



**The Corporation of the  
Township of East Garafraxa**

**Telephone and Internet Voting  
Election Policies and Procedures  
2026 Municipal and School Board Elections**

Approved by the  
Clerk / Returning Officer of  
The Township of East Garafraxa  
this 29<sup>th</sup> day of May 2026



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These Policies and Procedures have been prepared for the purposes of convenience ONLY. For accurate reference, please refer to the *Municipal Elections Act, 1996*, as amended and the *Good Government Act, 2009*.

## 1. AUTHORITY

On September 23, 2025, the Council of the Township of East Garafraxa adopted By-law Number 33-2025 authorizing the use of an alternative voting method, being Telephone and Internet Voting methods.

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

### **Procedures and forms**

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

Subsection 42(4), states that the clerk shall provide the procedures and forms on or before June 1 in the year of the election.

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

In addition, the Township has entered into an agreement with an eVoting Service Provider for Telephone and Internet Voting service for the 2026 Municipal and School Board Elections.

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

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

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

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

12(2) The power conferred by subsection (1) includes power to establish forms, including forms of oaths and statutory declarations, and power to require their use.

12(3) The power conferred by subsection (1) includes power to require a person, as a condition of doing anything or having an election official do anything under this Act, to furnish proof that is satisfactory to the election official of the person's identity or qualifications, including citizenship or residency, or of any other matter.

13(1) Any notice or other information that this Act requires the clerk to give shall be given in a form and manner and at a time that the clerk considers adequate to give reasonable notice or to convey the information, as the case may be.

13(2) The clerk shall provide electors, candidates and persons who are eligible to be electors with information to enable them to exercise their rights under this Act.

Subsection 42(5) states that when a by-law authorizing the use of an alternative voting method is in effect, Sections 43 (advance votes) and 44 (voting proxies) apply only if the by-law so specifies. By-law Number 33-2025 states no proxy voting provisions are applicable, therefore, voting proxies are not applicable.

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

Therefore, as Clerk of the Township of East Garafraxa and Returning Officer for the 2026 Municipal and School Board Elections, I do hereby certify and approve the following procedures for conducting the 2026 Municipal and School Board Elections and also establish that the attached forms are the forms permitted to be used during this election process.

May 29, 2026  
Date Approved

  
\_\_\_\_\_  
Jessica Kennedy  
Clerk / Returning Officer

## 2. DEFINITIONS

- a) Advance Voting - means voting conducted between the hours of 10:00 a.m. on Friday, October 16, 2026 until 9:59 a.m. on Monday, October 26, 2026.
- b) Ballot - means either an image on a computer screen, or any web enabled device, of a ballot card for an election to be voted for, including all choices available to the electors and containing spaces in which the electors mark their votes; or when voting using a telephone or wireless phone, an audio set of instructions which describe all choices available to the electors and instruction to mark their selection by depressing the numbered touchtone keypad.
- c) Candidate - means a person who has been nominated under Section 33 of the Municipal Elections Act, 1996.
- d) Certified Candidate - means a candidate whose nomination has been certified by the Municipal Clerk under Section 35 of the Municipal Elections Act, 1996.
- e) Clerk - means the Clerk of the Township of East Garafraxa who is responsible for conducting this election under the authority of the *Municipal Elections Act, 1996*, as amended. *(This legislation provides that the Clerk of a municipality may provide for any matter that is not otherwise provided for in an Act or regulation and is, in the Clerk of the municipality's opinion, necessary or desirable - Section 12 of the Municipal Elections Act)*
- f) Election official - means the Clerk or other person(s) appointed in writing by the Clerk to carry out election duties under the *Municipal Elections Act, 1996*. An election official can only carry out the tasks and duties as assigned in writing by the Clerk and must take the prescribed oath.
- g) Eligible Elector - means a person who is entitled to be an elector at an election held in the local municipality, if on voting day he or she meets the qualifications outlined in Section 17(2) and 17(3) of the *Municipal Elections Act, 1996*.
- h) Password - means an additional access control word assigned by the eVoting Service Provider to each authorized user to provide additional security for access to the voting system.
- i) Personal Identification Number (PIN) - means a unique multiple digit number assigned by the eVoting Service Provider to each voter to provide security for access to the voting system.
- j) Preliminary List of Electors - means a list of electors for the Township of East Garafraxa compiled by Elections Ontario (EO) and provided to the

Township of East Garafraxa between July 31 and September 1 of an election year as agreed upon by EO and the Clerk.

- k) Satisfactory Identification - means the identification required under the *Municipal Elections Act*, 1996 (Ontario Regulation 304/13) which would provide proof of identity and residence of an individual to the satisfaction of an election official.
- l) Script - means all information flow and system prompts from the eVoting system including instructions, informational messages, error messages, and exceptions.
- m) Scrutineer - means an individual, appointed in writing by a certified candidate, to represent him or her during the voting process.
- n) Support person - means a person who has been requested by an elector to assist him or her in the voting process.
- o) Voter Help Centre - means a location provided by the Township of East Garafraxa to assist electors with the Telephone and Internet Voting process or other general election inquiries, including revisions. The Voter Help Centre is located at the Township Administration Office 065371 Dufferin County Road 3, Unit 2, East Garafraxa, ON L9W 7J8.
- p) Voters' List - means the Preliminary List of Electors, as corrected by the Clerk, under the provisions of Section 22 of the *Municipal Elections Act*, 1996, c. 32, Sched., s. 22; 2006, c. 33, Sched. Z.3, s. 18 (3).
- q) Voting Day - means the final day on which the vote is to be taken in an election and shall be until 8:00 p.m. on that day. Voting day in a regular election is the fourth Monday in October – October 26, 2026.
- r) Voter Information Letter - means a sealed envelope containing a Personal Identification Number (PIN) for each person on the voters' list or who has completed an application, duly approved by an election official, for inclusion on the voters' list, a telephone access number and internet address for voting, a Voter Help Centre number for assistance and a list of candidates for office. These envelopes shall be mailed individually, or hand-delivered as required, to every person on the voters' list.

### 3. APPLICATION

1. This procedure has been developed under the authority of Subsection 42(4) pursuant to Subsection 42(3) (a) (ii) of the *Municipal Elections Act* and applies to the Telephone and Internet Voting being conducted by the Township of East Garafraxa between Friday, October 16, 2026 and Voting Day Monday, October 26, 2026.
2. The procedures and forms established by this document prevail over anything in the Act and its regulations, as per Subsection 42(4) of the *Municipal Elections Act*.
3. Where these procedures do not provide for any matter, the election shall be conducted as far as is consistent and practical within the principles of the Municipal Elections Act with the same being determined and established by the Clerk.
4. These procedures may be amended, as necessary and deemed appropriate, by the Clerk of the Township of East Garafraxa. Any amendment to these procedures shall be signed by the Clerk and a copy of the amendment(s) shall be provided forthwith to all certified candidates for office for the Township of East Garafraxa and/or school boards.

#### 4. SECRECY

1. The Clerk shall require all election official(s) and/or other persons working in connection with the municipal elections to swear or affirm an oath of secrecy in accordance with Section 49 of the *Municipal Elections Act*, 1996.
2. No person shall interfere or attempt to interfere with an elector while in the process of accessing the Telephone/Internet Voting service or interfere or attempt to interfere in the voting process while using the Telephone/Internet Voting service unless expressly requested and authorized by an elector asking for assistance.
3. No person shall obtain or attempt to obtain information about how an elector intends to vote or has voted. Any individual requested by an elector to assist him or her in voting is required to maintain the secrecy of the vote(s) cast by the elector and shall vote according to the instructions and wishes of the elector.
4. No person shall communicate any information that might have been inadvertently obtained about how an elector intends to vote or has voted.
5. No elector shall reveal how he or she intends to vote except when obtaining assistance in voting from either a support person or an election official.
6. All electors voting at the Voter Help Centre(s) may vote with the assistance of a support person; however, the support person shall be required to take the appropriate oath prior to providing assistance.
7. All complaints regarding any and/or all breaches of secrecy shall be investigated by the proper authorities and shall be prosecuted according to the provisions of “Corrupt Practices and Other Offences - Penalties and Enforcement” under Sections 89 and 90 of the *Municipal Elections Act*, 1996.

## 5. PRELIMINARY LIST OF ELECTORS / VOTERS' LIST

1. The Preliminary List of Electors shall be requested from Elections Ontario (EO) in an electronic format. The list shall be reviewed by the Clerk of the Township of East Garafraxa and obvious errors shall be corrected as permitted under Section 22 of the *Municipal Elections Act*, and the list shall be approved for use as the Voters' List.
  - a. The list shall then be reproduced in paper or electronic format and distributed to those who are entitled to copies under Subsections 23(3), (4) and (5) of the Act. All certified candidates shall be entitled to two (2) copies or an electronic format and shall sign a statement acknowledging that the voters' list shall not be used for any commercial purposes.

The candidates shall receive login ID(s) and password(s) allowing them to view the voters' list that contains the names of the electors who are entitled to vote for their office. They can use the module to identify and track individual electors during the course of the election campaign and voting period to observe participation.

- b. The list shall be available in an electronic format to accommodate the administration in the voting process at the Voter Help Centre.
- c. Additions, corrections and deletions may be made to the list in accordance with the *Municipal Elections Act, 1996*.
- d. The Clerk and/or the eVoting Service Provider shall produce an electronic list of the additions, corrections and deletions, as stated in paragraph (c) of this document, and make available online these additions, corrections and deletions to those who are entitled to copies of the voters' list under the Act and the same shall be the final voters' list. This list, as required under Section 27 of the *Municipal Elections Act*, shall be available on or before September 30, 2026 at 065371 Dufferin County Road 3, Unit 2, East Garafraxa, ON L9W 7J8.
- e. The voters' list, as corrected by the Clerk pursuant to Section 22 of the *Municipal Elections Act, 1996* shall be provided to the eVoting Service Provider in computer format in order for the eVoting Service Provider to manage the Voter Information Letter.

Voter Information Letters shall be distributed by incentive letter mail or hand delivered as required, to all eligible electors to enable them to use the Telephone or Internet Voting service.

2. The Voter Help Centre shall be responsible for the following:

- a. Eligible electors who attend the Voter Help Centre and are not on the voters' list will be able to be added to the list by filling out a declaration form and providing satisfactory identification.
  - i. Their names will be added to the voters' list and they will be assigned and receive (or mailed) a Voter Information Letter containing a (PIN); and
  - ii. They will be able to vote at the Voter Help Centre(s) if they so wish during the voting period.
- b. Verifying and re-issuing a Voter Information Letter to qualified voters:
  - i. where a person on the voters' list has lost their Voter Information Letter or did not receive it in the mail, or does not have access to it, they can attend a Voter Help Centre in order to receive a new one. The authorized election official will disable the voter's lost Personal Identification Number (PIN) and electronically mark it in the system with the appropriate details. Upon providing satisfactory identification to an election official, an oath shall be taken by the voter and a new Voter Information Letter containing a new Personal Identification Number (PIN) shall be issued.
- c. Verifying and re-issuing a Personal Identification Number (PIN) to qualified voters:
  - i. where a person on the voters' list has lost their Personal Identification Number (PIN), did not receive it in the mail, or does not have access to it, they can attend a Voter Help Centre in order to receive a new one. The authorized election official will disable the voter's previous PIN and electronically mark it in the system with the appropriate details. Upon providing satisfactory identification or information to a Voter Help Centre election official, as may be defined, a new Personal Identification Number (PIN) shall be issued.

## 6. NOTICES

1. The Clerk of the Township of East Garafraxa shall notify voters of the following election information using advertisements:
  - a. that Municipal and School Board Elections are being held for The Township of East Garafraxa and that the Municipality has adopted an alternative voting method being Telephone and Internet Voting;
  - b. the date(s), time(s) and location(s) for the holding of the vote including advance voting, and the methods of voting for each;
  - c. the office(s) of the Council and/or School Boards;
  - d. the manner in which electors may or may not use voting proxies;
  - e. who is eligible to vote in the Municipal and School Board Elections; and
  - f. the location(s) and dates, and hours of operation of the Voter Help Centre, how persons can check to see if their name is on the voters' list and the procedures by which their name can be added or information corrected on the voters' list.
2. At the Clerk's discretion, notices will be published in the local newspapers and/or posted on the Municipality's website. All notices shall be made available in English only.

The following essential notices shall be issued:

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

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

3. Where possible, cooperative advertising may take place - costs to be approved and shared by the participating municipalities.
4. Each person on the voters' list shall be mailed, by "Incentive Letter Mail" a sealed Voter Information Letter containing:
  - a. his or her Personal Identification Number (PIN), the telephone number(s) to call to cast a vote, and the designated internet address (URL) to access to cast a vote using the internet;
  - b. instructions on how to vote;

- c. dates and hours of voting; and
  - d. the location and telephone number(s) of the Voter Help Centre.
5. All Voter Information Letters shall be made available in English only.

## 7. VOTING

1. A Telephone and Internet Voting method shall be used for the 2026 Municipal and School Board Elections.
  - a. Telephone and Internet Voting:
    - i. Eligible voters shall be required to telephone a designated number or access a designated internet address and cast their vote.
    - ii. Every eligible elector shall be limited to only one vote through the use of a PIN distributed by Incentive Letter Mail, or hand-delivered as required, in a sealed and personalized Voter Information Letter.
    - iii. The eVoting Service Provider, will allow the eligible voter to vote using a telephone or the internet.
    - iv. Following the voter's selection, the voting system response shall identify the voter's choice and provide the voter with the option of changing or confirming their vote.
    - v. The voting system shall enable the voter to decline from voting for an office(s) if he/she wishes to do so.
    - vi. Once the PIN has been used to complete all assigned races associated with the election it cannot be used again, and further access shall not be granted to the Telephone/Internet Voting service to vote again.
  - b. Voting will commence on Friday, October 16, 2026, at 10:00 a.m.

2. Prior to the eVote activation, on Friday, October 16, 2026, at 10:00 a.m., the auditor or other authorized election official will generate the confirmation report that contains all candidate names running for an office (through the eVoting system by secure ID and password). The report displays in real time the sum total of votes cast for each candidate running for an office. The timing of this report activity ensures that all totals for all candidates, confirms zero (0) votes before the electronic election begins.

The eVote will be activated unless any of the counts associated with the candidate names do not indicate a zero total, and unless directed otherwise by an election official.

3. Candidates or their scrutineer may be present to verify and ensure that all totals of votes cast are at zero (0) and shall be permitted to sign a document that attests to this fact.
4. The eVoting Service Provider will make available online a list to the Clerk and any other appropriate individuals of the Township of East Garafraxa, of all voters' list individuals by order of polling subdivisions, who have voted during the voting period if

such an event has taken place. The names of individuals who have voted will be marked as voted. A list of voters who have voted will be provided or made available to the candidates or their respective scrutineer through the Clerk's office or by electronic means by the eVoting Service Provider at the Clerk's discretion. This list shall be provided by the eVoting Service Provider in real time or as closely as possible to real time.

5. If so allowed by the Clerk, the eVoting Service Provider will make available during the course of the election, IDs and passwords for candidates and their scrutineers, who when using this authorization can connect to a Candidate module to review voter's list information previously identified by them to recognize participants in the election. This capability does not provide the candidate or their designate information on *how* a voter has voted, only if they *have* voted in the election. A voter who has voted at least one race during an election is considered a participant.
6. Candidates or their scrutineers may view this information any time after the start time of the election.
7. Where a voter is associated with multiple properties within the Township of East Garafraxa, the voter may vote only once, and the qualifying address to determine eligibility for voting shall be the place of residence of the voter. All duplication of names on the Preliminary List of Electors shall be verified by the Clerk and/or election official(s), and all duplicate names of individuals shall be deleted prior to the final preparation of the voters' list. Should a voter receive more than one Voter Information Letter, the voter may only vote once and must return the other Document(s) to the Municipal Administration Office. All voters that vote more than once or who improperly use the Voter Information Letter shall be reported to the Ontario Provincial Police for further investigation as to possible corrupt practices under the *Municipal Elections Act*, 1996.
8. Should a Voter Information Letter be returned to the Municipal Administration Office unopened, the PIN status will be disabled by an election official in a manner that prevents the PIN from being successfully validated in the voting process. The Voter Information Letters will then be marked "unused" and be retained in a secure means and subsequently destroyed at the same time as all other Municipal Election material as provided for under Section 88(2) of the *Municipal Elections Act*, 1996.
9. Should a Voter Information Letter be returned to the Municipal Administration Office that has been opened but has not been used for voting purposes, the PIN status will be disabled by an election official in a manner that prevents the PIN from being successfully validated in the voting process. In this circumstance, the Voter Information Letter shall be marked unused and be retained and destroyed as in item 8 above.
10. The Clerk and the election official(s) shall ensure a complete audit trail is maintained of all Voter Information Letters:
  - a. that were sent to voters on the voters' list;
  - b. that were undeliverable and returned from the Post Office;

- c. that were returned by a voter or other individual(s) either opened or unopened but unused for voting purposes;
- d. that were re-issued to an eligible elector;
- e. whose PIN on the Letters were set to a status that prevented them from being validated in the voting process.
- f. Where an eligible voter has attempted to validate their PIN and they have determined that the PIN has already been used, the voter can attend the location determined by the Clerk, bringing satisfactory identification and have an election official confirm that the PIN has been used by an impersonator.
- g. Prior to authorizing the re-issuance of a new Voter Information Letter which contains a new PIN, the voter shall be required to respond and answer any and all questions from the election official. The election official shall document, to his or her satisfaction, questions and answers of the voter and, if deemed appropriate, the Clerk shall submit same to the Ontario Provincial Police for further investigation and prosecution.
- h. If the election official believes that all questions have been answered truthfully and to his or her satisfaction, the election official may authorize the provision of a new Voter Information Letter which contains a new PIN or, at the discretion of the election official the elector will be required to make a declaration as to his or her statement and take an oath which shall be given by the election official. A copy of this declaration shall also be submitted to the Ontario Provincial Police should further questioning be required in order to ascertain if corrupt practices have occurred. The elector will be required to assist and cooperate in the investigation in determining the individual(s) who has fraudulently used the voter's assigned PIN.
- i. Once the voter has properly answered all questions and if required, taken the prescribed oath, a new Voter Information Letter containing a new PIN can be issued.
- j. Where an eligible voter has received an incorrect Voter PIN in terms of school support association, the voter can contact a Voter Help Centre(s) and have the proper information applied to the existing PIN. The voter may re-access the system and vote all races not yet completed.

The eligible voter shall be able to re-enter the system at any time during the election using the existing PIN or the re-categorized PIN until voting for all races has been completed.

11. New PIN(s) shall not be given out over the telephone or by mail without the expressed approval of the Clerk or their designate. A Voter Information Letter containing a PIN shall not be given to any person at the Voter Help Centre(s) unless satisfactory identification is provided and the individual has taken the required oath, if required, as administered by an election official.

## 8. VOTER QUALIFICATIONS

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

**9. VOTING PROCESS**

1. Eligible voters may vote by:

- a. accessing the telephone number provided by using a touch-tone telephone - but not a rotary dial telephone. “Digi-pulse” telephones will be able to access the system if the telephone over-ride button is set to a “touch-tone” mode. Should the preceding not be done correctly, the interactive response system will provide an error message requesting that the eligible elector obtain assistance,
- b. or by accessing the internet address provided by using an internet connected device.
- c. Eligible voters may vote by:
  - i. Attending the Voter Help Centre, Township Administration Office:  
065371 Dufferin County Road 3, Unit 2, East Garafraxa, ON L9W 7J8, during the following hours:

Friday, October 16, 2026	10:00 a.m. to 4:00 p.m.
Monday, October 19, 2026	10:00 a.m. to 6:30 p.m.
Tuesday, October 20, 2026 to Friday, October 23, 2026	10:00 a.m. to 4:00 p.m.
Monday, October 26, 2026 (Voting Day)	10:00 a.m. to 8:00 p.m.

The Voter Help Centre shall provide a touch-tone telephone computer equipment with internet access. Any telephone provided at the Voter Help Centre shall delete any display options on the telephone.

- d. Attending a Voter Help Centre during hours identified in paragraph (c) with a support person, taking the appropriate oath(s), and having a support person vote using a touch tone telephone or the internet access provided. In the absence of a support person, the voter may request the assistance of an election official, who may provide assistance only after the appropriate oath, if required, has been taken.
- e. Attending a Voter Help Centre during hours identified in paragraph (c) with an interpreter, taking the appropriate oral oath(s), and voting using a touch-tone telephone or the internet access provided.

## 10. SCRUTINEERS

1. Scrutineers may be appointed, in writing by the candidate, as stated under Section 16 of the *Municipal Elections Act*, 1996. If appointed, scrutineers will be entitled to the following:
  - a. upon request and after producing the properly signed “Appointment of Scrutineer” and prescribing to the oath(s) of secrecy, they will be provided access to a Candidate module; showing them a voter sequence number and/or the elector names who are entitled to vote for their designate office, allowing them to identify, observe, and list all electors that have participated. Scrutineers may log in to the system any time after the election has started and voters have cast ballots, and determine who has voted.
  - b. upon request and after producing the properly signed appointment of scrutineer form and prescribing to the oath(s) of secrecy, they may attend a Voter Help Centre(s) during hours of operation to observe the process. Scrutineers who do not follow the instructions of the Clerk or election official, or who attempt to interfere, influence or determine how an elector is voting, will be requested to leave the Voter Help Centre immediately. Their appointment will be revoked and they will not be permitted to re-attend a Voter Help Centre(s).
  - c. to be present at the time and place where results are received by the Clerk including signing the results report indicating the final results and votes cast.
2. Use of a cellular telephone or any other electronic device shall NOT BE PERMITTED within a Voter Help Centre by any candidate or scrutineer.

## 11. SYSTEM

1. The integrity of the voting process shall be the responsibility of the Clerk of the Township of East Garafraxa and shall be preserved by:
  - a. ensuring that every eligible elector on the voters' list is mailed, using Incentive Letter Mail or hand-delivered as required, a sealed Voter Information Letter which contains the voter's unique PIN;
  - b. ensuring that no one except the eVoting Service Provider, the Clerk of the Township of East Garafraxa, or designate, maintains a list of Personal Identification Numbers that matches each voter's name and address; and
  - c. providing an opportunity for eligible electors who do not appear on the voters' list to be added to the list, or to make amendments to the list, up to and including election day, October 26, 2026, at 8:00 p.m..
2. The voting system shall be tested on several occasions. The test(s) shall include, but not be limited to the following:
  - a. checking the wording of the script;
  - b. checking the Voter Help Centre telephones and internet access;
  - c. checking Script and input timing;
  - d. attempting to use a PIN more than once;
  - e. balancing a predetermined number of votes with those cast;
  - f. matching PINs to names and addresses;
  - g. checking the system which is used for activating PINs; and
  - h. deliberately entering the wrong information.
3. All certified candidates are to provide to the Clerk the proper pronunciation of their name, in English and, in French if applicable, no later than August 19, 2026.

## 12. CORRUPT ELECTION PRACTICES PROVINCIAL OFFENCE AND PROSECUTION

1. Sections 89 and 90 of the *Municipal Elections Act* provides for penalties and enforcement of corrupt practices and other offences during an election process.
2. Although the Township of East Garafraxa will be using an alternative voting method, being Telephone and Internet Voting, the principles and the integrity of the election process will remain and is enforceable.
3. Section 89 of the *Municipal Elections Act* continues by stating:  
*A person is guilty of an offence if he or she*
  - a. votes without being entitled to do so;
  - b. votes more times than this Act allows;
  - c. votes in a voting place in which he or she is not entitled to vote;
  - d. induces or procures a person to vote when that person is not entitled to do so;
  - e. having appointed a voting proxy that remains in force, votes otherwise than by the proxy;
  - f. having been appointed a voting proxy, votes under the authority of the proxy when the elector has cancelled the proxy, is no longer entitled to vote or has died;
  - g. before or during an election, publishes a false statement of a candidate's withdrawal;
  - h. furnishes false or misleading information to a person whom this Act authorizes to obtain information;
  - i. without authority, supplies a ballot to anyone;
  - j. delivers to the deputy returning officer to be placed in a ballot box a paper other than the ballot the deputy returning officer gave him or her;
  - k. takes a ballot away from the voting place;
  - l. at an election, takes, opens or otherwise deals with a ballot, a ballot box, or a book or package of ballots without having authority to do so;
  - m. attempts to do something described in clauses (a) to (l). 1996, c. 32, Sched., s. 89.”

Penalties for offences under the Act are described in Section 94.1 of the act and include amounts of fines and terms of imprisonment.

4. No person(s) shall solicit a Voter Information Letter from an eligible elector. All valid complaints or knowledge of solicitation shall be reported immediately to the Ontario Provincial Police for investigation of corrupt practices.
5. In addition, under the provisions of Section 90 of the Municipal Elections Act, 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 of not more than six (6) months.

6. Although many provisions of the Municipal Elections Act also deal with voting places, ballots and ballot boxes, etc. the same must be used interchangeably with the “alternative form” of voting since the principle of the Act must be maintained and is therefore enforceable and subject to penalties.
7. As such, the Municipal Clerk of the Township of East Garafraxa in this alternative form of voting, has agreed to the following rules and regulations:
  - a. THAT all complaints about actions which may contravene the provisions of the *Municipal Elections Act*, either verbally or written, will be investigated by the Clerk;
  - b. THAT all such valid complaints, once investigated to the extent and knowledge of the Clerk, will be submitted to the local detachment of the Ontario Provincial Police;
  - c. THE Detachment Commander of the Ontario Provincial Police has been advised that all such complaints will be turned over to his or her office for further investigation;
  - d. THE Detachment Commander of the Ontario Provincial Police, once the investigation is completed will communicate with the Crown Attorney’s Office to determine if an individual(s) will be prosecuted.
  - e. THE Clerk or any election official will not attempt to intervene in the prosecution and may be called to give evidence during prosecution.

### 13. MAIL TAMPERING – CRIMINAL OFFENCE AND PROSECUTION

1. The Criminal Code of Canada states that tampering with the mail of an individual is a criminal offence and a person(s) found guilty is liable to a term of imprisonment not exceeding ten (10) years.
2. Since the Township of East Garafraxa will be using an alternative voting method, that being Telephone/Internet Voting, and the notification of the voting process and how electors can access the voting system in order to exercise their right to vote will be completed through the mail, mail tampering is a criminal offence under the Criminal Code of Canada.
3. As such and in order to ensure the integrity and confidence of the voting process for all electors and the candidates, the Municipal Clerk of the Township of East Garafraxa in this alternative form of voting has agreed to the following rules and regulations:
  - a. THAT all complaints about actions which may contravene the provisions of the Criminal Code of Canada with respect to mail tampering, either verbally or written, will be investigated by the Clerk;
  - b. THAT all such valid complaints, once investigated to the extent and knowledge of the Clerk, will be submitted to the local detachment of the Ontario Provincial Police;
  - c. THE Detachment Commander of the Ontario Provincial Police has been advised that all such complaints will be turned over to his or her office for further investigation;
  - d. THE Detachment Commander of the Ontario Provincial Police, once the investigation is completed, will communicate with the Crown Attorney's Office to determine if an individual(s) will be prosecuted.
  - e. THE Clerk or any election official will not attempt to intervene in the prosecution and may be called to give evidence during prosecution.

## 14. RESULTS

1. The Township of East Garafraxa shall keep its public internet and telephone voting open until 8:00 p.m. on Monday, October 26, 2026 (Voting Day) and its Voter Help Centre(s) (not polling locations) access open until the Clerk confirms that all eligible voters in the Voter Help Centre(s) at 8:00 p.m. on Monday, October 26, 2026 (Voting Day) have completed voting.
2. The Clerk of the Township of East Garafraxa, at 8:00 p.m. on Monday, October 26, 2026 (Voting Day), providing that all eligible electors within the Voter Help Centre(s) have voted, shall request the close and deactivation of the Telephone and Internet Voting service and shall also request the tabulation of the results for each candidate. The final results of each candidate by school support, and polling subdivisions shall be available as practicable after 8:00 p.m. on Monday, October 26, 2026 at the Municipal Administration Office located at 065371 Dufferin County Road 3, Unit 2, East Garafraxa, ON L9W 7J8.
3. The Clerk shall report the “unofficial” results when received from the eVoting Service Provider as soon as practicable after 8:00 p.m. on Monday, October 26, 2026 (Voting Day) at Election Headquarters located at the Township Administration Office located at 065371 Dufferin County Road 3, Unit 2, East Garafraxa, ON L9W 7J8.
4. Pursuant to Subsection 55(4) and subject to the provisions of Section 56 of the Municipal Elections Act, 1996 concerning “Recount”, the Clerk shall by 4:00 p.m. on Tuesday, October 27, 2026 at the Township Administration Office located at 065371 Dufferin County Road 3, Unit 2, East Garafraxa, ON L9W 7J8;
  - i. declare the candidate or candidates, as the case may be, who received the highest number of votes to be elected.
  - ii. declare the result of any vote on a by-law or question.
5. The “Official Results” of each candidate by polling subdivisions shall be available at the 065371 Dufferin County Road 3, Unit 2, East Garafraxa, ON L9W 7J8 as soon as possible after Voting Day. Also, the Clerk shall post the “Official” results on the Municipality’s website.

## 15. TIE VOTE – RECOUNT PROCEDURES

1. In the case of a tie vote, as provided under Section 56 of the Municipal Elections Act, the Clerk of the Township of East Garafraxa shall request from the eVoting Service Provider a re-tabulation of the votes cast.
2. Pursuant to Subsection 56(2) of the Municipal Elections Act, the recount shall be held within fifteen (15) days after the Clerk's declaration of the results of the election, and therefore the recount shall occur on or before 4:00 p.m. on Wednesday, November 11, 2026 at the Township Administration Office located at 065371 Dufferin County Road 3, Unit 2, East Garafraxa, ON L9W 7J8.
3. Pursuant to Subsection 61(1) of the Municipal Elections Act, the following persons will be authorized to attend the recount:
  - i. the clerk and any other election official appointed by the clerk for the recount procedure including the Municipal lawyer;
  - ii. every certified candidate for the office;
  - iii. the lawyer for each of the candidate(s); and
  - iv. only one (1) scrutineer for each of the candidate(s).
4. Within 15 days after the declaration of the election results, the Clerk shall request the eVoting Service Provider to re-tabulate the results for the office(s) that are subject to the recount procedure and that the results be segregated by polling subdivisions. The eVoting Service Provider shall send the results of the recount by electronic mail (E-mail) and these results will be compared to the results tabulated by the Auditor assigned to the election.
5. The Clerk shall announce the results of the recount and in the event of a tied vote, Subsection 62(3) of the *Municipal Elections Act* shall apply, being as follows:

*“If the recount indicates that two or more candidates who cannot both or all be declared elected to an office have received the same number of votes, the clerk shall choose the successful candidate or candidates by lot”.*
6. In the event that a tied vote occurs after the statutory recount, the following procedure shall be used and applied:
  - a. The Clerk shall determine the texture and quality of the paper used for this process and each candidate or the candidates' lawyer and/or scrutineer will have an opportunity to examine the paper to be used to inscribe the names of the candidates;
  - b. The Clerk shall inscribe the name of each candidate on a similar size paper and the candidates, the candidates' lawyer and/or scrutineer, without touching the

paper, examine the same. In addition, all persons present will have an opportunity to examine the box which will be used for conducting the lot;

- c. Upon acceptance by all candidates, the candidates' lawyer and/or scrutineer, that the processes outlined in paragraphs a) and b) have been adhered to, the Clerk shall fold the papers bearing each candidate's name twice in two (2) equal parts and shall deposit these papers, in full view of all persons present and authorized to attend, in an open-end box that will be acceptable to all persons present. In the event of a conflict or difference of opinion as to the selection of the box, the Clerk shall determine the box to be used for this process.
7. Upon completion of this process, the Clerk shall hold the box and, without looking into the box, ensure that the contents have been displaced sufficiently, and request the Municipal lawyer to draw only one (1) or the required number for the purpose of determining the successful candidate(s).
  8. The Municipal lawyer shall hand directly to the Clerk the selected and required number of papers and the Clerk shall read aloud the name of the candidate or candidates and proceed to declare this or these individuals elected.
  9. Once completed, the Municipal lawyer shall remove the remaining contents from the box and provide an opportunity for all persons present to examine these slips of papers including the box.

## 16. AFTER VOTING DAY

1. At no time after voting day shall any information regarding the voter, PINs and ballots come together to allow anyone to know how an elector has voted.
2. All election materials shall be destroyed in accordance with the principles of Section 88 of the *Municipal Elections Act*, 1996.

## 17. EMERGENCIES

Pursuant to the *Municipal Elections Act*, 1996, Section 53, an emergency shall be declared in the event of a flood, fire or power failure in the municipality; acute illness or accident of the Clerk/Returning Officer or assistant returning officer which prevents her/him from conducting the election pursuant to the Municipal Elections Act.

In the event of an emergency, the Clerk/Returning Officer shall advertise on radio and television stations if possible, and post notices on the municipality's website and social media channels, to the extent possible, that the election has been delayed.

In the event of an emergency, the eVoting Service Provider under direction from the Clerk/Returning Officer, shall stop the eVote system from accepting calls via a telephone and connections from the Internet, thus preventing the election from continuing, or starting, as the case may be.

In the event the Clerk/Returning Officer or assistant returning officer is unable to be present to conduct procedures on voting day, there shall be a substitute qualified person appointed or available to attend to the election details.

## 18. ACCESSIBILITY

The Clerk shall have regard for the needs of candidates and electors with disabilities.

The Clerk shall ensure the Voter Help Centre(s) is accessible to candidates and electors with disabilities.

The Clerk shall prepare a Report to be submitted to the Council 90 days after Voting Day about identification, removal, and prevention of barriers that affect voters and candidates with disabilities.

Election officials will be available for assistance during the Voting Period and on Voting Day.

The Township of East Garafraxa has adopted Accessibility Policies and a Multi-Year Accessibility Plan. The Municipal Election for Township of East Garafraxa will be conducted with having regard to the policies as established.

## 19. AMENDMENTS TO PROCEDURES

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

## **20. ATTACHMENTS – FORMS**

The following forms have been approved for use by Township of East Garafraxa for the election process:

<b>Form #</b>	<b>Name of Form</b>	<b>Section</b>
EL07	List of Certified Candidates	(S.11(4) 2)
EL08	Certificate of Election Results	(S.11(4) 3)
EL09	Final Summary of Election Results	(S.11(4) 4)
EL10	Appointment and Oath of DRO	(S.15(1))
EL11	Appointment and oath of an Election Official	(S.15(2))
EL12(A)	Appointment of Scrutineer by Candidate	(S.16(1))
EL12(B)	Oral Oath of Secrecy	
EL14	Candidate's Declaration-Proper Use of Voters' List	(S.23(5))
EL15	Application to Amend Voters' List	(S.24)
EL16	Application for Removal of Another's Name from the Voters' List	(S.25)
EL17(A)	Notice of Nomination for Office	(S.32)
EL17(B)	Notice of Additional Nominations	(S.33(5))
EL19	Withdrawal of Nomination	(S.36)
EL20	Declaration of Acclamation to Office	(S.37(1))
EL21	Notice of Death of Candidate	(S.39(A))
EL22	Certificate on Voters' List	(S.28(1))
EL24	Sample Notice of Election Information (For Newspaper Ad)	(S.40)
EL26	Oath of Qualification	(S. 52(1) 3)
EL27	Oral Oath of Friend or Interpreter	
EL 27(A)	Oath of Elector Requesting Assistance of a Friend	
EL32	Declaration of Election Candidate	(S.55(4) A)
EL34	Statutory Provisions Regulating Voting Procedures	(S.48, 49)
EL35	Notice of Offence, Notice of Corrupt Practice	(S.89)
EL36	Disclaimer to Right to Office	(S.84(1)-(3))
EL39	Notice of Recount	(S.56 - 58)
EL40	Recount Results	(S.62(1))
EL41	Declaration of Recount Results	(S.62(4))
EL42(A)	Notice to Candidate of Financial Statement Filing Requirements	(S.78(6))
EL42(B)	Notice to Third-Party Advertisers of Financial Statement Filing Requirements	
EL43(A)	Notice of Default - Candidate	(S.80(3))
EL43(B)	Notice of Default – Third-Part Advertisers	(S.88.27)
EL52	Consent to Release Personal Information	

Additional forms have been prepared for the 2026 Municipal and School Board Elections and will be utilized when necessary or desirable for conducting the election under the direction of the Clerk, as per Section 12(1) and 12(2) of the *Municipal Elections Act, 1996, S.O. 1996, c. 32, Sched.*



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**Form EL07**

**LIST OF CERTIFIED CANDIDATES<sup>1</sup>**

*Municipal Elections Act, 1996, s.11(4)2*

**NOTICE** is hereby given to the Municipal Electors of the  
 Township of East Garafraxa

That during the period commencing on May 1, 2026 and completed on Nomination Day, August 21, 2026, the following persons filed all necessary papers, declarations and fees and as Clerk, I am satisfied that such persons are qualified and that their Nominations satisfy the requirements of the Municipal Elections Act, 1996. I have, therefore, certified such candidates for the office, which follows their respective name:

NAME OF CANDIDATE	OFFICE

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2026

\_\_\_\_\_  
 Municipal Clerk or designate

<sup>1</sup> This form may be used by the clerk responsible for nominations, to advise clerks in other municipalities who are responsible for conducting a vote for candidates elected across more than one municipal jurisdiction. While S.11 deals with police villages, the form may also be used by clerks involved with shared school trustee positions.



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**Form EL08**

**CERTIFICATE OF ELECTION RESULTS<sup>1</sup>**

*Municipal Elections Act, 1996, s.11(4) 3*

I hereby certify that during the municipal election held on Monday October 26, 2026, for the offices listed below, the certified candidates received the votes that follow their respective names:

Name of Candidate	Office	Votes

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2026

\_\_\_\_\_  
Municipal Clerk or designate

*1 This form may be used to report election results from one municipality to another municipality for candidates elected across more than one municipal jurisdiction. While Section 11 deals with Police Villages, this form may also be used by Clerks involved with shared School Trustee positions.*



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**Form EL09**

**FINAL SUMMARY OF ELECTION RESULTS<sup>1</sup>**

*Municipal Elections Act, 1996 s.11(4) 4*

I hereby certify that during the municipal election held on Monday October 26, 2026, for the offices listed below, the certified candidates received the votes that follow their respective names:

Name of Candidate	Office	Votes

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2026

\_\_\_\_\_  
Municipal Clerk or designate

<sup>1</sup> This form may be used to report the accumulated election results for candidates elected across more than one municipal jurisdiction. While Section 11 deals with Police Villages, this form may also be used by Clerks involved with shared School Trustee positions.



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**Form EL10**

**APPOINTMENT AND OATH OF DEPUTY RETURNING OFFICER<sup>1</sup>**

*Municipal Elections Act, 1996, s.15(1)*

Ward No.:	Voting Subdivision No.:
Municipality:	
Name of Person Appointed as Deputy Returning Officer:	

The person named above is hereby appointed Deputy Returning Officer (DRO) for the above Voting Subdivision in this municipality and in addition to the duties and responsibilities of a DRO as provided in the Municipal Elections Act, 1996, is hereby delegated the following duties and responsibilities pursuant to the Municipal Elections Act, 1996.

- authority to amend the Voters' List at the Voting Place to add an Elector, remove an Elector's own name and/or correct erroneous information;
- authority to require Electors to provide proof of identity;
- authority to administer the Oral Oath of Secrecy and the Oral Oath or Affirmation of Qualification;
- authority to issue a second ballot to an Elector should an Elector return their first ballot as a cancelled ballot;
- authority to maintain peace and order at the Voting Place by removing anyone who is causing a disturbance.

\_\_\_\_\_  
 Municipal Clerk or designate

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

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

<sup>1</sup> This form includes some suggested tasks to be delegated to the DRO. It may be amended to reflect the duties the Clerk wishes to delegate to the DRO.

Declared before me at the (Name of Municipality), in the (name of Upper Tier, if applicable), this \_\_\_\_ day of \_\_\_\_\_, 2026.

\_\_\_\_\_  
Municipal Clerk or designate

\_\_\_\_\_  
Deputy Returning Officer



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**Form EL11**

**APPOINTMENT AND OATH OF AN ELECTION OFFICIAL<sup>1</sup>**

*Municipal Elections Act, 1996, s.15(2)*

Ward No.(if applicable):	Voting Subdivision No.(one or more as applicable):
Municipality:	
Name of Person Appointed as Election Official:	

The person named above is hereby appointed an Election Official (Assistant Returning Officer) for the above Voting Subdivision in this municipality and in addition to the duties and responsibilities of an Assistant Returning Officer as provided in the Municipal Elections Act, 1996, is hereby delegated the following duties and responsibilities pursuant to the Municipal Elections Act, 1996.

- authority to assign DROs, Poll Clerks, Election Constables and Revision Officers to their various Voting Subdivisions and informing said individuals as to their appointment.
- authority to amend the Voters' List to add an Elector, remove an Elector's own name and/or correct erroneous information;
- authority to require a person to furnish proof of identity, qualifications or any other matter.
- authority to approve or deny applications for revision to the Voters' List;
- authority to certify Voting Proxy in the absence of the Clerk;
- authority to receive election results as they are reported on Election Day.

\_\_\_\_\_  
 Municipal Clerk or designate

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

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

<sup>1</sup> This form includes some suggested tasks to be delegated to the Election Official. It may be amended to reflect the duties the Clerk wishes to delegate to the Election Official.

her/his marked ballot to any person.

Declared before me at the (Name of Municipality), in the (Name of Upper Tier, if applicable), this \_\_\_\_ day of \_\_\_\_\_, 2026.

\_\_\_\_\_  
Municipal Clerk or designate

\_\_\_\_\_  
Election Official



- Place his or her own seal on the ballot box, immediately before the opening of the voting place, so that ballots can be deposited in the box and cannot be withdrawn without breaking the seal.
- Examine each ballot as they are fed into the vote tabulator (but not touch the ballot).
- Object to a ballot or to the counting of votes in a ballot.
- Sign the statement of the results of the election prepared by the deputy returning officer.
- Place his or her own seal on the ballot box immediately after the close of voting on each day of an advance vote, so that ballots cannot be deposited or withdrawn without breaking the seal.
- Examine the Voters' List periodically to determine who has voted or to count how many Electors have voted but may not interfere with the conduct of the voting process.

**Scrutineers and candidates cannot:**

- Be near enough to the vote tabulator to see how a voter has marked their ballot.
- Campaign at the voting place.
- Attempt, directly or indirectly, to interfere with how an elector votes
- Display a candidate's election material (including buttons, pins, etc.) in a voting place.
- Compromise the secrecy of voting.
- Obtain or attempt to obtain, in a voting place, any information about how an elector intends to vote or has voted.
- Communicate any information obtained at a voting place about how an elector intends to vote or has voted.
- Park a vehicle displaying campaign material in the parking lot of the Voting Place.

**Note:**

- It is no longer mandatory that scrutineers be 16 years of age or older to work at an election.
- The DRO is responsible for the conduct of the Voting Place and no candidate or scrutineer has the right to interfere with the DRO in the discharge of his or her duties.
- Anyone who is creating a disturbance at a Voting Place will be removed by the DRO.
- The seal(s) **must not** contain any writing that could be considered "election campaigning", therefore, the name of the candidate **is not** permitted on the seal;
- Scrutineers/candidates who wish to have a discussion with another candidate or scrutineer must leave the Voting Place to carry on their discussion outside of the Voting Place.
- No campaign material or literature of any nature whatsoever shall be displayed within the Voting Place. The boundaries of the Voting Place are the boundaries of the property where the Voting Place is located and **includes** the parking lot.
- Scrutineers/candidates wishing to observe the transmission of results **must** be at the Voting Place prior to the closing of the voting location at 8:00 p.m. No one will be admitted to the Voting Place after 8:00 p.m.
- Scrutineers/candidates wishing to observe the counting of advance votes **must** be at Town Hall prior to 8:00 p.m. on Election Day.
- The total of votes cast for each candidate as counted by the vote tabulating equipment is final. The DRO is not required to do a second recount.



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**Form EL12 (B)**

**ORAL OATH OF SECRECY**

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*Municipal Elections Act, 1996, s.12(2)*

I, \_\_\_\_\_, do solemnly swear (or affirm):  
(state name)

That I will maintain and aid in maintaining the secrecy of the voting; and

That I will not, nor attempt to:

- interfere with an elector when he/she is marking his/her ballot;
- obtain or communicate any information as to how an elector is about to vote or has voted; or
- directly or indirectly induce an elector to show his/her marked ballot to any person.

Declared before me at the Township of East Garafraxa, in the County of Dufferin, this  
\_\_\_\_ day of \_\_\_\_\_, 2026.

\_\_\_\_\_  
Municipal Clerk or designate

**TO BE DECLARED BY ANY SCRUTINEER OR CANDIDATE WISHING  
TO REMAIN AT THE VOTING PLACE**



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**FORM EL14**

**CANDIDATE'S DECLARATION- PROPER USE OF VOTERS' LIST**

*Municipal Elections Act, 1996 (s.23(4) (5));*

I, \_\_\_\_\_, being a candidate for the office of

\_\_\_\_\_, hereby request the Clerk to provide me

with the following information when it becomes available:

a paper copy of the Voters' List. Please note that a copy of all revisions made to the Voters' List will be provided on or before Monday, September 30, 2026.

OR

an electronic copy of the Voters' List. Please note that a copy of all revisions made to the Voters' List will be provided on or before Monday, September 30, 2026.

AND

a copy of the Lists showing the name of each person who has voted at each Advance Vote.

**I, the undersigned, do hereby agree to use the Voters' List for election purposes only and I understand that I am prohibited by the Municipal Elections Act, 1996 from using the Voters' List for commercial purposes.**

\_\_\_\_\_  
Signature:

\_\_\_\_\_  
Date

Name: \_\_\_\_\_  
(please print)





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**Form EL16**

*(Prepare in triplicate)*

**APPLICATION FOR REMOVAL OF ANOTHER'S NAME FROM VOTERS' LIST**

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*Municipal Elections Act, 1996, s. 25*

Municipality		
Surname of Applicant		Given Names
Full Address of Residence	Apt #	Postal Code

IN RESPECT OF

Name as Entered in Voters' List		
Full Address of Residence	Apt #	Postal Code

ENTERED ON LIST FOR

Ward No. (if any)	Voting Subdivision No. (if any)	Assessment Roll Number (to be completed by Clerk or designated election official)
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**STATEMENT BY APPLICANT**

I, the undersigned, hereby state:

That I have good reason to believe that the person named above as entered on the Voters' List for the said voting subdivision in this municipality is not entitled to be an elector and to have her/his name entered on the Voters' List.

\_\_\_\_\_  
(signature of applicant)

\_\_\_\_\_  
(date signed)



**TOWNSHIP OF EAST GARAFRAXA**

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**Form EL17(A)**

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**NOTICE OF NOMINATION FOR OFFICE**

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*Municipal Elections Act, 1996 s.32*

**Township of East Garafraxa  
2026 Municipal and School Board Elections**

Notice is hereby given to the electors of the Township of East Garafraxa.

Voting Day for the 2026 Municipal and School Board Elections will be held on Monday, October 26, 2026. The term of office will be November 15, 2026 to November 14, 2030.

**Municipal Council**

Nominations may be submitted to the Township of East Garafraxa for the following offices:

- **Mayor:** one (1) to be elected
- **Deputy Mayor:** one (1) to be elected
- **Councillor:** three (3) to be elected

**School Board Trustees**

Nominations for the School Board Trustee offices may be submitted to the respective municipality as listed below:

- **Upper Grand District School Board** (English-Public School Board Trustee): one (1) to be elected for the Town of Erin and the Townships of Guelph/Eramosa and East Garafraxa.
  - Nominations to be received by the **Township of Guelph/Eramosa**
- **Dufferin-Peel Catholic District School Board** (English-Separate (Catholic) School Board Trustee): one (1) trustee to be elected for the Town of Caledon and Dufferin County.
  - Nominations to be received by the **Town of Caledon**
- **Conseil Scolaire Catholique MonAvenir** (French-Separate (Catholic) School Board Trustee): one (1) to be elected for the City of Brampton, Town of Caledon, County of Dufferin and County of Wellington.
  - Nominations to be received by the **City of Brampton**
- **Conseil Scolaire Viamonde** (French-Public School Board Trustee): one (1) trustee to be elected for the County of Bruce, County of Grey, County of Simcoe and County of Dufferin.
  - Nominations to be received by the **City of Barrie**

## **Nomination Period**

Nominations may be filed throughout the nomination period beginning on Friday, May 1, 2026, and ending on Nomination Day, Friday, August 21, 2026. On Nomination Day nominations will be accepted from 9:00 a.m. to 2:00 p.m.

## **Filing a Nomination**

Nominations for Municipal Council offices may be filed in person, by appointment, at the Township Administration office, 065371 Dufferin County Road 3, Unit 2, East Garafraxa, ON L9W 7J8, during regular office hours. Appointments can be made by contacting the Clerk at the contact details listed below.

Nominations must be on the prescribed form, [Nomination Paper - Form 1](#), and must include the filing fee:

- \$200 for Head of Council
- \$100 for all other offices

The filing fee is payable by cash or certified cheque only.

A nomination form must be signed by the candidate and filed in person or by an agent. When filing, the candidate must provide one piece of Government photo identification, which includes their name and qualifying address.

Endorsement signatures are not required to file a nomination in the Township of East Garafraxa.

A nomination must be filed with the Clerk of the appropriate municipality before a candidate may accept contributions or incur campaign expenses.

A person may withdraw their nomination by filing a written Withdrawal of Nomination in the Clerk's Office before 2:00 p.m. on Nomination Day. If you wish to run for a different position, you must re-file your nomination paperwork in the Clerk's Office before 2:00 p.m. on Nomination Day, which will trigger your original nomination to be withdrawn.

In the event there is an insufficient number of certified candidates to fill all positions available, nominations will be reopened for the vacant positions only on Wednesday, August 26, 2026, between the hours of 9:00 a.m. and 2:00 p.m. and such additional nominations, if required, may be filed in the office of the Clerk.

## **Voting Period**

Electors are hereby given notice that if a greater number of candidates are certified than are required to fill the said offices, voting places will be opened on the dates stated below for the purpose of voting.

The voting period will commence on Friday, October 16, 2026, at 10:00 a.m. and end on Voting Day Monday, October 26, 2026 at 8:00 p.m.

A Voter Help Centre will be available at the Township Administration Office 065371 Dufferin County Road 3, Unit 2, East Garafraxa, ON, L9W 7J8 during the following dates and times:

- Friday, October 16, 2026: 10:00 a.m. to 4:00 p.m.
- Monday, October 19, 2026: 10:00 a.m. to 6:30 p.m.
- Tuesday, October 20, 2026 to Friday, October 23, 2026: 10:00 a.m. to 4:00 p.m.
- Monday, October 26, 2026 (Voting Day): 10:00 a.m. to 8:00 p.m.

Dated this 28<sup>th</sup> Day of April 2026

**Township of East Garafraxa**

Jessica Kennedy, Manager of Legislative Services, Municipal Clerk

226-259-9400 ext. 204

[elections@eastgarafraxa.ca](mailto:elections@eastgarafraxa.ca)



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**Form EL19**

**WITHDRAWAL OF NOMINATION<sup>12</sup>**

*Municipal Elections Act, 1996, s.36*

I, \_\_\_\_\_, hereby withdraw my name as a candidate  
(Name of Candidate)

for the office of \_\_\_\_\_.  
(Name of Elected Office)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Candidate

THIS WITHDRAWAL DELIVERED TO ME AT \_\_\_\_\_  
(time)

THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2026.

\_\_\_\_\_  
Municipal Clerk or designate

1 A person who has been nominated may withdraw his or her nomination by filing a written withdrawal in the Clerk's office by 2 pm on Nomination Day (August 21, 2016) if the nomination was filed on or before Nomination Day and by 2 p.m. on August 26, 2026, if the nomination was filed under subsection 33(5).

2 Clerk may want to require a candidate to appear in person, with identification in order to withdraw their nomination. If not, then anytime that a nomination withdrawal is submitted by someone other than the nominee, the Clerk should follow up to ensure that the withdrawal was submitted with the nominee's permission.



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**Form EL20**

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**DECLARATION OF ACCLAMATION TO OFFICE**

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*Municipal Elections Act, 1996, s. 37(1)*

I hereby declare the certified candidates listed below to be acclaimed to the office that follows their respective names pursuant to Section 37 of the Municipal Elections Act, 1996:

Name of Certified Candidate	Office

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2026.

\_\_\_\_\_  
Municipal Clerk or designate



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**Form EL21**

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**NOTICE OF DEATH/INELIGIBILITY OF CANDIDATE**

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*Municipal Elections Act, 1996, s.39 (a) and (b)*

Notice is hereby given that \_\_\_\_\_ a candidate  
(name of candidate)

for the office of \_\_\_\_\_ has died/become ineligible  
to hold the office.

**Since no other candidate would be elected by acclamation as a result of the death/ineligibility, the election for this office shall proceed as if the deceased/ineligible candidate had not been nominated.**

or

**Since, as a result of the death/ineligibility, another candidate would be elected by acclamation to office, the election for the above office is void and a by-election shall be held.**

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2026.

\_\_\_\_\_  
Municipal Clerk or designate



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**Form EL22**

**CERTIFICATE OF THE VOTERS' LIST<sup>1</sup>**

*Municipal Elections Act, 1996 s. 28 (1)*

I hereby certify that the attached Voters' List contains the names of persons entitled to vote at the Municipal Elections to be held on Monday October 26, 2026, for the voting subdivision(s) set out below:

Municipality <b>Township of East Garafraxa</b>	
Ward No (if applicable)  N/A	Voting Subdivision No(s) (if applicable)

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2026.

\_\_\_\_\_  
Municipal Clerk or designate

<sup>1</sup> The Voters' List for use in the Voting Subdivision should be prepared as late as possible so that as many revisions made to the List as possible can be included. Clerks may choose to create this List from a computer database.



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**Form EL24**

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**SAMPLE NOTICE OF ELECTION INFORMATION (FOR NEWSPAPER AD)**

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*Municipal Elections Act, 1996, s.40*

Municipal Elections in the Township of East Garafraxa for the offices of:

**Municipal Council**

**Mayor:** one (1) to be elected  
**Deputy Mayor:** one (1) to be elected  
**Councillor:** three (3) to be elected

**School Board Trustees**

**Upper Grand District School Board** (English-Public School Board Trustee): one (1) to be elected for the Town of Erin and the Townships of Guelph/Eramosa and East Garafraxa. Returning Officer Township of Guelph/Eramosa.

**Dufferin-Peel Catholic District School Board** (English-Separate (Catholic) School Board Trustee): one (1) trustee to be elected for the Town of Caledon and Dufferin County. Returning Officer Town of Caledon.

**Conseil Scolaire Catholique MonAvenir (French-Separate (Catholic) School Board Trustee):** one (1) to be elected for the City of Brampton, Town of Caledon, County of Dufferin and County of Wellington. Returning Officer City of Brampton.

**Conseil Scolaire Viamonde (French-Public School Board Trustee):** one (1) trustee to be elected for the County of Bruce, County of Grey, County of Simcoe and County of Dufferin. Returning Officer.

will be held on the 26th day of October, 2026.

- location of voting places
- dates and times on which voting places will be open



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- 
- dates and times for advance voting
  - manner in which electors may use voting proxies<sup>1</sup>
  - additional information as appropriate to the circumstance

\_\_\_\_\_  
(date)

\_\_\_\_\_  
Municipal Clerk or designate

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*1 If alternative voting methods are used, these may eliminate the requirement for voting proxies. If so, the notice above needs to include information and directions on the manner of alternative voting and the section on voting proxies needs to be eliminated or amended accordingly. Clerks may choose to continue to provide a mailed notice addressed to electors. If a householder mailing is used, consider the need to advertise to give notice to non-resident electors. See Form EL45 (A)*



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**Form EL26**

**OATH OF QUALIFICATION<sup>1</sup>**

*Municipal Elections Act, 1996, s.52 (1) 3*

I am the person named or intended to be named on the voters' list or document shown to me; and I have not before voted at the election now being held in the Township of East Garafraxa. I am a Canadian citizen, at least 18 years of age and a resident of the Township of East Garafraxa or a non-resident owner or tenant of land in the Township of East Garafraxa, or the spouse of such owner or tenant.

NAME (please print)	SIGNATURE

<sup>1</sup> This form to be used for electors who have been objected to under paragraphs 2 and 3 of subsection 52(1) of the MEA.



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**Form EL27**

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**ORAL OATH OF ASSISTANCE - FRIEND OR INTERPRETER**

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*Municipal Elections Act, 1996*

**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 declare that I will:

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

**ORAL OATH OF INTERPRETER**

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



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**Form EL30**

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**LIST OF OBJECTIONS TO VOTE COUNT (Manual Count)<sup>1</sup>**

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*Municipal Elections Act, 1996, s.54(4)*

Following is a list of the ballots that were objected to, in whole or in part, by a scrutineer or certified candidate, and a summary of the objections to the vote or ballot.

DRO to place the corresponding number on the back of the ballot objected to together with D.R.O.'s initials.	
1.	11.
2.	12.
3.	13.
4.	14.
5.	15.
6.	16.
7.	17.
8.	18.
9.	19.
10.	20.

---

<sup>1</sup> This form is to be completed by DRO, placed in the ballot box and sealed with the ballots along with the other material and documents related to the election.



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**Form EL32**

**DECLARATION OF ELECTION CANDIDATE<sup>1</sup>**

*Municipal Elections Act, 1996, s. 55(4) a*

I, \_\_\_\_\_, Clerk (or designated election official)  
 (name of Clerk or designate)

of the Corporation of the Township of East Garafraxa, in the County of Dufferin, declare the following candidates elected as a result of the Municipal Election held Monday, October 26, 2026.

OFFICE	ELECTED CANDIDATE
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Municipal Clerk or designate

<sup>1</sup> The Clerk shall as soon as possible after Voting Day declare the candidate or candidates who received the highest number of votes to be elected (s.55(4) a)



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**Form EL34**

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**STATUTORY PROVISIONS REGULATING VOTING PROCEDURES<sup>1</sup>**

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*Municipal Elections Act, 1996 (s.48, 49)*

**Prohibition**

s.48(1) While an elector is in a voting place, no person shall attempt, directly or indirectly, to influence how the elector votes.

**No Election Campaign Material**

s.48(2) Without limiting the generality of subsection (1), no person shall display a candidate's election campaign material or literature in a voting place.

**Secrecy**

s.49(1) Every person who is present in a voting place or at the counting of the votes shall help to maintain the secrecy of the voting.

**Offences**

s.49(2) No person shall,

- (a) interfere or attempt to interfere with an elector who is marking the ballot;
- (b) obtain or attempt to obtain, at a voting place, information about how an elector intends to vote or has voted; or
- (c) communicate any information obtained at a voting place about how an elector intends to vote or has voted.

**Same, Revealing a Vote**

s.49(3) No elector shall,

- (a) take a photograph or video recording of his or her marked ballot; or
- (b) show his or her marked ballot to any person so as to reveal how he or she has voted, except in connection with obtaining assistance in voting under paragraph 4 of subsection 52(1).

**No Requirement of Disclosure**

s.49(4) No person shall, in a legal proceeding relating to an election, be required to disclose how he or she voted at the election.

---

<sup>1</sup> The Clerk may post copies of this notice in the voting place



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**Form EL35**

**NOTICE OF OFFENCE  
NOTICE OF CORRUPT PRACTICE<sup>1</sup>**

*Municipal Elections Act, 1996 (s. 89, 90)*

**Offences:** Section 89 of the *Municipal Elections Act, 1996*:

A person is guilty of an offence if he or she,

- (a) votes without being entitled to do so;
- (b) votes more times than the Act allows;
- (c) votes in a voting place in which he or she is not entitled to vote;
- (d) induces or procures a person to vote when that person is not entitled to do so;
- (e) having appointed a voting proxy that remains in force, votes otherwise than by the proxy;
- (f) having been appointed a voting proxy, votes under the authority of the proxy when the elector has cancelled the proxy, is no longer entitled to vote, or has died;
- (g) before or during an election, publishes a false statement of a candidate's withdrawal;
- (h) furnishes false or misleading information to a person whom this Act authorizes to obtain information;
- (i) without authority, supplies a ballot to anyone;
- (j) delivers to the deputy returning officer to be placed in a ballot box a paper other than the ballot the deputy returning officer gave him or her;
- (k) takes a ballot away from the voting place;
- (l) at an election, takes, opens or otherwise deals with a ballot, a ballot box, or a book or package of ballots without having the authority to do so;
- (m) attempts to do something described in clauses (a) to (l)

**Corrupt Practices:** Section 90 of the *Municipal Elections Act, 1996*:

**90 (1)** If, when a person is convicted of an offence under section 89, the presiding judge finds that the offence was committed knowingly, the offence also constitutes a corrupt practice.

---

<sup>1</sup> The Clerk may choose to post this notice in the voting place.

## **Bribery**

(2) An offence described in subsection (3) constitutes a corrupt practice and a person who commits it is, on conviction, disqualified from voting at an election until the next regular election has taken place after the election to which the offence relates, in addition to being liable to any other penalty provided for in this Act.

(3) No person shall, directly or indirectly,

- (a) offer, give, lend, or promise or agree to give or lend any valuable consideration, in connection with the exercise or non-exercise of an elector's vote;
- (b) advance, pay or cause to be paid money intending that it be used to commit an offence referred to in clause (a), or knowing that it will be used to repay money used in that way;
- (c) give, procure or promise or agree to procure an office or employment in connection with the exercise or non-exercise of an elector's vote;
- (d) apply for, accept or agree to accept any valuable consideration or office or employment in connection with the exercise or non-exercise of an elector's vote;
- (e) give, procure or promise or agree to procure an office or employment to induce a person to become a candidate, refrain from becoming a candidate or withdraw his or her candidacy;
- (f) offer, give, lend, or promise or agree to give or lend any valuable consideration in order to induce a person to become a candidate, refrain from becoming a candidate or withdraw his or her candidacy.

## **Corrupt practices by election officials: miscounting votes**

(4) A deputy returning officer or other election official who knowingly miscounts the votes or knowingly prepares a false statement of the votes is guilty of an offence that constitutes a corrupt practice. 1996, c. 32, Sched., s. 90 (4); 2009, c. 33, Sched. 21, s. 8 (58).

## **Same: false ballot**

(5) A deputy returning officer who knowingly places in a ballot box a paper that purports to be, but is not, a ballot capable of being used as such at an election, is guilty of an offence that constitutes a corrupt practice. 1996, c. 32, Sched., s. 90 (5); 2009, c. 33, Sched. 21, s. 8 (59).

## **Neglect of duty**

(6) A clerk or other election official who willfully fails to perform a duty imposed by this Act is guilty of an offence that constitutes a corrupt practice.



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**Form EL36**

*(prepare in triplicate)*

**DISCLAIMER TO RIGHT TO OFFICE**

*Municipal Elections Act, 1996 (s. 84 (1) - (3))*

I, \_\_\_\_\_, hereby disclaim all right to the office of  
 (Name of Elected Candidate)

\_\_\_\_\_ to which I was elected in the Municipal  
 (Name of Elected Office)

Election of October 26, 2026.

\_\_\_\_\_ Date

\_\_\_\_\_ Signature of Candidate

Clerk's Office Use Only

THIS DISCLAIMER DELIVERED TO ME AT _____(time) THIS _____ DAY OF _____, 2026.  _____ Municipal Clerk or designate
---

NOTE: A person who has been elected may disclaim all right to the office within 90 days after Voting Day unless an application is made under s. 83(1)(b) questioning his or her election (s. 84(1)). The disclaimer shall be in writing and addressed to the Clerk who conducted the election (s. 84(2)).

A person whose election is questioned in an application under s. 83(1)(b) may, within seven days after being served with the application, disclaim all right to the office (s. 84(3)). The disclaimer shall be made and delivered in accordance with section 84(4).

NOTE: The disclaimer operates as a resignation and takes effect when the clerk receives it.



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**Form EL39**

**NOTICE OF RECOUNT<sup>1</sup>**

*Municipal Elections Act, 1996 (s.56-58)*

I, \_\_\_\_\_, Clerk (or designated election official)  
 (name of Clerk or designate)

of the Township of East Garafraxa in the County of Dufferin hereby declare that a recount of the votes cast in the Municipal Election held October 26, 2026, for

\_\_\_\_\_ shall be held on:  
 (office or by-law/question)

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Place: \_\_\_\_\_

The recount is being conducted pursuant to section \_\_\_\_\_ of the *Municipal Elections Act, 1996*.

Dated this day: \_\_\_\_\_

\_\_\_\_\_  
 Municipal Clerk or designate

<sup>1</sup> A recount may be held pursuant to Sections 56, 57 or 58.



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**Form EL40**

**RECOUNT RESULTS**

*Municipal Elections Act, 1996 (s.62(1))*

The recount results for the following office or the by-law/question conducted on the \_\_\_\_\_ day of \_\_\_\_\_, 2026, in the Township of East Garafraxa are as follows:

<b>Office</b>	<b>Number of Votes</b>	<b>Number of Votes if all disputed ballots excluded</b>
<i>List Candidates</i>		

Total Number of Ballots Disputed \_\_\_\_\_ (date) \_\_\_\_\_

\_\_\_\_\_  
 Municipal Clerk or designate



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**Form EL41**

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**DECLARATION OF RECOUNT RESULTS**

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*Municipal Elections Act, 1996 (s. 62 (4))*

I, \_\_\_\_\_, Clerk (or designated election official)  
(name of Clerk or designate)

of the Township of East Garafraxa in the County of Dufferin declare that:

(1) On the \_\_\_\_\_ day of \_\_\_\_\_, 2026, I conducted a recount of  
the ballots cast in the Municipal Election held October 26, 2026, for:  
the office(s) of:

---

(2) No application has been made for a judicial recount under section 63 of the  
*Municipal Elections Act, 1996*.

(3) The successful candidate(s) elected is/are:

---

\_\_\_\_\_  
(date)

\_\_\_\_\_  
Clerk or designate



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**Form EL42(A)**

**NOTICE TO CANDIDATE OF FINANCIAL STATEMENT FILING REQUIREMENTS**

*Municipal Elections Act, 1996 (s.88.25)*

**TO:**

_____ / _____ (Name of Candidate) (Office)
_____ (Address) (Postal Code)

**FROM:**

The Clerk or designated election official of the Township of East Garafraxa
---

TAKE NOTICE EVERY CANDIDATE SHALL FILE by **March 30, 2027**, with the Clerk with whom their nomination was filed a financial statement and auditor's report in accordance with s.88.25 of the *Municipal Elections Act, 1996*.

- (1) On or before 2:00 p.m. on the filing date, a candidate shall file with the Clerk with whom the nomination was filed a financial statement and auditor's report, each in the prescribed form, reflecting the candidate's election campaign finances,
  - (a) in the case of a regular election, as of December 31 in the year of the election;
  - (b) in the case of a by-election, as of the 45<sup>th</sup> day after Voting Day.
- (2) If a candidate's election campaign ends as described in paragraph 3 of subsection 88.24(1), the financial statement and auditor's report must reflect the candidate's election campaign finances as of the day the election campaign period ended.
- (3) If an error is identified in a filed financial statement, the candidate may withdraw the statement and, at the same time, file a corrected financial statement and auditor's report on or before the applicable filing date under section 88.30.
- (4) If the candidate's election campaign period continues during all or part of the supplementary filing period, the candidate shall, before 2:00 pm on the supplementary filing date, file a supplementary financial statement and auditor's report for the supplementary reporting period.

- (5) If a candidate's election campaign period ends as described in paragraph 3 of subsection 88.24(1) and the election campaign period continued during all or part of the supplementary filing period, the candidate shall, before 2:00 pm on the supplementary filing date, file a supplementary financial statement and auditor's report for the period commencing on the day the candidate's election campaign period ends and including the six-month period following the year of the election.
  
- (6) A supplementary financial statement or auditor's report shall include all the information contained in the initial statement or report filed under subsection (1) updated to reflect the changes to the candidate's campaign finances during the supplementary reporting period.
  
- (7) An auditor's report shall be prepared by an auditor licensed under the *Public Accounting Act, 2004*.
  
- (8) No auditor's report is required if the total contributions received and total expenses incurred in the election campaign up to the end of the relevant period are each equal to or less than \$10,000.

\_\_\_\_\_

Date

\_\_\_\_\_

Municipal Clerk or designate

Note: At least 30 days before the filing date, the Clerk shall give notice to candidates of all the filing requirements under MEA, s.88.25, along with the candidate's entitlement to receive a refund of the nomination filing fee if the candidate meets the requirements of MEA, s.34 and the penalties set out in MEA, s.88.23(2) and s.92(1)

Notice to be given in accordance with MEA, s.13.

NOTICE OF PENALTIES

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88.23 (1) A candidate is subject to the penalties listed in subsection (2), in addition to any other penalty that may be imposed under this Act,

- (a) if the candidate fails to file a document as required under section 88.25 or 88.32 by the relevant date;
- (b) if a document filed under section 88.25 shows on its face a surplus, as described in section 88.31, and the candidate fails to pay the amount required by subsection 88.31 (4) to the clerk by the relevant date;
- (c) if a document filed under section 88.25 shows on its face that the candidate has incurred expenses exceeding what is permitted under section 88.20; or
- (d) if a document filed under section 88.32 shows on its face a surplus and the candidate fails to pay the amount required by that section by the relevant date.

88.23(2) Subject to subsection (7), in the case of a default described in subsection (1),

- (a) the candidate forfeits any office to which he or she was elected and the office is deemed to be vacant, and
- (b) until the next regular election has taken place, the candidate is ineligible to be elected or appointed to any office to which this Act applies.

92(1) A candidate is guilty of an offence and, on conviction, in addition to any other penalty that may be imposed under this Act, is subject to the penalties described in subsection 88.23(2),

- (a) if the candidate incurs expenses that exceed the amount determined for the office under section 88.20; or
- (b) if the candidate files a document under section 88.25 or 88.32 that is incorrect or otherwise does not comply with that section.



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**Form EL42(B)**

**NOTICE TO REGISTERED THIRD PARTY FINANCIAL STATEMENT FILING  
REQUIREMENTS**

*Municipal Elections Act, 1996 (s.88.29)*

**TO:**

_____ (Name of Registered Third Party)	
_____ (Address)	_____ (Postal Code)

**FROM:**

The Clerk or designated election official of the Township of East Garafraxa
---

TAKE NOTICE THAT EVERY REGISTERED THIRD PARTY SHALL FILE by March 30, 2027, with the Clerk with whom their nomination was filed a financial statement and auditor's report in accordance with s.88.29 of the Municipal Elections Act, 1996.

- 88.29 (1) On or before 2:00 p.m. on the filing date, a registered third party shall file with the Clerk of the municipality in which he, she or it registered a financial statement and auditor's report, each in the prescribed form, reflecting the registered third party's campaign finances in relation to third party advertisements,
- (a) in the case of a regular election, as of December 31 in the year of the election;
  - (b) in the case of a by-election, as of the 45<sup>th</sup> day after Voting Day.
- (2) If an error is identified in a filed financial statement, the registered third party may withdraw the statement and, at the same time, file a corrected financial statement and auditor's report on or before the applicable filing date under section 88.30.
- (3) If the campaign period for the registered third party in relation to an election in the municipality continues during all or part of the supplementary reporting period, the registered third party shall, before 2:00 pm on the supplementary filing date, file a supplementary financial statement and auditor's report for the supplementary reporting period.
- (4) A supplementary financial statement or auditor's report shall include all the information contained in the initial statement or report filed under subsection

- (1), updated to reflect the changes to the registered third party's campaign finances during the supplementary reporting period.
- (5) An auditor's report shall be prepared by an auditor licensed under the *Public Accounting Act, 2004*.
- (6) No auditor's report is required if the total contributions received and total expenses incurred in the registered third party's campaign in relation to third party advertisements during an election in the municipality up to the end of the relevant period are each equal to or less than \$10,000.

---

Date

---

Municipal Clerk or designate

Note: At least 30 days before the filing date, the Clerk shall give notice to registered third parties of all the filing requirements under MEA, s.88.29 and the penalties set out in subsections 88.27(1) and 92(4).

Notice to be given in accordance with MEA, s.13.

**NOTICE OF PENALTIES**

- 88.27(1) Subject to subsection (6) and in addition to any other penalty that may be imposed under this Act, an individual, corporation or trade union that is registered as a registered third party in relation to an election in a municipality is not entitled to register in relation to a subsequent election in the municipality until after the next regular election has taken place,
- (a) if the registered third party fails to file a document as required under section 88.29 or 88.32 by the relevant date;
  - (b) if a document filed under section 88.29 shows on its face a surplus, as described in section 88.31, and the registered third party fails to pay the amount required by subsection 88.31(4) to the clerk by the relevant date;
  - (c) if a document filed under section 88.29 shows on its face that the registered third party has incurred expenses exceeding what is permitted under section 88.21; or
  - (d) if a document filed under section 88.32 shows on its face a surplus and the registered third party fails to pay the amount required by that section by the relevant date.
- 92(4) A registered third party is guilty of an offence and, on conviction, in addition to any other penalty that may be imposed under this Act, is subject to the penalties described in subsection 88.27(1),
- (a) if the registered third party incurs expenses that exceed the amount determined for the office under section 88.21; or
  - (b) if the registered third party files a document under section 88.29 or 88.32 that is incorrect or otherwise does not comply with that section.



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**Form EL43(A)**

**NOTICE OF DEFAULT-CANDIDATES**

*Municipal Elections Act, 1996 (s. 88.23(3))*

**TO:**

_____ / _____ (Name of Candidate) (Office)
_____ _____ (Address) (Postal Code)

**FROM:**

The Clerk, or designated election official of the Township of East Garafraxa.
---

TAKE NOTICE that you are in default of the requirements of the *Municipal Elections Act, 1996*, because:

- |   |
|---|
| A. You failed to file documents with the Municipal Clerk as required by Section 88.25 or 88.32 of the <i>Municipal Elections Act, 1996</i> on or before the relevant date, or                                     |
| B. You failed to pay the amount of the surplus shown in documents which were filed with the Municipal Clerk by the relevant date as required by Section 88.31(4) of the <i>Municipal Elections Act, 1996</i> , or |
| C. A document filed under Section 88.25 of the <i>Municipal Elections Act, 1996</i> shows on its face that you have incurred expenses exceeding the amount permitted under Section 88.20 of that Act.             |
| D. You failed to pay the amount under s.88.32 and failed to pay the amount required by that section to the Clerk by the relevant date.  |

**NOTICE OF DEFAULT<sup>1</sup>**

**PLEASE SELECT THE APPROPRIATE SECTIONS ONLY**

- (I) If this notice indicates that you have failed to file a document required by Section 88.25 or 88.32 of the *Municipal Elections Act, 1996* the following provisions and penalties apply:

**TO A SUCCESSFUL CANDIDATE**

- (i) you forfeit any office to which you were elected and the office shall be deemed to be vacant
- (ii) until the next regular election has taken place, you are ineligible to be elected or appointed to any office to which the *Municipal Elections Act, 1996* applies.

OR

**TO AN UNSUCCESSFUL CANDIDATE**

- (i) until the next regular election has taken place, you are ineligible to be elected or appointed to any office to which the *Municipal Elections Act, 1996* applies.

<sup>1</sup> this portion of the suggested notice of default form provides suggested wording depending on the status of the candidate (elected or not elected) and the type of default.

## Notice of Penalties

Sections 91, 92 and 94 of the *Municipal Elections Act, 1996* set out penalties with respect to violations under the Act as follows:

### Corrupt practice and ineligibility for office

- 91.(1) If a person is convicted of a corrupt practice under this Act, or of an offence under the Criminal Code (Canada) in connection with an act or omission that relates to an election to which this Act applies, then, in addition to any other penalty provided for in this Act,
- (a) any office to which the person was elected is forfeited and becomes vacant, and
  - (b) the person is ineligible to be nominated for, or elected or appointed to, any office until the next two regular elections have taken place after the election to which the offence relates.

### Exception

- 91.(2) However, if the presiding judge finds that the person committed the corrupt practice or offence under the Criminal Code (Canada) without any intent of causing or contributing to a false outcome of the election, clause (1)(b) does not apply.

### Offences by candidate

- 92.(1) A candidate is guilty of an offence and, on conviction, in addition to any other penalty that may be imposed under this Act, is subject to the penalties described in subsection 88.23(2),

### Exception

- 92.(2) However, if the presiding judge finds that the candidate, acting in good faith, committed the offence inadvertently or because of an error in judgement, the penalties described in subsection 88.23(2) do not apply.

### Additional Penalty, Candidates

- 92.(3) if the expenses incurred by or under the direction of a candidate exceed the amount determined for the office under section 88.20, the candidate is liable to a fine equal to the excess, in addition to any other penalty provided for in the Act.

### General Offence

94. A person who contravenes any provision of this Act or regulation under this Act or a by-law passed by a municipality under this Act is guilty of an offence.

### General penalty, individual

- 94.1 (1) An individual who is convicted of an offence under this Act is liable to the following penalties in addition to any other penalty provided for in this Act:
- 1. For any offence, a fine of not more than \$25,000.
  - 2. For any offence other than a corrupt practice, the penalties described in subsection 88.23 (2) and 88.27 (1).
  - 3. For an offence under section 90, imprisonment for a term of not more than six months.

4. For any offence that the presiding judge finds that the individual committed knowingly, imprisonment for a term of not more than six months.

**Same, corporation or trade union**

(2) A corporation or trade union that is convicted of an offence under this Act is liable to a fine of not more than \$50,000 in addition to any other penalty provided for in this Act.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Clerk or designate



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**Form EL43(B)**

**NOTICE OF DEFAULT-REGISTERED THIRD PARTIES**

*Municipal Elections Act, 1996 (s. 88.27(1))*

**TO:**

_____ (Name of Registered Third Party)		
_____ (Address)	_____	_____ (Postal Code)

**FROM:**

The Clerk, or designated election official of the Township of East Garafraxa
--

TAKE NOTICE that you are in default of the requirements of the *Municipal Elections Act, 1996*, because:

- |    |  |
|----|--|
| A. | You failed to file documents with the Municipal Clerk as required by Section 88.29 or 88.32 of the <i>Municipal Elections Act, 1996</i> on or before the relevant date, or                                     |
| B. | You failed to pay the amount of the surplus shown in documents which were filed with the Municipal Clerk by the relevant date as required by Section 88.31(4) of the <i>Municipal Elections Act, 1996</i> , or |
| C. | A document filed under Section 88.29 of the <i>Municipal Elections Act, 1996</i> shows on its face that you have incurred expenses exceeding the amount permitted under Section 88.21 of that Act.             |
| D. | You failed to pay the amount under s.88.32 and failed to pay the amount required by that section to the Clerk by the relevant date.  |

**NOTICE OF DEFAULT**

If this notice indicates that you have failed to file a document required by Section 88.29 or 88.32 of the *Municipal Elections Act, 1996* the following provisions and penalties apply:

Under section 88.27(1) of the *Municipal Elections Act, 1996* and in addition to any other penalty that may be imposed under this Act, an individual, corporation or trade union that is registered as a third party in relation to an election in a municipality is not entitled to register in relation to a subsequent election if the municipality until after the next regular election has taken place.

## Notice of Penalties

Sections 91, 92 and 94 of the *Municipal Elections Act, 1996* set out penalties with respect to violations under the Act as follows:

### Corrupt practice and ineligibility for office

- 91.(1) If a person is convicted of a corrupt practice under this Act, or of an offence under the Criminal Code (Canada) in connection with an act or omission that relates to an election to which this Act applies, then, in addition to any other penalty provided for in this Act,
- (a) any office to which the person was elected is forfeited and becomes vacant, and
  - (b) the person is ineligible to be nominated for, or elected or appointed to, any office until the next two regular elections have taken place after the election to which the offence relates.

### Exception

- 91.(2) However, if the presiding judge finds that the person committed the corrupt practice or offence under the Criminal Code (Canada) without any intent of causing or contributing to a false outcome of the election, clause (1)(b) does not apply.

### Offences by registered third party

- 92.(4) A registered third party is guilty of an offence and, on conviction, in addition to any other penalty that may be imposed under this Act, is subject to the penalties described in subsection 88.27(1),
- (a) if the registered third party incurs expenses that exceed the amount determined for the office under section 88.21; or
  - (b) if the registered third party files a document under section 88.29 or 88.32 that is incorrect or otherwise does not comply with that section.

### Exception

- 92.(5) However, if the presiding judge finds that the registered third party, acting in good faith, committed the offence inadvertently or because of an error in judgement, the penalty described in subsection 88.27(1) does not apply.

### Additional Penalty, Registered Third Party

- 92.(6) if the expenses incurred by or under the direction of a registered third party exceed the amount determined under section 88.21, the registered third party is liable to a fine equal to the excess, in addition to any other penalty provided for in the Act.

### General Offence

94. A person who contravenes any provision of this Act or regulation under this Act or a by-law passed by a municipality under this Act is guilty of an offence.

**Form EL43 (Cont'd)**

**General penalty, individual**

94.1 (1) An individual who is convicted of an offence under this Act is liable to the following penalties in addition to any other penalty provided for in this Act:

1. For any offence, a fine of not more than \$25,000.
2. For any offence other than a corrupt practice, the penalties described in subsection 88.23 (2) and 88.27 (1).
3. For an offence under section 90, imprisonment for a term of not more than six months.
4. For any offence that the presiding judge finds that the individual committed knowingly, imprisonment for a term of not more than six months.

**Same, corporation or trade union**

(2) A corporation or trade union that is convicted of an offence under this Act is liable to a fine of not more than \$50,000 in addition to any other penalty provided for in this Act.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Municipal Clerk or designate



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**FORM EL52**

## Consent to Release Personal Information

### *Municipal Freedom of Information and Protection of Privacy Act*

In accordance with ss.88(5) of the *Municipal Elections Act, 1996* despite anything in the *Municipal Freedom of Information and Protection of Privacy Act*, documents and materials filed with or prepared by the Clerk or any other election official under this *Act* are public records and, until their destruction, may be inspected by any person at the clerk's office at a time when the office is open.

I \_\_\_\_\_ hereby authorize election staff to include on the Township's website the following information with respect to my candidacy for elected office.

Please note that there is no obligation on the part of a candidate to authorize the release of contact information on the web.

Telephone No.

Telephone No. 2

E-mail Address

Qualifying Address within Municipality

Mailing Address

**I DO NOT** authorize the further release of my contact information, except as provided for under the *Municipal Elections Act* (public viewing at the Clerk's Office)

\_\_\_\_\_  
Candidate Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Clerk or Designate

\_\_\_\_\_  
Date

Personal information is collected under the authority of the *Municipal Elections Act, 1996* and will be used for the nomination and registration process for the municipal elections. Pursuant to the *Municipal Elections Act, 1996* s.33 this completed document and the Nomination Paper - Form 1 are public records and, until its destruction, may be inspected by any person at the Township Office at a time when the office is open.