



**Clarington  
Votes**

**Municipality of Clarington**

**2026 Municipal Elections**

## **Clerk's Procedures and Rules**

**Current Date: April 9, 2026**

If this information is required in an alternate format, please contact the Accessibility Coordinator at 905-623-3379 ext. 2131.

Any questions regarding Clarington's 2026 Municipal Elections may be directed to the Municipal Clerk's Division at:

Election Hotline: 905-697-4747

Election Email: [votes@clarington.net](mailto:votes@clarington.net)

Website: [www.clarington.net/votes](http://www.clarington.net/votes)

***Clarington***

## Document Change Tracker

### Amendments to this Document:

These procedures may be amended, as necessary and deemed appropriate, by the Clerk, at any time. Any amendment(s) shall be provided to all candidates and registered Third Party Advertisers.

### Changes:

Change Date	Main Changes	Affected Sections
<b>April 9, 2026</b>	Original Document	N/A

## Declaration

### Background

Arising out of consideration of [Report CLD-005-19](#), Council passed the following Resolution #C-020-19 and subsequently passed [By-law 2019-003](#) to establish internet and telephone voting for municipal elections in Clarington:

That Report CLD-005-19 be received;

That the Council of the Municipality of Clarington endorse Internet and Telephone Voting for Advance Polls and Voting Day as the preferred method of voting for the Municipality of Clarington, beginning with the 2022 Municipal Elections; and

That Attachment 1 to Report CLD-005-19, the draft by-law to authorize the use of internet and telephone voting, and to repeal By-law 2013-038 (which authorizes the use of vote tabulators, special ballots, and accessible equipment for Municipal Elections), be approved.

### Authority

Section 42(3) of the Act, states that “the clerk shall,

- (a) establish procedures and forms for the use of,
  - (i) any voting and vote-counting equipment authorized by by-law, and
  - (ii) any alternative voting method authorized by by-law; and
- (b) provide a copy of the procedures and forms to each candidate.

Accordingly, these procedures are established pursuant to subsection 42(3) of the Act and will be provided to each candidate when their nomination is filed.

Section 11 (2) of the Act states that the Clerk of a local municipality is responsible for conducting elections within that municipality, which includes responsibility for:

- (a) preparing for the election;
- (b) preparing for and conducting a recount in the election;
- (c) maintaining peace and order in connection with the election; and
- (d) in a regular election, preparing and submitting the report described in subsection 12.1 (2).

With respect to the duties and authority of a municipal clerk, Section 12 (1) of the Act further states "a clerk who is responsible for conducting an election may provide for any matter or procedure that,

- (a) is not otherwise provided for in an Act or regulation; and
- (b) in the clerk's opinion, is necessary or desirable for conducting the election.

The power conferred by Section 12 (1) includes the power to establish forms, including forms of oaths and statutory declarations, and the power to require their use. It also includes the power to require a person, as a condition of doing anything or having an election official do anything under the Act, to furnish proof that is satisfactory to the election official of the person's identity or qualifications or of any other matter.

Section 13 of the Act further states:

- (1) Any notice or other information that this Act requires the clerk to give shall be given in a form and manner and at a time that the clerk considers adequate to give reasonable notice or to convey the information, as the case may be.
- (2) The clerk shall provide electors, candidates and persons who are eligible to be electors with information to enable them to exercise their rights under this Act.

Section 42(4) of the Act, further states that "the procedures and forms, if they are consistent with the principles of this Act, prevail over anything in this Act and the regulations made under it."

Section 53 of the Act also provides that 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 and provides the authority to the Clerk to make arrangements for the proper conduct of the election. Any arrangements made by the Clerk, if they are consistent with the principles of the Act prevail over anything in the Act and the regulations and all such arrangements, if made in good faith, shall not be reviewed, or set aside on account of unreasonableness or supposed unreasonableness.

### **Certification**

Therefore, as Municipal Clerk, and Returning Officer, for the municipal elections of the Corporation of the Municipality of Clarington, I do hereby certify and approve the following procedures for conducting the 2026 Clarington Municipal and School Board Elections and also establish that the forms listed in this procedure are permitted to be used during this election process.

Dated at the Municipality of Clarington, in the Regional Municipality of Durham this March 31, 2026.



June Gallagher  
Municipal Clerk  
Corporation of the Municipality of Clarington

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## 1. Overview

Where these procedures do not provide for any matter, the election shall be conducted in a manner that is both practicable and consistent with the principles of the Municipal Elections Act, 1996, with the same being determined and established by the Clerk.

These principles are generally recognized as being:

- i. The secrecy and confidentiality of the voting process is paramount;
- ii. The election shall be fair and non-biased;
- iii. The election shall be accessible to the voters;
- iv. The integrity of the voting process shall be maintained throughout the election;
- v. There is to be certainty that the results of the election reflect the votes cast;
- vi. Voters and Candidates shall be treated fairly and consistently; and
- vii. The proper majority vote governs by ensuring that valid votes be counted, and invalid votes be rejected so far as reasonably possible.

These procedures may be amended, as necessary and deemed appropriate, by the Municipal Clerk, at any time.

These procedures are subject to change due to an emergency as prescribed in Section 53 of the Act.

The Municipal Clerk's ruling on any interpretation of this document is final.

## 2. Clerk's Division Election Resource Staff

June Gallagher, Municipal Clerk and Returning Officer

John Paul Newman, Deputy Clerk and Deputy Returning Officer

Shelagh Staunton, Records and Elections Coordinator

**Email:** [votes@clarington.net](mailto:votes@clarington.net)

**Election Help Line:** 905-697-4747

**Website:** [www.clarington.net/votes](http://www.clarington.net/votes)

Regular Office Business Hours, excluding statutory holidays, are:

8:30 a.m. to 4:30 p.m.

8 a.m. to 4 p.m. in July and August

### 3. Definitions

**Act** means the Municipal Elections Act, 1996, S.O., 1996, c.32, as amended.

**Advanced Voting Period** means the voting opportunities in advance of Voting Day during which eligible voters may cast ballots before Voting Day in an election. The time period is Tuesday, October 20, 2026, from 10 a.m. to 9:59 a.m. on October 26, 2026.

**Auditor** means the person appointed by the Clerk to validate the logic and accuracy of a Voting System or Voting Machine used in an election.

**Ballot** means an image on an internet-enabled device of a ballot for an election to be voted for, including all choices available to the voters, and containing spaces in which the voters mark their votes, or when voting using a telephone or wireless phone, an audio set of instructions which describe all choices available to the voters and instruction to mark their selection by depressing the numbered touchtone keypad.

**Campaigning** means any activity by a Candidate or TPA, or their representatives, intended to promote the candidate, influence voters, or gain support in an election. These activities include, but are not limited to:

- speaking with voters or canvassing;
- distributing campaign materials such as brochures or cards;
- displaying or wearing partisan items (buttons, shirts, hats);
- posting or delivering campaign signs or advertising;
- attending events or locations for the purpose of soliciting votes;
- any other action intended to persuade voters to vote for a particular candidate.

**Candidate** means a person who has been nominated under section 33 of the Act.

**Candidate Portal** means a module of a software system that provides Candidates with secure, real-time access to eligible voter data, including performing basic searches of the voters' list, view elector information permitted under legislation, and obtain up-to-date counts to support campaign activities. The Candidate Portal is a read-only tool designed to give Candidates controlled access to voter data without allowing edits to the Voters' List.

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

**Clerk** – See “Municipal Clerk”.

**Close of Vote** means 8:00 p.m. on Voting Day, being the time at which no voter may begin a new voting session (i.e., no new access to the Voting System may be initiated).

**Election Activity Area** means Election Assistance Centres, Special Voting Locations, Advance Voting short duration EACs, Clarington Libraries, Municipal Administration Centre, Election Headquarters, and includes the entire property.

**Election Assistance Centre (EAC)** means a building/property, location, structure, or grounds/part of a building/property, or other facility designated by the Municipal Clerk at which eligible voters may attend in-person to seek assistance with voting and/or to vote in the Municipal Elections. The boundaries of the EAC are the boundaries of the property where the EAC is located, and this includes the parking lot. EACs have the same meaning as “Voting Place” as defined in the MEA.

**Election Help Desk** means an email address and a telephone helpline provided by the Municipality to assist voters with the voting process or other general election inquiries.

**Election Official** means a person appointed by the Municipal Clerk in accordance with section 15(1) and 15 (2) of the Municipal Elections Act to fulfill certain duties as the Clerk deems necessary. Each Election Official will have signed and completed an Appointment and Oath of an Election Official form.

**Election Headquarters (EHQ)** means the central municipal facility designated by the Municipal Clerk for the administration of election operations, including:

- (a) the marshalling and secure storage of election materials prior to the commencement of the Voting Period;
- (b) the receipt and secure storage of election materials following the deactivation of the Voting System; and
- (c) the receipt and public display of unofficial election results.

For the 2026 Municipal Elections, the Election Headquarters shall be the Clarington Municipal Administrative Centre (MAC), located at 40 Temperance Street, Bowmanville.

**Elections Ontario (EO)** means the independent, non-partisan office of the Legislative Assembly of Ontario responsible for administering provincial elections, by-elections, and referenda, and whose Chief Electoral Officer is authorized, by the MEA, to maintain the Permanent Register of Electors for Ontario and to supply municipal clerks with the preliminary list of electors for municipal elections.

**Elector** has the same meaning as Voter.

**Friend** means a person who has been requested by a voter to assist them in the voting process in accordance with the Act.

**Grace Period** means the short period immediately following the Close of Vote during which:

(a) voters who were physically present within an EAC by the Close of Vote may be permitted to complete voting on a Voting Kiosk Device; and

(b) voters who had successfully authenticated and gained access to the Voting System through their own device before the Close of Vote may be permitted to complete the voting process, provided they do so by the end of the Grace Period.

**Identification** see "Satisfactory Identification".

**Interim List of Changes** means, for a regular election, the list of changes made to the Voters' List between the time that the Voters' List was originally published (September 1) and September 20 in the year of the election.

**MEA** see "Act".

**MPAC** means the Municipal Property Assessment Corporation.

**Municipal Clerk** means the Municipal Clerk of the Municipality of Clarington or designate.

**Municipality** means the Corporation of the Municipality of Clarington.

**Nomination Day** means the final day on which a candidate may file their nomination for office in a municipal election and is defined in Section 31 of the MEA as the third Friday in August in the election year.

**Password** means an additional access control word assigned to each authorized user 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 when accessing the Voting System.

**Preliminary List of Electors (PLE)** means a list of voters compiled by Elections Ontario and provided to the Municipality of Clarington prior to September 1 in the year of an election.

**Post-Election Audit** means an audit task performed on the Voting System or a Voting Machine after the Voting Period for an election.

**Registered Third Party Advertiser (RTPA)** means an individual, corporation, or trade union that is registered under section 88.6 of the Act.

**Residence** – Under the MEA, “a person’s residence is the permanent lodging place to which, whenever absent, they intend to return.” This will usually be the place where a person’s family resides unless they move elsewhere with the intention of changing their permanent lodging place. It may also be the place where they occupy a room or part of a room and/or a residence in which they habitually return. If a person does not have a permanent lodging place, their residence is generally considered to be the place in which they most frequently return to sleep or eat. The MEA permits a person to have residences in two local municipalities at the same time if they live in one residence for the purpose of attending an educational institution but not with the intention of changing their permanent lodging place and if the person’s permanent lodging place is in the other local municipality.

**Satisfactory Identification** means the identification described in Ontario Regulation 304/13 (Voter Identification), or any other identification established by the Municipal Clerk.

**Scrutineer** means an individual appointed in writing by a Certified Candidate to represent the Certified Candidate with respect to observing the voting process.

**Special Voting Location** means a Voting Place required to be provided in accordance with section 45 (7) of the Act.

**Third Party Advertisement** means an advertisement in any broadcast, print, electronic or another medium that has the purpose of promoting, supporting, or opposing a candidate or a “yes” or “no” answer to a question referred to in Section 8 (1), (2), or (3) of the Act, but does not include an advertisement by or under the direction of a candidate or an advertisement described in Section 1. (2) and (2.1) of the Act.

**Third Party Advertiser (TPA)** means an individual, corporation, or trade union that incurs expenses for a third party advertisement that appears during the restricted period for third party advertisements, in accordance with sections 88.4 and 88.6 of the Act.

**Voter** means any individual eligible to vote in a municipal election in the Municipality of Clarington, as defined in the MEA.

**Voter Information Letter (VIL)** means a letter mailed directly to a voter’s address that provides information necessary for the voter to exercise their right to vote.

**Voters’ List** means the list of eligible voters for all races in an Election in the Municipality.

**VoterView** means the election management system provided by DataFix, designed to provide a secure, web-based platform for viewing and managing electoral information. VoterView provides municipalities with electronic access to the voters' list, tools to update elector records, data-cleansing functions, reporting features, and modules such as Online Voter Services, the Candidate Portal, and election-worker management. It serves as the Municipality's primary elector-management system.

**Voting Day** means the final day on which ballots may be cast in an election in the Municipality and is defined in section 5 of the Act. This is Monday, October 26, 2026.

**Voting Kiosk Device** means a physical device that is internet-enabled at an Election Assistance Centre and that is configured to permit voters to cast a ballot during the voting period. They are configured to reset to the voter login screen after the submission of the last ballot and allow voters to complete the voting process after the close of voting if they are in the EAC prior to the close of the vote.

**Voting Device** means any device used by a voter to cast their ballot during an election.

**Voting Period** means the time during which voters may cast ballots using the Voting System provided in an election and includes both the Advanced Voting Period and Voting Day. The Voting Period is Tuesday, October 20, 2026, from 10 a.m. to 8 p.m. on October 26, 2026.

**Voting System** means the platform(s) chosen by the Municipality to provide voters with a means of casting their ballot in an election.

**Voting System Deactivation** means the time at which the Municipal Clerk deactivates the Voting System and generates final tabulated results, which shall occur after the Grace Period has ended and after all eligible voters remaining in EACs have completed voting.

#### 4. Notices and Information

In accordance with Section 40(d) of the MEA, the Municipal Clerk shall give the voters notice "if a by-law has been passed under clause 42(1)(b), (alternative voting methods), the manner in which electors may use the alternative voting method."

This procedure shall satisfy the notice requirement that [By-law 2019-003](#) was passed for the use of internet and telephone voting for municipal elections in Clarington.

## 5. Secrecy

The Clerk shall require all Election Officials and/or other persons working in connection with the municipal elections to swear, or affirm, an oath of secrecy, committing to upholding the secrecy provisions established in Section 49 of the Act.

No person shall interfere, or attempt to interfere, with a voter while in the process of accessing the Internet/Telephone Voting service or interfere, or attempt to interfere, in the voting process while using the Internet/Telephone Voting service unless expressly requested and authorized by a voter to provide assistance.

No person shall obtain, or attempt to obtain, information about how a voter intends to vote or has voted. Any individual requested by a voter to assist them in voting is required to maintain the secrecy of the votes cast by the voter and, if marking the ballot on behalf of the voter, shall vote according to the instructions and wishes of the voter.

No person shall communicate any information that might have been inadvertently obtained about how a voter intends to vote or has voted.

No voter shall reveal how they intend to vote while in an EAC, except for the purposes of obtaining assistance in voting from either a Friend or an Election Official. Any other person present must withdraw until the voter finishes instructing the Friend or Election Official, as the case may be.

All voters voting at an EAC may vote with the assistance of a Friend. However, the Friend shall be required to take the appropriate oath prior to providing assistance, to be administered by an Election Official.

All complaints regarding breaches of secrecy may be investigated by the proper authorities and may be prosecuted according to the provisions of "Offences, Penalties and Enforcement" under Sections 89 through 94 of the Act.

## 6. Clarington's Municipal Elections Accessibility Plan

The Municipality is committed to ensuring that voters with disabilities have an opportunity to fully participate in the Municipal Elections with dignity and in a consistent manner with all Clarington voters.

The Accessibility Plan for this election is available on our website:

<https://www.clarington.net/media/vlgfz1ve/2026-clarington-municipal-elections-accessibility-plan-aoda.pdf>

## 7. Voters' List

On January 1, 2024, Elections Ontario became responsible for supplying the Municipality with the Preliminary List of Electors (PLE) for municipal elections. The PLE will be provided by Elections Ontario, in an electronic format, on August 14, 2026. The list shall be reviewed by the Municipal Clerk and obvious errors shall be corrected as permitted under Section 22 of the Act, and the list shall be approved for use as the Voters' List on September 1, 2026.

The list shall be distributed in electronic format to those who are entitled to copies under the Act. To receive access to the Voters' List, a certified candidate shall complete the Voters' List Request form, which includes a declaration that the Voters' List shall not be used for any purposes other than the 2026 Municipal and School Board elections, in accordance with Section 88 (10) of the Act. Upon written request, the part of the Voters' List the certified candidate is entitled to receive under the Act, shall be provided electronically, via a Candidate Portal on September 1, ending at close of vote on Voting Day.

All certified candidates shall receive login IDs and passwords allowing them to view the Voters' List in the Candidate Portal.

Since acclaimed candidates are, by the definition in the MEA, candidates certified by the Clerk, acclaimed candidates will also be allowed access to the voters' list upon written request.

All candidates will be encouraged to review training materials/opportunities on the use of the Candidate Portal.

The Municipal Clerk, at their sole discretion, may determine which data fields shall be included in the copy of the Voters' List provided to Candidates for each electoral category.

Candidates may produce paper copies at their own effort and cost, should they choose to do so.

A Candidate may only use the Voters' List for the purposes permitted under the Act. They must ensure that, on or before the day their election campaign period ends under subsection 88.24(1), they will:

- Destroy the voters' list provided to them, whether in electronic or other form;
- Destroy any printed copies of the voters' list that are returned to them by any person to whom they have supplied a copy; and
- Obtain written acknowledgements of destruction from every person to whom I supplied a printed copy of the voters' list.

Candidates must retain all written acknowledgements of destruction for the term of office of Council and until the newly elected Council is organized, in accordance with subsection 23(8) of the MEA.

The Voters' List shall be accessible by authorized Election Officials, who will use the VoterView system to facilitate additions and changes during the revision period and perform other functions as required, subject to the security permissions assigned to each Election Official.

Voters may verify, online, that their name is on the Voters' List. Prior to June 1<sup>st</sup>, voters should check MPAC's online service: <https://www.mpac.ca/en/MakingChangesUpdates/SchoolSupportDesignation> to confirm/update their school support. Prior to August 12, 2026, voters should check the Elections Ontario Register of Electors at [www.registertovoteon.ca](http://www.registertovoteon.ca) to confirm/update/add their name to the Voters' List. Starting September 1<sup>st</sup>, voters can check whether they are on the Voters' List on the Clarington election website at [www.clarington.net/votes](http://www.clarington.net/votes).

If an individual qualifies, and their name has been omitted from the Voters' List or the information is incorrectly shown, they must file an "Application to Amend the Voters' List Form" during the period commencing September 1, 2026, up to, and including, Voting Day during regular business hours or on Voting Day at an EAC or the Municipal Administrative Centre, during voting hours.

Applications to remove another person's name from the Voters' List may only be made if the other person is deceased. If the Clerk is satisfied that the person has died, the Clerk shall remove that person's name from the Voters' List upon receiving an application. The application to the Clerk shall be made in writing, in person, on the Application to Amend the Voters' List form to the Municipal Clerk, and during the period from September 1, 2026, to the close of voting on Voting Day.

All deletions, amendments, and additions to the Voters' List shall be maintained electronically and will be made in accordance with the Act and in accordance with the instructions for Voters' List Revisions and PIN Replacement developed by the Municipal Clerk. Candidates and TPAs cannot ask that voters be added on behalf of the voter.

In accordance with Section 27(1) of the MEA, during the period beginning on September 20 and ending on September 30 in the year of a regular election, the Clerk shall,

- (a) prepare an interim list of the changes to the voters' list that,
  - i) must include changes approved under sections 24 and 25 on or before September 20; and
  - ii) may include changes based on updated information from the permanent register of electors that the Clerk obtains on or before September 20; and
- (b) give a copy of the interim list to each person who received a copy of the voters' list under section 23 and to each certified candidate.

The above section is satisfied by the provision of access, by candidates, to the electronic voters' list within the Candidate Portal.

The Municipality will not produce a physical or electronic excerpt of the Voters' List indicating voters who have voted. That information is provided via the Candidate Portal which provides live updates. This Access to the Candidate Portal does not, and cannot, provide candidates, their designate, or Election Staff, with information on how a voter has voted only whether, or not, they have voted.

Once the Voters' List has been loaded into the Voting System, it will remain synchronized; any additions, deletions, or changes to voter information will automatically and instantly be reflected in the Voting System, including in the Candidate Portal.

The Voters' List shall be provided by Simply Voting Inc. to Taylor Demers Mail Processing Inc., in computer format, at a time to be determined by the Clerk, to allow for printing of the Voter Information Letters in time for delivery.

In accordance with subsection 27(2)(b) of the MEA, the Final List of Changes shall be provided to Elections Ontario by November 25, 2026, by DataFix, upon the Municipal Clerk's authorization.

## 8. Voter Qualifications

A person is entitled to be a voter at an election held in a local municipality if, on Voting Day, they:

- reside in the local municipality or are the owner or tenant of land there, or the spouse of such owner or tenant;
- are a Canadian citizen;
- are at least 18 years old; and

- are not prohibited by law from voting under subsection 17(3) of the Act, or otherwise prohibited.

## **9. Nominations and Registrations**

Details and rules about nominations are contained in Clarington's Candidates' Manual and details about Third Party Registrations are contained in Clarington's Third Party Advertisers' Manual. These documents shall fulfill the requirements of Section 32 of the MEA regarding notice of the nomination procedure and subsection 33.1 regarding notice of penalties to candidates.

Nomination Day is August 21, 2026. Nominations may be filed between May 1 and August 20 when the Clerk's Office is open, and on Nomination Day between 9 a.m. and 2 p.m.

Third Party Advertiser Registrations may be filed from May 1 to October 23, 2026, when the Clerk's Office is open.

Both Nominations and Registrations are deemed to only be accepted if they are accepted by a designated Staff member of the Clerk's Division.

## **10. Scrutineers**

Details about the appointment, responsibilities, rights, and conduct of scrutineers are detailed in the Candidates' Manual. Additionally, all Scrutineers must comply with the procedures that are set out on their Appointment Form.

## **11. Internet/Telephone Voting Process**

### **11.1 General**

An Internet/Telephone Voting method shall be used for the 2026 Municipal Elections.

The Voting System, provided by Simply Voting Inc., shall allow voters to vote using the internet or a telephone. Voters shall be required to access a designated internet address or telephone number to cast their ballot.

### **11.2 Voter Information Letter (VIL)**

Simply Voting Inc. will organize the printing of the Voter Information Letters (VILs) at a time to be agreed to by the Municipal Clerk. VILs shall be sent via Canada Post Letter mail to all eligible voters no later than October 14, 2026, to enable them to use the Internet/Telephone Voting service.

A VIL shall be mailed, in a sealed envelope, to every eligible Clarington voter included on the Voters' List at the time of mailing and may include the following:

- The voter's PIN and the telephone number to vote and the designated internet address (URL) to cast their vote using the internet;
- Instructions on how to vote;
- Dates and hours of Internet/Telephone Voting;
- The email address and telephone number of the Election Help Desk;
- List of EACs;
- Voter eligibility criteria (i.e. their Ward and school support); and
- A list of contests and candidates or a link/QR code to the list.

### **11.3 Activation of Voting System**

Prior to the activation of the system by Simply Voting Inc., for voting, Simply Voting Inc. shall allow access by the Municipal Clerk, the Auditor, or other authorized Election Officials as determined by the Municipal Clerk, to the Voting System by secure username and password, for the purposes of viewing a list of all of the candidates' names and possible selections for any questions or by-laws on the ballot, including to ensure that the total votes cast indicates "0" (Zero).

Candidates and/or their scrutineer may be present in the EHQ between 9:30 a.m. and 10 a.m. on the first day of the Voting Period, to verify and ensure that all candidates' names are listed, and the total votes cast are at "0". They shall be required to sign the Activation of Voting System form to attest to this fact.

### **11.4 How to Vote**

Voters can vote in the following ways:

- Accessing the internet address provided by using a device with an internet connection;
- Accessing the telephone number provided by using a touch-tone telephone;
- Attending an EAC and using the Voting Kiosk Devices to vote, during the dates and times and at the locations established by the Municipal Clerk, either by themselves or with a Friend or interpreter who may assist the voter in voting using the Voting Kiosk Devices after taking the appropriate oath. In the absence of a Friend or interpreter, the voter may request the assistance of an Election Official, who may provide assistance;

- Attending a Clarington Public Library branch during regular business hours to access the internet or public computers to vote; or
- Voting at one of several special voting locations as established by the Municipal Clerk for residents of long-term care facilities, the hospital, etc. Depending on the mobility of voters in Special Voting Places, their vote may be conducted in a centralized location or the resident's room, as deemed necessary by the designated Election Official.

### 11.5 Ballots

The ballots to be used for Clarington Municipal Elections will be an electronic (via internet and telephone voting) composite ballot. In accordance with Section 41 of the Act:

- Only the names of certified candidates shall appear on the ballot.
- The Candidates' name shall appear on the ballot in alphabetical order, based on their surnames and, in the case of identical surnames, their forenames.
- If the candidate wishes and the Clerk agrees, another name that the candidate also uses may appear on the ballot instead of, or in addition to, their legal name.
- No reference to a candidate's occupation, degree, title, honour, or decoration shall appear on the ballot.
- If the surnames of two or more candidates for an office are identical, or in the Clerk's opinion, so similar as to cause possible confusion, the Clerk shall differentiate the candidates on the ballots as the Clerk considers to be appropriate under the circumstances.
- A space for marking the ballot shall appear to the right of each candidate's name or, in the case of a by-law or question, to the right of each answer.
- All ballots for the same office or relating to the same by-law or question shall be identical or as nearly alike as possible.

The name of each candidate shall appear on the ballot exactly as it is set out on the filed Nomination Paper. Where the surnames of two, or more, candidates for the same office are identical, or so similar as to cause potential confusion, the Clerk may add an initial, middle name, or other distinguishing element, or otherwise modify the formatting of the names, for the sole purpose of clearly distinguishing the candidates. Slogans, descriptors, or campaign messaging will not be allowed on the ballot as part of the name.

The Clerk reserves the authority to review and, if necessary, modify the manner in which a candidate's name appears on the ballot to ensure clarity, avoid confusion with other candidates, and maintain consistency with established ballot formatting standards.

Acclaimed candidates' names will appear on the ballot.

Internet voters will be instructed to mark their ballot by selecting the designated space beside the name of the Candidate of their choice. It is the voter's responsibility to mark a ballot properly for it to be valid and counted properly.

Telephone voters will be given verbal instructions to press the corresponding number on their touchtone, or smartphone, to select the name of the Candidate of their choice.

### **11.6 Selection**

Following the voter's selection for all offices on a single composite ballot, the Voting System shall identify the voter's choices and provide the voter with the option of changing or confirming their vote selections prior to submission.

### **11.7 Under-Vote**

The Voting System shall enable the voter to under-vote a contest, or contests, or decline from voting the ballot in its entirety if they wish to do so.

### **11.8 Declined**

For the purposes of reporting declined ballots in accordance with Subsection 55(4.1) 2. of the Act, an under-voted ballot shall be considered an abstention from voting for one, or more, contests on the ballot or voting for fewer candidates than is required within a single contest, whereas a declined ballot shall be considered a deliberate choice by the voter to decline the entire ballot by selecting a 'declined' option on the ballot. A declined ballot shall not include votes cast for any contest, which is separate, and distinct, from an under-voted ballot which may or may not include votes for all contests, one contest, or no contests on the ballot.

### **11.9 Over-Vote**

The Voting System shall not permit a voter to over-vote, or to spoil a ballot.

### 11.10 Voter Interrupted and Timeout

If a voter is interrupted before casting their vote, they may re-commence voting later using the same method or the other method. Once a voter has cast their ballot, that voter will not be granted access to the Voting System again.

Sessions time out after 40 minutes of inactivity (except on Voting Kiosk Devices, where timeout occurs after seven minutes of inactivity). The "inactivity timer" resets whenever a new page is loaded (e.g., switching languages, proceeding to the confirmation page, going back to the ballot, etc.). Checking/unchecking boxes or scrolling up and down the ballot does not count as "activity". There is a pop-up after 30 minutes of inactivity warning that a session is about to expire (five minutes on Voting Kiosk Devices) and offering to remain logged in by clicking "OK".

See following section regarding the grace period.

### 11.11 Voting Period and Grace Periods

Voting will take place during the Voting Period, defined above in the definitions. Notwithstanding the closure of remote voting at 8 p.m. on Voting Day, persons present at an EAC at 8 p.m. will continue to be allowed to access the Voting System and complete the voting process.

Persons who have gained access to the Voting System, through their own device prior to 8 p.m., on Voting Day will be permitted to complete the voting process if they do so by 8:05 p.m. (i.e., a five-minute grace period at the close of vote). At 8 p.m. on Voting Day, no one will be able to access the voting system to start the voting process unless they are in an EAC.

### 11.12 One Vote

Every voter shall be limited to only one vote using a PIN distributed via Canada Post Letter mail in a sealed and personalized VIL or issued in person or by email or telephone by an Election Official, as necessary and under certain circumstances. To vote, a voter is required to provide their date of birth along with their unique PIN.

Once the PIN has been used by a Voter to complete and submit their ballot, the system does not allow it to be used again to vote.

Where a voter qualifies at more than one location in the Municipality, the voter may vote only once and the qualifying address to determine eligibility for voting shall be the place of residence of the voter, as defined under the Act.

All duplicate names on the preliminary list of electors shall be verified by the Municipal Clerk and/or Election Official(s) prior to the final preparation of the Voters' List.

Should an eligible voter receive more than one VIL, the eligible voter may only vote once and shall return the other VIL(s) to the Municipal Clerk. All voters that vote more than once in the election, or who improperly use the VIL, shall be reported to the appropriate authorities for further investigation as to possible corrupt practices under the Act.

The Municipal Clerk, in partnership with Simply Voting Inc., shall take appropriate measures to ensure that all VILs and their associated PINs are accounted for throughout the election and after the conclusion of the Voting Period. After the conclusion of the election, Simply Voting Inc. shall supply the Clerk with a report detailing the status of all VILs/PINs during the election.

### 11.13 Proxies

Section 42 (5) of the Act states that, when a by-law authorizing the use of an alternative voting method is in effect, Section 44 (voting proxies) applies only if the by-law specifies. [By-law 2019-003](#) is silent on the matter of proxies. Therefore:

- Proxy applications are not applicable and will not be accepted.
- A person cannot give their VIL to another eligible voter or another individual for the purpose of voting. Acceptance, or theft, of another person's VIL including the actual voting thereof, will be considered an illegal and corrupt practice and therefore subject to the penalty provisions under the Act.

### 11.14 Returned VILs

Sealed VILs returned to the Municipal Clerk shall remain sealed, shall be marked "returned mail" and be maintained in a secure fashion and destroyed at the same time as all other Municipal Election material as provided for under Section 88 of the Act.

Should a VIL be returned to the Municipal Clerk that has been opened but has not been used for voting purposes, the Election Official shall immediately disable the PIN so that the PIN cannot participate in the voting process. In this circumstance, the VIL shall be marked "unused" and be secured and destroyed in accordance with this procedure.

## 12. System Integrity

### 12.1 System Integrity Statement

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

- Ensuring that every eligible voter on the Voters' List is sent a sealed Voter Information Letter containing the voter's unique PIN.
- Ensuring that no one, except the Municipal Clerk, or designated Election Officials, authorized Simply Voting Inc. staff and Taylor-Demers Mail Processing Inc. (the printing company engaged by Simply Voting to print and mail the VILs) staff shall have access to a comprehensive list of PINs, that match each voter's name and address.
- Providing opportunities for eligible voters to be added to the Voters' List or to make amendments to the list up to, and including, the close of vote on Voting Day.
- Establishing proper procedures to ensure that no person is added to the Voters' List unless an Election Official is completely satisfied with their identity and qualification as a voter in the Municipality.
- Establishing proper procedures to ensure that no replacement PIN is issued unless an Election Official is completely satisfied with the eligible voter's identity.
- Ensuring that no replacement PIN is issued by anyone other than an Election Official who has been appointed in writing by the Clerk to do so.
- Appointing an Auditor to test the Voting System and providing same with read-only access to the Voting System.

### 12.2 Pre-Voting Period Audits

The Voting System shall be tested thoroughly through a comprehensive logic and accuracy audit prior to the Voting Period. The tests shall include, but not be limited to, the following:

- Voting System is 'zeroed out' before any ballots are accepted.
- Voting System presents voters with the correct ballot based on their voting information.
- Voting System accepts ballots from unused eligible PINs.

- Voting System accurately counts votes for all candidates in each race.
- Voting System refuses ballots outside of the Voting Period.
- Voting System refuses ballots from used PINs.
- Voting System does not allow over-votes on any ballot.
- Voting System acknowledges under-voted ballots and prompts voter if they wish to complete under-voted contests on their ballot.
- For telephone voting specifically, the wording and clarity of the recordings and the input timing are accurate.
- Voting System 'times out' after a period of voter inactivity.
- Voting System accepts ballots from PINs that previously 'timed out' or were abandoned before being submitted.
- Voting System refuses ballots after the end of the Voting Period, except specifically authorized Voting Kiosks.
- Voting System accepts ballots from specifically authorized "Kiosk Mode" Voting Machines at EACs to allow votes from voters who are in line after the close of voting.
- Voting System accrues and compiles results accurately.
- Voting System meets established accessibility standards.

### 12.3 Active Voting Period Audits

The Voting System shall be further tested through an ongoing audit during the Voting Period, including the following:

- Voting System accepts ballots from unused eligible PINs.
- Voting System refuses ballots from used PINs.
- Voting System acknowledges under-voted ballots and prompts voter if they wish to complete under-voted contests on their ballot.
- Voting System does not allow over-votes on any ballot.
- Voting System 'times out' after a period of voter inactivity.
- Voting System accepts ballots from PINs that previously "timed out" or were abandoned before being submitted.

## 12.4 Post-Election Audit (after Voting System Deactivation)

- Using the audit logs, the Voting System shows zero results before accepting ballots.
- Voting System refuses ballots after the end of the Voting Period, except specifically authorized Voting Kiosks.
- Voting System accepts ballots from specifically authorized "Voting Kiosk Devices" at EACs to allow votes from voters who are in line after the Close of Vote.

All Voting Kiosk Devices, and associated information technology infrastructure used at EACs, will be tested for internet access, network security, proper configuration, and device security.

## 13. Procedure for Closing the EAC on Voting Day

### 13.1 Overview

The procedures in this section shall be followed by the designated Election Official at the close of Voting Day.

### 13.2 Persons Remaining at EAC after Close of Vote

Any person who arrives at an EAC by 8 p.m. and is still within the EAC after 8 p.m. is permitted to vote at one of the Voting Kiosk Devices. See also "Voting Period and Grace Period" section.

When all eligible voters within an EAC have voted and after 8:05 p.m. to ensure no remote voters remain logged into the system, the Clerk shall order the close and deactivation of the Voting system.

Candidates and Scrutineers are permitted to remain at an EAC after the Close of Vote.

### 13.3 Auditor Voting Attempt

Following the close of voting, the appointed Auditor will attempt to vote from both a privately-owned computer and a Voting Kiosk Device and confirm that it is not possible to access the voting site.

### 13.4 Security of Election Records

At the Voting System Deactivation, the EAC Supervisor shall work with the remaining Election Officials to pack away any supplies, records, etc. as directed in their handbook. The designated Election Official shall immediately return all election supplies, equipment and used VILs to the EHQ.

### **13.5 Results**

Tabulated votes will be compiled in the Municipal results and reporting system commencing once the Municipal Clerk deactivates the Voting System.

Results from the Advanced Voting Period will not be made available until after the close of voting.

As soon as possible after Deactivation of the Voting System, at the EHQ, the Municipal Clerk shall download unofficial results for each contest from the Voting System. The Municipal Clerk shall publish the unofficial results on the municipal website and/or the Voting System website and display those results in the EHQ.

As soon as possible after Voting Day, the Municipal Clerk shall declare the official results, in writing, and then post the official results on the municipal website, [www.clarington.net/votes](http://www.clarington.net/votes).

## **14. Voting Opportunities and Assistance**

### **14.1 Voting Opportunities**

The following shall satisfy Section 43 of the MEA, regarding advanced voting.

Voters may vote during the Voting Period and the Advanced Voting Period, as detailed in the definitions section.

Voters may vote anywhere using an internet-connected device or telephone.

### **14.2 Election Assistance Centres (EACs)**

The Municipal Clerk shall arrange for one, or more, EACs to be set up throughout the Municipality on specific dates and times during the Voting Period. EACs shall be equipped with one, or more, Voting Kiosk Devices for use by voters to cast their ballot.

Voters wishing to vote during the Voting Period may do so at any of the EACs or anywhere with an internet-connected device or telephone. EACs are available in all four wards and will be listed on the VIL as well as the website, [www.clarington.net/votes](http://www.clarington.net/votes).

**14.3 Special Voting Places**

The following Special Voting Places have reduced hours for voting and are designated mainly for the use of eligible voters who are residents of these institutions.

Special Voting Place	Address
White Cliffe Terrace Retirement Residence	1460 Highway 2, Courtice
Fosterbrooke Long-Term Care Facility	330 King Ave. W. Newcastle
Glen Hill Strathaven (anticipated to be replaced by Glen Hill Gardens, date TBD)	264 King St. E. Bowmanville
Clarington Place Retirement Residence and Clarington Center Condos	61 & 65 Clarington Blvd, Bowmanville
Lakeridge Health Bowmanville	47 Liberty St. S. Bowmanville
Bowmanville Creek Retirement Community	105 Queen St. Bowmanville
Vedanta Living Bowmanville	26 Elgin St. Bowmanville

**14.4 Public Health Restriction Considerations**

If public health restrictions (i.e., cleaning protocol, provision of masks, and social distancing) are in place, Election Officials will follow them accordingly. These plans may be modified as required.

**15. Recounts**

The recount shall be conducted in a suitable location as determined by the Municipal Clerk.

In accordance with Regulation 101/97, the Municipal Clerk shall issue a notice of the recount. The notice shall include the date, time and location of the recount and advise who may be present during the recount.

Requirements for a recount will be in accordance with the MEA and any procedures created by the Municipal Clerk and shall be conducted in a suitable location.

A recount shall be conducted if one, or more, of the following occur:

- If two, or more, Candidates receive the same number of votes and cannot both, or all, be declared elected to the office;
- If the votes for the affirmative and negative on a by-law are equal;
- If the votes for two, or more, answers to a question, are equal;
- If within 30 days after declaring the results, Clarington Council passes a resolution requiring a recount of the votes cast,
  - i. For all, or specified, Candidates for an office on the Council;
  - ii. For all, or specified, answers to a question submitted by the Council; or
  - iii. For, and against, a by-law submitted by the Council.
- If within 30 days after declaring the results, a local board passes a resolution requiring a recount of the votes cast,
  - i. For all, or specified, Candidates for an office on the local board, or
  - ii. For all, or specified, answers to a question submitted by the local board.
- If within 30 days after declaring the results, the Minister makes an order requiring a recount of the votes cast for all or specified, answers to a question submitted by them.
- If an order is received from the Superior Court of Justice to conduct a recount.
- If Council passes a by-law prior to May 1st of a regular election year (or at least 60 days prior to Voting Day for a by-election), in accordance with Sections 56(3) and 56(5) of the MEA, to adopt a policy with respect to the circumstances in which the Municipality requires the Clerk to hold a recount of the votes cast in an election.

The Municipality of Clarington has not adopted such a policy.

### **15.1 Tied Vote Recount**

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, or where there is a tied vote on a by-law or question, the Clerk must hold a recount within 15 days after the declaration required by Section 55(4) of the results of the election.

**15.2 Council, Local/School Board or Minister Request for Recount**

Within 30 days after the Clerk's declaration of the results under Section 55(4), a Council or local 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.

**15.3 Application to Superior Court of Justice (Section 58 of the MEA)**

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 subsection 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.

**15.4 Votes for Candidates to be Included in a Recount**

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(s) for the office for which the recount is being conducted. 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.

### 15.5 Recount Notice

The Municipal Clerk shall provide written notice to all Candidates affected by the recount, by email and by registered mail, as soon as possible upon determining that a recount will be conducted. The Notice shall also advise of the number of Counting Stations, as determined by the Municipal Clerk.

### 15.6 Who May Be Present:

In accordance with Section 61 of the MEA, the following persons may be present at the Recount:

- The Municipal Clerk
- Election Officials Appointed by the Municipal Clerk
- The applicant who applied to Superior Court of Justice for an Ordered Recount (where Order is issued) and their:
  - Lawyer, and
  - One scrutineer for each recount station.
- Every certified Candidate for the office which the recount is being conducted and their:
  - Lawyer, and
  - One scrutineer for each recount station.
- For a question:
  - Equal number of scrutineers appointed for each possible answer to the question; and
  - One scrutineer for each of the possible answers for each recount station.
- For a by-law:
  - Equal number of Scrutineers shall be appointed to represent supporters and opponents of the by-law; and
  - One Scrutineer representative supporting and one representing opponents may be present for each recount station.
- Any other person with the Municipal Clerk's permission.

### **15.7 How Recount will be conducted**

In accordance with Section 60 (1), a recount conducted under Sections 56, 57, or 58, shall be conducted in the same manner as the original count. Despite this, in accordance with Section 60(3), if the judge who orders a recount under Section 58 is of the opinion that the manner in which the original count was conducted caused or contributed to the doubtful result, they may, in the order, provide that the recount shall be held in a different manner and specify the manner.

### **15.8 Procedure**

At the time set for the recount to commence, the Municipal Clerk will outline the rules prescribed by the Minister or established by the Clerk to everyone present for the recount.

Only those votes related to the “recount race” shall be recounted.

The Municipal Clerk shall re-tabulate the results for the contest(s) that are subject to the recount procedure and publish the results of the recount.

### **15.9 Results of Recount**

Upon receipt of the final results of the recount, subject to an application for a judicial recount, the Municipal Clerk shall declare the results of the recount, and publish the results to the website, [www.clarington.net/votes](http://www.clarington.net/votes).

A copy of the recount report will be provided to each Candidate present at the recount and to any Candidate, subject to the recount, who was not present for the recount.

### **15.10 Tie Remains – Draw by Lot**

Where, at the conclusion of the recount, a tie remains between two or more candidates, the Municipal Clerk shall choose in accordance with Section 62(3) of the Act, the successful Candidate, or Candidates by lot.

See the Recount Procedure.

## **16. Disposition of Election Records**

In accordance with Section 88 of the MEA, on, or after, the 121<sup>st</sup> day after the declaring of the results, the Municipal Clerk shall affect the destruction of any records related to the Municipal Elections in the presence of two witnesses. Upon written request of the Municipal Clerk, on, or after, the 121<sup>st</sup> day after the declaring of the results. Simply Voting Inc. shall destroy all ballots associated with the election and provide written confirmation of same to the Municipal Clerk.

Notwithstanding the previous paragraph:

- If a recount has been initiated, the records must be retained until the disposition of the recount.
- Records shall not be destroyed if a court orders that they are to be retained.
- Nomination papers and Financial Statements filed by any Candidate shall be retained until the members of the Council or local board elected in the next regular election take office (i.e., after November 15, 2030).

## **17. Corrupt Election Practices: Offences and Prosecution**

The MEA provides for penalties and enforcement of corrupt practices and other offences during an election. Penalties can include a fine up to \$25,000, forfeiture of office, ineligibility to run for, or be appointed to, an office in the following election (or two elections), and/or imprisonment up to six months.

No person(s) shall solicit a VIL from an eligible voter.

All valid complaints or knowledge of corrupt practices shall be reported immediately to the appropriate authorities for investigation of corrupt practices.

In addition, under the provisions of Section 90 of the MEA, if a person is convicted of an offence and the offence was committed knowingly, the offence also constitutes a corrupt practice and the person is liable, in addition to any other penalty, for a term of imprisonment, not more than six months.

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

As such, the Municipal Clerk in this alternative form of voting has agreed to the following rules and regulations:

- That all complaints submitted in writing about actions that may contravene the provisions of the MEA, will be considered by the Municipal Clerk;
- That all such valid complaints submitted in writing, once deemed by the Municipal Clerk to be substantiated, will be submitted to the appropriate authorities;
- That the Municipal Clerk, or any Election Official, will not attempt to intervene in the prosecution and may be called to give evidence during prosecution.

## 18. Mail Tampering: Criminal Offence and Prosecution

The Criminal Code of Canada states that tampering with the mail of an individual is a criminal offence and a person found guilty is liable to a term of imprisonment not exceeding ten years. Since the Municipality's election methods rely on delivery of the VIL to eligible voters to allow those voters to exercise their right to vote, any instance or substantiated account of mail tampering will be taken very seriously and reported to the authorities.

To ensure the integrity and confidence of the voting process for all voters and candidates, the following rules and regulations apply:

- All complaints about actions that may contravene the provisions of the Criminal Code of Canada with respect to mail tampering, submitted in writing, will be considered by the Municipal Clerk;
- All such valid complaints, once deemed by the Municipal Clerk to be substantiated, will be submitted to the appropriate authorities;
- The Municipal Clerk, or any Election Official, will not attempt to intervene in the prosecution and may be called to give evidence during prosecution.

## 19. Emergencies/Disruption of Voting

### 19.1 General

Pursuant to Section 53 of the MEA, the Municipal Clerk may declare an emergency if they are of the opinion that circumstances have arisen that are likely to prevent the election from being conducted in accordance with the Act by compromising the integrity and/or execution of the election.

On declaring an emergency, the Municipal Clerk shall make such arrangements as they consider advisable for the conduct of the election. The arrangements made by the Municipal Clerk, if they are consistent with the principles of the Act, prevail over anything in the Act and the regulations made under it.

The Municipal Clerk may suspend the voting system during a declared emergency. Where the suspension of the voting system is deemed warranted by the Municipal Clerk, Simply Voting Inc., under direction from the Municipal Clerk, shall stop the Voting System from accepting calls via telephone and connections from the internet, thus preventing the election from continuing, or starting, as the case may be, or direct Simply Voting Inc. to extend the voting period past the scheduled end time. Votes cast up to the point of cessation shall be retained.

In the event of an emergency, the Municipal Clerk shall, as soon as practicable, and wherever possible, post notices that the election has been delayed, or extended as the case may be.

All Candidates shall be notified, by email, or other appropriate means, of the declaration of an emergency and/or suspension of voting. The email should provide as much information to Candidates as is reasonable in the circumstances, including:

- The reason for declaring the emergency;
- The services affected;
- If the voting system has been suspended for all, or a portion of, voters, the exact time at which the voting system was suspended, including a count of the votes cast at that time;
- An estimate of the amount of time the state of emergency is expected to last;
- Contact information for further information; and
- Instructions or information to share with campaign staff for public safety purposes.

In the event the Municipal Clerk is unable to be present to conduct procedures on Voting Day, the Deputy Clerk will be available to attend to the election details.

Given the options available to voters to vote from any touchtone telephone or internet-enabled device, any event that results in one, or more, EACs becoming unavailable for use on Voting Day (e.g., flooding, power failure) shall not be sufficient to cause the Municipal Clerk to declare an emergency, delay the vote, or extend the voting hours.

The emergency continues until the Municipal Clerk declares that it has ended.

If made in good faith, the Municipal Clerk's declaration of emergency and arrangements shall not be reviewed or set aside on account of unreasonableness or supposed unreasonableness.

## **19.2 Maintaining Peace and Order**

In accordance with Section 11(2) (c) of the Act, the Municipal Clerk is responsible for maintaining peace and order. This is interpreted as making the Municipal Clerk responsible for determining the need for obtaining assistance to maintain peace and order and for making the necessary arrangements in this regard.

The Municipal Clerk may appoint persons responsible to aid in maintaining peace and order.

An EAC Supervisor may remove any person from the Voting Place that is causing a disturbance. This applies to a voter, scrutineer, candidate, media, etc.

All election participants - including Election Officials, other Staff, Candidates, Third Party Advertisers and their representatives, Scrutineers, Voters, and members of the public—must conduct themselves in a respectful manner and be aware of, and comply with, the Municipality's respectful conduct and accountability policies, including (without limitation) those posted on the Municipality's Accountability and Transparency webpage.

Any behaviour that, in the opinion of the Municipal Clerk (or designate) or an EAC Supervisor, compromises the safe, accessible, and orderly conduct of the election, including intimidating, harassing, threatening, or disruptive behaviour, may result in the individual being directed to stop the behaviour and/or being required to leave the Election Activity Area.

## 20. Prescribed Forms

The following list includes all Provincial prescribed forms used in the conduct of Clarington's Municipal Elections:

Form #	Title	Description
Form 1	Nomination Paper	Filed by all Candidates seeking Office.
Form 2	Endorsement of Nomination	Filed by all Candidates seeking Office for Council.
Form 4	Financial Statement – Auditor's Report	To be completed by every Candidate in a municipal or school board election. Shall be filed with the Municipal Clerk.
Form 5	Financial Statement – Subsequent Expenses	To be completed by a Candidate who incurs costs related to a recount, controverted election or compliance audit after the supplementary campaign period has passed, and who receives the surplus funds from their campaign held in trust from the Clerk. Shall be filed with the Municipal Clerk.
Form 6	Notice of Extension of Campaign Period	To be completed by a Candidate who has a deficit at the end of the regular campaign period and wishes to extend their campaign. Shall be filed with the Municipal Clerk.
Form 7	Notice of Registration – Third Party	Filed by all third party advertisers, as per Section 88.6 of the Act.
Form 8	Financial Statement – Auditor's Report Third Party	To be completed by every registered third party advertiser in a municipal or school board election. Shall be filed with the Municipal Clerk.
Form 9	Declaration of Identity	To be completed at the Voting Place by a person who is on the Voters' List, but who does not have proof of identity and proof of residence.

In addition to the above prescribed forms, other Forms and Notices approved for use by the Municipal Clerk for the election process are included as Appendix A to these procedures. Additional forms may be prepared and will be utilized when necessary or desirable for conducting the election under the direction of the Municipal Clerk, in accordance with Section 12 (2) of the Act. Nothing in this procedure precludes the Clerk from approving the use of additional forms, after the finalization of this procedure.

## Appendix A - Election Forms and Notices

In addition to the prescribed forms, the forms listed below may be used in the conduct of the Clarington Municipal Elections:

### Forms:

- ☞ Activation of Voting System Form
- ☞ Application to Amend Voters' List Form (Form EL15)
- ☞ Application to Reset Voting PIN
- ☞ Appointment and Oath of an Election Official Form
- ☞ Candidate Information Change Request Form
- ☞ Declaration of Identity (Form 9)
- ☞ Election Sign By-law Application Form
- ☞ Endorsement of Nomination (Form 2)
- ☞ Financial Statement – Candidate (Form 4)
- ☞ Financial Statement – Subsequent Expenses (Form 5)
- ☞ Financial Statement – Third Party (Form 8)
- ☞ Friend of the Voter Oral Oath Form
- ☞ Nomination Paper (Form 1)
- ☞ Notice of Disruption
- ☞ Notice of Extension of Campaign Period (Form 6)
- ☞ Notice of Registration – Third Party (Form 7)
- ☞ Oath of Voter Confirmation Form
- ☞ Oral Oath of Qualification Form
- ☞ Oral Oath of Secrecy Form
- ☞ Personal Information Release Form – Candidate Consent
- ☞ Personal Information Release Form – Third Party Advertiser
- ☞ Record of Objections by Candidate or Scrutineer
- ☞ Scrutineer and Candidate Sign-In Form for EACs
- ☞ Scrutineer Appointment and Oath Form
- ☞ TPA Information Change Request Form
- ☞ Voter Count Form
- ☞ Voter Feedback Form

- 📄 Voter Survey Form
- 📄 Voters' List Request Form
- 📄 Withdrawal of Nomination Form
- 📄 Withdrawal of Third Party Registration Form
- 📄 Witness Statements as to Destruction of Ballots Form

**Notices:**

- 📄 Notice of Candidate Nomination (Section 32 of the MEA) and Third Party Advertiser Registration
- 📄 Certificate of Maximum Campaign Expenses
- 📄 Declaration of Acclamation to Office
- 📄 Notice of Death or Ineligibility of Candidate
- 📄 Notice to voters advising of the method of voting (Section 40 of the MEA)
- 📄 Notice of voting opportunities and election assistance (Section 40 of the MEA)
- 📄 Certified Election Results
- 📄 Declared Results Summary
- 📄 Notice of Recount
- 📄 Declaration of Recount Results
- 📄 Notice to Candidate of Filing Requirements
- 📄 Notice of Candidate in Default
- 📄 Notice of Third Party Advertisers in Default