



**The Township of Admaston/Bromley
Election Internet/Traditional Voting
Policies and Procedures
for the
2026 Municipal Election**

Approved by the
Clerk & Returning Officer of the
Township of Admaston/Bromley
this 28th day of April 2026

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1. Authority [s. 42(3)]

These procedures and forms apply to an election conducted by the CAO/Clerk of the Township of Admaston/Bromley under the *Municipal Elections Act*, 1996.

On November 20, 2025, the Council of the Township of Admaston/Bromley adopted By-law Number 2025-48 authorizing the use of an alternative voting method, that being the Internet/Telephone Voting method and paper ballots for the 2026 Municipal election.

The Voting Period provides for internet voting in advance of Voting Day commencing Friday, October 16, 2026, at 10:00 a.m. and concluding on Monday, October 26, 2026, at 8:00 p.m. The service provider for internet voting is Voatz Canada Ltd.

The Municipal Elections Act, 1996, states as follows:

42 (1) The Council of a local municipality may pass by-laws,

Authorizing the use of voting and vote-counting equipment such as voting machines, voting recorders, or optical scanning vote tabulators;

- (a) Authorizing electors to use an alternative voting method, such as voting by mail or by telephone, that does not require electors to attend at a voting place in order to vote.

42(2) A by-law passed under subsection (1A) or under a predecessor of it

- (a) Applies to a regular election if the by-law is passed on or before May 1 in the year before the year of the elections; and

42(3) The Clerk shall,

- (a) Establish procedures and forms for the use of,
 - (i) Any voting and vote-counting equipment authorized by by-law, and
 - (ii) Any alternative voting method authorized by by-law; and
- (b) Provide a copy of the procedures and forms to each candidate when his or her nomination is filed

42(4) The following rules apply with respect to the Clerk's duties under clause (3)

(a)

- 1. The Clerk shall comply with subsection (3),
 - (i) In the case of a regular election, on or before December 31 in the year before the year of the election, and
 - (ii) In the case of a by-election, at least 60 days before the first day on which an elector can vote.

Section 11, Subsection (2) of the Municipal Elections Act, 1996, states that the Clerk of a local municipality is responsible for conducting elections within that municipality and for

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

With respect to the duties and authority of a municipal Clerk, the Act further states as follows:

Section 12

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

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.

Proof of identification, qualification, etc.

- (3) Subject to subsection (4), the power conferred by subsection (1) includes power to require a person, as a condition of doing anything or having an election official do anything under this Act, to furnish proof that is satisfactory to the election official of the person's identity or qualifications, including citizenship or residency, or of any other matter.

Exception

- (4) The power conferred by subsection (1) does not include the power to require a person, for the purposes of the procedure set out in subsection 52 (1), to furnish proof of identity and residence in addition to what is prescribed for the purposes of subparagraph 1 ii of subsection 52(1).

Section 13

Notice by Clerk

- (1) Any notice or other information that this Act requires the Clerk to give shall be given in a form and manner and at a time that the Clerk considers adequate to give reasonable notice or to convey the information, as the case may be.

Information about rights under Act

- (2) The Clerk shall provide electors, with information to enable them to exercise their rights under this Act.

Subsection 42(4) 2. also 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.

Subsection 42(5) further states that when a by-law authorizing the use of an alternative voting method is in effect, Section 43 (advance votes) and 44 (voting proxies) apply only if the by-law so specifies. Since one of the purposes of the use of alternative voting, being Internet Voting, was to eliminate proxies and to provide a more accessible election, By-law Number 2025-48 of the Township of Admaston/Bromley is silent on these issues, it is therefore not applicable. Therefore, with respect to proxies, a person cannot give their Voter Information Letter to another eligible elector or other individual for the purpose of voting. Acceptance of a Voter Information Letter including the actual voting thereof will be considered an illegal and corrupt practice and therefore subject to the penalty provision under the Act.

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

For the 2026 Municipal Elections, the Township of Admaston/Bromley will also be utilizing the traditional ballot method. Traditional Voting Procedures shall be in accordance with the Act.

Therefore, as Clerk of the Township of Admaston/Bromley and Returning Officer for the municipal elections, I do hereby certify and approve the following procedures for conducting the 2026 Municipal Elections and also establish that the attached forms

either paper or electronic, are the forms permitted to be used during this election process.

These procedures and forms apply to an election conducted by the Clerk of the Township of Admaston/Bromley under the *Municipal Elections Act*, 1996.

The Clerk may provide for any matter or procedure that is not otherwise provided for in an Act or Regulation, and in the Clerk's opinion is necessary or desirable for conducting the election.

As the Clerk of the municipality for the municipal elections, I do hereby certify the following procedures for conducting the 2026 municipal elections and also certify the forms attached as being those permitted to be used during this election process.

Signed in the Township of Admaston/Bromley in the County of Renfrew this 29th day of April 2026.

A handwritten signature in cursive script, appearing to read 'JCharkavi', written in black ink.

Jennifer Charkavi
Clerk & Returning Officer

2. Definitions

- a. **Act** means the Municipal Elections Act, 1996, s.o. 1996, c.32, as amended.
- b. **Advance Voting** means alternative voting conducted commencing 10:00 a.m. on Friday, October 16, 2026, and concluding at 8:00 p.m. on Monday, October 26, 2026.
- c. **Ballot** means either a piece of paper or an image on a computer screen of a ballot or an audio ballot over a phone, to be voted for, including all choices available to the electors and containing spaces in which the electors mark their votes.
- d. **Ballot Box** means a cardboard container that Ballots are automatically deposited into by the Voter.
- e. **Ballot Marking Pen** means the designated marking pen provided to an elector to mark the Ballot.
- f. **BLCC** means the Barr Line Community Centre located at 1766 Barr Line Road, Douglas Ontario.
- g. **Candidate** means a person who has been nominated under Section 33 of the Act.
- h. **Certified Candidate** means a candidate whose nomination has been certified by the Municipal Clerk under Section 35 of the Act.
- i. **Clerk** means the Clerk of The Township of Admaston/Bromley who is responsible for conducting this election under the authority of the Act. (This legislation provides that the Clerk of a municipality may provide for any matter that is not otherwise provided for in an Act or regulation and is, in the Clerk of the municipality's opinion, necessary or desirable. Section 12 of the Act.)
- j. **Composite Ballot** means a ballot that combines the contents of two (2) or more separate ballots.
- k. **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 or 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, a trust,

etc. It excludes sole proprietorship as it's not a legal entity. A legal entity cannot vote, only a person can vote.

- l. **Declined Ballot** means a Ballot that has been returned by an elector who does not wish to vote but wishes to submit a ballot.
- m. **Deputy Returning Officer (DRO)** means a person appointed by the Clerk for the Voting Place who will be delegated specific duties and powers by the Clerk.
- n. **Election Official or Designated 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.
- o. **Electronic Voting** means voting by internet or telephone.
- p. **Friend** means a person who has been requested by an elector to assist them in the voting process.
- q. **Help Centre** means the Municipal Office where electors can attend to make additions, deletions and corrections to the Voters' List and receive assistance and clarification on the election process.
- r. **Municipal Office** means the Township of Admaston/Bromley Township Office located at 477 Stone Road, Renfrew, ON
- s. **Owner or Tenant** 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,
 - 1. On Voting Day, or
 - 2. For a period of six weeks or more during the calendar year in which Voting Day of the election is held.

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

- t. **Personal Identification Number (PIN)** means a unique multiple digit alpha/numeric characters assigned to each voter to provide security for access to the voting system. The PIN will be found on the Voter Information Letter which is required for the Electronic/Telephone Voting System.
- u. **Rejected Ballot:** as per O.Reg 101/97

The DRO shall reject from the count all votes in a ballot, if the ballot:

- Was not supplied by the DRO, or
- Contains writing or marks that may identify the elector, or is torn, defaced or otherwise dealt with by the elector in a way that may identify them;
- All votes in a ballot for an office, if votes have been cast for more candidates for the office than are to be elected;
- All votes in a ballot, if the vote is not marked inside the space provided for marking the ballot.

- v. **Preliminary List of Electors (PLE)** means a list of electors for the Township of Admaston/Bromley compiled by the Elections Ontario and provided to the Township of Admaston/Bromley by August 14, 2026.
- w. **Proof of Identification** means proof of identity and residence as prescribed in O.Reg. 304/13 Voter Identification.
- x. **Regular Office Hours** means Monday to Friday, 8:30 a.m. to 4:00 p.m.
- i. Office will be closed on Monday October 12, 2026 (Thanksgiving)
- y. **Registered Third Party or Third Party Advertiser** means an individual who is normally a resident in Ontario, a Corporation that carries on business in Ontario or a Trade Union that holds bargaining rights for employees in Ontario, and who's Notice of Registration for Third Party Advertiser has been certified by the Clerk.
- z. **Restricted Period for Third Party Advertisements** means 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.
- aa. **Satisfactory Identification** means one or more pieces of identification or personal information, which would verify the identity of an individual to the satisfaction of an Election Official.
- bb. **Scrutineer** means an individual, appointed in writing by a certified candidate, to represent them during the voting process, or by an elector in the case of a recount.
- cc. **Support Person** means a person who has been requested by an elector to assist them in the voting process.
- dd. **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, but does not include an advertisement by or under the direction of a Candidate, or an advertisement that incurs no expenses in relation

to the advertisement, or an advertisement that is transmitted to employees, shareholders, or directors of the Registered Third Party.

- ee. **Time Clock** means the time as indicated by the [National Research Council Canada Web Clock](#) (official times across Canada).
- ff. **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.
- gg. **Voter Information Letter (VIL)** means a letter containing a PIN and information for access to internet/telephone voting, and other details to assist the elector with voting, including the location, date and times for internet/telephone and in-person voting. These letters may be mailed to persons on the Voters' List who requests their VIL to be mailed or be provided by Election Officials to persons who have completed an application for inclusion on the Voters' List and wish to vote electronically. The VIL may also be requested through the Voatz Voting System to be emailed to the person on the Voters' List who requests their VIL to be emailed. Election Officials may also email the VIL to the Voter.
- hh. **Voters' List** means the Preliminary List of Electors, as corrected by the Clerk, under the provisions of Section 22 of the Act.
- ii. **Voting Day** means the final day on which the vote is to be taken in an election and shall be Monday, October 26, 2026, from 10:00 a.m. until 8:00 p.m.
- jj. **Voting Period for Electronic Voting** means the period in which an eligible voter may cast their vote via internet and shall span from Friday, October 16, 2026, at 10:00 a.m. to Monday, October 26, 2026, at 8:00 p.m. All internet voting shall be done by the Voter in a place of their choosing and on a device of their choosing.
- kk. **Voting Period for In-Person Voting** means the period in which an eligible voter may cast their vote In-person and shall be only on Voting Day, October 26, 2026 from 10:00 am – 8:00 pm.
- ll. **Voting Place-In-Person** means the location for the purpose of casting a ballot in-person during the Voting Period for In-Person Voting. The Township of Admaston/Bromley has established the Township Office at 477 Stone Road, Renfrew, Ontario and the Barr Line Community Centre, 1766 Barr Line, Cobden ON, as it's Voting Places for in-person voting.

3. 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 individuals vote is paramount;

- The election should be fair and non-biased;
- The election should be accessible to 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; and
- Voters and candidates should be treated fairly and consistently within a municipality.

4. Application – wording for extra parameters (s.42 (4)(2))

This procedure has been developed under the authority of Subsection 42(4) pursuant to Subsection 42(3) (a) (i) and (ii) of the Municipal Elections Act, 1996, and applies to the use of any voting and vote-counting equipment authorized by by-law and Internet Voting being conducted by the Township of Admaston/Bromley between Friday, October 16, 2026 starting at 10:00 a.m. until Monday, October 26, 2026 ending at 8:00 p.m.

The Clerk may provide for any matter, procedure or form 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 as per Subsection 42(4) of the Municipal Elections Act, 1996.

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

These procedures may be amended, as necessary and deemed appropriate by the Clerk of the Township of Admaston/Bromley. Any amendment to these procedures shall be signed by the Clerk and a copy of the amendment shall be provided forthwith to all certified candidates for the offices for the Township of Admaston/Bromley and/or school boards.

5. Secrecy

1. The Clerk shall require all Election Official(s) and/or other persons working in connection with the municipal elections to swear or affirm an oath of secrecy in accordance with Section 49 of the Municipal Elections Act, 1996.
2. No person shall interfere or attempt to interfere with an elector while in the process of accessing the Internet Voting service or interfere or attempt to interfere in the voting process while using the Internet Voting service unless expressly requested and authorized by an elector for assistance.
3. No person shall obtain or attempt to obtain information about how an elector intends to vote or has voted. Any individual requested by an elector to assist them in voting is required to maintain the secrecy of the vote(s) cast by the elector and shall vote according to the instructions and wishes of the elector.

4. No person shall communicate any information that might have been inadvertently obtained about how an elector intends to vote or has voted.
5. No elector shall reveal how they intend to vote except when obtaining assistance in voting from either a "Support Person" or an Election Official.
6. All electors voting at the Voting Place may vote with the assistance of a "Support Person". However, the "Support Person" shall be required to take the appropriate oath prior to providing assistance.
7. All complaints regarding any and/or all breaches of secrecy shall be investigated by the proper authorities and shall be prosecuted according to the provisions of "Offences, Penalties and Enforcement" under Sections 89 and 90 of the Municipal Elections Act, 1996.

6. Preliminary List of Electors (PLE)/Voters' List [s.19]

1. The Preliminary List of Electors shall be requested from the Elections Ontario in an electronic format. The list shall be reviewed by the Clerk of The Township of Admaston/Bromley and obvious errors shall be corrected as permitted under Section 22 of the Act, and the list shall be approved for use as the Voters' List.
2. 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.
3. 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 of residence.
4. It is possible for an elector's name to appear on the Voters' List of more than one municipality. That elector may be eligible to vote in all municipalities.
5. School Board votes must only be cast in the municipality where the elector resides.
6. The Chief Electoral Officer is not required to include on a preliminary list the name of a person whose residence is determined under the Helping Tenants and Small Businesses Act 2020 subsection 2 (3). 2020, c. 23, Sched. 4, s. 5.

Municipal Elections Act - Rules if no permanent lodging place [s. 20]

(3) If a person has no permanent lodging place as described in subsections (1) and (2), the following rules apply in determining his or her residence:

1. The place to which the person most frequently returned to sleep or eat during the five weeks preceding the determination is his or her residence.
2. If the person returns with equal frequency to one place to sleep and to another to eat, the place to which he or she returns to sleep is his or her residence.

3. Multiple returns to the same place during a single day, whether to eat or to sleep, shall be considered one return.
4. A person's declaration regarding the places to which he or she returned to eat or sleep during a given time period is conclusive, in the absence of evidence to the contrary. 1996, c. 32, Sched., s. 2 (3); 2016, c. 15, s. 2.

Correction of Errors [s.22]

1. The Clerk shall correct any obvious errors in the PLE prior to September 1, 2026.
2. The Clerk may use any information that is in the municipality's custody or control when correcting the PLE for obvious errors [s. 22(2)(3)]

Certification of Voters' List [s.23]

1. The corrected PLE becomes the Voters' List once it is reproduced and identified with the cover sheet on or before September 1, 2026.
2. Notice of the Voters' List shall be provided on the municipal website and at the municipal office.

Requests for Copies of the Voters' List [s. 23(3)(4)(5)]

Upon written request, but not until September 1, 2026, the Clerk shall give those Certified Candidates who have requested a copy of the Voters' List that contains the names of the electors who are entitled to vote for that office. The Candidate shall sign a declaration on its proper use in accordance with policy and shall not be used for any commercial purposes. The list can be reproduced in paper or an electronic format.

Amendments to the Voters' List

An elector may make an application to amend their information on the Voters' List using the prescribed form and providing Proof of Identification, between September 1, 2026, to October 26, 2026.

Removal of a Deceased Person's Name [s. 25]

1. The Clerk may remove a person's name from the Voters' List up to 8:00 p.m. on October 26, 2026, if the information presented to the Clerk indicates that the person is deceased.
2. A person may make an application requesting that a deceased person's name be removed from the Voters' List by completing the application between September 1, 2026, to October 26, 2026.

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

The Clerk shall, during the period beginning on September 20, 2026, and ending on September 30, 2026, prepare an Interim List of Changes to the Voters' List to be given to each Candidate who received a copy of the Voters' List.

Certification of the Voters' List [s.28(1)]

The Clerk shall compile any changes to the Voters' List and certify the Voters' List for use in each Voting Place. The list shall be available in an electronic format to accommodate the administration in the voting process at the Voting Place and/or Help Centre.

The Voters' List, as corrected by the Clerk pursuant to Section 22 of the Act, shall be provided to Voatz Canada Ltd. in computer format in order that Voatz Canada Ltd. may create the Voter Information Letter and input the voters list into the voter software management system.

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

The Clerk shall prepare the Final List of Changes to the Voters' List by November 20, 2026 and provide a copy to Elections Ontario.

Voter Qualifications [s. 27(2)]

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

7. Nominations [s. 29]

Nomination Papers [s.33]

- a. The giving of notice for nominations shall be placed, as a minimum, on the Township's website prior to May 1, 2026.
- b. The nomination form for the following offices will be available at the Township Office from the first business day of May in 2026 to Thursday, August 20, 2026, during Regular Office Hours, and between 9:00 a.m. and 2:00 p.m. on Friday, August 21, 2026 (Nomination Day): **(1) Mayor, (4) Councillor.**

- c. The prescribed nomination filing fee of \$200.00 for Head of Council and \$100 for all other offices shall be paid by cash, debit card, certified cheque or money order payable to the municipality with Proof of Identification.
- d. Candidates are requested to make an appointment to drop off their Nomination Form.
- e. There will be no electronic filing of Nomination Forms for the Township of Admaston/Bromley. All Nomination Forms must be submitted in person by the person or by an agent. S.33 (1).
- f. Nomination papers for school boards must be obtained and filed at the appropriate (**bolded municipality**) Municipal Office for the following offices:
 - One (1) School Board Trustee – English Public – (**Whitewater Region**, Admaston/Bromley);
 - One (1) School Board Trustee – English Separate – (**Laurentian Valley**, *North Algona Wilberforce, Admaston/Bromley, Bonnechere Valley*);
 - One (1) School Board Trustee – French Public – (**Petawawa**, *all of Renfrew County*);
 - One (1) School Board Trustee – French Separate – (**Petawawa**, *all of Renfrew County*).
- g. At this municipal election, candidates will be elected for the period starting at the beginning the first available council meeting after November 15, 2026 and ending when the Council term for 2030-2034 has been sworn in, for the above-noted offices as per the Township's Procedural By-Law.
- h. If a person is present inside the Township Hall on Nomination Day at 2:00 p.m. and has not yet filed a nomination, they may file the nomination as soon as possible after 2:00 p.m. but must be completed prior to close of the business day.
- i. Candidates will be required to sign a Consent to Release Personal Information form as their information will be shared on the municipal website and social media platforms.
- j. Candidates will be required to provide a qualifying address, a mailing address, an email address and a phone number for the Communication Plan.
- k. All communications with Candidates will be as per the Communication Plan,

Estimated Maximum Campaign Expenses [s.33.0.1(1). S. 88.20(6), O.Reg 101/97 s.6]

- (1) The Clerk shall calculate the estimated maximum campaign expenses for each office 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.

- (2) For each office, an estimate shall be provided as the maximum combined self-contribution by the Candidate and/or their spouse.
- (3) The Clerk shall before Voting Day provide a notice of penalties to the Candidate or their agent.

Unofficial List of Candidates

The Clerk shall provide notice of the unofficial list of Candidates to be posted on the municipal website and at the Municipal Office which is to be updated as each Nomination Paper is filed. The list should be clearly marked as Unofficial.

Certification of Nomination Papers S. 35 (1)

On or before Monday, August 24, 2026, at 4:00 p.m., the Clerk will do a review of each nomination received to determine qualification and if the nomination complies with the Act. Once the Clerk is satisfied the candidates are qualified, the Clerk shall complete the "Certification by Clerk" section on the Nomination Papers.

Rejection of Nomination Papers [s.35(3)(4)]

If the Candidate is not qualified to be nominated, or the nomination does not comply with the Act, the Clerk will reject the Nomination and their decision is final. A telephone call or email shall be made to the Candidate informing them of the rejection, and the Clerk shall send the completed "Notice of Rejection of Nomination" form by email and the mailing address provided to the person who sought to be nominated and by email to all Candidates for the office.

Withdrawal of Nomination Papers [s.36]

- (1) Candidates may withdraw in writing and in person before 2:00 p.m. on Nomination Day (August 21, 2026).
 - a. if there is a need for additional nominations, those who were nominated under this section may withdraw at the same time on the Wednesday (August 26, 2026) following Nomination Day if the person was nominated under Additional Nominations.
- (2) The withdrawal shall be noted on the Unofficial List of Candidates.

Official List of Candidates

The final list of certified Candidates will be posted on the Municipal website and at Township Hall on or before Tuesday, August 25, 2026.

Declaration of Election [s.40]

- (1) If after 4:00 p.m. 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.
- (2) The Clerk shall give the electors notice of:
 - a. The location of the Voting Places
 - b. The dates and times on which the Voting Places will be open for voting
 - c. The manner in which electors may use Internet voting
 - d. The dates and times of the Voting Period
 - e. The location and hours of operation for the Help Centre
- (3) The Clerk shall post the notice on the municipal website and at the Township Hall.

Acclamations [s.37(1)]

If after 4:00 p.m. 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 and post notice on the municipal website and at the Municipal Office. In this situation, there shall be no election conducted for the position(s).

Fewer Number of Nomination Papers than Offices

If at 4:00 p.m. on 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 a.m. and 2:00 p.m. on Wednesday, August 26, 2026. The Clerk shall post a notice on the municipal website and at the Municipal Office advising that additional Nomination Papers may be filed for that office during the specified time. If at 2:00 p.m. on Wednesday, August 26, 2026, additional Nomination Papers have been filed, the procedure to certify or reject Nomination Papers shall be followed.

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

If between 9:00 a.m. and 2:00 p.m. 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.

Additional Nominations Equivalent to Number of Offices

If at 4:00 p.m. 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” on the municipal website and at the Municipal Office.

Filling Vacancies [s. 37(4)]

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

- a. If the number of Candidates declared elected is insufficient to form a quorum of the Municipal Council, a by-election shall be held.
- b. 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 [s. 39]

1. 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 person’s name shall be omitted from the Ballot. If the Ballots are already printed, the Clerk shall at a minimum, post the notice of the death or ineligibility in a conspicuous place in every Voting Place and Help Centre and the election shall proceed as if the deceased or ineligible Candidate has not been nominated.
2. 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 provided that the 60-day period starts as of the date of death or ineligibility.

Final Calculation of Campaign Expenses [s.88.20]

1. 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. The certificate shall be given to each Candidate on or before September 30, 2026.
2. 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 2018 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 the day [Section 88.21 (11)].

3. The expenses of a Candidate that are for the holding of parties and making other expressions of appreciation after the close of voting shall not exceed an amount calculated in accordance with the prescribed formula. The formula that is prescribed, must be written so that the amount calculated under it varies based on the maximum amount determined under 88.20(6) (Maximum Amount) for the office for which the Candidate is nominated.
4. The Clerk's calculation is final and shall be made in accordance with the prescribed formula in *Ontario Regulation 101/97*.

8. Candidate Campaigning & Campaign Advertising [s.88.3]

1. Campaigning, including advertising, are permitted no earlier than the filing of Nomination Papers by the Candidate.
2. 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 brochures, posters, print, radio and electronic ads, social media posts, etc.
3. Elections signs are regulated by the Election Sign Guideline, which forms part of these procedures.
4. All candidate advertising shall identify the Candidate by name, as it appears on the Nomination Form. (Candidates will be asked at time of filing if their name on the Nomination Form is as it should be on the ballot).
5. All Candidates shall provide the following information to a broadcaster or publisher in writing:
 - a. The name of the Candidate
 - b. The name, business address and telephone number of the individual who deals with the broadcaster or publisher under the direction of the Candidate
6. Information contained in/on all campaign material is the responsibility of the Candidate and any questions or concerns should be directed to the Candidate.
7. **Municipal authority to remove advertisements [s 88.7]**

If the Township of Admaston/Bromley 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.

Candidates / Third Party Advertisers – Financial Disclosure [s. 88.30]

1. All Candidates and Third-Party Advertisers shall file with the Clerk, the “Financial Statement – Auditor’s Report” on or before 2:00 pm on March 31, 2027, reflecting the Candidate’s election campaign finances as of December 31 in the year of the election. The earliest the “Financial Statement – Auditor’s Report” can be filed is the first day the Municipal Office is open in January 2027.
2. At least 30 days before the filing date, but no later than March 1, 2027, the Clerk shall give every candidate and Third-Party Advertiser 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 her or she meets the requirements of section 34 (Refund); and
 - the penalties set out in the Act.
3. A Notice of Default shall be given to the candidate/third party in writing in the event that a Candidate/Third Party has not submitted the required Financial Statement on or before 2:00 p.m. on March 31, 2027. A notice will also be given to the relevant Council or local board if the Candidate was elected.
4. The Clerk shall make available to the public the name of the Candidate or Third-Party Advertiser and a description of the nature of the default.
5. Candidates - As soon as possible after April 30 in the year following a regular election, and 90 days following Voting Day in a bi-election, the Clerk shall make available to the public on the municipal website, a report setting out all Candidates and indicating compliance with reporting requirements.
6. Third Party Advertisers - As soon as possible after April 30 in the year following a regular election, and 75 days following Voting Day in a bi-election, the Clerk shall make available to the public on the municipal website, a report setting out all Third-Party Advertisers and indicating compliance with reporting requirements.
7. A Candidate is entitled to receive a refund of the nomination filing fee if they file the Financial Statement on or before 2:00 p.m. as of March 31, 2027.

Review of Contributions [s. 88.34]

1. The Clerk shall review the contributions reported on the financial statements to determine whether any contributor appears to have exceeded any of the contribution limits.
2. As soon as possible after April 23, 2027, the Clerk shall prepare a report identifying each contributor who appears to have contravened any of the contribution limits.

3. The Clerk shall prepare a separate report in respect to each contributor who appears to have contravened any of the contribution limits and forward each report to the Compliance Audit Committee.
4. Within 30 days after receiving a report regarding contributions, the Compliance Audit Committee shall consider it and decide whether to commence a legal proceeding against a contributor for an apparent contravention.

9. Help Centre

The Help Centre shall be established at the Township Office located at 477 Stone Road, Renfrew ON, from 9:00 a.m. to 3:30 p.m. Monday to Friday beginning October 12, 2026 up to Voting Day.

It is important to note that Voters may contact Election Officials at the Township Office located at 477 Stone Road, Renfrew ON, K7V 3Z5 from May 1, 2026 to Voting Day for assistance. The Voters' Guide has been attached for information to these procedures.

On Voting Day, the Help Centre will be established at the Township Office 477 Stone Road, Renfrew ON, and at the Barr Line Community Centre, 1766 Barr Line, Douglas ON, from 10:00 a.m. to 8:00 p.m.

The Voters' List shall be made available at the Help Centre and Voting locations in electronic format to accommodate the voting process.

The Help Centre shall be responsible for the following:

- a. Eligible voters who attend at the Help Centre and are not on the Voters' List will be able to be added to the list by filling out a declaration form and providing satisfactory identification.
 - (i) Their names will be added to the Voters' List, and they will be assigned and receive (or mailed) a Voter Information Letter containing a (PIN) to vote electronically; or
 - (ii) they will be able to vote at the Help Centre if they so wish during the in-person voting period.
- b. Verifying and re-issuing a Voter Information Letter to qualified voters:
 - (ii) where a person on the Voters' List has lost their Voter Information Letter or did not receive it in the mail, they can attend (or prove to the satisfaction of the authorized Election Official that they require a new PIN) at the Centre in order to receive a new one. The authorized Election Official will disable the Voter's lost PIN and electronically mark it in the system as having been lost. Upon providing satisfactory identification to an Election Official, an oath shall

be taken by the elector and a new Voter Information Letter containing a new Personal Identification Number shall be issued.

The Help Centre shall be responsible for the following:

- a. Verifying and re-issuing a Personal Identification Number to qualified voters:
 - (i) where a person on the Voters' List has lost their Voter Information Letter or did not receive it in the mail, they can contact the Help Centre and prove to the satisfaction of the authorized Election Official that they require a new PIN, in order to receive a new one. The authorized Election Official will disable the Voter's lost PIN and electronically mark it in the system as having been lost. Upon providing satisfactory identification or information to an Election Official, as may be defined, a new Personal Identification Number shall be issued.
 - (ii) The Help Center will answer general questions and provide assistance to voters on request.

10. Voting Qualifications [s. 17]

1. A person is entitled to be an elector at an election held in a local municipality if, on Voting Day, October 26, 2026, they are:
 - a) a Canadian Citizen,
 - b) at least 18 years old,
 - c) resides in the local municipality, or is the owner or tenant of land there, or the spouse of such Owner or Tenant; and
 - d) is not prohibited from voting under subsection 17(3) of the Act, or otherwise, by law.
2. A person is prohibited from voting if they are:
 - a) Serving a sentence of imprisonment in a penal or correctional institution
 - b) A Corporation
 - c) A person acting as executor or trustee or in any other representative capacity
 - d) A person who was convicted of a 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.

11. Notices

1. The Clerk of The Township of Admaston/Bromley shall notify voters of the following through the use of the municipal website, social media channels and newspaper advertisements, or a combination thereof:
 - a. that a municipal election is being held for the Township of Admaston/Bromley and that the Municipality has adopted an alternative voting method, being Internet Voting;

- b. the time and date for the holding of the vote including advance voting and the method of voting including the office(s) of the Mayor, Councillors, and School Board Trustees;
 - c. who is eligible to vote in the municipal election; and
 - d. the location and hours of the Help Centre, how eligible voters can check to see if their name is on the Voters' List and the procedures by which their name can be added or information corrected on the Voters' List.
2. The Clerk will determine the date(s) of all advertisements including the newspaper(s) and the notices that are to appear in order to comply with the requirements and principles of the Act.
3. Each person on the Voters' List will be emailed or mailed upon request, a Voter Information Letter containing:
 - a. their PIN and the designated internet address (URL) or phone number to access to cast their vote using the Internet/Telephone;
 - b. instructions on how to vote electronically or in-person;
 - c. dates and hours of voting; and
 - d. the location and telephone number of the Help Centre.
4. The Clerk shall provide notice to all electors, the same to be posted on the municipal website, social media channels and may be published in local newspaper(s) as determined by the Clerk, explaining the Internet/Telephone Voting service.
5. Where possible, cooperative advertising may take place; costs to be approved and shared by the participating municipalities.

12. Preparation of Voter Information Letters

- a) The Voter Information Letters will be prepared using the Voters' List as amended.
- b) Voter Information Letters will be emailed or mailed to all eligible voters who request a Voter Information Letter beginning about October 3, 2026, to enable them to use the Internet/Telephone Voting service or for information on the in-person voting. Voter Information Letters will be mailed to those voters who request to receive it by mail. Voter Information Letters may also be picked up in person at the Help Centre from an Election Official.
- c) The Voter Information Letter will contain:
 - The elector's voter credentials and the designated internet address to access to cast their vote using the Internet
 - The elector's voter credentials and the designated telephone number to access to cast their vote using the telephone

- Information on In-Person Voting
 - Instructions on how to vote
 - Dates and hours of voting
 - The location and telephone number of the Help Centre
 - Voter eligibility criteria
 - Information on illegal and corrupt practices under the Act.
- d) A person cannot give their Voter Information Letter to another eligible elector for the purpose of voting. Acceptance of another persons' Voter Information Letter including the actual voting thereof will be considered an illegal or corrupt practice and therefore subject to the penalty provisions.

13. Voting

1. An Internet/Telephone Voting method and Paper Ballots shall be used for the 2026 municipal election. On November 20, 2025, By-law 2025-48 was passed authorizing advanced and alternative voting (internet/telephone) and paper ballots for the 2026 Municipal and School Board Elections.
2. The service provider for internet/telephone voting is Voatz Canada Ltd.

a. Internet/Telephone Voting:

Internet Voting will commence on Friday, October 16, 2026, at 10:00 a.m. and will end on Monday, October 26, 2026, at 8:00 p.m.

- (i) Eligible electors shall be required to access a designated internet address to cast their vote(s).

Or

Eligible electors shall be required to access a designated telephone number to cast their vote(s).

- (ii) Every eligible elector shall be limited to only one vote either through the use of a PIN from their personalized Voter Information Letter to access Internet/Telephone voting or in-person voting by paper ballot.
- (iii) The Voatz Canada Inc. voting system will allow the eligible voter to vote using the internet/telephone.
- (iv) Once the internet/telephone voting site has been accessed the elector will be asked to declare that they are eligible to vote in the 2026 municipal election.
- (v) Every eligible elector will be required to answer a security question that only the system and the elector should know.

- (vi) The Voatz website will allow an eligible elector with disabilities to use accessible assistive devices or software to vote.
- (vii) The internet/telephone voting system shall permit the elector to decline their ballot by not voting for any candidate. The elector will be able to decline their ballot after declaring that they are an eligible elector as outlined in step i) of this procedure.
- (viii) The internet/telephone voting system shall enable the voter to abstain/skip from voting for an office(s) if they wish to do so. The system will generate a warning to the elector if no choice has been made for a particular contest prior to the elector confirming their choices.
- (ix) The internet/telephone voting system shall enable the voter to undervote from voting for an office(s) if they wish to do so. The system will generate a warning to the elector if there are still choices to be made for a particular contest prior to the elector confirming their choices.
- (x) The internet/telephone voting system shall not permit an elector to overvote (for more than the maximum number of candidates in a contest) (e.g. more than one candidate for Mayor).
- (xi) Following the voter's selection, the voting system response shall identify the voter's choice(s) and provide the voter with the option of changing or confirming their vote.
- (xii) The system will acknowledge to the elector when the casting of the electronic ballot has been successfully completed and provide a confirmation. Once the ballot has been confirmed as successfully completed the elector is deemed to have voted and the ballot cannot be reclaimed or re-voted. The voter shall be marked on the voters' list as voted.
- (xiii) Once the Voter PIN has been used to vote in the election it cannot be used again, and further access shall not be granted to the Internet Voting service.

b. Paper ballots

- (i) A paper ballot will be used on **Voting Day (October 26, 2026)** during the hours of 10:00 a.m. to 8:00 p.m. at the Voting Places.
- (ii) As a voter arrives at the Election Official's table, the Election Official will verify the voters' identity and verify that the name of the person is on the Voters' List using Voatz Voting Software. (if the voter is not on the Voters' List, they will be directed to another Election Official who will add them to the Voters' List, then direct them back to obtain a ballot)

- (iii) The Election Official provides each qualified voter with a composite ballot, initialed by the Election Official, and strike off the voter's name from the Voters' List on Voatz Voting Software. The Election Official will then briefly explain the voting process and how to refold the paper ballot so that the Election Official's initials are showing.
- (iv) The Election Official shall, in the presence of the Voter, check for the Election Official's initials, then insert the Ballot into the Ballot Box.
 1. Thank the voter and ask them to leave the Voting Place.
- (v) A person who receives a ballot and leaves the Voting Place without returning it to the Election Official, forfeits their right to vote.

Composite Ballots

- (i) The Paper Ballot will be a composite ballot, having all races required on one ballot.
 - (ii) There shall appear on the Ballot to the right of each Candidate's name a designated voting space for the marking of the Ballot.
 - (iii) The instructions on the Ballot shall direct the elector to vote by using the Ballot Marking Pen to fill the designated voting space to the right of the Candidate's name.
 - (iv) Electronic Ballots, internet and telephone, will be set up through the Voatz Voting Software.
3. Prior to the activation of the system by Voatz Canada Inc. being on Friday, October 16, 2026, at 10:00 a.m. Voatz Canada Inc. shall allow access by the Clerk and other authorized Election Officials, to the voting system by secure ID and password, for the purposes of providing a list of all of the candidates' names including the sum total of votes cast to ensure that all totals for all candidates indicate "0" (Zero). Once the Clerk and other authorized Election Officials confirm that all totals for all candidates indicate "0" (Zero), they will sign the required form(s). The system will not be activated until confirmation that all the counts associated with each of the candidate(s) names indicate a zero total.
 4. Candidates or their scrutineer may request documentation that verifies and ensures that all totals of votes cast were at "0" prior to the activation of the system by Voatz Canada Inc. on Friday, October 16, 2026, at 10:00 a.m. and shall be permitted to sign a document that attests to this fact.
 5. The names of individuals who have voted will be indicated as voted on the Voter Management Software. A list of electors who have voted during this period will

be provided or made available to the candidates or their respective scrutineer through the Clerk's office or by electronic means at the Clerk's discretion.

6. Where a voter qualifies at more than one location in The Township of Admaston/Bromley, the voter may vote only **once** and the qualifying address to determine eligibility for voting shall be at the place of residence of the elector. All duplication of names on the preliminary list of electors shall be verified by the Clerk and/or Election Official(s) and all duplicate names of individuals will be deleted prior to the final preparation of the Voters' List. However, should an eligible voter receive more than one Voter Information Letter, the eligible elector may only vote **once** and must return the other document(s) to the Municipal Administration Office. All voters that vote more than once or who improperly use the Voter Information Letter shall be reported for further investigation as to possible corrupt practices.
7. Voter Information Letters returned to the Municipal Office unopened will be opened and the PIN status will be set so that the PIN cannot participate in the voting process. The opened Voter Information Letters will then be marked "unused" and be maintained in a secure fashion and will be destroyed at the same time as all other municipal election material as provided for under Section 88 of the Act.
8. Voter Information Letters returned to the Municipal Office opened will be checked to see if the voter indicated on the VIL has voted. If the voter has not voted the PIN status will be set so that the PIN cannot participate in the voting process. If the voter has voted then the voter will already be marked as voted in the Voatz Voting System. These letters will be destroyed at the same time as all other municipal election materials as provided for under Section 88 of the Act.
9. The Clerk and the Election Official(s) shall ensure a complete audit trail is maintained of all Voter Information Letters
 - a. that were sent to eligible voters either by email or mail or picked up in person;
 - b. that were returned from the Post Office;
 - c. that were returned by an elector or other individual(s) either opened or unopened but unused for voting purposes;
 - d. that were set to a status that prevented them from being voted;
 - e. that were re-issued to an eligible elector;
 - f. that were assigned by Election Officials to be eligible electors that have completed the Application to Amend Voters' List form.
10. If an eligible elector is unsuccessful in accessing the voting system or has not received their Voter Information Letter, they should call or visit the Help Centre. Election Officials will investigate the problem and may issue replacement voter credentials in certain circumstances. Voter Help Centres will be located at:

- a. During the Advance Voting Period at the Admaston/Bromley Township Office, 477 Stone Road, Renfrew, during normal business hours between 8:30 a.m. and 4:00 p.m. and/or;
 - b. On Voting Day located at the following locations with satisfactory identification and have an Election Official confirm the elector's PIN has not been used:
 - Admaston/Bromley Township Office - 477 Stone Road, Renfrew ON
 - Barr Line Community Centre - 1766 Barr Line, Douglas ON
11. Prior to the issuance of a new Voter Information Letter, the elector shall be required to respond and answer all questions of the Election Official prior to considering or authorizing the re-issuance of a Voter Information Letter. The Election Official shall document, to their satisfaction, questions and answers of the elector
 12. Once the elector has properly answered all questions and, if required, taken the prescribed oath, the elector shall be issued a new Voter Information Letter containing a new PIN. The issuance of a new PIN will automatically and immediately disable any previously assigned voter credentials.
 - a. Where an eligible voter has received an incorrect Voter PIN in terms of school support, the voter can contact the Help Centre and have the proper category applied to the existing PIN. The elector will be required to provide appropriate confirmation of eligibility and to complete an application to amend the Voters' List. The eligible elector shall be able to re-enter the system at any time during the election using the original PIN or the re-categorized PIN until the voting process has been completed.
 13. New PIN(s) shall not be given out over the telephone or by mail without the expressed approval of the Clerk or their designates. A Voter Information Letter containing the PIN shall not be given to any person at the Help Centre unless satisfactory identification is provided and the individual has taken the required oath, if required, as administered by the Election Official.
 14. The Returning Officer at their sole discretion may issue voter credentials through an alternative method. Eligible electors must satisfy the Clerk/Returning Officer of their identity and their inability to attend a Help Centre to be issued with replacement voter credentials. Such situations shall be documented by the Clerk/Returning Officer with measures to ensure security and privacy of the elector, and integrity of the voting process.

14. Voting Process

1. Eligible voters may vote by:

- a. accessing the internet website address by using a dial modem or a high-speed connection, provided on the Township's website or through their Voter Information Letter which will have their own security PIN;
- b. accessing the telephone number provided on the Township's website or through their Voter Information Letter which will have their own security PIN, by using a touch-tone telephone – not a rotary dial telephone. "Digi-pulse" telephones will be able to access the system if the telephone override button is set to a "touch-tone" mode.
- c. on Voting Day by paper ballot at the Voting Places between the hours of 10:00 a.m. to 8:00 p.m.
- d. Voters requiring assistance may:
 - i. Attend a voting location on Voting Day with a Support Person, taking the appropriate oral oath(s), and voting by paper ballot;
 - ii. Attend a voting location on Voting Day with an interpreter, taking the appropriate oral oath(s), and voting by paper ballot;
 - iii. Attend the voting location on Voting Day and have assistance of an election official(s) that will be present, taking the appropriate oral oath(s) and voting by paper ballot.
- e. Free Internet Access will be provided during the Voting Period for internet voting at the following locations;
 - Outside – Township Office, 477 Stone Road, Renfrew
 - Outside – Barr Line Community Centre, Douglas

15. Voting Places

1. The Help Centre will be available to assist electors during the 2026 Municipal Election. Electors may visit in person to the Help Centre, Township Office, 477 Stone Road, Renfrew ON during regular business hours from October 5, 2026 to Voting Day until 8:00 pm.
2. In-Person Voting to cast a ballot will be held on Voting Day, October 26, 2026 from 10:00 am – 8:00 pm at the following locations:
 - a. Township Office – 477 Stone Road, Renfrew ON
 - b. Barr Line Community Centre – 1766 Barr Line, Douglas ON

16. Internet Voting System Integrity & Security

1. The integrity of the voting process shall be the responsibility of the Clerk and shall be preserved by
 - Ensuring that every eligible elector on the Voters' List, as amended, is able to receive a Voter Information Letter containing the voter's unique PIN by email or by mail or in person if requested.

- Ensuring that no one except the Clerk, or designate, can access PINs maintained by Voatz Canada Ltd., that match each voter's name and address; and
 - Providing an opportunity for eligible electors to be added to the Voters' List or to make amendments to the list, up to and including Voting Day, October 26, 2026, at 8:00 p.m.
2. A logic and accuracy testing session of the voting system will occur prior to the election period on a date to be determined by the Clerk. The test(s) shall include, but not be limited to the following:
 - a. checking the Help Centre and Voting Places internet access;
 - b. Checking the script and input timing;
 - c. Attempting to use PIN more than once;
 - d. Logic and Accuracy;
 - e. Checking the system which is used for activating PINs through the revision process; and
 - f. Deliberately entering the wrong information.
 3. Candidates may attend the opening of the Voting Period beginning at 9:45 a.m. on October 16, 2026. Prior to the activation of the system by the Clerk, those in attendance shall confirm that all Candidates' names are listed and that no votes have been cast. The system will not be activated until confirmation that all the counts associated with each of the Candidates' names indicate a "0" total.
 4. Candidates may attend the closure of the voting system at the completion of voting on October 26, 2026, beginning at 7:45 p.m. Should a Candidate not be available they may appoint a Scrutineer.
 6. An Eligible Voter may only vote once in the [Municipality] during the 2026 Municipal Election, regardless of the number of properties he/she may own and/or lease or the number of voting methods available to them.
 7. A predefined security protocol is adhered to during the entire Municipal Election period. This protocol ensures access control to the status of the election is only available to the Clerk and persons authorized by the Clerk.
 8. The Internet and Telephone Voting System is subject to strict logic and accuracy testing using a predefined set of Ballots, which are cast with a known outcome. This is then compared to the actual vote counts to ensure complete confidence in the accuracy of the voting system. The thorough logic and accuracy phase allows Election Officials to review the full voting process prior to the opening of the voting.

9. At the completion of the logic and accuracy testing, the entire voting system is locked down prior to the start of the Voting Period. No system, code or configuration changes can occur during the lock down or once voting has started.
10. The voting system is hosted by the Internet and Telephone Voting System Provider within their own data centers' environment, which undergoes continuous and rigorous penetration prevention testing.
11. The Internet and Telephone Voting System prevents the casting of multiple Ballots via the internet and/or telephone. Once a PIN is used to cast a Ballot, it is flagged by the system and the voter is immediately struck off of a real-time electronic Voters' List. This ensures that an Eligible Voter cannot obtain another Ballot online or by telephone or by attending a Voter Assistance Centre.
12. At the time a Ballot is cast, the Internet and Telephone Voting System records the action in their database, and an audit record of the Ballot is created. The system will also capture unique identifiers, such as IP addresses, which are never connected to personally identifiable information, and are used for the sole purpose of monitoring for suspicious activities.

17. Logic and Accuracy Testing – Internet Voting

1. Before the Advanced Voting Period commences, the Voting System will be reviewed, assessed, and tested. The test shall include:
 - Review Admaston/Bromley Header (logo, election name and dates)
 - URL: <https://app-admastonbromley.webvoatz.com/>
 - Banner links to FAQ and Support
 - Banner links to 'Contact Us'
 - Test Voter Verification page
 - progress bar,
 - page content,
 - election dates
 - Test Declaration page
 - Verify progress bar & Page content
 - Try "Decline" option to review the "Decline confirmation" dialog
 - Click "Back" to return to Declaration page then press "Accept"
 - Confirm app automatically navigates to Ballot page
 - Test Ballot pages
 - progress bar
 - page content
 - race/contest is numbered and vote rule is displayed,

- confirm attempted overvotes are alerted and next button disabled,
 - confirm each choice is a toggle to select/unselect,
 - test the clear selection button and it removes selections,
 - Verify that an elector can undervote a race
 - verify that when “decline to vote this contest” is marked, it blocks the user from making additional selections on the race
 - “Test Back” and “Next button” navigation to permit modifying choices
 - Verify last contest navigates to “Review page”
- Test Review Ballot page
 - Verify progress bar and page content
 - Verify each race/contest is numbered and vote rule is displayed
 - Verify choice(s) for each race are as selected by the elector
 - Confirm “Change” buttons permit navigation back to a race
 - Confirm a modified choice is reflected when returning to the review page
 - Verify “Submit” button navigates to the “Submit your ballot?” dialog
 - Verify back from dialog returns to Review Ballot page
 - Click “Submit...” Again, to return to dialog and “Submit”
- Verify Ballot Successfully submitted page
 - Verify progress bar and page content
 - Confirm that Confirmation ID is displayed
 - Verify “End Session” button navigates to the “Submit your ballot?” dialog
 - Verify Back from dialog returns to Review Ballot page
 - Click “Submit...” Again, to return to dialog and “Submit”
- Verify Ballot successfully submitted page
 - Verify progress bar and page content
 - Confirm that Confirmation ID is displayed
 - Verify “End Session” button navigates to the Session Ended page.
- Error Handling – verify the operation and messaging of error conditions:
 - Voter verification: Already voted using an elector’s voting PIN
 - Voter Verification: Invalid & Missing fields entered
 - Voter Verification: This elector has previously voted
 - Ballot/Review Pages: Session timeout warning (Continue or End Session)
 - Vallot/Review Pages: Connectivity failure before submitting ballot (should permit return to Voter Verification page and permit starting ballot over)
 - Ballot/Review Pages: Session timeout warning (Continue or End Session)
 - Ballot/Review Pages: Connectivity failure before submitting ballot (Should permit return to Voter Verification Page and permit staring ballot over).
 - Re-send Voter Information Letter with Voting PIN

- Print the voter information letter of an existing elector and use the PIN to vote online
- Prevent Elector from Voting Twice
 - Select in Voatz a voter that has not voted
 - Try to access in the online voting system (it should be allowed) and exit without submitting a vote.
 - Go back to Voatz system and mark the voter as having voted in person.
 - Try to access again in the online voting system. It should say that the voter has already voted, and should not be able to continue
- Update Elector Data
 - Update the information of the elector (e.g., address, or date of birth, or school support) and login into the system
 - The updated date of birth should be used for the login process.
 - The new ballot shown should be consistent with the updated information.
- Delete/Inactivate Elector
 - Delete/Inactivate an elector and verify they cannot vote the online ballot.
- Test on various desktop and mobile browsers
 - Desktop/Laptop Browsers - Chrome, MS-Edge, Firefox, Safari
 - Mobile Browsers – Chrome, Firefox, Safari
- Accessibility Testing
 - Screen-readers (NVDA, Voiceover, JAWS) if available
 - Responsive design (e.g., automatically adjusts screen size) if available
 - Adjustable Font Sizes using Browser tools and shortcuts (“Ctrl +” or Ctrl -“)

18. Voting System Closure

1. At 8:00 p.m. on October 26, 2026, the Clerk will close and deactivate the voting system. If eligible voters are in the Help Centre at 8:00 p.m., the Clerk shall permit those voters to cast their Ballot.
2. The results report, showing the results and total number of votes cast, will be generated by the Clerk once all eligible voters who were in the Help Centre or logged into the system at 8:00 p.m. have completed their vote, and no voter has an active voting session.

19. Scrutineers [s. 16]

1. Scrutineers may be appointed, in writing by the candidate to represent them at a Voting Place, as well as at the Help Centre, during the review of the Zero Report and receipt of voting results, including during a recount.
2. Only one certified Candidate or their appointed Scrutineer may be in attendance to a Voting Place, as well as at the Help Center, during the “0” count audit, and receipts of voting results, including during a recount.
3. A person appointed as a Scrutineer, before being admitted to a Voting Place or Help Centre must take an Oral Oath of Secrecy, show proof of their applicable appointment, and Proof of Identification.
4. Use of a cellular telephone shall not be permitted by any candidate or scrutineer within the Voter Help Centre, Voting Place, or any other facility designated by the Clerk/Returning Officer.
5. Scrutineers and Candidates are prohibited from the following:
 - From attempting, directly or indirectly to interfere with how an elector votes, and prohibited from attempting to campaign or persuade an elector vote for a particular candidate;
 - To examine the ballots, object to ballots, or object to the counting of votes on a ballot when the ballots are being cast by the elector.
 - Displaying a candidate election campaign material in a voting place or at the Help Centre;
 - Compromise the secrecy of voting;
 - Interfere or attempt to interfere with an elector who is voting;
 - Obtain or attempt to obtain in a voting place any information about how an elector intends to vote or has voted;
 - Communicate any information obtained at a voting place about how an elector intends to vote or has voted.
6. Scrutineers who do not follow the instructions of the Election Official(s) or who attempt to interfere, influence and to determine how an elector is voting will be requested to leave the Voting Place, Help Centre, or any other facility designated by the Clerk/Returning Officer immediately and their appointment will be revoked, and they will not be permitted to re-attend at the Voting Place.
7. The Scrutineer is permitted to check the voters’ list to ascertain who has voted but should not be permitted to do so at any time would delay proceedings.
8. The Scrutineer may be present at the time and place where results are received by the Clerk.

9. The Scrutineer represents their candidate. If their candidate enters the voting place, the scrutineer is required to leave the voting place.

20. Election Personnel [s. 11]

1. The Clerk shall appoint a Deputy Returning Officer for each Voting Place and may appoint any other Election Officials for the election and for any recount that the Clerk considers are required.
2. The Clerk may delegate to a Deputy Returning Officer or other Election Official any of the Clerk's power or duties in relation to the election as they consider necessary. The Clerk may continue to exercise the delegated powers and duties despite the delegation. The delegations shall be in writing.
3. There shall be a substitute qualified person appointed to attend to the election details in the event the Clerk is unavailable.
4. The Clerk is required to complete and sign the Oath of Returning Officer.
5. All other Election Officials are required to complete and sign the Appointment and Oath for Election Officials.

21. Proxy Voting [s. 42(5)]

The Township of Admaston/Bromley has chosen to use an alternative voting method and proxy voting will not be utilized.

22. Corrupt Election Practices – Provincial Offence and Prosecution

1. Sections 89 and 90 of the Act provides for penalties and enforcement of corrupt practices and other offences during an election process.
2. Although the Township of Admaston/Bromley will be using an alternative voting method, being Internet Voting/Telephone, the principles and the integrity of the election process will remain and is enforceable.
3. Section 89 of the Act states that "A person is guilty of an offence if he or she
 - a. votes without being entitled to do so;
 - b. votes more times than this Act allows;
 - c. votes in a voting place in which he or she is not entitled to vote
 - d. induces or procures a person to vote when that person is not entitled to do so;
 - e. having appointed a voting proxy that remains in force, votes otherwise than by the proxy;
 - f. having been appointed a voting proxy, votes under the authority of the proxy when the elector has cancelled the proxy, is no longer entitled to vote or has died;

- g. before or during an election, publishes a false statement of a candidate's withdrawal;
 - h. furnishes false or misleading information to a person whom this Act authorizes to obtain information;
 - i. without authority, supplies a ballot to anyone;
 - j. delivers to the deputy returning officer to be placed in a ballot box a paper other than the ballot the deputy returning officer gave him or her;
 - k. takes a ballot away from the voting place;
 - l. at an election, takes, opens or otherwise deals with a ballot, a ballot box, or a book or package of ballots without having authority to do so;
 - m. attempts to do something described in clauses (a) to (l). 1996, c. 32, Sched., s. 89.”
4. No person(s) shall solicit a Voter Information Letter from an eligible elector. All valid complaints or knowledge of solicitation shall be reported immediately to the Ontario Provincial Police for investigation of corrupt practices.
5. In addition, under the provisions of Section 90 of the Municipal Elections Act, if a person is convicted of an offence and the offence was committed knowingly, the offence also constitutes a corrupt practice and the person is liable, in addition to any other penalty, for a term or imprisonment not more than six (6) months.
6. Although many provisions of the Municipal Elections Act also deal with voting places, ballots, and ballot boxes, etc. the same must be used interchangeably with the “alternative form” of voting since the principle of the Act must be maintained and is therefore enforceable and subject to penalties.
7. As such, the Municipal Clerk of the Township of Admaston/Bromley in this alternative form of voting, has agreed to the following rules and regulations:
- a. That all complaints received about actions which may contravene the provisions of the Municipal Election Act, either verbally or written, will be investigated by the Clerk;
 - b. That all such valid complaints, once investigated to the extent and knowledge of the Clerk, will be submitted to the Ontario Provincial Police;
 - c. The Detachment Commander of the Ontario Provincial Police has been advised that all such complaints will be turned over to his or her office for further investigation;
 - d. The Detachment commander of the Ontario provincial Police, once the investigation is completed will communicate with the Crown Attorney's Office to determine if an individual(s) will be prosecuted;
 - e. The Clerk or any Election Official will not attempt to intervene in the prosecution and may be called to give evidence during prosecution.

23. Mail Tampering – Criminal Offence and Prosecution

1. The Criminal Code of Canada states that tampering with the mail of an individual is a criminal offence and a person(s) found guilty is liable to a term of imprisonment not exceeding ten (10) years.
2. Since the Township of Admaston/Bromley will be using an alternative-voting method, that being Internet Voting/Telephone, and the notification of the voting process and how electors can access the voting system in order to exercise their right to vote may be completed through the mail, mail tampering is a criminal offence under the Criminal Code of Canada.
3. As such and in order to ensure the integrity and confidence of the voting process for all electors and the candidates, the Municipal Clerk of the Township of Admaston/Bromley in this alternative form of voting have agreed to the following rules and regulations:
 - a. That all complaints about actions which may contravene the provisions of the Criminal Code of Canada with respect to mail tampering, either verbally or written, will be investigated by the Clerk;
 - b. That all such valid complaints, once investigated to the extent and knowledge of the Clerk, will be submitted to the local detachment of the Ontario Provincial Police;
 - c. The Detachment Commander of the Ontario Provincial Police has been advised that all such complaints will be turned over to his or her office for further investigation;
 - d. The Detachment Commander of the Ontario Provincial Police, once the investigation is completed, will communicate with the Crown Attorney's Office to determine if an individual(s) will be prosecuted;
 - e. The Clerk or any Election Official will not attempt to intervene in the prosecution and may be called to give evidence during prosecution.

24. Results

1. A Candidate or Scrutineer will be able to participate in the closing of the voting system on Voting Day at the Township Office, 477 Stone Road, Renfrew ON, but electronic devices will not be permitted, and Proof of Identification may be required by the Returning Officer. Candidates and Scrutineers may arrive no earlier than 7:45 p.m. and results will be under embargo, and no one will be permitted to leave the room until such time unofficial results are released.
2. Anyone who is creating a disturbance will be removed as directed by the Clerk.

3. The Township of Admaston/Bromley shall keep its public voting access open until 8:00 p.m. Monday, October 26, 2026, and its Voter Help Centre opened until the Clerk confirms that all eligible voters in the Voting Place(s) at 8:00 p.m. Monday, October 26, 2026, have completed voting.
4. The Clerk of the Township of Admaston/Bromley, at 8:00 p.m. Monday, October 26, 2026, providing that all eligible electors within the Voter Place have voted, shall request the close and deactivation of the Internet Voting service and shall also request the beginning of the manual count for the results for each candidate. This process involves combining the results from the internet voting system and in-person voting places.
5. After the results have been compiled, those present including the Clerk, Election Officials, Candidates, or their Scrutineers shall sign the report.
6. The CAO/Clerk shall report the “unofficial” combined results when received from Voatz Canada Inc. as soon as practical after 8:00 p.m. but not prior to 8:30 p.m. on Monday, October 26, 2026, at Township Office located at 477 Stone Road, Renfrew ON, and shall post the “Unofficial Results” on the Municipal Website.
7. 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 all voting.
8. As soon as possible after Voting Day, the CAO/Clerk shall declare the Official Results and post the results at the Township Office and on the municipal website.
9. As soon as possible after Voting Day, the Clerk shall make the following information available on the municipal website:
 - The number of votes for each Candidate
 - The number of declined and rejected Ballots
10. Declined Ballots are processed by the Designated Election Official who issues the Ballot. As such, the Clerk will report to the public the number of Declined Ballots through a manual process.

25. Recount [s. 56]

A recount in the Township of Admaston/Bromley is as per the Municipal Elections Act, 1996, as amended as the Township does not have a Recount Policy.

26. After Voting Day

1. At no time after Voting Day shall any information regarding the voter, PINs and ballots come together to allow anyone to know how an elector voted.
2. All election materials shall be destroyed in accordance with the principles of Section 88 of the Act.

27. Emergencies [s. 53]

1. 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.
2. 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 the Act, prevail over anything in the Act and the regulations made under it.
3. In the event of an emergency, the Clerk/Returning Officer, shall stop the Voatz Canada Inc. connections for the Internet, thus preventing the election from continuing, or starting, as the case may be. Alternatively, the Clerk/Returning Officer may extend the time period for voting by internet, depending on the circumstances of the emergency.
4. The emergency continues until the Clerk declares that it has ended. If made in good faith, the Clerk's declaration of emergency and arrangement shall not be reviewed or set aside on account of unreasonableness or supposed unreasonableness.
5. The Clerk shall to the best of their ability provide notice of such emergency. All information pertaining to the emergency shall be communicated via local radio and posted to the municipal website if possible.
6. In the event the Clerk/Returning Officer or Assistant Returning Officer is unable to be present to conduct procedures on Voting Day, there shall be a substitute person appointed or available to attend to the election details.

28. Joint Compliance Audit Committee [s. 88.37]

Establish a Joint Compliance Audit Committee

Council shall approve the appointment of members by resolution or by-law before October 1st of an election year

The Terms of Reference of the Compliance Audit Committee are attached to this document.

Compliance Audit Application

1. An elector, who is entitled to vote in an election and believes on reasonable grounds that a Candidate or a Third Party Advertiser has contravened a provision of the Act relating to election campaign finances, may apply for a compliance audit of the Candidate's or Registered Third Party's election campaign finances, even if the Candidate or Registered Third Party has not filed a financial statement. The application must be made within 90 days of the financial statement filing date.
2. Within 10 days after receiving the request, the Clerk shall forward the application to the Compliance Audit Committee.

29. Election Records [s. 88]

1. 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 Municipal Office at a time when the office is open.
2. No person shall use information obtained from public records described above, except for election purposes.
3. The Voters' List shall not be posted in a public place and can be used only for election purposes.
4. 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.
5. All 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 Elections shall be destroyed by the Candidate after the election, either by returning same to the Clerk for destruction with other election material or by deleting it completely from the Candidate's computer hardware. All records shared with campaign staff or volunteers shall also be protected and destroyed.
6. After 120 days from declaring the results of the election, under Section 88, the Clerk shall destroy the Ballots in the presence of two witnesses. The witnesses shall complete the "Witness Statements as to Destruction of Ballots". The Clerk may destroy any other documents and materials related to the election with exceptions outlined in the corporate Records Retention Schedule or required by law.

Retention of Records

The Clerk shall, at the completion of the count, retain the programs, memory cards, test materials and tapes in the same manner as is provided for in the Act for the keeping of ballots. The Clerk shall not alter or make changes to the materials referenced to in these procedures.

The ballots and any other documents or materials shall not be destroyed if:

- a court orders that they be retained; or
- a recount has been commenced and not finally disposed of.

In addition, documents filed under Sections 88.25 (candidates' financial statements, etc.), 88.29 (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.

30. Accessibility [s. 45(2)]

1. The Clerk shall have regard to the needs of electors and candidates with disabilities.
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.
3. In establishing the locations of Voting Places or Help Centres, the Clerk shall ensure that each Voting Place or Help Centre is accessible to electors with disabilities.
4. To allow an elector with a disability to vote, an Election Official shall attend on the elector anywhere within the area designated for voting.
5. The Election Official may permit an elector who needs assistance in voting to have such assistance as the Election Official considers necessary.
6. A voter who requires such assistance to vote may ask the Election Official for assistance. The Election Official shall require the voter making the request to take the Oral Oath to vote with assistance.
7. In lieu of the Election Official providing assistance, the voter may request that a Friend accompany the voter and assist the voter. Any Friend assisting shall be required to take an Oral Oath of Friend of Elector. No person shall be allowed to act as a Friend of more than one voter without authorization of an Election Official.
8. Candidates and Scrutineers may not act in the capacity of a Friend of elector.

9. Where a voter requires an interpreter, such person provided by the voter, shall take the Oral Oath of Interpreter and shall translate the oaths as well as any lawful questions put to the voter.
10. Within 90 days after Voting Day in a regular election but no later than January 23, 2023, the Clerk shall submit a report to council about the identification, removal and prevention of barriers that effect electors and candidates with disabilities and shall make the report available to the public.

31. Amendments and Changes

These procedures may be amended if deemed necessary by the City Clerk/Returning Officer or the Deputy City Clerk/Assistant Returning Officer.

32. Election Sign Guideline

Guideline Statement

This guideline is intended to address candidate advertising and election materials in the Township of Admaston/Bromley. This guideline is intended as a formalization of the municipal elections legislation, as well as clarification of specific municipal procedures.

Purpose

This guideline is to provide candidates, third parties, staff and the public with guidance related to campaign election materials and advertisement in municipal elections.

Definitions:

In this guideline the following terms shall have the meaning indicated:

- **Campaign Office** means a building or portion of a building which is used by a candidate or an agent of a candidate as part of an election campaign and where a candidate's campaign staff are normally present and the public may enter to obtain information about the candidate.
- **Candidate** means a person who has been officially nominated under the Municipal Elections Act, 1996; Provincial Elections; Federal Elections.
- **Election Sign** means any sign
 - to advertise or promote a candidate in a federal, provincial or municipal election, including an election of a local board or commission; or
 - intended to influence persons to vote for or against any candidate or any question or by-law submitted to the electors under section 8 of the *Municipal Elections Act, 1996*; or
 - a vehicle where a large or predominant portion of the vehicle is used for purposes of campaigning.
- **Highway** means a common and public walkway, lane, street, avenue, parkway, driveway, square, place, bridge, viaduct or trestle, designed and intended for, or used by, the general public for the passage of vehicles and pedestrians and includes the untraveled portion of a road allowance.
- **Public Property** means property owned by or under the control of the Township of Admaston/Bromley, any of its agencies, boards or commissions, including highways, boulevards and road allowances, and shall be deemed to include public utilities facilities, regardless of whether the poles are owned by or under the control of the Township and shall also be deemed to include, benches, municipal garbage containers or other structures, located on a highway regardless of whether the containers or structures are owned by the Township.

Property owned by the Township and leased to another person or entity shall not be deemed to be public property.

- **Public Utility Pole** means a pole owned or controlled by an entity which provides a municipal or public utility service, including but not limited to the Township of Admaston/Bromley, Bell Canada, Hydro One;
- **Road Allowance** means the allowance for a public road and includes the travelled and untraveled portions of the road allowance, the road shoulders, ditches, boulevards and sidewalks.
- **Sight Triangle** means the triangular space formed by the street lines of a corner lot and line drawn from a point in one street line to a point in the other street line, each such point being 15 meters from the point of intersection of the street lines (measured along the street lines). Where the two street lines do not intersect at a point, the point of intersection of the street lines shall be deemed to be the intersection of the projection of the street lines or the intersection of the tangents to the street lines.
- **Voting Place** means the entire property and all the boundaries associated with it, when such voting place is located within a public premises and shall mean all of the common elements when the voting place is located on private premises. Individual units, and their doors, windows, balconies, etc. shall not be deemed to be common elements.

Interpretation Rules

This Guideline may be cited as the "Election Sign Guideline".

Wherever this policy refers to a person or thing with reference to gender or the gender neutral, the intention is to read the policy with the gender applicable to the circumstances.

References to items in the plural include the singular, as applicable.

Election Signs - General Provisions

Despite any other by-law of the municipality to the contrary, no fee shall be charged by the Township, and no permit shall be required in order to post an election sign in accordance with this guideline.

Regulations for Campaign Signs

- a. No candidate or their agent or any other person shall affix, erect or otherwise display an election sign or permit an election sign to be affixed, erected or otherwise displayed:

i. at any location where the election sign:

- is located on either side of a public highway, fronting or alongside any public park or on any public property owned and/or operated by the Township or any local board on which buildings/structures exist, including offices, facilities, fire stations, public library, recreation centres, etc.
- is located within a sight triangle, as defined in this policy. In addition to the sight triangle, any location that would, by reason of size, location, or illumination, obstruct the vision of drivers or pedestrians, or obstruct or detract from the visibility or effectiveness of any traffic sign or control device;
- constitutes a danger or hazard;
- impedes or hinders or prevents parking by vehicles on private or public lands, or on a public highway, or eliminates a public parking space required by law;
- is attached to any object or structure that is located within the limits of a road allowance, including but not limited to, a public utility pole, light standard, a traffic control sign or signal, guardrail or other form of traffic safety structure or facility, bridge, trestle, hydrant, fence or tree;
- makes use of words such as “STOP”, “LOOK”, “ONE WAY”, “DANGER”, “YIELD” or any similar words, phrases, symbols, lights or characters in such manner as to tend to interfere with, mislead, or confuse traffic;
- is located in such a position that the sign would obstruct or block the visibility of another candidate’s sign.
- includes electronic displays that incorporates in any manner any flashing or moving illumination which varies in intensity, or which varies in colour and signs which have any visible moving parts or visible mechanical movement of any description.
- obstructs or impedes any required fire escape, fire exit, door, window, etc., or to prevent or impede access of firefighters to any part of a building.
- is located closer than three (3) metres to any fire hydrant.

b. No person shall erect, cause or permit to be erected a campaign sign on a road allowance if the sign or any portion thereof is:

- on or over the roadway or a sidewalk;
 - closer than 1 metre (3.28 feet) to the edge of the roadway;
 - within a sight triangle at the intersection of two roadways;
 - where a road allowance includes a sidewalk adjacent to a roadway, on the portion of the road allowance between the sidewalk and the roadway; and
 - where a road allowance includes a roadside ditch adjacent to a roadway, on the portion of the road allowance between the roadside ditch and the roadway.
- c. The candidate to whom the election sign relates shall be responsible for the erection, maintenance or display of the election sign and shall ensure that all the requirements of this Policy have been met.
- d. No person shall at any time erect, cause or permit to be erected a campaign sign or display a vehicle sign within 100 metres (325 feet) of a polling place, voting place or voter help centre.
- e. No person shall display the Township of Admaston/Bromley logo, crest or slogan in whole or in part, on any election sign.
- f. No person shall place an election sign in such a position that such sign would contravene any other applicable legislation.
- g. No person shall deface or willfully cause damage to a lawfully erected election sign.

Election Signs on Private Property

- a. Election signs may be erected or displayed on private property if:
- The signs are erected with the consent of the owner or tenant of the property
 - the signs do not interfere with the safe operation of vehicular traffic or with the safety of pedestrians;
 - the signs are no larger than 1.22 X 2.44 meters (4X8 feet) and the sign height is no higher than two metres above ground level, save and except signs on campaign offices, billboards and signs displayed indoors;

Timing of the Erection of Signs

- a. No election sign shall be erected or displayed prior to the issuance of writs for a provincial or federal election, or until the nomination for a municipal election has been submitted and publicly acknowledged on the Township's website.
- b. Every candidate shall ensure that all campaign signs are removed no later than one week following the voting day of the election for which the sign was erected or installed.

Removal of Election Signs

- a. Where election signs have been posted in contravention of this guideline or any other by-law, the Township may:
 - Notify the owner, candidate or their official agent to repair or remove the sign, or take the necessary action to make the sign comply with the provisions of this guideline;
- b. Remove the sign.
- c. If a sign is erected or displayed in violation of this by-law, the Township may cause the sign to be removed immediately without notice if it poses an immediate safety hazard.
- d. Signs that have been removed pursuant to this guideline shall be stored by the Township for a maximum of fifteen (15 days), during which time the candidate or their official agent may retrieve the sign.
- e. The Township may destroy any election sign which has been seized and is not claimed and retrieved by the sign owner within 15 days without compensation to the sign owner.
- f. Should any campaign materials be non-compliant with the Municipal Elections Act, or this guideline, the same shall be removed forthwith and destroyed. Questions or concerns about campaign materials shall be forwarded to the candidate. Complaints regarding non-compliance should be forwarded to the Clerk or Returning Officer in writing. The municipality or its agents and employees shall not be responsible for the proactive enforcement of this guideline.

33. List of Attachments

1. 2026 MMAH Candidate's Guide
2. 2026 MMAH Third Party Advertiser's Guide
3. 2026 MMAH Voter's Guide
4. Acceptable Identification
5. CAO/Clerk Communications Plan
6. Release of Personal Information Form
7. Joint Compliance Audit Committee Terms of Reference
9. 2026 Municipal Election Forms Nomination - Form 1
10. Financial Statement – Auditor's Report Candidate - Form 4
11. Withdrawal of Nomination – Form EL19
12. Estimated Maximum Campaign Expenses