



THE MUNICIPALITY OF
LAMBTON SHORES

INTERNET VOTING
ELECTION POLICIES and PROCEDURES
for the 2026 ONTARIO MUNICIPAL ELECTIONS

Approved by the
Clerk / Returning Officer of
The Municipality of Lambton Shores
this 17th day of April, 2026

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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

On January 13, 2026, the Council of the Municipality of Lambton Shores adopted By-Law Number 06 of 2026 authorizing the use of an alternative voting method, that being the Internet Voting method.

The Municipal Elections Act, more specifically Subsection 42(3), states as follows:

Procedures and forms

- (3) The Clerk shall,
- (a) establish procedures and forms for the use of,
 - (i) any voting and vote-counting equipment authorized by by-law, and
 - (ii) any alternative voting method authorized by by-law; and
 - (b) provide a copy of the procedures and forms to each candidate when his or her nomination is filed. 2009, c. 33, Sched. 21, s. 8 (22); 2016, c. 15, s. 31 (3).

Subsection 42(4), states that the Clerk shall provide the procedures and forms on or before December 31 in the year before the year of the election.

Subsection 42(4), states that the procedures and forms established by the Clerk, if they are consistent with the principles of the Act, prevail over anything in the Act and the regulations made under it.

In addition, the Council of the Municipality of Lambton Shores has entered into an agreement with Simply Voting Inc. for the provision of internet and telephone voting services for the 2026 Municipal and School Board elections.

Subsection 11(2) of the Municipal Elections Act states that the Clerk of a local municipality has responsibility for conducting elections within that municipality and responsibility for,

- a) preparing for the election;
- b) preparing for and conducting a recount in the election;
- c) maintaining peace and order in connection with the election; and
- d) in a regular election, preparing and submitting the report described in subsection 12.1 (2). 1996, c. 32, Sched., s. 11 (2); 2009, c. 33, Sched. 21, s. 8 (7).

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

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

- 12(2) The power conferred by subsection (1) includes power to establish forms, including forms of oaths and statutory declarations, and power to require their use.
- 12(3) The power conferred by subsection (1) includes power to require a person, as a condition of doing anything or having an election official do anything under this Act, to furnish proof that is satisfactory to the election official of the person's identity or qualifications, including citizenship or residency, or of any other matter.
- 13(1) Any notice or other information that this Act requires the Clerk to give shall be given in a form and manner and at a time that the Clerk considers adequate to give reasonable notice or to convey the information, as the case may be.
- 13(2) The Clerk shall provide electors, candidates and persons who are eligible to be electors with information to enable them to exercise their rights under this Act.

Subsection 42(5) states that when a by-law authorizing the use of an alternative voting method is in effect, Sections 43 (advance votes) and 44 (voting proxies) apply only if the by-law specifies. The by-law states that all advance voting shall use the same alternative voting method of internet voting and that proxy voting provisions are not permitted.

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

Therefore, as Clerk of the Municipality of Lambton Shores 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.

April 17, 2026



Stephanie Troyer-Boyd
Clerk / Returning Officer

2. DEFINITIONS

- a) Act or *Municipal Elections Act, 1996* – means the Municipal Elections Act, S.O. 1996 c.32, as amended.
- b) Advance Voting Period – means the time during the Voting Period in which eligible electors may cast ballots before Voting Day in an election.
- c) Auditor – means the person appointed by the Clerk to validate the logic and accuracy of a Voting System used in an election
- d) Ballot - means an image on an internet-enabled device of a ballot for an election to be voted for, including all choices available to the electors and containing spaces in which the electors mark their votes.
- e) Candidate - means a person who has been nominated under Section 33 of the Municipal Elections Act, 1996.
- f) Certified Candidate - means a candidate whose nomination has been certified by the Clerk under Section 35 of the *Municipal Elections Act, 1996*.
- g) Clerk - means the Clerk of The Municipality of Lambton Shores who is responsible for conducting this election under the authority of the Municipal Elections Act, 1996, as amended. (*This legislation provides that the Clerk of a municipality may provide for any matter that is not otherwise provided for in an Act or regulation and is, in the Clerk of the municipality's opinion, necessary or desirable - Section 12 of the Municipal Elections Act*).
- h) Election Official - means any Election Staff bearing the authority to make a decision on a matter based on their assigned role as authorized by the Clerk in respect to an election.
- i) Election Staff – means any individual that is assigned a role and/or responsibilities by the Clerk in respect to an election.
- j) Elector - means an individual eligible to vote in an election for The Municipality of Lambton Shores.
- k) Eligible Elector - means a person who is entitled to be an elector at an election held in the local municipality, if on voting day he or she meets the qualifications outlined in Section 17(2) and 17(3) of the Municipal Elections Act, 1996.
- l) Friend - means a person who has been requested by an Elector to assist them in the voting process in accordance with the *Municipal Elections Act, 1996*.

- m) Interim List of Changes - means, for a regular election, the list of changes made to the Voters' List between the time that the Voters' List was originally published and September 20th in the year of the election.
- n) Municipal Office – means the municipal administration building located at 9577 Port Franks Road, Thedford, ON N0M 2N0
- o) Municipality – means the Corporation of the Municipality of Lambton Shores.
- p) Password - means an additional access control word assigned by the Voting Service Provider to each authorized user in order to provide additional security for access to the Voting system.
- q) Personal Identification Number (PIN) - means a unique multiple digit number assigned by the Voting Service Provider to each Elector to provide security for access to the Voting System.
- r) Preliminary List of Electors - means a list of electors for The Municipality of Lambton Shores compiled by Elections Ontario (EO) and provided to The Municipality of Lambton Shores between July 31 and September 1 of an election year as agreed upon by EO and the Clerk.
- s) Receiving Location – means the location where the Voting System is activated and where election results are reported.
- t) Registered Third Party Advertiser – means an individual, corporation or trade union that is registered under Section 88 of the Act.
- u) Satisfactory Identification - means the identification required under the *Municipal Elections Act, 1996* (Ontario Regulation 304/13) which would provide proof of identity and residence of an individual to the satisfaction of an Election Official.
- v) Script - means all information flow and system prompts from the voting system including instructions, informational messages, error messages, and exceptions.
- w) Scrutineer - means an individual, appointed in writing by a certified candidate, to represent him or her during the voting process.
- x) Support Person - means a person who has been requested by an elector to assist him or her in the voting process in accordance with the *Municipal Elections Act, 1996*.
- y) Voter Help Centre - means a location provided by The Municipality of Lambton Shores to assist electors with voting or other general election inquiries, including revisions. The Voter Help Centre is located at the Municipal Office.

- z) Voter Information Letter – means a sealed envelope containing a Personal Identification Number (PIN) for each person on the Voters’ List or who has completed an application, duly approved by an election official, for inclusion on the Voters’ List, and internet address for voting, a Voter Help Centre number for assistance and a list of candidates for office. These envelopes shall be mailed individually, or hand-delivered as required, to every person on the Voters’ List.

- aa) Voters’ List - means the list of Eligible Electors in an election in the Municipality.

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

- cc) Voting Kiosk – means a physical internet-enabled device at a Voter Help Centre which is specifically configured to permit Electors to cast a ballot on the Voting System during an Election.

- dd) Voting Period – means the period of which Electors can vote using internet voting; beginning on October 16th 2026 at 9:00 a.m., until October 26th 2026 at 8:00 p.m.

- dd) Voting System – means the platform(s) chosen by the Municipality to provide Electors with a means of casting their ballot in an election.

3. APPLICATION

1. This procedure has been developed under the authority of Subsection 42(4) pursuant to Subsection 42(3) (a) (ii) of the *Municipal Elections Act, 1996* and applies to the Internet Voting being conducted by The Municipality of Lambton Shores between October 16, 2026 and October 26, 2026. This procedure applies to the 2026 Municipal and School Board Elections in the Municipality including any contests for which The Municipality collects a vote on behalf of another Returning Officer for which the election spans municipal boundaries (e.g. French School Board contest).
2. The procedures and forms established by this document prevail over anything in the Act and its regulations, provided that they are consistent with the principles of the Act as per Subsection 42(4) of the *Municipal Elections Act, 1996*.
3. Where these procedures do not provide for any matter, the election shall be conducted in a manner that is both consistent and practical within the principles of the *Municipal Elections Act, 1996* with the same being determined and established by the Clerk.
4. These procedures may be amended, as necessary and deemed appropriate, by the Clerk of The Municipality of Lambton Shores. Any amendment to these procedures shall be signed by the Clerk and a copy of the amendment(s) shall be provided forthwith to all Certified Candidates for office for The Municipality of Lambton Shores and/or school boards and to Registered Third Party Advertisers.
5. The Clerk will provide access to these procedures to the Returning Officer of any contests for which The Municipality collects a vote on behalf of, and request that the procedures are distributed to candidates who register to run for those offices.

4. SECRECY

1. The Clerk shall require all Election Official(s) and/or other persons working in connection with the municipal elections to swear or affirm an oath of secrecy, committing to upholding the secrecy provisions established in Section 49 of the Act.
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 asking for assistance.
3. No person shall obtain or attempt to obtain information about how an Elector intends to vote or has voted. Any individual requested by an Elector to assist him or her in voting is required to maintain the secrecy of the vote(s) cast by the Elector and, if marking the ballot on behalf of the Elector, 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 while in the Voter Help Centre, except for the purposes of obtaining assistance in voting from either a Friend, Support Person or an Election Official. Any other person present must withdraw until the Elector finishes instructing the Friend, Support Person or Election Official, as the case may be.
6. All electors voting at the Voter Help Centre may vote with the assistance of a Friend or Support Person; however, the Friend or Support Person shall be required to take the appropriate oath prior to providing assistance, to be administered by an Election Official. No person shall be allowed to act as a Friend or Support Person of more than one Elector at a Voter Help Centre.
7. All complaints regarding breaches of secrecy may be investigated by the proper authorities and may be prosecuted according to the provisions of “Offences, Penalties and Enforcement” under Section 89 through 94 of the *Municipal Elections Act, 1996*.

5. PRELIMINARY LIST OF ELECTORS / VOTERS' LIST

1. The Preliminary List of Electors (PLE) shall be requested from Elections Ontario in an electronic format. The PLE is to be received on August 14, 2026, or such date as to be agreed upon by the Clerk and Elections Ontario. The list shall be reviewed by the Clerk of The Municipality of Lambton Shores and obvious errors shall be corrected as permitted under Section 22 of the *Municipal Elections Act, 1996* and the list shall be approved for use as the Voters' List on or before September 1, 2026.
 - a. the list shall be distributed in electronic format to those who are entitled to copies under the Act. All Certified Candidates shall sign a Candidate's Declaration stating that the Voters' List shall not be used for any purposes other than the 2026 Municipal and School Board Elections, in accordance with Section 88(10) of the *Municipal Elections Act, 1996*. The Clerk, at their sole discretion, may determine which data fields shall be included in the copy of the Voters' List provided to Candidates for each electoral category. The candidates shall receive one login ID(s) and password allowing them to view the Voters' List that contains the names of the electors who are entitled to vote for their office. They can use the module to identify and track individual electors during the course of the election campaign and voting period to observe participation.
 - b. the list shall be available in an electronic format to accommodate the administration in the voting process at the Voter Help Centre.
 - c. additions, corrections and deletions may be made to the list in accordance with the *Municipal Elections Act, 1996*, and in accordance with the instructions for Voters' List Revisions and PIN Replacement.
 - d. the Clerk and/or the Voting Service Provider shall produce an electronic list of the additions, corrections and deletions, as stated in paragraph (c) of this document, and make available online these additions, corrections and deletions to those who are entitled to copies of the Voters' List under the Act and the same shall be the final Voters' List. This list, as required under Section 27 of the *Municipal Elections Act, 1996*, shall be available on September 20, 2026.
 - e. the Voters' List, as corrected by the Clerk pursuant to Section 22 of the *Municipal Elections Act, 1996* shall be provided to the Voting Service Provider in electronic format in order for the Voting Service Provider to manage the Voter Information Letter.
 - f. all Certified Candidates shall receive one (1) username and password allowing them to access the Voters' List in the Voting System, for the purposes of viewing which electors have voted during the Voting Period. The Municipality will not produce a physical or electronic excerpt of the Voters' List indicating Electors that have voted; it is expected that Candidates will use this access. This access does not provide information on how an Elector has voted, only whether or not they have participated in the election. Candidates

may access this information anytime from the start of the Voting Period, until end of Voting Day.

Voter Information Letters shall be distributed by standard mail or hand-delivered as required, to all eligible Electors to enable them to use the Internet Voting Service.

2. 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 the Application to Amend Voters' List and providing satisfactory identification in accordance with the Instructions for Voters' List Revisions and PIN Replacement.
 - b. Eligible Electors who are already on the Voters' List but wish to correct their information can attend the Voter Help Centre to do so in accordance with the Instructions for Voters' List Revisions and PIN Replacement.
 - c. Persons wishing to remove a deceased person's name from the Voters' List may submit a completed Application for Removal of Another's Name from Voters' List form to a Voter Help Centre, which shall be forwarded to the Clerk for review before the final decision to remove the deceased individual's name from the list.
 - d. Where a person on the Voters' List has lost his or her Voter Information Letter or did not receive it in the mail, they can attend a Voter Help Centre or contact the Voter Help Desk in order to obtain their VIL with a replacement PIN in accordance with the Instructions for Voters' List Revisions and PIN Replacement.
3. The Final List of Changes shall be provided to Elections Ontario by November 25, 2026 upon the Clerk's authorization.

6. NOTICES

1. The Clerk of The Municipality of Lambton Shores shall notify Electors of the following through the use of newspaper advertisements, social media, the municipal website, direct mail-outs, any combination of the aforementioned methods, or any other method deemed appropriate by the Clerk:
 - a. that municipal & school board elections are being held for The Municipality of Lambton Shores and that the Municipality has adopted an alternative voting method (and the manner in which electors may use the alternative voting method), being Internet Voting;
 - b. the date(s), time(s) and location(s) for the holding of the vote, and the methods of voting for each;
 - c. the office(s) of the Council and/or School Boards;
 - d. the manner in which Electors may or may not use voting proxies;
 - e. who is eligible to vote in the Municipal & School Board Elections; and
 - f. the location and dates, and hours of operation of the Voter Help Centre, how persons can check to see if their name is on the Voters' List and the procedures by which their name can be added or information corrected on the Voters' List.
2. At the Clerk's discretion, notices will be published in the local newspapers and/or posted on the Municipality's website, and social media accounts. All notices shall be made available in English only.

The following essential notices shall be issued:

- a. Notice of Election Information. See paragraph 6.1;
- b. Notice of Revision of Voters' List. See paragraph 6.1(f);
- c. Notice of Nomination; and
- d. Certified Election Results.

The Clerk reserves the right to publish additional advertisements and notices as deemed appropriate.

3. Where possible, cooperative advertising may take place - costs to be approved and shared by the participating municipalities.
4. Each person on the Voters' List shall be mailed, by standard mail a sealed Voter Information Letter containing:
 - a. their Personal Identification Number (PIN), 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 Internet Voting;
 - d. The email address and telephone number of the Voter Help Centre;
 - e. Access to a list of contests and candidates; and
 - f. Voter eligibility criteria.
5. All Voter Information Letters shall be made available in English only.

7. VOTING

1. Internet Voting method shall be used for the 2026 Municipal & School Board Elections.
 - a. The Voting System provided by Simply Voting Inc. shall allow Electors to vote using the internet. Electors shall be required to access a designated internet address in order to cast their ballot.
 - b. Every Elector shall be limited to only one vote through the use of a PIN distributed via Canada Post letter mail in a sealed and personalized Voter Information Letter, or issued in person or by e-mail by an Election Official as deemed necessary. Every Elector shall be required to provide their date of birth along with their PIN.
 - c. Following the Elector's selection for all offices on a single composite ballot, the Voting System shall identify the Elector's choices and provide the Elector with the option of changing or confirming their vote selections prior to submission.
 - d. The Voting System shall enable the Elector to under-vote a contest or contests, or decline from voting the ballot in its entirety, if they wish to do so.
 - e. For the purposes of reporting declined ballots in accordance with Subsection 55(4.1) 2., an under-voted ballot shall be considered an abstention from voting for one or more contests on the ballot or voting for fewer candidates than is permitted within a single contest, whereas a declined ballot shall be considered a deliberate choice by the Elector to decline the entire ballot by selecting a 'declined' option on the ballot. A declined ballot shall not include votes cast for any contest, which is separate and distinct from an under-voted ballot which may or may not include votes for all contests, one contest, or no contests on the ballot.
 - f. The Voting System shall not permit an Elector to overvote, or to spoil a ballot.
 - g. If an Elector is interrupted before casting their vote, they may re-commence voting later using the same method. Once an Elector has cast the vote, that Elector will not be granted access to Internet Voting again.
 - h. Voting will commence on Friday, October 16, 2026 at 9:00 a.m. and close on Monday, October 26, 2026 at 8:00 p.m. Notwithstanding the closure of remote voting at 8:00 p.m. on the final day, persons present at a Voter Help Centre at 8:00 p.m. will continue to be allowed to access the Voting System and complete the voting process. Persons who have gained access to the Voting System through their own device prior to 8:00 p.m. on Election Day will be permitted to complete the voting process, provided that they do so by 8:05 p.m.
 - i. Prior to the activation of the system by Simply Voting Inc., being on Friday, October 16, 2026 at 9:00 a.m., Simply Voting Inc. shall allow access by the Clerk, the Auditor, or other

- authorized Election Officials as determined by the Clerk, to the Voting System by secure username and password, for the purposes of viewing a list of all of the Candidates' names, including the sum total of votes cast to ensure that the total votes cast indicates "0" (Zero).
- j. Candidates or their Scrutineer may be present at the Receiving Location from 8:30 a.m. to 9:00 a.m. on Friday, October 16, 2026 to verify and ensure that all Candidates' names are listed and the total votes cast are at "0". They shall be required to sign the Activation of Voting System form to attest to this fact.
 - k. Where an Elector qualifies at more than one location in the Municipality, the Elector may vote only once and the qualifying address to determine eligibility for voting shall be at the place of residence of the elector, as defined under the *Municipal Elections Act, 1996*. All duplicate names on the Preliminary List of Electors shall be verified by the Clerk and/or Election Official(s) prior to the final preparation of the Voters' List. Should an eligible Elector receive more than one Voter Information Letter, the eligible Elector may only vote once and must return the other VIL(s) to the Municipal Office. All Electors that vote more than once in the election or who improperly use the Voter Information Letter shall be reported to the appropriate authorities for further investigation as to possible corrupt practices under the *Municipal Elections Act, 1996*.
 - l. Section 42 (5) states that when a By-Law authorizing the use of an alternative voting method is in effect, Section 44 (voting proxies) applies only if the By-Law so specifies. By-Law Number 06-2026 states that proxies are not applicable. Therefore, with respect to proxies, a person cannot give his or her Voter Information Letter to another eligible Elector or other individual for the purpose of voting. Acceptance or theft of another person's Voter Information Letter including the actual voting thereof will be considered an illegal and corrupt practice and therefore subject to the penalty provisions under the *Municipal Elections Act, 1996*.
 - m. Sealed Voter Information Letters returned to the Municipal Office shall remain sealed, shall be marked "returned mail" and be maintained in a secure fashion and destroyed at the same time as all other Municipal Election material as provided for under Section 88 of the *Municipal Elections Act, 1996*.
 - n. Should a Voter Information Letter be returned to the Municipal Office that has been opened but has not been used for voting purposes, the Election Official shall immediately disable the PIN so that the PIN cannot participate in the voting process. In this circumstance, the Voter Information Letter shall be marked "unused" and be secured and destroyed in accordance with section (m) above.
 - o. The Clerk in partnership with Simply Voting Inc. shall take appropriate measures to ensure that all Voter Information Letters and their associated PINs are accounted for throughout the election and after the conclusion of the Voting Period. After the conclusion of the

Election, Simply Voting Inc. shall supply the Clerk with a report detailing the status of all VILs/PINs during the election.

- p. The Clerk shall arrange a Voter Help Centre to be set up at the Municipal Office throughout the Voting Period, on specific dates and times. The Voter Help Centre shall be equipped with one or more Voting Kiosks for use by Electors to cast their ballot.
- q. The Voters' List shall be available to Election Officials at the Voter Help Centre in electronic format to provide all the services performed at a Voter Help Centre in accordance with section 5.2 above.
- r. Where an eligible Elector has tried to use his or her PIN and they have determined that it has already been used, the Elector can attend the Voter Help Centre and prove to the satisfaction of the Clerk, or Deputy Clerk that they did not vote and require a new PIN. In accordance with the Instructions for Voters' List Revisions and PIN Replacement, if the Clerk, or Deputy Clerk believes that all questions have been answered truthfully and satisfactorily, they may provide the Elector with a new PIN and reset the Elector's status in the Voting System to allow a second vote upon completion of the Application to Replace Stolen Voter Information Letter form. The original ballot that was cast by the unauthorized individual will remain in the Voting System, as ballots are disassociated from the Electors' PINs once they are cast. The Elector will be directed immediately to cast their ballot at a Voting Kiosk to eliminate any further misuse of the PIN. Should the Elector leave without voting, the new PIN will be disabled.
- s. Where an Elector's PIN is assigned an incorrect ward and/or school board support information, the Elector can attend the Voter Help Centre and have the proper categories of ward and/or school support applied to the existing PIN before casting their ballot. If the eligible Elector has already cast their ballot and exhausted their PIN, they cannot make any further changes to their eligibility or re-cast any part of their ballot.
- t. Eligible Electors may vote by:
 - i. accessing the internet address provided by using a viable internet connection; or
 - ii. attending the Voter Help Centre during the dates and times and at the locations established by the Clerk, either by themselves or with a Friend or Support Person who may assist the Elector in voting using the Voting Kiosk after taking the appropriate oath. In the absence of a Friend or Support Person, the Elector may request the assistance of the Election Official, who may provide assistance only after the appropriate oath has been taken.

8. VOTER QUALIFICATIONS

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

9. VOTING PROCESS

1. Eligible Electors may vote by:

- a. Accessing the internet address provided by using dial modem access or a high-speed connection.
- b. Eligible Electors may vote by attending the Voter Help Centre during the following hours at the Municipal Office, 9577 Port Franks Road, Thedford, ON N0M 2N0:

October 16, 2026 – 9:00 am to 4:30 pm
 October 17, 2026 - 9:00 am to 1:00 pm
 October 19-23, 2026 - 8:30 am to 4:30 pm
 October 24, 2026 - 9:00 am to 1:00 pm
 October 26, 2026 – 8:30 am to 8:00 pm

and internet access will be provided.

- c. Attending the Voter Help Centre during hours identified in paragraph (b) with a Friend or Support Person, taking the appropriate oath(s), and having the Friend or Support Person vote using the internet access provided. In the absence of a Friend or Support Person, the Elector may request the assistance of an Election Official, who may provide assistance only after the appropriate oath, if required, has been taken.
- d. With the assistance of an Election Official(s) that will be present at the following institutions and retirement homes on the specified date(s) and hours:

LONG TERM CARE HOME OR INSTITUTION	DATE	HOURS FOR ASSISTANCE
Country Manor	TBD	TBD
North Lambton Lodge	TBD	TBD

10. SCRUTINEERS

1. Scrutineers may be appointed, in writing by the Candidate, to represent them as stated under Section 16 of the *Municipal Elections Act, 1996*. If appointed, Scrutineers will be entitled to the following:
 - a. to be present at the Receiving Location, from 8:30 am to 9:00 am on Friday, October 16, 2026 prior to the opening of polling to verify and ensure that all Candidates' names are listed and the total votes cast are at "0" (Zero), and to sign the Activation of Voting System form to attest to this fact.
 - b. to be present at the Voter Help Centre during hours of operation to observe the process.
 - c. to be present at the Receiving Location, at the time when results are announced.
2. Before being admitted to the Voter Help Centre or the Receiving Location, Scrutineers shall produce satisfactory identification and a properly signed Appointment of Scrutineer by Candidate Form, and the Oral Oath of Secrecy.
3. Only one Candidate or their appointed Scrutineer may be in attendance at the Voter Help Centre or the Receiving Location at one time.
4. Use of mobile communication devices and cameras shall not be permitted within any Voter Help Centre or the Receiving Location by any Candidate or Scrutineer.
5. 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 Voter Help Centre immediately, their appointment will be revoked and they will not be permitted to re-attend at the Voter Help Centre or during the announcement of results. Scrutineers may also have their appointment revoked if they contravene the rules and guidelines established by the Clerk as provided to the Candidates.

11. VOTING SYSTEM INTEGRITY

1. The integrity of the voting process shall be the responsibility of the Clerk and shall be preserved by:
 - a. ensuring that every eligible Elector on the Voters' List is mailed, via Canada Post Letter mail, a sealed Voter Information Letter which contains the Voter's unique PIN;
 - b. ensuring that no one except authorized Simply Voting Inc. and Taylor Demers Mail Processing Inc. staff shall have access to a comprehensive list of PINs that matches each Voter's name and address;
 - c. providing opportunities for eligible Electors to be added to the Voters' List or to make amendments to the Voters' List, up until the close of voting;
 - d. establishing proper procedures to ensure that no person is added to the Voters' List unless an Election Official is completely satisfied of their identity and qualification as an Elector in The Municipality;
 - e. establishing proper procedures to ensure that no replacement PIN is issued unless an Election Official is completely satisfied of the eligible Elector's identity;
 - f. ensuring that no replacement PIN is issued by anyone other than an employee of The Municipality who has been appointed in writing by the Clerk to do so; and
 - g. appointing an Auditor to test the Voting System in accordance with sections 11.2 and 11.3 below, and providing same with read-only access to the Voting System.
2. The voting system shall be tested thoroughly through a comprehensive logic accuracy audit prior to the Voting Period. The tests shall include, but not be limited to the following:
 - a. Voting System refuses ballots before the start of the Voting Period
 - b. Voting System is 'zeroed out' at the start of the Voting Period
 - c. Voting System presents Electors with the correct ballot based on their Elector information
 - d. Voting System accepts ballots from un-used eligible PINs
 - e. Voting System refuses ballots from used PINs
 - f. Voting System does not allow over-votes on any ballot
 - g. Voting System acknowledges under-voted ballots and prompts Elector if they wish to complete under-voted contests on their ballot
 - h. Voting System 'times out' after a period of Elector inactivity
 - i. Voting System accepts ballots from PINs that previously 'timed out' or were abandoned before being submitted
 - j. Voting System refuses ballots after the end of the Voting Period, except from specifically authorized Voting Kiosks
 - k. Voting System accurately counts votes for all Candidates in each contest

3. The Voting System shall be further tested through an ongoing audit during the Voting Period. The tests shall include but not be limited to the following:
 - a. Voting System refuses ballots before the start of the Voting Period
 - b. Voting System is 'zeroed out' at the start of the Voting Period
 - c. Voting System presents Electors with the correct ballot based on their Elector information
 - d. Voting System does not allow over-votes on any ballot
 - e. Voting System acknowledges under-voted ballots and prompts Elector if they wish to complete all contests on their ballot
 - f. Voting System 'times out' after a period of Elector inactivity
 - g. Voting System refuses ballots after the end of the Voting Period, except from specifically authorized Voting Kiosks
4. All Voting Kiosks and associated information technology infrastructure used at Voter Help Centres will be tested for internet access, network security, proper configuration, and device security.

12. CORRUPT ELECTION PRACTICES – PROVINCIAL OFFENCE AND PROSECUTION

1. Sections 89 and 90 of the Municipal Elections Act, 1996, provides for penalties and enforcement of corrupt practices and other offences during an election process. Penalties can include a fine up to \$25,000, forfeiture of office, ineligibility to run for office in the following election, and/or imprisonment up to 6 months.
2. Although The Municipality of Lambton Shores will be using an alternative voting method, being Internet Voting, the principles and the integrity of the election process will remain and are enforceable.
3. 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.
4. In addition, under the provisions of Section 90 of the *Municipal Elections Act, 1996*, if a person is convicted of an offence and the offence was committed knowingly, the offence also constitutes a corrupt practice and the person is liable, in addition to any other penalty, for a term or imprisonment not more than six (6) months.
5. Although many provisions of the *Municipal Elections Act, 1996*, also deal with voting places, ballots and ballot boxes, etc. the same must be used interchangeably with the “alternative form” of voting since the principles of the Act must be maintained and are therefore enforceable and subject to penalties.
6. As such, the Clerk in this alternative form of voting, has agreed to the following rules and regulations:
 - a. THAT all complaints about actions which may contravene the provisions of the Municipal Elections Act, 1996, either verbally or written, will be considered by the Clerk;
 - b. THAT all such valid complaints, submitted in writing, once deemed by the Clerk to be substantiated, will be submitted to the local detachment of the Ontario Provincial Police;
 - c. THAT the Clerk or any Election Official will not attempt to intervene in the prosecution and may be called to give evidence during prosecution.
7. Section 89 of the Municipal Elections Act continues by stating:

“A person is guilty of an offence 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; 2009, c. 33, Sched. 21, s. 8 (55)."*

13. 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 or persons found guilty is liable to a term of imprisonment not exceeding ten (10) years. Since The Municipality's election methods rely on delivery of the Voter Information Letter to eligible Electors in order to allow those Electors to exercise their right to vote, any instance or substantiated account of mail tampering will be taken very seriously and reported to the authorities.
2. In order to ensure the integrity and confidence of the voting process for all Electors and the Candidates, the Clerk agrees 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, submitted in writing, will be considered by the Clerk;
 - b. THAT all such valid complaints, once deemed by the Clerk to be substantiated, will be submitted to the appropriate authorities;
 - c. THAT the Clerk or any Election Official will not attempt to intervene in the prosecution and may be called to give evidence during prosecution.

14. RESULTS

1. The Municipality shall keep its public voting access open until 8:00 p.m. on Election Day.
2. Any Elector remaining within a Voter Help Centre after 8:00 p.m. will still be permitted to vote from Voting Kiosks. Electors who have gained access to the Voting System remotely through their own device prior to 8:00 p.m. on Election Day will be permitted to complete the voting process, provided that they do so by 8:05 pm.
3. At such a time as all eligible Electors within the Voter Help Centre have voted and after 8:05 pm to ensure no remote Electors remain logged into the system, the Clerk shall order the close and deactivation of the Internet Voting Service and shall also order the generation of the results for each contest.
4. Following the close of voting, the appointed Auditor will attempt to vote from both a privately-owned computer and a Voting Kiosk, and confirm that it is not possible to access the voting site.
5. As soon as possible after 8:00 p.m. on Election Day at the Receiving Location, the Clerk shall download unofficial results for each contest from the Voting System. Only the Clerk, appointed Election Officials, certified Candidates or their Scrutineer may be present at the Receiving Location, and those present shall sign the unofficial results. The Clerk shall publish the unofficial results on the Municipal website and/or the Voting System website, as the case may be.
6. As soon as possible after Voting Day, the Clerk shall declare the official results, and then post the official results at the Municipal Office and on the Municipal website and/or Voting System website, as the case may be.

15. TIE VOTE – RECOUNT PROCEDURES

1. In the case of a tie vote, as provided under Section 56 of the *Municipal Elections Act, 1996*, the Clerk shall require Simply Voting Inc. to provide a re-tabulation of the votes cast.
2. Pursuant to Subsection 56(2) of the *Municipal Elections Act, 1996*, the recount shall be held within fifteen (15) days after the Clerk's declaration of the results of the election.
3. Pursuant to Subsection 61(1) of the *Municipal Elections Act, 1996*, the following persons will be authorized to attend the recount:
 - i. the Clerk and any other Election Official appointed by the Clerk for the recount procedure including the Municipal Lawyer;
 - ii. every Certified Candidate for the office;
 - iii. the Lawyer for each of the Candidate(s); and
 - iv. only one (1) Scrutineer for each of the Candidate(s).
4. At the precise hour designated for the recount, the Clerk shall re-tabulate the results for the contest(s) that are subject to the recount procedure and publish the results of the recount.
5. Upon receipt of the final results of the recount, the Clerk shall announce the results of the recount and in the event of a tied vote, Subsection 62(3) of the *Municipal Elections Act, 1996* shall apply, being as follows:

"If the recount indicates that two or more candidates who cannot both or all be declared elected to an office have received the same number of votes, the Clerk shall choose the successful candidate or candidates by lot".
6. In the event that a tied vote occurs after the recount, the following procedure shall be used and applied:
 - a. The Clerk shall determine the texture and quality of the paper used for this process and each Candidate or the Candidate's Lawyer and/or Scrutineer will have an opportunity of examining the paper to be used to inscribe the names of the Candidates;
 - b. The Clerk shall print the name of each Candidate on a similar size paper and the Candidate(s), the Candidates' Lawyer and/or Scrutineer, without touching the paper, may examine the same. The writing of each name shall be clear and concise, and no ink shall appear within half an inch of the edge of the paper. In addition, all persons present will have an opportunity of examining the box which will be used for conducting the lot;

- c. Upon acceptance of all the Candidates that the process outlined in paragraphs 15.6.a and 15.6.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.
- d. Once all Candidate's names are inserted into the box, the top of the box shall be closed. Any individual entitled to be in attendance at the drawing shall be given the opportunity to inspect the box before it is closed. The Clerk shall shake the closed box vigorously ten (10) times. Before opening the box, the Clerk shall select another Election Official member to draw from the box.
- e. The Clerk shall open the box and hold the box at such a height as to prevent any individual from seeing inside the box before a name is drawn from it.
- f. At the Clerk's direction, the individual drawing from the box shall reach in and pull out one (1) piece of paper at a time for each office to be filled. When a piece of paper is drawn, the individual shall unfold it and show the name on it to all in attendance and say the name aloud.
- g. Once completed, the person appointed by the Clerk shall remove the remaining contents from the box and provide an opportunity for all persons present to examine the remaining slips of papers and the box.

16. AFTER VOTING DAY

1. At no time after voting day shall any information regarding the Elector, PINs and ballots come together to allow anyone to know how an Elector has voted.
2. All election materials shall be destroyed in accordance with Section 88 of the Municipal Election Act, 1996. Upon written request of the Clerk following the passage of 120 days after Voting Day, Simply Voting Inc. shall destroy all ballots associated with the election and provide written confirmation of same to the Clerk.

17. EMERGENCIES

1. Pursuant to Section 53 of the Municipal Elections Act, 1996, an emergency shall be declared in the event of any circumstance that in the opinion of the Clerk compromises the integrity and/or execution of the election.
2. In the event of an emergency, the Clerk/Returning Officer shall advertise on radio, social media, and television stations if possible, and post notices to the extent possible, that the election has been delayed or extended as the case may be.
3. In the event of an emergency, and a decision by the Clerk/Returning Officer, Simply Voting Inc. under direction from the Clerk/Returning Officer, shall stop the Voting System from accepting connections from the Internet, thus preventing the election from continuing or starting as the case may be, or direct Simply Voting Inc. to extend the voting period past the scheduled end time.
4. In the event the Clerk/Returning Officer is unable to be present to conduct procedures on Voting Day, there shall be a substitute qualified person appointed or available to attend to the election details.
5. Given the options available to Electors to vote from an internet-enabled device with an internet connection during the eleven (11) day Voting Period, any event that results in the Voter Help Centre location becoming unavailable for use on Voting Day (e.g. flooding, power failure) shall not be sufficient to cause the Clerk to declare an emergency, delay the vote, open a new voting location, or extend the voting hours.

18. ACCESSIBILITY

1. The Clerk shall have regard for the needs of Candidates and Electors 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.
3. In establishing the location for the Voter Help Centre, the Clerk shall ensure that each location is accessible to Electors and Candidates with disabilities.
4. Within 90 days after Voting Day, the Clerk shall prepare a report regarding the identification, removal and prevention of barriers that affect Electors and Candidates with disabilities and shall make the report available to the public.

19. AMENDMENTS TO PROCEDURES

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

Date of Amendment	Amendment

20. ATTACHMENTS – FORMS

1. The Forms and Notices approved for use by the Municipality for the election process are included in these procedures. Additional forms may be prepared for the 2026 Municipal & School Board Elections and will be utilized when necessary or desirable for conducting the election under the direction of the Clerk, as per Section 12 (1) of the *Municipal Elections Act, 1996*. Nothing in this procedure prevents the Clerk from approving the use of additional forms, after the finalization of this procedure.

Form #	Name of Form	Section
Prescribed	Nomination Paper – Form 1	(S.33 & 35)
Prescribed	Endorsement of Nomination – Form 2	(S.33)
Prescribed	Financial Statement – Auditor’s Report Candidate Form 4	(S.88.25)
Prescribed	Financial Statement – Subsequent Expenses Form 5	(S.88.32)
Prescribed	Notice of Extension of Campaign Period Form 6	(S.88.24 & 88.28)
Prescribed	Financial Statement – Auditor’s Report Registered Third Party Form 8	(S.88.29)
Prescribed	Declaration of Identity Form 9	(S.52(1)1))
EL07	List of Certified Candidates	(S.11(4)2))
EL08	Certificate of Election Results	(S.11(4)3))
EL09	Final Summary of Election Results	(S.55(4))
EL10	Appointment and Oath of Deputy Returning Officer	(S.15(1))
EL11	Appointment and Oath of an Election Official	(S.15(1))
EL12(A)	Appointment of Scrutineer by Candidate	(S.16(1))
EL12(B)	Oral Oath of Secrecy	(S.12(2))
EL14	Candidate's Declaration - Proper Use of Voters' List	(S.23(7))
EL15	Application to Amend Voters' List	(S.24)
EL16	Application for Removal of Deceased Person’s Name from the Voters' List	(S.25)
EL17(A)	Notice of Nomination for Office	(S.32)
EL17(B)	Notice of Additional Nominations	(S. 33(5))
EL18(A)	Declaration of a Qualified Candidate – Municipal	(S.35(2))
EL18(B)	Declaration of a Qualified Candidate - School Trustee	(S.35(2))
EL18(C)	Declaration of Qualified Third Party Advertiser	(S.88.6)
EL19	Withdrawal of Nomination	(S.36)
EL20	Declaration of Acclamation to Office	(S.37(1))
EL21	Notice of Death / Ineligibility of Candidate	(S.39)
LS04	Notice of Rejection of Nomination	(S.35(4) & (5))
EL22	Certificate of the Voters' List	(S.28(1))
LS02	FOI Freedom of Information Release	
EL24	Sample Notice of Election Information (For Newspaper Ad)	(S.40)
EL27	Oral Oaths at Help Centre	(S.12(2))
LS20	Declaration of Election Results	(S.55(4)a))
EL34	Statutory Provisions Regulating Voting Procedures	(S.48, 49)
EL35	Notice of Offence, Notice of Corrupt Practice	(S.89 & 90)
EL36	Disclaimer to Right to Office	(S.84(1)-(3))
EL37A	Certificate of Maximum Campaign Expenses - Candidate	(S.33.0.1)
EL37B	Certificate of Maximum Campaign Expenses – Own Campaign	(S.33.0.1) & (S.88.9)
EL37C	Certificate of Maximum Campaign Expenses for Parties etc. - Candidate	(S.88.20(9)(13))
EL39	Notice of Recount	(S.56-58)
EL41	Declaration of Recount Results	(S.62(4))
EL42A	Notice to Candidate of Filing Requirements	(S.88.25)
EL42B	Notice to Registered Third Party of Filing Requirements	(S.88.29)
EL43A	Notice of Default - Candidate	(S.88.23(3))
EL43B	Notice of Default – Registered Third Party	(S.88.27(1))