



**Township of
Leeds and the
Thousand Islands**

Clerk's Procedures

Township of Leeds and the Thousand Islands

2026

Municipal and School Board Election

Including Telephone and Internet Procedures

Vote Counting Equipment Procedures and

General Election/Voting Procedures

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*.

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Introduction

These procedures are based on best practices and the *Municipal Elections Act, 1996* and *Municipal Act, 2001*.

All sections quoted are for reference, and any discrepancies between this policy and either Act, the Act shall prevail.

Definitions

Act – means the *Municipal Elections Act*, 1996, S.O. 1996, C. 32, as amended.

Advance Voting – means electronic voting conducted between the hours of 10:00 a.m. on October 16th, 2026 and 9:59 a.m. October 26, 2026. May also pertain to in-person voting at prescribed locations and times before October 26th.

Ballot – means either an image on a computer screen, or any web enabled device, or 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 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 Act.

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

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

Corporation – means a firm that meets certain legal requirements to be recognized as having a legal existence, as an entity separate and distinct from its owners. Corporations are owned by their stockholders (shareholders) who share in profits and losses generated through the firm's operations. A legal entity has legal capacity to enter into agreements or contracts, assume obligations, incur and pay debts, sue and be sued in its own right, and to be held responsible for its actions.

A Corporation may include a numbered company, a co-op, an incorporated company, an association, a partnership, a proprietorship (excludes sole-proprietorship as it's not a legal entity), trust, etc. A legal entity cannot vote, only an individual (a person) can vote.

Election Campaign Advertisement – means an advertisement in any broadcast, print, electronic or other medium that has the purpose of promoting or supporting the election of a Candidate.

Election Official – means the Clerk or other person(s) appointed in writing by the Clerk to carry out election duties under the Act. An Election Official can only carry out the tasks and duties as assigned in writing by the Clerk, and must take the prescribed oath. [s. 15(4)]

Eligible Elector – means a person who is entitled to be an elector at an election held in the municipality, if on voting day they meet the qualifications outlined in Section 17(2) and 17(2) of the *Municipal Elections Act*, 1996.

Lame Duck – means there are restrictions on Council's powers (*Municipal Act*, Section 275). A Council is considered to be a Lame Duck Council when: before election day it is determined the new Council will include less than $\frac{3}{4}$ of the members of the outgoing Council before election day; it is determined on election day after the results are known that the new Council is composed of less than $\frac{3}{4}$ of the members of the outgoing Council.

Memory Card – means a cartridge that is a removable, battery-sustained memory where all tabulated totals are stored with the subdivision program.

Municipal Office – means the Leeds and the Thousand Islands Administration offices located at 1233 Prince Street, Lansdowne, Ontario K0E 1L0.

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

Owner or Tenant – in relation to an election, means a person who is the owner or tenant shown on the assessment roll of land assessed under the *Assessment Act* and a non-residential tenant of land assessed under the *Assessment Act*, whether or not the tenant is shown on the assessment roll, but does not include an owner or tenant of land who is entitled to use the land under a time share contract unless the person is entitled to use the land,

- (a) On voting day, or
- (b) For a period of six weeks or more during the calendar year in which voting day of the election is held.

Secrecy Folder – means an apparatus in which a ballot can be placed so as to conceal the names of the candidates and the marks upon the face of the ballot and so as to expose the initials of the deputy returning officer.

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

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 municipality compiled by Elections Ontario and provided to the municipality by August 2nd of an election year.

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, 9:00 a.m. to 4:30 p.m.

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

Restricted Period for Third Party Advertisements – begins on the earliest day that an individual, corporation or trade union is permitted to file a notice of registration as a registered third party and ends at the close of voting on Voting Day.

Script – means all information flow and systems 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 them during the voting process, or an individual appointed by Council, a local board or the Minister in relation to a by-law question, or by an elector in the case of a recount.

Support Person – means a person who has been requested by an elector to assist them in the voting process.

Third Party Advertisement – means an advertisement in any broadcast, print, electronic or other medium that has the purpose of promoting, supporting or opposing a candidate, or a “yes” or “no” answer to a question on the ballot, but does not include an advertisement by or under the direction of an candidate, or an advertisement that incurs no expenses in relation to the advertisement, or an advertisement that is transmitted to employees, shareholders, or directors of the registered third party.

Trade Union – means a trade union as defined in the *Labour Relations Act*, 1995 or the Canada Labour Code (Canada) and includes a central, regional or district labour council in Ontario.

Time/Clock – means the time as indicated on the clock in the Clerk's Laptop.

Vote Tabulator – means an apparatus that optically scans a specified area on the ballots to read the votes and tabulate the results.

Voter's List – means the Preliminary List of Electors, as corrected by the Clerk, under the provisions of Section 22 of the Act.

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

Voter Help Centre – means a location provided by The Township of Leeds and the Thousand Islands to assist electors with the Telephone/Internet Voting process or other general election inquiries, including revisions. The Voter Help Centre is located at 1233 Prince Street, Lansdowne, Ontario K0E 1L0.

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.

Authority

Municipal Elections Act, 1996 and related Ontario Regulations.

Duties of the Clerk

11.(1) The Clerk of a local municipality is responsible for conducting elections within that municipality, subject to the following exceptions:

The Clerk specified in the regulations made under the *Education Act* are responsible for certain aspects of the elections of members of school boards, as set out in those regulations.

(2) Responsibility for conducting an election includes responsibility for,

- Preparing for the election.
- Preparing for and conducting a recount in the election.
- Maintaining peace and order in connection with the election; and
- In a regular election, preparing and submitting the report described in subsection 12.1 (2).

Powers of the Clerk

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
- In the Clerk's opinion, is necessary or desirable for conducting the election.

Forms

(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.

Procedures and Forms

Section 42(2) states that the procedures and forms established by the Clerk, if they are consistent with the principles of this Act, prevail over anything in this Act and the regulations made under it.

Any unforeseen cases not dealt with in these procedures will be recorded, action taken, and reflected in an addendum signed by the Clerk, to these procedures and circulated to all candidates and third-party advertisers, as applicable.

Timelines

January 2026 – May 2026

Prepare ad – Notice of Nomination for Office.

Place ad – Notice of Nomination for Office.

Initiate Compliance Audit Committee process with the United Counties of Leeds and Grenville.

Before April 3, obtain a copy of the report and determination and distribution of Trustees for all four school boards.

Before May 1, in the year of a regular election, municipalities and local boards shall establish rules and procedures with respect to the use of municipal or board resources as the case may be during an election campaign period.

Prepare Nomination Package.

Prepare Registration Package for Third Party Advertisers.

Select a date(s) and locations to hold the Candidate Information Session. Book speakers.

May 2026 – July, 2026

Appoint DRO and other election officials (as necessary and have them sign an Appointment and Preliminary Oath or Affirmation for Election Officials.

Delegate powers or duties of Clerk, in writing.

Prepare a plan regarding the identification, removal and prevention of barriers that affect electors and candidates with disabilities and make the plan available to the public.

Confirm delivery date of Preliminary List of Electors with Elections Ontario.

May 1, 2026

Candidates Packages shall be available at the Clerk's Office from the first business day in May, 2026 to August 21, 2026 during regular office hours and between 9:00 am and 2:00 pm on Friday August 21, 2026 (Nomination Day).

June

Appoint an Auditor – UCLG.

July

Notify/Remind internet service provider, website provider and IT Department of the upcoming election. In addition, ensure to have emergency contact information for each during the election.

August

The Clerk shall correct any obvious errors in the PLE prior to September 1. Any supplemental information received from Elections Ontario after September 1, 2026 should not be changed and/or included on the Voter's List as the deadline for the Clerk's discretionary period to make changes to the list has passed.

August 2

Preliminary List of Electors supplied by Elections Ontario if no other date is agreed upon.

August 21

Nomination Day – 9:00 am to 2:00 pm

1st possible Restricted Acts (Lame Duck) period begins.

Withdrawal of Nominations closes at 2:00 pm.

August 24

On or before August 24 at 4:00 pm Clerk to certify Nomination Papers.

After 4:00 pm declare an election and/or acclamations and/or additional nominations.

Post Official List of Certified Candidates unless Additional Nominations are required.

Post Official List of School Board Trustees.

August 26

Between 9:00 am and 2:00 pm, accept additional nominations and withdrawals (if required).

August 27

If Additional Nominations, Post Official List of Certified Candidates after 4:00 pm

September

Provide every Candidate a copy of the part of the Voters' List for their respective office and wards.

The Voters' List can be amended until the close of voting systems on October 26, 2026 using Application to Amend Voters' List Form EL15.

At the time of nomination all certified candidates are to provide the Clerk with the proper pronunciation of their name.

September 15

Determine the total number of electors on the Voters' List. Keep a record for 2030 election.

Provide the Voters' List to ISI.

September 17-22

Voter Information Letters to be delivered by Canada Post.

By September 26, 2026

prepare the Interim List of Changes and provide Interim List of Changes to anyone who received copy of the Voters' List and each certified candidate.

By September 30, 2026

Send to candidates Certificate of Maximum Campaign Expenses.

By September 30, 2026

Send to Third Party Advertisers Certificate of Maximum Third Party Expenses.

September 30, 2026

Reminder to the candidates to complete and sign the Appointment of Scrutineer by Candidate Form at the Clerk's Office. A copy is to be provided to the scrutineer.

October

Contact internet service provider, website provider and IT Department to confirm the upcoming election. Have a record of the providers' emergency phone numbers the day/night of the election.

Obtain a separate Official List of Certified Candidates for each French Language and English Language school boards. As well, determine the method of communication (email, etc.) and deadlines for submission for any information (# of electors for spending limits, etc.) required from the municipality.

Prior to October 1

Last day for council and the school boards to establish a compliance audit committee (CAC) for the 2026-2030 term of office.

October 16

Advance Voting Period begins.

October 26

Voting Day 10:00 am. until 8:00 pm.

Post Unofficial Results, as a minimum, on the township website.

October 27

After Voting Day, post the Official Results using the Declaration of Election Results.

Post the school board results obtained.

November

Post-election, the Clerk shall pay the costs of the Municipal Election for the Township of Leeds and the Thousand Islands as soon as possible after the Clerk has signed a certificate verifying the amount – Section 7(2).

November 14

Restricted Acts (Lame Duck Period) ends.

Principles of the Act

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

- The secrecy and confidentiality of the individual votes is paramount.
- The election should be fair and non-biased.
- The selection should be accessible to the voters.
- The integrity of the process should be maintained throughout the election.
- There be certainty that the results of the election reflect the votes cast.
- Voters and candidates should be treated fairly and consistently within the municipality.
- The proper majority vote governs by ensuring the valid votes be counted and invalid votes be rejected so far as reasonably possible.

Nominations

2026 Nomination Procedure

The giving of notice (Section 32) for nominations shall be completed jointly with the other municipalities within the United Counties of Leeds and Grenville and shall be placed, as a minimum, in the local newspaper(s) prior to May 1, 2026 and in one (1) conspicuous place in the municipality and on the municipal website.

Nomination Papers (Section 33)

Nomination Papers Form 1 for the following offices will be available at the Clerk's Office from the first business day of May in 2022 to Thursday August 20, 2026 during regular

office hours, and between 9:00 am and 2:00 pm Friday, August 21, 2026 (Nomination Day) and on the municipal website for the following offices:

Mayor – at large (1 seat)

Councillor - Ward 1 (3 seats)

Councillor - Ward 2 (2 seats)

Councillor - Ward 3 (1 seat)

School Board Trustee – English Public - Upper Canada District School Board (1 seat)

Nomination papers for the English Separate, French Public and French Separate school boards must be obtained and filed at the Office of the Clerk of the lead municipality as follows:

English Separate - Catholic District School Board of Eastern Ontario

Lead Municipality: City of Brockville

French Public - Conseil des écoles publiques de l'Est de l'Ontario (CEPEO)

Lead Municipality: Town of Petawawa

French Separate - Conseil des écoles catholiques du Centre-Est (CECCE)

Lead Municipality: North Grenville

Nominations must be on the prescribed form and are to be filed with the Clerk at the appropriate Municipal Office in the following manner:

- In person or through an agent **by appointment** with the Clerk's office.
- During regular office hours at the Clerk's office from the first day of business in May of 2026 to Thursday August 20, 2026 and between 9:00 am and 2:00 pm on Friday August 21, 2026 (Nomination Day)
- With the prescribed declaration (Form 2) signed by at least 25 persons endorsing the nomination who are eligible to vote in an election for an office within the municipality, if a regular election was held on the day that the person endorses the nomination (Nomination Paper Form 1).
 - Recommended to potential Candidate's is to obtain more than the required 25 endorsements in case some of them are not eligible electors, which could cause the Candidate's Nomination not to be certified.

- With regards to the 25 endorsements, the onus is on the Candidate to prove eligibility to the Clerk if required.
- With the prescribed statement of qualifications, signed by the person being nominated.
- With the prescribed nomination filing fee of \$200.00 for Head of Council and \$100.00 for all other offices – the filing fee shall be paid by cash, debit card or certified cheque or money order payable to the Township of Leeds and the Thousand Islands.
- With proof of identity and residence as prescribed in O. Reg. 204/13, as amended.
- No faxed, emailed or other electronically transmitted nomination papers will be accepted – original signatures are required.

If a person is present at the Clerk's Office on Nomination Day at 2:00 pm and has not yet filed a nomination, they may file the nomination as soon as possible after 2:00 pm. If a person is not physically within the administration office at 2:00 pm, their nomination papers will not be accepted.

The Clerk or designate shall administer the Declaration of Qualifications on the Nomination Paper Form 1 and the Declaration of Qualifications – Municipal Candidates Form EL18(A) the Declaration of Qualifications – School Board Form EL18(B), oath to the Candidate. The date and time of filing are to be filled in by the Clerk and initialled by the candidate or their agent. The Clerk will then sign the Nomination Paper and Declaration of Qualifications.

The Candidates package will be provided to the Candidate, and the checklist will be completed and signed by the Clerk or designate and the Candidate.

The Clerk or designate will verify that the form is complete i.e. email address, name as to appear on the ballot and qualifying address in the municipality. Each candidate is to provide government issued ID. If an agent is filing on behalf of a candidate, the candidate's agent's government issued ID is required.

The name as it appears on the Nomination Paper is the name to be used on the ballot. If a nickname is to be used, it must appear on the Nomination Paper. Nicknames are subject to the discretion and approval of the Clerk. Nicknames should be evaluated carefully and a legal opinion may need to be sought.

It should not be anticipated that the Certification by the Clerk section is completed at the time of filing.

The certified cheque, cash, debit card or money order that the clerk specified will be deposited with the Municipal Treasury Department.

Candidate Name Pronunciation (Internet – Telephone):

All certified candidates are to provide to the Clerk the proper pronunciation of their name at the time of nomination.

Estimated Maximum Campaign Expenses (Section 88.20(6))

The Clerk or designate shall calculate the estimated maximum campaign expenses for each office and estimated maximum contributions to own campaign as applicable and provide a copy to the candidate or their agent the day that the Nomination Paper is filed in accordance with Section 33.0.1 (1). The Clerk's calculation is final.

The estimated maximum campaign expenses for the current election at the time of filing the Nomination Papers are based upon the number of electors on the Voters' List as of Nomination Day for the previous election. Final expenses will be provided in September, the larger amount prevails.

Notice of Penalties

The Clerk shall, before voting day, provide a notice of penalties to the candidate or their agent.

The Clerk may provide this notice with the estimated maximum campaign expense form when Nomination Papers are filed.

Municipal Freedom of Information and Protection of Privacy Act

The candidate may specify by signing the consent to release certain or all personal information, Form EL52A, thereby authorizing the Clerk to release personal information to the public and media.

Unofficial List of Candidates

The Clerk shall provide notice of the unofficial list of candidates by preparing and, at a minimum posting at the Administration Offices and on the website an Unofficial List of Candidates which is to be updated as each Nomination Paper is filed. The list should be clearly marked "Unofficial". The form may also be used for the School Board positions; however, there are separate forms for Council candidates and School Board candidates.

Nomination Day – August 21, 2026 (Section 31)

Nomination Papers will be received at the Administration Offices between 9:00 am and 2:00 pm on Nomination Day.

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

Certification of Nomination Papers (Section 35)

On or before Monday, August 23, 2026, at 4:00 pm, the Clerk will complete a review of each nomination received to determine qualification and if the nomination complies with the *Municipal Elections Act*, 1996. Once satisfied the candidate is qualified, the Clerk will complete the “Certification by Clerk” section on Nomination Paper PR Form 1.

Endorsement of Nominations for Council (Section 22 1.1 to 2.1)

- (1.1) The Nominations of a person for an office on a council must be endorsed by at least 25 persons, and they may endorse more than one nomination.
- (1.2) Persons endorsing a nomination under subsection (1.1) must be eligible to vote in an election for an office within the municipality, if a regular election was held on the day that the person endorses the nomination.
- (1.3) The Clerk is entitled to rely upon the information filed by the candidate under clause (2) (a.1), and a nomination certified by the Clerk under subsection 35 is conclusive evidence that all conditions under subsection (1.1) have been complied with.

Exception, endorsement

- (2.1) If the person was previously nominated for an office on the same council in the same election and at that time filed the endorsed nomination and declaration described in clause (2) (a.1), that clause does not apply in connection with any subsequent campaign under subsection 88.24 (3).

Rejection of Nomination Paper (Section 35(3), (3))

If the Candidate is not qualified to be nominated, or the nomination does not comply with the *Municipal Elections Act*, 1996, the Clerk will reject the Nomination. An email shall be made to the candidate informing them of the rejection, and a Notice of Rejection of Nominations shall be sent by Registered Mail as soon as possible to:

- The person who sought to be nominated.
- By regular mail to all candidates for the office.

Withdrawal of Nomination Papers (Section 36)

Candidates may withdraw their Nomination by filing in person a withdrawal in writing on Withdrawal of Nomination Form EL19 with the Clerk before 2:00 pm on Nomination Day, Friday August 21, 2026, if the person was nominated on or before Nomination Day; and before 2:00 pm on the Wednesday following Nomination Day, (August 26, 2026), if the person was nominated under Section 33(5) – Additional Nominations.

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

Official List of Candidates

The final list of certified candidates will be posted at the Administration Offices, and as a minimum on the website on or before, Monday August 24, 2026.

The List can only be posted once the Nomination Papers are certified by the Clerk. If no additional nominations are required, the list can be posted after 4:00 pm on the Monday following Nomination Day.

If there are acclamations, they must be posted immediately (see section below).

Additional Nominations Required

If additional nominations are required, the list can be posted after 4:00 pm on the Thursday following Nomination Day.

A separate list for each School Board should also be posted.

Declaration of Election (Section 40)

If after 4:00 pm on Monday, August 24, 2026, the number of certified nominations filed for an office is more than the number of persons to be elected to the office, the Clerk shall declare an election to be conducted.

Include a list of school board candidates on the Notice of Election Information Form.

The Clerk shall post a Notice of Election Information Form EL24 as a minimum, in one conspicuous place within the municipality and on the municipal website advising of the voting process and other relevant information.

Internet/Telephone:

The Clerk shall give electors notice of the following, as a minimum, through the use of social media and the municipal website:

- Under clause 42 (1) (b), (alternative voting methods), the manner in which electors may use the Internet/Telephone voting method.
- The dates and times of the voting period.
- The location and hours of operation for the Voting Locations and Revision Centres.

The form and manner of such notice of election shall be shown in Sample Voter Information Letter and Notice of Election Information.

Acclamations (Section 37 (1))

If after 4:00 pm on Monday, August 24, 2026, the number of certified candidates for an office is the same as the number to be elected, the Clerk shall immediately declare the candidate(s) elected by acclamation. The Clerk shall post a Declaration of Acclamation

to Office on Form EL20. In this situation there shall be no election conducted for this position(s).

Fewer Number of Nomination Papers than Offices (Section 33 (5))

If at 4:00 pm n Monday, August 24, 2026, the number of certified nominations filed for an office is less than the number of persons to be elected to the office, additional nominations may be filed between 9:00 am and 2:00 pm on Wednesday, August 26, 2026. The Clerk shall post a Notice of Additional Nominations Form EL17B, advertising additional Nomination Papers may be filed for that office during the specified time. If at 2:00 pm on Wednesday, August 26, 2026, additional Nomination Papers have been filed, the procedure to certify or reject Nomination Papers shall be followed.

More than Number of Offices Remaining (Section 33(5))

If between 9:00 am and 2:00 pm on Wednesday, August 26, 2026, there are more than a sufficient number of certified Nominations to fill the office(s), an election shall be conducted with the names of the persons who have filed certified Nomination Papers.

Withdrawal of Additional Nominations (Section 36)

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

Additional Nominations – Equivalent to Number of Offices (Section 35 (2) and 37 (2))

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

Filling Vacancies (Section 37 (4))

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

- Insufficient Number to Form a Quorum – Municipal Council
 - If the number of candidates declared elected is insufficient to form a quorum of the Municipal Council, a by-election shall be held.
- Sufficient Number to Form a Quorum – Municipal Council
 - If the number of candidates declared elected is less than the number of positions for an office of the Municipal Council, but does form a quorum, Section 263 (1) (a) of the *Municipal Act*, 2001 shall apply.

Death or Ineligibility of a Candidate (Section 39)

If a certified candidate dies or becomes ineligible before the close of voting and,

- If the result would be one less candidate only and no acclamation, the candidate's name shall be omitted from the ballot. If the ballots are already prepared, the Clerk shall at a minimum, post the notice of the death or ineligibility on the Township website, Township Administration Offices, Election Help Centres and the election shall proceed as if the deceased or ineligible candidate has not been nominated.
- If the result would be an acclamation for an office, the election to such office is void and a by-election for such office shall be held (Section 65 (4) (1.) (v.)).

No votes are to be counted for the candidate who has died or becomes ineligible.

Final Calculation of Campaign Expenses (Section 88.20 (13), (14) and (15))

The Clerk shall, after determining from the number of eligible electors from the Voters' List for each office, calculate the maximum amount of campaign expenses that each candidate may incur for that office and prepare a Certificate of Maximum Campaign Expenses Form EL37A. The certificate shall be given to each candidate in the case of a regular election, on or before Monday September 28, 2026; and in the case of a by-election, within 10 days after the Clerk makes the corrections under subparagraph 4 iii of subsection 65 (4).

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

- The number determined from the Voters' List from the previous regular election, as it existed on September 15 in the year of the previous election, adjusted for changes under Section 24 and 25 that were approved as of that day.
- The number determined from the Voters' List for the current election as it exists on September 15 in the year of the current election, adjusted for changes under Section 24 and 25 that were approved as of that day. (Section 88.20 (11)).

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

Forms and Notices

Note: The forms and notices will be provided in English only as required by Legislation unless the Council of a municipality has passed a by-law under Section 9(2) of the *Municipal Elections Act*.

Voter's List

Voter Qualifications (Section 17)

A person is entitled to be an elector at an election held in a local municipality if, on Voting Day (October 26, 2026) they:

- Reside in the local municipality or are the owner or tenant of land in the local municipality, or they are the spouse or such owner or tenant.
- Are a Canadian citizen.
- Are at least 18 years old.
- Are not prohibited from voting under subsection 17(3) of the *Municipal Elections Act*, 1996, or otherwise, by law.

Persons Prohibited from Voting (Section 17(3))

The following are prohibited from voting:

- A person who is serving a sentence of imprisonment in a penal or correctional institution.
- A corporation.
- A person acting as executor or trustee or in any other representative capacity.
- A person who was convicted of the corrupt practice described in subsection 90 (3), if voting day in the current election is less than five years after voting day in the election in respect of which they were convicted.

Preliminary List of Electors (PLE) (Section 19)

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

The PLE shall contain the name and address of each person who is entitled to be an elector and any additional information the Clerk needs to determine for which offices each elector is entitled to vote, such as school support (Section 17 (4)).

In addition, if the local municipality is divided into wards, the name of each resident elector shall be entered on the PLE for the wards in which he or she resides and the name of each non-resident elector shall be entered on the PLE for the wards in which the elector or their spouse is an owner or tenant of land (Section 17 (5)).

The Clerk shall, to the best of their ability and legislative authority, ensure that an elector's name appears on the PLE for a local municipality only once (Section 17 (6)).

Where a voter qualifies at more than one location in the municipality, the voter may vote only once for each office and the qualifying address to determine eligibility for voting shall be the elector's place or residence (Section 17 (7)).

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

Correction of Errors (Section 22) Prior to September 1, 2026

The Clerk shall correct any obvious errors in the PLE prior to September 1, 2026 and notify Elections Ontario. This notification can occur when the Final List of Changes to the Voters' List is sent to Elections Ontario after the election (see the Final List of Changes section below). However, those changes affecting a ward and voting place designation, missing streets, buildings or subdivisions, should be forwarded to Elections Ontario in time for inclusion in the September Exceptions files that Elections Ontario provides.

The Clerk may use any information that is in the municipality's custody or control when correcting the PLE for obvious errors (Section 22 (2) and (3)).

Methods for Updating Voters' List

The Preliminary List of Electors shall be requested from Elections Ontario in an electronic format. Electors may be added to the list using www.RegisterToVoteON.ca until August 12, 2026. After this date, the list shall be reviewed by the Clerk of the Township of Leeds and the Thousand Islands and obvious errors shall be corrected as permitted under Section 22 of the *Municipal Elections Act*, 1996, as amended, and the list shall be approved for use as the Voters' List. On August 14, 2026, a Preliminary List of Electors will be delivered to the municipality. Electors will be required to contact Municipal Elections Staff to have their information updated or added.

Harvesting Votes and Voter Registrations

Candidates and their agents are prohibited from harvesting votes or vote registrations using original or copies of the Township produced Voter Information Letter, or Voter Registration Forms, in accordance with the Use of Corporate Resources for Elections Policy. "Harvesting" means the collection, gathering and submitting of documentation, rather than by submission by voters themselves directly to election staff, or to Canada post for mailing.

Certification of Voters' List (Section 23)

The corrected PLE becomes the Voters' List once it is reproduced on or before September 1, 2026.

Requests for Copies of the Voters' List (Section 23)

Upon written request, but not until September 1, the Clerk shall give every candidate a copy of the part of the Voters' List that contains the names of the electors who are entitled to vote for that office. For example, if a Candidate is running in Ward 2, they only receive the part of the Voters' List pertaining to Ward 2, not the entire Voters' List. If a candidate is running for Mayor, they will receive the entire Voters' List (i.e. All Wards). Each candidate will be required to sign the Declaration of Proper Use of the Voters' List Form EL14.

The use of the Voters' List shall be in accordance with the Ac and this policy.

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

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

Due to MFIPPA, details about another person, other than the person an Elected Official is speaking with, should not be provided, including whether or not the individual is on the Voters' List.

Amendments to the Voters' List (Sections 24 and 25)

Application for Change of Own Name (Section 24)

An elector may make an application to amend their information on the Voters' List using the prescribed form Application to Amend Voters List Form EL15 and providing proof of identity and residence as prescribed in O. Reg 304/13, between the 1st day of September, 2026 and the 26th day of October, 2026 during normal business hours and on the 26th of October until 8:00 pm.

An elector can no longer remove a family member's name from the Voters' List except in the case of a deceased person.

If the elector does not appear in person, a certified copy showing proof of ID and proof of residence/occupancy is required as prescribed.

Removal of Deceased Person's Name (Section 25)

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

A person may make an application requesting that a deceased person's name be removed from the Voters' List by using the Application for Removal of Deceased Person's Name from the Voters List Form EL16 and providing proof of identity and residence as prescribed in O. Reg 304/13, between the 1st day of September, 2026 to the 26th day of October, 2026 during normal business hours and on the 26th day of October until 8:00 pm.

Number of Electors to Determine Candidates' Expenses

On September 15th, 2026, determine the total number of electors on the Voters' List. This number will be necessary to calculate the Certificate of Maximum Campaign Expenses Form EL37A.

Candidate Campaigning and Campaign Advertising

Campaigning, including campaign advertising, are permitted no earlier than the filing of Nomination Papers by the Candidate.

Candidate campaign advertising means an advertisement in any broadcast, print, electronic or other medium that has the purpose of promoting or supporting the election of a Candidate. Examples include (but are not limited to) lawn signs, brochures, posters, print, radio and electronic ads, campaign website hosting etc.

All candidate campaign advertising shall identify the Candidate by name, as it appears on the Nomination Form.

Candidates' election campaign advertisements (Section 88.3)

Mandatory Information in Advertisement

(2) An election campaign advertisement purchased by or under the direction of a candidate shall identify the candidate.

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

- The name of the Candidate.
- The name, business address and telephone number of the individual who deals with the broadcaster or publisher under the direction of the Candidate.
- Information contained in/on all campaign material is the responsibility of the Candidate and any questions or concerns should be directed to the Candidate.

Municipal Employee Communication with Candidates

Questions related to the election will be responded to by the Clerk or their delegate by email to all the candidates within five business days. Information specific to commonly asked election inquiries will be shared with all candidates through the website where applicable. Information to be published on the website will be available within ten business days from the date of the initial request.

All other required notices will be sent to all Candidates by email. If a Candidate does not have an email, required notices will be sent by mail.

Request for Corporate Information will be directed to the Clerk or the CAO who will compile the information and make it available to all candidates on the Township's website within ten business days from the inquiry.

Campaigning and Campaign Advertising

Election campaigning or the distribution/posting of election campaign advertising at municipally owned facilities is not permitted.

The use of corporate resources is not permitted by Candidates for election purposes i.e. staff, electronic devices, supplies, in accordance with the Use of Corporate Resources During an Election Policy. Candidates shall review and adhere to the Policy which is found in their Candidates Package.

Location of Election Signs

Candidates shall comply with the regulations established by the Township of Leeds and the Thousand Islands By-law 22-030 regarding the placement of Election Signs; the By-law is included in the Candidate's Package. The Ministry of Transportation will also provide guidance regarding the placement of election signs on MTO controlled roads and highways.

The investigation or prosecution for any acts of vandalism to campaign advertising of candidates should be referred to the local police by the complainant. The municipality or any of its employees or agents will not be responsible.

Municipal Authority to Remove Advertisements (Section 88.7)

If a municipality is satisfied that there has been a contravention of Section 88.3 (candidates' election campaign advertisements), 88.4 (third party advertisements) or 88.5 (mandatory information in third party advertisements), the municipality may require a person who the municipality reasonably believes contravened the section or caused or permitted the contravention, or the owner or occupier of the land on which the contravention occurred, to remove the advertisement or discontinue the advertising.

Candidate Campaign Contributions

Contributions to Registered Candidates (Section 88.8 (1) – (5))

A contribution shall not be made to or accepted by a person or an individual acting under the person's direction unless the person is a candidate.

A contribution made to or accepted by a candidate, or to an individual acting under the candidate's direction, shall only be made during the Candidate's election campaign period.

Contributions shall only be made by the following:

- An individual who is normally resident in Ontario.
- The candidate and his or her spouse, subject to if the spouse of a candidate is not normally resident in Ontario, a candidate and his or her spouse may make contributions only to the candidate's election campaign.

The following shall not make a contribution:

- A federal political party registered under the *Canada Elections Act* or any federal constituency association or registered candidate at a federal election endorsed by that party.
- A provincial political party, constituency association, registered candidate or leadership contestant registered under the *Election Finances Act*.
- A corporation that carries on business in Ontario.
- A trade union that holds bargaining rights for employees in Ontario.
- The Crown in right of Canada or Ontario, a municipal or local board.

Acceptance of Contributions (Section 88.8 (6) – (10))

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

A contribution may be accepted only from a person or entity that is entitled to make a contribution.

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

The listing of the phone number and email address and/or hyperlink to the Candidate's website by the municipality or local board does not constitute as a contribution to a candidate.

Maximum Contributions to Candidates (Section 88.9)

A contributor shall not make contributions exceeding a total of:

- \$1,200 to any one candidate in an election.
- Except if a person is a candidate for more than one office a contributor's total contributions to that candidate in respect of all the offices shall not exceed \$1,200.
- \$5,000 to two or more candidates for office on the same council or local board.
- Except if the candidate is contributing to the candidate's own election campaign, then the maximum contributions do not apply.
- Except if the contributor is the spouse of the candidate, then the maximum contributions do not apply.

Fundraising for Candidates (Section 88.10)

A fundraising function shall not be held for a person who is not a candidate.

Fundraising functions may only be held during the campaign period, being from the date of a Candidate's nomination to December 31, 2026, unless otherwise extended under the provisions of the *Municipal Elections Act* (as described in Section 88.24).

What Constitutes a Contribution (Section 88.15)

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

Contributions:

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

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

Not Contributions:

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

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

- It is provided equally to all candidates for office on the particular council or local board.

Value of Goods and Services

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

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

Restriction: Use of Own Money (Section 88.16)

A contributor shall not make a contribution of money that does not belong to the contributor.

However, this does not apply to the personal representative of a deceased person whose will directs that a contribution be made to a named candidate or a registered third party, as the case may be, out of the funds of the estate.

Campaign Account Loans (Section 88.17)

A Candidate and his or her spouse may obtain a loan only from a bank or other recognized lending institution in Ontario, to be paid directly into the Candidate's campaign account. Only the Candidate and his or her spouse may guarantee a loan.

Candidate Campaign Expenses

What Constitutes an Expense (Section 88.19)

Costs incurred for goods or services by or under the direction of a person wholly or partly for use in his or her election campaign expenses.

Without restricting the generality of 88.19 (1), the following amounts are expenses:

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

- For a Candidate, expenses relating to a recount or a proceeding under section 83 (Controverted Elections).
- Expenses relating to a compliance audit.
- Expenses that are incurred by a candidate with a disability, are directly related to the disability, and would not have been incurred but for the election to which the expenses relate.
- The cost of election campaign advertisements (within the meaning of section 88.3).

For greater certainty, the cost of holding fundraising functions does not include costs related to (88.19 (40):

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

In the following circumstances, a candidate's expenses for the 2026 regular election that are described in 88.19 (3) paragraphs 7 and 8 may include his or her expenses as a candidate in the 2022 regular election for an office on the same council or local board (88.19 (5)):

1. The circumstances described in paragraph 4 of subsection 88.24 (1) (deficit).
2. The circumstances described in paragraph 5 of subsection 88.24 (1) (expenses relating to a recount, etc.).

Candidates Expenses (88.20)

An expense shall not be incurred by or under the direction of a person unless he or she is a candidate.

Only During a Campaign Period

An expense shall not be incurred by or under the direction of a candidate outside their election campaign period.

Exception, Auditor's Report

Despite 88.20 (2) (Only During Campaign Period), a candidate whose election campaign period ends as described in paragraph 2, 3 or 4 of subsection 88.24 (1) (Election Campaign Period for Candidates) may incur expenses related to the preparation of an auditor's report under section 88.25 (Candidates' Financial Statements, etc.) after the campaign period has ended.

For greater certainty, expenses, including audit and accounting fees, related to the preparation of an auditor's report after the campaign period has ended constitute campaign expenses.

Who May Incur Expense

An expense may only be incurred by a candidate or an individual acting under the candidate's direction

Maximum Amount

During the period that begins on the day a Candidate is nominated and ends on Voting Day, the Candidates expenses shall not exceed an amount calculated in accordance with the prescribed formula.

A Candidate shall be provided with a maximum campaign expenses estimate upon filing their Nomination Papers (see Nominations section of this document).

Maximum Amount for Parties, etc., After Voting Day

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

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

Duties of Candidates (Section 88.22)

- (1) A candidate shall ensure that,
 - (a) No contributions of money are accepted or expenses are incurred unless one or more campaign accounts are first opened at a financial institution exclusively for the purposes of the election campaign.
 - (b) All contributions of money are deposited into the campaign accounts.
 - (c) All funds in the campaign accounts are used exclusively for the purposes of the election campaign.
 - (d) All payments for expenses are made from the campaign accounts.
 - (e) Contributions of goods or services are valued.
 - (f) Receipts are issued for every contribution and obtained for every expense.
 - (g) Records are kept of,
 - (i) The receipts issued for every contribution.
 - (ii) The value of every contribution.
 - (iii) Whether a contribution is in the form of money, goods or services, and
 - (iv) The contributor's name and address.

- (h) Records are kept of every expense including the receipts obtained for each expense.
- (i) Records are kept of any claim for payment of an expense that the candidate disputes or refuses to pay.
- (j) Records are kept of the gross income from a fund-raising function and the gross amount of money received at a fund-raising function by donations of \$25 or less or by the sale of goods or services for \$25 or less.
- (k) Records are kept of any loan and its terms under section 88.17.
- (l) The records described in clauses (g), (h), (i), (j) and (k) are retained by the candidate for the term of office of the members of the council or local board and until their successors are elected and the newly elected council or local board is organized.
- (m) Financial filings are made in accordance with sections 88.25 and 88.32.
- (n) Proper direction is given to the persons who are authorized to incur expenses and accept or solicit contributions under the direction of the candidate.
- (o) A contribution of money made or received in contravention of this Act or a by-law passed under this Act is returned to the contributor as soon as possible after the candidate becomes aware of the contravention.
- (p) A contribution not returned to the contributor under clause (o) is paid to the clerk with whom the candidate's nomination was filed.
- (q) An anonymous contribution is paid to the clerk with whom the candidate's nomination was filed; and
- (r) Each contributor is informed that a contributor shall not make contributions exceeding:
 - (i) Subject to subsection (2), a total of \$1,200 to any one candidate in an election, and
 - (ii) A total of \$5,000 to two or more candidates for offices on the same council or local board.

Third Party Advertising

Third Party Advertiser

A Third Party Advertiser means an individual who is normally resident in Ontario, a corporation that carries on business in Ontario or a trade union that holds bargaining

rights for employees in Ontario, and who's Notice of Registration for Third Party Advertiser has been certified by the Clerk.

Eligibility for Registration (Section 88.6)

Registration shall be restricted to the following persons and entities:

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

The following persons and entities are deemed ineligible to register:

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

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

Filing the Notice of Registration (Section 88.6)

A Notice of registration shall be filed with the Clerk from the first business day in May, 2026 (first day for filing Nominations) to Friday October 24, 2026 (the Friday before voting day) during regular office hours in the following manner:

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

The Clerk shall administer the Declaration of Qualifications oaths to the individual or to the representative of the corporation or trade union. The date and time of filing are to be filled in by the Clerk and initialed by the individual or by a representative of the corporation or trade union. The Clerk will then sign the Notice for Registration and Declaration of Qualifications.

Withdrawal of Registration (Section 88.6 (15) (16))

A registered third party may withdraw their registration by filing a written withdrawal in the Clerk's Office during the time for filing a notice of registration (Form EL19).

If a registered third party files a nomination under section 33, the party's registration is deemed to have been withdrawn at the time the nomination is filed.

Estimated Maximum Third Party Expenses (Section 88.21)

The Clerk shall calculate the estimated maximum Third Party expenses for Registered Third Parties, the Clerk's calculation is final.

Notice of Penalties (Section 88.29)

The Clerk shall, at least 30 days before the filing date, provide a notice of the penalties to every Registered Third Party that registered in the municipality.

Final Calculation of Third Party Expenses (Section 88.21)

The Clerk, shall after determining from the number of eligible electors from the Voters' List, calculate the maximum amount of third party expenses that each registered third party may incur and shall be provided to each registered Third Party Advertiser on or before September 30, 2026; and in the case of a by-election, within 10 days after the Clerk makes the corrections under subparagraph 4 iii of subsection 65 (4) or subparagraph 3 ii of subsection 65 (5).

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

- The number determined from the Voters' List from the previous regular election, as it existed on Nomination Day for the 2022 election, adjusted for changes under Section 24 and 25 that were approved as of that day.
- The number determined from the Voters' List for the current election as it exists on September 20 in the year of the current election, adjusted for changes under Section 24 and 25 that were approved as of that day. (Section 88.21 (11)).

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

Certification of Notice of Registration (Section 88.6)

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

Advertisements (Section 88.4, 88.5)

Restricted Period and Expenses

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

Mandatory Information in Advertisements (88.5(1))

All Third Party Advertisements shall contain the following information:

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

Mandatory Information for Broadcaster, etc. (88.5 (2))

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

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

List of Registered Third Parties (88.12 (9) (10))

A list of Registered Third Parties shall be posted as a minimum, on the website and may also include the phone number and email address provided by the Registered Third Party in the notice of registration filed, and if applicable, a hyperlink to the website of the Registered Third Party.

Contributions to and Expenses of Registered Third Parties

Contributions to Registered Third Parties (Section 88.12)

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

A contribution to a registered third party, or to an individual acting under their direction shall only be made during the restriction period.

Contributions shall only be made in accordance with Section 88.13 of the *Municipal Elections Act*, 1996.

Acceptance of Contributions

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

A contribution may be accepted only from a person or entity that is entitled to make a contribution.

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

Maximum Contributions to Registered Third Parties (Section 88.13)

A contributor shall not make contributions in relation to third party advertisements exceeding the totals as outlined in Section 88.13.

What Constitutes a Contribution (Section 88.15)

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

More information about what constitutes a contribution and what does not constitute a contribution can be found in section 88.15 (3) and 88.15 (4) respectively. The value of Goods and Services is provided for in Section 88.15 (5).

Restriction Use of Own Money (Section 88.16)

A contributor shall not make a contribution of money that does not belong to the contributor.

However, this does not apply to the personal representative of a deceased person whose will directs that a contribution be made to a named candidate or a registered third party, as the case may be, out of the funds of the estate.

Campaign Account Loans (Section 88.17)

A Registered Third Party and, in the case of an individual, their spouse, may obtain a loan in relation to Third Party Advertisements only from a bank or other recognized lending institution in Ontario, to be paid directly into the campaign account. Only the registered third party and, in the case of an individual, their spouse may guarantee a loan.

Expenses

What Constitutes an Expense (Section 88.19)

Costs incurred by or under the direction of an individual, corporation or trade union for goods or services for use wholly or partly in relation to third party advertisements that appear during an election in a municipality are expenses.

Section 88.19 (2) outlines expenses.

Further information regarding expenses for Third Party Advertisers

Further information with respect to expenses for Third Party Advertisers can be found within the *Municipal Elections Act*, 1996 in sections 88.21, 88.28, 88.29.

Scrutineers

Appointment – by Candidate – Qualification

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

The appointment shall be made in writing with the Clerk. The forms to appoint scrutineers must be signed by the candidate in person by appointment at the Administration Offices. The Candidate shall be asked for proof of identity. The Candidate shall provide the signed form to their scrutineer.

Number per Candidate – in Voting Location

Only one certified candidate or their appointed scrutineer may be in attendance at a voting place or receipt of voting results.

The scrutineer/candidate must take an Oral Oath of Secrecy through the Clerk.

Appointment by Local Board or Minister – Question

Scrutineers appointed by a local board of the Minister in relation to a question may also remain in the voting place.

Appointment – by Elector – Recount (Section 61(1))

In the case of a recount ordered under Section 58, the elector may appoint one scrutineer for the receipt of voting results.

Appointment – Proof of

A person appointed as a scrutineer, before being admitted to a voting place or receipt of votes shall show proof of their applicable appointment to the Election Official for the

voting place or receipt of votes and shall provide proof of identity and residence as prescribed in O. Reg. 304/13.

Personnel

Clerk (Section 12)

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

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

DRO's and Other Election Officials (Section 15)

When it is necessary to conduct an election, the Clerk shall appoint a Deputy Returning Officer(s) and may appoint any other election officials for the election and for any recount that the Clerk considers are required.

The Clerk may delegate to a Deputy Returning Officer or other election official any of the Clerk's powers and duties in relation to the election as they consider necessary. The Clerk retains their delegated powers despite the delegation. The delegation shall be in writing.

The Returning Officer(s) is required to complete and sign the Oath of Returning Officer prior to nomination day.

The Deputy Returning Officer is required to complete and sign the Appointment and Oath – Deputy Returning Officer Form EL10.

All other election staff are required to complete and sign the Appointment and Oath - Election Officials Form EL11.

Proxy Voting

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

Voting Procedure

Who is Entitled to Vote (Section 51)

General

To vote you must

- Be a Canadian citizen
- Be at least 18 years old
- Be a Resident, Owner or Tenant of a Property in Ontario or Spouse of a Non-Resident Elector (see definitions below)
- Not be prohibited from voting under any law

Resident Elector

A resident elector is where a person lives and is eligible to vote in that municipality's election. A person is only allowed to have one residence.

Non-Resident Elector

If a person lives in one municipality, but owns or rents property in another municipality, then they are a non-resident elector and able to vote in that municipality's election.

Spouse of Non-Resident Elector

If a person lives in one municipality, and qualifies as a spouse of a non-resident elector, then they are able to vote in that municipality's election.

Students

Students can vote in the municipality where they attend school and can also vote in the municipality where they live.

Voting in Places in Institutions, Retirement Homes (Section 45(7))

On Voting Day, a Voting Place shall be provided on the premises of the following:

1. An institution for the reception, treatment or vocational training of members or former members of the Canadian Forces.
2. An institution in which, on September 1, 20 or more beds are occupied by persons who are disabled, chronically ill or infirm.
3. A retirement home in which, on September 1, 50 or more beds are occupied.

Procedures – Early Opening and Closing Voting Locations Under Section 46(2) and 46(3)

The following procedures shall be followed for the voting places under Section 46(2) and 46 (3) of the Act:

Where the Township of Leeds and the Thousand Islands attends institutional or roaming poll locations (i.e. nursing homes, hospital, long term care) the vote tabulation process will be calculated at a centralized location by the Clerk or designate.

Teams of election staff will attend fixed locations of advanced voting days and Voting Day to allow residents of the location to vote if they choose for reduced time periods. These time periods are coordinated with each location and are adjusted to reflect the electoral size of the location.

Ballots completed at these locations will be securely delivered with a ballot box to the Administration Offices for tabulation on Voting Day. The following tabulations of results process will be followed:

- One set of voting results will be produced for each Ward in which Institutions/Retirement Homes are located. This may be a cumulative of 2 or more locations and may produce results from more than one Ward.
- At the opening of the first location for each ward, the same procedures shall be followed as for the opening of voting place as set out in “Procedures at the Voting Place”.
- The Clerk, or their designate, after securely transporting the completed ballots shall complete the vote tabulation process for the completed ballots. Ensuring all ballots are processed through the voting machine. The auxiliary compartment will be inspected prior to finalizing the vote.
- Any ballots removed from the auxiliary compartment of the ballot box shall be processed through the voting machine. Where there are marks on the ballot in the designated voting space(s) but the vote tabulator cannot process the ballot, the Clerk or designate shall:
 - Mark the ballot “cancelled/replaced”.
 - Prepare a replacement ballot in full view of any candidates or scrutineers present by marking a new ballot with the same marks as made on the original ballot, and replacement ballot shall be clearly labeled “replacement” and given a number which shall also be recorded on the cancelled/replaced ballot.
 - Substitute the replacement ballot for the cancelled/replaced ballot and feed the replacement ballot into the tabulator.
 - Place the cancelled/replaced ballot in the appropriate envelope.
- Look at the display on the poll level vote tabulator and write down the number of ballots processed through the unit.
- Unplug the poll level tabulator, re-seal the ballot box and the ballot feed slot in the poll level vote tabulator. Candidates or scrutineers may, if present place their seal on the equipment and ballot box.
- This process is to be repeated until all Institution/Retirement Home ballots have been processed.

Institution/Retirement Home Voting Results

The total of the votes from the Ward Institution / Retirement Home location shall not be made available until after 8:00 p.m. on Voting Day.

Additions and Corrections to the Voters' List (Prior to August 12, 2026)

Until August 12, 2026, electors can visit www.RegisterToVoteON.ca to confirm, update or add their information to the Register in time for the provisioning of PLEs for the 2026 General Elections.

Amendments to the Voters' List (after August 12, 2026)

During the period between August 13, 2026 and October 26, 2026, a person may make application to the Clerk requesting:

- That the person's name be added or removed from the Voters' List.
- That information on the Voters' List relating to the person be amended.

Electors will need to register with the Clerk, or their designate at the municipal administration offices.

Form and Manner of the Application

The application shall be in writing and shall be filed:

- In person, by the applicant or their agent.

Application Approved

If satisfied that the applicant is entitled to have the requested change made, the Clerk or designate shall:

- Endorse the application to indicate approval, and
- Return the endorsed application to the applicant or notify the applicant that the application has been approved and the Voters' List will be changed to reflect the approved application.

Application Refused

If not satisfied that the applicant is entitled to have the requested change made, the Clerk or designate shall:

- Note the reason for refusal on the application, and
- Return the annotated application to the applicant.

Removal of Deceased Person's Name from Voters' List

The Clerk may, on their 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.

Clerk's Decision Final

The Clerk's decision under section 24 and 25 is final.

List of Changes (Section 27)

Interim List

During the period beginning on September 20 and ending on September 30 in the year of a regular election, the clerk shall,

- (a) Prepare an interim list of changes to the voters' list that,
 - (i) Must include changes approved under sections 24 and 25 on or before September 20, and
 - (ii) May include changes based on updated information from the permanent register of electors that the clerk obtains on or before September 20; and
- (b) Give a copy of the interim list to each person who received a copy of the voters' list under section 23.

Final list

Within 30 days after voting day, the clerk shall,

- (a) Prepare a final list of the changes to the voters' list approved under sections 24 and 25; and
- (b) Give a copy of the final list of changes to the Chief Electoral Officer.

Voters' List (Section 28)

The clerk shall prepare and certify the voters' list for use in each voting place established under section 45.

In preparing the voters' list, the clerk,

- (a) Shall determine which electors appear on the voters' list for each voting place.
- (b) Shall remove the names that are shown in the interim list of changes as names to be removed; and
- (c) may make any other changes approved under section 24.

Internet and Telephone Voting Authority (Section 42)

A by-law authorizing internet and telephone voting must be passed on or before May 1 in the year prior to the election.

On December 8, 2025, By-law 2025-057 was passed authorizing internet and telephone voting.

Service Provider – Internet and Telephone

The service provider for internet and telephone voting, determined by the Clerk, is Intelivote Systems Inc. (ISI) Subject to the provisions of the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA), the Township shall not disclose ISI's confidential information to any person unless disclosure is made in response to, or because of an obligation to any federal, provincial or local government agency or court with appropriate jurisdiction, or to any person properly seeking discovery before any such agency or court.

Vote Tabulator / Vote Counting Equipment Authority (Section 42)

A by-law authorizing Vote Counting Equipment may be passed on or before May 1 in the year prior to the election.

On December 8, 2025, By-law 2025-057 was passed authorizing the use of vote counting equipment (Vote Tabulators).

Service Provider – Vote Tabulators

Vote Tabulators for the 2026 Election will be provided by Election Systems & Software Canada (ESS). Subject to the provisions of MFIPPA, the Township shall not disclose ESS's confidential information to any person unless disclosure is made in response to, or because of an obligation to any federal, provincial or local government agency or court with appropriate jurisdiction, or to any person properly seeking discovery before any such agency or court.

Vote Tabulators

The Clerk shall provide a vote tabulator at all Voting Locations, as available save and except at Institutions and Retirement Homes, the process for these locations will be as prescribed above.

Where the Clerk has not provided a vote tabulator at a voting place, the Clerk shall designate a place to which the ballots shall be taken after the close of the voting to be tabulated by a vote tabulator.

Programming of Vote Tabulator

The vote tabulators shall be programmed so that a printed record of the number of votes cast for each candidate or answers to any ballots or question can be produced.

Ballots which the tabulators cannot read (i.e ballots damaged or defective or that have been marked in a way that the ballot cannot be processed by a vote tabulator) and ballots which are marked with overvoted race(s) will be returned to the Elections Official for inspection.

Testing of Vote Tabulators

Prior to voting day, the Clerk or designate shall test the vote tabulators to ensure that they will accurately count the votes cast for all candidates, by-laws and questions.

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

The test shall be conducted by:

- Loading the memory cards into the vote tabulators.
- Tabulating a pre-audited group of ballots including ballots that fall into each of the categories of ballots described in clause “Programing Vote Tabulators” and ballots on which are recorded a predetermined number of valid votes for each candidate and on each by-law and question; and
- Comparing the output of the tabulation against the pre-audited results. ‘

The Clerk or designate shall, at the successful completion of the test, seal the memory card to the vote tabulator.

If the Clerk or designate detects any error in the test, the cause of the error shall be ascertained and corrected and the test repeated until an errorless count is made.

The Clerk shall retain and may have access to the pre-audited group of ballots referred to in the above clause and other materials used in the programming of the vote tabulators.

The Clerk shall not alter or make changes to the materials referred to in the above sections.

Ballots

There shall appear on the ballot to the right of each candidate's name a space suitable for the marking of the ballot in the shape of an oval

Subsection (1) applies with necessary modifications to ballots for by-laws and questions.

Procedure at the Voting Place

If a vote tabulator is to be used in a voting place, the Returning Officer, or their designate shall, in the presence of all scrutineers (if any), cause the vote tabulator to

print a copy of all totals in its memory card one hour or less before the opening of the voting.

If the totals are zero for all candidates, by-laws and questions, the Returning Officer or their delegate shall ensure that the zero print out remains affixed to the vote tabulator until the results are printed by the vote tabulator after the close of the vote.

If the totals are not zero for all candidates, by-laws and questions, the Deputy Returning Officer or their delegate shall, immediately notify the Clerk and shall conduct the vote using the back-up component of the ballot box until the vote tabulator is made operational or the Clerk provides a backup tabulator at the voting location.

The Clerk may assign a Poll Clerk, in addition to the Deputy Returning Officer to initial a ballot before the ballot is delivered to a voter.

Prior to delivering the ballot to the voter, the Election Official shall disable the PIN assigned to the voter, so they are no longer able to vote electronically (telephone / internet).

The Deputy Returning Officer or a Poll Clerk shall provide a secrecy folder to each person to whom an initialled ballot is provided at the same time as the ballot is provided.

Upon receiving the ballot and secrecy folder, the voter shall:

- Proceed to the voting compartment, and
- Using the ballot-marking pen provided, vote by filling in the oval to the right of the candidate(s) of their choice or for the answer to any by-law or question.

After marking the ballot in the vote compartment, the voter shall:

- Insert the ballot into the secrecy folder.
- Leave the compartment without delay, and
- Deliver the secrecy folder containing the ballot to the Returning Officer, Deputy Returning Officer or Election Official.

The Returning Officer, Deputy Returning Officer, or Election Official shall, in the presence of the voter and without removing the ballot from the secrecy folder, verify the initials of the Returning officer, Deputy Returning Officer or Election Official, and

- If a vote tabulator is available in the voting place, insert the secrecy folder containing the ballot, with the initials of the Returning Officer, Deputy Returning Officer or Election Official face down, into the feed area of the vote tabulator until the vote tabulator draws the ballot from the secrecy folder in full view of the voter; or,
- If a vote tabulator is not available in the voting place, insert the ballot, with the initials of the Returning Officer, Deputy Returning Officer or Elections Official, face down, directly into the back-up ballot box from the secrecy folder in full view of the voter.

If a ballot described in the above section (i.e. unvoted, damaged, over voted, invalid or defective ballot) is returned by the vote tabulator and the voter who delivered the ballot is present, the Returning Officer, Deputy Returning Officer or Election Official shall:

- In the case of an unvoted ballot, advise the elector that they have the option to return to the voting area to complete the ballot.
- In the case of a damaged, invalid or defective ballot, direct the elector back to the Returning Officer, Deputy Returning Officer or Election Official and the Returning Officer, Deputy Returning Officer or Election Official shall mark the ballot “Cancelled”, place the ballot in the “cancelled ballot” envelope and provide another ballot to the voter.
- In the case of an over voted race, advise the elector that they have the option of obtaining another ballot and returning to the voting area to complete the new ballot (the old ballot shall have the word “cancelled” written on it by the Returning Officer, Deputy Returning Officer or Election Official and shall be returned to the Returning Officer, Deputy Returning Officer or Election Official who is issuing the ballot.)
- If a ballot described in the above sections is returned by the vote tabulator and the voter who delivered the ballot is present and declines to accept another ballot, the Returning Officer, Deputy Returning Officer or Election Official shall override the ballot so that the tabulator accepts the ballot. If the ballot cannot be overridden, the Returning Officer, Deputy Returning Officer or Election Official will mark the ballot “declined” and return it to the Returning Officer, Deputy Returning Officer or Election Official who issued it.
- If a ballot described above is returned by the vote tabulator and the voter who delivered the ballot is not present the Returning Officer, Deputy Returning Officer or Election Official shall mark the ballot “defective” and insert the ballot into the back-up compartment of the ballot box. After the close of the voting, and in conjunction with the Returning Officer, Deputy Returning Officer or Election Official
 - Where there are no marks in the specified voting spaces, the Returning Officer, Deputy Returning Officer or Election Official will override the ballot for acceptance by the tabulator. Should the tabulator still fail to accept the blank ballot in override mode, the Returning Officer, Deputy Returning Officer or Election Official shall mark the blank ballot “declined” and return it to the Returning Officer, Deputy Returning Officer or Election Official who assigned it for accounting purposes.
 - Where there are marks in the specified voting spaces,
 - The Returning Officer, Deputy Returning Officer or Election Official will prepare a replacement ballot for the defective ballot by duplicating the marks shown on the defective ballot to the replacement ballot. The replacement ballot shall be clearly labeled

“replacement” and given a number which shall also be recorded on the defective ballot.

- Substitute the replacement ballot for the defective ballot and tabulate it, and
- For accounting purposes the Returning Officer, Deputy Returning Officer or Election Official who provided the replacement ballot will place the defective ballot into the appropriate envelope.

Procedures in the Event of Equipment Failure During Voting

In the event that a vote tabulator malfunctions during the voting process, the Clerk will, if possible, substitute the faulty equipment with another “Spare” vote tabulator. The following steps are to be performed in order to smoothly and quickly replace the faulty equipment and resume regular voting activities:

- Until the substitute equipment is in place, the Returning Officer, Deputy Returning Officer or Election Official shall manually insert the ballots into the back-up ballot box as described in the above section. At no time should an elector be prevented from casting their ballot.
- The Returning Officer, Deputy Returning Officer or Election Official shall pack up the faulty equipment and set up the substitute vote tabulator. In an effort to expedite the replacement, the election official who delivered the replacement tabulator may assist in packing up the faulty equipment.
- The Returning Officer, Deputy Returning Officer or Election Official shall turn on the replacement vote tabulator and print, verify and sign the zero totals, as was done prior to the opening of the poll.
- Once it is verified that the replacement vote tabulator is operational, the ballot box containing any ballots which were processed through the faulty equipment should be sealed and set aside in a secure location until the close of the poll. Ballots which were manually inserted into the back-up ballot box marked “Back-up ballot box” during the “equipment malfunction/swap” are to be sealed and set aside in a secure location until the close of the poll.
- A new, empty ballot box is used to accept ballots that are fed through the replacement equipment for the remainder of the day.
- If substituted equipment is not available, ballots should be manually inserted into the ballot box throughout the day.
- The Clerk shall designate Elections staff to manually count the ballots following the closing of the Polling Stations.

Procedure for Closing the Voting Place on Voting Day - Tabulators

If a vote tabulator has been used to tabulate votes cast in a voting place, the Returning Officer, Deputy Returning Officer or Elections Official shall, after the close of voting, check the back-up compartment of the ballot box for ballots to ensure all votes are tabulated. Once all votes are tabulated including those mentioned in the procedures

regarding a tabulator failure, the Returning Officer, Deputy Returning Officer or Elections Official shall:

- Secure the vote tabulator against receiving any more ballots by inserting the voter ender card.
- Obtain a printed record of the votes given for each candidate and, if applicable, the votes given for an against a by-law or question.
- Sign the certificate portion of the printed record along with the Returning Officer and any scrutineers who are present and wish to sign it.
- Remove the printed record from the tabulator and place it in the statement envelope.
- If the Clerk is not present at the voting location, the Deputy Returning Officer or Elections Official shall telephone the results to the Clerk/Returning Officer.
- Only after results are called in, can the printouts be provided for any scrutineers upon request.
- Under the supervision of the Returning Officer or Deputy Returning Officer, collect all completed Returning Officer or Deputy Returning Officer Statements of Ballot Account for return to the Clerk or Designate which includes:
 - Ballots received from the Clerk.
 - Ballots issued.
 - Cancelled ballots.
 - Declined Ballots.
 - Defective Ballots.
 - Unused Ballots.
- Provide the Clerk with the number of ballots counted by the vote tabulator.
- The Election Official will place the original copy of the Statements in the statement envelopes as well as the Vote Summary Totals Tape from the Tabulator.
- The Election Official will ensure all envelopes with cancelled and declined ballots, defective ballots and unused ballots are kept separate.
- All envelopes shall be sealed.
- Excluding the statement envelope, place all other sealed envelopes in the ballot box and seal the ballot box, and
- The Election Official shall personally deliver the ballot box, vote tabulator and statement envelope and the remaining supplies to the Office of the Clerk or to such other place as the Clerk has directed, in writing.

Procedures in the Event of Equipment Failure at the Close of Poll

If a vote tabulator has been used to tabulate votes cast in a voting place but the tabulation of the votes cannot be completed because the vote tabulator is not operating or cannot be made to operate within a reasonable time following the close of the voting, the Clerk or their designate shall after the close of voting and after determining the tabulation cannot be completed:

- Seal the ballot box in such a manner than it cannot be opened or any ballots be deposited in it without breaking a seal.
- Secure the vote tabulator against receiving any more ballots.
- Place all supplies and all cancelled, declined, defective and unused ballots in the transfer carrier/box provided and seal it.
- Personally deliver the ballot box, transfer carrier/box and vote tabulator to a place designated by the Clerk where a back-up vote tabulator is located (if available).
- Transfer the ballots from the ballot box and back-up ballot box into the back-up vote tabulator (if available).
- Follow the procedures to count these ballots that have been transferred like normal.

If, at the close of voting, the Clerk is of the opinion that it is impactable to count the votes with the vote tabulator(s), they may direct that all the paper ballots cast in the election be counted manually following as far as practicable the provisions of the Act governing the counting of votes.

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

Advance Voting and Early Closing of Voting Places

The total of the votes at an advance voting location or at a voting location that closes early under subsection 46 (3) of the Act shall not be printed and the procedures under “Procedure for Closing the Voting Place on Voting Day” shall not be followed until after 8:00 p.m. on Voting Day.

The advance voting locations will be considered as one continuous voting location for final tabulation purposes. The Clerk will provide adequate security and safekeeping of the tabulator between advance poll dates.

In the event that the vote tabulator used for the advance polls is required as a backup machine on Voting Day because another vote tabulator is not functioning or available, the tape and memory card for the advance poll will be removed from the vote tabulator by the Clerk and the Clerk will provide adequate security and safekeeping of the tape and memory card until the close of poll on voting day, at which time the tape and memory card containing the advance vote tabulations will be placed back in the vote tabulator and the required procedures under “Procedures for Closing the Voting Place on Voting Day” will be followed.

Subject to the order of a Judge under Section 58 of the Act, if a recount of votes is held, the votes shall be recounted in the same manner as the votes were counted on Voting Day.

The result of a recount using a vote tabulator is final and no further recount shall take place, unless,

- The recount changes the results of the election, as declared by the Clerk under subsection 55 of the Act, or
- A judge makes an Order under Section 58 of the Act requiring a recount to be held.

If an order under Section 58 of the Act applies, the Clerk shall conduct a manual recount following as far as practicable the provisions of the Act governing the counting of votes and, subject to Judge's order, shall recount only for the voting places where the count at the recount differed from the count on voting day.

The manual recount shall be a recount of all the original ballots received from the voters in those voting places.

Procedures – Online Voting System Malfunction During Voting

In the event that the online system malfunctions during the voting process the vendor shall notify the Clerk immediately. The Clerk and Designated Election Officials shall make every endeavour to notify electors of the outage and the anticipated return of the system. The system will be re-tested once restored.

A report can be generated with ballot printouts for all the votes cast on the system if necessary; only by the Clerk.

If an emergency should be declared, emergency procedures shall be followed.

If the Clerk deems it necessary, voting may be extended under emergency circumstances if the voting outage is prolonged or happens on Voting Day.

Secrecy

The Clerk shall require all Election Officials and/or other people 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.

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.

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.

No person shall communicate any information that might have been inadvertently obtained about how an elector intends to vote or has voted.

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.

All electors voting at the Voting Places 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.

Preparation of Voter Information Letters

The Voters' List, being the compilation of the Preliminary Electors and Interim List of Changes, shall be provided to Intelivote Systems Inc.

Voter Information Letters shall have final approval on September 3rd, 2026 and shall be printed and delivered to Canada Post by no later than September 22nd for distribution to electors between September 22nd and October 6th, 2026.

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

- a) The elector's Voter ID, PIN and telephone number to call to cast their vote and the designated internet address (URL) to access to cast their vote using the internet.
- b) Instructions on how to vote.
- c) Dates and hours of voting.
- d) The location and telephone number of the Revision and Help Centres.
- e) Voter eligibility criteria.
- f) Office and candidate information, and
- g) Information on illegal and corrupt practices.

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

Voting Places

Two advanced voting locations will be provided:

- October 22 from 10:00 am to 5:00 pm, this advanced location will be located at the Lansdowne Community Building, 1 Jessie Street, Lansdowne.
- October 24, from 10:00 am to 5:00 pm, this advanced location will be located at the Seeley's Bay Fire Station #2, 3306 County Road 32, Seeley's Bay.

Two voting locations will be available on Voting Day, October 26, 2026 from 10:00 am to 8:00 pm:

- Seeley's Bay Fire Station #2, 3306 County Road 32, Seeley's Bay.
- Lansdowne Community Building, 1 Jessie Street, Lansdowne.

Revisions and Help – Voting Places and Administration Office

The Administration Offices and Voting Locations have been identified as Revision Centre and/or Help Centre to make additions, deletions and corrections to the Voters' List and to provide assistance and clarification on the election process.

The Voters' List shall be available to Election Officials at the Revision Centres and Help Centres in electronic format to accommodate the voting process.

The Revision Centres and Help Centres shall be established as follows:
Revision Centres:

- 1233 Prince Street, Lansdowne Monday to Friday 9:00 am to 4:30 pm.
- 1 Jessie Street, Lansdowne on October 22 from 10:00 am to 5:00 pm and October 26, 2026 from 10:00 am to 8:00 pm.
- 3323 County Road 32, Seeley's Bay on October 24 from 10:00 am to 5:00 pm and October 26, 2026 from 10:00 am to 8:00 pm.

The Revision Centre shall be responsible for the following:

- Eligible voters who attend at the Revision Centre and are not on the Voters' List will be added to the list by filling out an Application to Amend Voters' List Form EL15 and providing proof of identity and residence as prescribed in O. Reg. 304/13. Their names will be added to the Voters' List and they will be assigned and delivered a Voter Information Letter containing a PIN; however, for additions to the List made after September 15, 2022, the Voter Information Letter containing a PIN will be provided to the individual.
- Eligible voters who contact the Revision Centre will be able to request a replacement Voter Information Letter and PIN under certain circumstances:
 - Where a person on the Voters' List has lost/not received his or her Voter Information Letter and the PIN has not been used, he or she can attend the Revision Centre and prove to the satisfaction of the authorized Election Official that they require a new PIN. The authorized Election Official will disable the elector's assigned PIN and electronically mark it in the system as having been lost/not received. Upon providing proof of identity and residence as prescribed in O. Reg. 304/13 to an Election Official, an oath on Application for Re-Issue of a Voter Information Letter (Lost and Unused) Form shall be taken by the elector and a new Voter Information Letter containing a new PIN shall be issued.

- Where a person on the Voters' List has attempted to vote and their PIN has already been used, he or she shall attend the Revision Centre and prove to the satisfaction of the authorized Election Official that they did not vote the PIN and require a new PIN.
- Prior to issuing a new PIN, the Election Official shall advise the elector that once the new PIN has been assigned, the elector must vote immediately at the Help Centre. Upon providing proof of identity and residence as prescribed in O. Reg. 304/13 to an Election Official, an Application for Re-Issue of a Voter Information Letter (Used by an Impersonator) shall be taken by the elector and a new Voter Information Letter containing a new PIN shall be issued. The elector will be directed immediately to a Kiosk with internet access to ensure the legitimate use of the new PIN.
- Answering election questions and referring detailed questions to the Returning Officer or authorized Election Official.

Voting

Electronic advanced voting will commence on October 16, 2026 at 9:00 am through October 26, 2026 until 8:00 pm.

During the Voting Period, the Administration Offices will be open Monday to Friday during officer hours, 9:00 am to 4:30 pm.

At 8:00 pm on Voting Day, the doors of the Voting Places shall be locked and those in the Voting Places will be permitted to cast their ballot.

Duplicate Voter Information Letters

Duplication of names on the Preliminary List of Electors shall be investigated by the Clerk and/or Election Official(s) and all obvious duplicate names of individuals shall be deleted prior to the final preparation of the Voters' List as certified by the Clerk.

However, should an eligible voter receive more than one Voter Information Letter, the eligible voter shall only vote once and must return the other Voter Information Letter(s) to the Municipal Clerk and complete an Application to Amend Voters' List Form EL15 to remove the duplicate name(s). All electors who vote more than one or who improperly use the Voter Information Letter shall be reported to the Police for further investigation as to possible corrupt practices under the *Municipal Elections Act, 1996*.

Voter Information Letters returned to the Clerk shall have the PIN immediately disabled in the system so that the PIN cannot be used in the voting process. The opened Voter Information Letters will then be retained in a secure fashion and destroyed in the same manner as all other municipal election material as provided for under Section 88 of the *Municipal Elections Act, 1996*.

The Clerk and the Elections Officials shall ensure a completed audit trail is maintained of all Voter Information Letters:

- That were sent to eligible voters.
- That were returned from the Post Office;
 - That were returned by an elector or other individual(s) either opened, or
 - Unopened and unused for voting purposes.
- That were set to a status that prevented them from being used to vote.
- That were re-issued to an eligible elector, and
- That were assigned by Election Officials to eligible electors that have completed an Application to Amend Voters' List EL15.

PIN Procedures

Problems Accessing the System

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

- Shall advise the voter that the PIN is valid and has not been used. The Election Official may suggest the voter try the PIN again using an alternate method (telephone vs. internet) or attend the Administration Offices or Voting Location to obtain assistance in voting.
- And they have determined that it has already been used, the voter can present themselves at a Voting Location or Administration Offices with proof of identity and residence as prescribed in O. Reg 304/13 and have an Election Official confirm that the elector's PIN has been used. If this is the case, follow the procedure outlined in the section titled, Revision and Help – Voting Locations and Administration Office.

Incorrect Information on Voter Information Letter

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

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

The elector will be required to provide appropriate confirmation of eligibility and to complete an Application to Amend Voters' List Form EL15.

New PINs

New PINs shall not be given out over the telephone or by mail. The voter must attend the Help Centre with proof of identity and residence as prescribed in O. Reg 304/13 and complete the appropriate form, unless otherwise directed by the Returning Officer.

Retirement Home or Institution (Section 45(7))

Election Officials and kiosks / voting stations will be provided to institutions and retirement homes at a date and time specified by the Clerk. An Election Official will attend every institution and retirement home, as is required under the Act, once during the voting period and again on Voting Day. The City Clerk may appoint staff at institutions or retirement homes as Election Officials to assist residents with the voting process. Staff at institutions or retirement homes shall complete Appointment and Oath of Election Official Form EL11 to be appointed as Election Officials.

Count Procedures

The Clerk, at 8:00 pm on Voting Day, shall arrange for the closing of Voting Locations and deactivation of the Telephone and Internet Voting. Voting services at the designated Voting Locations and Help Centres will be closed at 8:00 pm.

Notwithstanding the above, the Clerk shall keep the designated Help Centre and Voting Locations open until the Election Official confirms that all eligible voters in the voting places at 8:00 pm have completed voting.

The Clerk shall then request that the designated Voting Locations confirm by email or telephone that all voters present have voted and the voting kiosk has been closed.

The Auditor will then conduct a test to confirm that no votes can be cast.

Notice of Results

Notice of Results

The unofficial results of each candidate by category of wards, as applicable, shall be made available by the Clerk as soon as practical after 8:00 pm on Monday, October 26, 2026, Voting Day, at Administration Offices at 1233 Prince Street, Lansdowne, Ontario K0E 1L0, and the Clerk shall post the same Unofficial Results on the municipality's website.

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

Declaration

As soon as possible after Voting Day, the Clerk shall declare the Official Results and post the results at the Administration Offices and on the Township website.

Separately, the Clerk responsible for the school board elections shall provide the respective school board results to each Clerk (only include the school board results and not municipal election results).

Information to be Made Available

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

1. The number of votes for each candidate.
2. The number of rejected ballots.
3. The number of votes for each Mayoral candidate by ward.
4. Voter turnout statistics.

Recount (Section 56 and 57)

Manner in Which a Recount is Conducted

A recount shall be conducted in the same manner as the original count, whether manually or by vote counting equipment (Section 60 (1)), unless ordered otherwise by a judge as per Section 60 (3).

For online and telephone results, this shall be done by requesting from ISI a re-tabulation of the votes cast to be conducted in the same manner as the original vote tabulation.

For tabulator results, this shall be done by printing an additional tape of results.

All other procedures will be in accordance with the *Municipal Elections Act*.

Requirement for a Recount

A recount is required within 15 days when:

- There is a tie vote where both or all candidates cannot be declared elected (automatic).
- The votes for the affirmative and negative on a by-law are equal (automatic).
- The votes for two or more answers to questions are equal (automatic).
- When the criteria under the Township of Leeds and the Thousand Islands Recount Policy has been met.

Within 30 days after the declaration of the results:

- By resolution of Council (for Council offices or questions, or by-law submitted by Council).
- By resolution of a local board (for offices on a local board or questions or by-laws submitted by a local board).
- By order of the Minister (for questions submitted by the Minister).
- By order of the Superior Court of Justice.

Time For Recount

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

Who conducts Recount (Section 56, 63)

The Clerk shall conduct all recounts for elections for which he or she is responsible except recounts conducted by the Superior Court of Justice upon appeal.

Votes to be Included in a Recount (Section 56, 57, 58)

All votes for all candidates in the contested race, or answers to a question or by-law will be counted.

Persons Entitled to be Present at Recount (Section 61)

- The Clerk and any other election official appointed to assist with the recount.
- Every certified candidate for the office involved.
- The applicant, if any, who applied for the recount.
- Legal counsel for any of the above.
- One scrutineer for the recount station established by the Clerk for every certified candidate for the office involved and the applicant who applied for the recount.
- Where the recount applies to a by-law or question, the scrutineers as appointed by Council, a local board, school board or the minister.
- Where scrutineers are appointed under Section 61 (3) or (4), an equal number must be appointed to represent supporters and opponents of the by-law and for each possible answer to the question.
- Any other person may be present with the Clerk's permission.

Notification of Recount, Date, Time and Place

The Clerk shall give notice of the recount date, time and place to the following:

- All certified candidates for the office which is subject to the recount.
- Where a resolution is involved, the County or local/school board which passed the resolution.
- The Minister when an order has been made.
- The applicant in the case of a court order.

- In the case of a recount concerning an office, by-law or question in respect of which electors of another municipality are entitled to vote, the Clerk who was responsible for the conduct of the vote in the other municipality.
- Notice of recount will be given to all certified candidates which is subject to the recount by registered mail or personal service.

Recount Results

Upon completion of the recount, the Clerk shall announce the results of the recount. The recount results shall be announced in the same manner as the election night results.

Continuing Tie Vote – After Recount (Section 62 and 63)

In the event of a tied vote, subsection 62 (3) of the Act shall apply as follows:

- “If the recount indicated 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.”
- In the event that a tied vote occurs after the statutory recount, the following procedure shall be used and applied:
 - The Clerk shall determine the texture and quality of the paper used for this process and each Candidate or Candidates’ lawyer and/or Scrutineer will have an opportunity to examine the paper to be used to inscribe the names of the Candidates.
 - 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.
 - Upon acceptance by all the Candidates, the Candidates’ lawyer and/or Scrutineer, that the process outlined in the above paragraphs have been adhered to, the Clerk shall fold the papers bearing each Candidate’s name twice in 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.
 - 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 draw only 1 or the required number for the purpose of determining the successful Candidate(s).
 - The Clerk shall read aloud the name of the Candidate or Candidates and proceed to declare this or these individual(s) elected.

- 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.

Declaration By Clerk (Section 62 (4))

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

The results of the recount shall be posted, at a minimum, at the Administration Offices and on the municipal website by noon, the day following the recount completed. The Clerk will notify everyone notified of the recount, of the results of the recount in writing.

Such declaration shall be sent to everyone previously given notice of the recount.

Costs of Recount (Section 7 (3)(4))

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

- A regular election when the recount is for:
 - An office on a local board, or
 - A question submitted by a local board or the Minister.
- A by-election for a local board; or for the Minister, or a recount in such a by-election.

Any expense incurred by a candidate will be the responsibility of the candidate (i.e.: legal counsel in attendance on behalf of the candidate).

Candidates' Financial Statement

Candidates Financial Statements (Section 88.25 (1) and (9))

All Candidates shall file with the Clerk, the Financial Statement – Auditor's Report Form 4 on or before 2:00 p.m. on March 30, 2027, reflecting the Candidate's election campaign finances as of December 31 in the year of the election. The earliest the Financial Statement – Auditor's Report PR Form 4 can be filed is the first business day in January 2027. The Clerk may establish a process for filing the Financial Statement – Auditor's Report by appointment only, if required.

Prior to March 1, 2027, the Clerk shall give notice by registered mail or trackable courier, to every candidate whose nomination was filed, notice of:

- All the filing requirements of this section.

- The Candidate's entitlement to receive a refund of the nomination filing fee if they meet the requirement of section 34 (Refund), and
- The penalties set out in subsection 88.22 (2) and 92 (1).

The notice shall be given on Notice to Candidate of Filing Requirements Form EL42.

Electronic Filing of the Financial Statements (Section 85.25 (11))

The Clerk may provide for electronic filing under this section and may establish conditions and limits with respect to electronic filing.

Completed and signed Financial Statement may be filed electronically to clerk@townshipleeds.on.ca during the prescribed filing period. The date and time of the electronic submission shall be the official date received. The original identical paper copy of the financial statements shall be delivered to the Clerk's Office within 10 days following the electronic submission. If the original identical paper copy of the financial statement is not received by the Clerk's Office following 10 days of the electronic submission, the electronic submission shall be deemed incomplete and not filed according to Section 88.25 of the *Municipal Elections Act*.

Notice of Default (Section 88.23 (1) – (3), 88.25

A Notice of Default Form EL43 shall be given to the candidate, as soon as practicable, by registered mail or trackable courier, and if the candidate was elected, to the relevant council or local board, in the event that a candidate has not submitted the Financial Statement – Auditor's Report Candidate – Form 4 on or before 2:00 pm on May 1, 2027.

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

As soon as possible after May 2nd in the year following a regular election, and 90 days after Voting Day in a by-election, the Clerk shall make available to the public on a website or in another electronic format a report setting out all candidates in an election and indicating whether each candidate complied with section 88.25.

For questions regarding campaign finances, see Section 88.22, - 88.25, 88.30 – 88.32.

For further information regarding extensions of campaign period see Section 88.23 (6) to (8).

Refund of Nomination Filing Fee (Section 34)

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

- File the Financial Statement and Auditor's Report, each in the prescribed form, on or before 2:00 pm as of March 30, 2027.

Third Party Financial Statement

Third Parties must comply with Sections 88.29 of the *Municipal Elections Act* with respect to filing their Financial Statement and Auditor's Report Form 8. Section 88.27 (1) and 92 (4) also apply.

Electronic filing may be completed in accordance with Section 88.25 (11).

The Clerk may provide for electronic filing under this section and may establish conditions and limits with respect to electronic filing.

Complete and signed Financial Statements may be filed electronically to clerk@townshipleeds.on.ca during the prescribed filing period. The date and time of the electronic submission shall be the official date received. The original identical paper copy of the financial statement shall be delivered to the Clerk's Office within 10 days following the electronic submission. If the original identical paper copy of the financial statement is not received by the Clerk's Office following 10 days of the electronic submission, the electronic submission shall be deemed incomplete and not filed according to Section 88.25 of the *Municipal Elections Act*.

Notice of Default (Section 88.27, 88.29)

Please refer to the Act for more information.

Extension of Campaign Period (Section 88.27)

Please refer to the Act for more information.

Compliance Audit Committee

Establish Compliance Audit Committee

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

A Joint Compliance Audit Committee shall be formed by the United Counties of Leeds and Grenville for use by all municipalities and separated towns.

Council will delegate the appointment of members of the committee to the Clerk by by-law.

Review of Contributions to Candidates (Section 88.34 (1) to (4))

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

Report, Contributions to Candidates for Council

As soon as possible after May 1, 2027, the Clerk shall prepare a report identifying each contributor to a candidate for office on a council who appears to have contravened any of the contribution limits under section 88.9.

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

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

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

Decision of Compliance Audit Committee Regarding Candidates (Section 88.34 (8))

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

Review of Contributions to Registered Third Parties (Section 88.36 (2) to (4))

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

Report, Contributions to Registered Third Parties

As soon as possible after May 1, 2027, the Clerk shall prepare a report identifying each contribution to a Registered Third Party who appears to have contravened any of the contribution limits under section 88.13.

The Clerk shall prepare a separate report in respect to each contributor who appears to have contravened any of the contribution limits under section 88.13.

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

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

Decision of Compliance Audit Committee Regarding Registered Third Parties (Section 88.36 (5))

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

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

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

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

Within 10 days after receiving the Compliance Audit application, the Clerk shall forward the application to the Compliance Audit Committee.

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

Election Records

Public Records

Despite anything in the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA), documents and materials filed with or prepared by the Clerk or any other election official under the *Municipal Elections Act*, 1996 are public records, and until their destruction, may be inspected by any person at the Clerk's Office by appointment during business hours.

Restrictions

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

Access to the Voters' List

The Voters' List shall not be posted in a public place and can only be used for election purposes.

Due to MFIPPA, details about another person, other than the person an Election Official is speaking with, should not be provided, including whether or not the individual is on the Voters' List.

Candidates' Election Records

Use of online, electronic and paper versions of the Voters' List, Interim List of Changes to the Voters' List, Voter Participation Status Reports and all other information containing personal voter information shall be protected by the Candidate and shall not be used for any purpose other than the 2026 Municipal Election. All Voter information

obtained by the Candidate during the 2026 Municipal election shall be destroyed by the Candidate after the election, either by returning the same to the Clerk for destruction with other election material or by deleting it completely from the Candidate's computer hardware.

Municipal Election Records (Section 88)

Destruction of Records

After 120 days from declaring the results of the election under Section 55, the Clerk shall destroy any documents and materials related to the election except those listed below under the Retention of Records section of the manual.

Retention of Records

The election documents or materials shall not be destroyed if:

- A court orders that they be retained.
- A recount has been commenced.
- Any other reason the Clerk deems necessary.

In addition, documents filed under Section 88.25 (candidates' financial statements, etc.), 99.29 (financial statements, etc. of registered third parties) and 88.32 (return of surplus for subsequent expenses) until the members of the council or local board elected at the next regular election have taken office.

Accessibility

Electors and Candidates with Disabilities (Section 12.1 (1))

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

Plan re Barriers (Section 12.1 (2))

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

Location – Accessibility (Section 45 (2))

In establishing the locations of Voting Locations and Help Centres, the Clerk shall ensure that each Voting Location or Help Centre is accessible to electors with disabilities.

Attendance on Electors with Disabilities (Section 45 (9))

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

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

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

Report

Within 90 days after Voting Day in a regular election, the Clerk shall submit a report to council about the identification, removal and prevention of barriers that affect electors and other candidates with disabilities and shall make the report available to the public.

Other Resources

Candidates' Guide – Ministry of Municipal Affairs and Housing.

Township of Leeds and the Thousand Islands – Election Accessibility Plan

Election Sign By-law 22-030

Township of Leeds and the Thousand Islands By-law 2026-011 – Use of Corporate Resources During an Election Policy

MTO Regulations for Election Sign Placement on Provincial Highways

Voters' Guide – Ministry of Municipal Affairs and Housing

Emergencies

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

On declaring an emergency, the Clerk shall make such arrangements as they consider advisable for the conduct of the election.

The arrangements made by the Clerk, if they are consistent with the principles of this Act, prevail over anything in this Act and the regulations made under it.

The emergency continues until the Clerk declares that it has ended.

If made in good faith, the Clerk's declaration of emergency and arrangements shall not be reviewed or set aside on account of unreasonableness or supposed unreasonableness.

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

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

- Reporting results.
- Notification of electors.
- Election Officials.
- Voting period (ex. Delay of Voting Day, extension of voting hours or day(s))
- Alternate Voting Locations, Alternate Revision Centre or alternate facility.

If any part of voting for an office is not completed, do not release the results until the voting for that office is complete.

In the event of an emergency, ISI will take direction from the Clerk as to what actions will be taken.

Corrupt Practices

No person shall directly or indirectly:

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

Reporting Corrupt Practices

All valid complaints or knowledge of an offence shall be reported immediately to the Police for investigation of corrupt practices.

In addition, although many provisions of the *Municipal Elections Act* also deal with voting places, ballots and ballot boxes etc. the same must be used interchangeably with the alternative forms of voting since the principles of the Act must be maintained and is therefore enforceable and subject to penalties.

As such the Clerk has agreed to the following:

- That all complaints about actions which may contravene the provisions of the *Municipal Elections Act*, either verbally or written, will be reviewed by the Clerk

and, if viewed by the Clerk to be valid and not frivolous, will be reported to the Police.

Offences (Sections 89 to 94.2)

A person is guilty of an offence if they:

- Vote without being entitled to do so.
- Vote more times than the Act allows.
- Vote in a Voting Place which they are not entitled to vote.
- Induce or procure a person to vote when that person is not entitled to do so.
- Before or during an election, publishes a false statement of a Candidate's withdrawal.
- Furnishes false or misleading information to a person whom the Act authorizes to obtain information.
- Without authority, supplies a PIN or ballot to anyone.
- At an election, takes, opens or otherwise deals with a Voter Information Letter, without having the authority to do so.
- Unauthorized use or tampering with a PIN or Voter Information Letter.
- No person(s) shall solicit a Voter Information Letter, containing a PIN from an eligible elector.
- A person who contravenes any provision of the Act or a regulation under the Act or a by-law passed by the municipality under the Act.
- Attempts to do something described above.

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

- An Election Official who knowingly prepares a false statement of the votes.
- A Clerk or other Election Official who willfully fails to perform a duty imposed by the Act.

Penalties

Elector (Section 90(2))

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

Candidates (Section 91 (1))

If a person is convicted of a corrupt practice under the Act, or of an offence under the Criminal Code (Canada) in connection with an act or omission that relates to an election to which the Act applies, then, in addition to any other penalty provided for in the Act:

- Any office to which the person was elected is forfeited and becomes vacant; and
- The person is ineligible to be nominated for or elected or appointed to, any office until the next two regular elections have taken place after the election to which the offence relates.

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

Individual (Section 94 (1))

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

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

Corporations or Trade Unions (Section 94 (2))

A corporation or trade union that is convicted of an offence is liable to a fine or not more than \$40,000 in addition to any other penalty provided for.

Mail Tampering – Criminal Offence and Prosecution

Notification of the voting process and how electors can vote will be provided in the Voter Information Letter to electors by mail.

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

As such and in order to ensure the integrity and confidence of the voting process for all electors and the candidate, the Clerk has agreed that all complaints about actions which may contravene the provisions of the Criminal Code of Canada with respect to mail tampering, either verbally or written will be reported to the Police.

Procedures Subject to Change

These procedures are subject to change by the Clerk for any reason, including clarification or interpretation and changes to the Act, regulations or forms.

The Clerk will summarize changes to these procedures, post updated procedures online and email all Candidates and Third Party Advertisers.

With respect to matters of policy and procedures for alternative voting methods and vote counting equipment, the Clerk's decision is final.

Certify Procedures

As Clerk of the Corporation of the Township of Leeds and the Thousand Islands for the municipal elections, I do hereby certify the following procedures for conducting the 2026 Municipal and School Board Elections.

April 30, 2026

Michelle Hannah

Clerk / Returning Officer