



**Municipality of Brighton**  
**ELECTION 2026**

**Corporation of the Municipality of Brighton  
2026 Municipal & School Board Elections  
Alternative Voting Method Procedures**

*Approved by the Clerk/Returning Officer on April 13, 2026.*

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## 1. Authority

On April 22, 2025, the Council of Corporation of the Municipality of Brighton adopted By-law Number 039-2025 authorizing the use of internet-based voting as its alternative voting method.

Section 42 (3) of the *Municipal Elections Act, 1996*, states as follows:

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

In addition, the Corporation of the Municipality of Brighton has entered into an agreement with Simply Voting Inc. for the provision of internet voting services for the 2026 Municipal and School Board elections.

Section 11 (2) of the *Municipal Elections Act, 1996*, states that the clerk of a local municipality is responsible for conducting elections within that municipality, which includes responsibility for:

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

With respect to the duties and authority of a municipal clerk, Section 12 (1) of the *Municipal Elections Act, 1996*, further states as follows:

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

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

Section 13 of the *Municipal Elections Act, 1996*, further states as follows:

- (1) Any notice or other information that this Act requires the clerk to give shall be given in a form and manner and at a time that the clerk considers adequate to give reasonable notice or to convey the information, as the case may be. 1996, c. 32, Sched., s. 13 (1).*
- (2) The clerk shall provide electors, candidates and persons who are eligible to be electors with information to enable them to exercise their rights under this Act.*

Section 42 (4) also states that:

2. *The procedures and forms, if they are consistent with the principles of this Act, prevail over anything in this Act and the regulations made under it.*

*The Municipal Elections Act, 1996, Section 53, also provides that the clerk may declare an emergency if they are of the opinion that circumstances have arisen that are likely to prevent the election being conducted in accordance with the Act and provides the authority to the clerk to make arrangements for the proper conduct of the election. Any arrangements made by the clerk, if they are consistent with the principles of the *Municipal Elections Act, 1996*, prevail over anything in the Act and the regulations and all such arrangements, if made in good faith, shall not be reviewed or set aside on account of unreasonableness or supposed unreasonableness.*

Therefore, as Clerk and Returning Officer for the municipal elections of the Corporation of the Municipality of Brighton, I do hereby certify and approve the following procedures for conducting the 2026 Municipal and School Board Elections and also establish that the forms listed in section 18 below are permitted to be used during this election process.

Original Signed by:

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Candice Doiron, Clerk/Returning Officer

## 2. Definitions and Abbreviations

2.1 For the purposes of these procedures, the following definitions and abbreviations shall apply:

| Term  | Definition  |
|---|---|
| Act or “ <i>Municipal Elections Act, 1996</i> ” | means the Municipal Elections Act, S.O. 1996 c. 32, as amended.   |
| Advance Voting Period                           | means the time during the Voting Period in which eligible electors may cast ballots before Voting Day in an election.   |
| Auditor   | means the person appointed by the Clerk to validate the logic and accuracy of a Voting System used in an election.  |
| Ballot  | means an image on an internet-enabled device of a ballot for an election to be voted for, including all choices available to the electors and containing spaces in which the electors mark their votes. |
| Candidate                                       | means a person who has submitted their nomination form under Section 33 of the Municipal Elections Act, 1996.   |
| Certified Candidate                             | means a Candidate whose nomination has been certified by the Clerk under Section 35 of the <i>Municipal Elections Act, 1996</i> .   |
| Clerk   | means the Clerk of The Municipality who is responsible for conducting this election under the authority of the <i>Municipal Elections Act, 1996</i> .   |
| Election Official                               | means any Election Staff bearing the authority to make a decision on a matter based on their assigned role as authorized by the Clerk in respect to an election.  |
| Election Staff                                  | means any individual that is assigned a role and/or responsibilities by the Clerk in respect to an election.  |
| Elector   | means an individual eligible to vote in an election for The Municipality.   |
| Friend  | means a person who has been requested by an Elector to assist them in the voting process in accordance with the <i>Municipal Elections Act, 1996</i> .  |
| Interim List of                                 | means, for a regular election, the list of changes made to the Voters' List between the time that the Voters' List was originally   |

| Term                                 | Definition  |
|--------------------------------------|---|
| Changes                              | published and September 20th in the year of the election.   |
| Municipal Office                     | means the municipal administration building located at 35 Alice Street, Brighton Ontario.   |
| Municipality, The                    | means the Corporation of the Municipality of Brighton, Ontario.   |
| Password                             | means an additional access control word assigned to each authorized user in order to provide additional security for access to the Voting system.   |
| Personal Identification Number (PIN) | means a unique multiple digit number assigned to each elector to provide security for access to the Voting System.  |
| Preliminary List of Electors         | means a list of eligible electors compiled by the Municipal Property Assessment Corporation for an election in The Municipality.  |
| Receiving Location                   | means the location where the Voting System is activated and where election results are reported, which shall be the Municipal Clerks Office located at the Municipal Office.  |
| Registered Third Party Advertiser    | means an individual, corporation or trade union that is registered under section 88.6 of the <i>Municipal Elections Act, 1996</i> .   |
| Revision Centre                      | means the locations and times designated by the Clerk where members of the public can apply to make additions, deletions and corrections to the list of electors.   |
| Satisfactory Identification          | means any piece of identification or personal information which would verify the identity of an individual to the satisfaction of an Election Official in accordance with the Ministry of Municipal Affairs and Housing (MMAH) list of "Acceptable Documents for Voter Identification", Ontario Regulation. 304/13 (Voter Identification), or any other identification criteria established by the Clerk. |
| Scrutineer                           | means an individual appointed in writing by a Certified Candidate to represent them during the voting process.  |
| Election Help Centre                 | means physical location, property, structure or space on a property where eligible electors may attend in person to cast their ballot in a given election, operated by The Municipality.  |
| Voter Help Desk                      | means an email address and a telephone help line provided by The Municipality to assist electors with the voting process or other general election inquiries.   |

| Term                     | Definition   |
|--------------------------|--|
| Voter Information Letter | means a letter mailed directly to an Elector's address that provides information necessary for the elector to exercise their right to vote.                                      |
| Voters' List             | means the list of eligible Electors in an election in The Municipality.  |
| Voting Day               | means the final day on which ballots may be cast in an election in The Municipality.   |
| Voting Kiosk             | means a physical internet-enabled device at a Election Help Centre which is specifically configured to permit electors to cast a ballot on the Voting System during an election. |
| Voting Period            | means the time during which Electors may cast ballots using the Voting System provided in an election, and includes both the Advanced Voting Period and Voting Day.              |
| Voting System            | means the platform(s) chosen by The Municipality to provide electors with a means of casting their ballot in an election.  |

### 3. Application

- 3.1 This procedure applies to the 2026 Municipal and School Board Elections in The Municipality including any contests for which The Municipality collects a vote on behalf of another Returning Officer for which the election spans municipal boundaries (e.g. French School Board contest).
- 3.2 The procedures and forms established by this document prevail over anything in the *Act* and its regulations, provided that they are consistent with the principles of the *Act* as per Subsection 42(4) 2. of the *Municipal Elections Act, 1996*.
- 3.3 Where these procedures do not provide for any matter, the election shall be conducted in a manner that is both practicable and consistent with the principles of the *Municipal Elections Act, 1996*, with the same being determined and established by the Clerk.
- 3.4 These procedures may be amended, as necessary and deemed appropriate, by the Clerk. Any amendment to these procedures shall be signed by the Clerk and a copy of the amendment(s) shall be provided forthwith to all candidates and registered third party advertisers.
- 3.5 The Clerk will provide access to these procedures to the Returning Officer of any contests for which The Municipality collects a vote on behalf of, and request that the procedures are distributed to candidates who register to run for those offices.

#### 4. Secrecy

- 4.1 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 (form EL11), committing to upholding the secrecy provisions established in Section 49 of the *Act*.
- 4.2 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 unless expressly requested and authorized by an elector to provide assistance.
- 4.3 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, if marking the ballot on behalf of the elector, shall vote according to the instructions and wishes of the elector.
- 4.4 No person shall communicate any information that might have been inadvertently obtained about how an elector intends to vote or has voted.
- 4.5 No elector shall reveal how they intend to vote while in an Election Help Centre, except for the purposes of obtaining assistance in voting from either a Friend or an Election Official. Any other person present must withdraw until the voter finishes instructing the Friend or Election Official, as the case may be.
- 4.6 All electors voting at an Election Help Centre may vote with the assistance of a Friend. However, the Friend shall be required to take the appropriate oath (form EL27) prior to providing assistance, to be administered by an Election Official. No person shall be allowed to act as a Friend of more than one voter at an Election Help Centre.
- 4.7 *All complaints regarding breaches of secrecy may be investigated by the proper authorities and may be prosecuted according to the provisions of "Offences, Penalties and Enforcement" under Sections 89 through 94 of the Municipal Elections Act, 1996.*

## 5. Voters' List

- 5.1 The Preliminary List of Electors shall be requested from Elections Ontario in an electronic format, by September 1, 2026, or such date as to be agreed upon by the Clerk and Elections Ontario. The list shall be reviewed by the Clerk and obvious errors shall be corrected as permitted under Section 22 of the *Municipal Elections Act, 1996*, and the list shall be approved for use as the Voters' List on or before September 1, 2026.
- 5.2 The list shall be distributed in electronic format to those who are entitled to copies under the Act. All certified candidates shall be entitled to one encrypted USB stick containing the part of the Voters' List that contains the electors who are entitled to vote for that office, at no cost. Candidates may produce paper copies at their own effort and cost, should they choose to do so. Each certified candidate shall sign the Candidate's Declaration - Proper Use of the Voters' List form (EL14) stating that the Voters' List shall not be used for any purposes other than the 2026 Municipal and School Board elections, in accordance with Section 88(10) of the *Municipal Elections Act, 1996*. The Clerk, at their sole discretion, may determine which data fields shall be included in the copy of the Voters' List provided to Candidates for each electoral category.
- 5.3 The list shall be accessible by authorized Election Officials, who will use the DataFix VoterView system to facilitate additions and changes during the revision period and perform other functions as required, subject to the security permissions assigned to each Official.
- 5.4 Additions, corrections and deletions may be made to the list in accordance with the *Municipal Elections Act, 1996*, and in accordance with the Instructions for Voters' List Revisions and PIN Replacement.
- 5.5 In accordance with Section 27 (1) of the Act, the Clerk shall produce the Interim List of Changes reflecting changes made up until August 12, 2026, using VoterView, and make available electronically these additions, corrections and deletions to those who are entitled to copies of the Voters' List under the Act. This list shall be distributed as an encrypted email attachment to each qualified person prior to September 1, 2026.
- 5.6 The Voters' List shall be provided by DataFix to Simply Voting Inc. in computer format at a time to be determined by the Clerk, to allow for activation of the Voting System. Once the Voters' List has been loaded into the Voting System it will remain synchronized; any additions, deletions or changes to elector information in VoterView will automatically and instantly be reflected in the Voting System.
- 5.7 The Voters' List shall be provided by Simply Voting Inc. to Taylor Demers Mail Processing Inc. in computer format at a time to be determined by the Clerk, to allow for printing of the Voter Information Letters in time for delivery. Voter Information Letters shall be sent via Canada Post Lettermail to all eligible Electors no later than October 7, 2026 to enable them to use the Internet Voting service.
- 5.8 All certified candidates shall receive usernames and passwords allowing them to access the Voters' List in the Voting System or VoterView, whichever the case may be, for the purposes of viewing which electors have voted during the Voting Period. The Municipality will not produce a physical or electronic excerpt of the Voters' List

indicating Electors that have voted; it is expected that Candidates will use this access. This access does not provide information on how an elector has voted, only whether or not they have participated in the election. Candidates may access this information anytime from the start of the Voting Period, until October 26, 2026 at 8:00 pm.

- 5.9 The Clerk may arrange for Revision Centres to be set up throughout The Municipality on several dates and times throughout the month of September. The Municipal Office will also be treated as a Revision Centre during normal business hours from September 1, 2026 to October 26, 2026 and until 8:00 p.m. on Election Day.
- 5.10 The Revision Centres shall be responsible for the following:
  - 5.10.1 Eligible Electors who attend the Revision Centre and are not on the Voters' List will be able to be added to the list by filling out the Application to Amend Voters' List form (EL15) and providing satisfactory identification in accordance with the Instructions for Voters' List Revisions and PIN Replacement.
  - 5.10.2 Eligible Electors who are already on the list but wish to correct their information can attend a Revision Centre or contact the Voter Help Desk to do so in accordance with the Instructions for Voters' List Revisions and PIN Replacement.
  - 5.10.3 Persons wishing to remove a deceased person's name from the Voters' List may submit a completed 'Application for Removal of Another's Name from Voters' List' form (EL16) to a Revision Centre, which shall be forwarded to the Clerk for review before the final decision to remove the deceased individual's name from the list.
  - 5.10.4 Where a person on the Voters' List has lost their Voter Information Letter or did not receive it in the mail, they can attend a Revision Centre or contact the Voter Help Desk in order to obtain their Voter Information Letter with a replacement PIN in accordance with the Instructions for Voters' List Revisions and PIN Replacement.
- 5.11 The Final List of Changes shall be provided to Elections Ontario by November 25, 2026 by DataFix upon the Clerk's authorization.

## **6. Notice of Election**

- 6.1 The Clerk shall notify electors of the following through the use of newspaper advertisements, social media, the municipal website, direct mail-outs, any combination of the aforementioned methods, or any other method deemed appropriate by staff of The Municipality:
  - 6.1.1 That a municipal election is being held in The Municipality which has adopted an alternative voting method, being Internet Voting;
  - 6.1.2 The times and dates of the voting period, as well as in-person voting assistance opportunities;
  - 6.1.3 Who is eligible to vote in the municipal election;

- 6.1.4 Information regarding the Voter Help Desk and how eligible electors can check to see if their name is on the Voters' List or if their information is correct;
  - 6.1.5 The offices for which persons may be nominated and the nomination procedure; and
  - 6.1.6 The opportunity to become a registered third-party advertiser and the registration procedure.
- 6.2 The Clerk shall determine the date(s) of all advertisements including the newspaper(s) and the notices that are to appear in order to comply with the requirements of the *Municipal Elections Act, 1996*.
- 6.3 Each person on the Voters' List shall be mailed a sealed Voter Information Letter via Canada Post Lettermail containing, at minimum:
- 6.3.1 Their PIN, as well as the designated internet address (URL) to cast their vote;
  - 6.3.2 Instructions on how to vote;
  - 6.3.3 Dates and hours of Internet Voting;
  - 6.3.4 The email address and telephone number of the Voter Help Desk;
  - 6.3.5 Locations, dates and hours of Election Help Centres;
  - 6.3.6 Access to a list of contests and candidates; and
  - 6.3.7 Voter eligibility criteria.
- 6.4 Where possible and if desirable, cooperative advertising with other municipalities may take place.

## **7. Voter Qualifications**

- 7.1 A person is entitled to be an elector at an election held in a local municipality if, on Voting Day, they,
- 7.1.1 reside in the local municipality or is the owner or tenant of land there, or the spouse of such owner or tenant;
  - 7.1.2 are a Canadian citizen;
  - 7.1.3 are at least 18 years old; and
  - 7.1.4 are not prohibited by law from voting under subsection 17(3) of the *Municipal Elections Act, 1996*, or otherwise.

## 8. Voting Process

- 8.1 A Internet Voting method shall be used for the 2026 Municipal Elections.
  - 8.1.1 The Voting System provided by Simply Voting Inc. shall allow electors to vote using the internet. Electors shall be required to access a designated internet address in order to cast their ballot.
  - 8.1.2 Every elector shall be limited to only one vote through the use of a PIN distributed via Canada Post Lettermail in a sealed and personalized Voter Information Letter, or issued in person or by e-mail by an Election Official as necessary. Every elector shall be required to provide their date of birth along with their PIN.
  - 8.1.3 Following the voter's selection for all offices on a single composite ballot, the Voting System shall identify the voter's choices and provide the voter with the option of changing or confirming their vote selections prior to submission.
  - 8.1.4 The Voting System shall enable the elector to under-vote a contest or contests, or decline from voting the ballot in its entirety, if they wish to do so.
  - 8.1.5 For the purposes of reporting declined ballots in accordance with Subsection 55(4.1) 2., an under-voted ballot shall be considered an abstention from voting for one or more contests on the ballot or voting for fewer candidates than is permitted within a single contest, whereas a declined ballot shall be considered a deliberate choice by the Elector to decline the entire ballot by selecting a 'declined' option on the ballot. A declined ballot shall not include votes cast for any contest, which is separate and distinct from an under-voted ballot which may or may not include votes for all contests, one contest, or no contests on the ballot.
  - 8.1.6 The Voting System shall not permit a voter to overvote, or to spoil a ballot.
  - 8.1.7 If an elector is interrupted before casting their vote, they may re-commence voting later using the same method or the other method. Once a voter has cast the vote, that voter will not be granted access to Internet Voting again.
  - 8.1.8 Voting will commence on October 19, 2026 at 10:00 am and close on October 26, 2026 at 8:00 p.m. Notwithstanding the closure of remote voting at 8:00 p.m. on the final day, persons present at a Election Help Centre at 8:00 p.m. will continue to be allowed to access the Voting System and complete the voting process. Persons who have gained access to the Voting System through their own device prior to 8:00 p.m. on Election Day will be permitted to complete the voting process, provided that they do so by 8:05 p.m.
- 8.2 Prior to the activation of the system by Simply Voting Inc., being on October 19, 2026 at 9:00 am, Simply Voting Inc. shall allow access by the Clerk, the Auditor, or other authorized Election Officials as determined by the Clerk, to the Voting System by secure username and password, for the purposes of viewing a list of all of the candidates' names and possible selections for any questions or by-laws on the ballot,

including the sum total of votes cast to ensure that the total votes cast indicates “0” (Zero).

- 8.3 Candidates or their scrutineer may be present in the Receiving Location from 9:00 am to 9:45 am on October 19, 2026 to verify and ensure that all candidates’ names are listed and the total votes cast are at “0”. They shall be required to sign the Activation of Voting System form (SV01) to attest to this fact.
- 8.4 Where a voter qualifies at more than one location in The Municipality, the voter may vote only once and the qualifying address to determine eligibility for voting shall be at the place of residence of the elector, as defined under the *Municipal Elections Act, 1996*. All duplicate names on the preliminary list of electors shall be verified by the Clerk and/or Election Official(s) prior to the final preparation of the Voters’ List. Should an eligible voter receive more than one Voter Information Letter, the eligible elector may only vote once and must return the other Voter Information Letter(s) to the Municipal Office. All voters that vote more than once in the election or who improperly use the Voter Information Letter shall be reported to the appropriate authorities for further investigation as to possible corrupt practices under the *Municipal Elections Act, 1996*.
- 8.5 Section 42 (5) states that when a by-law authorizing the use of an alternative voting method is in effect, Section 44 (voting proxies) applies only if the by-law so specifies. By-law Number 039-2025 is silent on the matter of proxies, and it is therefore not applicable. Therefore, with respect to proxies, a person cannot give their Voter Information Letter to another eligible elector or other individual for the purpose of voting. Acceptance or theft of another person’s Voter Information Letter including the actual voting thereof will be considered an illegal and corrupt practice and therefore subject to the penalty provisions under the *Municipal Elections Act, 1996*.
- 8.6 Sealed Voter Information Letters returned to the Municipal Office shall remain sealed, shall be marked “returned mail” and be maintained in a secure fashion and destroyed at the same time as all other Municipal Election material as provided for under Section 88 of the *Municipal Elections Act, 1996*.
- 8.7 Should a Voter Information Letter be returned to the Municipal Office that has been opened but has not been used for voting purposes, the Election Official shall immediately disable the PIN so that the PIN cannot participate in the voting process. In this circumstance, the Voter Information Letter shall be marked “unused” and be secured and destroyed in accordance with section 8.6 above.
- 8.8 The Clerk in partnership with Simply Voting Inc. shall take appropriate measures to ensure that all Voter Information Letters and their associated PINs are accounted for throughout the election and after the conclusion of the Voting Period. After the conclusion of the election, Simply Voting Inc. shall supply the Clerk with a report detailing the status of all Voter Information Letters/PINs during the election.
- 8.9 The Clerk shall arrange one or more Election Help Centres to be set up throughout The Municipality on specific dates and times during the Voting Period. Election Help Centres shall be equipped with one or more Voting Kiosks for use by electors to cast their ballot.

- 8.10 The Voters' List shall be available to Election Officials at the Election Help Centre in electronic format to provide all the services performed at a Revision Centre in accordance with section 5.10 above.
- 8.11 Where an eligible elector has tried to use his or her PIN and they have determined that it has already been used, the elector can attend the Election Help Centre and prove to the satisfaction of the Clerk, or Deputy Clerk that they did not vote and require a new PIN. In accordance with the Instructions for Voters' List Revisions and PIN Replacement, if the Clerk, or Deputy Clerk believes that all questions have been answered truthfully and satisfactorily, they may provide the elector with a new PIN and reset the elector's status in the Voting System to allow a second vote upon completion of the Application to Replace Stolen Voter Information Letter form (SV02). The original ballot that was cast by the unauthorized individual will remain in the Voting System, as ballots are disassociated from the electors' PINs once they are cast. The elector will be directed immediately to cast their ballot at a Voting Kiosk to eliminate any further misuse of the PIN. Should the elector leave without voting the new PIN will be disabled.
- 8.12 Where an elector's PIN is assigned an incorrect ward and/or school board support information, the elector can attend a Revision Centre or Voter Assistance Centre, or contact the Voter Help Desk and have the proper categories of ward and/or school support applied to the existing PIN before casting their ballot. If the eligible voter has already cast their ballot and exhausted their PIN, they cannot make any further changes to their eligibility or re-cast any part of their ballot.
- 8.13 Eligible voters may vote by:
- 8.13.1 accessing the internet address provided by using a viable internet connection;
  - 8.13.2 attending a Election Help Centre during the dates and times and at the locations established by the Clerk, either by themselves or with a friend or interpreter who may assist the elector in voting using the Voting Kiosk after taking the appropriate oath. In the absence of a friend or interpreter, the voter may request the assistance of the Election Official, who may provide assistance only after the appropriate oath has been taken; or
  - 8.13.3 attending one of several special polling opportunities as established by the Clerk.

## **9. Voting System Integrity**

- 9.1 The integrity of the voting process shall be the responsibility of the Clerk and shall be preserved by:
- 9.1.1 ensuring that every eligible elector on the Voters' List is mailed, via Canada Post Lettermail, a sealed Voter Information Letter which contains the voter's unique PIN;
  - 9.1.2 ensuring that no one except authorized Simply Voting Inc. and Taylor Demers Mail Processing Inc. staff shall have access to a comprehensive list of PINs that matches each voter's name and address;

- 9.1.3 providing opportunities for eligible electors to be added to the list or to make amendments to the list, up until the close of voting;
  - 9.1.4 establishing proper procedures to ensure that no person is added to the Voters' List unless an Election Official is completely satisfied of their identity and qualification as an elector in The Municipality;
  - 9.1.5 establishing proper procedures to ensure that no replacement PIN is issued unless an Election Official is completely satisfied of the eligible elector's identity;
  - 9.1.6 ensuring that no replacement PIN is issued by anyone other than an employee of The Municipality who has been appointed in writing by the Clerk to do so; and
  - 9.1.7 appointing an Auditor to test the Voting System in accordance with sections 9.2 and 9.3 below, and providing same with read-only access to the Voting System.
- 9.2 The Voting System shall be tested thoroughly through a comprehensive logic and accuracy audit prior to the Voting Period. The tests shall include but not be limited to the following:
- 9.2.1 Voting System refuses ballots before the start of the Voting Period
  - 9.2.2 Voting System is 'zeroed out' at the start of the Voting Period
  - 9.2.3 Voting System presents electors with the correct ballot based on their elector information
  - 9.2.4 Voting System accepts ballots from un-used eligible PINs
  - 9.2.5 Voting System refuses ballots from used PINs
  - 9.2.6 Voting System does not allow over-votes on any ballot
  - 9.2.7 Voting System acknowledges under-voted ballots and prompts elector if they wish to complete under-voted contests on their ballot
  - 9.2.8 Voting System 'times out' after a period of voter inactivity
  - 9.2.9 Voting System accepts ballots from PINs that previously 'timed out' or were abandoned before being submitted
  - 9.2.10 Voting System refuses ballots after the end of the Voting Period, except from specifically authorized Voting Kiosks
  - 9.2.11 Voting System accurately counts votes for all candidates in each contest
- 9.3 The Voting System shall be further tested through an ongoing audit during the Voting Period. The tests shall include but not be limited to the following:
- 9.3.1 Voting System refuses ballots before the start of the Voting Period
  - 9.3.2 Voting System is 'zeroed out' at the start of the Voting Period
  - 9.3.3 Voting System presents electors with the correct ballot based on their elector information
  - 9.3.4 Voting System does not allow over-votes on any ballot
  - 9.3.5 Voting System acknowledges under-voted ballots and prompts elector if they wish to complete all contests on their ballot
  - 9.3.6 Voting System 'times out' after a period of voter inactivity
  - 9.3.7 Voting System refuses ballots after the end of the Voting Period, except from

specifically authorized Voting Kiosks

- 9.4 All Voting Kiosks and associated information technology infrastructure used at Election Help Centres will be tested for internet access, network security, proper configuration, and device security.

## 10. Close of Polls & Results

- 10.1 The Municipality shall keep its public voting access open until 8:00 p.m. on Election Day.
- 10.2 Any person remaining within an Election Help Centre after 8:00 p.m. will still be permitted to vote from Voting Kiosks. Persons who have gained access to the Voting System remotely through their own device prior to 8:00 p.m. on Election Day will be permitted to complete the voting process, provided that they do so by 8:05 p.m.
- 10.3 At such a time as all eligible electors within an Election Help Centre have voted and after 8:05 p.m. to ensure no remote voters remain logged into the system, the Clerk shall order the close and deactivation of the Internet Voting service and shall also order the generation of the results for each contest.
- 10.4 Following the close of voting, the appointed Auditor will attempt to vote from both a privately-owned computer and a Voting Kiosk, and confirm that it is not possible to access the voting site.
- 10.5 As soon as possible after 8:00 p.m. on Election Day at the Receiving Location, the Clerk shall download unofficial results for each contest from the Voting System. Only the Clerk, appointed Election Officials, certified candidates or their scrutineer may be present at the Receiving Location, and those present shall sign the unofficial results. The Clerk shall publish the unofficial results on the municipal website and/or the Voting System website, as the case may be.
- 10.6 As soon as possible after Voting Day, the Clerk shall declare the official results, and then post the official results at the Municipal Office and on the municipal website and/or Voting System website, as the case may be.

## 11. Recount Procedures

- 11.1 In the case of a tie vote, as provided under Section 56 of the *Municipal Elections Act, 1996*, the Clerk shall require Simply Voting Inc. to provide a re-tabulation of the votes cast.
- 11.2 Pursuant to Subsection 56(2) of the *Municipal Elections Act, 1996* the recount shall be held within fifteen (15) days after the Clerk's declaration of the results of the election, and therefore the recount shall occur on or before November 8, 2026 at the Receiving Location.
- 11.3 Pursuant to Subsection 61(1) of the *Municipal Elections Act, 1996*, the following persons will be authorized to attend the recount:

- 11.3.1 the Clerk and any other Election Official appointed by the Clerk for the recount procedure;
  - 11.3.2 every certified candidate for the office;
  - 11.3.3 the lawyer or agent for each of the candidate(s); and
  - 11.3.4 only one (1) scrutineer for each of the candidate(s).
- 11.4 At the precise hour designated for the recount, the Clerk shall re-tabulate the results for the contest(s) that are subject to the recount procedure and publish the results of the recount.
- 11.5 Upon receipt of the final results of the recount, the Clerk shall announce the results of the recount and in the event of a tied vote, Subsection 62(3) of the *Municipal Elections Act, 1996* shall apply, being as follows:
- “If the recount indicates that two or more candidates who cannot both or all be declared elected to an office have received the same number of votes, the clerk shall choose the successful candidate or candidates by lot”.*
- 11.6 In the event that a tied vote occurs after the recount, the following procedure shall be used and applied:
- 11.6.1 The Clerk shall determine the texture and quality of the paper used for this process and each candidate or the candidate’s lawyer and/or scrutineer will have an opportunity of examining the paper to be used to inscribe the names of the candidates;
  - 11.6.2 The Clerk shall print the name of each candidate on a similar size paper and the candidate(s), the candidates’ lawyer and/or scrutineer, without touching the paper, may examine the same. The writing of each name shall be clear and concise, and no ink shall appear within half an inch of the edge of the paper. In addition, all persons present will have an opportunity of examining the box which will be used for conducting the lot;
  - 11.6.3 Upon acceptance of all the candidates that the process outlined in paragraphs 11.6.1 and 11.6.2 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.
  - 11.6.4 Once all Candidate’s names are inserted into the box, the top of the box shall be closed. Any individual entitled to be in attendance at the drawing shall be given the opportunity to inspect the box before it is closed. The Clerk shall shake the closed box vigorously ten (10) times. Before opening the box, the Clerk shall select another Election Official member to draw from the box.

- 11.6.5 The Clerk shall open the box and hold the box at such a height as to prevent any individual from seeing inside the box before a name is drawn from it.
- 11.6.6 At the Clerk's direction, the individual drawing from the box shall reach in and pull out one (1) piece of paper at a time for each office to be filled. When a piece of paper is drawn, the individual shall unfold it and show the name on it to all in attendance and say the name aloud.
- 11.6.7 Once completed, the person appointed by the Clerk shall remove the remaining contents from the box and provide an opportunity for all persons present to examine the remaining slips of papers and the box.

## 12. Destruction of Records

- 12.1 Election records shall be destroyed in accordance with Section 88 of the Municipal Election Act, 1996. Upon written request of the Clerk following the passage of 120 days after Voting Day, Simply Voting Inc. shall destroy all ballots associated with the election and provide written confirmation of same to the Clerk.

## 13. Scrutineers

- 13.1 Scrutineers may be appointed, in writing by the candidate, to represent them as allowed for under Section 16 of the *Municipal Elections Act, 1996*. If appointed, scrutineers will be entitled to the following:
  - 13.1.1 to be present in the Receiving Location, from 9:00 am to 9:45 am on October 19, 2026 prior to the opening of polling to verify and ensure that all candidates' names are listed and the total votes cast are at "0" (Zero), and to sign the Activation of Voting System form (SV01) to attest to this fact.
  - 13.1.2 to be present at any Election Help Centre during hours of operation to observe the process.
  - 13.1.3 to be present in the Receiving Location, at the time when results are announced.
- 13.2 Before being admitted to a Election Help Centre or the Receiving Location, Scrutineers shall produce satisfactory identification and a properly signed Appointment of Scrutineer by Candidate form, and take the Oral Oath of Secrecy (EL12A and EL12B).
- 13.3 Only one candidate or their appointed scrutineer may be in attendance at a Election Help Centre or the Receiving Location at one time.
- 13.4 Use of mobile communication devices and cameras shall **not be permitted** within any Election Help Centre or the Receiving Location by any candidate or scrutineer.
- 13.5 Scrutineers who do not follow the instructions of the Election Official(s) or who attempt to interfere, influence and to determine how an elector is voting will be requested to leave the Election Help Centre immediately, their appointment will be revoked and they will not be permitted to re-attend at a Election Help Centre or during the announcement of results. Scrutineers may also have their appointment revoked if they

contravene the rules and guidelines established by the Clerk as provided to the Candidates.

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

- 14.1 The *Municipal Elections Act, 1996* provides for penalties and enforcement of corrupt practices and other offences during an election process. Penalties can include a fine up to \$25,000, forfeiture of office, ineligibility to run for office in the following election, and/or imprisonment up to 6 months.
- 14.2 Although The Municipality will be using an alternative voting method, being Internet Voting, the principles and the integrity of the election process will remain and are enforceable.
- 14.3 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 appropriate authorities for investigation of corrupt practices.
- 14.4 In addition, under the provisions of Section 90 of the *Municipal Elections Act, 1996*, if a person is convicted of an offence and the offence was committed knowingly, the offence also constitutes a corrupt practice and the person is liable, in addition to any other penalty, for a term of imprisonment not more than six (6) months.
- 14.5 Although many provisions of the *Municipal Elections Act, 1996*, also deal with voting places, ballots and ballot boxes, etc. the same must be used interchangeably with the “alternative form” of voting since the principles of the Act must be maintained and are therefore enforceable and subject to penalties.
- 14.6 As such, the Clerk in this alternative form of voting, has agreed to the following rules and regulations:
  - 14.6.1 THAT all complaints submitted in writing about actions which may contravene the provisions of the *Municipal Elections Act, 1996*, will be considered by the Clerk;
  - 14.6.2 THAT all such valid complaints submitting in writing, once deemed by the Clerk to be substantiated, will be submitted to the appropriate authorities;
  - 14.6.3 THAT the Clerk or any Election Official will not attempt to intervene in the prosecution and may be called to give evidence during prosecution.

#### **15. Mail Tampering: Criminal Offence and Prosecution**

- 15.1 The Criminal Code of Canada states that tampering with the mail of an individual is a criminal offence and a person found guilty is liable to a term of imprisonment not exceeding ten (10) years. Since The Municipality’s election methods rely on delivery of the Voter Information Letter to eligible electors in order to allow those electors to exercise their right to vote, any instance or substantiated account of mail tampering will be taken very seriously and reported to the authorities.

- 15.2 In order to ensure the integrity and confidence of the voting process for all electors and candidates, the Clerk agrees to the following rules and regulations:
- 15.2.1 THAT all complaints about actions which may contravene the provisions of the Criminal Code of Canada with respect to mail tampering, submitted in writing, will be considered by the Clerk;
- 15.2.2 THAT all such valid complaints, once deemed by the Clerk to be substantiated, will be submitted to the appropriate authorities;
- 15.2.3 THAT the Clerk or any Election Official will not attempt to intervene in the prosecution and may be called to give evidence during prosecution.

## 16. Emergencies

- 16.1 Pursuant to Section 53 of the *Municipal Elections Act, 1996*, an emergency shall be declared in the event of any circumstance that in the opinion of the Clerk compromises the integrity and/or execution of the election.
- 16.2 In the event of an emergency, the Clerk/Returning Officer shall advertise on radio, social media, and television stations if possible, and post notices to the extent possible, that the election has been delayed or extended as the case may be.
- 16.3 In the event of an emergency, and a decision by the Clerk/Returning Officer, Simply Voting Inc. under direction from the Clerk/Returning Officer, shall stop the Voting System from accepting connections from the Internet, thus preventing the election from continuing or starting as the case may be, or direct Simply Voting Inc. to extend the voting period past the scheduled end time.
- 16.4 In the event the Clerk/Returning Officer is unable to be present to conduct procedures on Voting Day, there shall be a substitute qualified person appointed or available to attend to the election details.
- 16.5 Given the options available to electors to vote from any internet-enabled device with an internet connection, any event that results in one or more voting locations becoming unavailable for use on Voting Day (e.g. flooding, power failure) shall not be sufficient to cause the Clerk to declare an emergency, delay the vote, open a new voting location, or extend the voting hours.

## 17. Accessibility

- 17.1 The Clerk shall have regard to the needs of electors and candidates with disabilities.
- 17.2 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.
- 17.3 In establishing the locations of Election Help Centres, the Clerk shall ensure that each location is accessible to electors and candidates with disabilities.

- 17.4 Within 90 days after Voting Day, the Clerk shall prepare a report regarding the identification, removal and prevention of barriers that affect electors and candidates with disabilities and shall make the report available to the public.

## 18. Appendices

- 18.1 The Forms and Notices approved for use by The Municipality for the election process and included as Appendix A to these procedures. 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) of the *Municipal Elections Act, 1996*. Nothing in this procedure precludes the Clerk from approving the use of additional forms, subsequent to the finalization of this procedure.
- 18.2 The Instructions for Voters' List Revisions and PIN Replacement are included as Appendix B to these procedures.

Corporation of the Municipality of Brighton  
2026 Municipal & School Board Elections  
Appendix A – Forms and Notices

Approved by the Clerk/Returning Officer on April 13, 2026.

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**NOTICE TO ELECTORS- BY-LAWS OR QUESTIONS<sup>1,2</sup>**

Municipal Elections Act, 1996 (s.8(6))

**NOTICE** is hereby given to the Municipal Electors of the

Municipality of Brighton

The Council of the Municipality of Brighton has passed By-Law # \_\_\_\_\_  
authorizing the following question to be placed on the ballot in the municipal elections  
to be held on October 26, 2026.

**On the question of (State issue in general terms)**

**Are you in favour of (State issue in detail)?**

**YES**     

**NO**       

Dated this \_\_\_\_\_ day of \_\_\_\_\_

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

<sup>1</sup> Councils have no jurisdiction over questions placed on the ballot by local boards or by the Minister. Clerks may wish to augment the above notice with directions to the elector where additional information and enquiries may be made.

**LIST OF CERTIFIED CANDIDATES<sup>2</sup>**

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

**NOTICE** is hereby given to the Municipal Electors of the

Municipality of Brighton

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

| Name of Candidate | Office |
|-------------------|--------|
|                   |        |
|                   |        |
|                   |        |
|                   |        |
|                   |        |
|                   |        |

Dated this \_\_\_\_\_ day of \_\_\_\_\_.

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

<sup>2</sup> This form may be used by the clerk responsible for nominations, to advise clerks in other municipalities who are responsible for conducting a vote for candidates elected across more than one municipal jurisdiction (e.g. shared school trustee positions).

**CERTIFICATE OF ELECTION RESULTS<sup>3</sup>**

Municipal Elections Act, 1996, s.11.4(3)

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

| Name of Candidate | Office | Votes |
|-------------------|--------|-------|
|                   |        |       |
|                   |        |       |
|                   |        |       |
|                   |        |       |
|                   |        |       |
|                   |        |       |
|                   |        |       |

Dated this \_\_\_\_\_ day of \_\_\_\_\_.

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

<sup>3</sup> This form may be used to report election results from one municipality to another municipality for candidates elected across more than one municipal jurisdiction (e.g. shared School Trustee positions).

**APPOINTMENT AND OATH OF AN ELECTION OFFICIAL<sup>4</sup>**

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

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

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

- a. authority to amend the Voters' List to add an Elector, remove an Elector's own name and/or correct erroneous information;
- b. authority to require a person to furnish proof of identity, qualifications or any other matter.
- c. authority to approve or deny applications for revision to the Voters' List;
- d. authority to issue replacement Personal Identification Numbers to electors;
- e. authority to assist voters at a Voter Assistance Centre;
- f. authority to receive election results as they are reported on Election Day.

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

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

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

Declared before me at the Municipality of Brighton, in the County of Northumberland, this \_\_\_\_\_ day of \_\_\_\_\_.

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

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

<sup>4</sup> This form includes some suggested tasks to be delegated to the Election Official. It may be amended to reflect the duties the Clerk wishes to delegate to the Election Official.

**APPOINTMENT OF SCRUTINEER BY CANDIDATE**

Municipal Elections Act, 1996

|   |  |
|---|--|
| <b>Candidate</b>  |  |
| Name of Candidate (please print)  |  |
| Candidate for the Office of (check one)   |  |
| <input type="checkbox"/> Mayor  | <input type="checkbox"/> _____ Public District School Board          |
| <input type="checkbox"/> Local and Regional Councillor, Wards _____   | <input type="checkbox"/> _____ Catholic District School Board        |
| <input type="checkbox"/> Councillor, Ward _____   | <input type="checkbox"/> _____ French Public District School Board   |
|   | <input type="checkbox"/> _____ French Catholic District School Board |
| <b>Scrutineer Appointment</b>   |  |
| Name of Scrutineer Appointed (please print)   |  |
| I appoint the individual noted above as a scrutineer to represent me in the Municipality of Brighton 2026 Municipal Election.   |  |
| Date  | Signature of Candidate   |
| this          day of  |  |
| <b>Instructions to Scrutineer</b>   |  |
| <ul style="list-style-type: none"> <li>A candidate who enters a Voter Assistance Centre or Receiving Location is considered to be a scrutineer.</li> <li>Scrutineers arriving at a Voter Assistance Centre or Receiving Location must show this form and personal identification to the election officials.</li> <li>Scrutineers arriving at a Voter Assistance Centre must also take an oath of secrecy.</li> <li>Only one scrutineer per candidate may be at a Voter Assistance Centre or Receiving Location.</li> </ul>  |  |
| <b>Rights and Prohibitions</b>  |  |
| <p><b>Scrutineers and candidates can:</b></p> <ul style="list-style-type: none"> <li>Be present at the start of polling to verify and ensure that all candidates' names are listed and that no votes have been cast and shall be required to sign the "Activation of Voting System" form that attests to this fact.</li> <li>Observe the voting process at a Voter Assistance Centre, but shall not interfere with the electors.</li> <li>Observe the receipt of the voting results at the Receiving Location, but shall not interfere with the process.</li> <li>Enter the Receiving Location 15 minutes before the designated time.</li> <li>Sign the Election Results (supplied by the provider).</li> <li>In the event of a recount, Section 61 of the Act prescribes the number of scrutineers entitled to be present and their rights.</li> </ul> |  |

## Rights and Prohibitions (continued)

### Scrutineers and candidates cannot:

- Campaign in a Voter Assistance Centre.
- Attempt, directly or indirectly, to interfere with how an elector votes.
- Display campaign material (including buttons, pins, etc.) in a Voter Assistance Centre or Receiving Location.
- Compromise the secrecy of the voting.
- Obtain or attempting to obtain, in a Voter Assistance Centre, any information about how an elector intends to vote or has voted.
- Communicate any information obtained at a Voter Assistance Centre about how an elector intends to vote or has voted.
- Park a vehicle displaying campaign material in the parking lot of a Voter Assistance Centre or Receiving Location.

### Note:

- It is no longer mandatory that scrutineers be 16 years of age or older to work at an election.
- The Clerk is responsible for the conduct of the Voter Assistance Centre or Receiving Location and no candidate or scrutineer has the right to interfere with the Clerk in the discharge of their duties.
- Any who is creating a disturbance at a Voter Assistance Centre or Receiving Location will be removed as directed by the Clerk.
- Scrutineers/candidates who wish to have a discussion with another candidate or scrutineer must leave the Voter Assistance Centre to carry on their discussion elsewhere.
- Cell phones shall be turned off upon entering the Voter Assistance Centre or Receiving Location and their use is prohibited while in the Voter Assistance Centre or Receiving Location.
- Scrutineers/candidates wishing to observe the receipt of the voting results MUST be at the Receiving Location prior to the time designated by the Clerk (8:00 p.m. on Voting Day). No one will be admitted to the Receiving Location after the time designated. Once admitted to the Receiving Location, no one shall be permitted to leave until the election results (supplied by the provider) have been received and signed by all in attendance.
- The total of votes cast for each candidate as tabulated by the system is final. The Clerk is not required to do a second count.

**ORAL OATH OF SECRECY**

---

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

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

That I will not, nor attempt to:

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

**To be declared by any scrutineer or candidate wishing  
to remain at the voter assistance centre**

**APPOINTMENT OF SCRUTINEER**

**Re: By-laws or Questions**

Municipal Election Act, 1996 (s.16 (2))

Moved by \_\_\_\_\_

Resolution No. \_\_\_\_\_

Seconded by \_\_\_\_\_

The Municipal Council (or local board, etc.) of the Corporation of the (name of Municipality, local board, etc.) hereby appoints \_\_\_\_\_ to act as a scrutineer to represent the Corporation (or local board, etc.) with respect to (insert specific question or by-law) during voting or at the counting of votes in respect of the Municipal Elections to be held on October 26, 2026.

"CARRIED"

I hereby certify the above to be a true copy of a resolution of the Council (or local board, etc.) of the (name of Municipality, local board, etc.) passed on the \_\_\_\_\_ of \_\_\_\_\_.

\_\_\_\_\_  
Municipal Clerk (or Secretary), or designate

\_\_\_\_\_  
(Name of Municipality, local board, etc.)

This form must be signed by the Clerk (or Secretary) of the Municipality (or local board, etc.) and may be required to be shown to an Election Official at the Voter Assistance Centre or Receiving Location. Failure to show proof of appointment may result in a direction to you to leave.

## Instructions to Scrutineer

- A candidate who enters a Voter Assistance Centre or Receiving Location is considered to be a scrutineer.
- Scrutineers arriving at a Voter Assistance Centre or Receiving Location must show this form and personal identification to the election officials.
- Scrutineers arriving at a Voter Assistance Centre must also take an oath of secrecy.
- Only one scrutineer per candidate may be at a Voter Assistance Centre or Receiving Location.

## Rights and Prohibitions

### Scrutineers and candidates can:

- Be present at the start of polling to verify and ensure that all candidates' names are listed and that no votes have been cast and shall be required to sign the "Activation of Voting System" form that attests to this fact.
- Observe the voting process at a Voter Assistance Centre, but shall not interfere with the electors.
- Observe the receipt of the voting results at the Receiving Location, but shall not interfere with the process.
- Enter the Receiving Location 15 minutes before the designated time.
- Sign the Election Results (supplied by the provider).
- In the event of a recount, Section 61 of the Act prescribes the number of scrutineers entitled to be present and their rights.

### Scrutineers and candidates cannot:

- Campaign in a Voter Assistance Centre.
- Attempt, directly or indirectly, to interfere with how an elector votes.
- Display campaign material (including buttons, pins, etc.) in a Voter Assistance Centre or Receiving Location.
- Compromise the secrecy of the voting.
- Obtain or attempting to obtain, in a Voter Assistance Centre, any information about how an elector intends to vote or has voted.
- Communicate any information obtained at a Voter Assistance Centre about how an elector intends to vote or has voted.
- Park a vehicle displaying campaign material in the parking lot of a Voter Assistance Centre or Receiving Location.

### Note:

- It is no longer mandatory that scrutineers be 16 years of age or older to work at an election.
- The Clerk is responsible for the conduct of the Voter Assistance Centre or Receiving Location and no candidate or scrutineer has the right to interfere with the Clerk in the discharge of their duties.
- Any who is creating a disturbance at a Voter Assistance Centre or Receiving Location will be removed as directed by the Clerk.
- Scrutineers/candidates who wish to have a discussion with another candidate or scrutineer must leave the Voter Assistance Centre to carry on their discussion elsewhere.
- Cell phones shall be turned off upon entering the Voter Assistance Centre or Receiving Location and their use is prohibited while in the Voter Assistance Centre or Receiving Location.
- Scrutineers/candidates wishing to observe the receipt of the voting results MUST be at the Receiving Location prior to the time designated by the Clerk (8:00 p.m. on Voting Day). No one will be admitted to the Receiving Location after the time designated. Once admitted to the Receiving Location, no one shall be permitted to leave until the election results (supplied by the provider) have been received and signed by all in attendance.
- The total of votes cast for each candidate as tabulated by the system is final. The Clerk is not required to do a second count.

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

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

I, \_\_\_\_\_, being a candidate for the office of \_\_\_\_\_, hereby request the Clerk to provide me with the following information when it becomes available:

an electronic copy of the Voters' List. Please note that a copy of all revisions made to the Voters' List will be provided on or before Monday, September 28, 2026.

electronic access to view the Voters' List and which electors have voted.

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

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

\_\_\_\_\_ Date

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

**Application to Amend Voters' List** *Municipal Elections Act, 1996 (s.17, s.24, s.25) Form EL15*

Check only one  **add** applicant's name to list  
 **correct** applicant's information on list  
 **delete** applicant's or family member's name from list (  deceased  moved  other )  
year month day

**Name of applicant** date of birth

|      |       |        |
|------|-------|--------|
|      |       |        |
| last | first | middle |

**Qualifying address on voting day**  commercial property At qualifying address, applicant is:

|                      |             |   |             |                |
|----------------------|-------------|---|-------------|----------------|
|                      |             |   |             |                |
| street number & name | apt. #      | roll number   | ward number | voting subdiv. |
| city                 | postal code | (if house apartment, indicate floor level - e.g. basement, 1st floor, etc.) |             |                |

owner *since* \_\_\_\_\_  
 tenant *since* \_\_\_\_\_  
 other *since* \_\_\_\_\_  
 spouse  or s.s.p. date \_\_\_\_\_  
 unqualified (deleted name only)

**Previous qualifying address** (if applicable) At previous address, applicant was:

|                      |             |   |             |                |
|----------------------|-------------|---|-------------|----------------|
|                      |             |   |             |                |
| street number & name | apt. #      | roll number   | ward number | voting subdiv. |
| city                 | postal code | (if house apartment, indicate floor level - e.g. basement, 1st floor, etc.) |             |                |

owner  
 tenant  
 other  
 spouse  or s.s.p.

**Current mailing address of applicant** (if different than Qualifying address above) At mailing address, applicant is:

|                      |               |      |             |
|----------------------|---------------|------|-------------|
|                      |               |      |             |
| street number & name | apt. / unit # | city | postal code |

owner  
 tenant  
 other  
 spouse  or s.s.p.

**School Support**  
 Applicant is Roman Catholic (includes Greek & Ukrainian Catholics)  
 Applicant has French Language Education Rights

**Applicant wishes to be an elector for the following school board**

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

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

\_\_\_\_\_  
 signature of applicant date

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

**Certificate of Approval** (to be completed by Clerk or designate)  Refused (state reason)

Approved

I hereby certify that the Voters' List for said voting subdivision in this municipality shall be amended in accordance with the statement of facts or information contained herein.

\_\_\_\_\_  
 signature of clerk or designate date

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

Municipal Elections Act, 1996 (s. 25)

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

In Respect Of

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

Entered On List For

|                   |                                    |   |
|-------------------|------------------------------------|---|
| Ward No. (if any) | Voting Subdivision No.<br>(if any) | Assessment Roll Number (to<br>be completed by Clerk or<br>designated election official) |
|-------------------|------------------------------------|---|

**Statement By Applicant**

I, the undersigned, hereby state:

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

\_\_\_\_\_  
(Signature of applicant)

\_\_\_\_\_  
(Date signed)

**NOTICE OF NOMINATION FOR OFFICE**

---

Municipal Elections Act, 1996 (s.32)

**NOTICE** is hereby given to the Municipal Electors of the Municipality of Brighton

**Nominations** for the following offices must be submitted by appointment at the **Municipality of Brighton Clerk's Office** – 35 Alice Street, Brighton Ontario:

- **Mayor** (1 to be elected at large)
- **Deputy Mayor** (1 to be elected at large)
- **Councillors** (5 to be elected at large)
- **Kawartha Pine Ridge District School Board – English Language School Board Trustee** (1 Trustee to be elected for the combined area of the Municipality of Brighton, Township of Cramahe, and City of Quinte West - Murray Ward)

**Nominations** for the following office must be submitted at the **Town of Cobourg Clerk's Office** – 55 King Street West, Cobourg Ontario:

- **Peterborough, Victoria, Northumberland and Clarington District School Board – English Language Separate School Board Trustee** (1 to be elected for Northumberland County and City of Quinte West - Murray Ward)

**Nominations** for the following offices must be submitted to the **City of Oshawa Clerk's Office** - 50 Centre Street South, Oshawa Ontario:

- **Conseil Scolaire Catholique MonAvenir – French Language Separate School Board Trustee** (1 Trustee to be elected by all French Catholic Electors in the areas of the single-tier cities of Kawartha Lakes, Peterborough and Quinte West, and all municipalities in the Regional Municipality of Durham, the County of Northumberland, and the County of Peterborough)
- **Conseil Scolaire Viamonde – French Language Public School Board Trustee** (1 Trustee to be elected by French Public Electors in the areas of the single-tier cities of Kawartha Lakes, Peterborough and Quinte West, and all municipalities in the Regional Municipality of Durham, the County of Northumberland, the County of Haliburton, and the County of Peterborough)

Nominations may be made by completing and filing in the office of the Clerk, nominations on the prescribed form and accompanied by the prescribed nomination filing fee of \$200.00 for the Head of Council and \$100 for all other offices. The filing fee is payable by cash, certified cheque, money order or electronic payment if specified by the Clerk.

A nomination must be signed by the candidate and may be filed in person or by an agent during regular business hours between May 1, 2026 and August 20, 2026, and between 9:00 am and 2:00 pm on August 21, 2026 (Nomination Day).

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

Electors are hereby given notice that if a greater number of candidates are certified than are required to fill the said offices, voting will occur from Monday, October 19, 2026 at 10:00 am until Monday, October 26, 2026 at 8:00 pm.

Dated this \_\_\_\_\_ Day of \_\_\_\_\_

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

**NOTICE OF ADDITIONAL NOMINATIONS**

Municipal Elections Act, 1996 (s.33(5))

Take Notice that the number of candidates for the office of <office name> was not sufficient to fill the number of vacancies to which candidates may be elected.

And Further Take Notice that the Clerk may receive and certify additional nominations for the remaining vacancies in the Clerk’s Office between the hours of 9:00 am and 2:00 pm on August 26, 2026, subject to the provisions of Subsection 33(5) of the *Municipal Elections Act, 1996*.

**Offices for Which Persons May be Nominated:**

\_\_\_\_\_ **to be elected.**  
(Office) (Number)

And Further Take Notice that the manner in which nominations shall be filed is set forth in Section 33 of the *Municipal Elections Act, 1996*. Nomination forms and full particulars of procedures to be followed may be obtained from the undersigned.

Dated this \_\_\_\_\_ Day of \_\_\_\_\_.

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

**WITHDRAWAL OF NOMINATION<sup>5,6</sup>**

Municipal Elections Act, 1996 (s.36)

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

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

\_\_\_\_\_  
Date

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

|  |
|--|
| <p>This withdrawal delivered to me at _____<br/>(Time)</p> <p>this _____ day of _____.</p> <p>_____<br/>Municipal Clerk or designate</p> |
|--|

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

<sup>6</sup> Clerk may want to require a candidate to appear in person, with identification in order to withdraw their nomination. If not, then anytime that a nomination withdrawal is submitted by someone other than the nominee, the Clerk should follow up to ensure that the withdrawal was submitted with the nominee's permission.

**DECLARATION OF ACCLAMATION TO OFFICE**

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

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

| Name of Certified Candidate | Office |
|-----------------------------|--------|
|                             |        |
|                             |        |
|                             |        |
|                             |        |
|                             |        |
|                             |        |
|                             |        |

Dated this \_\_\_\_\_ day of \_\_\_\_\_.

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

**NOTICE OF DEATH/INELIGIBILITY OF CANDIDATE**

---

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

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

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

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

or

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

Dated this \_\_\_\_\_ day of \_\_\_\_\_.

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

**CERTIFICATE OF THE VOTERS' LIST<sup>7</sup>**

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

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

|                         |  |
|-------------------------|--|
| Municipality            |  |
| Ward No (if applicable) | Voting Subdivision No(s) (if applicable) |

Dated this \_\_\_\_\_ day of \_\_\_\_\_.

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

<sup>7</sup> The Voters' List for use in the Voting Subdivision should be prepared as late as possible so that as many revisions made to the List as possible can be included. Clerks may choose to create this List from a computer database.

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

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Municipal Elections Act, 1996 (s.40)

Municipal Elections in the Municipality of Brighton for the offices of:

- 1 Mayor
- 1 Deputy Mayor
- Councillors
- 1 Public School Board Trustee
- 1 Catholic School Board Trustee
- 1 French Public School Board Trustee
- 1 French Catholic School Board Trustee

will be held on Monday, October 26, 2026

- information and directions on the manner of alternative voting
- location, dates and times on which Voter Assistance Centres will be open
- additional information as appropriate to the circumstance

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

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

**ORAL OATHS AT VOTER ASSISTANCE CENTRE**

Municipal Elections Act, 1996

**ORAL OATH OF VOTE WITH ASSISTANCE**

I, \_\_\_\_\_ (name of elector) being an elector entitled to vote in this municipality swear or solemnly affirm I require assistance to mark my ballot.

**ORAL OATH OF FRIEND OF ELECTOR**

I, \_\_\_\_\_ (name of friend), a friend of \_\_\_\_\_ (name of elector), an elector who is unable to vote without assistance, and who is entitled to vote in this municipality declare that I will:

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

**ORAL OATH OF INTERPRETER**

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

**DECLARATION OF ELECTED CANDIDATE<sup>8</sup>**

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

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

of the Corporation of the Municipality of Brighton

in the County of Northumberland

declare the following candidate or candidates  
elected as a result of the Municipal Election held October 26, 2026

**Council of the Municipality of Brighton**

|    | Office | Elected Candidate |
|----|--------|-------------------|
| 1. | _____  | _____             |
| 2. | _____  | _____             |
| 3. | _____  | _____             |
| 4. | _____  | _____             |
| 5. | _____  | _____             |
| 6. | _____  | _____             |
| 7. | _____  | _____             |

\_\_\_\_\_  
Date

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

<sup>8</sup> The Clerk shall as soon as possible after Voting Day declare the candidate or candidates who received the highest number of votes to be elected (s.55(4) a)

**DECLARATION OF RESULTS - BY-LAWS OR QUESTIONS<sup>9</sup>**

Municipal Elections Act, 1996 (s. 55(4) b)

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

of the Corporation of the \_\_\_\_\_ of \_\_\_\_\_

in the \_\_\_\_\_ of \_\_\_\_\_

declare the following results in respect to

|                            |
|----------------------------|
| (State by-law or question) |
|----------------------------|

conducted in the Municipal Election held October 26, 2026.

BY-LAW OR QUESTION  
OPTIONS

YES \_\_\_\_\_

NO \_\_\_\_\_

\_\_\_\_\_  
Date

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

<sup>9</sup> The Clerk shall as soon as possible after Voting Day declare the results of any by-law or question voting held during the municipal election (s.55(4) b)

**STATUTORY PROVISIONS REGULATING VOTING PROCEDURES<sup>10</sup>**

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

**Prohibition**

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

**No Election Campaign Material**

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

**Secrecy**

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

**Offences**

s.49(2) No person shall,  
(a) interfere or attempt to interfere with an elector who is marking the ballot;  
(b) obtain or attempt to obtain, at a voting place, information about how an elector intends to vote or has voted; or  
(c) communicate any information obtained at a voting place about how an elector intends to vote or has voted.

**Same, Revealing a Vote**

s.49(3) No elector shall,  
(a) take a photograph or video recording of his or her marked ballot; or  
(b) show his or her marked ballot to any person so as to reveal how he or she has voted, except in connection with obtaining assistance in voting under paragraph 4 of subsection 52(1).

**No Requirement of Disclosure**

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

<sup>10</sup> The Clerk may post copies of this notice in the voting place

**NOTICE OF OFFENCE  
NOTICE OF CORRUPT**

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**PRACTICE<sup>11</sup>**

Municipal Elections Act, 1996 (s. 89)

Section 89 of the Municipal Elections Act, 1996 provides that a person is guilty of an offence, if he or she,

- (d) votes without being entitled to do so;
- (e) votes more times than the Act allows;
- (f) votes in a voting place in which he or she is not entitled to vote;
- (g) induces or procures a person to vote when that person is not entitled to do so;
- (h) having appointed a voting proxy that remains in force, votes otherwise than by the proxy;
- (i) 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;
- (j) before or during an election, publishes a false statement of a candidate's withdrawal;
- (k) furnishes false or misleading information to a person whom this Act authorizes to obtain information;
- (l) without authority, supplies a ballot to anyone;
- (m) 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;
- (n) takes a ballot away from the voting place;
- (o) at an election, takes, opens or otherwise deals with a ballot, a ballot box, or a book or package of ballots without having the authority to do so;
- (p) attempts to do something described in clauses (a) to (l)

Section 90 of the said Act provides that if, when a person is convicted of an offence under Section 89, the presiding judge finds that the offence was committed knowingly, the offence also constitutes a corrupt practice.

<sup>11</sup> The Clerk may choose to post this notice in the voting place

**DISCLAIMER TO RIGHT TO OFFICE**

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

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

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

Election of October 26, 2026.

\_\_\_\_\_  
Date

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

This disclaimer delivered to me at \_\_\_\_\_  
(time)

This \_\_\_\_\_ day of \_\_\_\_\_

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

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

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

**ALSO NOTE:** Clerk may want to require the elected official to appear in person, with identification, in order to disclaim rights to an office. If not, anytime that a disclaimer is submitted by someone other than the elected official, the Clerk should follow up to ensure that the disclaimer was submitted with the elected official's permission.



**CERTIFICATE OF MAXIMUM AMOUNT OF CONTRIBUTIONS  
OWN CAMPAIGN**

Municipal Elections Act, 1996 (s.33.0.2, 88.9.1)

To:

|                                 |   |                   |
|---------------------------------|---|-------------------|
| _____<br>(Name of Candidate)    | / | _____<br>(Office) |
| _____<br>(Name of Municipality) |   |                   |

From:

|   |
|---|
| The Clerk, or designated election official, of<br><br>_____<br>(Name of Municipality) |
|---|

I hereby certify that the maximum amount of contributions to your own campaign that a candidate is permitted to incur for the office of

\_\_\_\_\_ in the Municipal Election to be held  
October 26, 2026, is \_\_\_\_\_.

\_\_\_\_\_ Date

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

In accordance with MEA, s.33.0.2(1), the Clerk shall give the candidate a preliminary calculation of the permitted amount of contributions to a candidate's own campaign as of the filing date, using the number of electors from the Voters' List as it existed on Nomination Day of the previous election, adjusted for applications under s.24 and s.25 that were approved as of that day. (s.88.9.1(7))

On or before September 30, 2026, the Clerk shall give the candidate a final calculation of the permitted amount of contributions to a candidate's own campaign. The number of electors to be used in this final calculation is to be the greater number of electors for the office from the Voters' List as it existed on Nomination Day of the previous election, adjusted for changes on that day or the number of electors on September 20, 2026 in the year of the current election, adjusted for changes made on that day.

In accordance with s.88.9.1(5), the Clerk is not required to give a certificate if the maximum amount is \$25,000.  
Certificate to be given to candidate in accordance with Section 13.

**CERTIFICATE OF MAXIMUM AMOUNT OF EXPENSES FOR PARTIES ETC. -  
CANDIDATE**

Municipal Elections Act, 1996 (s.88.20(9)(13))

To:

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

From:

|  |
|--|
| The Clerk, or designated election official, of<br><br>_____<br><div style="text-align: center;">(Name of Municipality)</div> |
|--|

I hereby certify that the maximum amount of expenses for parties, etc. that a candidate is permitted to incur for the office of \_\_\_\_\_ in the Municipal Election to be held October 26, 2026, is \_\_\_\_\_.

\_\_\_\_\_  
Date

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

In accordance with MEA, s.88.20(13), the Clerk shall give candidates a preliminary certificate of the maximum amount permitted on or before September 30, 2026.

The formula to be used is the greater of the number of electors for the office on September 15, 2022 of the previous election, adjusted for changes approved as of that day or the number of electors as it exists on September 20, 2026 in the year of a municipal election, adjusted for changes made on that day.

Certificate to be given to candidate in accordance with Section 13.

**WITNESS STATEMENTS AS TO DESTRUCTION OF BALLOTS<sup>13</sup>**

Municipal Elections Act, 1996 (s.88(2))

Municipality of Brighton in the County of Northumberland

**FIRST WITNESS**

I \_\_\_\_\_ state that I was present upon \_\_\_\_\_  
(name of witness) (date)

and did witness \_\_\_\_\_ of the above stated municipality  
(name of Clerk or designate)

destroy all ballots used in the municipal election of persons to the offices listed below.

\_\_\_\_\_  
(Signature of Witness)

**SECOND WITNESS**

I \_\_\_\_\_ state that I was present upon \_\_\_\_\_  
(name of witness) (date)

and did witness \_\_\_\_\_ of the above stated municipality  
(name of Clerk or designate)

destroy all ballots used in the municipal election of persons to the offices listed below.

\_\_\_\_\_  
(Signature of Witness)

<sup>13</sup> The Clerk shall retain the ballots and all other documents and materials related to an election for 120 days after declaring the results of the election under Section 55 and, unless there is a court order that they be retained or a recount has been commenced and not finally disposed of, shall then destroy the ballots in the presence of two witnesses (s.88). At the time of destroying the ballots pursuant to Section 88, other documents and other materials related to the Election (with exception of documents filed under Section 88.25, 88.29 and 88.32 may also be destroyed.

LIST OF OFFICES FOR WHICH BALLOTS DESTROYED:

|  |  |
|--|--|
|  |  |
|  |  |
|  |  |
|  |  |

---

CATEGORY OF DOCUMENTS AND OTHER MATERIALS DESTROYED:

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---

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**NOTICE OF RECOUNT<sup>14</sup>**

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

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

of the Corporation of the

\_\_\_\_\_ of \_\_\_\_\_ in the

\_\_\_\_\_ of \_\_\_\_\_

hereby declare that a recount of the votes cast in the Municipal Election

held October 26, 2026, for \_\_\_\_\_  
(state office or by-law/question)

\_\_\_\_\_ shall be held commencing at \_\_\_\_\_ on  
(time)

\_\_\_\_\_ at \_\_\_\_\_.  
(date) (location)

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

Date \_\_\_\_\_

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

<sup>14</sup> A recount may be held pursuant to Sections 56, 57 or 58.

**DECLARATION OF RECOUNT RESULTS**

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

I, \_\_\_\_\_, Clerk (or designated election official)  
of the Corporation of the \_\_\_\_\_ of \_\_\_\_\_  
in the \_\_\_\_\_ of \_\_\_\_\_ declare that:

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

- the office(s) of: \_\_\_\_\_

- the following question or by-law: \_\_\_\_\_

(2) No application has been made for a judicial recount under Section 63.

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(4) The result of the vote upon the question or by-law is: \_\_\_\_\_

\_\_\_\_\_  
(Date)

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

**NOTICE TO CANDIDATE OF FILING REQUIREMENTS**

Municipal Elections Act, 1996 (s.88.25)

To:

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

From:

|  |
|--|
| The Clerk or designated election official of |
| _____  |
| (Name of Municipality)                       |

TAKE NOTICE EVERY CANDIDATE SHALL FILE by March 26, 2027, with the Clerk with whom their nomination was filed a financial statement and auditor's report in accordance with s.88.25 of the Municipal Elections Act, 1996.

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

- (7) An auditor's report shall be prepared by an auditor licensed under the *Public Accounting Act, 2004*.
- (8) No auditor's report is required if the total contributions received and total expenses incurred in the election campaign up to the end of the relevant period are each equal to or less than \$10,000.

\_\_\_\_\_

Date

\_\_\_\_\_

Municipal Clerk or designate

Note: At least 30 days before the filing date, the Clerk shall give notice to candidates of all the filing requirements under MEA, s.88.25, along with the candidate's entitlement to receive a refund of the nomination filing fee if he or she meets the requirements of MEA, s.34 and the penalties set out in MEA, s.88.23(2) and s.92(1)  
Notice to be given in accordance with MEA, s.13.

Also Note: If the Clerk has provided for electronic filing, candidates must also be advised of this option and consequences or limitations associated with.

**NOTICE OF PENALTIES**

- 88.23(2) Subject to subsection (7), in the case of a default described in subsection (1),
- (a) the candidate forfeits any office to which he or she was elected and the office is deemed to be vacant, and
  - (b) until the next regular election has taken place, the candidate is ineligible to be elected or appointed to any office to which this Act applies.
- 92(1) A candidate is guilty of an offence and, on conviction, in addition to any other penalty that may be imposed under this Act, is subject to the penalties described in subsection 88.23(2),
- (a) if the candidate incurs expenses that exceed the amount determined for the office under section 88.20; or
  - (b) if the candidate files a document under section 88.25 or 88.32 that is incorrect or otherwise does not comply with that section.

**NOTICE TO REGISTERED THIRD PARTY OF FILING REQUIREMENTS**

Municipal Elections Act, 1996 (s.88.29)

To:

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

From:

|  |
|--|
| The Clerk or designated election official of |
| _____  |
| (Name of Municipality)                       |

TAKE NOTICE THAT EVERY REGISTERED THIRD PARTY SHALL FILE by March 30 in the year of the election, with the Clerk with whom they registered a financial statement and auditor's report in accordance with s.88.29 of the Municipal Elections Act, 1996.

- 88.29 (1) On or before 2:00 p.m. on the filing date, a registered third party shall file with the Clerk of the municipality in which he, she or it registered a financial statement and auditor's report, each in the prescribed form, reflecting the registered third party's campaign finances in relation to third party advertisements,
- (a) in the case of a regular election, as of December 31 in the year of the election;
  - (b) in the case of a by-election, as of the 45<sup>th</sup> day after Voting Day.
- (2) If an error is identified in a filed financial statement, the registered third party may withdraw the statement and, at the same time, file a corrected financial statement and auditor's report on or before the applicable filing date under section 88.30.
- (3) If the campaign period for the registered third party in relation to an election in the municipality continues during all or part of the supplementary reporting period, the registered third party shall, before 2:00 pm on the supplementary filing date, file a supplementary financial statement and auditor's report for the supplementary reporting period.
- (4) A supplementary financial statement or auditor's report shall include all the information contained in the initial statement or report filed under subsection (1), updated to reflect the changes to the registered third party's campaign finances during the supplementary reporting period.
- (5) An auditor's report shall be prepared by an auditor licensed under the *Public Accounting Act, 2004*.
- (6) No auditor's report is required if the total contributions received and total expenses incurred in the registered third party's campaign in relation to third party advertisements during an election in the municipality up to the end of the relevant period are each equal to or less than \$10,000.

\_\_\_\_\_

Date

\_\_\_\_\_

Municipal Clerk or designate

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

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

Also Note: If the Clerk has provided for electronic filing, registered third parties must also be advised of this option and consequences or limitations associated with it.

**NOTICE OF PENALTIES**

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

**NOTICE OF DEFAULT-CANDIDATE**

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

To:

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

From:

|  |
|--|
| The Clerk or designated election official of |
| _____  |
| (Name of Municipality)                       |

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

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

(Insert Appropriate Wording or Use the Following Suggestions)

**NOTICE OF DEFAULT<sup>15</sup>**

**PLEASE SELECT THE APPROPRIATE SECTIONS ONLY**

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

**TO A SUCCESSFUL CANDIDATE**

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

**OR**

**TO AN UNSUCCESSFUL CANDIDATE**

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

<sup>15</sup> this portion of the suggested notice of default form provides suggested wording depending on the status of the candidate (elected or not elected) and the type of default.

## Notice of Penalties

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

### **Corrupt practice and ineligibility for office**

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

### **Exception**

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

### **Offences by candidate**

- 92.(1) A candidate is guilty of an offence and, on conviction, in addition to any other penalty that may be imposed under this Act, is subject to the penalties described in subsection 88.23(2),
- (a) if the candidate incurs expenses that exceed the amount determined for the office under section 88.20; or
  - (b) if the candidate files a document under section 88.25 or 88.32 that is incorrect or otherwise does not comply with that section.

### **Exception**

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

### **Additional Penalty, Candidates**

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

### **General Offence**

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

---

Date

---

Municipal Clerk or designate

**NOTICE OF DEFAULT-REGISTERED THIRD PARTY**

---

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

To:

|   |
|---|
| <hr/> <p>(Name of Registered Third Party)</p> <hr/> <p>(Address) <span style="float: right;">(Postal Code)</span></p> |
|---|

From:

|   |
|---|
| <p>The Clerk or designated election official of</p> <hr/> <p style="text-align: center;">(Name of Municipality)</p> |
|---|

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

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

(Insert Appropriate Wording or Use the Following Suggestions)

**NOTICE OF DEFAULT**

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

MEA, s.88.27(1) - Subject to MEA, s.88.27(6), and in addition to any other penalty that may be imposed under this Act, an individual, corporation or trade union that is registered as a third party in relation to an election in a municipality is not entitled to register in relation to a subsequent election in the municipality until after the next regular election has taken place.

Notice of Penalties

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

**Offences by registered third party**

92.(4) A registered third party is guilty of an offence and, on conviction, in addition to any other penalty that may be imposed under this Act, is subject to the penalty described in subsection 88.27(1),

- (a) if the registered third party incurs expenses that exceed the amount determined under section 88.21; or
- (b) if the registered third party files a document under section 88.29 or 88.32 that is incorrect or otherwise does not comply with that section.

**Exception**

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

**Additional Penalty, Registered Third Party**

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

**General Offence**

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

\_\_\_\_\_  
Date

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

**NOTICE OF BY-ELECTION<sup>16</sup>**

Municipal Elections Act, 1996 (s. 65(1))

TAKE NOTICE THAT pursuant to Section 65 of the Municipal Elections Act, 1996, a

By-election shall be conducted in the \_\_\_\_\_  
(Name Of Municipality)

in the \_\_\_\_\_  
(District/County/Region)

on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_  
(month) (year)

for the purpose of

(If Applicable) Nominations may be filed in the prescribed form in the Clerk's Office until 2:00 p.m. on Nomination Day.

Nomination Day is \_\_\_\_\_.  
(day / month / year)

\_\_\_\_\_  
Date

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

<sup>16</sup> The clerk shall conduct by-elections in accordance with Section 65

**CERTIFICATE OF MAXIMUM AMOUNT OF CAMPAIGN EXPENSES – REGISTERED THIRD PARTY**

Municipal Elections Act, 1996 (s.88.21(15))

To:

|   |  |                        |
|---|--|------------------------|
| _____<br>(Name of Registered Third Party) |  |                        |
| _____<br>(Address)                        |  | _____<br>(Postal Code) |

From:

|   |
|---|
| The Clerk or designated election official of<br><br>_____<br>(Name of Municipality) |
|---|

I hereby certify that the maximum amount of campaign expenses that a registered third party is permitted to incur in the Municipal Election to be held October 26, 2026, is

\_\_\_\_\_.

\_\_\_\_\_ Date

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

In accordance with MEA, s., the 88.21(15), upon registering the registered third party, the Clerk shall give the individual filing the registration a certificate setting out the maximum amount for campaign expenses. For the preliminary certificate, the Clerk shall calculate an estimated amount using the number of electors from the Voters' List as it existed on September 15, 2022.

On or before September 30, 2026, the Clerk shall give the registered third party a final calculation of the permitted amount of maximum campaign expenses. The formula to be used is the greater number of electors on Nomination Day for the previous election, adjusted for changes made that day or the number of electors as of September 20, 2026 in the current municipal election, adjusted for changes made on that day.

Certificate to be given to registered third party in accordance with Section 13.

**CERTIFICATE OF MAXIMUM AMOUNT OF EXPENSES FOR PARTIES ETC. – REGISTERED THIRD PARTY**

Municipal Elections Act, 1996 (s.88.21(15))

To:

|   |                        |  |
|---|------------------------|--|
| _____<br>(Name of Registered Third Party) |                        |  |
| _____<br>(Address)                        | _____<br>(Postal Code) |  |

From:

|   |
|---|
| The Clerk or designated election official of<br>_____<br>(Name of Municipality) |
|---|

I hereby certify that the maximum amount of expenses for parties, etc. that a registered third party is permitted to incur in the Municipal Election to be held October 26, 2026, is

\_\_\_\_\_.

\_\_\_\_\_ Date

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

In accordance with MEA, s., the 88.21(15), upon registering the registered third party, the Clerk shall give the individual filing the registration a certificate setting out the maximum amount for expenses for parties etc. For the preliminary certificate, the Clerk shall calculate an estimated amount using the number of electors from the Voters' List as it existed on September 15, 2022.

On or before September 30, 2026, the Clerk shall give the registered third party a final calculation of the permitted amount of maximum expenses for parties etc. The formula to be used is the greater number of electors on Nomination Day for the previous election, adjusted for changes made that day or the number of electors as of September 20, 2026 in the current municipal election, adjusted for changes that day.

Certificate to be given to a registered third party in accordance with Section 13.

**CONSENT TO RELEASE PERSONAL INFORMATION**

Municipal Freedom of Information and Protection of Privacy Act

---

Personal information on the Nomination Paper is collected under the authority of the *Municipal Elections Act* and will be used to assist the City Clerk in the administration of the 2026 Municipal Elections.

Questions regarding this collection should be forwarded to the Municipal Clerk,  
613-475-0670 ext 213

---

Name of Candidate: \_\_\_\_\_

Candidate for the office of:

- Mayor
- Councillor
- Trustee English Public
- Trustee English Separate
- Trustee French Public
- Trustee French Separate

I acknowledge that the Nomination Form (Form 1) filed by me contains personal information and I am aware that the Municipal Clerk will disclose all or part of it to the general public.

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

\_\_\_\_\_  
Signature of City Clerk or Designate

Dated at \_\_\_\_\_, this \_\_\_\_\_ day of \_\_\_\_\_

**ACTIVATION OF VOTING SYSTEM**

To be administered by an Election Official to any of the persons authorized to be in attendance at the Receiving Location as determined by the Clerk. Candidates and appointed scrutineers in attendance are required to take this oath.

I, one of the undersigned, swear or solemnly affirm:

That at 10:00 am on October 19, 2026, I verified that all candidates' names are listed and that no votes have been cast prior to the voting system being activated.

Declared before me at the Municipality of Brighton, in the County of Northumberland,

this \_\_\_\_\_ day of \_\_\_\_\_.

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

| Name And Capacity Of Person<br>(If Scrutineer, Name Candidate) | Signature |
|--|-----------|
|  |           |
|  |           |
|  |           |
|  |           |
|  |           |
|  |           |
|  |           |
|  |           |
|  |           |



I, \_\_\_\_\_, solemnly declare that all the statements contained in this application are true and I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath and by virtue of the *Canada Evidence Act* dated this \_\_\_\_ day of \_\_\_\_\_ and do hereby accept the terms and conditions of this application.

I, \_\_\_\_\_, further acknowledge that any false statement made is an offence either under the *Municipal Elections Act* and/or an infraction under the Criminal Code of Canada and subject to penalties and/or a term of imprisonment.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Signature of Election Official  
(Witness as to the Signature of the Applicant)

**Procedures of Election Official**

1. Reset voter's status to allow re-vote.
2. Generation of new Personal Identification Number (PIN).

\_\_\_\_\_  
Signature of Election Official

**For use by the Election Official**

**When voter has left the Voter Assistance Centre:**

**Verify if Personal Identification Number (PIN) has been used to confirm that the elector has voted. If the PIN has not been used, deactivate PIN immediately.**

**Signature of Election Official that voter has left the Voter Assistance Centre without voting**

\_\_\_\_\_  
Signature of Election Official

\_\_\_\_\_  
Date / Time

**Corporation of the Municipality of Brighton  
2026 Municipal & School Board Elections  
Appendix B – Revisions and PINs**

**Approved by the Clerk/Returning Officer on April 13, 2026.**

| Scenario  | Instructions   | Quick Reference   |
|---|--|---|
| <p><b>Change Voter's Information</b></p> <p>A resident is on the list but needs their information corrected (for example: name, address, date of birth, school support, etc.)</p> | <ol style="list-style-type: none"> <li>1. Advise the elector that they must complete and submit an EL15 form (available online or at Revision Centre) via letter mail, e-mail, or in-person.</li> <li>2. Verify the elector's identity according to the channel of communication: <ol style="list-style-type: none"> <li>a. IN PERSON <ol style="list-style-type: none"> <li>i. Verify the elector's identity by asking for ID (refer to MMAH List of acceptable forms of identity). If ID is not available, ask the elector security questions such as: <ul style="list-style-type: none"> <li>• their date of birth and address</li> <li>• any other eligible electors in their household, and the birth dates of those electors.</li> </ul> </li> <li>ii. If necessary, have the elector complete a Declaration of Identity (Form 1).</li> </ol> </li> <li>b. BY EMAIL <ol style="list-style-type: none"> <li>i. Verify the elector's identity by asking them to e-mail a scan or photo of their ID (refer to MMAH List of acceptable forms of identity).</li> </ol> </li> <li>c. BY PHONE <ol style="list-style-type: none"> <li>i. Verify the elector's identity by asking them security questions such as: <ul style="list-style-type: none"> <li>• their date of birth and address</li> <li>• any other eligible electors in their household, and the birth dates of those electors.</li> </ul> </li> </ol> </li> </ol> </li> <li>3. If you have reason to believe that an elector is not who they claim to be or that the information they are providing is unreliable, you have the right to require identification in person or to escalate the matter to the Deputy Clerk.</li> <li>4. Upon receipt of a satisfactory EL15 and if satisfied with the identity of the elector, make the requested changes to the voter's information indicated on the EL15 in VoterView and notify the elector that their information has been updated. <ol style="list-style-type: none"> <li>a. Until September 14, 2026, notify the elector that they will be mailed a VIL containing a PIN along with the rest of the electorate.</li> <li>b. If the elector has changed their information <u>and received a VIL with a PIN</u>, the PIN is still valid and they can vote with their existing PIN.</li> <li>c. Until September 29, 2026, replacement PINs should be distributed in person or by letter mail.</li> <li>d. After September 29, 2026, replacement PINs may be distributed in person or by phone or e-mail. They should not be distributed by letter mail at this time, in case they do not arrive on time.</li> <li>e. In VoterView click either Print VIL or Email VIL (both of which destroy the old PIN and generates a new one).</li> </ol> </li> <li>5. Where an unsatisfactory EL15 is received, note the reason for refusal on the EL15 and return the annotated EL15 to the elector in person, by letter mail, or by attaching a scanned copy to e-mail.</li> </ol> | <ul style="list-style-type: none"> <li>➤ Verify elector's identity</li> <li>➤ Elector must submit an EL15</li> <li>➤ Complete the requested change</li> <li>➤ If person already has a PIN, they can vote once change has been processed.</li> <li>➤ If they don't have a PIN, generate replacement PIN</li> <li>➤ Before September 29, 2026 provide new PIN by letter mail or in person</li> <li>➤ After September 29, 2026 provide new PIN by phone, by e-mail or in person</li> </ul> |

| Scenario  | Instructions  | Quick Reference  |
|---|---|--|
| <p><b>Add a Voter to the List</b></p> <p>A resident is not on the Voters' List and requests to be added</p> | <p><b>NOTE – THIS SCENARIO MUST BE DEALT WITH IN PERSON</b></p> <p>1. Advise the person that they must complete and submit an EL15 form (available online or at Revision Centre), and deliver it in-person to Revision Centre or Voter Assistance Centre during the Voting Period. EL15s for additions to the list <u>cannot be accepted</u> by letter mail, e-mail, or telephone.</p> <p>2. The verification of identity (name and qualifying address) <u>IS REQUIRED</u> if the person is not on the list. An oath or declaration WILL NOT SUFFICE in the case of a person wishing to be added to the list. Advise the individual to bring an acceptable form of identification when they deliver their EL15 in person (refer to MMAH List of acceptable forms of identity).</p> <p>3. Upon receipt of a satisfactory EL15 and confirmation of identity, add the individual to the list using VoterView.</p> <p>4. Until September 14, 2026 notify the elector that they have been added to the Voters' List and they will be mailed a VIL containing a PIN along with the rest of the electorate.</p> <p>5. Until September 29, 2026 notify the elector that they have been added to the Voters' List and they will be mailed a VIL containing a PIN from the Municipality.</p> <p>6. After September 29, 2026 click Print VIL in Voter View. Provide the elector with a printed copy of their VIL containing their PIN or write the PIN on a blank VIL if no printing technology is available.</p> <p>Where an unsatisfactory EL15 has been received, note the reason for refusal on the EL15 and discuss what is required in order to be satisfactory for addition to the list. Return the annotated EL15 to the individual.</p> | <ul style="list-style-type: none"> <li>➤ In-person only</li> <li>➤ ID is required</li> <li>➤ Elector must submit an EL15</li> <li>➤ If approved, add elector to VoterView</li> <li>➤ After September 29, 2026 provide VIL immediately</li> <li>➤ If declined, note the reason why</li> </ul> |

| Scenario   | Instructions  | Quick Reference  |
|--|---|--|
| <p><b>Voter lost their PIN</b></p> <p>An elector states that they have lost their VIL and/or PIN</p> | <ol style="list-style-type: none"> <li>1. Verify the elector's identity according to the channel of communication:               <ol style="list-style-type: none"> <li>a. IN PERSON                   <ol style="list-style-type: none"> <li>i. Verify the elector's identity by asking for ID (refer to MMAH List of acceptable forms of identity). If ID is not available, ask the elector security questions such as:                       <ul style="list-style-type: none"> <li>• their date of birth and address</li> <li>• any other eligible electors in their household, and the birth dates of those electors.</li> </ul> </li> <li>ii. If necessary, have the elector complete a Declaration of Identity (Form 1).</li> </ol> </li> <li>b. BY EMAIL                   <ol style="list-style-type: none"> <li>i. Verify the elector's identity by asking them to e-mail a scan or photo of their ID (refer to MMAH List of acceptable forms of identity).</li> </ol> </li> <li>c. BY PHONE                   <ol style="list-style-type: none"> <li>i. Verify the elector's identity by asking them security questions such as:                       <ul style="list-style-type: none"> <li>• their date of birth and address</li> <li>• any other eligible electors in their household, and the birth dates of those electors.</li> </ul> </li> </ol> </li> </ol> </li> <li>2. If you have reason to believe that an elector is not who they claim to be or that the information they are providing is unreliable, you have the right to require identification in person or to escalate the matter to the Deputy Clerk.</li> <li>3. Until September 29, 2026 replacement PINs should be distributed in person or by letter mail.</li> <li>4. After September 29, 2026 replacement PINs may be distributed in person or by phone or e-mail. They should not be distributed by letter mail at this time, in case they do not arrive on time.</li> <li>5. If satisfied with the identity of the elector, look up the voter's profile in VoterView and click either Print VIL or Email VIL (both of which destroy the old PIN and generates a new one).</li> </ol> | <ul style="list-style-type: none"> <li>➤ Verify elector's identity</li> <li>➤ Generate replacement PIN</li> </ul> <p>Before September 29, 2026 provide new PIN by letter mail or in person</p> <ul style="list-style-type: none"> <li>➤ After September 29, 2026 provide new PIN by phone, by e-mail or in person</li> </ul> |

| Scenario  | Instructions  | Quick Reference   |
|---|---|---|
| <p><b>Voter claims PIN has been stolen and/or already voted by someone else</b></p> | <p><b>NOTE – THIS SCENARIO MUST BE DEALT WITH IN PERSON</b></p> <ol style="list-style-type: none"> <li>1. Claims of stolen VIL/PINs and ballots cast illegally are a serious matter.</li> <li>2. Verify the elector’s identity by asking for ID (refer to MMAH List of acceptable forms of identity). If ID is not available, ask the elector security questions such as: <ul style="list-style-type: none"> <li>• their date of birth and address</li> <li>• any other eligible electors in their household, and the birth dates of those electors.</li> </ul> </li> <li>3. If necessary, have the elector complete a Declaration of Identity (Form 1).</li> <li>4. If satisfied with the elector’s identity, look up the voter’s profile in VoterView and click Print VIL (which destroys the old PIN and generates a new one).</li> <li>5. If the stolen VIL/PIN <u>has not been used</u>, provide the elector with a printed copy of their VIL containing new PIN or write the new PIN on a blank VIL if no printing technology is available. Direct them to proceed with voting.</li> <li>6. If the stolen VIL/PIN <u>has been used</u>, instruct the elector to complete the Application to Replace Stolen Voter Information Letter form (SV02). Advise the Clerk or Deputy Clerk that the PIN has been reported stolen, and do not issue a new VIL to the elector until approved by the Clerk or Deputy Clerk who must also reset the elector’s status in the Voting System to allow a second vote.</li> </ol> | <ul style="list-style-type: none"> <li>➤ In-person only</li> <li>➤ Verify elector’s identity</li> <li>➤ Generate replacement PIN</li> <li>➤ If stolen PIN was not used, provide new VIL</li> <li>➤ If stolen PIN was already used, report it to Clerk or Deputy Clerk and wait for their confirmation to provide new VIL</li> </ul> |

| Scenario   | Instructions   | Quick Reference  |
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| <p><b>Voter left PIN at home</b></p> <p>An elector shows up to the VAC without their VIL</p> | <ol style="list-style-type: none"> <li>1. Verify the elector's identity by asking for ID (refer to MMAH List of acceptable forms of identity). If ID is not available, ask the elector security questions such as: <ul style="list-style-type: none"> <li>• their date of birth and address</li> <li>• any other eligible electors in their household, and the birth dates of those electors.</li> </ul> </li> <li>2. If necessary, have the elector complete a Declaration of Identity (Form 1).</li> <li>3. If you have reason to believe that an elector is not who they claim to be, you have the right to escalate the matter to the Deputy Clerk.</li> <li>4. If satisfied with the identity of the elector, look up the voter's profile in VoterView and click Print VIL (which destroys the old PIN and generates a new one).</li> <li>5. Provide the elector with a printed copy of their VIL containing new PIN or write the new PIN on a blank VIL if no printing technology is available, and direct them to proceed with voting.</li> </ol> | <ul style="list-style-type: none"> <li>➤ Verify elector's identity</li> <li>➤ Generate replacement PIN</li> <li>➤ Provide new VIL in person</li> </ul> |