Town of Collingwood

2026 MUNICIPAL ELECTION PROCEDURES

Approved by the Clerk/Returning Officer for the Corporation of the Town of Collingwood on May 31, 2026

Amended on October 23, 2026

Notes:
1. This manual was established May 31, 2026 and will be revised as necessary. The revision date of an item will be noted on the lower right-hand corner of the revised page and in the table of contents.

2. The Clerk of the Town of Collingwood is the Returning Officer for this election and responsible by law for its conduct. Any matter not allowed for in this manual of procedure or interpretation thereof is the responsibility and discretion of the Clerk.

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1. Introduction

The next Municipal and School Board Election will be held on **Monday, October 26, 2026** for the following offices, unless otherwise acclaimed:

- Mayor
- Deputy Mayor
- Councillor (Seven)
- Trustee, English Language Public School Board
- Trustee, English Language Separate School Board
- Trustee, French Language Public School Board
- Trustee, French Language Separate School Board

Collingwood elects its officials using an “at-large” system with electors voting for candidates representing the entire municipality, not a specific ward.

The Mayor (Head of Council) not only represents the electorate of the Town of Collingwood but also sits on the council of the upper tier municipality, being the County of Simcoe. The Better Regional Governance Act, 2026 was passed on May 7, 2026 reduced the number of elected officials from the lower tier municipalities that sit on County Council to only the heads of council from the lower tier municipalities within Simcoe County, with the Deputy Mayor position no longer assigned to County Council.

An Alternate Member By-law for representation on the Council of the County of Simcoe has been implemented by the Town. If the Mayor is absent, the Alternate Member may attend in their absence. The Alternate Member is the Deputy Mayor unless that member forfeits its appointment as an alternate, then it shall be offered to the Councillor with the highest votes, and so on until the position is accepted, and the respective by-law authorizing the alternate appointment is enacted.

The Town of Collingwood’s objective for the Municipal Election is to conduct an election process with the utmost integrity that is fair, accessible and accountable, following the principles of the Municipal Elections Act (provided below) and to fulfill applicable goals of our Community Based Strategic Plan with respect to promoting a healthy local democracy. To provide a convenient and accessible voting method for all eligible voters, the Town of Collingwood has chosen to use an alternative voting method[1] in accordance with the Municipal Elections Act, 1996, as amended. This election, the Town of Collingwood will be offering a digital ballot submitted electronically over the internet with an option of a paper ballot that is fed into a tabulator by the elector for counting efficiency.

Principles Guiding Municipal Elections

The following principles were considered during the development of the Municipal Elections Act, its amendments and the planning and delivery of the 2026 Municipal Election:

[1] MEA S.42(1)

- The secrecy and confidentiality of the individual vote is paramount.
- The election should be fair and non-biased.
- The election should be accessible to the voters.
- The integrity of the process should be maintained throughout the election.
- There be certainty that the results of the election reflect the votes cast.
- Voters and candidates should be treated fairly and consistently within a municipality.

Procedures and forms have been developed for this Election as required by MEAS.42(3) and MEAS.42(4) and will be revised as necessary. Additional procedures related to the election that have not been included in this manual as of May 31, 2026 may be added as they become available.

2. Definitions

Act means the *Municipal Elections Act*, 1996, S.O. 1996, C. 32, as amended

Auditor means an individual delegated by the Returning Officer, who performs the prescribed combination of processes and procedures (audit duties) designed to validate a range of activities and/or functions on the internet and paper ballot voting systems.

Ballot means either an image on a computer screen, or any web enabled device, of a ballot card for an election to be voted for, including all choices available to the electors and containing spaces in which the electors mark their votes; or a piece of paper on which the elector will indicate their choice of candidates by placing a mark on the ballot by secret vote.

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

Certified Candidate means a candidate whose nomination has been certified by the Clerk under Section 35 of the Act.

Clerk means the Clerk of the municipality who is responsible for conducting this election under the authority of the Act. All references to the Clerk for the purposes of this manual shall mean the Returning Officer (RO) for the 2022 Municipal Election. All references to Clerk's designate shall mean the delegated duties of the RO.

Election at-large shall mean voting by the entire municipality for the same municipal candidates, not by ward.

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

Help Centre means a location designated by the Clerk / Returning Officer to assist voters in registering as an elector, providing information on how and where to vote. The Help Centre may also act as a Revision Centre and / or Voting Location. The ability to vote at a Help Centre will be limited to advanced voting dates and hours or as otherwise posted.

Municipal Office means the Town of Collingwood administration building referred to as Town Hall located at 97 Hurontario Street, Collingwood, ON.

Personal Identification Number (PIN) means a unique multiple digit number assigned to each voter to provide secure access to the on-line voting system.

Preliminary List of Electors means a list of electors for the Town of Collingwood compiled by Elections Ontario and provided to the Town prior to September 1 of an election year as agreed upon by Elections Ontario and the Clerk.

Proof of Identification means proof of identification and residence as prescribed in O. Reg. 304/13 of the Act.

Regular Office Hours means Monday to Friday, 8:30 a.m. to 4:30 p.m.

Revision Centre means a location(s) designated by the Clerk / Returning Officer to make additions, deletions and corrections to the Voters' List and to provide clarity on the election process to electors. A Revision Centre may also act as a Help Centre and be included in a Voting Location.

Scrutineer means an individual, appointed in writing by a certified candidate, to represent him or her 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, by a Registered Third Party in accordance with the Municipal Elections Act.

Third Party Advertiser (TPA) means, in relation to an election in a municipality, an individual, corporation or trade union that is registered under section 88.6 of the Municipal Elections Act.

Time/Clock means the time as indicated on the clock clearly identified as the designated clock for the purpose of the municipal election.

Voter Information Letter means a letter containing a Voter PIN, paper ballot voting location(s), voting period, and an internet address for voting, a Revision Centre telephone number for assistance and a list of candidates for office. These letters shall be mailed individually to every person on the Voters' List or provided by election officials to persons who have completed an application for inclusion on the Voters' List.

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

Voting Location means the location(s) designated for electors to cast their vote and includes any place in the immediate vicinity of the voting place designated by the Clerk.

Voting Period means the period in which an eligible voter may cast their vote, either via internet or paper ballot in advance of Voting Day as determined by the Clerk.

3. Authority

Duties and Powers of Clerk (s.11 and 12)

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

(a) preparing for the election;
(b) preparing for and conducting a recount in the election;
(c) maintaining peace and order in connection with the election; and
(d) in a regular election, preparing and submitting the accessibility report.

The Clerk may provide for any matter or procedure that:
(a) is not otherwise provided for in an Act or regulation; and
(b) in the Clerk's opinion, is necessary or desirable for conducting the election.

Procedures and Forms

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

Other than the forms prescribed by the Minister, the Clerk has the authority to establish forms, including forms for oaths and declarations that are required to be used.

Unforeseen Cases

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

Alternative Voting Method

A by-law authorizing alternative voting methods is required to be passed on or before May 1 in the year of the election. On July 28, 2025, By-law No. 2025-067 was passed authorizing the use of internet voting and paper ballot voting methods with the use of optical scanning tabulators for the purpose of counting paper ballots for the Collingwood municipal and school board elections. Voting proxies will not be permitted in the 2026 Municipal Election.

4. Election Staff

The Returning Officer will delegate powers and duties to Deputy Returning Officer(s) and Election Assistant(s). Election Personnel will take an oath and be assigned such duties relating to the election as are deemed necessary by the Returning Officer required to assist in the administration, management, security, control and integrity of the election process.

The following duties shall apply to Election Personnel with other duties assigned as deemed appropriate throughout the election process:

Returning Officer (RO) shall mean the Municipal Clerk for the Town of Collingwood. The Returning Officer is responsible for ensuring that the election is conducted fairly in accordance with legislative requirements and established procedures. As Returning Officer, the Clerk is empowered by legislation to conduct the election and may provide for any matter that is not otherwise provided for in an Act or regulation and is, in the Clerk's opinion, necessary or desirable for conducting the election, establish the procedures and rules and to interpret the procedures and rules, except as varied by a court, and may continue to exercise the delegated powers and duties despite any written delegation pursuant to sections 15(2), 15(3) and 15(4) of the Municipal Elections Act, 1996.

Deputy Returning Officer* (DRO) shall mean person(s) appointed by oath to carry out the

duties and responsibilities of the Clerk for conducting the Election. Pursuant to section 15(3) the Clerk may continue to exercise the delegated powers and duties despite this delegation.

Duties and responsibilities include but may not be limited to:

- administration of Help Centre(s) throughout the Voting Period;
- accepting and certifying nomination papers for candidates;
- accepting and certifying notice of registration of third party advertisers;
- administering oaths applicable to the conduct of the election;
- applying revisions of the Voters' List including the authority to require a person to furnish proof of identity, qualifications or any other matter;
- ensuring security and set-up of alternative voting method;
- issue PIN's for internet voting as outlined in the Election Procedures;
- assisting electors with internet voting and voting using traditional ballots at the Voting Locations, Help Centre and other locations as required;
- assisting in the conduct, supervision and management of the Internet and Traditional Ballot voting procedures; and
- other duties as may be delegated by the Returning Officer.

Election Assistant* (EA) shall mean person(s) appointed by oath for the purposes as set out in the oath and such other duties as may be delegated by the Returning Officer including the authority to amend the Voters' List, require a person to furnish proof of identity, qualifications or any other matter, and assist at the designated Help Centre(s) and Voting Locations, and other duties as may be delegated by the Returning Officer or Deputy Returning Officer.

*All written appointments of Election Personnel shall include the authority to require any person to furnish proof of identification or qualifications pursuant to the Municipal Elections Act, 1996, as amended.

5. Accessibility

Electors and Candidates with Disabilities

The Clerk shall have regard to the needs of electors and candidates with varying abilities. The Town of Collingwood is committed to ensuring that all qualified electors have the opportunity to vote. Offering multiple methods of voting provides the most accessible access to the electoral process.

Internet Voting eliminates the need for electors to attend a voting location and provides for an extended period to participate in the election process, at any time of the day and from anywhere in the world.

The use of paper ballots during the advance vote dates will be done at locations that are fully accessible to electors if they choose this method over Internet Voting.

Location - Accessibility

The Clerk shall ensure that each Help Centre and Voting Location is accessible to electors with varying abilities and has established a Roving Help Centre to reasonably assist electors who require accommodation.

Report

Prior to Voting Day, the Clerk must prepare a plan for the identification, removal and prevention of barriers that affect voters and candidates with disabilities and make the plan available to the public. This report will be posted on the municipal website.

Within 90 days after Voting Day in a regular election but no later than January 25, 2027 the Clerk shall submit a report to council about the identification, removal and prevention of barriers that effect electors and candidates with disabilities. This report will be posted on the municipal website.

6. Diversity

The Community Based Strategic Plan includes a 'Responsible' Pillar, with a goal to 'Promote a Healthy Local Democracy' with a key action to "Review the governance and structure of Town Council to encourage more people to run for elected office and encourage greater diversity in all of its forms on Council." Staff report C2025-14 provides a detailed Election Plan to improve the number and diversity of candidates that run for Council that includes the following actions:

- amend the Council Professional Development and Discretionary Expense Policy to enable reimbursement of reasonable expenses for daycare or eldercare for candidates and councillors with children or elderly dependants
- increase in remuneration of Council members for the 2026-2030 Council
- advise potential candidates of existing financial and other support opportunities that promote participation and diversity in local municipalities. Various agencies exist such as ElectHer, Operation Black Vote Canada, Canadian-Muslim Vote, etc.
- exploring the establishment of a mentorship program and promoting educational opportunities and resources
- implementation of a targeted communication strategy designed to inspire community members to consider running for Council

7. Nominations

Nominations for the following offices will be accepted from Friday May 1, 2026 to Thursday, August 20, 2026 during regular office hours (8:30 a.m. to 4:30 p.m.), and between 9:00 a.m. and 2:00 p.m. on Friday, August 21, 2026 (Nomination Day).

Municipal Council	**School Board Trustee**
(1) Mayor	(1) English Public School Board Trustee
(1) Deputy Mayor	(1) English Separate School Board Trustee
(7) Councillor	(1) French Public School Board Trustee
	(1) French Separate School Board Trustee

The nomination of a person for an office on municipal council must be endorsed by at least twenty-five (25) persons. The person endorsing a nomination must be eligible to vote in the same municipal election on the day that the person endorses the nomination and is permitted to endorse more than one nomination. Nomination and endorsement forms can be made available upon request at the Municipal Office. *Nominations filed for school board trustee do not require the endorsement of 25 persons.

Nominations (Form 1) and Nomination Endorsements (Form 2) must be on the prescribed form and are to be filed with the Clerk at the appropriate Municipal Office in the following manner:

- in person or through an agent

- with the prescribed statement of qualifications, signed by the person being nominated
- with the prescribed nomination filing fee of $200.00 for Head of Council and $100 for all other offices – the filing fee shall be paid by cash, debit card, credit card, certified cheque or money order payable to the municipality
- with proof of identity and residence or qualifying address as prescribed in O. Reg. 304/13, and outlined in the Town Nominations / Registration Procedures.

No faxed or other electronically transmitted nomination paper will be accepted – original signatures are required.

School Boards are to provide their reports on determination a distribution of school board trustees by April 1, 2026. The list identifying where to submit nomination papers for School Board Trustees is provided below.

English Public School Board Trustee: Simcoe County District School Board (Collingwood, Wasaga Beach)
Town of Collingwood - Town Hall
97 Hurontario Street, Collingwood, ON L9Y 2L9
705-445-1030 | election@collingwood.ca

English Separate School Board Trustee: Simcoe Muskoka Catholic District School Board (Springwater, Collingwood, Clearview, Wasaga Beach)
Township of Springwater
2231 Nursery Road, Minesing, ON L9X 1A8
705-728-4784| clerks@springwater.ca

French Public School Board Trustee : Conseil scolaire Viamonde
City of Barrie
70 Collier Street, Barrie, ON L4M 3M3
705-739-8683 | be.counted@barrie.ca

French Separate School Board Trustee: Conseil scolaire catholique MonAvenir
City of Barrie
70 Collier Street, Barrie, ON L4M 3M3
705-739-8683 | be.counted@barrie.ca

In situations where a person seeking nomination for a school board resides more than 100km from the Municipal Office where they are required to file the nominations for that specific school board, a Clerk within 100km of the candidates residence shall be delegated authority to accept the nomination. Should additional locations be required for the filing of nomination papers other than at the designated Municipal Office, notice of the additional locations will be posted on the municipal website.

Refer to Nomination/Registration Procedures for more information on eligibility requirements, change of office, filing fees, acclamations, etc.

8. Candidate Resources, Campaigning and Campaign Material

Campaigning begins on the day a candidate files their nomination with the Clerk or designate and ends on:

- the day the nomination is withdrawn or rejected by the Clerk; or

- on December 31, 2026

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

Municipal Employee Communication with Candidates

The following provides direction to candidates on the handling of questions directed to and meetings with Municipal staff. Every effort will be made to provide information to all candidates to ensure fairness and transparency. Answers to questions posed by candidates in writing will be shared with all registered candidates without identifying the name of the candidate asking the question and posted on the Municipal website generally within one week. Questions addressed verbally may be made available in writing at the discretion of the Director and posted on the website. Questions shall be provided in a clear and concise manner and be respectful of staff resources. Information that is not readily available to the public may require the submission of an access request for information under the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA). If unsure, any questions should be directed to the Clerk.

Election-related Questions

Questions pertaining to all matters related to the election process or MFIPPA, including the voting method, shall be directed to the Returning Officer:

Sara Almas, Clerk
97 Hurontario Street, PO Box 157, Collingwood, ON L9Y 3Z5
Tel: 705-445-1030 ext. 3225
Email: election@collingwood.ca

Questions pertaining to Municipal Administration

All other questions should be directed to the Chief Administrative Officer, who will follow up with the necessary Director or appropriate staff. Candidates are invited to request a meeting through the CAO's office. An appointment should be arranged in advance through the CAO's assistant.

To ensure fairness, access to senior staff shall be the same for all candidates, including existing Members of Council.

Sonya Skinner, Chief Administrative Officer
97 Hurontario Street, PO Box 157, Collingwood, ON L9Y 3Z5
Tel: 705-445-1030 Extension: 3277
Email: sskinner@collingwood.ca

Executive Assistant to the CAO: Shelby Verkindt
Tel: 705-445-1030 Extension: 3229
Email: sverkindt@collingwood.ca

Use of Municipal Logo or Other Town of Collingwood Insignia

The use of the municipal logo or other Town of Collingwood insignia for campaign purposes is strictly prohibited.

Municipally Owned/Leased Facilities

Election campaigning or the distribution/posting of election campaign material at municipally-

owned or leased facilities may only be permitted if it is found to be in accordance with the provisions provided for in the Use of Corporate Resources and Election Campaign Activities Policy.

Use of Corporate Resources during an Election Year

A Use of Corporate Resources and Election Campaign Activities Policy has been established which covers the following. Please reference this policy when considering the use of corporate services/facilities.

- Scope and Limitations
- General Policy Principles
- Campaign Activities at Town-owned and/or Operated Facilities
- Campaign Activities at Events
- Activities not permitted during an Election Period
- Communications
- Budget and Spending
- Procedures for Town Employees
- Members of Council running in Provincial or Federal Elections or other Levels of Government
- Access to Information
- Roles and Responsibilities
- Consequences of Non-Compliance

Code of Conduct for Members of Council, Committees and Local Boards

The Code of Conduct further outlines responsibilities of Members and Candidates with regard to the election including, but not limited to:

- Rule No. 5 – Use of Town Resources
- Rule No. 6 – Election Campaigns

Inquiries to the provisions within the Code of Conduct should be directed to the Integrity Commissioner, Principles Integrity at postoffice@principlesintegrity.org

Election Signs

By-law No. 2018-024, providing for the regulation for both Candidate and Registered Third Party election signs was enacted and passed on April 16, 2018. Permit stickers for election signs will be provided to all candidates and third party advertisers, not later than the day following the certification of nomination papers upon receipt of a $100 deposit. The full by-law can be found on the municipal website.

Vandalism

The investigation or prosecution for any acts of vandalism to posters or campaign material of candidates/TPA should be referred to the Collingwood OPP by the complainant. The Municipality or any of its municipal officers, employees or agents will not be responsible.

Financial Statements

Financial Statements contain all expenses and revenues that pertain to a candidate's/TPA's campaign and is required to be filed with the Clerk by no later than **2:00 p.m. on March 30, 2027**, unless an extension has been granted. All Financial Statements will be posted on the municipal website for public viewing as soon as possible after the documents are filed.

Candidates/TPA's should seek their own advice and counsel regarding campaign finances. A

campaign period may be extended in keeping with the procedure and timeframes outlined in the Act. The Clerk shall not be responsible for any errors in the campaign filing statements, and shall be indemnified and therein not liable for any errors, misstatements, or incorrect information filed by any Candidate/TPA.

9. Voting

The Town of Collingwood 2026 Municipal Election will be conducted through the methods of Internet Voting and Paper Ballots with Tabulators. Electors will have the opportunity to choose the method of voting they wish to use. Internet Voting will be available throughout the entire voting period for voters to cast their ballot from anywhere, using an electronic device. There will be three (3) advance vote dates where electors may cast their paper ballot in-person at one central location in Collingwood.

Public/Candidate Information Events

Public Information Events will be held for the purpose of explaining the method of voting and responding to questions from the electorate regarding the election process and procedures. The date and time of the events will be advertised on the municipal website. This includes voter outreach at the Collingwood Farmers Market, various municipal events, etc.

Candidate Information Events will be offered to all interested and registered candidates. This session is intended to cover such things as campaigning and tracking/reporting of campaign expenses and donations, filing of financial statements, what to expect if elected, and voting/counting procedures.

Help Centre(s)

Help Centre(s) have been established to provide general information to electors, have the ability to act as a Voter Revision Centre, and may provide opportunity to vote over the internet by using a tablet or computer provided for voting purposes or cast a traditional paper ballot on designated advance voting dates and on Voting Day.

The Voters' List shall be available to election officials at the Help Centres in electronic format to accommodate the voting process.

No campaign material will be allowed within a Help Centre.

Procedure to Issue a Replacement Voter Information Letter:

Eligible electors will be able to request a replacement Voter Information Letter under certain circumstances:

1. Where a person on the Voters' List has lost or did not receive a Voter Information Letter and the Voter PIN has not been used, they can either attend the Help Centre or up to and ending at 7:00pm on Voting Day, October 26, 2026, access the portal through: https://collingwood.voterservices.ca. The eligible voter must provide to the satisfaction of the authorized election official that they require a new Voter PIN. The authorized election official will confirm the elector has not voted and will proceed to disable the elector's assigned Voter PIN. Upon providing proof of identity and residence as prescribed in O. Reg. 304/13 to an election official, a declaration will be required to re-issue the Voter Information Letter (lost or unused), prior to a new Voter Information Letter containing a

new Voter PIN being issued.

2. Where a person on the Voters' List has attempted to vote and their Voter PIN has already been used, he or she can attend the Help Centre and prove to the satisfaction Returning Officer or Deputy Returning Officer that they did not vote using the Voter PIN originally provided and require a new Voter PIN. Prior to issuing a new Voter PIN, the election official shall advise the elector that once the new Voter PIN has been assigned, the elector must vote immediately at the Help Centre. Upon providing proof of identity and residence as prescribed in O. Reg. 304/13 and an oath taken by the elector to an election official before a new Voter Information Letter containing a new Voter PIN issued. The elector will be directed immediately to the Help Centre where internet access is available to eliminate any further confusion, conflicts or misuse of the Voter PIN.

Roving Help Centre(s)

A Roving Help Centre may be scheduled to attend the various locations during the Voting Period as determined by the RO. This includes but is not limited to long-term care facilities and individuals requiring assistance that are not able to leave their home for medical reasons. A schedule will be provided to Candidates/TPA at least two weeks in advance of the Roving Help Centre unless it is to attend an individual residence.

Service Provider – Paper Ballot and Tabulators

The service provider for paper ballots and tabulators is Dominion Voting Systems Corp.

Service Provider – Internet Voting

The service provider for internet voting is Intelivote Systems Inc.

Voting System Integrity

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

a) Ensuring that all election officials have been properly and fully trained, appointed and have undertaken an oath of secrecy, confidentiality and duty to uphold the integrity of the election process in accordance with the principles of the Act;
b) Ensuring that every eligible elector on the Voters' List, as amended, is sent a sealed Voter Information Letter containing the voter's unique PIN, by first class mail;
c) Ensuring that no one except the Clerk, or designate, can access Voter PINs maintained by Intelivote Systems Inc. that match each voter's name and address which do not connect to the choice or selection of a voter;
d) Providing an opportunity for eligible electors to be added to the Voters' List or to make amendments to the list if attending in person help centre(s) up to and including Voting Day, October 26, 2026 at 8:00 p.m., or if making application online up to and ending at 7:00 p.m., October 26, 2026 on Voting Day. The online registration will end at 7:00 p.m. to ensure time for election officials to review the applications and ensure the voter has time to receive their voter credentials and access the system to vote prior to 8:00 p.m.
e) Ensuring that at least one (1) RO or DRO(s) always is in attendance at the help centre and voting location; and
f) Ensuring Information Technology presence is available and on-site on voting day.

Voting System Checks

Logic and accuracy testing of the voting system will take place in advance of the Voting Period

on a date to be determined by the Returning Officer.

Candidates will be invited to attend a session on the first day of the Voting Period and at the shutdown of the voting system at the completion of voting on October 26, 2026. Should a candidate not be available they may appoint a scrutineer.

Prior to the activation of the system by the Returning Officer/Clerk, the Deputy Returning Officer and those candidates in attendance shall confirm that all candidates' names are listed and that no votes have been cast. The system will not be activated until confirmation that all the counts associated with each of the candidates' names indicate a zero total.

Auditor

The Returning Officer shall appoint an Auditor to conduct all audit procedures for the purposes of ensuring the integrity of the election system. This delegation can be for internet ballots and/or paper ballots.

Secrecy

All election officials are required to take an oath of secrecy and be appointed by the Clerk as per the "Appointment Oath of Election Officials" Form. All complaints regarding any and/or all breaches of secrecy shall be documented by the election official as well as questions and answers of the complaint and reported to the Clerk. If deemed appropriate, the Clerk may submit same to the Police for further investigation and possible prosecution.

Preparation of Voter Information Letters

The Voter Information Letters will be prepared using the Voters' List. Voter Information Letters shall be delivered to Canada Post and distributed by first class mail to all eligible electors on a date to be determined, in advance of the Voting Period. The Voter Information Letter will contain:

- the elector's voter credentials, the designated internet address (URL) to access to cast his or her vote using the Internet, and Voting Locations to cast a paper ballot, whichever method the elector choices to submit their votes;
- instructions on how to vote;
- dates and hours of voting;
- the location and telephone number of the Help Centre(s);
- voter eligibility criteria;
- office and candidate information; and
- information on illegal and corrupt practices under the Act.

A person cannot give his/her Voter Information Letter to another eligible elector for the purpose of voting. Acceptance of another person's Voter Information Letter including the actual voting thereof will be considered an illegal and corrupt practice and therefore subject to the penalty provision under the Act, specifically s.89 and s.90.

Number of Votes

A voter is only entitled to vote once in a municipality and once in a school board, even if the voter has more than one qualifying address within the municipality or school board. The place where they vote is where they reside. A voter may only have one permanent residence.

Every eligible elector shall be limited to one ballot for all races and questions, for which they are

entitled to vote, through the use of voter credentials distributed by first class mail in a sealed and personalized Voter Information Letter. The voting system will allow the eligible elector to vote using the internet or by paper ballot.

Voting Locations, Dates, and Times
The following locations, dates, and times have been scheduled. Dates, times, and locations are subject to change at the discretion of the Clerk.

Paper Ballot Voting:
Collingwood Public Library, 55 Ste. Marie Street, Collingwood, ON:

Thursday, October 15, 2026, 4:00 p.m. to 8:00 p.m.

Thursday, October 22, 2026, 4:00 p.m. to 8:00 p.m.

Sunday, October 25, 2026, 10:00 a.m. to 2:00 p.m.

Voting Day: Monday October 26, 2026, 10:00 a.m. to 8:00 p.m.

Internet Voting Period:
On your device: October 8, 2026 10:00 a.m. to October 26, 2026 at 8:00 p.m.

Internet Voting
Prior to voting, electors will be required to confirm that they are an eligible voter, complete a security prompt and key in their voter credentials.

Once an elector has made a selection for each race or question, the voting system shall indicate the voter's choice and shall allow the voter to either confirm their selection, and cast their vote, or return to the race to change their selection. If the selection of a particular race is not confirmed the vote is not cast.

Once the voter credentials are used to complete voting and a ballot is cast, it cannot be used again, and further access shall not be granted to the voting system by the elector who has been identified on the Voters List as voted.

The names of electors who have voted during the Voting Period will be provided to the Clerk electronically through the Intelivote Systems Inc. and Municipal Voter View.

The voting system allows a voter to undervote or submit a blank ballot should that be the intent of the voter. Should a voter select too many candidates for a particular race the votes for that race will not be accepted and the voter will be prompted and have the ability to review and adjust his/her vote. It is not possible to determine who an elector has voted for through the voting system as the ballot is separated from the voter credentials when their ballot is cast.

Problems Accessing the Voting System
Where an eligible elector has tried his/her Voter PIN and has been unsuccessful in accessing the voting system, the election official will determine its status. If it is determined the Voter PIN is still valid, the voter shall be advised the Voter PIN is valid and has not been used. The election official may suggest the voter try the voter credentials again or attend a Help Centre to obtain assistance in voting if unable to do so.

Where an eligible elector has tried his/her Voter PIN and they have determined that it has already

been used, the voter can attend the Help Centre with proof of identity and residence as prescribed in O. Reg. 304/13 and have an election official confirm that the elector's Voter PIN has been used. If the voter has not voted, a new Voter PIN may be issued following the applicable application and oath is administered.

Where an eligible voter has received an incorrect Voter PIN in terms of school support, and has not completed his/her ballot, the voter can contact the Help Centre and be re-issued a Voter PIN based on the proper voting credentials. The incorrect Voter PIN will be automatically disabled at time of re-issuance. The voter will be required to provide appropriate confirmation of eligibility and to complete an "Application to Amend Voters' List" Form.

New voter credentials should not be given out over the telephone. The voter must attend the Help Centre with proof of identification and qualifying address as prescribed in O. Reg. 304/13 and complete the required application form, or submit the required application form to be added to the Voters List available on the municipal website.

Where practical, an Election Official may attend a voter's private residence if they are experiencing difficulty in voting to explain the process and may provide a mobile tablet with WiFi or mobile phone to access the voting system if they are unable to attend a Help Centre or Voting Location. Should a paper ballot be preferred, the election official shall attend with a ballot box to be used solely for a Roving Help Centre.

In exceptional circumstances, at the sole discretion of the Returning Officer, voter credentials may be issued through an alternative method. Eligible electors must satisfy the Returning Officer of their identity and their inability to attend a Help Centre to be issued with replacement voter credentials. Such situations shall be documented by the Returning Officer with measures to ensure security and privacy of the elector, and integrity of the voting process.

Paper Ballot Voting with Count Tabulators

The use of traditional ballots at Advanced Voting Locations and on Voting Day will allow electors to cast their ballot in-person, at an accessible location. For the voting method using traditional ballots with count tabulators, the Town of Collingwood will use a composite ballot. By attending a voting location on an Advanced Voting Day or on Voting Day, and following confirmation of identity and verification of the eligible electors' name being on the voters list, the elector will receive one ballot that contains every office for which they are entitled to vote. There are different ballots depending upon the school support of the elector.

The Voter will be provided the correct ballot by an Election Official, and they will be struck off the Voters' List and identified as having participated in the election process. The ballot shall be initialed by the Election Official indicating the validity of the ballot.

The Voter will be advised to go behind a privacy screen to mark their ballot using the marking device provided by an Election Official. Once marked, the voter will put their ballot into the secrecy folder they have been provided so it is concealed.

The Voter will then approach the count tabulator and feed their ballot into the ballot input slot on the front of the tabulator, ensuring that the ballot is face-down to protect confidentiality. The tabulator will pull the ballot from the folder, scan and tabulate its contents, and drop the ballot into the secured ballot box casting the elector's vote(s) for the election.

When a ballot is fed into the tabulator, the tabulator scans the ballot and detects errors with the

ballot before casting the votes marked on the ballot face. If there is an error detected, a warning message will appear on the face of the tabulator allowing the Voter to either cast their ballot as is or return it to the Voter to review and/or correct the ballot before it is cast. If a voter wishes to review their ballot, it will be returned back into the secrecy folder and the Voter will be redirected to a privacy screen to review and make the needed corrections. The voting system allows a voter to undervote a race or submit a blank ballot should that be the intent of the voter.

In the case of an overvote where a voter selects too many candidates for a race (i.e. they are to select 7 and they have marked 8 selections), the votes for that specific race would be rejected and not counted. The voter will have an opportunity to review the ballot. Should the Voter wish to correct their ballot, the ballot is returned to the secrecy folder and provided to the DRO who will date and initial the back of the ballot and place it into a secure remark box and the voter issued a replacement ballot, and would follow the process in marking their ballot.

The secrecy of how a voter casts their ballot shall be maintained at all times.

Hospitals, Nursing Homes, Retirement Home Voter Assistance
On a day specified by the Clerk, voter assistance for the residents at Hospitals, Nursing Homes and Retirement Homes may be offered during the Voting Period.

To better accommodate the residence at long-term care facilities, on-site registration and issuance of paper ballots will be offered, in addition to internet voting. Should the long-term care facility prefer to offer its residents paper ballots, completed paper ballots will be cast into a ballot box, sealed and brought back to Town Hall, 97 Hurontario Street and stored until all long-term care facilities have been contacted and offered voting for their residents.

Amended October 23, 2026: On October 25, 2026 at 2:15 p.m. (close of advance polls), all paper ballots cast at a long-term care facility shall be run through a tabulator for counting purposes prior to Election Day, with all ballots being accounted for. **This will take place in Community Room C on the Third Floor of the Collingwood Public Library, 55 Ste. Marie Street.** Candidates and Scrutineers are welcome to attend the tabulation of the ballots. During the tabulation process, the secrecy of the votes shall be maintained whenever possible. All ballots that are flagged as a blank ballot shall be cast as a recorded ballot.

Amended October 23, 2026: Pending confirmation from the long-term care homes confirming or declining voting at their facilities on Monday, any rejected ballots remarked **either on October 23 or** on the close of Election Day. Overvotes will be removed and inspected ~~at the close of Election Day and when inspected~~ by the RO/DRO. If the intention of voter can be clearly identified a new ballot shall be marked with the voters intention and tabulated. The location for any remarking (if required) will be **the Community Room C on the Third Floor of** the Collingwood Public Library, 55 Ste. Marie Street, Collingwood.

Candidates or their Scrutineers are welcome to attend. No cell phones are permitted in the remarking area, and no photos can be taken. Those candidates or scrutineers attending shall be in attendance not later than 2:00 p.m. on October 25 and/or 8:00 p.m. on Election Day and must remain in the remarking / tabulation area for the duration until all ballots have been tabulated. Any objection by a candidate or scrutineer in attendance shall be recorded.

As required in the Municipal Elections Act, voting will be offered at all qualifying retirement homes and institutions on Voting Day, following the same voting process as conducted during

the Advance Voting Period. All ballots completed on Voting Day will be tabulated at the close of Voting Day.

Should a long-term care facility be declared in an outbreak, staff shall offer Internet voting only. For the safety of the residents, staff, and election staff the decision of the care facility shall be final.

Proxy Voting
Proxy voting is not permitted as per By-law No. 2025-067.

Duplicate Voter Information Letters
Should an eligible voter receive more than one Voter Information Letter, the eligible voter is only permitted to vote **once** and must return the other Voter Information Letter to the Municipal Office and if applicable, complete an "Application to Amend Voters' List" Form to remove the duplicate name. Electors who vote more than once or who improperly use the Voter Information Letter shall be reported to the Police for further investigation as to possible corrupt practices under the Act. Any duplicate letters may also be placed back in the mail clearly noted on the front "return to sender", no additional postage required.

Returned Voter Information Letters
Upon delivery of the returned Voter Information Letter, election officials shall take charge of the returned Voter Information Letters, scanning the barcode on the returned mail and marking the voter as ineligible with the reason to be identified as returned mail within DataFix. All returned voter information letters shall be stored in a secure area as soon as practical. The original Voter PIN assigned to the voter shall become disabled when the voter is marked as ineligible on the voters list. The returned Voter Information Letters under the custody of the municipality after the close of voting shall be destroyed in the same manner as all other municipal election material as provided for under s.88 of the Act.

The Clerk and the election official shall ensure a complete audit trail is maintained of all Voter Information Letters:

a) that were sent to Eligible electors;
b) that were returned from the Post Office;
c) that were returned by an elector or other individual either opened or unopened but unused for voting purposes;
d) that were set to a status that prevented them from being used to vote;
e) that were re-issued to an eligible elector; and
f) that were assigned by an election official to eligible electors that have completed "Application to Amend Voters' List" Form.

Electors Requiring Assistance
The election official may permit an elector who needs assistance voting to have such assistance as the election official considers necessary.

Oral Oath to Vote with Assistance
A voter who requires such assistance to vote at a Help Centre may ask an election official or friend for assistance. An election official shall confirm to the voter they have taken an oral oath of secrecy and bound by complete confidentiality, and not assist the voter until the voter has either requested in writing assistance or has provided an oral confirmation of their request for assistance.

Oral Oath of Friend of Elector
In lieu of the election official providing assistance, the voter may request that a friend accompany the voter at a Help Centre and assist the voter. Any friend assisting shall be required to take the Oral Oath of Friend of Elector on the "Oral Oaths at Help Centre" Form. No person shall be allowed to act as a friend of more than one voter at a Help Centre. **Candidates and Scrutineers cannot act in the capacity of a friend of elector**.

Oral Oath of Interpreter
Where a voter requires an interpreter, such person provided by the voter, shall take the Oral Oath of Interpreter on the "Oral Oath at Help Centre" Form, and shall translate the oaths as well as any lawful questions put to the voter.

10. Scrutineers

The purpose of a Scrutineer is to represent a specific candidate through appointment during the Voting Period of the municipal election to observe the conduct of voting and ensure it is being conducted in a fair, accessible and accountable manner.

Appointment by Candidate and Qualification

A candidate may appoint scrutineers to represent him/her at the Municipal Office, Voting Location and/or Help Centre during the opening of the voting system, and during the receipt of voting results, including during a recount.

The appointment shall be made using the "Appointment of Scrutineer" Form. The forms to appoint scrutineers must be signed by the candidate in person at the Municipal Office or with a Deputy Returning Officer at an Advance Vote Date. The candidate shall provide this signed form to their scrutineer.

Number per Candidate

Not more than one (1) scrutineer representing each candidate may be permitted at one time during the opening and closing of the voting system, however a scrutineer can represent more than one candidate. Only one candidate or his/her appointed scrutineer may be in attendance at a Help Centre and/or Voting Location at one time.

Evidence of Appointment

A person appointed as a scrutineer, before being admitted to the Voting Location and/or Help Centre, shall show his/her applicable appointment form and provide proof of identity to the election official. The scrutineer/candidate must also take an "Oral Oath of Secrecy" Form at the Help Centre and/or Voting Location prior to fulfilling his/her duties as a scrutineer.

Rights and Prohibitions

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

The appointment of Scrutineers does not apply to Third Party Advertisers.

Candidates and Scrutineers cannot act in the capacity of a friend of elector or assist an elector in voting.

11. Voters' List

Access to the Voters' List

Any individual can see if they are on the Voters' List prior to an election by visiting the Elections Ontario website at https://vreg.registertovoteon.ca/en/home. For the 2026 Municipal and School Board Election, Elections Ontario will provide the Town of Collingwood with the Preliminary List of Electors (PLE) on or about August 14, 2026. After this date, any member of the public may inquire if they are on the Voters' List at the Municipal Office, Help Centre, Revision Centre or on the municipal website from September 1, 2026 to 8:00 p.m. on October 26, 2026. After its production on September 30, the Interim Revision List shall be available for public inquiry in addition to being provided to those named in the Act.

Voters' List - Candidates Module

Certified candidates shall receive login ID(s) and password(s) allowing them to access the Candidates Module as of September 1, 2026 where he/she can view the List of Electors. Before access to the Candidate's Module is provided, a candidate must review and sign the Declaration of Proper Use of the Voters' List.

When using this authorization, candidates can connect into the voting system and review elector list information to discern which electors have participated in the election at any time throughout the Voting Period, as well as view any amendments made to the Voters' List. This capability does not provide the candidate information on how an elector has voted. It only provides information on whether or not the elector has participated in the election.

Third Party Advertisers will not be provided with access to the Candidates Module.

Revisions to the Voters' List

Electors are encouraged to check if they are on the voters list, including verification of correct information and school board support, before August 14, 2026 through https://vreg.registertovoteon.ca/en/home.

The official period for revisions to the Voters' List is from September 1, 2026 until the close of voting on October 26, 2026. Persons, upon application in writing on the prescribed form or as otherwise specified by the Clerk, may have their name added, removed or information added or amended on the Voters' List. Revisions to the Voters' List will be conducted at the Municipal Office during regular office hours Monday to Friday, 8:30 a.m. to 4:30 p.m. and at a designated Revisions Centre and/or Help Centre during the established hours of operation including up to 8:00 p.m. on Voting Day. Additional dates may be added as determined by the Clerk.

Alternatively, throughout the voting period up to and ending at 7:00pm on Voting Day, October 26, 2026, an eligible elector may apply to be added to the Voters' List on-line by accessing the portal through a website address to be provided at a later date and shall complete the declaration confirming eligibility together with uploading proof of identity and residence as prescribed in O. Reg. 304/13. A bona fide appointed election official will review the application and if he/she believes the information to be satisfactory shall add their name to the Voters' List and they will be assigned and mailed a Voter Information Letter containing voter credentials. If the election official is not satisfied with the information provided the election official may contact the individual via email or phone to review further or decline the application. The decision of the election official shall be final. Applications submitted through this portal are processed by election staff only and reviewed within 48 hours of being submitted.

Applications to remove another person's name from the Voters' List must be made in writing on the prescribed form to the Clerk from September 1, 2026 until close on October 26, 2026.

Electors added to the Voters' List before a date yet to be determined, will receive their Voter Information Letter by mail from Canada Post. Additional details on how to obtain a Voter Information Letter after the confirmed mail-out date will be provided as soon as available.

Election officials will respond to all written, telephone and in-person inquiries about entries on the list by the next business day. A Voter Information Letter will only be mailed or issued to electors entitled to vote.

12. Results

Counting Votes

The Clerk, at 8:00 p.m. on October 26, 2026, shall arrange for the close and deactivation of the voting system.

Notwithstanding the above, the Clerk shall keep the Voting Location open until confirmation is received that all eligible electors in the Voting Location or that are logged in to the internet voting system at 8:00 p.m. have completed voting.

Amended October 23, 2026: The results centre shall be ~~the Free Schools Literacy Room~~ Community Room B, on the third Floor of the Collingwood Public Library.

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

In the results centre, the Clerk shall then produce the results report from the voting system. Those present, including the Clerk, election officials, auditor, candidates (or their scrutineers), shall sign the report indicating the unofficial results and votes cast. Candidates and scrutineers will be required to provide proof of identity prior to entry with their electronic devices and personal belonging secured outside of the designated results area to ensure results are only publically available no earlier than 8:15 p.m. Entry will not be permitted before 7:30 p.m. Anyone who is creating a disturbance will be removed as directed by the Clerk.

Notice of Results

Amended October 23, 2026: The unofficial results of each candidate shall be made available by the Clerk no earlier than 8:15 p.m. on Monday, October 26, 2026 (Voting Day) in ~~the Free Schools Literacy Room~~ Community Room B, on the third Floor of the Collingwood Public Library. The Clerk shall have posted the same **Unofficial Results** on the municipal website.

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

Notice shall be provided to the County of Simcoe using the "Notice to Simcoe County" Form with regard to the final number of electors and elected persons to the positions of Mayor who will be serving as County Councillors, as well as the alternate member pending the required appointment by-law being passed.

Notice of election results for each school board race shall be provided to the responsible Municipal Office for each of the elections using the "Notice of School Boards Results" Form.

13. Recount

A recount under sections 56, 57, or 58 of the Act shall be conducted in the same manner as the original count unless ordered otherwise by a judge.

A recount is required when:

- there is a tie vote where both or all candidates cannot be declared elected (Automatic);
- by resolution of Council (for council offices);
- by resolution of local board (for offices on a local board);
- by order of the Minister (for questions submitted by the Minister);
- by order of the Superior Court of Justice.

Who Conducts Recount

The Clerk conducts all recounts for elections for which he or she is responsible, except recounts conducted by the Superior Court of Justice upon appeal.

Tied Vote Recount

Where there is a tied vote for the election of a candidate to an office and both or all of the candidates cannot be declared elected, the Clerk must hold a recount within 15 days after the declaration of the results of the election.

If required, Dominion Voting Systems Corp. and Intelivote Systems Inc. shall provide any documentation to support the integrity, security and accuracy of the electronic voting system.

Council, Local/School Board or Minister Request for Recount

Within 30 days after the Clerk's declaration of the results, a council, local/school board may pass a resolution or the Minister may make an order requiring a recount.

The recount is to be held within 15 days after the resolution is passed or the order is made. The resolution for a recount must be passed no later than 30 days after the declaration of the results. An order of the Minister must be made within the same time frame. The incoming council or local board is no longer able to make a decision on a recount.

Application to Superior Court of Justice

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

The application must be commenced within 30 days after the Clerk's official declaration of the results. The court, if satisfied there are sufficient grounds, shall make an order requiring the Clerk to hold a recount. The recount is to be held within 15 days after the Clerk receives a copy of the order.

Votes for Candidates to be included in a Recount

The votes to be included in the recount are as follows:

- In a recount for a tied vote, the votes cast for candidates who are tied.
- In a recount being conducted under the authority of a council or local board resolution, the votes cast for candidates named in the resolution (all or specified candidates).
- In a recount being conducted under the authority of a court order, the votes cast for candidates named in the order (all or specified candidates).

The Clerk may include the votes for any other candidate for the same office. The practical application of this provision would be for the Clerk to include any candidate whose vote total was, in the Clerk's opinion, close enough to possibly be affected by the recount.

Persons Present at a Recount

The following are permitted to be present during a recount:

- the Clerk and any other election official appointed for the recount;
- certified candidate for the office involved or an applicant may appoint a scrutineer for the recount;
- the applicant, if any, who applied for the recount under s.58;
- legal counsel for any of the above.

Notification of Recount

The Clerk shall give notice of the recount date, time and place on the "Notice of Recount" Form to the following:

- all certified candidates for the office which is the subject of the recount;
- where a resolution is involved, the Council or local/school board which passed the resolution;
- the Minister when an order has been made;
- the applicant in the case of a court order.

Notice of recount will be given by registered mail or personal service, and provided on the municipal website.

Recount Process

Once the recount process has commenced, it must continue until completed. Upon completion of the recount, the Clerk will announce the results of the recount. Persons authorized to be in attendance at the recount may also be at the announcement of the results of the recount.

Tie Vote – After Recount Procedures

Pursuant to s.62(3) in a case of a tied vote following the recount, the Clerk shall determine the result by conducting a lot draw. The Clerk shall write the name of each candidate on equal-sized pieces of paper. They are then put in a container as determined by the Clerk. The Clerk shall announce prior to the draw that "the candidate to be elected shall be the candidate whose name is written on the first piece of paper I draw out of the container." The paper is pulled from the container and the candidate elected is announced.

Declaration by Clerk and Notice of Final Certified Results

Unless an application has been made for a judicial recount, the Clerk on the 16th day after the recount is completed will declare the successful candidate or candidates elected by posting the "Declaration of Recount Results" Form at the Municipal Office and on the municipal website. Such Declaration shall be sent to everyone previously given notice of the recount.

14. Emergencies

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

The emergency continues until the Clerk declares that it has ended. If made in good faith, the Clerk's declaration of emergency and arrangements shall not be reviewed or set aside on account of unreasonableness.

The Clerk shall provide notice of such emergency to the best of its ability and in keeping with the circumstance. If required, the Clerk may consider alternate options for any part of the election process. Dominion Voting Systems Inc. will take direction from the Clerk as to what actions will be taken.

15. Third Party Advertisers (TPA)

The purpose of a third party advertiser is to provide advertising in any medium that supports or opposes a candidate or "yes" or "no" vote on a question on the ballot. Third party advertisers work in a similar way as candidates as they are required to register with the Clerk, and also have rules with respect to contributions, expenses and financial reporting.

Registration of third party advertisers can be accepted by the Clerk or designate from May 1, 2026 to October 23, 2026 on the prescribed form during regular office hours.

A guideline to third party advertisers has been prepared by the Ministry of Municipal Affairs and is available in the Third-party advertisers' guide.

Registration – Third Party Advertisers

An individual who is normally a resident in Ontario, corporation that carries on business in Ontario or trade union that holds bargaining rights for employees in Ontario may, in person or by an agent, file with the clerk of the municipality responsible for conducting an election a notice of registration to be a registered third party advertiser for the election. The notice must be filed on the prescribed form and must include a declaration of qualification signed by the individual or by a representative of the corporation or trade union, as the case may be.

The notice of registration must be filed with the clerk of the municipality where the intended advertising is to be placed.

It should not be assumed that certification of a registration for third party advertising will be completed at the time of receiving the registration form, however the applicant will be notified within 24 hours to whether their notice of registration has been certified and if not, the reason why

it has been denied. The Clerk will make every effort to certify the registration by 4:30 p.m. on the close of registration (October 23, 2026) if received within 24 hours of close of registration.

No spending, campaigning or advertising may occur by a third party advertiser until the notice of registration has been certified by the applicable municipal clerk.

The following persons and entities are not eligible to file a notice of registration to be a TPA:

1. A candidate whose nomination has been filed under section 33.
2. A federal political party registered under the *Canada Elections Act* (Canada) or any federal constituency association or registered candidate at a federal election endorsed by that party.
3. A provincial political party, constituency association, registered candidate or leadership contestant registered under the *Election Finances Act*.
4. The Crown in right of Canada or Ontario, a municipality or local board.

For greater certainty, third party advertisements shall not be under the direction of a candidate whose nomination has been filed under section 33 of the MEA.

Advertisement Requirements

Third Party Advertisements must contain the following information:

1. The name of the registered third party.
2. The municipality where the registered third party is registered.
3. A telephone number, mailing address or email address at which the registered third party may be contacted regarding the advertisement.

Prior to the appearance of any third party advertising, the registered third party advertiser must provide the following information to the broadcaster or publisher in writing:

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

All TPA signs must adhere to the requirements of the Town's Election Sign By-law.

Requirements of Broadcasters or Publishers

No broadcaster or publisher shall cause a third party advertisement to appear during the restricted period (May 1 to October 26, 2026) if the registered third party has not provided them with the following:

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

The broadcaster or publisher of a third party advertisement shall maintain records containing the following information for a period of four years after the date the advertisement appears and shall permit the public to inspect the records during normal business hours:

1. The information provided by the registered third party as listed above.
2. A copy of the advertisement, or the means of reproducing it for inspection.

3. A statement of the charge made for its appearance.

Campaign – Registered Third Parties

Registered Third Parties are required to abide by the campaign regulations and submit the required financial statements, as set out in the MEA.

Use of Corporate Resources during an Election Year

The Use of Corporate Resources and Election Campaign Activities Policy also apply to Third Party Advertisers. Please reference this policy when considering the use of corporate services/facilities.

16. Election Records

Candidates

All Voter information obtained by the candidate during the 2026 Municipal Election shall be destroyed by the candidate after the election and confirmed in writing to the Clerk. The candidate may return documents to the Clerk for destruction with other election material.

Clerk – Disposition of Records (s.88)

Subject to a Judge's order or recount proceedings, after 120 days from declaring the results under s.55, the Clerk shall destroy any records relevant to the completed ballots in the presence of two witnesses who shall complete the "Witness Statements as to Destruction of Records" Form. The Clerk may also destroy any other documents and materials related to the election. The Clerk shall retain candidates' financial statements and auditor's report until the members of the council or local board elected at the next regular election have taken office. The ballots and any other documents shall not be destroyed if a court orders that they be retained and a recount has been commenced and not finally disposed of.

Third Party Advertisers

All Third Party Advertisers and its Broadcasters and Publishers must maintain their records in accordance with the Municipal Elections Act.

17. Corrupt Practices

Although many provisions of the Act deal with voting places, ballots and ballot boxes, etc. the same must be used interchangeably with the alternative forms of voting since the principle of the Act must be maintained and is therefore enforceable and subject to penalties.

Offences, Penalties and Enforcement (s.89 and 90)

The principles and the integrity of the election process are enforceable. Section 89 of the Act provides for penalties and enforcement of corrupt practices and other offences during an election process. These include a person who:

- votes without being entitled to do so;
- votes more times than this Act allows;
- induces 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 voter credentials/ballot to anyone;
- takes, opens or otherwise deals with a ballot without having authority to do so; and
- deals with voter credentials/ballot, without having authority to do so.

No person shall solicit a Voter Information Letter containing voter credentials from an eligible elector. All valid complaints or knowledge of solicitation shall be reported immediately for investigation of corrupt practices. If a person is convicted of an offence and the offence was committed knowingly, the offence also constitutes a corrupt practice.

Penalties

An individual who is convicted of an offence is liable to penalties that include but are not limited to a maximum fine of $25,000 and / or a maximum imprisonment of six (6) months.

Mail Tampering - Criminal Offence and Prosecution

Notification of the voting process and how electors can vote will be provided in the Voter Information Letter. The Criminal Code of Canada states that tampering with the mail of an individual is a criminal offence and a person found guilty is liable to a term of imprisonment not exceeding ten (10) years.

As such and in order to ensure the integrity and confidence of the voting process for all electors and the candidates, the Clerk in this alternative form of voting has agreed that all complaints about actions which may contravene the provisions of the Criminal Code of Canada with respect to mail tampering will be reported to the Police.

18. Language

English: For the purposes of this election all notices, forms and other information provided under the Act for the offices of municipal council and English public or separate school board will be provided for in English only.

French: For the purposes of this election all notices, forms and other information provided under the Act for the offices of French public or separate school board will be made available in **both** English and French.

19. Amendments to Procedures

The Clerk at any time has the right to amend this document to facilitate the vote, vote count, tabulation of the votes and security. Other procedures relevant to the municipal election will be inserted into this Manual as they become available and noted as updated unless it is for a typographically correction in which the process/intent of the procedure is not altered. The Clerk's ruling on any interpretation of this document is final.

20. Forms

The following is a list of Forms available for the purpose of the municipal election. Additional forms have been prepared for the 2026 Municipal Elections and will be utilized when necessary or

desirable for conducting the election under the direction of the Clerk, as per Section 12(1) and 12(2) of the Municipal Elections Act, 1996, S. O. 1996.

Form #	Form Name	Date Inserted
Form 1	Nomination Paper – Candidates and School Board Trustees	May 31, 2026
Form 2	Nomination Endorsement - Candidates	May 31, 2026
Form 4	Campaign Financial Statement (blank)	May 31, 2026
Form 5	Financial Statements – Subsequent Expenses	May 31, 2026
Form 6	Notice of Extension of Campaign Period	May 31, 2026
Form 7	Notice of Registration – Third Party Advertiser	May 31, 2026
Form 8	Financial Statement Auditors Report – Third Party Advertiser	May 31, 2026
Form 9	Declaration of Identity	May 31, 2026
EL14	Candidates Declaration – Proper Use of Voters List	May 31, 2026
EL18(A)	Declaration of Qualifications - Council	May 31, 2026
EL18(B)	Declaration of Qualifications – School Board Trustee	May 31, 2026
EL18(C)	Declaration of Qualifications – Third Party Advertiser	May 31, 2026
EL27	Oral Oath of Friend or Interpreter	May 31, 2026
EL52	Consent to Release Personal Information	May 31, 2026