



**West Nipissing Ovest**

# TELEPHONE/INTERNET VOTING ELECTION POLICIES and PROCEDURES 2026 MUNICIPAL ELECTIONS

Approved by the Clerk / Returning Officer of  
The Municipality of West Nipissing, this 29th day of April 2026

These Policies and 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.

## **INTRODUCTION**

Welcome Candidates, Third Party Advertisers & Electors

The 2026 Municipal Election will be held on Monday, October 26th, 2026. The term of office is four years, beginning on November 15th, 2026, and ending November 14, 2030.

Unofficial results will be posted on the Municipality's website at <https://www.westnipissing.ca/> (as soon as possible after the close of the Election at 8:00 p.m.).

### Principles Guiding Municipal Election

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

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

### Ward Boundary Change

On September 16, 2025, Council of the Corporation of the Municipality of West Nipissing passed By-law 2025-73 redividing the wards of the Municipality. This redivision did not change the overall structure of the Wards in West Nipissing, with the number of wards remaining at eight (8) with one councillor elected from each Ward and one (1) Mayor, elected at large. The redivision did, however, change the Ward in which some voters will cast their vote. Voters should visit the municipal website to ascertain their ward.

## **AUTHORITY**

On September 16, 2025, Council of the Municipality of West Nipissing adopted By-law 2025-72 to authorize the use of an alternative voting method, that being the Telephone/Internet Voting method.

### 1. Procedures and forms

The Clerk shall establish procedures and forms for the use of, any voting and vote-counting equipment authorized by by-law, and any alternative voting method authorized by by-law; and 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).

- a. Subsection 42(4), states that the Clerk shall provide the procedures and forms on or before June 1 in the year of the election.
- b. 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.
- c. Subsection 9 (1) provides that notices, forms and other information provided under this Act shall be made available in English only, unless the council of the municipality has passed a by-law under subsection (2).
- d. Subsection 9(2) provides that a municipal council may pass a by-law allowing the use of, French, in addition to English, in prescribed forms.

2. English/French: By-Law 2006-60 enacted by the Council of the Municipality of West Nipissing on September 5, 2006 provides that all forms, notices and other shall be provided in both English and French.

3. e-Voting Service Provider: The Council of the Municipality of West Nipissing has adopted Resolution No. 2025-393 on December 2, 2025, being a by-law to enter into an agreement with an eVoting Service Provider for Telephone/Internet Voting service for the 2026 Municipal & School Board Elections.

4. Election Conduct: 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). 1996, c. 32, Sched., s. 11 (2); 2009, c. 33, Sched. 21, s.8 (7).

5. Clerk's Authority: With respect to the duties and authority of a municipal Clerk, the Municipal Elections Act further states as follows:

- a. 12(1) A Clerk who is responsible for conducting an election may provide for any matter or procedure that is not otherwise provided for in an Act or regulation; and
- b. in the Clerk's opinion, is necessary or desirable for conducting the election.
- c. 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.
- d. 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.

- e. 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.
- f. 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.
- g. 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. Since the use of the alternative voting is Telephone/Internet Voting, voting proxies are not applicable.

6. Emergency: The Municipal Elections Act, 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, 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 Municipality of West Nipissing 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 establish that the described forms are the forms permitted to be used during this election process.

April 29, 2026



---

Clerk / Returning Officer

## DEFINITIONS

- a. ~~Advance Voting~~ - means voting conducted between the hours of 8:00 am and 8:00 pm on October 19, 2026, to 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.
- 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 Municipality of West Nipissing 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)
- f. 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.
- g. 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.
- h. 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.
- i. 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.
- j. Preliminary List of Electors - means a list of electors for The Municipality of West Nipissing compiled by the Elections Ontario and provided to The Municipality of West Nipissing between July 31 and September 1 of an election year as agreed upon by and the Clerk.
- k. Satisfactory Identification - means the identification required under the Municipal Elections Act, 1996 (Ontario Regulation 304/13) which would provide proof of identity and residence of an individual to the satisfaction of an election official.
- l. Script - means all information flow and system prompts from the eVoting system including instructions, informational messages, error messages, and exceptions.
- m. Scrutineer - means an individual, appointed in writing by a certified candidate, to represent him or her during the voting process.
- n. Support person - means a person who has been requested by an elector to assist him or her in the voting process.
- o. Voter Help Centre - means a location provided by The Municipality of West Nipissing to assist electors with the Telephone/Internet Voting process or other general election inquiries, including revisions. The Voter Help Centre is located at 225 Holditch Street, Sturgeon Falls, Ontario.
- p. 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, c. 32, Sched., s. 22; 2006, c. 33, Sched. Z.3, s. 18 (3).
- q. 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.

- r. 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.

## **ELECTORS**

### **1. Qualifications for Electors:**

A person is entitled to be an elector at an election held in a local municipality (unless prohibited by the Municipal Elections Act or any other Act), if, on Voting Day (Monday, October 26th, 2026) they are:

- a. A Canadian citizen;
- b. At least eighteen (18) years of age;
- c. Reside in the Municipality of West Nipissing; or the owner or tenant of land in the Municipality of West Nipissing, or the spouse of such a person; and,
- d. Not prohibited from voting as noted below or otherwise, by law.

It is the responsibility of the elector to ensure they are qualified.

### **2. Person Prohibited from Voting:**

The following are prohibited from voting:

- a. A person who is serving a sentence of imprisonment in a penal or correctional institution;
- b. A Corporation;
- c. A person acting as an executor or trustee or in any other representative capacity; and,
- d. A person who was convicted of corrupt practice.

### **3. Number of Votes:**

A voter is only entitled to vote once in a municipality and once in a school board even if the voter has more than one qualifying property address with the municipality or school board. The place where they vote is where they reside. In a municipality with wards, if a voter resides in one ward but has other properties in different wards in the same municipality, they may only vote in the ward where they reside. A voter may only have one permanent residence. If a voter is a non-resident and owns more than one property in the municipality, the voter may choose which property shall be their qualifying property.

### **4. Students:**

A student may vote in the municipality where they are temporarily residing while attending school as well as at their permanent home in a different municipality, provided that they do not intend to change their permanent home.

### **5. People without Housing:**

If a person has no permanent residence, then the following rules determine their residence:

- a. The place in which the person most frequently returned to sleep or eat during the five weeks preceding the determination.
- b. If a person returns with equal frequency to one place to sleep and another to eat, the place in which they sleep.
- c. Multiple returns to the same place during a single day, to eat or sleep, are one return.
- d. A person's affidavit regarding the places to which they returned to eat or sleep during a given time period is conclusive, in the absence of evidence to the contrary.

### **6. Qualifications of Electors for School Board Election:**

A person is entitled to be an elector at an election held in a local municipality, within the area of jurisdiction of the district school board, if, on voting day, he or she:

- a. Is a Canadian citizen;
- b. Is at least eighteen (18) years of age;
- c. Has not already voted in the election for school trustees elsewhere in the school board's area jurisdiction;
- d. Resides in the local municipality or is the owner or tenant of a residential property, or the spouse of such owner or tenant, and
- e. Is not otherwise prohibited from voting.

7. Ineligible Voters in School Board Election:

The following cannot vote in a school board election:

- a. A person serving a sentence of imprisonment in a penal or correctional institution;
- b. A Corporation; or
- c. A person convicted of a corrupt practice for an election held within four years of voting day.

8. Electoral Status for School Boards:

The electoral status for school purposes is shown on the Voter's List. A voter may, during the revision period (Thursday, September 1, 2026 up to and including Voting Day, Monday, October 26th, 2026), make an application for correction of the Voter's List. Therefore, a person may make an application to change their school support up to and including Voting Day. Qualifications for and definitions of the categories of school electors are found in the Education Act.

## CANDIDATES

To run for an office on Council or a School Board, a candidate must be a qualified elector on the day they file their nomination paper.

### 1. Council:

To run for Council (Mayor, Deputy Mayor, or Ward Councillor) the person must be:

- a. A Canadian citizen;
- b. At least eighteen (18) years of age;
- c. A resident of the Municipality of West Nipissing or own or lease property (or be the spouse of the owner or lessee) in the Municipality of West Nipissing;
- d. Not legally prohibited from voting;
- e. Not disqualified by any legislation from holding municipal office;
- f. Obtain at least 25 signatures from individuals eligible to vote in the Municipality of West Nipissing on the day they signed the endorsement.

Candidates must be an eligible elector in the municipality in which the Candidate is filing nomination papers for. However, in accordance with Section 29(4) of the Municipal Elections Act, a person is eligible to be nominated for an office in an election in any ward of the municipality. Candidates must maintain their eligibility throughout the campaign period and, if elected, throughout the term of council.

### 2. School Board:

To run for School Board Trustee, the person must be:

- a. A Canadian citizen;
- b. At least eighteen (18) years of age;
- c. A resident in the area of jurisdiction of the board;
- d. Eligible to be an Elector for the school board in which the person is a candidate;
- e. Not legally prohibited from voting;
- f. Not disqualified by any legislation from holding office;
- g. Endorsement signatures are not required for School Board Trustee candidates.

### 3. Offices to be Elected/Number of Candidates to be Elected

<b>Mayor</b>	(1) to be elected at large
<b>Ward Councillor(s) –</b>	(1) per Ward – Wards 1 – 8
<b>English Public School Board Trustee</b>	(5) to be elected at large
<b>*French Language Public School Board Trustee</b>	(2) to be elected at large
<b>English Separate School Board Trustee</b>	(4) to be elected at large
<b>*French Language Separate School Board Trustee</b>	(3) to be elected at large

*\*Municipality of West Nipissing Lead for Zone*

An elected member of council or a school board trustee must maintain their qualifications throughout the entire term of office, or their seat will become vacant.

### 4. Municipal Employees Running for Office:

If you are an employee of a municipality, and you wish to run for office on that municipality's Council, you must take a leave of absence before you file your nomination form. If you are elected, you must resign from your job. You cannot work for a municipality and be on its council at the same time. If you are an

employee of a municipality, and you wish to run for office in a different municipality, you do not have to take a leave of absence or resign. However, you may wish to check with the Municipal Clerk to see if there are any policies in place that could affect you.

5. Nominations:

Every person who proposes to be a candidate must file nomination papers prior to receiving any campaign contributions and prior to expending any funds on a campaign. The Nomination period starts on **Friday, May 1, 2026**, and ends on **Friday, August 21st, 2026 (Nomination Day) at 2:00 p.m.** Those wishing to file nomination papers are asked to make an appointment with the Clerk's Office to register as a candidate. This will allow for proper registration time with member(s) of the Election Team and to go over the forms and answer any candidate questions.

The onus is on the person nominated to file a bona fide nomination paper. Responsibility for the accuracy of the information provided on the nomination rests with the Candidate.

Nomination Forms must be signed by the candidate and filed in person or by an agent (no fax or e-mail), accompanied with at least 25 signatures from eligible electors in the Municipality of West Nipissing up to and including **Friday, August 21, 2026** during normal business hours (Monday to Friday 8:30 a.m. to 4:30 p.m.). On **Nomination Day, Friday, August 21, 2026**, nominations must be filed between 8:30 a.m. and 2:00 p.m. Nomination papers will not be accepted after the deadline.

Nominations may be made by completing and filing in the Clerk's Office, nominations on the prescribed form including the Declaration of Qualifications, acceptable identification (must be valid and contain the candidates' name, qualifying address and signature), the prescribed nomination filing fee (\$200 for the Office of Mayor, \$100 for all other offices), and such other documentation as required for the filing process. The nomination fee may be payable:

- a. in cash;
- b. by certified cheque or money order made payable to the municipality; or
- c. by an electronic method of payment that the Clerk specifies (debit/interac).

If, after having filed a nomination form, a candidate wishes to file a nomination for a different office in the same election, the first nomination shall be deemed to have been withdrawn at the time the second nomination is filed. The 25 signatures endorsing the candidate's nomination may be transferred. The filing fee is deemed to have been paid with the latest filing if the two nominations are for the same council/board unless changing offices.

**Once filed, nomination papers remain in the possession of the Clerk and may be open for inspection by any member of the public and form part of the public record, which may include being posted on the Municipality's website for election purposes.**

- Form: Nomination Paper (Form 1)
- Form: Endorsement of Nomination (Form 2)
- Form: Unofficial List of Candidates (an unofficial list of candidates received by the Clerk will be posted on the Municipality's website and at the Municipal Offices at 101-225 Holditch Street, Sturgeon Falls, ON P2B 1T1.

6. Acceptable Photo Identification

An original of one or a combination of the following (must show the person's name, photograph, qualifying address, date of birth, and signature):

- a. An Ontario Driver's Licence
- b. An Ontario Health Card (photo card)
- c. An Ontario Photo Card
- d. A Canadian Passport
- e. Canadian Citizenship

Note: The Clerk and designates have the right to ask for additional documentation or identification to prove a candidate's qualification.

7. Filing by Agent: In the event that an Agent attends the Municipal Office to file a Candidate's nomination paper, the formal requirements listed in above in the Documentation Required for Filing Nomination section remains the same.

Both the Nomination Paper and the Declaration of Qualification shall have been previously signed by the Candidate and duly commissioned by a Clerk or a Commissioner in the Province of Ontario. The name of the Clerk or the Commissioner, the firm in which the Commissioner was acting on behalf of, must be legible in order to verify validity of the form.

The Agent must further present an original document signed by the Candidate providing authority to the Agent to act on their behalf for the purpose of filing the Nomination Paper. The original of this authorization shall be kept with the Nomination Paper in the Clerk's Office and a copy may be provided to the Agent.

Photo Identification for the Candidate is required to be provided by the Agent when filing Nomination Papers for a Candidate. A photocopy of identification will be kept with the original Nomination Form.

8. Candidate Names:

The following rules shall apply regarding candidate names:

- a. If the candidate wishes and the Clerk agrees, another name that the candidate also uses may be used instead of or in addition to their legal name (e.g. Bill instead of William).
- b. No reference to a candidate's occupation, degree, title, honour or decoration shall appear on the ballot.
- c. If the names of two or more candidates for an office are identical or in the Clerk's opinion so similar to cause possible confusion, each candidate's qualifying address shall appear under his or her name on the ballot.

9. Acclamations:

If the number of candidates for the said office is the same or less than the number to be elected, the candidates will be declared as acclaimed on August 24nd, 2026 at 4:00 p.m.

10. Certify or Reject Nominations:

Under the Municipal Elections Act, the Clerk is required to reject or certify nominations of candidates. On or before 4:00 p.m. on August 24nd, 2026, the Clerk will examine each nomination filed and if satisfied

the person is qualified to be nominated and that the nomination complies with the Municipal Elections Act, the Clerk shall certify the nomination form.

The Clerk may consider the following requirements in their decision to reject or certify individual nominations:

- The candidate has refused or declined to provide proof of qualification or identification suitable to the Clerk;
- The candidate is not qualified to hold office, or is otherwise prohibited by law from being nominated;
- The nomination form is not complete, or the prescribed filing fee has not been paid;
- The candidate's name does not appear on the Voter's List;
- The mandatory financial statement from a previous election was not filed.

There may be other circumstances in which the candidate is disqualified from being nominated or elected other than those identified above. It is the responsibility of each candidate to ensure that they are qualified to be nominated for office.

It is the responsibility of the candidate to ensure that they meet all of the qualifications and file proper nomination papers prior to 2:00 p.m. on Friday, August 21st, 2026.

If rejected, the Clerk will give notice to the individual as soon as possible and to all other candidates for that office. Once the nomination is certified, the candidate's name will be placed on the ballot.

If a greater number of candidates are certified than are required to fill the said office, there will be an election. If the number of nominations for an office is less than the number of candidates to be elected, an additional Notice of Nomination will be advertised on the website only and additional nominations may be filed between 9:00 a.m. and 2:00 p.m. on the Wednesday following Nomination Day (August 21st, 2026).

11. Death or Ineligibility of a Candidate:

If a certified candidate for an office, before the close of voting on voting day, dies or becomes ineligible to hold office:

- a. If no candidate would be elected by acclamation as a result of the death or ineligibility,
- b. The election shall proceed as if the candidate had not been nominated, and,
- c. The Clerk shall omit the candidate's name from the ballots or, if they have already been printed, shall cause notice of the candidates' death or ineligibility to be posted in every voting place;
- d. If another candidate would be elected by acclamation as a result of the death or ineligibility, the election is void and a by-election shall be held to fill the office.

12. Prohibition of Canvassing/Advertising at Voting Locations: The Municipal Elections Act provides that while an Elector is in a voting location (Voter Help Centre), no one shall attempt, directly or indirectly to influence how the Elector votes. No campaign material, literature or advertising of any nature whatsoever of any candidate in the Election shall be displayed at, or within the voting location or municipal facility, including parking lots.

The voting location is deemed to include the entire building and the property on which it is located, including the parking lot. Campaign material or literature of any nature found in this location will be removed immediately and disposed of without notice.

13. Use of Municipal Resources: The use of municipal resources for election campaign purposes is strictly prohibited. Corporate resources include municipal logos/corporate images, photos, municipal uniforms, graphics or any other item of Municipal intellectual property. These items are prohibited from use for any campaign-related purposes or materials including, but not limited to, signs, printed and electronic publications, flyers, brochures, e-mail, website, business cards, postcards, letterheads, leaflets, posters, magnets and promotional items.

The Municipality's by-law on the use of Corporate Resources during an election is 2018/34.

14. Financial Reporting Requirements:

Information regarding election finances such as financial responsibilities of candidates, campaign contributions/fundraising, campaign expenses and financial reporting is available in the Ministry of Municipal Affairs and Housing 2026 Candidates' Guide for Ontario Municipal and School Board Elections. This, and other documentation, can be found on the Ministry website at: <https://www.ontario.ca/page/ministry-municipal-affairs-housing> The link is also available on the Municipality's website at <https://www.westnipissing.ca/>

15. Scrutineers: Each Candidate may appoint, in writing on the prescribed form, person(s) to act as scrutineers to represent them during the voting process by their attendance at the voting location(s).

A person appointed as a scrutineer, prior to being admitted to observe the election process, shall show their appointment in the prescribed form and valid acceptable identification. The scrutineer will be issued an identification badge which must be returned to the Deputy Returning Officer before leaving. All scrutineers must take and subscribe to an Oath of Secrecy.

Not more than one candidate or one scrutineer representing each candidate may be in the voting location at any time.

There are no age restrictions to be a scrutineer, nor any provision that a scrutineer cannot be related to the candidate who made the appointment.

Scrutineers and Candidates are prohibited from the following:

- a. Attempting, directly or indirectly, to interfere with how an elector votes, and prohibited from attempting to campaign or persuade an elector to vote for a particular candidate;
- b. Attempting to cause a disturbance at a voting place or within the Voting Location;
- c. Displaying a candidate's election campaign material of any nature whatsoever in the voting place, including the parking lot;
- d. Compromising the secrecy of the voting;
- e. Obtaining or attempting to obtain, in a Voting Location, any information about how an elector intends to vote or has voted;
- f. interfering, or attempting to interfere, with an Elector who is marking a ballot;
- g. attempting to use a cell phone or electronic recording device within the Voting Location.

The Clerk is responsible for the conduct of the Election and no candidate or scrutineer has the right to interfere with the Deputy Returning Officer or other Election Official in the discharge of their duties.

Any person who creates a disturbance or interferes in any way with the proper conduct at a voting location, may be expelled from the location for such actions.

Scrutineers and/or candidates wishing to observe the final count must be at the Municipal Office prior to 8:00 p.m. on Election Night. No one will be admitted into the space after 8:00 p.m.

Form – Appointment of Scrutineer by Candidate

Form – Oral Oath of Secrecy

## **ELECTION SIGNS AND OTHER ADVERTISEMENTS**

1. Candidates' Election Campaign Advertisement:

All candidate election campaign advertisements must be in compliance with the Municipal Elections Act at all times. A candidate must have filed their nomination paper before spending any money and the amount they may spend on their campaign is regulated.

2. A candidate shall not cause an election campaign advertisement to appear unless they provide the following information to the broadcaster or publisher in writing:

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

3. Election Signs:

The Municipality of West Nipissing's Sign By-law 2018-76 provides the regulation of municipal election signs. Candidates, Third Party Advertisers and electors should review the By-law to ensure compliance. A copy can be found on the Municipality's website at [www.westnipissing.ca](http://www.westnipissing.ca).

### **THIRD PARTY ADVERTISERS**

1. Third Party Advertisers: Individuals, corporations and unions can register as Third Party Advertisers and can also make contributions to Third Party Advertisers. Third Party Advertisers are required to register with every municipality where they wish to advertise.

Third Party Advertisers may register with the municipality from Friday, May 1, 2026 until Friday, October 23, 2026 at 4:00 p.m. Third Party Advertiser registrations will not be accepted after the deadline. Registration allows a Third-Party Advertiser to promote or oppose any candidate.

No individual, corporation or trade union shall incur expenses for a third-party advertisement unless the individual, corporation or trade union is certified as a registered Third-Party Advertiser with the Clerk of the municipality when the expenses are incurred and advertisement appears. Third Party Advertisers are required to submit completed financial statements to the Clerk of each municipality they are registered with by March 33, 2027.

Form: Third Party Advertiser Registration (Form 7)

2. Third Party Registrations (Certified):

A list of certified Third-Party Registrations will be posted at [www.westnipissing.ca](http://www.westnipissing.ca) as soon as possible after filing. The list will be updated as new registrations are received.

Form: Third Party Registrations (Certified)

3. Restricted Period:

The restricted period for third party advertisements in relation to an election in a municipality begins on the earliest day that an individual, corporation or trade union is permitted to file a notice of registration (May 1, 2026) as a registered third party in relation to the election and ends at the close of voting on Voting Day (October 23, 2026).

4. Limit on Expenses:

The expenses incurred in relation to third party advertisements cannot exceed the amount calculated under section 88.21 of the Municipal Elections Act (registered third parties' expenses) for the registered Third Party Advertiser.

5. Mandatory Information in Third Party Advertisements:

No registered Third-Party Advertiser shall cause a third-party advertisement to appear during the restricted period unless the advertisement contains the following information:

- a. The name of the registered Third-Party Advertiser; and,
- b. The municipality where the registered Third-Party Advertiser is registered; and,
- c. A telephone number, mailing address or email address at which the registered Third-Party Advertiser may be contacted regarding the advertisement.

**CAMPAIGN EXPENSES AND CONTRIBUTIONS**

1. Duties of Candidates and Third-Party Advertisers: Candidates and Third-Party Advertisers should pay careful attention to campaign finance rules.
2. Campaign Period: Contributions cannot be accepted outside the campaign period (beginning upon nomination or registration and ending December 31, 2026). A campaign period may be extended as set out in subsection 88.24 (4) of the Municipal Elections Act.
3. Maximum Campaign Expenses: The preliminary maximum amount will be based on the number of eligible electors from the previous municipal election.

Upon filing of Nomination Papers, candidates will be provided the Preliminary Certificate of Maximum Campaign Expenses.

No later than October 1, 2026, the Clerk shall provide each Candidate and Third-Party Advertiser, via e-mail, with a Certificate of Maximum Campaign Spending Limit that can be incurred using the number of electors for each respective office.

Form – Estimated Campaign Spending Limits (Candidate)

Form – Estimated Campaign Spending Limited (Registered Third Party)

Both the Estimate and the Maximum shall be based on the following calculation:

Office	Maximum Campaign Expense Spending Limit	Amount contributed to own Campaign	Maximum amount of expense for parties, etc.
Mayor	\$7,500 plus 85 cents for each elector entitled to vote for that office	\$5,000 plus 20 cents for each elector entitled to vote for that office (Max. \$25,000)	10% of maximum amount of expenses
Councillors	\$5,000 plus 85 cents for each elector entitled to vote for that office	\$5,000 plus 20 cents for each elector entitled to vote for that office (Max. \$25,000)	10% of maximum amount of expenses
School Board Trustee	\$5,000 plus 85 cents for each elector entitled to vote for that office	\$5,000 plus 20 cents for each elector entitled to vote for that office (Max. \$25,000)	10% of maximum amount of expenses

- Campaign Spending Limits – O.Reg. 101/97
- Contributions Candidate’s Own Campaign – Section 88.9.1(1) MEA
- Expenses for Parties – O.Reg. 101/97

4. Campaign Contributions: Contributions include money and the fair market value of goods and services accepted for an election campaign, but do not include:

- a. Voluntary labour;
- b. Labour provided voluntarily from an employee acting under the direction of a Candidate or Third-Party Advertiser without added compensation.
- c. \$25 or less donated or paid for goods or services at a fundraiser.
- d. A loan from a bank or recognized lending institution; and,
- e. No charge political advertising provided equally to all candidates for an office in accordance with the Broadcasting Act (Canada).

Who May Contribute	Candidate	Third Party Advertiser
Individuals normally residing in Ontario	Yes	Yes
The spouse of a Candidate or an individual who is a Third Party Advertiser	Yes	Yes
A corporation or trade union	No	Yes
A Federal or Provincial political party of the Government of Canada or Ontario	No	
A municipal government or local board	No	

- Corporations and trade unions that hold bargaining rights for employees in Ontario are prohibited from contributing to an individual campaign. A corporation or trade union that contravenes the campaign financing provisions of the MEA, is liable to fines up to \$50,000. These types of organizations may contribute to registered third party advertisers' campaigns.
- Candidates will be required to inform contributors of the contribution limits. A contributor is limited to a total of \$1,200 to any one candidate in an election and \$5,000 to two or more candidates for office on the same council or local board.
- An individual, including the candidate, who contravenes the provisions of the MEA, is liable to fines of up to \$25,000.
- Candidates are required to open a separate bank account. If they receive contributions (including donations, spouse or themselves) or incur expenditures related to their campaign, these must be reflected in their account statement.

5. Financial Statements and Filing Requirements:

By March 30, 2027, all Candidates and Third-Party Advertisers are required to file a financial statement with the Clerk using the prescribed form. Electronic submissions will not be accepted.

The Clerk shall provide notice of all of the filing requirements, to every Candidate and Third-Party Advertiser at least 30 days before the filing date for the financial statement and auditor's report.

Key dates in relation to Financial Statement filing are as follows:

2026 MUNICIPAL ELECTION CAMPAIGN PERIOD	
Date	Action Item
December 31, 2027	Deadline for Candidate to provide written notice to the Clerk of deficit and continuation of campaign period
March 30, 2027	Last day for Candidate to apply to the Ontario Court of Justice to extend the time to file their financial statement (maximum 90 days)

2026 MUNICIPAL ELECTION CAMPAIGN PERIOD	
Date	Action Item
March 31, 2027	Deadline for filing financial statements at 2:00 p.m.
April 30, 2027	Clerk to post financial statements on the municipal website at <a href="http://www.westnipissing.ca">www.westnipissing.ca</a>
April 29, 2027	Last day for Candidate who violated the deadline for filing their financial statements to file along with a \$500 fee to avoid penalties
May 2, 2027	First day the Clerk shall publish a report of which Candidates complied with filing deadlines
June 30, 2027	Last day of supplementary reporting period
September 28, 2027	Last day for Candidate to apply to the Ontario Court of Justice to extend the time to file their supplementary financial statement (maximum 90 days)
September 29, 2027	Deadline for filing supplementary financial statements for supplemental reporting period ending June 30, 2027 * The Clerk must be advised, in writing by 2:00 p.m., if any Candidate has applied to the Ontario Court of Justice for an extension of the filing deadline
October 2, 2027	Clerk to post supplemental financial statements
October 30, 2027	Last day for Clerk to review supplementary financial statements and report on any that exceeded the limits.

The financial statements shall be posted on the Municipal website at [www.westnipissing.ca](http://www.westnipissing.ca)

A Notice of Default will be given to any Candidate or Third-Party Advertiser if the Financial Statement is not submitted by the deadline. There are penalty provisions in the Municipal Elections Act that are applicable to Candidates who fail to meet the disclosure and reporting requirements.

If a Candidate fails to pay a surplus to the Clerk or exceeds their election spending limit, they forfeit any office they have been elected to and are ineligible to run for, or to be appointed to any office in Ontario until the next regular election.

A Candidate will be permitted to resubmit a financial statement to correct an error, until the filing deadline. The nomination filing fee will only be refunded if a financial statement is filed on time. If a Candidate does not file their financial statement on time and is willing to pay a \$500 late filing fee, the Candidate will be provided an additional 30-day grace period to file the financial statement. A Candidate exercising this option will not be refunded their nomination filing fee.

In accordance with the Municipal Elections Act, the Clerk shall, at least 30 days (March 1, 2023) before the filing date, notify all candidates of the penalties under subsection 88.23(2) and 92(1) related to election campaign finances.

## 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 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.

## **PRELIMINARY LIST OF ELECTORS / VOTERS LIST**

1. Preliminary List of Electors:

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 Municipality of West Nipissing and obvious errors shall be corrected as permitted under Section 22 of the Municipal Elections Act, 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 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.

3. Login: The candidates shall receive login ID(s) and password(s) 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.

- a. The list shall be available in an electronic format to accommodate the administration in the voting process at the Voter Help Centre(s).
- b. Additions, corrections, and deletions may be made to the list in accordance with the Municipal Elections Act, 1996.

4. Additions/Deletions:

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, shall be available on September 1, 2026, at 101-225 Holditch Street, Sturgeon Falls, ON P2B 1T1.

5. Corrected List:

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.

6. Voter Information Letters:

Voter Information Letters shall be distributed by first class mail to all eligible electors to enable them to use the Telephone/Internet Voting service.

7. Vote Help:

The Voter Help Centre(s) shall be responsible for the following:

- a. Eligible electors who attend the Voter Help Centre(s) 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.
- b. 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
- c. they will be able to vote at the Voter Help Centre(s) if they so wish during the voting period.
- d. Verifying and re-issuing a Voter Information Letter to qualified voters:

8. Verifying and issuing a New Voter Information Letter:

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 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.

9. Verifying and re-issuing a Personal Identification Number (PIN) to qualified voters:

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 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.

## NOTICES

1. The Clerk of The Municipality of West Nipissing shall notify voters of the following election information through the use of advertisements:
  - a. that municipal & school board elections are being held for The Municipality of West Nipissing 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. 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(s),
  - g. 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 both English and French. 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.
  
3. The Clerk reserves the right to publish additional advertisements and notices as deemed appropriate.
  
4. Where possible, cooperative advertising may take place - costs to be approved and shared by the participating municipalities.
  
5. Each person on the Voters list shall be mailed, by "first-class" 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; and
  - d. the location(s) and telephone number(s) of the Voter Help Centre(s).
  
6. All Voter Information Letters shall be made available in both English and French.

## VOTING

1. Telephone/Internet Voting:

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

- 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 first class 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 October 14, 2026, at 9:00 am.

3. Prior to the eVote activation, being on October 14, 2026 at 9:00 am, 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.

4. 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.

5. The eVoting Service Provider will make available online a list to the Clerk and any other appropriate individuals of The Municipality of West Nipissing, of all Voters list individuals by order of polling subdivisions and districts, 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. If so, allowed by the Clerk, 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 Municipality of West Nipissing, the voter may vote only once, 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 once and must return the other Document(s) to the Municipal Administration 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 Administration 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 Administration 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 8 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.
- 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 district and/or school support association, the voter can contact a Voter Help Centre(s) 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 Help Centre(s) unless satisfactory identification is provided and the individual has taken the required oath, if required, as administered by an election official.

**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. or by accessing the internet address provided by using a dial modem access or a high-speed connection.
  - c. Attending the Voter Help Centre during the following hours: Municipality of West Nipissing, 101-225 Holditch Street, Sturgeon Falls, Ontario from October 14 to October 23, 2026, from 8:30 am to 4:30 pm or on Monday, October 26, 2026, from 8:00 am to 8:00 pm
  - d. and using a touch-tone telephone or the internet access provided. Only internet access will be provided at the Voter Help Centre.
  - e. Attending a Voter Help Centre during hours identified in paragraph (c) with a support person, 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.
  - f. Attending a Voter Help Centre during hours identified in paragraph (c) with an interpreter, taking the appropriate oral oath(s), and voting using the internet access provided.
  - g. 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
Au Chateau Home for the Aged	TBA	TBA

## SYSTEM

1. The integrity of the voting process shall be the responsibility of the Clerk of The Municipality of West Nipissing 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 Municipality of West Nipissing, 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 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 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 21, 2026.

## **CORRUPT ELECTION PRACTICES – PROVINCIAL OFFENCE AND PROSECUTION**

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

Although the Municipality of West Nipissing 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 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.
- 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. 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.

5. In addition, under the provisions of Section 90 of the Municipal Elections Act, 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 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 Municipal Clerk of The Municipality of West Nipissing 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.

## **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 Municipality of West Nipissing 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 Municipal Clerk of The Municipality of West Nipissing 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.

## RESULTS

1. The Municipality of West Nipissing shall keep its public internet and telephone voting open until October 26, 2026, at 8:00 p.m. and its Voter Help Centre (not polling location) access opened until the Clerk confirms that all eligible voters in the Voter Help Centre(s) at 8:00 pm on October 26, 2026, have completed voting.
2. The Clerk of The Municipality of West Nipissing, at 8:01 p.m. on October 26, 2026, providing that all eligible electors within the Voter Help Centre 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. The final results of each candidate by ward and school support, shall be available at 8:15 pm on October 26, 2026.
3. The Clerk shall report the “unofficial” results when received from the eVoting Service Provider as soon as practicable after 8:00 pm on October 26, 2026, at Election Headquarters located at the Municipal Offices at 225 Holdtich Street, Sturgeon Falls, ON P2B 1T1.
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 on October 27, 2026, at 10:00 a.m. at the Municipal Administration Office located at 101-225 Holdtich Street, Sturgeon Falls, ON P2B 1T1 declare the candidate or candidates who received the highest number of votes to be elected. declare the result of any vote on a by-law or question.
5. The “Official Results” of each candidate by Ward, shall be available at 101-225 Holdtich Street, Sturgeon Falls, Ontario, as soon as possible after Voting Day. Also, the Clerk shall post the “Official” results on the Municipality’s website.

### **TIE VOTE – RECOUNT PROCEDURES**

1. In the case of a tie vote, as provided under Section 56 of the Municipal Elections Act, the Clerk of The Municipality of West Nipissing shall request from the eVoting Service Provider a re-tabulation of the votes cast.
2. Pursuant to Subsection 56(2) of the Municipal Elections Act, 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 November 12, 2026, at 10:00 am at the Municipal Office located at 101-225 Holdtich Street, Sturgeon Falls, Ontario.
3. Pursuant to Subsection 61(1) of the Municipal Elections Act, 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).
4. Within 15 days after the declaration of the election results, the Clerk shall request the eVoting Service Provider to re-tabulate the results for the office(s) that are subject to the recount procedure and that the results be segregated by district and polling subdivisions. The eVoting Service Provider shall send the results of the recount by facsimile transmission and/or by electronic mail (E-mail) and these results will be compared to the results tabulated by the Auditor assigned to the election.
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 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. If 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 all candidates 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, draw only one (1) or the required number for the purpose of determining the successful candidate(s).

8. 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 Clerk 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.

**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.

**EMERGENCIES**

1. 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/him from conducting the election pursuant to the Municipal Elections Act.
2. 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.
3. 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.
4. 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.

**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(s) is accessible to candidates and electors with disabilities.
3. 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 Municipality of West Nipissing has an Accessibility Policy. The Municipal Election for the Municipality of West Nipissing will be conducted with having regard to the policies as established.

**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.

## FORMS

The following government approved forms may be used by Municipality of West Nipissing for the election process:

<b>Form #</b>	<b>Name of Form</b>	<b>Section</b>
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	
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	
EL 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	

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