



Township of Amaranth

Election Procedures for the 2026 Municipal Election

Approved by the
Clerk / Returning Officer of
The Township of Amaranth
This 1st of June 2026

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Introduction

In accordance with the *Municipal Elections Act (MEA)*, the Clerk is permitted to establish procedures for the upcoming elections for the Township of Amaranth. The Clerk may, at any time up to and including Election Day, amend the procedures contained herein in order to address any matters that may arise.

The Clerk shall provide a copy of the Elections Procedures to registered Candidates. In the event that an amendment to these procedures is made, every registered Candidate shall be provided with a copy of the said amendment.

The Clerk shall delegate duties in writing to Election Officials who will be assigned duties as required to assist in the administration, management, security, and control of the Municipal Election. The Clerk may appoint personnel as required. All Election Officials are required to be appointed through the appropriate form and take the necessary oath.

If there are any questions or concerns regarding the policies and procedures, individuals are encouraged to address them with the Township Clerk. It is expected that Election Officials, Candidates, and all other stakeholders will work together to ensure that the integrity of the process is maintained.

For clarity, this procedures manual is to provide a guide to all affected parties involved in the Municipal Election. Nothing in this manual replaces or supersedes the *MEA*. All relative forms as required in the *MEA* can be obtained from the Clerk.

Definitions

Ballot means the means in which the elector will indicate their choice of candidates for the Municipal Election in a secret vote.

Candidate means a person who has been officially nominated under S.33 of the *MEA*.

Certified Candidate means a Candidate whose nomination has been certified by the Clerk under Section 35 of the *MEA*.

Clerk means the Clerk of the Township of Amaranth who is responsible for conducting the Municipal Election under the authority of the *MEA*. The Clerk may appoint Election Officials for the purposes of these procedures and may designate their titles and duties.

Election Campaign Advertisement means an advertisement in any broadcast, print, electronic or other medium that has the purpose of promoting or supporting the election of a certified Candidate.

Election Day means the fourth Monday in October of an election year. Election Day for the 2026 Election is Monday, October 26, 2026.

Election Official means the Clerk or person(s) appointed in writing by the Clerk to carry out election duties under the *MEA*. An Election Official can only carry out the tasks and duties as assigned in writing by the Clerk and must take the prescribed oath (S.15).

Eligible Voter means a person qualified to vote in accordance with the *MEA*.

Municipal Elections Act (MEA) means the *Municipal Elections Act, SO 1996 c32*, as amended.

Municipal Office means the Township of Amaranth administration building located at:

374028 6th Line
Amaranth, Ontario
L9W 0M6

Municipal Website means the Township of Amaranth website, www.amaranth.ca.

Normal Business Hours means the time between 8:30 a.m. and 4:30 p.m. Monday through to and including Friday, excludes statutory holidays.

Personal Identification means the identification required under the *MEA* to provide proof of identity and residence of an individual to the satisfaction of an Election Official.

Preliminary List of Electors (PLE) means a list of Eligible Voters for the Township of Amaranth compiled by Elections Ontario and provided to the Township.

Scrutineer means an individual, appointed in writing by a Certified Candidate, to represent him or her during the voting process.

Township means the Corporation of the Township of Amaranth.

Voter Notification Card (VNC) means a letter that the Township sends to every elector whose name appears on the PLE and contains voting instructions.

Voters' List means the Preliminary List of Electors, as corrected by the Clerk, under the provision of Section 22 of the *MEA*.

Advanced Voting Period means the period in which an eligible voter may cast their vote prior to Election Day. For the Municipal Elections, the dates are as follows:

Telephone and Internet Voting:

Friday October 16, 2026, starting at 10:00 a.m. to Sunday October 25, 2026, at 8:00 p.m.

Voting Location means the locations designated for Eligible Voters to cast their vote and includes any place in the immediate vicinity of the voting place designated by the Clerk.

General Information

Principles of the *MEA*

- a) The secrecy and confidentiality of the individual votes is paramount.
- b) The election must be fair and non-biased.
- c) The election must be accessible to all voters.
- d) The integrity of the process must be maintained throughout the election.
- e) There must be certainty that the results of the election reflect the votes cast.
- f) All voters and candidates must be treated fairly and consistently.

Election Team

The Clerk is responsible for preparing for the election, preparing for, and conducting recounts and maintaining peace and order in connection with the election while ensuring that the principles of the *MEA* are maintained.

The Clerk shall delegate duties in writing to Elections Officials, who will be assigned duties as required to assist in the administration, management, security, and control of the Municipal Election. The Clerk may also appoint additional personnel as required.

The following are members of the Election Team:

Nicole Martin, Clerk and Returning Officer

Holly Boardman, Elections Assistant and Assistant Returning Officer

Seymour and Company, Elections Auditor

Closer to the Election period, additional persons within the Municipal Office will be appointed to provide assistance. All persons assisting with the Municipal Election are required to take an Oath.

Candidate Information and Nominations

Candidate Qualifications

Running for Council

To run for an office on Council, a Candidate must be qualified on the day he or she files the nomination paper.

To run for Council (Mayor, Deputy Mayor, or Councillor) the person must be:

- A Canadian citizen
- At least 18 years of age
- A resident of the Township of Amaranth or own or lease property (or be the spouse of the owner or lessee) in the Township of Amaranth
- Not legally prohibited from voting
- Not disqualified by any legislation from holding municipal office

A person may be nominated for an office if he or she is qualified to hold that office under the *MEA* and he or she is not disqualified for violations of financial requirements or violation of requirements for filing financial information, and he or she is not disqualified by any legislation from holding municipal office.

Candidates must be an eligible elector in the municipality in which the Candidate is filing nomination papers for. Candidates must maintain their eligibility throughout the campaign period and, if elected, throughout the term of council.

Municipal Employees Running for Office

If you are an employee of a municipality, and you wish to run for office on that municipality's Council, you must take a leave of absence before you file your nomination form. If you are elected, you must resign from your job. You cannot work for a municipality and be on its council at the same time.

If you are an employee of a municipality, and you wish to run for office in a different municipality, you do not have to take a leave of absence or resign. However, you may wish to check with the Township Clerk to see if there are any policies in place that could affect you.

Candidate Nominations

*Notes

1. ***The onus is on the person nominated to file a bona fide nomination paper. Responsibility for the accuracy of the information provided on the nomination rests with the Candidate.***
2. ***Once filed, nomination papers remain in the possession of the Clerk and may be open for inspection by any member of the public.***

Nomination papers may be filed for the following offices from **Friday, May 1, 2026**, to **Friday, August 21, 2026**, during Normal Business Hours, and up to **2:00 p.m.** on **Friday, August 21, 2026**, (Nomination Day) for the following Offices:

Members of Council

- Mayor – 1 to be elected
- Deputy Mayor – 1 to be elected
- Councillors - 3 to be elected

Candidates registering must be eligible electors from the time of filing their nomination through to Election Day and if successful must maintain their eligibility throughout their term of office.

Filing Authority for Candidate Nominations

Nomination papers for the office of Mayor, Deputy Mayor and Councillors for the Corporation of the Township of Amaranth must be filed with the Township Clerk.

Documentation Required for Filing Nomination

The nomination must be completed in full and filed in person by the candidate or an agent of the candidate and include:

- a) Identification suitable to the Clerk;
- b) Nomination Paper - Form 1; and
- c) Application filing fee.

***No faxed or other electronically transmitted nomination paper will be accepted.**

Filing by Agent

In the event that an Agent attends the Municipal Office to file a Candidate's nomination paper, the formal requirements listed in above in the ***Documentation Required for Filing Nomination*** section remains the same.

Both the Nomination Paper and the Declaration of Qualification shall have been previously signed by the Candidate and duly commissioned by a Clerk or a Commissioner in the Province of Ontario. The name of the Clerk or the Commissioner, the firm in which the Commissioner was acting on behalf of, must be legible in order to verify validity of the form.

The Agent must further present an original document signed by the Candidate providing authority to the Agent to act on his/her behalf for the purpose of filing the Nomination Paper. The original of this authorization shall be kept with the Nomination Paper in the Clerk's Office, and a copy may be provided to the Agent.

Photo Identification for the Candidate is required to be provided by the Agent when filing Nomination Papers for a Candidate. Refer to section below, **Acceptable Photo Identification**, for acceptable documents.

Acceptable Photo Identification

An **original** of **one** or a combination of the following (must show the person's name, photograph, qualifying address, date of birth and signature):

1. An Ontario Driver's Licence.
2. An Ontario Health Card (photo card).
3. An Ontario Photo Card.
4. A Canadian Passport.
5. Canadian Citizenship.

Note: The Clerk has their right to ask for additional documentation or identification to prove a candidate's qualification.

Filing Fee and Accepted Methods of Payment

As stated in Section 33 (2.c), nominations shall be accompanied by the prescribed nomination filing fee. The fee to file a nomination is \$200 for head of council (office of Mayor), and \$100 for all other offices. This fee must be paid to the Clerk at the time you hand in your nomination form.

Nomination fees may be paid by cash or certified cheque. No other method of payment is permitted.

Procedure for Nomination Day - August 21, 2026

As registration process takes upwards of 15 - 25 minutes, interested candidates are **encouraged** to make an appointment to file their nomination paperwork.

During an appointment, the Municipal Clerk or Designate will thoroughly examine the documentation required for filing nomination (please refer to Documentation Required for Filing Nomination section of the *Election Procedures for the Municipal Election*).

In accordance with Section 33(4)(b) of the *MEA*, Nomination may be filed on nomination day, between **9:00 a.m. and 2:00 p.m.**

Pursuant to Section 33 (4.1) of the *MEA*, if a person is present at the clerk's office on nomination day at 2:00 p.m. and has not filed a nomination, he or she may file the nomination as soon as possible after 2:00 p.m.

Withdrawal of Nomination

If, after having filed a nomination form, a candidate wishes to file a nomination for a different office in the same election, the first nomination shall be deemed to have been withdrawn at the time the second nomination is filed. The filing fee is deemed to have been paid with the latest filing if the two (2) nominations are for the same council/board.

A candidate, or agent for the candidate, may withdraw his or her nomination by completing a physical Withdrawal of Nomination form and filing it in person with the Clerk's Office **before 2:00 p.m., August 21, 2026.**

Candidate Names

The following rules shall apply regarding candidate's names:

- If the candidate wishes and the Clerk agrees, another name that the candidate also uses may be used instead of or in addition to his or her legal name (e.g., Bill instead of William).
- No reference to a candidate's occupation, degree, title, honour, or decoration shall appear on the ballot.
- If the names of two or more candidates for an office are identical or in the Clerk's opinion so similar to cause possible confusion, each candidate's qualifying address shall appear under his or her name on the ballot.

Notice of Nominations Filed

A list of nomination papers filed (non-certified) will be amended and posted on the Township of Amaranth website as soon as possible after filing.

Municipal Freedom of Information and Protection of Privacy Act

Upon filing, nomination papers become part of public record and shall be disclosed to members of the public upon request. Upon receiving nomination papers, Candidate information will be made available to the Public through the Town's website.

Certification of Candidate Nomination Papers

Under the *MEA*, the Clerk is required to reject or certify nominations of candidates. On or prior to 4:00 p.m. on August 24, 2026, the Clerk will examine each nomination filed and, if satisfied the person is qualified to be nominated and that the nomination complies with the *MEA*, the Clerk will certify the nomination paper.

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

- The candidate has refused or declined to provide proof of qualification or identification suitable to the Clerk.
- The candidate does not satisfy the requirements of the *MEA* (the candidate is not qualified to hold office or is otherwise prohibited by law from being nominated).
- The nomination form is not complete in its entirety, or the prescribed filing fee has not been paid.
- The candidate's name does not appear on the Voters' List.
- The necessary financial statement was not filed for any office in the previous regular election or any new election in which the individual may have been a candidate.

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

If not satisfied, the Clerk will reject the nomination and, as soon as possible, give notice to the person who sought to be nominated and to all other candidates for that office. The Clerk's decision to certify or reject a nomination is final.

Once the nomination is certified, the candidate's name will be placed on the ballot unless the name is removed by a Court Order.

Acclamations

Candidates will be declared as acclaimed on August 24, 2026, after 4:00 p.m., if the number of certified candidates for an office is the same or less than the number to be elected.

Campaign Finances

As stated in Section 33, the Clerk shall provide information pertaining to financial guidelines upon a filing of a person's nomination.

Campaign Expenses

In accordance with Section 88.20 of the *MEA*, the Clerk will determine the maximum campaign expense limits a candidate may spend on his or her campaign using the prescribed formula:

Mayor	\$7, 500 + 20 cents per Eligible Elector for the Office
Councillors	\$5, 000 + 20 cents per Eligible Elector for the Office
School Board Trustees	\$5, 000 + 20 cents per Eligible Elector for the Office

On or before September 30, 2026, the Clerk will calculate the amount for the Final Certificate of Maximum Campaign Expenses using the number of eligible electors on the Voters' List for the 2026 Municipal Election. The Certificate will be provided to each Candidate, via email.

Campaign expenses are costs incurred for goods and services for use in your campaign. Your spending limit covers expenses that you incur between the beginning of your campaign and voting day. Expenses that you incur between the day after voting day and the end of your campaign are not subject to the spending limit.

Expenses not subject to the spending limit:

- expenses related to holding a fundraising event or activity
- expenses relating to a recount
- expenses relating to a court action for a controverted election
- expenses relating to a compliance audit
- expenses incurred by a candidate with a disability that are directly related to the candidate's disability and would not have been incurred if not for the election

- audit and accounting fees

Campaign Contributions

Are any money, goods or services that are given to you for use in your campaign including money and goods that you contribute yourself. You are only allowed to accept contributions or incur campaign expenses during your campaign period, after you file your nomination.

There is a limit on the total amount that you and your spouse may contribute to your own campaign. The formula to calculate the limit is:

- for head of council candidates: \$7,500 plus 20 cents per elector to a maximum of \$25,000
- for other council offices: \$5,000 plus 20 cents per elector to a maximum of \$25,000

The municipal clerk will tell you your self-funding limit.

Contribution limits

- \$1,200 limit that applies to each person who contributes to your campaign
- The maximum total amount that a contributor can give to candidates in the same jurisdiction (i.e., running for the same council or the same school board) is \$5,000

Who can make contributions to municipal candidates?

- individuals who are normally a resident in Ontario
- yourself and your spouse

Ineligible contributors

- corporation
- trade union
- a federal political party, constituency association, or a registered candidate in a federal election
- a provincial political party, constituency association, or a registered candidate or leadership contestant
- a federal or provincial government, a municipality or a school board

Ineligible contributions

- made outside your campaign period
- from an anonymous source (except for donations of \$25 or less at a fundraising event)
- from an ineligible source (e.g., someone who doesn't live in Ontario, a corporation or

trade union, etc.)

- greater than the \$1,200 limit or the \$5,000 total limit
- a cash contribution greater than \$25
- from funds that do not belong to the contributor who gave them to you

Ineligible contributions must be returned as soon as you learn that the contribution is ineligible. If you cannot return the contribution, you must turn it over to the clerk.

Financial Statement

It is the responsibility of a candidate to file a complete and accurate financial statement to the clerk by the **filing deadline** which is **2:00 p.m. Friday March 30, 2027**. If you filed a nomination form, you must file a financial statement.

Note: If your campaign has a deficit, you may request to extend your campaign in order to do some additional fundraising. Please contact the clerk for more information.

Auditor's report

If your campaign expenses or contributions total more than \$10,000 you must have an auditor review your financial statement and provide a report.

A **compliance audit committee** is required to be established by each municipality and school board. An eligible elector who believes you have contravened the election finance rules may apply for a compliance audit of your campaign finances.

Bank Account

A bank account must be opened if you accept any contributions (including contributions of money from yourself) or incur any expenses. The nomination fee is considered to be a personal expense – *not* a campaign expense.

Remember: You are responsible for keeping records of the financial activities related to your campaign. The *Municipal Elections Act, 1996* does not require you to use any specific accounting system. You may want to consult with an auditor or an accountant early in your campaign to make sure that you are using a bookkeeping and accounting system that will suit your needs.

Third Party Advertisers

Individuals, corporations, and unions can register as third party advertisers and can also make contributions to Third Party Advertisers. Third Party Advertisers are required to register with every municipality where they wish to advertise in.

Third Party advertising must be done independently of candidates, who are not able to direct a third party advertiser. Candidates are not able to register as Third Party Advertisers.

Financial statements of the Third Party Advertisers are required to be submitted to the Clerk of each municipality registered in by **2:00 p.m. Friday March 30, 2027**.

There is a 30-day grace period for Third Party Advertisers who miss the deadline to file a financial statement and auditor's report, provided that the Third Party Advertiser pays a \$500 late filing fee to the municipality. For more information regarding financial statements, refer to section titled *Post-Election*.

Campaigning

Prohibition of Canvassing / Advertising at Voting Locations

The MEA provides that while an Elector is in a Voting Location, no one shall attempt, directly or indirectly, to influence how the Elector votes and that no one shall display a candidate's campaign material or literature in a Voting Location. No campaign material, literature, or advertising of any nature whatsoever of any candidate in the Election shall be displayed at, or within any municipal facility including parking areas.

The premises are deemed to include the entire building and the property on which it is located. Campaign material or literature of any nature found in this location will be immediately removed and disposed of without notice.

Questions Regarding Campaign Processes

Candidate questions or concerns shall be addressed to the Township Clerk.

Use of Municipal Resources

For more information, please refer to the Town's Use of Corporate Resources Policy passed under by-law. A copy may be obtained at the Municipal Office.

National Do Not Call List

The Canadian Radio-television and Telecommunications Commission (CRTC) has established a National Do Not Call List (DNCL). The following is an excerpt of the Telecom Regulatory Policy CRTC 2009-200:

"In addition to the exemption set out in section 3(d), the National DNCL Rules do not apply to telemarketing telecommunication made by or on behalf of a candidate as defined in section 2(1) of the Canada Elections Act or a candidate under provincial law for the purposes of a provincial or municipal election, or by or on behalf of the official campaign of such a candidate."

Scrutineers

A candidate may appoint scrutineers to represent him/her during the election process including attendance in the Voting Location and at the counting of vote, including a recount. The appointment shall be made using the Appointment of Scrutineer by Candidate Form as signed by the candidate. When entering the Voting Location (within the municipal office or other designated Voting Location) the scrutineer will be asked to provide identification and their signed Appointment of Scrutineer by Candidate Form. The scrutineer will be issued an identification badge which must be returned to the Election Official before leaving the Voting Location.

There are no age restrictions to be a scrutineer, nor any provision that a scrutineer cannot be related to the candidate who made the appointment. A candidate may appoint one scrutineer for each Ballot Box in use at the Voting Location. In this situation, the number of scrutineers is reduced by one when the candidate appointed them is present at the Voting Location.

All scrutineers must take an Oral Oath of Secrecy at the Voting Location.

Each scrutineer shall be responsible for his/her conduct, rights and prohibitions as set out on the applicable appointment form including but not limited to:

- Attempting to cause a disturbance at a voting place or within the Voting Location;
- attempting, directly or indirectly, to interfere with how an Elector votes;
- attempting to campaign or persuade an Elector to vote for a particular candidate;
- displaying a candidate's election campaign material in a voting location;
- compromising the secrecy of the vote;
- interfering, or attempting to interfere, with an Elector who is marking a ballot;
- obtaining or attempting to obtain, in a voting location, any information about how an Elector intends to vote or has voted;
- communicating any information obtained at a voting location about how an Elector intends to vote or has voted;
- attempting to use a cell phone or electronic recording device within the Voting Location; and
- attempting to interfere with election staff in the discharge of his / her duties.

Any candidate, scrutineer, third party advertiser, agent, or voter who by their actions creates a disturbance or interferes in any way with the proper conduct at the Voting Location, may be expelled from the location for such actions. An agent, candidate or

scrutineer who is dissatisfied with the actions of election personnel is invited to contact the Clerk to discuss the matter.

Scrutineers and/or candidates wishing to observe the final count must be at the Voting Location prior to 8:00 pm on election night. No one will be admitted into the space after 8:00 pm.

Election Signs

Township of Amaranth Sign By-law No. 51-2012 provides for the regulation of election signs.

Voter Information

Voter Qualifications

A person is entitled to be a voter in the Township of Amaranth if, on Voting Day, he, or she:

- Is a Canadian Citizen;
- Is at least 18 years old;
- Reside in the Township of Amaranth or are the owner or tenant of land in Amaranth, or the spouse of such person,
- Is not prohibited from voting because he or she:
 - Is serving a sentence of imprisonment
 - Is a corporation
 - Is acting as an executor or trustee in any other representative capacity
 - Was convicted of a corrupt practice described in Section 90(3) of the MEA.

A voter is only entitled to vote once in a municipality even if the voter has more than one qualifying property within the municipality. A voter may only have one permanent residence.

It is the responsibility of the Elector to ensure they are qualified.

Voter Notification Cards

Voter Notification Cards will be mailed to all Eligible Voters who are listed on the Voters' List in late September. The Voter Notification Card will include information on the Eligible Voter's designated ward, poll, polling location and dates and times for Advance

Polls and Election Day. Individuals who are Eligible Voters who did not receive a Voter Notification Card are encouraged to contact the Elections Team at the Township of Amaranth.

Proxy Voting

No proxy voting provisions are applicable to the municipal elections conducted in accordance with by-law.

Voting Locations and Hours of Voting

Please visit <https://www.amaranth.ca/municipal-government/elections/> for all Voting Locations and hours.

Voters' List

Preliminary List of Electors (PLE)

The Township Clerk and Elections Ontario will agree upon a date, which must be earlier than September 1, 2026, for when the Township will receive the Preliminary List of Electors (PLE) from MPAC.

The list shall be reviewed by the Township Clerk, or their designate, and obvious errors shall be corrected and MPAC shall be notified as permitted under Section 22 of the *MEA*. Ultimately, the list shall be approved for use as the Voters' List.

Revisions to the Voters' List

After the PLE has been distributed and corrected by the Clerk, electors are encouraged to ensure they are on the voters' list with the correct information by contacting the election help centre or using the internet voter look-up module.

During the period that begins on September 1 and ends at the close of Election Day, a person may make an application to the Clerk to be added to or amend the Voters' List. Eligible voters who are not on the Voters' List will be able to be added to the list by filling out an Application to Amend Voters' List and providing proof of identity and residence.

Following the process, the Eligible Voter's name will be added to the Voters' List, and a Voter Notification Card will be provided, in-person or through mail.

If a person is not an Eligible Voter, they will not be added to the Voters' List.

The Clerk has the authority to remove a person's name from the Voters' List if the Clerk is satisfied that the person has died (without an application to change the Voters' List). The Clerk is also able to remove a deceased person's name from the Voters' List without a hearing when an application has been filed.

Intelivote Module

The Township of Amaranth utilizes the Intelivote module to manage and update the Voters' List on an ongoing basis. Only those Election Officials delegated authority to access the PLE and Voters' List will be provided access to the application.

Copies of Voters' List

On written request, the Clerk shall provide a copy of the Voters' List to:

- The secretary of a local Board any of whose members are to be elected in this election
- The Clerk of the local municipality responsible for conducting the elections in any combined area for school board purposes
- The Minister
- Candidates
- MPs or MPPs who represent any part of the Township of Amaranth.

Voter Notification Cards

Voter Notification Cards shall be distributed by mail or hand delivered as required, to all Eligible Voters on the Voters' List, which will include instructions on how to exercise their right to vote. If there are any concerns regarding the information pertaining to the Eligible Voter on the Voter Notification Cards, he or she is encouraged to contact an Election Official to make the required revisions.

Election Administration

Clerk's Authority

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

- Revising the Voters' List;
- Receiving Nomination Papers;
- Administering Oaths;
- Assisting electors; and

- Assisting the Clerk and other Election Officials as required.

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

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

Secrecy

All election officials shall take an oath of secrecy and be appointed by the Clerk as per the Appointment Oath of Election Officials. Complaints regarding any and/or all breaches of secrecy shall be documented by the election official as well as questions and answers of the complainant and, if deemed appropriate, the Clerk shall submit same to the Police for further investigation and prosecution.

Public Notice

Notice of Nominations will be posted a minimum of one time prior to Nomination Day on the municipal website. In the event of the need for an additional notice after the close of nominations, this public notice will be published electronically.

The Clerk shall give notice of the election (if one is required) as soon after Nomination Day as possible which will include a list those candidates with certified nominations for each office.

Accessibility

The Township of Amaranth is committed to ensuring that all qualified electors have the opportunity to vote. Any questions or comments regarding accessibility should be directed to the Clerk. An accessibility is available at the Township office and on the website.

Ballot

In accordance with Section 41(2) of the *MEA*, the following rules apply:

- "The Candidates' names shall appear on the ballot in alphabetical order, based on their surnames and, in the case of identical surnames, their forenames;
- If the Candidate wishes and the clerk agrees, another name that the Candidate also uses may appear on the ballot instead of or in addition to his or her legal name;

- No reference to a Candidate’s occupation, degree, title, honour, or decoration shall appear on the ballot;
- If the surnames of two or more Candidates for an office are identical or, in the clerk’s opinion, so similar as to cause possible confusion, every Candidate’s qualifying address shall appear under his or her name; and
- A space for marking the ballot shall appear to the right of each Candidate’s name.”

To the right of each Candidate’s name will be an oval. Electors shall be instructed to mark their ballot by filling in the ovals beside the names of the Candidates of their choice.

Procedures for a Manual Count

Before Election Day

Election staff will count the ballots and ensure the number on the Certificate and Receipt for Ballots is correct. To confirm the totals were correct, they are required to sign the form. If the totals do not match, the staff will enter the corrected number of ballots.

The Certificate and Receipt for Ballots is placed in a white envelope and returned to the Clerk at end of day. Enter the number of ballots received on two copies of the Composite Ballot Statement and place it in the folder. The Composite Ballot statement will be used at the end of day to tally the votes.

Opening the Voting Place

The DRO and Election Assistant shall set up the work table facing the centre of the room with the table and the voting screens behind so the elector voting will have their back to the wall and can vote unobserved.

All election staff must arrive at the polls by 9:15 a.m. The Supervisor will be instructed to call the Township Offices at 9:20 a.m. to report any Election Worker who has not arrived at the polling location to arrange for another Election Worker to take over that position.

The polls must open promptly at 10:00 a.m.

Closing the Polls

1. The DRO shall administer oath of secrecy to all scrutineers and candidates that intend to stay for the vote count.

2. Election Staff shall Obtain the Composite Ballot Statement and record the number of electors who voted in the middle section on the right hand side of the form in the area titled DRO's Entry As To The Number of Electors Who Voted.
3. Election Staff shall record the number of Cancelled Ballots on the Composite Ballot Statement.
4. Election Staff shall record the number of Declined Ballots on the Composite Ballot Statement.
5. Election Staff shall record the number of unused ballots on the Composite Ballot Statement.
6. After removing all materials from the table, the Ballot Box shall be opened.
7. The Ballots shall be removed from the Ballot Box and checked for the DRO initials as the ballots are unfolded. The Election Staff will prepare for the manual count.

Recount

In accordance with the MEA a recount shall be conducted in the same manner as the original count. Only a judge may provide that a recount be held in a different manner than the original count.

In the absence of a Recount By-law, a recount will be permitted under the following circumstances, as included within the MEA:

- Where the counting of ballots resulted in a tie vote;
- Where a municipality, local board or Minister of Municipal Affairs has passed a resolution to order a recount; or
- Where an electors' request has been granted by the Superior Court of Justice.

Emergency Situations

In the event of any condition of an emergency or any circumstance that will undermine the integrity of the election, the Clerk has the discretion to declare an emergency and make any arrangements deemed necessary for the conduct of the election.

The purpose of this plan is to help Municipal Officials and Election Day staff carry out their duties on Election Day, October 26, 2026, in the event that an emergency should arise.

For this election, Amaranth will be using two methods of voting.

Post-Election

Financial Statements

Candidates and Third Party Advertisers are required to submit completed financial statements of campaign expenses using the prescribed forms to the Clerk. Completed statements are required to be submitted to the Clerk by March 30, 2027.

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

Clerk's Responsibility to Review Financial Statements

The Clerk will be required to review all of the financial statements received and identify whether any contributor appears to have exceeded any of the contribution limits. The Clerk will be required to report to the Compliance Audit Committee as soon as possible after the filing deadline regarding contributions made to candidates and third party advertisers in excess of the established limits. Within 30 days of receiving the report, the Compliance Audit Committee must consider the report and decide whether to commence a legal proceeding against a contributor for an apparent contravention.

Clerk's Report on Financial Statements

The Clerk will be required to provide a report and make it available on the Township's website, setting out all candidates in an election and indicating whether each candidate complied with financial reporting requirements.

Disposition of Records

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". The Clerk may also destroy any other documents and materials related to the election, with some exceptions.

The Clerk shall retain candidates' financial statements and auditor's reports until the members of the council or local board elected at the next regular election have taken office.

Notwithstanding the previous paragraph,

- If a recount has been initiated, the records must be retained until the disposition of the recount.
- Records shall not be destroyed if a court orders that they are to be retained.
- Nomination papers and Financial Statements filed by any Candidate shall be retained until the members of the Council or local board elected in the next regular election take office.