



Town of Saugeen Shores

Municipal Election Procedures

Approved by the Clerk of the Town of Saugeen Shores

Dated: April 22, 2026

Revision:

May 1, 2026 Page 66 Form 17 Unofficial List of Candidates

**Procedures approved and authorized by the Returning Officer for use during the
2026 election.**

Table of Contents

Definitions	7
Authority	9
<i>By-law 11-2026 Authorize the Use of Internet and Telephone Voting</i>	9
<i>Duties and Powers of Clerk (s.11, 12 and 13)</i>	9
<i>Procedures and Forms</i>	9
<i>Unforeseen Cases</i>	9
Nominations	10
<i>Nomination Papers (s.33)</i>	10
<i>Estimated Maximum Campaign Expenses (s.33.0.1)</i>	11
<i>Estimated Maximum Amount of Contributions Own Campaign (33.0.2.(1))</i>	11
<i>Notice of Penalties (s.33.1)</i>	12
<i>Municipal Freedom of Information & Protection of Privacy Act (MFIPPA)</i>	12
<i>Unofficial List of Candidates</i>	12
<i>Nomination Day – August 21, 2026 (s.31)</i>	12
<i>Certification of Nomination Papers (s.35 (1))</i>	12
<i>Rejection of Nomination Paper (s.35 (3))</i>	12
<i>Withdrawal of Nominations (s.36)</i>	12
<i>Official List of Candidates</i>	13
<i>Declaration of Election (s.40)</i>	13
<i>Acclamations (s.37(1))</i>	13
<i>Fewer Number of Nomination Papers than Offices (s.33(5))</i>	13
<i>Additional Nominations More than Number of Offices Remaining (s.33(5))</i>	13
<i>Withdrawal of Additional Nominations</i>	14
<i>Additional Nominations Equivalent to Number of Offices (s.37(2))</i>	14
<i>Insufficient Number of Nomination Papers Filed to Form a Quorum – Municipal Council (s.37(4)1)</i>	14
<i>Sufficient Number of Nomination Papers Filed to Form a Quorum– Municipal Council (s.37(4))</i>	14
<i>Death or Ineligibility of a Candidate (s.39)</i>	14
<i>Final Calculation of Campaign Expenses (88.20(13))</i>	14
<i>Candidate Name Pronunciation</i>	14
Voters' List	15
<i>Voter Qualifications (s.17(2))</i>	15

<i>Certification of Voters' List – Preliminary List of Electors</i>	15
<i>Requests for Access and Proper Use of the Voters' List</i>	16
<i>Access to the Voters' List (s.88(10) and (11))</i>	16
<i>Amendments to the Voters' List</i>	16
<i>Interim List of Changes (s.27(1))</i>	16
<i>Final List of Changes (s.27(2))</i>	16
<i>List Management Services</i>	16
<i>List of Electors who have Voted</i>	16
Campaigning	18
<i>Municipal Employee Communication with Candidates</i>	18
<i>Election-related Questions</i>	18
<i>Use of Municipal Logo or Other Insignia</i>	18
<i>Municipally Owned/Leased Facilities</i>	18
<i>Use of Corporate Resources During an Election Year</i>	18
<i>Election Signs</i>	18
Help Centres	19
<i>Voter Help Centre Location</i>	20
<i>Computer Access</i>	20
Internet/Telephone Voting System & Secrecy	21
<i>Authority (s.42)</i>	21
<i>Service Provider</i>	21
<i>System Integrity</i>	21
<i>System Checks</i>	21
<i>Secrecy</i>	22
<i>Preparation of Voter Information Letters</i>	22
<i>Access to “Strike Off” List and Voters’ List</i>	23
<i>Copies for local boards – municipalities – Minister</i>	23
<i>Requests for Copies and Proper Use of the Voters' List</i>	24
<i>Copies – for MPs and MPPs</i>	24
<i>Voting</i>	24
<i>Electors Requiring Assistance (s.52(1)4)</i>	25
<i>Oral Oath to Vote with Assistance</i>	25
<i>Oral Oath of Friend of Elector</i>	25
<i>Oral Oath of Interpreter</i>	26
<i>Duplicate Voter Information Letters</i>	26

<i>PIN Procedures</i>	26
Voting Procedures	28
<i>Telephone/Internet Voting</i>	28
<i>Prior to Activation of System by Simply Voting Inc.</i>	28
<i>List of those who have voted</i>	28
<i>Scrutineer’s Authorization</i>	29
<i>Voters’ Qualifying Address</i>	29
<i>Audit Trail</i>	29
<i>Voter Credential Previously Used</i>	29
<i>Incorrect Voter Information Letter</i>	30
<i>Issuing new Voter Information Letter</i>	30
Scrutineers	31
<i>Rights and Prohibitions</i>	31
<i>Appointment by Candidate and Qualification</i>	31
<i>Number per Candidate</i>	31
<i>Evidence of Appointment</i>	31
<i>Restrictions</i>	31
<i>Revoking Appointment</i>	32
Count Procedures	33
Notice of Results	34
Recount	35
<i>Costs of Recount (s.7(3), 7(4))</i>	35
<i>Who Conducts Recount (s.56)</i>	35
<i>Tied Vote Recount (s.56)</i>	35
<i>Council, Local/School Board or Minister Request for Recount (s.57)</i>	35
<i>Application to Superior Court of Justice (s.58)</i>	36
<i>Votes for Candidates to be included in a Recount (s.56, 59)</i>	36
<i>Persons entitled to be Present at a Recount (s.61)</i>	36
<i>Notification of Recount (s.56, 57, 58 and O. Reg. 101/97)</i>	36
<i>Process at Recount (s.61, 62)</i>	37
<i>Continuing Tie Vote – After Recount Procedures</i>	37
<i>Declaration by Clerk and Notice of Final Certified Results – s.62(4)</i>	37
Candidates Financial Disclosure	38

<i>Refund of Nomination Filing Fee (s.34)</i>	38
Third Party Advertising	39
<i>Advertising Period</i>	39
<i>Who can be a third-party advertiser?</i>	40
<i>Who cannot be a third-party advertiser?</i>	40
<i>Registration</i>	40
<i>Withdraw your registration</i>	41
<i>Campaign Period (s. 88.28)</i>	41
<i>Filing Requirements (s. 88.29, s. 88.30)</i>	42
<i>Application by Third Party for Extension of Filing Date (s. 88.27(3))</i>	42
<i>Clerk to Give Notice (s.88.29)</i>	43
<i>Campaign Period (s.88.28)</i>	43
<i>Supplementary Reporting Periods/Filing Dates (s. 88.30)</i>	43
<i>Campaign Surplus (s. 88.31)</i>	43
<i>Third Party Filing Default (s.88.27(1))</i>	44
<i>Clerk to Give Notice of Default (s. 88.27(2))</i>	44
Compliance Audit Committee	45
<i>Establish Compliance Audit Committee</i>	45
<i>Review of Contributions to Candidates (Section 88.34)</i>	45
<i>Report, Contributions to Candidates for Council</i>	45
<i>Decision of Compliance Audit Committee Regarding Candidates (Section 88.34 (8))</i>	45
<i>Review of Contributions to Registered Third Parties (Section 88.36 (1) to (4))</i>	46
<i>Report, Contributions to Registered Third Parties</i>	46
Election Records	48
<i>Restrictions</i>	48
<i>Access to the Voters' List</i>	48
<i>Candidates</i>	48
<i>Clerk – Disposition of Records (s.88)</i>	48
Accessibility	49
<i>Electors and Candidates with Disabilities</i>	49
<i>Location - Accessibility</i>	49
<i>Report</i>	49
Emergencies	50

Corrupt Practices	51
<i>Offences, Penalties and Enforcement (s.89 and 90)</i>	<i>51</i>
<i>Notice of Penalties.....</i>	<i>51</i>
<i>Mail Tampering - Criminal Offence and Prosecution</i>	<i>53</i>
Timelines.....	54
Discretionary Powers of the Clerk.....	56
<i>Discretionary Authority (s.12)</i>	<i>56</i>
Index of Forms	65

Disclaimer:

The Municipal Election Procedures for the Town of Saugeen Shores have been prepared to provide general guidance for the 2026 Municipal Election. Amendments may be made to the Municipal Election Procedures at the discretion of the Clerk. Any unforeseen cases which are not addressed in these procedures will be recorded, action taken and reflected in an addendum, with updates posted on the website. Please refer to the Municipal Elections Act for specific references to the legislation.

The forms and notices in this document will be provided in English and French where required by Legislation.

All references to the “Clerk”, for the purposes of this manual, shall mean the Returning Officer (R.O.) for the 2026 Municipal Elections.

Definitions

- a) **"Act"** means the [Municipal Elections Act 1996, SO 1996 c.32](#) as amended.
- b) **"Ballot"** means either an image on a computer screen of a ballot card for an election to be voted for, including all choices available to the electors and containing spaces in which the electors mark their votes; or when voting using a touchtone telephone, an audio set of instructions describing all choices available to the electors and how to mark their selection by pressing the numbered touchtone keypad.
- c) **"Candidate"** means a person nominated under s.33 of the Act.
- d) **"Certified Candidate"** means a candidate whose nomination was certified by the Clerk under s.35 of the Act.
- e) **"Clerk"** means the Clerk of the Town of Saugeen Shores who is responsible for conducting this election under the authority of the Act. All references to the Clerk for the purposes of this manual shall mean the Returning Officer (R.O.). All references to Clerk's designate shall mean the delegated duties of the R.O.
- f) **"Election"** means the 2026 School Board and Municipal elections conducted by the Returning Officer (R.O).
- g) **"Election Official"** means the Clerk or other person appointed in writing by the Clerk to carry out election duties under the Act. An Election Official can only carry out the tasks and duties as assigned in writing by the Clerk and must take the prescribed Oath under s.15 of the Act.
- h) **"Friend"** means any person who is requested by an elector to aid him or her in the voting process.
- i) **"Help Centre"** means a location designated by the Clerk where individuals may be added to the Voters' List and to provide assistance and clarification on the election process, including the access to a telephone and/or internet. The ability to vote at the Help Centre will be limited to hours designated by the Clerk.
- j) **"Municipal Office"** means the Town of Saugeen Shores administration office located at 600 Tomlinson Drive, Port Elgin, Ontario.
- k) **"Nomination Day"** means the deadline to file a nomination for a regular election, which is the fourth Friday of August. For the 2026 Election this will fall on August 21, 2026, at 2:00 p.m.
- l) **"Nomination Period"** means the period between the first day of nominations to Nomination Day. The first day that nominations can be filed for a regular election is Friday, May 1, 2026. Nomination Day (the deadline to file or withdraw a nomination) for a regular election is Friday, August 21, 2026, at 2:00 p.m.

- m) **"Personal Identification Number (PIN)"** means a unique multiple digit number, assigned by Simply Voting Inc., randomly generated and sent to every elector on the Voters List by way of a Voter Information Letter. The PIN will provide security for access to the voting system.
- n) **"Preliminary List of Electors"** or "PLE" means a list of electors for the Municipality compiled by the Chief Electoral Officer and provided to the Municipality by September 1, 2026, of an election year under s.19 of the Act.
- o) **"Proof of Identification"** means proof of identity and residence as prescribed in [O. Reg. 304/13](#) of the Act.
- p) **"Regular Office Hours"** means Monday to Friday, 8:30 a.m. to 4:30 p.m.
- q) **"Scrutineer"** means an individual, appointed in writing by a certified candidate, to represent him or her during the election.
- r) **"Time/Clock"** means the time as indicated on the National Research Council Canada Web Clock showing official times for the Eastern Time Zone.
- s) **"Voter Credentials"** means unique multiple digit number or numbers assigned to each voter to provide security for access to the voting system.
- t) **"Voter Information Letter"** means a letter mailed individually to every elector containing voting instructions, including a Personal Identification Number (PIN) and other relevant information.
- u) **"Voters' List"** means the Preliminary List of Electors, as corrected by the Clerk, under the provisions of s.19 and s.22 of the Act.
- v) **"Voting Day"** means the final day on which the vote is to be taken in an election and shall be Monday October 26, 2026, with the close of voting to be at 8:00 p.m.
- w) **"Voting Period"** means the period in which an eligible voter may cast their vote, either via internet or telephone and shall span from Monday, October 19, 2026, at 10:00 a.m. to Monday October 26, 2026, at 8:00 p.m.
- x) **"Website"** means the designated municipal website for election information (<https://www.saugeenshores.ca/town-hall/elections/>).

Authority

By-law 11-2026 Authorize the Use of Internet and Telephone Voting

In accordance with Section 42(1) of the Municipal Elections Act, 1996, c.32, as amended Council passed By-law 11-2026 authorizing the use of internet and telephone voting for the 2026 election.

Duties and Powers of Clerk (s.11, 12 and 13)

The Clerk is responsible for conducting the election, including 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 accessibility report.

The Clerk 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.

Section 13 of the Municipal Elections Act provides:

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

Procedures and Forms

Section 42 states that the procedures and forms established by the Clerk, if they are consistent with the principles of the Act, prevail over anything in the Act and the regulations made under it.

Unforeseen Cases

Any unforeseen situations or provisions not dealt with in these procedures will be recorded, action taken and reflected in an addendum to these procedures, signed by the Clerk.

Nominations

Nomination Papers (s.33)

A person may be nominated for an office by filing a nomination in the Clerk's Office, in person or by an Agent. The nomination of a person for an office on Council must be endorsed by at least twenty-five (25) persons, and they may endorse more than one nomination. The person endorsing a nomination must be eligible to vote in an election for an office within the municipality, if a regular election was held on the day that the person endorses the nomination.

"Nomination Paper 2026" (Form 01) for the following offices will be available at the Clerk's Office from Friday, May 1, 2026, to Thursday, August 20, 2026, during regular office hours (8:30 a.m. to 4:30 p.m.), and between 9:00 a.m. and 2:00 p.m. on Friday, August 21, 2026 (Nomination Day) and on the website for the following offices:

- (1) Mayor**
- (1) Deputy Mayor**
- (1) Vice Deputy Mayor**
- (2) Saugeen Ward Councillor**
- (2) Southampton Ward Councillor**
- (2) Port Elgin Ward Councillor**

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

- (1) School Board Trustee – English Public (Bluewater District School Board)**
 - a. Filed with Clerk of the Town of Saugeen Shores**
- (1) School Board Trustee – English Separate (Bruce-Grey Catholic District School Board)**
 - a. Filed with Clerk of the Town of Saugeen Shores**
- (1) School Board Trustee – French Public**
- (1) School Board Trustee – French Separate**

Nominations for school board trustee do not require 25 signatures of endorsement.

Nominations must be filed with the Clerk in the following manner:

- in person or through an agent, using the prescribed forms “Nomination Paper 2026” (Form 01);
- with the prescribed declaration “Endorsement of Nomination 2026” (Form 02) by at least 25 persons endorsing the nomination who are eligible to vote, if a regular election was held on the day that person endorses the nomination; (No signature of a person shall be obtained at the Municipal Office, property or parking lot surrounding the Municipal Office. No Town of Saugeen Shores employee shall sign a form during office hours or while actively working in a municipal capacity, including meetings or municipally sanctioned events).
- by appointment during regular office hours 8:30 a.m. to 4:30 p.m. at the Municipal Office from Friday May 1, 2026, to Thursday August 20, 2026, and between 9:00 a.m. and 2:00 p.m. on Friday August 21, 2026 (Nomination Day);
- with the prescribed statement of qualifications, signed by the person being nominated;
- with the prescribed nomination filing fee of \$200.00 for Head of Council and \$100 for all other offices – the filing fee shall be paid by cash, debit card, certified cheque or money order payable to the ‘Town of Saugeen Shores’;
- with proof of identity and residence as prescribed in [O. Reg. 304/13](#);
- no faxed or other electronically transmitted nomination paper will be accepted – original signatures are required;
- Candidates shall take a “Declaration of Qualifications” (Form 10 or 11);
- Candidates shall be provided a “Notice of Collection/Consent to Release Personal Information” (Form 12).

The Clerk or designate will administer the necessary oaths and declarations.

Estimated Maximum Campaign Expenses (s.33.0.1)

The Clerk shall calculate the estimated maximum campaign expenses for each office on the “Estimated Maximum Campaign Expenses” (Form 13, 14 or 15) and provide a copy to the candidate or his/her agent the day that the Nomination Paper is filed in accordance with s.33. The Clerk’s calculation is final.

Estimated Maximum Amount of Contributions Own Campaign (33.0.2.(1))

The Clerk shall calculate the “Preliminary Estimate of Maximum Amount of Contributions Own Campaign” (Form 16) of contribution a candidate can provide to his/her own campaign and provide a copy to the candidate.

Notice of Penalties (s.33.1)

The Clerk shall, prior to voting day, provide a notice of penalties on the “Notice of Penalties and Corrupt Practices” to the candidate or their agent.

Municipal Freedom of Information & Protection of Privacy Act (MFIPPA)

The candidate may sign the “Notice of Collection/Consent to Release Personal Information” (Form 12) to release personal information authorizing the Clerk to release personal information to the public and media.

Unofficial List of Candidates

The Clerk shall provide notice of the unofficial list of candidates by preparing and posting in the Municipal Office and on the website an “Unofficial List of Candidates” (Form 17) which is to be updated as soon as practical after each Nomination Paper is filed. The list should be clearly marked "Unofficial". The Clerk must obtain authorization from the candidate to post their personal information, such as their address. The list is indicated as “unofficial” until the nominations have been certified.

Nomination Day – August 21, 2026 (s.31)

Nomination Papers will be received at the Municipal Office between 9:00 a.m. and 2:00 p.m. on Nomination Day.

The procedure for the handling of Nomination Papers on Nomination Day will be the same as above.

Certification of Nomination Papers (s.35 (1))

On or before Monday August 24, 2026, at 4:00 p.m., the Clerk will do a review of each nomination received to determine qualification and if the nomination complies with the Act. Once satisfied the candidate is qualified, the Clerk shall certify the nomination.

Rejection of Nomination Paper (s.35 (3))

If the Candidate is not qualified to be nominated, or the nomination does not comply with the Act, the Clerk will reject the Nomination. A telephone call shall be made to the candidate informing him/her of the rejection, and a “Notice of Rejection of Nominations” (Form 18) shall be sent, by Registered Mail, as soon as possible, to:

- the person who sought to be nominated; and
- all candidates for the office.

Withdrawal of Nominations (s.36)

Candidates may withdraw their Nomination by filing in person a written withdrawal on “Withdrawal of Nomination” (Form 3) with the Clerk before 2:00 p.m. on Nomination Day, Friday August 21, 2026, if the person was nominated on or before Nomination Day. Any withdrawals send by email, mail or fax are not permitted as it must be filed in

person with the Clerk's Office.

The withdrawal shall be noted on the "Unofficial List of Candidates" (Form 17).

Official List of Candidates

The final list of certified candidates will be posted at the Municipal Office and on the website on or before Monday, August 24, 2026 using the "Official List of Certified Candidates" (Form 19).

Declaration of Election (s.40)

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

The Clerk shall give the electors notice of the following using a variety of methods:

- a) The dates and times of the voting period;
- b) The location and hours of operation of Help Centres; and
- c) The manner in which electors may use the Internet/Telephone voting method.

Acclamations (s.37(1))

If after 4:00 p.m. on Monday, August 24, 2026, the number of certified candidates for an office is the same as the number to be elected, the Clerk shall immediately declare the candidate(s) elected by acclamation. The Clerk shall post a "Declaration of Acclamation to Office" (Form 20). In this situation there shall be no election conducted for the office(s).

Fewer Number of Nomination Papers than Offices (s.33(5))

If at 4:00 p.m. on Monday, August 24, 2026, the number of certified nominations filed for an office is fewer than the number of persons to be elected to the office, additional nominations may be filed between 9:00 a.m. and 2:00 p.m. on Wednesday, August 26, 2026. The Clerk shall post a "Notice of Additional Nominations" (Form 21) advising that additional Nomination Papers may be filed for that office during the specified time.

If at 2:00 p.m. on Wednesday, August 26, 2026, additional Nomination Papers have been filed, the procedure to certify or reject Nomination Papers shall be followed.

Additional Nominations More than Number of Offices Remaining (s.33(5))

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

Withdrawal of Additional Nominations

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

Additional Nominations Equivalent to Number of Offices (s.37(2))

If at 4:00 p.m. on Thursday, August 27, 2026 there is a sufficient number of certified Nomination Papers filed to fill the office(s), the Clerk shall post a “Declaration of Acclamation to Office” (Form 20).

Insufficient Number of Nomination Papers Filed to Form a Quorum – Municipal Council (s.37(4)1)

If the number of Nomination Papers filed is insufficient to form a quorum of the Municipal Council, a by-election shall be held.

Sufficient Number of Nomination Papers Filed to Form a Quorum– Municipal Council (s.37(4))

If the number of Nomination Papers filed is less than the number of positions for an office of the Municipal Council, but does form a quorum, s.263(1) a of the Municipal Act, 2001, as amended, shall apply.

Death or Ineligibility of a Candidate (s.39)

If a certified candidate dies or becomes ineligible before the close of voting:

- the result would be an acclamation for an office, the election to such office is void and a by-election for such office shall be held; and
- the result would be one fewer candidate only and no acclamation, the candidate's name shall be omitted from the ballot.

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

Final Calculation of Campaign Expenses (88.20(13))

The Clerk shall, after determining from the number of eligible electors from the Voters' List for each office, calculate the maximum amount of campaign expenses that each candidate may incur for that office and prepare a “Certificate of Maximum Campaign Expenses” (Form 22). The certificate shall be delivered to each candidate on or before September 30, 2026. The Clerk's calculation is final and shall be made in accordance with the prescribed formula in [O. Reg. 101/97](#).

Candidate Name Pronunciation

All certified candidates may be required to provide to the Clerk the proper pronunciation of their name prior to finalization of the voice prompts for the telephone component of the voting system.

Voters' List

Voter Qualifications (s.17(2))

A person is entitled to be an elector if, on Voting Day (October 26, 2026) he/she:

- (i) is a Canadian citizen;
- (ii) is at least 18 years old;
- (iii) resides in the local municipality, or is the owner or tenant of land in the local municipality, or the spouse, of such a person; and
- (iv) is not prohibited from voting under s.17(3) of the Act, or otherwise, by law.

Certification of Voters' List – Preliminary List of Electors

The Preliminary List of Electors (PLE) supplied by the Chief Electoral Officer shall be delivered to the Clerk by August 14, 2026.

The PLE shall contain the name and address of each person who is entitled to be an elector and additional information the Clerk needs to determine for which offices each elector is entitled to vote, such as school support. The name of each non-resident elector shall be entered on the PLE for the voting subdivision in which the elector or his or her spouse is an owner or tenant of land.

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

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

The Voters' List shall be created and available for reproduction on or before September 1, 2026.

The Clerk shall inform electors using various methods how revisions are to be made to the Voters' List. An online voter look up tool will be made available on the municipality's website.

The Voters List shall be provided to Datafix and Simply Voting Inc. in an electronic format on a pre-arranged date in order that Simply Voting Inc. may print the Voter Information Letters. Simply Voting Inc. will manage, design, proof, print and mail the Voter Information Letters. Printing and mailing will be executed by Taylor-Demers under the supervision of Simply Voting Inc. The Voter Information Letters will be sent via Canada Post as letter mail; Canada Post 2026 postage rates will apply and will be invoiced directly to the municipality.

Requests for Access and Proper Use of the Voters' List

Upon request, the Clerk shall provide every candidate access to the part of the Voters' List that contains the names of the electors who are entitled to vote for that office in an electronic format. Each candidate will be required to acknowledge the "Declaration of Proper Use of the Voters' List" (Form 23); the Voters List can only be used for election purposes.

Access to the Voters' List (s.88(10) and (11))

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

Amendments to the Voters' List

The Voters' List may be amended using the prescribed form "Application to Amend Voters' List" (Form 24 EL15) and providing proof of identity and residence as prescribed in [O. Reg. 304/13](#), between the 1st day of September 2026 to the 26th day of October 2026 until 8:00 p.m.

Other names can be removed from the Voters' List by using "Application for Removal of Another's Name from the Voters List" (Form 25), between September 1st and 2:00 p.m. on September 20, 2026. The Clerk may, on his or her own initiative, remove a person's name from the voters' list until the close of voting on voting day if the Clerk is satisfied that the person has died. (s.25(1)).

On or before September 20, 2026, the Clerk will determine the total number of electors on the Voters' List. This number will be necessary to calculate the "Certificate of Maximum Campaign Expenses" (Form 22) for the 2026 Municipal Election.

Interim List of Changes (s.27(1))

The Clerk shall prepare an Interim List of Changes on or before September 20, 2026, to the Voters' List and circulate as required.

Final List of Changes (s.27(2))

The Clerk shall prepare the Final List of Changes" to the Voters' List by November 25, 2026, and send to MPAC.

List Management Services

Data Fix has been contracted by the Town of Saugeen Shores to provide list management services. Election Officials will be using a program called Voter View to manage the Preliminary List of Electors and Electors List. The full suite of modules and details of the services provided by Data View are outlined in the contract for services available for viewing in the Clerk's Office.

List of Electors who have Voted

Provided the List Management Service allows a list of those electors who voted on a

daily basis to be generated, Candidates may view a digital copy of the list on a daily basis. Candidates are to be informed that the list can only be used for election purposes.

Campaigning

Campaigning is permitted no earlier than the filing of Nomination Papers by the candidate. Information contained in/on all campaign material is the responsibility of the candidate and any questions or concerns should be directed to the candidate.

Municipal Employee Communication with Candidates

The following provides direction to candidates on the handling of questions directed to and meetings with Municipal staff. Every effort will be made to provide information to all candidates to ensure fairness and transparency.

Election-related Questions

Questions pertaining to all matters related to the election process, including the voting method, shall be directed to the Clerk:

Clerk
600 Tomlinson Drive, Port Elgin N0H 2C0
Tel: 519-832-2008 ext. 104
Email: elections@saugeenshores.ca

Use of Municipal Logo or Other Insignia

The use of the municipal logo or other insignia for campaign purposes is strictly prohibited.

Municipally Owned/Leased Facilities

Election campaigning or the distribution/posting of election campaign material at municipally-owned or leased facilities is not permitted, including on the Wellington Street and Tomlinson Drive road allowances located immediately adjacent to 600 and 620 Tomlinson Drive as per By-law 72-2015 the Election Sign By-law.

Use of Corporate Resources During an Election Year

Members of the current council and candidates shall comply with the Use of Corporate Resources for Election Purposes Policy.

- No member shall use the facilities, equipment, supplies, services, staff, social media, websites or other resources of the Municipality for any election campaign or campaign related activities.
- No member shall undertake campaign-related activities on municipal property during regular working hours.
- No member shall use the services of persons during hours in which those persons receive any compensation from the Municipality.

Election Signs

The placement of Election Signage must comply with the Election Sign By-law (By-law 72-2015).

Help Centres

For the purpose of this election, a voting place is not required. However, the following location is identified as Help Centres; 600 Tomlinson Drive, Port Elgin. Electors can be added to the Voters' List and receive assistance and clarification on the election process including access to a telephone and/or internet. The ability to vote at the Help Centre will be limited to hours designated by the Clerk.

The Help Centre will provide the following services:

- a) add, delete, change eligible voters, or voter information, on the Voters list
- b) assign Voter Information Letters and PINs to provide the voter with access to the voting system
- c) eligible voters will be able to vote at 600 Tomlinson Drive, Port Elgin if they desire to do so during the voting period
- d) assist voters with the instructions to use internet and telephone voting
- e) answer general questions
- f) provide assistance to voters upon request.

Eligible voters who attend at the Help Centre and are not on the Voters' List will be able to be added to the list by filling out an "Application to Amend Voters' List" (Form 24) and providing proof of identity and residence as prescribed in [O. Reg. 304/13](#). Their names will be added to the Voters' List, and they will be assigned and delivered a Voter Information Letter containing voter credentials.

Eligible voters who contact the Help Centre will be able to request a "replacement" Voter Information Letter under certain circumstances:

- i) Where a person on the Voters' List has lost/not received his or her Voter Information Letter and the PIN has not been used, he or she can contact the Help Centre and prove to the satisfaction of the authorized election official that they require a new PIN. The authorized election official will disable the elector's assigned PIN. Upon providing proof of identity and residence as prescribed in [O. Reg. 304/13](#) to an election official, a new Voter Notification Letter may be issued. The election official may require the elector take an oath on "Application for Re-Issue of a Voter Information Letter (Lost and Unused)" (Form 26) shall be taken by the elector and a new Voter Information Letter containing a new PIN shall be issued. Upon being satisfied that the elector meets the criteria for a new Voter Notification Letter and that the elector cannot attend the Help Centre to pick up the Letter, the election official may offer to send the Voter Notification Letter to the elector via another method other than in person.
- ii) Where a person on the Voters' List has attempted to vote and their PIN has already been used, he or she can attend the Help Centre and prove to the satisfaction of the authorized election official that they did not vote with the PIN and require a new PIN.

Prior to issuing a new PIN, the election official shall advise the elector that once the new PIN has been assigned, the elector must vote immediately at the Help Centre. Upon providing proof of identity and residence as prescribed in [O. Reg. 304/13](#) to an election official, an “Application for Re-Issue of a Voter Information Letter (Used by an Impostor)” (Form 27) shall be taken by the elector and a new Voter Information Letter containing a new PIN shall be issued. The elector will be directed immediately to the Help Centre where telephone/internet access is available to eliminate any further misuse of the PIN.

Eligible Voters may attend or call the Voter Help Centre during the hours listed during the Voting Period.

Voter Help Centre Location

Voting Period – October 19 – 26, 2026

A Help Centre will be provided during the Voting Period as follows:

Location: Community Complex (The Plex) located at 600 Tomlinson Drive, Port Elgin, ON. N0H 2C0

Hours:

Monday, October 19, 2026, 10:00 a.m. - 4:30 p.m.

Tuesday, October 20 - Friday, October 23, 2026, 8:30 a.m. – 4:30 p.m.

Saturday, October 24, 2026, 10:00 a.m. – 3:00 p.m.

Sunday, October 25, 2026, 10:00 a.m. – 3:00 p.m.

Monday, October 26, 2026, 8:30 a.m. – 8:00 p.m.

Computer Access

Free computer access will be provided at the following locations during regular library hours:

Port Elgin Library: 708 Goderich Street, Port Elgin

Southampton Library: 215 High Street, Southampton

Internet/Telephone Voting System & Secrecy

Authority (s.42)

A by-law authorizing internet/telephone voting must be passed on or before May 1 in the year before the year of the election.

In accordance with Section 42(1) of the Municipal Elections Act, 1996, c.32, as amended Council passed By-law 11-2026 authorizing the use of internet and telephone voting for the 2026 election.

In keeping with s.42 (5) voting proxies will not be used or permitted with this method of voting. In addition, the Voting Period provides for voting in advance of Voting Day commencing Monday, October 19, 2026, at 10:00 a.m. and concluding on Monday, October 26, 2026, at 8:00 p.m.

Service Provider

The Town of Saugeen Shores has entered into an agreement with Simply Voting Inc. for the provision of internet and telephone voting services for the 2026 Municipal and School Board elections. A copy of the contract with Simply Voting Inc. is available from the Clerk upon request.

System Integrity

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

- a) ensuring that every eligible elector on the Voters' List, as amended, is provided a sealed Voter Information Letter containing the voter's unique Identification Number and PIN, by first class mail;
- b) ensuring that no one except the Clerk, or designate, can access PINs maintained by Simply Voting Inc. that match each voter's name and address; and
- c) providing an opportunity for eligible electors to be added to the Voters' List or to make amendments to the list, up to and including Election Day, October 26, 2026, at 8:00 p.m.
- d) establishing and enforcing proper procedures to ensure that no person is added to the Voters List unless an Election Official is completely satisfied of the person's identity and qualifications as an elector in the municipality.

System Checks

Logic and accuracy testing of the voting system will take place in advance of the poll at a date to be determined by the Clerk.

The voting system shall be tested on several occasions. The test(s) shall include, but not be limited to the following:

- (a) checking the wording of the script;
- (b) checking the Voter Help Centre telephones and internet access;
- (c) checking script and input timing;
- (d) attempting to use Voter Credentials more than once;
- (e) balancing a predetermined number of votes with those cast;
- (f) checking the system which is used for activating Voter Credentials through the revision process; and
- (g) inputting incorrect, duplicate, hypothetical situations.

Logic and Testing will take place in advance of the Voter Notification Letters being mailed, a candidate or a candidate's scrutineer may be present during the logic and testing.

Secrecy

The Clerk shall require all Election Officials and/or other persons working in connection with the Municipal Election to swear or affirm an oath of secrecy in accordance with Section 49(1) of the Act.

No person shall interfere or attempt to interfere with an elector while in the process of accessing the telephone or internet voting service or interfere or attempt to interfere in the voting process while using the telephone or internet voting service unless expressly requested and authorized by an elector.

Electors voting at the Help Centre may vote with assistance of a friend by stating his/her inability to vote without assistance. Where applicable, the friend shall be required to take the appropriate oath prior to providing assistance.

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

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

No elector shall reveal how he/she intends to vote except when obtaining assistance with voting by a friend, support person or Election Official.

All complaints regarding breaches of secrecy may be investigated by the proper authorities and may be prosecuted according to the provisions of "Offences, Penalties and Enforcement" under Sections 89 through 94 of the Municipal Elections Act, 1996.

Preparation of Voter Information Letters

The Voter Information Letters will be prepared utilizing the Voters' List as amended.

Taylor Demers Mail Processing Inc. will be contracted to print and mail the Voter Information Letters.

Voter Information Letters shall be delivered to Canada Post and distributed by first class mail to all eligible voters on or about Wednesday October 7, 2026, to enable them to use the Telephone / Internet Voting service or shall be distributed from the Municipal Office at the discretion of the Clerk or Election Official.

The Voter Information Letter will contain:

- a) Their PIN, as well as the telephone number and designated internet address (URL) to cast their vote;
- b) Instructions on how to vote;
- c) Dates and hours of Telephone/Internet Voting;
- d) The email address and telephone number of the Voter Help Desk;
- e) Locations, dates and hours of Voter Assistance Centres;
- f) Access to a list of contests and candidates; and
- g) Voter eligibility criteria.

A person cannot give his/her Voter Information Letter to another eligible elector for the purpose of voting. Acceptance of another person's Voter Information Letter including the actual voting thereof may be considered an illegal and corrupt practice and therefore subject to the penalty provision under the Act, specifically s.89 and s.90.

Public Information Sessions

Public information sessions may be held for the purpose of explaining the method of voting and responding to questions from the electorate. If sessions are scheduled, the sessions will be advertised and noted on the website.

The Clerk may coordinate the public information sessions, notices and advertisements with other municipal clerks of local municipalities whose municipalities have adopted a similar alternative voting method.

Access to "Strike Off" List and Voters' List

Candidates that request may receive an electronic list daily showing the names of those electors that have cast a ballot.

The Voters' List has been compiled for **election purposes only**. All electors should ensure that their names and relevant information are correct on the Voters' List.

Eligible persons who request a copy of the Voters' List must complete the "Declaration of Proper Use of the Voters' List" (Form 23) prior to receiving a copy of all or any part of the Voters' List.

Eligible persons who obtain additional copies of the Voters' List or any part thereof shall pay to the Clerk a fee prescribed by the Clerk for photocopies which must be the lowest fee charged by the municipality for copies (s.88(8)).

Copies for local boards – municipalities – Minister

On **written request**, the Clerk shall provide a copy of the Voters' List to, (s.23(3)):

- the secretary of a local board any of whose members are required to be elected

at an election conducted by the Clerk, or that has submitted a question to the electors;

- the Clerk of the local municipality responsible for conducting the elections in any combined area for school board purposes;
- the Clerk of an upper-tier municipality any of whose members are required to be elected at an election conducted by the Clerk, or that has submitted a by-law or question to the electors;
- the Minister, if he or she has submitted a question to the electors; and
- an individual, corporation or trade union that is registered under s.39.1.

Requests for Copies and Proper Use of the Voters' List

Upon written request, the Clerk shall give every candidate the part of the Voters' List that contains the names of the electors who are entitled to vote for that office. Each candidate will be required to sign the "Declaration of Proper Use of the Voters' List" Form 23.

Copies – for MPs and MPPs

On the written request of a member of the House of Commons or of the Assembly who represents any part of the Clerk's municipality, the Clerk shall provide him/her with a copy of the Voters' List.

Voting

Voting will commence on October 19, 2026, at 10:00 a.m. through to October 26, 2026, at 8:00 p.m.

During the Voting Period, Help Centres will be provided with access to a telephone and/or internet. Any telephone provided at the Help Centre shall delete any display options on the telephone.

Voting assistance will also be provided for residents at the following facilities (dates and times to be confirmed before the Voting Period), provided public health guidelines and the facilities permit access:

- Elgin Lodge Retirement Living
- Hampton Court Retirement Lodge
- Southampton Care Centre

Prior to the activation of the voting system, on October 19, 2026 (10:00 am), the Election Official(s) and those candidates/scrutineers in attendance shall confirm that all candidates' names are listed and that no votes have been cast. The system will not be activated until confirmation that all the counts associated with each of the candidates' names indicate a "0" total.

Candidates or their scrutineer shall be required to sign the “Activation of the Voting System” (Form 28) that attests to this fact.

Eligible electors may telephone a designated toll-free number to cast their vote by using a cellular or land line, touch-tone telephone but not a rotary dial telephone.

Alternatively, eligible electors will be able to access a designated internet address and cast their vote. Every eligible elector shall be limited to one ballot for all races and questions, for which they are entitled to vote, through the use of voter credentials provided in the Voter Information Letter. The voting system will allow the eligible elector to vote using a telephone and/or the internet. A voter must complete the races utilizing one of the two channel options.

Prior to voting, electors will be required to confirm that they are an eligible elector, complete a security prompt and key in their voter credentials.

Once a voter has made a selection for each race or question, the voting system shall indicate the voter’s choice and shall allow the voter to either confirm their selection, and cast their vote, or return to the race to change their selection. If the selection of a particular race is not confirmed the vote is not cast.

Once the voter credentials are used to complete voting and a ballot is cast, it cannot be used again, and further access shall not be granted to the voting system.

The names of electors who have voted during the voting period will be provided to the Clerk electronically through the Simply Voting Inc. It is not possible to determine how an elector has voted.

Electors Requiring Assistance (s.52(1)4)

The election official may permit an elector who needs assistance in voting to have such assistance as the election official considers necessary.

Oral Oath to Vote with Assistance

A voter who requires such assistance to vote at a Help Centre may ask the Election Official for assistance. The Election Official shall require the voter making the request to take the Oral Oath to vote with assistance on the “Oral Oaths at Help Centre” (Form 29) and then assist and/or vote as directed by the voter.

Oral Oath of Friend of Elector

In lieu of the Election official providing assistance, the voter may request that a friend accompany the voter at a Help Centre and assist the voter. Any friend assisting shall be required to take the Oral Oath of Friend of Elector on the “Oral Oaths at Help Centre” (Form 29). No person shall be allowed to act as a friend of more than one voter at a Help Centre. Candidates and Scrutineers may not act in the capacity of a friend of elector.

Oral Oath of Interpreter

Where a voter requires an interpreter, such person provided by the voter, shall take the Oral Oath of Interpreter on the “Oral Oath at Help Centre” (Form 29), and shall translate the oaths as well as any lawful questions put to the voter.

Duplicate Voter Information Letters

Should an eligible elector receive more than one Voter Information Letter, the eligible voter may only vote **once** and must return the other Voter Information Letter to the Municipal Office and complete an “Application to Amend Voters’ List” (Form 24) to remove the duplicate name. All electors who vote more than once or who improperly use the Voter Information Letter shall be reported to the Police for further investigation as to possible corrupt practices under the Act.

Voter Information Letters returned to the Help Centre shall have the voter credentials immediately disabled in the system so that voter credentials cannot be used in the voting process. The opened Voter Information Letters will then be maintained in a secure fashion and destroyed in the same manner as all other municipal election material as provided for under s.88 of the Act.

The Clerk and the Election official shall ensure a complete audit trail is maintained of all Voter Information Letters:

- a) that were sent to eligible voters;
- b) that were returned from the Post Office;
- c) that were returned by an elector or other individual either opened or unopened but unused for voting purposes;
- d) that were set to a status that prevented them from being used to vote;
- e) that were re-issued to an eligible elector; and
- f) that were assigned by an Election official to eligible electors that have completed “Application to Amend Voters’ List” (Form 24).

PIN Procedures

Where an eligible voter has tried his/her PIN and has been unsuccessful in accessing the voting system, the Election official will determine its status, and once verified shall advise the voter that the PIN is valid and has not been used.

The Election official may suggest the voter try the voter credentials again using an alternate method (telephone vs. internet) or attend at the Help Centre to obtain assistance in voting.

Where an eligible voter has tried his/her PIN and they have determined that it has already been used, the voter can present themselves at the Help Centre with proof of identity and residence as prescribed in [O. Reg. 304/13](#) and have an Election Official confirm that the elector’s PIN has been used.

Where an eligible voter has received an incorrect Voter PIN in terms of school support or ward, and has not voted in that race, the voter can contact the Help Centre and have the proper category applied to the existing PIN. The elector will be required to provide

appropriate confirmation of eligibility and to complete “Application to Amend Voters’ List” (Form 24).

New voter credentials will not be given out over the telephone, unless the Clerk determines that there are extenuating circumstances. The voter must attend the Help Centre with proof of identify and residence as prescribed in [O. Reg. 304/13](#) and complete the appropriate form.

Exceptions will be considered at the sole discretion of the Clerk when satisfied that extenuating circumstances require special accommodation. Such situations shall be documented by the Clerk with measures to ensure security and privacy of the elector, and integrity of the voting process.

Voting Procedures

A Telephone/Internet Voting Method shall be used for the 2026 Municipal Election.

Telephone/Internet Voting

Eligible electors shall be required to telephone a designated number or access a designated internet address and cast their vote(s). Every eligible voter shall be **limited to only one vote** through his/her Voter Credentials distributed by first class mail in a sealed and personalized Voter Identification Letter and entering a Secondary Voter Credential.

The Simply Voting Inc IV/IVR system will allow the eligible voter to vote using a telephone or the internet;

Following the voter's selection, the voting system shall identify the voter's choice and provide the voter with the option of changing or confirming their vote;

The voting system shall enable the voter to abstain/skip/or confirm their vote for an office(s) if he/she wishes to do so; and,

With the exception of 'skipped' races, once the Voter Credentials have been used to complete "all" races associated with the election, it cannot be used again, and further access shall not be granted to the Telephone/Internet Voting service.

Voting will commence at 10:00 a.m. on October 19, 2026.

Prior to Activation of System by Simply Voting Inc.

Prior to the activation of the system by Simply Voting Inc, being October 19, 2026 at 10:00 a.m., Simply Voting Inc shall allow access by the Clerk, the Auditor, or other authorized Election Official, to the voting system by Satisfactory Identification (ID) and password, for the purposes of providing, a list of all Candidates' names including the sum total of votes cast to ensure that all totals for all candidates indicate "0" zero. The system will not be activated until confirmation that all the counts associated with each of the Candidate(s) names indicate a zero total.

Candidates or their Scrutineer may be present to verify and ensure that all totals of votes cast are at "0" and shall be permitted to sign a document that attests to this fact.

List of those who have voted

Simply Voting Inc. will make available a list to the Clerk any other appropriate individuals of the Town of Saugeen Shores of all corresponding names of individuals by order of polling subdivisions, who have voted during the Voting Period, if such an event has taken place. The names of individuals who have voted will be indicated as voted. A list of electors who have voted during this period will be provided or made available to the Candidates or their respective scrutineer through the Clerk's office by electronic means at the Clerk's discretion. This list shall be provided by DataFix in "real time" or as closely as possible to real time.

Scrutineer's Authorization

If so, allowed by the Clerk, Simply Voting Inc. will make available during the course of the election, IDs and passwords for Candidates and/or their Scrutineers, who when using this authorization, can then connect into the voting system and review elector list information to discern which electors have participated in the election. This capability does not provide the Candidate, or their designate, information on how an elector has voted, only if the voter has participated in the election.

Candidates or their Scrutineer may view voter status any time after the start date of the election by use of their assigned password.

Voters' Qualifying Address

Where a voter qualifies at more than one location in The Town of Saugeen Shores, 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. All duplications of names on the preliminary list of electors shall be verified by the Clerk and/or Election Official(s), and all duplicate names of individuals shall be deleted prior to the final preparation of the Voters' List. However, should an eligible voter receive more than one Voter Information Letter, the eligible elector may only vote once and must return the other Document(s) to the Voter Help Centre. All voters that vote more than once or who improperly use the Voter Information Letter shall be reported to the Police Services for further investigation as to possible corrupt practices under the Municipal Elections Act, 1996, as amended, as amended.

Audit Trail

The Clerk and the Election Official(s) shall ensure a complete audit trail is maintained of all Voter Information Letters:

- a) that were sent to eligible voters;
- b) that were returned from the Post Office;
- c) that were returned by an elector or other individual(s) either opened or unopened but unused for voting purposes;
- d) that were set to a status that prevented them from being voted;
- e) that were re-issued to an eligible elector;
- f) that were assigned by Election Officials to eligible electors that have completed the "Application to Amend Voters' List" (Form 24 EL15).

Voter Credential Previously Used

- a) Where an eligible voter has tried his or her Voter Credentials and they have determined that it has already been used, the voter can attend at the location determined by the Clerk with Satisfactory Identification and have an Election Official confirm that the elector's Voter Credentials have been used by an impersonator.
- b) Prior to the issuance of a new Voter Information Letter, the elector shall be required to respond and answer all questions of the Election Official prior to considering or authorizing the re-issuance of a Voter Information Letter. The Election Official shall

document, to his/her satisfaction, questions and answers of the elector and, if deemed appropriate, the Clerk shall submit the same to the Ontario Police Services for further investigation and prosecution.

c) If the Election Official believes that all questions have been answered truthfully and to his or her satisfaction, the Election Official may provide the elector with a new Voter Information Letter or at the discretion of the Election Official the elector will be required to make a declaration as to his or her statement and to take an oath which shall be given by the Election Official. A copy of this declaration shall also be submitted to the Police Services should further questioning of the elector be required in order to ascertain if corrupt practices have occurred. The elector will be required to assist and cooperate in the investigation in determining the individual(s) who has fraudulently used the elector's Voter Credentials.

d) Once the elector has properly answered all questions and, if required, taken the prescribed oath, the elector shall be issued a new Voter Information Letter.

Incorrect Voter Information Letter

a) Where an eligible voter has received an incorrect Voter Information Letter in terms of school support, the voter can contact the Voter Help Centre and have the proper category applied and the voter shall re-access the system and vote on all races.

b) The eligible elector shall be able to re-enter the system at any time during the election using the original Voter Credentials until all races have been completed.

Issuing new Voter Information Letter

New Voter Information Letters shall not be given out over the telephone, by email or by mail without the expressed approval of the process by the Clerk or their designate.

A Voter Information Letter shall not be given to any person at the Voter Help Centre unless Satisfactory Identification is provided and the individual has completed the required form as required and administered by the Election Official.

Scrutineers

Rights and Prohibitions

Each scrutineer shall be responsible for his/her conduct, rights and prohibitions as set out on the applicable appointment form.

Scrutineers, duly appointed, may attend at the Voting Place or Help Centre during the regular hours of operation to observe the process.

Appointment by Candidate and Qualification

A candidate may appoint scrutineers to represent him/her at the Municipal Office, the opening and testing of the voting system, and during the receipt of voting results, including during a recount.

The appointment shall be made using the "Appointment of Scrutineer" (Form 31). The forms to appoint scrutineers must be signed by the candidate in person at the Municipal Office. The candidate shall provide this signed form to their scrutineer.

Number per Candidate

Not more than one (1) scrutineer representing each candidate may be permitted at one time at the close of voting and during the tabulation of votes. Only one candidate or his/her appointed scrutineer may be in attendance at a Help Centre at one time. The scrutineer/candidate must take an "Oral Oath of Secrecy" (Form 30) at the Help Centre.

Evidence of Appointment

A person appointed as a scrutineer, before being admitted to the Help Centre, shall show his/her applicable appointment form and provide proof of identity and residence as prescribed in [O. Reg. 304/13](#) to the Election Official.

Restrictions

Scrutineers are prohibited from the following:

- attempting, directly or indirectly interfere with how an elector votes
- attempting to campaign or persuade an elector to vote for a particular candidate
- displaying a candidate's election campaign material in a Voting Place
- compromising the secrecy of voting
- interfering or attempting to interfere with an elector who is voting
- obtaining or attempting to obtain, in a voting place, any information about how an elector intends to vote or has voted

- communicating any information obtained at a Voting Place about how an elector intends to vote or has voted.
- Using any electronic device, other than for voting, is not permitted with the Voting Place or Help Centre.

Revoking Appointment

Any person failing to abide by these provisions shall be instructed to leave the Voting Place or Help Centre and/or any other facility designated by the Clerk. Depending on the severity of the contravention, the Clerk may deem it appropriate to revoke the appointment in effect and ban the individual from attendance at the premises.

Count Procedures

The Clerk, at 8:00 p.m. on October 26, 2026, shall arrange for the close and deactivation of the voting system at the Municipal Office. All electors already signed into the electronic system prior to 8:00 p.m. will be able to complete their vote.

Notwithstanding the above, the Clerk shall keep the Help Centre access opened until confirmation is received that all eligible voters in the Help Centre at 8:00 p.m. have completed voting.

The Clerk and designated Election Official(s) shall complete the closure and deactivation of the telephone/internet voting service and then produce the results report using Simply Voting Inc. instructions for tabulating the results for each of the offices to be elected.

Candidates and scrutineers will be required to provide proof of identity prior to entry and electronic devices will be remitted to ensure results are only publicly available no earlier than 8:15 p.m. Entry will not be permitted before 7:45 p.m. Anyone who is creating a disturbance will be removed as directed by the Clerk.

Notice of Results

The unofficial results of each candidate shall be made available by the Clerk no earlier than 8:15 p.m. on Monday, October 26, 2026, Voting Day, at the Municipal Office and the Clerk shall post the same **Unofficial Results** on the municipality's website.

Notice of election results for each school board race shall be provided to the responsible Municipal Office for each of the elections by issuing a Notice of School Boards Results.

The Clerk, being the Returning Officer for the English Public School Board Election shall receive the results from the Municipality of Arran-Elderslie for the English Public School Board election and add those results to the results from Saugeen Shores' English Public School Board elections. The candidate receiving the highest number of votes combined shall be declared elected.

The Clerk, being the Returning Officer for the English Separate School Board, shall receive, and add the results from the municipalities of Northern Bruce Peninsula, Southern Bruce Peninsula, Arran-Elderslie, Georgian Bluffs, Chatsworth and Saugeen Shores. The candidate receiving the highest number of votes combined shall be declared elected.

As soon as possible after Voting Day, the Clerk shall declare the **Official Results** using "Declaration of Election Results" (Form 32) and post the results at the Municipal Office and on the municipal website.

Notice shall be provided to the County of Bruce using "Notice to Bruce County" (Form 33) with regard to the final number of electors and elected persons to the positions of Mayor, who will serve as County Councillor and Deputy Mayor who will be serving as an alternate Member.

Recount

A recount under sections 56, 57, or 58 shall be conducted in the same manner as the original count as per s.60 (1) unless ordered otherwise by a judge under s.60 (3).

A recount is required when:

- there is a tie vote where both or all candidates cannot be declared elected (Automatic);
- by resolution of Council (for Council offices);
- by resolution of local board (for offices on a local board);
- by order of the Minister (for questions submitted by the Minister);
- by order of the Superior Court of Justice.

Costs of Recount (s.7(3), 7(4))

The costs incurred by the Clerk to conduct a recount are to be paid by the Municipality. Any expenses incurred by a candidate will be the responsibility of the candidate i.e.: legal counsel in attendance on behalf of the candidate.

The Clerk shall submit a signed certificate verifying the costs to the appropriate local board, upper tier municipality or Minister who shall in turn be responsible for paying the costs as soon as possible.

Who Conducts Recount (s.56)

The Clerk conducts all recounts for elections for which he or she is responsible except recounts conducted by the Superior Court of Justice upon appeal.

Tied Vote Recount (s.56)

Where there is a tied vote for the election of a candidate to an office and both or all of the candidates cannot be declared elected, the Clerk must hold a recount **within 15 days after the declaration** required by s.55(4)a) b) of the results of the election.

If required, Simply Voting Inc. shall provide any documentation to support the integrity, security and accuracy of the electronic voting system.

Council, Local/School Board or Minister Request for Recount (s.57)

Within 30 days after the Clerk's declaration of the results under s.55(4), a Council, local/school board may pass a resolution or, the Minister may make an order requiring a recount.

The recount is to be held within 15 days **after the resolution is passed or the order is made**. The resolution for a recount must be passed no later than Wednesday

November 21, 2026. An order of the Minister must be made within the same time frame. The incoming council or local board is no longer able to make a decision on a recount.

Application to Superior Court of Justice (s.58)

A person who is entitled to vote in an election and who has reasonable grounds for believing the election results to be in doubt may apply to the Superior Court of Justice for an order directing the Clerk to hold a recount.

The application must be commenced within 30 days after the Clerk's official declaration of the results under s.55(4). The court, if satisfied there are sufficient grounds, shall make an order requiring the Clerk to hold a recount. The recount is to be held within 15 days after the Clerk receives a copy of the order.

Votes for Candidates to be included in a Recount (s.56, 59)

The votes to be included in the recount are as follows:

- In a recount for a tied vote, the votes cast for candidates who are tied.
- In a recount being conducted under the authority of a council or local board resolution, the votes cast for candidates named in the resolution (all or specified candidates).
- In a recount being conducted under the authority of a court order, the votes cast for candidates named in the order (all or specified candidates).

The Clerk may include the votes for any other candidate for the same office. The practical application of this provision would be for the Clerk to include any candidate whose vote total was, in the Clerk's opinion, close enough to possibly be affected by the recount.

Persons entitled to be Present at a Recount (s.61)

- the Clerk and any other election official appointed for the recount;
- every certified candidate for the office involved;
- the applicant, if any, who applied for the recount under s.58;
- legal counsel for any of the above; and,
- each certified candidate for the office involved or an applicant may appoint a scrutineer for the recount.

Notification of Recount (s.56, 57, 58 and [O. Reg. 101/97](#))

The Clerk shall give notice of the recount date, time and place on "Notice of Recount" (Form 34) to the following:

- all certified candidates for the office which is the subject of the recount;
- where a resolution is involved, the Council or local/school board which passed the resolution;
- the Minister when an order has been made;
- the applicant in the case of a court order;
- notice of recount will be given by registered mail or personal service.

Process at Recount (s.61, 62)

The Clerk shall request Simply Voting Inc. to undertake a re-tabulation of the results for the office(s) that are subject to the recount procedure. Once the recount process has commenced, it must continue to completion. Upon completion of the recount, the Clerk will announce the results of the recount. Persons authorized to be in attendance at the recount may also be at the announcement of the results of the recount.

Unless an application has been made for a judicial recount, the Clerk, on the 16th day after the recount is completed, will declare the successful candidate or candidates elected or will declare the result of the vote.

Continuing Tie Vote – After Recount Procedures

Pursuant to s.62(3) in a case of a tied vote following the recount, the Clerk shall determine the result by conducting a lot as follows:

The Clerk shall write the name of each candidate on equal-sized pieces of paper. They are then put in a container as determined by the Clerk. The Clerk shall announce prior to the draw that “the candidate to be elected shall be the candidate whose name is written on the first piece of paper I draw out of the container.” Without looking into the container, the Clerk will pull one paper from the container and the candidate drawn is announced and elected.

Declaration by Clerk and Notice of Final Certified Results – s.62(4)

Unless an application has been made for a judicial recount, the Clerk on the 16th day after the recount is completed will declare the successful candidate or candidates elected by posting the “Declaration of Recount Results” (Form 35) at the Municipal Office and on the website. Such Declaration shall be sent to everyone previously given notice of the recount.

Candidates Financial Disclosure

At least 30 days before the filing date, but no later than Friday, February 27, 2027, the Clerk shall give to every candidate whose nomination was filed, by registered mail, notice of all the filing requirements and penalties set out in s.88.23 (2) and 92 (1). The notice shall be given on “Notice to Candidate of Filing Requirements” (Form 36).

Candidates, whose campaign contributions and total expenses are each equal to or less than \$10,000, are not required to file an auditor’s report with the financial statement.

A “Notice of Default - Candidate” (Form 37) shall be given to the candidate by registered mail and to the relevant council or local board in the event that a candidate has not submitted the “Financial Statement Auditor Report Candidate 2026” (Form 4) by 2:00 p.m. on March 30, 2027.

Candidates should seek their own advice and counsel regarding campaign finances. A campaign period may be extended in keeping with the procedure and timeframes outlined in the Act.

Refund of Nomination Filing Fee (s.34)

A candidate is entitled to receive a refund of the nomination filing fee if:

- the nomination is withdrawn;
- the candidate is elected to the office; or
- the candidate receives more than 2% of the votes cast
- the documents required under subsection 88.25(1) are filed on or before 2:00 p.m. on the filing date in accordance with that subsection, as of December 31, 2026.

Refunds will be processed by the end of the election year.

Candidate’s financial statements are filed with the Clerk and are public documents which are available upon request from the Clerk.

Third Party Advertising

Third-party advertising refers to advertisements that support, promote or oppose a candidate, or support, promote or oppose a “yes” or “no” answer to a question on the ballot. The meaning of “third party” in this context means a person or entity who is not a candidate.

Third-party advertising is separate from any candidate’s campaign and must be done independently from a candidate. Any advertisements or materials that are made and distributed by a candidate, or under a candidate’s direction, are part of the candidate’s campaign.

Third-party advertising is a way for those outside of the candidate’s campaign to express support of or opposition to candidates (or a “yes” or “no” answer to a question on the ballot) and to try to persuade voters to vote a certain way.

A third-party advertisement is an advertisement in any broadcast, print, electronic or other medium that promotes, supports or opposes a candidate, or a “yes” or “no” answer to a question on the ballot. Advertisements can include traditional ads as well as materials such as brochures or signs.

Activities that do not involve incurring expenses, such as discussions or expressing an opinion about a candidate (or an answer to a question on the ballot) are not considered to be third-party advertising. Examples include:

- speaking to friends and neighbours
- posting on social media, such as X, Facebook or Instagram
- sending an email to a group or mailing list

Internal communications from an employer to their employees, a corporation to its shareholders, directors, members or employees or by a trade union to its members or employees are not considered to be third-party advertising.

Advertising about an issue, rather than a candidate or a “yes” or “no” answer to a question on the ballot is not considered third-party advertising. For example, signs saying “Support local businesses” or “Keep the waterfront green” would not be third-party advertising, even if a candidate has made those issues part of their campaign.

Advertising Period

The Municipal Elections Act, 1996, sets out a restricted period for third-party advertising. This restricted period runs from May 1 in the year of the election to the close of voting on voting day. For the 2026 election, the restricted period is May 1, 2026, to the close of voting on October 26, 2026.

Candidates can begin filing their nominations on May 1. If any individual or group wanted to spend money before May 1 on advertisements supporting someone who intended to become a candidate, or someone who they hoped would become a

candidate, the third-party advertising rules would not apply. However, once the restricted period begins on May 1, any signs or other advertisements would have to be taken down or discontinued.

Who can be a third-party advertiser?

Only those who have registered can incur expenses on third-party advertising. The following are eligible to register as a third-party advertiser:

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

If two or more corporations are owned or controlled by the same person or people, or if one corporation controls another, they are considered to be a single corporation. If the same person or people own or control multiple corporations, only one of those corporations may register to be a third-party advertiser in a municipality.

There is no restriction against family members or campaign staff of candidates registering to be third-party advertisers. However, third-party advertising must not be done under the direction of a candidate. If a person with close ties to a candidate wants to register, they should consider how these activities may look to the public and how they would be able to demonstrate that they were not working in co-ordination with the candidate.

Who cannot be a third-party advertiser?

A candidate who has filed a nomination for any municipal council or school board office cannot register to be a third-party advertiser in any municipality.

Groups, associations or businesses that are not corporations are not eligible to register and may not spend money on third-party advertising in municipal elections. For example, neighbourhood associations, clubs or professional associations that are not corporations cannot register and cannot make contributions to third-party advertisers. Members may register as individual third-party advertisers and may contribute individually.

Federal and provincial political parties cannot register to be third-party advertisers. Political parties are not permitted to be financially involved in municipal elections.

Registration

An individual, corporation or trade union must register with the municipal clerk to be a third-party advertiser in a municipality. Third-party advertisers can register in any lower-tier or single-tier municipality (city, town, township, etc.). Third-party advertisers cannot register in an upper-tier municipality (a region or county).

Being registered in a municipality allows the third-party advertiser to advertise to the voters in that municipality. A third-party advertiser can support or oppose any candidate or candidates who will be voted on by the people in that municipality. This includes

candidates running for local council, school trustee and candidates running for offices on an upper tier council.

Third-party advertisers do not need to decide before they register which candidate or candidates they want to support or oppose, and they do not have to tell the clerk what their intentions are.

A third-party advertiser can only advertise to voters in the municipality where they are registered. There is no limit on the number of municipalities where a third-party advertiser can register. If a third-party advertiser wants to advertise to voters in more than one municipality, they must register in each municipality where they want to advertise.

For example, if a third-party advertiser wanted to advertise for or against a candidate running for an office that is voted on by people in more than one municipality, such as a school trustee, they would need to register in each municipality.

An individual, corporation or trade union can register to be a third-party advertiser beginning on May 1, 2026, and can file a registration until the close of business on Friday, October 23, 2026.

An individual or a representative of a corporation or trade union must file a Notice of Registration Third Party 2026 (Form 7) with the municipal clerk in person or by an agent. It must have an original signature – the form may not be a copy and may not be scanned and submitted electronically. There is no registration fee.

The municipal clerk must be satisfied that the individual, corporation or trade union is eligible in order to certify the registration and may require that identification or additional documents be provided.

A person who is filing as the representative of a corporation or a trade union should make sure that they can provide proof that they are authorized to act on the corporation or trade union's behalf.

The clerk must certify your registration in order for you to begin your campaign as a registered third-party advertiser.

Withdraw your registration

If you want to end your advertising campaign before voting day, you can withdraw your registration by notifying the clerk in writing. The deadline to withdraw your registration is:

- the Friday before voting day for a regular election
- the last day the clerk's office is open prior to voting day for a by-election

Campaign Period (s. 88.28)

Contributions can only be made to a registered third party for third party advertisements and can only be made during the campaign period under section 88.12. A third-party

advertiser that is registered can only incur expenses during the campaign period. The campaign period is determined by the application of the following rules.

For the 2026 municipal election - the election campaign:

- begins on the day the third-party registers for the election (registration must be certified by the Clerk); and
- ends on December 31, 2026.

If the third-party advertiser becomes involved in a compliance audit after the campaign ends on December 31, 2026, the campaign may be recommenced. Once the third-party advertiser notifies the Clerk in writing of the campaign period recommencement, the Clerk shall pay the third-party advertiser any surplus being held in trust for the candidate, together with interest. Where the campaign period has recommenced, the third-party advertiser may incur expenses and accept contributions until June 30, 2027, or where an alternate provision of the Municipal Elections Act has been met under section 88.2(4).

Filing Requirements (s. 88.29, s. 88.30)

All registered third parties are required to file a financial statement using the Financial Statement Auditor Report Third Party 2026 (Form 08). Candidates, whose campaign contributions and total expenses are each equal to or less than \$10,000, are not required to file an auditor's report with the financial statement. A registered third party whose campaign contributions in the municipality are \$10,000 or whose total campaign expenses exceed \$10,000 are required to file an auditor's report with the financial statement.

The registered third-party advertiser must file their financial statements and auditor's report in the prescribed form (Form 08) by 2 p.m. on March 30, 2027, for the filing period ending December 31, 2026.

If a candidate filed their financial statement prior to the filing date, and then noticed an error, they can withdraw the statement and refile the financial statement and auditor's report by March 31, 2027.

Third party advertisers also have a maximum amount for parties etc. after Voting Day. For the 2026 election, the prescribed formula will use the number of electors on Nomination Day from the 2022 election. The Clerk is to calculate the maximum amount no later than September 26, 2026. When a third party originally registers, the Clerk is to provide a certificate setting out the maximum amount for parties etc. after Voting Day.

Application by Third Party for Extension of Filing Date (s. 88.27(3))

The registered third party may before the last day for filing a financial statement under section 88.30, apply to the Ontario Court of Justice to extend the time for filing the document. The court may grant an extension of up to 90 days. The third party shall notify the Clerk in writing before 2:00 p.m. on the last day for filing a financial statement under s.88.29 or 88.32 that an application has been made.

Clerk to Give Notice (s.88.29)

The Clerk shall give notice using “Notice to Third-Party of Filing Requirements” (Form 38) of all of the filing requirements and of the penalties under s.88.27(1) and s.92(4) to every third party at least 30 days before the filing date. Before Voting Day, the Clerk is also required under section 33.1 to give notice of the penalties related to election campaign finances.

Campaign Period (s.88.28)

If the third-party advertiser has a deficit at the time the election campaign period would otherwise end and the third-party advertiser has notified the Clerk in writing on or before December 31, 2026, the campaign period is extended until the earliest of:

- June 30, 2027.
- The day the third party notifies the Clerk in writing that he, she or it will not accept further contributions.
- The day A equals the total of B and C, where
 - A = any further contributions.
 - B = the expenses incurred during the extension of the campaign period.
 - C = the amount of the registered third party’s deficit at the start of the election campaign period.

Supplementary Reporting Periods/Filing Dates (s. 88.30)

Supplementary filing dates apply where the election campaign period has been extended. The supplementary reporting period is the six-month period following the year of the election or in the case of a by-election, the supplementary reporting period is the six-month period following the 45th day after Voting Day.

Where a third-party advertiser campaign period continues, he, she or it shall file a supplementary financial statement (including auditor’s report if required) for the supplementary reporting period on or before 2 p.m. on the last Friday in September in the year following the election. It should be noted that even if a campaign has been extended, a third-party advertiser is required to file the initial financial statement for the reporting period ending December 31, 2026.

Campaign Surplus (s. 88.31)

Where a third-party advertiser’s financial statement (or supplementary financial statement) indicates an election campaign surplus at the end of the campaign period, the entire surplus amount shall be paid to the Clerk at the time of filing, and the Clerk shall hold the monies in trust. If the registered third party subsequently incurs expenses

related to a compliance audit, the Clerk shall pay the amount held in trust, with interest, to the third party, MEA. s.88.32.

The surplus becomes the property of the municipality/local board when all of the following conditions are satisfied:

- The campaign period has ended under s.88.28;
- It is no longer possible to recommence the campaign period (s.88.28);
- No compliance audit proceeding has been commenced; and
- The period for commencing a compliance audit proceeding has expired.

Third Party Filing Default (s.88.27(1))

A registered third party cannot participate in the next regular election if:

- They did not file their financial statement;
- There was a surplus and this surplus was not paid to the Clerk;
- The financial statement shows that the third-party advertiser exceeded their expense limit; or
- If a document filed under s.88.32 has a surplus and the third party registered has not paid the surplus to the Clerk by the relevant date.

Clerk to Give Notice of Default (s. 88.27(2))

A “Notice of Default – Third Party” (Form 39) shall be given to the third party in writing that a default has occurred and the nature of the default. The Clerk also has to make this information public.

Compliance Audit Committee

Establish Compliance Audit Committee

A Council shall before October 1 of an election year establish a committee for the purposes of the *Municipal Elections Act*, 1996. A Joint Compliance Audit Committee (JCAC) for the lower-tier municipalities of Arran-Elderslie, Brockton, Huron-Kinloss, Kincardine, Northern Bruce Peninsula, South Bruce, and Saugeen Shores is being established.

Review of Contributions to Candidates (Section 88.34)

The Clerk shall review the contributions reported on the financial statements submitted by a candidate to determine whether any contributor appears to have exceeded any of the contribution limits under Section 88.9 (Maximum Contributions to Candidates).

The Clerk may appoint an auditor who will assist the Clerk to ensure that the election is conducted in accordance with the Municipal Election Act.

If the Clerk appoints an auditor, the Clerk will amend the responsibilities and actions to be undertaken by the auditor and shall immediately notify all certified candidates.

Report, Contributions to Candidates for Council

As soon as possible after April 30, 2027, the Clerk shall prepare a report identifying each contributor to a candidate for office on a council who appears to have contravened any of the contribution limits under Section 88.9 and,

- (a) If the contributor's total contributions to a candidate for office on a council appear to exceed the limit under Section 88.0, the report shall set out the contributions made by that contributor to the candidate; and
- (b) If the contributor's total contributions to two or more candidates for office on the same council appear to exceed the limit under Section 88.9, the report shall set out the contributions made by that contributor to all candidates for office on the same council.

The Clerk shall prepare a separate report in respect of each contributor who appears to have contravened any of the contribution limits under Section 88.9.

The Clerk shall forward each report prepared to the Compliance Audit Committee. Refer to Section 88.30(2) for supplementary filing date provisions.

Decision of Compliance Audit Committee Regarding Candidates (Section 88.34 (8))

Within 30 days after receiving a report regarding contributions to candidates, the Compliance Audit Committee shall consider it and decide whether to commence a legal proceeding against a contributor for an apparent contravention.

Review of Contributions to Registered Third Parties (Section 88.36 (1) to (4))

The Clerk shall review the contributions reported on the financial statements submitted by a registered third party to determine whether any contributor appears to have exceeded any of the contribution limits under Section 88.13 (Maximum Contributions to Registered Third Parties).

Report, Contributions to Registered Third Parties

As soon as possible after April 30, 2027, the Clerk shall prepare a report identifying each contributor to a Registered Third Party who appears to have contravened any of the contribution limits under Section 88.13 and,

- (a) if the contributor's total contributions to a Registered Third Party that is registered in the municipality appear to exceed the limit under Section 88.13, the report shall set out the contributions made by that contributor to the Registered Third Party in relation to third party advertisements; and
- (b) if the contributor's total contributions to two or more Registered Third Parties that are registered in the municipality appear to exceed the limit under Section 88.13, the report shall set out the contributions made by that contributor to all Registered Third Parties in the municipality in relation to third party advertisements.

The Clerk shall prepare a separate report in respect of each contributor who appears to have contravened any of the contribution limits under Section 88.13.

The Clerk shall forward each report to the Compliance Audit Committee.

Refer to Section 88.30(2) for supplementary filing date provisions.

Decision of Compliance Audit Committee Regarding Registered Third Parties (Section 88.36 (5))

Within 30 days after receiving a report regarding Contributions to Registered Third Parties in the municipality, the Compliance Audit Committee shall consider it and decide whether to commence a legal proceeding against a contributor for an apparent contravention.

Compliance Audit Application (Section 88.33(1) and 88.35(1))

An elector who is entitled to vote in an election and believes on reasonable grounds that a candidate or a Registered Third Party who is registered in relation to the election in the municipality has contravened a provision of the Act relating to election campaign finances may apply for a compliance audit of the Candidate's or Registered Third Party's election campaign finances, even if the Candidate or Registered Third Party has not filed a financial statement.

Compliance Audit Committee (Section 88.33(4), (14))

Within 10 days after receiving the Compliance Audit Application, the Clerk shall forward the application to the Compliance Audit Committee.

Within 10 days after receiving the Auditor's Report, if applicable, the Clerk shall forward the application to the Compliance Audit Committee.

Election Records

Restrictions

No person shall use information obtained from election records for any purpose, except for election purposes.

Access to the Voters' List

The Voters' List shall not be posted in a public place and can be used only for election purposes.

Candidates

All Voter information obtained by the candidate during the 2026 Municipal Election shall be destroyed by the candidate after the election and confirmed in writing to the Clerk. The candidate may return documents to the Clerk for destruction with other election material.

Clerk – Disposition of Records (s.88)

Subject to a Judge's order or recount proceedings, after 120 days from declaring the results under s.55, the Clerk shall destroy the ballots in the presence of two witnesses who shall complete the "Witness Statements as to Destruction of Records" (Form 40). The Clerk may also destroy any other documents and materials related to the election. The Clerk shall retain candidates' financial statements and auditor's report until the members of the council or local board elected at the next regular election have taken office. The ballots and any other documents shall not be destroyed if a court orders that they be retained and a recount has been commenced and not finally disposed of.

Accessibility

Electors and Candidates with Disabilities

The Clerk shall have regard to the needs of electors and candidates with special needs.

Location - Accessibility

The Clerk shall ensure that each Help Centre is accessible to electors with disabilities and has established a Help Centre to assist electors who require accommodation.

Report

Prior to Voting Day, the Clerk must prepare a plan for the identification, removal and prevention of barriers that affect voters and candidates with disabilities and make the plan available to the public.

Within 90 days after Voting Day in a regular election, the Clerk shall submit a report to council about the identification, removal and prevention of barriers that effect electors and candidates with disabilities. Said report shall be made available to the public.

Emergencies

Pursuant to Section 53 the Clerk may declare an emergency if of the opinion that circumstances have arisen that are likely to prevent the election being conducted in accordance with the Act. On declaring an emergency, the Clerk shall make such arrangements as deemed advisable for the conduct of the election. The arrangements made by the Clerk, if they are consistent with the principles of this Act, prevail over anything in this Act and the regulations made under it.

The emergency continues until the Clerk declares that it has ended. If made in good faith, the Clerk's declaration of emergency and arrangements shall not be reviewed or set aside on account of unreasonableness.

In the event that the Clerk and/or designate is unable to conduct procedures on Voting Day, a substitute qualified person will be appointed.

The Clerk shall provide notice of such emergency to the best of their ability and in keeping with the circumstance. If required, the Clerk may consider alternate options for any part of the election process. Simply Voting Inc. will take direction from the Clerk as to what actions will be taken.

Corrupt Practices

Although many provisions of the Act also deal with voting places, ballots and ballot boxes, etc. the same must be used interchangeably with the alternative forms of voting since the principle of the Act must be maintained and is therefore enforceable and subject to penalties.

Offences, Penalties and Enforcement (s.89 and 90)

The principles and the integrity of the election process are enforceable. Section 89 of the Act provides for penalties and enforcement of corrupt practices and other offences during an election process. These include a person who:

- votes without being entitled to do so;
- votes more times than this Act allows;
- induces a person to vote when that person is not entitled to do so;
- before or during an election, publishes a false statement of a candidate's withdrawal;
- furnishes false or misleading information to a person whom this Act authorizes to obtain information;
- without authority, supplies a voter credentials/ballot to anyone;
- takes, opens or otherwise deals with a ballot without having authority to do so; and
- deals with voter credentials/ballot, without having authority to do so.

No person shall solicit a Voter Information Letter containing voter credentials from an eligible elector. All valid complaints or knowledge of solicitation shall be reported immediately for investigation of corrupt practices. If a person is convicted of an offence and the offence was committed knowingly, the offence also constitutes a corrupt practice.

Notice of Penalties

Section 88.19 of the Municipal Elections Act outlines the details of expenses a candidate may incur. Pursuant to Section 88.20(13), within 10 days after the Clerk has made corrections to the Preliminary List of Electors received from the Chief Electoral Officer, the Clerk will calculate the maximum permitted expenses for each office and will provide a certificate of the applicable maximum to each candidate.

Section 88.25(1) of the Municipal Elections Act states that "on or before 2 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; and
- b) in the case of a by-election, as of the 45th day after voting day.”

Section 88.31 of the Municipal Elections Act outlines details of a candidate's “surplus” if contributions exceed expenses and a candidate's “deficit” if the reverse is true.

Section 88.23(1) of the Municipal Elections Act provides that a candidate is subject to the penalties listed in Subsection (2), in addition to any other penalty that may be imposed under this Act,

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

Section 88.23(2) of the Municipal Elections Act provides for the following penalties 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.

Section 92(1) of the Municipal Elections Act provides that 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.

The Clerk while utilizing this alternative form of voting, will abide by the following rules and regulations:

- a) all valid complaints, which may contravene the provisions of the Municipal Elections Act, either verbally or written, will be investigated by the Clerk

b) valid complaints, once investigated by the Clerk, will be submitted to the Police.

Mail Tampering - Criminal Offence and Prosecution

Notification of the voting process and how electors can vote will be provided in the Voter Information Letter.

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.

As such and in order to ensure the integrity and confidence of the voting process for all electors and the candidates, the Clerk in this alternative form of voting has agreed that all complaints about actions which may contravene the provisions of the Criminal Code of Canada with respect to mail tampering will be investigated. Valid complaints, once investigated by the Clerk, will be submitted to the Police.

Timelines

Key Date	Description
April 30, 2026	Last day to establish rules and procedures regarding use of municipal resources during the election campaign period.
May 1, 2026	Last day to pass a by-law authorizing alternate voting method. Saugeen Shores passed By-law 11-2026 on January 26, 2026.
May 1, 2026	Last day to pass a by-law with respect to circumstances in which the Clerk shall hold a recount.
May 1, 2026	Nomination Period commences.
May 1, 2026	Third Party Advertising registration commences. A third party is a person or entity who is not a candidate that advertises to support, promote or oppose a candidate.
June 1, 2026	Last day to establish procedures and forms for alternate voting method.
August 14, 2026	Election Ontario to deliver preliminary list of electors.
Friday, August 21, 2026	<p>Nomination Day.</p> <p>Nominations may only be filed between 9:00 a.m. – 2:00 p.m.</p> <p>Nominations may be withdrawn no later than 2:00 p.m.</p>
	<p>Restricted Acts/Lame Duck - restricted acts of Council will be imposed if less than three-quarters (7) of the members of the current council are not running for the next term of council or are not running for different offices. (If there is no chance of 7 members of the current council being elected/acclaimed to the new Council.)</p>
Monday, August 24	<p>All nominations to be examined and certified by 4:00 p.m.</p> <p>Declare candidates elected by acclamation.</p>
Wednesday, August 26	Additional nominations may be filed between 9:00 a.m. – 2:00 p.m., if the number of nominations is less than the number of persons to be elected for the office.

Key Date	Description
Thursday, August 27	Any additional nominations to be examined and certified by 4:00 p.m.
September 1, 2026	Last day to produce the voters' list and determine the revision procedures.
September 30, 2026	Provide Candidates with maximum campaign expense limits.
October 1, 2026	Last day for Council to establish a compliance audit committee for the 2026 – 2030 term of office.
Monday, October 19, 2026	First day of voting in Saugeen Shores
Monday October 26, 2026	Voting Day. Voting closes at 8:00 p.m.
October 27, 2026	As soon as possible declare the election results.
October 27, 2026	Lame Duck – restricted acts will be imposed if less the three-quarters (7) of the current council members will serve on the new council
November 9, 2026	Council Orientation
Sunday, November 15, 2026	New term of Council commences. The new Council is deemed to be organized when the declarations of office have been made by a sufficient number of members to form a quorum.
Monday, November 16, 2026	Inaugural Meeting
December 31, 2026	End of election campaign period.
January 24, 2027	Last day to make the Accessibility Report available to the public.
March 31, 2027	Deadline for candidates and registered third parties to file their initial financial statements and auditor's report.
April 30, 2027	All candidates and registered third parties financial statements are available to the public as soon as possible after this date.

This timeline is provided for information purposes only.

Candidates should refer to the Act and associated regulation(s).

Discretionary Powers of the Clerk

Discretionary Authority (s.12)

A Clerk who is responsible for conducting an election may provide for any matter or procedure that;

- is not otherwise provided for in an Act or regulation; and
- in the Clerk's opinion, is necessary or desirable for conducting the election.

Other than the forms prescribed by the Minister, the Clerk has the authority to establish forms, including forms for oaths and declarations that are required to be used. The Clerk's authority also includes the power to require a person to furnish proof that is satisfactory to the election official as to the person's identity or qualifications including citizenship or residency.

The Clerk's authority does not include the power to require a person for the purposes of the procedure set out in s.52(1) – (Voting Procedure) to furnish proof of identity and residence in addition to what is prescribed. The discretionary authority provided to the Clerk in the MEA brings with it a degree of risk and inherent liability.

Under the revised MEA, Clerks have expanded powers/discretion, where no Council approval is required in the following areas:

- establishment of advance voting dates, locations and hours;
- establishment of reduced voting hours at long term care facilities;
- management of the Voters' List (additions/deletions/modifications);
- determination of whether filing of financial statements electronically will be permitted and any conditions or limits associated with electronic filing; and
- authority to develop a policy and present to Council for adoption of a by-law by May 1 of an election year to define circumstances under which a recount would be conducted.

The following chart outlines the Implied and Direct Discretionary Authority of the Clerk. It is not an exhaustive list but captures a large amount of the legislation.

The Municipal Elections Act, 1996, as amended, as amended

Implied and Direct Discretionary Authority of the Clerk

Section	Short Description
7;8(7);45	The Clerk has authority and control over the costs incurred for an election.
7(3)1	The Clerk shall bill a local board or upper tier municipality for the costs of a recount in a regular election for a local board or municipality, a by-law or question submitted by an upper tier or local board or Minister.
7(3)4	The Clerk shall bill for costs when the Clerk counts the votes or conducts a recount of a ranked ballot election for an upper-tier municipality, if the member of council of the upper-tier municipality is not also elected to the council of the lower-tier municipality within the upper-tier municipality.
7(12)	The Clerk of a municipality can incur expenses in respect to a question which are required or authorized by this Act to be incurred.
8(6)	The Clerk is responsible for giving notice to the public for any question on the ballot, regardless of whether it was initiated by a municipality, an upper tier or a Minister.
11(1)	The Clerk is responsible for conducting elections. Unless otherwise provided, the Clerk has broad discretionary authority to determine the form and method of communication for notices, forms and other information provided by the Act.
12(1)	The Clerk may provide for any matter or procedure that is not specifically provided for in the Act or Regulations.
12(2)	The Clerk may establish forms such as oaths, statutory declarations and has the power to require their use.
12(3)	The Clerk may require a person to furnish proof of identity, qualification or any other matter.
12(4)	The power given the Clerk does not include the power to require a person for the purposes of s.52(1) – voting procedure – to furnish proof of identity and residence in addition to what is prescribed.
12.1	The Clerk shall have regard to the needs of electors and candidates with disabilities.
12.1(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 in a regular election.
12.1(3)	Within 90 days after Voting Day in a regular election, the Clerk shall prepare a report about the identification, removal and prevention of

Section	Short Description
	barriers that affect electors and candidates with disabilities.
13(1)	The Clerk shall determine the form, manner and timing of any notice or other information required by the Act.
22(2)	For the purposes of subsection (1) – correction of errors in the preliminary list, the Clerk may use any information that is in the local municipality’s custody or control.
53(1)	The Clerk has discretion in determining what constitutes an emergency or circumstances that will undermine the integrity of the election.
53(2)	The Clerk has discretion in a declared emergency to make any arrangements deemed necessary for the conduct of the election.
53(4)	The Clerk determines when the emergency has passed.
55(4.1)	The Clerk shall, as soon as possible after Voting Day, make information available on the number of votes for each candidate, the number of declined and rejected ballots and the number of votes (yes or no) on a by-law or question and determine website or electronic format.
Cost of Elections	
7(2)(4); 8(7)	The Clerk has authority and control over the finances of an election.
Notice of By-laws and Questions	
8(6)	The Clerk shall determine the form and method of notice to the electors of by-laws and questions to be placed on the ballot.
Certification of Vote Results	
8(9)	The Clerk shall determine the form of certification when giving the result of the vote on a question or by-law.
Information to Electors	
12.1(1)	The Clerk shall identify strategies to provide for the needs of electors and candidates with disabilities.
12.1(2)	The Clerk shall prepare a plan regarding the identification, removal and prevention of barriers that affect electors and candidates with disabilities before Voting Day in a regular election.
12.1(3)	Within 90 days after Voting Day in a regular election, the Clerk shall prepare a report about the identification, removal and prevention of barriers that affect electors and candidates with disabilities.
13(2)	The Clerk may determine what information is necessary to inform electors how to exercise their rights under the Act.

Section	Short Description
45(8)	The Clerk may issue instructions to Deputy Returning Officers (DRO) regarding attending on an elector in an institution or retirement home.
Appointment of Election Officials	
15(1)	The Clerk shall appoint a Deputy Returning Officer (DRO) for each voting place.
15(1)	The Clerk may appoint other election officials in addition to DRO's. The Clerk determines what instruction and training is provided to election officials.
Delegation of Authority	
15(2)(3)(4)	The Clerk may delegate to election officials in writing, any of the Clerk's powers and duties, however, the Clerk may continue to exercise the delegated powers and duties, despite delegation.
Creation of Voting Subdivisions	
18(1)	The Clerk may divide the municipality into voting subdivisions (on or before March 31 in the year of regular election).
18(2)	If the Clerk creates voting subdivisions, he or she shall inform MPAC (on or before March 31 in the year of a regular election).
Correction of Preliminary List of Electors	
19(1)(1.1)	The Clerk and MPAC may agree on a date for the delivery of the Preliminary List of Electors (which must be a date earlier than September 1). If no date agreed upon or prescribed – July 31.
22(1)	The Clerk may correct any obvious errors in the Preliminary List of Electors, and shall notify MPAC of the corrections.
22(2)	For the purposes of subsection (1), the Clerk may use any information that is in the local municipality's custody or control.
25(4)	The Clerk shall determine the format and manner of the written application to remove a deceased person's name.
Reproduction / Revision of Voters' List	
23(2)(a)(b)	The Clerk shall have the Voters' List reproduced on or before September 1 st and determine where and at what time applications for revisions to the Voters' List may be made under s.24 and s.25.
24(1)(2)	From September 1 st to the close of voting on Voting Day, a person may make an application to be added or removed from the Voters' List or have the information on the Voters' List relating to that person amended.
24(3)	The Clerk may approve or deny applications for revision to the

Section	Short Description
	Voters' List.
27(1)(a)(b)	During the period beginning September 15 and ending September 25, the Clerk shall prepare an interim list of changes to the Voters' List approved on or before September 15, and give a copy to each certified candidate and to each person who received a copy of the Voters' List under s.23.
27(2)(a)(b)	The Clerk shall within 30 days after Voting Day prepare a final list of the changes to the Voters' List and give a copy to MPAC.
28(1)	The Clerk shall prepare and certify the Voters' List for use in each voting place.
Nominations	
11.1(4)	The upper-tier Clerk responsible for accepting nominations can determine the format in which to send the names of candidates to lower-tier Clerk.
32	The Clerk shall give notice of the offices for which persons may be nominated and the nomination procedure under this act.
33(1.3)	The Clerk is entitled to rely upon the information filed by the candidates (endorsements).
35(2)(3)	The Clerk shall certify the nomination of qualified persons, and reject the nomination if not satisfied the person is qualified.
35(4)	The Clerk can determine the form and method of giving notice when a nomination is rejected and shall give notice to the person who sought to be nominated and to all candidates for the office, as soon as possible.
Acclamations	
37(1)(2)	The Clerk can determine the method of declaring acclamations.
Notice of Election	
40(a)(b)(c)(d)	The Clerk shall give notice to the electors and determine the form and method of giving such notice about the location of voting places, dates and times open, the manner in which electors may use voting proxies if applicable and if alternative voting methods, the manner in which electors may use the alternative voting methods.
Ranked Ballots	
41.1(4)2	The regulation may establish the powers that the Clerk may exercise in administering ranked ballot elections.
41.1(5)	Regulation may authorize the Clerk to establish procedures.

Section	Short Description
	Ballot Form
41(2)3	The Clerk can agree to permit another name that a candidate uses to appear on the ballot.
41(2)5	If the surnames of two or more candidates for an office are identical or in the Clerks opinion so similar as to cause possible confusion, the Clerk shall differentiate the candidates on the ballots as the Clerk considers appropriate.
41(3)	The Clerk shall change some or all of the ballots to facilitate voting by the visually impaired without assistance.
41(4)	The Clerk can decide to use separate or composite ballots.
	Voting or Vote Counting Equipment or Alternative Voting Method
42(3)(a)(i)(ii)	Where there is a by-law providing for voting or vote counting equipment or an alternative voting method, the Clerk has discretion in establishing forms and procedures for carrying out the intent of the by-law.
42(3)(b)	The Clerk can determine the method for providing a copy of the procedures and forms to candidates and shall provide a copy of the procedures and forms to each candidate when his or her nomination is filed.
	Advance Vote
42(2)	The Clerk shall establish the date or dates, number, location and hours of Advance Voting.
43(5)(b)(ii)	The Clerk determines how to keep safe any Advance Vote ballot boxes and all other material and documents relating to the Advance Vote.
43(7)	The Clerk determines the method of updating Voters' Lists to reflect Advance Voting and ensures that the Voters' Lists for all voting places are updated to reflect voting that took place at an advance vote.
	Proxies
44(7)	The Clerk may determine what is required to verify that persons are qualified to appoint and be appointed as a voting proxy and if satisfied that the person who appointed the voting proxy is entitled to do so, and that the person appointed is entitled to act as the voting proxy, shall apply a certificate in the prescribed form to the appointing document.
	Voting Places and Procedures

Section	Short Description
45(1)(3)(5)	The Clerk has discretion in identifying the number and location of voting places and designating the area.
45(2)	In establishing the locations of voting places, the Clerk shall identify strategies that ensure that each voting place is accessible to electors with disabilities.
45(7)1,2,3	A voting place shall be located in an institution for the reception, treatment or vocational training of members or former members of Canadian Forces; an institution which on September 1 st 20 beds or more are occupied by persons who are disabled; chronically ill or infirm; and in a retirement home which on September 1 st , 50 beds or more are occupied.
45(8)	The Clerk may issue instructions to DRO's regarding attending on an elector in an institution or retirement home to allow him or her to vote.
45(9)	The Clerk shall issue instructions to DRO's regarding attending on electors with a disability, including mobility impaired, anywhere within the defined voting place.
46(2)	The Clerk may establish specific voting places to open on Voting Day before 10:00 am.
46(3)	The Clerk may establish reduced voting hours for a voting place that is only for the use of residents of the institution or retirement home.
47(1)(a)	The Clerk has the discretion to go to or remain in voting places during voting or when votes are being counted.
Emergency	
53(1)	The Clerk has discretion in determining what constitutes an emergency or circumstances that will undermine the integrity of the election.
53(2)	The Clerk has discretion in a declared emergency to make any arrangements deemed necessary for the conduct of the election.
53(4)	The Clerk determines when the emergency has passed.
Recounts	
56(1)(1.1)(2)	The Clerk shall hold a recount in accordance with policy within 15 days after declaration of results.
59	The Clerk may decide to include other candidates for an office in a recount.
61(1)1	The Clerk may be present at a recount in the case of a tie vote, or any policy passed, when the Council, Board or Minister requires a recount and when the Ontario Superior Court of Justice orders a recount – s.56,57,58,63

Section	Short Description
61(2)1	The Clerk may be present at a recount for a by-law or question.
61(6)	The Clerk determines disputes concerning the validity of a ballot or the counting of votes in a ballot.
61(7)	The Clerk may permit others to be present at a recount.
62(3)63(10)	If the recount leaves two candidates tied, the Clerk shall choose the successful candidate by lot.
By-Elections	
65(4)1	The Clerk sets the date of Nomination Day, in the case of a by-election.
65(5)1	The Clerk sets the date of voting if the by-election relates to a question or by-law.
Financial Reporting	
33.0.1(1)	The Clerk determines the form of the preliminary certificate of maximum campaign expenses, upon the filing of a person's nomination and shall give the person, or their agent filing the nomination for the person, a certificate of the applicable maximum amount as of the filing date.
33.1	The Clerk shall, before Voting Day, give notice of the penalties under s.88.23(2) and s.92(1) related to election campaign finance to each person nominated for an office.
88.20(13)(a)(b)	The Clerk determines the form and method of delivery of the certificate of maximum campaign expenses. The Clerk shall calculate the maximum amounts permitted by subsections 6(candidate expenses) and subsection 9(expenses, parties etc.) for each office for which nominations have been filed and shall give a certificate of the applicable amounts to each candidate on or before September 25 in a regular election, and within 10 days after the Clerk makes the required corrections in the case of a by-election.
88.22(3)	The Clerk determines the form and process of the notice of default.
88.25(9)	The Clerk determines the form and method of delivery of notice to candidates of the campaign expense filing requirements and shall give notice at least 30 days before the filing date.
Election Records	
88(2)(a)(b)	When the 120-day period has elapsed, the Clerk shall destroy the ballots and may destroy other documents and materials related to the election.
88(4)	The Clerk shall retain the financial statements until the next election.

Section	Short Description
88(9.1)	The Clerk shall make the documents filed under s.88.25, 88.29 and 88.32 available at no charge for viewing by the public on a website or in another electronic format as soon as possible after the documents are filed.

Index of Forms

Form #	Description
Form 01	Nomination Paper 2026
Form 02	Endorsement of Nomination 2026
Form 03	Withdrawal of Nomination 2026
Form 04	Financial Statement Auditor Report Candidate 2026
Form 05	Financial Statement – Subsequent Expenses 2026
Form 06	Notice of Extension of Campaign Period 2026
Form 07	Notice of Registration – Third Party 2026
Form 08	Financial Statement- Auditor’s Report Third Party
Form 09	Declaration of Identity 2026
Form 10	Declaration of Qualification - Council
Form 11	Declaration of Qualifications – School Board Trustee
Form 12	Notice of Collection/Consent to Release Personal Information
Form 13	Estimated Maximum Campaign Expenses – Council
Form 14	Estimated Maximum Campaign Expenses – English Public
Form 15	Estimated Maximum Campaign Expenses – English Separate
Form 16	Certificate of Maximum Amount of Contributions – Own Campaign
Form 17	Unofficial List of Candidates
Form 18	Notice of Rejection of Nominations
Form 19	Official List of Certified Candidates
Form 20	Declaration of Acclamation to Office
Form 21	Notice of Additional Nominations
Form 22	Certificate of Maximum Campaign Expenses - Candidate

Form 23	Declaration of Proper Use of the Voters' List
Form 24 (EL15)	Application to Amend Voters' List
Form 25	Application for Removal of Another's Name From Voters' List
Form 26	Re-issue of a Voter Information Letter (Lost and Unused)
Form 27	Re-Issue of a Voter Information Letter (Imposter)
Form 28	Activation of Voting System
Form 29	Oral Oaths at Help Centre
Form 30	Oral Oath of Secrecy
Form 31	Appointment of Scrutineer by Candidate
Form 32	Declaration of Election Results
Form 33	Notice to Bruce County Electors and County Councillors
Form 34	Notice of Recount
Form 35	Declaration of Recount Results
Form 36	Notice to Candidate of Filing Requirements
Form 37	Notice of Default - Candidate
Form 38	Notice to Registered Third Party of Filing Requirements
Form 39	Notice of Default – Third Party
Form 40	Witness Statements as to Destruction of Records
Form 41	Oath of Election Official
Form 42	Appointment and Oath of Election Officials
Form 43	Delegation of Powers and Duties of Clerk
Form 44	Notice of Offence and Corrupt Practice