

Township of South Stormont

Municipal and School Board Elections Procedures 2026



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Definitions

- a) **Act** means the Municipal Elections Act 1996, S.O. 1996, c.32 as amended.
- b) **Advance Vote** means voting conducted on one or more days prior to Voting Day, during the Voting Period, as established by the Clerk pursuant to s. 43 of the Act. Advance Vote also includes hours established herein at the Woodland Villa Long Term Care Facility and the Sunset Cove Retirement Residence.
- c) **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 a Ballot may refer to a composite paper Ballot for all offices; i.e. Mayor, Deputy Mayor, Councillor(s) and applicable school board trustee(s), on one page, to be used in conjunction with a tabulator.
- d) **Ballot Marking Pen** means the designated black Ballot marking pen provided by the Deputy Returning Officer for the elector to mark the composite paper Ballot only.
- e) **Candidate** means a person nominated under s. 33 of the Act.
- f) **Certified Candidate** means a Candidate whose nomination was certified by the Clerk under s. 35 of the Act.
- g) **Clerk/Returning Officer (RO)** means the Clerk of the Township of South Stormont who is responsible for conducting this Election under the authority of the Act. All references to the Clerk for the purposes of this manual shall mean the Returning Officer (RO). All references to Clerk's designate shall mean the delegated duties of the RO.
- h) **Deputy Returning Officer (DRO)** - means a person appointed by the Clerk for each Voting Place who is delegated specific duties and powers by the Clerk.
- i) **Election** means the 2026 Municipal and School Board Elections conducted by the RO.
- j) **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.

- k) **Election Official** means the Clerk or other person appointed in writing by the Clerk to carry out Election duties under the Act. An Election Official can only carry out the tasks and duties as assigned in writing by the Clerk and must take the prescribed Oath under s.15 of the Act.
- l) **Electronic Submission** means the submission of documents transmitted or delivered to the Clerk in an electronic format, that is via email.
- m) **Electronic Signature** means a digitized form of handwritten signature or an electronic drawing of a signature, provided the RO is confident in its authenticity.
- n) **Friend** means any person who is requested by an elector to assist him or her in the voting process.
- o) **Help Centre** means a location designated by the Clerk for the purpose of providing assistance to electors, including voter information, applications to amend the Voters' List, re-issuance of Voter Information Letters, and technical support related to the voting process. The Help Centre is not a Voting Place.
- p) **Municipal Office** means the Township of South Stormont administration building located at 2 Mille Roches Road, Long Sault, Ontario, K0C 1P0.
- q) **Nomination Day** means the deadline to file a nomination for a regular Election, which is the third Friday in August in the year of an Election (August 21, 2026, for the 2026 Election).
- r) **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,
 - on voting day, or
 - for a period of six weeks or more during the calendar year in which voting day of the Election is held

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

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

- t) **Preliminary List of Electors (PLE)** means a list of electors for the Municipality compiled by Elections Ontario (EO) and provided to the Municipality by September 1 of an Election year under s.19 of the Act.
- u) **Proof of Identification** means proof of identity and residence as prescribed in O. Reg. 304/13 of the Act.
- v) **Registered Third Party (Third Party Advertiser)** - means an individual who is normally a resident in Ontario, a corporation that carries on business in Ontario or a trade union that holds bargaining rights for employees in Ontario, and who's Notice of Registration for Third Party Advertiser has been certified by the Clerk.
- w) **Regular Office Hours** means Monday to Friday, 8:30 AM to 4:30 PM.
- x) **Restricted Period for Third Party Advertisements** - begins on the earliest day that an individual, corporation or trade union is permitted to file a notice of registration as a Registered Third Party and ends at the close of voting on Voting Day.
- y) **Scrutineer** means an individual, appointed in writing by a certified Candidate, to represent him or her during the Election.
- z) **Secrecy Folder** means an apparatus in which a Ballot can be placed to conceal the names of Candidates and the marks on the Ballot face.
- aa) **Tabulator** – means an apparatus that optically scans a designated mark on the Ballots to read the votes and tabulates the results.
- bb) **Third Party Advertisement** – means an advertisement in any broadcast, print, electronic or other medium that has the purpose of promoting, supporting or opposing a Candidate, or a “yes” or “no” answer to a question on the Ballot, but does not include an advertisement by or under the direction of a Candidate, or an advertisement that incurs no expenses in relation to the advertisement, or an advertisement that is transmitted to employees, shareholders, or directors of the Registered Third Party.
- cc) **Valid Mark** means a mark made in the designated space to the right of the Candidate's name, using the Ballot Marking Pen; filing in the oval immediately to the right of the Candidate's name will be considered a valid mark.
- dd) **Voter Information Letter (VIL)** means a letter mailed individually to every elector containing voting instructions, including a Personal Identification Number (PIN) and other relevant information.

- ee) **Voters' List** means the Preliminary List of Electors, as corrected by the Clerk, under the provisions of s.19 and s.22 of the Act.
- ff) **Voting Day** means the final day on which the vote is to be taken in an Election and shall be Monday October 26, 2026, with the close of voting to be at 8:00 PM.
- gg) **Voting Period** means the period in which an eligible elector may cast their vote, either via internet or composite paper Ballot and shall span from Monday, October 19, 2026, at 10:00 AM to Monday, October 26, 2026 at 8:00 PM.
- hh) **Voting Place** - means the location, both convenient and accessible to the electors, for the purpose of casting a Ballot as established by the Clerk.

Authority

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

The Clerk is responsible for conducting an Election which includes responsibility for,

- preparing for the Election.
- preparing for and conducting a recount in the Election.
- maintaining peace and order in connection with the Election; and
- in a regular Election, preparing and submitting the accessibility report.

The Clerk may provide for any matter or procedure that:

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

Procedures and Forms

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

Unforeseen Cases

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

Principals of the Act

Some of the principles that were considered during the development of the legislation were that:

- the secrecy and confidentiality of the individual votes is paramount.
- the Election should be fair and non-biased.
- the Election should be accessible to the electors.
- the integrity of the process should be maintained throughout the Election.
- there should be certainty that the results of the Election reflect the votes cast; and
- electors and Candidates should be treated fairly and consistently within a municipality.

Nominations

Nomination Papers (s. 33)

A person may be nominated for an office by filing a nomination in the Clerk's Office, in person or by an agent. Agents must be appointed in writing by the nominee.

The required Nomination Paper, Form 1 and Endorsement of Nomination, Form 2 for the following offices will be available by appointment, at the Clerk's Office from Friday, May 1, 2026 to Thursday, August 20, 2026, (8:30 AM to 4:00 PM), and between 9:00 AM and 2:00 PM on Friday, August 21, 2026 (Nomination Day) and on the website for the following offices:

- (1) Mayor**
- (1) Deputy Mayor**
- (3) Councillor**

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

- (1) School Board Trustee – English Public**
- (1) School Board Trustee – English Separate**
- (1) School Board Trustee – French Public**
- (1) School Board Trustee – French Separate**

Nominations must be filed by appointment with the Clerk, using the prescribed Form 1, either in person or through an agent, during Regular Office Hours at the Municipal Office from Friday, May 1, 2026 to Thursday, August 20, 2026, and between 9:00 AM and 2:00 PM on Friday, August 21, 2026 (Nomination Day).

Nominations must be accompanied by:

- the prescribed Endorsement of Nomination, Form 2, signed by at least 25 persons endorsing the nomination who are eligible to vote in an Election for an office within the municipality; Endorsement signatures are not required for School Board trustee Candidates.
- the prescribed nomination filing fee of \$200.00 for Head of Council and \$100 for all other offices – the filing fee shall be paid by cash, debit card, certified cheque or money order payable to the municipality.
- with proof of identity and residence as prescribed in O. Reg. 304/13.

Nominations will not be permitted or accepted via electronic filing.

Estimated Maximum Campaign Expenses (s. 33.0.1)

The Clerk shall calculate the estimated maximum campaign expenses for each office on the "Estimated Maximum Campaign Expenses" Form 10 and provide a copy to the Candidate or their agent the day that the nomination paper is filed in accordance with s. 33. The Clerk's calculation is final.

Notice of Penalties (s. 33.1)

The Clerk shall, prior to voting day, provide a notice of penalties on the "Notice of Penalties and Corrupt Practices" Form 11 to the Candidate or their agent.

Municipal Freedom of Information & Protection of Privacy Act (MFIPPA)

The Candidate may sign the Consent to Release Personal Information, Form 12 authorizing the Clerk to release personal information to the public and media.

Unofficial List of Candidates

The Clerk shall provide notice of the unofficial list of Candidates by preparing and posting in the Municipal Office and on the website an "Unofficial List of Candidates" Form 14 which is to be updated as each Nomination Paper is filed. The list should be clearly marked "Unofficial". The Clerk must obtain authorization from the Candidate to post their personal information, such as their addresses. The list is indicated as "unofficial" until the nominations have been certified.

Nomination Day – August 21, 2026, (s. 31)

Nomination Papers will be received at the Municipal Office between 9:00 AM and 2:00 PM on Nomination Day.

The procedure for the handling of Nomination Papers on Nomination Day will be the same as above.

Certification of Nomination Papers (s. 35 (1))

On or before Monday August 24, 2026, at 4:00 PM, the Clerk will do a review of each nomination received to determine qualification and if the nomination complies with the Act. Once satisfied the Candidate is qualified, the Clerk shall certify the nomination.

Rejection of Nomination Paper (s. 35 (3))

If the Candidate is not qualified to be nominated, or the nomination does not comply with the Act, the Clerk will reject the nomination. A telephone call shall be made to the Candidate informing them of the rejection, and a "Notice of Rejection of Nominations" Form 15 shall be sent, by Registered Mail, as soon as possible, to:

- the person who sought to be nominated; and
- all Candidates for the office.

Withdrawal of Nominations (s. 36)

Candidates may withdraw their nomination by filing in person, or in extenuating circumstances by means of Electronic Submission, a written withdrawal on "Withdrawal of Nomination" Form 16 with the Clerk before 2:00 PM on Nomination Day, August 21, 2026, if the person was nominated on or before Nomination Day.

The withdrawal shall be noted on the "Unofficial List of Candidates" Form 14.

Official List of Candidates

The final list of Certified Candidates will be posted at the Municipal Office and on the website on or before Wednesday August 26, 2026,, using the "Official List of Certified Candidates" Form 17.

Declaration of Election (s. 40)

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 using a variety of methods:

- a) The dates and times of the Voting Period.
- b) The location, dates and times of voting at the voting places
- c) The location and hours of operation of the Help Centre; and
- d) The way electors may use the internet and/or composite paper Ballot voting methods.

Acclamations (s. 37(1))

If after 4:00 PM on Monday, August 24, 2026, the number of Certified Candidates for an office is the same as or fewer 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" on Form 18. In this situation there shall be no Election conducted for the position(s).

Fewer Number of Nomination Papers than Offices (s. 33 (5))

If at 4:00 PM on Monday, August 24, 2026, the number of certified nominations filed for an office is fewer 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" Form 19 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.

Additional Nominations More than Number of Offices Remaining (s. 33 (5))

If between 9:00 AM and 2:00 PM on Wednesday, August 26, 2026, there are more than enough 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

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

Additional Nominations Equivalent to Number of Offices (s. 37(2))

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 post a "Declaration of Acclamation to Office – Additional Nominations" on Form 20.

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

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

Sufficient Number of Nomination Papers Filed to Form a Quorum– Municipal Council (s. 37 (4))

If the number of nomination papers filed is less than the number of positions for an office of the Municipal Council, but does form a quorum, s. 263 (1) a of the Municipal Act, 2001, as amended, shall apply.

Death or Ineligibility of a Candidate (s. 39)

If a Certified Candidate dies or becomes ineligible before the close of voting,
(a) if no Candidate would be elected by acclamation because of the death or ineligibility the election shall proceed as if the Candidate had not been nominated; or

(b) if another Candidate would be elected by acclamation because of the death or ineligibility, the Election is void and a by-election shall be held to fill the office.

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

Final Calculation of Campaign Expenses (s. 88.20 (13))

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 and prepare a "Certificate of Maximum Campaign Expenses" Form 21. The certificate shall be delivered to each Candidate on or before September 30, 2026. The Clerk's calculation is final and shall be made in accordance with the prescribed formula in O. Reg. 101/97.

Voters' List

Voter Qualifications (s. 17(2) and (3))

A person is entitled to be an elector if, on Voting Day (October 26, 2026) they:

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

The following are prohibited from voting:

- a person who is serving a sentence of imprisonment in a penal or correctional institution.
- a corporation.
- a person acting as executor or trustee or in any other representative capacity.
- a person who was convicted of a corrupt practice, if voting day in the current Election is less than five years after voting day in the Election in respect of which they were convicted.

Certification of Voters' List

The Preliminary List of Electors (PLE) supplied by Elections Ontario shall be delivered to the Clerk by August 14, 2026.

The PLE shall contain the name and address of each person who is entitled to be an elector and additional information the Clerk needs to determine for which offices each elector is entitled to vote, such as school support. The name of each non-resident elector shall be entered on the PLE for the voting subdivision in which the elector or their spouse is an owner or tenant of land.

It is possible for an elector's name to appear on the Voters' List in more than one municipality and they may be eligible to vote in both municipalities. For example, a person listed as a resident elector in one municipality and a non-resident elector in another municipality is entitled to vote in each, provided they are not voting for the same office more than once. An elector may only vote once for School Board Trustee in the jurisdiction of the Board.

The Clerk shall correct any obvious errors in the PLE prior to Monday, August 31, 2026, and notify Elections Ontario. The corrected PLE becomes the Voters' List.

The Clerk may use any information that is in the Municipality's custody or control when correcting the PLE for obvious errors (s. 22(2)).

The Voters' List shall be reproduced and identified on or before September 1, 2026.

The Clerk shall inform electors using various methods how revisions are to be made to the Voters' List. Online voter services and online voter registration tools will be made available on the Township's website for this purpose.

Requests for Copies and Proper Use of the Voters' List

Upon request, the Clerk shall provide every Candidate the part of the Voters' List that contains the names of the electors who are entitled to vote for that office. Certified Candidates will be entitled to one (1) paper copy of the Voters' List and may, at the discretion of the Clerk, be provided access to voter participation information by electronic means, subject to section 23 of the Act, and the signed "Declaration of Proper Use of the Voters' List" Form 23.

The use of the Voters' List shall be in accordance with the "Policy for Use of the Voters' List". Candidate copies must be returned to the Clerk following the Election for destruction.

Access to the Voters' List (s. 88 (10) and (11))

Legislation states that the Voters' List cannot be posted in a public place and can be used only for Election purposes.

Amendments/Additions to the Voters' List (s. 24)

An elector may make an application to amend their information on the Voters' List by one of the following between September 1, 2026 through October 23, 2026 during Regular Office Hours and on October 26, 2026 until 8:00 PM:

1. Electors may log into the online voter services platform (VoterView) to determine if they are on the Voters List. If a negative response is received, they may proceed to register online to have their name added to the Voters' List. Electors will be required to complete an electronic version of the prescribed form "Application to Amend Voters' List" Form 24 and provide Proof of Identification and residence as prescribed in O. Reg. 304/13; or
2. Electors may visit the Municipal Office, complete the prescribed form "Application to Amend Voters' List" Form 24 with Proof of Identification and residence as prescribed in O. Reg. 304/13. If the elector does not appear in person, a certified copy showing proof of identification and proof of residence/occupancy is required.

Voter – ID Requirements may be posted at the Municipal Office or any other location where amendments to the Voters' List are made. In addition, it may be included in information packages, posted on the municipal website, etc.

An elector cannot remove a family member's name from the Voters' List, except in the case of a deceased person.

Removal of Deceased Person's Name (s. 25)

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

A person may make an application requesting that a deceased person's name be removed from the Voters' List by using the form "Application for Removal of Deceased Person's Name from the Voters List" Form 25 and providing proof of identity and residence as prescribed in O. Reg. 304/13, between September 1, 2026, and October 23, 2026, during Regular Office Hours and on October 26, 2026, until 8:00 PM.

Interim List of Changes (s. 27(1))

The Clerk shall prepare an interim list of changes to the Voters' List on or before September 20, 2026, and circulate as required.

Final List of Changes (s. 27(2))

The Clerk shall prepare the final list of changes to the Voters' List by November 25, 2026, and send to Elections Ontario.

Campaigning

Campaigning, including campaign advertising, is not permitted before nomination papers have been filed by the Candidate.

Municipal Employee Communication with Candidates

The following provides direction to Candidates on the handling of questions directed to and meetings with municipal staff. Every effort will be made to provide information to all Candidates to ensure fairness and transparency.

Questions

Questions pertaining to matters related to the municipality, including the Election process and voting method, shall be directed to the Clerk:

Loriann Harbers, Clerk/Returning Officer
2 Mille Roches Road, Long Sault, Ontario, K0C 1P0
Telephone: 613-534-889 Ext. 201.
Email: vote@southstormont.ca

Answers to questions posed by Candidates will be shared with all Candidates without identifying the questioner and posted on the Municipal website, generally within one week.

Use of Corporate Crest, Township Logo and/or Other Insignia

The use of the Corporate Crest, Township Logo or other insignia for campaign purposes is strictly prohibited. Please refer to the Township's "Use of Corporate Crest, Township Logo and/or Images" policy, appended to these procedures as Appendix "A".

Use of Cell Phone or Electronic Device - Vote

Candidates are prohibited from offering electronic equipment (i.e., cell phone, laptop, etc.) to electors for the purpose of casting their vote.

Municipally Owned/Leased Facilities

Candidates may not use any corporate facility/property for any Election-related purpose unless the rental fee is paid, and the rental of such facility is available to all Candidates and Third Parties. Notwithstanding the foregoing, no facility/property shall be rented or used for any Municipal Election-related purpose by members of Council, Candidates, Third Parties, or the public during any day that voting is taking place on the property, including set-up, hosting, or take-down activities.

Use of Corporate Resources During an Election Year

The Township's adopted Use of Corporate Resources Policy is appended to these 2026 Municipal Elections Policies and Procedures as Appendix "B".

Campaign Advertising

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

All Candidate campaign advertising shall identify the Candidate by name, as it appears on the nomination form.

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

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

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

Election Signs

The Township's adopted Signs By-law is appended to these 2026 Municipal Elections Policies and Procedures, as Appendix "C".

The provincial policy with respect to the posting of campaign advertising on provincial road allowances is appended to these 2026 Municipal Elections Policies and Procedures as Appendix "D".

The SDG Counties adopted Sign By-law, which governs the placement of election signs within and adjacent to the County Road right-of-way, is appended to these 2026 Municipal Elections Policies and Procedures as Appendix "E".

Posters or similar campaign advertising that will be installed or affixed to poles belonging to Hydro One Network, Bell Canada or other public utilities will require the permission of these respective approving authorities.

The investigation or prosecution for any acts of vandalism to campaign advertising of the Candidates should be referred to the local police detachment by the complainant. The municipalities or any of its municipal servants, employees or agents will not be responsible.

Municipal Authority to Remove Advertisements (s. 88.7)

If a municipality is satisfied that there has been a contravention relative to Election campaign advertisements, Third Party Advertisements or mandatory

information in Third Party Advertisements, the municipality may require the advertisement be removed or discontinue the advertising.

Standing members of Council – website and social media clarification

To avoid any confusion with any website or social media accounts used for Council work, standing members of Council who create or use their own websites or social media accounts shall, from May 1st of a municipal election year until Voting Day, or in the case of a by-election, for the period 60 days in advance of Voting Day:

- a) Include a clear statement, easily found and readable, on each website or social media account's home page indicating that the account is being used either solely for Council work, for both Council work and election campaign purposes, or solely for election campaign purposes; and
- b) Include the statement in clause a) for as long as the website or account is accessible by the public.

Campaign Finance

Requirement for Separate Bank Account

Candidates must open a bank account to accept any contributions (including contributions of money from yourself) or incur any expenses.

The nomination fee is a personal expense – not a campaign expense. If, after you pay the nomination fee, you do not spend any money on your campaign, and do not accept any contributions, you do not have to open a bank account.

All contributions – including contributions you make yourself – must be deposited into the campaign bank account. All expenses must be paid from the campaign account.

Contributions to Registered Candidates (s. 88.8 (1-5))

A contribution shall not be made to or accepted by a person or an individual acting under the person's direction unless the person is a Candidate, and the contribution is made during the Election campaign period.

Contributions shall only be made by the following:

- An individual who is normally a resident in Ontario.
- The Candidate and their spouse, (subject to) if the spouse of a Candidate is not normally a resident in Ontario, a Candidate and their spouse may make contributions only to the Candidate's Election campaign.

The following shall not 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.

Acceptance of Contributions (s. 88.8 (6-10))

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

A contribution of more than \$25 cannot be in cash, however, shall be contributed in a manner that associates the contributor's name and account with the payment or by money order signed by the contributor.

Maximum Contributions to Candidates (s. 88.9)

A contributor shall not make contributions exceeding a total of:

- \$1,200 to any one Candidate in an Election.
- Except if a person is a Candidate for more than one office, a contributor's total contributions to that Candidate in respect of all the offices shall not exceed \$1,200.
- \$5,000 to two or more Candidates for office on the same council or local board.
- Except if the Candidate is contributing to the Candidate's 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.

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

A Candidate for an office on a Council and their spouse shall not make contributions to the Candidate's own Election campaign that, combined, exceed an amount equal to the lesser of,

- (a) the amount calculated by adding,
 - i. in the case of a Candidate for the office of Head of Council of a municipality, \$7,500 plus 20 cents for each elector entitled to vote for the office, or
 - ii. in the case of a Candidate for an office on a Council of a municipality other than the office of head of council, \$5,000 plus 20 cents for each elector entitled to vote for the office: and
- (b) \$25,000.

The Clerk shall prepare a "Certificate of Maximum Contributions to a Candidate's Own Campaign" Form 22 and provide to the Candidate between September 20 and no later than September 30, 2026.

What Constitutes a Contribution? (s. 88.15)

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

Contributions include:

- An amount charged for admission to a fund-raising 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.

Not Contributions:

- The value of services provided by voluntary unpaid labour.
- The value of services provided voluntarily by an employee whose compensation from all sources for providing the services does not exceed the compensation the employee would normally receive for the period the services are provided.
- An amount of \$25 or less that is donated at a fundraising function.
- The amount received for goods and services sold at a fundraising function, if the amount is \$25 or less.

EXPENSES

What Constitutes an Expense (s. 88.19)

Costs incurred for goods or services by or under the direction of a person wholly or partly for use in their Election campaign are expenses.

The following amounts are expenses:

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

Candidates' Expense (s. 88.20)

An expense shall not be incurred unless they are incurred by a Candidate during their Election campaign period.

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 amount for parties, etc., after Voting Day

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

The formula that is prescribed, must be written so that the amount calculated under it varies based on the maximum amount determined under 88.20 (6) (Maximum Amount) for the office for which the Candidate is nominated.

Third Party Advertiser Registration

Third Party Advertiser

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

Eligibility for Registration (s. 88.6 (4-6))

Registration shall be restricted to the following persons and entities:

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

The following persons and entities are deemed ineligible to register:

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

A Candidate whose nomination has been filed shall not direct any Third-Party Advertisements.

Filing the Notice of Registration (s. 88.6)

A "Notice of Registration" Form 7 shall be filed in person or by an agent with the Clerk between the first business day of May in 2026 (first day for filing nominations) and Friday, October 23, 2026 (the Friday before voting day) during Regular Office Hours.

Registrations must be accompanied by:

- proof of identity and residence as prescribed in O. Reg. 304/13.
- 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 required 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 initialed by the individual or by a representative of the corporation or trade union.

Third Party registrations will not be permitted or accepted via electronic filing.

Estimated Maximum Third-Party Expenses (s. 88.21 (15))

The Clerk shall calculate the estimated maximum third-party expenses for registered third parties on the "Estimated Maximum Third Party Expenses" Form 27 and provide a copy to the individual filing the registration. The Clerk's calculation is final.

Notice of Penalties (s. 88.29 (7))

The Clerk shall, at least 30 days before the filing date, provide a notice of penalties on the "Notice of Penalties – Registered Third Parties" Form 28 to every Registered Third Party that registered in the municipality.

Final Calculation of Third-Party Expenses (s. 88.21 (11 – 17))

The Clerk shall, after determining from the number of eligible electors from the Voters' List, calculate the maximum amount of third-party expenses that each Registered Third Party may incur and prepare a "Certificate of Maximum Third Party Expenses" Form 29. The certificate shall be given to each individual that filed a Notice of Registration for Third Party Advertising in the case of a regular Election, on or before September 30, 2026.

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

- the number determined from the Voters' List from the previous regular Election, as it existed on Nomination Day, adjusted for changes under Section 24 and 25 that were approved as of that day; or
- the number determined from the Voters' List for the current Election as it exists on September 15 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.

Certification of Notice of Registration (s. 88.6 (13-14))

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

Advertisements (s. 88.4, 88.5) Restricted Period and Expenses

The Restricted Period for Third Party Advertisements begins on the earliest day

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

Third Party Advertisers, once registered and certified by the Clerk, may do any of the following during the Restricted Period:

- advertise; and
- 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; and
- a telephone number, mailing address or email address at which the Registered Third Party may be contacted regarding the advertisement.

Mandatory Information for Broadcaster, etc.

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

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

Municipal Authority to Remove Advertisements (s. 88.7)

If a municipality is satisfied that there has been a contravention of the Act or this Policy, the municipality may require a person who the municipality reasonably believes contravened the section or caused or permitted the contravention, or the owner or occupier of the land on which the contravention occurred, to remove the advertisement or discontinue the advertising.

List of Registered Third Parties (s. 88.12 (9-10))

A list of registered third parties shall be posted using the "Official List of Registered Third Parties" Form 30, 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.

Duties of Registered Third Parties (s. 88.26)

The Clerk shall provide information outlined as "Duties of Registered Third Parties" at the time of filing.

Contributions to and Expenses of Registered Third Party

Contributions to Registered Third Parties (s. 88.12 (1-5))

A contribution shall not be made in relation to Third Party Advertisements that appear during an Election in a municipality unless they are a Registered Third Party during the Restricted Period.

Contributions shall only be made by the following:

- An individual who is normally a 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 resident in Ontario, the spouse may make contributions only to the Registered Third Party.

The following shall not 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.
- The Crown in right of Canada or Ontario, a municipality or local board.

Acceptance of Contributions (s. 88.12 (7-8))

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

A contribution of more than \$25 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; cash is not permitted.

Maximum Contributions to Registered Third Parties (s. 88.13)

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.

Notwithstanding the aforementioned:

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

The Clerk shall provide information established as "Contributions to Registered Third Parties" at the time of filing.

Fundraising for Registered Third Parties (s. 88.14)

Only registered third parties in the municipality may hold a fundraising function relating to Third Party Advertisements. Fundraising functions may only be held during the campaign period.

What Constitutes a Contribution (s. 88.15)

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

Contributions:

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

Not Contributions:

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

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

Restriction: Use of Own Money (s. 88.16)

A contributor shall not contribute money that does not belong to the contributor.

EXPENSES

What Constitutes an Expense (s. 88.19)

Costs incurred by or under the direction of an individual, corporation or trade union for goods or services for use wholly or partly in relation to Third Party Advertisements that appear during an Election in a municipality are expenses.

The following amounts are expenses:

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

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

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

Scrutineers

Rights and Prohibitions

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

The DRO is responsible for the conduct of the Voting Place and no Candidate or Scrutineer has any right to interfere with the DRO in the discharge of their duties.

Scrutineers must not attempt to directly or indirectly influence how an elector votes.

During the fifteen minutes before the opening of the Voting Place, the Scrutineers who are entitled to be present in a Voting Place during voting hours are entitled to inspect the Ballots and all other papers, forms and documents relating to the vote but shall not delay the timely opening of the Voting Place.

Appointment by Candidate and Qualification

A Candidate may appoint Scrutineers to represent them during the voting and at the counting of the votes, including during a recount.

A Candidate may appoint Scrutineers to represent him/her at the Help Centre during the "0" count audit and receipt of voting results, including during a recount.

The appointment shall be made using the "Appointment of Scrutineer" Form 31. The Candidate shall provide the signed form to their Scrutineer.

Number per Candidate

Only one Certified Candidate or their appointed Scrutineer may attend a Voting Place for each Ballot box.

Only one Certified Candidate or their appointed Scrutineer may attend the Help Centre for receipt of voting results.

The Scrutineer or Candidate must take an "Oral Oath of Secrecy" Form 32 at each Voting Place.

Personnel

Clerk (s. 12)

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

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

Deputy Returning Officer(s) (DRO) and Other Election Officials (s. 15)

When it is necessary to conduct an Election, the Clerk shall appoint a DRO for each Voting Place and may appoint any other Election Officials for the Election and for any recount that the Clerk considers is required.

The Clerk may delegate to a DRO or other Election Official any of the Clerk's powers or duties in relation to the Election as they consider necessary. The Clerk may continue to exercise the delegated powers and duties despite the delegation. The delegation shall be in writing, "Appointment and Oath of Election Official" Form 33.

The following Election Official positions are established for the purpose of this procedure:

Deputy Returning Officer – authority / responsibilities will include:

- to open, close and conduct the Voting Place in an accurate and efficient manner with peace and order;
- to set up Tabulator equipment, Ballot boxes and perform tests prior to opening the Voting Place;
- to verify the total number of Ballots supplied and used;
- electronically verifying that eligible electors are limited to only one vote through the use of a PIN in a personalized VIL and their date of birth;
- requesting electors to provide Satisfactory Identification and citizenship;
- amending the Voters' List at the Voting Place to add and/or correct erroneous information pertaining to an elector, and/or delete an elector's own name;
- when required, administering the Oral Oath of Secrecy Form 32;
- when required, prescribing the use of the Declaration of Identify Form 9;
- issuing a second Ballot to an elector should an elector meet prescribed criteria and swear the required oath;
- to report the vote for each Candidate at the close of voting on October 26, 2026;
- maintaining peace and order at the Voting Place by removing anyone who is causing a disturbance;
- to deliver the supplies, equipment and documentation at the close of the vote to the designated staff contact; and
- undertaking any other Election duty as assigned by the Clerk.

Assistant Deputy Returning Officer (ADRO)

The ADRO shall assist the DRO with their duties including the following:

- electronically verifying that eligible electors are limited to only one vote through the use of a PIN in a personalized VIL and their date of birth;
- requesting electors to provide Satisfactory Identification and citizenship;
- amending the Voters' List at the Voting Place to add and/or correct erroneous information pertaining to an elector, and/or delete an elector's own name;
- when required, administering the Oral Oath of Secrecy Form 32;
- when required, prescribing the use of the Declaration of Identify Form 9;
- issuing a second Ballot to an elector should an elector meet prescribed criteria and swear the required oath;
- to report the vote for each Candidate at the close of voting on October 26, 2026;
- maintaining peace and order at the Voting Place by removing anyone who is causing a disturbance;
- to deliver the supplies, equipment and documentation at the close of the vote to the designated staff contact; and
- undertaking any other Election duty as assigned by the Clerk.

Tabulator Operators – duties will include:

- to assist and instruct electors;
- operate the vote tabulating equipment;
- to maintain the Tabulator equipment during the vote;
- assist the DRO and/or ADRO; and
- undertaking any other Election duty as assigned by the Clerk.

On Call Constable

The On Call Constable shall act faithfully in the capacity assigned and perform all the duties required by law without partiality, fear, or affection. In addition, the On Call Constable shall:

- aid in maintaining the secrecy of the voting;
- not interfere or attempt to interfere with an elector when they are marking their Ballot, obtain or communicate any information as to how an elector is about to vote or has voted, or directly or indirectly induce an elector to show their marked Ballot to any person; and
- any other required Municipal Elections duties.

Auditor

The Auditor shall act independently and perform duties necessary to verify the accuracy, integrity, security, and administration of the election process. In addition, the Auditor shall:

- review the voting system, election processes, and procedures at various stages of the election, as appropriate;

- test and/or observe the voting system on one or more occasions, which may include:
 - reviewing the wording and functionality of the voting interface and scripts;
 - confirming internet connectivity and system access at the Help Centre and any Voting Places;
 - assessing system response times and input timing;
 - attempting to use a PIN more than once;
 - verifying that test votes correspond with tabulated results;
 - confirming that PINs correspond appropriately to elector records;
 - reviewing PIN activation and management processes; and
 - entering incorrect or incomplete information to assess system controls;
- observe and/or review logic and accuracy testing to confirm Candidates, ballot positions, and vote counters are configured appropriately prior to the opening of voting;
- where paper ballots or Voting Places are utilized, review procedures including ballot handling, reconciliation, tabulation, and reporting of results;
- observe Help Centre operations, as appropriate, to assess the consistency and quality of assistance provided to electors, including general adherence to identification and VIL/PIN procedures;
- review the application of security measures outlined in this document, including access controls and the handling of Voter Information Letters (VILs) and PINs;
- following the close of voting, perform verification activities as deemed appropriate, including confirming that the voting system is no longer accepting ballots and reviewing the tabulation and compilation of results;
- document observations, activities undertaken, and any findings identified during the course of their review;
- prepare and provide a summary report to the Clerk following the completion of the election outlining the scope of activities undertaken and any findings or recommendations, as deemed appropriate by the Auditor; and
- undertake any other duties related to the verification of the election process as assigned by the Clerk.

Authority and Voting Methods

On November 12, 2025, Council of the Township of South Stormont adopted By-law No. 2025-070, authorizing the use of an alternative voting method for the 2026 Municipal and School Board Elections, consisting of internet voting in addition to in-person voting using composite paper ballots tabulated by optical scanning equipment (vote count tabulators).

Under this dual-method voting model:

- Eligible electors may cast a ballot electronically using the approved internet voting system; and
- Eligible electors may cast a ballot in person at designated Voting Places using a paper ballot, which shall be tabulated using vote count tabulators.

Both voting methods are authorized by By-law No. 2025-070 and form part of a single election process. Votes cast by either method are equally valid and shall be included in the final election results as determined by the Clerk in accordance with the *Municipal Elections Act, 1996*.

As a result of concerns expressed in previous elections conducted with the use of telephone voting, Council determined that telephone voting would be eliminated following the 2018 Municipal Elections. Telephone voting is not used in the 2026 Municipal and School Board Elections.

Pursuant to subsection 42(5) of the *Municipal Elections Act, 1996*, when a by-law authorizing the use of an alternative voting method is in effect, section 44 (Voting by Proxy) applies only if the by-law so specifies. By-law No. 2025-070 is silent with respect to proxy voting; therefore, proxy voting is not permitted in the Township of South Stormont.

For greater certainty, an elector shall not give their Voter Information Letter (VIL) or permit its use by another individual for the purpose of voting. The acceptance or use of another person's VIL, including the casting of a vote, constitutes an illegal and corrupt practice and is subject to the penalty provisions of the *Municipal Elections Act, 1996*.

Public Information Session

The Township of South Stormont may hold one or more public information sessions for the purpose of explaining the method of voting and responding to questions from electors. The date, time, and location of any such sessions shall be determined by the Clerk and communicated to the public as

appropriate.

Examples of information sessions that may be held include sessions at community or seniors' facilities. Details of any scheduled sessions will be published separately.

Voting Period – Dual Methods

Voting Period

The voting period for the 2026 Municipal and School Board Elections shall be established by the Clerk and may include:

- an advance voting period; and
- Voting Day.

Internet voting shall be available continuously throughout the voting period between the opening and closing times established by the Clerk.

Paper ballot voting shall be available only at designated Voting Places and only during the hours those Voting Places are open.

The close of voting for the election shall occur only after voting has concluded for both voting methods.

Help Centre and Voting Assistance

No voting takes place at the Help Centre. The Help Centre is used solely for administrative, technical, and results-management functions.

Help Centre – Elector Assistance (Non-Voting)

Eligible electors may attend the Help Centre during the hours set out below to receive assistance with election-related matters, including general election information, Voters’ List revisions, Voter Information Letter issues, and technical support related to internet voting.

The Help Centre is not a Voting Place. Voting, including assisted voting, shall not occur at the Help Centre.

Help Centre (Municipal Office)	2 Mille Roches Road, Long Sault	October 19-23 8:30 AM to 4:30 PM October 24-25 10 AM to 3 PM October 26 8:30 AM to 8 PM
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Public Internet Access for Internet Voting

To access a computer for the purpose of internet voting, eligible electors may use publicly available computers, including County Library locations within the Township of South Stormont, during regular business hours. Voting using such devices occurs at the elector’s discretion and is not supervised by Election Officials.

County Library locations and current hours are set out below and are subject to change:

Name	Location	Date & Hours	
Ingleside Library	10 Memorial Square, Ingleside,	Monday	3 PM to 8 PM
		Tuesday	10 AM to 8 PM
		Wednesday	10 AM to 8 PM
		Thursday	10 AM to 8 PM
		Friday	12 PM to 5 PM
		Saturday	10 AM to 2 PM

Long Sault Library	50 Mille Roches Road, Long Sault	Tuesday	10 AM to 7 PM
		Wednesday	1 PM to 5 PM
		Thursday	10 AM to 7 PM
		Friday	1 PM to 5 PM
		Saturday	10 AM to 2 PM

Electors Requiring Assistance (s. 52 (1))

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

Location of Voting Assistance

Voting assistance shall be provided only at a designated Voting Place, including Advance Vote locations and institutional voting locations such as the Woodland Villa Long Term Care Facility and the Sunset Cove Retirement Residence.

Voting, including assisted voting, shall not occur at the Help Centre.

Method of Voting Assistance

An elector who requires assistance in voting may be assisted by a Friend of the elector at a Voting Place.

In the absence of a Friend, the elector may request the assistance of the DRO or ADRO at the Voting Place. The DRO or ADRO may provide assistance only after the appropriate oral oath has been taken.

Oral Oath to Vote With Assistance

An elector who requires such assistance to vote may ask the Election Official for assistance. The Election Official shall require the elector making the request to take the Oral Oath to vote with assistance on the "Oral Oath at Voting Place" Form 34.

Oral Oath of Friend of Elector

In lieu of the Election Official voting for an elector, the elector may request that a Friend accompany the elector at the Voting Place and assist the elector. Any Friend assisting will be required to take the Oral Oath of Friend or Elector on the "Oral Oath at Voting Place" Form 34. No person shall be allowed to act as a Friend of more than one elector at a Voting Place. Candidates and Scrutineers may not act in the capacity of a Friend of an elector.

Oral Oath of Interpreter

Where an elector requires an interpreter, such person provided by the elector shall take the Oral Oath of Interpreter on the "Oral Oath at Voting Place" Form 34 and shall translate the oaths as well as any lawful questions put to the elector.

Voting Place

Voting Place (s. 45 (1-6))

A Voting Place means a location designated by the Clerk where eligible electors may cast a vote using a paper ballot in accordance with section 45 of the *Municipal Elections Act, 1996*. All paper ballots issued at a Voting Place shall be tabulated using vote count tabulators approved by the Clerk.

In selecting Voting Places, the Clerk shall ensure that each location is accessible to electors with disabilities. Consideration shall be given to the built environment of each Voting Place including, but not limited to, parking, entrances, visibility, internal pathways, lighting (both interior and exterior), and access to washrooms, where applicable.

The Clerk shall ensure that all election personnel assigned to a Voting Place, including both permanent and temporary staff, have successfully completed accessible customer service training in accordance with the Township's Accessible Customer Service Policy, appended hereto as Appendix "F".

Voting Place locations shall be confirmed in writing by the Clerk. Confirmation shall include:

- assurance that the location will be open for the required voting hours;
- identification of a facility contact person; and
- clarification of furniture, equipment, and services to be provided by the facility, including but not limited to tables, chairs, electrical access, and communications equipment.

Each Voting Place shall be furnished with voting compartments that permit electors to mark their ballots in secrecy, without other persons being able to observe how the ballots are marked.

The Clerk shall ensure that all required signage is posted at each Voting Place, including:

"Notice of Offence and Notice of and Corrupt Practices" Form 35; and
"Statutory Provisions Regulating Voting Procedures" Form 36.

Voting Place Hours and Locations on Voting Day

The following locations, including both the facility and acreage identified on the most recent property assessment roll, are established as Voting Places for the dates and times below, for the 2026 Municipal Elections.

Name	Location	Date and Hours
Town Hall – Community Hall	2 Mille Roches Road, Long Sault	October 26 10 AM to 8 PM
Rothwell Osnabruck School (Lancer Centre)	1 College Street, Ingleside	October 26 10 AM to 8 PM
Newington Fire Hall	3931 County Road 12, Newington	October 26 10 AM to 8 PM
St. Andrews West Fire Hall	5205 Highway 138, St. Andrews	October 26 10 AM to 8 PM
Woodland Villa Long Term Care Facility	30 Mille Roches Road, Long Sault	October 26 10 AM to 11 AM (if required)
Sunset Cove Retirement Residence	53 Long Sault Drive, Long Sault	October 26 11 AM to 12 Noon (if required)

Advance Voting Places (s. 43)

Before Voting Day, each local municipality shall hold an Advanced Vote on one or more dates.

The Advanced Vote shall not be held more than 30 days before Voting Day.

The Clerk shall establish the following for Advanced Voting:

- the date(s) on which the Advanced Vote is held
- the number and location of Voting Places
- the hours during which the Voting Places shall be open, which may be different for different Voting Places.

Advance voting has been established, as follows:

Location	Address	Date and Hours
Town Hall – Community Hall	2 Mille Roches Road, Long Sault	October 19-23 10 AM to 4 PM October 24-25 10 AM to 3 PM
Woodland Villa Long Term Care Facility	30 Mille Roches Road, Long Sault	October 21 10 AM to 12 Noon
Sunset Cove Retirement Residence	53 Long Sault Drive, Long Sault	October 21 1:30 PM to 3:30 PM

Election Officials will be present at the Sunset Cove Retirement Residence at the time listed above to facilitate internet voting for the residents of the retirement home.

Residents may also vote by internet at any time during the Voting Period using their own device, or may vote in person by paper ballot at a designated Voting Place during Voting Place hours, outside of the scheduled Advance Vote at the retirement residence.

Election Officials will be present at the Woodland Villa Long Term Care Facility at the time listed above to facilitate internet voting for residents of the long-term care home.

VILs for residents at the Woodland Villa Long Term Care Facility will be given to the DRO when they are presented to vote.

Where appropriate, Woodland Villa Long Term Care staff members may be selected by the Woodland Villa Long Term Care Administration and, upon completion of training provided by the Clerk, may be formally appointed by the Clerk as Election Officials in accordance with the provisions of the Municipal Elections Act.

All appointed staff shall take the prescribed oath prior to performing election duties. The Woodland Villa Long Term Care Administration shall identify staff considered suitable for this role with an understanding of the election process and the responsibilities involved.

The Township will provide up to three (3) devices configured for secure voting, including the required security certificates and independent internet access, prior to the Advance Vote.

All Voter Information Letters will remain in the care and control of the Township until the Advance Vote. The letters will be delivered to the facility on October 21, 2026. Unused letters will be returned to the Clerk.

Voting Procedure – Composite Paper Ballot

Application of Procedure

This procedure applies to the use of vote count tabulators at Voting Places in the Township of South Stormont municipal election, as authorized by the applicable by-law passed under section 42 of the *Municipal Elections Act, 1996*. Any matter not provided for in this procedure shall be addressed, as far as practicable, in accordance with the principles of the *Municipal Elections Act, 1996*.

Ballots

Composite Ballots shall be used for the 2026 Municipal Elections. An oval shape will appear on the Ballot to the right of each Candidate's names.

The instructions on the ballot direct the elector to vote by completely filling in the blank space adjacent to the candidate of their choice or the elector's answer to any by-law or question.

Supplies and Equipment

Every Voting Place shall be furnished with compartments in which electors may mark their Ballots without other persons being able to see how they are marked, and it is the duty of the Clerk and the DRO respectively to ensure that a sufficient number of compartments are provided at each Voting Place.

The following supplies shall be provided to the DRO for each Voting Place:

- a Ballot box for their Voting Place
- enough Ballots to supply the electors on the Voters' List of their Voting Place
- one copy of the Voters' List for the Voting Place
- all materials necessary for the electors to mark their Ballots;
- privacy screens;
- food and beverages;
- appropriate legislation and Election Policies and Procedures; and
- such other materials as are prescribed.

The DRO shall retrieve the Ballots for a Voting Place from the Clerk and both shall certify the number of Ballots retrieved using the "Certificate and Receipt for Ballots" Form 37. The Clerk and the DRO shall each keep a copy of the Form. Upon close of Voting the DRO shall complete and return the Form, with the other Election documents, to the Clerk.

Before opening the Voting Place every DRO shall post outside the Voting Place and in every compartment of the Voting Place, information related to voting such

as instructions on how to vote, who may vote, etc., and shall see that they remain posted until the close of voting.

Setting Up the Voting Place

The DRO shall ensure the following at the Voting Place:

- it is accessible
- that the elector privacy screens are placed in a location that ensures privacy
- ensure there is no Campaign Advertising or Third Party Advertising
- post the "Statutory Provisions Regulating Voting Procedures"
- post the "Notice of Offence Notice of Corrupt Practice" in the Voting Place and in the voting booth

Who May Remain in the Voting Place (s. 47)

No person shall remain in a Voting Place when the vote is being taken or the votes are being counted.

Only Election Officials appointed for the Voting Place, certified Candidates, other than those acclaimed, and Scrutineers may remain in the Voting Place. One Scrutineer appointed for each certified Candidate for each Ballot box in use at the Voting Place may be present - only the certified Candidate or their Scrutineer may be present, but not both.

Certified Candidate and Scrutineers may arrive at the Voting Place 15 minutes before the Voting Place opens. Certified Candidates must present the necessary identification and Scrutineers must present their certificate of appointment to the DRO. For the rights of these individuals see the Scrutineers section earlier in this manual.

It is the responsibility of the DRO to ensure the smooth operation of the Voting Place. If in the DRO's opinion, individuals present at the Voting Place are interfering with this process, then the DRO should report the problem to the Constable or the Clerk.

Prohibition (s. 48)

While an elector is in a Voting Place, no person shall attempt, directly or indirectly, to influence how the elector votes.

No person shall display a Candidates' Election campaign material or literature in a Voting Place which includes any place in the immediate vicinity of the Voting Place designated by the Clerk.

Secrecy (s. 49)

Every person who is present in a Voting Place or at the counting of the votes shall help to maintain the secrecy of the voting.

No person shall:

- interfere or attempt to interfere with an elector who is marking the Ballot; or
- obtain or attempt to obtain at a Voting Place, information about how an elector intends to vote or has voted.

No elector shall:

- take a photograph or video recording of their marked Ballot; or
- show their marked Ballot to any person to reveal how they have voted, except in connection with obtaining assistance in voting.

All mobile devices SHALL be turned off upon entering the Voting Place and their use is prohibited in the Voting Place.

All complaints regarding any and/or all breaches of secrecy shall be documented by the Election Official as well as questions and answers of the complainant and, if deemed appropriate, the Clerk shall submit same to the Police for further investigation and prosecution.

Who is Entitled to Vote (s. 51)

Any elector whose name appears on the Voters' List or who can produce a completed "Application to Amend Voters' List" Form 24 authorizing their name to be added to the Voters' List, is entitled to vote.

Each elector is entitled to vote for as many Candidates for an office as there are members to be elected to that office, but only once for each Candidate.

An elector is entitled to vote only once for a School Board Trustee. Votes for School Board Trustees must be cast in the municipality where the elector resides. If an elector's name inadvertently appears more than once on the Voters' List, the elector shall not vote more than once.

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. For example, a person listed as a resident elector in one municipality and a non-resident elector in another municipality is entitled to vote in each, provided they are not voting for the same office more than once.

Amendment of the Voters' List (s. 52 (2))

When an elector arrives to vote with an "Application to Amend Voters' List" Form 24, the DRO shall ensure the form is signed by the Clerk. The elector's name and address shall then be added to the Voters' List. The form is then placed in the envelope provided and a Ballot is issued.

If a person arrives to vote and is not on the Voters' List and has not obtained an "Application to Amend Voters' List" Form 24, they must complete the form and

declaration. The DRO shall request proof of identification and residence as prescribed in O. Reg. 304/13. If satisfied, that person's name and address shall then be added to the Voters' List maintained by the ADRO and a Ballot shall be issued. For the revisions to be processed at the Voting Place, the authority to do so must specifically be delegated to an Election Official.

Requirement to Provide Proof of Identify

All eligible electors will be required to provide proof of identity and residence as per O. Reg. 304/13 or complete the "Declaration of Identify" Form 9 to obtain a Ballot at the Voting Place.

Programming of the Tabulator

The Tabulator shall be programmed so that a printed record of the number of votes cast for each Candidate or answers to any by-laws or question can be produced.

The vote tabulator shall be programmed so that ballots are handled by the vote tabulator as follows:

- Ballots which the vote count tabulators cannot read (i.e. ballots damaged or defective or that have been marked in a way that the ballot cannot be processed by a vote count tabulator) are returned to the election official.
- Ballots which are marked with overvotes will be returned to the election official giving the option to ACCEPT or REJECT the ballot.
 - IF REJECT is chosen the ballot will be returned to the voter to verify, repair their vote, spoil their ballot, or for re-insertion and acceptance.
 - IF ACCEPT is chosen the ballot races not overvoted or considered blank will be accepted and counted.

The only ballots to be returned are those which the vote count tabulator cannot read. No messages identifying "blank" and "over-voted ballots" will be displayed.

Testing of Tabulators

Prior to Voting Day, the Clerk shall test the equipment and Ballots to ensure that they will accurately count the votes cast for all Candidates, by-laws and questions that are marked with a valid mark in the designated area.

When testing the Tabulator, adequate safeguards shall be taken to ensure that the system, or any part of it, that is used for processing and tabulating votes is isolated from all other applications or programs and that no remote devices can gain access to the Tabulator.

There are several "testing" phases before the voting equipment is ready for use at the Advance Vote or for Voting Day.

Diagnostic Testing

This test will ensure that the battery charge, time settings, LCD display, system

memory, printer, ports, and scanners are all functioning properly.

Testing Memory Devices

This will test every memory device to ensure it is not defective and can only read acceptable ballot faces.

Testing Locations

Every location that will be used for the Election and that will have a Tabulator, must be inspected. During the inspection, each location's power source that will be used on Voting Day will be tested.

Testing Ballots

Once the Ballots have been printed and received from the printing house, a test deck must be prepared and tested on each machine. A test deck must include every type of Ballot used at a particular location and be comprised of samples of blank Ballots, over-voted cards, under-voted and properly completed Ballots.

Defective Machine

If a Tabulator must be replaced, the unit must be retested before it is put into operation.

Test Documentation

A complete record of all testing phases must be retained.

If the competency of the voting equipment is questioned, all printouts, reports, and test decks shall be retained to verify the actions taken. The Clerk shall, at the completion of the test, retain the programs, test materials and Ballots in the manner provided for in the Act for the keeping of materials used in the programming of the Tabulators.

Spare Tabulators

Prior to Voting Day, any spare Tabulators shall be tested along with the other Tabulators, as described in the section "Testing of Tabulators". To protect the secrecy of the vote, Candidates or Scrutineers will not be able to examine Ballots or to object to Ballots as Ballots are being fed into the Tabulator by the Tabulator Operator.

Logic and Accuracy Testing (L&A)

The L&A test shall be conducted as follows:

- a) load the "memory drive" into the Tabulators;
- b) assign a varying number of votes to a pre-audited group of ballots marked with the designated black ballot marking pen in designated area;
- c) manually count each valid vote and record the results;
- d) tabulate the pre-audited ballots using the vote count tabulator;
- e) compare the output of the vote count tabulator with the pre-audited results.

The Clerk shall, at the successful completion of the L&A test, certify the results, zero out and seal the “memory drive” to the Tabulator.

If the Clerk detects any error in the test, the cause of the error shall be determined and corrected and the test repeated until an errorless count is made and certified by the Clerk.

Re-Testing of Tabulators

If a Tabulator malfunctions during the voting process, it may be necessary for an adjustment. If this is necessary, the preferred course of action is to substitute the faulty equipment with another Tabulator.

Prior to Voting Day, any spare Tabulator(s) should have been tested along with the other Tabulators.

Procedures for Set Up at the Voting Place(s) on Voting Day

The DRO shall perform the following steps (more particular instructions are included in the DRO handbook):

- DRO and ADRO are to report to the Town Hall at 8 AM to collect supplies and equipment – watches will be synchronized with Town Hall clock.
- Tabulator Operator should arrive at Voting Place at 9:30 AM.
- DRO to confirm number of Ballots assigned and sign form acknowledging receipt.
- ADRO shall review Voting Place set up and ensure supplies are adequate, i.e. Ballot Marking Pens, magnifying page etc.
- Arrange voting booths to ensure secrecy and ensure required signage is posted (Corrupt Practices and Statutory Requirements).
- Post Voting Place signage in a clear conspicuous location.
- Ensure there is no Candidate’s election material or literature in the Voting Place or on the grounds of the Voting Place.
- DRO and ADRO shall access the software and enter username and password in preparation of voters.
- Place the Tabulator on the stand. Leave the flap at the back of the unit open to feed the power cord through.
- Plug the power cord into the back of the Tabulator.
- Plug the cord into an electrical outlet.

Powering on:

- Insert the tabulator key into the lock in the front of the lid to unlock the unit. Raise the lid of the vote count tabulator and the unit will automatically power up and begin its boot up process.

- Verify that the correct election definition is loaded and that the tabulator is running on electricity and not on battery power. If the device indicates otherwise, check that the unit is properly plugged into an operating electrical outlet.
- Press OPEN POLL (green button) on the screen and the unit will open the polls and the Tabulator printer will automatically print a Configuration Report, a Ballot Status Accounting Report, and a Zero Report.

Zero Tape:

- In all, 3 copies of the Zero Report will print. Tear off the printed tape, confirm the date and time and sign the Zero Report. One (1) copy is to be taped to the front of the ballot box, one (1) copy is to be posted in the immediate area for electors/candidates to see, and one (1) copy is to stay attached to the vote tabulator.
- Print an additional copy of the Zero Report by pressing REPORT OPTIONS to enter the report menu. Then select Zero Reports and PRINT to print another report. Press CANCEL when you are finished printing reports.
- Tear off and sign the additional Zero Report. Roll the Zero Report, unlock the rear access compartment of the tabulator, and store the report in the rear access compartment of the Tabulator. Lock the rear access cover on the Tabulator when complete.
- A zero tape will be produced which shows there are no votes in the vote tabulating unit's memory for any of the Candidates.
- Check to be sure "zero" votes appear beside the Candidate's names. Verify that this tape contains a listing of candidates' offices in the exact order as they appear on the Ballot.
- Press the GO TO VOTING (green button) on the display to go to voting mode. A blue welcome screen will appear. Verify that the vote count tabulator LCD display shows the public counter is at "0" zero.

If any votes appear at this stage, contact the Help Centre immediately.

- Leave the zero-tape attached to the Tabulator.
- Remove the key and place it in a safe place (this key will not be required until you close the polls). Roll up the "zero tape".
- Have everyone in the Voting Place verify that there are no Ballots in the Ballot box and once verified, close the flap at the back of the Tabulator and seal it using labels provided. Along with the ADRO, please initial the tape.
- The Tabulator is now ready to accept Ballots.
- Ensure that any Scrutineers or Candidates that may be present have taken the required oath.

Procedures to Process Electors on Voting Day

The Voting Place officially opens to receiving the public to vote at 10:00 AM. The Voting Place closes at 8:00 PM.

Voting opens and electors proceed to the Ballot issuing table to obtain their Ballot.

The DRO provides the elector with the appropriate Ballot and instructions for voting.

As each elector arrives at the Ballot issuing table, the DRO and ADRO verify their identity with photo identification and ensure the name of the person is entered on the Voters' List and the appropriate School Board support is listed. The DRO shall, at the same time as the Ballot is delivered, provide a Secrecy Folder to the elector and briefly explain the voting procedure.

Upon receiving the Ballot from the DRO, the elector shall:

- immediately proceed to the voting compartment; and
- using the Ballot Marking Pen provided, vote by filling in the circle or oval to the right of the Candidate(s) of their choice or indicate their selection for the answer to any by-law or question on the ballot.

Only one person is permitted in a voting compartment at any time, unless they are assisting an elector and if this is the case, it is necessary that the appropriate sworn declaration be administered.

After the elector has marked their Ballot in the voting compartment, the elector shall,

- insert the Ballot into the Secrecy Folder; and
- leave the compartment without delay.

After the elector returns their marked Ballot into the Secrecy Folder, they shall proceed to the Tabulator Operator for processing. The Tabulator Operator requests that the elector remain at the Tabulator until the Tabulator has successfully accepted their Ballot.

The Tabulator Operator shall, in the presence of the elector, without removing Ballot from the Secrecy Folder, insert the voted Ballot, into the feed area of the Tabulator until the Tabulator draws the Ballot from the Secrecy Folder in full view of the elector. The cast Ballot is pulled from the Secrecy Folder into the Tabulator and the vote is then processed by tabulation. The public display count will increase incrementally with each elector.

Returned Ballots

Where the tabulator returns a ballot to the Tabulator Operator, the Tabulator Operator shall advise the elector of the tabulator message.

If the elector is present, the elector shall be offered the option to:

- reinsert the ballot as cast, if the elector intends to cast the ballot as marked; or
- request a replacement ballot, in which case the original ballot shall be treated as a spoiled/cancelled ballot and managed in accordance with the applicable spoiled ballot procedure.

If the ballot is returned multiple times and cannot be successfully processed, the ballot shall be treated as a defective ballot in accordance with the procedure set out below.

Damaged or Defective Ballot

If a damaged or defective ballot is returned by Tabulator and the voter who delivered the ballot is still present, the Tabulator Operator shall re-insert the ballot into the feed area of the Tabulator. If, after several attempts, the Tabulator again rejects the ballot, the DRO will place the ballot in the "cancelled ballot" envelope and direct the elector to obtain another ballot from the issuing DRO. The "defective ballot" is returned to the originating DRO to be cancelled.

If the elector who delivered the ballot is not present, the DRO marks the ballot "defective" and inserts the ballot into the envelope "defective ballots". At the close of voting, any such ballot shall be replicated by preparing a replacement ballot marked exactly as the marks appear in the designated voting spaces on the defective ballot, in full view of any candidates and/or scrutineers permitted to observe, and processed through the tabulator prior to closing the poll.

Completion of Voting Process

Once the ballot has been successfully tabulated, the Tabulator Operator shall thank the elector for participating in the election and direct the elector to the exit. The elector shall promptly leave the voting place.

A person whose ballot has been deposited into the ballot box is deemed to have voted.

Procedure in the Event a Tabulator Malfunctions During the Voting Process

If a Tabulator malfunctions during the voting process and memory drive is still functional it may be necessary for an adjustment or replacement of the Tabulator. If this is necessary, the preferred course of action is to substitute the faulty equipment with a spare Tabulator.

The following steps shall be performed to smoothly and quickly replace the faulty equipment and resume the regular voting activities.

- NOTE: At no time shall an elector be prevented from casting their ballot. Where possible, electors should be asked to briefly wait while the vote tabulator is replaced. If waiting is not reasonable or would impede

voting, ballots shall be placed into the ballot box auxiliary compartment (small enclosure in the ballot box that will hold between 150-200 ballots) or an auxiliary sealed ballot box for counting at the end of the voting day.

The DRO shall remove the memory device from the malfunctioning Tabulator.

The DRO shall pack up the faulty equipment and set up the substitute Tabulator. To expedite the replacement, the Election Official who delivered the replacement Tabulator may assist in packing up the faulty equipment and setting up the replacement equipment.

The DRO shall ensure that the Tabulator memory device from the malfunctioning unit is transferred to the replacement Tabulator and will plug the unit into the AC power outlet.

The DRO shall turn on the replacement Tabulator by pressing the ON button inside the USB access well. If the replacement unit has been properly cleared and qualified, the tabulator will automatically print the Configuration Report, the Ballot Accounting Status Report, and a Zero Report. The DRO shall then sign the reports and leave the tape attached to the Tabulator. After the report is printed and signed, the DRO will press the DON'T CLOSE CONTINUE VOTING button on the Tabulator touch screen which will then bring up the blue welcome screen. The DRO will verify the public count agrees with the last known public count from the malfunctioning tabulator. The existing ballot box continues to be used to accept ballots that are to be fed through the replacement vote count tabulator for the remainder of the day.

If the tabulator is temporarily unavailable, electors shall continue to vote. Ballots shall be deposited into the auxiliary compartment (or an auxiliary sealed ballot box, if required). The DRO shall document the time the contingency began, apply security seals, and maintain the sealed ballots under continuous control until they can be processed after the close of the poll and in accordance with the Clerk's direction.

If a memory drive malfunctions after it has been used to open and tabulate Ballots, the DRO shall immediately contact the Clerk's Office. Once a replacement memory drive has been provided, the DRO shall:

- Verify that the Tabulator and replacement memory drive are operational, seal the Ballot box containing any Ballots which were previously processed or inserted into the auxiliary compartment during the "equipment swap" and set it aside in a secure location until the close of the poll.
- A new, empty Ballot box is then used to accept Ballots that are to be fed through the Tabulator with the new memory drive for the remainder of the

day.

- The DRO shall turn on the vote count tabulator and proceed to print, verify and sign the zero totals report, as was done prior to the opening of the poll.

The Ballots in the original Ballot box will be fed through the vote count Tabulator after the close of the poll.

Procedure for Tabulators at the Close of Voting Place on Voting Day

The vote totals from all of the Advanced Votes and from a Voting Place that closes earlier than 8:00 PM under subsection (46)(3) of the Act shall not be printed until after 8:00 PM on the Voting Day, Monday, October 26, 2026 at the Help Centre.

Voting closes at 8:00 PM on October 26, 2026. Only the electors remaining in the Voting Place at 8:00 PM may continue to cast their Ballots. The interior doors to the Voting Place are secured and the entrance is restricted to Election Officials and those remaining in the Voting Place at the close. No additional individuals shall be permitted unless they are Election Officials.

The DRO shall, after the close of the voting:

- check the auxiliary box for Ballots to ensure all Ballots have been processed.
- confirm whether any ballots remain in the designated "Defective Ballots" envelope. These ballots were previously placed in this envelope/box because they could not be read by the Tabulator.
- process all defective ballots before closing the poll by following the steps outlined under Damaged or Defective Ballot.
- seal the Ballot box to ensure the box cannot be re-opened without breaking the seals and covers the Ballot entry slot.
- look at the public display count on the Tabulator and writes down the number of Ballots processed through the unit on the statement form.
- in full view, leave the Zero Report attached to the Tabulator. The memory drive remains with the Tabulator and check the roll tape before you print the results.
- insert the key into the tabulator USB well access door and open the door. Press the CLOSE POLLS button which is located right above the POWER button. A screen will appear on the LCD monitor; press the red CLOSE POLLS button on the screen to continue closing the poll.
- The Tabulator will then start printing out Ballot statistics and the election results for each office. This process may take up to several minutes, so please be patient until it is obvious that the printout is complete.

- You should understand that "the results tape" actually started with the zero's tape which you printed out before the start of voting, and continued all through election day by recording the various problems that arose, and concluded with the printout of the election results themselves.
- Carefully tear off this entire results tape and sign the bottom of the tape in the space provided. Refusal or absence of signatures does not invalidate the results. This tape should be placed in the "Results" envelope.
- Once all the reports have printed, the Tabulator LCD display screen will allow the DRO to print additional copies of the results tape. Press REPORT OPTIONS, then select Results Report and PRINT. Another copy of the Results Report will print. This is the tape that will be delivered by your designated "runner" to Town Hall. Additional tapes may also be run off for any scrutineers, candidate's agents or candidates present for the count that may request to see a copy.
- No additional copies of the Results Report shall be provided to candidates, scrutineers, or members of the public at the voting place. Any requests for copies shall be directed to the Clerk.
- When the final report has printed, select CANCEL and the tabulator display screen will return to the previous screen.
- The LCD display on the vote count tabulator will indicate that the "device has been successfully closed for voting". This is the final step, press FINISHED-TURN OFF on the LCD display screen to power off the tabulator. Shutdown is complete.
- Once you have determined that shutdown is complete close and lock the access door to the Tabulator.

Call the results immediately to the Help Centre at 613-534-8889, Ext. 201 or Ext. 204 or 613-362-4740 or 613-552-4841. Read the total number of votes cast for each respective race. Election Officials at the Help Centre will confirm the reported numbers by reading back the votes for each Candidate. Following the call-in of results, a photograph of the results tape shall be taken and emailed to the Help Centre at vote@southstormont.ca.

Seal the Ballot box to ensure the box cannot be re-opened without breaking the seal and to cover the Ballot slot. Slide out the Tabulator unit and turn it off and unplug the power source. Store the Tabulator unit and power cord in the carrying case with your supplies.

Complete the statement in duplicate of the number of:

- Ballots received from the Clerk;

- Ballots counted by the Tabulator;
- Spoiled/Cancelled Ballots;
- Defective Ballots;
- Declined Ballots;
- Unused Ballots.

The DRO signs the statement and places the statement in the return envelope to be delivered to the Clerk.

The DRO or designate shall deliver all Ballot boxes, voting compartments, the Tabulator and the return envelope to the Clerk at the Help Centre for secure storage in the vault.

Ensure that the original signed statement, the security envelope (containing the Zero Report with one copy of Election Results Report as provided by the Tabulator) are all placed in the return envelope. Seal the return envelope and set aside.

Tabulator Failure

If a Tabulator has been used to tabulate votes cast in a Voting Place but the tabulation of the votes cannot be completed because the Tabulator is not operating or cannot be made to operate within a reasonable time following the close of the voting, the DRO shall, after the close of the voting and after determining the tabulation cannot be completed:

- seal the Ballot box in such a manner that it cannot be opened or any Ballots be deposited in it without breaking the seal;
- follow procedure outlined above for dealing with ballots;
- secure the Tabulator against receiving any more Ballots;
- place all supplies and all cancelled and unused Ballots in the transfer carrier and seal it;
- deliver the Ballot box, supply carrier, Ballot transfer container and Tabulator to a place designated by the Clerk where a back-up Tabulator is located;
- insert all the Ballots from the Ballot box into the back-up Tabulator; and
- follow the procedures outlined.

Blank Ballot Processed by Tabulator

The Tabulator will be programmed to reject or query blank Ballots. This is to ensure the elector has understood the instructions on how to fill in the response area. After the initial Ballot has been returned, the elector will have the option to reinsert if they do wish to cast a blank Ballot.

Ballot Accidentally Spoiled

If a Ballot has been accidentally spoiled (for whatever reason, inadvertently marked the wrong Candidate or over-voted a race) and the elector would like a

replacement Ballot, then the DRO takes back the spoiled/cancelled Ballot and provides the elector with a replacement Ballot.

The DRO shall mark the spoiled Ballot "spoiled" and place the spoiled/cancelled Ballot in the cancelled Ballot envelope, to be delivered with their supplies at the end of the Voting Day. The number of spoiled/cancelled Ballots will be recorded on the statement form to be returned to the Clerk.

Ballot Declined

If an elector declines a Ballot, the DRO shall mark the Ballot "declined", and place the declined Ballot in the declined Ballot envelope, to be delivered with their supplies at the end of the Voting Day. The number of declined Ballots will be recorded on the statement form to be returned to the Clerk.

Damaged or Defective Ballot

If a damaged or defective Ballot is returned by the Tabulator and the elector who delivered the Ballot is still present, the Tabulator Operator shall re-insert the Ballot into the feed area of the Tabulator. If, after several attempts, the Tabulator again rejects the Ballot, the DRO will place the Ballot in the "Cancelled Ballot" envelope and provide a replacement Ballot.

Over Voted Ballot

The Tabulator will be programmed to return Ballots which have over-voted for any of the races (i.e. the elector filled in too many ovals in a race). Ballots which are marked with overvotes will be returned to the election official giving the option to ACCEPT or REJECT the ballot.

- IF REJECT is chosen the ballot will be returned to the voter to verify, repair their vote, spoil their ballot, or for re-insertion and acceptance.
- IF ACCEPT is chosen the ballot races not overvoted or considered blank will be accepted and counted.

If the elector indicates that the returned ballot was overvoted unintentionally, the Ballot is returned to the DRO who will place the Ballot in the "Cancelled Ballot" envelope and provide a replacement Ballot.

General

The Clerk shall, at the completion of the count, retain the programs, memory drives, test materials and Ballots in the same manner as is provided for in the Act for the keeping of election records.

The Clerk shall retain and may have access to the pre-audited group of Ballots referred to and other materials used in the programming of the Tabulators.

The Clerk may alter or make minor changes to the materials referred in this manual as the election process nears and some minor instructions may have be necessary.

Procedures for Advance Voting Period at Town Hall

Hours during the Advance Vote held at Town Hall are:

- October 19-23 10:00 AM to 4:00 PM
- October 24-25 10:00 AM to 3:00 PM

Opening procedures for the Advance Vote are as described for Voting Day above.

Procedure for Closing during Advance Voting Period

The vote totals from all of the Advanced Votes and from a voting location that closes early under subsection (46) (3) of the Act shall not be printed until after 8:00 PM on Voting Day, Monday, October 26, 2026 at the Help Centre, 2 Milles Roches Road, Long Sault.

The DRO confirms whether any defective ballots are in the envelope “defective ballots holding”. These ballots were previously placed in this envelope because they could not be read by the vote count tabulator. All defective ballots from the envelope will be processed before closing the poll by following the steps outlined under Damaged or Defective Ballot.

After the close of the voting each day during the Advance Voting Period, the DRO seals the Ballot box to ensure the box cannot be re-opened without breaking the seals and covers the Ballot entry slot.

The DRO looks at the display on the Tabulator and writes down the number of Ballots processed through the unit.

The DRO will shut down the Tabulator and store it in the vault. Further details are described in the DRO / ADRO Handbook.

In full view, leave the Zero Report attached to the Tabulator. The memory drive remains with the Tabulator.

Complete the statement of the number of:

- blank Ballots received from the Clerk for the start of voting day
- Ballots counted by the Tabulator;
- Spoiled/cancelled Ballots;
- Declined Ballots; and
- blank unused Ballots at the end of voting day.

The DRO signs the statement and places the statement in the return envelope to be delivered to the Clerk.

Ensure that the original signed statement, the security envelope containing the Zero Report is included in the package to be returned to the Clerk.

Place all other used forms, unused forms and supplies into the Ballot transfer carrying case.

The DRO or designate shall deliver all Ballot boxes, voting compartments, the Tabulator, and the return envelopes to the Clerk at the Help Centre, 2 Mille Roches Road, Long Sault, for secure storage in the vault until the counting of the Ballots, after the close on Voting Day.

Voting Procedure - Internet

Service Provider

The service provider for the 2026 Municipal Elections is Voatz Canada Ltd. A copy of the contract with Voatz Canada Ltd. is available from the Clerk, upon request.

Security

Single Vote Enforcement

An eligible elector may vote only once in South Stormont during the 2026 Municipal Election, regardless of the number of properties owned or leased, or the number of voting methods available.

Access Control and Oversight

A predefined security protocol shall be adhered to throughout the entire election period. Access to the election system, election status, and elector credentials shall be restricted to the Clerk and persons authorized by the Clerk.

Logic and Accuracy Testing

Prior to the opening of voting, the internet voting system shall undergo strict logic and accuracy testing using a predefined set of test ballots with known outcomes. The results shall be compared to the expected outcomes to verify the accuracy and reliability of the system.

Additional system testing may be conducted by the Clerk at various stages of the election, as deemed necessary, to confirm system functionality, accessibility, and performance.

System Lockdown

Upon successful completion of logic and accuracy testing and prior to the opening of voting, the voting system shall be locked down. No configuration, ballot, or system changes shall occur once voting has commenced.

System Hosting and Penetration Protection

The voting system shall be hosted by the Internet Voting System Provider within its own data-centre environment and shall be subject to continuous penetration prevention testing and monitoring.

PIN and Ballot Controls

The voting system shall prevent the casting of multiple ballots. Once a Personal Identification Number (PIN) is used, it shall be electronically flagged, and the

elector shall be immediately struck from the real-time electronic Voters' List, preventing further voting by any method.

Audit and Monitoring

At the time a ballot is cast, the system shall record the transaction in an audit record. The system may capture technical identifiers, such as IP addresses, which are not linked to personally identifiable information and are used solely for monitoring and detecting suspicious activity.

System Integrity

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

- ensuring the election system can only be accessed by eligible electors using their unique Voting Credentials (Voter ID, PIN number) and date of birth;
- ensuring that every eligible elector on the Voters' List, as amended, is sent a sealed VIL containing the elector's unique PIN, by first class mail;
- ensuring that no one except the Clerk, or designate, can access PINs maintained by Voatz Canada Ltd. that match each elector'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 26, 2026, at 8:00 PM.

Secrecy

Ensure that all Election Officials have taken the oath and been appointed as per the "Appointment and Oath of Election Official" Form 32.

All complaints regarding any and/or all breaches of secrecy shall be documented by the Election Official as well as questions and answers of the complainant and, if deemed appropriate, the Clerk shall submit same to the Police for further investigation and possible prosecution.

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 Voatz by September 9, 2026 in electronic format in order that Voatz may provide this information for VIL printing.

VILs shall be delivered by Voatz to Canada Post and distributed by first class mail to all eligible electors no later than October 7, 2026 to enable them to use the internet voting service.

VILs may be delivered via email to electors who have applied to be added to the Voters' List following necessary verification through the Voter Registration system within Voterview and whose verification meets the satisfaction of the RO.

The VIL will contain but not be limited to the following:

- the elector's PIN to cast their vote and the designated internet address (URL) to access to cast their vote using the Internet;
- instructions on how to vote;
- dates and hours of voting;
- the location and telephone number of the Help Centre;
- elector eligibility criteria;
- office and Candidate information; and
- information on illegal and corrupt practices.

A person cannot give their VIL to another eligible elector for the purpose of voting. Acceptance of another person's VIL including the actual voting thereof will be considered an illegal and corrupt practice and therefore subject to the penalty provisions under the Municipal Elections Act, specifically Sections 89 and 90.

Eligible electors who attend the Help Centre may request the re-issuance of a Voter Information Letter (VIL) under the following circumstances.

- Where a person whose name appears on the Voters' List has lost, not received, or does not have access to their Voter Information Letter, and it is confirmed that the associated PIN has not been used, the elector may attend the Help Centre and demonstrate to the satisfaction of an authorized Election Official that a replacement PIN is required.
- Upon completion of Form 24, "Application to Amend the Voters' List," where necessary to correct elector information, and upon providing proof of identity and residence as prescribed in O. Reg. 304/13, the authorized Election Official may disable the elector's previous PIN, electronically record the action in the system, and issue a new Voter Information Letter containing a new PIN.
- Where a person whose name appears on the Voters' List has attempted to vote and it is determined that the associated PIN has already been used, the elector shall be directed to the Help Centre for further review.

In these circumstances, and upon providing proof of identity and residence as prescribed in O. Reg. 304/13, the elector shall complete and sign Form 39, "Application for Re-Issue of a Voter Information Letter (Used by an Imposter)."

Only the Clerk or their designate shall have the authority to approve and issue a new PIN in these circumstances.

Where the elector presents at a Voting Place, the elector shall be referred to the Help Centre for processing.

In extenuating circumstances, where the timing of the request would prevent the elector from voting (for example, near the close of voting on Voting Day), a Deputy Returning Officer may process the request and issue a new PIN only with the express authorization of the Clerk or their designate, and upon completion of all required documentation.

Prior to issuing a new PIN, the DRO shall advise the elector that, once a new PIN has been issued, the elector must vote immediately using the appropriate voting method, as applicable.

Where the elector is attending in person at a designated Voting Place, the elector shall be required to vote immediately at that Voting Place following the issuance of the new Voter Information Letter.

Where the elector is voting by internet, the elector shall be required to vote by internet immediately using their own device, as soon as practicable following the issuance of the new Voter Information Letter.

Candidates Module

Where supported by the voting system and authorized by the Clerk, Certified Candidates may be provided with access to a Candidates Module to view the List of Electors, as permitted under s. 23 of the Act, and limited voter participation information for election purposes only.

Any such access:

- shall be limited to indicating whether an elector has voted;
- shall not disclose how an elector voted;
- shall be provided in a manner that is consistent and equitable for all Certified Candidates; and
- shall be subject to the Declaration of Proper Use of the Voters' List.

The Clerk retains sole authority to determine whether voter participation information is provided, and the format, timing, and method by which it is made available.

Where provided, voter participation information shall only be made available after the start of the Voting Period.

Voting

Internet voting will commence on October 19, 2026 at 10:00 AM and continue through to October 26, 2026 at 8:00 PM.

During the Voting Period, the Help Centre will be open Monday to Friday during regular office hours. On Saturday and Sunday, Help Centre services will be provided from within the Advance Vote location between the hours of 10:00 AM

and 3:00 PM. On Voting Day, the Help Centre will be open between the hours of 8:30 AM and 8:00 PM.

At 8:00 PM, the doors of the respective Voting Places shall be locked and electors inside will be permitted to cast their ballot.

Prior to the activation of the system by Voatz Canada Ltd., on October 19, 2026 at 10:00 AM, Voatz Canada Ltd. shall allow access by the Auditor to the voting system at the Help Centre 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 Voatz System" Form 40 that attests to this fact.

Eligible electors will be able to access a designated internet address and cast their vote(s) by entering the required PIN and their date of birth.

Once an elector has selected for a race, the voting system shall indicate the elector's choice and shall allow the elector to either confirm their selection and cast their vote or return to the race to change their selection. If the selection of a particular race is not confirmed and the vote is not cast, the elector is able to re-enter the system and make their selection casting their vote for that race or any other race that has not been previously voted.

Once the Voter PIN has been used to complete all races and/or any questions, associated with the Election, it cannot be used again and further access shall not be granted to the internet voting service using that PIN.

Voatz Canada Ltd. 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 available to the Clerk electronically during the course of the election and a "Voter Participation Status" report may be created in an electronic file format suitable for electronic distribution and will only be done under the control and direction of the Clerk.

If requested in writing by a Candidate(s) on the "Declaration of Proper Use of the Voters' List" Form 23, the Clerk may provide a "Voter Participation Status" report, indicating whether an elector has voted. Such reports shall not disclose voting choices.

Notwithstanding the foregoing, the Voter Participation Status report may only be provided to Candidates who have opted not to use the Candidates module.

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 elector receive more than one VIL, the eligible elector may only vote once and must return the other VIL(s) to the municipal Help Centre.

All electors who vote more than once or who improperly use the VIL shall be reported to the Police for further investigation as to possible corrupt practices under the Municipal Elections Act, 1996.

VILs returned to the Help Centre shall have the PIN immediately disabled in the system so that the PIN cannot be used in the voting process. The opened VIL 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 Municipal Elections Act, 1996.

Voter Information Letter Tracking

The Clerk and the Election Official(s) shall ensure a complete audit trail is maintained of all VILs:

- that were sent to eligible electors;
- 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" Form 24.

PIN Procedures - Problems Accessing the System

Where an eligible elector 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 elector that the PIN is valid and has not been used. The Election Official may suggest the elector try the PIN again or attend at the Help Centre to obtain assistance in voting; and
- they have determined that it has already been used, the elector can present themselves at the Help Centre with proof of identity and residence as prescribed in O. Reg. 304/13 and have an Election Official confirm that the elector's PIN has been used. If this is the case, follow the procedure outlined

under "Preparation of Voter Information Letters" (page 57).

PIN Procedures - Incorrect Information on Voter Information Letter

Where an eligible elector has received an incorrect VIL in terms of school support, the elector can attend at the Help Centre and have the proper category applied to the existing PIN.

If the elector has used the PIN to vote, and the elector determines that the ward, if applicable, and/or school support is incorrect, and they have not voted those races, the elector can attend at the Help Centre and have the proper category applied to the existing PIN. The elector 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" Form 24.

PIN Procedures - New PIN(s)

New PIN(s) shall not be given out over the telephone without the expressed approval of the RO or their designate. A VIL containing a PIN shall not be given to any elector without proof of identity and residence as prescribed in O. Reg. 304/13 and complete the appropriate form(s).

Count Procedures

The Clerk shall keep its public voting access and Voting Places open until 8:00 PM Monday, October 26, 2026. The DRO shall confirm and report to the Clerk that all eligible electors in the Voting Place, including the Voter Help Centre, at 8:00 PM on Monday, October 26, 2026 have completed voting.

The Clerk, at 8:00 PM on Voting Day, shall arrange for the close and deactivation of the internet voting service at the Help Centre.

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 Help Centre: vote@southstormont.ca

When the unofficial results are received from Voatz Canada Ltd., they shall be entered into the "Vote Count Summary Report" Form 41, along with the results received via telephone from the various Voting Places for the composite paper Ballots.

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, DRO, appointed Election Officials, certified Candidates (an acclaimed Candidate or their Scrutineer is NOT permitted) and authorized

Scrutineers will be permitted to remain in the Help Centre.

Before being admitted to the 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 Help Centre, a person appointed as a Scrutineer shall also produce and show their Form 27 to the Clerk for the receiving of the voting results at the Help Centre and take the "Oral Oath of Secrecy" Form 28 from the Clerk before being permitted to remain at the Help Centre.

Entrance to the Help Centre will not be permitted after 8:00 PM on Voting Day and only Election Officials will be allowed to enter thereafter. Candidate's and Scrutineers are to arrive between 7:45 PM and 8:00 PM. Once admitted to the 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 Help Centre will be removed as directed by the Clerk.

Cell phones and other equipment SHALL be turned off upon entering the Help Centre and their use is prohibited while at the Help Centre, except by Election Officials.

Report Unofficial Results

The Clerk shall report the "unofficial" results, using the "Unofficial Election Results" Form 42 at the Municipal Office as soon as practicable after the close of the Election.

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.

Should results for Municipal offices be received in advance of results for the School Board office, the results for the Municipal offices will be announced.

The results of each Candidate and voting subdivisions shall be available as soon as possible after Voting Day.

Declaration (s. 55 (4))

As soon as possible after Voting Day, the Clerk shall declare the Official Results using the "Declaration of Election Results" Form 43 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 – School Board", Form 44. Note – only include the school board results and not your municipality's municipal Election results.

Recount

Recount (s. 56-64)

The Clerk shall conduct recounts in accordance with sections 56 to 64 of the *Municipal Elections Act, 1996*, as amended, and any applicable recount policy adopted by the municipality or local board.

Where an election includes more than one voting method, including internet voting and in-person paper ballot voting tabulated by vote count tabulators, the recount provisions of the Act apply to the total votes cast across all authorized voting methods, unless otherwise directed by a court.

Mandatory Recounts (s. 56)

The Clerk shall hold a recount where required by statute, including where:

- two (2) or more candidates receive the same number of votes and cannot all be declared elected;
- the votes cast for and against a by-law are equal; or
- two (2) or more answers to a question receive the same number of votes.

Discretionary and Ordered Recounts

The Clerk shall conduct a recount where required by, or ordered pursuant to, section 57 or 58 of the *Municipal Elections Act, 1996*, including by:

- resolution of Council or a local board;
- order of the Minister; or
- order of the Superior Court of Justice.

Timing

Unless otherwise directed by a court, the Clerk shall conduct a recount:

- within fifteen (15) days of the Clerk's declaration of the election results, in the case of a mandatory recount; or
- within the timeframe prescribed by the *Municipal Elections Act, 1996*, following receipt of a resolution or order requiring a recount, as applicable.

Conduct of Recount

A recount shall be conducted in the same manner as the original count, whether manually or by vote-counting equipment, unless otherwise ordered by a judge, or where procedural adaptations are required to give effect to the Act.

The Clerk may include, as part of a recount relating to an office, a recount of votes cast for another candidate for that office.

Attendance and Disputes

Persons entitled to attend a recount, examine ballots, and dispute the validity or counting of ballots shall be those authorized under the Act.

All disputes shall be determined by the Clerk.

Recount Results and Declaration

Upon completion of the recount, the Clerk shall announce the results and deal with disputed ballots in accordance with the Act.

Where no application for a judicial recount is made within the prescribed timeframe, the Clerk shall declare the recount results using Form 45 – Declaration of Recount Results.

Tie Vote

If a recount confirms a tie vote for an office, the Clerk shall determine the successful candidate or candidates by lot, in accordance with section 62 of the Act.

The method used to determine the lot shall be determined by the Clerk and conducted in a transparent manner.

Judicial Recounts

Applications for judicial recounts shall be made and conducted in accordance with the Act. The Clerk shall attend and provide the court with all required election materials.

The court's decision is final and not subject to appeal.

Right to Sit Pending Final Determination

A candidate declared elected is entitled to sit and vote until all recounts and applications under the Act have been finally disposed of. Decisions made during this period remain valid.

Candidates Financial Statements

Candidates Financial Statements (s. 88.25 (1) and (9))

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

At least 30 days before the filing date, but no later than November 30, 2026, the Clerk shall give every Candidate whose nomination was filed notice of:

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

The notice shall be given on "Notice to Candidate of Filing Requirements" Form 46.

Notice of Default (s. 88.23 (1) - (3), 88.25)

A "Notice of Default" Form 47 shall be given to the Candidate by registered mail and if the Candidate was elected, to the relevant council or local board, in the event that a Candidate has not submitted the "Financial Statement – Auditor's Report" Form 4 on or before 2:00 PM on March 30, 2027.

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

As soon as possible after April 30th in the year following a regular Election, and 75 days after Voting Day in a by-election, the Clerk shall make available to the public on a website or in another electronic format a 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.

Candidates should seek their own advice and counsel regarding campaign finances. A campaign period may be extended in keeping with the procedure and timeframes outlined in the Act.

Refund of Nomination Filing Fee (s. 34)

A Candidate is entitled to receive a refund of the nomination filing fee if the Financial Statement and Auditor's Report (if required), each in the prescribed form, are filed on or before 2:00 p.m. as of March 30, 2027.

Refunds will be processed within thirty (30) days of the filing date.

Third Party Advertising

Campaign Period (s. 88.28)

Contributions can only be made to a Registered Third Party for Third Party Advertisements, and can only be made during the campaign period under section 88.12. A Third Party Advertiser that is registered can only incur expenses during the campaign period. The campaign period is determined by the application of the following rules.

For the 2026 Municipal Elections - the Election campaign:

- begins on the day the third party registers for the Election (registration must be certified by the Clerk); and
- ends on December 31, 2026.

If the Third Party Advertiser becomes involved in a compliance audit after the campaign ends on December 31, 2026, and the Third Party Advertiser incurs expenses, the campaign is deemed to be recommenced. Once the Third Party Advertiser notifies the Clerk in writing of the campaign period recommencement, the Clerk shall pay the Third Party Advertiser any surplus being held in trust for the Candidate, together with interest. Where the campaign period has recommenced, the Third Party Advertiser may incur expenses and accept contributions until June 30, 2027 or where an alternate provision of the Municipal Elections Act has been met under section 88.28(4).

Filing Requirements (s. 88.29, s. 88.30)

All Registered Third Parties are required to file a financial statement using the prescribed Form 8. Candidates, whose campaign contributions and total expenses are each equal to or less than \$10,000, are not required to file an auditor's report with the financial statement. A Registered Third Party whose campaign contributions in the municipality are \$10,000 or whose total campaign expenses exceed \$10,000 are required to file an auditor's report with the financial statement.

The Registered Third Party must file their financial statements and auditor's report using the prescribed Form 8 by 2:00 PM on March 30, 2027 for the filing period ending December 31, 2026.

Third Party Advertisers also have a maximum amount for parties etc. after Voting Day. The Clerk is to calculate the maximum amount no later than September 30, 2026. When a third party originally registers, the Clerk is to provide a certificate setting out the maximum amount for parties etc. after Voting Day, Form 27.

Application by Third Party for Extension of Filing Date (s. 88.27(3))

The Registered Third Party may before the last day for filing a financial statement under section 88.30, apply to the Ontario Superior Court of Justice to extend the time for filing the document. The court may grant an extension of up to 90 days. The third party shall notify the Clerk in writing before 2:00 pm on the last day for filing a financial statement under s.88.29 or 88.32 that an application has been made.

Clerk to Give Notice (s. 88.29)

The Clerk shall give notice of all the filing requirements and of the penalties under s.88.27(1) and s.92(4), Form 46, to every third party at least 30 days before the filing date. Before Voting Day, the Clerk is also required under section 33.1 to give notice of the penalties related to Election campaign finances.

Campaign Period (s. 88.28)

If the Third Party Advertiser has a deficit at the time the Election campaign period would otherwise end and the Third Party Advertiser has notified the Clerk in writing on or before December 31, 2026, the campaign period is extended until the earliest of:

- June 30, 2027.
- The day the third party notifies the Clerk in writing that they will not accept further contributions.

Supplementary Reporting Periods/Filing Dates (s. 88.30)

Supplementary filing dates apply where the Election campaign period has been extended. The supplementary reporting period is the 6 month period following the year of the Election or in the case of a by-election, the supplementary reporting period is the 6 month period following the 45th day after Voting Day.

Where a Third Party Advertiser campaign period continues, they shall file a supplementary financial statement (including auditor's report if required) for the supplementary reporting period on or before 2:00 PM on the last Friday in September (September 24, 2027). It should be noted that even if a campaign has been extended, a Third Party Advertiser is required to file the initial financial statement for the reporting period ending December 31, 2026.

Campaign Surplus (s. 88.31)

Where a Third Party Advertiser's financial statement (or supplementary financial statement) indicates an Election campaign surplus at the end of the campaign period, the entire surplus amount shall be paid to the Clerk at the time of filing and the Clerk shall hold the monies in trust. If the Registered Third Party subsequently incurs expenses related to a compliance audit, the Clerk shall pay the amount held in trust, with interest, to the third party, MEA. s.88.32.

The surplus becomes the property of the municipality/local board when all the following conditions are satisfied:

- The campaign period has ended under s.88.28;
- It is no longer possible to recommence the campaign period (s.88.28);
- No compliance audit proceeding has been commenced; and
- The period for commencing a compliance audit proceeding has expired.

Third Party Filing Default (s. 88.27(1))

A Registered Third Party cannot participate in the next regular Election if;

- They did not file their financial statement;
- There was a surplus and this surplus was not paid to the Clerk;
- The financial statement shows that the Third Party Advertiser exceeded their expense limit; or
- If a document filed under s.88.32 has a surplus and the third party registered has not paid the surplus to the Clerk by the relevant date.

Clerk to Give Notice of Default (s. 88.27(2))

The Clerk is required to notify the Registered Third Party, Form 49, in writing that a default has occurred and the nature of the default. The Clerk also must make this information public.

Compliance Audit Committee

Compliance Audit Committee (s. 88.37)

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

A joint Compliance Audit Committee will be established by the lower-tier municipalities within the United Counties of Stormont, Dundas and Glengarry and each respective Council shall approve the appointment of members by resolution or by-law.

Review of Contributions to Candidates (s. 88.34 (1) to (4))

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

Report, Contributions to Candidates for Council

As soon as possible after April 30, 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,

- 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
- 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.

Decision of Compliance Audit Committee – Candidates (s. 88.34 (8))

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

Review of Contributions to Registered Third Parties (s. 88.36 (1) to (4))

The Clerk shall review the contributions reported on the financial statements

submitted by a Registered Third Party to determine whether any contributor appears to have exceeded any of the contribution limits under section 88.13 (Maximum Contributions to Registered Third Parties).

Report, Contributions to Registered Third Parties

As soon as possible after April 30, 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,

- 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
- 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.

Decision of Compliance Audit Committee – Registered Third Parties (s. 88.36 (5))

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

Compliance Audit Application (s. 88.33 (1) and 88.35 (1))

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

Compliance Audit Committee (s. 88.33 (4), (14))

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.

Accessibility

Electors and Candidates with Disabilities (s. 12.1 (1))

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

Plan re Barriers (s. 12.1 (2))

The Clerk shall prepare a plan regarding the identification, removal and prevention of barriers that affect electors and Candidates with disabilities and shall make the plan available to the public before Voting Day in a regular Election.

Location – Accessibility (s. 45 (2))

In establishing the locations of Voting Places or Help Centres the Clerk shall ensure that each Voting Place or Help Centre is accessible to electors with disabilities.

Attendance on Electors with Disabilities (s. 45 (9))

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

Electors Needing Assistance (s. 52 (1) 4)

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

Report (s. 12.1 (3))

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

Municipal Elections Accessibility Plan

The Township of South Stormont 2026 Municipal Elections Accessibility Plan is appended to these 2026 Municipal Elections Policies and Procedures as Appendix "G".

Emergencies

Emergencies (s. 53)

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

On declaring an emergency, the Clerk shall make such arrangements as they consider advisable for the conduct of the Election. The arrangements made by the Clerk, if they are consistent with the principles of this Act, prevail over anything in the 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.

If required, the Clerk may consider alternate or additional arrangements, including but not limited to:

- reporting of election results;
- notification of electors;
- deployment or reassignment of Election Officials;
- adjustments to the voting period, including delays to Voting Day or extensions of voting hours or days;
- establishment of alternate Help Centres or alternate facilities;
- suspension, extension, or resumption of internet voting; and
- closing, relocating, or extending the hours of Voting Places.

In the event that any part of the voting for an office, by-law, or question is not completed, the Clerk shall not release the results for that office, by-law, or question until voting has been completed.

Where internet voting is used, the internet voting service provider shall take direction from the Clerk respecting any actions required during an emergency, including suspending or disabling access to the voting system in order to prevent voting from continuing or commencing, where necessary.

All ballots, voting equipment, tabulators, and election materials shall be secured in accordance with the Clerk's direction during an emergency.

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 Municipal Elections Act also deal with voting places, Ballots and Ballot boxes, etc. the same must be used interchangeably with the alternative forms of voting since the principles of the Act must be maintained and is therefore enforceable and subject to penalties.

As such, the Clerk has agreed to the following:

- that all complaints about actions which may contravene the provisions of the Municipal Elections Act, either verbally or written, 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 (s. 89, 90)

A person is guilty of an offence if they:

- vote without being entitled to do so;
- vote more times than the Act allows;

- vote in a Voting Place in which they are not entitled to vote;
- induce or procure a person to vote when that person is not entitled to do so;
- having appointed a voting proxy that remains in force, vote otherwise than by the proxy;
- having been appointed a voting proxy, vote under the authority of the proxy when the elector has cancelled the proxy, is no longer entitled to vote or has died;
- before or during an Election, publish a false statement of a Candidate's withdrawal;
- furnish false or misleading information to a person whom this Act authorizes to obtain information;
- without authority, supply a PIN/Ballot to anyone;
- deliver to the DRO to be placed in a Ballot box a paper other than the Ballot the DRO gave him/her;
- take a Ballot away from the voting place;
- at an Election, take, open or otherwise deal with a Ballot, Ballot box, or a book or package of Ballots without having authority to do so;
- deal with a PIN, without having authority to do so;
- solicit a Voter Information Letter / Voter Kit / Ballot, containing a PIN, from an eligible elector;
- contravene any provision of the Act or a regulation under the Act or a by-law passed by a municipality under the Act;
- attempt to do something described above.

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

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

Penalties - Elector (s. 90 (2))

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

Penalties - Candidate (s. 91 (1))

If a person is convicted of a corrupt practice under the Act, or of an offence under the Criminal Code (Canada) in connection with an act or omission that

relates to an Election to which the Act applies, then, in addition to any other penalty provided for in the Act:

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

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

Penalties - Individual (s. 94.1 (1))

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

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

Penalties - Trade Unions (s. 94.1 (2))

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

Mail Tampering – Criminal Offence and Prosecution

Notification of the voting process and how electors can vote will be provided in the VIL to electors by first class mail.

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

As such and 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 Police.

Discretionary Authority of Clerk

Discretionary Authority (s.12)

A Clerk who is responsible for conducting an Election may provide for any matter or procedure that;

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

The discretionary authority provided to the Clerk in the Municipal Elections Act brings with it a degree of risk and inherent liability.

Under the revised MEA, Clerks have expanded powers/discretion, where no Council approval is required in the following areas:

- establishment of advance voting dates, locations and hours;
- establishment of reduced voting hours at long term care facilities;
- management of the Voters' List (additions/deletions/modifications); and
- determination of whether filing of financial statements electronically will be permitted and any conditions or limits associated with electronic filing.

The following chart outlines the Implied and Direct Discretionary Authority of the Clerk. It is not an exhaustive list, but captures a large amount of the legislation.

**The Municipal Elections Act, 1996, as amended,
Implied and Direct Discretionary Authority of the Clerk**

Section	Short Description
	Summary of Broad Discretionary Authority
7;8(7);45	The Clerk has authority and control over the costs incurred for an Election.
7(3)1	The Clerk shall bill a local board or upper tier municipality for the costs of a recount in a regular Election for a local board or municipality, a by-law or question submitted by an upper tier or local board or Minister.
7(3)4	The Clerk shall bill for costs when the Clerk counts the votes or conducts a recount of a ranked Ballot Election for an upper-tier municipality, if the member of council of the upper-tier municipality is not also elected to the council of the lower-tier municipality within the upper-tier municipality.
7(12)	The Clerk of a municipality can incur expenses in respect to a question which are required or authorized by this Act to be incurred.
8(6)	The Clerk is responsible for giving notice to the public for any question on the Ballot, regardless of whether it was initiated by a municipality, an upper tier or a Minister.
11(1)	The Clerk is responsible for conducting Elections. Unless otherwise provided, the Clerk has broad discretionary authority to determine the form and method of communication for notices, forms and other information provided by the Act.
12(1)	The Clerk may provide for any matter or procedure that is not specifically provided for in the Act or Regulations.
12(2)	The Clerk may establish forms such as oaths, statutory declarations and has the power to require their use.
12(3)	The Clerk may require a person to furnish proof of identity, qualification or any other matter.
12(4)	The power given the Clerk does not include the power to require a person for the purposes of s.52(1) – voting procedure – to furnish proof of identity and residence in addition to what is prescribed.
12.1	The Clerk shall have regard to the needs of electors and Candidates with disabilities.
12.1(2)	The Clerk shall prepare a plan regarding the identification, removal and prevention of barriers that affect electors and Candidates with disabilities and shall make the plan available to the public before Voting Day in a regular Election.
12.1(3)	Within 90 days after Voting Day in a regular Election, the Clerk shall prepare a report about the identification, removal and prevention of barriers that affect electors and Candidates with disabilities.
13(1)	The Clerk shall determine the form, manner and timing of any notice or other information required by the Act.
22(2)	For the purposes of subsection (1) – correction of errors in the preliminary list, the Clerk may use any information that is in the local municipality’s custody or control.
53(1)	The Clerk has discretion in determining what constitutes an emergency or circumstances that will undermine the integrity of the Election.
53(2)	The Clerk has discretion in a declared emergency to make any arrangements deemed necessary for the conduct of the Election.
53(4)	The Clerk determines when the emergency has passed.

**The Municipal Elections Act, 1996, as amended,
Implied and Direct Discretionary Authority of the Clerk**

Section	Short Description
	Summary of Broad Discretionary Authority
55(4.1)	The Clerk shall, as soon as possible after Voting Day, make information available on the number of votes for each Candidate, the number of declined and rejected Ballots and the number of votes (yes or no) on a by-law or question and determine website or electronic format.
	Cost of Elections
7(2)(4); 8(7)	The Clerk has authority and control over the finances of an Election.
	Notice of By-laws and Questions
8(6)	The Clerk shall determine the form and method of notice to the electors of by-laws and questions to be placed on the Ballot.
	Certification of Vote Results
8(9)	The Clerk shall determine the form of certification when giving the result of the vote on a question or by-law.
	Information to Electors
12.1(1)	The Clerk shall identify strategies to provide for the needs of electors and Candidates with disabilities.
12.1(2)	The Clerk shall prepare a plan regarding the identification, removal and prevention of barriers that affect electors and Candidates with disabilities before Voting Day in a regular Election.
12.1(3)	Within 90 days after Voting Day in a regular Election, the Clerk shall prepare a report about the identification, removal and prevention of barriers that affect electors and Candidates with disabilities.
13(2)	The Clerk may determine what information is necessary to inform electors how to exercise their rights under the Act.
45(8)	The Clerk may issue instructions to Deputy Returning Officers (DRO) regarding attending on an elector in an institution or retirement home.
	Appointment of Election Officials
15(1)	The Clerk shall appoint a Deputy Returning Officer (DRO) for each voting place.
15(1)	The Clerk may appoint other Election officials in addition to DRO's. The Clerk determines what instruction and training is provided to Election officials.
	Delegation of Authority
15(2)(3)(4)	The Clerk may delegate to Election officials in writing, any of the Clerk's powers and duties, however, the Clerk may continue to exercise the delegated powers and duties, despite delegation.
	Creation of Voting Subdivisions
18(1)	The Clerk may divide the municipality into voting subdivisions (on or before March 31 in the year of regular Election).
18(2)	If the Clerk creates voting subdivisions, they shall inform the Chief Electoral Officer (on or before March 31 in the year of a regular Election).
	Correction of Preliminary List of Electors
22(1)	The Clerk may correct any obvious errors in the Preliminary List of Electors, and shall notify the Chief Electoral Officer of the corrections.
22(2)	For the purposes of subsection (1), the Clerk may use any information that is in the local municipality's custody or control.
25(1)	The clerk may, on his or her own initiative, remove a person's name from the voters' list until the close of voting on voting day if the clerk is satisfied that the person has died.
25(4)	The Clerk shall determine the format and manner of the written application to remove a deceased person's name.

**The Municipal Elections Act, 1996, as amended,
Implied and Direct Discretionary Authority of the Clerk**

Section	Short Description
	Summary of Broad Discretionary Authority
	Reproduction / Revision of Voters' List
23(2)(a)(b)	The Clerk shall have the Voters' List reproduced on or before September 1 st and determine where and at what time applications for revisions to the Voters' List may be made under s.24 and s.25.
24(1)(2)	From September 1 st to the close of voting on Voting Day, a person may make an application to be added or removed from the Voters' List or have the information on the Voters' List relating to that person amended.
24(3)(4)	The Clerk may approve or deny applications for revision to the Voters' List.
27(1)(a)(b)	During the period beginning September 20 and ending September 30, the Clerk shall prepare an interim list of changes to the Voters' List approved on or before September 20, and give a copy to each certified Candidate and to each person who received a copy of the Voters' List under s.23.
27(2)(a)(b)	The Clerk shall within 30 days after Voting Day prepare a final list of the changes to the Voters' List and give a copy to the Chief Electoral Officer.
28(1)	The Clerk shall prepare and certify the Voters' List for use in each voting place.
	Nominations
11.1(4)	The upper-tier Clerk responsible for accepting nominations can determine the format in which to send the names of Candidates to lower-tier Clerk.
32	The Clerk shall give notice of the offices for which persons may be nominated and the nomination procedure under this act.
33(1.3)	The Clerk is entitled to rely upon the information filed by the Candidates (endorsements).
35(2)(3)	The Clerk shall certify the nomination of qualified persons, and reject the nomination if not satisfied the person is qualified.
35(4)	The Clerk can determine the form and method of giving notice when a nomination is rejected and shall give notice to the person who sought to be nominated and to all Candidates for the office, as soon as possible.
35(5)	The clerk's decision to certify or reject a nomination is final.
	Acclamations
37(1)(2)	The Clerk can determine the method of declaring acclamations.
	Notice of Election
40(a)(b)(c)(d)	The Clerk shall give notice to the electors and determine the form and method of giving such notice about the location of voting places, dates and times open, the manner in which electors may use voting proxies if applicable and if alternative voting methods, the manner in which electors may use the alternative voting methods.
	Ballot Form
41(2)3	The Clerk can agree to permit another name that a Candidate uses to appear on the Ballot.
41(2)5	If the surnames of two or more Candidates for an office are identical, or in the Clerks opinion, so similar as to cause possible confusion, the Clerk shall differentiate the Candidates on the Ballots as the Clerk considers appropriate.

**The Municipal Elections Act, 1996, as amended,
Implied and Direct Discretionary Authority of the Clerk**

Section	Short Description
	Summary of Broad Discretionary Authority
41(3)	The Clerk shall change some or all the Ballots to facilitate voting by the visually impaired without assistance.
41(4)	The Clerk can decide to use separate or composite Ballots.
	Voting or Vote Counting Equipment or Alternative Voting Method
42(3)(a)(i)(ii)	Where there is a by-law providing for voting or vote counting equipment or an alternative voting method, the Clerk has discretion in establishing forms and procedures for carrying out the intent of the by-law.
42(3)(b)	The Clerk can determine the method for providing a copy of the procedures and forms to Candidates and shall provide a copy of the procedures and forms to each Candidate when their nomination is filed.
	Advance Vote
43(2)	The Clerk shall establish the date or dates, number, location and hours of Advance Voting.
43(5)(b)(ii)	The Clerk determines how to keep safe any Advance Vote Ballot boxes and all other material and documents relating to the Advance Vote.
43(7)	The Clerk determines the method of updating Voters' Lists to reflect Advance Voting and ensures that the Voters' Lists for all voting places are updated to reflect voting that took place at an advance vote.
	Proxies
44(7)	The Clerk may determine what is required to verify that persons are qualified to appoint and be appointed as a voting proxy and if satisfied that the person who appointed the voting proxy is entitled to do so, and that the person appointed is entitled to act as the voting proxy, shall apply a certificate in the prescribed form to the appointing document.
	Voting Places and Procedures
45(1)(3)(5)	The Clerk has discretion in identifying the number and location of voting places and designating the area.
45(2)	In establishing the locations of voting places, the Clerk shall identify strategies that ensure that each voting place is accessible to electors with disabilities.
45(7)1,2,3	A voting place shall be located in an institution for the reception, treatment or vocational training of members or former members of Canadian Forces; an institution which on September 1 st 20 beds or more are occupied by persons who are disabled; chronically ill or infirm; and in a retirement home which on September 1 st , 50 beds or more are occupied.
45(8)	The Clerk may issue instructions to DRO's regarding attending on an elector in an institution or retirement home to allow him or her to vote.
45(9)	The Clerk shall issue instructions to DRO's regarding attending on electors with a disability, including mobility impaired, anywhere within the defined voting place.
46(2)	The Clerk may establish specific voting places to open on Voting Day before 10:00 am.
46(3)	The Clerk may establish reduced voting hours for a voting place that is only for the use of residents of the institution or retirement home.
47(1)(a)	The Clerk has the discretion to go to or remain in voting places during voting or when votes are being counted.

**The Municipal Elections Act, 1996, as amended,
Implied and Direct Discretionary Authority of the Clerk**

Section	Short Description
	Summary of Broad Discretionary Authority
	Emergency
53(1)	The Clerk has discretion in determining what constitutes an emergency or circumstances that will undermine the integrity of the Election.
53(2)	The Clerk has discretion in a declared emergency to make any arrangements deemed necessary for the conduct of the Election.
53(4)	The Clerk determines when the emergency has passed.
	Opening Ballot Box
55(3)	The Clerk shall determine the results of the Election by compiling the statements of results received from the DRO.
55(4)	The Clerk shall, as soon as possible after Voting Day, declare the elected Candidate(s) and the result of the vote on any by-law or question.
55(4.1)	As soon as possible after Voting Day, the Clerk shall make information available on number of votes for each Candidate, number of declined and rejected Ballots, number of votes (yes or no) on a by-law or question.
55(5)	The Clerk, in the presence of the DRO, can decide to open a Ballot box to assist with interpreting the statement of results.
	Recounts
56(1)(1.1)(2)	The Clerk shall hold a recount in accordance with policy within 15 days after declaration of results.
59	The Clerk may decide to include other Candidates for an office in a recount.
61(1)1	The Clerk may be present at a recount in the case of a tie vote, or any policy passed, when the Council, Board or Minister requires a recount and when the Ontario Superior Court of Justice orders a recount – s.56,57,58,63
61(2)1	The Clerk may be present at a recount for a by-law or question.
61(6)	The Clerk determines disputes concerning the validity of a Ballot or the counting of votes in a Ballot.
61(7)	The Clerk may permit others to be present at a recount.
62(3)63(10)	If the recount leaves two Candidates tied, the Clerk shall choose the successful Candidate by lot.
	By-Elections
65(4)1	The Clerk sets the date of Nomination Day, in the case of a by-Election.
65(5)1	The Clerk sets the date of voting if the by-Election relates to a question or by-law.
	Financial Reporting
33.0.1(1)	The Clerk determines the form of the preliminary certificate of maximum campaign expenses, upon the filing of a person's nomination and shall give the person, or their agent filing the nomination for the person, a certificate of the applicable maximum amount as of the filing date.
33.1	The Clerk shall, before Voting Day, give notice of the penalties under s.88.23(2) and s.92(1) related to Election campaign finance to each person nominated for an office.

**The Municipal Elections Act, 1996, as amended,
Implied and Direct Discretionary Authority of the Clerk**

Section	Short Description
	Summary of Broad Discretionary Authority
88.20(13)(a)(b)	The Clerk determines the form and method of delivery of the certificate of maximum campaign expenses. The Clerk shall calculate the maximum amounts permitted by subsections 6 (Candidate expenses) and subsection 9 (expenses, parties etc.) for each office for which nominations have been filed and shall give a certificate of the applicable amounts to each Candidate on or before September 30 in a regular Election, and within 10 days after the Clerk makes the required corrections in the case of a by-Election.
88.23(3)	The Clerk determines the form and process of the notice of default.
88.25(9)	The Clerk determines the form and method of delivery of notice to Candidates of the campaign expense filing requirements and shall give notice at least 30 days before the filing date.
	Election Records
88(2)(a)(b)	When the 120-day period has elapsed, the Clerk shall destroy the Ballots and may destroy other documents and materials related to the Election.
88(4)	The Clerk shall retain the financial statements until the next Election.
88(9.1)	The Clerk shall make the documents filed under s.88.25, 88.29 and 88.32 available at no charge for viewing by the public on a website or in another electronic format as soon as possible after the documents are filed.

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**Form 1 - Prescribed
Township of South Stormont
Nomination Paper – Prescribed Form**
Municipal Elections Act, 1996, as amended s. 33, s. 35

Instructions

It is the responsibility of the person being nominated to file a complete and accurate nomination paper. Please print or type information (except signatures).

Nomination paper of a person to be a candidate at an election to be held in the following municipality

Nominated for the Office of			Ward Name or Number (if any)		
Nominee's name as it is to appear on the ballot paper (subject to agreement of the municipal clerk)					
Last Name or Single Name			Given Name(s)		
Nominee's full qualifying address					
Suite/Unit Number	Street Number	Street Name			
Municipality			Province		Postal Code
Mailing Address <input type="checkbox"/> Same as qualifying address					
Suite/Unit Number	Street Number	Street Name			
Municipality			Province		Postal Code
Email Address			Telephone Number	Telephone Number 2	

Declaration of Qualification

I, _____, declare that I am presently legally qualified (or would be presently legally qualified if I were not a member of the Legislative Assembly of Ontario or the Senate or House of Commons of Canada) to be elected and to hold the office for which I am nominated.

Signature of Nominee

Date (yyyy/mm/dd)

Date Received (yyyy/mm/dd)	Time Received	Initial of Nominee or Agent (if filed in person)	Signature of Clerk or Designate
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Certification by Clerk or Designate

I, the undersigned clerk of this municipality, do hereby certify that I have examined the nomination paper of the aforesaid nominee filed with me and am satisfied that the nominee is qualified to be nominated and that the nomination complies with the Act.

Signature

Date Certified (yyyy/mm/dd)

**Form 2 - Prescribed
Township of South Stormont
Endorsement of Nomination – Prescribed Form**
Municipal Elections Act, 1996, as amended s. 33

Instructions

- Candidates must obtain a minimum of 25 original signatures.
- An individual providing an endorsement signature must be a Canadian citizen, aged 18 or older and have a qualifying address in the municipality. An individual may sign an endorsement for more than one person seeking nomination.
- The qualifying address provided must include the postal code.

Personal information collected on this form is obtained under the authority of sections 33 and 95 of the *Municipal Elections Act, 1996*. Under section 88 of the *Municipal Elections Act, 1996* (and despite anything in the *Municipal Freedom of Information and Protection of Privacy Act*) documents and materials filed with or prepared by the clerk or any other election official under the *Municipal Elections Act, 1996* are public records and, until their destruction, may be inspected by any person at the clerk's office at a time when the office is open.

Name of person seeking nomination

Last Name or Single Name

Given Name(s)

Endorsement signatures for the nomination of a person for an office in the municipality of

Township of South Stormont

in the year 2026

Name of person providing endorsement – 1

Last Name or Single Name

Given Name(s)

Qualifying Address

Suite/Unit Number

Street Number

Street Name

Municipality

Province

Postal Code

I endorse _____ as a candidate and declare that I am qualified to be an elector in this municipality.

Signature

Date (yyyy/mm/dd)

Name of person providing endorsement – 2

Last Name or Single Name

Given Name(s)

Qualifying Address

Suite/Unit Number

Street Number

Street Name

Municipality

Province

Postal Code

I endorse _____ as a candidate and declare that I am qualified to be an elector in this municipality.

Signature

Date (yyyy/mm/dd)

Name of person providing endorsement – 3

Last Name or Single Name

Given Name(s)

Qualifying Address

Suite/Unit Number

Street Number

Street Name

Municipality

Province

Postal Code

I endorse _____ as a candidate and declare that I am qualified to be an elector in this municipality.

Signature

Date (yyyy/mm/dd)

Name of person providing endorsement – 4

Last Name or Single Name

Given Name(s)

Qualifying Address

Suite/Unit Number

Street Number

Street Name

Municipality

Province

Postal Code

I endorse _____ as a candidate and declare that I am qualified to be an elector in this municipality.

Signature

Date (yyyy/mm/dd)

Name of person providing endorsement – 5

Last Name or Single Name

Given Name(s)

Qualifying Address

Suite/Unit Number

Street Number

Street Name

Municipality

Province

Postal Code

I endorse _____ as a candidate and declare that I am qualified to be an elector in this municipality.

Signature

Date (yyyy/mm/dd)

Name of person providing endorsement – 6

Last Name or Single Name

Given Name(s)

Qualifying Address

Suite/Unit Number

Street Number

Street Name

Municipality

Province

Postal Code

I endorse _____ as a candidate and declare that I am qualified to be an elector in this municipality.

Signature

Date (yyyy/mm/dd)

Name of person providing endorsement – 7

Last Name or Single Name

Given Name(s)

Qualifying Address

Suite/Unit Number

Street Number

Street Name

Municipality

Province

Postal Code

I endorse _____ as a candidate and declare that I am qualified to be an elector in this municipality.

Signature

Date (yyyy/mm/dd)

Name of person providing endorsement – 8

Last Name or Single Name

Given Name(s)

Qualifying Address

Suite/Unit Number

Street Number

Street Name

Municipality

Province

Postal Code

I endorse _____ as a candidate and declare that I am qualified to be an elector in this municipality.

Signature

Date (yyyy/mm/dd)

Name of person providing endorsement – 9

Last Name or Single Name

Given Name(s)

Qualifying Address

Suite/Unit Number

Street Number

Street Name

Municipality

Province

Postal Code

I endorse _____ as a candidate and declare that I am qualified to be an elector in this municipality.

Signature

Date (yyyy/mm/dd)

Name of person providing endorsement – 10

Last Name or Single Name

Given Name(s)

Qualifying Address

Suite/Unit Number

Street Number

Street Name

Municipality

Province

Postal Code

I endorse _____ as a candidate and declare that I am qualified to be an elector in this municipality.

Signature

Date (yyyy/mm/dd)

Name of person providing endorsement – 11

Last Name or Single Name

Given Name(s)

Qualifying Address

Suite/Unit Number

Street Number

Street Name

Municipality

Province

Postal Code

I endorse _____ as a candidate and declare that I am qualified to be an elector in this municipality.

Signature

Date (yyyy/mm/dd)

Name of person providing endorsement – 12

Last Name or Single Name

Given Name(s)

Qualifying Address

Suite/Unit Number

Street Number

Street Name

Municipality

Province

Postal Code

I endorse _____ as a candidate and declare that I am qualified to be an elector in this municipality.

Signature_____
Date (yyyy/mm/dd)**Name of person providing endorsement – 13**

Last Name or Single Name

Given Name(s)

Qualifying Address

Suite/Unit Number

Street Number

Street Name

Municipality

Province

Postal Code

I endorse _____ as a candidate and declare that I am qualified to be an elector in this municipality.

Signature_____
Date (yyyy/mm/dd)**Name of person providing endorsement – 14**

Last Name or Single Name

Given Name(s)

Qualifying Address

Suite/Unit Number

Street Number

Street Name

Municipality

Province

Postal Code

I endorse _____ as a candidate and declare that I am qualified to be an elector in this municipality.

Signature_____
Date (yyyy/mm/dd)

Name of person providing endorsement – 15

Last Name or Single Name

Given Name(s)

Qualifying Address

Suite/Unit Number

Street Number

Street Name

Municipality

Province

Postal Code

I endorse _____ as a candidate and declare that I am qualified to be an elector in this municipality.

Signature_____
Date (yyyy/mm/dd)**Name of person providing endorsement – 16**

Last Name or Single Name

Given Name(s)

Qualifying Address

Suite/Unit Number

Street Number

Street Name

Municipality

Province

Postal Code

I endorse _____ as a candidate and declare that I am qualified to be an elector in this municipality.

Signature_____
Date (yyyy/mm/dd)**Name of person providing endorsement – 17**

Last Name or Single Name

Given Name(s)

Qualifying Address

Suite/Unit Number

Street Number

Street Name

Municipality

Province

Postal Code

I endorse _____ as a candidate and declare that I am qualified to be an elector in this municipality.

Signature_____
Date (yyyy/mm/dd)

Name of person providing endorsement – 18

Last Name or Single Name

Given Name(s)

Qualifying Address

Suite/Unit Number

Street Number

Street Name

Municipality

Province

Postal Code

I endorse _____ as a candidate and declare that I am qualified to be an elector in this municipality.

Signature_____
Date (yyyy/mm/dd)**Name of person providing endorsement – 19**

Last Name or Single Name

Given Name(s)

Qualifying Address

Suite/Unit Number

Street Number

Street Name

Municipality

Province

Postal Code

I endorse _____ as a candidate and declare that I am qualified to be an elector in this municipality.

Signature_____
Date (yyyy/mm/dd)**Name of person providing endorsement – 20**

Last Name or Single Name

Given Name(s)

Qualifying Address

Suite/Unit Number

Street Number

Street Name

Municipality

Province

Postal Code

I endorse _____ as a candidate and declare that I am qualified to be an elector in this municipality.

Signature_____
Date (yyyy/mm/dd)

Name of person providing endorsement – 21

Last Name or Single Name

Given Name(s)

Qualifying Address

Suite/Unit Number

Street Number

Street Name

Municipality

Province

Postal Code

I endorse _____ as a candidate and declare that I am qualified to be an elector in this municipality.

Signature

Date (yyyy/mm/dd)

Name of person providing endorsement – 22

Last Name or Single Name

Given Name(s)

Qualifying Address

Suite/Unit Number

Street Number

Street Name

Municipality

Province

Postal Code

I endorse _____ as a candidate and declare that I am qualified to be an elector in this municipality.

Signature

Date (yyyy/mm/dd)

Name of person providing endorsement – 23

Last Name or Single Name

Given Name(s)

Qualifying Address

Suite/Unit Number

Street Number

Street Name

Municipality

Province

Postal Code

I endorse _____ as a candidate and declare that I am qualified to be an elector in this municipality.

Signature

Date (yyyy/mm/dd)

Name of person providing endorsement – 24

Last Name or Single Name

Given Name(s)

Qualifying Address

Suite/Unit Number

Street Number

Street Name

Municipality

Province

Postal Code

I endorse _____ as a candidate and declare that I am qualified to be an elector in this municipality.

Signature_____
Date (yyyy/mm/dd)**Name of person providing endorsement – 25**

Last Name or Single Name

Given Name(s)

Qualifying Address

Suite/Unit Number

Street Number

Street Name

Municipality

Province

Postal Code

I endorse _____ as a candidate and declare that I am qualified to be an elector in this municipality.

Signature_____
Date (yyyy/mm/dd)**Name of person providing endorsement – 26**

Last Name or Single Name

Given Name(s)

Qualifying Address

Suite/Unit Number

Street Number

Street Name

Municipality

Province

Postal Code

I endorse _____ as a candidate and declare that I am qualified to be an elector in this municipality.

Signature_____
Date (yyyy/mm/dd)

Name of person providing endorsement – 27

Last Name or Single Name

Given Name(s)

Qualifying Address

Suite/Unit Number

Street Number

Street Name

Municipality

Province

Postal Code

I endorse _____ as a candidate and declare that I am qualified to be an elector in this municipality.

Signature_____
Date (yyyy/mm/dd)**Name of person providing endorsement – 28**

Last Name or Single Name

Given Name(s)

Qualifying Address

Suite/Unit Number

Street Number

Street Name

Municipality

Province

Postal Code

I endorse _____ as a candidate and declare that I am qualified to be an elector in this municipality.

Signature_____
Date (yyyy/mm/dd)**Name of person providing endorsement – 29**

Last Name or Single Name

Given Name(s)

Qualifying Address

Suite/Unit Number

Street Number

Street Name

Municipality

Province

Postal Code

I endorse _____ as a candidate and declare that I am qualified to be an elector in this municipality.

Signature_____
Date (yyyy/mm/dd)

Name of person providing endorsement – 30

Last Name or Single Name

Given Name(s)

Qualifying Address

Suite/Unit Number

Street Number

Street Name

Municipality

Province

Postal Code

I endorse _____ as a candidate and declare that I am qualified to be an elector in this municipality.

Signature

Date (yyyy/mm/dd)

**Form 3 - Prescribed
Township of South Stormont
Appointment for Proxy
NOT APPLICABLE**

**Form 4 - Prescribed
Township of South Stormont
Financial Statement – Auditor’s Report Candidate**
Municipal Elections Act, 1996, as amended s. 88.25

Instructions

All candidates must complete Boxes A and B. Candidates who receive contributions or incur expenses must complete Boxes C, D, Schedule 1 and Schedule 2 as appropriate. Candidates who use a broadcaster or publisher for an election campaign advertisement must complete Schedule 3. Candidates who receive contributions or incur expenses in excess of \$10,000 must also attach an Auditor's Report.

All surplus funds (after any refund to the candidate or their spouse) shall be immediately paid to the clerk who is responsible for the conduct of the election.

For the campaign period from (day clerk received nomination)

YYYY	MM	DD
------	----	----

to

YYYY	MM	DD
------	----	----

- Initial filing reflecting finances from start of campaign to December 31 (or 45 days after voting day in a by-election)
- Supplementary filing reflecting finances from start of campaign to end of extended campaign period

Box A: Name of Candidate and Office

Candidate's name as shown on the ballot	
Last Name or Single Name	Given Name(s)
Office for Which the Candidate Sought Election	Ward Name or Number (if any)
Municipality	

Spending Limit	Parties and Other Expressions of Appreciation	Contribution Limit
General		Contributions from Candidate and Spouse
\$	\$	\$

I did not accept any contributions or incur any expenses. (Complete Boxes A and B only)

Box B: Declaration

I, _____, declare that to the best of my knowledge and belief that these financial statements and attached supporting schedules are true and correct.

Signature of Candidate _____
Date (yyyy/mm/dd)

Date Filed (yyyy/mm/dd)	Time Filed	Initial of Candidate or Agent (if filed in person)	Signature of Clerk or Designate

Box C: Statement of Campaign Income and Expenses

LOAN

Name of bank or recognized lending institution

Amount borrowed
\$

INCOME

Total amount of all contributions (from line 1A in Schedule 1)

+ \$

Revenue from items \$25 or less

+ \$

Sign deposit refund

+ \$

Revenue from fundraising events not deemed a contribution
(from Part III of Schedule 2)

+ \$

Interest earned by campaign bank account

+ \$

Other (provide full details)

1. + \$

2. + \$

3. + \$

4. + \$

5. + \$

6. + \$

Total Campaign Income (Do not include loan)

= \$ **C1**

EXPENSES (Note: Include the value of contributions of goods and services)

1. Expenses subject to general spending limit

Inventory from previous campaign used in this campaign
(list details in Table 2 of Schedule 1)

+ \$

Advertising

+ \$

Brochures/flyers

+ \$

Signs (including sign deposit)

+ \$

Meetings hosted

+ \$

Office expenses incurred until voting day

+ \$

Phone and/or internet expenses incurred until voting day

+ \$

Salaries, benefits, honoraria, professional fees incurred until voting day

+ \$

Bank charges incurred until voting day

+ \$

Interest charged on loan until voting day

+ \$

Other (provide full details)

1. + \$

2. + \$

3. + \$

4. + \$

5. + \$

6. + \$

Total Expenses subject to general spending limit

= \$ **C2**

2. Expenses subject to spending limit for parties and other expressions of appreciation

1. + \$

2.	_____	+ \$	_____
3.	_____	+ \$	_____
4.	_____	+ \$	_____
5.	_____	+ \$	_____
Total Expenses subject to spending limit for parties and other expressions of appreciation		= \$	C3

3. Expenses not subject to spending limits

Accounting and audit		+ \$	_____
Cost of fundraising events/activities (list details in Part IV of Schedule 2)		+ \$	_____
Office expenses incurred after voting day		+ \$	_____
Phone and/or internet expenses incurred after voting day		+ \$	_____
Salaries, benefits, honoraria, professional fees incurred after voting day		+ \$	_____
Bank charges incurred after voting day		+ \$	_____
Interest charged on loan after voting day		+ \$	_____
Expenses related to recount		+ \$	_____
Expenses related to controverted election		+ \$	_____
Expenses related to compliance audit		+ \$	_____
Expenses related to candidate's disability (provide full details)			
1.	_____	+ \$	_____
2.	_____	+ \$	_____
3.	_____	+ \$	_____
4.	_____	+ \$	_____
5.	_____	+ \$	_____
Other (provide full details)			
1.	_____	+ \$	_____
2.	_____	+ \$	_____
3.	_____	+ \$	_____
4.	_____	+ \$	_____
5.	_____	+ \$	_____
Total Expenses not subject to spending limits		= \$	C4

Total Campaign Expenses (C2 + C3 + C4) = \$ **C5**

Box D: Calculation of Surplus or Deficit

Excess (deficiency) of income over expenses (Income minus Total Expenses) (C1 – C5)		+ \$	D1
If there is a surplus, deduct any refund of candidate's or spouse's contributions to the campaign		- \$	_____
Surplus (or deficit) for the campaign		= \$	D2

If line D2 shows a surplus, the amount must be paid in trust, at the time the financial statements are filed, to the municipal clerk who is responsible for the conduct of the election.

Schedule 1 – Contributions

Part I – Summary of Contributions

Contributions in money from candidate and spouse	+	\$	
Contributions in goods and services from candidate and spouse (include value listed in Table 1 and Table 2)	+	\$	
Total value of contributions not exceeding \$100 per contributor • Include ticket revenue, contributions in money, goods and services where the total contribution from a contributor is \$100 or less (do not include contributions from candidate or spouse).	+	\$	
Total value of contributions exceeding \$100 per contributor (from line 1B; list details in Table 3 and Table 4) • Include ticket revenue, contributions in money, goods and services where the total contribution from a contributor exceeds \$100 (do not include contributions from candidate or spouse).	+	\$	
Less: Ineligible contributions paid or payable to the contributor Contributions paid or payable to the clerk, including contributions from anonymous sources exceeding \$25	–	\$	
	–	\$	
Total Amount of Contributions (record under Income in Box C)	=	\$	1A

Part II – Contributions from candidate or spouse

Table 1: Contributions in goods or services
(Note: Must also be recorded as Expenses in Box C.)

Description of Goods or Services	Date Received (yyyy/mm/dd)	Value (\$)
Total		

Additional information is listed on separate supplementary attachment, if completed manually.

Table 2: Inventory of campaign goods and materials from previous municipal campaign used in this campaign
(Note: Value must be recorded as a contribution from the candidate and as an expense.)

Description	Date Acquired (yyyy/mm/dd)	Supplier	Quantity	Current Market Value (\$)
Total				

Additional information is listed on separate supplementary attachment, if completed manually.

Part III – Contributions exceeding \$100 per contributor – individuals other than candidate or spouse

Table 3: Monetary contributions from individuals other than candidate or spouse

Name	Full Address	Date Received (yyyy/mm/dd)	Amount Received (\$)	Amount Returned to Contributor or Paid to Clerk (\$)
Total				

Additional information is listed on separate supplementary attachment, if completed manually.

**Table 4: Contributions in goods or services from individuals other than candidate or spouse
(Note: Must also be recorded as Expenses in Box C.)**

Name	Full Address	Description of Goods or Services	Date Received (yyyy/mm/dd)	Value (\$)
Total				

Additional information is listed on separate supplementary attachment, if completed manually.

**Total for Part III – Contributions exceeding \$100 per contributor
(Add totals from Table 3 and Table 4 and record the total in Part 1 – Summary of Contributions)** \$ _____ **1B**

Schedule 2 – Fundraising Events and Activities

Complete a separate schedule for each event or activity held.

Additional schedule(s) attached, if completed manually.

Fundraising Event/Activity 1

Description of fundraising event/activity _____

Date of event/activity (yyyy/mm/dd) _____

Part I – Ticket revenue

Admission charge (per person) \$ _____ **2A**

(If there are a range of ticket prices, attach complete breakdown of all ticket sales)

Number of tickets sold x _____ **2B**

Total Part I (2A X 2B) (include in Part I of Schedule 1) = \$ _____

Part II – Other revenue deemed a contribution

Provide details (e.g., revenue from goods sold in excess of fair market value)

1.	_____	+ \$	_____
2.	_____	+ \$	_____
3.	_____	+ \$	_____
4.	_____	+ \$	_____
5.	_____	+ \$	_____

Total Part II (include in Part I of Schedule 1) = \$ _____

Part III – Other revenue not deemed a contribution

Provide details (e.g., contribution of \$25 or less; goods or services sold for \$25 or less)

1.	_____	+ \$	_____
2.	_____	+ \$	_____
3.	_____	+ \$	_____
4.	_____	+ \$	_____
5.	_____	+ \$	_____

Total Part III (include under Income in Box C) = \$ _____

Part IV – Expenses related to fundraising event or activity

Provide details

1.	_____	+ \$	_____
2.	_____	+ \$	_____
3.	_____	+ \$	_____
4.	_____	+ \$	_____
5.	_____	+ \$	_____

Total Part IV Expenses (include under Expenses in Box C) = \$ _____

Schedule 3 – Broadcasters and Publishers

Complete if candidate used a broadcaster or publisher for an election campaign advertisement.

Table 5: Contact information for broadcasters and publishers used during the election campaign

Name	Type of Advertisement (e.g. print, television, radio etc)	Contact Information

Additional information is listed on separate supplementary attachment, if completed manually.

Auditor's Report – Municipal Elections Act, 1996 (Section 88.25)

A candidate who has received contributions or incurred expenses in excess of \$10,000 must attach an auditor's report.

Professional Designation of Auditor

Municipality		Date (yyyy/mm/dd)
Contact Information		
Last Name or Single Name		Given Name(s)
Licence Number		
Address		
Suite/Unit Number	Street Number	Street Name
Municipality		Province
Postal Code		
Telephone Number	Email Address	

The report must be done in accordance with generally accepted auditing standards and must:

- set out the scope of the examination
- provide an opinion as to the completeness and accuracy of the financial statement and whether it is free of material misstatement

Report is attached

Personal information, if any, collected on this form is obtained under the authority of sections 88.25 and 95 of the *Municipal Elections Act, 1996*. Under section 88 of the *Municipal Elections Act, 1996* (and despite anything in the *Municipal Freedom of Information and Protection of Privacy Act*) documents and materials filed with or prepared by the clerk or any other election official under the *Municipal Elections Act, 1996* are public records and, until their destruction, may be inspected by any person at the clerk's office at a time when the office is open. Campaign financial statements shall also be made available by the clerk in an electronic format free of charge upon request.

**Form 5 - Prescribed
Township of South Stormont
Financial Statement – Subsequent Expense**
Municipal Elections Act, 1996, as amended s. 88.32

Instructions

This form must be completed by any candidate or registered third party who has:

- incurred costs related to a compliance audit, after the supplementary filing period has passed; and
- applied for the return of their surplus funds from the clerk in order to defray those costs.

Any surplus funds remaining when the costs have been defrayed shall be immediately paid to the clerk who was responsible for the conduct of the election.

A new form must be completed and filed with the clerk 90 days after the surplus was returned to the candidate or third party advertiser, and every 90 days thereafter, until:

- the costs are defrayed and any remaining surplus has been paid to the clerk, or
- there is no surplus remaining.

For the reporting period from	YYYY	MM	DD	to	YYYY	MM	DD
--------------------------------------	------	----	----	----	------	----	----

Box A: Name of Candidate and Office

Candidate's name as shown on ballot	
Last Name or Single Name	Given Name(s)
Office for Which the Candidate Sought Election	Ward Name or Number (if any)
Municipality	

Box B: Name of Registered Third Party

Name of Registered Third Party	Municipality
Official Representative (if trade union or corporation)	
Last Name or Single Name	Given Name(s)

Box C: Summary of Expenses

Surplus at Start of Reporting Period	\$	(A)
Expenses related to compliance audit (provide full details)		
1. _____	+ \$	
2. _____	+ \$	
3. _____	+ \$	
4. _____	+ \$	
5. _____	+ \$	
Total Expenses	= \$	(B)
Surplus Remaining (A) – (B)	= \$	
Amount Paid to Clerk (if applicable)	\$	

Box D: Declaration

I, _____, declare that to the best of my knowledge and belief that these financial statements and attached supporting schedules are true and correct.

Signature of Candidate or Registered Third Party (or Official Representative)

Date (yyyy/mm/dd)

Time Filed

Date Filed (yyyy/mm/dd)

Signature of Clerk or Designate

**Form 6 – Prescribed
Township of South Stormont
Notice of Extension of Campaign Period**
Municipal Elections Act, 1996, as amended s. 88.24, 88.28

Instructions

- To be completed and filed with the clerk by a candidate or registered third party requesting an extension of the campaign period due to a deficit.
- This notice must be filed on or before December 31 in the year of a regular election and 45 days after voting day in the case of a by-election.

Box A: Name of Candidate and Office

Name of Candidate

Last Name or Single Name

Given Name(s)

Office for Which the Candidate Sought Election

Ward Name or Number (if any)

Municipality

Box B: Name of Registered Third Party

Name of Registered Third Party

Municipality

Official Representative (if trade union or corporation)

Last Name or Single Name

Given Name(s)

Box C: Declaration

I, _____, hereby give notice and declare to the clerk that I (or the registered third party that I represent) have a deficit and wish the campaign period to be extended in accordance with section 88.24.

Signature of Candidate or Registered Third Party (or Official Representative)

Date (yyyy/mm/dd)

Time Filed

Date Filed (yyyy/mm/dd)

Signature of Clerk or Designate

**Form 7 - Prescribed
Township of South Stormont
Notice of Registration – Third Party**
Municipal Elections Act, 1996, as amended s. 88.6

Duties of Registered Third Parties
Municipal Elections Act, 1996 (Section 88.26)

A registered third party shall ensure that,

- (a) no contributions of money are accepted or expenses are incurred in relation to third party advertisements that appear during an election in a municipality unless one or more campaign accounts are first opened at a financial institution exclusively for the purposes of the election campaign;
- (b) all contributions of money are deposited into the campaign accounts;
- (c) all funds in the campaign accounts are used exclusively for the purposes of the election campaign;
- (d) all payments for expenses are made from the campaign accounts;
- (e) contributions of goods or services are valued;
- (f) receipts are issued for every contribution and obtained for every expense;
- (g) records are kept of,
 - (i) the receipts issued for every contribution,
 - (ii) the value of every contribution,
 - (iii) whether a contribution is in the form of money, goods or services, and
 - (iv) the contributor's name and address;
- (h) records are kept of every expense including the receipts obtained for each expense;
- (i) records are kept of any claim for payment of an expense that the registered third party disputes or refuses to pay;
- (j) records are kept of the gross income from a fund-raising function and the gross amount of money received at a fund-raising function by donations of \$25 or less or by the sale of goods or services for \$25 or less;
- (k) records are kept of any loan and its terms under section 88.17 (Account Loans);
- (l) the records described in clauses (g), (h), (i), (j) and (k) are retained by the registered third party for the term of office of the members of the council or local board and until their successors are elected and the newly elected council or local board is organized;
- (m) financial filings are made in accordance with sections 88.29 (Financial Statements, etc.) and 88.32 (Return of Surplus for Subsequent Expenses);

- (n) proper direction is given to the persons who are authorized to incur expenses and accept or solicit contributions under the direction of the registered third party;
- (o) a contribution of money made or received in contravention of this Act or a by-law passed under this Act is returned to the contributor as soon as possible after the registered third party becomes aware of the contravention;
- (p) a contribution not returned to the contributor under clause (o) is paid to the clerk of the municipality in which the registered third party is registered;
- (q) an anonymous contribution is paid to the clerk of the municipality in which the registered third party is registered; and
- (r) each contributor is informed that a contributor shall not make contributions exceeding,
 - (i) a total of \$1,200 to any one registered third party in relation to third party advertisements, and
 - (ii) a total of \$5,000 to two or more registered third parties registered in the same municipality in relation to third party advertisements.

Exclusion of certain expenses

Expenses described in paragraph 2 of subsection 88.19 (3) (Audit and Accounting Fees) are not expenses for the purpose of clause (a) above.

Contributions paid to clerk

Contributions paid to the clerk under clause (p) or (q) above become the property of the local municipality.

Instruction

It is the responsibility of the person incurring expenses to file a complete and accurate notice. Please print or type information (except signatures).

Box A: Notice of Registration (Individuals, Corporations and Trade Unions)

Registration for an Individual, Corporation or Trade Union in the Following Municipality

Name of Individual, Corporation or Trade Union (Registrant)

Mailing Address (Registrant)

Suite/Unit Number	Street Number	Street Name
-------------------	---------------	-------------

Municipality	Province	Postal Code
--------------	----------	-------------

Email Address	Telephone Number	Telephone Number 2
---------------	------------------	--------------------

Box B: Designation of an Official Representative (Corporations and Trade Unions)

Name of person signing (Official Representative)

Last Name or Single Name	Given Name(s)
--------------------------	---------------

Mailing Address (Official Representative)

Suite/Unit Number	Street Number	Street Name
-------------------	---------------	-------------

Municipality	Province	Postal Code
--------------	----------	-------------

Email Address	Telephone Number	Telephone Number 2
---------------	------------------	--------------------

Box C: Additional Information (Corporations)

Business Name

Corporation Number (Indicate whether Ontario Corporation Number, Federal Corporation Number, etc.)

Names of Principal Officers

- | | |
|-----------|-----------|
| 1. _____ | 2. _____ |
| 3. _____ | 4. _____ |
| 5. _____ | 6. _____ |
| 7. _____ | 8. _____ |
| 9. _____ | 10. _____ |
| 11. _____ | 12. _____ |

Box D: Declaration of Qualification

I, _____, the Registrant (or Official Representative of the Registrant), referred to in this notice, do hereby declare that:

- (1) The information in this notice of registration is, to the best of knowledge and belief, true;
- (2) The Registrant is qualified to be registered as a third party advertiser; and
- (3) I am authorized to sign on behalf of the Registrant (applies only where the Registrant is a corporation or trade union).

Signature of Registrant (or Official Representative)

Date (yyyy/mm/dd)

Date Received (yyyy/mm/dd)	Time Received	Initial of Registrant (or Official Representative) (if filed in person)	Signature of Clerk or Designate
----------------------------	---------------	---	---------------------------------

Certification by Clerk or Designate

I, the undersigned clerk of this municipality, do hereby certify that I have examined the notice of registration of the aforesaid registrant filed with me and am satisfied that the registrant is qualified to incur expenses and that the notice of registration complies with the Act.

Signature of Clerk or Designate

Date Certified (yyyy/mm/dd)

**Form 8 – Prescribed
Township of South Stormont
Financial Statement – Auditor’s Report Third Party**
Municipal Elections Act, 1990, s. 88.29

Instructions

All registrants must complete Boxes A, B, C and D and Schedule 1. All registrants must complete Schedule 2 and Schedule 3 as appropriate. Registrants who receive contributions or incur expenses in excess of \$10,000 must also attach an Auditor’s Report.

All surplus funds (after any refund to the registrant or, if the registrant is an individual, their spouse) shall be immediately paid to the clerk who was responsible for the conduct of the election.

For the campaign period from

YYYY	MM	DD
------	----	----

 to

YYYY	MM	DD
------	----	----

- Initial filing reflecting finances from start of campaign to December 31 (or 45 days after voting day in a by-election)
- Supplementary filing reflecting finances from start of campaign to end of extended campaign period

Box A: Name of Registrant

Name of Registrant (individual, trade union or corporation)

Official Representative (name of person signing on behalf of trade union or corporation)

Last Name or Single Name

Given Name(s)

Municipality

Spending Limit – General
\$

Spending Limit – Parties and Other Expressions of Appreciation
\$

Box B: Declaration

I, _____, a registrant (or official representative), declare that to the best of my knowledge and belief that these financial statements and attached supporting schedules are true and correct.

Signature of Registrant (or Official Representative)

Date (yyyy/mm/dd)

Date Filed (yyyy/mm/dd)

Time Filed

Initial of Registrant, Official Representative
or Agent (if filed in person)

Signature of Clerk or Designate

Box C: Statement of Campaign Income and Expenses

LOAN

Name of bank or recognized lending institution

Amount borrowed
\$

INCOME

Total amount of all contributions (from line 1A in Schedule 1)

+ \$

Revenue from items \$25 or less

+ \$

Sign deposit refund

+ \$

Revenue from fundraising events not deemed a contribution
(from Part III of Schedule 2)

+ \$

Interest earned by campaign bank account

+ \$

Other (provide full details)

1. + \$

2. + \$

3. + \$

4. + \$

5. + \$

6. + \$

Total Campaign Income (Do not include loan)

= \$ **C1**

EXPENSES (Note: Include the value of contributions of goods and services)

1. Expenses subject to general spending limit

Inventory from previous campaign used in this campaign
(list details in Table 2 of Schedule 1)

+ \$

Advertising

+ \$

Brochures/flyers

+ \$

Signs (including sign deposit)

+ \$

Meetings hosted

+ \$

Office expenses incurred until voting day

+ \$

Phone and/or internet expenses incurred until voting day

+ \$

Salaries, benefits, honoraria, professional fees incurred until voting day

+ \$

Bank charges incurred until voting day

+ \$

Interest charged on loan until voting day

+ \$

Other (provide full details)

1. + \$

2. + \$

3. + \$

4. + \$

5. + \$

6. + \$

Total Expenses subject to general spending limit

= \$ **C2**

2. Expenses subject to spending limit for parties and other expressions of appreciation

1. + \$

2.	_____	+ \$	_____
3.	_____	+ \$	_____
4.	_____	+ \$	_____
5.	_____	+ \$	_____
Total Expenses subject to spending limit for parties and other expressions of appreciation		= \$	C3

3. Expenses not subject to spending limits

Accounting and audit		+ \$	_____
Cost of fundraising events/activities (list details in Part IV of Schedule 2)		+ \$	_____
Office expenses incurred after voting day		+ \$	_____
Phone and/or internet expenses incurred after voting day		+ \$	_____
Salaries, benefits, honoraria, professional fees incurred after voting day		+ \$	_____
Bank charges incurred after voting day		+ \$	_____
Interest charged on loan after voting day		+ \$	_____
Expenses related to recount		+ \$	_____
Expenses related to controverted election		+ \$	_____
Expenses related to compliance audit		+ \$	_____
Expenses related to registrant's disability (provide full details)			
1.	_____	+ \$	_____
2.	_____	+ \$	_____
3.	_____	+ \$	_____
4.	_____	+ \$	_____
5.	_____	+ \$	_____
Other (provide full details)			
1.	_____	+ \$	_____
2.	_____	+ \$	_____
3.	_____	+ \$	_____
4.	_____	+ \$	_____
5.	_____	+ \$	_____
Total Expenses not subject to spending limits		= \$	C4

Total Campaign Expenses (C2 + C3 + C4) = \$ **C5**

Box D: Calculation of Surplus or Deficit

Excess (deficiency) of income over expenses (Income minus Total Expenses) (C1 – C5)		+ \$	D1
If there is a surplus, deduct any refund of registrant's or spouse's contributions to the campaign		- \$	_____
Surplus (or deficit) for the campaign		= \$	D2

If line D2 shows a surplus, the amount must be paid in trust, at the time the financial statements are filed, to the municipal clerk who was responsible for the conduct of the election.

Schedule 1 – Contributions

Part I – Summary of Contributions

Contributions in money from registrant and (if individual) spouse	+	\$	
Contributions in goods and services from registrant and (if individual) spouse (include value listed in Table 1 and Table 2)	+	\$	
Total value of contributions not exceeding \$100 per contributor • Include ticket revenue, contributions in money, goods and services where the total contribution from a contributor is \$100 or less (do not include contributions from registrant or spouse).	+	\$	
Total value of contributions exceeding \$100 per contributor (from line 1B; list details in Tables 3-6) • Include ticket revenue, contributions in money, goods and services where the total contribution from a contributor exceeds \$100 (do not include contributions from registrant or spouse).	+	\$	
Less: Ineligible contributions returned or payable to the contributor Contributions paid or payable to the clerk, including contributions from anonymous sources exceeding \$25	–	\$	
	–	\$	
Total Amount of Contributions (record under Income in Box C)	=	\$	1A

Part II – Contributions from registrant or spouse

Table 1: Contributions in goods or services
(Note: Must also be recorded as Expenses in Box C.)

Description of Goods or Services	Date Received (yyyy/mm/dd)	Value (\$)
Total		

Additional information is listed on separate supplementary attachment, if completed manually.

Table 2: Inventory of campaign goods and materials from previous municipal campaign used in this campaign
(Note: Value must be recorded as a contribution from the registrant and as an expense.)

Description	Date Acquired (yyyy/mm/dd)	Supplier	Quantity	Current Market Value (\$)
Total				

Additional information is listed on separate supplementary attachment, if completed manually.

Part III – Contributions exceeding \$100 – contributors other than registrant or spouse

Table 3: Monetary contributions from individuals other than registrant or spouse

Name	Full Address	Date Received (yyyy/mm/dd)	Amount Received (\$)	Amount Returned to Contributor or Paid to Clerk (\$)
Total				

Additional information is listed on separate supplementary attachment, if completed manually.

Table 4: Monetary contributions from corporations or trade unions

Name (legal and carrying on business as)	Full Address	President or Business Manager	Authorized Representative	Date Received (yyyy/mm/dd)	Amount Received (\$)	Amount Returned to Contributor or Paid to Clerk (\$)
Total						

Additional information is listed on separate supplementary attachment, if completed manually.

**Table 5: Contributions in goods or services from individuals other than registrant or spouse
(Note: Must also be recorded as Expenses in Box C.)**

Name	Full Address	Description of Goods or Services	Date Received (yyyy/mm/dd)	Value (\$)	Amount Returned to Contributor or Paid to Clerk (\$)
Total					

Additional information is listed on separate supplementary attachment, if completed manually.

**Table 6: Contributions in goods or services from corporations or trade unions
(Note: Must also be recorded as Expenses in Box C.)**

Name (legal and carrying on business as)	Full Address	President or Business Manager	Authorized Representative	Description of Goods or Services	Date Received (yyyy/mm/dd)	Value (\$)	Amount Returned to Contributor or Paid to Clerk (\$)
Total							

Additional information is listed on separate supplementary attachment, if completed manually.

Total for Part III (Add totals from Tables 3-6) (Record in Part 1 – Summary of Contributions) \$ _____ **1B**

Schedule 2 – Fundraising Events and Activities

Complete a separate schedule for each event or activity held.

Additional schedule(s) attached, if completed manually.

Fundraising Event/Activity 1

Description of fundraising event/activity _____

Date of event/activity (yyyy/mm/dd) _____

Part I – Ticket revenue

Admission charge (per person) \$ _____ **2A**

(If there are a range of ticket prices, attach complete breakdown of all ticket sales)

Number of tickets sold x _____ **2B**

Total Part I (2A X 2B) (include in Part I of Schedule 1) = \$ _____

Part II – Other revenue deemed a contribution

Provide details (e.g., revenue from goods sold in excess of fair market value)

1.	_____	+ \$	_____
2.	_____	+ \$	_____
3.	_____	+ \$	_____
4.	_____	+ \$	_____
5.	_____	+ \$	_____

Total Part II (include in Part I of Schedule 1) = \$ _____

Part III – Other revenue not deemed a contribution

Provide details (e.g., contribution of \$25 or less; goods or services sold)

1.	_____	+ \$	_____
2.	_____	+ \$	_____
3.	_____	+ \$	_____
4.	_____	+ \$	_____
5.	_____	+ \$	_____

Total Part III (include under Income in Box C) = \$ _____

Part IV – Expenses related to fundraising event or activity

Provide details

1.	_____	+ \$	_____
2.	_____	+ \$	_____
3.	_____	+ \$	_____
4.	_____	+ \$	_____
5.	_____	+ \$	_____

Total Part IV Expenses (include under Expenses in Box C) = \$ _____

Schedule 3 – Broadcasters and Publishers

Complete if registrant used a broadcaster or publisher for a third party advertisement.

Table 7: Contact information for broadcasters and publishers used during the third party advertising campaign

Name	Type of Advertisement (e.g. print, television, radio etc)	Contact Information

Additional information is listed on separate supplementary attachment, if completed manually.

Auditor's Report

Municipal Elections Act, 1996 (Section 88.25)

A registrant who has received contributions or incurred expenses in excess of \$10,000 must attach an auditor's report.

Professional Designation of Auditor

Municipality			Date (yyyy/mm/dd)
Contact Information			
Last Name or Single Name		Given Name(s)	Licence Number
Address			
Suite/Unit Number	Street Number	Street Name	
Municipality		Province	Postal Code
Telephone Number		Email Address	

The report must be done in accordance with generally accepted auditing standards and must:

- set out the scope of the examination
- provide an opinion as to the completeness and accuracy of the financial statement and whether it is free of material misstatement

Report is attached

Personal information, if any, collected on this form is obtained under the authority of sections 88.29 and 95 of the *Municipal Elections Act, 1996*. Under section 88 of the *Municipal Elections Act, 1996* (and despite anything in the *Municipal Freedom of Information and Protection of Privacy Act*) documents and materials filed with or prepared by the clerk or any other election official under the *Municipal Elections Act, 1996* are public records and, until their destruction, may be inspected by any person at the clerk's office at a time when the office is open. Campaign financial statements shall also be made available by the clerk in an electronic format free of charge upon request.

Form 9
Township of South Stormont
Declaration of Identity
Municipal Elections Act, 1996, as amended (s. 52 (1) 1)

Instructions

- To be completed by persons whose names appear on the voters' list and who do not present the prescribed proof of identity and residence.
- This application must be completed at the voting place.

Voting Place

Municipality _____

Ward Name or Number (if any) _____

Declaration

I, _____, hereby declare that I am

at

(Name of Elector)

(Address)

as shown on the voters' list, and I make this declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath.

Declared before Deputy Returning Officer

in the _____

Date (yyyy/mm/dd) _____

Signature of Deputy Returning Officer

Signature of Person Requesting a Ballot

Form 10
Township of South Stormont
Estimated Maximum Campaign Expenses
and Maximum Candidate Contributions

Municipal Elections Act, 1996, as amended, s.33.0.1(1) and 33.0.2

To: All Candidates for the Office of Mayor, Deputy Mayor, Councillor, and School Trustee – Township of South Stormont

I hereby certify the estimated maximum campaign expenses that a Candidate is permitted to incur, based on the office sought, as follows:

Mayor	\$16,740.35
Deputy Mayor	\$14,240.35
Councillor	\$14,240.35
Trustee English Public	\$23,870.00
Trustee English Separate	\$8,851.35
Trustee French Public	Determined by City of Cornwall
Trustee French Separate	Determined by North Glengarry

I further certify the maximum contribution that a Candidate is permitted to contribute to a Candidates **Own Campaign**, based on the office sought, is as follows:

Mayor	\$9,674.20
Deputy Mayor	\$7,174.20
Councillor	\$7,174.20
Trustee English Public	\$9,444.00
Trustee English Separate	\$5,906.20
Trustee French Public	Determined by City of Cornwall
Trustee French Separate	Determined by North Glengarry

for the Municipal Election to be held on October 26, 2026.

Date

Loriann Harbers,
Clerk/Returning Officer

Form 11
Township of South Stormont
Notice of Penalties – Candidates

Municipal Elections Act, 1996, as amended s. 88.23, 88.29. 1

To: All Candidates for the Office of Mayor, Deputy Mayor, Councillor, and School Trustee – Township of South Stormont

EFFECT OF DEFAULT BY CANDIDATE [88.23 (1)]

TAKE NOTICE THAT A CANDIDATE SHALL be subject to the penalties listed below, in addition to any other penalty that may be imposed under the *Municipal Elections Act, 1996*:

- a) if they fail to file documents with the Municipal Clerk as required under section 88.25 or 88.32 by the relevant date;
- b) if a document filed under section 88.25 shows on its face a surplus, as described in section 88.31, and the candidate fails to pay the amount required by subsection 88.31 (4) to the Municipal Clerk by the relevant date;
- c) if a document filed under section 88.25 shows on its face that the candidate has incurred expenses exceeding what is permitted under section 88.20; or
- d) if a document filed under section 88.32 shows on its face a surplus and the candidate fails to pay the amount required by subsection 88.32 by the relevant date.

OFFENCES [92 (1)]

TAKE NOTICE THAT A CANDIDATE SHALL be guilty of an offence and, on conviction, is subject to the penalties listed below, in addition to any other penalty that may be imposed under the *Municipal Elections Act, 1996*:

- a) incurs expenses that exceed what is permitted under section 88.20; or
- b) files a document under section 88.25 or 88.32 that is incorrect or otherwise does not comply with that section.

PENALTIES [88.23 (2)]

In the case of a default described above:

- a) the candidate forfeits any office to which they were elected and the office is deemed to be vacant; and
- b) until the next regular election has taken place, the candidate is ineligible to be elected or appointed to any office to which the *Municipal Elections Act* applies.

REFUND (34)

A candidate is entitled to receive a refund of the nomination filing fee if the documents (financial statement and auditor's report) required under subsection 88.25 (1) are filed on or before 2:00 PM on the filing date in accordance with that subsection.

Date

Loriann Harbers, Clerk/Returning Officer

Form 12

Township of South Stormont
Consent to Release Personal Information
Municipal Freedom of Information and Protection of Privacy Act

I, _____, being Candidate for the office of _____, acknowledge that the Nomination Form filed by me contains personal information and I hereby authorize the Clerk to disclose it to the public.

Declaration by Candidate:

I am a nominated Candidate for the above-mentioned office for the election to be held on Monday, October 26, 2026 in the Township of South Stormont.

I shall file a financial statement, and if required, an auditor's report, each in the prescribed form, on or before 2:00 PM, March 30, 2027, pursuant to the Municipal Elections Act, 1996, as amended.

I request and authorize the Clerk or designate, to include up to two social media and/or website link(s), provided below, as part of the contact information to be shared with the public on the Township's website. I further understand that this is provided for information purposes only and should derogatory content be identified, the link(s) may be removed.

1. _____

2. _____

Date

Signature of Candidate

Declared before me at the Township of South Stormont, on this _____ of _____, 2026.

Clerk or designate

Candidate

Under section 88 of the *Municipal Elections Act, 1996* (and despite anything in the *Municipal Freedom of Information and Protection of Privacy Act*) documents and materials filed with or prepared by the clerk or any other election official under the *Municipal Elections Act, 1996* are public records and, until their destruction, may be inspected by any person at the clerk's office at a time when the office is open.

Form 13
Township of South Stormont
Consent to Release Personal Information
Municipal Freedom of Information and Protection of Privacy Act

I, _____, being a Third Party Advertiser, registered for the 2026 Municipal Elections acknowledge that the Registration Form filed by me contains personal information and I hereby authorize the Clerk to disclose it to the general public.

Declaration:

I am/I represent a Registered Third Party Advertiser for the Municipal Elections to be held on Monday, October 26, 2026 in the Township of South Stormont.

I shall file a financial statement, and if required, an auditor's report, each in the prescribed form, on or before 2:00 PM, March 30, 2027, pursuant to the Municipal Elections Act, 1996, as amended.

Date Signature

Name (Please print)

Declared before me at the Township of South Stormont, on this _____ of _____, 2026.

Clerk or designate

Candidate

Under section 88 of the *Municipal Elections Act, 1996* (and despite anything in the *Municipal Freedom of Information and Protection of Privacy Act*) documents and materials filed with or prepared by the clerk or any other election official under the *Municipal Elections Act, 1996* are public records and, until their destruction, may be inspected by any person at the clerk's office at a time when the office is open.

Form 14
Township of South Stormont
Unofficial List of Candidates
Municipal Elections Act, 1996, as amended

Name of Candidate	Date Filed
Mayor	
Deputy Mayor	

As of _____, 2026

Loriann Harbers
Clerk/Returning Officer

Form 15
Township of South Stormont
Notice of Rejection of Nomination
Municipal Elections Act, 1996, as amended (s. 35 (4))

To: _____ / _____ (Name of Candidate)	(Office)
_____	_____
(Address)	(Postal Code)

Take Notice that your nomination filed with the undersigned has been examined and the same has been rejected for the following reasons:

<input type="checkbox"/> I am not satisfied that you are a "person qualified to be nominated" as required by the Municipal Elections Act, 1996, as amended, or by the relevant legislation which sets out qualification for the office for which you filed your nomination.

<input type="checkbox"/> I am not satisfied that your "nomination complies with" the requirements of the Municipal Elections Act, 1996, as amended.

Date

Loriann Harbers
Clerk/Returning Officer

Note: The Clerk's decision to reject a nomination is final and where rejected, the Clerk shall give notice of such rejection to the person who sought to be nominated and to all Candidates for that same office (s.35 (4), (5)). The Clerk may choose to expand on the above options to include specific reasons for the rejection of the nomination.

Form 16
Township of South Stormont
Withdrawal of Nomination
Municipal Elections Act, 1996, as amended

I, _____ hereby withdraw my name as a
(Name of Candidate)

Candidate for the Office of _____
(Name of Elected Office)

Date

Signature of Candidate

This withdrawal, delivered to me at _____ on this _____ day of
(time)
_____, 2026.

Loriann Harbers
Clerk/Returning Officer

A person who has been nominated may withdraw their nomination by filing a written withdrawal in the Clerk's office by 2:00 PM on Nomination Day if the person was nominated under subsection 33(4) or before 2:00 PM on the Wednesday following nomination day, if the person was nominated under subsection 33 (5).

Form 17
Township of South Stormont
Official List of Certified Candidates
Municipal Elections Act, 1996, as amended

Notice is hereby given to the Municipal Electors that during the period commencing May 1, 2026 and completed on Nomination Day, August 21, 2026, the following persons filed all necessary papers, declarations and fees. As Clerk, I am satisfied that such person(s) are qualified and that their Nominations satisfy the requirements of the Municipal Elections Act, 1996, as amended. I have, therefore, certified such Candidates for the office(s) noted below:

Name of Candidate	Telephone	Email
MAYOR		
DEPUTY MAYOR		
COUNCILLOR		
SCHOOL BOARD TRUSTEE		

Dated this ____ day of August, 2026.

Loriann Harbers,
Clerk/Returning Officer

Form 18
Township of South Stormont
Declaration of Acclamation to Office
Municipal Elections Act, 1996, as amended (s. 37)

I hereby declare the certified Candidates listed below to be acclaimed to the office that follows their respective names pursuant to s.37 of the Municipal Elections Act, 1996, as amended:

Name of Certified Candidate		Office

Dated this _____ day of August, 2026.

Loriann Harbers,
Clerk/Returning Officer

Form 19
Township of South Stormont
Notice of Additional Nominations
Municipal Elections Act, 1996, as amended (s. 33 (5))

Take Notice that the number of Candidates for the office of _____ was not sufficient to fill the number of vacancies to which Candidates may be elected;

And Further Take Notice that the Clerk may receive and certify additional nominations for the remaining vacancies in the office of _____ between the hours of 9:00 AM and 2:00 PM on August 26, 2026 subject to the provisions of s.33 (5) of the Municipal Elections Act.

Offices for which Persons may be Nominated

_____, _____ to be elected
(Office) (Number)

And Further Take Notice that the way nominations shall be filed is set forth in s.33 of the Municipal Elections Act. Nomination forms and full particulars of procedures to be followed may be obtained from the undersigned.

Dated this _____ day of August, 2026.

Loriann Harbers,
Clerk/Returning Officer

Form 20
Township of South Stormont
Declaration of Acclamation to Office – Additional Nominations
Municipal Elections Act, 1996, as amended (s. 37)

I hereby declare the certified Candidates listed below to be acclaimed to the office that follows their respective names pursuant to s.37 of the Municipal Elections Act, 1996, as amended:

Name of Certified Candidate	Office

Dated this ____ day of August, 2026.

Loriann Harbers,
Clerk/Returning Officer

Form 21
Township of South Stormont
Certificate of Maximum Campaign Expense
Municipal Elections Act, 1996, as amended (s. 33.0.1)

To: All Candidates for the Office of Mayor, Deputy Mayor , and Councillor -
Township of South Stormont

1. I hereby certify that the maximum campaign expenses that a Candidate is permitted to incur for the office of **Mayor** in the Municipal Election to be held October 26, 2026, is _____.
2. I hereby certify that the maximum campaign expenses that a Candidate is permitted to incur for the office of **Deputy Mayor** in the Municipal Election to be held October 26, 2026, is _____.
3. I hereby certify that the maximum campaign expenses that a Candidate is permitted to incur for the office of **Councillor** in the Municipal Election to be held October 26, 2026, is _____.

Date

Loriann Harbers
Clerk/Returning Officer

Within 10 days after Nomination Day, the Clerk shall give a Final Calculation of the applicable maximum campaign expenses to each Candidate. S. 33.0.1(1) O. Reg. 101/97, s. 1 (1); O. Reg. 383/02, s. 1.

Form 22
Township of South Stormont
Certificate of Maximum Contributions to a
Candidates Own Election Campaign
Municipal Elections Act, 1996, as amended (s. 88.9.1)

To: All Candidates for the Office of Mayor, Deputy Mayor, and Councillor -
Township of South Stormont

1. I hereby certify that the Maximum Contribution that a Candidate is permitted to incur for their own campaign for the office of **Mayor** in the Municipal Election to be held October 26, 2026, is _____.

2. I hereby certify that the Maximum Contribution that a Candidate is permitted to incur for their own campaign for the office of **Deputy Mayor** in the Municipal Election to be held October 26, 2026, is _____.

3. I hereby certify that the Maximum Contribution that a Candidate is permitted to incur for their own campaign for the office of **Councillor** in the Municipal Election to be held October 26, 2026, is _____.

Date

Loriann Harbers
Clerk/Returning Officer

Form 23
Township of South Stormont
Declaration of Proper Use of Voters' List
Municipal Elections Act, 1996, as amended (s. 23 (3-5))

I, _____, being a:
Name

- Candidate for the office of _____
or
- a person entitled to a copy of the Voters' List pursuant to s.23 of the
Municipal Elections Act, namely
- _____

**hereby request the Clerk to provide me with the following
information, or make available:**

- a copy of the Voters' List;
- a copy of the Revisions made to the Voters' List after the preparation
of the Interim List of Changes (September, 2026).

Internet:

- Candidates module to view the list of electors as of September 20,
2026.

**I, the undersigned, do hereby agree to use the Voters' List for election
purposes only and I understand that I am prohibited by the Municipal
Elections Act from using the Voters' List for commercial purposes.**

Signature

Date

Policy for Use of the Voters' List

The Voters' List has been compiled 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 Form 23 as per the attached form prior to receiving a copy of all or any part of the Voters' List.

Copies for local boards – municipalities – Minister

On **written request**, the Clerk shall provide a copy of the Voters' List to, (s.23(3)):

- the secretary of a local board any of whose members are required to be elected at an election conducted by the Clerk, or that has submitted a question to the electors;
- the Clerk of the local municipality responsible for conducting the elections in any combined area for school board purposes;
- the Clerk of an upper-tier municipality any of whose members are required to be elected at an election conducted by the Clerk, or that has submitted a by-law or question to the electors;
- the Minister, if they have submitted a question to the electors; and
- an individual, corporation or trade union that is registered under s.39.1.

Requests for Copies and Proper Use of the Voters' List

Upon written request, the Clerk shall give every Candidate the part of the Voters' List that contains the names of the electors who are entitled to vote for that office. Each Candidate will be required to sign the "Declaration of Proper Use of the Voters' List" Form 23.

Copies – for MPs and MPPs

On the written request of a member of the House of Commons or of the Assembly who represents any part of the Clerk's municipality, the Clerk shall provide him/her with a copy of the Voters' List.

Form 25
Township of South Stormont
Application for Removal of a Deceased Persons Name
from the Voters' List
Municipal Elections Act, 1996, as amended (s. 25 (2-4))

Municipality		
Surname of Applicant		Given Names
Full Address of Residence	Apt #	Postal Code

In respect of:

Name as Entered in Voters' List		
Full Address of Residence	Apt #	Postal Code

Entered on list for:

Assessment Roll Number (to be completed by Clerk or designated election official)

Statement by Applicant

I, the undersigned, hereby solemnly affirm and declare that the contents of this form as completed by me are true.

Signature of Applicant

Date Signed

Form 26
Township of South Stormont
Certificate of Voters' List
Municipal Elections Act, 1996, as amended (s. 28 (1))

I hereby certify that the attached Voters' List contains the names of persons entitled to vote at the Municipal Elections to be held on Monday, October 26, 2026, for the Township of South Stormont.

Dated this _____ day of September, 2026.

Loriann Harbers,
Clerk/Returning Officer

Form 27
Township of South Stormont
Estimated Maximum Third Party Expenses
Municipal Elections Act, 1996, as amended

TO:

_____ / _____ (Name of Third Party) (Name of Representative)	
_____	_____ (Postal Code)

I hereby certify that the estimated maximum third party expenses that a registered third party is permitted to incur in the Municipal Election to be held October 26, 2026, is \$5,543.55.

Dated this _____ day of _____, 2026.

Loriann Harbers,
Clerk/Returning Officer

The Clerk shall give the individual filing a Notice of Registration for Third Party Advertising a Preliminary Calculation of the estimated maximum third party expenses at the time of filing, based upon the number of electors on Voters' List from the previous election. [Section 88.21 (13)(a)]

On or before September 30, 2026; and in the case of a by-election, within 10 days after the clerk makes the corrections under subparagraph 4 iii of subsection 65 (4) or subparagraph 3 ii of subsection 65 (5), the Clerk shall give a Final Calculation of the applicable maximum third party expenses to each individual that filed a Notice of Registration for Third Party Advertising. The number of electors to be used in this final calculation is to be the greater of the following:

- the number determined from the Voters' List from the previous regular election, as it existed on Nomination Day for the 2022 election, adjusted for changes made under Sections 24 and 25 that were approved as of that day;
- the number determined from the Voters' List for the current election, as it exists on September 20 in the year of the current election, adjusted for changes made under Sections 24 and 25 that were approved as of that day [Section 88.21(11)]

* *Formula for calculation provided in Ontario Regulation 101/97.*

Form 28
Township of South Stormont
Notice of Penalties – Registered Third Parties
Municipal Elections Act, 1996, as amended (s. 88.29 (7))

TO:

<hr/> <p>(Name of Individual, Corporation or Trade Union, if applicable)</p> <hr/> <p>(Name of Individual)</p> <hr/> <p>(Address) (Postal Code)</p>
--

EFFECT OF DEFAULT BY REGISTERED THIRD PARTY [88.27 (1)]

TAKE NOTICE THAT A REGISTERED THIRD PARTY SHALL, subject to subsection 88.27 (6) and in addition to any other penalty that may be imposed under this Act, an individual, corporation or trade union that is registered as a registered third party in relation to an election in a municipality is not entitled to register in relation to a subsequent election in the municipality until after the next regular election has taken place,

- (a) if the registered third party fails to file a document as required under section 88.29 or 88.32 by the relevant date;
- (b) if a document filed under section 88.29 shows on its face a surplus, as described in section 88.31, and the registered third party fails to pay the amount required by subsection 88.31 (4) to the clerk by the relevant date;
- (c) if a document filed under section 88.29 shows on its face that the registered third party has incurred expenses exceeding what is permitted under section 88.21; or
- (d) if a document filed under section 88.32 shows on its face a surplus and the registered third party fails to pay the amount required by that section by the relevant date

OFFENCES [92 (4)]

TAKE NOTICE THAT A REGISTERED THIRD PARTY SHALL be guilty of an offence and, on conviction, in addition to any other penalty that may be imposed under this Act, is subject to the penalty described in subsection 88.27 (1),

- (a) if the registered third party incurs expenses that exceed the amount determined under section 88.21; or
- (b) if the registered third party files a document under section 88.29 or 88.32 that is incorrect or otherwise does not comply with that section.

Form 29
Township of South Stormont
Certificate of Maximum Third Party Expenses
Municipal Elections Act, 1996, as amended (s. 88.21)

TO:

(Name of Individual, Corporation or Trade Union, if applicable)	
(Name of Individual Who Registered)	
(Address)	(Postal Code)

I hereby certify that the maximum third party expenses that a registered third party is permitted to incur in the Municipal Election to be held October 24, 2026, is _____*.

Dated this _____ day of _____, 2026.

Loriann Harbers,
Clerk/Returning Officer

On or before September 30, 2026; and in the case of a by-election, within 10 days after the Clerk makes the corrections under subparagraph 4 iii of subsection 65 (4) or subparagraph 3 ii of subsection 65 (5), the Clerk shall give a Final Calculation of the applicable maximum third party expenses to each individual that filed a Notice of Registration for Third Party Advertising. The number of electors to be used in this final calculation is to be the greater of the following:

- the number determined from the Voters' List from the previous regular election, as it existed on Nomination Day for the 2022 election, adjusted for changes made under Sections 24 and 25 that were approved as of that day;
- the number determined from the Voters' List for the current election, as it exists on September 20 in the year of the current election, adjusted for changes made under Sections 24 and 25 that were approved as of that day [Section 88.21(11)]

* Formula for calculation provided in Ontario Regulation 101/97.

Form 30
Township of South Stormont
Official List of Registered Third Parties

Municipal Elections Act, 1996, as amended (s. 88.12 (9, 10))

NOTICE is hereby given that during the period commencing May 2, 2026 and ending on October 21, 2026, the following third parties have filed all the necessary papers and declarations and as Clerk, I am satisfied that such third parties are qualified and that their Notice complies with the requirements of the *Municipal Elections Act, 1996*. I have, therefore, certified the following third parties:

Name of Third Party	Telephone	Email

Dated this _____ day of _____, 2026.

Loriann Harbers,
Clerk/Returning Officer

Form 31
Township of South Stormont
Appointment of Scrutineer
Municipal Elections Act, 1996, as amended

Take notice that I, _____
Name of Candidate

a Candidate for the office of _____
(office to which election is being sought)

hereby appoint _____ to represent me and attend:

- the activation of the Voatz Voting System
- at the Help Centre during hours of operation
- at the Voting Place during the Advance Vote
- at the Voting Place(s) on Election Day
- at the receipt of the voting results
- at a recount (if such becomes necessary)

in the Township of South Stormont in respect of the Municipal Elections
to be held on Monday, October 26, 2026 under the Municipal Elections Act, 1996,
as amended.

Date

Signature of Appointing Authority

Conduct of Scrutineers at Help Centre or any Voting Place

- **Anyone** who is creating a disturbance at a Voting Place or the Help Centre will be removed as directed by the Clerk or Election Official.
- Before being admitted to a Voting Place or the Help Centre, a person appointed as scrutineer shall produce and show their Form 31 to the Election Official for the Help Centre and take the "Oral Oath of Secrecy" Form 32 from the Election Official before being permitted to remain in a Voting Place or the Help Centre. The Clerk or Election Official shall require proof of identity and residence of the scrutineer, as prescribed in O. Reg. 304/13.
- **All mobile device(s) shall be turned off** upon entering a Voting Place or the Help Centre and are prohibited while in a Voting Place or the Help Centre.
- The Clerk is responsible for the conduct of the Help Centre and no Candidate or scrutineer has the right to interfere with the Clerk in the discharge of their duties.
- Candidates and Scrutineers may observe at a Voting Place or the Help Centre, but shall not interfere with the electors or Election Officials.

Results

- Candidates or their Scrutineers present for the results shall sign the report indicating the results and votes cast.
- Candidates and Scrutineers will be required to provide proof of identity prior to entry and electronic devices will be remitted to ensure results are only publicly available no earlier than 8:20 PM. Entry will not be permitted before 7:45 PM. **Anyone** who is creating a disturbance will be removed.
- The total of votes cast for each Candidate as tabulated by the system is final. The Clerk is not required to do a recount/second count.
- In the event of a recount, s.61 of the Act prescribes the number of Scrutineers entitled to be present and their rights.

Opening of System

- Candidates and Scrutineers can be present to verify and ensure that all totals of votes cast are at "0" and may be required to sign documentation that attests to this fact.

Scrutineers and Candidates are prohibited from the following:

- attempting, directly or indirectly, to interfere with how an elector votes, and from attempting to campaign or persuade an elector to vote for a Candidate;
- displaying a Candidate's election campaign material in a Voting Place or the Help Centre;
- compromising the secrecy of the voting;
- interfering or attempting to interfere with an elector who is voting;
- obtaining or attempting to obtain, any information about how an elector intends to vote or has voted;
- communicating any information obtained at a Voting Place or the Help Centre 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 Voting Place or Help Centre.

Form 32
Township of South Stormont
Oral Oath of Secrecy
Municipal Elections Act, 1996, as amended

I, (state name), do solemnly swear (or affirm):

- I will maintain and aid in maintaining the secrecy of the voting; and
- I will not interfere or attempt to interfere with an elector who is marking the ballot;
- I will not obtain or attempt to obtain, at a Voting Place or Help Centre or counting location, information about how an elector intends to vote or has voted; or
- I will not communicate any information obtained at a Voting Place or Help Centre or counting location about how an elector intends to vote or has voted.

To be declared by a Scrutineer, Candidate or Elector (in the case of a recount) wishing to remain at the Voting Place or Help Centre.

Name of Scrutineer, Candidate or Elector	Signature	Name of Candidate (if applicable)	Location	Date

Form 33
Township of South Stormont
Appointment and Oath of Election Official
Municipal Elections Act, 1996, as amended

I Loriann Harbers, Clerk of the Township of South Stormont and Returning Officer for the 2026 Municipal Elections do hereby appoint:

as:

- Deputy Returning Officer**
- Assistant Deputy Returning Officer**
- Election Official**
- Tabulator Operator / Constable**

With the following delegated responsibilities and appropriate corresponding authority:

1. To accept Nomination and Endorsement forms filed at Town Hall between May 1 and August 21, 2026, at 2:00 PM.
2. To receive and certify applications for Additions, Corrections and Deletions to the Voters' List;
3. To receive and certify applications for Voters' Identification Letter – Lost and Unused;
4. To receive and certify applications for Voters' Identification Letter – Impersonator;
5. To administer oaths as may be required under the Elections Policies and Procedures including all forms, as approved by the Clerk of the Township of South Stormont, in addition to oaths that may be required under the Municipal Elections Act, 1996;
6. To attend at the Help Centre of the Township of South Stormont and all other locations that the Clerk may establish for voting purposes;
7. To maintain an audit trail of all Voter Information Letters and Personal Identification Numbers issued or cancelled;
8. To report to the Clerk any complaints or knowledge of infractions to the Municipal Elections Act, 1996 including any voting irregularities or corrupt practices.

The Clerk may also assign, in writing or by way of an amendment to this appointment, any other election duties as deemed appropriate.

I, the undersigned, do hereby swear or solemnly affirm:

That I will act faithfully in the capacity set out in my appointment and perform all the duties required by law without partiality, fear, favour or affection; and

Sworn or affirmed before me at the Township of South Stormont,

in the County of Stormont, this _____th day of _____, 2026.

Signature of Election Official

A Commissioner for Taking Affidavits

**** form to be amended as required based on election position***

Form 34
Township of South Stormont
Oral Oath(s) at Voting Place
Municipal Elections Act, 1996, as amended

Oral Oath to Vote with Assistance

I, _____ being an elector entitled to vote in the Township of South Stormont swear or solemnly affirm I require assistance to mark my ballot.

Oral Oath of Friend of Elector

I, _____ a Friend of _____, an elector who requires assistance to vote and who is entitled to vote in this Township of South Stormont, swear and solemnly affirm:

That I will mark the ballot as directed by the elector, and that I will keep the way this elector voted, secret.

Oral Oath of Interpreter

I, _____ acting as interpreter for _____, an elector entitled to vote in this Township of South Stormont swear or solemnly affirm:

That I will faithfully translate the necessary oaths as well as any lawful questions necessarily put to the elector and his/her answers at this voting place.

Form 35
Township of South Stormont
Notice of Offence Notice of Corrupt Practice
Municipal Elections Act, 1996 s. 89

Section 89 of the *Municipal Elections Act*, 1996 provides that a person is guilty of an offence, if they,

- (a) votes without being entitled to do so;
- (b) votes more times than the *Act* allows;
- (c) votes in a voting place in which they are not entitled to vote;
- (d) induces or procures a person to vote when that person is not entitled to do so;
- (e) having appointed a voting proxy that remains in force, votes otherwise than by the proxy;
- (f) having been appointed a voting proxy, votes under the authority of the proxy when the elector has cancelled the proxy, is no longer entitled to vote, or has died;
- (g) before or during an election, publishes a false statement of a candidate's withdrawal;
- (h) furnishes false or misleading information to a person whom this *Act* authorizes to obtain information;
- (i) without authority, supplies a ballot to anyone;
- (j) delivers to the deputy returning officer to be placed in a ballot box a paper other than the ballot the deputy returning officer gave him or her;
- (k) takes a ballot away from the voting place;
- (l) at an election, takes, opens or otherwise deals with a ballot, a ballot box, or a book or package of ballots without having the authority to do so;
- (m) attempts to do something described in clauses (a) to (l)

Section 90 of the said *Act* provides that if, when a person is convicted of an offence under Section 89, the presiding judge finds that the offence was committed knowingly, the offence also constitutes a corrupt practice.

Prohibition

48 (1) While an elector is in a voting place, no person shall attempt, directly or indirectly, to influence how the elector votes.

No Election

48 (2) Without limiting the generality of subsection (1), no person campaign shall display a candidate's election campaign material or material literature in a voting place.

Secrecy

49(1) Every person who is present in a voting place or at the counting of the votes shall help to maintain the secrecy of the voting.

Offences

49 (2) No person shall,
a) interfere or attempt to interfere with an elector who is marking the ballot;
b) obtain or attempt to obtain, at a voting place, information about how an elector intends to vote or has voted; or
c) communicate any information obtained at a voting place about how an elector intends to vote or has voted.

Same

49 (3) No elector shall show their marked ballot to any person to reveal how they have voted, except in connection with obtaining assistance in voting under paragraph 4 of subsection 52(1).

No requirement

49 (4) No person shall, in a legal proceeding relating to an election, disclosure be required to disclose how they voted at the election.

Form 37
Township of South Stormont
Certificate and Receipt of Ballots
Municipal Elections Act, 1996, as amended

Voting Place:		
List of Ballots by type and quantity		
BALLOT TYPE	QUANTITY (as delivered by Clerk)	CORRECTED QUANTITY (as verified by DRO)
Council and English Public		
Council and English Separate		
Council and French Public		
Council and French Separate		
Council and no school support		

I, the undersigned Clerk (or designated election official) of this Municipality, do hereby declare that I have supplied to the Deputy Returning Officer of the said voting place, the types and quantities of ballots as listed above.

Municipal Clerk or designate

I, the undersigned Deputy Returning Officer for the said voting place, do hereby declare that I received from the Clerk of this municipality, the types and quantities of ballots as delivered to me or, if different, as verified by me.

Deputy Returning Officer

Form 38
Township of South Stormont
Application for Re-Issue of a Voter Information Letter
Municipal Elections Act, 1996, as amended

Name:	Date:	
Qualifying Address:	City:	Postal Code:
Tel. Number:	Roll Number:	

I, _____, being the above named individual and having provided proof of identity and residence as prescribed in O. Reg. 304/13, to the Election Official, do hereby make the following declaration:

1. That I am an eligible elector for the municipality and that I am on the Voter's List or have made an application to be included on the Voter's List;
2. That I have not received by mail a Voter Information Letter from the municipality,

OR (check appropriate)

 That I have lost or misplaced the Voter Information Letter provided by the municipality and I am unable to locate the Voter Information Letter for the purpose of voting by internet.
3. That I understand that should the Voter Information Letter be received by mail or found, the Letter shall be immediately returned to an Election Official of the municipality and that I shall not attempt to use or to give to someone else for voting purposes.

I, _____, solemnly declare that all the statements contained in this application are true and I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath and by virtue of the Canada Evidence Act dated this _____ of _____, 2026.

I further understand that making a false statement is an offence under the Municipal Elections Act, 1996, as amended and that I will be subject to prosecution.
I hereby acknowledge receipt of a **new** Voters Information Letter provided by the Election Official.

Signature of Applicant

I, the above named Election Official, do hereby acknowledge that I have provided a **new** Voter Information Letter to the applicant and have followed the procedures identified above.

Signature of Election Official

Form 39
Township of South Stormont
Application for Re-Issue of a Voter Information Letter (Imposter)
Municipal Elections Act, 1996, as amended

Name:	Date:	
Qualifying Address (Street No. & Name):	City:	Postal Code:
Tel. Number:	Roll Number:	

I, _____, being the above named individual and having provided proof of identity and residence as prescribed in O. Reg. 304/13 to the Election Official, do hereby make the following declaration AND provide the required information to the Election Official:

1. That I am an eligible elector for the municipality and that I am on the Voters' List or have made an application to be included on the Voter's List, and;

That I have not received by mail a Voter Information Letter from the municipality and an imposter has voted.

OR (check applicable box)

That I have lost or misplaced the Voter Information Letter provided by the municipality and am unable to locate the said Voter Information Letter for the purpose of voting by internet and that an imposter has voted.

OR (check applicable box)

That I have received the Voter Information Letter provided by the municipality and that an imposter has voted.

2. That I have not voted or have not personally used the Voter Information Letter to vote, nor have I provided and given my Voter Information Letter to another person for the purpose of voting.

3. That I have no knowledge, direct or indirect, as to who has used my Voter Information Letter to vote in my name.

OR (check applicable box)

I have personal knowledge of who has used my Voter Information Letter to vote and I have provided such information to the Election Official for the purpose of providing the same to the Police for further investigation and prosecution.

4. That I have answered all questions of the Election Official truthfully and to the best of my knowledge and further understand that the Police may be

communicating with me for the purpose of furthering this investigation and prosecution of the imposter(s) of corrupt election practices or mail tampering or fraud.

5. That should a new Voter Information Letter be issued to me by an Election Official, I understand and agree that I will be required to vote immediately, either at a designated Voting Place or by internet using my own device, as applicable and as directed by the Election Official.
6. That I further agree that, should I obtain additional information as to who has voted on my behalf that I will provide such information to the Election Official and the Police without delay.

I, _____, solemnly declare that all the statements contained in this application are true and I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath and by virtue of the *Canada Evidence Act* dated this _____ day of _____, 2026 and do hereby accept the terms and conditions of this application.

I, _____, further acknowledge that any false statement made is an offence either under the *Municipal Elections Act* and/or an infraction under the Criminal Code of Canada and subject to penalties and/or a term of imprisonment.

Signature of Applicant

Signature of Election Official
(Witness as to the Signature of the Applicant)

ELECTION OFFICIAL CERTIFICATION	
<p>I, the undersigned Election Official, certify that:</p> <ol style="list-style-type: none"> 1. The original Personal Identification Number (PIN) associated with the elector was verified as having been used. 2. Authorization to issue a new Voter Information Letter and Personal Identification Number (PIN) was obtained from the Clerk or their designate. 3. The previous PIN was disabled in the system. 4. A new Voter Information Letter and Personal Identification Number (PIN) were issued to the elector in accordance with that authorization. 5. The elector was advised of the requirement to vote without delay using the appropriate authorized voting method. <p style="text-align: center;">_____</p> <p style="text-align: center;">(signature of Election Official)</p>	
SIGNATURE OF ACKNOWLEDGEMENT BY APPLICANT	
<p>I, the above named individual, hereby acknowledge receipt of a NEW Voter Information Letter and PIN. I understand that I am required, as a condition of re-issuance, to vote without delay using the authorized voting method as directed by the Election Official. Failure to vote without delay may result in the deactivation of the new PIN and I may not be further permitted to vote.</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Signature of Applicant _____ Date</p>	
<p>I, the undersigned Election Official, confirm that I have provided the NEW Voter Information Letter and PIN to the applicant in accordance with the procedures identified above.</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Signature of Election Official _____ Date</p>	
FOR USE BY THE ELECTION OFFICIAL	
<p>The Election Official shall verify whether the new Personal Identification Number (PIN) issued to the elector has been used. Where it is confirmed that the new PIN has been used, no further action is required. Where it is determined that the new PIN has not been used within one (1) hour of re-issuance, the Election Official shall document the outcome and may, at the direction of the Clerk or their designate, deactivate the PIN to prevent further misuse.</p> <p style="text-align: center;">SIGNATURE OF ELECTION OFFICIAL CONFIRMING VERIFICATION OF PIN STATUS</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Signature Date / Time</p>	

Form 40
Township of South Stormont
Activation of Voatz System
Municipal Elections Act, 1996, as amended

I, one of the undersigned, swear or solemnly affirm:

THAT at _____ AM, October 19, 2026, I verified that all totals of votes cast for all candidates were at "0" prior to the voting system being activated.

SWORN or affirmed before me at the

Township of South Stormont, County of Stormont, this 19th day of
October, 2026.

Name and capacity in which such person is attending. (if scrutineer, name candidate)	Signature of person taking above oath	Signature of person administering above oath

DIRECTIONS: *To be administered by an Election Official to any of the persons authorized to attend the Help Centre or any other location as determined by the Clerk. Candidates and appointed scrutineers in attendance are required to take this oath.*

**Township of South Stormont
Vote Summary Report**
Municipal Elections Act, 1996, as amended

INTERNET VOTING	ADVANCE POLL	TOWN HALL	SENIORS' SUPPORT CENTRE	ST. ANDREW S WEST FIREHALL	NEWINGT ON FIREHALL	VOTES
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MAYOR							
DEPUTY MAYOR							
COUNCILLORS							
ENGLISH PUBLIC SCHOOL BOARD TRUSTEE							
ENGLISH SEPARATE SCHOOL BOARD TRUSTEE							
FRENCH PUBLIC SCHOOL BOARD TRUSTEE							
FRENCH SEPARATE SCHOOL BOARD TRUSTEE							

Form 42
Township of South Stormont
Unofficial Election Results
Municipal Elections Act, 1996, as amended

Office	Name	Votes	Elected
Mayor			
Deputy Mayor			
Councillors			
English Public School Board			
English Separate School Board			

Form 43
Township of South Stormont
Declaration of Election Results – South Stormont Council
Municipal Elections Act, 1996, as amended

I, Loriann Harbers, Clerk of the Corporation of the Township of South Stormont, hereby declare that the following candidate or candidates elected because of the Municipal Election held October 26, 2026:

Office	Votes	Elected
Mayor		
Deputy Mayor		
Councillors		

Date

Loriann Harbers,
Clerk/Returning Officer

Form 44
Township of South Stormont
Declaration of Election Results – School Board
Municipal Elections Act, 1996, as amended

I, Loriann Harbers, Clerk of the Corporation of the Township of South Stormont, hereby declare that the following candidate or candidates elected because of the Municipal Election held October 26, 2026:

Office	Votes	Elected
English Public School Board		
English Separate School Board		

Date

Loriann Harbers,
Clerk/Returning Officer

Form 45
Township of South Stormont
Declaration of Recount Results
Municipal Elections Act, 1996, as amended s. 62(4)

I, Loriann Harbers, Clerk (or designated official) of the Corporation of the Township of South Stormont, declare that:

(1) On the _____ day of _____, 2026, I conducted a recount of the ballots cast in the Municipal Election held October 26 2026, for:

the office(s) of:

the following question or by-law:

(2) No application has been made for a judicial recount under s.63.

(3) The successful Candidate(s) elected is/are:

(4) The result of the vote upon the question or by-law is:

Loriann Harbers,
Clerk/Returning Officer

Form 46
Township of South Stormont
Notice to Candidate of Filing Requirements
Municipal Elections Act, 1996, as amended s. 88.25

TO: _____

FROM: LORIANN HARBERS
Clerk/Returning Officer
Township of South Stormont

TAKE NOTICE EVERY CANDIDATE SHALL FILE the "Financial Statement – Auditor's Report" FORM 4 on or before 2:00 pm on **March 30, 2027**, with the Clerk with whom their nomination was filed a financial statement and auditor's report in accordance with section 88.25 of the *Municipal Elections Act, 1996* reflecting the Candidate's election campaign finances as of December 31 in the year of the election.

- (1) *On or before 2 p.m. on the filing date, a candidate shall file with the clerk with whom the nomination was filed a financial statement and auditor's report, each in the prescribed form, reflecting the candidate's election campaign finances,*
 - (a) *in the case of a regular election, as of December 31 in the year of the election; and*
 - (b) *in the case of a by-election, as of the 45th day after voting day.*
- (2) *If a candidate's election campaign period ends as described in paragraph 3 of subsection 88.24 (1), the financial statement and auditor's report must reflect the candidate's election campaign finances as of the day the election campaign period ended.*
- (3) *If an error is identified in a filed financial statement, the candidate may withdraw the statement and, at the same time, file a corrected financial statement and auditor's report on or before the applicable filing date under section 88.30.*
- (4) *If the candidate's election campaign period continues during all or part of the supplementary reporting period, the candidate shall, before 2 p.m. on the supplementary filing date, file a supplementary financial statement and auditor's report for the supplementary reporting period.*
- (5) *If a candidate's election campaign period ends as described in paragraph 3 of subsection 88.24 (1) and the election campaign period continued during all or part of the supplementary reporting period, the candidate shall, before 2 p.m. on the supplementary filing date, file a supplementary financial statement and auditor's report for the period commencing on the day the candidate's election campaign period ends and including the six-month period following the year of the election.*

- (6) *A supplementary financial statement or auditor's report shall include all the information contained in the initial statement or report filed under subsection (1), updated to reflect the changes to the candidate's campaign finances during the supplementary reporting period.*
- (7) *An auditor's report shall be prepared by an auditor licensed under the Public Accounting Act, 2004.*
- (8) *No auditor's report is required if the total contributions received, and total expenses incurred in the election campaign up to the end of the relevant period are each equal to or less than \$10,000. 2016, c. 15, s. 60.*
- (9) *If the documents required to be filed under this section are not filed by 2 p.m. on the day that is 30 days after the applicable day for filing the documents, the clerk shall accept the documents only for the purpose of making the documents available under subsection 88 (9.1).*

Date

Loriann Harbers
Clerk/Returning Officer

Form 47
Township of South Stormont
Notice of Default

Municipal Elections Act, 1996, as amended, s. 88.23

TO: _____

FROM: LORIANN HARBERS
Clerk/Returning Officer
Township of South Stormont

TAKE NOTICE that you are in default of the requirements of the *Municipal Elections Act* (MEA) because you failed to file the Financial Statement (and Auditor's Report, if required) with the Township Clerk as required by section 88.25 of the MEA on or before **March 30, 2027, at 2:00 PM.**

As a result, you are in default under section 88.23(1) of the MEA. Pursuant to section 88.23(2) of the MEA, the following penalties apply:

- if elected, you forfeit any office to which you were elected and the office is deemed to be vacant; and
- until the next regular election has taken place, you are ineligible to be elected or appointed to any office to which the MEA applies.

Dated this _____ day of March 2027.

Loriann Harbers
Clerk/Returning Officer

Form 48
Township of South Stormont
Notice to Registered Third Party of Filing Requirements
Municipal Elections Act, 1996, as amended s. 88.29

TO: _____

FROM: LORIANN HARBERS
Clerk/Returning Officer
Township of South Stormont

TAKE NOTICE EVERY REGISTERED THIRD PARTY SHALL FILE the "Financial Statement – Auditor's Report" Form 4, on or before 2:00 PM on **March 30, 2027**, with the Clerk, a financial statement and auditor's report in accordance with section 88.29 of the *Municipal Elections Act, 1996* reflecting the Registered Third Party's campaign finances in relation to third party advertisements as of December 31 in the year of the election.

- (1) On or before 2 p.m. on the filing date, a registered third party shall file with the clerk of the municipality in which they have registered a financial statement and auditor's report, each in the prescribed form, reflecting the registered third party's campaign finances in relation to third party advertisements,
(a) in the case of a regular election, as of December 31 in the year of the election; and
(b) in the case of a by-election, as of the 45th day after voting day.*
- (2) If an error is identified in a filed financial statement, the registered third party may withdraw the statement and, at the same time, file a corrected financial statement and auditor's report on or before the applicable filing date under section 88.30.*
- (3) If the campaign period for the registered third party in relation to an election in the municipality continues during all or part of the supplementary reporting period, the registered third party shall, before 2 p.m. on the supplementary filing date, file a supplementary financial statement and auditor's report for the supplementary reporting period.*
- (4) A supplementary financial statement or auditor's report shall include all the information contained in the initial statement or report filed under subsection (1), updated to reflect the changes to the registered third party's campaign finances during the supplementary reporting period.*
- (5) An auditor's report shall be prepared by an auditor licensed under the Public Accounting Act, 2004.*

(6) No auditor's report is required if the total contributions received, and total expenses incurred in the registered third party's campaign in relation to third party advertisements during an election in the municipality up to the end of the relevant period are each equal to or less than \$10,000.

(7) If the documents required to be filed under this section are not filed by 2 p.m. on the day that is 30 days after the applicable day for filing the documents, the clerk shall accept the documents only for the purpose of making the documents available under subsection 88 (9.1).

Date

Loriann Harbers
Clerk/Returning Officer

Form 49
Township of South Stormont
Notice to Registered Third Party of Default
Municipal Elections Act, 1996, as amended s. 88.27 (1) & (2), 88.29, 92 (4)

TO: _____

FROM: LORIANN HARBERS
Clerk/Returning Officer
Township of South Stormont

TAKE NOTICE that you are in default of the requirements of the *Municipal Elections Act, 1996*, because: (circle all that apply)

- | |
|---|
| A. You failed to file a document (a financial statement and if applicable, an auditor's report) with the Municipal Clerk as required by Section 88.29 (Financial Statements, etc. of Registered Third Parties) or 88.32 (Return of Surplus for Subsequent Expenses) of the <i>Municipal Elections Act 1996</i> on or before the relevant date, or |
| B. You failed to pay the amount of the surplus shown in a document (a financial statement and if applicable, an auditor's report) which were filed with the Municipal Clerk by the relevant date as required by Section 88.31 (4) (Treatment of Surplus and Deficit) of the <i>Municipal Elections Act, 1996</i> , or |
| C. A document (a financial statement and if applicable, an auditor's report) filed under Section 88.29 of the <i>Municipal Elections Act 1996</i> shows on its face that you have incurred expenses exceeding the amount permitted under Section 88.21 (Registered Third Parties' Expenses) of that Act. |
| D. You failed to pay the amount of the surplus shown in a document (a financial statement and if applicable, an auditor's report) filed with the Municipal Clerk by the relevant date as required by Section 88.32 (Return of Surplus for Subsequent Expenses) of the <i>Municipal Elections Act 1996</i> . |

If this notice indicates that you have failed to file a document or failed to pay a surplus as required by Sections 88.29 or 88.32, you are in default under section 88.27(1) of the *Municipal Elections Act, 1996* the following provisions and penalties apply:

- (i) until the next regular election has taken place, you are ineligible to be a registered third party in the municipality to which the *Municipal Elections Act, 1996* applies.

NOTICE OF PENALTIES (s.92)

Offences by registered third party

(4) A registered third party is guilty of an offence and, on conviction, in addition to any other penalty that may be imposed under this Act, is subject to the penalty described in subsection 88.27 (1),

(a) if the registered third party incurs expenses that exceed the amount determined under section 88.21; or

(b) if the registered third-party files a document under section 88.29 or 88.32 that is incorrect or otherwise does not comply with that section.

Exception, action in good faith

(5) However, if the presiding judge finds that the registered third party, acting in good faith, committed the offence inadvertently or because of an error in judgment, the penalty described in subsection 88.27 (1) does not apply.

Additional penalty, registered third parties

(6) If the expenses incurred by or under the direction of a registered third party exceed the amount determined under section 88.21, the registered third party is liable to a fine equal to the excess, in addition to any other penalty provided for in the Act

Dated this _____ day of _____.

Loriann Harbers
Clerk/Returning Officer

Form 50
Township of South Stormont
Witness Statements as to Destruction of Records
Municipal Elections Act, 1996, as amended s.88(2)

FIRST WITNESS

I, _____, state that I was present on _____ and did witness the destruction of election material and other documentation used with respect to the 2026 Municipal Elections held on October 26, 2026, for the Township of South Stormont.

(Signature of Witness)

SECOND WITNESS

I, _____, state that I was present on _____ and did witness the destruction of the election material and other documentation used with respect to the 2026 Municipal Elections held on October 26, 2026 for the Township of South Stormont.

(Signature of Witness)

List of offices for which Election Material was destroyed:

- Mayor
- Deputy Mayor
- Councillor
- Councillor
- Councillor
- School Trustee(s)

CATEGORY OF DOCUMENTS AND OTHER MATERIALS DESTROYED:

all other material relating to the election held on October 26, 2026

The Clerk shall retain the ballots and all other documents and materials related to an Election for 120 days after declaring the results of the election under Section 55 and, unless there is a court order that they be retained or a recount has been commenced and not finally disposed of, shall then destroy election material in the presence of two witnesses (s.88). ALL other documents and other materials related to the Election (with exception of documents filed regarding election expenses and finances) may also be destroyed.

I, Loriann Harbers, Clerk for the Township of South Stormont swear or solemnly affirm:

THAT the destruction of the October 26, 2026, Municipal Election material for the Township of South Stormont has taken place, pursuant to Section 88 of the *Municipal Elections Act*.

Signature

Form 51
Township of South Stormont
Declaration of Proper Use of Public Records
Municipal Elections Act, 1996, as amended (s. 88 (5) and (10))

I, the undersigned, do hereby acknowledge and I understand that I am prohibited by the Municipal Elections Act from using information obtained from public records in Section 88 (5), except for election purposes.

Name (print)

Signature

Date

TOWNSHIP OF SOUTH STORMONT

Municipal and School Board Elections Procedures 2026

Appendix "A" Use of Corporate Crest, Township Logo and/or Images



TOWNSHIP OF SOUTH STORMONT

Schedule "A" to By-law No. 2018-018

Title: Use of Corporate Crest, Township Logo and/or Images

Department: Corporate Services

Date: March 14, 2018

1. POLICY

1.1 The Township of South Stormont recognizes that building a consistent professional and distinct image can be made through the use of official identifiers that are easily recognizable and associated with the community. This policy establishes the appropriate use of the Corporate Crest, Township Logo and/or Images and was identified with the creation of the Corporate Strategic Plan and its vision "Growth and innovation through responsible caring leadership".

2. PURPOSE

2.1 This policy guides the proper use and display of the official Corporate Crest, Township Logo and/or Images. By governing the use of these visual identifiers, the Township of South Stormont identifies that only supported initiatives endorsed by its Council are granted permission to use the Corporate Crest, Township Logo and/or Images.

3. SCOPE

- 3.1 For purposes of corporate consistency, this policy shall apply to members of Council, all Township employees, contracted service providers and volunteers.
- 3.2 Third party use of the Corporate Crest, Township Logo and/or Images shall require permission from the Township of South Stormont as outlined in this policy and procedures.

4. DEFINITIONS

For the purpose of this policy, the following definitions and interpretations shall govern:

4.1 "Crest" refers to the circular identifier show here, created at the time of the amalgamation of the former Townships of Cornwall and Osnabruck by combining the two former crests.



4.2 "Logo" refers to the Township identifier shown here, blue in color with "Township of South Stormont" in white and created as part of marketing efforts in 2013.



- 4.3 "Images" refers to all images owned by the Township of South Stormont including, but not limited to, digital photos, mascots, mascot images, artwork, slogans, audio clips and video clips.

5. RESPONSIBILITY

- 5.1 The Chief Administrative Officer is responsible for supporting compliance measures, confirming authorization practices and directing a review of this policy as required.
- 5.2 The Directors of the respective departments are responsible for ensuring employees and others working on behalf of the Township are informed of and abiding by this policy.
- 5.3 The Director of Corporate Services/Clerk is responsible for providing guidance, authorizing use and suggesting revisions as necessary.
- 5.4 Employees and other authorized users are responsible for ensuring that their use of the Corporate Crest, Township Logo and/or Images are in accordance with this policy.

6. PROCEDURES

- 6.1 Corporate Crest – The Corporate Crest symbolizes the early heritage of the community and can only be used for official Township purposes and on Township flags.
- 6.2 Township Logo – The use of the Township Logo is restricted to corporate activities, including but not limited to, official Township letterhead, business documents, awards, wearing apparel and uniforms, vehicles and buildings and wayfinding signage uses.
- 6.3 Township Images – The use of Images is restricted to corporate activities.
- 6.4 The Corporate Crest, Township Logo and/or Images shall not be modified, copied, distributed, reproduced, published, transferred in whole or in part without the written consent of the Township. Use of the Corporate Crest, Township Logo and/or Images without the express prior written consent of the Township is a violation of the Township's intellectual property rights and the Township will protect such rights to the fullest extent of the law.
- 6.4 In order to protect the integrity of the Township and maintain its identity, organizations, businesses or individuals wishing to use the Corporate Crest, Township Logo and/or Images must submit a

written request to the Director of Corporate Services/Clerk detailing the intended use of the Corporate Crest, Township Logo and/or Images. Only when written approval has been granted may the Township's visual identifiers be used.


- 6.5 The Director of Corporate Services/Clerk, or designate, in consultation with the CAO, will consider requests to use the Corporate Crest, Township Logo and/or Images based on the following, while reserving the right to review other factors:
- use is for genuine Township of South Stormont activity;
 - the material on which the Corporate Crest, Township Logo and/or Images will appear is appropriate and acceptable; and
 - placement in material, i.e. brochures, posters, business cards etc., on websites, social media sites or otherwise, shall not be used to promote any business corporation, member of the public including employees, members of Council and/or election candidates, even if that candidate has been previously elected as a member of Council, or in other items that could be perceived to imply support for one candidate over another.
- 6.6 If approval is granted:
- unless otherwise authorized by the Township in writing, the Corporate Crest, Township Logo and/or Images do not imply endorsement or sponsorship by the Township of any kind and an external user shall not use the Corporate Crest, Township Logo and/or Images to imply such endorsement or sponsorship;
 - use of the Corporate Crest, Township Logo or Images does not imply any endorsement or sponsorship and users will acknowledge and agree that the Township assumes no liability with respect to the use of the Corporate Crest, Township Logo and/or Images and the user shall release, defend and indemnify the Township and hold it harmless from any demands, claims, damage, losses or liabilities which directly or indirectly arising from the use of the Corporate Crest, Township Logo and/or Image;
 - permission constitutes a license to use the Corporate Crest, Township Logo and/or Images and the Township reserves the right, in its sole discretion, to terminate or modify permission to use the Corporate Crest, Township Logo and/or Images at any time and without prior notice. Upon termination, all use of the Corporate Crest, Township Logo and/or Images must cease immediately.

- 6.7 For programs or initiatives that the Township undertakes with another level of government agency or private organization, either directly or as part of a grant or sponsorship program or intergovernmental initiative, approval must be obtained.

7.0 CONTRAVENTIONS

Any failure to adhere strictly to this Policy and to any subsequent written directions from the Township may result in legal action by the Township.

Nothing herein shall limit or derogate from any legal protections which the Township may have based upon the provisions of the Copyright Act or any other relevant federal or provincial legislation.

Drafted By: Loriann Harbers Director of Corporate Services/Clerk	Last Revision Date:	Approved Date:	Signature:
	March 14, 2018	March 14, 2018	

TOWNSHIP OF SOUTH STORMONT

Municipal and School Board Elections Procedures 2026

Appendix "B" Use of Corporate Resources During an Election Policy

THE CORPORATION OF THE TOWNSHIP OF SOUTH STORMONT

BY-LAW NO. 2022-019

BEING a by-law to amend By-law No. 2018-021.

WHEREAS the *Municipal Act, 2001*, c. 25 s. 5 (1) provides that the powers of a municipal corporation are to be exercised by its council;

AND WHEREAS the *Municipal Act, 2001*, c. 25 s. 5 (3) provides that the powers of every council are to be exercised by by-law;

AND WHEREAS the *Municipal Elections Act, 1996*, s. 88(18) requires Council to establish rules and procedures with respect to the use of municipal or board resources;

AND WHEREAS Council of the Corporation of the Township of South Stormont did, on the 28th day of March, 2018, pass By-law No. 2018-021, being a by-law to Adopt a Use of Corporate Resources During Municipal Elections Policy;

AND WHEREAS Council deems it necessary to amend By-law No. 2018-021, for reflect necessary updates.

NOW THEREFORE Council of the Corporation of the Township of South Stormont enacts as follows:

1. That By-law No. 2018-021, Schedule "A" be deleted in its entirety and replaced with a revised Schedule "A", being Schedule "A" attached hereto and forming part of this By-law.
2. All other relevant sections of By-law No. 2018-021 shall remain.

READ AND PASSED in open Council, signed and sealed this 9th day of March, 2022.



Mayor



D/Clerk



TOWNSHIP OF SOUTH STORMONT

Title: Use of Corporate Resources During an Election Policy
Schedule "A" to By-law No. 2022-019 (2018-027)

Department: Corporate Services

Date: March 28, 2018
Revised: March 9, 2022

Policy Statement:

The Township of South Stormont and its local boards are committed to ensuring accountable and transparent election practices relating to the use of Corporate Resources.

Scope:

This policy applies to Members of Council and its local boards, Municipal and local board employees, registered election Candidates (including acclaimed candidates), Registered Third Parties, and members of the public.

Purpose:

The purpose of this Policy is to clarify that all parties are required to follow the provisions of the Act about the use of Corporate Resources for election purposes.

This Policy also ensures that the Municipality's operations, events, and facilities are used for non-partisan purposes and are not used for election campaign related purposes/activities.

1.0 DEFINITIONS

Acclaimed means a Candidate elected by acclamation pursuant to section 37 of the Act.

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

Campaigning means a municipal election-related activity for supporting or opposing the election of a Candidate or a question on the ballot, and includes, without limiting the generality of the foregoing, the distribution of materials, advertising, display of signage, etc.

Candidate means a person who has filed a nomination for an office pursuant to section 33 of the Act and includes a person who has filed a nomination for election to a school board pursuant to the Education Act, R.S.O. 1990, c. E.2, as amended.

Clerk means the Clerk of the Municipality or their designate.

Corporate Resources means real property, goods and/or services owned, controlled, leased, acquired, or operated by the Municipality including but not limited to: facilities, parks, materials, equipment, monetary funds, technology, Municipal information technology

systems and resources, databases, social media, intellectual property, and supplies.

Council means the Council of the Municipality.

Member means a member of the Council of the Municipality and includes the Mayor of the Municipality.

Nomination Day means the deadline to file a nomination, for a regular election, pursuant to the Act.

Staff means all full-time and part-time persons hired by the Municipality, including but not limited to the Chief Administrative Officer, Directors, Supervisors, Coordinators, salaried employees, administrative staff, contract and temporary employees and students.

Municipality means The Corporation of the Township of South Stormont.

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

Voting Day means, in the case of a regular election, the fourth Monday in October in the year of the election or, in the case of a by-election, the 45th day after Nomination Day, as noted in section 5 and subsection 65(4) of the Act.

Voting Place means the location, both convenient and accessible to the electors, for the purpose of casting a ballot as established by the Clerk.

2.0 GENERAL PROVISIONS

2.1 In accordance with the provisions of the Act:

- a) Corporate Resources and funding may not be used for any campaign related purposes, including the promotion of, or opposition to, the candidacy of a person for elected office.
- b) Staff may not canvass or actively work in support of a Municipal Candidate or Third Party during normal working hours unless they are on a leave of absence without pay, lieu time, float day or vacation leave.
- c) Municipal facilities/property may not be used for any campaign related purposes, which includes displaying of any campaign

related signs or materials on such premises unless all Candidates are afforded the same opportunity.

- d) Benefit from the use of any Municipal pricing established under the Municipality's purchasing policy.

3.0 CORPORATE RESOURCES - TECHNOLOGY

3.1 Members of Council, Candidates and Third-Party Advertisers shall not:

- a) Use the Municipality's computer network, including the Municipal email system, for campaign related correspondence.
- b) Use websites or domain names that are funded by the Municipality. The Municipality's official election website or webpages will provide Candidate contact information, including a link to a Candidate's website, but shall in no way endorse any Candidate.
- c) Notwithstanding 3.1 b) above, a Candidate or Third-Party Advertiser may provide a link to the Municipality's official election website or webpages in their campaign materials for electors to access additional information about the election and the voting process.

4.0 CORPORATE RESOURCES - COMMUNICATIONS

4.1 Members of Council, Candidates and Third-Party Advertisers, shall not:

- a) Use any photographs produced for and owned by the Municipality or any photos taken utilizing Municipal equipment or sent through Municipal email accounts for any campaign related purposes.
- b) Notwithstanding 4.1 a) above, the foregoing, Council, Candidates or Registered Third Parties may capture their own photos of Municipal property for use in Campaign Material, provided the photo is taken from a publicly accessible area, and does not contain a Municipal sign, logo, crest, coat of arms or slogan in the background.

5.0 CORPORATE RESOURCES – FACILITY/PROPERTY

5.1 Members of Council, Candidates and Third-Party Advertisers, shall not:

- a) Use any Municipal facility/property or Voting Place location for any campaign related purpose unless the rental fee is paid, and the rental of such location is available to all Candidates and Third-Party Advertiser.
- b) Notwithstanding 5.1 a), no facility/property or Voting Place location shall be rented or used for any Municipal campaign related purpose

by Members of Council, Candidates, Third Party Advertiser, or the public while voting is taking place on the property. This includes the time for set-up, hosting, or take-down activities; or

c) Rent space as part of a Municipally organized event, (e.g., a booth).

6.0 STAFF INVOLVEMENT

6.1 Staff, are discouraged from assisting with or have any involvement in Municipal election campaigns, including posting election signs on their property, phone, and email solicitations, signing nomination papers, distribution of brochures and wearing candidate buttons. This is due to a perceived conflict of interest.

6.2 Staff, including full time, part time and contract employees shall:

a) Behave in a manner that is impartial, fair, and unbiased toward all registered Candidates and Third Parties.

b) Consult with their direct Supervisor prior to agreeing to perform any task requested by a Member of Council, Candidate, or Third-Party Advertiser that exceeds their normal duties or could be construed as contributing to an election campaign.

c) Not rent any Municipal facility/property for any Municipal campaign related purpose to Members of Council, Candidates, Third-Party Advertiser, or the public during any day that voting is taking place anywhere on the property, including set-up, hosting, or take-down activities; and

d) Take care to separate personal activities from their official positions and shall not canvass or actively work in support of a Candidate or Third-Party Advertiser during normal working hours unless on a leave of absence without pay, lieu time, float day or vacation leave.

7.0 POLICY MANAGEMENT

7.1 Staff are authorized and directed to take the necessary action to give effect to this policy.

7.2 Enforcement of this policy is provided through the Municipal Elections Act, 1996.

7.3 Nothing in this Policy shall preclude a Member of Council from performing their duties as a Councillor, nor inhibit them from representing their constituents.

7.4 The Clerk is delegated the authority to make administrative changes to this Policy that may be required from time to time due to legislative

changes or if, in the opinion of the Clerk, the amendments do not change the intent of the Policy during an election period.

5.0 LIMITATION

Nothing in this Policy shall prohibit a Member of Council from performing their job as a Councillor, nor inhibit them from representing the interests of the constituents who elected them. This policy is subject to the exception of Members' actions associated with fulfilling their normal and ongoing representative roles as Members of Council (such as attending annual or regular scheduled events, up until the official end of the term they are serving).

Drafted By: Loriann Harbers Director of Corporate Services/Clerk	Last Revision Date:	Approved Date:
	March 28, 2018 March 9, 2022	March 9, 2022

TOWNSHIP OF SOUTH STORMONT

Municipal and School Board Elections Procedures 2026

Appendix "C" Municipal Election Sign By-law Excerpt

**By-law No. 2024-066 Regulation of Signs in the Township
MUNICIPAL ELECTIONS EXCERPT**

13.0 ELECTION SIGNS

RESTRICTIONS AND ENFORCEMENT

- 13.1 No Municipal Election Sign shall be larger than 1.48 square metres in size.
- 13.2 Only Candidates, Registered Third Party Advertisers, or their agents, are permitted to Construct Municipal Election Signs.
- 13.3 No Municipal Election Sign shall be located within 100 metres of, or on, any voting location property, including the parking lot and road allowance in front of any voting location property.
- 13.4 No Municipal Election Sign shall be posted in the Municipality for a Candidate in another municipal jurisdiction.
- 13.5 No Municipal Election Sign shall be Constructed prior to the second Friday in September of an election year, or forty-five (45) days prior to voting day, in the case of a bi-election.
- 13.6 No Municipal Election Sign shall be Constructed on any property owned by the Municipality, other than a road allowance. This may include, but is not limited to, parks, trails, or sites with municipal Buildings (for example: fire halls, libraries and/or South Stormont Seniors' Support Centre).
- 13.7 Notwithstanding Subsection 13.6 of this By-law, when a municipal Building is secured within the provisions of the Municipality's Use of Corporate Resources During an Election Policy, Municipal Election Signage is permitted on the inside of the Building, as long as it is not visible from the outside. Furthermore, all Municipal Election Signage must be removed at the end of the event.
- 13.8 No Municipal Election Signs shall be placed so as to:
- (a) obstruct the visibility of any pedestrian or driver;
 - (b) obstruct the visibility of any traffic Sign or device;
 - (c) interfere with vehicular traffic in any manner;

- (d) obstruct openings required for light, ventilation, ingress, egress, or fire or medical emergencies; or
- (e) constitute a danger or hazard to the general public.

13.9 No Municipal Election Sign shall be posted on Private Property without the express consent of the Owner.

13.10 All other provisions included in the *Municipal Elections Act, 1996, S.O. 1996, c. 32, Sched.* shall apply. It is the responsibility of Candidates and Registered Third Party Advertisers to ensure compliance with applicable legislation.

REMOVAL OF ELECTION SIGNS

13.11 Where Municipal Election Signs have been posted in contravention of this By-law, the Clerk or a Municipal Law Enforcement Officer may notify the Owner, Candidate or their agent to remove the Sign and take the necessary action to ensure that the Sign complies with the provisions of this By-law within 24 hours of notice.

13.12 Where action is not taken under Subsection 13.11 of this By-law, the Clerk or a Municipal Law Enforcement Officer may remove, cause to be removed or direct that the Sign(s) be removed.

Please see the Township website for the full by-law, read and passed on October 9, 2024.

TOWNSHIP OF SOUTH STORMONT

Municipal and School Board Elections Procedures 2026

Appendix "D" Provincial Election Sign Policy

Election Sign Policy

Under the authority of the Public Transportation and Highway Improvement Act the Ministry through the issuance of a permit controls all visible signing upon or within 400 metres of the provincial highway right-of-way.

Election signs placed by, or on behalf of, a candidate or a political party and signs designed to encourage citizens to vote must follow these restrictions governing election signs that are visible from a provincial highway system.

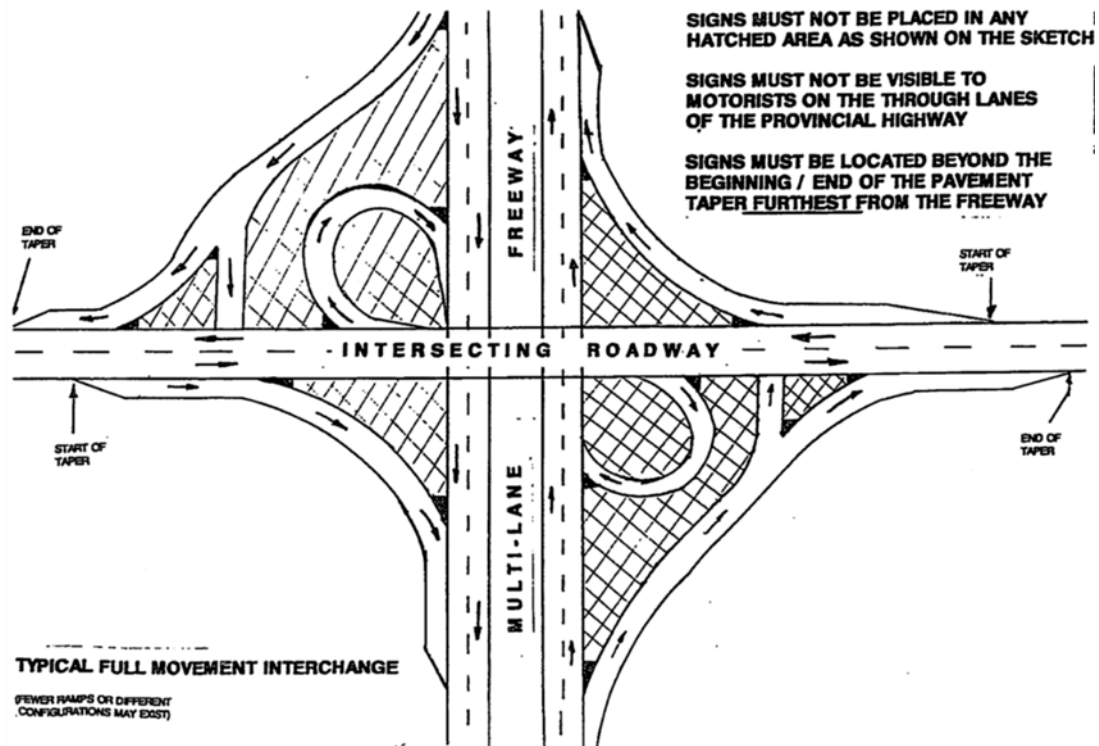
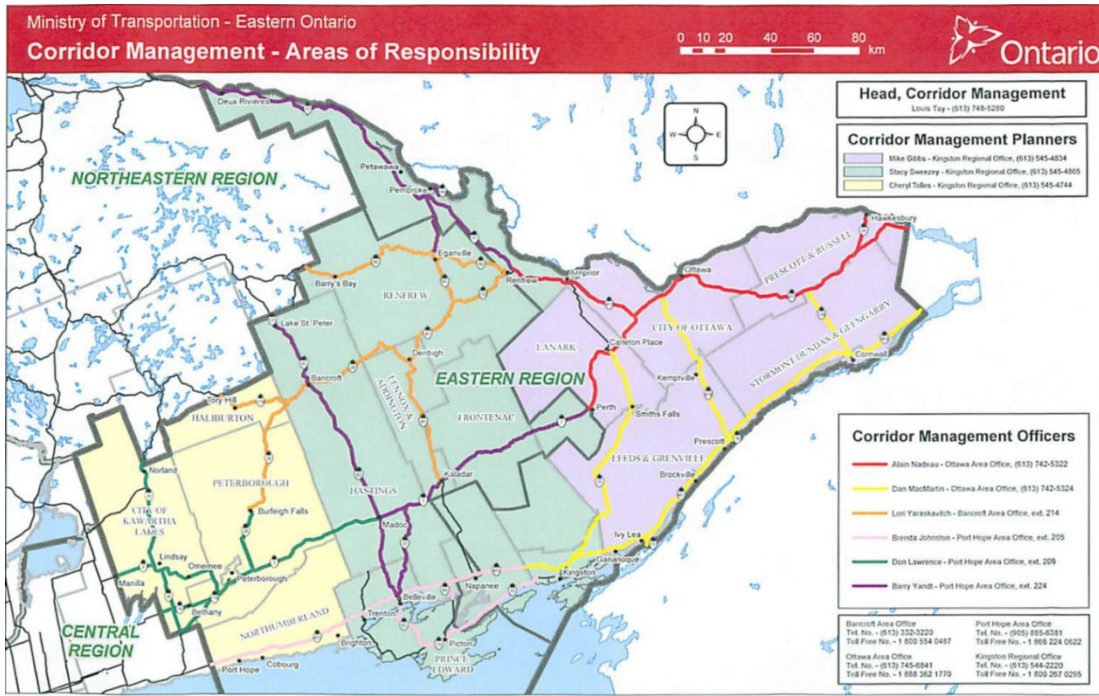
1. An election sign **must not** be placed upon or adjacent to the right-of-way of a Class 1 - Freeway or a Class 2 - Staged Freeway (i.e. Hwy 401, 115, etc). See attached typical diagram for freeway/staged freeway interchange election sign placement.
2. Election signs may be erected on the right-of-way or adjacent to a Special Controlled Access, Major or Minor Highway (i.e. Hwy 7, Hwy 35) **after an official election has been issued** or for **municipal elections** in accordance with any By-Law outlining a time frame for the placement of municipal election campaign signs.
3. Signs up to 0.7 m² (8 sq. ft.) in size **must be** placed at least 4 m (12 ft.) from edge of pavement. Signs over 0.7 m² (8 sq. ft.) and up to 3.7 m² (40 sq. ft.) must be placed at the outer limit of the right-of-way (i.e. fence line). Election signs must not exceed 3.7 m² (40 sq. ft.).
4. An "election sign" **must not** be affixed to a permanent or an official sign or to guide rail or other highway structure or facility and **must not** be placed where it may interfere with visibility, an official sign, traffic signal, or other safety device.
5. Portable read-o-graph sign trailers **must not** be placed upon a provincial highway right-of-way. Portable read-o-graph sign trailers may be utilized providing they are erected on private property that is zoned commercial and meets all the requirements of the ministry for portable read-o-graph signing.
6. A Sign Permit or a Letter of Approval for any signs erected under these instructions is not required.
7. Election signs **must be** removed from the Ministry right-of-way and adjacent properties within three (3) working days after Election Day.
8. Signs not retrieved by this time will be picked up by the Ministry patrol forces and stored in a safe place (patrol yard, etc.,) for a period of two weeks. After this time they will be disposed of.

Please contact a Corridor Management Officer in your area, with the telephone numbers provided below, to obtain additional information. Thank you for your co-operation.

**Ministry of Transportation
Operational Services
Bancroft Area Office**
50 Monck Street
Bancroft, ON K0L 1C0
Tel. No.: (613) 332-3220
Toll Free: 1-800-554-0487
Fax No.: (613) 332-3751

**Ministry of Transportation
Operational Services
Port Hope Area Office**
138 Hope Street North
Port Hope ON L1A 2P1
Tel No.: (905) 885-6381
Toll Free: 1-866-224-0622
Fax No.: (905) 885-9273

Provincial Election Sign Policy Appendix D



TOWNSHIP OF SOUTH STORMONT

Municipal and School Board Elections Procedures 2026

Appendix "E" SDG Counties Sign By-law



TRANSPORTATION SERVICES

26 Pitt Street, Suite 223, Cornwall, Ontario K6J 3P2

Tel: 613-932-1515 • Fax: 613-936-2913 • Email info@sdgcounties.ca
www.sdgcounties.ca

March 3rd, 2026

Re: Placement of election signs along County Roads

Please note the following information regarding the placement of election signs.

Election signs are permitted in the County Right-of-Way; however, these signs must be:

- located as far away from the travelled portion of the road as possible (back slope of ditch/ close to the fence line);
- installed away from intersections and driveways to allow for proper sightlines;
- erected in a way that does not interfere with roadway maintenance activities such as grading or mowing;
- installed with a quick breakaway system (metal push rods or lumber framing no greater than 4" nominal thickness)

Election signs are not to be attached to any existing signs, posts or utility poles within the right of way and must conform to specifications listed in the Ontario Traffic Manual – Book 7. Signs installed with large wood posts greater than 4" nominal thickness are not considered temporary.

Any signs that do not meet the standards noted above will either be relocated to an appropriate spot adjacent to where it was previously erected or carefully removed and brought to the nearest County Patrol Garage. If the County is required to remove a sign, it will contact your campaign office to advise where the sign can be picked up.

When erecting signs within the right-of-way, please keep in mind that election signs are to be removed at the candidate's expense within 48 hours after the day of the election

The County thanks you in advance for your cooperation in this matter. Please feel free to contact our office if you have any questions.

A handwritten signature in cursive script that reads "C Harper".

Cameron Harper, P. Eng
Director, Transportation Services
United Counties of Stormont, Dundas and Glengarry

THE CORPORATION OF THE UNITED COUNTIES

OF STORMONT, DUNDAS AND GLENGARRY

BY-LAW NUMBER NO. 5304

A BY-LAW to regulate the location and size of signage within and adjacent to the County right-of-way.

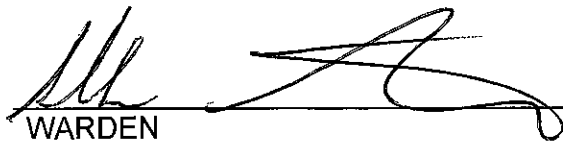
WHEREAS Section 5 (3) of the *Municipal Act, 2001 S. O. 2001*, provides that a municipal power, including a municipality's capacity, rights, powers and privileges shall be exercised by by-law unless the municipality is specifically authorized to do otherwise.

AND WHEREAS the United Counties of Stormont, Dundas and Glengarry wishes to regulate the location and size of signage within and adjacent to the County right-of-way.

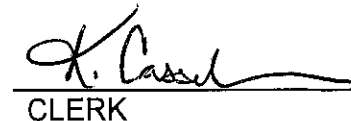
NOW THEREFORE THE COUNCIL FOR THE UNITED COUNTIES OF STORMONT, DUNDAS AND GLENGARRY ENACTS AS FOLLOWS:

1. That the location and size of signage within and adjacent to the County right-of-way shall be in conformity with the terms, conditions and specifications as outlined within Schedule "A" to this by-law.
2. That By-law No. 5264 is hereby repealed in its entirety.

READ and passed in Open Council, signed and sealed this 19th day of July 2021.



WARDEN



CLERK

Schedule 'A' to By-law No. 5304 Signage Requirements

Section 1: Definitions

“Billboard Sign”

means any existing or proposed sign with a display area greater than 11m²

“County”

means the United Counties of Stormont, Dundas and Glengarry.

“County Road”

means a road under the jurisdiction of the United Counties of Stormont, Dundas and Glengarry.

“Complex Visual Animation”

means an animation which shows a series of images creating the illusion of movement (e.g. video clips etc. as would typically be displayed on television screens or computer monitors). Complex visual animation does not include basic animations typically shown on scrolling LED signboards.

“Digital Sign”

means an existing or proposed electronic sign used to convey images and information through the use of incandescent lamps, neon halogen or any other gas based light sources, LCD, LED, or illuminated projection screens and technology.

“Local Municipality”

means a lower tier municipality of the United Counties of Stormont, Dundas and Glengarry.

“Official Sign”

means a sign placed by or under the jurisdiction of the Transportation Department, or under the authority of a statute, by-law, or provincial or federal authority.

“Owner”

means any person: described on a sign; whose name, address, or telephone number appears on a sign; who installed a sign; who is in lawful control of a sign; or who benefits from the message on a sign. For the purposes of this By-law there may be more than one owner of a sign.

“Residential Area(s)”

means any area that is zoned under a local municipal zoning by-law which permits residential uses.

“Road Allowance”

means a County road allowance and includes all lands and structures contained within the outer limits of the allowance including grassed areas, ditches, curbs, gutters,

sidewalks and other structures and includes a "Highway" as defined under the Highway Traffic Act (Ontario) that is under the jurisdiction of the County.

"Sign" or "Signs"

means any existing or proposed device, object or thing that is designed to convey a message for the purpose of advertising, identifying, announcing, directing, or promoting any idea, event, activity, product, service or facility, or conveying any other type of message. For the purpose of this By-law a 'sign' includes either the display face, posts, foundation, supporting members or a combination of any or all of the above elements (the "Sign Elements"). A Sign shall include any attachment to any of the Sign Elements.

"Temporary Sign" or "Temporary Signs"

means an existing or proposed sign that is less than 3m², freestanding, and mounted on light breakaway support systems.

"Transportation Department"

means the County Engineer or designate.

"Visual Nuisance"

means a visual display of any type, existing or proposed, which is causing intrusive impact, abnormal lighting conditions, an unreasonable inconvenience, annoyance or discomfort, to a third party, as determined in the sole discretion of the County Engineer.

Section 2: General

2.1 The following Signs shall be permitted within the road allowance:

- a) Signs erected by any municipal authority for the regulation, safety or guidance of traffic, or to provide public information (i.e. community groups, service clubs or sport or leisure trails). The location and size of Signs erected by any municipality must be approved by the Transportation Department. No advertising, sponsorship or business identification will be allowed on permanent Signs. Those erecting permanent Signs within the County right-of-way shall be required to provide a certificate of insurance to indemnify the County against any liability with coverage limits as recommended by the County insurer.
- b) Temporary Signs, including but not limited to:
 - i. Signs identifying recognized service clubs and community groups
 - ii. event Signs (i.e. community functions)
 - iii. election Signs
 - iv. commercial Signs
 - v. real estate Signs

All Temporary Signs located within the County right-of-way is installed at the Owner's risk and is subject to be removed without notice by the County.

- c) Privately owned Signs with a valid encroachment permit issued by the County (including partial/ full encroachments aerial or otherwise within the right-of-way). The cost to install privately owned Signs within the right-of-way will be borne by the individual or agency requiring the Sign.

2.2 Signs shall not:

- a) Be accompanied with a device that creates noise, or that resembles an official light not used for the purpose of controlling traffic or for the safety of workers under any Act.
- b) Resemble an Official Sign or a traffic control signal.
- c) Be illuminated, reflectorized, create direct or indirect glare, or display electronic messaging in a manner which is deemed to be a safety hazard in the sole discretion of the Transportation Department.
- d) Be permitted when they do not comply with the provisions of a local Zoning By-law, Building Code, Electrical Safety Code, the Occupational Health and Safety Act, the Construction Safety Act, or any other applicable government regulation.
- e) Promote violence, hatred or discrimination on the basis of race, ancestry, place of origin, colour, ethnic origin, citizenship, religion, sex, sexual orientation, age, marital status, family status, disability or contempt against any identifiable group. The message, logos, graphics displayed on any Sign must not be disrespectful or contain profanity, obscenity, or promote unlawful activity.

2.3 Temporary Signs shall not:

- a) Be located within a roadway, shoulder, median, planting bed, drain, ditch or watercourse.
- b) Impact the function of a County Road by:
 - i. Creating a safety hazard;
 - ii. Impeding or obstructing municipal maintenance or construction operations;
 - iii. Impeding access to or obstructing a fire hydrant;
 - iv. Impeding or obstructing the passage of pedestrians where they are reasonably expected to walk; or
 - v. Impairing or obstructing the visibility of vehicular or pedestrian traffic or a railway crossing.

- c) Obscure or detract from the visibility or effectiveness of an Official Sign or a traffic control signal.
- d) Be powered with electrical wiring.
- e) Be painted onto, affixed by an adhesive, taped or wired onto:
 - i. A tree, shrub or any other natural object;
 - ii. A utility box, traffic signal control box, bridge, guiderail or any other road structure;
 - iii. An Official Sign; or
 - iv. The support of a luminaire, Official Sign, or any other traffic control device.

2.4 Digital Signs shall not:

- a) Have a dwell time of less than 30 seconds, display complex visual animations or have transitions which are distracting, all as determined in the sole discretion of the Transportation Department.
- b) Fail to eliminate any Visual Nuisances associated with the Digital Sign.
- c) Fail to be turned off between 8:00 p.m. and 7:00 a.m. when they are within direct sightline of a Residential Area so as to eliminate any Visual Nuisances associated with the Sign.
- d) Fail to be dimmed to one quarter of the usual day time lux of the Digital Sign in question, between sunset and 8:00 p.m., if applicable, when they are within direct sightline of a Residential Area.
- e) Fail to be dimmed or turned off when directed by an official of the Transportation Department acting in accordance with the requirements of subsection 2.4.
- f) Section 2.4 (a) to (e) applies to all electronic displays except for animated displays located within storefronts that are intended for pedestrians and that cannot easily be seen by passing vehicles or Residential Areas.

Section 3: Existing Signs

3.1 Every person who erects, displays, alters or repairs a Sign within the County, and every Owner of a place upon which a Sign is erected, displayed, altered or repaired, shall ensure that such Sign is erected, displayed, altered, or repaired in compliance with the provisions of this By-law.

3.2 Interpretation and Exception

- a) Without limiting the generality of section 3.1, section 3.1 shall be interpreted as requiring every Owner of a place upon which a Sign was erected or displayed prior to the coming into force of this By-law to ensure that such Sign is and operates in compliance with the provisions of this By-law or bring the Sign into compliance with the provisions of this By-law within 15 days of the coming into force of this By-law.
- b) The only exception to subsection 3.2(a) is with respect to an existing Billboard Sign that has all its governmental permits and is lawfully placed that contravenes, at the time of this By-law coming into force, subsection 4.2 iii.

Section 4: New Signage Requirements – Size, Location and Orientation

4.1 Signs within 45m of the centreline of a County Road shall require a permit. Signs greater than 45m from the centreline of the road and Temporary Signs do not require a permit provided the Owner complies with the provisions of Section 2 and Section 4 as applicable.

4.2 All Signs installed in rural areas shall not:

- i. exceed 7.5m in height above the ground;
- ii. exceed 30m² in display area (per side);
- iii. (if a billboard) be placed within 200m of another Billboard Sign (per direction);
- iv. be affixed to, mounted upon, or be made to form part of a fence
- v. be placed in, or be allowed to overhang, a daylighting area, or;
- vi. be placed in any area that in the opinion of the Transportation Department will constitute any other hazard to vehicular traffic.

4.3 All Signs installed in urban areas shall not:

- i. exceed 7.5m in height;
- ii. exceed 30m² in area (per side);
- iii. be placed in, or be allowed to overhang, a daylighting area, or;
- iv. be placed in any area that in the opinion of the Transportation Department will constitute any other hazard to vehicular traffic.

4.4 Freestanding Signs shall be installed at either 45 degrees or greater to the centreline of a County Road. When Signs have been installed to be viewed on the left-hand side of the road, no additional Billboard Signs will be permitted within the spacing requirements on the opposite side of the road.

Section 5: Administration

- 5.1 The Transportation Department is responsible for the administration of this By-law.
- 5.2 Every application for a permit under this By-law shall be made on the form provided by the Transportation Department, and shall be accompanied by any plans, drawings, and other information prescribed on the application, including local Municipal sign-off, which confirms that they have no objections to the proposed Sign.
- 5.3 Every person applying for a permit shall pay the application fee approved by County Council. Sign permit application fees are in accordance with the County's User Fee By-law, as amended from time to time. There shall be no permit fee for Signs installed onto existing buildings, Signs installed as part of an approved Community Improvement Project, when Signs are being refaced or undergoing minor repairs or modifications (in the sole discretion of the County Engineer) or for Signs installed between 30m to 45m from the centreline of a County Road.
- 5.4 Signs must be installed within 6 months of the date of issuance of the permit or the permit will have deemed to expire and a new application is required.
- 5.5 A Sign permit may be revoked by the County Engineer, or when directed by County Council, if the Sign is not being or has not been installed in accordance with the approved permit or when the Sign is operating contrary to the provisions of this By-law.
- 5.6 County Council may authorize a minor variance from the requirements of this By-law. The fee to make a request for a Sign minor variance shall be in accordance with the County's User Fee By-law, as amended from time to time.
- 5.7 Nothing in this By-law exempts a person from complying with any other By-law or requirement of a Local Municipality, government, or agency having the authority to deal with a matter related to a Sign.

Section 6: Enforcement

- 6.1 This By-law may be enforced by the Transportation Department, a municipal by-law enforcement officer, or a police officer.
- 6.2 Any Owner who operates, places, or permits to be placed or operated, a Sign that does not comply with this By-law is required, upon receipt of an order of the Transportation Department or notice of revocation of their permit, to either modify the Sign to comply with the By-law, or remove the Sign forthwith and restore the Sign location to a condition satisfactory to the Transportation Department.
- 6.3 If the Owner is required, by order of the Transportation Department, to modify or remove a Sign and fails to do so, then the Transportation Department, a municipal

by-law enforcement officer, or a police officer may immediately remove it, without notice or compensation to, and at the risk, of its Owner.

- 6.4 The County assumes no liability for any Signs, and may at any time, when acting under authority of this By-law, remove, relocate, dismantle or destroy any Sign or Temporary Sign without notice. The County has no obligation to maintain non-compliant Signs, nor has any obligation to return non-compliant Signs to the Owner if removed.
- 6.5 Every person or Owner who contravenes a provision of this By-law is guilty of an offence and upon conviction is liable to a fine as provided for in the Provincial Offences Act, R.S.O. 1990, c. P.33, as amended.
- 6.6 The County and a Local Municipality may recover expenses for the removal, transportation and disposal of a Sign or Temporary Sign, and for the restoration of any Sign location from the Owner by court action, or in like manner as municipal taxes.

TOWNSHIP OF SOUTH STORMONT

Municipal and School Board Elections Procedures 2026

Appendix "F" Township's Accessible Customer Service Policy



TOWNSHIP OF SOUTH STORMONT

Title: Standard for Accessible Customer Service Policy

Department: All Departments

Effective Date: October 23, 2019

1. POLICY STATEMENT

The Township of South Stormont is committed to providing accessible and inclusive services and facilities to all people, including people with disabilities.

In providing good accessible customer service the Township of South Stormont shall **use reasonable efforts** to ensure that policies, practices and procedures are consistent with the following principles:

1. Goods and services will be provided in a manner that respects the dignity and independence of persons with disabilities.
2. The provision of goods or services to persons with disabilities, and others, will be integrated unless an alternate measure is necessary, whether temporarily or on a permanent basis, to enable a person with a disability to obtain, use or benefit from the goods or services.
3. Persons with disabilities will be given an opportunity equal to that given to others to obtain, use and benefit from the goods or services.
4. Persons with disabilities may use assistive devices and/or support persons in the access of goods and services.
5. That the Township of South Stormont employees, when communicating with a person with a disability, shall do so in a manner that takes into account the person's disability.

2. APPLICATION

This policy applies to every person who deals with members of the public or other third parties on behalf of the Township of South Stormont, whether the person does so as an employee, agent, volunteer or otherwise.

3. LEGISLATIVE AUTHORITY

The Accessibility for Ontarians with Disabilities Act, 2005 (AODA) requires that obligated organizations establish and implement policies

and procedures governing how the organization will achieve accessibility through meeting its requirements under the Act and its regulations.

4. DEFINITIONS

“Assistive devices” shall mean an auxiliary aid such as communication aids, cognition aids, personal mobility aids and medical aids (i.e. canes, crutches, wheelchairs, or hearing aids)

“Disabilities” shall mean the same as definition of disability found in the Ontario Human Rights Code.

“Employees” shall mean every person who deals with members of the public or other third parties on behalf of the Township of South Stormont, whether the person does so as an employee, agent, volunteer or otherwise.

“Persons with Disabilities” shall mean those individuals that are afflicted with a disability as defined under the Ontario Human Rights Code.

“Service Animals” shall mean any animal that is of service to a person with a disability

“Support Person” shall mean any person whether a paid professional, volunteer, family member, friend who accompanies a person with a disability in order to help with communications, personal care or medical needs or with access to goods or services.

5. PRINCIPLES

Accessible Customer Service follows four basic principles:

1. Dignity – service is provided in a way that allows the person with a disability to maintain self-respect and the respect of other people.
2. Independence – when a person with a disability is allowed to do things on their own without unnecessary help or interference from others.
3. Integration – service is provided in a way that allows the person with a disability to benefit from the same services, in the same place, and in the same or similar way as other customers, unless an alternative measure is necessary to enable a person with a disability to access goods or services.
4. Equal Opportunity – service is provided to a person with a disability in such a way that they have an opportunity to access your goods or services equal to that given to others.

These basic principles will be taken into account when serving individuals with disabilities.

Staff will do the following:

1. Question what can I do to help people with disabilities access our services?
2. Ask the individual "how can I help?"
3. When communicating with a person with a disability, do so in a manner that takes into account the person's disability.
4. Offer a variety of methods of communication.
5. Understand the nature and scope of the service you offer.

6. EXISTING POLICIES, PRACTICES AND PROCEDURES

Existing policies, practices and procedures will be reviewed and revised on an ongoing basis as gaps in policies are identified and impact the ability to provide goods or services to customers with disabilities. Feedback from customers will be used to identify policy gaps.

7. ASSISTIVE DEVICES

Every employee shall use reasonable efforts to allow persons with disabilities to use their own assistive devices to access goods and/or services.

8. SERVICE ANIMALS

Service animals, such as guide dogs, offer independence and security to many people with various disabilities. If it is questionable whether an animal is a service animal, a person may be asked to provide a letter from a physician or nurse confirming that the person requires the animal for reasons related to a disability.

1. Every employee shall allow persons with disabilities to be accompanied by their guide dog or service animal unless the animal is excluded by law. Where an animal is excluded by law from the premises, the reason why the animal is excluded shall be explained and other reasonable arrangements to provide goods and services shall be explored with the assistance of the person with the disability.
2. The service animal shall be under the care and control of the person with the disability. If a service animal is unruly or disruptive, an employee may ask the person with the disability to remove the animal from the area, and other reasonable

arrangements to provide goods or services shall be explored with assistance from the person with a disability.

9. SUPPORT PERSON(S)

Support person(s) assist people with disabilities in a variety of ways, by assisting with communication such as an intervener sign language interpreter, or as a Personal Support Worker providing physical assistance. A support person may also be a friend or relative that will assist and support the customer.

1. If a person with a disability is accompanied by a support person, the Township of South Stormont shall ensure that both persons are permitted to enter the premises together and that the person with a disability is not prevented from having access to the support person while on the premises.
2. In the event that admission fees are charged, there will be no charge to the support person.
3. The Township of South Stormont may require a person with a disability to be accompanied by a support person when on the premises, but only if a support person is necessary to protect the health or safety of the person with a disability or the health or safety of others on the premises.

10. SERVICE DISRUPTION – NOTICE

It is possible that from time to time there will be disruptions in service, such as an entrance way that is under repair, renovations that limit access to an area, service to an elevator, or technology that is temporarily unavailable. If disruption in service is planned, and expected, it is important to provide reasonable notice.

1. Notice of the disruption must include information about the reason for the disruption, its anticipated duration and a description of alternative facilities.
2. Notice will be provided on the website, signs posted at appropriate sites, and if suitable advertised in local newspaper or radio a week in advance of the disruption.

UNEXPECTED DISRUPTION IN SERVICE – NOTICE

1. In the event of an unexpected disruption in service, notice may be provided in an appropriate manner and as quickly as possible.
2. Notice will be provided on the website, signs posted at appropriate sites, and if suitable advertised on local radio station.
3. In the event of a service disruption, alternative methods of service may be considered and those impacted by service interruption shall be informed of any alternative methods.
4. In the event of an unexpected disruption in service, notice may be provided in an appropriate manner and as quickly as possible.
5. Notice will be provided on the website, signs posted at appropriate sites, and if suitable advertised on local radio station.
6. In the event of a service disruption, alternative methods of service may be considered and those impacted by service interruption shall be informed of any alternative methods.

11. FORMAT OF DOCUMENTS

If a copy of a document is requested in a different format than available to accommodate a person with a disability, the Township of South Stormont will make every attempt to provide the information requested in a format that is useful to the individual. The Township will make every effort to ensure the information is provided in a timely manner and at a cost that is no more than the regular costs charged to other persons.

12. DOCUMENTATION

1. Notice that the Township has a Standard for Accessible Customer Service Policy will be posted at a conspicuous place on premises operated by the Township of South Stormont and posted on the Township website.
2. A copy of the documents will be given upon request and consideration will be given to format to accommodate a person's disability.

13. TRAINING

Training on Accessible Customer Service Standards will be as follows:

1. Training will be given to every person who participates in developing the policy, practices and procedures under Ontario Regulation 191/11 – Customer Service Standards.
2. Training will be given to every person who deals with the public on behalf of Township of South Stormont, including third parties i.e. employees, agents, volunteers, management.
3. Training will include:
 - i. A review of the purposes of the *Accessibility for Ontarians with Disabilities Act, 2005* and the requirements of the customer service standard.
 - ii. A review of the Township of South Stormont's Standard for Accessible Customer Service Policy.
 - iii. A review of the Ontario Human Rights Code where it relates to people with disabilities.
 - iv. A review of the accessibility standards that are relevant to their work responsibilities.
 - v. How to interact and communicate with persons with various types of disability.
 - vi. How to interact with persons with disabilities who use an assistive device or require the assistance of a guide dog or other service animal or the assistance of a support person.
 - vii. How to use equipment or assistive devices available on our premises, or otherwise provided, that may help with the provision of goods, services or facilities to a person with a disability.
 - viii. What to do if a person with a particular type of disability is having difficulty accessing our goods, services or facilities.
4. Current employees, Council, agents, volunteers, management, etc. shall receive training no more than 3 years from their previous training session.
5. New employees, agents, Council, volunteers, management, etc., shall receive training as soon as "practicable", after being assigned.

6. Ongoing training on changes to policies, procedures, and new equipment shall be provided.
7. The method and amount of training shall be geared to the trainee's role in terms of accessibility.
8. Training records shall be kept, including the dates when the training is provided, names of individuals to whom the training was provided.

14. FEEDBACK

Feedback from customers gives the Township of South Stormont the opportunity to learn and improve. The Municipality encourages individuals to make suggestions on ways to improve our services, and recognizes the right of customers to make a complaint.

1. To ensure that the delivery of goods and services to those individuals with disabilities is provided in an effective and timely manner, the customer is invited to provide their feedback as follows:

In writing, in person, e-mail, telephone, or disk, (or any other agreed upon method) addressed to:

Township of South Stormont
P.O. Box 84, Long Sault, ON K0C 1P0
Attention: Director of Corporate Services/Clerk

Email: info@southstormont.ca
Phone: 613-534-8889, Extension 201
Fax: 613-534-2280

2. The Director of Corporate Services/Clerk will respond either in writing, in person, e-mail, telephone, or disk (or any other agreed upon method) acknowledging receipt of feedback and will set out the action to be taken in response to any complaints or suggestions.
3. Feedback will be encouraged by Township staff and the process for feedback will be explained to customers and posted on the Township website.
4. Feedback will be used to assist with the revision of policies and procedures to provide accessible customer service.

TOWNSHIP OF SOUTH STORMONT

Municipal and School Board Elections Procedures 2026

Appendix "G" Municipal Elections Accessibility Plan

Township of South Stormont

Municipal Elections Accessibility Plan



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1. INTRODUCTION

This plan will address the specific accessibility requirements in relation to the 2026 Municipal Elections in the Township of South Stormont.

The Township of South Stormont has made great efforts in promoting a barrier free community. To ensure that the 2026 Municipal Elections is consistent with the core principles of the *Accessibility for Ontarians with Disabilities Act, 2005*, this planning document was developed in advance of the election to identify measures to be taken and reported to Council following the election.

2. OBJECTIVES

This plan is intended to highlight measures that the Township of South Stormont will be implementing to ensure equal opportunity for all electors and candidates. These objectives include:

That persons with disabilities are able to independently cast their vote and verify their selection.

- That persons with disabilities have full and equal access to all information on where and when to vote and on eligible candidates.
- That persons with disabilities can fully participate in the Municipal Elections as an elector, candidate, or election official.
- That efforts are made to ensure that electors with disabilities are aware of the accessibility measures available via channels such as the newspaper, media launches, the Township of South Stormont website and social media.
- That all Voting Places and the Help Centre are accessible.

3. DEVELOPMENT OF THE PLAN

This Plan is a “living” document which will be improved and updated as best practices are identified and new opportunities for improvement arise. In order to develop the plan below, several steps were taken in order to ensure that the statutory requirements were met and a feasible implementation plan was in place. During the development of the 2026 Municipal Elections Accessibility Plan, the following steps shall be implemented:

- Review and analysis of documents, policies and other supporting materials from AMCTO, neighboring municipalities, the Ministry of Municipal Affairs and Housing, technology suppliers and other various stakeholder groups.
- Establish staff training standards and practices directly related to the Elections to ensure that people with disabilities are able to vote in a positive customer service environment, and ensure that all Election Officials recognize that a voter’s needs shall be accommodated.

4. VOTING METHODS

The 2026 Township of South Stormont Municipal Elections will be working with Voatz Canada Ltd. to provide internet voting to eligible electors. This includes the convenience and independence of voting from anywhere via internet or in-person at a Voting Place during the October 19 – 26, 2026 voting period.

Everyday tools like computers, telephones and other aids can present accessible opportunities for persons with disabilities to accomplish more, while being consistent with the principles of independence, dignity, integration and equal opportunity.

The online voting system provides electors with the capability to vote from the comfort of their own home. Voting from home facilitates the voting process for persons with disabilities who may have mobility restrictions, visual impairment, and/or have a difficult time with transportation. Additionally, persons who have assistive devices set up in their homes can now use them to assist with casting a ballot privately and independently.

By allowing persons with disabilities to vote from any location and from a selection of methods, there is an increase in the capability for the voter to vote without any assistance. This provides persons with disabilities the

same independence and privacy in participating in the election as other voters. If persons with disabilities do require assistance in the voting process, trained Election Officials will be present at in-person Voting Stations offered across Township of South Stormont, throughout the voting period.

4.1 Internet Voting

Eligible voters may vote online, using a smart phone, tablet device, gaming device or computer and any accompanying assistive devices or software, along with their date of birth and PIN and qualifying information, to access the internet address provided in their Voter Instruction Letter.

The Voatz Canada Ltd. Voting system has been created to meet the Web Content Accessibility Guidelines (WCAG-2 Level AA or successor standards as required by legislation), so that persons with disabilities can perceive, understand, navigate and interact with the online voting system. It is compliant with the guidelines of the World Wide Web Consortium website principles, which include organization, functionality and readability of information provided, as well as alternative ways of representing information, such as with audio.

4.2 In-person Voting at Voting Place(s)

For those individuals without means to access voting via internet, or who require the assistance of a trained Election Official, an advance Voting Place and several Election Day Voting Places will be open to provide in-person voting opportunities via a laptop or paper ballots.

Access to the Voting Place interior and voting area shall be level and slip-resistant. Any doormats or carpeting shall be level with the floor to prevent potential tripping hazards. The voting area shall be well lit and seating shall be available. Entrance corridors shall be clear of obstructions and tripping hazards and will allow sufficient space for use of a wheelchair or scooter.

An accessible voting area will be available at each Voting Place location. These areas shall be low in height and have a wide area to allow for individuals who use a wheelchair or scooter to vote independently and secretively.

The Township of South Stormont will be operating the following Voting Places during the Advance Voting Period:

October 19 to 23 - 10:00 a.m. to 4:00 p.m.
Town Hall, Community Hall
2 Mille Roches Road, Long Sault
Paper Ballot with Tabulator

October 24 to 25 – 10:00 a.m. to 3:00 p.m.
Town Hall, Community Hall
2 Mille Roches Road, Long Sault
Paper Ballot with Tabulator

October 21 - 10:00 a.m. to 12:00 p.m.
Woodland Villa Long Term Care Facility (residents only)
30 Mille Roches Road, Long Sault
Internet with touch screen device or laptop

October 21 - 1:30 p.m. to 3:30 p.m.
Sunset Cove Retirement Residence (residents only)
53 Long Sault Drive, Long Sault
Internet with touch screen device or laptop

The following Voting Places will be open on Election Day, Monday October 26, 2026 from 10:00 a.m. to 8:00 p.m.

Town Hall, Community Hall
2 Mille Roches Road, Long Sault
Paper Ballot with Tabulator

Rothwell Osnabruck School (Lancer Centre)
1 College Street, Ingleside
Paper Ballot with Tabulator

Newington Fire Hall
3931 County Road 12, Newington
Paper Ballot with Tabulator

St. Andrews West Fire Hall
5201 Highway 138, St. Andrews West
Paper Ballot with Tabulator

5. VOTING LOCATION(S)

An accessibility assessment of each physical polling location will be conducted. The following considerations are taken into account when determining which location(s) will be used:

5.1 Accessible Route

Proximity of the voting location to accessible public transit routes shall be considered in the selection of voting location(s). The name and/or address of the voting location shall be clearly visible. An easily navigable route will be marked for entry into the voting location and into the voting area within the location. The voting area shall be identified with clear and understandable signage. Seating areas shall be provided throughout the voting location for individuals needing a rest.

5.2 Entrance and Exit

The route to the entrance of the voting location shall be unobstructed and accessible. The route shall be wide enough to allow for an individual using a wheelchair, scooter, other assistive device, or service animal to travel safely. Doors into the voting location and voting area shall be accessible and easy to open or shall remain propped open for the duration of the voting location hours. Routine checks of entrance and exit routes will be made throughout the hours of operation.

5.3 Parking

Accessible parking shall be available at all voting locations. The designated parking space(s) shall be clearly marked with the international Symbol of Accessibility and will be on firm and level ground, close to the entrance of the voting location. By-law officers will monitor and enforce parking at voting locations throughout the day.

6. VOTING ASSISTANCE

6.1 Support Person/Friend of the Voter

Pursuant to the Township of South Stormont Accessible Customer Service Policy people with disabilities shall be permitted to be accompanied by a support person at any Voting Place. A designated support person and/or 'Friend of the Voter' will be administered an oath of secrecy/confidentiality by an Election Official prior to providing any such assistance.

6.2 Service Animals

Pursuant to the Township of South Stormont Accessible Customer Service Policy individuals requiring service animals are permitted to be accompanied by a service animal at any Voting Place.

6.3 Election Officials

At in-person Voting Places, upon request, Election Officials are available to assist any voter who requires assistance in casting their ballot. All individuals working in the capacity of an Election Official are formally appointed as such and administered an oath of secrecy prior to voting day.

7. COMMUNICATION

The 2026 Municipal Elections Accessibility Plan will be made available at Town Hall and by way of the Township of South Stormont web site www.southstormont.ca. Alternative formats will be made available upon request.

Information regarding the accessibility measures provided for the 2026 Municipal Elections shall be included in general election advertising as well as in the 2026 Municipal Elections Nomination Package.

7.1 Election Materials

The Township of South Stormont is required, as per the Accessible Customer Service Standard, to provide a copy of a document to a person with a disability, or the information contained in the document, in a format that takes into account the person's disability.

Alternate Formats

Alternate formats are other ways of publishing information besides regular print. Some of these formats can be used by everyone while others are designed to address the specific needs of a user.

The Township of South Stormont and the person with a disability may agree upon the format to be used for the document or information.

In the event the information is not generated by the Township of South Stormont or is supplied by a third party, the Township of South Stormont will make every effort to obtain the information from the third party in an alternate format and/or will attempt to assist the Elector by providing assistive equipment.

General Election Materials

Large Print – Printed material generated by the Township of South Stormont will be provided in a Verdana font, minimum 11 point, and can be made available in a font (print) size that is 16 to 20 points or larger.

Website – Information generated by the Township of South Stormont on the website in relation to the election will be compliant with WCAG 2.0 Level AA, and allow for assistive software to be utilized. In addition, website font can be adjusted within the browser's functionality to aid the user in reading the information.

Video – Promotional and educational videos created for the 2026 Municipal Elections shall incorporate audio and captioning.

7.2 Service Disruptions

From time to time and/or for unforeseen circumstances beyond the Township of South Stormont control, temporary service disruptions may be experienced. In the event of a temporary accessible service disruption, Election Officials will commit to making reasonable efforts to ensure that services are reinstated as quickly as possible and that alternative services are provided where feasible.

In these instances of service disruptions, the Township of South Stormont shall provide reasonable notice in the event of a planned or unexpected disruption in the facilities or services usually used by persons with disabilities.

Notice of these temporary disruptions shall be provided in a conspicuous place and manner at the respective location(s) and information shall also be posted on the Township of South Stormont website. This notice shall include information about the reason for the disruption, its anticipated duration, and a description of alternative facilities or services, if available.

Accessible services in relation to this plan include voting places, election materials and/or voting provisions for Electors with disabilities at the voting place.

In the event of disruptions to service or unforeseen circumstances that affect the accessibility of voting places during the advance vote or on Election Day, notices of disruption will be posted in real time on the Township of South Stormont website and election website.

8. CANDIDATES

Candidates must also have regard to the needs of electors with disabilities. Campaign offices, election materials and canvassing should all be reviewed in order to ensure that they are fully accessible.

9. REPORTING

Pursuant to Section 12.1 of the *Municipal Elections Act, 1996*, within 90 days after voting day, the Township of South Stormont Clerk shall submit a report to Council about the identification, removal and prevention of barriers that affect electors and candidates with disabilities.