# Township of Tay
# 2026 Municipal & School Board Election
# October 26, 2026

# Election Policies and Procedures
# Internet/Telephone Voting

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## Introduction

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

- Mayor
- Deputy Mayor
- Councillor (Five)
- Trustee, English Language Public School Board
- Trustee, English Language Catholic School Board
- Trustee, French Language Public School Board
- Trustee, French Language Catholic School Board

The seven Township of Tay Council Members will be elected through an "at-large" Election process, with electors voting for candidates representing the entire Municipality, not a specific ward.

The Township of Tay's objective for the 2026 Municipal Election is to conduct an Election process with the utmost integrity that is fair, accessible and accountable, following the principles of the *Municipal Elections Act.* The Township of Tay has a diverse population with seniors and working families, therefore in order to provide better opportunities for those unable to leave their home, and the convenience to vote from home, the Township of Tay has chosen to use an alternative voting method; Internet/Telephone.

**These Policies and Procedures have been prepared for the purposes of convenience ONLY. For accurate reference, please refer to the *Municipal Elections Act, 1996.***

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## 1. AUTHORITY

On May 28, 2025, the Council of The Corporation of the Township of Tay adopted By-law Number 2025-17 authorizing the use of an alternative voting method for the 2026 Municipal and School Board Election, that being the Telephone/Internet Voting method.

The *Municipal Elections Act, 1996* 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.

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.

In addition, the Council of the Township of Tay, by By-law Number 2025-17 on May 28, 2025, authorized the use of Alternative Voting methods (Internet and Telephone) for the 2026 Municipal & School Board Elections. Subsequently, an agreement was executed with Intelivote Systems Inc. on November 27, 2025. A copy of the contract with Intelivote Systems Inc. is available from the Clerk upon request.

Subsection 11(2) of the *Municipal Elections Act* 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).

With respect to the duties and authority of a Clerk, the *Municipal Elections Act, 1996* 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(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.

The *Municipal Elections Act, 1996*, 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*, 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 Tay and Returning Officer for the 2026 Municipal & School Board Elections, I do hereby certify and approve the following procedures for conducting the 2026 Municipal & School Board

Elections and also establish that the referenced forms are the forms permitted to be used during this Election process.

The Clerk's ruling on any interpretation of this document is final.

April 7, 2026

Katelyn Johns
Municipal Clerk/Library CEO/
Returning Officer

## 2. DEFINITIONS

**"Act"** shall mean the *Municipal Elections Act, 1996*, S.O. 1996, c. 32, Sch., as amended.

**"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.

**"Candidate"** means a person who has been nominated under Section 33 of the Municipal Elections Act, 1996.

**"Certified Candidate"** means a candidate whose nomination has been certified by the Clerk under Section 35 of the Municipal Elections Act, 1996.

**"Clerk"** means the Municipal Clerk of the Township of Tay 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).

**"Close of Voting"** means 8:00 p.m. Eastern Daylight Time on Monday, October 26, 2026.

**"Council"** means the Council of The Corporation of the Township of Tay.

**"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. An Election Official can only carry out the tasks and duties as assigned in writing by the Clerk and must take the prescribed oath.

**"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.

**"Municipal Office"** unless otherwise specified, means the Township of Tay's Municipal Office located at 450 Park Street, Victoria Harbour.

**"Password"** means an additional access control word assigned by the eVoting Service Provider to each authorized user to provide additional security for access to the voting system.

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

**"Preliminary List of Electors"** means a list of electors for the Township of Tay compiled by Elections Ontario and provided to the Township of Tay between July 31 and September 1 of an Election year as agreed upon by Elections Ontario and the Clerk.

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

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

**"Returning Officer"** means the Clerk of the Township of Tay.

**"Satisfactory Identification"** means proof of identity and residence as prescribed in O. Reg. 304/13 of the *Act*.

**"Script"** means all information flow and system prompts from the eVoting system including instructions, informational messages, error messages, and exceptions.

**"Scrutineer"** means an individual, appointed in writing by a certified candidate, to represent him or her during the voting process.

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

**"Voter Assistance Centre"** means a location provided by the Township of Tay to assist electors with the Telephone/Internet Voting process or other general Election inquiries, including revisions.

**"Voter HelpLine"** means the specified telephone line located at the Voter Assistance Centre staffed by Election Officials for the purpose of answering enquires and assisting voters.

**"Voters' List"** means the Preliminary List of Electors ("PLE"), as corrected by the Clerk, under the provisions of Section 22 of the *Municipal Elections Act, 1996.*

**"Voting Day"** means the final day on which the vote is to be taken in an Election and shall be until 8:00 p.m. on that day. Voting day in a regular Election is the fourth Monday in October (October 26, 2026).

**"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 Assistance 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.

**"Voting Period"** means the period in which an eligible voter may cast their vote, either via internet or telephone, shall span from Tuesday, October 13 at 10:00 a.m. to Monday, October 26, 2026 at 8:00 p.m.

## 3. 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*, and applies to the Telephone/Internet Voting being conducted by the Township of Tay between Tuesday, October 13, 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*.

3. Where these procedures do not provide for any matter, the Election shall be conducted as fair as is consistent and practical within the principles of the *Municipal Elections Act, 1996* with the same being determined and established by the Clerk.

   The principles of the Act are generally recognized as being:

   a) The secrecy and confidentiality of the voting process is paramount;
   b) The Election shall be fair and non-biased;
   c) The Election shall be accessible to the voters;
   d) the integrity of the process shall be maintained throughout the Election;
   e) That there be certainty that the results of the Election reflect the votes cast;
   f) That electors and candidates shall be treated fairly and consistently.

4. These procedures may be amended, as necessary and deemed appropriate, by the Clerk of the Township of Tay. 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 Tay and/or School Boards.

## 4. 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*.

2. No person shall interfere or attempt to interfere with an elector while in the process of accessing the Telephone/Internet Voting service or interfere or attempt to interfere in the voting process while using the

Telephone/Internet Voting service 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 Assistance Centre 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. 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.*

## 5. NOMINATIONS

Nominations must be on the prescribed form and are to be filed with the Clerk, or designated Election Official, at the Municipal Office in the following manner:

- In person or through an agent;
- During regular office hours at the Municipal Office from Friday, May 1, 2026 to Thursday, August 20, 2026;
- Between 8:30 a.m. and 2:00 p.m. on Friday August 21, 2026 (Nomination Day);
- With the prescribed statement of qualifications, signed by the person being nominated;
- With the prescribed endorsement of nomination forms with endorsements from at least twenty-five (25) persons; the endorsers may endorse more than one nomination. The person endorsing a nomination must be eligible to vote in an Election for an office within the municipality;
- With the prescribed nomination filing fee of $200.00 for Head of Council and $100 for all other offices, the filing fee shall be paid by cash, debit

card, certified cheque or money order payable to the Township of Tay;
- With proof of identity and residence as prescribed in *O. Reg. 304/13*;

No faxed or other electronically transmitted nomination papers will be accepted; original signatures are required.

Nomination forms and endorsement forms must be picked-up in-person at the Municipal Office during regular office hours.

Nomination Papers for council will be received for the following offices:

- Mayor
- Deputy Mayor
- Councillor (Five)

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

- School Board Trustee – English Public (to be filed at Midland Municipal Office)
- School Board Trustee – English Separate (to be filed at Midland Municipal Office)
- School Board Trustee – French Public (to be filed at Barrie City Hall)
- School Board Trustee – French Separate (to be filed at Barrie City Hall)

Nominations filed for School Board Trustee do not require the endorsement of 25 persons.

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

- The day the nomination is withdrawn or rejected by the Clerk; or
- On December 31, 2026.

## 6. ACCLAMATIONS

1. If, after the close of nominations on Nomination Day, the number of candidates nominated for any office is equal to, or less than, the number that are required to be elected to that office, the Clerk will, after 4:00 p.m. on August 24, 2026, declare the candidates(s) elected by acclamation and prepare a Declaration of Acclamation.
2. The Clerk will call for additional nominations if the number of certified candidates is fewer than the number of positions to be elected. The additional nominations may be filed during regular business hours on August 26, 2026 until at 2:00 p.m.; the Clerk will certify the nominations by 4:00 p.m. on August 27, 2026.

3. The Clerk will post this list on the municipal website. The Clerk will also provide a copy of the declaration of acclamation and will place a copy of the declaration in the candidates' file.

## 7. PRELIMINARY LIST OF ELECTORS / VOTERS' LIST

1. The Preliminary List of Electors ("PLE") shall be requested from Elections Ontario in an electronic format. The list shall be reviewed by the Clerk of the Township of Tay and obvious errors shall be corrected as permitted under Section 22 of the *Municipal Elections Act, 1996* and the list shall be approved for use as the Voters' List.
    a. The list shall then be reproduced in paper or electronic format and 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 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.
    b. The list shall be available in an electronic format to accommodate the administration in the voting process at the Voter Assistance Centre.
    c. Additions, corrections and deletions may be made to the list in accordance with the *Municipal Elections Act, 1996*.
    d. The Clerk and/or the eVoting Service Provider shall produce an electronic list of the additions, corrections and deletions, as stated in paragraph (c) 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*, shall be available on, or before, September 20, 2026.
    e. The Voters' List, as corrected by the Clerk pursuant to Section 22 of the *Municipal Elections Act, 1996* shall be provided to the eVoting Service Provider in computer format in order for the eVoting Service Provider to manage the Voter Information Letter.

The Clerk shall inform electors how revisions are to be made to the Voters' List, using various communication applications. An online Voter Look-Up Tool will be made available on the Township's website for use by residents to determine if they are on the Voters' List and if their information is correct.

The period for revisions to the Voters' List is from September 1, 2026 until the close of voting on October 26, 2026. Persons, upon application in writing on the prescribed form to the Clerk, may have their name added, removed or information added or amended on the Voters' List.

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

conducted at the Municipal Office and/or Voter Assistance Centre during regular office hours Monday to Friday, 8:30 a.m. to 4:30 p.m. and on Election Day until 8:00 p.m. (Additional dates may be added as may be determined by the Clerk).

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.

## 8. NOTICES

1. The Clerk of the Township of Tay shall notify voters of the following Election information through the use of advertisements:
   a. That Municipal and School Board Elections are being held for the Township of Tay and that the Municipality has adopted an alternative voting method (and the manner in which electors may use the 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. That electors may not use voting proxies;
   e. Who is eligible to vote in the Municipal and School Board Elections; and
   f. The location(s), dates, and hours of operation of the Voter Assistance 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 accordance with the Township's Provision of Notice Policy. All Notices shall be made available in English only.

   The following essential Notices shall be issued:
   a. Notice of Election Information. See paragraph 8.1;
   b. Notice of Revision of Voters' List. See paragraph 8.1(f);
   c. Notice of Nomination; and
   d. Certified Election Results.
3. The Clerk reserves the right to publish additional advertisements and notices as deemed appropriate.
   a. Where possible, cooperative advertising may take place; costs to be approved and shared by the participating municipalities.

4. Each person on the Voters' List shall be mailed, by "Incentive Letter Mail", a sealed Voter Information Letter containing:
   a. His or her 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;
   d. The location(s) and telephone number(s) of the Voter Assistance Centres;
   e. Voter eligibility criteria; and
   f. Office and candidate information.
5. All Voter Information Letters shall be made available in English only.

## 9. VOTING

1. A Telephone/Internet Voting method shall be used for the 2026 Municipal and School Board Elections.

   Telephone/Internet Voting:
   a) Eligible voters shall be required to telephone a designated number or access a designated internet address and cast their vote.
   b) 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.
   c) The eVoting Service Provider will allow the eligible voter to vote using a telephone or the internet.
   d) 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.
   e) The voting system shall enable the voter to decline from voting for an office(s) if he/she wishes to do so.
   f) 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.

2. Voting will commence on Tuesday, October 13, 2026 at 10:00 a.m.

3. Prior to the eVote activation, being on Tuesday, October 13, 2026 at 10:00 a.m., the auditor or other authorized Election Official will generate the confirmation report that contains all candidate names running for an office (through the eVoting 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 activity ensures that all

totals for all candidates confirms zero (0) votes before the electronic Election begins.

The eVote 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. The eVoting Service Provider will make available online a list to the Clerk and any other appropriate individuals of the Township of Tay, of all Voters' List individuals, 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 the eVoting Service Provider at the Clerk's discretion. This list shall be provided by the eVoting Service Provider in real time or as closely as possible to real time.

6. The eVoting Service Provider 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 Election.

8. Where a voter is associated with multiple properties within the Township of Tay, the voter may vote only <u>once</u>, and the qualifying address to determine eligibility for voting shall be the place of residence of the voter. 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 <u>once</u> and must return the other Document(s) to the Municipal Office. 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*.

9. Should a Voter Information Letter be returned to the 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*.

10. Should a Voter Information Letter be returned to the 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 9 above.

11. The Clerk and the Election Official(s) shall ensure a complete audit trail is maintained of 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; and
    e) Whose PIN on the Letters were set to a status that prevented them from being validated in the voting process.

12. Where an eligible voter has attempted to validate his or her 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.

13. 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 his or her 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.

14. 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 his or her 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.

15. 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.

16. Where an eligible voter has received an incorrect Voter PIN in terms of school support association, the voter can contact a Voter Assistance Centre and have the proper information applied to the existing PIN. The voter may re-access the system and vote all races not yet completed.

17. 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.

18. New PIN(s) shall not be given out over the telephone or by mail without the expressed approval of the Clerk or their designate. A Voter Information Letter containing a PIN shall not be given to any person at the Voter Assistance Centre unless satisfactory identification is provided and the individual has taken the required oath, if required, as administered by an Election Official.

## 10. VOTER QUALIFICATIONS

1. A person is entitled to be an elector at an Election held in the Township of Tay if, on Voting Day, Monday, October 26, 2026, he or she:
   i. Is a Canadian citizen;
   ii. Is at least 18 years old;
   iii. Resides in the Township of Tay, or is the owner or tenant of land in the Township of Tay, or the spouse, of such a person; and
   iv. Is not prohibited from voting under subsection 17(3) of the *Municipal Elections Act, 1996* or otherwise, by law.

## 11. VOTING PROCESS

1. Eligible voters may vote 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. accessing the internet address provided by using a dial modem access or a high-speed connection;
c. attending a Voter Assistance Centre at the locations and dates/times listed in Section 12;
d. attending a Voter Assistance Centre at the locations and dates/times listed in Section 12 and taking the appropriate oath(s), and having a support person vote using the internet access provided. 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.
e. Attending a Voter Assistance Centre at the locations and dates/times listed in Section 12 with an interpreter, taking the appropriate oral oath(s), and voting using the internet access provided.

## 12. VOTER ASSISTANCE CENTRES

For the purpose of Elections conducted with alternative voting methods, a voting place is not required. However, the Municipal Office at 450 Park Street has been identified as a Regular Voter Assistance Centre to help electors with the voting process. Additionally, the Waubaushene Library (17 Thiffault Street), and Port McNicoll Community Centre (560 Seventh Avenue) have also been identified as Pop-Up Voter Assistance Centre Locations during the dates and times outlined in Section 11.

**The Main Voter Assistance Centre will be made available at the Tay Township Municipal Office (450 Park Street, Victoria Harbour) throughout the voting period. The voting period begins on October 13, 2026 at 10:00 a.m. and runs until 8:00 p.m. on October 26, 2026. Unless otherwise stated, the Main Voter Assistance Centre will be available during regular office hours (8:30 a.m. – 4:30 p.m.).**

Pop-Up Voter Assistance Centres will be available in the following locations at the dates/times listed below:

**Pop-Up Voter Assistance Centre #1**

Date: October 13, 2026

Time: 5:00 – 8:00 p.m.

Location: Waubaushene Public Library (17 Thiffault Street, Waubaushene)

**Pop-Up Voter Assistance Centre #2**

Date: October 17, 2026

Time: 10:00 a.m. – 4:00 p.m.

Location: Port McNicoll Community Centre (560 Seventh Avenue, Port McNicoll)

**Pop-Up Voter Assistance Centre #3**

Date: October 21, 2026

Time: 4:30 – 8:00 p.m.

Location: Tay Township Municipal Office (450 Park Street, Victoria Harbour)

**Pop-Up Voter Assistance Centre #4**

Date: October 24, 2026

Time: 10:00 a.m. – 4:00 p.m.

Location: Tay Township Municipal Office (450 Park Street, Victoria Harbour)

The Voter Assistance Centre shall be responsible for the following:

a. Ensuring that eligible electors who attend the Voter Assistance Centre and are not on the Voters' List will be able to be added to the list by filling out the prescribed form and providing proof of identification.
    i. 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 Assistance 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 his or her Voter Information Letter or did not receive it in the mail, or does not have access to it, he or she can attend a Voter Assistance 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 his or her Personal Identification Number (PIN), did not receive it in the mail, or does not have access to it, he or she can attend a Voter Assistance 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 Assistance Centre Election Official, as may be defined, a new Personal Identification Number (PIN) shall be issued.

The Voters' List shall be available to Election Officials at the Voter Assistance Centre in electronic format to accommodate the voting process.

No campaign material will be allowed within a Voter Assistance Centre.

## 13. SCRUTINEERS/THIRD PARTY ADVERTISERS

1. Scrutineers may be appointed, in writing by the candidate, as stated under Section 16 of the Municipal Elections Act, 1996. 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 (upon entering each time), they may attend a Voter Assistance Centre 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 Assistance Centre immediately. Their appointment will be revoked and they will not be permitted to re-attend a Voter Assistance Centre.

c. Upon producing the properly signed appointment of scrutineer form and prescribing to the oath(s) of secrecy, to be present during the pre-opening procedures (October 13, 2026) and when the 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 shall NOT BE PERMITTED within a Voter Assistance Centre by any candidate or scrutineer.

3. Third Party Advertisers may submit a Notice of Registration with the Clerk or designated Election Official at the Municipal Office in-person or through an agent from:

    - May 1, 2026 to October 23, 2026 (8:30 a.m. to 4:30 p.m.)

Registrations may not be faxed or e-mailed. Registrations submitted by an agent must be submitted with signature already commissioned.

## 14. SYSTEM

1. The integrity of the voting process shall be the responsibility of the Clerk of the Township of Tay and shall be preserved by:

    a. Ensuring that every eligible elector on the Voters' List is mailed, using first class mail or hand-delivered as required, a sealed Voter Information Letter which contains the voter's unique PIN;

    b. Ensuring that no one except the eVoting Service Provider, the Clerk of the Township of Tay, or designate, maintains a list of Personal Identification Numbers that matches 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 Assistance Centre 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. Logic and accuracy testing of the voting system will take place in advance of the Voting Period on a date to be determined by the Returning Officer.

   Candidates will be invited to attend the Municipal Office on the first day of the Voting Period, October 13, 2026 and at the closure of the voting system at the completion of voting on October 26, 2026. Should a candidate not be available they may appoint a scrutineer.

   Prior to the activation of the system by the Clerk, on October 13, 2026 at 10:00 a.m., the Clerk and those candidates/scrutineers in attendance shall confirm that all candidates' names are listed and that no votes have been cast. The system will not be activated until confirmation that all the counts associated with each of the candidates' names indicate a "0" total. Candidates or their scrutineer in attendance will be required to sign the "Activation of the Voting System" Form that attests to this fact.

4. 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 21, 2026.

## 15. CORRUPT ELECTION PRACTICES – PROVINCIAL OFFENCE AND PROSECUTION

1. Sections 89 and 90 of the *Municipal Elections Act, 1996* provides for penalties and enforcement of corrupt practices and other offences during an Election process.

2. Although the Township of Tay 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* continues by stating:

"A person is guilty of an offence and liable, on conviction, to a fine of not more than $5,000, 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; (if applicable)
   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; (if applicable)
   g. Before or during an Election, publishes a false statement of a candidates 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."

Penalties for offences under the Act are described in Section 94.1 of the Act and include amounts of fines (not more than $25,000) and terms of imprisonment (maximum six (6) months).

4. 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.

   A person cannot give his/her Voter Information Letter to another eligible elector for the purpose of voting. Acceptance of another person's Voter Information Letter including the actual voting thereof

will be considered an illegal and corrupt practice and therefore subject to the penalty provision under the Act, specifically s.89 and s.90.

5. In addition, under the provisions of Section 90 of *the Municipal Elections Act*, 1996, if a person is convicted of an offence and the offence was committed knowingly, the offence also constitutes a corrupt practice and the person is liable, in addition to any other penalty, for a term or imprisonment not more than six (6) months.

6. Although many provisions of the *Municipal Elections Act, 1996* also deal with voting places, ballots and ballot boxes, etc. the same must be used interchangeably with the "alternative form" of voting since the principle of the Act must be maintained and is therefore enforceable and subject to penalties.

7. As such, the Clerk of the Township of Tay 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,* 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 his or her 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.

## 16. MAIL TAMPERING – CRIMINAL OFFENCE AND PROSECUTION

1. 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.

2. Since the Township of Tay 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.

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 Tay 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 his or her 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.

## 17. RESULTS

1. The Township of Tay shall keep its public internet and telephone voting open until 8:00 p.m., Monday, October 26, 2026, and its Voter Assistance Centre until the Clerk confirms that all eligible voters in the Voter Assistance Centre at 8:00 p.m. on Monday, October 26, 2026 have completed voting.

2. The Clerk of the Township of Tay, at 8:00 p.m. on Monday, October 26, 2026, providing that all eligible electors within the Voter Assistance Centre have voted, shall request the close and deactivation of the Telephone/Internet Voting service. The final results of each candidate will be available as soon as available following tabulation of the results

at the Municipal Office located at 450 Park Street, Victoria Harbour, Ontario.

3. The Clerk shall report the "unofficial" results when received from the eVoting Service Provider as soon as practicable after 8:00 p.m. on Monday, October 26, 2026, at the Municipal Office located at 450 Park Street, Victoria Harbour and on the Municipal website (www.tay.ca).

4. Pursuant to Subsection 55(4) and subject to the provisions of Section 56 of the *Municipal Elections Act, 1996* concerning "Recount", the Clerk shall, as soon as possible after Voting Day, at the Municipal Administration Office located at 450 Park Street, Victoria Harbour, Ontario:
   i. Declare the candidate or candidates, as the case may be, who received the highest number of votes to be elected.
   ii. Declare the result of any vote on a by-law or question.
5. The "Official Results" of each candidate shall be available at the Municipal Office as soon as possible after Voting Day. Also, the Clerk shall post the "Official" results on the Municipality's website.

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

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

## 18. TIE VOTE – RECOUNT PROCEDURES

1. The Clerk will conduct all recounts as per the provisions and regulations in the Act.

   A recount is required when:

   a) A tied vote where both or all candidates cannot be declared elected;

   b) Requested by resolution of the Council of the Township of Tay;

   c) Requested by resolution of a local (school) board;

   d) Requested by order of the Ontario Superior Court of Justice;

   e) Requested by the Minister of Municipal Affairs and Housing.

The Clerk will conduct the recount in the same manner as with the original count, unless otherwise ordered by the judge who issued the order for the recount.

2. In the case of a tie vote, as provided under Section 56 of the *Municipal Elections Act, 1996*, the Clerk of the Township of Tay shall request from the eVoting Service Provider a re-tabulation of the votes cast for the office(s) that are subject to the recount. The eVoting Service Provider 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.
3. Pursuant to Subsection 56(2) of the *Municipal Elections Act, 1996*, the recount shall be held within fifteen (15) days after the Clerk's declaration of the results of the Election at the Municipal Office located at 450 Park Street, Victoria Harbour, Ontario.
4. Pursuant to Subsection 61(1) of the *Municipal Elections Act, 1996,* the following persons will be authorized to attend the recount:

    i. The Clerk and any other Election Official appointed by the Clerk for the recount procedure including the Municipal lawyer;
    ii. Every certified candidate for the office;
    iii. The lawyer for each of the candidate(s); and
    iv. Only one (1) scrutineer for each of the candidate(s).
5. 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*, *1996,* 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".*
6. 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.

7. 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).

8. 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.

9. 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.

## 19. AFTER VOTING DAY

1. At no time after voting day shall any information regarding the voter, PINs and 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*.

## 20. EMERGENCIES

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

Pursuant to the *Municipal Elections Act, 1996*, Section 53, 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 her or him from conducting the Election pursuant to the *Municipal Elections Act, 1996*.

In the event of an emergency, the Clerk/Returning Officer shall advertise on radio and television stations if possible, and post notices to the extent possible, that the Election has been delayed.

In the event of an emergency, the eVoting Service Provider under direction from the Clerk/Returning Officer, shall stop the eVote system from accepting calls via a telephone and connections from the Internet, thus preventing the Election from continuing, or starting, as the case may be.

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.

If the voting is delayed for a prolonged period to time, the Returning Officer may extend the voting hours at this location and delay the issuance of any results until the closing of the vote.

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.

## 21. ACCESSIBILITY

The Clerk shall have regard for the needs of candidates and electors with disabilities.

The Clerk shall ensure the Voter Assistance Centre is accessible to candidates and electors with disabilities.

The Clerk shall prepare a Report to be submitted to the Council 90 days after Voting Day about identification, removal, and prevention of barriers that affect voters and candidates with disabilities.

Election Officials will be available for assistance during the Voting Period and on Voting Day.

The Township of Tay has an Elections Accessibility Policy. The Municipal and School Board Elections for the Township of Tay will be conducted with having regard to the policies as established.

## 22. AMENDMENTS TO PROCEDURES

The Clerk has the right, at any time, up to and including Voting Day, to amend the procedures contained herein. A copy of any amendment will be forwarded to each candidate.

## 23. FORMS

Forms authorized by the Clerk as per Section 12(1) and 12(2) of the *Municipal Elections Act, 1996,* will be published as they become available.