

MACDONALD, MEREDITH & ABERDEEN ADDITIONAL

2026

MUNICIPAL ELECTION PROCEDURES



Issued by the Clerk and Returning Officer of the Township of Macdonald,
Meredith & Aberdeen Additional this 29th day of May 2026.

Table of Contents

Definitions	4
References in these procedures	5
Authority (Section 42)	5
Duties and Powers of the Clerk.....	6
Service Provider.....	6
System Integrity	6
System Checks	7
Security and Integrity	7
Secrecy	8
Unofficial List of Candidates	8
Preparation of Voter Information Letters	8
Public Education and Assistance	9
Help Centre.....	9
The Voters' List.....	10
Revisions to the Voters' List.....	10
Distribution of the Voters' List to Candidates	10
Candidate Access to Voter Participation Information	11
Voting.....	11
Disruption of Voting.....	12
Electors Requiring Assistance (s.52(1)4).....	12
Oral Oath of Voter Requiring Assistance	12
Oral Oath of Friend of Elector	12
Oral Oath of Interpreter	13
Voter Information Letters (VIL).....	13
Duplicate, Returned, and Replacement Voter Information Letters (VIL)	13
PIN Procedures.....	14
Scrutineers.....	14
Closing of Voting and Tabulation of Results	15
Notice of Results.....	16
Recount	16
Amendment of Procedures	16
Unforeseen Circumstances.....	17
Emergencies	17
Appendix A - Acceptable Forms of Identification.....	18
Appendix B – Forms	20
Appointment and Oath of Deputy Returning Officer.....	21

Appointment and Oath of Election Official	22
Appointment of Scrutineer by Candidate	23
Oral Oath of Secrecy	25
Oral Oath of Elector Requiring Assistance, Friend, Interpreter	26
Application for Re-Issue of a Voter Information Letter (Lost / Unused).....	27
Application to Amend the Voters List (Form 15).....	29

Definitions

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

Ballot - means the electronic ballot presented to an elector through the internet voting system for the purpose of casting votes in an election.

Candidate - means a person who has been nominated under Section 33 of the Act.

Certified Candidate - means a candidate whose nomination has been certified by the Clerk under Section 35 of the Act.

Clerk - means the Clerk of the Township of Macdonald, Meredith & Aberdeen Additional who is responsible for conducting this election under the authority of the Act.

Designated 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 Section 15 of the Act.

Election - means the 2026 Municipal and School Board Elections conducted by the Township of Macdonald, Meredith & Aberdeen Additional.

Friend - means a person chosen by an elector to assist them in the voting process.

Help Centre - means a location designated by the Clerk where eligible electors may receive election assistance, access the internet for voting purposes, and make revisions to the Voters' List. Voting services at the Help Centre shall be available only during hours established by the Clerk.

Municipal Office - means the Township of Macdonald, Meredith & Aberdeen Additional administration building located at 208 Church Street, Echo Bay, 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 the voting systems provider to each authorized user (i.e., Clerk, Election Official) to provide additional security for access to the voting system.

Personal Identification Number (PIN) - means a unique multiple digit number assigned to each voter to provide security for access to the remote voting system.

Preliminary List of Electors (PLE) - means the preliminary list of electors provided to the Clerk in accordance with Section 19 of the Municipal Elections Act, 1996, as amended.

Proof of Identification - means proof of identity and residence as prescribed in Ontario Regulation 304/13 under the Act, as amended, and as set out in Appendix "A".

Regular Office Hours - Monday to Friday, 8:30 am to 4:30 pm.

Scrutineer - means an individual, appointed in writing by a certified candidate, to represent

them during the voting process.

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

Voter Information Letter (VIL) - means a letter issued to an elector containing voting instructions, the elector's Personal Identification Number (PIN), the internet address for accessing the voting system, and other election information determined by the Clerk.

Voters' List - means the Preliminary List of Electors, as corrected by the Clerk, under the provisions of Section 19 and Section 22 of the Act.

Voting Day - means the final day on which the vote is to be taken in an election and shall be Monday, October 26, 2026, with the close of voting to be at 8:00 pm.

Voting Period - means the period in which an eligible voter may cast their vote via the internet and shall span from October 14 at 9:00 am to October 26, 2026, at 8:00 pm.

Website - means the designated municipal website for election information.

References in these procedures

References to section numbers in this document 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 (Section 42)

These procedures have been established by the Clerk of the Township of Macdonald, Meredith & Aberdeen Additional pursuant to the authority of the Municipal Elections Act, 1996, S.O. 1996, c. 32, as amended (the "Act").

Section 11(2) of the Act provides that the Clerk of a local municipality is responsible for conducting municipal elections and establishing procedures and forms for the use of any voting and vote-counting equipment authorized under the Act.

Section 42 of the Act authorizes the Clerk to establish procedures and forms for the use of voting and vote-counting equipment, including alternative voting methods.

These procedures apply to the 2026 Municipal and School Board Elections conducted by the Township of Macdonald, Meredith & Aberdeen Additional.

Pursuant to Section 42 of the Act, Council enacted By-law No. 26-2263 on January 13, 2026, authorizing the use of an alternative voting method, being internet voting, for the 2026 Municipal and School Board Elections.

In accordance with Section 42(5) of the Act, proxy voting shall not be permitted.

The Voting Period shall commence on October 14, 2026, at 9:00 a.m. and shall conclude on October 26, 2026, at 8:00 p.m.

Pursuant to Section 42(4) of the Act, these procedures and any forms established by the Clerk shall prevail over any conflicting provision of the Act or its regulations, provided they are consistent with the principles of the Act.

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.

Without limiting the generality of the foregoing, the Clerk may make such administrative arrangements, interpretations, decisions, procedures, forms, and directions as may be required to ensure the orderly conduct of the election in accordance with the Municipal Elections Act, 1996, as amended.

The Clerk's interpretation of these procedures shall be final.

The Clerk may, where necessary, amend these procedures at any time to ensure the integrity and proper conduct of the election.

Service Provider

The service provider for internet voting is Sequent Tech. A copy of the agreement with the service provider may be made available by the Clerk in accordance with applicable legislation.

System Integrity

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

- a) ensuring that every eligible elector on the Voters' List, as amended, is provided with a Voter Information Letter containing a unique Personal Identification Number (PIN) and voting instructions;
- b) ensuring that access to elector PIN information is restricted to authorized personnel only;

- c) providing eligible electors with the opportunity to make revisions to the Voters' List in accordance with the Municipal Elections Act, 1996, as amended; and
- d) establishing procedures and safeguards to preserve the secrecy and confidentiality of the voting process.

System Checks

Logic and accuracy testing of the voting system shall be conducted prior to the opening of the Voting Period to ensure that votes are accurately recorded and tabulated.

Candidates may be provided with notice of the date, time, and location of any testing conducted by the Clerk.

The Clerk may conduct such additional testing, audit procedures, and system verification processes as deemed necessary.

Security and Integrity

The internet voting system incorporates security features and controls designed to protect the integrity, confidentiality, and secrecy of the voting process.

Such measures may include, but are not limited to:

- encrypted data transmission;
- authentication protocols;
- audit logging;
- system access controls;
- ballot secrecy protections; and
- vote tabulation verification processes.

The Clerk may rely on reports, audit logs, certifications, and other documentation provided by the authorized service provider in confirming the integrity and operation of the voting system.

Secrecy

All Election Officials shall be appointed by the Clerk and shall take an oath of secrecy in the prescribed form prior to performing any election-related duties.

Election Officials shall preserve the secrecy and confidentiality of all voting and elector information in accordance with the Municipal Elections Act, 1996, as amended.

Any complaint or alleged breach of secrecy shall be documented by the Election Official and reported to the Clerk as soon as possible. The Clerk shall determine what action, if any, is necessary and may refer the matter to the appropriate authorities for investigation.

Unofficial List of Candidates

The Clerk shall prepare and maintain an Unofficial List of Candidates for each office for which nominations have been filed.

The Unofficial List of Candidates shall be posted at the Municipal Office and on the Township website and shall be updated as nomination papers are filed.

The list shall be clearly identified as “Unofficial” until such time as nominations have been certified by the Clerk in accordance with the Municipal Elections Act, 1996, as amended.

Only candidate information permitted or required under the Municipal Elections Act, 1996, as amended, shall be made publicly available.

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 for the purpose of accessing the internet voting system.

The Voter Information Letter will contain:

- the elector’s unique Personal Identification Number (PIN) and the internet address (URL) for accessing the voting system;
- instructions on how to vote;
- voting dates and hours;
- the location and telephone number of the Help Centre;
- voter eligibility information;
- office and candidate information; and
- information respecting illegal and corrupt practices under the Municipal Elections Act, 1996, as amended.

No person shall give, lend, or use a Voter Information Letter for the purpose of voting other than their own.

Any misuse of a Voter Information Letter may constitute an offence under the Municipal Elections Act, 1996, as amended, and may be subject to the penalty provisions of the Act.

Public Education and Assistance

The Clerk may provide public education, demonstrations, assistance sessions, or other informational resources respecting the voting process and use of the internet voting system.

Information regarding voting procedures, voting dates and hours, voter eligibility, and assistance opportunities may be made available through the Township website, social media, printed materials, public notices, community outreach, or other methods as determined by the Clerk.

Help Centre

The Help Centre shall be located at the Municipal Office, 208 Church Street, Echo Bay.

Eligible electors who attend the Help Centre and are not on the Voters' List may apply to be added to the list by completing the prescribed form and providing Proof of Identification in accordance with Ontario Regulation 304/13 under the Municipal Elections Act, 1996, as amended.

Upon satisfactory completion of the application process, the elector may be added to the Voters' List and issued a Voter Information Letter containing a unique Personal Identification Number (PIN).

Eligible electors may request a replacement Voter Information Letter under the following circumstances:

Lost or Not Received PIN

Where an elector has lost or not received their Voter Information Letter and the PIN has not been used, the elector may attend the Help Centre and request a replacement PIN.

Upon providing satisfactory Proof of Identification and completing the prescribed declaration, the original PIN shall be disabled and a replacement Voter Information Letter containing a new PIN may be issued.

PIN Previously Used

Where an elector believes their PIN has been used by another person, the elector may attend the Help Centre and request a replacement PIN.

Upon providing satisfactory Proof of Identification and completing the prescribed declaration, the original PIN shall be disabled and a replacement PIN may be issued by an authorized Election Official.

The elector may be directed to vote immediately at the Help Centre to prevent further misuse of the PIN.

A candidate or scrutineer appointed in accordance with the Municipal Elections Act, 1996, as amended, may attend the Help Centre for the purpose of observing the voting process, subject to the direction of the Clerk or Election Official.

The Voters' List

Elections Ontario is responsible for supplying the Township of Macdonald, Meredith & Aberdeen Additional with the Voters' List for Municipal and School Board Elections in accordance with the Municipal Elections Act, 1996, as amended.

The Voters' List for the 2026 Municipal and School Board Elections shall be maintained through a live web-based system hosted by DataFix.

When an elector successfully casts a ballot through the internet voting system, the elector shall be marked on the Voters' List as having voted. The date and time of voting shall be recorded within the system.

An elector is entitled to vote only once in an election. Once an elector has successfully cast a ballot and has been marked as having voted, the elector shall not be permitted to cast another ballot.

Revisions to the Voters' List

An eligible elector whose name has been omitted from the Voters' List, or whose information is incorrect, may apply to have the Voters' List amended in accordance with the Municipal Elections Act, 1996, as amended.

Eligible electors may use the voter registration and revision processes made available by Elections Ontario prior to the applicable revision deadline.

Following the applicable Elections Ontario revision deadline, applications to amend the Voters' List shall be made in person using the prescribed form and shall continue to be accepted up to and including Voting Day.

Electors requesting revisions to the Voters' List shall be required to provide Proof of Identification in accordance with Ontario Regulation 304/13 under the Municipal Elections Act, 1996, as amended.

Election Officials shall determine whether the applicant meets the qualifications of an elector under the Act.

Where applicable, a replacement Voter Information Letter containing a new Personal Identification Number (PIN) may be issued.

A list of acceptable identification is included in Appendix "A".

Distribution of the Voters' List to Candidates

In accordance with Section 88(11) of the Municipal Elections Act, 1996, as amended, the Voters' List shall be used only for election purposes and shall not be publicly posted or otherwise made available except as authorized under the Act.

The Preliminary List of Electors and any subsequent revisions to the Voters' List may be provided to certified candidates or their authorized designate in accordance with the Municipal Elections Act, 1996, as amended.

The Clerk may provide updated revisions or extracts from the Voters' List to certified candidates during the election period in a format and at intervals determined by the Clerk.

Candidates shall not use the Voters' List or any information obtained from the Voters' List for any purpose other than matters directly related to the election.

Following Voting Day, candidates shall securely destroy all copies of the Voters' List and any records or data containing elector information in their possession, custody, or control.

Candidates may return physical copies of the Voters' List to the Clerk for secure destruction.

Candidate Access to Voter Participation Information

During the Voting Period, the Clerk may provide certified candidates, upon request, with information respecting electors who have been marked on the Voters' List as having voted, in accordance with the Municipal Elections Act, 1996, as amended.

The Clerk is under no obligation to provide such information more frequently than is operationally practical. Any such information shall be provided in a format and at intervals determined by the Clerk.

Voting

Voting shall commence on October 14, 2026, at 9:00 a.m. and shall continue until October 26, 2026, at 8:00 p.m.

During the Voting Period, a Help Centre shall be available at the Municipal Office located at 208 Church Street, Echo Bay, Ontario.

The Help Centre shall provide internet access and election assistance during hours established by the Clerk.

Prior to the activation of the voting system, the Clerk and/or designated Election Officials shall verify that all candidates have been properly configured and that no votes have been cast.

A "zero totals" report shall be generated prior to the opening of voting and may be signed by the Clerk, Election Officials, candidates, and scrutineers present.

Eligible electors may cast their ballot through the internet voting system by accessing the designated voting website and entering their unique Personal Identification Number (PIN).

Each eligible elector shall be permitted to cast only one ballot for all offices for which they are entitled to vote.

Prior to casting a ballot, electors shall be required to confirm their eligibility and complete the authentication process established by the Clerk and the authorized service provider.

The voting system shall allow electors to review and confirm their selections prior to casting their ballot.

Once a ballot has been successfully cast, the PIN associated with that ballot shall be disabled and shall not permit further access to the voting system.

The voting system shall record that an elector has voted; however, the secrecy of the ballot shall be maintained at all times and it shall not be possible to associate an elector with the manner in which they voted.

Disruption of Voting

If a voting session is interrupted, disconnected, or terminated before a ballot has been successfully cast, no vote shall be recorded.

In the event of a disrupted or timed-out session, the elector shall be required to re-authenticate and restart the voting process.

The voting system may automatically terminate inactive sessions after a period of inactivity determined by the authorized service provider.

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

An Election Official may permit an elector requiring assistance with voting to receive such assistance as the Election Official considers necessary and appropriate in the circumstances.

Oral Oath of Voter Requiring Assistance

An elector requiring assistance to vote at the Help Centre may request assistance from an Election Official.

Prior to providing assistance, the Election Official shall require the elector to take the prescribed oral oath on the “Oral Oath of Elector Requiring Assistance, Friend, Interpreter” Form EL27.

Oral Oath of Friend of Elector

An elector requiring assistance to vote at the Help Centre may request that a friend accompany and assist them in the voting process.

Prior to providing assistance, the friend shall take the prescribed oral oath on the “Oral Oath of Elector Requiring Assistance, Friend, Interpreter” Form EL27.

No person shall act as a friend of more than one elector during the election.

Candidates and scrutineers shall not act as a friend of an elector.

Oral Oath of Interpreter

Where an elector requires the assistance of an interpreter, the interpreter shall be provided by the elector and shall take the prescribed oral oath on the “Oral Oath of Elector Requiring Assistance, Friend, Interpreter” Form EL27.

The interpreter shall translate any required oaths, declarations, and lawful questions put to the elector.

Voter Information Letters (VIL)

Eligible electors whose names appear on the Voters’ List as of the date determined by the Clerk shall receive a Voter Information Letter (VIL) by regular mail.

The Voter Information Letter shall contain:

- voting instructions;
- the internet address (URL) for accessing the voting system;
- the elector’s unique Personal Identification Number (PIN); and
- other election information as determined by the Clerk.

Eligible electors added to the Voters’ List after the initial distribution of Voter Information Letters may be issued a Voter Information Letter by the Clerk or an authorized Election Official following completion of the required revision process.

Duplicate, Returned, and Replacement Voter Information Letters (VIL)

An eligible elector who receives more than one Voter Information Letter shall be permitted to vote only once.

Where duplicate Voter Information Letters are identified, the elector may be required to complete the prescribed revision form in order to correct the Voters’ List.

Returned Voter Information Letters received by the Clerk or Election Officials shall be securely maintained.

Where the Clerk or an authorized Election Official is satisfied that a returned Voter Information Letter may be safely reissued to the eligible elector, and the elector has not already voted, the Voter Information Letter or a replacement Voter Information Letter may be issued to the elector.

Any unused, returned, cancelled, or replacement Voter Information Letters shall have the associated Personal Identification Number (PIN) disabled where necessary to prevent unauthorized use.

An elector who has successfully cast a ballot shall not be issued a replacement Voter

Information Letter.

Returned, cancelled, or unused Voter Information Letters shall be retained and destroyed in accordance with the Municipal Elections Act, 1996, as amended.

The Clerk shall maintain an audit trail respecting:

- Voter Information Letters issued to electors;
- Voter Information Letters returned undelivered;
- replacement Voter Information Letters issued;
- cancelled or disabled PINs; and
- Voter Information Letters issued through the revision process.

Any suspected misuse of a Voter Information Letter may be investigated and referred to the appropriate authorities where deemed necessary by the Clerk.

PIN Procedures

Where an elector is unable to access the voting system using their Personal Identification Number (PIN), an Election Official may verify the status of the PIN and provide assistance as appropriate.

Where an elector's school support information is incorrect and the elector has not yet voted, the elector may apply to amend the Voters' List by completing the prescribed revision form and providing satisfactory Proof of Identification.

Once a ballot has been successfully cast, no changes shall be made to the elector's ballot or voting status, and under no circumstances shall an elector be permitted to cast a second ballot.

Replacement PINs shall not be issued by telephone.

An elector requesting a replacement PIN shall attend the Help Centre, provide satisfactory Proof of Identification in accordance with Ontario Regulation 304/13 under the Municipal Elections Act, 1996, as amended, and complete the prescribed form.

Exceptions or special accommodations may be authorized by the Clerk where extenuating circumstances exist. Any such accommodations shall be documented and administered in a manner that protects the privacy of the elector and the integrity of the voting process.

Scrutineers

Appointment by Candidate and Qualification

A certified candidate may appoint scrutineers to represent them at the Help Centre, during testing and opening of the voting system, during the receipt of voting results, and during any recount conducted in accordance with the Municipal Elections Act, 1996, as amended.

Scrutineers shall be appointed using the prescribed "Appointment of Scrutineer" Form EL12(A), signed by the candidate.

Conduct

Candidates are responsible for the conduct of their scrutineers.

Election Officials may remove any scrutineer who disrupts the voting process, interferes with Election Officials, electors, or other scrutineers, or otherwise fails to comply with the Municipal Elections Act, 1996, as amended, or these procedures.

Number of Scrutineers

Only one scrutineer per candidate may be present at the Help Centre at any one time.

Only the candidate or one appointed scrutineer per candidate may be present during the opening or closing of the voting system.

Prior to being admitted, scrutineers shall take the prescribed Oral Oath of Secrecy on Form EL12(B).

Identification

A scrutineer shall produce their Appointment of Scrutineer Form and satisfactory proof of identity upon request by an Election Official.

Closing of Voting and Tabulation of Results

The voting system shall close at 8:00 p.m. on October 26, 2026.

Any eligible elector physically present at the Help Centre at 8:00 p.m. for the purpose of voting shall be permitted to complete the voting process prior to the final closing of the voting system.

Eligible electors accessing the voting system remotely prior to 8:00 p.m. may continue voting until their voting session expires in accordance with the session timeout settings established by the Clerk in consultation with the authorized service provider.

Certified candidates or one appointed scrutineer per candidate may attend at the Municipal Office for the closing of voting and tabulation of results.

Candidates and scrutineers wishing to attend for the closing of voting shall be present at the Municipal Office no later than 8:00 p.m. Entry may be restricted after that time.

Candidates and scrutineers shall provide satisfactory proof of identity upon request. Scrutineers shall also produce their Appointment of Scrutineer Form EL12(A).

Admission may be restricted by the Clerk for operational, security, or space requirements. Any person causing a disturbance or interfering with the election process may be removed at the direction of the Clerk.

Upon confirmation that all eligible electors in the voting process have completed voting, the Clerk shall authorize the generation of the results report from the voting system.

The Clerk and Election Officials present may sign the results report. Candidates and scrutineers present may also be invited to sign the report.

Notice of Results

Following the closing of voting and tabulation of results, the Clerk shall make the unofficial election results available at the Municipal Office and on the Township website.

As soon as practicable following Voting Day, and after satisfying themselves as to the accuracy of the results, the Clerk shall declare the official election results in accordance with the Municipal Elections Act, 1996, as amended.

The official election results shall be posted at the Municipal Office and on the Township website.

Where required, the Clerk shall provide notice of the results of any school board election for which the Township is the responsible municipality to the applicable municipalities, school board, and other persons or agencies as required by the Municipal Elections Act, 1996, as amended.

Recount

Recounts shall be conducted in accordance with the Municipal Elections Act, 1996, as amended.

Where a recount is required pursuant to Sections 56, 57, or 58 of the Act, the Clerk shall conduct the recount in accordance with the requirements of the Act and any applicable court order.

For the purposes of an internet voting election, a recount shall consist of a re-tabulation of the votes cast through the voting system and a review of any relevant audit logs, reports, certifications, and other documentation necessary to verify the accuracy and integrity of the election results.

The Clerk may rely upon reports, audit logs, certifications, and other documentation provided by the authorized service provider in conducting a recount.

Notice of any recount shall be provided in accordance with the Municipal Elections Act, 1996, as amended.

Amendment of Procedures

The Clerk may provide such clarifications, interpretations, amendments, or revisions to these procedures as may be necessary for the effective conduct of the election, provided they are consistent with the Municipal Elections Act, 1996, as amended.

Any such clarification, interpretation, amendment, or revision shall be documented by the Clerk and communicated to candidates and the public, as deemed appropriate.

Unforeseen Circumstances

Any matter or circumstance arising during the election that is not specifically addressed by these procedures shall be determined by the Clerk in a manner consistent with the Municipal Elections Act, 1996, as amended.

Any determination made by the Clerk shall be documented and may be communicated to candidates and the public, as deemed appropriate.

Emergencies

Pursuant to Section 53 of the Municipal Elections Act, 1996, as amended, the Clerk may declare an emergency where they are of the opinion that circumstances have arisen that are likely to prevent the election from being conducted in accordance with the Act.

Upon declaring an emergency, the Clerk may make such arrangements as they consider necessary or advisable for the conduct of the election, including arrangements respecting voting procedures, voting locations, voting periods, election officials, the tabulation of results, or any other matter necessary to facilitate the conduct of the election.

Any arrangement made by the Clerk pursuant to Section 53 of the Act shall, if consistent with the principles of the Act, prevail over any conflicting provision of the Act or its regulations.

The emergency shall continue until the Clerk declares that it has ended.

The Clerk shall provide notice of an emergency and any related arrangements in a manner deemed appropriate in the circumstances.

Where voting for an office cannot be completed due to an emergency, the Clerk shall not release the results for that office until the voting process has been completed.

Appendix A - Acceptable Forms of Identification

Acceptable forms of identification are prescribed by Ontario Regulation 304/13 under the Municipal Elections Act, 1996, as amended.

SCHEDULE 1

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



ELECTION 2026

TOWNSHIP OF MACDONALD, MEREDITH & ABERDEEN ADDITIONAL

Appointment and Oath of Deputy Returning Officer

Municipal Elections Act, 1996, S.O. 1996, c. 32, Sched.

Name of Person Appointed as Deputy Returning Officer: _____

The person named above is hereby appointed Deputy Returning Officer (DRO) for the Township of Macdonald, Meredith & Aberdeen Additional for the purposes of the 2026 Municipal Election.

Lacey Kastikainen, CAO/Clerk/Returning Officer

OATH OF OFFICE

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 they are marking their 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 their marked ballot to any person.

Sworn before me at the Township of Macdonald, Meredith & Aberdeen Additional in the District of Algoma this _____ day of _____ 2026.

Lacey Kastikainen
CAO/Clerk/Returning Officer

Signature: _____
Name: _____
Deputy Returning Officer



MUNICIPAL ELECTION 2026

TOWNSHIP OF MACDONALD, MEREDITH & ABERDEEN ADDITIONAL

Appointment and Oath of Election Official

Municipal Elections Act, 1996, S.O. 1996, c. 32, Sched.

Name of Person Appointed as Election Official: _____

The person named above is hereby appointed an Election Official for the Township of Macdonald, Meredith & Aberdeen Additional for the purposes of the 2026 Municipal Election.

Lacey Kastikainen, CAO/Clerk/Returning Officer

OATH OF OFFICE

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 they are marking their 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 their marked ballot to any person.

Sworn before me at the Township of Macdonald, Meredith & Aberdeen Additional in the District of Algoma

this _____ day of _____ 2026.

Lacey Kastikainen
CAO/Clerk/Returning Officer

Signature: _____
Name: _____
Election Official

**TOWNSHIP OF MACDONALD, MEREDITH & ABERDEEN ADDITIONAL
ELECTION 2026**



Appointment of Scrutineer by Candidate

Candidate

Name of Candidate (please print) _____

Candidate for the Office of (check one)

<input type="radio"/> Mayor	<input type="radio"/> Algoma District School Board
<input type="radio"/> Councillor	<input type="radio"/> Huron-Superior Catholic District School Board
	<input type="radio"/> Conseil scolaire public du Grand Nord de l'Ontario
	<input type="radio"/> 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 Township of Macdonald, Meredith & Aberdeen Additional 2026 Municipal Election.

Date: _____

Signature of Candidate

Instructions to Scrutineers

Admission

- Scrutineers attending the Help Centre or Municipal Office shall present their Appointment of Scrutineer Form and satisfactory proof of identity.
- Scrutineers shall take the prescribed Oral Oath of Secrecy prior to being admitted.

Rights

Scrutineers and candidates may:

- Attend the Help Centre during voting hours.
- Attend the opening and closing of the voting system, subject to the procedures established by the Clerk.
- Object to an elector's qualification in accordance with the Municipal Elections Act, 1996, as amended.
- Examine voter participation information made available by the Clerk in accordance with the Act and these procedures.
- Observe election procedures, provided they do not interfere with the conduct of the election.

Prohibitions

Scrutineers and candidates shall not:

- Campaign within the Help Centre or Municipal Office.
- Display campaign materials, signs, buttons, pins, clothing, or literature within the Help Centre or Municipal Office.
- Attempt to influence or interfere with an elector.
- Interfere with Election Officials in the performance of their duties.
- Obtain or attempt to obtain information regarding how an elector has voted.
- Compromise the secrecy of the ballot.
- Create a disturbance or disrupt the election process.

General

- Election Officials are responsible for the conduct of the election and may provide direction to candidates and scrutineers.
- Any person creating a disturbance or failing to comply with these procedures may be removed by an Election Official.
- Candidates and scrutineers wishing to observe the closing of voting and tabulation of results must be present prior to 8:00 p.m. on Voting Day. Entry may be restricted after that time.

TOWNSHIP OF MACDONALD, MEREDITH & ABERDEEN ADDITIONAL

ELECTION 2026



Oral Oath of Secrecy

To be declared by any Candidate or Scrutineer attending the Help Centre, opening or closing of voting, tabulation of results, or any other election activity where the oath is required.

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 they are marking their 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 their marked ballot to any person

TOWNSHIP OF MACDONALD, MEREDITH & ABERDEEN ADDITIONAL 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 this municipality of Macdonald, Meredith & Aberdeen Additional 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 is unable to vote without assistance, and who is entitled to vote in this municipality swear or solemnly affirm:

- That I will mark the ballot as directed by the elector; and
- That I will 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 of Macdonald, Meredith & Aberdeen Additional swear or solemnly affirm:

That I will faithfully translate the necessary oaths as well as any lawful questions necessarily put to the elector and their answers during the election process.

TOWNSHIP OF MACDONALD, MEREDITH & ABERDEEN ADDITIONAL

ELECTION 2026



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

Surname:	Given Name(s):	
Qualifying Address:	City:	Postal Code:
Mailing Address (if different):		
Roll Number:		
<p>I, _____, being the above named individual and having provided satisfactory identification to the Election Official, do hereby make the following declaration:</p> <ol style="list-style-type: none"> 1. That I am an eligible elector for the Township of Macdonald, Meredith & Aberdeen Additional and that I am on the Voters' list or have made an application to be included on the Voters' List; 2. That I have not received by mail a Voter Information Letter from the Township of Macdonald, Meredith & Aberdeen Additional, OR <p style="padding-left: 40px;">That I have lost or misplaced the Voter Information Letter provided by the Township of Macdonald, Meredith & Aberdeen Additional and I am unable to locate the Voter Information Letter for the purpose of voting.</p> <ol style="list-style-type: none"> 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 Township of Macdonald, Meredith & Aberdeen Additional and that I shall not attempt to use or give to someone else, for voting purposes, the Voter Information Letter. <p>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 Municipal Elections Act, 1996 and that I will be subject to prosecution.</p> <p>Dated this _____ day of _____, 2026</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%; text-align: center;"> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <p>Signature of Applicant</p> </div> <div style="width: 45%; text-align: center;"> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <p>Signature of Election Official</p> </div> </div>		

TOWNSHIP OF MACDONALD, MEREDITH & ABERDEEN ADDITIONAL



ELECTION 2026

Application to Amend Voters' List
Municipal Elections Act, 1996 s. 25

Check one only add applicant's name to list correct applicant's information on list
 delete applicant's name from list

Name of applicant	date of birth	year	month	day
last	first	middle		

Qualifying address on voting day	At qualifying address, applicant is:
<input type="checkbox"/> residential <input type="checkbox"/> commercial property street number & name apt. # roll number city province postal code (if house/apartment, indicate level or floor)	<input type="checkbox"/> owner since _____ <input type="checkbox"/> tenant since _____ <input type="checkbox"/> other since _____ <input type="checkbox"/> spouse <input type="checkbox"/> unqualified (deleted name only)

Previous qualifying address	At previous address, applicant was:
street number and name apt. # roll number city province postal code (if house/apartment, indicate level or floor)	<input type="checkbox"/> owner since _____ <input type="checkbox"/> tenant since _____ <input type="checkbox"/> other since _____ <input type="checkbox"/> spouse

Current mailing address of applicant (if different than qualifying address above)	At mailing address, applicant is:
street number & name apt. # city postal code	<input type="checkbox"/> owner since _____ <input type="checkbox"/> tenant since _____ <input type="checkbox"/> other since _____ <input type="checkbox"/> spouse

School Support

Applicant is Roman Catholic (includes Greek & Ukrainian Orthodox) Applicant has French Language Ed. Rights

Applicant wishes to be an elector for the following school board

English-Public (anyone can support English-public) French-Public (must have French Language Ed. Rights)
 English-Separate (must be Roman Catholic) French-Separate (must be Roman Catholic & have French Language Ed. Rights)

I, the undersigned, hereby declare that I am a Canadian citizen, that I have attained the age of eighteen (18) on or before Voting Day, and that on Voting Day, I am entitled to be an elector in accordance with the facts or information submitted on this form, and that I understand the effect thereof. I hereby apply to have my name included or amendments made on the Voters' List in accordance with such facts or information.

_____ signature of applicant _____ date

This information is collected under authority of s.17, s.24, and s.25 of the Municipal Elections Act and s.15 and s.16 of the Assessment Act and will be used to determine voter eligibility.

For Election Official Use Only (to be completed by the Clerk or designate)

Approved I hereby certify that the Voters' List for said voting subdivision in this municipality shall be amended in accordance with the statement of facts or information contained herein. **Refused** State reason for refusal below:

_____ signature of Clerk or designate _____ date