

2026 RAMARA 2026 VOTES

Telephone and Internet Voting

Township of Ramara 2026 Municipal and School Board Election Policy & Procedure

Prepared by: Department of Corporate Services

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These Procedures are established by the Clerk pursuant to the authority granted under the Municipal Elections Act, 1996, as amended, to address matters necessary or desirable for the conduct of the municipal election and not otherwise provided for in the legislation. They are intended to support the effective administration of the election. The Act governs where it addresses a matter directly or includes additional requirements not set out in these Procedures.

1. PURPOSE

Township of Ramara Bylaw 2025.52, passed under section 42(1) of the *Municipal Elections Act*, 1996 (MEA), authorizes the use of an alternative voting method during the 2026 Township of Ramara Municipal and School Board Election that does not require electors to attend at a voting place in order to vote, being Internet and Telephone voting.

In accordance with section 42(3) and (4) of the MEA, this document defines the procedure for the use of the alternative voting method authorized by by-law during the 2026 Township of Ramara Municipal and School Board Election as established by the Clerk of the Township of Ramara.

Where this procedure does not provide for any matter, the matter shall be addressed in accordance with the principles of the MEA. These principles are generally recognized as being:

- (i) the secrecy and confidentiality of the voting process is paramount;
- (ii) the election shall be fair and non-biased;
- (iii) the election shall be accessible to the voters;
- (iv) the integrity of the process shall be maintained throughout the election;
- (v) certainty that the results of the election reflect the votes cast; and,
- (vi) voters and candidates shall be treated fairly and consistently.

The definitions and procedures provided in this document apply to the Township of Ramara's 2026 Municipal and School Board Elections Telephone and Internet Voting, which will take place during the following Voting Period:

- October 8, 2026, from 9 a.m. to October 26, 2026, at 8 p.m.

This procedure applies to the Returning Officer and any Election Official appointed by the Returning Officer, as well as all candidates, scrutineers, and eligible voters.

These procedures shall be updated as required at the Clerk's discretion; notice of amendment(s) will be distributed as applicable.

These procedures are subject to change without notice in case of an emergency as prescribed in Section 53 of the MEA.

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.

With respect to proxies, a person cannot give his or her Voter Information Letter to another eligible elector or other individual for the purpose of voting. Acceptance of a Voter Information Letter including the actual voting thereof will be considered an illegal and corrupt practice and therefore subject to the penalty provision under the Municipal Elections Act.

2. DEFINITIONS

“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 that describe all choices available to the electors and instruction to mark their selection by depressing the numbered touchtone keypad.

“Candidate” means a person who has been nominated under Section 33 of the *Municipal Elections Act*, 1996.

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

“Clerk” means the clerk of The Corporation of the Township of Ramara 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*.)

“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 assigned in writing by the clerk and must take the prescribed oath.

“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.

“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.

“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.

“Preliminary List of Electors” means a list of electors for the Corporation of the Township of Ramara compiled by Elections Ontario (EO) and provided the Corporation of the Township of Ramara between July 31 and September 1 of an election year as agreed upon by EO and the clerk.

“Satisfactory Identification” means the identification required under the *Municipal Elections Act*, 1996 (Ontario Regulation 304/13) that would provide proof of identity and residence of an individual to the satisfaction of an election official. Satisfactory identification shall include one or more pieces of identification or personal information as outlined in the regulation.

“Script” means all information flow and system prompts from the eVoting system, including instructions, informational messages, error messages, and exceptions.

“Scrutineer” means an individual, appointed in writing by a certified candidate, to represent them during the voting process.

“Support person” means a person who has been requested by an elector to assist them in the voting process.

“Voter Assistance Centre” means a location provided by the Corporation of the Township of Ramara to assist electors with the Telephone/Internet Voting process or other general election inquiries, including revisions and voting. The Voter Assistance Centre is located at 2297 Highway 12, Brechin, ON.

“Voter Information Letter” means a confidential letter 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 Assistance Centre number for assistance; and a list of candidates for office. These letters shall be mailed individually to every person on the Voters’ List.

“Voters’ List” means the Preliminary List of Electors, as corrected by the clerk, under the provisions of Sections 22 and 23 of the *Municipal Elections Act*, 1996.

“Voting Day” means the final day on which the vote is to be taken in an election and shall be until 8 p.m. on that day. Voting day in a regular election is the fourth Monday in October; for the 2026 election, this date is October 26, 2026.

“Voting Period” means the timeframe set by the clerk for the Township of Ramara for eligible electors to vote by telephone or internet voting. In the 2026 election, the Voting Period takes place between the hours of 9 a.m. on October 8, 2026, and 8 p.m. on October 26, 2026.

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/Internet Voting being conducted by the Corporation of the Township of Ramara between Thursday, October 8, 2026, at 9 a.m. to Monday, October 26, 2026, at 8 p.m.
2. The procedures and forms established by this document, if they are consistent with the principles of the *Municipal Elections Act*, prevail over anything in the Act and its regulations, as per Subsection 42(4) of the 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 Corporation of the Township of Ramara. 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.

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 them 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 Assistance Centre 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 established under Sections 89 and 90 of the *Municipal Elections Act*, 1996.

5. PRELIMINARY LIST OF ELECTORS / VOTERS' LIST

1. The Chief Electoral Officer shall prepare and maintain a preliminary list of electors (PLE) for each local municipality and make it available to the clerk, in accordance with Section 19 of the MEA. For the 2026 election, this will be provided to the Township by Elections Ontario in an electronic format.
2. Once received, the PLE shall be reviewed by the clerk of the Corporation of the Township of Ramara 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 electronic format and, on written request, distributed to those who are entitled to copies under Subsections 23(3) and (4) of the MEA. All certified candidates who request a copy of the

Voters' List in writing 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, that they are bound by the restrictions set out in ss. 23 (7) and (8) of the *Municipal Elections Act*, 1996, and that they may only disclose its content to others after obtaining their written acknowledgement that they are bound by the same restrictions.

- b. The candidates who request copies of the Voters' List in writing and sign the required statement will receive login ID(s) and password(s) allowing them to view the portion of 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.
- c. The list shall be available in an electronic format to accommodate the administration in the voting process at the Voter Assistance Centre.
- d. Additions, corrections, and deletions may be made to the Voters' List in accordance with the *Municipal Elections Act*, 1996.
- e. The clerk and/or the eVoting Service Provider shall produce an electronic list of the additions, corrections, and deletions, as stated in paragraph 2 (d) 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 interim list, as required under Section 27 of the *Municipal Elections Act*, shall be prepared during the period beginning on September 20 and ending on September 30. A copy shall be provided to each person who received a copy of the PLE, as described.
- f. The Voters' List, as corrected by the clerk pursuant to Section 22 of the *Municipal Elections Act*, 1996, will be provided to the eVoting Service Provider in electronic format in order for the eVoting Service Provider to manage the Voter Information Letter.

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

3. The Voter Assistance Centre shall be responsible for the following:

- a. Providing facilities for eligible electors to cast their vote by Telephone/Internet Voting during hours of operation throughout the Voting Period, including on Voting Day.
- b. Providing assistance to eligible electors, as specifically requested, with voting when required for accessibility purposes.
- c. Eligible electors who attend the Voter Assistance Centre and are not on the Voters' List will be able to request an amendment to the Voters' List (addition, correction, or deletion) to the list by filling out a declaration form (EL15) and providing satisfactory identification.
 - i. For those requesting additions, their names will be added to the Voters' List and they will be assigned and receive (or be mailed) a Voter Information Letter containing a PIN; and
 - ii. They will be able to vote at the Voter Assistance Centre if they so wish during the Voting Period.
- d. 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, or does not have access to it, they can attend a Voter Assistance 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 PIN will be issued.
- e. 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, or does not have access to it, they can attend a Voter Assistance 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 Assistance Centre election official, as may be defined, a new PIN will be issued.

- f. Providing general assistance and information about the 2026 Municipal Election to eligible electors as requested.

6. NOTICES

1. The clerk of The Corporation of the Township of Ramara shall notify voters of the following election information through the use of advertisements:
 - a. That municipal and school board elections are being held for The Corporation of the Township of Ramara and that the Township has adopted an alternative voting method (and the manner in which electors may use the alternative voting method), being Telephone/Internet Voting;
 - b. The date(s), time(s) and location(s) for the holding of the vote, including the Voting Period, 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 and dates, and hours of operation of the Voter Assistance 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 online newspapers and/or posted on the Township's website and social media. All notices shall be made available in English only with the exception of 2a.

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 a sealed Voter Information Letter containing:
 - a. Their 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 of the Voter Assistance Centre.
5. All Voter Information Letters shall be made available in English only.
6. In the event of a postal disruption, as authorized by the clerk, alternate delivery sources may be used to deliver Voter Information Letters, including, but not limited to, alternative carriers or hand delivery.
7. Electronic (email or otherwise) delivery of the Voter Information Letter shall not be permitted.

7. VOTING

1. A Telephone/Internet Voting method shall be used for the 2026 Municipal and School Board Elections, in addition to in-person voting on three designated advance vote days.
 - a. Telephone/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 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.

Voting will commence at 9 a.m. on Thursday, October 8, 2026, and conclude at 8 p.m. on Monday, October 26, 2026.

2. Prior to the eVote activation, being at 9 a.m. on October 8, 2026, the election 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 confirm zero (0) votes before the electronic election begins.
3. 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.
4. Candidates or their appointed 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.

The eVoting Service Provider will make available online a list to the clerk and any other appropriate individuals of the Corporation of the Township of Ramara of all Voters' List individuals, by order of Wards, who have voted during the Voting Period. 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 certified candidates who have requested access in writing and signed the required acknowledgement. The list will be made available through the clerk's office or by electronic means by the eVoting Service Provider at the clerk's discretion. This list will 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 for the purposes of connecting to a Candidate module to review the portion of the Voter's List with the electors entitled to vote for the specific candidate's office. This capability does not provide the candidate information on how a voter has voted, only if they have voted in the election. An elector who has voted in at least one race during an election is considered a participant.
6. Candidates who have provided the required written request and acknowledgment may view this information any time after the start time of the Voting Period.
7. Where an elector is associated with multiple properties within the boundaries of the Township of Ramara, the elector may vote only once, and the qualifying address to determine eligibility for voting shall be the place of residence of the elector.
 - a. 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.
 - b. Should an elector receive more than one Voter Information Letter, the elector may only vote once and must return the other document(s) to the Municipal Administration Office or Voter Assistance Centre.
 - c. All electors who 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*.

Should a Voter Information Letter be returned to the Municipal Administration Office or Voter Assistance Centre 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 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*.

8. Should a Voter Information Letter be returned to the Municipal Administration Office or Voter Assistance Centre 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 described in item 9 above.

9. 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 (or alternative method of providing the letters if required);
 - 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; and
 - e. Whose PIN on the letters were set to a status that prevented them from being validated in the voting process.

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.

- f. Prior to authorizing the re-issuance of a new Voter Information Letter that 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 their 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.
- g. If the election official believes that all questions have been answered truthfully and to their satisfaction, the election official may authorize the provision of a new Voter Information Letter that 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 that 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.

- h. 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.
 - i. Where an eligible voter has received an incorrect Voter PIN in terms of ward and/or school support association, the voter can contact the Voter Assistance Centre and attend in-person to have the proper information applied to the existing PIN. Identification will be required. The voter may re-access the system and vote in all races not yet completed.
 - j. 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.
10. 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 Assistance Centre 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, the voter:
 - 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 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. Accessing the internet address provided by using a dial modem access or a high-speed connection.
- c. Eligible voters may vote by attending the Voter Assistance Centre during the following hours:

Ramara Township Administration Centre,
October 8 & 9, 2026 from 9 a.m. to 3:30 p.m.
October 13 – 16, 2026 from 9 a.m. to 3:30 p.m.
October 19 - 23, 2026 from 9 a.m. to 3:30 p.m.
October 26, 2026, 10 a.m. to 8 p.m.

Voting at the Voter Assistance Centre can be completed by using a touch-tone telephone or the internet access provided. Any telephone provided at the Voter Assistance Centre shall delete any display options on the telephone.

- d. Attending a Voter Assistance 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 Assistance 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 form and prescribing to the oath(s) of secrecy, they may attend a Voter Assistance 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 Assistance Centre immediately. Their appointment will be revoked and they will not be permitted to re-attend a Voter Assistance Centre(s).

- i. As per the s. 47 of the MEA, when the vote is being taken, there may be one scrutineer per ballot box for each certified candidate present in the voting location at any given time. If the certified candidate who appointed the scrutineer(s) is present in the voting place, the number of scrutineers who may be present is reduced by one.
 - b. 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. As per the MEA, at the time and in the place where the votes are being counted, there shall be no more than one scrutineer for each certified candidate for each piece of vote-counting equipment.
2. Use of a cellular telephone or any other electronic device shall not be permitted within a Voter Assistance Centre by any candidate or scrutineer.

11. SYSTEM

1. The integrity of the voting process shall be the responsibility of the clerk of the Corporation of the Township of Ramara and shall be preserved by:
 - a. Ensuring that every eligible elector on the Voters' List is mailed, hand-delivered, or alternately delivered as required, a sealed Voter Information Letter that contains the voter's unique PIN;
 - b. Ensuring that no one except the eVoting Service Provider, the clerk of the Corporation of the Township of Ramara, 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 Voting Day, October 26, 2026, at 8 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 Assistance 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 that 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 September 7, 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.

Although The Township of Ramara will be using an alternative voting method, being Telephone/Internet Voting, the principles and the integrity of the election process will remain and is enforceable.

2. 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 (not more than \$25,000) and terms of imprisonment (not more than six (6) months).

- 3. 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.
- 4. 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.
- 5. 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.

As such, the clerk of The Township of Ramara, in this alternative form of voting, has agreed to the following rules and regulations:

- a. That all complaints about actions that 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 their office for further investigation;
- d. The Detachment Commander of the Ontario Provincial Police, once the investigation is completed may 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 Corporation of the Township of Ramara 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.
2. 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 of not more than 10 years.
3. In order to ensure the integrity and confidence of the voting process for all electors and candidates, the clerk of the Corporation of the Township of Ramara 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 their office for further investigation;
- d. The Detachment Commander of the Ontario Provincial Police, once the investigation is completed, may 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 Corporation of the Township of Ramara shall keep its public internet and telephone voting open until October 26, 2026, at 8 p.m. and its Voter Assistance Centre access open until the clerk confirms that all eligible voters present in the voting place on October 26, 2026, at 8 p.m. have completed voting.
2. The clerk of the Corporation of the Township of Ramara, at 8 p.m. on October 26, 2026, providing that all eligible electors within the voting place have voted, shall request the close and deactivation of the Telephone/Internet Voting service and shall also request the tabulation of the results for each candidate. The final results of each candidate by Mayor, Deputy Mayor, Ward and school support will be available as soon after as they have been tabulated with the Paper Ballot results on the Township website at www.ramara.ca.
3. Pursuant to Subsection 55(4) and subject to the provisions of Section 56 of the *Municipal Elections Act*, 1996 concerning "Recount," as soon as possible after Voting Day, the Clerk shall:

Declare the candidate or candidates, as the case may be, who received the highest number of votes to be elected;

- i. Declare the result of any vote on a by-law or question.

4. The “Official Results” of each candidate by office shall be available at the Ramara Township Administration Centre and on the Township’s website as soon as possible after Voting Day.

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 Corporation of the Township of Ramara shall conduct a recount in the same manner as the original count:
 - a. Request from the eVoting Service Provider a re-tabulation of the votes cast for the tied office(s).
 - b. Re-tabulate the votes cast using paper ballots for the tied office(s).
2. Pursuant to Subsection 56(2) of the *Municipal Elections Act*, the recount shall be held within 15 days after the clerk’s declaration of the results of the election.
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 for the recount, including the Township Solicitor or designate;
 - ii. every certified candidate for the office(s);
 - iii. the lawyer for each of the candidates for the office(s); and
 - iv. one (1) scrutineer for each of the candidates for the office(s) for each recount station established by the clerk.
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 Ward. 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 confirmed by the recount, Subsection 62(3) of the *Municipal Elections Act* shall apply, being as follows:
 - a. “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 as described in item 5 above, the following procedure shall be used and applied by tied office (if multiple offices are tied):
 - 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 that 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 Township Solicitor to draw only one (1) or the required number for the purpose of determining the successful candidate.
8. The Township Solicitor shall hand directly to the clerk the selected paper and the clerk shall read aloud the name of the candidate and proceed to declare the individual elected.
9. Once completed, the Township Solicitor 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 Election Act*, 1996.

17. EMERGENCIES

Pursuant to the *Municipal Elections Act*, 1996, Section 53, an emergency may be declared by the clerk if they are of the opinion that circumstances have arisen that are likely to prevent the election being conducted in accordance with the Act.

Such emergencies may include, but are not limited to, a declared state of emergency by the Township, the event of a flood, public health emergency, significant weather event, fire, or power failure in the municipality.

In the event of an emergency, the clerk/returning officer shall advertise on local media, radio, and television stations, if possible, and post notices at the voting location(s) and on the Township website and social media 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 that the clerk/returning officer or deputy returning officer is unable to be present to conduct procedures on Voting Day or during the Voting Period, every effort shall be made to have a substitute qualified person appointed or available to attend to the election details.

In the event of a declared emergency or public health emergency, the clerk may implement alternative voting procedures and health and safety measures as permitted under the *Municipal Elections Act*, 1996, to ensure the election is conducted in a manner that is accessible, safe, and compliant with applicable legislation and public health direction.

Measures at voting locations and returning offices may include:

- Physical distancing requirements;
- The availability of personal protective equipment (PPE), including masks and hand sanitizer;
- Enhanced cleaning and disinfection of voting locations and high-touch surfaces;

- The use of protective barriers, such as plexiglass, for election officials where appropriate;
- The posting of public health and safety signage at entrances and throughout voting locations.

Any requirements related to masking or other health measures will be implemented in accordance with applicable public health direction and communicated to voters in advance, where possible.

18. ACCESSIBILITY

The clerk shall have regard for the needs of candidates and electors with disabilities, in accordance with the Township's accessibility plan for the election.

The clerk shall ensure the Voter Assistance Centre(s) and voting places are accessible to candidates and electors with disabilities.

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

In accordance with Section 12.1 (3) of the MEA, the clerk shall prepare a report within 90 days after Voting Day about the identification, removal, and prevention of barriers that affect electors and candidates with disabilities and shall make the report available to the public.

The Corporation of the Township of Ramara has an Accessibility Policy. The Municipal Election for Corporation of the Township of Ramara 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.

These procedures are subject to change without notice in case of an emergency as prescribed in Section 53 of the MEA.

20. ATTACHMENTS – FORMS

The following forms have been approved by the Corporation of the Township of Ramara for the election process:

Form #	Name of Form	Section
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	Notice of Nomination for Office	(S.32)
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))
EL10	FOI Freedom of Information Release	
EL24	Sample Notice of Election Information (For Newspaper Ad)	(S.40)
EL25(A)	Certificate and Receipt for Ballots	(S.41(1))
EL26	Oath of Qualification	(S. 52(1) 3)
EL27	Oral Oath of Friend or Interpreter	
EL 27A	Oath of Elector Requesting Assistance of a Friend	
EL29(A)	Voting Instructions	(S.52(3),(4))
EL29(B)	Voter Instructions and Sample Ballot	
EL30	List of Objections to Vote Count	(S.54(4))
EL31(A)	Statement of Election Results (Deputy Returning Officer)	(S.55(1) A)
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))
EL37	Certificate of Maximum Campaign Expenses	(S.76(7))
EL38	Witness Statements as to Destruction of Ballots	(S. 88(2))
EL39	Notice of Recount	(S.56 - 58)
EL40	Recount Results	(S.62(1))
EL41	Declaration of Recount Results	(S.62(4))

EL42	Notice to Candidate of Filing Requirements	(S.78(6))
EL43	Notice of Default	(S.80(3))
EL46	Ballots Account	
EL47	Election Official Application	
EL48	Refund of Nomination Fee	

Additional forms may be prepared for the 2026 Municipal 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.