



TOWNSHIP OF SOUTH GLENGARRY

TELEPHONE & INTERNET VOTING

ELECTION POLICIES AND PROCEDURES

2026 ONTARIO MUNICIPAL ELECTION

Approved on April 27, 2026 by Kelli Campeau, Returning Officer/Clerk
of the Township of South Glengarry

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

1. AUTHORITY

- 1.1. Subsection 42(3) of the *Municipal Elections Act*, 1996, S.O. 1996, c.32, as amended (the “Act”) provides that the Clerk establish procedures for alternative voting methods authorized by by-law.
- 1.2. The Council of the Township of South Glengarry adopted By-law 2025-53 on October 14, 2025, authorizing the use of Internet and Telephone voting for the 2026 municipal elections.
- 1.3. The Council of the Township of South Glengarry further awarded a contract for the provision of Internet and Telephone Voting to Voatz Canada Ltd. by resolution 2025-258.
- 1.4. Subsection 11(2) of the Act states that the Clerk of a local municipality has responsibility for conducting elections within that municipality and responsibility for:
 - a) Preparing 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).
- 1.5. Section 12 of the Act also gives the Clerk, as Returning Officer, the authority to provide for any matter or procedure for which there is otherwise no provision in an Act or regulation, but which is, in the Clerk’s opinion, necessary or desirable for conducting the municipal election.
- 1.6. These procedures apply to the 2026 municipal election in accordance with subsection 42(3) of the Act.
- 1.7. Where these procedures do not provide for any matter related to the election to which these procedures apply, the matter will be conducted in accordance with the principles of the Act. These principles are generally recognized to include the following:
 - a) The secrecy and confidentiality of individual votes is paramount;
 - b) The election should be fair and non-biased;
 - c) The election should be accessible to voters;
 - d) The integrity of the process should be maintained throughout the election;
 - e) There is to be certainty that the results of the election reflect the votes cast;
 - f) Voters and candidates should be treated fairly and consistently; and,
 - g) The proper majority vote governs by ensuring that valid votes be counted and invalid votes be rejected, so far as is reasonably possible.

1.8. Subsection 42(4) states that:

- a) The Clerk shall provide the procedures and forms on or before June 1st in the year of the election;
- b) The procedures and forms established by the Clerk, if they are consistent with the principles of the Act, prevail over anything in the Act and the regulations under it.

1.9. Section 53 of the Act provides that the Clerk may also declare an emergency if he or she is of the opinion that circumstances have arisen that are likely to prevent the election from being conducted in accordance with the 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.

1.10. The most up to date version of these procedures will be available on the Township of South Glengarry's website at www.southglengarry.com.

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

Kelli Campeau, Clerk/Returning Officer

Date Approved: April 27, 2026

Revised: June 22, 2026

2. DEFINITIONS

- 2.1. **Act** means the Municipal Elections Act, 1996, S.O. 1996, c.32, as amended from time to time.
- 2.2. **Alternative Voting** means voting by telephone or by internet and includes a combination of telephone and internet voting.
- 2.3. **Advanced Voting** means voting conducted between the hours of 8:30 AM beginning on Monday, October 19, 2026 and ending on Monday, October 26, 2026 at 10:00 AM.
- 2.4. **Ballot** means either an image on a computer screen, or any web enabled device, of a ballot card for an election to be voted for, including all choices available to the electors and containing spaces in which the electors mark their votes; or when voting using a telephone or wireless phone, an audio set of instructions which describe all choices available to the electors and instruction to mark their selection by depressing the numbered touchtone keypad.
- 2.5. **Ballot Box** means a computer database in the system where cast internet and telephone ballots are stored.
- 2.6. **Candidate** means a person who has been nominated under Section 33 of the Municipal Elections Act.
- 2.7. **Certified Candidate** means a candidate whose nomination has been certified by the municipal Clerk under Section 35 of the Municipal Elections Act.
- 2.8. **Clerk** means the Clerk of the Township of South Glengarry, who is responsible for conducting this election under the authority of the Municipal Elections Act.
- 2.9. **Computing Device** means an electronic device that may access the internet, including but not limited to a computer, laptop, tablet, or mobile device.
- 2.10. **Election Official** means a person who is entitled to be an elector at an election held in the local municipality, if on voting day he or she meets the qualifications outlined in Section 17(2) and 17(3) of the Municipal Elections Act.
- 2.11. **In-Person Voting** means a Voter Help Centre established by the Township of South Glengarry, which uses Township-controlled computing devices.
- 2.12. **Internet and Telephone Voting System** means the technology and software that records processes, stores, and counts the Ballots cast. "Internet Voting System", "Telephone Voting System" and "Internet or Telephone Voting System" shall have the same meaning.

- 2.13. **Internet and Telephone Voting System Provider** means the vendor chosen by the Township of South Glengarry, Voatz Canada Ltd., to provide the technology and software that records, processes, stores, and counts the Ballots cast.
- 2.14. **Normal Business Hours** means the time between 8:30 am and 4:00 pm, Monday through Friday, and excludes weekends and statutory holidays.
- 2.15. **Personal Identification Number (PIN)** means a unique multiple digit number assigned by the Voatz system to each voter to provide security for access to the voting system.
- 2.16. **Preliminary List of Electors** means a list of electors for the Township of South Glengarry compiled by Elections Ontario and provided to the Township of South Glengarry between July 31st and September 1st of an election year.
- 2.17. **Satisfactory Identification** means the identification required under the Municipal Elections Act (Ontario Regulation 304/13) which would provide proof of identity and residence of an individual to the satisfaction of an election official. See Appendix A for a list of acceptable identification, which must be an original certificate or notarial copy and shall show the person's name and qualifying address.
- 2.18. **Script** means all information slow and system prompts from the Voatz system including instructions, informational messages, error messages, and exceptions.
- 2.19. **Scrutineer** means an individual, appointed in writing by certified candidate, to represent him or her during the voting process.
- 2.20. **Support Person** means a person who has been requested by an elector to assist him or her in the voting process.
- 2.21. **Voter Help Centre** means a location provided by the Township of South Glengarry to assist electors with the Telephone and Internet voting process or other general election inquiries, including revisions to the Voter's List.
- 2.22. **Voters' List** means the Preliminary List of Electors, as corrected by the Clerk, under the provisions of Section 22 of the Act.
- 2.23. **Voting Day** means the final day on which the vote is to be taken in an election and shall be until 8:00 pm on that day. Voting day in a regular election is the fourth Monday in October – October 26th, 2026.
- 2.24. **Voting Period** means the time between the first day for eligible voters to cast their ballots and 8:00 pm on Voting Day.

2.25. **Voter Information Letter (VIL)** means a document addressed to an eligible voter that contains a Personal Identification Number (PIN) and other information such as a telephone number and a URL for voting, a list of Voter Assistance Centre locations and hours of operation, and a list of Candidates. These letters shall be mailed individually to every person on the voters' list.

3. APPLICATION

- 3.1. These procedures have been developed under the authority of the Municipal Elections Act and apply to the Telephone and Internet Voting being conducted by the Township of South Glengarry between October 19 and October 26, 2026.
- 3.2. The procedures and forms established by this document prevail over anything in the Act and its regulations, as per Subsection 42(4) of the Act.
- 3.3. Where these procedures do not provide for any matter, the election shall be conducted as far as consistent and practical within the principles of the Act, with the same being determined and established by the Clerk.
- 3.4. These procedures may be amended, as necessary and deemed appropriate, by the Clerk of the Township of South Glengarry. Any amendment to these procedures shall be signed by the Clerk and a copy of the amendment(s) shall be provided by the method deemed appropriate by the Clerk to all certified candidates.

4. SECRECY

- 4.1. The Clerk shall require all election officials 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 Act.
- 4.2. No person shall interfere or attempt to interfere with an elector while in the process of accessing the Telephone/Internet Voting service, unless expressly requested and authorized by an elector asking for assistance.
- 4.3. No person shall obtain or attempt to obtain information about how an elector intends to vote or has voted. Any individual requested by an elector to assist him or her in voting is required to maintain the secrecy of the vote(s) cast by the elector and shall vote according to the instructions and wishes of the elector.
- 4.4. No person shall communicate any information that might have been inadvertently obtained about how an elector intends to vote or has voted.

- 4.5. No elector shall reveal how he or she intends to vote except when obtaining assistance in voting from either a support person or an election official.
- 4.6. All electors voting at the Voter Help Centre may vote with the assistance of a support person; however, the support person shall be required to take the appropriate oath prior to providing assistance.
- 4.7. 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 Sections 89 through 94 of the Act, “Corrupt Practices and Other Offences – Penalties and Enforcement”.

5. CANDIDATE NOMINATIONS

5.1. Filing Nomination Papers:

- a) Nomination papers may be filed for the following offices at the Township of South Glengarry office from May 1, 2026 during regular business hours (8:30 am to 4:00 pm) or by appointment and between 9:00 am to 2:00 pm on Friday, August 21, 2026 (Nomination Day).

Mayor – One (1) to be elected
Deputy Mayor – One (1) to be elected
Councillor – Three (3) to be elected at large

5.2. Municipal Freedom of Information and Protection of Privacy Act:

- a) Upon filing, nomination papers become part of the public record and shall be disclosed to members of the public upon request.
- b) Upon receiving nomination papers, Candidate information is posted to the Township of South Glengarry website.
- c) The Clerk shall retain Candidate financial statements, third party advertiser financial statements, and auditor reports as required by the Act.
- d) On Nomination Day (August 21, 2026) after 2:00 pm, the Clerk shall examine each nomination paper filed with the Township of South Glengarry and, if satisfied the person is qualified to be nominated and that the nomination complies with the Act, the Clerk shall certify the nomination paper. If not satisfied, the Clerk shall reject the nomination and shall notify the person who sought to be nominated and all other Candidates for that office. The Clerk’s decision to certify or reject a nomination is final.

6. THIRD PARTY ADVERTISER REGISTRATION

- 6.1. In accordance with section 88.6 of the Act, eligible third party advertisers may file a notice of registration with the Clerk in the prescribed form and with a declaration of qualification.

6.2. Registrations can be filed starting on May 1, 2026 until the Friday before Voting Day, during normal business hours, which is October 23, 2026 until 4:00 pm.

7. VOTER QUALIFICATIONS

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

- a) Is a Canadian citizen,
- b) Is 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 of such a person, and
- d) Is not prohibited from voting under subsection 17(3) of the Municipal Elections Act or otherwise by law.

8. PRELIMINARY LIST OF ELECTORS / VOTERS' LIST

8.1. The Preliminary List of Electors shall be provided from Elections Ontario in an electronic format.

8.2. The list shall be reviewed by the Clerk of the Township of South Glengarry. Obvious errors shall be corrected as permitted under Section 22 of the Municipal Elections Act and the list shall be approved for use as the Voters' List.

8.3. The list shall be reproduced in paper or electronic format and distributed to those who are entitled to copies under Subsections 23(3), (4) and (5) of the Act.

8.4. All certified candidates shall be entitled to a copy of the Voters' List and shall sign a statement acknowledging that the Voters' List shall not be used for any commercial purposes.

8.5. The list shall be available in an electronic format.

8.6. Additions, corrections, and deletions may be made to the list in accordance with the Municipal Elections Act.

8.7. The Clerk shall produce an electronic list of the additions, corrections, and deletions and make these revisions available to those who are entitled to copies of the Voters' List under the Act and the same shall be the final Voters' List. This list, as required under Section 27 of the Municipal Elections Act, shall be provided to the Internet/Telephone Voting System Provider, Voatz, in computer format in order for the Voatz System to manage the Voter Information Letter.

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

8.9. The Voter Help Centre shall be responsible for the following:

- a) Eligible electors who attend the Voter Help Centre and are not on the Voters' List will be able to be added to the list by filling out a declaration form and providing satisfactory identification.
 - i. Their name will be added to the Voters' List and they will be assigned and receive (or mailed) a Voter Information letter containing and PIN and they will be able to vote at the Voter Help Centre if they so wish.
- b) Verifying and re-issuing a Voter Information Letter to qualified Voters:
 - i. Where a person on the Voters' List has lost his or her Voter Information letter or did not receive it in the mail, or does not have access to it, he or she can attend at the Voter Help 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 with the appropriate details. Upon providing satisfactory identification to an election official, an oath shall be taken by the voter and a new VIL containing a new PIN shall be issued.

9. NOTICES

9.1. The Clerk of the Township of South Glengarry shall notify voters of the following, pursuant to Section 40 of the Act:

- a) The location of the voting places;
- b) The dates and times on which the voting places will be open for voting;
- c) If a by-law has been passed under clause 42(1)(b), alternative voting methods, the manner in which electors may use the alternative voting method.

9.2. The Clerk shall also give notice of the offices for which persons may be nominated and of the nomination procedure in accordance with Section 32 of the Act.

9.3. Notices will be published in local newspapers and posted on the Township's website. All notices shall be made available in English only.

9.4. Where possible, cooperative advertising may take place; costs will be approved and shared by the participating municipalities.

9.5. Each person on the voters' list shall be mailed a sealed Voter Information Letter containing:

- a) His or her Personal Identification Number, the telephone number to call to cast a vote, and the designated internet address (URL) to access to cast a vote using the internet;
- b) Instructions on how to vote;
- c) Dates and hours of voting; and
- d) The location and telephone number of the Voter Help Centre.

10. SCRUTINEERS

10.1. Scrutineers may be appointed, in writing, by the candidate as stated under Section 16 of the Act. If appointed, scrutineers will be entitled to the following:

- a) Upon request and after producing the properly signed appointment of Scrutineer form and prescribing to the oath of secrecy, they may attend a Voter Help Centre during hours of operation to observe the process. Scrutineers who do not follow the instructions of the Clerk or Election Official, or who attempt to interfere, influence, or determine how an elector is voting, will be requested to leave the Voter Help Centre immediately. Their appointment will be revoked and they will not be permitted to re-enter a Voter Help Centre.
- b) To be present at the time and place where result are received by the Clerk, including signing the results report indicating the final results and votes cast.

10.2. Use of a cellular telephone or any other electronic devices shall not be permitted within a Voter Help Centre by any candidate or scrutineer.

11. VOTING

11.1. An Internet/Telephone Voting method shall be used for the 2026 Municipal & School Board Elections.

11.2. Telephone/Internet Voting:

- a) Eligible voters shall be required to telephone a designated number or access a designated internet address to cast their vote.
- b) Every eligible elector shall be limited to only one vote through the use of a PIN distributed by mail in a sealed and personalized Voter Information Letter.
- c) The Voatz system will allow the eligible voter to vote using a telephone or the internet.
- d) Following the voter's selection, the voting system response shall identify the voter's choice and provide the voter with the option of changing or confirming their vote.
- e) The voting system shall enable the voter to decline from voting if he/she wishes to do so.

- f) Once the PIN has been used to complete all assigned races associated with the election, it cannot be used again and further access shall not be granted to vote again.
- 11.3. Voting will commence on Monday, October 19, 2026 at 9:00 am and will run continuously until Monday, October 26, 2026 at 8:00 pm.
- 11.4. Prior to the Voatz system activation, an auditor or other authorized election official will generate the confirmation report that contains all candidate names running for an office (through the Voatz System by secure ID and password). The report displays in real time the sum total of votes cast for each candidate running for an office. The timing of this report activity ensures that all totals for all candidates confirms zero (0) votes before the electronic election begins.
- 11.5. The Voatz System will be activated unless any of the counts associated with the candidate names do not indicate a zero total, and unless directed otherwise by an election official.
- 11.6. A list will be made available to the Clerk through Datafix's VoterView program of all eligible voters on the voters' list who have voted during the voting period. The names of individuals who have voted will be marked as voted. A list of voters who have voted can be made available to candidates or their appointed scrutineer through the Clerk's office. The list shall be provided in real time or as closely as possible to real time.
- 11.7. Where a voter is associated with multiple properties within the Township, the voter may only vote once, and the qualifying address to determine eligibility for voting shall be the place of residence of the voter. All duplication of names on the Preliminary List of Electors shall be verified by the Clerk and/or election officials and all duplicate names of individuals shall be deleted prior to the final preparation of the voters' list.
- 11.8. Should a voter receive more than one Voter Information Letter, the voter may only vote once and must return the other document to the municipal office. Voters in violation of corrupt practices under the Municipal Elections Act shall be reported to the Ontario Provincial Police for further investigation.
- 11.9. Should a Voter information Letter be returned to the Township office that has been opened or damaged, the PIN status will be disabled by an election official in a manner that prevents the PIN from being successfully validated in the voting process. In this circumstance, the VIL shall be marked unused and will be retained in a secure means and subsequently destroyed at the same time as all other municipal election material as provided for under Section 88(2) of the Municipal Elections Act.

11.10. The Clerk and the election officials shall ensure a complete audit trail is maintained of all Voter Information Letters:

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

11.11. PIN Validation:

- a) Where an eligible voter has attempted to validate their PIN and they have determined that the PIN has already been used, the voter can attend the Voter Help Centre, bring satisfactory identification and have an election official confirm that the PIN has been used unlawfully.
- b) Prior to authorizing the re-issuance of a new Voter Information Letter, which contains a new PIN, the voter shall be required to respond and answer any and all questions from the election official. The election official shall document, to his or her satisfaction, questions and answers of the voter and, if deemed appropriate, the Clerk shall submit the same to the Ontario Provincial Police for further investigation.
- c) If the election official believes that all questions have been answered truthfully and to his or her satisfaction, the election official may authorize the provision of a new Voter Information letter which contains a new PIN or, at the discretion of the election official, the elector will be required to make a declaration as to his or her statement and take an oath which shall be given by the election official. A copy of this declaration shall also be submitted to the Ontario Provincial Police should further questioning be required in order to ascertain if corrupt practices have occurred.
- d) Once the voter has properly answered all questions and if required, taken the prescribed oath, a new Voter Information Letter containing a new PIN can be issued.

11.12. Incorrect PIN:

- a) Where an eligible voter has received an incorrect PIN in terms of school support association, the voter can contact the Voter Help Centre and have the proper information applied to the existing PIN. The voter may re-access the system and vote for all races not yet completed.
- b) The eligible voter shall be able to re-enter the system at any time during the election using the existing PIN or the re-categorized PIN until voting for all races has been completed.

11.13. New PINs shall not be given out over the telephone or by mail without the express approval of the Clerk. A Voter Information Letter containing a PIN shall not be given to any person at the Voter Help Centre unless satisfactory identification is provided and the individual has taken the required oath, if required, as administered by an election official.

12. VOTING PROCESS

12.1. Eligible voters may vote by:

- a) Accessing the telephone number provided by using a touch-tone telephone, but not a rotary dial telephone. “Digi-pulse” telephones will be able to access the system if the telephone override button is set to a “touch-tone” mode. Should the preceding not be done correctly, the interactive response system will provide an error message requesting that the elector obtain assistance, or
- b) By accessing the internet address provided by using a dial modem access or high-speed connection.

12.2. Eligible voters may vote by internet or telephone at any location, at any time between Monday, October 19, 2026 at 9:00 am to Monday, October 26, 2026 at 8:00 pm.

12.3. Voters requiring assistance to vote may attend the Voter Help Centre during the following hours and at the following locations:

Advanced Voting (October 19 – 25)	Township Office (6 Oak Street, Lancaster, Ontario) <ul style="list-style-type: none">- Mon to Fri: 9:00 am – 4:00 pm- Sat and Sun: 10:00 am – 2:00 pm
Voting Day (October 26)	<ul style="list-style-type: none">- Glengarry Outreach Lan-Char Centre (20 Victoria Street, Lancaster)- 10:00 am – 8:00 pm

12.4. Eligible voters who attend the Voter Help Centre to vote may do so using the computing device provided via internet voting.

12.5. Eligible voters may attend the Voter Help Centre during the hours identified in section 12.3 with a support person. In the absence of a support person and at the request of the voter, an election official may provide assistance with voting.

13. SECURITY

- 13.1. An eligible voter may only vote once in the Township of South Glengarry 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.
- 13.2. 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.
- 13.3. 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.
- 13.4. 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 lockdown or once voting has started.
- 13.5. The voting system is hosted by Voatz Canada Ltd. within their own data centers' environment, which undergoes continuous and rigorous penetration prevention testing.
- 13.6. 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 a real-time electronic voters' list. This ensures that an eligible voter cannot obtain another ballot online or by telephone or by attending the Voter Help Centre.
- 13.7. At the time a ballot is cast, the internet and telephone voting system records the action in the 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 activity.

14. SYSTEM

- 14.1. The integrity of the voting process shall be the responsibility of the Clerk of the Township of South Glengarry and shall be preserved by:
 - a) Ensuring that every eligible elector on the voters' list is mailed a sealed Voter Information Letter which contains the voter's unique PIN;

- b) Ensuring that no one except the Voatz system and the Clerk or their designate maintains a list of Personal Information Numbers that matches each voter's name and address, and
- c) Providing an opportunity for eligible electors who do not appear on the voters' list to be added to the list, or to make amendments to the list, up to and including election day, October 26, 2026.

14.2. The voting system shall be tested on several occasions. The tests shall include, but not be limited, to the following:

- a) Checking the wording of the script;
- b) Checking the Voter Help Centre telephone and internet access;
- c) Checking the script and input timing;
- d) Attempting to use a PIN more than once;
- e) Balancing a predetermined number of votes with those cast;
- f) Matching PINs to names and addresses;
- g) Checking the system which is used for activating PINs, and
- h) Deliberately entering wrong information.

14.3. All certified candidates are to provide the Clerk the proper pronunciation of their name, in English and in French by a date determined by the Clerk.

15. CORRUPT ELECTION PRACTICES AND PROSECUTION

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

15.2. Although the Township of South Glengarry will be using alternative voting methods, being internet and telephone voting, the principles and the integrity of the election process will remain and is enforceable.

15.3. No person 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.

15.4. 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 of imprisonment of no more than six (6) months.

15.5. Although many provisions of the Municipal Elections Act also deal with voting places, ballots, and ballot boxes, the same must be used interchangeably with the "alternative form" of voting since the principles of the Act must be maintained and are therefore enforceable and subject to penalties.

15.6. As such, the Clerk of the Township of South Glengarry in this alternative form of voting, has agreed to the following rules and procedures:

- a) THAT all complaints about actions which may contravene the provisions of the Municipal Elections Act, either verbally or written, will be investigated by the Clerk;
- b) THAT all such valid complaints, once investigated to the extent and knowledge of the Clerk, will be submitted to the local detachment of the Ontario Provincial Police;
- c) THAT the Detachment Commander of the Ontario Provincial Police has been advised that all such complaints will be turned over to their office for further investigation;
- d) THAT the Clerk or any election official will not attempt to intervene in any investigation and may be called to give evidence during prosecution.

16. MAIL TAMPERING

16.1. The Criminal Code of Canada states that tampering with the mail of an individual is a criminal offence and a person found guilty is liable to a term of imprisonment not exceeding ten (10) years.

16.2. Since the Township of South Glengarry will be using alternative voting methods, that being telephone and internet voting, and the notification of the voting process and how electors can access the voting system will be completed through the mail, tampering with a sealed Voter Information letter is deemed mail tampering and is a criminal offence.

16.3. As such, in order to ensure the integrity and confidence of the voting process for all electors and the candidates, the Clerk of the Township of South Glengarry has agreed to the following rules and procedures:

- 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 in writing, 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) THAT the Detachment Commander of the Ontario Provincial Police has been advised that all such complaints will be turned over to their office for further investigation;
- d) THAT the Clerk or any election official will not attempt to intervene in any investigation and may be called to give evidence during prosecution.

17. RESULTS

- 17.1. The Township of South Glengarry shall keep internet and telephone voting open until October 26, 2026 at 8:00 pm. The Clerk shall confirm that all eligible voters present in the Voter Help Centre prior to 8:00 PM have completed voting.
- 17.2. The Clerk, at 8:00 pm on October 26, 2026, providing that all eligible electors within the Voter Help Centre have voted, shall request the close and deactivation of the telephone and internet voting service and shall also request the tabulation of the results for each candidate.
- 17.3. The Clerk shall report the “unofficial” results when received from the Voatz system as soon as practicable after 8:00 pm on October 26, 2026 at Tartan Hall in the Char-Lan Recreation Centre.
- 17.4. Pursuant to Subsection 55(4) and subject to the provisions of Section 56 of the Municipal Elections Act, the Clerk shall on October 27, 2026 at 10:00 am declare the candidate or candidates, as the case may be, who received the highest number of votes to be elected.
- 17.5. The “Official Results” of each candidate shall be available on the Township website as soon as possible after voting day.

18. TIE VOTE – RECOUNT PROCEDURES

- 18.1. In the case of a tie vote, as provided under Section 56 of the Municipal Elections Act, the Clerk shall request from the Voatz System a re-tabulation of the votes cast.
- 18.2. Pursuant to Subsection 56(2) of the Municipal Elections Act, the recount shall be held within fifteen (15) days after the Clerk’s declaration of the results of the election, and therefore the recount shall occur on or before November 11, 2026 at 10:00 am.
- 18.3. Pursuant to Section 61(1) of the Municipal Elections Act, the following persons will be authorized to attend the recount:
 - a) The Clerk and any other election official appointed by the Clerk for the recount procedure, including a municipally retained solicitor;
 - b) Every certified candidate for the office;
 - c) The lawyer for each of the candidates, and
 - d) Only one (1) scrutineer for each of the candidates.
- 18.4. Within 15 days after the declaration of the election results, the Clerk shall request the Voatz system to re-tabulate the results for the office(s) that are subject to the recount procedure and that the results be segregated by polling

subdivisions. The Voatz system shall send the results of the recount by e-mail and these results will be compared to the results tabulated by the auditor assigned to the election.

18.5. The Clerk shall announce the results of the recount and in the event of a tied vote, subsection 62(3) of the Municipal Elections Act shall apply, being:

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

18.6. In the event that a tied vote occurs after the statutory recount, the following procedure will be used and applied:

- a) The Clerk shall determine the texture and quality of the paper used for this process and each candidate or the candidates' lawyer and/or scrutineer will have an opportunity to examine the paper to be used to inscribe the names of the candidates;
- b) The Clerk shall inscribe the name of each candidate on a similar size paper and the candidates and/or their lawyer and/or scrutineer, without touching the paper, examine the same. In addition, all persons present will have an opportunity to examine the box which will be used for conducting the lot;
- c) Upon acceptance by all candidates that the processes outlined in paragraphs a) and b) have been adhered to, the Clerk shall fold the papers bearing each candidate's name twice in two (2) equal parts and shall deposit these papers, in full view of all persons present and authorized to attend, in an open-end box that will be acceptable to all persons present. In the event of a conflict or difference of opinion as to the selection of the box, the Clerk shall determine the box to be used for this process.

18.7. Upon completion of this process, the Clerk shall hold the box and, without looking into the box, ensure that the contents have been displaced sufficiently, and request the municipal solicitor to draw only one (1) paper, or the required number for the purpose of determining the successful candidate(s).

18.8. The municipal solicitor shall hand directly to the Clerk the selected paper(s) and the Clerk shall read aloud the name of the candidate or candidates and proceed to declare the individual(s) elected.

18.9. Once completed, the municipal solicitor shall remove the remaining contents of the box and provide an opportunity for all persons present to examine these slips of paper, including the box.

19. AFTER VOTING DAY

- 19.1. At no time after voting day shall an information regarding the voter, PINs, and ballots shall come together to allow anyone to know how an elector has voted.
- 19.2. All election materials shall be retained and, after the appropriate retention period, destroyed in accordance with the principles of section 88 of the Act.
- 19.3. Election materials shall not be destroyed by the internet and telephone voting system provider prior to receiving written confirmation from the Clerk.

20. EMERGENCIES

- 20.1. In accordance with section 53 of the Act, the Clerk may declare an emergency if he or she is of the opinion that circumstances have arisen that are likely to prevent the election being conducted in accordance with the Act.
- 20.2. In the event of an emergency, the Clerk shall post to the municipal website and social media platforms that the election has been delayed.
- 20.3. In the event of an emergency, the voting system provider, under direction from the Clerk, shall stop the Voatz system from accepting calls via telephone and connections from the internet, thus preventing the election from continuing, or starting as the case may be.
- 20.4. In the event that the Clerk is unable to be present to conduct procedures on voting day, there shall be a substitute qualified person appointed or available to attend to the election details.

21. ACCESSIBILITY

- 21.1. The internet voting system is compliant with WCAG 2.0 Level AA guidelines, which meet the standards of the Accessibility for Ontarians with Disabilities Act (AODA).
- 21.2. The Clerk shall have regard for the needs of candidates and electors with disabilities. The Clerk shall ensure the Voter Help Centre is accessible to persons with disabilities.
- 21.3. The Clerk shall prepare a report to be submitted to Council within 90 days of Voting Day about the identification, removal, and prevention of barriers that affect persons with disabilities they relate to the municipal election.
- 21.4. Election officials will be available for assistance during the voting period and on Voting Day.
- 21.5. The Township of South Glengarry has an Accessibility Policy. The municipal election will be conducted with having regard to the policies as established.

22. AMENDMENTS TO PROCEDURES

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

APPENDIX A – ACCEPTABLE IDENTIFICATION

Acceptable identification includes the following:

- An Ontario Driver's License
- An Ontario Health Card (photo card)
- An Ontario Photo Card
- An Ontario motor vehicle permit (vehicle portion)
- A cancelled personalized cheque
- A mortgage statement, lease, or rental agreement relating to a property in Ontario
- An insurance policy or insurance statement
- A loan agreement or other financial agreement with a financial institution
- A document issued or certified by a court in Ontario
- Any other document from the government of Canada, Ontario, or a municipality in Ontario
- Any document from a Band Council in Ontario established under the Indian Act (Canada)
- An income tax assessment notice
- A Child Tax Benefit statement
- A Statement of Employment Insurance Benefits Paid T4E
- A Statement of Old Age Security T4A (OAS)
- A Statement of Canada Pension Plan Benefits T4A (P)
- A Canada Pension Plan Statement of Contributions
- A Statement of Direct Deposit for Ontario Works
- A Statement of Direct Deposit for Ontario Disability Support Program
- A Workplace Safety and Insurance Board Statement of Benefits T5007
- A property tax assessment
- A credit card statement, bank account statement or RRSP, RRIF, RHOSP or T5 statement
- A CNIB card or a card from another registered charitable organization that provides services to persons with disabilities
- A hospital card or record
- A document showing campus residence, issued by the office or officials responsible for student residence at a post-secondary institution
- A document showing residence at a long-term care home under the Long Term Care Homes Act, 2007, issued by the Administrator of the home.
- A utility bill for hydro, water, gas, telephone, or cable TV or a bill from public utilities commission
- A cheque stub, T4 statement, or pay receipt issued by an employer
- A transcript or report card from a post-secondary school