



2026 MUNICIPAL ELECTION PROCEDURES

Approved by the Municipal Clerk/Returning Officer of the Township of Wilmot

In accordance with the Municipal Elections Act, S.O. 1996, c.32, as amended, and as Municipal Clerk/Returning Officer of the Township of Wilmot, I do hereby certify the following procedures for conducting the 2026 Municipal Election and also certify the forms attached (or similar versions, either paper or electronic) as being those permitted to be used during the election process. This document will be amended as required, for the purposes of the 2026 Municipal Election, and any amendments will be tracked and will state the date of the amendment.

Prepared April 2026

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www.wilmot.ca

<https://www.wilmot.ca/township-office/elections/>

<https://twitter.com/WilmotTownship>

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A. INTERPRETATION AND ELECTION PRINCIPLES

1. Definitions

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 Municipal Clerk who performs the prescribed combination of processes and procedures (audit duties) designed to validate a range of activities and/or functions of the Voting System.

Ballot: Means a set of audio and/or images on a computer screen with all choices available to an elector and way to mark their vote, or a process of voting in writing using paper.

Candidate: Means a person who has submitted their nomination under Section 33 of the Act.

Certified Candidate: Means a Candidate whose nomination has been certified by the Municipal Clerk under Section 35 Act.

Chief Electoral Officer: Means the independent office of the Legislative Assembly of Ontario responsible for the administration of provincial elections and referendums. The Municipal Act requires that the Chief Electoral Officer provide the Preliminary List of Electors to the Municipal Clerk for the purpose of conducting municipal elections.

Corporation: Means a firm that meets certain legal requirements to be recognized as having a legal existence, as an entity separate and distinct from its owners. Corporations are owned by their stockholders (shareholders) who share in profits and losses generated through the firm's operations. A legal entity has legal capacity to enter into agreements or contracts, assume obligations, incur and pay debts, sue and be sued in its own right, and to be held responsible for its actions.

A Corporation may include a numbered company, a co-op, an incorporated company, an association, a partnership, a proprietorship (excludes sole-proprietorship as it's not a legal entity), trust, etc. A legal entity cannot vote, only an individual (a person) can vote.

What is a Sole Proprietorship?

Income and losses are taxed on the individual's personal income tax return. The sole proprietorship is the simplest business form under which one can operate a business. The sole proprietorship is not a legal entity. It simply refers to a person who owns the business and is personally responsible for its debts.

What is a Co-op?

A business or organization that is owned and operated by the people who work there or the people who use its services.

Deputy Returning Officer: Section 15(2), (3), (4) of the Act: The Municipal Clerk of the Township of Wilmot may delegate authority to a Deputy Returning Officer. **(Form TI07)**

Election Campaign Advertisement: Means an advertisement in any broadcast, print, electronic or other medium that has the purpose of promoting or supporting the election of a Candidate.

Election Official: Means the Municipal Clerk or other person(s) appointed in writing by the Municipal Clerk to carry out election duties under the Act. An Election Official can only carry out those tasks and duties as assigned in writing by the Municipal Clerk and must take the prescribed oath **(Form TI07)**.

Elector: Means an individual eligible to vote in an election for the Township.

Friend: A person who has been requested by an elector to assist them in the voting process in accordance with the Act.

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 15th in the year of the election.

Interpreter: Means a person who has been requested by a non-English speaking elector to assist them in the voting process.

Lame Duck: Means the certain periods of time within an election year when there could be restrictions on Council's powers (Section 275 of the Act). A Council is considered to be a Lame Duck Council when: (a) before Voting Day it is determined that the new Council will include less than three-quarters of the members of the outgoing Council before Voting Day, or (b) it is determined on Voting Day after the results are known that the new Council is composed of less than three quarters of the members of the outgoing Council.

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

Municipal Elections Act (the Act): Means the Municipal Elections Act, S.O. 1996, c.32, as amended.

Municipal Office: Means the Township of Wilmot Municipal Office located at 60 Snyder's Road West, Baden, ON N3A 1A1.

Owner or Tenant: In relation to an election, means a person who is the owner or tenant shown on the assessment roll of land assessed under the Assessment Act and a non-residential tenant of land assessed under the Assessment Act, whether or not the tenant

is shown on the assessment roll, but does not include an owner or tenant of land who is entitled to use the land under a time share contract unless the person is entitled to use the land,

- a. on Voting Day, or
- b. for a period of six weeks or more during the calendar year in which Voting Day of the election is held

Tenant includes an occupant and a person in possession other than the owner or the spouse of such owner or tenant.

Password: Means an additional access control word assigned to each authorized user (i.e. Municipal Clerk, Election Official) to provide additional security access to the voting system.

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

Preliminary List of Electors (PLE): Means a list of eligible electors compiled by the Chief Electoral Officer for the Province of Ontario for an election in the Township.

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

Registered Third Party Advertiser (Registered Third Party): Means an individual who is normally resident in Ontario, a Corporation that carries on business in Ontario or a trade union that holds bargaining rights for employees in Ontario, and who's Notice of Registration for Third Party Advertiser has been certified by the Municipal Clerk under Section 88.6 of the Act.

Restricted Period for Third Party Advertisements: Begins on the earliest day that an individual, Corporation or trade union is permitted to file a notice of registration as a registered third party and ends at the close of voting, on Voting Day.

Revision Centre: Means the locations and times designated by the Municipal Clerk where members of the public can apply to make additions, deletions and corrections to the list of electors.

Scrutineer: Means an individual, appointed in writing by a certified Candidate, to represent them during the voting process.

Third Party Advertisement: Means an advertisement in any broadcast, print, electronic or other medium that has the purpose of promoting, supporting or opposing a Candidate, or a "yes" or "no" answer to a question on the ballot, but does not include an advertisement by or under the direction of a Candidate, or an advertisement that incurs no expenses in relation to the advertisement, or an advertisement that is transmitted to employees, shareholders, or directors of the registered third party.

Township: Means the Corporation of the Township of Wilmot.

Trade Union: Means a trade union as defined in the Labour Relations Act, 1995 or the Canada Labour Code (Canada) and includes a central, regional or district labour council in Ontario.

Voter Help Centre/Help Centre: Means a location designated by the Municipal Clerk where individuals may be added to the Voters' List or receive assistance or clarification on the election process, as well as receive access to a kiosk to accommodate voting during the voting period. The ability to vote at the Voter Help Centre will be limited to hours designated by the Municipal Clerk.

Voter Information Letter: Means a letter containing a PIN, a telephone number and an internet address for voting, a telephone number for assistance and a list of Candidates for the office; mailed directly to an elector's address or provided by Election Officials to persons who have completed an application for inclusion on the Voters' List, that provides information necessary for the elector to exercise their right to vote.

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

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 Help Centre which is specifically configured to permit electors to cast a ballot on the Voting System during an election.

Voting Location: Means a place designated by the Municipal Clerk where voters may cast their ballot using the voting method approved by the Township, or receive voting assistance, or access a Voting Kiosk, or where ballots are distributed, received, processed or counted. A Voting Location may or may not also be considered a Voter Help Centre.

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 Township to provide electors with a means of casting their ballot in an election.

2. Election Principles

The Clerk is committed to conducting an election that upholds the following election principles:

- fair and consistent treatment of voters and Candidates,
- certainty that election results truly reflect electorate vote,

- secrecy, confidentiality, and privacy of voters is paramount,
- the intention of the voter in marking the ballot should be the primary consideration in any counting decision, and
- voter accessibility, convenience, integrity, and scrutiny of the election process take priority over administrative convenience and efficiency.

3. Authority and Application

These procedures provide reference to the Act and a plain language summary of municipal election rules for understanding and convenient reference only.

Candidates and Third Party Advertisers are encouraged to read and understand the Act, available at www.ontario.ca/laws and obtain professional legal or accounting advice for questions of interpretation and application.

Candidates, Third Party Advertisers are also encouraged to reference the Ontario Ministry of Municipal Affairs and Housing “Candidates’ Guide – Ontario municipal council and school board elections”.

Duties and Powers of the Clerk (Section 11, 12, 15 of the Act)

The Municipal Clerk is responsible for conducting the election, including:

- Preparing for the election;
- Preparing for and conducting a recount in an election;
- Maintaining peace and order throughout the election;
- Providing for any matter or procedure that is not in the Act or is, in the opinion of the Municipal Clerk, necessary or desirable for conducting the election, including requiring a person to provide proof of identity, qualifications, or any other matter.

Alternative Voting Method Forms and Procedures (Section 12, 42 of the Act)

The Council of the Township of Wilmot adopted By-law 2025-42 authorizing the use of internet and paper ballot voting. The Municipal Clerk must establish forms and procedures to conduct the election and has the authority to require people to use the established forms.

This Election Manual sets out the forms and procedures established by the Municipal Clerk for the 2026 Municipal Election. This Election Manual will be posted on the Township of Wilmot website and provided to all Candidates and Registered Third Party Advertisers.

Election Officials – Appointment and Training (Section 15 of the Act)

The Municipal Clerk may appoint Election Officials and delegate any of the Clerk’s powers and duties to an Election Official. The Municipal Clerk may continue to exercise the delegated powers and duties, despite the delegation. All Election Officials shall be

appointed and take an oath of secrecy. The Municipal Clerk will provide training to the Election Officials as required.

4. Language and Time

Procedures and forms will be provided in English only, unless otherwise requested. Any reference to time means the time as indicated on the National Research Council of Canada Web Clock showing official times for the Eastern Time Zone.

B. NOMINATIONS, REGISTRATIONS & CAMPAIGNING

1. Eligibility

Refer to Section 256-258 of the Municipal Act, 2001; Section 17 & 29-30 of the MEA

Eligible Municipal Candidate

- A person must be eligible to hold office on the day they file their Nomination Form.
- Every person qualified **to be an elector** is qualified to hold office as long as they are not disqualified by the Municipal Act or any other Act.
- Canadian citizen, resident, owner, tenant (or spouse of) of land in the municipality.

Ineligible Municipal Candidate

- An employee who has not taken an unpaid leave of absence and resigned (see below), a judge of a court, MP, MPP, Senator or an inmate serving a sentence in a penal or correctional institution.
- Any person not qualified **to be an elector**.

Qualified Elector

- On Voting Day, resides in or is the owner or tenant (or spouse of) of land in Wilmot,
- Is a Canadian Citizen,
- Is at least 18 years old,
- Despite the definition of “owner or tenant” and “tenant” in Section 17 of the Municipal Elections Act, the province may make Regulations that specify the circumstances in which a person is, and is not, considered to be a tenant for the purposes of the Act.
- See Section 8 for additional information about qualified voters.

At the time of filing of Nomination Papers, candidates must complete the Declaration of Qualification.

Municipal Employees

- A municipal employee must take unpaid leave of absence before they file their Nomination Form.
- If they are elected, they must resign from their job. They cannot work for a municipality and be on its council at the same time.
- A volunteer firefighter as defined in the Fire Protection and Prevention Act, 1997 is not considered an employee.

Eligibility – School Board Elections

Refer to Section 219 of the Education Act; Section 30 of the MEA

In order to run for a trustee position on a school board, a person must be a resident within the jurisdiction of the Board, and eligible to vote in a school board election. On the day they file their Nomination Paper, they must be a Canadian Citizen aged 18 years or older. They must also meet any other qualifications to vote for the school board (i.e. being a Roman Catholic or hold French language rights).

If a person is an employee of any Ontario school board and they wish to run for a trustee position, they must take an unpaid leave of absence before they file their Nomination Paper. If they are elected, they must resign from their job. They cannot work for a school board or be a trustee in Ontario at the same time.

2. Candidate Nominations

The Municipal Clerk shall post the required “Notice of Nomination for Office” **Form LC01** in a local newspaper(s), at least once, between May 1 and August 21, 2026, and continuously posted during the campaign period in the municipal office and on the municipal website.

To become a Candidate for election, the nominee must complete and submit the provincially prescribed “Nomination Paper” **PR Form 1**.

The form will be available at the Municipal Clerk’s Office from Friday May 1, 2026, 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 and on the municipal website.

Nominations must be submitted on the “Nomination Paper” **PR Form 1** and filed with the Municipal Clerk or designate in the following manner:

- In person or through an agent;
- During the dates and hours mentioned above;
- With “Endorsement of Nomination” **PR Form 2** endorsed by 25 people eligible to vote for the office;

- With the “Declaration of Qualifications – Council” **Form EL18(A)** signed by the person being nominated;
- With the prescribed nomination fee of \$200.00 for Head of Council and \$100.00 for all other offices – the filing fee shall be paid by cash, certified cheque, money order or by debit machine.
- With proof of identity and residence as prescribed in O. Reg. 304/13 and proof of citizenship satisfactory to the Clerk.

No electronically transmitted nomination related forms will be accepted. Original signatures are required on all nomination related forms.

It is strongly recommended that Candidates contact the Municipal Clerk to make an appointment to file a Nomination Paper. The Municipal Clerk or designate will review all election material and collect necessary signatures from the Candidate during the meeting.

Nomination Filing Location and Number of Offices to be Elected (s.32 of the Act):

Filing Location	Offices to be Filled	Office
Wilmot Municipal Clerk’s Office	1	Mayor
	1	Councillor – Ward 1
	1	Councillor – Ward 2
	1	Councillor – Ward 3
	2	Councillor – Ward 4
City of Waterloo Clerk’s Office	3	Waterloo/Wilmot Trustee – Waterloo Region District School Board
City of Kitchener Clerk’s Office	4	Kitchener/Wilmot Trustee – Waterloo Catholic District School Board
City of London Clerk’s Office	1	Sector 9 – Huron, Middlesex, Perth, Waterloo, Wellington Trustee – Conseil scolaire Viamonte (French Public School Board)
City of Kitchener Clerk’s Office	1	Waterloo Region, Brant, Haldimand, Norfolk Trustee – Conseil scolaire catholique MonAvenir (French Separate School Board)

During the meeting with the Municipal Clerk, the Municipal Clerk will review the following additional forms and notices with the Candidate or agent:

Candidate Nomination – Additional Materials

A Candidate is entitled to receive a refund of the nomination filing fee if the documents required under Section 88.25 (1) are filed on or before 2:00 p.m. on the filing date in accordance with that subsection.

At the meeting with the Municipal Clerk, the nomination process will include the following:

- Offering the Candidate to sign and submit the
 - Notice of Collection and Consent to Release Personal Information Form
 - Declaration of Property Use of the Voters' List
- Providing the Candidate with:
 - Estimated Maximum Campaign Expenses
 - Estimated Maximum Contributions to Own Campaign
 - Estimated Maximum Amount of Expenses for Parties, etc. After Voting Day
 - Notice of Penalties

The Municipal Clerk may also provide the Candidate with forms, manuals, guides, corporate policies for reference or future use.

Candidate Maximum Campaign Expenses (Section 33.0.1 and Section 88.20(6))

The Municipal Clerk shall calculate the **estimated** maximum campaign expenses for each office on the “Estimated Maximum Campaign Expenses - Candidates” **Form LC23** and provide a copy to the Candidate or their agent the day that the Nomination Paper is filed.

The Municipal Clerk shall, after determining from the number of eligible electors from the Voters' List for each office, calculate the **final** maximum campaign expenses that each Candidate may incur for that office and prepare a “Certificate of Maximum Campaign Expenses - Candidates” **Form EL37**. The certificate shall be delivered to each Candidate on or before September 30th, 2026.

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

Candidate Maximum Amount of Contribution to Own Campaign (Section 33.02 and 88.9.1)

The Municipal Clerk shall calculate the **estimated** maximum contribution to a Candidate's own campaign for each office on the “Estimated Maximum Amount of Contributions Own Campaign” **Form LC24** and provide a copy to the Candidate or their agent the day that the Nomination Paper is filed.

The Municipal Clerk shall calculate the **final** contribution to a Candidates' own campaign for each office on the “Certificate of Maximum Amount of Contribution to Own Campaign” **Form EL38**. The certificate shall be delivered to each Candidate on or before September 30, 2026.

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

Candidate Maximum Amount of Expenses for Parties, etc. After Voting Day (Section 88.20(9))

The Municipal Clerk shall calculate the **estimated** maximum amount of expenses for parties, etc., after Voting Day for each office on the “Estimated Maximum Amount of Expenses For Parties Etc. After Voting Day - Candidates” **Form LC25** and provide a copy to the Candidate or their agent the day that the Nomination Paper is filed.

The Municipal Clerk shall calculate the final contribution to a parties, etc., after Voting Day for each office on the “Certificate of Maximum Amount of Expenses for Parties Etc. After Voting Day” **Form EL39**. The certificate shall be delivered to each Candidate on or before September 30, 2026.

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

Notice of Penalties (Section 33.1)

The Municipal Clerk shall, prior to Voting Day, provide a notice of penalties on the “Notice of Penalties and Corrupt Practices - Candidates” **Form TI12** to the Candidate or their agent.

Notice of Collection/Consent to Release Personal Information

The Candidate may sign the “Notice of Collection and Consent to Release Personal Information” **Form LC02** authorizing the Municipal Clerk to release personal information to the public and media which may include:

- Candidate telephone number;
- Candidate email address; and
- Candidate website or social media accounts.

If the Candidate does not consent to release this information, only the Candidate name will be provided to the public. The Township will post and share Candidate information in accordance with the “Use of Municipal Resources During and Election” Policy.

Withdrawal of Nomination Papers (Section 36)

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

a. Certifying Nominations and Declaration of Election

The Municipal Clerk shall provide notice of the unofficial list of Candidates by preparing and posting in the municipal office and on the website a “List of Nominations Filed/Unofficial List of Candidates” **Form LC03** which is to be updated as each Nomination Paper is filed.

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

Nomination Day – August 21, 2026 (Section 31)

Nomination Papers will be received at the Municipal Office between 9:00 a.m. and 2:00 p.m. on Nomination Day. The procedure for handling of Nomination Papers on Nomination Day will be the same as above. As soon as practicable after 2:00 p.m. on Nomination Day, the Municipal Clerk shall determine using the Nomination Papers received, whether a lame duck Council exists.

Certification of Nomination Papers (Section 35)

On or before Monday, August 24, 2026, at 4:00 p.m. the Municipal Clerk will do a review of each nomination received to determine qualification and if the nomination complies with the Act. Once satisfied the Candidate is qualified, the Municipal Clerk will complete the “Certification by Clerk” section on “Nomination Paper” **PR Form 1**.

Rejection of Nomination Papers (Section 35(3))

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

- a. The person who sought to be nominated; and,
- b. All Candidates for the office.

The Municipal Clerk’s decision is final. Notice will be given by the Municipal Clerk on “Notice of Rejection of Nomination” **Form TI13**.

Official List of Candidates

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

Declaration of Election (Section 40)

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

Acclamations (Section 37(1))

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

Fewer Number of Nominations than Offices (Section 33(5))

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

Additional Nominations – More than Number of Offices Remaining (Section 33(5))

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

Withdrawal of Additional Nominations (Section 36)

Withdrawal of additional nominations must take place prior to 2:00 p.m. on Wednesday, August 26, 2026. Follow the procedure in the Withdrawal of Nomination Paper section above.

Additional Nominations – Equivalent to Number of Offices (Section 35(1) and 37(2))

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

Insufficient Number of Papers Filed to Form a Quorum – Municipal Council (Section 37(4)(1))

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

Sufficient Number of Papers Filed to Form Quorum – Municipal Council (Section 37(4)(2))

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

Death or Ineligibility of a Candidate (Section 39)

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

- The result would be an acclamation for an office; the election to such office is void and a by-election for such office shall be held (Section 65(4) provides that the sixty-day (60) period starts as of the date of death).
- The result would be one less Candidate only and no acclamation; the Candidate's name shall be omitted from the ballot. If the ballots are already printed, the Municipal Clerk shall cause notice of the death to be posted in a conspicuous place in every Voting Location and the election shall proceed as if the deceased or ineligible Candidate has not been nominated.

No votes are to be counted for the Candidate who has died or becomes ineligible. The Municipal Clerk may use "Notice of Death/Ineligibility of Candidate" **Form EL21**.

3. Candidate Campaign Contributions and Expenses

a. Campaign Contributions

Contributions to Registered Candidates (Section 88.18(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.

Contributions shall only be made by the following:

- An individual who is normally resident in Ontario;
- The Candidate and their spouse. If the spouse of a Candidate is not normally resident in Ontario, a Candidate and their spouse may make contributions only to the Candidate's election 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.

The listing of the phone number and email address and/or hyperlink to the Candidate's website by the municipality or local board does not constitute a contribution to a Candidate.

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. If a person is a Candidate for more than one office, a contributor's total contributions to the Candidate in respect of all the offices shall not exceed \$1,200.

A contributor shall not make contributions exceeding a total of \$5,000 to two or more Candidates for office on the same council or local board.

If the Candidate or their spouse is contributing to the Candidates own election campaign, then the maximum contributions noted above do not apply.

Maximum Contributions to a Candidate's Own Election Campaign (Section 88.9.1)

There is a limit on the total amount that a Candidate for an office on a council and their spouse may collectively contribute to the Candidate's own campaign. The contribution limit is calculated based on the number of electors who are eligible to vote for the office that the Candidate is running for. The formula to calculate the limit is as follows:

- for head of council: \$7,500 plus \$0.20 per eligible elector
- for council member: \$5,000 plus \$0.20 per eligible elector

There is a cap of \$25,000 to the calculation limit. For clarity, if the formula results in a number greater than \$25,000, the limit will still be \$25,000.

Fundraising for Candidates (Section 88.10)

A fund-raising function shall not be held for a person who is not a Candidate. Fund-raising functions for a Candidate shall not be held outside of the Candidate's election campaign period described in Section 88.24 of the Act.

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 their election campaign or given to and accepted by another person who is acting under the person's direction, are contributions.

In addition to the statement above, the following amounts are contributions:

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

In addition to the statement above, the following amounts are not contributions:

- The value of services provided by voluntary unpaid labour.
- The value of services provided voluntarily, under the direction of the person or the individual, Corporation or trade union, by an employee whose compensation from all sources for providing the services does not exceed the compensation the employee would normally receive for the period the services are provided.
- An amount of \$25 or less that is donated at a fund-raising function.
- The amount received for goods and services sold at a fund-raising function, if the amount is \$25 or less.
- The amount of a loan under Section 88.17 (Campaign Account Loans).

For a person referred to in 88.15 (1), the value of political advertising provided without charge on a broadcasting undertaking as defined in Section 2 of the Broadcasting Act (Canada), if,

- it is provided in accordance with that Act and the regulations and guidelines made under it, and
- it is provided equally to all Candidates for office on the particular council or local board.

Value of Goods and Services (Section 88.15 (5))

If the contributor is in the business of supplying these goods and services, the value of the goods and services provided as a contribution is the lowest amount the contributor charges the general public in the same market area for similar goods and services provided at or about the same time.

If the contributor is not in the business of supplying these goods and services, the value of the goods and services provided as a contribution is 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 out of the funds of the estate.

Campaign Account Loans (Section 88.17)

A Candidate and their 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 their spouse may guarantee a loan.

b. Campaign Expenses

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 their election campaign are expenses. Without restricting the generality of the above, 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 fund-raising 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.

Candidate Expenses (Section 88.20)

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

An expense shall not be incurred by or under the direction of a Candidate outside their election campaign period. However, a Candidate whose election campaign period ends as described in the Act (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.

Maximum Amounts (Section 88.20(6 & 9))

During the period that begins on the day a Candidate is nominated and ends on Voting Day, their expenses shall not exceed an amount calculated in accordance with the prescribed formula.

As previously indicated a Candidate shall be provided with the estimated maximum campaign expenses amount upon filing of their Nomination Papers, and shall be provided with the Certificate of Final Maximum Campaign Expenses on or before September 30th, 2026 (see Nominations section of this manual).

A Candidate will be provided with the estimated maximum of expenses for parties etc. upon filing of their Nomination Papers, and shall be provided with the Certificate of Final Maximum Amount of Expenses for Parties Etc. on or before September 30th, 2026 (see Nominations section of this manual).

Candidate Financial Disclosure (Section 88.25(9))

The Municipal Clerk shall give notice to every Candidate whose nomination was filed:

- Notice of all of the filing requirements of this section;

- Notice of the Candidate's entitlement to receive a refund of the nomination filing fee if they meet the requirements of Section 34 of the Act; and
- Notice of the penalties set out in subsections 88.23 (2) and 92 (1) of the Act.

The notice shall be given on "Notice to Candidate of Filing Requirements" **Form EL42**.

Pursuant to Section 88.23 (3) of the Act, A "Notice to Default - Candidates" **Form EL44** shall be given to the Candidate by registered mail and to the relevant council or local board in the event that a Candidate has not submitted the "Financial Statement – Auditor's Report Candidate" **PR Form 4** by 2:00 p.m. on March 30, 2027. The Municipal Clerk shall also make available to the public the name of the Candidate and a description of the nature of the default.

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

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

4. Third Party Registration

A Registered Third Party means an individual who is normally resident in Ontario, a Corporation that carries on business in Ontario or a trade union that holds bargaining rights for employees in Ontario, and whose completed "Notice of Registration – Third Party" **PR Form 7** form has been filed with and certified by the Municipal Clerk.

Eligibility for Registration (Section 88.4 (4-6))

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 under Section 33.
- 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.

Advertisements – Restricted Period and Expenses (Section 88.4)

No individual, Corporation or trade union shall incur expenses for a third party advertisement that appears during the restricted period for third party advertisements unless the individual, Corporation or trade union is a Registered Third Party under when the expenses are incurred and when the advertisement appears.

The Restricted Period for Third Party Advertisements begins on the earliest day that an individual, Corporation or trade union is permitted to file a notice of registration as a registered third party (May 1, 2026) and ends at the close of voting on Voting Day (October 26, 2026). The expenses for these advertisements cannot exceed the amount calculated under Section 88.21.

Filing the Notice of Registration (Section 88.6 (2), (7) & (13))

“Notice of Registration – Third Party” **PR Form 7** shall be filed with the Municipal Clerk from the first day for filing nominations under Section 33(4) (May 1, 2026) and cannot be filed later than the Friday before Voting Day (October 23, 2026), at a time when the Municipal Clerk’s office is open.

Registrations must be submitted on the “Notice of Registration – Third Party” **PR Form 7** and filed with the Municipal Clerk in the following manner:

- In person or by an agent;
- During the dates and times mentioned above;
- With proof of identity as prescribed in O. Reg. 304/13, as amended
- With the “Declaration of Qualifications – Third Party Advertiser” **Form TI15**, signed by the individual or by a representative of the Corporation or trade union
- With a resolution from the Corporation or trade union that authorizes the person or agent to register on their behalf, if applicable.

No electronically transmitted registration related forms will be accepted – original signatures are required.

It is strongly recommended that individuals contact the Municipal Clerk to make an appointment to submit registration forms. The Municipal Clerk or designate will review all related materials and collect necessary signatures from the Third Party during the meeting.

At the meeting with the Municipal Clerk, the registration process will include the following:

- Estimated Maximum Third Party Expenses (Form TI16)
- Estimated Maximum Amount of Expenses for Parties Etc. After Voting Day (Form TI14)
- Notice of Penalties and Corrupt Practices – Registered Third Parties (Form TI17)
- Duties of Registered Third Parties (Form TI20)

- Contributions to Registered Third Parties (Form TI21)
- Notice to Registered Third Parties of Filing Requirements (Form TI22)

Maximum Registered Third Party Expenses (Section 88.21(15) and Section 88.21 (11-17))

The Municipal Clerk shall calculate the estimated maximum third party expenses for registered third parties on the “Estimated Maximum Third Party Expenses” **Form TI16** and provide a copy to the individual filing the registration.

The Municipal Clerk shall, after determining from the number of eligible electors from the Voters’ List, calculate the maximum amount of Registered Third Party expenses that each Registered Third Party may incur and prepare a “Certificate of Maximum Amount of Campaign Expenses – Registered Third Party” **Form TI18**. The certificate shall be given to each individual that filed a Notice of Registration for Third Party Advertising in the case of a regular election, on or before September 30, 2026. The Municipal Clerk's calculation is final and shall be made in accordance with the prescribed formula in Ontario Regulation 101/97.

Maximum Registered Third Party Amount of Expenses for Parties etc. After Voting Day (Section 88.21(9) & (13) and Section 88.21 (11-17))

The Municipal Clerk shall calculate the estimated maximum amount of expenses for parties, etc., after Voting Day on the “Estimated Maximum Amount of Expenses for Parties etc. After Voting Day – Third Party” **Form TI24** and provide a copy to the individual filing the registration.

The Municipal Clerk shall, after determining from the number of eligible electors from the Voters’ List, calculate the maximum amount of Registered Third Party expenses for parties, etc. after Voting Day that each Registered Third Party may incur and prepare a “Certificate of Maximum Amount of Expenses for Parties Etc. After Voting Day – Third Party” **Form TI25**. The certificate shall be delivered to each Registered Third Party on or before September 30th, 2026. The Municipal Clerk’s calculation is final and shall be made in accordance with the prescribed formula.

Notice of Penalties (Section 88.29(7))

The Municipal Clerk shall, at least 30 days before the financial statements filing date, provide a notice of the penalties on the “Notice of Penalties – Registered Third Parties” **Form TI17** to every Registered Third Party that registered in the municipality.

Duties of a Registered Third Party (Section 88.26)

The Municipal Clerk shall provide the “Duties of Registered Third Parties” **Form TI20** at the time of filing.

The Municipal Clerk shall provide each Registered Third Party with a “Contributions to Registered Third Parties” **Form TI21** summarizing the rules regarding contributions to a Registered Third Party Advertiser (Section 88.12, 88.13 and 88.14 of the Act).

a. Certification of Notice of Registration

The Municipal Clerk will do a review of each notice received to determine qualification and if the notice complies with the Municipal Elections Act, 1996. Once satisfied the third party is qualified, the Municipal Clerk will complete the “Certification by Municipal Clerk” section on the “Notice for Registration” **PR FORM 7**. If not satisfied the Municipal Clerk shall reject the notice. The Municipal Clerk’s decision is final.

List of Registered Third Parties (Section 88.12 (9-10))

A list of Registered Third Parties shall be posted at the Municipal Office and on the website using the “Official List of Registered Third Parties” **Form TI19** 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.

5. Registered Third Party Campaign Contributions and Expenses

a. Contributions to a Registered Third Party

A contribution shall not be made to or accepted by an individual, Corporation or trade union in relation to third party advertisements that appear during an election in a municipality, or made to or accepted by an individual acting under its direction, unless the individual, Corporation or trade union is a Registered Third Party in relation to the election in the municipality.

A contribution shall not be made to a Registered Third Party, or to an individual acting under his, her or its direction, if the contribution is made outside the campaign 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, their spouse (only if the spouse of a Registered Third Party is not normally resident in Ontario).

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 – 8))

A contribution shall not be made to or accepted by an individual, Corporation or trade union in relation to third party advertisements that appear during an election in a municipality, or made to or accepted by an individual acting under its direction, unless the individual, Corporation or trade union is a 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 contributions exceeding a total of \$1,200 to a registered third party in relation to third party advertisements that appear during an election in a municipality.

A contributor shall not make contributions exceeding a total of \$5,000 to two or more registered third parties registered in the same municipality in relation to third party advertisements.

The above shall not apply to contributions to a Registered Third Party that are made by the Registered Third Party itself and, if the registered third party is an individual, by their spouse.

The Municipal Clerk shall provide the "Contributions to Registered Third Parties" **Form TI21** at the time of filing.

Fundraising for Registered Third Parties Third Parties (Section 88.14)

Only Registered Third Parties in the municipality may hold a fund-raising function relating to third party advertisements. Fundraising functions 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 an election campaign, or given to and accepted by another person who is acting under the person's direction, are contributions.

In addition to the statement above, the following amounts are contributions:

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

In addition to the statement above, the following amounts are not contributions:

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

Value of Goods and Services (Section 88.15 (5):

If the contributor is in the business of supplying these goods and services, the value of the goods and services provided as a contribution is the lowest amount the contributor charges the general public in the same market area for similar goods and services provided at or about the same time.

If the contributor is not in the business of supplying these goods and services, the value of the goods and services provided as a contribution is 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 Registered Third Party out of the funds of the estate.

Campaign Account Loans (Section 88.17)

A Registered Third Party and, in the case of an individual, their 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, their spouse may guarantee a loan.

b. Expenses

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 the above, the following amounts are expenses:

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

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

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

Registered Third Party Expenses (Section 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 it is a Registered Third Party in the municipality.

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. However, 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.

Maximum Amount (Section 88.21(6))

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 Registered Third Party shall be provided with the maximum third party expenses amount upon registering as a Registered Third Party Advertiser (see Third Party Advertising section of this manual).

Maximum Amount for Parties etc. After Voting Day (Section 88.21(9))

The expenses of a Registered Third Party 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 88.21 (6) (Maximum Amount).

Registered Third Party Advertiser – Financial Disclosure (Section 88.29(7))

Before the filing date, the Municipal Clerk shall give notice to every registered third party that registered in the municipality:

- Notice of 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 TI22**.

All Registered Third Parties shall file with the Municipal Clerk, the “Financial Statement – Auditor’s Report” **PR Form 8** on or before 2:00 p.m. on March 30, 2027, reflecting the

Registered Third Party's campaign finances in relation to third party advertisements as of December 31 in the year of the election.

Pursuant to Section 88.27(2), A "Notice of Default – Registered Third Party" **Form TI23** shall be given to the registered third party by registered mail, has not submitted the "Financial Statement – Auditor's Report Third Party" **PR Form 8** on or before 2:00 p.m. on March 30, 2027. The Municipal Clerk shall make available to the public the name of the registered third party and a description of the nature of the default.

6. Campaign Advertising

a. Responsibility for Information

Information in advertising and campaign material is the responsibility of the Candidate or Registered Third Party. The Township takes no responsibility for the accuracy and completeness of information provided in campaign materials.

b. Authority of the Clerk

If the Municipal Clerk is satisfied that there has been a contravention of the Act (i.e. Candidates' election campaign advertisements or Registered Third Party advertisements) the Municipal Clerk may require a person who the municipality reasonably believes contravened the Act 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.

c. Start of Campaign Period

Campaigning, campaign advertising, spending money or accepting contributions (including money, goods or services) is not permitted until a Candidate files their nomination papers with the Municipal Clerk or the Municipal Clerk Certifies the registration of a Third Party Advertiser.

d. Corporate Policy – Use of Municipal Resources During an Election

Section 88.18 of the Act requires that a municipality establishes rules and procedures with respect to the use of municipal resources during the election campaign period. As such, the corporate "Use of Municipal Resources During an Election" policy was amended by Council on March 23, 2026, and includes the following:

- No person shall use any Township resource or asset for any election related purpose or activity;
- No person shall use the services of staff for any election related purpose or activity;
- No person shall use the Township office, or any facility/location for any election related purpose or activity, unless it is in accordance with the Policy;

- No photographic, video, crest, logo, coat of arms, brand, slogan or other branding material or image shall be used for any election related purpose or activity;
- No person shall use Township standard-issue electronic devices, software, IT asset, etc. for any election related purpose or activity;
- During the campaign period current Council member biographies, websites and links to social media shall be deleted and only council-related contact information shall remain

In addition to these restrictions, the policy states that a Candidate, Registered Third Party or any other person requesting information from the Township during the campaign period must adhere to the Municipal Freedom of Information and Protection of Privacy Act and guidelines established by the Township.

At the discretion of the Municipal Clerk, information provided to one Candidate or Registered Third Party that is of general nature and provides valuable information to all others may be distributed to all others via email to ensure equal access to information.

e. Corporate Policy – Councillor Use of Civic Space Policy

In September, 2023 the Township adopted a “Councillor Use of Civic Space Policy”. This policy restricts the following:

- Rental fees will be allocated from the Council Special Events Budget, except for during the campaign period;
- No games of chance, including bingo and lotteries are permitted;
- Charitable fundraising is not permitted;
- Sale of goods is not permitted;
- Councillors cannot book facilities on behalf of third parties;
- Councillors must remove all files, photographs, posters and any other materials at the end of their booked time;
- Councillors must bring their own equipment (i.e. computers, projectors, etc.);
- Councillors must recognize that members of Council and Township staff must comply with the “Use of Municipal Resources During an Election” policy.

f. Sign By-law

Candidates and Registered Third Parties must follow campaign sign related regulations set out in the current Sign By-law (2002-68). It is the responsibility of the Candidate or Registered Third Party to confirm the Region of Waterloo campaign sign regulations.

Each Candidate and Registered Third Party will be provided with a copy of the Sign By-law at the time of filing nomination papers or registration forms.

- Campaign signs are not permitted on Township property, including Township roads (road allowances) and must only be placed on private property with the owner’s consent;

The Township is not responsible for damage or unlawful removal of campaign signs.

g. Campaigning at Apartments and Condos

Apartments, condominiums, non-profit housing cooperatives and gated communities must allow Candidates and their representatives access to the doors of units or houses from 9 a.m. to 9pm during the campaign period. The Act does not provide Registered Third Party Advertisers with the same right of access. Landlords cannot prohibit tenants from displaying campaign signs on their unit or rented property. Landlords may prohibit elections signs in common areas or set reasonable limits on the size or type of sign.

7. Scrutineers

Appointment by Candidate and Qualification

A Candidate may appoint Scrutineers to represent them at:

- Voter Help Centre, while it is open; and
- Voting Locations; and
- Municipal Clerk's Office, during:
 - The opening and testing of the Voting System; and
 - The receipt of voting results; and
 - A Recount and announcement of Recount results.

The appointment shall be made using the "Appointment of Scrutineer" **Form TI104**. The form must be signed by the Candidate with an original signature.

Third Party Advertisers and Candidate(s) that have been acclaimed may not appoint Scrutineers.

Candidate and Scrutineer Access

A person appointed as a Scrutineer, before being admitted to the location noted above, shall show the original signed "Appointment of Scrutineer" **Form TI104** and provide proof of identity and residence as prescribed in O.Reg. 304/13 to the Election Official.

Candidates and/or Scrutineers must take an "Oral Oath of Secrecy" **Form T103** when requested by an Election Official.

Candidate and/or Scrutineers must identify themselves by using the "Candidate" or Scrutineer" lapel pin provided by the Election Official.

A Candidate and/or Scrutineer may bring:

- A communication device, such as a cell phone, pager, etc. if they are set to "silent" or on vibrate mode.
- Meals and snacks (Note: Schools do not allow products that contain nuts or nut butter)

- Pen and paper
- Purse and/or other personal effects.

Number of Scrutineers

Only one Candidate or their appointed Scrutineer may be permitted at the locations listed above (Voter Help Centre, each Voting Location and the Municipal Clerk's Office) at any time.

On Voting Day, only one Candidate or their appointed Scrutineer may be present at a ballot box in use at a Voting Location, at any time.

Conduct of Scrutineer

Scrutineers and Candidates attending a Voter Help Centre, Voting Location or Municipal Clerk's Office are prohibited from the following:

- Touching a ballot;
- Touching any forms or equipment at an Election Official's table;
- Acting as an interpreter;
- Speaking to a voter and/or attempting (directly or indirectly) to interfere with how an elector votes;
- Touching a ballot box, except to sign the ballot seals before voting starts;
- Using an electronic communication device and/or photo-taking devices in a manner that compromises the secrecy of the vote, causing a disruption and/or is not complying with the procedure outlined in Appendix "A" of this Manual;
- Making or taking a call, or sending a text on a mobile device while inside a Voter Help Centre, Voting Location or other election area.
- Attempting to campaign or persuade an elector to vote for a particular Candidate;
- Displaying campaign materials in the Voting Location, including the room in which voting is taking place, the building and surrounding areas of the property;
- Compromising the secrecy of voting;
- Interfering or attempting to interfere with an elector that is marking a ballot;
- Obtaining or attempting to obtain any information about how an elector intends to vote or has voted;
- Communicating any information obtained about how an elector intends to vote or has voted;

Rights of Scrutineers

Scrutineers and Candidates attending a Voter Help Centre, Voting Location or Municipal Clerk's Office have the right:

- **Activation of Internet Voting System:** To be present to verify and ensure that all totals of votes cast are at zero and shall be required to sign the "Activation of Voting System" **Form TI05**

- **Opening of Voting Location on Voting Day:** To be present fifteen (15) minutes in advance of the opening of voting, inspect the inside of the empty ballot box before voting starts, and initial the seals to be used to secure the ballot box.
 - To monitor the voting process at more than one location
 - To leave and return to the Voting Location while voting is occurring, however, they may not enter or re-enter a Voting Location once the polls have closed
 - To challenge an elector through the Election Official, if they are a qualified elector
 - To observe revision activities at the polls, however, objections to revisions are not allowed
 - To write down Candidate unofficial result totals once polls close after 8:00 p.m. on Voting Day for any Voting Location where they are observing ballot counting
- **Deactivation of Internet Voting System:** to be present at the time and place where results are received by the Municipal Clerk, and to sign the results report indicating the votes cast.

Any Candidate or Scrutineer that fails to abide by these rights and prohibitions shall be directed to leave. The Election Official has the authority to require a Candidate or Scrutineer to leave.

C. VOTING

1. Voter Qualifications

A person is entitled to be an elector if, on Voting Day, they:

- Are a Canadian Citizen; and
- Are at least eighteen (18) years old; and
- Reside in the Township of Wilmot, or are the owner or tenant of land in the Township, or are the spouse of such person; and
- Are not otherwise prohibited from voting.

2. Definition of Residence

For the purpose of the MEA, a person's residence is the permanent lodging place to which, whenever absent, they intend to return. These provisions exist to allow for the unhoused to be enumerated and to vote. The following rules apply in determining a person's residence:

- A person may only have one residence at a time;
- The place where a person's family resides is also their residence, unless they move elsewhere with the intention of changing their permanent lodging place;
- If a person has no other permanent lodging place, the place they habitually return is their residence.

3. Student

A person may have residence in two locations at the same time if the person lives in one municipality in order to attend school, but not with the intention of changing their permanent lodging place. A student can vote in the municipality where they attend school, and they can also vote where they live.

4. Voting Period

The Voting Period allows for Internet Voting between Friday October 16, 2026 at 10:00 a.m., and Monday October 26, 2026 at 8:00pm. In-Person paper ballot voting is only permitted from 8:00 a.m. and closing at 8:00 p.m. on Voting Day, Monday October 26, 2026.

5. Voting Options

A hybrid method of voting which includes in-person voting (paper ballots) and internet voting shall be used for the 2026 Municipal Election. (See Voting Process, below)

6. Voters' List & Revisions

The Chief Electoral Officer of Ontario provides the Preliminary List of Electors (PLE) to the Municipal Clerk between July 31 and September 1 of an election year. The PLE shall contain the name and address of each person who is entitled to be an elector and other information which the Municipal Clerk requires to determine which offices the elector is entitled to vote (i.e. school support). In accordance with the Act, the Municipal Clerk may correct any obvious errors on the list and approved for use as the Voters' List on or before September 1, 2026. The Voters' List shall be reproduced and identified with a "Voters' List Cover Sheet" **Form LC08** on or before September 1, 2026.

The Municipal Clerk shall prepare an interim list of changes to the Voters' List that must include changes approved under the Act on or before September 20, 2026. The Municipal Clerk will certify the list of changes using "Interim List of Changes to the Voters' List **Form LC12**". A copy of the interim list of changes will be available by September 30, 2026.

In accordance with the Act and signing of the required "Declaration of Proper Use of the Voters' List" **Form TI11**, the Municipal Clerk shall provide every certified Candidate a copy of the Voters' List. The format of the copy is at the discretion of the Municipal Clerk.

Registered Third Parties do not have access to the Voters' List.

Subject to the security permissions assigned to the Election Official by the Municipal Clerk, the list shall be accessible by authorized Election Officials, who will use the DataFix VoterView system to facilitate additions, deletions or changes during the revision period.

Revision Centre

The Municipal Office will be treated as a revision centre for the Voters' List during normal business hours from September 1, 2026 to October 26, 2026 at 8:00 p.m.

The Revision Centre will be responsible for:

- Receiving and processing an "Application to Amend Voters' List" **Form EL15** from an eligible elector that provides proof of identity as prescribed in O.Reg. 304/13, and correcting the Voters' List by:
 - Adding the elector's birth date, or
 - Correcting the elector's Ward in which they vote; or
 - Adding/Correcting the elector's school support, and amend the Voters' List in accordance with the form and where necessary, providing a Voter Information Letter in accordance with the procedure established by the Municipal Clerk.
- Receiving and processing an "Application for Removal of a Deceased Person's Name from the Voters' List" **Form TI14** from a person providing proof of identity and residence prescribed in O.Reg. 304/13 and removing the name from the Voters' List.
- Receiving and processing an "Application for Re-Issuance of a Voter Information Letter (Lost and Unused)" **Form TI01** from an eligible elector that provides proof of identity as prescribed in O.Reg. 304/13 and issue a new Voter Information Letter in accordance with the procedure established by the Municipal Clerk.
- Receiving and processing an "Application for Re-Issuance of a Voter Information Letter (Used by an Impersonator)" **Form TI02** from an eligible elector that provides proof of identity as prescribed in O.Reg. 304/13 and reset the status of the elector in DataFix and issue a new Voter Information Letter in accordance with a process established by the Municipal Clerk.
- Respond to general election questions and refer detailed questions to the Municipal Clerk or designate.

No person attending the Revision Centre may use an electronic communication device and/or photo-taking devices in a manner that causes a disruption and/or is not in compliance with the procedures outlined in Appendix "A" of this Manual.

7. Voter Information Letters

a. Contents and Preparation

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

The Voters' List shall be provided by Voatz Inc., to the printing company, in computer format at a time to be determined by the Municipal Clerk, to allow for the printing of a Voter Information Letter (VIL).

Voters will need a personal identification number (PIN) to vote using the internet Voting System. Once an elector's PIN has been used via the Voting System to cast a ballot, it cannot be used for voting again.

A PIN envelope is a sealed envelope in which the personal PIN number for the eligible elector which can only be seen after the integrity violation of the envelope (i.e. ripping the envelope open). Once the PIN envelope is secured inside of the VIL, the letters are mailed to each eligible elector. The VIL will also contain election information such as:

- Voting Period dates and times.
- Internet voting instructions, including the internet voting address (URL) to access the Voting System.
- Voter eligibility criteria.
- Offices for election.
- Voter Help Centre locations, dates, times and telephone numbers.
- Voting Location dates and times.
- Information on illegal and corrupt practices under the Act.

In the event of a postal strike by Canada Post, the Voter Information Letters will be circulated in accordance with a process established by the Municipal Clerk.

b. Duplicate Voter Information Letter

If an elector receives more than one VIL, they may only vote **one time** and must return the unused VIL to the Municipal Office or Voter Help Centre. The elector must complete an "Application to Amend the Voters' List" **Form EL15** to remove the duplicate name. In the absence of the application, the Municipal Clerk has the authority to remove the duplicate elector. The PIN number shall be disabled immediately. The Municipal Clerk shall retain all duplicate VILs.

c. Addition to Voters' List and Issuing VIL

A VIL shall be sent to all eligible electors on or around Monday September 14, 2026, by Canada Post Lettermail, to enable them to use the internet Voting System. Where an eligible elector is not on the Voters' List by the date of mailing and requests to be added to the Voters' List and issued a VIL, the process shall be in accordance with Appendix B of this Manual.

d. Replacement

Any time after the Voter Information Letters have been mailed, an eligible elector may request a replacement letter. The VIL will be replaced in accordance with a procedure established by the Municipal Clerk (Appendix "B")

Lost/Not Received and PIN Remains Unused:

- Elector submits an “Application for Re-Issuance of a Voter Information Letter (Lost and Unused)” **Form TI01**; and
- Elector provides proof of identity as prescribed in O.Reg. 304/13; and
- In accordance with a procedure established by the Municipal Clerk an Election Official may issue a new Voter Information Letter.

PIN Already Used:

- Elector submits an “Application for Re-Issuance of a Voter Information Letter (Used by an Impersonator) **Form TI02**”; and
- Elector provides proof of identity as prescribed in O.Reg. 304/13; and
- If the elector has provided sufficient proof that they did not vote using the PIN, and they require a new PIN, the Election Official may reset the status of the elector in DataFix and issue a new PIN to replace the old PIN in the Voting System. This will be done in accordance with the procedures established by the Municipal Clerk.

e. Mail Tampering

Tampering with the mail includes stealing mail, redirecting it without consent, or damaging it. The penalties for tampering with mail can vary based on the nature of the offence but the maximum penalty can be ten (10) years of imprisonment.

Since the Township relies on Canada Post Lettermail to deliver Voter Information Letters and confidential PINs, any instance or substantiated account of mail tampering will be taken very seriously and reported to the authorities:

- All complaints related to suspected mail tampering, submitted in writing, will be considered by the Municipal Clerk, and at their discretion, forwarded to the appropriate authorities.
- The Municipal Clerk and/or any Election Official will not attempt to intervene in the prosecution and may be called to give evidence during the prosecution.

f. Voter Information Letter(s) Audit Trail

The Municipal Clerk shall ensure a complete audit trail is maintained of all Voter Information Letters:

- Confirmation that the data required to produce and mail a VIL was provided, by Voatz, to the printing company, in a secure manner.
- Confirmation from the printing company that the VILs were mailed through Canada Post, or in the event of a postal strike, in accordance with the procedure established by the Municipal Clerk.
- Record of VILs returned to the Township by Canada Post, as undeliverable.

- Record of VILs returned to the Township by individuals, either opened or unopened, but not used for voting purposes.
- Record that the returned VILs and PINs were marked as disabled in accordance with this Manual.
- Record of a VILs re-issued to an eligible elector.
- Record of a VIL issued to an eligible elector as a result of that elector completing an “Application to Amend Voter’s List” **Form EL15**.

8. Voting Process

Every eligible elector shall be limited to one vote. The elector may cast their vote in-person using a paper ballot at a Voting Location or using the internet Voting System.

a. Paper Ballot Process (In-Person)

An elector that chooses to cast a ballot using a paper ballot, must attend their designated Ward Voting Location between 8:00am to 8:00pm on Voting Day (Monday October 26, 2026). In-person voting using a paper ballot is only offered on Voting Day.

If an elector does not receive a VIL in the mail it means that they are not on the Voters’ List. If that elector would like to cast a ballot using a paper ballot, they must get added to the Voters’ List at their Voting Location (See Section C(4) Voters’ List & Revisions).

Voting Location information will be included on the Voter information Letter (VIL).

Ward One: New Dundee Community Centre, 1028 Queen Street, New Dundee

Ward Two: St. Agatha Community Centre, 1791 Erb’s Road, St. Agatha

Ward Three: Wilmot Recreation Complex (Community Centre),
1291 Nafziger Road, Baden

Ward Four: Forest Glen Public School, 437 Waterloo Street, New Hamburg
(as of April 21/26 this location is subject to approval by the School Board)

Special Ballot Location: Nithview Home (residents only), 200 Boullee Street, New Hamburg

Notwithstanding the closure of in-person voting on Voting Day at 8:00 p.m., any person present at a Voting Location or Voter Help Centre at 8:00 p.m. will be permitted to cast their ballot. Once all voters have left the Voting Location or Voter Help Centre after 8:00 p.m., the counting of ballots shall commence.

No person attending a Voting Location may use an electronic communication device and/or photo-taking device in a manner that compromises the secrecy of the vote, causes a disruption and/or is not in compliance with the procedure outlined in Appendix “A” of this Manual;

b. Internet Voting System

An elector that chooses to cast a ballot accessing the internet Voting System may do so starting Friday October 16 (10:00 a.m.) until the close of voting on Voting Day (Monday October 26) at 8:00 p.m.

The Voting System, provided by Voatz Inc., shall allow eligible electors to vote by accessing the internet address (URL) with a viable internet connection.

An elector can also vote by accessing a Voting Kiosk at the following locations:

- Voter Help Centre (Municipal Office) 60 Snyder's Road West, Baden
 - Friday October 16 starting at 8:30 a.m. until 4:30 p.m.
 - Monday October 19 – Friday October 23 during regular office hours (8:30 a.m. to 4:30 p.m.)
 - Monday October 26 (Voting Day) starting at 8:00 a.m. until 8:00 p.m.

Notwithstanding the close of internet voting on Voting Day at 8:00 p.m., persons present at a Voting Location or Voter Help Centre utilizing a Voting Kiosk, will continue to be allowed to access the Voting System and complete the voting process. Voters that have gained access to the Voting System using their own device prior to 8:00 p.m. on Voting Day, will be permitted to complete the voting process, provided they do so by **8:05 p.m.**

As previously stated, in order to cast a ballot using the internet Voting System, the voter will require a PIN. The PIN is unique to the voter and cannot be used twice. The PIN is included in the Voter Information Letter (VIL) mailed to every eligible elector. Once the elector's PIN has been used by the elector via the Voting System, it cannot be used to vote again.

For the purpose of the Voting System, the following shall be true:

- A voter casting a ballot through the Voting System shall do so on a single composite ballot. The Voting System shall identify the voter's choices. Once they make their selection(s) the voter will be provided with the option to change or confirm their selection prior to the vote being "cast" or submitted.
- The Voting System shall enable the voter to under-vote, or decline to voting entirely, if they choose.
- For the purpose of reporting a declined ballot under Section 55(4.1) of the Act, 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.
- 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 over-vote, or to spoil a ballot.

- The Voting System shall permit a voter to interrupt their voting session but recommencing voting later. The voter can exit the system and recommence using the Voting System later. Where the ballot has not be cast (submitted) using the internet Voting System, the voter can instead cast a ballot using a paper ballot, on Voting Day at their designated Voting Location.

Voting System Integrity

The Municipal Clerk shall preserve the integrity of the internet Voting System by ensuring:

- That no one except Voatz Inc. and the authorized printing company staff have access to a comprehensive list of PINS that match with each voter name and address;
- That the Voting System can only be accessed by eligible electors using their unique PIN and DATE OF BIRTH;
- That every eligible elector is sent a sealed Voter Information Letter with PIN and other voting information;
- That Elections Officials can only access a voter's PIN to deactivate and issue a new PIN according to procedures established by the Municipal Clerk;
- That eligible electors can be added or can amend their information on the Voter's List up to the close of voting on Voting Day (Monday October 26, 2026, at 8:00 p.m.).
- Proper procedures have been established to ensure that no replacement PIN is issued unless an Election Official is completely satisfied of the eligible elector's identity;
- Voters have the option to verify their vote using the Voting System's (i.e. voting receipt) end-to-end verification and auditability unique mechanism. This allows voters to anonymously verify that their vote was recorded by the system as a cast ballot.
- That an Auditor to test the Voting System has been appointed as an Election Official with read-only access to the Voting System, and that the Auditor test the system in accordance with a process established by the Municipal Clerk.

Security

A predefined security protocol is adhered to during the entire election period. This protocol ensures access control to the status of the election is only available to the Municipal Clerk and persons authorized by the Municipal Clerk.

- The online Voting System is subject to strict logic and accuracy testing using a predefined set of test ballots, which are cast with a known outcome. This testing is then compared to the vote counts to ensure complete confidence in the accuracy of the Voting System. The thorough logic and accuracy phase allows Election Officials to review the full voting process prior to the opening of voting.

- At the completion of the logic and accuracy testing, the entire Voting System is locked down prior to the start of the Voting Period. No system, code or configuration changes shall occur during the lockdown, or once Voting has started.
- The online Voting System is hosted by the Voting System provider (Voatz) within their data centres' environment, which undergoes continuous and rigorous penetration prevention testing.
- The online Voting System prevents the casting of multiple ballots via the internet. As previously stated, once a PIN is used to cast a ballot, it is flagged by the Voting System and the voter is immediately struck off the Voters' List in real time. This ensures that an eligible voter cannot obtain another ballot online or by attending a Voting Location in person.
- At the time a ballot is cast, the online Voting System records the action in the database, and an audit record of the ballot is created. The Voting System will also capture unique identifiers, such as IP addresses, which are never connected to personally identifiable information, and are used for the sole purpose of monitoring for suspicious activities.

Returned and Unopened Voter Information Letters

The Municipal Clerk shall establish a process for collecting, recording and creating an audit trail of all VILs returned to the Township by Canada Post or any other person returning a VIL.

Once in the possession of the Municipal Clerk's Office, each returned Voter Information Letter (envelope) shall be opened, recorded in DataFix as returned and the PIN "disabled" so that it cannot be used to participate in the voting process.

The VIL shall be marked as "disabled" and together the letter and envelope shall be maintained in a secure fashion and destroyed in accordance with the Act.

Any opened VIL returned to the Municipal Clerk shall be disabled, maintained and destroyed in the same manner as an unopened, returned VIL.

Election Officials receiving opened and/or unopened returned VILs at a Voting Location on Voting Day, will have the authority to disable the PIN, maintain and return the VIL in accordance with a process established by the Municipal Clerk.

Auditor Testing & Reporting to the Municipal Clerk

The Municipal Clerk, at their sole discretion, will appoint an auditor to test the Voting System using a comprehensive logic and accuracy audit prior to, and ongoing throughout the Voting Period. All unusual or inaccurate activity experienced through any testing of the Voting System (before, during or after the close of the Voting Period) shall be reported to the Municipal Clerk immediately.

The testing activities shall include, but are not limited to the following:

Auditor Activity During Testing of the Internet Voting System (Prior to Activation):

- Voting System refuses ballots, before opening of the test Voting Period
- Voting System is “zeroed out”, before opening of the test Voting Period
- Using pre-established system-testing data:
 - Voting System provides electors with correct ballot based on electoral information
 - Voting System accepts ballots from unused 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 voter to complete under-vote contests, if they wish
 - 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 test Voting Period
 - Voting System accurately counts votes for all Candidates in each contest, that were cast during the test Voting Period.

Auditor Activity During Testing of the Internet Voting System Immediately Prior to Activation and Throughout Voting Period:

- Voting System refuses ballots immediately prior to activation of the Voting System
- Voting System is “zeroed out” at the start of the Voting Period
- Using pre-established system-testing data:
 - Voting System provides electors with correct ballot based on electoral information
 - Voting System does not allow over-votes on any ballot
 - Voting System acknowledges under-voted ballots and prompts voter to complete under-vote contests, if they wish
 - Voting System “times out” after a period of voter inactivity

Auditor Activity Immediately Following the Close of the Voting System

- Voting System refuses ballots immediately following the close of the Voting Period

Activation of the Internet Voting System

The Municipal Clerk, or designated Election Official, will undertake the same testing activities as the Auditor. All unusual or inaccurate activity experienced through any testing of the Voting System (before, during or after the close of the Voting Period) shall be reported to the Municipal Clerk immediately.

After confirming that the Voting System is functioning properly, the Municipal Clerk shall activate the Voting System at 10:00 a.m. on **Friday October 16, 2026**.

The Municipal Clerk, or designated Election Officials, shall test all Voting Kiosks and associated information technology infrastructure used at the Voter Help Centres and Voting Locations to ensure internet access, network security, proper configuration, and device security.

Close of Polls and Deactivation of the Internet Voting System

At the close of polls (8:00 p.m. on Monday October 26, 2026) every Managing Deputy Returning Officer for each Voting Location, and the Election Official for the Voter Help Centre shall notify the Municipal Clerk when all voters have finished voting and have left the Voting Location.

Voters that gained access to the Voting System remotely using their own device, prior to 8:00 p.m., will be permitted to complete the voting process, provided they do so by **8:05 p.m.**

When the Municipal Clerk, or designate, has confirmed that all voters have left all Voting Locations, and after 8:05 p.m., they shall order the close and deactivation of the internet Voting System.

The Municipal Clerk and the appointed Auditor shall test the Voting System in accordance with the process established by the Municipal Clerk. The test shall include the Managing Deputy Returning Officer at each Voting Location testing the Voting Kiosk to confirm that it is not possible to access the internet voting site (URL).

Generation of Internet Voting Results

As soon as possible after 8:00 p.m., and after all deactivation activities are complete, the Municipal Clerk, or designate, shall order the generation of the results for each contest.

The Municipal Clerk shall download the official results for each contest from the Voting System.

Only the Municipal Clerk, appointed Election Officials, certified Candidates or their Scrutineers may be present. Those present shall sign the "Statement of Election Results" **Form EL31**.

9. Voting Results

The Municipal Clerk shall download the unofficial official results for each contest from the Voting System.

Election Officials shall close the in-person voting at each Voting Location as per procedures established by the Municipal Clerk.

The Clerk shall calculate the “unofficial results” of each Candidate. The “unofficial results” shall be reported as soon as practicable after 8:00 p.m. on Monday October 26th, 2026, by posting on the municipal website using the “Unofficial Elections Results” **Form EL08**.

As soon as possible after Voting Day, the Municipal Clerk shall declare the official results using the “Declaration of Election – Candidate” **Form LC26** and post the official results at the Municipal Office and on the municipal website.

“Unofficial” and official results for school board contests will be announced by the Municipal Clerk responsible for receiving nomination forms (See Section B (1)).

10. Voter Information & Communications

The Municipal Clerk will provide required notices and other critical election information in one or more ways, unless otherwise required in the Act. The Municipal Clerk shall determine the method and timing of advertising to comply with the requirements and principles of the Act. Where possible and desirable, cooperative advertising with other municipalities may take place:

- The Township of Wilmot election website <https://www.wilmot.ca/township-office/elections/>
- Voter Information Letters mailed to every eligible elector on the Voters’ List
- Email communication with Candidates and Registered Third Parties

The Municipal Clerk will notify electors of the following:

- That the Municipal Election is being held and that the Township has adopted a hybrid method of voting including in-person voting via paper ballot and internet voting via a Voting System.
- The offices for which a person may be nominated and the nomination process.
- The opportunity to become a Registered Third Party and the registration process.
- The times and dates of the Voting Period, as well as the Voting Locations and special polls.
- Voter eligibility.
- The time(s) and place(s) in which an elector can check the Voters’ List and make application to add, change or delete information.
- The time(s) and place(s) in which an elector can receive, replace or return a Voter Information Letter.
- Location and hours of the Voter Help Centre.
- Election policies and procedures.
- How to access Candidate and Registered Third Party financial statements.
- Any other election information that may be helpful.

Voter Help Centre

- Voter Help Centre (Municipal Office) 60 Snyder’s Road West, Baden

- Friday October 16 starting at 8:30 a.m. until 4:30 p.m.
- Monday October 19 – Friday October 23 during regular office hours (8:30 a.m. to 4:30 p.m.)
- Monday October 26 (Voting Day) starting at 8:00 a.m. until 8:00 p.m.
- Phone Number: 519-556-0135 extension 9291
- Email Address: elections@wilmot.ca

Revision Centre

The Municipal Office will be treated as a Revision Centre for the Voters' List during normal business hours from September 1, 2026, to October 26, 2026, at 8:00 p.m.

Voting Locations

An elector choosing to vote in-person using a paper ballot, can only do so on Voting Day (Monday October 26, 2026 from 8:00 a.m. to 8:00 p.m.).

During this time the Voting Location is also considered a Voter Help Centre where an elector can make additions and changes to the Voters' List, obtain a new Voter Information Letter and use a Voting Kiosk to cast a ballot via the internet Voting System.

Voting Location information will be included on the Voter information Letter (VIL).

Ward One: New Dundee Community Centre, 1028 Queen Street, New Dundee

Ward Two: St. Agatha Community Centre, 1791 Erb's Road, St. Agatha

Ward Three: Wilmot Recreation Complex (Community Centre),
1291 Nafziger Road, Baden

Ward Four: Forest Glen Public School, 437 Waterloo Street, New Hamburg (As of April 21/26 this location is subject to final approval by the School Board)

Special Ballot Location: Nithview Home (residents only), 200 Boullee Street, New Hamburg

Voter Security

The Township of Wilmot will **never** contact (phone or email) any person asking for voter information, including the PIN received via the Voter Information Letter. To ensure the confidentiality of a voter:

- The contents of the VIL should never be shared with any other person.
- The PIN should be considered confidential and never shared with any other person.
- Avoid use of public WiFi if unfamiliar with the security settings.
- Seek out election advice and direction from Township of Wilmot Election Officials only by contacting the Voter Help Centre.

Assistance of Election Official, Friend or Interpreter

Election Officials shall ensure that voters needing assistance in voting have access to such assistance as the Election Official considers necessary. A voter may also opt to have a “friend” of the voter provide assistance.

No person shall be permitted to act as a “friend” of more than one voter in the Voter Help Centre and/or Voting Location.

Candidates and Scrutineers may not act as a “friend” of a voter.

If a voter requests voting assistance or an interpreter at a Voter Help Centre and/or Voting Location, the Election Official shall administer the appropriate oath using the “Oral Oaths at the Voter Help Centre or Voting Location” **Form EL27**.

The Township of Wilmot does not provide voters with access to an interpreter.

D. RECOUNTS

Circumstances for a Recount & Schedule

The Municipal Clerk shall hold a recount, within fifteen (15) days after the declaration of results:

- Of the votes for two or more Candidates who received the same number of votes and cannot both or all be declared elected;
- Of the votes on a by-law, if the votes for the affirmative or negative are equal;
- Of the votes for two or more answers to a question, if the votes are equal;

The Municipal Clerk shall hold a recount in accordance with the policy adopted by the Township of Wilmot Council:

- Where the difference between a successful Candidate(s) and unsuccessful Candidate(s) is less than the greater of,
 - 10 votes; or
 - 0.25 percent (.25%) of the total number of votes cast for that office (rounded up or down to the nearest whole number).

The Municipal Clerk shall hold a recount within thirty (30) days after the declaration of results and within fifteen (15) days after a resolution is passed:

- If the Township of Wilmot Council passes a resolution requiring a recount of the votes cast for a Council contest, a by-law or a question;
- If a local board passes a resolution requiring a recount of the votes casts for offices on a local board, a by-law or a question;
- If the Minister makes an order requiring a recount of votes cast for all or a specified answer to a question submitted by the Minister.

The precise hour and date of the recount shall be selected by the Municipal Clerk and in accordance with the Act.

Recount Notice

The Municipal Clerk shall give notice to all persons that may be present at a recount using a “Notice of Recount” **Forms LC27** and in accordance with the Act. Notice will be provided by email and/or hand delivered, at the discretion of the Municipal Clerk.

Attendance at a Recount:

The following persons may be present at a recount under the Act that relates to an **office:**

- Municipal Clerk and any other Election Official appointed for the recount
- Every Certified Candidate for the office subject to the recount
- Each person that applied for the recount, in the case of a recount requested under Section 58 of the Act (court order).
- For each person permitted to be present, that person may have a lawyer and where applicable, one (1) Scrutineer for each recount station established by the Municipal Clerk.

The following persons may be present at a recount under the Act that relates to a **by-law or question:**

- Municipal Clerk and any other Election Official appointed for the recount
- The Scrutineers appointed by the municipality or local board or by the Minister
- Each person that applied for the recount, in the case of a recount requested under Section 58 of the Act (court order) and a lawyer and where applicable, one (1) Scrutineer for each recount station established by the Municipal Clerk.
- The number of Scrutineers for a by-law or question permitted under Section 61 of the Act.

Recount Process:

1. The recount shall be conducted in the same manner as the original count, that is, where counting was undertaken by hand, the marked ballots shall be counted by hand. Where the count was provided by the internet Voting System, the ballots shall be re-counted by the Voting System.
2. Once the recount has commenced, it must continue to completion.
3. Internet Voting: The Municipal Clerk shall request that Voatz Inc. re-count the results for the office(s), the question or by-law that are subject to the recount. The recount results shall be compared to the results to those recorded on Voting Day by the Municipal Clerk.
4. Paper Ballots:

- a. The Municipal Clerk shall open the ballot boxes and count, in the case of a recount in an election for an office, the number of votes for each Candidate subject to the recount under the Act.
 - b. The Municipal Clerk shall reject from the count all ballots and votes in a ballot that do not comply with the rules set out in subsection 3(2) of O.Reg 101/97.
 - c. The Municipal Clerk may conduct the recount by adding the votes from the “Statement of Election Results” **Form EL31(A)** prepared by Election Officials rather than in subsection 3(a) and (b) if the process under those rules is waived by:
 - i. Each Candidate subject to the recount, who is present, in the case of a recount in an election for an office,
 - ii. The Council that submitted the by-law,
 - iii. The Minister, Council or local board that submitted a question,
 - iv. The person that applied for the recount, in the case of a recount requested under Section 58 of the Act (court order).
5. The Municipal Clerk may conduct, at their sole discretion as a part of the recount, a recount of the votes cast for another Candidate for that office, if they deem necessary.

Continuing Tie Vote After Recount

In the event that a tie vote continues or occurs after the recount, the following procedure shall be followed:

- The Municipal Clerk shall write the name of each Candidate on equal sized pieces of paper and place the papers in a container selected by the Municipal Clerk;
- The Municipal Clerk shall announce, “the Candidate to be elected shall be the Candidate whose name is written on the first piece of paper I draw from the container”;
- The Municipal Clerk draws one piece of paper from the container and announces the Candidate’s name written on the paper;
- The Municipal Clerk shall remove the remaining contents from the container and destroy both(all) pieces of paper in accordance with the Act.

Declaration of Results of Recount

On the sixteenth (16th) day following completion of the recount, the Municipal Clerk shall declare the successful candidate(s) elected, using the “Declaration of Recount Results” **Form LC29**, if no application for a judicial recount has been made. The recount results shall be:

- Posted at the Municipal Office; and
- Posted on the Township election website; and
- Send to everyone who was given notice of the recount.

Cost of the Recount

The costs incurred by the Municipal Clerk to conduct a recount are to be paid by the Township. The Township may be reimbursed for its reasonable costs in the following situations:

Regular election:

- The recount involved an office on a local board for an upper tier municipality;
- The by-law or question was submitted by an upper tier municipality;
- The question was submitted by a local board or by the Minister;

By-election:

- The recount involved an office on a local board, an upper tier municipality, or the Minister.

Any expense incurred by a Candidate or individual will be the responsibility of that Candidate or individual.

E. ACCESSIBILITY

Online Voting System Accessibility

The online Voting System, provided by Voatz Inc., is compliant with the WCAG 2.0 Level AA guidelines, which meet requirements of the Accessibility for Ontarians with Disabilities Act (AODA).

Commitment to Accessibility and Accessible Voting Locations

The Multi-Year Accessibility Plan sets out the Township's commitment to fostering a more inclusive environment and allowing persons with disabilities to fully participate in the community. The Municipal Clerk is committed to conducting an election that accommodates, encourages participation, and inspires confidence of persons with disabilities.

The Municipal 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 Voter Help Centre and Voting Locations, the Municipal Clerk shall ensure that each location is accessible to electors and Candidates with disabilities.

Within 90 days after Voting Day, the Municipal 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.

Input and Feedback

The Municipal Clerk encourages input and feedback to further enhance election accessibility. If a person identifies a barrier, has a recommendation to improve accessibility for a future election, or any other election feedback, please contact:

Email: elections@wilmot.ca

Phone: 519-634-8444 or Toll Free: 1-800-469-5576

TTY: 1-866-620-2994

Letter Mail: 60 Snyder's Road West, Baden, ON N3A 1A1

F. EMERGENCIES

Emergency Declaration

The Municipal 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. On declaring an emergency, the Municipal Clerk shall make such arrangements as they consider advisable for the conduct of the election.

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

The emergency continues until the Municipal Clerk declares it has ended.

If made in good faith, the Municipal Clerk's declaration of emergency and arrangements shall not be reviewed or set aside on account of unreasonableness or supposed unreasonableness.

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

Notice of Emergency

In the event of an emergency, the Municipal Clerk 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.

Postal Strike

In the event of a postal strike, the Municipal Clerk may determine how Voter Information Letters (VILs) will be distributed, including establishing Voter Information Letter pick-up locations, if necessary.

Unforeseen Cases

If required, the Municipal Clerk may consider alternate options for reporting results, notification of electors, alternate facilities, Voting Period and or Election Officials. Any response to unforeseen cases not dealt with in this Election Manual will be recorded, action taken, and reflected in an update to this Manual or a procedure established by the Municipal Clerk.

Power, Voting System or Internet Outage

Given the options available to electors to vote by paper ballot, at a Voting Kiosk at a Voter Help Centre or by internet via the Voting System (with an internet connection in any location) any event that results in one or more Voting Locations from becoming unavailable for use on Voting Day (e.g. flooding, power failure) shall not be sufficient to cause the Municipal Clerk to declare an emergency, delay the vote, open a new Voting Location, or extend the Voting Period. Depending on the scope and duration of the outage, the Municipal Clerk may:

- Provide additional Voter Help Centre hours or location; or
- Require voting hours or the Voting Period be extended; or
- Any other measure deemed necessary by the Municipal Clerk.

G. PENALTIES AND CORRUPT PRACTICES

Provincial Offences and Prosecution

Sections 89 and 90 of the Municipal Elections Act, 1996 provides for penalties and enforcement of corrupt practices and other offences during an election process. Although the Township will be using an alternate voting method, being Internet Voting, the principles and the integrity of the election process will remain and are enforceable.

Section 89 of the Municipal Elections Act, 1996 provides that a person is guilty of an offence if he or she:

- Votes without being entitled to do so;
- Votes more times that this Act allows;
- 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/ballot, without having authority to do so;
- Attempts to do something described above.

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

In addition, under the provision of Section 90(1) of the Municipal Elections Act, 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 “alternate form” of voting since the principles of the Act must be maintained and are therefore enforceable and subject to penalties.

As such, the Municipal Clerk, in this alternate 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 reviewed by the Municipal Clerk;
- That all such valid complaints submitted in writing, once deemed by the Municipal Clerk to be valid and not frivolous, will be submitted to the appropriate authorities;
- That the Municipal Clerk or any Election Official will not attempt to intervene in the prosecution and may be called to give evidence during prosecution.

Penalties

An individual who is convicted of an offence is liable to penalties that include but are not limited to a maximum fine of up to \$25,000, ineligibility to run for office in the following election, and/or imprisonment up to 6 months.

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 in the Act:

1. for any offence, a fine not more than \$25,000;
2. 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;
3. for an offence under Section 90 (Corrupt Practices: Certain Offences Committed Knowingly), imprisonment for a term of not more than 6 (six) months;
4. 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 in the Act.

H. APPENDIX



2026 MUNICIPAL ELECTION PROCEDURES

APPENDIX A

A. Use of Electronic Communication and Photo-Taking Devices in an Election Area

1. Purpose
 - a. To describe the restrictions and permissions respecting the use of electronic communication and photo-taking devices in an election area, to protect the secrecy of the vote.
2. Application
 - a. This procedure applies to Election Officials appointed by the Municipal Clerk, electors, Scrutineers, Candidates, and any person at a Voter Help Centre, Voting Location or other election area.
3. Authority
 - a. The Municipal Clerk is responsible for conducting an election and may provide for any matter or procedure that is not otherwise provided for in the Municipal Elections Act, 1996 ("the Act"), and in the opinion of the Clerk, is necessary or desirable for conducting the election (Section 12 of the Act).
4. Procedure
 - a. No elector shall,
 - i. Make or take a call, or send a text on a mobile device while inside a Voter Help Centre, Voting Location or other election area;
 - ii. Take a photograph or video recording of their marked ballot; or
 - iii. Show their marked ballot to any person so as to reveal how they have voted, except in connection with obtaining assistance in voting as approved by a Managing Deputy Returning Officer (MDRO), Deputy Returning Officer or Municipal Clerk (Section 49, Section 52(1)4 of the Act).
 - b. No elector, Scrutineer, Candidate, or other person shall
 - i. Making or taking a call or sending a text on a mobile device while inside a Voter Help Centre, Voting Location or other election area;
 - ii. Take a photograph or video recording of any part of a Voter Help Centre, Voting Location or other election area.
 - c. Designated Election Officials may use electronic communication and/or photographic device(s), for election purposes only when necessary and after receiving approval from the Managing Deputy Returning Officer (MDRO), Deputy Returning Officer or Municipal Clerk.
 - i. Wherever possible, an Election Official should leave the voting and/or counting place to use these devices.



2026 MUNICIPAL ELECTION PROCEDURES

APPENDIX B

B. Processing an Application to Amend the Voters' List (Form EL15) Prior to Voting Day

a. Purpose

- a. To describe the Municipal Clerk's procedure for adding or revising elector information on the Voter's List.

b. Application

- a. This procedure applies to Election Officials appointed by the Municipal Clerk and electors during the Township of Wilmot municipal elections, by-elections and/or referendum conducted by the Municipal Clerk.

c. Authority

- a. The Municipal Clerk is responsible for conducting an election and may provide for any matter or procedure that is not otherwise provided for in the Municipal Elections Act, 1996 ("the Act"), and in the opinion of the Clerk, is necessary or desirable for conducting the election (Section 12 and 24(2) of the Act).
- b. On or before September 1 of an election year, the Municipal Clerk shall have the Voters List reproduced and will determine where and at what time an "Application to Amend the Voters' List" **Form EL15** or "Application for Removal of Another's Name from Voters' List" **Form EL16** may be made (Section 23 and 24(1) and 28 of the Act).

d. Procedure

- a. The time period (revision period) where an applicant can make application to the Municipal Clerk requesting a revision to the Voters' list begins on September 1 and ends on Voting Day, in the case of a regular election; and
- b. In the case of a by-election or referendum, the Municipal Clerk shall set a period to begin the day the Voters' List is publicly available and end on Voting Day.
- c. During the revision period an elector may use **Form EL15** to apply to add, correct information or remove themselves from the Voters' List by either:
 - i. Obtaining a form in person at the Municipal Office, Voter Help Centre, Voting Location or on the municipal election website; or
 - ii. Contacting the Voter Help Centre to request that **Form EL15** be mailed to the elector.
- d. The elector shall provide all information necessary to amend the Voters' list.

- e. Once completed, the **Form EL15** can be submitted:
 - i. In person to the **Municipal Office** during normal office hours (8:30 a.m. and 4:30 p.m.); or
 - ii. In person to the **Voter Help Centre** (Municipal Office) 60 Snyder's Road West, Baden starting Friday October 16 until Friday October 23 during regular office hours (8:30 a.m. to 4:30 p.m.) and on Monday October 26 (Voting Day) starting at 8:00 a.m. until 8:00 p.m.
 - iii. In person to their designated **Voting Location** on Voting Day (8:00 a.m. and 8:00 p.m.)
 - iv. **By mail**, addressed to 60 Snyder's Road West, Baden, ON N3A 1A1
 - v. **By electronic mail** (email) to elections@wilmot.ca

Application Submitted In-Person

- f. If the elector submits **Form EL15** in person, the elector will be required to provide I.D. to verify their identity (Ontario Regulation 304/13);

Application Submitted by Regular Mail

- g. If the elector submits **Form EL15** by mail, the document will be reviewed for completeness and will be considered provisionally approved. Electors must show I.D. to verify their identity (Ontario Regulation 304/13) at their designated Voting Location on Voting Day in order to receive a ballot. A Voter Information Letter (VIL) will not be issued to an elector based on a mailed **Form EL15** where no I.D. has been shown.

Application Submitted by Email – Deadline - Friday Before Voting Day

- h. The deadline for submitting a completed **Form EL15** by email is the end of the business day (4:30 p.m.) on the Friday before Voting Day (Friday October 23, 2026).
- i. If the elector submits **Form EL15** by email, and acceptable I.D. and proof of residency is **not** included, the document will be reviewed for completeness and will be considered provisionally approved. The elector must show I.D. to verify their identity at their designated Voting Location on Voting Day in order to receive a ballot. A Voter Information Letter (VIL) will not be issued to an elector based on an emailed **Form EL15** where no I.D. has been shown.
- j. If the elector submits **Form EL15** by email, and acceptable I.D. and proof of residency **is** included in the email, the application will be considered complete.
- k. If the designated Election Official is satisfied that the information on the **Form EL15** and I.D./proof of residency provided is complete and accurate,

the Election Official will sign the form and amend the Voters' List accordingly and where requested by the elector, the VIL may be emailed to the elector based on the procedure outlined below.

- l. The Election Official will retain one copy of the form. A second copy will be emailed to the elector.
- m. If the designated Election Official is not satisfied that the information on the **Form EL15** and I.D./proof of residency provided is complete and accurate, the Election Official shall advise the elector of the decision.

e. Issuing and Reissuing a VIL after Bulk Mailing:

- a. The time period where an eligible elector can request a new or replacement Voter Information Letter (VIL) begins and ends on a date and time determined by the Municipal Clerk, which will be any time after the VILs have been mailed to all eligible electors and before the close of voting on Voting Day;
- b. During this time an eligible elector, who has been added to the Voters' List in accordance with this procedure, may apply for a new or replacement VIL as follows:
 - i. Obtaining the required forms in person at the Voter Help Centre (in-person); or
 - ii. Contacting the Voter Help Centre to request that the required forms be mailed or emailed to the elector.
 - iii. The elector shall provide all information necessary to complete the forms.
- c. Once completed, the required form can be submitted as follows:
 - i. In person to the Voter Help Centre (Municipal Office), 60 Snyder's Road West, Baden during regular office hours until Friday October 23 (8:30 a.m. to 4:30 p.m.) and on Monday October 26, 2026 (Voting Day) starting at 8:00 a.m. until 8:00 p.m.; or
 - ii. In person to their designated **Voting Location** on Voting Day (8:00 a.m. until 8:00 p.m.); or
 - iii. By electronic mail (email) to elections@wilmot.ca

Application for VIL Submitted In-Person

- d. If the elector submits a form requesting the issuance or replacement of a VIL in person, the elector will be required to provide I.D. to verify their identity (Ontario Regulation 304/13).

Application for VIL Submitted by Email

- e. If the elector submits a complete **Form T101** Application for Reissuance of a Voter Information Letter (Lost and Unused) or **Form T102** Application for

Reissuance of a Voter Information Letter (Used by an Impersonator) by email and the acceptable I.D. and proof of residency is **not** included in the email, the application will be considered incomplete and a VIL shall not be issued.

- f. If the elector submits a complete **Form TI01** Application for Reissuance of a Voter Information Letter (Lost and Unused) **or Form TI02** Application for Reissuance of a Voter Information Letter (Used by an Impersonator) by email and the acceptable I.D. and proof of residency **is** included in the email, the application will be considered complete.
- g. If the designated Election Official is satisfied that the information provided is complete and accurate, the Election Official may:
 - i. Issue the new VIL or reissue a VIL by:
 - a. Mailing or emailing the VIL to the elector after arranging an online meeting to **verify the elector's identity** (see below);
or
 - b. Leaving the VIL at the Voter Information Centre for in-person pickup by the elector. The elector must verify their identity by showing the same I.D./proof of residency provided during the application process prior to the VIL being released by the Election Official. The VIL will be released solely at the discretion of the Election Official verifying the elector's identity.
- h. Prior to mailing or emailing a new or reissued VIL, the designated Election Official must verify the elector's identity using the following process:
 - i. Set Up Private Virtual Meeting: Using a video conferencing platform such as Zoom or Teams, arrange a private virtual meeting with the elector. Inform the elector that the meeting will be recorded.
 - ii. Confirm Identity:
 - a. Ask the elector to present the same I.D./proof of residency into the camera in a manner that makes the documents readable by the Election Official.
 - b. Using the I.D./proof of residency previously emailed, the Election Official shall:
 - compare the information, features or markers of the documents against that which is being shown into the camera; and
 - compare the images of the elector in the I.D./proof of residency against that of the elector attending the meeting.

- iii. If the designated Election Official is satisfied that the person attending the virtual meeting is the same person that made application for a new or reissued VIL then the Election Official may mail or email it to the elector using the email address provided. No additional copies will be sent. The VIL will be released solely at the discretion of the Election Official verifying the elector's identity.



2026 MUNICIPAL ELECTION PROCEDURES

APPENDIX C

C. Election Forms & Notices

The following forms and notices are approved for use by the Township of Wilmot for the election process. Additional forms may be prepared and utilized by the Municipal Clerk, designate and appropriate Election Officials for conducting the election under the direction of the Municipal Clerk.

Some forms, not included in this chart, are prescribed and created by the Province of Ontario for the 2026 Municipal Election and may be accessed through the Ontario Central Forms Repository.

Number	Description of Form or Notice
EL06	List of Nominations Files/Unofficial List of Candidates
EL07	List of Certified Candidates
EL08	Unofficial Election Results
EL11	Appointment and Oath of an Election Official
EL14	Candidates Declaration – Proper use of Voters’ List
EL15	Application to Amend Voters’ List
EL16	Application for Removal of Another’s Name from Voters’ List
EL18	Declaration of Qualification
EL19	Withdrawal of Nomination
EL20	Declaration of Acclamation to Office
EL21	Notice of Death or Ineligibility of Candidate
EL27	Oral Oath of Friend or Interpreter
EL31	Statement of Election Results – Manual Count
EL37	Final Certificate of Maximum Campaign Expenses – Candidate
EL38	Final Certificate of Maximum Amount of Contribution – Own Campaign
EL39	Final Certificate of Maximum Amount of Expenses for Parties Etc. After Voting – Candidate
EL42	Notice of Financial Statement Filing Requirement – Candidate
LC02	Notice of Collection – Consent to Release Personal Information – Candidate & Third Party
LC23	Preliminary Certificate of Maximum Campaign Expenses – Candidate
LC24	Preliminary Certificate of Maximum Amount of Contributions – Own Campaign
LC25	Preliminary Certificate of Maximum Amount of Expenses for Parties Etc. After Voting – Candidate
LC26	Declaration of Election - Candidate
LC27	Notice of Recount

LC28	Declaration of Recount Results
TI01	Application for Re-Issuance of a Voter Information Letter (Lost and Unused)
TI02	Application for Re-Issuance of a Voter Information Letter (Used by an Impersonator)
TI03	Oral Oath of Secrecy
TI12	Notice of Penalties and Refund of Nomination Filing Fee
TI15	Declaration of Qualification – Registered Third Party Advertiser
TI16A	Preliminary Certificate of Maximum Expenses – Registered Third Party Advertiser
TI16B	Preliminary Certificate of Maximum Expenses for Parties Etc. After Voting – Registered Third Party Advertiser
TI17	Notice of Penalties – Registered Third Party Advertiser
TI18A	Final Certificate of Maximum Expenses – Registered Third Party Advertiser
TI18B	Final Certificate of Maximum Expenses for Parties Etc. After Voting – Registered Third Party Advertiser
TI19	Official List of Registered Third Party Advertisers
TI22	Notice of Financial Statement Filing Requirement – Registered Third Party Advertiser
TI104	Appointment of Scrutineer by Candidate
	Letter to Financial Institution – Candidate Bank Account
	Letter to Financial Institution – Registered Third Party Advertiser Bank Account