



**INTERNET/TELEPHONE VOTING
ELECTION POLICIES & PROCEDURES**

2026 ONTARIO MUNICIPAL & SCHOOL BOARD ELECTIONS

Approved by the
Clerk / Returning Officer of
The Town of Plympton-Wyoming
this 30th day of April, 2026

Contents

1. AUTHORITY.....	4
2. DEFINITIONS.....	6
3. APPLICATION.....	9
4. SECRECY	10
5. PRELIMINARY LIST OF ELECTORS / VOTER INFORMATON LETTERS	10
6. NOTICES	12
7. VOTING	15
8. VOTER QUALIFICATIONS	18
9. VOTING PROCESS	19
10. SCRUTINEERS.....	20
11. SYSTEM	21
12. CORRUPT ELECTION PRACTICES – PROVINCIAL OFFENCE AND PROSECUTION ..	23
13. MAIL TAMPERING – CRIMINAL OFFENCE AND PROSECUTION	25
14. RESULTS.....	26
15. TIE VOTE – RECOUNT PROCEDURES.....	27
16. AFTER VOTING DAY.....	28
17. EMERGENCIES.....	30
18. ACCESSIBILITY.....	31
19. AMENDMENTS TO PROCEDURES	32
20. ATTACHMENTS – FORMS.....	33

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

1. AUTHORITY

On November 26th 2025, the Council of the Town of Plympton-Wyoming adopted By-Law Number 118 of 2025 authorizing the use of an alternative voting method, that being the Internet/Telephone Voting method.

The *Municipal Elections Act, 1996*, more specifically Subsection 42(3), states as follows:

Procedures and forms

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

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

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

In addition, the Council of the Town of Plympton-Wyoming has adopted By-Law 116 of 2025 on November 26th 2025, being a by-law to enter into an agreement with an eVoting Service Provider for Internet/Telephone Voting service for the 2026 Municipal and School Board Elections.

Subsection 11(2) of the *Municipal Elections Act, 1996* states that the Clerk of a local Municipality has responsibility for conducting elections within that Municipality and responsibility for,

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

With respect to the duties and authority of a municipal Clerk, the *Municipal Elections Act, 1996* further states as follows:

- 12(1) A Clerk who is responsible for conducting an election may provide for any matter or procedure that,
 - a) is not otherwise provided for in an Act or regulation; and

- b) in the Clerk's opinion, is necessary or desirable for conducting the election.
- 12(2) The power conferred by subsection (1) includes power to establish forms, including forms of oaths and statutory declarations, and power to require their use.
- 12(3) Subject to subsection (4), the power conferred by subsection (1) includes power to require a person, as a condition of doing anything or having an Election Official do anything under this Act, to furnish proof that is satisfactory to the Election Official of the person's identity or qualifications, including citizenship or residency, or of any other matter.
- 13(1) Any notice or other information that this Act requires the Clerk to give shall be given in a form and manner and at a time that the Clerk considers adequate to give reasonable notice or to convey the information, as the case may be.
- 13(2) The Clerk shall provide electors, Candidates and persons who are eligible to be electors with information to enable them to exercise their rights under this Act.

Subsection 42(5) states that when a by-law authorizing the use of an alternative voting method is in effect, Sections 43 (advance votes) and 44 (voting proxies) apply only if the by-law so specifies. Since the purpose for the use of the alternative voting – being Internet/Telephone Voting – was to eliminate proxies, and By-law 118 of 2025 of the Town of Plympton-Wyoming is silent on these issues, electors are therefore not permitted to appoint election proxies.

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

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



Erin Kwarciak
Clerk / Returning Officer

April 30th 2026

2. DEFINITIONS

- a) Act or *Municipal Elections Act, 1996* – means the *Municipal Elections Act, S.O. 1996 c.32, as amended*.
- b) Advance Voting Period – means the time during the Voting Period in which Eligible Electors may cast Ballots before Voting Day in an election.
- c) Auditor – means the person appointed by the Clerk to validate the logic and accuracy of a Voting System used in an election.
- d) Ballot - means either an image on a computer screen, or any web enabled device, of a ballot card for an election to be voted for, including all choices available to the electors and containing spaces in which the electors mark their votes; or when voting using a telephone or wireless phone, an audio set of instructions which describe all choices available to the electors and instruction to mark their selection by depressing the numbered touchtone keypad.
- e) Candidate - means a person who has been nominated under Section 33 of the *Municipal Elections Act, 1996*.
- f) Certified Candidate - means a Candidate whose nomination has been certified by the municipal Clerk under Section 35 of the *Municipal Elections Act, 1996*.
- g) Clerk - means the Clerk of The Town of Plympton-Wyoming who is responsible for conducting this election under the authority of the *Municipal Elections Act, 1996*, as amended. (*This legislation provides that the Clerk of a Municipality may provide for any matter that is not otherwise provided for in an Act or regulation and is, in the Clerk of the Municipality's opinion, necessary or desirable - Section 12 of the Municipal Elections Act, 1996*)
- h) Election Official - means the Clerk or other person(s) appointed in writing by the Clerk to carry out election duties under the *Municipal Elections Act, 1996*. An Election Official can only carry out the tasks and duties as assigned in writing by the Clerk and must take the prescribed oath.
- i) Election Staff – means any individual that is assigned a role and/or responsibilities by the Clerk in respect to an election.
- j) Eligible Elector - means a person who is entitled to be an elector at an election held in the local Municipality, if on voting day he or she meets the qualifications outlined in Section 17(2) and 17(3) of the *Municipal Elections Act, 1996*.
- k) Interim List of Changes - means, for a regular election, the list of changes made to the Voters' List between the time that the Voters' List was originally published and September 20th in the year of the election.

- l) Municipal Office – means the municipal administration building located at 546 Niagara Street, Wyoming, ON.
- m) Municipality – means the Corporation of the Town of Plympton-Wyoming.
- n) Password - means an additional access control word assigned by the eVoting Service Provider to each authorized user to provide additional security for access to the voting system.
- o) Personal Identification Number (PIN) - means a unique multiple digit number assigned by the eVoting Service Provider to each voter to provide security for access to the voting system.
- p) Preliminary List of Electors - means a list of electors for The Town of Plympton-Wyoming compiled by Elections Ontario (EO) and provided to The Town of Plympton-Wyoming between July 31 and September 1 of an election year as agreed upon by EO and the Clerk.
- q) Receiving Location – means the location where the Voting System is activated and where election results are reported.
- r) Registered Third Party Advertiser – means an individual, corporation or trade union that is registered under Section 88 of the Act.
- s) Satisfactory Identification - means the identification required under the *Municipal Elections Act, 1996* (Ontario Regulation 304/13) which would provide proof of identity and residence of an individual to the satisfaction of an Election Official. Note: Must provide two (2) pieces of identification, one must be photo identification. Ontario Health Card is NOT an accepted form of identification.
- t) Script - means all information flow and system prompts from the eVoting system including instructions, informational messages, error messages, and exceptions.
- u) Scrutineer - means an individual, appointed in writing by a Certified Candidate, to represent him or her during the voting process.
- v) Support person - means a person who has been requested by an elector to assist him or her in the voting process.
- w) Voter Help Centre - means a location provided by The Town of Plympton-Wyoming to assist electors with the Internet/Telephone Voting process or other general election inquiries, including revisions. The Voter Help Centre(s) is located at 546 Niagara Street, Wyoming, ON.
- x) Voter Information Letter – means a sealed envelope containing a Personal Identification Number (PIN) for each person on the Voters' List or who has completed an application, duly approved by an Election Official, for inclusion on the Voters' List, and internet address for voting, a Voter Help Centre number for

- assistance and a list of Candidates for office. These envelopes shall be mailed individually, or hand-delivered as required, to every person on the Voters' List.
- y) Voters' List - means the list of Eligible Electors in an election in the Municipality.
 - z) Voting Day - means the final day on which the vote is to be taken in an election and shall be until 8:00 p.m. on that day. Voting day in a regular election is the fourth Monday in October – October 26, 2026.
 - aa) Voter Information Letter - means a sealed envelope containing a Personal Identification Number (PIN) for each person on the voters' list or who has completed an application, duly approved by an Election Official, for inclusion on the voters' list, a telephone access number and internet address for voting, a Voter Help Centre number for assistance and a list of Candidates for office. These envelopes shall be mailed individually, or hand delivered as required, to every person on the voters' list.
 - bb) Voting Kiosk – means a physical internet-enabled device at a Voter Help Centre which is specifically configured to permit Electors to cast a Ballot on the Voting System during an Election.
 - cc) Voting Period – means the period of which electors can vote using the alternative method of voting; beginning on October 16th, 2026, at 9:00 a.m., until October 26th, 2026, at 8:00 p.m.
 - dd) Voting System – means the platform(s) chosen by the Municipality to provide Electors with a means of casting their Ballot in an election.

3. APPLICATION

1. This procedure has been developed under the authority of Subsection 42(4) pursuant to Subsection 42(3) (a) (ii) of the *Municipal Elections Act, 1996*, and applies to the Internet/Telephone Voting being conducted by The Town of Plympton-Wyoming between October 16, 2026, and October 26, 2026. This procedure applies to the 2026 Municipal and School Board Elections in the Municipality including any contests for which The Municipality collects a vote on behalf of another Returning Officer for which the election spans municipal boundaries (e.g. French School Board contest).
2. The procedures and forms established by this document prevail over anything in the Act and its regulations, provided that they are consistent with the principles of the Act as per Subsection 42(4) of the *Municipal Elections Act, 1996*.
3. Where these procedures do not provide for any matter, the election shall be conducted as far as is consistent and practical within the principles of the *Municipal Elections Act, 1996* with the same being determined and established by the Clerk.
4. These procedures may be amended, as necessary and deemed appropriate, by the Clerk of The Town of Plympton-Wyoming. Any amendment to these procedures shall be signed by the Clerk and a copy of the amendment(s) shall be provided forthwith to all Certified Candidates for office for The Town of Plympton-Wyoming and/or school boards.

4. **SECRECY**

1. The Clerk shall require all Election Official(s) and/or other persons working in connection with the municipal elections to swear or affirm an oath of secrecy in accordance with Section 49 of the *Municipal Elections Act, 1996*.
2. No person shall interfere or attempt to interfere with an elector while in the process of accessing the Internet/Telephone Voting service or interfere or attempt to interfere in the voting process while using the Internet/Telephone Voting service unless expressly requested and authorized by an elector asking for assistance.
3. No person shall obtain or attempt to obtain information about how an elector intends to vote or has voted. Any individual requested by an elector to assist him or her in voting is required to maintain the secrecy of the vote(s) cast by the elector and shall vote according to the instructions and wishes of the elector.
4. No person shall communicate any information that might have been inadvertently obtained about how an elector intends to vote or has voted.
5. No Elector shall reveal how they intend to vote while in the Voter Help Centre, except for the purposes of obtaining assistance in voting from either a Friend, Support Person or an Election Official. Any other person present must withdraw until the Elector finishes instructing the Friend, Support Person or Election Official, as the case may be.
6. All electors voting at the Voter Help Centre(s) may vote with the assistance of a support person; however, the support person shall be required to take the appropriate oath prior to providing assistance, to be administered by an Election Official. No person shall be allowed to act as a Friend or Support Person of more than one Elector at a Voter Help Centre.
5. 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 Section 89 through 94 of the *Municipal Elections Act, 1996*.

5. PRELIMINARY LIST OF ELECTORS / VOTER INFORMATION LETTERS

1. The Preliminary List of Electors (PLE) shall be requested from Elections Ontario (EO) in an electronic format. The PLE is to be received on August 14, 2026, or such date as to be agreed upon by the Clerk and Elections Ontario. The list shall be reviewed by the Clerk of The Town of Plympton-Wyoming and obvious errors shall be corrected as permitted under Section 22 of the *Municipal Elections Act, 1996*, and the list shall be approved for use as the Voters' List on or before September 1, 2026.
 - a. The list shall then be reproduced in paper or electronic format and distributed to those who are entitled to copies under Subsections 23(3), (4) and (5) of the Act. All Certified Candidates shall be entitled to two (2) copies or an electronic format and shall sign a statement acknowledging that the voters' list shall not be used for any commercial purposes.
 - b. The Candidates shall receive login ID(s) and Password(s) allowing them to view the voters' list that contains the names of the electors who are entitled to vote for their office. They can use the module to identify and track individual electors during the course of the election campaign and voting period to observe participation.
 - c. The list shall be available in an electronic format to accommodate the administration in the voting process at the Voter Help Centre(s).
 - d. Additions, corrections and deletions may be made to the list in accordance with the *Municipal Elections Act, 1996*, and in accordance with the instructions for Voters' List Revisions and PIN Replacement.
 - e. The Clerk and/or the eVoting Service Provider shall produce an electronic list of the additions, corrections and deletions, as stated in paragraph (c) of this document, and make available online these additions, corrections and deletions to those who are entitled to copies of the voters' list under the Act and the same shall be the final voters' list. This list, as required under Section 27 of the *Municipal Elections Act, 1996*, shall be available on September 20, 2026, at 546 Niagara Street, Wyoming, Ontario.
 - f. The voters' list, as corrected by the Clerk pursuant to Section 22 of the *Municipal Elections Act, 1996* shall be provided to the eVoting Service Provider in computer format in order for the eVoting Service Provider to manage the Voter Information Letter.

Voter Information Letters shall be distributed by standard letter mail or hand delivered as required, to all Eligible Electors to enable them to use the Internet/Telephone Voting service.

2. The Voter Help Centre(s) shall be responsible for the following:
 - a. Eligible Electors who attend the Voter Help Centre(s) and are not on the voters' list will be able to be added to the list by filling out a declaration form and providing satisfactory identification.

- i. Their names will be added to the voters' list and they will be assigned and receive (or mailed) a Voter Information Letter containing a (PIN); and
 - ii. They will be able to vote at the Voter Help Centre(s) if they so wish during the voting period.
 - b. Verifying and re-issuing a Voter Information Letter to qualified voters:
 - i. where a person on the voters' list has lost his or her Voter Information Letter or did not receive it in the mail, or does not have access to it, he or she can attend the Voter Help Centre in order to receive a new one. The authorized Election Official will disable the voter's lost Personal Identification Number (PIN) and electronically mark it in the system with the appropriate details. Upon providing satisfactory identification to an Election Official, an oath shall be taken by the voter and a new Voter Information Letter containing a new Personal Identification Number (PIN) shall be issued.
 - c. Verifying and re-issuing a Personal Identification Number (PIN) to qualified voters:
 - i. where a person on the voters' list has lost his or her Personal Identification Number (PIN), did not receive it in the mail, or does not have access to it, he or she can attend the Voter Help Centre in order to receive a new one. The authorized Election Official will disable the voter's previous PIN and electronically mark it in the system with the appropriate details. Upon providing satisfactory identification or information to the Voter Help Centre Election Official, as may be defined, a new Personal Identification Number (PIN) shall be issued.
- 3. The Final List of Changes shall be provided to Elections Ontario by November 25, 2026, upon the Clerk's authorization.

6. NOTICES

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

The following essential notices shall be issued:

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

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

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

- c. dates and hours of voting;
 - d. the location(s) and telephone number(s) of the Voter Help Centre(s);
 - e. access to a list of contests and Candidates; and
 - f. voter eligibility criteria.
5. All Voter Information Letters shall be made available in English only.

7. VOTING

1. Internet/Telephone Voting method shall be used for the 2026 Municipal & School Board Elections.
 - a. Internet/Telephone Voting:
 - i. Eligible voters shall be required to telephone a designated number or access a designated internet address and cast their vote.
 - ii. Every Eligible Elector shall be limited to only one vote through the use of a PIN distributed by mail, or hand delivered as required, in a sealed and personalized Voter Information Letter.
 - iii. The eVoting Service Provider will allow the eligible voter to vote using the internet or a telephone.
 - iv. Following the voter's selection, the voting system response shall identify the voter's choice and provide the voter with the option of changing or confirming their vote.
 - v. The voting system shall enable the voter to decline from voting for an office(s) if he/she wishes to do so.
 - vi. Once the PIN has been used to complete all assigned races associated with the election it cannot be used again, and further access shall not be granted to the Internet/Telephone Voting service to vote again.
 - b. Voting will commence on October 16, 2026, at 9:00 am.
2. Prior to the eVote activation, being on October 16, 2026, at 8:30 am, the Auditor or other authorized Election Official will generate the confirmation report that contains all Candidate names running for an office (through the eVoting system by secure ID and Password). The report displays in real time the total of votes cast for each Candidate running for an office. The timing of this report activity ensures that all totals for all Candidates confirm zero (0) votes before the electronic election begins. The eVote will be activated unless any of the counts associated with the Candidate names do not indicate a zero total, and unless directed otherwise by an Election Official.
3. Candidates or their scrutineer may be present to verify and ensure that all totals of votes cast are at zero (0) and shall be required to sign a document that attests to this fact.
4. The eVoting Service Provider will make available online a list to the Clerk and any other appropriate individuals of The Town of Plympton-Wyoming, of all voters' list individuals who have voted during the voting period if such an event has taken place. The names of individuals who have voted will be marked as voted. A list of voters who have voted will be provided or made available to the Candidates or their respective scrutineer through the Clerk's office or by electronic means by the eVoting Service Provider at the Clerk's

discretion. This list shall be provided by the eVoting Service Provider in real time or as closely as possible to real time.

5. If so desired, the Clerk, will make available during the course of the election, IDs and Passwords for Candidates and their scrutineers, who when using this authorization can connect to a Candidate module to review voter's list information previously identified by them to recognize participants in the election. This capability does not provide the Candidate or their designate information on *how* a voter has voted, only if they *have* voted in the election. A voter who has voted at least one race during an election is considered a participant.
6. Candidates or their scrutineers may view this information any time after the start time of the election and upon submission of a Declaration of Proper Use of Voters' List.
7. Where a voter is associated with multiple properties within The Town of Plympton-Wyoming, the voter may vote only once, and the qualifying address to determine eligibility for voting shall be the place of residence of the voter. All duplication of names on the Preliminary List of Electors shall be verified by the Clerk and/or Election Official(s), and all duplicate names of individuals shall be deleted prior to the final preparation of the voters' list. Should a voter receive more than one Voter Information Letter, the voter may only vote once and must return the other Document(s) to the Municipal Administration Office. All voters that vote more than once or who improperly use the Voter Information Letter shall be reported to the Ontario Provincial Police for further investigation as to possible corrupt practices under the *Municipal Elections Act, 1996*.
8. Sealed Voter Information Letters returned to the Municipal Office shall remain sealed, shall be marked "returned mail" and be maintained in a secure fashion and destroyed at the same time as all other Municipal Election material as provided for under Section 88 of the *Municipal Elections Act, 1996*.
9. Should a Voter Information Letter be returned to the Municipal Administration Office that has been opened but has not been used for voting purposes, the PIN status will be disabled by an Election Official in a manner that prevents the PIN from being successfully validated in the voting process. In this circumstance, the Voter Information Letter shall be marked unused and be retained and destroyed as in item 8 above.
10. The Clerk, in partnership with Simply Voting Inc., shall take appropriate measures to ensure that all Voter Information Letters and their associated PINs are accounted for throughout the election and after the conclusion of the Voting Period. After the conclusion of the Election, Simply Voting Inc. shall supply the Clerk with a report detailing the status of all VILs/PINs during the election.
11.
 - a. Where an eligible voter has attempted to validate his or her PIN and they have determined that the PIN has already been used, the voter can attend the location determined by the Clerk, bringing satisfactory identification and have an Election Official confirm that the PIN has been used by an impersonator.

- b. Prior to authorizing the re-issuance of a new Voter Information Letter which contains a new PIN, the voter shall be required to respond and answer any and all questions from the Election Official. The Election Official shall document, to his or her satisfaction, questions and answers of the voter and, if deemed appropriate, the Clerk shall submit same to the Ontario Provincial Police for further investigation and prosecution.
- c. If the Election Official believes that all questions have been answered truthfully and to his or her satisfaction, the Election Official may authorize the provision of a new Voter Information Letter which contains a new PIN or, at the discretion of the Election Official the elector will be required to make a declaration as to his or her statement and take an oath which shall be given by the Election Official. A copy of this declaration shall also be submitted to the Ontario Provincial Police should further questioning be required in order to ascertain if corrupt practices have occurred. The elector will be required to assist and cooperate in the investigation in determining the individual(s) who has fraudulently used the voter's assigned PIN.
- d. Once the voter has properly answered all questions and if required, taken the prescribed oath, a new Voter Information Letter containing a new PIN can be issued.

12.

- a. Where an eligible voter has received an incorrect Voter PIN in terms of school support, the voter can contact the Voter Help Centre(s) and have the proper information applied to the existing PIN. The voter may re-access the system and vote for all races not yet completed.
- b. The eligible voter shall be able to re-enter the system at any time during the election using the existing PIN or the re-categorized PIN until voting for all races has been completed.

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

8. VOTER QUALIFICATIONS

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

9. VOTING PROCESS

1. Eligible voters may vote by:

- a. accessing the telephone number provided by using a touch-tone telephone - but not a rotary dial telephone. "Digi-pulse" telephones will be able to access the system if the telephone over-ride button is set to a "touch-tone" mode. Should the preceding not be done correctly, the interactive response system will provide an error message requesting that the Eligible Elector obtain assistance,
- b. or by accessing the internet address provided by using a dial modem access or a high-speed connection.
- c. Eligible voters may vote by attending the Voter Help Centre during the following hours:

546 Niagara Street, Wyoming, ON

October 16, 2026 – 9:00 am to 4:30 pm
October 17, 2026 – 9:00 am to 12:00 pm
October 19, 2026 – 8:30 am to 4:30 pm
October 20, 2026 – 8:30 am to 4:30 pm
October 21, 2026 – 8:30 am to 8:00 pm
October 22, 2026 – 8:30 am to 4:30 pm
October 23, 2026 – 8:30 am to 4:30 pm
October 24, 2026 – 9:00 am to 12:00 pm
October 26, 2026 – 8:30 am to 8:00 pm

and using a touch-tone telephone or the internet access provided. Any telephone provided at the Voter Help Centre shall delete any display options on the telephone.

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

10. SCRUTINEERS

1. Scrutineers may be appointed, in writing by the Candidate, as stated under Section 16 of the *Municipal Elections Act, 1996*. If appointed, scrutineers will be entitled to the following:
 - a. to be present at the Receiving Location, from 8:30 am to 9:00 am on Friday, October 16, 2026, prior to the opening of polling to verify and ensure that all Candidates' names are listed and the total votes cast are at "0" (Zero), and to sign the Activation of Voting System form to attest to this fact.
 - b. to be present at the Voter Help Centre during hours of operation to observe the process.
 - c. to be present at the Receiving Location, at the time when results are announced.
2. Before being admitted to the Voter Help Centre or the Receiving Location, Scrutineers shall produce satisfactory identification and a properly signed Appointment of Scrutineer by Candidate Form, and the Oral Oath of Secrecy.
3. Only one Candidate or their appointed Scrutineer may be in attendance at the Voter Help Centre or the Receiving Location at one time.
4. Use of mobile communication devices and cameras shall not be permitted within any Voter Help Centre or the Receiving Location by any Candidate or Scrutineer.
5. Scrutineers who do not follow the instructions of the Election Official(s) or who attempt to interfere, influence and to determine how an Elector is voting will be requested to leave the Voter Help Centre immediately, their appointment will be revoked and they will not be permitted to re-attend at the Voter Help Centre or during the announcement of results. Scrutineers may also have their appointment revoked if they contravene the rules and guidelines established by the Clerk as provided to the Candidates.
6. Use of a cellular telephone or any other electronic device shall NOT BE PERMITTED within the Voter Help Centre by any Candidate or scrutineer.

11. SYSTEM

1. The integrity of the voting process shall be the responsibility of the Clerk of The Town of Plympton-Wyoming and shall be preserved by:
 - a. ensuring that every Eligible Elector on the voters' list is mailed, using standard letter mail or hand delivered as required, a sealed Voter Information Letter which contains the voter's unique PIN;
 - b. ensuring that no one except the eVoting Service Provider, the Clerk of The Town of Plympton-Wyoming, or designate, maintains a list of Personal Identification Numbers that match each voter's name and address; and
 - c. providing an opportunity for Eligible Electors who do not appear on the voters' list to be added to the list, or to make amendments to the list, up to and including election day, October 26, 2026, at 8:00 p.m.
 - d. establishing proper procedures to ensure that no person is added to the Voters' List unless an Election Official is completely satisfied of their identity and qualification as an Elector in the Municipality;
 - e. establishing proper procedures to ensure that no replacement PIN is issued unless an Election Official is completely satisfied of the Eligible Elector's identity;
 - f. ensuring that no replacement PIN is issued by anyone other than an employee of the Municipality who has been appointed in writing by the Clerk to do so; and
 - g. appointing an Auditor to test the Voting System in accordance with sections 11.2 and 11.3 below and providing same with read-only access to the Voting System.
2. The voting system shall be tested thoroughly through a comprehensive logic accuracy audit prior to the Voting Period. The tests shall include, but not be limited to the following:
 - a. Voting System refuses Ballots before the start of the Voting Period
 - b. Voting System is 'zeroed out' at the start of the Voting Period
 - c. Voting System presents Electors with the correct Ballot based on their Elector information
 - d. Voting System accepts Ballots from un-used eligible PINs
 - e. Voting System refuses Ballots from used PINs
 - f. Voting System does not allow over-votes on any Ballot
 - g. Voting System acknowledges under-voted Ballots and prompts Elector if they wish to complete under-voted contests on their Ballot
 - h. Voting System 'times out' after a period of Elector inactivity
 - i. Voting System accepts Ballots from PINs that previously 'timed out' or were abandoned before being submitted

- j. Voting System refuses Ballots after the end of the Voting Period, except from specifically authorized Voting Kiosks
 - k. Voting System accurately counts votes for all Candidates in each contest
3. The Voting System shall be further tested through an ongoing audit during the Voting Period. The tests shall include but not be limited to the following:
- a. Voting System refuses Ballots before the start of the Voting Period
 - b. Voting System is 'zeroed out' at the start of the Voting Period
 - c. Voting System presents Electors with the correct Ballot based on their Elector information
 - d. Voting System does not allow over-votes on any Ballot
 - e. Voting System acknowledges under-voted Ballots and prompts Elector if they wish to complete all contests on their Ballot
 - f. Voting System 'times out' after a period of Elector inactivity
 - g. Voting System refuses Ballots after the end of the Voting Period, except from specifically authorized Voting Kiosks
4. All Voting Kiosks and associated information technology infrastructure used at Voter Help Centres will be tested for internet access, network security, proper configuration, and device security.

12. CORRUPT ELECTION PRACTICES – PROVINCIAL OFFENCE AND PROSECUTION

1. Sections 89 and 90 of the *Municipal Elections Act, 1996* provides for penalties and enforcement of corrupt practices and other offences during an election process. Penalties can include a fine up to \$25,000, forfeiture of office, ineligibility to run for office in the following election, and/or imprisonment up to 6 months.
2. Although The Town of Plympton-Wyoming will be using an alternative voting method, being Internet/Telephone Voting, the principles and the integrity of the election process will remain and is enforceable.
3. Section 89 of the *Municipal Elections Act, 1996* continues by stating:

“A person is guilty of an offence if he or she:

 - a. votes without being entitled to do so;
 - b. votes more times than this Act allows;
 - c. votes in a voting place in which he or she is not entitled to vote;
 - d. induces or procures a person to vote when that person is not entitled to do so;
 - e. having appointed a voting proxy that remains in force, votes otherwise than by the proxy;
 - f. having been appointed a voting proxy, votes under the authority of the proxy when the elector has cancelled the proxy, is no longer entitled to vote or has died;
 - g. before or during an election, publishes a false statement of a Candidates withdrawal;
 - h. furnishes false or misleading information to a person whom this Act authorizes to obtain information;
 - i. without authority, supplies a ballot to anyone;
 - j. delivers to the deputy returning officer to be placed in a ballot box a paper other than the ballot the deputy returning officer gave him or her;
 - k. takes a ballot away from the voting place;
 - l. at an election, takes, opens or otherwise deals with a ballot, a ballot box, or a book or package of ballots without having authority to do so;
 - m. attempts to do something described in clauses (a) to (l). 1996, c. 32, Sched., s. 89.”
4. No person(s) shall solicit a Voter Information Letter from an Eligible Elector. All valid complaints or knowledge of solicitation shall be reported immediately to the Ontario Provincial Police for investigation of corrupt practices.
5. In addition, under the provisions of Section 90 of the *Municipal Elections Act, 1996*, if a person is convicted of an offence and the offence was committed knowingly, the offence also constitutes a corrupt practice and the person is liable, in addition to any other penalty, for a term or imprisonment not more than six (6) months.

6. Although many provisions of the *Municipal Elections Act, 1996* also deal with voting places, ballots and ballot boxes, etc. the same must be used interchangeably with the “alternative form” of voting since the principle of the Act must be maintained and is therefore enforceable and subject to penalties.
7. As such, the Municipal Clerk of The Town of Plympton-Wyoming in this alternative form of voting, has agreed to the following rules and regulations:
 - a. THAT all complaints about actions which may contravene the provisions of the *Municipal Elections Act, 1996*, either verbally or written, will be investigated by the Clerk;
 - b. THAT all such valid complaints, once investigated to the extent and knowledge of the Clerk, will be submitted to the local detachment of the Ontario Provincial Police;
 - c. THAT the Clerk or any Election Official will not attempt to intervene in the prosecution and may be called to give evidence during prosecution.

13. MAIL TAMPERING – CRIMINAL OFFENCE AND PROSECUTION

1. The Criminal Code of Canada states that tampering with the mail of an individual is a criminal offence and a person(s) found guilty is liable to a term of imprisonment not exceeding ten (10) years.
2. Since The Town of Plympton-Wyoming will be using an alternative voting method, that being Internet/Telephone Voting, and the notification of the voting process and how electors can access the voting system in order to exercise their right to vote will be completed through the mail, mail tampering is a criminal offence under the Criminal Code of Canada.
3. As such and in order to ensure the integrity and confidence of the voting process for all electors and the Candidates, the Municipal Clerk of The Town of Plympton-Wyoming in this alternative form of voting has agreed to the following rules and regulations:
 - a. THAT all complaints about actions which may contravene the provisions of the Criminal Code of Canada with respect to mail tampering, submitted in writing will be considered by the Clerk;
 - b. THAT all such valid complaints, once investigated to the extent and knowledge of the Clerk, will be submitted to the appropriate authorities;
 - c. THAT the Clerk or any Election Official will not attempt to intervene in the prosecution and may be called to give evidence during prosecution.

14. RESULTS

1. The Town of Plympton-Wyoming shall keep its public internet and telephone voting open until 8:00 p.m. October 26, 2026, and its Voter Help Centre open until the Clerk confirms that all eligible voters in the Voter Help Centre at 8:00 p.m. October 26, 2026, have completed voting. Electors who have gained access to the Voting System remotely through their own device prior to 8:00 p.m. on Election Day will be permitted to complete the voting process, provided that they do so by 8:05 pm.
2. The Clerk of The Town of Plympton-Wyoming at 8:00 p.m. October 26, 2026, providing that all Eligible Electors within the Voter Help Centre have voted, shall request the close and deactivation of the Internet/Telephone Voting service and shall also request the tabulation of the results for each contest.
3. Following the close of voting, the appointed Auditor will attempt to vote from both a privately-owned computer and a Voting Kiosk and confirm that it is not possible to access the voting site.
4. The Clerk shall report the “unofficial” results when received from the eVoting Service Provider as soon as practicable after 8:00 p.m. October 26, 2026, at the Municipal Administration Office located at 546 Niagara Street, Wyoming, Ontario. Only the Clerk, appointed Election Officials, Certified Candidates or their Scrutineer may be present at the Receiving Location, and those present shall sign the unofficial results. The Clerk shall publish the unofficial results on the Municipal website and/or the Voting System website, as the case may be.
5. The “Official Results” of each Candidate shall be available at the Municipal Administration Office located at 546 Niagara Street as soon as possible after Voting Day. Also, the Clerk shall post the “Official” results on the Town’s website.

15. TIE VOTE – RECOUNT PROCEDURES

1. In the case of a tie vote, as provided under Section 56 of the *Municipal Elections Act, 1996*, the Clerk of The Town of Plympton-Wyoming shall request from the eVoting Service Provider a re-tabulation of the votes cast.
2. Pursuant to Subsection 56(2) of the *Municipal Elections Act, 1996*, the recount shall be held within fifteen (15) days after the Clerk’s declaration of the results of the election.
3. Pursuant to Subsection 61(1) of the *Municipal Elections Act, 1996*, the following persons will be authorized to attend the recount:
 - i. the Clerk and any other Election Official appointed by the Clerk for the recount procedure including the Municipal lawyer;
 - ii. every Certified Candidate for the office;
 - iii. the applicant, in the case of a recount ordered by an Eligible Elector
 - iv. the lawyer for each of the Candidate(s); and
 - v. only one (1) scrutineer for each of the Candidate(s).
4. At the precise hour designated for the recount, the Clerk shall re-tabulate the results for the contest(s) that are subject to the recount procedure and publish the results of the recount.
5. The Clerk shall announce the results of the recount and in the event of a tied vote, Subsection 62(3) of the *Municipal Elections Act, 1996* shall apply, being as follows:

“If the recount indicates that two or more Candidates who cannot both or all be declared elected to an office have received the same number of votes, the Clerk shall choose the successful Candidate or Candidates by lot”.
6. In the event that a tied vote occurs after the statutory recount, the following procedure shall be used and applied:
 - a. The Clerk shall determine the texture and quality of the paper used for this process and each Candidate or the Candidates’ lawyer and/or scrutineer will have an opportunity to examine the paper to be used to inscribe the names of the Candidates;
 - b. The Clerk shall inscribe the name of each Candidate on a similar size paper and the Candidates, the Candidates’ lawyer and/or scrutineer, without touching the paper, examine the same. In addition, all persons present will have an opportunity to examine the box which will be used for conducting the lot;
 - c. Upon acceptance by the all Candidates, the Candidates’ lawyer and/or scrutineer, that the processes outlined in paragraphs a) and b) have been

- adhered to, the Clerk shall fold the papers bearing each Candidate's name twice in two (2) equal parts and shall deposit these papers, in full view of all persons present and authorized to attend, in an open-end box that will be acceptable to all persons present. In the event of a conflict or difference of opinion as to the selection of the box, the Clerk shall determine the box to be used for this process.
- d. Once all Candidate's names are inserted into the box, the top of the box shall be closed. Any individual entitled to be in attendance at the drawing shall be given the opportunity to inspect the box before it is closed. The Clerk shall shake the closed box vigorously ten (10) times. Before opening the box, the Clerk shall select another Election Official member to draw from the box.
 - e. The Clerk shall open the box and hold the box at such a height as to prevent any individual from seeing inside the box before a name is drawn from it.
 - f. At the Clerk's direction, the individual drawing from the box shall reach in and pull out one (1) piece of paper at a time for each office to be filled. When a piece of paper is drawn, the individual shall unfold it and show the name on it to all in attendance and say the name aloud.
 - g. Once completed, the person appointed by the Clerk shall remove the remaining contents from the box and provide an opportunity for all persons present to examine the remaining slips of paper and the box.

16. AFTER VOTING DAY

1. At no time after voting day shall any information regarding the voter, PINs and Ballots come together to allow anyone to know how an elector has voted.
2. All election materials shall be destroyed in accordance with the principles of Section 88 of the *Municipal Election Act, 1996*. Upon written request of the Clerk following the passage of 120 days after Voting Day, Simply Voting Inc. shall destroy all Ballots associated with the election and provide written confirmation of same to the Clerk.

17. EMERGENCIES

1. Pursuant to the *Municipal Elections Act, 1996*, Section 53, the Clerk may declare an emergency if he or she is of the opinion that circumstances have arisen that are likely to prevent the election being conducted in accordance with the *Municipal Elections Act, 1996*. Emergencies can consist of (but not be limited to) a flood, fire, power failure or public health emergency in the Municipality; acute illness or accident of the Clerk/returning officer or assistant returning officer which prevents him or her from conducting the election pursuant to the *Municipal Elections Act, 1996*.
2. In the event the Clerk/returning officer or assistant returning officer is unable to be present to conduct procedures on voting day, there shall be a substitute qualified person appointed or available to attend to the election details.
3. In the case of a disaster at 546 Niagara Street, Wyoming, ON; which would prevent the normal function of the Voter Help Centre, a disaster recovery office would be established at the most appropriate Town owned facility able to accommodate the Voter Help Centre.
4. In the event the Town of Plympton-Wyoming has declared a public health emergency, the Clerk will follow recommendations made by Lambton Public Health in regards to the operation of the Voter Help Centre and any gathering for the announcement of the unofficial election results.
5. In the event of an emergency, the Clerk/returning officer shall advertise on radio and television stations if possible, and post notices to the extent possible regarding the declared emergency with procedural and process updates or that the election has been delayed.
6. In the event of an emergency, the eVoting Service Provider under direction from the Clerk/returning officer, shall stop the eVote system from accepting calls via a telephone and connections from the Internet, thus preventing the election from continuing, or starting, as the case may be, or direct the eVoting Service provider to extend the voting period past the scheduled end time.
7. All declared emergencies continue until the Clerk/returning officer deems the emergency has ended.

18. ACCESSIBILITY

1. The Clerk shall have regard for the needs of Candidates and electors with disabilities.
2. The Clerk shall ensure the Voter Help Centre(s) is accessible to Candidates and electors with disabilities.
3. 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.
4. The Clerk shall prepare a Report to be submitted to the Council 90 days after Voting Day about identification, removal, and prevention of barriers that affect voters and Candidates with disabilities.
5. Election Officials will be available for assistance during the Voting Period and on Voting Day.

19. AMENDMENTS TO PROCEDURES

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

Date of Amendment	Amendment

20. ATTACHMENTS – FORMS

2026 MUNICIPAL ELECTION FORMS INDEX

Form Number	Name of Form
Form MMAH1	Nomination Form 1
Form MMAH2	Endorsement of Nomination Form 2
Form MMAH4	Financial Statement - Auditor's Report Candidate Form 4
Form MMAH5	Financial Statement - Subsequent Expenses Form 5
Form MMAH6	Notice of Extension of Campaign Period Form 6
Form MMAH7	Notice of Registration - Third Party Form 7
Form MMAH8	Financial Statement - Auditor's Report Registered Third Party Form 8
Form MMAH9	Declaration of Identity Form 9
Form EL07	Official List of Certified Candidates
Form EL08	Declaration of Election
Form EL09	Certificate of Election Results
Form EL10	Appointment and Oath of Deputy Returning Officer
Form EL11	Appointment and Oath of Election Official
Form EL12(A)	Appointment of Scrutineer by Candidate / Trustee
Form EL12(B)	Oral Oath of Secrecy
Form EL14	Declaration Proper Use of Voters' List – Candidate / Trustee
Form EL15	Application to Amend the Voters' List
Form EL16	Application for Removal of Deceased Person from Voters' List
Form EL17(A)	Notice of Nomination for Office
Form EL17(B)	Notice of Additional Nominations
Form EL18(A)	Declaration of Qualifications – Council
Form EL18 (B)	Declaration of Qualifications – School Board Trustee
Form EL19	Withdrawal of Nomination
Form EL20	Declaration of Acclamation to Office
Form EL22	Certificate of Voters' List
Form EL27	Signed (Oral) Oaths at Voter Help Centre

Form EL35	Notice of Offences and Corrupt Practices
Form EL36	Disclaim All Rights to Office
Form EL37(A)	Certificate of Maximum Campaign Expenses – Candidate
Form EL37(B)	Certificate of Maximum Amount of Contributions – Own Campaign
Form EL39	Notice of Recount
Form EL41	Declaration of Recount Results
Form EL42(A)	Notice to Candidate of Filing Requirements
Form EL42(B)	Notice to Registered Third Party Advertisers' of Filing Requirements
Form EL43(A)(1)	Notice of Default – Successful Candidate
Form EL43(A)(2)	Notice of Default – Unsuccessful Candidate
Form EL43(B)	Notice of Default – Registered Third Party Advertiser
Form EL44	Notice of By-Election
Form EL52	Consent to Release Personal Information
Form LC03	Appointment of Agent none in LS
Form LC04	Unofficial List of Candidates
Form LC05	Notice of Rejection of Nomination
Form LC08	Declaration of Acclamation to Office – Additional Nominations
Form LC09	Voters' List Cover Sheet
Form LC10	Notice of the Voters' List
Form LC14	Delegation of Powers and Duties of the Clerk
Form LC16	Notice of Election Information
Form LC29	Notice of Penalties
Form LC31	Application for Re-Issue of Voter Information Letter (Lost and Unused)
Form LC32	Application for Re-Issue of Voter Information Letter (Used by Impersonator)
Form LC33	Activation of Simply Voting, Voting System

NOTE: Forms are subject to change to reflect best practices at the discretion of the Clerk while maintaining compliance with the Municipal Elections Act, 1996. In addition, the Clerk has the ability to add new and alternate forms to the index to reflect same, and to be utilized when necessary or desirable for conducting the municipal election, per Section 12(1) and 12(2) of the Municipal Elections Act, 1996, S. O. 1996.