



The Municipality of
**SOUTH
DUNDAS**

MUNICIPALITY OF SOUTH DUNDAS

INTERNET & BALLOT VOTING ELECTION POLICIES AND PROCEDURES

2026 ONTARIO MUNICIPAL ELECTION

Approved by:

Crystal LeBrun, Returning Officer / Clerk
Municipality of South Dundas

Date Approved: May 21, 2026

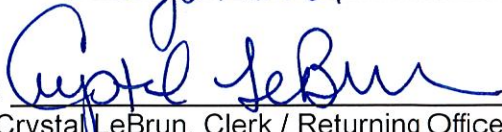
Signature: 
Crystal LeBrun, Clerk / Returning Officer

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1. Authority

1.1 Subsection 42(3) of the Municipal Elections Act, 1996, S.O. 1996, c.32, as amended (the "Act") requires the Clerk to establish procedures for alternative voting methods authorized by by-law.

1.2 The Council of the Municipality of South Dundas adopted By-law No. 2025-66 on September 10, 2025, authorizing the use of Internet and Ballot Voting for the 2026 Municipal Election pursuant to Section 42 of the Act.

1.3 Council awarded a contract for the provision of Internet and Ballot Voting to Voatz Canada Ltd. by Resolution No. 22-26-938.

1.4 Subsection 11(2) of the Act provides that the Clerk of a local municipality is responsible for conducting elections within that municipality, including:

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

1.5 Section 12 of the Act authorizes the Clerk, as Returning Officer, to provide for any matter or procedure not otherwise addressed by the Act or its regulations, where the Clerk considers it necessary or desirable for conducting the 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, the matter will be conducted in accordance with the principles of the Act. These principles include the following:

- The secrecy and confidentiality of individual votes is paramount;
- The election must be fair and non-biased;
- The election must be accessible to voters;
- The integrity of the process must be maintained throughout;
- The results of the election must accurately reflect the votes cast;
- Voters and candidates must be treated fairly and consistently; and
- The proper majority vote governs — valid votes shall be counted and invalid votes rejected, as far as is reasonably possible.

1.8 Subsection 42(4) of the Act provides that:

- The Clerk shall make the procedures and forms available on or before June 1 in the year of the election; and
- The procedures and forms established by the Clerk, if consistent with the principles of the Act, prevail over anything in the Act and its regulations.

1.9 Section 53 of the Act authorizes the Clerk to declare an emergency if, in the Clerk's opinion, circumstances have arisen that are likely to prevent the election from being conducted in accordance with the Act. Any arrangements made by the Clerk that are consistent with the principles of the Act prevail over anything in the Act and its regulations, and if made in good faith, shall not be reviewed or set aside on account of unreasonableness.

1.10 The most current version of these procedures will be available on the Municipality of South Dundas website at

www.southdundas.com

NOW THEREFORE, as Clerk of the Municipality of South Dundas and Returning Officer for the 2026 Municipal and School Board Elections, I do hereby certify and approve the following procedures for conducting the 2026 Municipal and School Board Elections and establish that the attached forms are the forms permitted for use during this election process.



Crystal LeBrun, Clerk / Returning Officer

Date Approved: May 21, 2026

2. Definitions

In these procedures, the following terms have the meanings set out below:

2.1 **Act** means the Municipal Elections Act, 1996, S.O. 1996, c.32, as amended from time to time.

2.2 **Advance Voting** means voting conducted beginning at 9:00 a.m. on Monday, October 19, 2026 and ending at 8:00 p.m. on Monday, October 26, 2026 (Voting Day), including hours established by the Clerk at designated voting locations and the Chartwell Hartford Retirement Residence.

2.3 **Alternative Voting** means voting by internet, or a combination of internet and ballot voting, as authorized by By-law No. 2025-66.

2.4 **Ballot** means either an image on a computer screen of a ballot card for an election, including all choices available to the elector and spaces for marking votes; or a composite paper ballot for all offices (Mayor, Deputy Mayor, Councillor(s), and applicable School Board Trustee(s)) on one page, for use with a tabulator.

2.5 **Ballot-Marking Pen** means the designated black pen provided by an election official for use by a voter to mark their paper ballot.

2.6 **Candidate** means a person who has filed nomination papers under Section 33 of the Municipal Elections Act, 1996.

2.7 **Certified Candidate** means a candidate whose nomination has been certified by the municipal Clerk under Section 35 of the Municipal Elections Act, 1996.

2.8 **Clerk / Returning Officer (RO)** means the Clerk of the Municipality of South Dundas who is responsible for conducting this election under the authority of the Act. All references to the Clerk in this document shall mean the Returning Officer (RO). All references to the Clerk's designate shall mean the delegated duties of the RO.

2.9 **Computing Device** means any electronic device capable of accessing the internet, including but not limited to a computer, laptop, tablet, or mobile device.

2.10 **Deputy Returning Officer (DRO)** means a person appointed by the Clerk for each voting place who will be delegated specific duties and powers by the Clerk.

2.11 **Election** means the 2026 Municipal and School Board Elections conducted by the RO.

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

2.13 **Election Official** means the Clerk or other person appointed in writing by the Clerk to carry out election duties under the Act. An Election Official may only carry out the tasks and duties assigned in writing by the Clerk and must take the prescribed oath under Section 15 of the Act.

2.14 **In-Person Voting** means voting conducted at a South Dundas voting location, using municipal-controlled computing devices or paper ballot voting, and includes advance voting conducted at any designated in-person voting location during the advance voting period.

2.15 **Internet and Ballot Voting System** means the technology and software that records, processes, stores, and counts ballots cast. The terms "Internet Voting System", "Ballot Voting System", and "Internet or Ballot Voting System" have the same meaning.

2.16 **Internet and Ballot Voting System Provider** means the vendor chosen by the Municipality of South Dundas — Voatz Canada Ltd. — to provide the technology and software that records, processes, stores, and counts ballots cast.

2.17 **Municipal Centre** means the Municipality of South Dundas administration building located at 34 Ottawa Street (2nd Floor), Morrisburg, Ontario K0C 1X0.

2.18 **Nomination Day** means the deadline to file a nomination for a regular election, which is the third Friday in August in the year of an election. For the 2026 election, Nomination Day is Friday, August 21, 2026.

2.19 **Normal Business Hours / Regular Office Hours** means Monday to Thursday, 8:30 a.m. to 5:00 p.m., and Friday, 8:30 a.m. to 12:00 noon, excluding weekends and statutory holidays.

2.20 **Owner or Tenant** in relation to an election, means a person who is the owner or tenant shown on the assessment roll of land assessed under the Assessment Act and a non-residential tenant of land assessed under the Assessment Act, whether or not the tenant is shown on the assessment roll, but does not include an owner or tenant of land who is entitled to use the land under a time share contract, unless the person is entitled to use the land on Voting Day, or for a period of six weeks or more during the calendar year in which Voting Day is held.

2.21 **Personal Identification Number (PIN)** means a unique multi-digit number assigned by the Voatz system to each voter to provide secure access to the voting system.

2.22 **Preliminary List of Electors (PLE)** means the list of electors for the Municipality of South Dundas compiled by Elections Ontario and provided to the Municipality between July 31 and September 1 of an election year.

2.23 **Proof of Identification** means proof of identity and residence as prescribed in O. Reg. 304/13 of the Act. See Appendix A for acceptable forms of identification.

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

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

2.26 **Script** means all information, system prompts, instructions, informational messages, error messages, and exceptions provided by the Voatz system.

2.27 **Scrutineer** means a person appointed in writing by a certified candidate to represent them during the voting process.

2.28 **South Dundas Help Centre** means a location designated by the Clerk (Municipal Centre) where individuals may be added to the Voters' List and receive aid and clarification regarding the election process, including access to the internet for voting. The ability to vote at the South Dundas Help Centre is limited to hours designated by the Clerk.

2.29 **Support Person** means a person requested by an elector to assist them in the voting process.

2.30 **Tabulator** means an apparatus that optically scans a designated mark on paper ballots to read votes and tabulate results.

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

2.32 **Third Party Advertisement** means an advertisement in any broadcast, print, electronic, or other medium that has the purpose of promoting, supporting, or opposing a Candidate, or a "yes" or "no" answer to a question on the ballot, but does not include an advertisement by or under the direction of a Candidate, an advertisement that incurs no expense, or an advertisement transmitted to employees, shareholders, or directors of the Registered Third Party.

2.33 **Voter Information Letter (VIL)** means a document addressed to an eligible voter containing a Personal Identification Number (PIN), voting instructions, a URL and telephone number for voting, a list of South Dundas Municipal Centre locations and hours of operation, and a list of candidates. VILs are mailed individually to every person on the Voters' List.

2.34 **Voters' List** means the Preliminary List of Electors, as corrected by the Clerk under Section 22 of the Act.

2.35 **Voting Day** means the final day on which voting takes place — Monday, October 26, 2026 — until 8:00 p.m. on that day.

2.36 **Voting Period** means the period between 9:00 a.m. on Monday, October 19, 2026 (the first day eligible voters may cast their ballots) and 8:00 p.m. on Voting Day.

2.37 **Voting Place** means a location, both convenient and accessible to electors, established by the Clerk for the purpose of casting a ballot.

3. Application

3.1 These procedures have been developed under the authority of the Municipal Elections Act, 1996 and apply to the Ballot and Internet Voting being conducted by the Municipality of South Dundas between October 19 and October 26, 2026.

3.2 These procedures and forms prevail over anything in the Act and its regulations, in accordance with Subsection 42(4) of the Act.

3.3 Where these procedures do not address a matter, the election shall be conducted as far as is consistent and practical within the principles of the Act, as determined by the Clerk.

3.4 These procedures may be amended at any time, as the Clerk considers necessary and appropriate. Any amendment must be signed by the Clerk, and a copy shall be provided to all certified candidates by a method the Clerk considers appropriate.

4. Secrecy

4.1 The Clerk shall require all election officials and other persons working in connection with the municipal election 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 they are accessing the Ballot/Internet Voting service, unless the elector has specifically requested assistance.

4.3 No person shall obtain or attempt to obtain information about how an elector intends to vote or has voted. Any person assisting an elector in voting must maintain the secrecy of the vote(s) cast and must vote in accordance with the elector's instructions and wishes.

4.4 No person shall communicate information they may have inadvertently obtained about how an elector intends to vote or has voted.

4.5 No elector shall reveal how they intend to vote, except when obtaining assistance from a support person or an election official.

4.6 All electors voting at the South Dundas Municipal Centre may do so with the assistance of a support person; however, the support person must take the appropriate oath before providing assistance.

4.7 All complaints regarding breaches of secrecy shall be investigated by the appropriate authorities and prosecuted in accordance with Sections 89 through 94 of the Act — "Corrupt Practices and Other Offences: Penalties and Enforcement".

5. Candidate Nominations

5.1 Filing Nomination Papers

5.1.1 A person may be nominated for an office by filing a nomination in the Clerk's Office, in person or by an agent.

5.1.2 Nomination papers for the following offices may be filed at the Municipality of South Dundas office beginning May 1, 2026 (9:00 a.m. – 12:00 p.m.), then during regular business hours until Nomination Day, August 21, 2026:

- Monday – Thursday: 8:30 a.m. – 5:00 p.m.
- Friday: 8:30 a.m. – 12:00 p.m.

5.1.3 Office hours will be extended on Nomination Day (August 21, 2026) to accommodate the close of the nomination period at 2:00 p.m., in accordance with the Municipal Elections Act, 1996.

5.1.4 Offices open for nomination for the Municipality of South Dundas:

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

5.1.5 Nomination papers for school board offices must be obtained and filed at the appropriate municipal office for the following positions:

- One (1) School Board Trustee – English Public
- One (1) School Board Trustee – English Separate
- One (1) School Board Trustee – French Public
- One (1) School Board Trustee – French Separate

5.2 Nomination Paper Requirements

5.2.1 Nominations must be accompanied by the following:

- The prescribed Nomination Paper (Form 1);
- The prescribed Endorsement of Nomination (Form 2), signed by at least 25 persons who are eligible to vote in an election for an office within the municipality. Note: Endorsement signatures are not required for School Board Trustee candidates;
- The completed Declaration of Office (Form EL18A);
- The signed consent form to release personal information (Form LC02);
- The prescribed nomination filing fee: \$200.00 for Head of Council; \$100.00 for all other offices — payable by cash, debit card, certified cheque, or money order made payable to the Municipality; and
- Proof of identity and residence as prescribed in O. Reg. 304/13.

5.3 Estimated Maximum Campaign Expenses (s. 33.0.1)

5.3.1 The Clerk shall calculate the estimated maximum campaign expenses for each office on the "Estimated Maximum Campaign Expenses" form and provide a copy to the candidate or their agent on the day the nomination paper is filed, in accordance with Section 33.0.1 of the Act. The Clerk's calculation is final.

5.4 Notice of Penalties (s. 33.1)

5.4.1 The Clerk shall, prior to Voting Day, provide a notice of penalties using the "Notice of Penalties" form to the candidate or their agent.

5.5 Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)

5.5.1 Upon filing, nomination papers become part of the public record and shall be disclosed to members of the public upon request.

5.5.2 The Clerk shall retain candidate financial statements, third-party advertiser financial statements, and auditor reports as required by the Act.

5.6 Unofficial List of Candidates

5.6.1 The Clerk shall prepare and post in the Municipal Office and on the municipal website an "Unofficial List of Candidates", to be updated as each nomination paper is filed. The list shall be clearly marked "Unofficial". The Clerk must obtain authorization from the candidate to post any personal information, such as their address. The list remains "Unofficial" until the nominations have been certified.

5.7 Certification of Nomination Papers (s. 35(1))

5.7.1 On Nomination Day (August 21, 2026), after 2:00 p.m., the Clerk shall examine each nomination paper filed with the Municipality and, if satisfied that the person is qualified to be nominated and that the nomination complies with the Act, shall certify the nomination paper. If not satisfied, the Clerk shall reject the nomination and 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.

5.8 Rejection of Nomination Papers (s. 35(3))

5.8.1 If a candidate is not qualified to be nominated, or the nomination does not comply with the Act, the Clerk will reject the nomination. A telephone call shall be made to the candidate informing them of the rejection, and a "Notice of Rejection of Nomination" shall be sent by registered mail, as soon as possible, to:

- The person who sought to be nominated; and
- All candidates for the office.

5.9 Withdrawal of Nomination (s. 36)

5.9.1 Candidates may withdraw their nomination by filing a written withdrawal on Form EL19 ("Withdrawal of Nomination") with the Clerk, in person or, in extenuating circumstances, by electronic submission, before 2:00 p.m. on Nomination Day, August 21, 2026. The withdrawal shall be noted on the "Unofficial List of Candidates".

5.10 Official List of Certified Candidates

5.10.1 The final list of certified candidates will be posted at the Municipal Office and on the municipal website on or before Monday, August 24, 2026 at 4:00 p.m., using the "Official List of Certified Candidates" form.

5.11 Declaration of Election (s. 40)

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

5.11.2 The Clerk shall give electors notice of the following, using a variety of methods:

- The dates and times of the Voting Period;
- The location, dates, and times of voting at the voting places;
- The location and hours of operation of the Help Centre; and
- The manner in which electors may use the internet and/or composite paper ballot voting methods.

5.12 Acclamations (s. 37(1))

5.12.1 If, after 4:00 p.m. on Monday, August 24, 2026, the number of certified candidates for an office is the same as or fewer than the number to be elected, the Clerk shall immediately declare the candidate(s) elected by acclamation. The Clerk shall post a "Declaration of Acclamation to Office". No election shall be conducted for that position.

5.13 Fewer Nominations than Offices (s. 33(5))

5.13.1 If, at 4:00 p.m. on Monday, August 24, 2026, the number of certified nominations filed for an office is fewer than the number of persons to be elected, additional nominations may be filed between 9:00 a.m. and 2:00 p.m. on Wednesday, August 26, 2026. The Clerk shall post a "Notice of Additional Nominations" advising that additional nomination papers may be filed for that office during the specified time.

5.13.2 If, at 2:00 p.m. on Wednesday, August 26, 2026, additional nomination papers have been filed, the procedure to certify or reject nomination papers shall be followed.

5.13.3 If, between 9:00 a.m. and 2:00 p.m. on Wednesday, August 26, 2026, there are more than enough certified nominations to fill the remaining office(s), an election shall be conducted with the names of all persons who have filed certified nomination papers.

5.14 Death or Ineligibility of a Candidate (s. 39)

5.14.1 If a certified candidate dies or becomes ineligible before the close of voting:

- If no candidate would be elected by acclamation as a result, the election shall proceed as if the candidate had not been nominated;
- If another candidate would be elected by acclamation as a result, the election is void and a by-election shall be held to fill the office; and
- No votes shall be counted for a candidate who has died or become ineligible.

5.15 Final Calculation of Campaign Expenses (s. 88.20(13))

5.15.1 The Clerk shall, after determining the number of eligible electors from the Voters' List for each office, calculate the maximum amount of campaign expenses each candidate may incur for that office and prepare a "Certificate of Maximum Campaign Expenses". The certificate shall be delivered to each candidate on or before September 30, 2026. The Clerk's calculation is final and shall be made in accordance with the prescribed formula in O. Reg. 101/97.

5.16 Candidate Financial Filing

5.16.1 Upon the filing of a person's nomination, the Clerk shall calculate the applicable preliminary maximum amount of the person's campaign expenses pursuant to Section 33.0.1(1) of the Municipal Elections Act, 1996. This preliminary calculation shall be based on the number of

electors determined from the Voters' List from the previous election as it existed on September 15, 2022.

5.16.2 As required under Section 88.9.1(4) of the Municipal Elections Act, 1996, on or before September 30, 2026, the Clerk shall calculate the final maximum expense and contribution amounts permitted for each office for which nominations have been filed. The Clerk's calculations are final.

5.17 Joint SDG Compliance Audit Committee

5.17.1 In accordance with the Municipal Elections Act, 1996, a Joint Compliance Audit Committee has been established for the 2026 municipal election. The Clerks (or their designates) from the Municipalities of the Townships of North Dundas, North Stormont, South Stormont, North Glengarry, and South Glengarry, and the Municipality of South Dundas will meet to review applications for committee membership. Appointments will be selected by majority vote of the Clerks, and the approved names will be put forward to each respective Council for appointment to the committee.

5.17.2 The Joint SDG Compliance Audit Committee will consist of members appointed by each Council. Committee members must have the ability to understand and apply the election campaign finance provisions of the Municipal Elections Act, 1996 and shall be considered impartial with respect to the fulfillment of their responsibilities.

5.17.3 The Joint Compliance Audit Committee addresses applications requesting an audit of a candidate's or registered third party advertiser's election campaign finances for the 2026 Municipal Election. The authority of the Committee includes, but is not limited to, the following:

- Reviewing applications and granting or rejecting audit requests;
- Where an audit is granted, appointing an auditor and reviewing the audit report;
- Where indicated, deciding whether legal proceedings shall be commenced; and
- Determining whether to recover the costs of conducting the compliance audit from the applicant, where the auditor's report indicates there were no apparent contraventions and where there were no reasonable grounds for the application.

6. Third Party Advertiser Registration

6.1 Eligibility for Registration (s. 88.6(4)–(6))

6.1.1 Registration as a Third Party Advertiser is restricted to the following persons and entities:

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

6.1.2 The following persons and entities are ineligible to register as a Third Party Advertiser:

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

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

6.2 Filing a Notice of Registration

6.2.1 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, together with a declaration of qualification.

6.2.2 Registrations may be filed beginning May 1, 2026 until Friday, October 23, 2026 at 2:00 p.m. (the Friday before Voting Day), during normal business hours.

6.2.3 Registrations must be accompanied by:

- Proof of identity and residence as prescribed in O. Reg. 304/13;
- A declaration of qualification, signed by the individual or by a representative of the corporation or trade union; and
- A resolution from the corporation or trade union authorizing the person or agent to register on their behalf, if applicable.

6.3 Estimated Maximum Third Party Expenses (s. 88.21(15))

6.3.1 The Clerk shall calculate the estimated maximum third party expenses for registered third parties on the "Estimated Maximum Third Party Expenses" form and provide a copy to the individual filing the registration. The Clerk's calculation is final.

6.4 Notice of Penalties (s. 88.29(7))

6.4.1 The Clerk shall, at least 30 days before the filing deadline, provide a "Notice of Penalties – Registered Third Parties" to every registered third party that registered in the municipality.

6.5 Final Calculation of Third Party Expenses (s. 88.21(11)–(17))

6.5.1 The Clerk shall, after determining the number of eligible electors from the Voters' List, calculate the maximum amount of third party expenses that each registered third party may incur

and prepare a "Certificate of Maximum Third Party Expenses". The certificate shall be provided to each individual who filed a Notice of Registration for Third Party Advertising on or before September 30, 2026. The Clerk's calculation is final and shall be made in accordance with O. Reg. 101/97.

6.6 Certification of Notice of Registration (s. 88.5(13)–(14))

6.6.1 The Clerk will review each notice received to determine qualification and compliance with the Act. Once satisfied, the Clerk will complete the "Certification by Clerk" section on the Notice of Registration. If not satisfied, the Clerk shall reject the notice. The Clerk's decision is final.

6.7 Restricted Period and Advertising Requirements

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

6.7.2 Third Party Advertisers, once registered and certified by the Clerk, may, during the Restricted Period:

- Advertise; and
- Incur expenses related to the advertisement.

6.7.3 Advertising expenses shall not exceed the maximum amount calculated under Section 88.21 of the Act.

6.7.4 All Third Party Advertisements shall contain the following information (s. 88.5(1)):

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

6.7.5 All Registered Third Parties shall provide the following information to a broadcaster or publisher in writing (s. 88.5(2)):

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

6.8 Municipal Authority to Remove Advertisements (s. 88.7)

6.8.1 If the Municipality is satisfied that there has been a contravention of the Act or these procedures, the Municipality may require the person who the Municipality reasonably believes contravened the provision, caused or permitted the contravention, or the owner or occupier of the land on which the contravention occurred, to remove the advertisement or discontinue the advertising.

6.9 List of Registered Third Parties (s. 88.12(9)–(10))

6.9.1 A list of registered third parties shall be posted, at a minimum, on the municipal website using the "Official List of Registered Third Parties" form. The list may also include the telephone number and email address provided by the Registered Third Party in their notice of registration.

7. Voter Eligibility

7.1 A person is entitled to vote in a local municipal election if, on Voting Day (October 26, 2026), he or she:

- Is a Canadian citizen;
- Is at least 18 years of age;
- Resides in the local municipality, or owns or leases land in the local municipality, or is the spouse of such a person; and
- Is not prohibited from voting under Subsection 17(3) of the Act or otherwise by law.

7.2 The following persons are prohibited from voting:

- A person who is serving a sentence of imprisonment in a penal or correctional institution;
- A corporation;
- A person acting as executor or trustee or in any other representative capacity, except as a voting proxy in accordance with Section 44 of the Act; and
- A person who was convicted of a corrupt practice, if Voting Day in the current election is less than five years after Voting Day in the election in respect of which they were convicted.

8. Preliminary List of Electors / Voters' List

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

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

8.3 The list shall be reproduced in paper or electronic format and distributed to those 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 electronic format.

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

8.7 The Clerk shall produce an electronic record of all additions, corrections, and deletions and make these revisions available to those entitled to copies of the Voters' List under the Act. This revised list shall constitute the final Voters' List. As required under Section 27 of the Act, the final Voters' List shall be provided to the Internet and Ballot Voting System Provider (Voatz Canada Ltd.) in computer format to enable management of the Voter Information Letter.

8.8 Voter Information Letters shall be distributed by mail to all eligible electors to enable them to use the internet voting service.

8.9 An eligible elector who attends the South Dundas Municipal Centre and is not on the Voters' List may be added to the list by completing a declaration form and providing satisfactory identification. Their name will be added to the Voters' List and they will be assigned a Voter Information Letter containing a PIN. They may then vote at the South Dundas Municipal Centre if they choose.

8.10 Where a person on the Voters' List has lost their VIL, did not receive it, or does not have access to it, they may attend the South Dundas Municipal Centre to receive a replacement. The election official will disable the voter's original PIN and record the appropriate details in the system. Upon providing satisfactory identification and, where required, taking an oath, a new VIL containing a new PIN shall be issued.

9. Notices

9.1 The Clerk shall notify voters of the following, in accordance with Section 40 of the Act:

- The location of voting places;
- The dates and times voting places will be open; and
- The alternative voting methods available and the manner in which electors may use them.

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 Municipality's website. All notices shall be provided in English only.

9.4 Where possible, cooperative advertising may take place with participating municipalities, with costs approved and shared accordingly.

9.5 Each person on the Voters' List shall be mailed a sealed Voter Information Letter containing:

- Their Personal Identification Number (PIN) and the internet address (URL) to access the voting system;
- Instructions on how to vote;
- Dates and hours of the Voting Period;
- The location and telephone number of the South Dundas Municipal Centre (Voter Help Centre); and
- The locations, dates, and hours for in-person voting, as set out in Section 12.

10. Scrutineers

10.1 Scrutineers may be appointed in writing by a certified candidate, as provided under Section 16 of the Act. If appointed, scrutineers are entitled to:

- Attend the South Dundas Municipal Centre during hours of operation to observe the process, upon producing the signed Appointment of Scrutineer form and taking the oath of secrecy;
- Be present at the time and place where results are received by the Clerk, including signing the results report indicating the final results and votes cast.

10.2 Scrutineers who fail to follow the instructions of the Clerk or an election official, or who attempt to interfere with, influence, or determine how an elector is voting, shall be asked to leave immediately. Their appointment will be revoked and they will not be permitted to re-enter the South Dundas Municipal Centre.

10.3 Use of a cellular telephone or any other electronic device is not permitted within a South Dundas Municipal Centre by any candidate or scrutineer.

10.4 Candidates or their scrutineers may view the list of voters who have voted at any time after the start of the election.

11. Method of Voting

11.1 On September 10, 2025, the Council of the Municipality of South Dundas adopted By-law No. 2025-66, authorizing the use of an alternative voting method — that being Internet and Paper Ballot Voting.

11.2 Eligible voters may vote using one of two methods:

- Internet Voting: by accessing the designated internet address provided in their Voter Information Letter from any internet connection; or
- In-Person Ballot Voting: by attending a designated voting location and marking a paper ballot behind a privacy screen.

11.3 Internet Voting

11.3.1 Eligible voters must access the designated internet address to cast their vote.

11.3.2 Every eligible elector is limited to one vote, facilitated by a unique PIN distributed in a sealed, personalized Voter Information Letter delivered by first class mail (or hand-delivered as required).

11.3.3 After making their selection, the voter will be shown their choice and given the option to change or confirm it before the vote is finalized.

11.3.4 The voting system allows a voter to decline to vote for any office if they choose.

11.3.5 Once a PIN has been used to complete voting for all assigned races, it cannot be used again.

11.3.6 Internet voting opens on Monday, October 19, 2026 at 9:00 a.m. and runs continuously until Monday, October 26, 2026 at 8:00 p.m.

11.4 Paper Ballot Voting

11.4.1 Paper ballots shall be used for the 2026 Municipal Election. An oval shape will appear on the ballot to the right of each candidate's name. The ballot will include spaces for Mayor, Deputy Mayor, Councillor(s), and applicable School Board Trustee(s).

11.4.2 Electors shall vote by completely filling in the oval adjacent to the name of their chosen candidate, or their answer to any by-law or question on the ballot.

11.4.3 Each voting place shall be equipped with a vote count tabulator. In the event of an emergency where no spare tabulator is available, the Clerk shall designate a location to which ballots shall be taken after the close of voting to be tabulated.

11.5 Voting Place Supplies and Equipment

11.5.1 Every voting place shall be furnished with a sufficient number of compartments in which electors may mark their ballots without others being able to see how they are marked.

11.5.2 The following supplies shall be provided to the Returning Officer/Deputy Returning Officer for each voting place:

- A ballot box for their voting place;
- Sufficient ballots for the electors on the Voters' List for that voting place;
- One copy of the Voters' List for the voting place;
- All materials necessary for electors to mark their ballots;
- Privacy screens;
- Applicable legislation and Election Policies and Procedures; and
- Such other materials as are prescribed.

11.5.3 The RO/DRO shall retrieve the ballots for their voting place from the Clerk, and both shall certify the number of ballots retrieved using Form 37 ("Certificate and Receipt for Ballots"). Each shall retain a copy. Upon close of voting, the DRO shall complete and return the form, with all other election documents, to the Clerk.

11.5.4 Before opening the voting place, the RO/DRO shall post, outside and within each compartment of the voting place, information related to voting (such as instructions on how to vote and who may vote) and shall ensure these remain posted until the close of voting.

11.6 Voter Information Letters — Audit and Tracking

11.6.1 A list of all eligible voters on the Voters' List who have voted during the Voting Period will be available to the Clerk through Voatz's VoterView program. Names will be marked as voted, in real time or as close to real time as possible. This list may be made available to candidates or their scrutineers through the Clerk's office.

11.6.2 Where a voter is associated with multiple properties within the Municipality, the voter may only vote once. The qualifying address for determining voting eligibility is the voter's place of residence. All duplicate names on the Preliminary List of Electors shall be verified and removed by the Clerk and/or election officials before the final Voters' List is prepared.

11.6.3 Should a voter receive more than one Voter Information Letter; they may only vote once and must return any additional VILs to the municipal office. Any voter in violation of the corrupt practices provisions of the Act shall be reported to the Ontario Provincial Police for investigation.

11.6.4 Should a Voter Information Letter be returned to the municipal office in an opened or damaged condition, the PIN will be disabled by an election official to prevent it from being used in the voting process. The VIL shall be marked as unused and retained securely until it is destroyed along with all other municipal election material, in accordance with Section 88(2) of the Act.

11.6.5 The Clerk and election officials shall maintain a complete audit trail of all Voter Information Letters:

- Sent to voters on the Voters' List;
- Returned from the post office as undeliverable;
- Returned by a voter or other individual, either opened or unopened, but unused for voting;

- Re-issued to an eligible elector; and
- Whose PIN was disabled to prevent use in the voting process.

11.7 PIN Validation

11.8.1 If an eligible voter attempts to validate their PIN and finds it has already been used, they may attend the South Dundas Municipal Centre with satisfactory identification to have an election official investigate.

11.7.2 Before a new Voter Information Letter with a new PIN is issued, the voter must answer all questions put to them by the election official. The election official shall document the questions and answers and, where appropriate, the Clerk shall submit the file to the Ontario Provincial Police for further investigation.

11.7.3 If the election official is satisfied that all questions have been answered truthfully, the election official may authorize the issuance of a new VIL with a new PIN, or may require the voter to make a declaration under oath. A copy of any declaration may also be submitted to the Ontario Provincial Police if further investigation is needed.

11.7.4 Once the voter has answered all required questions and, where required, taken the prescribed oath, a new Voter Information Letter containing a new PIN may be issued.

11.7.5 New PINs shall not be issued by telephone or by mail without the express approval of the Clerk. A Voter Information Letter containing a PIN shall not be provided at the South Dundas Municipal Centre unless the elector has provided satisfactory identification and, where required, taken the oath administered by an election official.

11.8 Incorrect PIN

11.8.1 If an eligible voter has received a PIN associated with an incorrect school support designation, they may contact the South Dundas Municipal Centre to have the correct information applied to the existing PIN. The voter may then re-access the system and vote for any races not yet completed.

11.8.2 The eligible voter may re-enter the system at any time during the election using the existing or corrected PIN, until voting for all races has been completed.

12. Voting Process

12.1 Eligible voters may vote by internet or by paper ballot at any designated South Dundas voting location, at any time during the Voting Period — Monday, October 19, 2026 at 9:00 a.m. to Monday, October 26, 2026 at 8:00 p.m.

12.2 Eligible voters who attend a South Dundas Municipal Centre may vote using a paper ballot or a municipal computing device for internet voting.

12.3 Eligible voters may attend any South Dundas voting location with a support person. If no support person is available, an election official may, at the voter's request, provide assistance with voting.

12.4 In-person voting locations, dates, and hours are as follows:

Date	Location	Hours
October 19–23 (Monday–Friday)	Municipal Centre 34 Ottawa Street, 2nd Floor, Morrisburg	Monday to Thursday 9:00 a.m. – 4:30 p.m. Friday 9:00 a.m. – 12 noon
October 20 (Tuesday)	Chartwell Hartford Retirement Residence	11:00 a.m. – 1:00 p.m.
October 21 (Wednesday)	JW MacIntosh Community Support Services 4324 Villa Drive, Williamsburg	4:00 p.m. – 8:00 p.m.
October 22 (Thursday)	Matilda Hall 4421 Brinston Road, Brinston	4:00 p.m. – 8:00 p.m.
October 23 (Friday)	South Dundas Archives 5 College Street, Iroquois	4:00 p.m. – 8:00 p.m.
October 24 (Saturday)	South Dundas Archives 5 College Street, Iroquois	10:00 a.m. – 4:00 p.m.
October 25 (Sunday)	Municipal Centre 34 Ottawa Street, 3rd Floor, Morrisburg	10:00 a.m. – 4:00 p.m.
October 26 (Monday) — Voting Day	Municipal Centre 34 Ottawa Street, 3rd Floor, Morrisburg	10:00 a.m. – 8:00 p.m.

13. Security

13.1 An eligible voter may only vote once in the Municipality of South Dundas during the 2026 Municipal Election, regardless of the number of properties they own or lease, or the number of voting methods available to them.

13.2 A defined security protocol is maintained throughout the entire election period. This protocol ensures that access to the status of the election is restricted to the Clerk and persons authorized by the Clerk.

13.3 The voting system is hosted by Voatz Canada Ltd. within their own data centres, which undergo continuous and rigorous penetration testing.

13.4 The Internet and Ballot Voting System prevents multiple ballots from being cast using the same PIN. Once a PIN is used to cast a ballot, it is flagged by the system and the voter is removed from the real-time electronic Voters' List. This ensures that an eligible voter cannot cast another ballot — whether online or by attending a South Dundas voting location.

13.5 When a ballot is cast, the voting system records the action in its database and creates an audit record. The system also captures unique identifiers (such as IP addresses), which are never linked to personally identifiable information and are used solely to monitor for suspicious activity.

14. System Integrity

14.1 The integrity of the voting process is the responsibility of the Clerk of the Municipality of South Dundas and shall be protected by:

- Ensuring that every eligible elector on the Voters' List is mailed a sealed Voter Information Letter containing their unique PIN;
- Ensuring that only the Voatz system and the Clerk (or their designate) hold a record matching each voter's name and address to their PIN; and
- Providing an opportunity for eligible electors who do not appear on the Voters' List to be added or to make amendments, up to and including Voting Day, October 26, 2026.

14.2 The voting system shall be tested on several occasions. Tests shall include, but are not limited to:

- Verifying the wording of the voting script;
- Checking internet access at all voting locations;
- Attempting to use a PIN more than once;
- Balancing a predetermined number of votes against those cast;
- Matching PINs to names and addresses;
- Checking the system used to activate PINs; and
- Deliberately entering incorrect information.

15. Corrupt Election Practices and Prosecution

15.1 Sections 89 to 90 of the Municipal Elections Act, 1996 set out penalties and enforcement provisions for corrupt practices and other offences during an election.

15.2 Although the Municipality of South Dundas is using alternative voting methods (internet and ballot voting), the principles and integrity of the election process remain fully enforceable.

15.3 No person shall solicit a Voter Information Letter from an eligible elector. All valid complaints or reports of solicitation shall be reported immediately to the Ontario Provincial Police for investigation.

15.4 Under Section 90 of the Municipal Elections Act, 1996, if a person is convicted of an offence that was committed knowingly, that offence also constitutes a corrupt practice. In addition to any other penalty, the person is liable to a term of imprisonment of no more than six (6) months.

15.5 Although many provisions of the Act refer to physical voting places, ballots, and ballot boxes, these provisions apply equally to alternative forms of voting, as the principles of the Act must be upheld and are enforceable.

15.6 Accordingly, the Clerk of the Municipality of South Dundas commits to the following:

- All complaints about actions that may contravene the Municipal Elections Act — whether verbal or written — will be investigated by the Clerk;
- All valid complaints, once investigated, will be submitted to the local detachment of the Ontario Provincial Police;
- The Detachment Commander of the Ontario Provincial Police has been advised that all such complaints will be referred to their office for further investigation; and
- The Clerk and election officials will not intervene in any investigation, but may be called as witnesses in a prosecution.

16. Mail Tampering

16.1 Under the Criminal Code of Canada, tampering with another person's mail is a criminal offence. A person found guilty is liable to a term of imprisonment not exceeding ten (10) years.

16.2 Because the Municipality of South Dundas is using alternative voting methods and the Voter Information Letter — delivered by mail — is the mechanism through which electors access the voting system, tampering with a sealed Voter Information Letter constitutes mail tampering and is a criminal offence.

16.3 Accordingly, the Clerk of the Municipality of South Dundas commits to the following:

- All complaints about actions that may contravene the Criminal Code of Canada with respect to mail tampering — whether verbal or written — will be investigated by the Clerk;
- All valid complaints, once investigated, will be submitted to the local detachment of the Ontario Provincial Police;
- The Detachment Commander of the Ontario Provincial Police has been advised that all such complaints will be referred to their office for further investigation; and
- The Clerk and election officials will not intervene in any investigation, but may be called as witnesses in a prosecution.

17. Results

17.1 Voting will remain open until October 26, 2026 at 8:00 p.m. The Clerk shall confirm that all eligible voters present at the South Dundas Municipal Centre before 8:00 p.m. have completed voting.

17.2 At 8:00 p.m. on October 26, 2026 — once all eligible electors present at the South Dundas Municipal Centre have voted — the Clerk shall request the close and deactivation of the internet voting service and the tabulation of results for each candidate.

17.3 The Clerk shall report the "unofficial" results as soon as practicable after 8:00 p.m. on October 26, 2026, in the Council Chambers at the Municipal Centre (34 Ottawa Street, Morrisburg).

17.4 In accordance with Subsection 55(4) and subject to Section 56 of the Act, the Clerk shall declare the candidate(s) who received the highest number of votes to be elected at 10:00 a.m. on October 27, 2026.

17.5 The "Official Results" for each candidate shall be posted on the municipal website as soon as possible after Voting Day.

18. Tie Vote — Recount Procedures

18.1 In the event of a tied vote, as provided under Section 56 of the Act, the Clerk shall request a re-tabulation of the votes cast from the Voatz System.

18.2 In accordance with Subsection 56(2) of the Act, the recount shall be held within fifteen (15) days of the Clerk's declaration of results — on or before November 11, 2026 at 10:00 a.m.

18.3 In accordance with Section 61(1) of the Act, the following persons are authorized to attend the recount:

- The Clerk and any election officials appointed by the Clerk, including municipally retained legal counsel;
- Every certified candidate for the office;
- Legal counsel for each candidate; and
- One (1) scrutineer for each candidate.

18.4 Within 15 days after the declaration of results, the Clerk shall request the Voatz system to re-tabulate the results for the office(s) subject to the recount, with results segregated by polling subdivision. The Voatz system shall provide the recount results, which will be compared to those tabulated by the assigned auditor.

18.5 The Clerk shall announce the recount results. In the event of a continued tied vote, Subsection 62(3) of the Act applies.

19. After Voting Day

19.1 At no time after Voting Day shall voter information, PINs, and ballots be combined or cross-referenced in a way that would allow anyone to determine how an elector voted.

19.2 All election materials shall be retained and, after the applicable retention period, destroyed in accordance with Section 88 of the Act.

19.3 Election materials shall not be destroyed by the Internet and Ballot Voting System Provider without prior written confirmation from the Clerk.

20. Emergencies

20.1 In accordance with Section 53 of the Act, the Clerk may declare an emergency if, in the Clerk's opinion, circumstances have arisen that are likely to prevent the election from being conducted in accordance with the Act.

20.2 In the event of an emergency, the Clerk shall post a notice on the municipal website and social media platforms advising 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 connections, thereby halting the election until further notice.

20.4 If the Clerk is unable to be present on Voting Day, a qualified substitute shall be appointed or made available to attend to election administration.

21. Accessibility

21.1 The internet voting system complies with WCAG 2.0 Level AA guidelines, meeting 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 and shall ensure that all South Dundas voting locations are accessible to persons with disabilities.

21.3 The Clerk shall prepare a report for Council within 90 days of Voting Day identifying any barriers affecting persons with disabilities in connection with the municipal election, and addressing their removal and prevention.

21.4 Election officials will be available to assist voters throughout the Voting Period and on Voting Day.

21.5 The Municipality of South Dundas has an Accessibility Policy. The municipal election will be conducted with regard to the policies established thereunder.

22. Amendments to Procedures

22.1 The Clerk may amend these procedures at any time, up to and including Voting Day. A copy of any amendment will be provided to each certified candidate by a method the Clerk considers appropriate.

Appendix A — Acceptable Identification

To vote in person or obtain a replacement Voter Information Letter, electors must provide satisfactory identification showing their name and qualifying address. Acceptable identification includes any of the following (originals or notarial copies):

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

All identification must be an original or notarial copy and must show the elector's name and qualifying address.