



Municipality of Huron Shores

2026 Municipal Election Procedures

In accordance with the Municipal Elections Act, 1996, S.O. 1996, c. 32, Sched. as amended and as Clerk/Returning Officer of the Municipality of Huron Shores for the municipal and school board elections, I do hereby certify the following procedures for conducting the 2026 municipal and school board election and also certify the forms attached (or similar versions, either paper or electronic) as being those permitted to be used during the election process.

These procedures will be amended as required, for the purposes of the 2026 municipal and school board election, and any amendments will be underlined and will state the date of the amendment.



Approved by the
Clerk/Returning Officer for the
Municipality of Huron Shores

Dated this 28th day of May, 2026

Natashia Roberts

Natashia Roberts, CAO/Clerk/Returning Officer

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Definitions

“Accessibility Standards” means the Accessibility for Ontarians with Disabilities Act, 2005 (AODA), the Integrated Accessibility Standards Regulation (IASR), and the Web Content Accessibility Guidelines (WCAG) 2.1 Level AA.

“Act” means the Municipal Elections Act 1996, SO 1996 c.32 as amended.

“Ballot” means the electronic ballot displayed through the authorized internet voting system containing all offices, candidates, and questions for which an eligible elector is entitled to vote.

“Ballot Tracker” means the verification mechanism made available by the service provider that permits voters to confirm that their ballot was successfully received and included in the final tabulation process.

“Ballot Verifier” means the verification mechanism made available by the service provider that permits voters to independently confirm that their encrypted ballot accurately reflects their voting selections.

“Candidate” means a person nominated under s.33 of the Act.

“Certified Candidate” means a candidate whose nomination was certified by the Clerk under s.35 of the Act.

“Clerk” means the Clerk of the Municipality of Huron Shores who is responsible for conducting this election under the authority of the Act.

“Election” means the 2026 School Board and Municipal elections conducted by the municipality.

“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 can only carry out the tasks and duties as assigned in writing by the Clerk, and must take the prescribed oath under s.15 of the Act.

“End-to-End Verifiable Voting (E2EVV)” means a voting system that allows voters and election officials to independently verify that votes were cast as intended, recorded as cast, and counted as recorded, while preserving ballot secrecy.

“Friend” means any person who is requested by an elector to assist him or her in the voting process.

“Help Centre” means a location designated by the Clerk where individuals may be added to the Voters’ List and to provide assistance and clarification on the election process, including the access to the internet. The ability to vote at the Help Centre will be limited to hours designated by the Clerk.

“Municipal Office” means the Municipality of Huron Shores administration building located at 7 Bridge Street, Iron Bridge, Ontario.

“Nomination Day” means the deadline to file a nomination for a regular election, which is August 21, 2026.

“Password” means an additional access control word assigned by Sequent Tech Inc.. to each authorized user to provide additional security for access to the voting system.

“Preliminary List of Electors” or “PLE” means a list of electors for the Municipality compiled by the Municipal Property Assessment Corporation (MPAC) and provided to the Municipality by July 31st of an election year under s.19 of the Act.

“Proof of Identification” means proof of identity and residence as prescribed in O. Reg. 304/13 of the Act. Appendix A.

“Regular Office Hours” means Monday to Friday, 8:30 am to 4:30 pm.

“Scrutineer” means an individual, appointed in writing by a certified candidate, to represent him or her during the election.

“Time/Clock” means the time as indicated on the National Research Council Canada Web Clock showing official times for the Eastern Time Zone.

“Universal Verification” means the public cryptographic verification process that permits independent verification of election integrity and final election results without compromising voter secrecy.

“Voter Credentials” means the unique security information assigned to an eligible elector to access the voting system, including a Personal Identification Number (PIN) and any additional authentication requirements established by the Clerk or Service Provider.

“Voter Information Letter” means a letter mailed individually to every elector containing voting instructions, including a Personal Identification Number (PIN) and other relevant information.

“Voters’ List” means the Preliminary List of Electors, as corrected by the Clerk, under the provisions of s.19 and s.22 of the Act.

“Voting Day” means the final day on which voting is permitted in the 2026 Municipal Election and shall be Monday October 26, 2026 with voting to close at 8:00 p.m.

“Voting Period” means the period in which an eligible voter may cast their vote and shall span from October 14 at 9:00 a.m. to October 26, 2026 at 8:00 p.m.

“Website” means the designated municipal website for election information.

References in these procedures

References to section numbers in this document (shown sometimes as s.##) refer directly to sections in the *Municipal Elections Act 1996, SO 1996 c.32* as amended. Unless otherwise stated, references to Ontario Regulations (O. Reg) are regulations made pursuant to the *Municipal Elections Act*.

Authority (s.42)

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

Pursuant to section 42 of the Municipal Elections Act, 1996, Council adopted By-law No. 26-02 authorizing the use of internet voting for the 2026 Municipal Elections.

The Clerk may establish procedures and forms, and may issue supplementary directions and interpretations, where necessary for the proper administration of the election in accordance with the Municipal Elections Act, 1996.

In keeping with s.42 (5) voting proxies will not be used or permitted with this method of voting. In addition, the Voting Period provides for voting in advance of Voting Day commencing, October 14, 2026, at 9:00 a.m. and concluding on, October 26, 2026 at 8:00 p.m.

Duties and Powers of the Clerk

The Clerk is responsible for conducting the election, including 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 accessibility report.

The Clerk 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.

The Clerk may delegate duties and responsibilities to Election Officials in writing as necessary for the proper conduct of the election.

The Clerk may take any action deemed necessary to preserve the integrity, security, accessibility, and proper administration of the election process in the event of;

- a) system interruption;
- b) technical failure;
- c) cybersecurity incident;
- d) emergency;
- e) Internet disruption; or

- f) other unforeseen circumstance.

Service Provider

The Municipality has retained Sequent Tech Inc. as the authorized internet voting service provider for the 2026 Municipal Election.

The internet voting system shall comply with the Municipal Elections Act, 1996 and support end-to-end verifiable voting principles. The system shall provide encrypted ballot transmission and storage, maintain voter secrecy, and support both individual and universal vote verification mechanisms. The system shall also maintain audit logs and integrity controls, support accessibility requirements in accordance with the Accessibility for Ontarians with Disabilities Act (AODA) and WCAG 2.1 AA standards, and include appropriate redundancy, monitoring, and security protections suitable for municipal elections.

The service provider shall maintain appropriate security controls, encryption protocols, audit functionality, and system integrity measures consistent with applicable legislation, industry standards, and the contractual requirements established by the Municipality.

System Integrity

The integrity of the voting process shall be the responsibility of the Clerk and shall be preserved by:

- ensuring that every eligible elector on the Voters' List, as amended, is sent a sealed Voter Information Letter containing the voter's unique PIN, by first class mail;
- ensuring that no one except the Clerk, or designate, can access PINs maintained by Sequent Tech Inc. that match each voter's name and address; and
- providing an opportunity for eligible electors to be added to the Voters' List or to make amendments to the list, up to and including Election Day, October 26, 2026, at 8:00 p.m.

The voting system shall utilize encrypted communications protocols and layered security controls intended to protect against unauthorized access, tampering, malware, denial of service attacks, and other cybersecurity threats.

The voting system shall maintain immutable audit logs and integrity verification mechanisms designed to preserve election records and support post-election verification.

Election data, ballots, and communications shall be encrypted using industry-standard cryptographic methods.

Access to election administration functions shall be restricted to authorized election officials and vendor personnel through role-based access controls and authentication measures.

System Checks

The Clerk may conduct logic and accuracy testing of the voting system prior to the opening of voting. The Clerk may permit candidates and/or scrutineers to observe portions of the testing process, subject to space limitations, operational requirements, security considerations, confidentiality obligations, and any procedures established by the Clerk or Service Provider.

Testing shall include logic and accuracy testing, candidate and question verification, test ballot validation, access credential validation, and confirmation that all vote totals are zero prior to opening the voting period.

Security and Integrity

The internet voting system shall utilize industry-standard security measures intended to protect voter authentication, ballot secrecy, vote integrity, encryption of transmitted data, audit logging, and secure tabulation of results.

The Clerk may rely upon certifications, testing documentation, and security attestations provided by the service provider respecting the integrity and operation of the voting system

These security features are intended to align with recognized best practices in the field of electronic voting and guidance provided by Elections Ontario respecting municipal election administration.

The Clerk may rely on technical reports, audits, certifications, and third-party assessments provided by the Service Provider respecting system integrity, accessibility, and security.

The Clerk may take any action deemed necessary to preserve the integrity, security, confidentiality, or proper operation of the voting system.

Secrecy

All Election Officials shall take an oath of secrecy and be appointed by the Clerk as per the "Appointment and Oath of Election Official" Form EL11.

All complaints regarding any and/or all breaches of secrecy shall be documented by the Election Official as well as questions and answers of the complainant and, the Clerk may take such actions as deemed necessary, including reporting to the police, for further investigation and prosecution.

All complaints respecting election secrecy, intimidation, voter coercion, impersonation, or election integrity shall be documented and investigated as deemed appropriate by the Clerk.

The Municipality and Service Provider shall not maintain any record linking an elector's identity to the content of a cast ballot.

Unofficial List of Candidates

The Clerk shall provide notice of the unofficial list of candidates by preparing and posting in the Municipal Office and on the website an “Unofficial List of Candidates” which is to be updated as each Nomination Paper is filed. The list should be clearly marked “Unofficial”. The Clerk shall comply with the Municipal Freedom of Information and Protection of Privacy Act respecting the disclosure of candidate personal information. The list is indicated as “unofficial” until the nominations have been certified.

Preparation of Voter Information Letters

The Voter Information Letters will be prepared using the Voters’ List as amended.

Voter Information Letters shall be delivered to Canada Post and distributed by first class mail to all eligible electors to enable them to use the Internet Voting service.

The Voter Information Letter will contain:

- the elector’s Voter Credentials and the designated internet address (URL) to access to cast his or her vote using the Internet;
- instructions on how to vote;
- dates and hours of voting;
- the location and telephone number of the Help Centre;
- voter eligibility criteria; and
- information on illegal and corrupt practices as specified by the Act.

A person cannot give his/her Voter Information Letter to another eligible elector for the purpose of voting. Acceptance and/or use 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 Act, specifically s.89 and s.90.

The Municipality is not responsible for delayed mail delivery, lost mail, or unauthorized use of a Voter Information Letter where the Municipality has mailed the Voter Information Letter to the elector’s address appearing on the Voters’ List.

Help Centre

The Clerk may establish one or more Help Centres and may establish operating dates, times, staffing levels, and procedures for each Help Centre.

Eligible voters who attend at the Help Centre and are not on the Voters’ List will be able to be added to the list by filling out an “Application to Amend Voters’ List” Form EL15 and providing proof of identity and residence as prescribed in O. Reg. 304/13. Their names will be added to the Voters’ List and they will be assigned and delivered a Voter Information Letter containing Voter Credentials.

Eligible voters who attend at the Help Centre will be able to request a replacement Voter Information Letter under certain circumstances:

- 1) Where a person on the Voters' List has lost or not received his or her Voter Information Letter and the PIN has not been used, he or she can attend the Help Centre and prove to the satisfaction of the authorized Election Official that they require a new PIN. The authorized Election Official will disable the elector's assigned PIN. Upon providing proof of identity and residence as prescribed in O. Reg. 304/13 to an Election Official, an oath on "Application for Re-Issue of a Voter Information Letter (Lost and Unused)" Form EL53 shall be taken by the elector and a new Voter Information Letter containing a new PIN shall be issued.
- 2) Where a person on the Voters' List has attempted to vote and their PIN has already been used, he or she can attend the Help Centre and prove to the satisfaction of the authorized Election Official that they did not vote the PIN and require a new PIN. Prior to issuing a new PIN, the Election Official shall advise the elector that once the new PIN has been assigned, the elector must vote immediately at the Help Centre. Upon providing proof of identity and residence as prescribed in O. Reg. 304/13 to an Election Official, an "Application for Re- Issue of a Voter Information Letter (Used by an Impostor)" Form EL54 shall be taken by the elector and a new Voter Information Letter containing a new PIN shall be issued. The elector will be directed immediately to the Help Centre where telephone/internet access is available to eliminate any further misuse of the PIN.

Election Officials may refuse to issue a replacement Voter Information Letter where identity, entitlement, or election integrity concerns cannot be satisfactorily resolved.

A candidate or his or her scrutineer is permitted to attend the Help Centre to observe the voting procedure.

The Voter's List

Elections Ontario is responsible for supplying the Municipality of Huron Shores with the Voters' List for Municipal Elections.

When an elector successfully casts a ballot through the authorized voting system, their name will be automatically struck off the Voters' List and the Voter will be shown as having voted. The date and time the Voter is struck off the list will be recorded. The voting system shall prevent an elector from successfully casting more than one ballot.

Revisions to the Voter's List

If a person qualifies as an elector and their name has been omitted from the Voters' List, or their information is incorrectly shown, they may file an Application to Amend the Voters' List in the form specified by the Clerk during the period commencing September 1, 2026, and ending at the close of voting on Voting Day, October 26, 2026.

Electors requesting to be added to or amended on the Voters' List ~~shall be required to~~ may attend in person or submit an Application to Amend the Voters' List electronically

in a manner approved by the Clerk. Applicants shall¹~~and~~ provide satisfactory proof of identity, residence, and/or eligibility, and may be required to complete declarations or provide additional documentation as determined by the Clerk.

Election Officials shall confirm that the person making the application meets the qualifications of an elector as described in the Municipal Elections Act, 1996. Where applicable, a replacement Voter Information Letter may be issued. See Appendix A for a list of acceptable forms of identification.

Distribution of the Voter's List to Candidates

In accordance with Section 88(11) of the *Act*, the Voters' List is to be used only for the purposes of the Election and must not be publicly posted or otherwise made available. The Voters' List will be made available to certified Candidates or their designated Official Agent.

The Preliminary List of Electors, showing the names, addresses, and School Board support of all persons entitled to vote in the 2026 Municipal and School Board Election in the Municipality of Huron Shores, will be provided to all certified Candidates or their Official Agent on the date prescribed by the legislation, upon request.

Throughout the voting period, the Voters' List will continue to be made available to Candidates and will be updated daily.

Immediately following Election Day, Candidates are required to destroy any copies of the Voters' List and any data containing voter information that is in their possession. The Voters' List and information must be destroyed in a secure manner that protects the privacy of the citizens named on the Voters' List. Candidates and their authorized representatives shall take all reasonable measures to protect the security and confidentiality of voter information.

Electronic copies of the Voters' List shall not be shared, posted publicly, sold, or used for any purpose unrelated to the election. Candidates may return their lists to the Clerk for destruction.

Candidates – Access to 'Strike Off' List

During the Voting Period, Candidates that request it will receive an updated list showing the names of those electors that have cast a ballot.

The frequency, format, and method of distribution of strike-off information shall be determined by the Clerk.

Voting

Voting will commence on October 14, 2026 at 10:00 a.m. and will continue 24 hours per day through to October 26, 2026 at 8:00 p.m.

During the Voting Period, a Help Centre will be provided at:

¹ Amended August 31, 2026

- 7 Bridge Street, Iron Bridge, Ontario

The Help Centre shall have access to the internet and shall be open during hours designated by the Clerk.

Prior to the activation of the voting system, the Clerk and/or designated Election Officials shall verify that the voting system has been properly configured for the election and that no votes have been cast. The Clerk may rely upon system reports, audit records, validation tools, or other verification methods provided by the Service Provider for this purpose. Election Officials may document and retain records of such verification procedures as part of the election record.

The voting system will allow the eligible elector to vote electronically through the internet. Eligible electors will be able to access a designated internet address and cast their vote.

Each eligible elector shall only be permitted to cast one ballot for all races and questions for which they are entitled to vote through the use of voter credentials distributed by first class mail in a sealed and personalized Voter Information Letter.

Prior to voting, electors will be required to confirm their eligibility and authenticate their access to the voting system using their voter credentials and any additional security or authentication requirements established by the Clerk or Service Provider.

Once a voter has made a selection for each race or question, the voting system shall indicate the voter's choice and shall allow the voter to either confirm their selection, and cast their vote, or return to the race to change their selection. If the selection of a particular race is not marked, a vote is not cast for that race.

Once voter credentials have been used to successfully cast a ballot, the credentials shall be disabled and further access to the voting system shall not be permitted.

The voting system shall preserve ballot secrecy and shall not permit the association of an elector's identity with the content of a cast ballot.

The names of electors who have voted shall be made available electronically to the Clerk through the voting system.

The Clerk may temporarily suspend voting where necessary to protect election integrity or system security.

No voting results or partial tabulations shall be generated or disclosed prior to the close of voting except as may be required for authorized testing, validation, or recount purposes.

The voting system may provide voters with the ability to independently verify that their ballot was cast and recorded correctly through verification tools made available by the Service Provider.

The availability or non-use of verification tools by a voter shall not affect the validity of a properly cast ballot.

The Clerk may publish information respecting voter verification tools and instructions.

Disruption of Voting

When a Voter is timed out by default or if the session is interrupted or terminated (intentionally or not) before the final Ballot is cast then no information is stored in the voting client or in the server and no votes are recorded or cast. This practice guarantees the Voter's privacy at all times. Therefore, the voter whose session has been disrupted has to authenticate again and state the voting process from the beginning. The Electronic Voting system will time out after 15 minutes when there has not been any activity between the voter and the Electronic Voting system.

In the event of a widespread service disruption, the Clerk may extend the voting period or take such other action as deemed appropriate under section 53 of the Act.

The Clerk may extend voting periods, suspend voting, delay the release of results, or implement alternate procedures where the voting system experiences technical failure, internet connectivity disruptions occur, cybersecurity or integrity concerns arise, denial of service attacks occur, or other circumstances arise that may affect the proper conduct or integrity of the election.

The Clerk's decision respecting emergency procedures, disruptions, extensions, delays, or alternate processes shall be final.

Voters Requiring Assistance (s.52(1)4)

The Election Official may permit a voter who requires assistance due to disability, language barrier, or other accessibility need to have such assistance as the Election Official considers necessary.

Accessibility

The Municipality is committed to conducting an accessible election in accordance with the Municipal Elections Act, 1996, the Accessibility for Ontarians with Disabilities Act, 2005 (AODA), and associated accessibility standards. The internet voting system shall support accessibility features including keyboard navigation, screen reader compatibility, adjustable text sizing, high contrast compatibility, multilingual support where available, compatibility with assistive technologies, and accessible voter support processes.

Election Officials shall provide reasonable assistance to voters requiring accommodation, while maintaining ballot secrecy and election integrity.

Oral Oath of Voter Requiring Assistance

A voter who requires assistance to vote at a Help Centre may ask the Election Official for assistance. The Election Official shall require the voter making the request to take the Oral Oath of Voter Requiring Assistance on the "Oral Oath of Elector Requiring Assistance, Friend, Interpreter" Form EL27.

Oral Oath of Friend of Elector

In lieu of the Election Official providing assistance, the voter may request that a friend

accompany the voter at a Help Centre and assist the voter. Any friend assisting shall be required to take the Oral Oath of Friend of Elector on the “Oral Oath of Elector Requiring Assistance, Friend, Interpreter” Form EL27. No person shall be allowed to act as a friend of more than one voter at a Help Centre. **Candidates and Scrutineers may not act in the capacity of a friend of elector.**

Oral Oath of Interpreter

Where a voter requires an interpreter, such interpreter must be provided by the voter, shall take the Oral Oath of Interpreter on the “Oral Oath of Elector Requiring Assistance, Friend, Interpreter” Form EL27, and shall translate the oaths as well as any lawful questions put to the voter.

Voter Information Letters (VIL)

Each eligible elector whose name appears on the Voters’ List shall receive a Voter Information Letter (VIL) by regular mail containing voting instructions and voter credentials for the 2026 Municipal Election. The Clerk may determine the timing and method of distribution of Voter Information Letters.

Eligible electors added to the Voters’ List after the initial mailing shall be issued a Voter Information Letter by the Clerk or designate following confirmation of their eligibility.

Duplicate Voter Information Letters (VIL)

If an eligible elector receives more than one Voter Information Letter (VIL), the elector may only vote once and shall return any duplicate Voter Information Letter to the Municipal Office. Any improper use of a Voter Information Letter or attempt to vote more than once may be referred to law enforcement for investigation under the Municipal Elections Act, 1996.

Any returned Voter Information Letter shall have its voter credentials disabled by an Election Official.

Return and Replacement of Voter Information Letters

Voter Information Letters returned unopened to the Municipality may be securely stored and re-issued by the Clerk or designate where the elector has not already voted and the Clerk is satisfied the Voter Information Letter can be securely delivered to the elector. The Clerk may require the elector to attend in person where identity verification cannot otherwise be satisfactorily completed.

Once an elector has voted, they are no longer eligible to receive a replacement Voter Information Letter.

Returned Voter Information Letters shall be securely maintained and destroyed in accordance with the Municipal Elections Act, 1996.

The Clerk shall maintain an audit trail respecting the issuance, return, cancellation, and re-issuance of Voter Information Letters.

PIN Procedures

Where an eligible voter has tried his/her Voter Credentials Including a Personal Identification Number (PIN) and has been unsuccessful in accessing the voting system, the Election Official will determine its status, and once verified, shall advise the voter that the PIN is valid and has not been used. The Election Official may suggest the voter try the voter credentials again or attend the Help Centre to obtain assistance in voting.

Where an eligible voter has received an incorrect Voter PIN in terms of school support, and has not voted in that race, the voter must contact the Help Centre and have the proper category applied to the existing PIN. The elector will be required to provide appropriate confirmation of eligibility and to complete "Application to Amend Voters' List" Form EL15.

For the purposes of voting in 2026 Municipal Election, a change for school support cannot be made after the ballot has been cast. In other words, under no circumstances shall a voter be entitled to cast a second ballot.

New voter credentials shall not be given out over the telephone. The voter must attend the Help Centre with proof of identify and residence as prescribed in O. Reg. 304/13 and complete the appropriate form.

See also Help Centre Section.

Exceptions will be considered at the sole discretion of the Clerk when satisfied that extenuating circumstances require special accommodation. Such situations shall be documented by the Clerk with measures to ensure security and privacy of the elector, and integrity of the voting process. All special accommodations respecting replacement voting credentials shall be documented by the Clerk.

Voter Credentials are confidential and shall not be shared.

The Clerk may disable, replace, or reissue Voter Credentials where deemed necessary to protect election integrity, maintain system security, or address suspected misuse, compromise, or administrative error.

Scrutineers

a) Appointment by Candidate and Qualification

A candidate may appoint scrutineers to represent him/her at the Municipal Office, the testing and opening of the voting system, at the Help Centres during voting periods, and during the receipt of voting results, including during a recount.

The appointment shall be made using the "Appointment of Scrutineer" Form EL12(A). The forms to appoint scrutineers must be signed by the candidate. The candidate shall provide this signed form to their scrutineer.

b) Conduct

The candidate is responsible for the conduct of his/her scrutineers. In the event of a complaint regarding the conduct of a scrutineer at a Help Centre or at the opening or closing

of the voting system, the scrutineer may be asked to leave by the Election Official, and the candidate will be contacted.

Scrutineers shall not interfere with Election Officials or attempt to communicate with electors while voting. The Clerk may remove or restrict any scrutineer whose conduct compromises the orderly administration of the election.

c) Number per Candidate

Either the candidates or not more than one (1) scrutineer representing each candidate will be permitted during the closing of the voting system. Only the candidate or his/her appointed scrutineer may be in attendance at a Help Centre at one time. The candidate/scrutineer must take an "Oral Oath of Secrecy" Form EL12(B) at the Help Centre.

d) Evidence of Appointment

A person appointed as a scrutineer, before being admitted to the Help Centre, shall show his/her appointment form and provide proof of identity.

Count Procedure

The Clerk, at 8:00 pm on October 26, 2026, shall arrange for the close of the voting system at the Municipal Office. All eligible voters in process at 8:00 pm, or in attendance to vote at the Help Centre at 8:00 pm, will be permitted to vote prior to closing of the voting system.

Candidates or one scrutineer for each candidate may be in attendance at the Municipal Office for close of voting. Candidates and scrutineers will be required to provide proof of identity prior to entry. Scrutineers will be required to show their appointment letter Form EL12(A). Entry will not be permitted before 7:45 pm. Anyone who is creating a disturbance will be removed as directed by the Clerk.

Upon receiving confirmation that all electors who successfully commenced the voting process prior to the close of voting, the Clerk shall produce the results report from the voting system. Those present, including the Clerk, Election Officials, candidates (or their scrutineers), shall sign the report indicating the results and votes cast.

Prior to the release of unofficial or official election results, Election Officials may perform such integrity, verification, audit, validation, or security procedures as deemed necessary. In determining whether the voting system operated properly, the Clerk may rely upon cryptographic verification processes, audit logs, system validation reports, verification tools, security reports, accessibility compliance reports, independent third-party reviews, and other technical documentation provided by the Service Provider or its authorized representatives.

Notice of Results

The unofficial results of each candidate shall be made available by the Clerk no earlier than 8:20 p.m. on October 26, 2026 Voting Day, at the Municipal Office, 7 Bridge Street, and the Clerk shall post the same **Unofficial Results** on the Municipality's Website.

As soon as possible after Voting Day, the Clerk shall declare the **Official Results** and post the results at the Municipal Office and on the municipal Website.

Notice of election results for each school board race shall be provided to the responsible Municipal Office for each of the elections.

Recount

A recount under sections 56, 57, or 58 shall be conducted in the same manner as the original count as per s.60 (1) unless ordered otherwise by a judge under s.60 (3).

An Automatic Recount will occur when:

- There is a tie vote where both or all candidates cannot be declared elected, the Clerk must hold a recount **within 15 days after the declaration** required by s.55(4)a)b) of the results of the election.

If required, Sequent Tech Inc. shall provide any documentation to support the integrity, security and accuracy of the electronic voting system.

- An automatic recount shall occur where the vote differential between a successful candidate and an unsuccessful candidate is equal to or less than 0.25% of the total votes cast for the office, rounded up to the nearest whole number.

Formal Request for Recount is required when one of the following is received by the Clerk:

- by resolution of Council (for Council offices);
- by resolution of local board (for offices on a local board);
- by order of the Minister (for questions submitted by the Minister);
- by order of the Superior Court of Justice.

In the event of a discrepancy between recount tabulations, the final regenerated tabulation produced in the presence of the Clerk shall constitute the official recount result unless otherwise directed by a court.

During a recount, the Clerk may regenerate election reports, review system audit logs and event logs, verify vote totals electronically, review cryptographic verification records, validate ballot integrity, and rely upon technical assistance or supporting documentation provided by the Service Provider. A recount shall not permit the disclosure of how any individual elector voted.

a) Costs of Recount (s.7(3), 7(4))

The costs incurred by the Clerk to conduct a recount are to be paid by the Municipality. Any expenses incurred by a candidate will be the responsibility of the candidate i.e.: legal counsel in attendance on behalf of the candidate.

The Clerk shall submit a signed certificate verifying the costs to the appropriate local board, upper tier municipality or Minister who shall in turn be responsible for paying the costs as soon as possible.

b) Who Conducts Recount (s.56)

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

In the event of a recount, the system shall regenerate the election count and a printed copy of the regenerated count shall be given to the Clerk.

- If the initial count and the regenerated count match, the regenerated count shall be the final count of the votes cast during the electronic voting period.
- If the regenerated count and the initial count do not match, the Clerk shall:
 - Direct one final count to be regenerated by the system of the votes cast during the electronic voting period.
 - Attend while the final count is being regenerated.

The regenerated final count shall be the final count of the votes cast during the electronic voting period.

c) Tied Vote Recount (s.56)

Where there is a tied vote for the election of a candidate to an office and both or all of the candidates cannot be declared elected, the Clerk must hold a recount **within 15 days after the declaration** required by s.55(4)a)b) of the results of the election.

If required, Sequent Tech Inc. shall provide any documentation to support the integrity, security and accuracy of the electronic voting system.

d) Council, Local/School Board or Minister Request for Recount (s.57)

Within 30 days after the Clerk's declaration of the results under s.55(4), a Council, local/school board may pass a resolution or, the Minister may make an order requiring a recount.

The recount is to be held within 15 days **after the resolution is passed or the order is made**. An order of the Minister must be made within the same time frame. The incoming council or local board is no longer able to make a decision on a recount.

e) Application to Superior Court of Justice (s.58)

A person who is entitled to vote in an election and who has reasonable grounds for believing the election results to be in doubt may apply to the Superior Court of Justice for an order directing the Clerk to hold a recount.

The application must be commenced within 30 days after the Clerk's official declaration of the results under s.55(4). The court, if satisfied there are sufficient grounds, shall make an order requiring the Clerk to hold a recount. The recount is to be held within 15 days after the Clerk receives a copy of the order.

f) Votes for Candidates to be included in a Recount (s.56, 59)

The votes to be included in the recount are as follows:

- In a recount for a tied vote, the votes cast for candidates who are tied.
- In a recount being conducted under the authority of a council or local board resolution, the votes cast for candidates named in the resolution (all or specified candidates).
- In a recount being conducted under the authority of a court order, the votes cast for candidates named in the order (all or specified candidates).

The Clerk may include the votes for any other candidate for the same office. The practical application of this provision would be for the Clerk to include any candidate whose vote total was, in the Clerk's opinion, close enough to possibly be affected by the recount.

g) Persons entitled to be Present at a Recount (s.61)

- the Clerk and any other Election Official appointed for the recount;
- every certified candidate for the office involved;
- the applicant, if any, who applied for the recount under s.58;
- legal counsel for any of the above;
- each certified candidate for the office involved or an applicant may appoint a scrutineer for the recount.

h) Notification of Recount (s.56, 57, 58 and O. Reg. 101/97)

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

- all certified candidates for the office which is the subject of the recount;
- where a resolution is involved, the Council or local/school board which passed the resolution;
- the Minister when an order has been made;
- the applicant in the case of a court order;
- notice of recount will be given by registered mail or personal service.

i) Process at Recount (s.61, 62)

Once the recount process has commenced, it must continue to completion. Upon completion of the recount, the Clerk will announce the results of the recount. Persons

authorized to be in attendance at the recount may also be at the announcement of the results of the recount.

Unless an application has been made for a judicial recount, the Clerk, on the 16th day after the recount is completed, will declare the successful candidate or candidates elected or will declare the result of the vote.

j) Continuing Tie Vote – After Recount Procedures

In the event of a tie following recount, the Clerk shall determine the successful candidate by lot in accordance with section 62(3) of the Act.

The Clerk shall write the name of each candidate on equal-sized pieces of paper. They are then put in a container as determined by the Clerk. The Clerk shall announce prior to the draw that “the candidate to be elected shall be the candidate whose name is written on the first piece of paper I draw out of the container.” The paper is pulled from the container and the candidate elected is announced.

k) Declaration by Clerk and Notice of Final Certified Results – s.62(4)

Unless an application has been made for a judicial recount, the Clerk on the 16th day after the recount is completed will declare the successful candidate or candidates elected by posting the “Declaration of Recount Results” Form 32 at the Municipal Office and on the Website. Such Declaration shall be sent to everyone previously given notice of the recount.

l) Recount Records

At the conclusion of the recount, the Clerk shall secure all materials from the recount including but not limited to the ballots, ballot boxes, ballot transfer cases, results tapes, memory cards and all other materials relating to the recount process.

The Clerk shall destroy recount materials in accordance with the retention period as prescribed in the *Act*.

Procedures and Forms

Section 42 (4) 2 of the Municipal Elections Act 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 the event of any conflict between these procedures and administrative practices established by the Clerk, the written procedures and directions issued by the Clerk shall prevail provided they are consistent with the Municipal Elections Act, 1996.

The Clerk may publish election integrity, accessibility, security, verification, audit, and voter education information before or after Voting Day, including accessibility compliance information, system verification information, audit and validation information, cybersecurity preparedness information, voter education materials, and post-election verification summaries.

Amendment of Procedures

Where the Clerk deems it necessary to provide clarification, interpretation, or adjustment on any of the procedures described herein, the Clerk shall post the amended procedures to the municipal election webpage and/or other public notice method determined by the Clerk.

Unforeseen Cases

Any unforeseen cases not dealt with in these procedures will be recorded, action taken, and reflected in an addendum signed by the Clerk.

The Clerks interpretation and direction shall be final for the purpose of the administration of the election, subject to the Municipal Elections Act, 1996.

Emergencies

As per Section 53 of the Act, the Clerk may declare an emergency if they are of the opinion that circumstances have arisen that are likely to prevent the Election being conducted in accordance with the Act. On declaring an emergency, the Clerk shall make such arrangements as deemed advisable for the conduct of the Election. The arrangements made by the Clerk, if they are consistent with the principles of this Act, prevail over anything in this Act and the regulations made under it.

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

- Reporting results.
- Notification of voters.
- Election Officials.
- Voting period (delay of Voting Day, extension of voting hours or day(s)); and
- Alternate voting locations or alternate facility.

The Clerk may make any directions that they think necessary or desirable with respect:

- To the voting procedures to be used.
- To the taking of the votes.
- For the Counting of the votes; and
- Where required, for a Recount under Sections 56 to 64 of the *Act*.

The emergency continues until the Clerk declares that it has ended. If made in good faith, the Clerk's declaration of emergency and arrangements shall not be reviewed or set aside on account of unreasonableness. The Clerk shall provide notice of such emergency to the best of their ability and in keeping with the circumstance. If any part of the voting for an office is not completed due to an emergency, the Clerk will not release the results until the voting for that office is completed.

Examples of emergencies may include:

- Cybersecurity incidents;
- Internet or communications outages;
- Severe weather;
- Evacuation orders;
- Public health emergencies;
- Power failures; or

- System integrity concerns.

Appendix A - Acceptable Forms of Identification

An original piece of identification must be presented that shows the voter's name and qualifying a Municipality of Huron Shores address (where you currently live or own property). There is no longer a requirement to show identification with a signature.

You must present one or more of the following documents as outlined in Ontario Regulation 304/13 as follows:

1. An Ontario driver's licence
2. An Ontario Health Card (photo card)
3. An Ontario Photo Card
4. An Ontario motor vehicle permit (vehicle portion)
5. A cancelled personalized cheque
6. A mortgage statement, lease or rental agreement relating to property in Ontario
7. An insurance policy or insurance statement
8. A loan agreement or other financial agreement with a financial institution
9. A document issued or certified by a court in Ontario
10. Any other document from the government of Canada, Ontario, or a municipality in Ontario or from an agency or such a government
11. Any document from a Band Council in Ontario established under the *Indian Act* (Canada)
12. An income tax assessment notice
13. A Child Tax Benefit Statement
14. A Statement of Employment Insurance Benefits Paid T4E
15. A Statement of Old Age Security T4A (OAS)
16. A Statement of Canada Pension Plan Benefits T4A (P)
17. A Canada Pension Plan Statement of Contributions
18. A Statement of Direct Deposit for Ontario Works
19. A Statement of Direct Deposit for Ontario Disability Support Program

20. A Workplace Safety and Insurance Board Statement of Benefits T5007
21. A property tax assessment
22. A credit card statement, bank account statement, or RRSP, RRIF, RHOSP or T5 statement
23. A CNIB Card or a card from another registered charitable organization that provides services to persons with disabilities
24. A hospital card or record
25. A document showing campus residence, issued by the office or officials responsible for student residence at a post-secondary institution
26. A document showing residence at a long-term care home under the *Long-Term Care Homes Act, 2007*, issued by the Administrator for the home
27. A utility bill for hydro, water, gas, telephone or cable TV or a bill from a public utilities commission
28. A cheque stub, T4 statement or pay receipt issued by an employer
29. A transcript or report card from a post-secondary school

Appendix B – Forms

Forms follow this page.



Municipality of Huron Shores ~ Municipal Election 2026

Appointment and Oath of Deputy Returning Officer

Name of Person Appointed as Deputy Returning Officer:

The person named above is hereby appointed Deputy Returning Officer (DRO), for the Municipality of Huron Shores, and in addition to the duties and responsibilities of a DRO as provided in the *Municipal Elections Act, 1996*, is hereby delegated the following duties and responsibilities pursuant to the *Municipal Elections Act, 1996*:

- authority to amend the Voter's List at the Voting Place to add an Elector, remove an Elector's own name and/or correct erroneous information;
- authority to require a person to furnish proof of identity, qualifications or any other matter;
- authority to administer the Oral Oath of Secrecy and the Oral Oath or Affirmation of Qualification;
- authority to maintain peace and order at the Voting Place by removing anyone who is causing a disturbance.

Natashia Roberts, Clerk

I, _____ the person named above, solemnly swear (or affirm) that I will:

- act faithfully in the capacity set out in my appointment and perform all the duties required by law without partiality, fear or affection,
- maintain and aid in maintaining the secrecy of the voting, and
- not interfere nor attempt to interfere with an Elector when she/he is marking her/ his ballot, obtain or communicate any information as to how an elector is about to vote or has voted, or directly or indirectly induce an Elector to show her/his marked ballot to any person.

Declared before me at the Municipality of Huron Shores, this _____ day of _____, 2026.

Appointee Signature

Natashia Roberts, Clerk



Municipality of Huron Shores ~ Municipal Election 2026

Appointment and Oath of Election Official

Name of Person Appointed as Election Official: _____

The person named above is hereby appointed an Election Official for the Municipality of Huron Shores, and is hereby delegated the following duties and responsibilities pursuant to the *Municipal Elections Act, 1996*.

- authority to require a person to furnish proof of identity, qualifications or any other matter;
- authority to approve or deny applications for revision to the Voter's List;
- authority to amend the Voter's List to add an Elector, remove an Elector's own name and/or correct erroneous information;
- authority to receive election results as they are reported on Election Day.

Natashia Roberts, Clerk

I, the person named above, solemnly swear (or affirm) that I will:

- act faithfully in the capacity of Election Official and perform all the duties required by law without partiality, fear or affection,
- maintain and aid in maintaining the secrecy of the voting, and
- not interfere nor attempt to interfere with an elector when she/he is marking her/ his ballot, obtain or communicate any information as to how an elector is about to vote or has voted, or directly or indirectly induce an elector to show her/ his marked ballot to any person.

Declared before me at the Municipality of Huron Shores, this _____ day of _____, 2026.

Election Official

Natashia Roberts, Clerk



Municipality of Huron Shores ~ Municipal Election 2026
Appointment of Scrutineer by Candidate

Name of Candidate
Candidate for the Office of (select one):

	Mayor		Algoma District School Board
	Councillor		Huron-Superior Catholic District School Board
			Conseil scolaire public du Grand Nord de l'Ontario
			Conseil scolaire catholique du Nouvel-Ontario

Scrutineer Appointment

Name of Scrutineer Appointed: _____

I appoint the individual noted above as a scrutineer to represent me in the Municipality of Huron Shores 2026 Municipal Election.

Date: _____

Signature of Candidate

Instructions to Scrutineer

- Scrutineers arriving at a voting place must show this form and personal identification to the election officials and take an oath of secrecy.
- Scrutineers and candidates must abide by the rights and prohibitions as outlined on the following page

Rights and Prohibitions

Scrutineers and Candidates may:

- enter the Voting Place,
- object to an elector if they believe the elector is not qualified.

Scrutineers and Candidates cannot:

- campaign at the voting place,
- attempt, directly or indirectly, to interfere with an elector,
- display a candidate's election material (including buttons, pins, etc.) in a voting place,
- compromise the secrecy of voting,
- photograph, record, copy, or reproduce voter information,
- obtain or attempt to obtain, in a voting place, any information about how an elector intends to vote or has voted,
- park a vehicle displaying campaign material in the parking lot of the voting place.

Note:

- Only the candidate or one of his or her scrutineers may attend the voting place at one time.
- It is no longer mandatory that scrutineers be 16 years of age or older to work at an election.
- The Deputy Returning Officer (DRO) is responsible for conduct of the Voting Place and no candidate or scrutineer has the right to interfere with the DRO in the discharge of their duties.
- Anyone who is creating a disturbance at a Voting Place will be removed by the DRO.
- Scrutineers or candidates who wish to have a discussion with another candidate or scrutineer must leave the Voting Place to carry out their discussion outside of the Voting Place.
- No campaign material or literature of any nature whatsoever shall be displayed within the Voting Place. The boundaries of the Voting Place are the boundaries of the property where the Voting place is located and includes the parking lot.
- Scrutineers/ candidates wishing to observe the close of the Voting Place must be at the Voting Place prior to the closing at 8:00 p.m. No one will be admitted to the Voting Place after 8:00 p.m.
- Candidates or their Scrutineers wishing to observe close of voting must be at the Municipality of Huron Shores municipal office prior to 8:00 p.m. on election day.



Municipality of Huron Shores ~ Municipal Election 2026

Oral Oath of Secrecy

I, _____, do solemnly swear (or affirm):

That I will maintain and aid in maintaining the secrecy of the voting; and That I will not, nor attempt to:

- Interfere with an elector when he/she is marking his/her ballot;
- Obtain or communicate any information as to how an elector is about to vote or has voted;
or
- Directly or indirectly induce an elector to show his/her ballot selections to any person.

To be declared by any Candidate or Scrutineer wishing to remain in the Voting Place

**Municipality of Huron Shores ~ Municipal Election 2026****Oral Oath of Elector Requiring Assistance, Friend, Interpreter**

Oral Oath of Elector Requiring Assistance

I, (NAME OF ELECTOR) being an elector entitled to vote in the Municipality of Huron Shores swear or solemnly affirm I require assistance to mark my ballot.

Oral Oath of Friend of Elector

I, (NAME OF FRIEND), a friend of (NAME OF ELECTOR), an elector who requires assistance in voting, and who is entitled to vote in this municipality declare that I will:

- mark the ballot as directed by the elector; and
- keep secret the manner in which the elector voted.

Oral Oath of Interpreter

I, (NAME OF INTERPRETER) acting as interpreter for (NAME OF ELECTOR), an elector entitled to vote in this municipality, declare that I will faithfully translate necessary oaths as well as any lawful questions necessarily put to the elector and his/ her answers at this voting place.



Municipality of Huron Shores ~ Municipal Election 2026

Application for Re-Issue of a Voter Information Letter (Lost / Unused)

Surname:		Given Name(s):	
Qualifying Address (Street Name & No.):		Municipality of:	Postal Code:
Mailing Address (if different):			
Roll Number:			
I, _____, being the above named individual and having provided satisfactory identification to the Election Official, do hereby make the following declaration: 1. That I am an eligible elector for the Municipality of Huron Shores and that I am on the Voter's list or have made an application to be included on the Voter's List; 2. That I have not received by mail a Voter Information Letter from the Municipality of Huron Shores, OR That I have lost or misplaced the Voter Information Letter provided by the Municipality of Huron Shores and I am unable to locate the said Voter Information Letter for the purpose of voting by internet voting system. 3. That I understand that should the Voter Information Letter be received by mail or found the same shall be immediately returned to an Election Official of the Municipality of Huron Shores and that I shall not attempt to use or give to someone else, for voting purposes, the Voter Information Letter.			
I, _____, solemnly declare that all the statements contained in this application are true and that I have not voted in this election, and I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath. I further understand that making a false statement is an offense under the <i>Municipal Elections Act, 1996</i> and that I will be subject to prosecution. Dated this _____ day of _____, 2026.			
_____ Signature of Applicant		_____ Signature of Election Official	

For Use By Election Official Only – Procedural Policy For Re-Issuance

1. Verification of de-activation of Voter Identification No: _____

Signature of Election Official _____

2. Activation of Voter Identification Number: _____

Signature of Election Official _____

Signature of Acknowledgement

I, the above named individual, hereby acknowledge receipt of a NEW Voter Information Letter provided by the Election Official.

Signature of Applicant

Date

I, the Election Official, do hereby acknowledge that I have provided a NEW Voter Information Letter to the applicant and have followed the procedures identified above.

Signature of Election Official

Date

Information on this form is collected under the authority of Sections 12, 40 and 42 of the *Municipal Elections Act, 1996*, and will be used to enable voting. Questions about collection of this information should be directed to the Clerk at 7 Bridge Street, Iron Bridge, ON. 705-843-2033.



Municipality of Huron Shores ~ Municipal Election 2026

Application for Re-Issue of a Voter Information Letter (Used by an Imposter)

Surname:	Given Name(s):	
Qualifying Address (Street Name & No.):	Municipality of:	Postal Code:
Mailing Address (if different):		
Roll Number:		
I, _____, being the above named individual and having provided satisfactory identification to the Election Official, do hereby make the following declaration: 1. That I am an eligible elector for the Municipality of Huron Shores and that I am on the Voter's list or have made an application to be included on the Voter's List; and 2. That I believe my Voter Information Letter has been used by an imposter I, _____, solemnly declare that all the statements contained in this application are true and that I have not voted in this election, and I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath. I further understand that making a false statement is an offense under the <i>Municipal Elections Act, 1996</i> and that I will be subject to prosecution. Dated this _____ day of _____, 2026. Signature of Applicant Signature of Election Official		

For Use By Election Official Only – Procedural Policy For Re-Issuance

1. Verification of de-activation of Voter Identification No: _____

Signature of Election Official _____

2. Activation of Voter Identification Number: _____

Signature of Election Official _____

Signature of Acknowledgement

I, the above named individual, hereby acknowledge receipt of a NEW Voter Information Letter provided by the Election Official.

Signature of Applicant

Date

I, the Election Official, do hereby acknowledge that I have provided a NEW Voter Information Letter to the applicant and have followed the procedures identified above.

Signature of Election Official

Date

Information on this form is collected under the authority of Sections 12, 40 and 42 of the *Municipal Elections Act, 1996*, and will be used to enable voting. Questions about collection of this information should be directed to the Clerk at 7 Bridge Street, Iron Bridge, 75-843-2033.

Application to Amend the Voters List (Form 15)