



The Corporation of the Township of Elizabethtown-Kitley

Procedures for the Use of Vote Tabulators and Telephone/Internet Voting

2026 Municipal Elections

Version 1 – April 24, 2026

Version 2 – June 1, 2026

Approved by the
Clerk / Returning Officer of
The Township of Elizabethtown-Kitley
this 1st day of June 2026

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These Procedures have been prepared for the purposes of convenience **only**. For accurate reference, please refer to the Municipal Elections Act, 1996, as amended and the Good Government Act, 2009.

A. PROCEDURES FOR THE USE OF VOTE TABULATORS AND TELEPHONE/INTERNET VOTING

1. AUTHORITY

On March 9, 2026, the Council of the Township of Elizabethtown-Kitley adopted By-law Number 26-14 Being a By-law to Authorize the Use of Alternative Voting Methods and Tabulators for Municipal Elections.

On February 23, 2026, the Council of the Township of Elizabethtown-Kitley adopted By-law Number 26-12 being a by-law to enter into an Electronic Voting Services Agreement between the Township of Elizabethtown-Kitley and Intelivote Systems Inc. for Telephone/Internet Voting Services for the 2026 Municipal and School Board Elections.

On March 30, 2026, Council of the Township of Elizabethtown-Kitley adopted By-Law 26-22 Being a By-Law to Authorize the Execution of an Agreement Between the Township of Elizabethtown-Kitley and Dominion Voting Systems for the Voting Hardware Rental, Software License and Services Agreement. On April 21, 2026 the Township entered into an Agreement with Dominion Voting Systems for the provision of Hardware Rental, Software License and Services for Tabulators for the 2026 Municipal and School Board Elections.

The *Municipal Elections Act, 1996*, as amended, more specifically Subsection 42(3), states as follows:

Procedures and forms

(3) The clerk shall,

- a) establish procedures and forms for the use of,
 - (i) any voting and vote-counting equipment authorized by by-law, and
 - (ii) any alternative voting method authorized by by-law; and
- b) provide a copy of the procedures and forms to each candidate when his or her nomination is filed. 2009, c. 33, Sched. 21, s. 8 (22); 2016, c. 15, s. 31 (3).

Subsection 42(4), states that the clerk shall provide the procedures and forms on or before June 1 in the year of the election.

Subsection 42(4), 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.

Subsection 11(2) of the *Municipal Elections Act, 1996*, as amended, states that the clerk of a local municipality has responsibility for conducting elections within that municipality and responsibility for,

- a) preparing for the election;
- b) preparing for and conducting a recount in the election;
- c) maintaining peace and order in connection with the election; and
- d) in a regular election, preparing and submitting the report described in subsection 12.1 (2). 1996, c. 32, Sched., s. 11 (2); 2009, c. 33, Sched. 21, s. 8 (7).

With respect to the duties and authority of a municipal clerk, the *Municipal Elections Act, 1996*, as amended, further states as follows:

- 12(1) A clerk who is responsible for conducting an election may provide for any matter or procedure that,
 - a) is not otherwise provided for in an Act or regulation; and
 - b) in the clerk's opinion, is necessary or desirable for conducting the election.
- 12(1) A clerk who is responsible for conducting an election shall have regard to the needs of electors and candidates with disabilities. 2009, c 33, Sched. 21, s. 8 (8).
- 12(2) The power conferred by subsection (1) includes power to establish forms, including forms of oaths and statutory declarations, and power to require their use.
- 12(3) The power conferred by subsection (1) includes power to require a person, as a condition of doing anything or having an election official do anything under this Act, to furnish proof that is satisfactory to the election official of the person's identity or qualifications, including citizenship or residency, or of any other matter.
- 13(1) Any notice or other information that this Act requires the clerk to give shall be given in a form and manner and at a time that the clerk considers adequate to give reasonable notice or to convey the information, as the case may be.
- 13(2) The clerk shall provide electors, candidates and persons, who are eligible to be electors with information to enable them to exercise their rights under this Act.

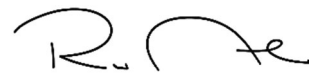
Subsection 42(5) states that when a by-law authorizing the use of an alternative voting method is in effect, Sections 43 (advance votes) and 44 (voting proxies) apply only if the by-law so specifies. As one of the purposes for the use of alternative voting (being telephone and internet voting) was to eliminate proxies and By-law Number 26-14 of The Township of Elizabethtown-Kitley is silent on these issues, voting proxies are therefore not applicable. This means that, with respect to proxies, a person cannot give his or her Voter Information Letter to another eligible elector or other individual for the

purpose of voting. Acceptance of another's Voter Information Letter, including the actual voting thereof will be considered an illegal and corrupt practice and therefore subject to the penalty provision under the Municipal Elections Act, 1996, as amended.

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

Therefore, as Clerk of the Township of Elizabethtown-Kitley and Returning Officer for the 2026 Municipal and School Board Elections, I do hereby certify and approve the following procedures for conducting the 2026 Municipal and School Board Elections and also establish that the attached forms are the forms permitted to be used during this election process.

June 1, 2026
Date Approved



Rob Nolan CAO/Clerk
Clerk / Returning Officer

2. APPLICATION

1. This procedure has been developed under the authority of Subsection 42(4) pursuant to Subsection 42(3) (a) (ii) of the *Municipal Elections Act, 1996*, as amended, and applies to the Paper Ballot and Telephone/Internet Voting being conducted by the Township of Elizabethtown-Kitley between Monday October 19, 2026, and Monday October 26, 2026.
2. The procedures and forms established by this document prevail over anything in the Act and its regulations, as per Subsection 42(4) of the *Municipal Elections Act, 1996*, as amended.
3. Where these procedures do not provide for any matter, the election shall be conducted as far as is consistent and practical within the principles of the *Municipal Elections Act 1996*, as amended, with the same being determined and established by the Clerk.
4. The Clerk has the right, at any time, up to and including Voting Day, to amend the procedures contained herein, as deemed necessary and appropriate. Any amendment to these procedures shall be signed by the Clerk and a copy of the amendment(s) shall be provided forthwith to all certified candidates for office for the Township of Elizabethtown-Kitley and/or School Boards.

3. DEFINITIONS

- a) **Advance Voting** – means voting conducted between the hours of 10:00 a.m. on October 19, 2026, and ending at 9:59 a.m. on October 26, 2026.
- b) **Ballot** – means either an image on a computer screen, or any web enabled device, of a ballot card for an election to be voted for, including all choices available to the electors and containing spaces in which the electors mark their votes; or when voting using a telephone or wireless phone, an audio set of instructions which describe all choices available to the electors and instruction to mark their selection by depressing the numbered touchtone keypad.
- c) **Candidate** – means a person who has been nominated under Section 33 of the *Municipal Elections Act, 1996*, as amended.
- d) **Certified Candidate** – means a candidate whose nomination has been certified by the municipal clerk under Section 35 of the *Municipal Elections Act, 1996*.
- e) **Clerk** – means the Clerk of the Township of Elizabethtown-Kitley who is responsible for conducting this election under the authority of the *Municipal*

Elections Act, 1996, as amended. (This legislation provides that the clerk of a municipality may provide for any matter that is not otherwise provided for in an Act or regulation and is, in the clerk of the municipality's opinion, necessary or desirable - Section 12 of the Municipal Elections Act, 1996, as amended)

- f) **Eligible Elector** - means a person who is entitled to be an elector at an election held in the local municipality, if on voting day he or she meets the qualifications outlined in Section 17(2) and 17(3) of the *Municipal Elections Act, 1996*, as amended.
- g) **Election Official** – means the clerk or other person(s) appointed in writing by the clerk to carry out election duties under the *Municipal Elections Act, 1996*, as amended. An election official can only carry out the tasks and duties as assigned in writing by the clerk and must take the prescribed oath.
- h) **Eligible Elector** – means a person who is entitled to be an elector at an election held in the local municipality, if on voting day they meet the qualifications outlined in the Act.
- i) **Election management team** – refers to the Returning Officer, and designates in charge of ensuring the integrity of the configuration and the voting results, as well as guaranteeing the secrecy of the votes.
- j) **Municipality** – means the Corporation of the Township of Elizabethtown-Kitley.
- k) **Password** – means an additional access control word assigned by Intelivote Systems Inc. to each authorized user to provide additional security for access to the voting system.
- l) **Personal Identification Number (PIN)** – means a unique multiple digit number assigned by Intelivote Systems Inc. to each voter to provide security for access to the voting system.
- m) **Preliminary List of Electors** – means a list of electors for the Township of Elizabethtown-Kitley compiled by Elections Ontario (EO) and provided to the Township of Elizabethtown-Kitley between July 31 and September 1 of an election year as agreed upon by EO and the Clerk.
- n) **Satisfactory Identification** – means the identification required under the *Municipal Elections Act, 1996*, as amended (Ontario Regulation 304/13) which would provide proof of identity and residence of an individual to the satisfaction of an Election Official.

- o) **Script** – means all information flow and system prompts from Intelivote Systems Inc. including instructions, informational messages, error messages, and exceptions.
- p) **Scrutineer** – means an individual, appointed in writing by a certified candidate, to represent him or her during the voting process.
- q) **Support Person** – means a person who has been requested by an elector to assist him or her in the voting process.
- r) **Tabulator** (Vote Tabulator) is a device that scans marked paper ballots, interprets voter marks, and safely stores and tabulates each vote.
- s) **Voter Help Centre** – means a location provided by the Township of Elizabethtown-Kitley to assist electors with the Telephone/Internet Voting process or other general election inquiries, and to make additions, deletions, and corrections to the Preliminary List of Electors. The Voter Help Centre is located at the Main Municipal Office, 6544 New Dublin Road, Addison ON K0E 1A0.
- t) **Voters' List** – means the Preliminary List of Electors, as corrected by the Clerk, under the provisions of Section 22 of the *Municipal Elections Act* 1996, as amended, c. 32, Sched., s. 22; 2006, c. 33, Sched. Z.3, s. 18 (3).
- u) **Voting Day** – means the final day on which the vote is to be taken in an election and shall be from 10:00 a.m. to 8:00 p.m. on Monday October 26, 2026.
- v) **Voter Information Letter** – means a sealed envelope containing a Personal Identification Number (PIN) for each person on the Voters' List or who has completed an application, duly approved by an Election Official, for inclusion on the Voters' List, a telephone access number and internet address for voting, a Voter Help Centre number for assistance and a list of candidates for office. These envelopes shall be mailed individually, or hand-delivered as required, to every person on the Voters' List.

B. GENERAL

4. VOTER QUALIFICATION

1. A person is entitled to be an elector at an election held in a local municipality if, on Voting Day, October 26, 2026, they:
 - a. Are a Canadian citizen,
 - b. Are at least 18 years old,
 - c. Resides in the local municipality, or is the owner or tenant of land in the local municipality, or the spouse, or same-sex partner of such a person; and
 - d. Are not prohibited from voting under subsection 17(3) of the *Municipal Elections Act, 1996*, as amended, or otherwise, by law.

5. PRELIMINARY LIST OF ELECTORS (VOTERS' LIST)

1. The Preliminary List of Electors shall be requested from Elections Ontario (EO) in an electronic format. The list shall be reviewed by the Clerk of the Township of Elizabethtown-Kitley and obvious errors shall be corrected as permitted under Section 22 of the *Municipal Elections Act, 1996*, as amended, and the list shall be approved for use as the Voters' List.
2. The list shall then be reproduced in paper or electronic format and, upon written request, be distributed to those who are entitled to copies under Subsections 23(3), (4) and (5) of the Act. All certified candidates shall be entitled to a maximum of two (2) copies or an electronic format and shall sign a statement acknowledging that the Voters' List shall not be used for any commercial purposes.
3. The candidates shall receive login ID(s) and password(s) provided by Intelivote Systems Inc., allowing them to view the voters' list that contains the names of the electors who are entitled to vote for their office. They can use the module to identify and track individual electors during the course of the election campaign and voting period to observe participation.
4. The list shall be available in an electronic format to accommodate the administration in the voting process at the Voter Help Centre.

5. Additions, corrections and deletions may be made to the list in accordance with the *Municipal Elections Act, 1996*, as amended.
6. The Clerk shall produce an electronic list of the additions, corrections and deletions, as stated in paragraph (5) of this document, and make available online these additions, corrections and deletions to those who are entitled to copies of the Voters' List under the Act and the same shall be the final voters' list. This list, as required under Section 27 of the *Municipal Elections Act, 1996*, as amended, shall be available no later than Friday September 18, 2026, at Township's Main Administrative Office located at 6544 New Dublin Road.
7. The Voters' List, as corrected by the Clerk pursuant to Section 22 of the *Municipal Elections Act, 1996*, as amended, shall be provided to Intelivote Systems Inc. in electronic format in order for Intelivote Systems Inc. to manage the Voter Information Letter prior to their regular mailout deadline.
8. Voter Information Letters shall be distributed by incentive letter mail or hand delivered as required, to all eligible electors to enable them to use the Telephone/Internet Voting service.

6. NOTICES

1. The Clerk of The Township of Elizabethtown-Kitley shall notify voters of the following election information using advertisements:
 - a. That municipal and school board elections are being held for The Township of Elizabethtown-Kitley and that the Municipality has adopted an alternative voting method, being Telephone/Internet Voting;
 - b. The date(s), time(s) and location(s) for the holding of the vote including advance voting, and the methods of voting for each;
 - c. The office(s) of the council and/or school boards;
 - d. The manner in which electors may or may not use voting proxies;
 - e. Who is eligible to vote in the municipal & school board elections; and
 - f. The location(s) and dates, and hours of operation of the Voter Help Centre, how persons can check to see if their name is on the Voters' List and the procedures by which their name can be added or information corrected on the Voters' List.

2. At the Clerk's discretion, notices will be published in the local newspapers and/or posted on the Municipality's website. All notices shall be made available in English only.
3. The following essential notices shall be issued:
 - a. Notice of Election Information. See paragraph 6.1;
 - b. Notice of Revision of Voters' List. See paragraph 6.1(f);
 - c. Notice of Nomination; and
 - d. Certified Election Results.
4. The Clerk reserves the right to publish additional advertisements and notices as deemed appropriate.
5. Where possible, cooperative advertising may take place - costs to be approved and shared by the participating municipalities.
6. Each person on the voters' list shall be mailed, by Incentive Letter Mail a sealed Voter Information Letter containing:
 - a. Their Personal Identification Number (PIN), the telephone number(s) to call to cast a vote, and the designated internet address (URL) to access to cast a vote using the internet;
 - b. Instructions on how to vote;
 - c. Dates and hours of voting; and
 - d. The location and telephone number of the Voter Help Centre.
7. All Voter Information Letters shall be made available in English only.

7. ACCESSIBILITY

1. The Clerk shall have regard for the needs of candidates and electors with disabilities.
2. The Clerk shall ensure the Voter Help Centre is accessible to candidates and electors with disabilities.

3. The Clerk shall prepare a Report to be submitted to the Council ninety (90) days after Voting Day about identification, removal, and prevention of barriers that affect voters and candidates with disabilities.
4. Election Officials will be available for assistance during the Voting Period and on Voting Day.
5. The Township of Elizabethtown-Kitley has an Accessibility Policy. The Municipal Election for the Township of Elizabethtown-Kitley will be conducted with having regard to the policies as established.

8. SECRECY

1. The Clerk shall require all Election Official(s) and/or other persons working in connection with the municipal elections to swear or affirm an oath of secrecy in accordance with Section 49 of the *Municipal Elections Act, 1996*, as amended.
2. No person shall interfere or attempt to interfere with an elector while in the process of accessing the Telephone/Internet Voting service or voting in-person or interfere or attempt to interfere in the voting process unless expressly requested and authorized by an elector asking for assistance.
3. No person shall obtain or attempt to obtain information about how an elector intends to vote or has voted. Any individual requested by an elector to assist him or her in voting is required to maintain the secrecy of the vote(s) cast by the elector and shall vote according to the instructions and wishes of the elector.
4. No person shall communicate any information that might have been inadvertently obtained about how an elector intends to vote or has voted.
5. No elector shall reveal how he or she intends to vote except when obtaining assistance in voting from either a Support Person or an Election Official.
6. All electors voting at the Voter Help Centre(s) may vote with the assistance of a Support Person; however, the Support Person shall be required to take the appropriate oath prior to providing assistance.
7. All complaints regarding any and/or all breaches of secrecy shall be investigated by the proper authorities and shall be prosecuted according to the provisions of "Corrupt Practices and Other Offences - Penalties and Enforcement" under Sections 89 and 90 of the *Municipal Elections Act, 1996*, as amended.

9. SCRUTINEERS

1. Scrutineers may be appointed, in writing by the candidate, as stated under Section 16 of the *Municipal Elections Act, 1996*, as amended. If appointed, scrutineers will be entitled to the following:
 - a. Upon request and after producing the properly signed “Appointment of Scrutineer” and prescribing to the oath(s) of secrecy, they will be provided access to a Candidate module; showing them a voter sequence number and/or the elector names who are entitled to vote for their designate office, allowing them to identify, observe, and list all electors that have participated. Scrutineers may log in to the system any time after the election has started and voters have cast ballots and determine who has voted.
 - b. Upon request and after producing the properly signed “Appointment of Scrutineer” form and prescribing to the oath(s) of secrecy, they may attend a Voter Help Centre(s) during hours of operation to observe the process. Scrutineers who do not follow the instructions of the Clerk or Election Official, or who attempt to interfere, influence or determine how an elector is voting, will be requested to leave the Voter Help Centre immediately. Their appointment will be revoked, and they will not be permitted to re-attend a Voter Help Centre.
 - c. To be present at the time and place where results are received by the Clerk, including signing the results report indicating the final results and votes cast.
2. Use of a cellular telephone or any other electronic device (i.e. computer, laptop or tablet) **SHALL NOT BE PERMITTED** within a Voter Help Centre by any Candidate or Scrutineer.

C. VOTING INFORMATION

10. VOTING METHODS, DATES AND LOCATIONS

For the 2026 Municipal and School Board elections, the Township of Elizabethtown-Kitley will use the following voting methods:

- Telephone/Internet Voting
- In-person Paper Ballot voting with Vote Tabulators

1. Eligible voters may vote in-person by Paper Ballot:

- a. In advance of Voting Day by attending the Voter Help Centre, located at the Main Municipal Office, 6544 New Dublin Road, Addison, Ontario during the following hours:
10:00 a.m. to 4:00 p.m. October 19, 2026, to October 23, 2026.
- b. By attending one of the following polling stations on Election Day between the hours of **10:00 a.m. to 8:00 p.m. on October 26, 2026:**
 - Fire Station #1 – 44 Main Street E, Lyn
 - Fire Station #3 – 410 County Road 29
 - Spring Valley Library Branch – 4103 County Road 29

2. Eligible voters may vote by Telephone/Internet Voting by:

- a. Accessing the telephone number provided by using a touch-tone telephone - but not a rotary dial telephone. “Digi-pulse” telephones will be able to access the system if the telephone over-ride button is set to a “touch-tone” mode. Should the preceding not be done correctly, the interactive response system will provide an error message requesting that the eligible elector obtain assistance,
- b. Or by accessing the internet address provided by using an internet connected device.
- c. Eligible voters may vote by Telephone/Internet:
 - i. In advance of Voting Day by attending the Voter Help Centre, located at the Main Municipal Office, 6544 New Dublin Road, Addison, Ontario during the following hours:
10:00 a.m. to 4:00 p.m. October 19, 2026, to October 23, 2026.
 - ii. By attending one of the following polling stations on Election Day between the hours of **10:00 a.m. to 8:00 p.m. on October 26, 2026:**
 - Fire Station #1 – 44 Main Street E, Lyn
 - Fire Station #3 – 410 County Road 29

- Spring Valley Library Branch – 4103 County Road 29

3. Special Voting Locations

- With the assistance of an election official(s) that will be present at the following institutions and retirement homes on the specified date(s) and hours:

RETIREMENT HOME OR INSTITUTION	DATE	HOURS FOR ASSISTANCE
Brockville Mental Health Hospital - 1804 County Road 2 East		
Chartwell Rosedale Retirement Residence - 1813 County Road 2 East		
Sherwood Park Manor - 1814 County Road 2 East		
To be determined upon confirmation		

11. VOTER HELP CENTRE

- A Voter Help Centre shall be established at the Main Municipal Office, 6544 New Dublin Road, Addison, Ontario, or as established by the Clerk. The Voter Help Center will operate between **10:00 a.m. to 4:00 p.m. from October 19, 2026, to October 23, 2026.**
- Electors may vote at the Voter Help Centre by paper ballot or telephone or internet access provided. Any telephone provided at the Voter Help Centre shall delete any display options on the telephone.
- A Support Person, taking the appropriate oath(s), may assist an elector in voting. In the absence of a Support Person, the voter may request the assistance of an Election Official, who may provide assistance only after the appropriate oath, if required, has been taken. An interpreter, taking the appropriate oral oath(s), may assist an elector in voting.
- The Voter Help Centre shall also be responsible for the following:
 - Eligible electors who attend the Voter Help Centre and are not on the voters' list will be able to be added to the list by filling out a declaration form and providing satisfactory identification.
 - Their names will be added to the voters' list and they will be assigned and receive (or mailed) a Voter Information Letter containing a (PIN); and

- ii. They will be able to vote at the Voter Help Centre if they so wish during the voting period.
- b. Verifying and re-issuing a Voter Information Letter to qualified voters:
 - i. Where a person on the voters' list has lost their Voter Information Letter or did not receive it in the mail, or does not have access to it, they can attend a Voter Help Centre in order to receive a new one. The authorized election official will disable the voter's lost Personal Identification Number (PIN) and electronically mark it in the system with the appropriate details. Upon providing satisfactory identification to an election official, an oath shall be taken by the voter and a new Voter Information Letter containing a new Personal Identification Number (PIN) shall be issued.
- c. Verifying and re-issuing a Personal Identification Number (PIN) to qualified voters:
 - i. Where a person on the voters' list has lost their Personal Identification Number (PIN), did not receive it in the mail, or does not have access to it, they can attend a Voter Help Centre in order to receive a new one. The authorized election official will disable the voter's previous PIN and electronically mark it in the system with the appropriate details. Upon providing satisfactory identification or information to a Voter Help Centre election official, as may be defined, a new Personal Identification Number (PIN) shall be issued.

12. EMERGENCIES

1. Pursuant to Section 53 of the *Municipal Elections Act, 1996*, as amended, 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. An emergency shall be declared in the event of a flood, fire or power failure in the Municipality; acute illness or accident of the Clerk/Returning Officer or Assistant Returning Officer which prevents them from conducting the election pursuant to the *Municipal Elections Act, 1996*, as amended.
2. On declaring an emergency, the Clerk shall make such arrangements as they consider advisable for the conduct of the election.
3. In the event of an emergency, the Clerk/Returning Officer shall advertise on radio and television stations if possible, and post notices on the municipality's website, to the extent possible, that the election has been delayed.

4. If there is a voting system disruption on Voting Day that prevents voters from accessing the voting system, polls (including paper balloting polls, if applicable) will remain open until 10:00 p.m. If the electronic voters list cannot be accessed to strike voters from the list at paper balloting polls, those using paper ballots must take the prescribed oath that they have not previously voted during the 2026 voting period.
5. In the event of a disruption, Intelivote Systems Inc. under direction from the Clerk/Returning Officer shall stop the Intelivote system from accepting telephone calls and connections from the Internet, thus preventing the election from continuing, or starting, as the case may be.
6. In the event the Clerk/Returning Officer or Assistant Returning Officer is unable to be present to conduct procedures on Voting Day, there shall be a substitute qualified person appointed or available to attend to the election details.

D. PROCEDURES FOR PAPER BALLOT WITH VOTE TABULATOR

13. VOTE TABULATORS - WHERE USED AND PROGRAMMING

1. Vote Tabulators shall be used at every Voting Location except the Special Voting Locations designated by the Clerk. The ballots cast at such locations shall be counted by a central tabulator located at the Election Headquarters after the close of the polls.
2. The vote tabulator shall be programmed so that a printed record of the number of votes cast for each candidate can be produced.
3. Ballots which the 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 tabulator) and Ballots which are marked with overvotes will be returned by the tabulator for inspection.

14. LOGIC & ACCURACY TESTING OF THE TABULATORS

1. Prior to Voting Day, the Clerk shall conduct logic and accuracy testing of all Vote Tabulators to be used in the election, including replacement Vote Tabulators, to ensure that they will accurately count the votes cast for all Candidates and operate as programmed.
2. The Clerk shall give notice of the date, time, and location of the testing to Candidates.
3. The test shall be conducted by:
 - powering up the Vote Tabulator;
 - loading the Memory Card into the Vote Tabulator;
 - printing a Zero Totals Tape;
 - tabulating a pre-audited group of test Ballots including:
 - Ballots that fall into each of the categories of ballots described in section 14.10 of these procedures;
 - Ballots on which are recorded a pre-determined number of votes for each Candidate;
 - printing the results from the Vote Tabulators;
 - reading the Memory Cards, and testing the tally and reporting application; and,
 - comparing the output of the tabulation against the pre-audited results.

4. If the Clerk detects any error in the test, the cause of the error shall be ascertained and corrected, and the test repeated until an errorless test is achieved and certified by the Clerk.
5. The Clerk shall, at the completion of the test, clear the vote totals from the test ballots in the Memory Cards and seal the Memory Card inside the Vote Tabulator.
6. The Clerk shall retain, pursuant to section 88 of the *Act*, the pre-audited group of ballots referred to in section 14.10 of these procedures, the Results Tapes that were produced during the test and other materials used in the programming of the Vote Tabulators.
7. The Clerk shall not alter or make changes to the materials referred to in section 14.10 of these procedures.

8. Testing the Vote Tabulators (Diagnostic Testing)

This test will ensure that the clock, LCD Display, system memory, printer, serial port, auxiliary port, and ballot reader are all functioning properly.

9. Testing Memory Cards

This will test every memory card to ensure it is not defective.

10. Testing Ballots

Once the ballots have been printed and received from the supplier, a test deck must be prepared and tested on each machine. A test deck must include every type of ballot and be comprised of samples of blank ballots, under-voted ballots, and properly completed ballots.

11. Procedure for Testing Ballots

The test shall be conducted as follows:

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

12. Testing of Spare Vote Tabulators

Prior to Voting Day, any “spare” vote tabulator shall be tested along with the other vote tabulators, as described in the section 14.

13. If the Clerk detects any error in the test, the cause of the error shall be ascertained and corrected, and the test repeated until an errorless test is achieved and certified by the Clerk.
14. The Clerk shall, at the completion of the test, clear the vote totals from the test ballots in the Memory Cards and seal the Memory Card inside the Vote Tabulator.
15. The Clerk shall retain, pursuant to section 88 of the Act, the pre-audited group of ballots referred to in section 14.10 of these procedures, the Results Tapes that were produced during the test and other materials used in the programming of the Vote Tabulators.
16. The Clerk shall not alter or make changes to the materials referred to in section 14.10 of these procedures.

15. TABULATOR SET-UP AND OPERATION

1. Vote Tabulator set-up

On Voting Day, prior to the opening of a Voting Location, the Election Official(s) shall, in the presence of all Candidates and/or Scrutineers present at that time:

- a. confirm that there are no Ballots in the Tabulator Stand;
 - b. install the Vote Tabulator on the Tabulator Stand; and,
 - c. cause the Vote Tabulator to print a copy of the Zero Totals Tape, confirming zero totals.
2. If the totals on the Zero Totals Tape are zero for all Candidates the Election Official shall:
- a. sign the Zero Totals Tape, which may also be signed by any Candidates; and,
 - b. ensure that the Zero Totals Tape remains affixed to the Vote Tabulator until the results are printed by the Vote Tabulator after the close of the Voting Location.

3. If the totals on the Zero Totals Tape are not zero for all for all Candidates the Election Official shall:
 - a. immediately advise the Clerk, who shall either:
 - i. provide technical support required to cause the Vote Tabulator to print a correct Zero Totals Tape showing zero totals; or
 - ii. provide a replacement Vote Tabulator;
 - b. if the Clerk provides a replacement Vote Tabulator, the Election Official shall carry out the requirement of section 15.1 of these procedures;
 - c. if the Vote Tabulator is not operational prior to the opening of the Voting Location, the Election Official shall conduct the election using the Auxiliary Compartment procedures as outlined in clause 16(5)(b) of these procedures.

4. Procedures under Normal Circumstances

- a. Once the elector is verified and has completed voting, the Designated Election Official shall, in the presence of the Voter and without removing the used ballot from the secrecy folder, verify their initials and then insert the used ballot into the feed area of the vote tabulator until the vote tabulator draws the ballot from the secrecy folder in full view of the voter.

5. Procedures in Extraordinary Circumstances

- a. If a ballot is returned by the vote tabulator and the voter who delivered the ballot is present, the Designated Election Official shall re-insert the ballot into the feed area of the vote tabulator.
- b. If the vote tabulator again rejects the ballot, the Designated Election Official shall mark the ballot “cancelled-replaced”, place the ballot in the cancelled-replaced envelope and deliver another ballot to the voter. The replacement ballot will then be re-inserted into the ballot feed of the vote tabulator.
- c. If the elector who delivered the ballot is present but declines to accept another ballot, the Designated Election Official shall mark the ballot “declined” and insert the original ballot into the “declined” envelope.
- d. If the elector who delivered the ballot is not present, the Designated Election Official shall re-insert the ballot into the feed area of the vote tabulator.

- e. If the vote tabulator again rejects the ballot, the Designated Election Official shall mark the ballot “cancelled”. The Designated Election Official shall in full view of any candidates or scrutineers present, mark a new ballot with the same marks contained in the designated voting spaces on the original ballot, and the replacement ballot shall be clearly labeled “replacement” and shall also be recorded on the cancelled ballot. The cancelled ballot shall be inserted into the cancelled-replaced envelope, and the Designated Election Official shall substitute the replacement ballot for the cancelled ballot and feed the replacement ballot into the vote tabulator.

6. Procedure in the event a tabulator malfunctions during the voting process

In the event that a tabulator malfunctions during the voting process and the memory card 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 vote tabulator.

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

- a. The Designated Election Official shall remove the memory card from the malfunctioning tabulator and insert the memory card into the replacement tabulator.
- b. The Designated Election Official shall pack up the faulty equipment and set up the substitute vote tabulator. In an effort to expedite the replacement, the election official who delivered the replacement tabulator may assist in packing up the faulty equipment.
- c. The Designated Election Official shall turn on the replacement tabulator and proceed to print a re-start tape to verify the number of ballots processed to that point. No results are displayed on the tape. The DEO shall then sign the re-start tape and leave the tape attached to the vote tabulator. The existing ballot box continues to be used to accept ballots that are to be fed through the replacement tabulator for the remainder of the day.
- d. In the event that a memory card malfunctions, the Designated Election Official shall immediately contact the Clerk or Deputy Clerk. Once a replacement memory card has been provided, the Designated Election Official Shall:
 - i. Verify that the vote tabulator and replacement memory card 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.

- e. A new, empty ballot box is then used to accept ballots that are to be fed through the tabulator with the new memory card for the remainder of the day.
- f. The Designated Election Official shall turn on the vote tabulator and proceed to print, verify, and sign the zero totals report, as was done prior to the opening of the poll.
- g. The ballots in the original ballot box will be fed through the vote tabulator after the close of the poll.

7. Procedure for Closing the Voting Place for Advance Votes

At the end of the Advance Poll Day, DO NOT CLOSE POLL option on the tabulator should be used. This will take place following 8:00 p.m. on Voting Day.

The designated election official shall, after the close of advance voting, check the auxiliary compartment for ballots to ensure all ballots have been processed. All ballots removed from the auxiliary compartment of the ballot box shall be processed through the voting machine.

The Designated Election Official shall immediately:

- a. look at the display on the vote tabulator and write down on the form provided, the number of ballots processed through the unit;
- b. unplug the vote tabulator, seal the ballot box and the ballot feed slot in the vote tabulator, and place it in the carrying case provided. Candidates or scrutineers may, if present place their seal on the equipment and ballot box;
- c. and personally deliver the vote tabulator, ballot box and envelope containing the number of voters and other election supplies to the Clerk or Designated Election Official.

16. VOTING PROCEDURES FOR PAPER BALLOTS

- 1. The Clerk shall delegate to an Election Official the authority to initial a Ballot and issue the Ballot to an Eligible Voter.
- 2. The Election Official shall provide the Ballot to an Eligible Voter with a Secrecy Folder.

3. Upon receiving the Ballot and Secrecy Folder, the Eligible Voter shall:
 - a. proceed to the Voting Screen; and,
 - b. vote by marking the desired Designated Voting Space(s).
4. After marking the Ballot, the Eligible Voter shall:
 - a. insert the Ballot into the Secrecy Folder so as to conceal their Marks in the Designated Voting Space and expose the initials of the Election Official;
 - b. leave the Voting Screen without delay;
 - c. deliver the Secrecy Folder containing the Ballot to the Election Official; and
 - d. before leaving the Voting Location, wait until the Election Official enters the Ballot into the Vote Tabulator and the Ballot has been accepted.
5. In the presence of the voter and in a discreet manner which keeps concealed the voter's votes, the Election Official verifies the initials of the Election Official who issued the ballot, and:
 - a. If a Vote Tabulator is operational at the Voting Location, slowly slides the ballot initials-side down from the Secrecy Folder into the ballot entry slot until it is accepted by the Vote Tabulator; or
 - b. Where a Vote Tabulator fails to operate, the Election Official:
 - i. slowly slides the ballot initials-side down from the Secrecy Folder into the Auxiliary Compartment;
 - ii. processes any Ballots stored in Auxiliary Compartment through the Vote Tabulator only after the close of voting; and,
 - iii. seals the Auxiliary Compartment when not in use.
6. Blank Ballot
 - a. If a Blank Ballot is returned by the Vote Tabulator and the Eligible Voter who delivered the Ballot is still present, the Election Official shall:
 - i. privately advise the Eligible Voter that the Vote Tabulator does not detect any votes in any of the Designated Voting Spaces;

- ii. return the Ballot to the Eligible Voter; and
 - iii. instruct the Eligible Voter to Mark the Ballot in accordance with the instructions on the Ballot.
- b. If the Eligible Voter is not present or declines the opportunity to re-Mark the Ballot, the Election Official shall, using the Vote Tabulator “Override” procedure, cause the Vote Tabulator to accept the Ballot.

7. Over-Voted Ballot

- a. If an Over-Voted Ballot is returned by the Vote Tabulator and the Eligible Voter who delivered the Ballot is still present, the Election Official shall:
- i. privately advise the Eligible Voter that the Vote Tabulator detects more votes for an office than the Voter is entitled to vote for;
 - ii. ask the Eligible Voter if they wish another Ballot and, if so, fold the Ballot, write “Cancelled” the reverse side of the Ballot and direct the Eligible Voter to obtain a replacement Ballot from the Election Official who issued the cancelled Ballot;
 - iii. ask the Election Official who originally delivered the cancelled Ballot to provide the Eligible Voter with a replacement Ballot, and place the cancelled Ballot in the “Cancelled Ballot” envelope; and
 - iv. instruct the Eligible Voter to Mark the Ballot in accordance with the instructions on the Ballot.
- b. If the Eligible Voter is not present or declines the opportunity to Mark another Ballot, the Election Official shall, using the Vote Tabulator “Override” procedure, cause the Vote Tabulator to accept the Ballot and record any valid votes that may appear on the Ballot.

8. Ambiguous Mark

- a. If a Ballot with an Ambiguous Mark is returned by the Vote Tabulator and the Eligible Voter who delivered the Ballot is still present, the Election Official shall:
- i. privately advise the Eligible Voter that in at least one of the Designated Voting Spaces on the Ballot, the Mark which has been made is not sufficiently dark or complete to allow the Vote

Tabulator to determine with certainty that the Mark reflects the Eligible Voter's intention;

- ii. and, provide the Eligible Voter the opportunity to either re-mark the Ballot or obtain a replacement Ballot.
- b. If the Eligible Voter chooses to re-mark the Ballot, the Election Official shall return the Ballot to the Eligible Voter in the Secrecy Folder and instruct the Eligible Voter to Mark the Ballot in accordance with the instructions on the Ballot.
- c. If the Eligible Voter chooses to obtain a replacement Ballot, the Election Official shall:
 - i. fold the Ballot and write "Cancelled" on the reverse side of the Ballot and direct the Eligible Voter to obtain a replacement Ballot from the Election Official who issued the cancelled Ballot;
 - ii. ask the Election Official who originally delivered the cancelled Ballot to provide the Eligible Voter with a replacement Ballot, and place the cancelled Ballot in the "Cancelled Ballot" envelope; and
 - iii. instruct the Eligible Voter to Mark the Ballot in accordance with the instructions on the Ballot.
- d. If the Eligible Voter declines the opportunity to re-mark the Ballot, or obtain a replacement Ballot, the Election Official shall fold the Ballot and write "Declined" on the reverse side of the Ballot and place it in the "Declined Ballot" envelope.
- e. If a Ballot is returned by the Vote Tabulator with an Ambiguous Mark and the Eligible Voter who delivered the ballot is not present, the Election shall follow the requirements of section 15.5(b) of these procedures.

9. Damaged/Defective ballot

- a. If a Damaged/Defective Ballot is returned by the Vote Tabulator and the Eligible Voter who delivered the Ballot is still present, the Election Official shall re-insert the Ballot into the feed area of the Vote Tabulator. If the Vote Tabulator again rejects the Ballot, the Election Official shall:
 - i. privately advise the Eligible Voter that the Ballot cannot be processed by the Vote Tabulator;

- ii. ask the Eligible Voter if they wish another Ballot and, if so, fold the Ballot, write “Cancelled” the reverse side of the Ballot, and direct the Eligible Voter to obtain a replacement Ballot from the Election Official who issued the cancelled Ballot;
 - iii. ask the Election Official who originally delivered the cancelled Ballot to provide the Eligible Voter with a replacement Ballot, and place the cancelled Ballot in the “Cancelled Ballot” envelope;
 - iv. and instruct the Eligible Voter to Mark the Ballot in accordance with the instructions on the Ballot.
- b. If the Eligible Voter declines the opportunity to Mark another Ballot, the Election Official shall fold the Ballot and write “Declined” on the reverse side of the Ballot and place it in the “Declined Ballot” envelope.
- c. If a Damaged/Defective Ballot is returned by the Vote Tabulator and the voter who delivered the ballot is not present, the Election Official shall follow the procedures as outlined in section 15.5(b) of these procedures.

10. Paper Jams

If a Ballot jams in a Vote Tabulator, the Election Official shall verify the message on the Vote Tabulator LCD screen and:

- a. If the message on the Vote Tabulator LCD Screen is “has been counted”, the Election Official Shall:
 - i. privately advise the Eligible Voter that the ballot has been counted;
 - ii. slide the Tabulator Stand out two or three inches from the Vote Tabulator;
 - iii. remove the Ballot from the Vote Tabulator, while at all times securing the secrecy of the Marks, and deposit it into the Tabulator Stand;
 - iv. and return the Vote Tabulator to its original position on the Tabulator Stand.
- b. If the message on the Vote Tabulator LCD Screen is “not been counted”, the Election Official shall:

- i. privately advise the Eligible Voter that the ballot has not been counted and is jammed in the Vote Tabulator;
- ii. slide the Tabulator Stand out two or three inches from the Vote Tabulator;
- iii. remove the Ballot from the Vote Tabulator while at all times securing the secrecy of the Marks;
- iv. insert the ballot in the Secrecy Folder;
- v. return the vote tabulator to its original position on the Tabulator Stand; and
- vi. re-insert the ballot into the Vote Tabulator.

11. If a Damaged/Defective Ballot or a Ballot with an Ambiguous Mark is returned by the Vote Tabulator and the Eligible Voter who delivered the Ballot is not present, the Election Official shall:

- a. place the Ballot Damaged/Defective Ballot in the Auxiliary Compartment until the close of voting; and
- b. notify the Clerk, who shall appoint a special Election Official to undertake the following steps after the close of the poll, where there are Marks in the Designated Voting Space(s) but the Vote Tabulator cannot process the Ballot:
 - i. write "cancelled – replaced" on the Ballot, give the "cancelled – replaced" Ballot a serial number, and request a replacement Ballot from an Election Official;
 - ii. prepare a replacement Ballot in full view of any Candidates and/or Scrutineers present by marking a new Ballot with the same Marks contained in the Designated Voting Space(s) on the "cancelled – replaced" Ballot.
 - iii. the replacement Ballot shall be clearly labelled "replacement" and given a serial number which shall also be recorded on the "cancelled – replaced" Ballot;
 - iv. substitute the replacement Ballot for the "cancelled – replaced" Ballot and feed the replacement Ballot into the Vote Tabulator. If

the Vote Tabulator will not process the replacement Ballot (i.e. the original Marks made by the Eligible Voter in the Designated Voting Space(s) and duplicated by the Election Official are incapable of being processed by the Vote Tabulator), mark replacement Ballot “cancelled”; and

- v. place both the “cancelled – replaced” and replacement Ballots in the “Cancelled Ballot” envelope of the Election Official that provided the Ballot. If the Vote Tabulator was not able to process the replacement Ballot, this fact shall be recorded on both the “cancelled – replaced” and replacement Ballots.

12. On a regular basis on Voting Day, the Election Official will record and verify the number of Ballots cast with the number of names crossed off the Voters’ list by each Election Official in the Voting Location.

17. VOTING LOCATIONS WHERE TABULATORS NOT IMMEDIATELY UTILIZED (SPECIAL VOTING LOCATIONS)

1. The Clerk may determine that Special Voting Locations with reduced voting hours will receive ballots cast by electors in the traditional manner. If such a determination is made, the ballots cast at designated Special Voting Locations will be counted by a central tabulator located at Election Headquarters after the close of polls on Election Day.
2. In these circumstances the Election Official shall conduct the voting in accordance with Section 16 except that the ballots cast shall be manually placed by the Official into a secure ballot box.
3. After the close of polls, the Election Official shall seal the ballot box and return to Election Headquarters where, in the presence of the candidate(s) or scrutineers wishing to attend, shall open the ballot box and follow the process outlined in Section 14 to set up the tabulator. The Election Official shall count the ballots in the following manner:
 - a. insert all the voted Ballots from the Ballot Box into the Vote Tabulator;
 - b. if the Vote Tabulator rejects a Ballot for any reason other than the Ballot being Damaged/Defective Ballot or having an Ambiguous Mark, the Election Official shall, using the Vote Tabulator override procedure cause the Vote Tabulator to accept the Ballot and record any valid votes that may appear on the Ballot.

- c. if the Vote Tabulator rejects a Ballot for being a Damaged/Defective Ballot or for having an Ambiguous Mark, the Clerk and/or Election Official will follow the requirements of Section 16 of these procedures, with any necessary modification.
- 4. Upon completion of the counting of the Ballots described above the provisions of Section 16.11 incorporating the necessary modifications shall be followed by the Election Official for the closing of the poll.

E. PROCEDURES FOR TELEPHONE / INTERNET VOTING

18. SYSTEM TESTING AND INTEGRITY

1. The integrity of the voting process shall be the responsibility of the Clerk of the Township of Elizabethtown-Kitley and shall be preserved by:
 - a. Ensuring that every eligible elector on the Voters' List is mailed, using Incentive Letter Mail or hand-delivered as required, a sealed Voter Information Letter which contains the voter's unique PIN;
 - b. Ensuring that no one except Intelivote Systems Inc., the Clerk of the Township of Elizabethtown-Kitley, or designates, maintains a list of Personal Identification Numbers that match each voter's name and address; and
 - c. Providing an opportunity for eligible electors who do not appear on the Voters' List to be added to the list, or to make amendments to the list, up to and including election day, October 26, 2026, at 8:00 p.m.
2. The voting system shall be tested on several occasions. The test(s) shall include, but not be limited to the following:
 - a. Checking the wording of the script;
 - b. Checking the Voter Help Centre telephones and internet access;
 - c. Checking Script and input timing;
 - d. Attempting to use a PIN more than once;
 - e. Balancing a predetermined number of votes with those cast;
 - f. Matching PINs to names and addresses;
 - g. Checking the system which is used for activating PINs; and
 - h. Deliberately entering the wrong information.
3. All certified candidates are to provide to the Clerk the proper pronunciation of their name, in English and, in French (if applicable), no later than August 19, 2026.

19. VOTER PINS

1. New or replacement Person Identification Numbers (PIN(s)) shall not be given out over the telephone, e-mail or by mail without the expressed written approval of the Clerk or their designate. A Voter Information Letter containing the PIN shall not be given to any person at the Voter Help Centre unless satisfactory identification is provided and the individual has taken the required oath, if required, as administered by the Election Official.
2. Used VILs/PINs
 - a. Where an eligible voter has attempted to validate their PIN and they have determined that the PIN has already been used, the voter can attend the location determined by the Clerk, bringing satisfactory identification and have an Election Official confirm that the PIN has been used by an impersonator.
 - b. Prior to authorizing the re-issuance of a new Voter Information Letter which contains a new PIN, the voter shall be required to respond and answer any and all questions from the Election Official. The Election Official shall document, to their satisfaction, questions and answers of the voter and, if deemed appropriate, the Clerk shall submit same to the Ontario Provincial Police for further investigation and prosecution.
 - c. If the Election Official believes that all questions have been answered truthfully and to his or her satisfaction, the Election Official may authorize the provision of a new Voter Information Letter which contains a new PIN or, at the discretion of the Election Official the elector will be required to make a declaration as to their statement and take an oath which shall be given by the Election Official. A copy of this declaration shall also be submitted to the Ontario Provincial Police should further questioning be required in order to ascertain if corrupt practices have occurred. The elector will be required to assist and cooperate in the investigation in determining the individual(s) who has fraudulently used the voter's assigned PIN.
 - d. Once the voter has properly answered all questions and if required, taken the prescribed oath, a new Voter Information Letter containing a new PIN can be issued.
3. Corrections to Voter Information Letter
 - a. Where an eligible voter has received an incorrect Voter PIN in terms of ward or district association, and/or school support association, the voter can contact the Voter Help Centre and have the proper information

applied to the existing PIN. The voter may re-access the system and vote in all races not yet completed.

- b. The eligible voter shall be able to re-enter the system at any time during the election using the existing PIN or the re-categorized PIN until voting for all races has been completed.

4. Lost PINs

- a. Where a person on the Voters' List has lost their Voter Information Letter, or did not receive it in the mail, or does not have access to it, they can attend (or prove to the satisfaction of the authorized Election Official) that they require a new PIN at the Voter Help Centre in order to receive a new one.
- b. The authorized Election Official will disable the Voter's lost PIN and electronically mark it in the system with the appropriate details.
- c. Upon providing satisfactory identification to an Election Official, an oath shall be taken by the elector and a new Voter Information Letter containing a new Personal Identification Number shall be issued by mail until October 14, 2026, and after that date must attend at the Voter Help Centre to obtain the Voter Information Letter and PIN.

5. Returned VILs

- a. Should a Voter Information Letter be returned to the Main Municipal Office unopened, the PIN status will be disabled by an Election Official in a manner that prevents the PIN from being successfully validated in the voting process. The Voter Information Letters will then be marked "unused" and be retained in a secure means and subsequently destroyed at the same time as all other Municipal Election material as provided for under Section 88(2) of the Municipal Elections Act, 1996, as amended.
- b. Should a Voter Information Letter be returned to the Main Municipal Office that has been opened but has not been used for voting purposes, the PIN status will be disabled by an Election Official in a manner that prevents the PIN from being successfully validated in the voting process. In this circumstance, the Voter Information Letter shall be marked "unused" and be retained and destroyed as in item 5. a. above.

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

- a. That were sent to voters on the voters' list;

- b. That were undeliverable and returned from the Post Office;
- c. That were returned by a voter or other individual(s) either opened or unopened but unused for voting purposes;
- d. That were re-issued to an eligible elector;
- e. Whose PIN on the Letters were set to a status that prevented them from being validated in the voting process.

20. PROCEDURES FOR VOTING BY TELEPHONE/INTERNET

1. A Telephone/Internet Voting method shall be used for the 2026 Municipal and School Board Elections.
 - a. Telephone/Internet Voting:
 - i. Eligible voters shall be required to telephone a designated number or access a designated internet address and cast their vote.
 - ii. Every eligible elector shall be limited to only one vote through the use of a PIN distributed by Incentive Letter Mail, or hand-delivered as required, in a sealed and personalized Voter Information Letter.
 - iii. Intelivote System Inc., will allow the eligible voter to vote using a telephone or the internet.
 - iv. Following the voter's selection, the voting system response shall identify the voter's choice and provide the voter with the option of changing or confirming their vote.
 - v. The voting system shall enable the voter to decline from voting for an office(s) if they wishes to do so.
 - vi. Once the PIN has been used to complete all assigned races associated with the election it cannot be used again, and further access shall not be granted to the Telephone/Internet Voting service to vote again.
 - b. Voting will commence on October 19, 2026, at 10:00 a.m.
2. Prior to the alternative voting system activation, on October 19, 2026, the auditor or other authorized Election Official will generate the confirmation report that contains all candidate names running for an office (through the alternative voting system by secure ID and password). The report displays in real time the

sum total of votes cast for each candidate running for an office. The timing of this report's activity ensures that all totals for all candidates confirms zero (0) votes before the electronic election begins.

3. The alternative voting system will be activated unless any of the counts associated with the candidate names do not indicate a zero total, and unless directed otherwise by an Election Official.
4. Candidates or their scrutineer may be present to verify and ensure that all totals of votes cast are at zero (0) and shall be permitted to sign a document that attests to this fact.
5. Intelivote Systems Inc. will make available online a list to the Clerk and any other appropriate individuals of the Township of Elizabethtown-Kitley of all Voters' List individuals, by order of polling subdivisions/wards (if applicable), who have voted during the voting period if such an event has taken place. The names of individuals who have voted will be marked as voted. A list of voters who have voted will be provided or made available to the candidates or their respective scrutineer through the Clerk's office or by electronic means by Intelivote Systems Inc. at the Clerk's discretion. This list shall be provided by Intelivote Systems Inc. in "real time" or as closely as possible to real time.
6. If so allowed by the Clerk, Intelivote Systems Inc. will make available during the course of the election, IDs and passwords for candidates and their scrutineers, who when using this authorization, can connect to a Candidate module to review voter's list information previously identified by them to recognize participants in the election. **This capability does not provide the candidate, or their designate, information on how a voter has voted, only if they have voted in the election. A voter who has voted at least one race during an election is considered a participant.**
7. Candidates or their scrutineers may view this information any time after the start time of the voting period.
8. Where a voter is associated with multiple properties within the Township of Elizabethtown-Kitley the voter may vote only once, and the qualifying address to determine eligibility for voting shall be the place of residence of the elector. All duplication of names on the Preliminary List of Electors shall be verified by the Clerk and/or Election Official(s), and all duplicate names of individuals shall be deleted prior to the final preparation of the Voters' List. Should a voter receive more than one Voter Information Letter, the voter may only vote once and must return the other document(s) to the Main Municipal Office.
9. All voters that vote more than once or who improperly use the Voter Information Letter shall be reported to the Ontario Provincial Police for further investigation

as to possible corrupt practices under the *Municipal Elections Act, 1996*, as amended.

F. PROCEDURES FOR PRODUCING ELECTION RESULTS

21. STORAGE OF EARLY BALLOT VOTING PERIOD RESULTS

1. After the Advance Poll has been completed, the Clerk or designate will remove the memory cards used, together with the corresponding envelopes containing the Election Official's statement of number of voters and place them in a secure area.
2. Results from the advance voting period will be securely stored off-line by the paper ballot voting provider until released by the election management team on Voting Day.

22. PAPER BALLOT ADVANCE VOTING RESULTS

The total of the votes cast at the advance vote shall not be made available until after 8:00 p.m. on voting day.

1. For this purpose, the Designated Election Official shall attend at the location designated by the Clerk to complete the voting place final statement and provide the results to candidates or scrutineers present.
2. The same procedure for "Closing the Voting Place on Voting Day" shall be followed.

23. PROCEDURE FOR CLOSING BALLOT VOTING ON ELECTION DAY

1. The Township of Elizabethtown-Kitley shall keep its in-person paper ballot voting open until 8:00 p.m. Monday October 26, 2026, and its Voter Help Centre (not polling locations) access opened until the Clerk confirms that all eligible voters in the polling locations by 8:00 p.m. have completed voting.
2. The Designated Election Official shall, after the close of the voting, check the auxiliary compartment of the ballot box for ballots to ensure all ballots have been processed. Any ballots removed from the auxiliary compartment of the ballot box shall be processed through the tabulator. Where there are marks on the ballot in the designated voting space(s) but the vote tabulator cannot process the ballot, the Election Official shall:
 - a. mark the ballot "cancelled/replaced";

- b. prepare a replacement ballot in full view of any candidates or scrutineers present by marking a new ballot with the same marks made on the original ballot, and the replacement ballot shall be clearly labeled "replacement" and given a serial number which shall also be recorded on the cancelled/replaced ballot;
 - c. substitute the replacement ballot for the cancelled/replaced ballot and feed the replacement ballot into the Vote Tabulator; and
 - d. place the cancelled/replaced ballot in the appropriate envelope.
 - e. Look at the display on the vote tabulator and write down the number of ballots processed through the unit. The number will later be recorded on the statement form;
 - f. Secure the vote tabulator against receiving any more ballots by invoking the "Close Poll" procedure for the vote tabulator;
 - g. Obtain a printed record of vote results given for each candidate and, if applicable, the votes given for and against a by-law or question;
 - h. Sign the certificate portion of the printed record along with any scrutineers or candidates who are present and wish to sign;
 - i. Remove the Zero Totals Report and attached printed record of vote results from the vote tabulator and place them in the statement envelope;
 - j. Provide additional copies of printouts for any scrutineer upon request;
 - k. Turn off the vote tabulator;
 - l. Seal the ballot box to ensure the box cannot be reopened without breaking the seal and cover the ballot slot;
 - m. The Designated Election Official shall deliver the transfer carrying case, all ballot boxes, voting compartments, the vote tabulator with memory card intact and the return envelope to the Clerk at the election headquarters.
3. If a vote tabulator has been used to tabulate votes cast in a voting place but the tabulation of the votes cannot be completed because the vote tabulator is not operating or cannot be made to operate within a reasonable time following the close of the voting, the Designated Election Official shall, after the close of the voting and after determining the tabulation cannot be completed:
- a. seal the ballot box in such a manner that it cannot be opened or any ballots be deposited in it without breaking the seal;

- b. secure the vote tabulator against receiving any more ballots;
- c. personally deliver the ballot box, all supplies, and vote tabulator to a place designated by the Clerk where a back-up vote tabulator is located;
- d. follow the procedures set out in Retesting of Vote Tabulators section to ensure that the totals of the back-up vote tabulator are zero for all candidates, by-laws, and questions;
- e. insert all the ballots from the ballot box into the back-up vote tabulator; and
- f. follow the procedures for Closing the Voting Place on Voting Day.

24. PROCEDURE FOR TELEPHONE / INTERNET RESULTS

1. The Township of Elizabethtown-Kitley shall keep its public internet and telephone voting open until 8:00 p.m. Monday October 26, 2026, and its Voter Help Centre (not polling locations) access opened until the Clerk confirms that all eligible voters in the polling locations by 8:00 p.m. have completed voting.
2. The Clerk of the Township of Elizabethtown-Kitley, as soon as practicable after 8:00 p.m. on Monday October 26, 2026, providing that all eligible electors within the polling locations have voted, shall request the close and deactivation of the Telephone/Internet Voting service and shall also request the tabulation of the results for each candidate.

25. RESULTS

1. Pursuant to Subsection 55(4) and subject to the provisions of Section 56 of the *Municipal Elections Act, 1996*, as amended, and subject to the provisions of By-law No. 22-06, "Municipal Elections Recount Policy", the Clerk shall as soon as practicable after 8:00 p.m. on Monday October 26, 2026 report the "unofficial" results at Election Headquarters located at the Main Municipal Office located at 6544 New Dublin Road, Addison, Ontario:
2. The "Official Results" of each candidate shall be available at the Main Municipal Office located at 6544 New Dublin Road, Addison, Ontario, as soon as possible after Voting Day. Also, the Clerk shall post the "Official" results on the Municipality's website. The Clerk shall:
 - a. Declare the candidate or candidates, as the case may be, who received the highest number of votes to be elected.

- b. Declare the result of any vote on a by-law or question.

26. TIE VOTE – RECOUNT PROCEDURES

1. In the case of a tie vote, as provided under Section 56 of the *Municipal Elections Act, 1996*, as amended, the Clerk of the Township of Elizabethtown-Kitley shall request from Intelivote Systems Inc. a re-tabulation of the votes cast.
2. In keeping with By-law No. 22-06, Automatic Recount Policy, an automatic recount shall be conducted where the vote differential between the last available candidate(s) elected and the first candidate(s) not elected is equal to or less than one quarter of one percent (0.25%) of the total number of votes cast for the office, rounded up to the closest whole number.
3. Pursuant to Subsection 56(2) of the *Municipal Elections Act, 1996*, as amended, the recount shall be held within fifteen (15) days after the Clerk's declaration of the results of the election, and therefore the recount shall occur on or before 12:00 noon on November 10, 2026 at the Main Municipal Office located at 6544 New Dublin Road, Addison, Ontario.
4. Pursuant to Subsection 61(1) of the *Municipal Elections Act, 1996*, as amended, the following persons will be authorized to attend the recount:
 - a. The Clerk and any other Election Official appointed by the Clerk for the recount procedure including the Municipal lawyer;
 - b. Every certified candidate for the office;
 - c. The lawyer for each of the candidate(s); and
 - d. Only one (1) scrutineer for each of the candidate(s).
5. Within 15 days after the declaration of the election results, the Clerk shall request Intelivote Systems Inc. to re-tabulate the results for the office(s) that are subject to the recount procedure and that the results be segregated by ward (if applicable), and polling subdivisions. Intelivote Systems Inc. shall send the results of the recount by electronic mail (E-mail) and these results will be compared to the results tabulated by the Auditor assigned to the election.
6. Upon receipt of the final results of the recount, the Clerk shall announce the results of the recount and in the event of a tied vote, Subsection 62(3) of the *Municipal Elections Act* shall apply, being as follows:

"If the recount indicates that two or more candidates who cannot both or all be declared elected to an office have received the same number of votes, the clerk shall choose the successful candidate or candidates by lot".

7. In the event that a tied vote occurs after the statutory recount, the following procedure shall be used and applied:
 - a. The Clerk shall determine the texture and quality of the paper used for this process and each candidate or the candidates' lawyer and/or scrutineer will have an opportunity to examine the paper to be used to inscribe the names of the candidates;
 - b. The Clerk shall inscribe the name of each candidate on a similar size paper and the candidates, the candidates' lawyer and/or scrutineer, without touching the paper, examine the same. In addition, all persons present will have an opportunity to examine the box which will be used for conducting the lot;
 - c. Upon acceptance by the all candidates, the candidates' lawyer and/or scrutineer, that the processes outlined in paragraphs a) and b) have been adhered to, the Clerk shall fold the papers bearing each candidate's name twice in two (2) equal parts and shall deposit these papers, in full view of all persons present and authorized to attend, in an open-end box that will be acceptable to all persons present. In the event of a conflict or difference of opinion as to the selection of the box, the Clerk shall determine the box to be used for this process.
8. Upon completion of this process, the Clerk shall hold the box and, without looking into the box, ensure that the contents have been displaced sufficiently, and request the Municipal lawyer to draw only one (1) or the required number for the purpose of determining the successful candidate(s).
9. The Municipal lawyer shall hand directly to the Clerk the selected and required number of papers and the Clerk shall read aloud the name of the candidate or candidates and proceed to declare this or these individuals elected.
10. Once completed, the Municipal lawyer shall remove the remaining contents from the box and provide an opportunity for all persons present to examine these slips of papers including the box.

27. AFTER VOTING DAY

1. At no time after voting day shall any information regarding the voter, PINs and paper ballots come together to allow anyone to know how an elector has voted.
2. All election materials shall be destroyed in accordance with the principles of Section 88 of the *Municipal Election Act, 1996*, as amended.

G. ELECTION OFFENCES

28. CORRPUT ELECTION PRACTICES PROVINCIAL OFFENCE AND PROSECUTION

1. Sections 89 and 90 of the *Municipal Elections Act, 1996*, as amended, provides for penalties and enforcement of corrupt practices and other offences during an election process.
2. Although the Township of Elizabethtown-Kitley will be using an alternative voting method, being Telephone/Internet Voting, the principles and the integrity of the election process will remain and is enforceable.
3. Section 89 of the *Municipal Elections Act, 1996*, as amended, continues by stating

“A person is guilty of an offence if he or she:

- a. Votes without being entitled to do so;
 - b. Votes more times than this Act allows;
 - c. Votes in a voting place in which he or she is 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 authority to do so;
 - m. Attempts to do something described in clauses (a) to (l). 1996, c. 32, Sched., s. 89.”
4. Penalties for offences under the Act are described in Section 94.1 of the Act and include amounts of fines and terms of imprisonment.

5. No person(s) shall solicit a Voter Information Letter from an eligible elector. All valid complaints or knowledge of solicitation shall be reported immediately to the Ontario Provincial Police for investigation of corrupt practices.
6. In addition, under the provisions of Section 90 of the *Municipal Elections Act, 1996*, as amended, if a person is convicted of an offence and the offence was committed knowingly, the offence also constitutes a corrupt practice and the person is liable, in addition to any other penalty, for a term of imprisonment of not more than six (6) months.
7. Although many provisions of the *Municipal Elections Act, 1996*, as amended, also deal with voting places, ballots and ballot boxes, etc. the same must be used interchangeably with the “alternative form” of voting since the principle of the Act must be maintained and is therefore enforceable and subject to penalties.
8. As such, the Clerk of the Township of Elizabethtown-Kitley in this alternative form of voting, has agreed to the following rules and regulations:
 - a. That all complaints about actions which may contravene the provisions of the *Municipal Elections Act, 1996*, as amended, either verbally or written, will be investigated by the Clerk;
 - b. That all such valid complaints, once investigated to the extent and knowledge of the Clerk, will be submitted to the local detachment of the Ontario Provincial Police;
 - c. The Detachment Commander of the Ontario Provincial Police has been advised that all such complaints will be turned over to their office for further investigation;
 - d. The Detachment Commander of the Ontario Provincial Police, once the investigation is completed will communicate with the Crown Attorney’s Office to determine if an individual(s) will be prosecuted.
 - e. The Clerk or any Election Official will not attempt to intervene in the prosecution and may be called to give evidence during prosecution.

29. MAIL TAMPERING – CRIMINAL OFFENCE AND PROSECUTION

1. Since the Township of Elizabethtown-Kitley will be using an alternative voting method, that being Telephone/Internet Voting, and the notification of the voting process and how electors can access the voting system in order to exercise their right to vote will be completed through the mail, mail tampering is a criminal offence under the Criminal Code of Canada.

2. 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.
3. As such and in order to ensure the integrity and confidence of the voting process for all electors and the candidates, the Clerk of the Township of Elizabethtown-Kitley in this alternative form of voting has agreed to the following rules and regulations:
 - a. 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 investigated by the Clerk;
 - b. That all such valid complaints, once investigated to the extent and knowledge of the Clerk, will be submitted to the local detachment of the Ontario Provincial Police;
 - c. The Detachment Commander of the Ontario Provincial Police has been advised that all such complaints will be turned over to their office for further investigation;
 - d. The Detachment Commander of the Ontario Provincial Police, once the investigation is completed, will communicate with the Crown Attorney's Office to determine if an individual(s) will be prosecuted.
 - e. The Clerk or any Election Official will not attempt to intervene in the prosecution and may be called to give evidence during prosecution.

H. FORMS

1. The following forms have been approved for use by Township of Elizabethtown-Kitley for the election process:

Form #	Name of Form	Section
EL07	List of Certified Candidates	(S.11(4) 2)
EL08	Certificate of Election Results	(S.11(4) 3)
EL09	Final Summary of Election Results	(S.11(4) 4)
EL10	Appointment and Oath of DRO	(S.15(1))
EL11	Appointment and Oath of an Election Official	(S.15(2))
EL12(A)	Appointment of Scrutineer by Candidate	(S.16(1))
EL12(B)	Oral Oath of Secrecy	
EL14	Candidate's Declaration-Proper Use of Voters' List	(S.23(5))
EL15	Application to Amend Voters' List	(S.24)
EL16	Application for Removal of Another's Name from the Voters' List	(S.25)
EL17	Notice of Nomination for Office	(S.32)
EL18(A)	Declaration of a Qualified Candidate – Municipal	(S.35(2))
EL18(B)	Declaration of a Qualified Candidate - School Trustee	
EL19	Withdrawal of Nomination	(S.36)
EL20	Declaration of Acclamation to Office	(S.37(1))
EL21	Notice of Death of Candidate	(S.39(A))
EL22	Certificate on Voters' List	(S.28(1))
EL10	FOI Freedom of Information Release	
EL24	Sample Notice of Election Information (For Newspaper Ad)	(S.40)
EL25(A)	Certificate and Receipt for Ballots	(S.41(1))
EL26	Oath of Qualification	(S. 52(1) 3)
EL27	Oral Oath of Friend or Interpreter	
EI 27A	Oath of Elector Requesting Assistance of a Friend	
EL29(A)	Voting Instructions	(S.52(3),(4))
EL29(B)	Voter Instructions and Sample Ballot	
EL30	List of Objections to Vote Count	(S.54(4))
EL31(A)	Statement of Election Results (Deputy Returning Officer)	(S.55(1) A)
EL32	Declaration of Election Candidate	(S.55(4) A)
EL34	Statutory Provisions Regulating Voting Procedures	(S.48, 49)
EL35	Notice of Offence, Notice of Corrupt Practice	(S.89)
EL36	Disclaimer to Right to Office	(S.84(1)-(3))
EL37	Certificate of Maximum Campaign Expenses	(S.76(7))
EL38	Witness Statements as to Destruction of Ballots	(S. 88(2))
EL39	Notice of Recount	(S.56 - 58)

EL40	Recount Results	(S.62(1))
EL41	Declaration of Recount Results	(S.62(4))
EL42	Notice to Candidate of Filing Requirements	(S.78(6))
EL43	Notice of Default	(S.80(3))
EL46	Ballots Account	
EL47	Election Official Application	
EL48	Refund of Nomination Fee	

2. Additional forms have been prepared for the 2026 Municipal Elections and will be utilized when necessary or desirable for conducting the election under the direction of the Clerk, as per Section 12(1) and 12(2) of the *Municipal Elections Act, 1996*, as amended.