



Township of Algonquin Highlands

TELEPHONE and INTERNET VOTING ELECTION PROCEDURES

2026 MUNICIPAL ELECTIONS

May 1, 2026

Version 1

Approved by the
Clerk / Returning Officer of
The Township of Algonquin Highlands

NOTE: This Manual is provided for informational purposes and is subject to change. Please refer to the legislation for specific reference. Timelines, Dates, Forms and Procedures are subject to change at the discretion of the Clerk.

Note: The forms and notices referenced in this document will be provided in English only as required by Legislation unless the Council of a municipality has passed a by-law under Section 9(2) of the Municipal Elections Act.

Legend

PR FORM = Prescribed Form
AH Form = Algonquin Highlands'
Clerk's Form
Form EL = AMCTO Election Form

Table of Contents

1. INTRODUCTION	4
2. DEFINITIONS	5
3. PRINCIPLES OF THE ACT	9
4. SECRECY	9
5. ELECTION ADMINISTRATION	10
6. QUALIFICATIONS OF ELECTORS	10
Trailer Owners in Campgrounds Fractional or Time Share Ownership	11
Students	11
Homeless Persons	12
Qualification of Electors for School Board Election.....	12
7. CANDIDATES	13
Nominations.....	13
Notice of Penalties.....	15
Municipal Freedom of Information & Protection of Privacy Act.....	15
Unofficial List of Candidates	15
Certification of Nominations Papers (SECTION 35)	16
Rejection of Nomination Paper (SECTION 35(3), (4))	16
Withdrawal of Nomination Papers (Section 36)	17
Official List of Candidates	17
Declaration of Election (Section 40)	17
Acclamations (SECTION 37(1)).....	18
Fewer Number of Nomination Papers than Office [SECTION 33(5)]	18
Additional Nominations More than Number of Offices Remaining [SECTION 33(5)]	18
Withdrawal of Additional Nominations (SECTION 36)	18
Death or Ineligibility of Candidate (Section 39).....	19
Candidates Access Portal – Request Access to Voters’ List [Section 23(3), (4) and (5)]	19
Candidate Campaigning & Campaign Advertising (Section 88.3).....	19
Campaigning and Campaign Advertising – Municipal Owned/Leased Facilities	20
Scrutineers	20
8. THIRD PARTY ADVERTISER.....	21
Third Party Registrations (Certified)	23

Restricted Period	23
Mandatory Information in Third Party Advertisements	23
Mandatory Information for Broadcaster	23
Prohibition, Broadcaster or Publisher	23
9. CANDIDATE & THIRD PARTY CAMPAIGN CONTRIBUTIONS & EXPENSES	24
Duties of Candidates and Third Party Advertisers	24
Campaign Period	24
Maximum Campaign Expenses	24
Contributions	25
Financial Statement Filing Requirements and Notice	26
Financial Statements	28
10. LOCATION OF ELECTION SIGNS	28
11. VOTERS' LIST	29
Preliminary List of Electors/Voters' List	29
Correction of Errors	30
Access to Voters' List [Section 88(10) and (11)]	30
Amendment to the Voters' List (SECTION 24 & 25)	30
Removal of Deceased Person's Name (Section 25)	31
12. VOTER HELP & REVISION CENTRE	32
13. NOTICES	33
14. INTERNET/TELEPHONE VOTING	34
15. RESULTS OF ELECTION	37
16. SYSTEM INTEGRITY	38
17. RECOUNT PROCEDURES	38
18. EMERGENCIES	38
19. POSTAL SERVICE DISRUPTIONS	39
20. DISPOSTION OF RECORDS POST ELECTION	39
21. ACCESSIBILITY	40
22. INDEX OF FORMS	41

INTRODUCTION

The Township of Algonquin Highlands will be using Telephone and Internet Voting methods for the 2026 Municipal & School Board Elections. Eligible Electors will choose their preferred voting method by voting by Telephone or Internet. On May 15, 2025 the Council of Corporation of the Township of Algonquin Highlands adopted By-law Number 2025-59 authorizing the use of an alternative voting method, that being the Telephone and Internet Voting method.

With respect to matters of policy and procedures for alternative voting methods and all other municipal election matters, the decision of the Clerk is final. The contents of this document are intended only as a guide to certain provisions of relevant legislation and do not purport to recite all applicable statutory references. Prospective candidates must satisfy themselves through their own determination that they have complied with the pertinent sections of the Municipal Elections Act (MEA) and that they are in fact qualified by law to seek elected office.

These procedures have 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 Township of Algonquin Highlands

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.

The Clerk has the right, at any time, up to including Voting Day, October 26, 2026, to amend the procedures, and forms, as necessary and deemed appropriate, contained herein. Any amendment to these procedures shall be provided forthwith to all certified candidates for office for The Township of Algonquin Highlands and/or school boards and third party advertisers, as applicable.

Questions with respect to these procedures may be directed to:

Dawn Newhook
Clerk/Deputy CAO
Township of Algonquin Highlands
1123 North Shore Road, Algonquin Highlands, ON K0M 1S0
Telephone: (705) 489-2379 ext. 333
E-mail: dnewhook@algonquinhighlands.ca
Website: www.algonquinhighlands.ca

DEFINITIONS

- a) **Act** – means the *Municipal Elections Act*, 1996, C.32, as amended.
- b) **Advance Voting Period** – means the time during the Voting Period in which eligible electors may cast ballots before Voting Day in an election.
- c) **Auditor** - means the person appointed by the Clerk who performs the prescribed combination of processes and procedures (audit duties) designed to validate a range of activities and/or functions of the internet/telephone voting system.
- d) **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.
- e) **Candidate** - means a person who has been nominated under Section 33 of the Municipal Elections Act, 1996.
- f) **Certified Candidate** - means a candidate whose nomination has been certified by the Municipal Clerk under Section 35 of the Municipal Elections Act, 1996.
- g) **Clerk** - means the Clerk of The Corporation of the Township of Algonquin Highlands who is responsible for conducting this election under the authority of the Act. All references to the Clerk for the purposes of this manual shall mean the Returning Officer (R.O.) for the 2026 Municipal Election. All references to Clerk's designate shall mean the delegated duties of the R.O.
- h) **Corporation** – means a firm that meets certain legal requirements to be recognized as having a legal existence, as an entity separate and distinct from its owners. Corporations are owned by their stockholders (shareholders) who share in profits and losses generated through the firm's operations.
- i) **Deputy Returning Officer** - means a person appointed by the Clerk for the Voting Place who will be delegated specific duties and powers by the Clerk.

- j) **Election Campaign Advertisement** – means an advertisement in any broadcast, print, electronic or other medium that has the purpose of promoting or supporting the election of a Candidate.
- k) **Election Official** - means the Clerk or other person(s) appointed in writing by the Clerk to carry out election duties under Act. An election official can only carry out the tasks and duties as assigned in writing by the Clerk, and must take the prescribed oath.
- l) **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.
- m) **Friend** - means a person who has been requested by an elector to assist him or her in the voting process.
- n) **Help and Revision Centre** - means a location and time designated by the Clerk to make additions, deletions and corrections to the Preliminary List of Electors and Voters' List, and to assist electors. The Centre will be supplied with an internet connection to accommodate voting during the voting period.
- o) **Municipal Administration Office** - means the Township's administration building located at 1123 North Shore Road, Algonquin Highlands, ON.
- p) **Owner or Tenant** - in relation to an election, means a person who is the owner or tenant shown on the assessment roll of land assessed under the *Assessment Act* and a non-residential tenant of land assessed under the *Assessment Act*, whether or not the tenant is shown on the assessment roll, but does not include an owner or tenant of land who is entitled to use the land under a time share contract unless the person is entitled to use the land,
 - (a) on voting day, or
 - (b) for a period of six weeks or more during the calendar year in which voting day of the election is held

Tenant - includes an occupant and a person in possession other than the owner or the spouse of such owner or tenant.
- q) **Password** - means an additional access control word assigned by Voatz to each authorized user to provide additional security for access to the voting system.

- r) **Personal Identification Number (PIN)** - means a unique multiple digit number assigned by Voatz. to each voter to provide security for access to the voting system.
- s) **Preliminary List of Electors** - means a list of electors for The Township of Algonquin Highlands compiled by Elections Ontario and provided to The Township of Algonquin Highlands by September 1 of an election year.
- t) **Registered Third Party (Third Party Advertiser)** - means an individual who is normally a resident in Ontario, a corporation that carries on business in Ontario or a trade union that holds bargaining rights for employees in Ontario, and who's Notice of Registration for Third Party Advertiser has been certified by the Clerk.
- u) **Restricted Period for Third Party Advertisements** - begins on the earliest day that an individual, corporation or trade union is permitted to file a notice of registration as a registered third party and ends at the close of voting on Voting Day.
- v) **Regular Office Hours** – means Monday to Friday, 8:00 AM to 5:00 PM (closed for statutory holidays).
- w) **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.
- x) **Scrutineer** - means an individual, appointed in writing by a certified candidate, to represent him or her during the voting process.
- y) **Support person** - means a person who has been requested by an elector to assist him or her in the voting process.
- z) **Third Party Advertisement** – means an advertisement in any broadcast, print, electronic or other medium that has the purpose of promoting, supporting or opposing a candidate, or a “yes” or “no” answer to a question on the ballot, but does not include an advertisement by or under the direction of a candidate, or an advertisement that incurs no expenses in relation to the advertisement, or an advertisement that is transmitted to employees, shareholders, or directors of the registered third party.
- aa) **Trade Union** – means a trade union as defined in the *Labour Relations Act, 1995* or the *Canada Labour Code* (Canada) and includes a central, regional or district labour council in Ontario.

- bb) **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 to every person on the voters' list, or provided as required (i.e. in person, email).
- cc) **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.
- dd) **Voting Day** - means the final day on which the vote is to be taken in an election and shall be until 8:00 PM on that day. Voting day in a regular election is the fourth Monday in October – October 26, 2026.
- ee) **Voting Period** - means the period in which an eligible voter may cast their vote, either via internet or telephone and shall span from Friday, October 16, 2026 at 9:00 AM to Monday, October 26, 2025 at 8:00 PM
- ff) **Voting Place** - means the location, both convenient and accessible to the electors, for the purpose to vote via internet as established by the Clerk.

PRINCIPLES OF THE ACT

The seven election principles that were considered during the development of the legislation were that:

- The secrecy and confidentiality of the individual votes is paramount;
- The election should be fair and non-biased;
- The election should be accessible to the voters;
- The integrity of the voting process should be maintained throughout the election;
- There is to be certainty that the results of the election reflect the votes cast;
- Voters and candidates should be treated fairly and consistently
- The proper majority vote governs by ensuring that valid votes be counted and invalid votes be rejected so far as reasonably possible

SECRECY

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.

No person shall interfere or attempt to interfere with an elector while in the process of accessing the Internet Voting service or interfere or attempt to interfere in the voting process while using the Internet Voting service.

No person shall obtain or attempt to obtain information about how an elector intends to vote or has voted.

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

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.

It is illegal to:

- (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 and elector has voted, including posting it online, in a way that reveals how the elector has voted, except in connection with obtaining assistance in voting under paragraph 4 of subsection 52 (1).

All electors voting at the Help and Revision 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. 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.

[Form – Appointment and Oath of Election Official](#)
[Form – Oral Oath of Secrecy](#)

ELECTION ADMINISTRATION

The Clerk is responsible for facilitating the 2026 Municipal Election through the establishment of rules and procedures. The Clerk may appoint, in writing, Election Officials to assist in the administration of the election process with duties including but not limited to:

- Receive Nomination Papers;
- Administer Oaths;
- Issue a VILs;
- Approve or deny applications for revision to the Voters' List;
- Assist in the revision of the Voters' List to add an Elector, remove an Elector's own name and/or correct erroneous information;
- Require a person to furnish proof of identity, qualifications or any other matter;
- Assist in the conduct, supervision and management of the Internet and Telephone Voting Procedures;
- Maintain peace and order at the Election Help Centre by removing anyone who is causing a disturbance; and
- Assist the Clerk and other Election Officials as required.

All individuals appointed as Election Officials are required to remain impartial in all respects of the election, including any perceived impartiality. Election Officials shall not publicly endorse or support any candidate, including by displaying campaign signage at their residence, attending campaign events, or displaying campaign materials.

The Clerk may provide for any matter or procedure that is not otherwise provided for in an Act or regulation and, in the Clerk's opinion, is necessary or desirable for conducting the election.

The Clerk at any time has the right to amend this document to facilitate the voting process and security. The Clerk's ruling on any interpretation of this document is final.

QUALIFICATIONS OF ELECTORS

A person is entitled to be an elector at an election (unless prohibited by the Act or any other Act) if, on Voting Day (Monday, October 26, 2026), he or she:

- Is a Canadian citizen
- Is at least 18 years old

- Resides in the Township of Algonquin Highlands or is the owner or tenant of land in the Township Algonquin Highlands, or the spouse of such person
- Is not prohibited from voting because he or she:
 - Is serving a sentence of imprisonment in a penal or correctional institution; or
 - Is a corporation; or
 - Is acting as an executor or trustee or in any other representative capacity; or
 - Was convicted of a corrupt practice described in Section 90(3) of the MEA if voting day in the current election is less than five years after voting day in the election in respect of which they were convicted.

Where a voter qualifies at more than one location in the municipality, the voter may vote only **once** for each office and the **qualifying address to determine eligibility for voting shall be the elector's place of residence** [Section 19 (7)].

If an elector is non-resident elector, and an elector owns or rents properties in more than one ward in the Municipality, the elector must choose only one ward to vote in and be on the voters' list for that qualifying address. It is the responsibility of the elector to ensure they are qualified.

It is possible for an elector's name to appear on the Voters' List in more than one municipality. That elector may be eligible to vote in both municipalities. For example, a person listed as a resident elector in one municipality and a non-resident elector in another municipality is entitled to vote in each, provided they are not voting for the same office more than once. For example, **School Board votes must be cast in the municipality where the elector resides.**

It is the responsibility of the elector to ensure they are qualified to vote.

Fractional or Time Share Ownership/Trailer Owners in Campgrounds

A tenant or owner of property under a fractional or time share and trailer owners in campgrounds are considered tenants and may therefore vote if they are entitled to use the land on Voting Day, or for at least six weeks in the year of the election.

Students

Students who reside away from home may vote in both places (in the municipality where they attend school and where their family resides) as long as the family residence is their permanent residence.

Homeless Persons

If a person has no permanent residence, then the following rules determine residence:

- The place in which the person most frequently returned to sleep or eat during the five weeks preceding the determination.
- If the person returns with equal frequency to one place to sleep and another to eat, the place in which he or she sleeps.
- Multiple returns to the same place during a single day, to eat or sleep, are considered to be one return.

A person's affidavit regarding the places to which he or she returned to eat or sleep during a given time period is conclusive in the absence of evidence to the contrary.

For the purposes of this section, Declaration of Identity – Form 9 may be used whether or not the person's name appears on the Voters' List and may be completed at any Voter Help Centre location where the Clerk or an appointed Election Official is present.

[Form – Declaration of Identity \(Form 9\)](#)

Qualification of Electors for School Board Election

A person is entitled to be an elector in an election held in a local municipality, or in territory without municipal organization within the area of jurisdiction of the district school board if, on Voting Day, he or she:

- Is a Canadian citizen; and
- Is at least eighteen (18) years of age; and
- Resides in the local municipality or territory or is the owner or tenant of a residential property, or a spouse or same-sex partner of such owner or tenant; and
- Is not otherwise prohibited from voting because they are:
 - Serving a sentence of imprisonment in a penal or correctional institution;
 - A corporation;
 - Acting as an executor or trustee or in any other representative capacity; or
 - Convicted of a corrupt practice described in Section 90(3) of *the Act*, if Voting Day in the current election is less than five years after Voting Day in the election in respect of which he or she was convicted.

To vote in an English-Language Public District School Board, an elector in addition to the above, must:

- Be a supporter (or be the spouse of a supporter) of the English-language public district school board; or
- Have not qualified him or herself as an elector for a separate or French-language school board in the election.

To vote in a French-Language Public District School Board, the elector must:

- Qualify as an elector for the French-language public district school board; or
- Be a supporter (or the spouse of a supporter) of the French-language public district school board.

In addition to the qualifications outlined above, a person can vote for a School Board Trustee **only** if they have not already voted for a Trustee who represents the same area of jurisdiction.

For example, where a School Board Trustee represents an area that includes multiple municipalities (such as the Trillium Lakelands District School Board, where a single Trustee area spans multiple municipalities), an elector who is eligible to vote in more than one of those municipalities may cast **only one School Board Trustee vote**.

It is the responsibility of the elector to ensure they are qualified to vote.

CANDIDATES

Nominations

A scheduled appointment with the Clerk is required to file Nominations.

Nomination Paper - Form 1 and Endorsement of Nomination – Form 2 for the following offices will be available at the Clerk's Office on May 1, 2026 to Thursday, August 20, 2026 during regular office hours 8:00 AM to 5:00 , and between 9:00 AM and 2:00 on Friday, August 21, 2026 (Nomination Day) and on the municipal website for the following offices:

- (1) Mayor
- (1) Councillor Ward One
- (2) Councillors Ward Two
- (1) Councillor Ward Three

Nomination papers for school boards must be obtained and filed at the appropriate Municipal Office for the following offices:

- (1) School Board Trustee – English Public Trillium Lakelands District School Board – Nominations to be filed with the Clerk, Municipality of Dysart et al

(1) School Board Trustee – French Public Conseiller, Conseil Scolaire Viamonde - Nominations are to be filed with the Clerk, City of Oshawa or Clerk with the Township of Algonquin Highlands

Nominations must be on the prescribed form and are to be filed with the Clerk, or designate, at the Municipal Office in the following manner:

- In person or through an agent on the Nomination Form - Form 1. If the Nomination Form is being filed by an agent on behalf of a Candidate, the agent shall provide a letter signed by the Candidate authorizing the agent to file on their behalf. The letter must be commissioned by a commissioner of oaths or a notary public. If an agent is filing on behalf of a candidate, the agent must provide originals or certified true copies of the candidate's identification as well as produce their own
- During regular office hours at the Clerk's Office from May 1, 2026 to Thursday, August 20, 2026 and between 9:00 AM and 2:00 on Friday, August 21, 2026
- With the prescribed declaration Endorsement of Nomination – Form 2 by at least 25 persons endorsing the nomination who are **eligible electors within the Township of Algonquin Highlands**
- With the prescribed nomination filing fee of \$200.00 for Head of Council and \$100 for all other offices - the filing fee shall be paid by cash, debit card, certified cheque or money order payable to the Township of Algonquin Highlands
- With proof of identity and residence as prescribed in *O. Reg. 304/13*, as amended (must be valid ID containing the candidate's name, qualifying address and signature)

Faxed or other electronically transmitted nomination papers will not be accepted original signatures are required.

If a person is present at the Clerk's Office on Nomination Day to file a nomination, they **must** make their presence known to the Clerk prior to 2:00 PM. If a person is present at the Clerk's Office on Nomination Day at 2:00 PM and has not yet filed a nomination, they may file the nomination as soon as possible after 2:00 PM, **only if** they made their presence known to the Clerk prior to 2:00 PM

If, after having filed a nomination form, a Candidate wishes to file a nomination for a different office:

- the first nomination shall be deemed to have been withdrawn at the time the second nomination is filed.
- the 25 signatures endorsing the Candidate's nomination may be transferred.
- any difference in filing fee shall be required at the time of filing, or a refund requisitioned accordingly.

The time for close of Nominations will be confirmed using the National Research Council Official time signal by dialing (613) 745-1576. **Nomination papers will not be accepted after the deadline for filing.**

The following rules shall apply regarding Candidate's names:

- Only the names of certified Candidates shall appear on the ballot.
- The Candidates' names shall appear in the format of first name then last name (e.g. John Doe), in alphabetical order, based on their last names and in the case of identical last names, their first names also. Middle initials shall not be used unless deemed necessary by the Clerk.
- If the Candidate wishes and the Clerk agrees, another name that the candidate also uses may be used instead of, or in addition to, their legal name (e.g. Tony instead of Anthony).
- No reference to a Candidate's occupation, degree, title, honour or decoration shall appear on the ballot.
- If the names of two or more Candidates for an office are identical, or in the Clerk's opinion so similar to cause possible confusion, every Candidate's qualifying address shall appear with their name.

Form – Nomination Paper (Form 1)

Form – Endorsement of Nomination (Form 2)

Form – Acknowledgment of Qualification – Council

Form – Candidate's Declaration – Proper Use of Voters' List

Form – Consent to Release of Personal Information

Notice of Penalties

The Clerk shall, before voting day, provide a notice of penalties on the "Notice of Penalties" Form to the candidate or their agent.

Form – Notice of Penalties

Municipal Freedom of Information & Protection of Privacy Act

The candidate may sign the consent to release personal information Form authorizing the Clerk to release personal information to the public and media.

Form – Consent to Release Personal Information

Unofficial List of Candidates

The Clerk shall provide notice of the unofficial list of candidates by preparing and, at a minimum, posting in the Municipal Office and on the township's website <https://www.algonquinhighlands.ca/municipal-services/elections/> an "Unofficial List of Candidates" Form which is to be updated as soon as possible after Nomination Paper is filed. The list should be clearly marked "UNOFFICIAL". The Clerk may post at other locations as deemed appropriate.

Interested candidates should subscribe to the webs page to receive updates.

Form – Unofficial List of Candidates

Certification of Nominations Papers (SECTION 35)

It is the responsibility of the candidate to ensure they meet all of the qualifications and file proper nomination papers, prior to 2:00 p.m. on August 21, 2026.

On or before Monday, August 24, 2026, at 4:00 PM, the Clerk will do a review of each nomination received to determine qualification and if the nomination complies with the *Municipal Elections Act, 1996*. Once satisfied the candidate is qualified, complete the "Certification by Clerk" section on "Nomination Paper" PR Form 1.

Rejection of Nomination Paper (SECTION 35(3), (4))

If the Candidate is not qualified to be nominated, or the nomination does not comply with the *Municipal Elections Act, 1996*, the Clerk will reject the Nomination and as soon as possible, give notice to the person who sought to be nominated, and to all candidates for the office.

The Clerk may consider the following criteria in their decision to reject or certify individual nominations:

- The candidate has refused or declined to provide proof of qualification or identification suitable to the Clerk.
- The candidate does not satisfy the requirements of the MEA, as amended (the candidate is not qualified to hold office, or is otherwise prohibited by law from being nominated).
- The Nomination Form – Form 1 is not complete in its entirety which includes payment of the prescribed filing fee and the Endorsement of Nomination – Form 2 which includes at least 25 signatures of **eligible electors within the Township of Algonquin Highlands**.
- The necessary financial statement was not filed for any office in the previous regular election or any new election in which the individual may have been a candidate.

There may be other circumstances in which the candidate is disqualified from being nominated or elected other than those identified above. It is the responsibility of each Candidate to ensure that they are not disqualified from being nominated for the office.

It is the responsibility of the candidate to ensure they meet all of the qualifications to be nominated to office and file proper nomination papers, prior to 2:00 PM on August 21, 2026.

Since the Clerk may examine the nomination papers after the nomination period ends and may reject them, a candidate may find that their papers have been rejected and they are too late to file additional information or provide proof to the Clerk of their qualifications. The Clerk's decision to certify or reject a nomination is final.

Form – Notice of Rejection of Nomination

Withdrawal of Nomination Papers (Section 36)

Candidates may withdraw their Nomination by filing in person a withdrawal in writing on “Withdrawal of Nomination” Form with the Clerk before 2:00 PM on Nomination Day, Friday, August 21, 2026, if the person was nominated on or before Nomination Day; and before 2:00 PM on the Wednesday following Nomination Day, (August 26, 2026), if the person was nominated under Section 33(5) - Additional Nominations.

If the withdrawal is completed by an agent, a copy of the Candidate’s photo identification must accompany the written notice. The Clerk will contact the Candidate for confirmation.

If withdrawing, the Candidate is entitled to a refund of the nomination filing fee. The Candidate is still required to submit a financial statement covering the financial transactions made up to the point at which withdrawal is submitted, prior to receiving the refund of the nomination filing fee. The withdrawal shall be noted on the “Unofficial List of Candidates” Form.

Form EL19 - Withdrawal of Nomination

Official List of Candidates

The final list of certified candidates will be posted at the Municipal Office and on the Township website at www.algonquinhighlands.ca as soon as possible after certification. Interested candidates should subscribe to the webs page to receive updates.

Form – Official List of Certified Candidates

Declaration of Election (Section 40)

If after 4:00 PM on Monday, August 24, 2026, the number of certified nominations filed for an office is more than the number of persons to be elected to the office, the Clerk shall declare an election to be conducted.

The Clerk shall give the electors notice of the following, as a minimum, through the use of newspaper advertisement and the municipal website:

- a) under clause 42(1)(b), (alternative voting methods), the manner in which electors may use the Internet/Telephone voting method;
- b) the dates and times of the voting period;
- c) the location of the Help and Revision Centre, including contact information for hours of operation.

The Clerk shall post a “Notice of Election Information” Form at the Municipal Administration Office, on the municipal website and, where there is a publication having general circulation in the municipality , advising of the voting process and other relevant information.

Form – Notice of Election Information

Acclamations (SECTION 37(1))

If after 4:00 PM on Monday, August 24, 2026, the number of certified candidates for an office is the same as or less than the number to be elected, the Clerk shall immediately declare the candidate(s) elected by acclamation. The Clerk shall post a “Declaration of Acclamation to Office” Form. In this situation there shall be no election conducted for this position(s).

Form EL20 – Declaration of Acclimation to Office

Fewer Number of Nomination Papers than Office [SECTION 33(5)]

If at 4:00 PM on Monday, August 24, 2026, the number of certified nominations filed for an office is less than the number of persons to be elected to the office, additional nominations may be filed between 9:00 AM and 2:00 PM on Wednesday, August 26, 2026.

The Clerk shall post a “Notice of Additional Nominations” Form at the Municipal Administration Office, and on the municipal website advising that additional Nomination Papers may be filed for that office during the specified time. If at 2:00 PM on Wednesday, August 26, 2026, additional Nomination Papers have been filed, the procedure to certify or reject Nomination Papers shall be followed.

Form – Notice of Additional Nominations

Additional Nominations More than Number of Offices Remaining [SECTION 33(5)]

If between 9:00 AM and 2:00 PM on Wednesday, August 26, 2026, there are more than a sufficient number of certified Nominations to fill the office(s), an election shall be conducted with the names of the persons who have filed certified Nomination Papers.

Withdrawal of Additional Nominations (SECTION 36)

Withdrawal of **additional** nominations must take place prior to 2:00 PM on Wednesday, August 26, 2026. Follow the procedure in the Withdrawal of Nomination Paper section above.

Additional Nominations Equivalent to Number of Offices [Section 35(2) and 37(2)]

If at 4:00 PM on Thursday, August 27, 2026 there is a sufficient number of certified Nomination Papers filed to fill the office(s), the Clerk shall cause to be posted a “Declaration of Acclamation To Office - Additional Nominations” Form.

Form - Declaration of Acclamation to Office - Additional Nominations

Death or Ineligibility of Candidate (Section 39)

If a certified Candidate dies or becomes ineligible before the close of voting resulting in:

- An acclamation for an office, the election to such office is void and a by-election for the office will be held; or
- One fewer Candidate but no acclamation, the Candidate's name will be removed from the ballot if the voting period has not commenced. If the voting period has commenced, the Clerk shall cause notice of the Candidate's death or ineligibility on the Township's website at www.algonquinhighlands.ca and post the notice at the and voter Help and Revision Centres.

No votes are to be counted for the candidate who has died or become ineligible.

Candidates Access Portal – Request Access to Voters' List [Section 23(3), (4) and (5)]

The Voters' List shall be accessed through the Candidates' Portal upon written request but not until September 1, 2026, to those who are entitled to copies under Subsections 23(3), (4) and (5) of the Act.

Upon written request, but not until September 1, 2026, the Clerk shall give every candidate access through the Candidates Portal, of the part of the Voters' List that contains the names, property addresses, wards, mailing addresses, of the electors who are entitled to vote for that office. For example, if a candidate is running in Ward 2, they only receive the part of the Voters' List pertaining to Ward 2, not the entire Voters' List. This capability does not provide the candidate with information on *how* a voter has voted, only if they *have* voted in the election. Each candidate will be required to sign the "Declaration of Proper Use of the Voters' List" Form.

The use of the Voters' List shall be in accordance with the "Policy for Use of the Voters' List" Form.

Form - Declaration for Proper Use of Voters' List
Form – Policy for Use of the Voters' List

Candidate Campaigning & Campaign Advertising (Section 88.3)

Campaigning, including campaign advertising, are permitted no earlier than the filing of Nomination Papers by the Candidate. All Candidate election campaign advertisements must comply with the MEA at all times and all campaign spending is subject to regulation.

Candidate campaign advertising means an advertisement in any broadcast, print, electronic or other medium that has the purpose of promoting or supporting the election of a Candidate. Examples include: brochures, posters, print, radio and electronic ads, etc. Campaign advertising also includes election signs.

An election campaign advertisement purchased by, or under the direction, of a candidate shall identify the candidate.

All Candidates shall provide the following information to a broadcaster or publisher in writing:

- the name of the Candidate.
- the name, business address and telephone number of the individual who deals with the broadcaster or publisher under the direction of the Candidate.

No broadcaster or publisher shall cause an election campaign advertisement to appear if the information set out above has not been provided.

Information contained in/on all campaign material is the responsibility of the Candidate and any questions or concerns should be directed to the Candidate.

Campaigning and Campaign Advertising – Municipal Owned/Leased Facilities

The Municipal Elections Act, 1996 prohibits display of a Candidate's campaign material or literature in a Voting Place. A Voting Place shall be the entire property on which a Voting Place and Help and Revision Centre's are located, including parking areas.

Election campaigning or the distribution/posting of election campaign advertising at municipally owned or leased facilities, or property, is not permitted.

The use of corporate resources is not permitted by Candidates for election purposes (i.e. staff, electronic devices, supplies, candidate photos taken in/on municipal property, etc.).

Candidates are prohibited from offering electronic equipment to electors to vote (e.g. cell phone, laptop).

For more information, see Township Policy "Use of Corporate Resources for Election Purposes".

Candidates are **prohibited** from verifying whether an elector appears on the Voters' List or not, to the elector or any other person. Questions are to be directed to the Clerk.

Scrutineers

Each Candidate may appoint, in writing and on the prescribed form, individuals to act as scrutineers by attending the Voter Help Centre(s). A Candidate who enters the Voter Help Centre is deemed to be acting as a scrutineer.

Each Candidate may appoint, in writing on the prescribed form "Appointment of Scrutineer by Candidate" form, persons to act as a Scrutineer to represent them in the

voting location or a Help and Revision Centre. The candidate shall provide the signed form to their scrutineer.

Not more than Candidate or one scrutineer representing the Candidate may be present at the voting location. All Scrutineers must take and subscribe to an “Oath of Secrecy” form at the Voting Place or a Help and Revision Centre. Any candidate who has been acclaimed is prohibited from being in the voting location unless another candidate has appointed them as a scrutineer.

A person appointed as a scrutineer, before being admitted to the Voting Place or a Help and Revision Centre shall show proof of their applicable appointment to the Election Official and shall provide proof of identity and residence as prescribed in *O. Reg. 304/13*.

Scrutineers who create a disturbance, does 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 Voting Place, or Voter Help and Revision Centre immediately. Their appointment will be revoked and they will not be permitted to re-attend the Voting Place, or the voter Help and Revision Centre.

While in the Voting Place, or Help and Revision Centre, Scrutineers and Candidates are prohibited from:

- attempting, directly or indirectly, to interfere with how an Elector votes;
- attempting to campaign or persuade an Elector to vote for a particular candidate;
- displaying a candidate's election campaign material in a voting location;
- compromising the secrecy of the voting;
- interfering, or attempting to interfere, with an Elector who is casting their vote;
- obtaining or attempting to obtain, in a voting location, any information about how an Elector intends to vote or has voted; and, communicating any information obtained at a voting location about how an Elector intends to vote or has voted.
- Using cellular phones or other mobile devices in the Election Help Centre.

Form – Appointment of Scrutineer by Candidate
Form – Oral Oath of Secrecy

THIRD PARTY ADVERTISER

Individuals, corporations and unions can register as Third Party Advertisers and can also make contributions to Third Party Advertisers. Third Party Advertisers are required to register with every municipality in which they wish to advertise. A scheduled appointment with the Clerk is required to register. Electronic filings are not permitted.

Registration Requirements

The following are eligible to register as a Third Party Advertiser:

- Any person who is a resident in Ontario;
- A corporation carrying on business in Ontario;
- A trade union that holds bargaining rights for employees in Ontario.

Corporations must show proof of incorporation (i.e. Corporate Profile Report or Certificate of Status) and that they carry on business in Ontario, and the representative filing must provide proof that they are authorized to do so on behalf of the corporation (or trade union) (i.e. certified true copy of Board resolution).

There is no fee to register as a Third Party Advertiser.

Third Party Advertisers may register with the municipality from Monday, May 1, 2026 until Friday, October 23, 2026 at 5:00 PM Third party registrations will not be accepted after the deadline. Registration allows a Third Party Advertiser to promote or oppose any candidate that the electors in the municipality can vote for (Council/School Board Trustee positions).

No individual, corporation or trade union shall incur expenses for a third party advertisement unless the individual, corporation or trade union is certified as a registered Third Party Advertiser with the Clerk of the municipality, when the expenses are incurred and the advertisement appears.

Third party advertising must be done independently of candidates. Candidates are not permitted to register as, or direct, a Third Party Advertiser. Groups, associations or businesses that are not corporations are not permitted to register as a Third Party Advertiser. Candidates (while running) in a Provincial election cannot register, nor can Federal or Provincial political parties.

[Form – Notice of Registration - Third Party \(Form 7\)](#)

[Form – Consent to Release of Personal Information](#)

Withdrawal of Third Party Registration

Withdrawal of Third Party Registration A registered third party may withdraw their registration by filing a written withdrawal in the Clerk's Office up to 5:00 p.m. on Friday October 23, 2026.

[Form – Withdrawal of Nomination or Third Party Registration](#)

Third Party Registrations (Certified)

A list of certified Third Party Registrations will be posted on www.algonquinhighlands.ca as soon as possible after filing. The list will be updated as new registrations are received.

Form – Official List of Registered Third Parties

Restricted Period

The restricted period for third party advertisements in relation to an election in a municipality begins on the earliest day that an individual, corporation or trade union is permitted to register (May 1, 2026) as a Third Party Advertiser in relation to the election, and ends at the close of voting on voting day.

Mandatory Information in Third Party Advertisements

No registered Third Party Advertiser shall cause a third party advertisement to appear during the restricted period unless the advertisement contains the following information:

- The name of the registered Third Party Advertiser; and
- The municipality where the Third Party Advertiser is registered; and
- A telephone number, address or email address at which the registered Third Party Advertiser may be contacted regarding the advertisement.

Mandatory Information for Broadcaster

A registered Third Party Advertiser shall not cause a third party advertisement to appear during the restricted period unless they provide the following information to the broadcaster or publisher in writing:

- The name of the registered Third Party Advertiser; and
- The municipality where the Third Party Advertiser is registered; and
- The name, telephone number, and business address of the individual who deals with the broadcaster or publisher under the direction of the registered third party.

Prohibition, Broadcaster or Publisher

No broadcaster or publisher shall cause a third party advertisement to appear during the restricted period if the information set out in the paragraphs above have not been provided.

Records must be kept by the Broadcaster for 4 years.

CANDIDATE & THIRD PARTY CAMPAIGN CONTRIBUTIONS & EXPENSES

Duties of Candidates and Third Party Advertisers

Candidates and Third Party Advertisers are responsible for understanding and complying with all campaign finance requirements and may wish to seek professional advice to ensure they meet all obligations.

The MEA assigns several duties to Candidates and registered Third Party Advertisers respecting contributions, receipts, records, financial filings, return of contributions, anonymous donations and other matters. Candidates and Third Party Advertisers should familiarize themselves with their duties and obtain professional assistance if required.

Campaign Bank Account Required

A Candidate or Registered Third Party Advertiser is required under the Municipal Elections Act, 1996, to open a campaign account if funds will be expended or received.

Campaign Period

Contributions cannot be accepted outside the campaign period (beginning upon nomination or registration and ending December 31, 2026). A campaign period may be extended as set out in subsection 88.24(4) of the MEA.

Maximum Campaign Expenses

Upon filing of Nomination papers or Registration, Candidates and Third Party Advertisers will receive an estimate of campaign spending limits using the number of electors for each respective office as it existed on September 15, 2022.

[Form – Estimated Maximum Campaign Spending Limits](#)
[Form – Estimated Maximum Third Party Expenses](#)

No later than September 30, 2026, the Clerk shall provide each Candidate and Third Party Advertiser, via email, with a Certificate of Maximum Campaign Spending Limits that can be incurred using the number of electors for each respective office as it exists on September 20, 2026.

Both the Estimate and the Maximum shall be based on the following calculations:

Office	Maximum Campaign Expenses Spending Limits	Maximum Amount of Contributions Own Campaign	Maximum Amount of Expenses for Parties, etc.
Mayor	\$7,500 + \$0.85 for each elector entitled to vote for that office	\$7,500 + \$0.20 for each elector entitled to vote for that office (max. \$25,000)	10% of maximum amount of expenses
Ward Councillor	\$5,000 + \$0.85 for each elector entitled to vote for that office	\$5,000 + \$0.20 for each elector entitled to vote for that office (max. \$25,000)	10% of maximum amount of expenses
School Board Trustee	\$5,000 + \$0.85 for each elector entitled to vote for that office	No Limit	10% of maximum amount of expenses
Third Party Advertiser	\$5,000 + \$0.05 for each elector entitled to vote in the election (max. \$25,000)	Not applicable	10% of maximum amount of expenses (max. \$2,500)

The higher of the calculation between the Estimate and the Maximum shall be the final spending limit.

[Form – Certificate of Maximum Campaign Spending Limits](#)

[Form – Certificate of Maximum Third Party Expenses](#)

Contributions

Contributions include money and the fair market value of goods and services accepted for an election campaign, but do not include:

- voluntary labour;
- labour provided voluntarily from an employee acting under the direction of a Candidate or Third Party Advertiser without added compensation;
- \$25 or less donated or paid for goods or services at a fund-raiser;
- a loan from a bank or recognized lending institution; and

The table below describes who may make campaign contributions:

Who may contribute:	Recipient	
	Candidate	Third Party Advertiser
Individuals normally residing in Ontario	Yes	Yes
The spouse of a Candidate or an individual who is a Third Party Advertiser	Yes	Yes
A Corporation or Trade Union	No	Yes
A Federal or Provincial political party or the Government of Canada or Ontario	No	
A municipal government or local board		

Contributions up to \$25 may be made in cash. Contributions more than \$25 must be contributed by the contributor in a way that associates the contributor's name and account with the payment. No one may contribute more than:

- \$1,200 to one Candidate or Third Party Advertiser, other than the Candidate, the Third Party Advertiser or their spouse, or
- a total of \$5,000 to two or more Candidates or Third Party Advertisers nominated or registered in the Township.

Candidates and Third Party Advertisers shall not take contributions more than the amount set out in the Certificate of Maximum Campaign Spending.

No Contribution Rebates

The Township does not issue contribution rebates.

Financial Statement Filing Requirements and Notice

The Clerk shall provide notice of filing requirements at least 30 days before the filing date.

All Candidates and Third Party Advertisers are required to file a financial statement using the prescribed form. Electronic submissions will not be accepted. A Notice of Default will be given to any Candidate or Third Party Advertiser if the Financial Statement is not submitted by the deadline.

Key dates in relation to Financial Statement filing are as follows:

2026 Municipal Election Campaign Period May 1, 2026 to December 31, 2026	
Date(s)	Action Item
December 31, 2026	Campaign period ends. Deadline for Candidate and registered third parties to provide written notice to the Clerk of deficit and continuation of campaign period.
March 25, 2027	Last day for Candidates and Third Party Advertisers to apply to the Superior Court of Justice to extend the time to file their financial statement and auditor's reports. The Superior Court may grant an extension of no more than 90 days.
March 30, 2027	Deadline for Candidates the Third Party Advertisers to file financial statements by 2:00 PM *The Clerk must be advised, in writing by 2:00 PM, if any Candidate has applied to the Superior Court of Justice for an extension of the filing deadline
April 29, 2027	Last day for Candidates and Third Party Advertisers who violated the deadline for filing their financial statements by 2:00 PM along with a \$500 fee to avoid penalties
April 30, 2027	As soon as possible after this date, the Clerk shall publish a report setting out all Candidates and Registered Third Parties in the Election along with an indication of whether each has filed a financial statement and auditor's report to be made available to the public on the website at www.algonquinhighlands.ca

Form – Notice to Candidates of Filing Requirements

Form – Notice to Registered Third Party of Filing Requirements

Form – Notice of Default – Registered Third Party

Form – Notice of Penalties – Registered Third Party

Form – Financial Statement – Auditor's Report Candidate (Form 4)

Form – Financial Statement – Subsequent Expenses (Form 5)

Form – Notice of Extension of Campaign Period (Form 6)

Form – Financial Statement – Auditor's Report Third Party (Form 8)

Form EL43 – Notice of Default – Candidate

Financial Statements

By March 30, 2027, all Candidates and Third Party Advertisers are required to file a financial statement with the Clerk using the prescribed form. Electronic submissions will not be accepted.

There are penalty provisions in the MEA that are applicable to Candidates who fail to meet the disclosure and reporting requirements.

In accordance with the MEA, the Clerk shall, before Voting Day, notify all candidates of the penalties under subsection 88.23 (2) and 92(1) related to election campaign finances.

The notice shall be given on “Notice to Candidate of Filing Requirements” Form.

The Clerk shall make available all Candidate Financial Statements, for public review, upon filing with the Clerk and all Financial Statements will be posted on the Township website as soon as possible after April 30th.

If a Candidate fails to pay over a surplus to the Clerk or exceeds their election spending limit, they forfeit any office they have been elected to and are ineligible to run for, or to be appointed to any office in Ontario until the next regular election.

A Candidate will be permitted to resubmit a financial statement to correct an error, until the filing deadline. The nomination filing fee will only be refunded if a financial statement is filed on time. If a Candidate doesn't file their financial statement on time and is willing to pay a \$500 late filing fee, the Candidate will be provided with an additional 30 day grace period to file the financial statement (to April 29, 2027). A Candidate exercising this option will not be refunded their nomination filing fee. The Candidate will still be in default but the penalties no longer apply.

For questions regarding campaign finances, candidates should refer to the Municipal Elections Act and may wish to seek professional advice.

[Form EL42 - Notice to Candidate of Filing Requirements](#)
[Form – Notice to Registered Third Part of Filing Requirements](#)

LOCATION OF ELECTION SIGNS

Algonquin Highlands' Election Sign By-law 2026-34 outlines the rules for placement and display of election signs. Candidates, Third Party Advertisers, and Electors are responsible to ensure any signage is in compliance with the appropriate authority's local by-laws, the Township's Use of Corporate Resources for Election Purposes Policy, provincial/federal ministry or department, or federal and provincial legislation.

Candidates, Third Party Advertisers, and Electors will have regard for the Sign Policy of the Ministry of Transportation with regards to signs adjacent to Provincial Highways and also the Sign By-law of the County of Haliburton for election signs adjacent to County Roads. Election sign(s) that have been posted in contravention of the Ministry of Transportation will be enforced by the Ministry of Transportation. Signs that have been posted in contravention of the County of Haliburton's Sign By-law, will be enforced by the County of Haliburton. Signs that have been posted in contravention of the Township of Algonquin Highlands Election Sign By-law will be enforced by the Township of Algonquin Highlands.

Posters or similar campaign advertising that will be installed or affixed to poles belonging to Hydro One Network, Bell Canada or other public utilities will require the permission of these respective approving authorities.

The investigation or prosecution for any acts of vandalism to campaign advertising of the candidates should be referred to the local police force by the complainant.

The municipality or any of its municipal servants, employees or agents will not be responsible for candidate election signs.

Municipal Authority to Remove Advertisements (SECTION 88.7)

If a municipality is satisfied that there has been a contravention of section 88.3 (candidates' election campaign advertisements), 88.4 (third party advertisements) or 88.5 (mandatory information in third party advertisements), the municipality may require a person who the municipality reasonably believes contravened the section or caused or permitted the contravention, or the owner or occupier of the land on which the contravention occurred, to remove the advertisement or discontinue the advertising.

VOTERS' LIST

Preliminary List of Electors/Voters' List

The Preliminary List of Electors (PLE) shall be supplied by Elections Ontario to the Clerk on August 14, 2026.

The PLE shall contain the name and address of each person who is entitled to be an elector and any additional information the Clerk needs to determine for which offices each elector is entitled to vote, such as school support [Section 19 (4)].

The Clerk shall, to the best of his/her ability and legislative authority, ensure that an elector's name appears on the PLE for a local municipality only once [Section 19 (6)].

Correction of Errors

The list shall be reviewed by the Clerk of The Corporation of the Township of Algonquin Highlands and obvious errors shall be corrected as permitted under Section 22 of the Municipal Elections Act, and notify Elections Ontario.

The Clerk may use any information that is in the municipality's custody or control when correcting the PLE for obvious errors [Section 22 (2) and (3)].

Certification of Voters' List

The corrected PLE becomes the Voters' List once it is reproduced and identified with a "Certificate of the Voters' List" Form on or before September 1, 2026.

Form – Certificate of Voters' List

Access to Voters' List [Section 88(10) and (11)]

The legislation states that the Voters' List cannot be posted in a public place and can be used only for election purposes.

Due to MFIPPA, details about another person shall not be provided, including whether or not the individual is on the Voters' List.

Amendment to the Voters' List (SECTION 24 & 25)

Online Voter Registration Portal

Electors may be added to or amend their information on the Voters' List **starting on September 1, 2026, to 8:00 PM on October 26, 2026.**

Electors will be able to check if they are on the Voters' List and confirm their information is correct, **starting September 1, 2026**, by using the Voter Registration Portal available at <https://www.algonquinhighlands.ca/municipal-services/elections/>

Electors will be required to enter their name, property address etc. If the elector's information is found but incorrect the elector, or not on the list they will receive instructions on how to correct or add their information. Suitable identification will be required to be uploaded into the portal.

In-Person Registration

An elector may make an application to amend their information on the Voters' List using the prescribed EL15 form "Application to Amend Voters' List" and providing proof of identity and residence as prescribed in *O. Reg. 304/13*, between the 1st day of

September, 2026 to the 23rd day of October, 2026, at the Municipal Administration Office, during regular office hours, 8:00 AM to 5:00 PM, and on the 26th day of October, 2026 from 8:00 AM until 8:00 PM.

An elector can no longer remove a family member's name from the Voters' List, except in the case of a deceased person. See Removal of Deceased Person's Name (Form EL16) below.

For individuals who cannot provide the required identification, and who are listed on the voters' list, a Declaration of Identity (Form 9) may be completed. For individuals who cannot provide the required identification for a spouse of an eligible elector will be required to complete a Declaration of Identity and/or qualifying address Form and may be required to confirm other information as deemed appropriate by the Clerk i.e. spouses full name, date of birth etc. as noted on the voters' list.

Authorized Election Officials will be managing and updating the Voters' List on an ongoing basis.

The Voters' List ceases to exist at the close of voting on Voting Day and shall not be provided to any person or entity for any reason after that time.

Form – Notice of the Voters List

Form – Application to Amend Voters' List (EL15)

Form – Voter ID Requirements

Form – Declaration of Identity (Form 9)

Form – Declaration of Identity and/or Qualifying address

Removal of Deceased Person's Name (Section 25)

The Clerk may remove a person's name from the Voters' List up to 8:00 PM on October 23rd, 2026 if the Clerk is satisfied the person is deceased.

A person may make an application requesting that a deceased person's name be removed from the Voters' List by using the form "Application for Removal of Deceased Person's Name from the Voters List" Form and providing proof of identity and residence as prescribed in *O. Reg. 304/13* between the 1st day of September, 2026 to the 23rd day of October, 2026 during normal hours and on the 26th day of October, 2026 until 8:00 PM

Form EL16 - Application for Removal of Deceased Person's Name from the Voters List

VOTER HELP & REVISION CENTRE

Eligible Electors may attend the Voter Help and Revision Centre in order to make additions, deletions and corrections to the Voters' List by filling out an application to amend the Voters' List and provide satisfactory identification.

Eligible electors added to the Voters' List will be assigned and receive (or mailed) a Voter Information Letter containing a (PIN) and will be able to vote at the Voter Help and Revision Centre, by Internet only, if they so wish **during the voting period**.

The Voter Help and Revision Centre will also assist electors with the Internet Voting process, and other general election inquiries and will be supplied with an internet connection and computer to accommodate voting **during the voting period**.

Voter Help and Revision Centre Locations and Hours of Operations

The following are the hours and locations of the Voter Help and Revision Centres:

Township Administration Office

- Township Administration Office, Monday to Friday during normal business hours, 8:00 AM to 5:00 PM from September 1, 2026 in order to make additions, deletions and corrections to the Preliminary List of Electors/Voters List to October 23, 2026; and on Voting Day, Monday October 26, 2026, between the hours of 8:00 AM to 8:00 PM
- Council Chambers located at the Township Administration Office on Saturday, October 17, 2026 from 11:00 AM to 1:00 PM.

Dorset Recreation Centre

- Dorset Recreation Centre, 1051 Main Street, Dorset, from 9:30 AM to 4:00 PM on the following Wednesdays:
 - September 16, 2026
 - September 23, 2026
 - September 30, 2026
 - October 7, 2026
 - October 14, 2026
- Dorset Recreation Centre, 1051 Main Street, Dorset, on Saturday October 24, 2026, from 11:00 AM to 1:00 PM.
- Dorset Recreation Centre, 1051 Main Street Dorset, on Voting Day, Monday October 26, 2026, between the hours of 9:00 AM to 8:00 PM.

Eligible voters may attend the Help and Revision Centres, with a support person, taking the appropriate oath(s), and having a support person vote using the internet access provided once the **voting period commences (October 16, 2026 at 9:00 AM to October 26, 2026 8:00 PM)**.

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.

Eligible Voters may attend the Help and Revision Centre with an interpreter, taking the appropriate oral oath(s), and voting the internet access provided once the **voting period commences**.

Additional hours for eligible voters to attend the voter Help and Revision Centre may be incorporated by the Clerk/Returning Officer at their discretion. Any additional Voter Help and Revision Centre hours will be advertised on the Township's website and/or other methods deemed appropriate by the Clerk.

Form – Oral Oaths at Voting Place

Form EL10 – Appointment and Oath of Deputy Returning Officer

Form EL11 – Appointment and Oath of Election Official

Form EL26 – Oath of Qualification

Voting Assistance Locations

For individuals that **do not have access to a telephone or device to cast their vote electronically** there will be a computer set up at the following locations and times:

- Township Administration Office 1123 North Shore Road Algonquin Highlands during the voting period, October 16 to October 23, 2026 during normal business hours from Monday to Friday, 8:00 a.m. to 5:00 p.m. **and** on VOTING DAY October 26, 2026 from 8:00 a.m. to 8:00 p.m.
- Dorset Recreation Centre during the voting period, October 16 to October 23, 2026, during normal business hours from Monday to Friday, 9:00 a.m. to 5:00 p.m. **and** on VOTING DAY October 26, 2026 from 8:00 a.m. to 8:00 p.m.

NOTICES

Section 13(1) of the Act, provides any notice or other information that the 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.

Section 13(2) of the Act provides that the Clerk shall provide electors, candidates and persons who are eligible to be electors with information to enable them to exercise their rights under the Act.

The Clerk of The Township of Algonquin Highlands shall notify voters of the following election information:

- a. that municipal and school board elections are being held for The Township of Algonquin Highlands and that the Municipality has adopted an alternative voting method being Telephone/Internet Voting;
- b. the date(s), time(s) and location(s) for voting, and the methods of voting including the office(s) of the Township Council and/or school boards;
- c. who is eligible to vote in the municipal & school board elections; and
- d. the location(s) and dates, and hours of operation of the Voter Help Centre(s), 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.

At the Clerk's discretion, notices may be issued in the local newspaper(s) and/or posted on the Municipality's website, and/or any other means deemed appropriate by the Clerk in order to comply with the requirements and principles of the Act. Due to timing constraints some notices (i.e. seeking additional nominations) may only be provided by posting at the Municipal Administration Office and on the Township of Algonquin Highlands website.

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

Where possible, cooperative advertising may take place and the costs to be approved and shared by the participating municipalities. The Township of Algonquin Highlands may develop ads in cooperation with other municipalities in Haliburton County for shared advertising opportunities. Joint ads may be used in replacement of any ads referenced in the Township of Algonquin Highlands' Election Procedures.

[Form – Notice of Nomination for Office](#)
[Form – Notice of Election Information](#)
[Form – Notice of Voters List](#)

INTERNET/TELEPHONE VOTING

The service provider for internet/telephone voting is Voatz.

Eligible voters may vote by:

- Telephone, by accessing a designated telephone number provided by using a touch-tone telephone but **not** a rotary dial telephone to cast their vote. “; OR
- By accessing the internet address provided to cast their vote.

Every eligible elector shall be limited to only one vote through the use of a PIN, and their date of birth, distributed by Canada Post in a sealed and personalized Voter Information Letter

The Voatz system, will allow the eligible voter to vote using a telephone or the internet.

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.

The voting system shall enable the voter to decline from voting for an office(s) if he/she wishes to do so.

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.

eVoting will commence on October 16 at 9:00 AM and conclude on Monday, October 26, 2026 at 8:00 PM.

Prior to the activation of the system by Voatz on October 16, 2026, at 9:00 AM Voatz shall allow access by the Auditor and/or Municipal Clerk to the voting system between 8:30 AM and 9:00 AM on October 16, 2026, by secure ID and password, for the purposes of ensuring that all candidates' names are listed and that no votes have been cast. The system will not be activated until confirmation that all the counts associated with each of the candidate(s) names indicate a "0" total.

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 the Clerk or designated election official.

Voter Information letters

Voter information Letters (VILs) will be printed and delivered through Canada Post to the mailing address of all eligible voters in advance of the voting period. In the case of an emergency, or at the discretion of the Clerk, alternative delivery methods may be utilized.

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 knowingly vote more than once or who improperly use the Voter Information Letter are committing an offence under the Municipal Elections Act, 1996 and subject to an investigation and prosecution by the police and legal system.

Voter Information Letters returned to the Municipal Office shall be maintained in a secure fashion and destroyed in the same manner as all other municipal election material.

Each person on the voters' list shall be mailed, through Canada Post, 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(s) and telephone number(s) of the Voter Help and Revision Centre.

PIN Already Used – Not by the Eligible Voter

Where an eligible voter has attempted to validate their PIN and they have determined that the PIN has already been used, the **voter shall attend the Township Office**, bringing satisfactory identification and have an election official confirm that the PIN has been used, then a new Pin **may** be issued provided that satisfactory information has been provided.

The eligible voter shall complete and sign an Application Form for Re-Issue of a Voter's Information Letter (Used by an Impersonator). The election official shall document, to their satisfaction questions and answers of the voter and this process may require engagement of law enforcement. No **new** PIN(s) shall be given out over the phone or mailed, in a circumstance of where the voter has determined that their PIN has already been used.

Incorrect Voter Information PIN

Where an eligible voter has received an incorrect Voter PIN in terms of ward and/or 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 cast their vote.

Issuance of New PINs – Telephone & Mail

New PINs shall not be given out over the telephone without the expressed approval of the Clerk or their designate. Should the Clerk approve a new PIN be given out over the phone the eligible elector shall provide proof to the Clerk, or designate, of identity and residence, as stipulated in the Voter ID Requirements form, along with the completed appropriate form (EL 15), if required, either by regular mail or email or voter information portal .

New PINs may be sent out in the mail subject to the eligible elector providing proof to the Clerk, or designate, of identity and residence, as stipulated in the Voter ID Requirements form, and complete and submit the appropriate form (EL 15), if required, either by regular mail or email or by using the voter information portal.

Issuance of Replacement PINs

If an elector on the Voters' List has lost/not received their VIL and the PIN has not been used, an authorized Election Official can provide a replacement VIL and PIN provided that satisfactory information has been provided. The authorized Election Official will proceed to disable the elector's first assigned PIN and issue a new VIL and PIN.

Replacement Voter Information letters and PINs may, under special circumstances approved by the Clerk or designate, also be issued over the telephone, or email, provided that satisfactory information has been provided. The Clerk or designate may request the elector provide proof of identity and residence, as stipulated in the Voter ID Requirements form, via email or mail prior to releasing a replacement PIN over the phone or by mail.

[Form – Voter ID Requirements](#)

[Form – Application to Amend Voters' List \(EL15\)](#)

[Form – Application for Re-Issue of a Voter Information Letter \(Used by and Impersonator\)](#)

RESULTS OF ELECTION

The Township of Algonquin Highlands shall keep its public internet and telephone voting open until Monday, October 26, 2026 at 8:00 PM and until the Clerk confirms that all eligible voters in the Voting Place using internet voting method, have completed voting.

The Clerk of The Township of Algonquin Highlands, providing that all eligible electors within the Voting Place and Voter Help Centre 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 Clerk shall report the “unofficial” results, when received from Voatz as soon as practicable after the close of the Election. The “unofficial” results will be posted at the Township Office and may be posted on the Township's website.

The “Official Results” of each candidate shall be available as soon as possible after Voting Day and posted at the Municipal Administration Office and posted on the Township's website.

[Form – Unofficial Results](#)

[Form – Declaration of Election Results](#)

SYSTEM INTEGRITY

The integrity of the voting process shall be preserved by:

- ensuring that every eligible elector on the Voters' List is mailed, using Canada Post, a sealed Voter Information Letter which contains the voter's unique PIN;
- ensuring that no one except Voatz, the Clerk, or designate, can access PINS that match each voter's name and address;
- Guaranteeing that once a ballot is cast, it cannot be traced back to the elector in any way;
- 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 PM
- Engaging an independent third party (auditor) to conduct system perforation testing.

RECOUNT PROCEDURES

The MEA requires a recount to be conducted within 15 days:

- Where the counting of ballots resulted in a tie vote and one Candidate will not be elected;
- Where a municipality, local board or Minister of Municipal Affairs has passed a resolution to order a recount; or
- Where an electors' request have been granted by the Superior Court of Justice.

In accordance with the MEA a recount shall be conducted in the same manner as the original count, and in accordance with the MEA.

[Form – Notice of Recount](#)

[Form – Declaration of Recount Results](#)

EMERGENCIES

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 from being conducted in accordance with this Act and provides the authority to the Clerk to make arrangements for the proper conduct of the election. The emergency continues until the Clerk declares that it has ended.

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.

In the event of an emergency, the Clerk shall make every attempt reasonable to notify the electors that the election has been delayed/emergency declared. Notice may be provided by local radio stations, Township's website and/or social media.

In the event of an emergency, Voatz, under direction from the Clerk, shall stop the eVote system, if required, 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 Township Administration Office becomes unavailable as the Revision/Help Centre due to an emergency or unforeseen circumstances directly related to the building an alternate place will be utilized as determined by the Clerk and in accordance with the provisions of the Municipal Elections Act, 1996.

In the event the Dorset Recreation Centre becomes unavailable as the Revision/Help Centre due to an emergency or unforeseen circumstances directly related to the building an alternate voting place will be utilized as determined by the Clerk and in accordance with the provisions of the Municipal Elections Act, 1996

POSTAL SERVICE DISRUPTIONS

In the event of a disruption to postal services of any kind, the Clerk is authorized to establish voter letter pickup locations. It would be the sole responsibility of the elector to pick-up their voter letter. The Township would take all reasonable measures to notify electors. Voters would be required to show identification in accordance with the Act and the Clerk would establish procedures as necessary.

In addition, in the event of a postal disruption, any election notices/forms that would normally be provided by regular mail, including the VIL, may be provided electronically by the Clerk in accordance with procedures established by the Clerk.

DISPOSITION OF RECORDS POST ELECTION

After one-hundred and twenty (120) days from declaring the results of the election (subject to a Judge's order or recount proceedings), the Clerk shall authorize the destruction of the applicable election records and be provided with written confirmation.

The Clerk may also destroy all other documents and materials related to the election, except those specified under the Act (i.e. financial statements filed by candidates). All materials destroyed will be listed, and a declaration stating their destruction will be taken and retained on file.

[Form – Declaration of Destruction of Records](#)

ACCESSIBILITY

The Township of Algonquin Highlands is committed to providing exceptional and accessible service for its customers and is dedicated to ensure that all voters have a clear unrestrained opportunity to vote.

As such, for 2026 Municipal and School Board Election the Township of Algonquin Highlands has implemented alternative voting methods being Internet or Telephone. Internet or Telephone voting provides voters with an opportunity to vote from the comfort of their own home with the use of their telephone or computer.

In accordance with the Act the Clerk shall:

- Have regard to the needs of electors and candidates with disabilities.
- The Clerk shall prepare a plan regarding the identification, removal and prevention of barriers that affect electors and candidates with disabilities and shall make the plan available to the public before Voting Day in a regular election.
- In establishing the locations of Voting Places, Help and Revision Centres ensure that each of these locations are accessible to electors with disabilities.
- Within 90 days after Voting Day in a regular election make a report available to the public about the identification, removal and prevention of barriers that effect electors and candidates with disabilities.

Election officials will be available for assistance during the Voting Period and on Voting Day. The Township currently has an Accessible Customer Service Policy, on which all staff will be trained.

The Plan shall be provided to the Joint Accessibility Committee for review and comment. Following the completion of the Plan regarding the identification, removal and prevention of barriers that affect electors and candidates with disabilities the Clerk shall post the Plan on the Township's website.

Following the completion of the report, within 90 days after Voting Day, about the identification, removal and prevention of barriers that effect electors and candidates with disabilities the Clerk shall post the Report on the Township's website.

INDEX OF FORMS

Note: These forms may be subject to change, or additional forms may be introduced at the discretion of the Clerk.

FORM #	DESCRIPTION
PR FORM 1	Nomination Paper
PR FORM 2	Endorsement of Nomination
PR FORM 4	Financial Statement – Auditor’s Report (Candidate)
PR FORM 5	Financial Statement – Subsequent Expenses
PR FORM 6	Notice of Extension of Campaign Period
PR FORM 7	Notice of Registration – Third Party
PR FORM 8	Financial Statement – Auditor’s Report (Third Party)
PR FORM 9	Declaration of Identity – Already on Voters List
AH Form	Notice of Nomination for Office - Sample
AH Form	Consent to Release Personal Information
AH Form	Unofficial List of Candidates
AH Form	Notice of Rejection of Nomination
AH Form	Official List of Certified Candidates
AH Form	Notice of Additional Nominations
AH Form	Declaration of Acclamation to Office - Additional Nominations
AH Form	Notice of the Voters' List
AH Form	Declaration of Proper Use of the Voters' List
AH Form	Policy for Use of the Voters' List
AH Form	Notice of Election Information
AH Form	Appointment of Scrutineer By Candidate
AH Form	Estimated Maximum Campaign Expenses
AH Form	Oral Oaths at Voting Place
AH Form	Oral Oath of Secrecy
AH Form	Declaration of an Election Results
AH Form	Notice of Recount
AH Form	Declaration of Recount Results
AH Form	Declaration of Destruction of Records
AH Form	Notice of Penalties
AH Form	Voter - ID Requirements
AH Form	Unofficial Election Results
AH Form	Application for Re-Issue of a Voter Information Letter (Used by an Impersonator)
AH Form	Official List of Registered Third Parties
AH Form	Estimated Maximum Third Party Expenses
AH Form	Certificate of Maximum Third Party Expenses
AH Form	Notice to Third Party of Filing Requirements
AH Form	Notice of Default – Registered Third Party

AH Form	Notice of Penalties – Registered Third Party
AH Form	Certificate of the Voters' List
AH Form	Acknowledgement of Qualification - Candidate
AH Form	Declaration of Identity – Not Already on Voters List
AH Form	Withdraw Third Party Registration

EL10	Appointment and Oath of Deputy Returning Officer
EL11	Appointment and Oath of an Election Official
EL15	Application to Amend Voters' List
EL16	Application for Removal of Deceased Persons
EL19	Withdrawal of Nomination
EL20	Declaration of Acclamation to Office
EL26	Oath of Qualification
EL34	Statutory Provisions Regulating Voting Procedures (Posting a Voting Place)
EL35	Notice of Offence Notice of Corrupt Practice (Posting at Voting Place)
EL37	Certificate of Maximum Campaign Expenses
EL42	Notice to Candidate of Filing Requirements
EL43	Notice of Default
