



TRADITIONAL
(PAPER BALLOT)
ELECTION POLICIES
AND PROCEDURES
FOR THE 2026
MUNICIPAL
ELECTIONS

April 13, 2026

1. Definitions

- a. Act – means the *Municipal Elections Act, 1996, c.32* as amended.
- b. Candidate - means a person who has been nominated under Section 33 of the *Municipal Elections Act, 1996*.
- c. Certified Candidate - means a candidate whose nomination has been certified by the Municipal Clerk under Section 35 of the *Municipal Elections Act, 1996*.
- d. Clerk - means the Clerk of The Corporation of the Township of Augusta 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*)
- e. 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.
- f. Eligible Elector - means a person who is entitled to be an elector at an election held in the local municipality, if on voting day they meet the qualifications outlined in Section 17(2) and 17(3) of the *Municipal Elections Act, 1996*.
- g. Proof of Identity (ID) – means the prescribed original form of proof of identity and residency as outlined in O.Reg 304/31.
- h. Scrutineer - means an individual, appointed in writing by a certified candidate, to represent him or her during the voting process.
- i. Voters' List – means the Preliminary List of Electors, as corrected by the Clerk, under the provisions of Section 22 of the *Municipal Elections Act 1996, c. 32, Sched., s. 22; 2006, c. 33, Sched. Z.3, s. 18 (3)*.
- j. 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.

- k. 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.
- l. Voting Place(s) – means the only location, both convenient and accessible to the electors, for the purpose of casting a ballot as established by the Clerk.

2. Application

- 2.1 Where these procedures do not provide for any matter, the election shall be conducted as far as is consistent and practical within the principles of the *Municipal Elections Act* with the same being determined and established by the Clerk.
- 2.2 These procedures may be amended, as necessary and deemed appropriate, by the Clerk of the Township of Augusta. 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 Township of Augusta and/or school boards.

3. Number and Location of Voting Places

The Clerk shall establish the number and location of Voting Places as they consider most convenient for electors, as long as the space is not being used as a dwelling.

Where there are Voting Places, the entire property may be designated as the Voting Place. This will make it easier to require removal of prohibited election material – *Municipal Elections Act* (MEA), Section 48 (2).

The Clerk shall ensure that each Voting Place is accessible, and each location is confirmed in writing using the “Certificate as to Location of Voting Place” form.

For the casting of traditional (paper ballot) on Monday, October 26, 2026, the Voting Place shall be:

Name of Location	Address
Township Office	3560 County Road 26, Prescott ,Ontario

4. Hours and Location of Voting

At a minimum, the Clerk shall post a “Notice of Election Information” in two conspicuous places within the municipality and, where there is a publication having general circulation in the municipality, publish a notice once in the publication, advising the date and time of voting, including the location of the Voting Place.

Voting Day: The Voting Place is to be open from 10:00 a.m. to 8:00 p.m. Voting day will be Monday, October 26, 2026.

5. Supplies and Equipment

Each Voting Place shall be furnished with compartments in which electors may mark their ballots without other persons being able to see how they are marked and it is the duty of the Clerk and Deputy Returning Officer (DRO) respectively to ensure that a sufficient number of compartments are provided at each voting location.

The Clerk shall, before Voting Day, cause to be delivered to every DRO in the municipality:

- a ballot box for their Voting Place;
- a sufficient number of ballots to supply the expected number of electors at the Voting Place ;
- a sufficient number of the prescribed directions for the guidance of electors for the purposes of the Voting Place;
- a computer with Internet connectivity to allow access to the electronic Voters’ List ;
- all materials necessary for the electors to mark their ballots;
- privacy screens;
- appropriate legislation and Election Manual; and
- such other materials as are prescribed.

A ballot box shall be made of durable material and constructed so that the ballots can be deposited therein and cannot be withdrawn without the box being unsealed or being unsealed and unlocked, as the case may be.

The Clerk shall deliver the ballots for a Voting Place to the DRO and both shall certify the number of ballots delivered using the “Certificate and Receipt for Ballots”. The Clerk and the DRO shall each keep a copy of the Form. Upon close of the Voting Place, the Clerk or DRO shall complete and return the Form, with the other election documents required to be returned to the Clerk.

Every DRO before opening the Voting Place shall post outside and in every compartment of the Voting Place, information related to voting such as instructions on how to vote, who may vote, etc., and shall see that they remain posted until the close of voting.

6. Setting up the Voting Place

The DRO shall ensure the following at the Voting Place:

- is accessible
- voter privacy screens are placed in a location that ensures privacy to the voter;
- there is no Campaign Advertising or Third-Party Advertising;
- pencils are placed in the voting booths;
- "Statutory Provisions Regulating Voting Procedures" are posted;
- "Voting Instructions (Manual Count Ballot)" and the "Notice of Offence Corrupt Practice" are posted in the Voting Place and in the voting booth

7. Setting up the Ballot Box

Immediately before opening the Voting Place, the DRO must show the ballot box to anyone present to demonstrate that it is empty and then seal it in such a way that it cannot be opened without breaking the seal. The Clerk will instruct the DRO as to how the ballot box should be sealed. It should then be placed on a table in full view and not opened until the time for counting the votes takes place.

8. Examining the Ballots

Candidates or scrutineers who are present and have registered, have the opportunity to inspect the ballots and all other materials relating to the Voting Place. This must be done during the fifteen-minute (15) period prior to the opening of the Voting Place, provided this does not interfere with the opening of the Voting Place.

9. Opening of the Voting Place

The doors to the Voting Place shall be opened at exactly 10:00 a.m. at which time the DRO shall be ready to receive electors.

The DRO and other Election Officials (EO's) shall arrive early enough to set up the Voting Place (at least one-half hour prior to opening). The DRO shall ensure that all EO's have been appointed and taken the appropriate oath.

10. Who May Remain in the Voting Place

Only EO's appointed for the Voting Place, certified candidates (other than those acclaimed) and scrutineers may remain in the Voting Place. One scrutineer appointed for each certified candidate for each ballot box in use at the Voting Place may be present - **only the certified candidate or their scrutineer may be present, but not both.**

In addition, the scrutineers appointed by a municipality in relation to a by-law or question and the scrutineers appointed by a local board or the Minister in relation to a question may also remain in the Voting Place.

Certified Candidates and/or Scrutineers shall arrive at the Voting Place fifteen-minutes (15) before the Voting Place opens. Certified Candidates must present the necessary identification, and Scrutineers must present their certificate of appointment to the Clerk or DRO.

It is the responsibility of the Clerk or DRO to ensure the smooth operation of the Voting Place. If in the DRO's opinion, individuals present at the Voting Place are interfering with this process, then the DRO should report the problem to the Clerk and, if applicable, the O.P.P.

11. Prohibition

While an elector is in a Voting Place, no person shall attempt, directly or indirectly, to influence how the elector votes. No person shall display a candidates' election campaign material or literature in a Voting Place which includes any place in the immediate vicinity of the Voting Place designated by the Clerk.

12. Secrecy

- 12.1 The Clerk shall require all EO'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*.
- 12.2 No person shall interfere or attempt to interfere with an elector while in the process or interfere or attempt to interfere in the voting process unless expressly requested and authorized by an elector asking for assistance.
- 12.3 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.

- 12.4** No person shall communicate any information that might have been inadvertently obtained about how an elector intends to vote or has voted.
- 12.5** No elector shall reveal how he or she intends to vote except when obtaining assistance in voting from either a support person or an election official.
- 12.6** All electors voting at the Voting Place 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.
- 12.7** All complaints regarding any and/or all breaches of secrecy shall be investigated by the proper authorities and shall be prosecuted according to the provisions of "Corrupt Practices and Other Offences - Penalties and Enforcement" under Sections 89 and 90 of the *Municipal Elections Act, 1996*.

Every person who is present in a Voting Place or at the counting of the votes shall help to maintain the secrecy of the voting.

Cell phones SHALL be turned off upon entering the Voting Place and their use is prohibited in the Voting Place.

13. Voting Procedure

- 13.1** Traditional (Paper Ballot) Voting will commence on Monday, October 26, 2026 at 10:00 a.m. at the Township Office located at 3560 County Road 26, Prescott.
- 13.2** Eligible electors shall be required to have in their possession a Voter Information Letter with PIN. If the individual does not have such document, they will be directed to an EO who will be responsible to check the electronic Voters' List to determine if the individual is eligible to vote or if they do not appear, if they may be added to the Voters' List. The voter will be provided with a paper containing the appropriate PIN as determined by the EO.

- 13.3** The DRO must verify that the person is entitled to vote by checking the electronic Voters' List to ensure that the PIN is active and has not yet been voted.
- 13.4** The DRO must then remove the elector's name from the electronic Voters' List in accordance with procedures provided by Intelivote Systems Inc.
- 13.5** If an elector requests an explanation of the voting procedure, the DRO or the EO must briefly and accurately explain the procedure.

14. Provide Proof of Identity

All eligible electors will be required to provide proof of identity and residence as per O. Reg. 304/13 or complete the "Oath of Qualification" in order to obtain a paper ballot at the Voting Place.

15. Marking of the Paper Ballot

- 15.1** The elector shall:
 - a. Proceed immediately to the voting booth
 - b. Mark the ballot provided with a cross or other mark, within the space designated for the marking of the ballot to the right of the name of each candidate for whom the elector wishes to vote (or in the case of a by-law or question, to the right of the answer for which they wishes to vote)
 - c. Fold the ballot to conceal how the elector voted
 - d. Without delay, return the ballot to the EO
 - e. The elector should stay long enough to make sure the EO deposits the ballot in the ballot box and must then leave the Voting Place The EO should immediately deposit the ballot in the ballot box, in the full view of the elector and any persons who are in the Voting Place. A person whose ballot has been placed in the ballot box by the EO is deemed to have voted and is not, under any circumstances, entitled to another ballot.

16. Forfeited Ballots

An elector is no longer entitled to vote if, after receiving a ballot, they leave the Voting Place without returning the ballot. The DRO should then mark "forfeited" on the electronic Voters' List in accordance with procedures provided by Intelivote Systems Inc.

17. If Record Shows an Elector Has Already Voted

Provision is made to allow an elector to vote if it appears that someone else has already voted in their name or that their name has been removed from the Voters' List in error. The elector must be willing to take the prescribed "Oath of Qualification" and provide proof of identity and residence as prescribed in O. Reg. 304/13.

18. Challenging Eligibility

If the DRO, certified candidate or scrutineer objects to the person voting, the DRO shall have the fact of the objection and by whom it was made recorded. (For example - "objected to by (the name of the candidate)" or "objected to by (the name of the scrutineer) on behalf of (name of candidate)".)

When an objection has been made, the DRO shall give the person a ballot if the person takes the "Oath of Qualification". If the person refuses, a ballot must be refused, and the word "refused" must be marked on the electronic Voters' List in accordance with the procedures provided by Intelivote System Inc.

19. Electors Requiring Assistance – Accessibility Needs

19.1 An Election Official may permit an elector who needs assistance in voting to have such assistance as the Election Official considers necessary. Methods of assistance include:

a. Oral Oath to Vote with Assistance:

A voter who requires such assistance to vote may ask the EO for assistance. The EO shall require the voter making the request to take the Oral Oath to Vote with Assistance on the "Oral Oaths at Voting Place" form and then vote as directed by the voter. Any other person present must withdraw until the voter finishes instructing the EO. Upon completion, the EO shall place the ballot in the ballot box in the presence of the voter.

b. Oral Oath of Friend of Elector:

In lieu of the EO voting for a voter, the voter may request that a friend accompany the voter into the voting booth and vote for the voter. Any friend who is permitted to vote shall be required to take the Oral Oath of Friend of Elector on the "Oral Oaths at Voting Place" form. No person shall be allowed to act as a friend of more than one voter at a Voting Place.

20. Elector Declining to Vote

If an elector returns a ballot to the EO and indicates that the elector is declining to vote, the elector is no longer entitled to vote and the DRO shall immediately write the word "declined" upon the ballot and place the ballot in the envelope provided for declined ballots. The declined ballot shall be recorded on the tally sheet provided and will count toward the total number of votes cast.

Where a composite ballot is in use and an elector has declined the right to vote for a particular office, the elector should be issued a ballot and should mark the ballot except for the office being declined. The marked ballot should be returned to the DRO and placed in the ballot box - no other steps are necessary.

If the elector declines the entire ballot, the DRO should proceed with the procedure for declined ballots.

21. Cancelled Ballot(s)

An accidentally spoiled ballot may be returned to the DRO in exchange for a new one. The DRO must immediately write "cancelled" on the ballot and place it in the envelope provided for cancelled ballots.

The cancelled ballot shall be recorded on the tally sheet provided, so that the total number of ballots issued are recorded; however, they do not count toward the total number of votes cast.

22. Voters' List

Access to Advance Voters: Advance voters will have been crossed off the electronic Voters' List and their PINs will have been disabled. The Clerk shall, if requested by any certified candidate or their scrutineer, provide a copy of the List of Persons Who Voted at an Advance Vote to the candidate or scrutineer during normal office hours. Each Candidate will be afforded an opportunity to view in real time the persons who have voted, through the Candidate's module as offered by Intelivote System Inc.

23. Closing the Voting Place on Election Day

The Voting Place shall be closed at exactly 8:00 p.m. Anyone waiting in line at the close of the Voting Place is entitled to vote.

In the case of an election emergency, the Clerk may direct that the Voting Place remain open for a period of time beyond 8:00 p.m.

24. Counting of the Votes

24.1 Immediately after the close of voting on Voting Day and after the last voter remaining in the Voting Place has cast their ballot and left the Voting Place, the EO shall lock the doors of the Voting Place, open the ballot box for their poll and proceed to count and record in the following order:

- a. Head of Council (Mayor)
- b. Deputy Mayor
- c. Councillor
- d. English Language Public School Trustee
- e. French Language Public School Trustee
- f. English Language Separate School Trustee
- g. French Language Separate School Trustee

24.2 During the counting of the votes, ballots shall be sorted into marked envelopes such as:

- Counted
- Cancelled/declined
- Rejected
- Unused Ballots

25. Authority to Reject Ballots and Determine Objections

25.1 The DRO and EO shall reject from the count all ballots and votes on a ballot that do not comply with the following prescribed rules as per O. Reg. 101/97:

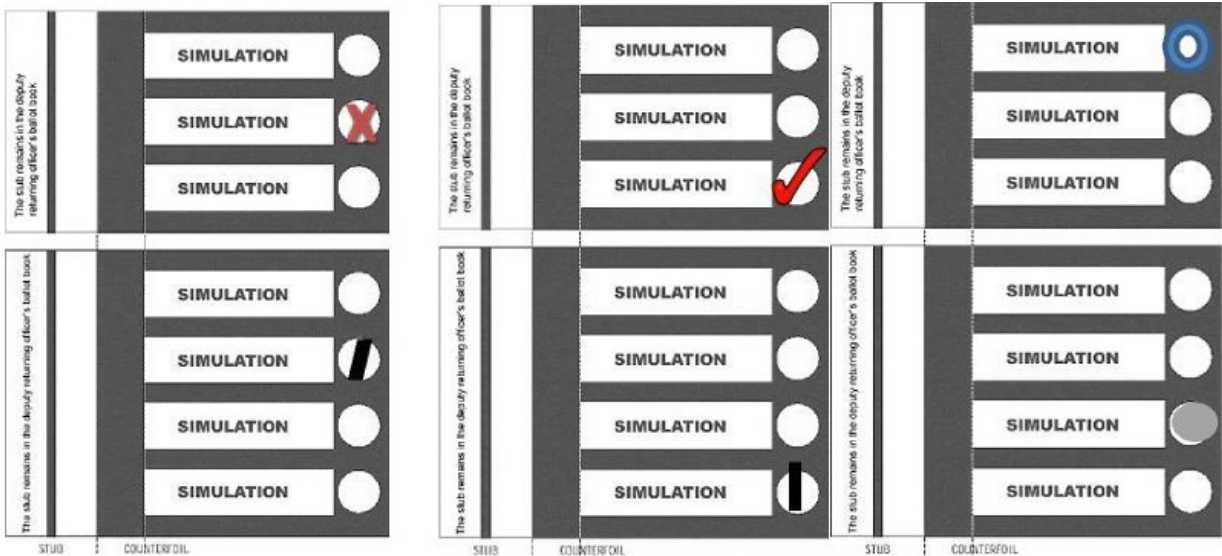
- a. all votes on a ballot, if the ballot:
 - i. was not supplied by the DRO or Clerk, or
 - ii. contains writing or marks that may identify the elector, or is torn, defaced or otherwise dealt with by the elector in a way that may identify him or her;
- b. all votes in a ballot for an office, if votes have been cast for more candidates for the office than are to be elected;
- c. all votes in a ballot on a by-law, if votes have been cast for both the affirmative and negative on the by-law;
- d. all votes in a ballot on a question, if votes have been cast for more than one answer on the question;
- e. any vote in a ballot, if the vote is not marked inside the space provided for marking the ballot.

25.2 The DRO shall:

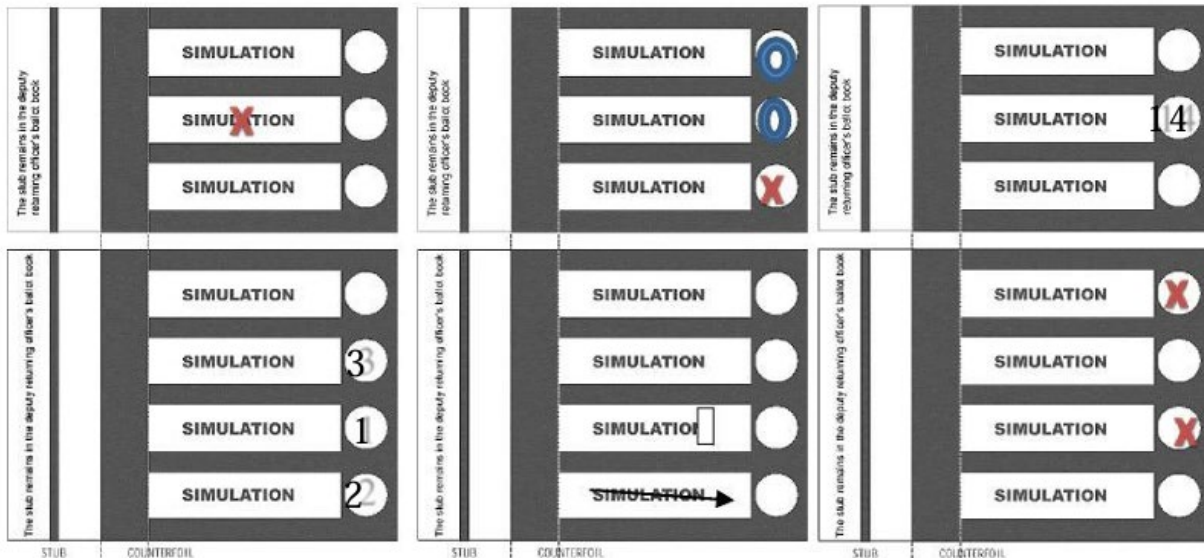
- a. decide all objections;
- b. prepare a list in which the objections are summarized and individually numbered. The summary should include the statement "Objected to by (the candidate's name or the candidate's scrutineer or the scrutineer's name in the case of a by-law or question)";
- c. write the number of each objection on the back of the relevant ballot and initial the number;
- d. to count the ballots as required by legislation and make decisions related to the ballots as noted above. This does not preclude the appointment of more than one DRO for a Voting Place.

In addition to rejecting ballots for violations for the *Municipal Elections Act, 1996*, a ballot will not be counted if any vote in a ballot where the voter's intent is not clear.

The sample marked ballots below should be **accepted and counted**:



The sample marked ballots below should be **rejected**:



26. Count Procedures

The DRO and any others present shall sign the count summary report indicating the results.

- Only the Clerk, DRO, appointed EO's, certified Candidates (an acclaimed candidate or their scrutineer is NOT permitted) and authorized Scrutineers will be permitted to remain in the building during the count.
- Before being admitted to the building for the count, upon request by the Clerk or DRO, Candidates, Scrutineers and Election Officials shall be required to show proof of identity as prescribed in O. Reg. 304/13.
- Entrance to the building during the count will not be permitted after 8:00 p.m. on Voting Day and only EO's will be allowed to enter thereafter. Candidate's and scrutineers are to arrive between 7:45 p.m. and 8:00 p.m.
- Once admitted to the building where the count is taking place, no one shall be permitted to leave until the results are received and the Vote Count Summary Report has been signed by all in attendance.
- The candidate or scrutineer shall not communicate the results to anyone until the Clerk has released the unofficial results to the general public.
- **All cell phones and other devices SHALL be turned off** upon entering the building where the count is taking place and their use is prohibited except by EO's.
- No campaign materials will be allowed on the grounds or within the building where the count takes place.

- Township Office located at 3560 County Road 26, Prescott, will be the official Results Centre. Only authorized Town staff, the Clerk, DRO, appointed EO's, candidates and authorized scrutineers will be allowed to remain at the Township Office.
- The election results will be made available for the public and media to view on the Municipal website or in person at the Township Office, at 3560 County Road 26, Prescott.
- Anyone that is creating a disturbance at the official Results Centre or the Council Chambers will be removed as directed by the Clerk.
- Candidates or scrutineers shall not communicate the results to anyone until the Clerk has released the unofficial results to the general public.

27. Election Materials to be Delivered to the Clerk

- 27.1** After counting the ballots and ensuring that all ballots are accounted for as Counted, Cancelled/Declined, Rejected or Unused, the DRO shall:
- a. prepare a statement, in duplicate, showing the results of the election at the Voting Place;
 - b. place the ballots in the designated sealed envelopes and all other materials and documents related to the election except the original statement of results and application forms to amend the Voters' List in the ballot box;
 - c. seal the ballot box so that ballots cannot be deposited in or withdrawn from it without breaking the seal;
 - d. complete the Final Oath or Affirmation form;
 - e. deliver ballot box and statement of results to the Clerk;
 - f. not give a copy of the statement of results to anyone but the Clerk. Scrutineers or Candidates are entitled to receive a copy of the statement of results from the Clerk, on request

28. Notice of Results

The Clerk will ensure that the unofficial results are posted on the Municipal website and made available to the public/media at the Township Office as soon as practical on Monday, October 26, 2026.

29. Declaration of Results

As soon as practical after Voting Day, the Clerk shall declare the official election results using the "Declaration of Election Results" form and post the results at the Municipal

Office and on the Municipal website. The Clerk shall provide each school board with the School Board Trustee Election Results.

30. Information to the Public

As soon as possible after Voting Day, the Clerk shall make the Official Election Results available for viewing by the public on the Municipal website.

31. Recount

- 31.1** In the case of a tie vote, as provided under Section 56(1) of the *Municipal Elections Act*, as amended, an automatic recount shall be conducted where the votes for two or more candidates who receive the same number of votes cannot both or all be declared elected to the office.
- 31.2** Pursuant to Subsection 56(2) of the *Municipal Elections Act*, the recount shall be held within fifteen (15) days after the Clerk's declaration of the results of the election, and therefore the recount shall occur on or before November 10, 2026, at the Township Office located at 3560 County Road 26, Prescott, Ontario.
- 31.3** The Clerk shall give notice of the set recount date, time and location on the "Notice of Recount" form to the following:
- a. All certified candidates for the office which is subject of the recount
 - b. Where a resolution is involved, the Council which passed the resolution
 - c. The Minister when an order was made
 - d. The applicant in the case of a court order
- 31.4** Pursuant to Subsection 61(1) of the *Municipal Elections Act*, the following persons will be authorized to attend the recount:
- a. the Clerk and any other election official appointed by the Clerk for the recount procedure including the Municipal lawyer;
 - b. every certified candidate for the office;
 - c. the lawyer for each of the candidate(s); and
 - d. only one (1) scrutineer for each of the candidate(s).
- 31.5** At the time of the recount, the Clerk shall:
- a. Open the ballot boxes and count the ballots
 - b. Any disputed ballots will be shown to the Clerk who, after any representation by a candidate, their legal counsel or scrutineer, will determine if the ballot and the votes are to be counted
 - c. The Clerk shall reject from the count any ballots and votes that do not comply with the rules set out in subsection 3(2) of O. Reg 101/97

- d. The Clerk may conduct the recount by adding the votes from the statements of results prepared by the DRO if the rules are waived by:
 - i. Each candidate subject to the recount who is present
 - ii. The applicant, if they are present, in the case of a recount ordered under section 58 of the Act

31.6 Upon completion of the Recount, the Clerk shall announce the results of the recount and any disputed ballots:

- a. Announce the number of ballots in dispute
- b. Announce the results if the disputed ballots were excluded
- c. Mark the Voting Place on the back of each disputed ballot and initial it
- d. Place the disputed ballots in a separate envelope clearly marked as to its contents and seal the envelope.

31.7 In a case of a tied vote following the recount, the Clerk shall write the name of each candidate on equal sized pieces of paper, which are then put in a “hat/box”. The Clerk shall announce, prior to the drawing of the paper that the candidate to be elected shall be the candidate whose name is written on the first piece of paper that is drawn out of the hat. The Municipal solicitor will draw only one, or the required number for the purpose of determining the successful candidate(s). The paper that is pulled from the hat and the candidate elected is announced by the Clerk immediately. Once completed, the Municipal solicitor shall remove the remaining contents from the hat/box and provide an opportunity for all persons present to examine the papers included in the box.

Notice of recount will be given by registered mail or personal service.

On November 11, 2026, after the recount is completed, the Clerk shall declare the successful candidate elected. The results of the recount will be posted at the Township Office and on the municipal website by 12:00 p.m. (noon), the day following the recount being completed. The Clerk will notify everyone that was notified of the original recount with a copy of the “Declaration of Recount Results” form.