



2026 MUNICIPAL AND SCHOOL BOARD ELECTIONS: ELECTION PROCEDURES

As Clerk of the Town of Carleton Place for the municipal elections, I hereby certify the following procedures for conducting the 2026 municipal elections and certify the forms attached (or similar version, either paper or electronic; forms available upon request) as being those permitted to be used during this election process.

Date Approved: January 12, 2026

original signed: Stacey Blair, Clerk

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DEFINITIONS

Act means the *Municipal Elections Act, 1996*, as amended.

Auditor means the person appointed by the Clerk who performs the prescribed combination of processes and procedures (audit duties) designed to validate a range of activities and/or functions of the internet/telephone voting system.

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

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

Campaign Period means the period beginning on the day a person files a nomination in accordance with the *Municipal Elections Act, 1996*, and ending on December 31 in the year of the election.

The Campaign Period ends earlier if:

- (a) the Candidate withdraws their nomination, in which case it ends on the date of withdrawal; or
- (b) the Clerk rejects the nomination, in which case it ends on the date of rejection.

If the Candidate is required to file a supplementary financial statement, the Campaign Period is deemed to extend to include the supplementary reporting period in accordance with the Act.

Candidate means a person who has filed nomination papers with the Clerk, but which have NOT been certified or rejected.

Certified Candidate means a Candidate whose nomination has been certified under section 35 of the Act.

Clerk means the Clerk of the Town of Carleton Place who is responsible for conducting municipal elections under the authority of the Act. All references to the Clerk for the purposes of this manual shall mean the Returning Officer (R.O.) for the 2026 Municipal Election. All references to Clerk's designate shall mean the delegated duties of the R.O.

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 is not a legal entity), trust, etc. A legal entity cannot vote, only an individual (a person) can vote.

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 Clerk or other person(s) appointed in writing by the Clerk to carry out

election duties under the *Act*. An Election Official can only carry out the tasks and duties assigned in writing by the Clerk and must take the prescribed oath [s.15(4)].

Elector means a person who meets the qualifications provided by the *Act* and appears on the Voters List or is added to the list during the revision period.

Municipal Office means the Town Hall located at 175 Bridge Street, Carleton Place.

Normally Resident in Ontario means the place in which an individual regularly returns if their presence is not continuous (sleep).

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.

Password means an additional access control word assigned by the internet/telephone voting provider to each authorized user (i.e. Auditor, Clerk, Election Official) to provide additional security for access to the voting system.

Personal Identification Number (PIN) means a unique multiple digit number assigned to each voter to provide security for access to the voting system.

Scrutineer means an individual, appointed in writing by a Certified Candidate, to represent them during the voting process, or an individual appointed by Council, a local board or the Minister in relation to a by-law or question, or by an elector in the case of a recount.

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

Third Party Advertisement means an advertisement in any broadcast, print, electronic or other medium that has the purpose of promoting, supporting or opposing,

(a) a candidate, or

(b) a “yes” or “no” answer to a question referred to in subsection 8 (1), (2) or (3) of the *Act*, but does not include an advertisement by or under the direction of a candidate or an advertisement described in subsection (2) or (2.1) of the *Act*.

Town Hall means the Carleton Place Town Hall located at 175 Bridge Street, Carleton Place, Ontario.

Voter Help Centre means a location designated by the Clerk to make additions, deletions and corrections to the Voters’ List. A Voter Help Centre provides assistance and clarification on the election process. They are supplied with a telephone and internet connection to accommodate voting during the Voting Period.

Voter Information Letter means a letter containing a PIN, a telephone access number and an internet address for voting, a Voter Help 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.

Voters' List means information prepared by the Clerk enumerating the names and voting entitlement of electors as provided by the Municipal Property Assessment Corporation and as amended in accordance with the Act.

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

Voting Period means the period in which an eligible voter may cast their vote, either via internet or telephone and shall span from Monday, October 19 at 9:00 am to Monday, October 26, 2026, at 8:00 pm.

NEW ELECTION RULES FOR 2026

There are new requirements regarding how copies of the voters' list are to be handled. These include:

- written acknowledgements to receive a copy of the voters' list
- limits to sharing copies
- requirements to destroy copies after the campaign has ended

OVERVIEW

The Municipal Elections Act gives the Clerk authority to establish procedures and forms for voting. The Act further gives authority to the Clerk to provide for any matter or procedure not provided for in the Act.

MUNICIPAL ELECTIONS ACT (THE ACT)

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

- Secrecy and confidentiality of the voting process;
- The election shall be fair and non-biased. Electors and Candidates shall be treated consistently and fairly;
- The election shall be accessible to electors;
- Integrity of the process shall be maintained throughout the election;
- There is to be certainty that the results of the election reflect the votes cast; and
- Valid votes are counted and invalid votes are rejected.

APPLICATION OF PROCEDURES

These procedures have been prepared to address issues and identify processes undertaken to conduct the 2026 municipal election in the Town of Carleton Place in accordance with the above principles. Any matter not provided for in this procedure will be dealt with as far as practicable in accordance with the principles of the Act. In accordance with section 12(1) of the Act, the Clerk may provide for any matter or procedure that is not otherwise provided for in the Act or regulation and in the Clerk's opinion is necessary or desirable for conducting the election. These procedures are subject to change and may be updated as required up to Voting Day, October 26, 2026. The most up-to-date version of these procedures will be available on the election page of the Town's website.

NOMINATIONS

NOMINATION PAPERS

Nominations 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.
- during regular office hours at the Clerk's Office from the first business day in May of 2026 to Thursday, August 20, 2026, and between 9:00 am and 2:00 pm on Friday, August 21, 2026 (Nomination Day).

Nomination papers may be filed for the following offices at the office of the Clerk from Friday, May 1, 2026, to Thursday, August 20, 2026 during regular office hours and on Friday, August 21, 2026 (Nomination Day) between 9 a.m. and 2 p.m. for the following offices:

Council of the Town of Carleton Place

Mayor – one to be elected

Deputy Mayor – one to be elected

Councillors – five to be elected

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

Upper Canada District School Board Trustee – one (1) to be elected

Returning Officer - Jeanne Harfield

Municipality of Mississippi Mills, 3131 Old Perth Road

PO Box 400, Almonte ON K0A 1A0

(613-256-2064) www.mississippimills.ca

Catholic District School Board of Eastern Ontario Trustee – one (1) to be elected

Returning Officer – Jeanne Harfield – see above.

Conseil des Écoles Publique de l'est de l'Ontario Trustee – one (1) to be elected

directeur du scrutin - Dawn Recoski

Ville de Petawawa 1111, rue Victoria Petawawa ON K8H 2E6 (613-687-5536) dricoski@petawawa.ca

Conseil des Écoles Catholiques du Centre-Est Trustee – one (1) to be elected

directeur du scrutin – Vacant

Canton de North Grenville 285 County Road 44 Kemptville ON K0G 1J0 (613-258-9569 Ext. 171)

www.northgrenville.ca clerk@northgrenville.on.ca

Candidates registering must be eligible electors from the time of filing their nomination papers through to Voting Day and, if successful, must maintain their eligibility throughout their term of office.

Nominations must be on the prescribed forms and are to be filed with the Clerk in the following manner:

- in person or through an agent.
- with the prescribed declarations of at least 25 persons endorsing the nomination who are

eligible to vote in an election for an office within the Town, if a regular election was held on the day that the person endorses the nomination.

- 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 \$100.00 for all other offices
- filing fees shall be paid by cash, debit card, credit card or certified cheque made payable to the Town of Carleton Place.
- with proof of identity and residence as prescribed in *O. Reg. 304/13*, as amended
- faxed or other electronically transmitted Nomination Papers will NOT be accepted - original signatures are required.

All persons filing a nomination for office, withdrawing a nomination, or changing qualifying information on their nomination paper must present to an election official current original identification that verifies their name and qualifying address. Where an agent is acting on behalf of a Candidate, the agent must provide their own original identification as well as an original piece of the Candidate's identification.

Upon filing, nomination papers become part of the public record and will be disclosed to members of the public upon request. Once nomination papers are filed, Candidate information is posted to the election page of the Town's website.

ESTIMATED MAXIMUM CONTRIBUTIONS

The Clerk shall calculate the estimated maximum campaign expenses for each office, as well as the estimated maximum contribution to a Candidate's own campaign for each office on the "Estimated Maximum Campaign Expenses" and provide a copy to the Candidate or their agent the day that the Nomination Papers is filed. The Clerk's calculation shall be final.

NOTICE OF PENALTIES

The Clerk shall, before voting day, provide a notice of penalties on the "Notice of Penalties" to the Candidate or their agent.

UNOFFICIAL LIST OF CANDIDATES

The Clerk shall provide notice of the Unofficial List of Candidates by preparing and, at a minimum, posting in the Town Hall and on the Town's website an "Unofficial List of Candidates" which is to be updated as Nomination Papers are filed.

CERTIFICATION OF NOMINATION PAPERS

On or before Monday, August 24, 2026, at 4:00 pm, the Clerk shall examine each nomination paper filed and, if satisfied that the person is qualified to be nominated and that the nomination paper complies with the Act, the Clerk shall certify the nomination paper. If not satisfied, the Clerk shall reject the nomination and shall notify the person who sought to be nominated and all other Candidates for that office. The Clerk's decision to certify or reject a nomination is final.

REJECTION OF NOMINATION PAPERS

If a person filing Nomination Papers is not qualified to be nominated, or the nomination does not comply with the Act, the Clerk will reject the Nomination. An email shall be sent to the person

informing them of the rejection, and a “Notice of Rejection of Nominations” shall be sent, by email and/or mail, as soon as possible, to:

- the person who sought to be nominated, and
- by email to all Candidates for the office.

WITHDRAWAL OF NOMINATION PAPERS

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

OFFICIAL LIST OF CERTIFIED CANDIDATES

The final list of Certified Candidates will be posted at the Town Hall and, as a minimum, on the website on or before, Friday, August 28, 2026, using the “Official List of Certified Candidates”.

DECLARATION OF ELECTION

If after 4:00 pm on Monday, August 24, 2026, the number of certified nominations filed for an office is more than the number of persons to be elected to the office, the Clerk shall declare an election to be conducted. The Clerk shall give the electors notice of the following, as a minimum, using newspaper advertisements and the municipal website:

- a) under clause 42(1)(b), (alternative voting methods), the manner in which electors may use the Internet/Telephone voting method.
- b) the dates and times of the voting period.
- c) the location and hours of operation for the Voter Help Centre and Voter Help Centre.

The form and manner of such notice of election shall be as shown in “Sample Voter Information Letter” (Form LC41) and “Notice of Election Information”.

ACCLAMATIONS

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

ADDITIONAL NOMINATIONS

If at 4:00 pm on Monday, August 24, 2026, the number of certified nominations filed for an office is less than the number of persons to be elected to the office, additional nominations may be filed between 9:00 am and 2:00 pm on Wednesday, August 26, 2026. The Clerk shall post a “Notice of Additional Nominations” advising that additional Nomination Papers may be filed for that office during the specified time. If at 2:00 pm on Wednesday, August 26, 2026, additional Nomination Papers have been filed, the procedure to certify or reject Nomination Papers shall be followed. If between 9:00 am and 2:00 pm on Wednesday, August 26, 2026, there are more than a sufficient number of certified Nominations to fill the office(s), an election shall be conducted with the names of the persons who have filed certified Nomination Papers.

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

If at 4:00 pm on Thursday, August 27, 2026, there is a sufficient number of certified Nomination Papers filed to fill the office(s), the Clerk shall cause to be posted a “Declaration of Acclamation To Office - Additional Nominations”.

FILLING OF VACANCIES

If an office remains vacant after the declaration of Candidates by acclamation under section 37 and the declaration of the election of Candidates following the conduct of the election for offices on the Municipal Council, the following rules apply:

- Insufficient Number to Form a Quorum – Municipal Council

If the number of Candidates declared elected is insufficient to form a quorum of the Municipal Council, a by-election shall be held.

- Sufficient Number to Form a Quorum – Municipal Council

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

DEATH OR INELIGIBILITY OF A CANDIDATE

If a Certified Candidate dies or becomes ineligible before the close of voting, and if the result would be one less Candidate only and no acclamation, the Candidate's name shall be omitted from the online voting system. The Clerk shall at a minimum, post the notice of the death or ineligibility in a conspicuous place in every Voter Help Centre and the election shall proceed as if the deceased or ineligible Candidate has not been nominated.

If 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 if Nomination Day is not less than thirty (30) days and not more than sixty (60) days as of the date of death or ineligibility. Voting Day shall be forty-five (45) days after Nomination Day.

No votes shall be counted for the Candidate who has died or become ineligible.

CERTIFICATE OF MAXIMUM AMOUNT OF EXPENSES

The Clerk shall, after determining from the number of eligible electors from the Voters' List for each office, calculate the maximum amount of campaign expenses that each Candidate may incur for that office, as well as the maximum contribution to a Candidate's own campaign for each office, and the maximum amount that each Candidate may incur for holding parties and making other expressions of appreciation after the close of voting and prepare a “Certificate of Maximum Campaign Expenses”.

The certificate shall be given to each Candidate in the case of a regular election, on or before September 30, 2026; and in the case of a by-election, within ten (10) days after the Clerk makes the corrections.

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

- the number determined from the Voters' List from the previous regular election, as it existed on September 15 (9514 electors) in the year of the previous election, adjusted for changes under Section 24 and 25 that were approved as of that day; and

- the number determined from the Voters' List for the current election as it exists on September 20 in the year of the current election, adjusted for changes under Section 24 and 25 that were approved as of that day.

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

VOTERS' LIST

VOTER QUALIFICATIONS

A person must meet ALL the following criteria on Voting Day (October 26, 2026) to be entitled to vote in a municipal election:

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

PERSONS PROHIBITED FROM VOTING

Any of the following shall result in a person being prohibited from voting in a municipal election:

- Serving a sentence of imprisonment in a penal or correctional institution.
- Being a corporation.
- Acting as executor or trustee or in any other representative capacity, except as a voting proxy in accordance with section 44.
- Having been convicted of a corrupt practice described in the Act.

VOTERS' LIST

The Preliminary List of Electors (PLE) prepared and maintained by the Chief Electoral Officer shall be obtained by the Clerk by July 31, 2026. The PLE shall contain the name and address of each person who is entitled to be an elector and when applicable, school support.

The Clerk shall, to the best of their ability and legislative authority, ensure that an elector's name appears on the PLE for a local municipality only once. Where a voter qualifies at more than one location in the municipality, the voter may vote only once for each office. It is possible for an elector's name to appear on the Voters' List of more than one municipality. That elector may be eligible to vote in both municipalities.

The Clerk shall correct any obvious errors in the PLE prior to September 1, 2026, and notify the Chief Electoral Officer. The Clerk may use any information that is in the municipality's custody or control when correcting the PLE for obvious errors. The corrected PLE shall become the Voters' List on or before September 1, 2026.

REQUESTS FOR COPIES OF THE VOTERS' LIST

After September 1, and upon written request, the Clerk shall provide each Certified Candidate with access to the Voters' List. The Candidate shall be required to sign the "Declaration of Proper Use of the Voters' List," and use of the Voters' List must comply with the "Policy for Use of the Voters' List."

In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information must be protected. Accordingly, the Voters' List shall not be publicly posted and may only be used for election purposes.

AMENDMENTS TO THE VOTERS' LIST

An elector may make an application to amend their information on the Voters' List using the required form and providing proof of identity and residence as prescribed in *O. Reg. 304/13*, between the 1st day of September 2026 to the 26th day of October 2026 during normal hours and on the 26th day of October until 8:00 pm. An elector cannot however remove a family member's name from the Voters' List, except in the case of a deceased person.

POLICY FOR USE OF THE VOTERS' LIST

- The Voters' List is prepared for election purposes only.
- All electors should ensure that their names and relevant information are correct on the Voters' List.
- Eligible persons who request a copy of the Voters' List must sign a declaration prior to receiving access to the Voters' List.
- Where the Voters' List can be provided electronically to an eligible person, who has signed a declaration provided by the Clerk stating the list shall be used for Election purposes only.
- Eligible persons who obtain additional copies of the Voters' List or any part thereof shall pay to the Clerk a fee prescribed by the Clerk for photocopies which must be the lowest fee charged by the municipality for copies.
- Use of online, electronic and paper versions of the Voters' List, Interim and Final List of Changes to the List and all other information containing personal voter information shall be protected by Candidates and shall not be used for any purpose other than the 2026 Municipal Election.
- All Voter information obtained by Candidates during the 2026 Municipal Election shall be destroyed by the Candidates after the election, either by returning same to the Clerk for destruction with other election material or by deleting it completely from Candidates' digital records.
- If records are shared by the Candidates with others (campaign workers), an oath administered by the Candidate, similar to the one taken by the Candidate shall be administered and all shared records shall also be protected and destroyed.

CAMPAIGNING AND CAMPAIGN ADVERTISING

Campaigning (including campaign advertising) is not permitted prior to the filing of Nomination Papers. All campaign advertising shall identify the Unofficial Candidate by name, as it appears on the Nomination Forms. All Candidates are required to provide the following information to a broadcaster or publisher in writing, the name of the Candidate, the name, business address and telephone number of the individual who deals with the broadcaster or publisher under the direction of the

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

MUNICIPAL EMPLOYEE COMMUNICATION WITH CANDIDATES

Questions from Candidates shall be directed to the Clerk. The Clerk's primary method of communication with Candidates shall be e-mail.

CAMPAIGNING AND CAMPAIGN ADVERTISING MUNICIPALLY OWNED/LEASED FACILITIES PROHIBITED

Prohibited actions:

- Campaigning, distributing or posting campaign advertising at ANY municipally owned or leased facility. **Exception:** For the duration of the "All Candidates' Event", Candidates are permitted to post and distribute campaign materials.
- Use of municipal corporate resources by Candidates for election purposes (ie. staff, electronic devices, supplies, Candidate photos taken in/on municipal property, etc.) is prohibited.
- Offering electronic equipment to electors to vote (ex. cell phone, laptop).
- Verifying whether an elector appears on the Voters' List to an elector or any other person.

ELECTION SIGNS

Please refer to By-law No. 56-2018, as amended – Regulation of Election Signs for the Town of Carleton Place. This By-law is available on the Town's website or upon request from the Clerk.

COUNTY ROADS

The County of Lanark allows campaign signs on county road allowances. Sight lines must not be affected, and all signs must be removed immediately after the election. Contact the County of Lanark for more information.

With respect to Provincial Roads, please refer to the Province of Ontario Ministry of Transportation.

Additional information regarding temporary signs on provincial roads is available on the Town's website at <https://carletonplace.ca/2026-municipal-elections> under "Additional Resources".

Contraventions of the regulations for election campaign advertisements or Third Party advertisements may result in the removal of the advertisement.

CONTRIBUTIONS

CONTRIBUTIONS TO CANDIDATES

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 contribute. Contributions 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, subject to 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 are NOT permitted to contribute:

- 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.

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

A contributor shall not make contributions exceeding a total of:

- \$1,200 to any one Candidate in an election.
- \$5,000 to two or more Candidates for office on the same council or local board.
 - Except if the Candidate is contributing to the Candidates own election campaign, then the maximum contributions do not apply.
 - Except if the contributor is the spouse of the Candidate, then the maximum contributions do not apply.

A fundraising function shall not be held for a person who is not a Candidate. Fundraising functions may only be held during the Campaign Period.

WHAT CONSTITUTES A CONTRIBUTION

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 considered to be contributions.

In addition to the statement above:

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

The following are not contributions:

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

- The value of services provided by voluntary unpaid labour.
- The value of services provided voluntarily, under the direction of the person or the individual, corporation or trade union, by an employee whose compensation from all sources for providing the services does not exceed the compensation the employee would normally receive for the period the services are provided.
- An amount of \$25 or less is donated at a fundraising function.
- The amount received for goods and services sold at a fundraising function, if the amount is \$25 or less.
- The amount of a loan under section 88.17 (Campaign Account Loans).
- For a person referred to in 88.15 (1), the value of political advertising provided without charge on a broadcasting undertaking as defined in section 2 of the *Broadcasting Act* (Canada), if,
 - 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.

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

(a) if the contributor is in the business of supplying these goods and services, the lowest amount the contributor charges the public in the same market area for similar goods and services provided at or about the same time;

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

RESTRICTION: USE OF OWN MONEY

A contributor shall not contribute money that does not belong to the contributor. This does not apply to the personal representative of a deceased person whose will direct that a contribution be made to a named Candidate or a registered Third Party, as the case may be, out of the funds of the estate.

CAMPAIGN ACCOUNT LOANS

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.

EXPENSES

WHAT CONSTITUTES AN EXPENSE

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 88.19 (1), the following are expenses:

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

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

For greater clarity, 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

Expenses 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.

EXCEPTION, AUDITOR'S REPORT

Despite the above, a Candidate may incur expenses related to the preparation of an auditor's report under 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 AMOUNT

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. A Candidate shall be provided with the maximum campaign expenses amount upon filing of their Nomination Papers (see Nominations section of this manual).

MAXIMUM AMOUNTS FOR PARTIES AFTER VOTING DAY

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

THIRD PARTY ADVERTISING

ELIGIBILITY FOR REGISTRATION

Third Party Registration shall be restricted to the following persons and entities:

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

The following persons and entities are deemed ineligible to register:

- A Candidate whose nomination has been filed.
- A federal political party registered under the *Canada Elections Act* or any federal constituency association or registered Candidate at a federal election endorsed by that party.
- A provincial political party, constituency association, registered Candidate or leadership contestant registered under the *Election Finances Act*.
- The Crown in right of Canada or Ontario, a municipality or local board.
- A Candidate whose nomination has been filed shall not direct any Third Party advertisements.

FILING THE NOTICE OF REGISTRATION

“Notice for Registration” shall be filed with the Clerk from the first business day of May in 2026 (first day for filing Nominations) to Friday, October 23, 2026 (the Friday before voting day) during regular office hours in the following manner:

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

The Clerk shall administer the Declaration of Qualifications on the “Notice for Registration” and the “Declaration of Qualifications – Third Party Advertiser” oaths to the individual or to the representative of the corporation or trade union. The date and time of filing are to be filled in by the Clerk and initialled by the individual or by a representative of the corporation or trade union.

ESTIMATED MAXIMUM THIRD PARTY EXPENSES

The Clerk shall calculate the estimated maximum expenses for Registered Third Parties on the “Estimated Maximum Third Party Expenses” form and provide a copy to the individual filing the registration. The Clerk’s calculation is final.

NOTICE OF PENALTIES

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

CERTIFICATION OF NOTICE OF REGISTRATION

The Clerk will review each notice received to determine qualification and if the notice complies with the Act. Once satisfied the Third Party is qualified, the Clerk will complete the “Certification by Clerk” section on the “Notice for Registration”. If not satisfied the Clerk shall reject the notice. The Clerk’s decision shall be final.

RESTRICTED PERIOD AND EXPENSES

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

Third Parties must do the following during the Restricted Period:

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

The expenses for these advertisements cannot exceed the amount calculated under Section 88.21 (Registered Third Parties’ expenses).

MANDATORY INFORMATION IN ADVERTISEMENTS

All Third Party Advertisements shall contain the following information:

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

MANDATORY INFORMATION FOR BROADCASTER, ETC.

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

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

Information contained in/on all Third Party advertising is the responsibility of the Third Party Advertiser and any questions or concerns should be directed to the Third Party Advertiser.

LOCATION OF THIRD PARTY ADVERTISING

Third Party Advertising at municipally owned or leased facilities shall not be permitted.

Please see information pertaining to Candidate advertising for further information.

LIST OF REGISTERED THIRD PARTIES

A list of Registered Third Parties shall be posted using the “Official List of Registered Third Parties”, as

a minimum, on the website and may also include the phone number and email address provided by the registered Third Party in the notice of registration filed and, if applicable, a hyperlink to the website of the registered Third Party.

CONTRIBUTIONS TO REGISTERED THIRD PARTIES

Contributions shall not be made in relation to Third Party Advertisements that appear during an election in a municipality unless they are a registered Third Party. A contribution to a registered Third Party, or to an individual acting under his, her or its direction, shall only be made during the restriction period.

Contributions shall only be made by the following:

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

The following shall not make a contribution:

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

ACCEPTANCE OF CONTRIBUTIONS BY REGISTERED THIRD PARTIES

A contribution may be accepted only by a registered Third Party or an individual acting under the direction of the registered Third Party. A contribution may be accepted only from a person or entity that is entitled to make a contribution.

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

MAXIMUM CONTRIBUTIONS TO REGISTERED THIRD PARTIES

A contributor shall not make contributions in relation to Third Party advertisements exceeding a total of:

- \$1,200 to a registered Third Party that appears during an election in a municipality.
- \$5,000 to two or more third parties registered in the same municipality.
- Except if the Third Party is contributing to itself, then the maximum contributions do not apply.
- Except if the contributor is the spouse of an individual that is a registered Third Party, then the maximum contributions do not apply.

The Clerk shall provide the Contributions to Registered Third Parties at the time of filing.

FUNDRAISING FOR REGISTERED THIRD PARTIES

Only Registered Third Parties may hold a fundraising function relating to Third Party Advertisements.

Fundraising functions may only be held during the Campaign Period.

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

In addition to the statement above the following are considered to be contributions:

- An amount charged for admission to a fundraising function.
- If goods and services are sold for more than their market value at a fundraising function, the difference between the amount paid and the market value. However, if the amount received for the goods or services is \$25 or less, the amount is not a contribution.
- If goods and services used in the person's election campaign or in relation to Third Party advertisements are purchased for less than their market value, the difference between the market value and the amount paid.

- Any unpaid but guaranteed balance in respect of a loan under section 88.17 (Campaign Account Loans).

The following are considered to not be 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 is donated at a fundraising function.
- The amount received for goods and services sold at a fundraising function, if the amount is \$25 or less.
- The amount of a loan under section 88.17 (Campaign Account Loans).
- For a person referred to in 88.15 (1), the value of political advertising provided without charge on a broadcasting undertaking as defined in section 2 of the *Broadcasting Act* (Canada), if,
 - 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

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

(a) if the contributor is in the business of supplying these goods and services, the lowest amount the contributor charges the public in the same market area for similar goods and services provided at or about the same time;

(b) if the contributor is not in the business of supplying these goods and services, the lowest amount a business providing similar goods or services charges the public for them in the same market area at

or about the same time.

RESTRICTION: USE OF OWN MONEY

A contributor shall not make a contribution of money that does not belong to the contributor. However, this does not apply to the personal representative of a deceased person whose will directs that a contribution be made to a named Candidate or a registered Third Party, as the case may be, out of the funds of the estate.

REGISTERED THIRD PARTY EXPENSES

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

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

- The replacement value of goods retained by the individual, corporation or trade union from any previous election in the municipality and used in the current election.
- The value of contributions of goods and services.
- Audit and accounting fees, including a compliance audit.
- Interest on loans under section 88.17 (Campaign Account Loans).
- The cost of holding fundraising functions.
- The cost of holding parties and making other expressions of appreciation after the close of voting.

For greater clarity, 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.

SCRUTINEERS

APPOINTMENT

A Candidate may appoint Scrutineers to represent them at the Voter Help Centre during the “O” count audit and receipt of voting results, including during a recount.

The appointment shall be made using the “Appointment of Scrutineer By Candidate”.

Only one certified Candidate or their appointed Scrutineer may be in attendance at a Voter Help Centre or receipt of voting results.

In the case of a recount ordered under Section 58, an elector may appoint one Scrutineer for the receipt of voting results. The “Appointment of Scrutineer by Elector” must be signed by the Applicant. Forms are available at the Town Hall. The Scrutineer/Candidate must take an “Oral Oath of Secrecy” at the receipt of voting results.

CONDUCT OF SCRUTINEERS

- Anyone who is creating a disturbance at a Voter Help Centre or receipt of voting results will be removed as directed by the Clerk.
- The Clerk is responsible for conduct in a Voter Help Centre or receipt of voting results, and no

Candidate or Scrutineer has the right to interfere with the Clerk in the discharge of their duties.

- While at a Voter Help Centre a Scrutineer or Candidate:
 - will be assigned to a specific location where they can observe;
 - shall not communicate with anyone while at the Voter Help Centre other than the Clerk or designate;
- Scrutineers/Candidates wishing to observe the receipt of the voting results MUST be at the Voter Help Centre prior to 8:00 pm. No one will be admitted to the Voter Help Centre after 8:00 pm. Once admitted to the Voter Help Centre, no one shall be permitted to leave until the voting results have been received and the Vote Count Summary Report (supplied by the provider) has been signed by all in attendance.
- While at the receipt of the voting results a Scrutineer or Candidate will not be able to view the computer screen of the Clerk.
- The Candidate or Scrutineer shall not leave or communicate the results to anyone until the Clerk has released the unofficial results to the public.
- The total votes cast for each Candidate as tabulated by the system are final. At this point, the Clerk is not required to do a recount/second count.

RIGHTS OF SCRUTINEERS

- to be present to verify and ensure that all totals of votes cast are at “0” and shall be required to sign the “Activation of Intelivote System” that attests to this fact.
- to observe the receipt of the voting results at the Voter Help Centre, but shall not interfere with the process
- to sign the Vote Count Summary Report (supplied by the provider)
- in the event of a recount, Section 61 of the Act prescribes the number of Scrutineers entitled to be present and their rights

PROHIBITED ACTIONS FOR SCRUTINEERS AND CANDIDATES

- attempting, directly or indirectly, to influence or interfere with how an elector votes
 - attempting to campaign or persuade an elector to vote for a particular Candidate
 - displaying a Candidate's election campaign material or literature in the Voter Help Centre or on Municipal Property
 - compromising the secrecy of the voting
 - interfering or attempting to interfere with an elector who voting
 - 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
- Any person failing to abide by the above rights and prohibitions shall be directed to leave the Voter Help Centre or receipt of the voting results and will not be able to attend in subsequent elections.

PERSONNEL

CLERK

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

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

DEPUTY RETURNING OFFICER AND ELECTION OFFICIALS

When it is necessary to conduct an election, the Clerk shall appoint a Deputy Returning Officer and may appoint any other election officials for the election and for any recount that the Clerk considers are required. The Clerk may continue to exercise the delegated powers and duties despite the delegation. The delegation shall be in writing, "Delegation of Powers and Duties of Clerk".

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

PROXY VOTING

The municipality has chosen to use an alternative voting method and proxy voting will not be utilized.

VOTING PROCEDURES

AUTHORITY

A by-law authorizing internet/telephone voting must be passed on or before May 1 in the year of the election. On October 26, 2021, By-Law No. 121-2021 was passed authorizing internet/telephone voting. See the Elections page on the Town's website for further details.

SERVICE PROVIDER

The service provider for internet/telephone voting, determined by the Clerk, is Intelivote Systems Inc. A copy of the contract with Intelivote Systems Inc. is available from the Clerk upon request.

SYSTEM INTEGRITY

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

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

AUDITOR

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

- checking the wording of the script.
- checking the Voter Help Centre telephones and internet access.
- checking Script and input timing.

- attempting to use a PIN more than once.
- balancing a predetermined number of votes with those cast.
- matching PINs to names and addresses.
- checking the system which is used for activating PINs through the revision process; and deliberately entering the wrong information.

SYSTEM ACTIVATION

Prior to the activation of the system by Intelivote, on October 19, 2026 (8:30 am), Intelivote shall allow access by the Auditor to the voting system at the Town Hall between 8:20 am and 8:29 am by secure ID and password, for the purposes of ensuring 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 Candidate(s) names indicate a "0" total.

Candidates or their Scrutineer may be present to verify and ensure that all totals of votes cast are at "0" and shall be required to sign the "Activation of Intelivote System" that attests to this fact.

PREPARATION OF VOTER INFORMATION LETTERS

The Voters' List, being the compilation of the Preliminary List of Electors and Interim List of Changes, shall be provided to Intelivote by September 20, 2026, in electronic format in order that Intelivote may provide this information to Doculink to print the "Voter Information Letter".

Voter Information Letters shall be delivered by Intelivote to Canada Post and distributed by first class mail to all eligible voters no later than October 12, 2026, to enable them to use the Telephone/Internet Voting service.

The Voter Information Letter will contain but not be limited to the following:

- a) the elector's PIN and the telephone number to call to cast their vote and the designated internet address (URL) to access to cast their vote using the Internet;
- b) instructions on how to vote;
- c) dates and hours of voting;
- d) the location and telephone number of the Revision and Voter Help Centres;
- e) voter eligibility criteria;
- f) office and Candidate information; and
- g) information on illegal and corrupt practices.

A person cannot give their 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 provisions under the *Act*, specifically Sections 89 and 90.

PUBLIC INFORMATION SESSION

A public information session will be held for the purpose of explaining the method of voting and responding to questions from the electorate. The date and time at a minimum will be advertised in a local newspaper and on the municipal website. The Clerk may coordinate the public information session, notices and advertisements with other municipal clerks of local municipalities who have

adopted a similar alternative voting method.

VOTING PLACES

For the purposes of elections conducted with alternative voting methods, a voting place is not required. The Town Hall, Library and Arena have been identified as a Voter Help Centers to assist electors with the voting process and to make additions to the voters' list. The Town Hall has been identified as a Voter Help Centre to make additions, deletions and corrections to the Voters' List and to provide assistance and clarification on the election process.

VOTER HELP CENTRE

The Voter Help Centre shall be responsible for the following:

Eligible voters who attend the Voter Help Centre and are not on the Voters' List will be added to the list by filling out an "Application to Amend Voters' List" and providing proof of identity and residence as prescribed in *O. Reg. 304/13*. Their names will be added to the Voters' List, and they will be assigned and delivered a Voter Information Letter containing a PIN. However, if additions to the Voters' List is made after September 20, 2026, the Voter Information Letter containing a PIN will be provided to the individual.

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

- where a person on the Voters' List has lost/not received their Voter Information Letter and the PIN has not been used, they can attend the Voter Help Centre and prove to the satisfaction of the authorized Election Official that they require a new PIN. The authorized Election Official will disable the elector's assigned PIN and electronically mark it in the system as having been lost/not received. Upon providing proof of identity and residence as prescribed in *O. Reg. 304/13* to an Election Official, an oath on "Application for Re-Issue of a Voter Information Letter (Lost and Unused)" shall be taken by the elector and a new Voter Information Letter containing a new PIN shall be issued.
- where a person on the Voters' List has attempted to vote and their PIN has already been used, they can attend the Voter Help Centre and prove to the satisfaction of the authorized Election Official that they did not vote the PIN and require a new PIN.

Prior to issuing a new PIN, the Election Official shall advise the elector that once the new PIN has been assigned, the elector must vote immediately at the Voter Help Centre. Upon providing proof of identity and residence as prescribed in *O. Reg. 304/13* to an Election Official, an "Application for Re-Issue of a Voter Information Letter (Used by an Impersonator)" shall be taken by the elector and a new Voter Information Letter containing a new PIN shall be issued. The elector will be directed immediately to the Voter Help Centre where telephone/internet access is available to eliminate any further misuse of the PIN.

CANDIDATES MODULE

The Candidates shall receive login ID(s) and password(s) allowing them to access the Candidates

Module as of September 30, 2026, to view the List of Electors.

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. This capability does not provide the Candidate information on how an elector has voted, it only provides information on whether or not they have participated in the election.

Candidates may view this information at any time after the start of the voting period using the Candidates Module.

VOTING

Voting is available from October 19, 2026, at 8:30 am through to October 26, 2026, at 8:00 pm.

Computers with internet access will be provided at the Voter Help Centres. During the Voting Period, Voter Help Centres will be available at the following locations and times:

Carleton Place Town Hall, 175 Bridge Street

Monday, October 19 – 9:00 a.m. to 4:00 p.m.

Tuesday, October 20 – 9:00 a.m. to 4:00 p.m.

Wednesday, October 21 – 9:00 a.m. to 4:00 p.m.

Thursday, October 22 – 9:00 a.m. to 4:00 p.m.

Friday, October 23 – 9:00 a.m. to noon

Saturday, October 24 – Closed

Sunday, October 25 – Closed

Monday, October 26 – 9:00 a.m. to 8:00 p.m.

Carleton Place Public Library, 101 Beckwith Street

Saturday, October 24 – 11:00 a.m. to 5:00 p.m.

Carleton Place Arena, Upper Hall, 75 Neelin Street

Monday, October 26 – 8:30 a.m. to 8:00 p.m.

ELECTORS REQUIRING ASSISTANCE

The Election Official may permit an elector who needs assistance in 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 may ask the Election Official for assistance. The Election Official shall require the voter making the request to take the Oral Oath to Vote with Assistance on the “Oral Oaths at Voter Help Centre” and then assist and/or vote as directed by the voter. Any other person present must remove themselves until the voter finishes instructing the Election Official.

ORAL OATH OF FRIEND OF ELECTOR

In lieu of the Election Official assisting a voter, the voter may request that a friend accompany them to vote. Any friend who is permitted to vote shall be required to take the Oral Oath of Friend of Elector on the “Oral Oaths at Voter Help Centre”. No person shall be allowed to act as a friend of

more than one voter at a Voter Help Centre.

ORAL OATH OF INTERPRETER

Where the Election Official does not understand the language of a voter, an interpreter, provided by the voter, shall take the Oral Oath of Interpreter on the “Oral Oath at Voter Help Centre”, and shall translate the oaths as well as any lawful questions put to the voter.

INDIVIDUAL VOTING BY TELEPHONE OR ONLINE

Eligible electors may telephone a designated 1-800 number to cast their vote by using a cellular or land line, touch-tone telephone but not a rotary dial telephone. “Diga-pulse” telephones will be able to access the system providing the over-ride button on the telephone is set to a “touch-tone” mode. Should the elector be unable to access the system, the interactive response system will provide an error message requesting that the eligible elector obtain assistance from an Election Official.

Alternatively, eligible electors will be able to access a designated internet address and cast their vote(s).

A voter must complete the voting selection and questions in the order that they are presented by the system. The voter cannot skip a selection or question. If a voter chooses, they may use one method to vote some of the voting selections or questions and use the other method to vote the remaining selections or questions. However, once a voter has voted on a particular selection or question, that selection is closed and will not be available for voting again, regardless of the method.

Once a voter has selected a Candidate for a race, 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 or question to change their selection. If the selection or question is not confirmed and the vote is not cast, the voter is able to reenter the system and make their selection, casting their vote, as well for any other selection or question that has not been previously voted.

Once the Voter PIN has been used to complete all voting selections and/or any questions associated with the election, it cannot be used again, and further access shall not be granted to the telephone/internet voting service using that PIN. Intelivote shall record the PIN and corresponding name of all electors who have voted. This does not provide information on who an elector has voted for.

The names of electors who have voted during the voting period will be provided to the Clerk electronically through the Intelivote system using the Clerk’s assigned password. A report titled “Voter Participation Status” report will be created in an electronic file format suitable for electronic distribution and will only be done under the control and direction of the Clerk.

DUPLICATE VOTER INFORMATION LETTERS

Duplication of names on the Preliminary List of Electors shall be investigated by the Clerk and/or Election Official(s) and all obvious duplicate names of individuals shall be deleted prior to the final preparation of the Voters’ List as certified by the Clerk. However, should an eligible voter receive more than one Voter Information Letter, the eligible voter may only vote once and must return the other Voter Information Letter(s) to the municipal Voter Help Centre and complete an “Application to Amend Voters’ List” to remove the duplicate name(s). All 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*.

Voter Information Letters returned to the Voter Help Centre shall have the PIN immediately disabled in the system so that the PIN cannot be used in the voting process. The opened Voter Information Letters will then be retained in a secure fashion and destroyed in the same manner as all other municipal election material as provided for under Section 88 of the *Act*.

The Clerk and the Election Official(s) shall ensure a complete audit trail is maintained for all Voter Information Letters:

- that were sent to eligible voters;
- that were returned from the Post Office;
- that were returned by an elector or other individual(s) either opened, or;
- unopened but unused for voting purposes;
- that were set to a status that prevented them from being used to vote;
- that were re-issued to an eligible elector; and
- that were assigned by Election Officials to eligible electors that have completed “Application to Amend Voters’ List”.

PROBLEMS ACCESSING THE VOTING SYSTEM

Where an eligible voter has tried their PIN and has been unsuccessful in accessing the voting system, the Election Official will determine its status, and once verified:

- shall advise the voter that the PIN is valid and has not been used. The Election Official may suggest the voter try the PIN again using an alternate method (telephone vs. internet) or attend at the Voter Help Centre to obtain assistance in voting.
- if they have determined that the PIN has already been used, the voter can present themselves at the Voter 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 PIN has been used. If this is the case, follow the procedure outlined in the section titled, Voter Help Centre, (ii).

INCORRECT INFORMATION ON VOTER INFORMATION LETTER

Where an eligible voter has received an incorrect voter PIN in terms of ward, if applicable, and/or school support, the voter can contact the Voter Help Centre and have the proper category applied to the existing PIN.

If the voter has used the PIN to vote, and the voter determines that the ward, if applicable, and/or school support is incorrect, and they have not voted those races, the voter can contact the Voter Help Centre and have the proper category applied to the existing PIN. The voter can then re-access the system and vote all races not yet completed.

The elector will be required to provide appropriate confirmation of eligibility and to complete “Application to Amend Voters’ List”.

NEW PIN(s)

New PIN(s) shall not be given out over the telephone or by mail. The voter must attend the Voter Help Centre with proof of identity and residence as prescribed in *O. Reg. 304/13* and complete the

appropriate form.

RETIREMENT HOMES OR INSTITUTIONS

A mobile Voter Help Centre will be provided to the Town's long-term care institutions and retirement homes on certain dates (yet to be determined) during the voting period.

COUNT PROCEDURES

The Clerk, at 8:00 pm on Voting Day, shall arrange for the close and deactivation of the Telephone/Internet Voting service at the Voter Help Centre(s). Notwithstanding the above, the Clerk shall keep the Voter Help Centre access open until the Clerk of the municipality confirms that all eligible voters in the Voter Help Centre at 8:00 pm have completed voting. The Auditor will then conduct a test to confirm that no votes can be cast. The Clerk shall then request the tabulation of the results for each Candidate to be sent by email to the following Receiving Location in the Voter Help Centre: sblair@carletonplace.ca.

The Clerk, Auditor and any others present (Candidates, or their Scrutineer) shall sign the Vote Count Summary Report indicating the results and votes cast.

- Only the Clerk, Deputy Returning Officers, appointed Election Officials, Certified Candidates (an acclaimed Candidate or their Scrutineer is NOT permitted) and authorized Scrutineers will be permitted to remain in the Voter Help Centre.
- Before being admitted to the Voter Help Centre, upon request by the Clerk or DRO, Candidates, Scrutineers and Election Officials shall be required to show proof of identity as prescribed in *O. Reg. 304/13*.
- Before being admitted to the Voter Help Centre, a person appointed as a Scrutineer shall also produce and show their appointment form to the Clerk for the receiving of the voting results at the Voter Help Centre and take the "Oral Oath of Secrecy" from the Clerk before being permitted to remain at the Voter Help Centre.
- Entrance to the Voter Help Centre will not be permitted after 8:00 pm on Voting Day and only Election Officials will be allowed to enter thereafter. Candidates and Scrutineers are to arrive between 7:45 pm and 8:00 pm. Once admitted to the Voter Help Centre, no one shall be permitted to leave until the results are received and the Vote Count Summary Report has been signed by all in attendance.
- The Candidate or Scrutineer shall not communicate the results to anyone until the Clerk has released the unofficial results to the public
- ANYONE who is creating a disturbance at the Voter Help Centre will be removed as directed by the Clerk.
- Cell phones and other equipment SHALL be turned off upon entering the Voter Help Centre and their use is prohibited while at the Voter Help Centre, except by Election Officials.
- No campaign material will be allowed within the Voter Help Centre.

NOTICE OF RESULTS

The unofficial results of each Candidate by category of wards and polling subdivisions, as applicable,

shall be made available by the Clerk as soon as practical after 8:00 pm on Monday, October 26, 2026, Voting Day, at the Town Hall located at 175 Bridge Street, Carleton Place, and the Clerk shall post the same Unofficial Results on the Town’s website.

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

DECLARATION

As soon as possible after Voting Day, the Clerk shall declare the Official Results using the “Declaration of Election Results” and post the results at the Town Hall and on the municipal website.

Separately, the Clerk responsible for school board elections shall provide the respective school board results to each Clerk using the “Declaration of Election Results”. Note – only include the school board results and not your municipality’s municipal election results.

INFORMATION TO BE MAKE AVAILABLE

As soon as possible after Voting Day, the clerk shall make the following information available at no charge for viewing by the public on a website or in another electronic format:

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

RECOUNT

CONDUCTING A RECOUNT

A recount shall be conducted in the same manner as the original count, whether manually or by vote counting equipment, unless ordered otherwise by a judge. The Clerk shall conduct all recounts for elections for which they are responsible except recounts conducted by the Superior Court of Justice upon appeal.

The recount shall be done by requesting from Intelivote a re-tabulation of the votes cast to be conducted in the same manner as the original vote tabulation.

Intelivote shall send the results of the recount by fax and/or by e-mail, along with any documentation, if required, to support the integrity, security and accuracy of the electronic voting system, and these results will be compared to the results tabulated by the Auditor assigned to the election.

A recount is required when:

- there is a tie vote where both or all Candidates cannot be declared elected (Automatic)
- the votes for the affirmative and negative on a by-law are equal (Automatic)
- the votes for two or more answers to a question are equal (Automatic)

Within 30 days after the declaration of the results:

- by resolution of Council (for Council offices or questions, or by-laws submitted by Council)
- by resolution of local board (for offices on a local board or questions or by-laws submitted by a local board)

- by order of the Minister (for questions submitted by the Minister)
- by order of the Superior Court of Justice

RECOUNT IN ACCORDANCE WITH POLICIES

The Clerk shall hold a recount in accordance with any policy adopted with respect to the circumstances in which the municipality or local board requires the Clerk to hold a recount of the votes cast in an election if the by-law or resolution is passed on or before May 1 in the year of an election.

TIME FOR RECOUNT

The recount shall be held within 15 days after the Clerk’s declaration of the results of the election or resolution or order to hold a recount is passed or made.

PERSONS ENTITLED TO BE PRESENT AT A RECOUNT

- the Clerk and any other election official appointed to assist with the recount.
- every certified Candidate for the office involved.
- the applicant, if any, who applied for the recount.
- legal counsel for any of the above.
- one Scrutineer for each recount station established by the Clerk for every certified Candidate for the office involved and the applicant, who applied for the recount.
- where the recount applies to a by-law or question, the Scrutineers as appointed by Council, a local/school board or the Minister.
- any other person may be present with the Clerk’s permission.

NOTIFICATION OF RECOUNT

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

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

PROCESS AT RECOUNT

At the time set for the recount to commence, the Clerk should outline the procedures as follows:

- the rules prescribed by the Minister or established by the Clerk are to be followed and should be explained to everyone present for the recount.

Upon completion of the recount, the Clerk shall announce the results of the recount.

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

CONTINUING TIE VOTE – AFTER RECOUNT

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

- The Clerk shall write the name of each Candidate on equal-sized pieces of paper. They are then put in a “hat”. 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 hat.” The paper is pulled from the hat and the Candidate elected is announced.

DECLARATION BY CLERK

Unless an application has been made for a judicial recount, the Clerk, on the 16th day after the recount is completed, shall declare the successful Candidate or Candidates elected or will declare the result of the vote with respect to a by-law or a question.

The results of the recount shall be posted, at a minimum, in the Town Hall and on the municipal website by noon, the day following the recount being completed using the “Declaration of Recount Results”. The Clerk will notify everyone notified of the recount, of the results of the recount in writing. Such Declaration shall be sent to everyone previously given notice of the recount.

COSTS OF RECOUNT

The costs incurred by the Clerk to conduct a recount are to be paid by the municipality, local board, upper-tier municipality or the Minister as soon as possible after the Clerk has signed a certificate verifying the amount. The municipality is to be reimbursed for its reasonable costs in the following situations:

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

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

CANDIDATES’ FINANCIAL STATEMENTS

All Candidates shall file with the Clerk, the “Financial Statement – Auditor’s Report” on or before 2:00 pm on March 26, 2027, reflecting the Candidate’s election campaign finances as of December 31 in the year of the election. The earliest the “Financial Statement – Auditor’s Report” can be filed is the first day the Town Hall is open in January 2027.

At least 30 days before the filing date, but no later than February 24, 2027, the Clerk shall give every Candidate whose nomination was filed, by registered mail, notice of:

- all the filing requirements of this section; and
- the Candidate’s entitlement to receive a refund of the nomination filing fee if her or she

meets the requirements of section 34 (Refund).

- the penalties set out in subsections 88.23 (2) and 92 (1).

The notice shall be given on “Notice to Candidate of Filing Requirements”.

NOTICE OF DEFAULT

A “Notice of Default” shall be given to the Candidate by registered mail, and if the Candidate was elected, to the relevant council or local board, in the event that a Candidate has not submitted the “Financial Statement – Auditor’s Report” on or before 2:00 pm on March 26, 2027. The Clerk shall make available to the public the name of the Candidate and a description of the nature of the default. As soon as possible after April 30th in the year following a regular election, and 90 days after Voting Day in a by-election, using “Compliance Report - Candidates” the Clerk shall make available to the public on a website or in another electronic format a report setting out all Candidates in an election and indicating whether each Candidate complied with section 88.25 (Candidates’ Financial Statements, etc.).

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

EXTENSION OF CAMPAIGN PERIOD

For further information, refer to the *Act*.

REFUND OF NOMINATION FILING FEE

A Candidate is entitled to receive a refund of the nomination filing fee if they:

- filed the Financial Statement and Auditor’s Report, each in the prescribed form, on or before 2:00 pm as of March 26, 2027.

THIRD PARTY FINANCIAL STATEMENTS

All Registered Third Parties shall file with the Clerk, the “Financial Statement – Auditor’s Report” on or before 2:00 pm on March 26, 2027, reflecting the Registered Third Party’s campaign finances in relation to Third Party advertisements as of December 31 in the year of the election. The earliest the “Financial Statement – Auditor’s Report” can be filed is the first day the Town Hall is open in January 2027.

At least 30 days before the filing date, but no later than February 24, 2027, the Clerk shall give every registered Third Party that registered in the municipality, by registered mail, notice of:

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

The notice shall be given on “Notice to Registered Third Party of Filing Requirements”

NOTICE OF DEFAULT – THIRD PARTY

A “Notice of Default – Registered Third Party” shall be given to the registered Third Party by registered mail that has not submitted the “Financial Statement – Auditor’s Report” on or before 2:00 pm on March 26, 2027. The Clerk shall make available to the public the name of the registered Third Party and a description of the nature of the default.

As soon as possible after April 30th in the year following a regular election, or 75 days after Voting Day in a by-election, using “Compliance Report – Registered Third Parties” the Clerk shall make available

to the public on a website or in another electronic format, a list of all Registered Third Parties for the election, along with an indication of whether each has filed a financial statement and auditor's report under section 88.29 (1) (Financial Statements, etc. of Registered Third Parties).

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

COMPLIANCE AUDIT COMMITTEE

REVIEW OF CONTRIBUTIONS TO CANDIDATES

The Clerk shall review the contributions reported on the financial statements submitted by a Candidate to determine whether any contributor appears to have exceeded any of the contribution limits under section 88.9 (Maximum Contributions to Candidates).

REPORT, CONTRIBUTIONS TO CANDIDATES FOR COUNCIL

As soon as possible after April 26, 2027, the Clerk shall prepare a report identifying each contributor to a Candidate for office on a council who appears to have contravened any of the contribution limits under section 88.9 and,

- (a) if the contributor's total contributions to a Candidate for office on a council appear to exceed the limit under section 88.9, the report shall set out the contributions made by that contributor to the Candidate; and
- (b) if the contributor's total contributions to two or more Candidates for office on the same council appear to exceed the limit under section 88.9, the report shall set out the contributions made by that contributor to all Candidates for office on the same council.

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

The Clerk shall forward each report prepared to the Compliance Audit Committee.

See Section 88.30 (2) for supplementary filing date provisions.

DECISION OF COMPLIANCE AUDIT COMMITTEE RE. CANDIDATES

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

REVIEW OF CONTRIBUTIONS – REGISTERED THIRD PARTIES

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

REPORT, CONTRIBUTIONS TO REGISTERED THIRD PARTIES

As soon as possible after April 26, 2027, the Clerk shall prepare a report identifying each contributor to a Registered Third Party who appears to have contravened any of the contribution limits under section 88.13 and,

- (a) if the contributor's total contributions to a Registered Third Party that is registered in the municipality appear to exceed the limit under section 88.13, the report shall set out the contributions made by that contributor to the Registered Third Party in relation to Third Party advertisements; and

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

The Clerk shall prepare a separate report in respect of each contributor who appears to have contravened any of the contribution limits under section 88.13. The Clerk shall forward each report prepared to the Compliance Audit Committee. See Section 88.30 (2) for supplementary filing date provisions.

DECISION OF COMPLIANCE AUDIT COMMITTEE REGISTERED THIRD PARTIES

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

COMPLIANCE AUDIT APPLICATION

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

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

ELECTION RECORDS

PUBLIC RECORDS

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

RESTRICTIONS

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

ACCESS TO THE VOTERS' LIST

The Voters' List shall not be posted in a public place and can only be used for election purposes. Due to *MFIPPA*, details about another person, other than the person an Election Official is speaking with, should not be provided, including whether or not the individual is on the Voters' List.

CANDIDATES' ELECTION RECORDS

Use of online, electronic and paper versions of the Voters' List, Interim List of Changes to the Voters' List, Voter Participation Status reports and all other information containing personal voter

information shall be protected by the Candidate and shall not be used for any purpose other than the 2026 Municipal Election. All Voter information obtained by the Candidate during the 2026 Municipal Election shall be destroyed by the Candidate after the election, either by returning same to the Clerk for destruction with other election material or by deleting it completely from the Candidate's computer hardware. If records are shared by the Candidates with others (campaign workers) an oath administered by the Candidate, similar to the one taken by the Candidate shall be administered and all shared records shall also be protected and destroyed.

MUNICIPAL ELECTION RECORDS

DESTRUCTION OF RECORDS

After 120 days from declaring the results of the election under Section 55, the Clerk shall destroy the ballots in the presence of two witnesses. The Clerk may also destroy any other documents and materials related to the election except those listed below under the Retention of Records section of the manual. The witnesses shall complete the "Witness Statements as to Destruction of Ballots".

RETENTION OF RECORDS

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

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

In addition, documents filed under Sections 88.25 (Candidates' financial statements, etc.), 88.29 (financial statements, etc. of Registered Third Parties) and 88.32 (return of surplus for subsequent expenses) will be retained until the members of the council or local board elected at the next regular election have taken office.

ACCESSIBILITY

Please refer to the Town's Election Accessibility Plan located on the Elections page on the Town's website.

EMERGENCIES

The Clerk may declare an emergency if he/she is of the opinion that circumstances have arisen that are likely to prevent the election being conducted in accordance with this *Act*. On declaring an emergency, the Clerk shall make such arrangements as he/she considers advisable for the conduct of the election. The arrangements made by the Clerk, if they are consistent with the principles of this *Act*, prevail over anything in this *Act* and the regulations made under it. The emergency continues until the Clerk declares that it has ended. If made in good faith, the Clerk's declaration of emergency and arrangements shall not be reviewed or set aside on account of unreasonableness or supposed unreasonableness.

It shall be the policy that in the event of an emergency, as determined by the Clerk, that the Clerk shall to the best of their ability provide notice of such emergency. All information pertaining to the emergency shall be communicated via 88.1 FM and posted to the website if possible.

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

- reporting results
- notification of electors
- Election Officials
- voting period [ex. delay of Voting Day, extension of voting hours or day(s)]
- alternate Voter Help Centre or alternate facility

In the event of an emergency, Intelivote will take direction from the Clerk as to what actions will be taken, shall stop the Intelivote system from accepting calls via telephone and connections from the Internet, thus preventing the election from continuing, or starting.

CORRUPT PRACTICES

No person shall, directly or indirectly:

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

REPORTING CORRUPT PRACTICES

All valid complaints or knowledge of an offence shall be reported immediately to the Police for investigation of corrupt practices. In addition, although many provisions of the *Act* also deal with voting places, ballots and ballot boxes, etc., the same must be used interchangeably with the alternative forms of voting since the principles of the *Act* must be maintained and are therefore enforceable and subject to penalties.

As such, the Clerk has agreed to the following:

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

OFFENCES

A person is guilty of an offence if they:

- vote without being entitled to do so.
- vote more times than this *Act* allows.
- vote in a Voting Place in which they are not entitled to vote.
- induces or procures a person to vote when that person is not entitled to do so.
- before or during an election, publishes a false statement of a Candidate's withdrawal.
- furnishes false or misleading information to a person whom this *Act* authorizes to obtain information.
- without authority, supplies a PIN to anyone.
- deals with a PIN, without having authority to do so.
- solicit a Voter Information Letter containing a PIN, from an eligible elector;
- contravenes any provision of the *Act* or a regulation under the *Act* or a by-law passed by a municipality under the *Act*.

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

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

PENALTIES

ELECTORS

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

CANDIDATES

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*:

any office to which the person was elected is forfeited and becomes vacant; and 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.

INDIVIDUALS

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

- any offence, a fine not more than \$25,000;

- 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.
- an offence under Section 90 (Corrupt Practices: Certain Offences Committed Knowingly), imprisonment for a term of not more than 6 (six) months;
- imprisonment for a term of not more than 6 (six) months for any offence that the presiding judge finds that the individual knowingly committed.

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.

Notification of the voting process and how electors can vote will be provided in the Voter Information Letter to electors by first class mail. The *Criminal Code of Canada* [Section 356 (1)] states that tampering with the mail of an individual is a criminal offence and a person(s) found guilty is liable to a term of imprisonment not exceeding ten (10) years.

To ensure the integrity and confidence of the voting process for all electors and the Candidates, the Clerk has agreed that all complaints about actions which may contravene the provisions of the *Criminal Code of Canada* with respect to mail tampering, either verbally or written will be reported to the OPP.