the regulations and guidelines made under it, and
  - b. it is provided equally to all candidates for office on the particular council or local board.

### Value of Goods and Services

The value of goods and services provided as a contribution is,

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

### **Restriction: Use of Own Money (Section 88.16)**

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

However, this does not apply to the personal representative of a deceased person whose will directs that a contribution be made to a named candidate or a registered third party, as the case may be, out of the funds of the estate.

### **Campaign Account Loans (Section 88.17)**

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

### **What Constitutes an Expense (Section 88.19)**

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

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

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

For greater certainty, the cost of holding fundraising functions does not include costs related to,

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

### **Registered Third Parties' Expenses (88.21)**

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

#### Only during campaign period

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

#### Exception, auditor's report

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

(Financial Statements, etc., of Registered Third Parties) after the campaign period has ended.

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

#### Who may incur expense

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

#### Maximum amount

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

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

#### Maximum amount for parties, etc., after voting day

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

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

## 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 31, 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, 2027 the Clerk shall give every registered third party that registered in the municipality, by registered mail, notice of:

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

The notice shall be given on “Notice to Registered Third Party of Filing Requirements” Form EL42(B).

### **Notice of Default [Section 88.27 (1) and (2), 88.29]**

A “Notice of Default – Registered Third Party” Form EL43(B) shall be given to the registered third party by registered mail, has not submitted the “Financial Statement – Auditor’s Report” Form 4 on or before 2:00 pm on March 31, 2027.

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

As soon as possible after April 30th in the year following a regular election, or 75 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 list of all registered third parties for the election, along with an indication of whether each has filed a financial statement and auditor’s report under section 88.29 (1) (Financial Statements, etc. of Registered Third Parties).

For questions regarding third party finances, the Clerk should direct the registered third party to Sections 88.26 – 88.29, 88.30 – 88.32.

## 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 Bruce County a Joint Compliance Audit Committee shall be established for participating municipalities in the County. Each lower tier Council shall approve the appointment of members by resolution or 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 29th, 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,

- 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 prepare a separate report in respect of each contributor who appears to have contravened any of the contribution limits under section 88.9.

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.

## **Review of Contributions to registered Third Parties [Section 88.36 (1) to (4)]**

The Clerk shall review the contributions reported on the financial statements submitted by a Registered Third Party to determine whether any contributor appears to have exceeded any of the contribution limits under section 88.13 (Maximum Contributions to Registered Third Parties).

### Report, Contributions to Registered Third Parties

As soon as possible after June 29th, 2023, the Clerk shall prepare a report identifying each contributor to a Registered Third Party who appears to have contravened any of the contribution limits under section 88.13 and,

- a. if the contributor's total contributions to a Registered Third Party that is registered in the municipality appear to exceed the limit under section 88.13, the report shall set out the contributions made by that contributor to the Registered Third Party in relation to third party advertisements; and
- b. if the contributor's total contributions to two or more Registered Third Parties that are registered in the municipality appear to exceed the limit under section 88.13, the report shall set out the contributions made by that contributor to all Registered Third Parties in the municipality in relation to third party advertisements.

The Clerk shall prepare a separate report in respect of each contributor who appears to have contravened any of the contribution limits under section 88.13.

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 Registered Third Parties [Section 88.36 (5)]**

Within 30 days after receiving a report regarding Contributions to Registered Third Parties in the municipality, 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 [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 by submitting an application to the Clerk.

**Compliance Audit Committee [88.33 (4), (14)]**

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

## Scrutineers

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

- to be present in the Receiving Location, from 3:30 p.m. to 4:30 p.m. on October 16, 2026 prior to the opening of polling to verify and ensure that all candidates' names are listed and the total votes cast are at "0" (Zero), and to sign the Activation of Voting System form (SV01) to attest to this fact.
- to be present at any Voter Assistance Centre during hours of operation to observe the process.
- to be present in the Receiving Location, at the time when results are announced.

Before being admitted to a Voter Assistance Centre or the Receiving Location, Scrutineers shall produce satisfactory identification and a properly signed Appointment of Scrutineer by Candidate form EL12(A), and take the Oral Oath of Secrecy (EL12A and EL12B).

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

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

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

## Personnel

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### **Clerk [Section 12 (1)]**

A Clerk who is responsible for conducting an election may provide for any matter or procedure that,

- a. is not otherwise provided for in an Act or regulation; and
- b. in the Clerk's opinion, is necessary or desirable for conducting the election.

### **DRO's and Other Election Officials (Section 15)**

When it is necessary to conduct an election, the Clerk shall appoint a Deputy Returning Officer for each Voting Place and may appoint any other election officials for the election and for any recount that the Clerk considers are required.

The Clerk may delegate to a Deputy Returning Officer or other election official any of the Clerk's power or duties in relation to the election as he or she considers necessary. The Clerk may continue to exercise the delegated powers and duties despite the delegation. The delegation shall be in writing.

There shall be a substitute qualified person appointed to attend to the election details in the event the Clerk is unable to be present to conduct procedures on Voting Day.

## Results

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The Municipality of Northern Bruce Peninsula 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 Voter Centre at 8 p.m. on October 26, 2026 have completed voting.

### **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, Voting Day, at the Municipal Office, and 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 on Voting Day.

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

As soon as possible after Voting Day, the Clerk shall declare the Official Results using the "Certificate of Election Results" Form EL08 and post the results at the Municipal Office and on the municipal website.

Separately, the Clerk responsible for school board elections shall provide the respective school board results to each Clerk.

### **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 a website or in another electronic format:

- The number of votes for each candidate.
- The number of declined and rejected ballots.
- The number of votes for the affirmative or negative on a by-law or question.

## Recount Procedures

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In the case of a tie vote, as provided under Section 56 of the *Municipal Elections Act, 1996*, the Clerk shall require Simply Voting Inc. to provide a re-tabulation of the votes cast.

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

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

- the Clerk and any other Election Official appointed by the Clerk for the recount procedure;
- every certified candidate for the office;
- the lawyer or agent for each of the candidate(s); and
- only one (1) scrutineer for each of the candidate(s).

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

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

*“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”.*

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

- The Clerk shall determine the texture and quality of the paper used for this process and each candidate or the candidate's lawyer and/or scrutineer will have an opportunity of examining the paper to be used to inscribe the names of the candidates;
- The Clerk shall print the name of each candidate on a similar size paper and the candidate(s), the candidates' lawyer and/or scrutineer, without touching the paper, may examine the same. The writing of each name shall be clear and concise, and no ink shall appear within half an inch of the edge of the paper. In addition, all persons present will have an opportunity of examining the box which will be used for conducting the lot;

- Upon acceptance of all the candidates that the process outlined in paragraphs □ and □ 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.
- Once all Candidate's names are inserted into the box, the top of the box shall be closed. Any individual entitled to be in attendance at the drawing shall be given the opportunity to inspect the box before it is closed. The Clerk shall shake the closed box vigorously ten (10) times. Before opening the box, the Clerk shall select another Election Official member to draw from the box.
- The Clerk shall open the box and hold the box at such a height as to prevent any individual from seeing inside the box before a name is drawn from it.
- At the Clerk's direction, the individual drawing from the box shall reach in and pull out one (1) piece of paper at a time for each office to be filled. When a piece of paper is drawn, the individual shall unfold it and show the name on it to all in attendance and say the name aloud.
- Once completed, the person appointed by the Clerk shall remove the remaining contents from the box and provide an opportunity for all persons present to examine the remaining slips of papers and the box.

### Amendments to Procedures

The Clerk has the right, at any time, up to and including Voting Day, to amend the procedures contained herein.

## Election Records

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### **Public Records [Section 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, should not be provided, including whether or not the individual is on the Voters' List.

#### Candidates Election Records

Use of online, electronic and 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 destroyed by the Candidate after the election, either by returning same to the Clerk for destruction with other election material or by deleting it completely from the candidate's computer hardware. 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

Election records shall be destroyed in accordance with Section 88 of the Municipal Election Act, 1996. Upon written request of the Clerk following the passage of 120 days after Voting Day, Simply Voting Inc. shall destroy all ballots associated with the election and provide written confirmation of same to the Clerk.

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.

## Accessibility

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

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 establishing the locations of Voter Assistance Centres, the Clerk shall ensure that each location is accessible to electors and candidates with disabilities.

Within 90 days after Voting Day, the Clerk shall prepare a report regarding the identification, removal and prevention of barriers that affect electors and candidates with disabilities and shall make the report available to the public.

## Emergencies

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

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

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

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.

Given the options available to electors to vote from any touch-tone telephone or internet-enabled device with an internet connection, any event that results in one or more voting locations becoming unavailable for use on Voting Day (e.g. flooding, power failure) shall not be sufficient to cause the Clerk to declare an emergency, delay the vote, open a new voting location, or extend the voting hours.

## Corrupt Practices

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### **Corrupt Election Practices- Provincial Offence and Prosecution**

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

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

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

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

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

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

- THAT all complaints submitted in writing about actions which may contravene the provisions of the *Municipal Elections Act, 1996*, will be considered by the Clerk;
- THAT all such valid complaints submitting in writing, once deemed by the Clerk to be substantiated, will be submitted to the appropriate authorities;
- THAT the Clerk or any Election Official will not attempt to intervene in the prosecution and may be called to give evidence during prosecution.

### **Mail Tampering- Criminal Offence and Prosecution**

The Criminal Code of Canada states that tampering with the mail of an individual is a criminal offence and a person found guilty is liable to a term of imprisonment not exceeding ten (10) years. Since The Municipality’s election methods rely on delivery of the VIL to eligible electors in order to allow those electors to exercise their right to vote,

any instance or substantiated account of mail tampering will be taken very seriously and reported to the authorities.

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

- THAT all complaints about actions which may contravene the provisions of the Criminal Code of Canada with respect to mail tampering, submitted in writing, will be considered by the Clerk;
- THAT all such valid complaints, once deemed by the Clerk to be substantiated, will be submitted to the appropriate authorities;
- THAT the Clerk or any Election Official will not attempt to intervene in the prosecution and may be called to give evidence during prosecution.

No person shall, directly or indirectly:

- offer, give, lend, or promise or agree to give or lend any valuable consideration, in connection with the exercise or the non-exercise of an electors vote;
- advance, pay or caused to be paid money intending that it be used to commit an offence referred to in the bullet above, or knowing that it shall be used to repay money used in that way;
- give, procure or promise or agree to procure an office or employment in connection with the exercise or non-exercise of an elector's vote;
- apply for, accept or agree to accept any valuable consideration or office or employment in connection with the exercise or non-exercise of elector's vote;
- give, procure or promise or agree to procure an office or employment to induce a person to become a candidate, refrain from becoming a candidate or withdraw his or her candidacy;
- offer, give, lend, or promise or agree to give or lend any valuable consideration in order to induce a person to become a candidate, refrain from becoming a candidate or withdraw his or her candidacy.

### 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 (Section 89, 90)**

A person is guilty of an offence if they:

- 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 PIN/ballot to anyone;
- deals with a PIN, without having authority to do so;
- no person(s) shall solicit a Voter Information Letter / Voter Kit / Ballot, containing a PIN, 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, 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

#### **Elector [Section 90 (2)]**

An offence described above under Corrupt Practices [Section 90 (3)] constitutes a corrupt practice and a person who commits it is, on conviction, disqualified from voting at an election until the next regular election has taken place after the election to which the offence relates, in addition to being liable to any other penalty provided for in the *Act*.

### **Candidate [Section 91 (1)]**

If a person is convicted of a corrupt practice under the *Act*, or of an offence under the *Criminal Code* (Canada) in connection with an act or omission that relates to an election to which the *Act* applies, then, in addition to any other penalty provided for in the *Act*:

- a. any office to which the person was elected is forfeited and becomes vacant; and
- b. the person is ineligible to be nominated for or elected or appointed to, any office until the next two regular elections have taken place after the election to which the offence relates.

However, if the presiding judge finds that the person committed the corrupt practice or offence under the *Criminal Code* (Canada) without any intent of causing or contributing to a false outcome of the election, clause b) does not apply.

### **Individual [Section 94 (1)]**

An individual who is convicted of an offence is liable to the following penalties in addition to any other penalty provided for:

- for any offence, a fine not more than \$25,000;
- for any offence other than a corrupt practice, the penalties described in Subsection 88.23 (2) – Effect of Default by Candidate and 88.27 (1) – Effect of Default by Registered Third Party.
- for an offence under Section 90 (Corrupt Practices: Certain Offences Committed Knowingly), imprisonment for a term of not more than 6 (six) months; 87
- for any offence that the presiding judge finds that the individual committed knowingly, imprisonment for a term of not more than 6 (six) months.

### **Trade Unions [Section 94 (2)]**

A corporation or trade union that is convicted of an offence is liable to a fine of not more than \$50,000 in addition to any other penalty provided for.

### **Mail Tampering- Criminal Offence and Prosecution**

Notification of the voting process and how electors can vote shall be provided in the Voter Information Letter 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 (10) years.

As such and in order to ensure the integrity and confidence of the voting process for all electors and the candidates, 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.

## Forms

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The Forms and Notices are approved for use by The Municipality for the election process. Additional forms may be prepared for the 2026 Municipal Elections and will be utilized when necessary or desirable for conducting the election under the direction of the Clerk, as per Section 12 (1) of the *Municipal Elections Act, 1996*. Nothing in this procedure precludes the Clerk from approving the use of additional forms, subsequent to the finalization of this procedure.