

Municipality of Brockton

Election Procedure Manual

2026 Municipal Election



Approved by the Clerk for the Municipality of Brockton
this 29th day of May, 2026

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This Manual is provided for information purposes and is subject to change, with updates noted and posted on the website. Please refer to the legislation for specific reference.

All references to the “Clerk”, for the purposes of this manual, shall mean the Returning Officer (R.O.) for the 2026 Municipal Election. All references to the Clerk’s designate shall mean the delegated duties of the R.O.

Section 1 – Authority and Language

This Election Procedure Manual for the Municipality of Brockton has been prepared in accordance with the provisions of Section 42 of the Municipal Elections Act, 1996, as amended and related regulations (the “Act”). The Municipality of Brockton will be using the telephone and internet voting method in the 2026 Municipal Election, as authorized by By-Law 2024-063 – Alternate Voting Methods By-Law.

Section 42(3) of the Act provides that, no later than June 1st, the Clerk shall establish procedures and forms for the use of any alternative voting method authorized by by-law and provide the same to each candidate. Section 42(4) of the Act provides 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.

When the Election Procedure Manual for the Municipality of Brockton does not provide for any matter, an election to which this procedure applies shall be conducted as far as practicable in accordance with the principles of the Act.

Section 11 of the Act states that the Clerk of the local municipality is responsible for conducting elections within that municipality and 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) preparing a report about the identification, removal and prevention of barriers that affect electors and candidates with disabilities

Section 12 of the Act provides that, with respect to the duties and authority of a Municipal Clerk:

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
- (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.
- (3) 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.

While Section 13 of the Act provides:

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.

- (2) The Clerk shall provide electors, candidates and persons who are eligible to be electors with information to enable them to exercise their rights under the Act.

Subsection 42(5) of the Act further states that, when a by-law authorizing the use of an alternative voting method is in effect, Sections 43 (advance votes) and 44 (proxy votes) apply only if the by-law specifies. By-Law 2024-063 provides for advance voting but does not allow proxy voting, therefore a person cannot give their Voter Information Letter to another eligible elector for the purpose of proxy voting.

With respect to an election held for offices of a Municipal Council and an English Public or Separate School board, notices, forms and other information provided under the Act shall be made available in English only, unless the council of the municipality passes a by-law to authorize the use of:

- a) French, in addition to English, in the prescribed forms; and
- b) French, other languages other than English, or both, in notices, forms (other than prescribed forms) and other information provided under the Act.

Section 9.1 of the Act, requires notices, forms and other information provided under the Act to be made available in both English and French for the election of:

- a) Members of a French-language district school board; or
- b) Members of a school authority that,
 - i. has established, operated or maintained a French-language instructional unit within the year before Voting Day, or
 - ii. is subject to an agreement, resolution or order under Part XII of the Education Act that requires the school authority to establish, operate or maintain a French-language instructional unit.

Section 2 - Declaration

Pursuant to Section 12 of the Act, I hereby certify that the attached procedure shall be followed while conducting the 2026 Municipal Election in the Municipality of Brockton.

May 29 2026
Date



Fiona Hamilton, Clerk

Section 3 - Definitions

1. **“Act”** means the *Municipal Elections Act, 1996, S.O. 1996, c. 32, Sched.*
2. **“Advance Voting”** means voting conducted anytime beginning on Monday, October 19, 2026 at 10:00 a.m. and concluding on Monday, October 26, 2026 at 8:00 p.m. E.S.T.
3. **“Ballot”** means either an image on a computer screen of a ballot card for an election to be voted for, including all choices available to the electors and containing spaces in which the electors mark their votes; or when voting using a touchtone or wireless telephone, an audio set of instructions describing

all choices available to the electors and how to mark their selection by pressing the numbered touchtone keypad.

4. **“Candidate”** means a person who has been nominated under Section 33 of the Act.
5. **“Certified Candidate”** means a candidate whose nomination was certified by the Clerk under Section 35(2) of the Act.
6. **“Clerk”** means the Clerk of the Municipality of Brockton who is responsible for conducting the 2026 Municipal Election under the authority of the Act and reciprocally also known as the Returning Officer. All references to the Clerk’s designate shall mean the delegated duties of the Returning Officer
7. **“Corporation”** means an organization that has a legal existence as an entity separate and distinct from its owners. A legal entity has legal capacity to enter into agreements or contracts, assume obligations, incur and pay debts, sue and be sued in its own right, and to be held responsible for its actions. A corporation cannot vote, only an individual (a natural person) can vote.
8. **“DataFix”** means an Election Management System used to conduct a municipal election including Voter View, an internet-based application designed to provide election officials with an electronic view of their electoral information, including the ability to make corrections to the Voters list as well as to access various voter counts needed for electoral planning, with the capability to provide an electronic copy of all changes to the provincial authority at the end of the electoral event.
9. **“Election”** means the 2026 School Board and Municipal elections conducted by the Returning Officer (R.O).
10. **“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 Candidate.
11. **“Election Official”** meaning the Clerk and/or other persons appointed in writing by the Clerk to carry out election duties in accordance with the Act. An EO can only carry out duties and tasks as assigned in writing by the Clerk and must take the prescribed oath in accordance with Section 15 of the Act.
12. **“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 Act, and shall hold the same meaning as “voter” “elector” or “eligible voter” for the purposes of this Manual.
13. **“Friend, or Support Person”** means any person who is requested by an elector to assist them in the voting process.
14. **“Help Centre”** means a location designated by the Clerk where individuals may be added to the Voters’ List and receive assistance and clarification on the election process, including access to a telephone

and/or a computer with internet access. The ability to vote at the Help Centre will be limited to hours designated by the Clerk. The Help Centre shall also be known as the Revision Centre or Voter Help Centre. The Help Centre will be located at the Municipal Office, 100 Scott Street, Walkerton, ON N0G 2V0.

15. **“Identification”** means a document that can be used to show the elector’s name and address. A detailed list of acceptable documents are included in O. Reg 304/13: Voter Identification which is attached as Schedule A.
16. **“Lame Duck”** means there are restrictions on Council’s powers (Section 275 of the Municipal Act, 2001). A Council is considered to be a Lame Duck Council when: before election day it is determined the new Council will include less than $\frac{3}{4}$ of the members of the outgoing Council before election day; it is determined on election day after the results are known that the new Council is composed of less than $\frac{3}{4}$ of the members of the outgoing Council.
17. **“Municipal Office”** means the Municipality of Brockton Municipal Office located at 100 Scott Street, Walkerton, Ontario.
18. **“Nomination Period”** means the period between the first day of nominations to Nomination Day. The first day that nominations can be filed for a regular election is Monday, May 1, 2026. Nomination Day (the deadline to file or withdraw a nomination) for a regular election is Friday, August 21, 2026 at 2:00 p.m.
19. **“Owner or Tenant”** in relation to an election, means a person who is the owner or tenant shown on the assessment roll of land assessed under the Assessment Act and a non-residential tenant of land assessed under the Assessment Act, R.S.O. 1990, c. A.31, whether or not the tenant is shown on the assessment roll, but does not include an owner or tenant of land who is entitled to use the land under a time share contract unless the person is entitled to use the land, on voting day, or for a period of six weeks or more during the calendar year in which voting day of the election is held

Tenant - includes an occupant and a person in possession other than the owner or the spouse of such owner or tenant
20. **“Password”** means an additional access control word assigned by Simply Voting to each authorized user to provide additional security for access to the voting system.
21. **“Personal Identification Number (PIN)”** means a unique multiple digit number, assigned by Simply Voting Inc., randomly generated and sent to every elector on the Voters List by way of a Voter Information Letter. The PIN will provide security for access to the voting system.
22. **“Preliminary List of Electors (PLE)”** means a list of electors for the Municipality compiled by Elections Ontario and provided to the Municipality of Brockton by a date prior to September 1, 2026 of an election year under Section 19 of the Act.

23. **“Proof of Identification”** means proof of identity and residence as prescribed in O. Reg. 304/13 of the Act.
24. **“Regular Office Hours”** means Monday to Friday, 8:30 a.m. to 4:30 p.m.
25. **“Registered Third Party (Third Party Advertiser)”** means an individual who is normally resident in Ontario, a corporation that carries on business in Ontario or a trade union that holds bargaining rights for employees in Ontario, and who has filed a Notice of Registration for Third Party Advertiser and has been certified by the Clerk.
26. **“Restricted Period for Third Party Advertisements”** begins on the earliest day that an individual, corporation or trade union is permitted to file a notice of registration as a registered third party and ends at the close of voting on Voting Day.
27. **“Scrutineer”** means an individual, appointed in writing by a certified candidate, to represent them during the voting process pursuant to Section 16 of the Act.
28. **“Secondary Voter Credential”** means a secondary means of identification specific to each eligible elector being their birth date.
29. **“Student voting”** means a student may vote in the municipality where they are temporarily residing while attending school as well as at their permanent home in a different municipality, provided that they do not intend to change their permanent home.
30. **“Third Party Advertisement”** means an advertisement in any broadcast, print, electronic or other medium that has the purpose of promoting, supporting or opposing a candidate, or a “yes” or “no” answer to a question on the ballot, but does not include an advertisement by or under the direction of a candidate, or an advertisement that incurs no expenses in relation to the advertisement, or an advertisement that is transmitted to employees, shareholders, or directors of the registered third party.
31. **“Time/Clock”** means the time as indicated on the phone located at the reception desk.
32. **“Voter Credentials”** means unique Person Identification Number (PIN) a multiple digit number or numbers assigned to each voter to provide security for access to the voting system and is contained in the Voter Information Letter for each elector.
33. **“Voter Information Letter”** means a letter mailed individually to every elector containing voting instructions, including a Voter ID and Personal Identification Number (PIN) and other relevant information.
34. **“Voters’ List”** means the Preliminary List of Electors, as corrected by the Clerk, under the provisions of Section 19 and Section 22 of the Act.

- 35. **“Voting Day”** means the final day during which the vote is to be taken in the election, which shall be Monday, October 26, 2026 with the close of poll set at 8:00 p.m.
- 36. **“Voting Period”** means the period in which an eligible voter may cast their vote, either via internet or telephone and shall span from Monday, October 19, 2026 starting at 10:00 a.m. to Voting Day on Monday, October 26, 2026 at 8:00 p.m.
- 37. **“Voting Place”** means a location designated by the Clerk equipped with a telephone and/or internet connection to accommodate voting during the voting period, as required. Voting may take place at the Voting Place as follows:

Monday, October 19, 2026	10:00 a.m. to 4:30 p.m.	Municipal Office
Tuesday, October 20, 2026	8:30 a.m. to 6:00 p.m.	Municipal Office
Wednesday, October 21, 2026	8:30 a.m. to 4:30 p.m.	Municipal Office
Thursday, October 22, 2026	8:30 a.m. to 6:00 p.m.	Municipal Office
Friday, October 23, 2026	8:30 a.m. to 4:30 p.m.	Municipal Office
Saturday, October 24, 2026	11:00 a.m. to 3:00 p.m.	Municipal Office
Monday, October 26, 2026	8:30 a.m. to 8:00 p.m.	Municipal Office, Cargill Community Centre

The Municipal Office shall be a designated Voting Place and is located at 100 Scott Street, Walkerton, ON N0G 2V0. The Cargill Community Centre will be designated as a Voting Place only on Voting Day. The Cargill Community Centre is located at 999 Greenock-Brant Townline, Cargill, ON N0G 1J0.

- 38. **“Website”** means the designated municipal website for election information (www.Brockton.ca/Election).

Section 4 - Secrecy

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

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

Electors voting at the Voting Place may vote with the assistance of a friend or support person by stating their inability to vote without assistance. The “Oath of Friend of Elector” Form BR104, where applicable, shall be completed and the friend shall be required to take the appropriate oath prior to providing the assistance.

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

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

No elector shall reveal how they intend to vote except when obtaining assistance with voting by a friend, support person or an Election Official.

All complaints regarding breaches of secrecy shall be investigated by the proper authorities and shall be prosecuted pursuant to Sections 89 and 90 of the Act.

Section 5 - Notices/Advertisements

The Clerk of the Municipality of Brockton shall notify voters of the following through the use of newspaper advertisements, the Municipal Website, and Municipal social media accounts:

- a) that a municipal election is being held for the Municipality of Brockton and that the Municipality has adopted an alternative voting method, being Telephone/Internet Voting;
- b) the time and date for the holding of the vote including Voting Period and the method of voting including information on the Help Centre and information on the office(s) of the Mayor, Councillors, and School Board Trustees;
- c) who is eligible to vote in the municipal election; and
- d) the location and hours of the Help Centre/Revision Centre, how eligible voters can check to see if their name is on the Voters' List and the procedures by which their name can be added, deleted or information corrected on the Voters' List, as well as the procedure by which another person's name may be deleted from the list.

The Clerk shall determine the date(s) of all advertisements including the newspaper advertisement and website notices that are to appear in order to comply with the requirements and principles of the Act.

Each person on the Voters' List shall be mailed a sealed Voter Information Letter containing:

- their Voter Credentials and the telephone number to call to cast their vote and the designated internet address (URL) to access to cast their vote using the Internet;
- instructions on how to vote;
- dates and hours of voting;
- location, dates and hours of operation and telephone number of the Help Centre;
- a voter eligibility explanation;
- information on voting assistance available at the Municipal Office;
- summary of nominated certified candidates and offices.

Where possible, cooperative advertising may take place; costs to be approved and shared by the participating municipalities.

Section 6 – Nominations

The giving of notice for nominations, Notice of Nomination for Office, shall be placed in a local newspaper prior to Monday, May 1, 2026, at the Municipal Office, and on the Municipal website. All nominations shall be accepted in accordance with the Municipality's Procedure for Accepting Nominations Papers, attached as Schedule B.

A person may be nominated for an office by filing a nomination in the Clerk's Office in person or by an agent according to Section 33 of the Act. The nomination must be endorsed by at least twenty-five (25) persons and nominators may endorse more than one (1) nomination. The person endorsing a nomination must be eligible to vote in an election for an office within the Municipality if a regular election was held on the day that the person endorses the nomination.

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

- One (1) Mayor
- One (1) Deputy Mayor
- Five (5) Councillors

Nominations must be filed with the Clerk with the prescribed nomination filing fee of \$200.00 for Head of Council and \$100.00 for all other offices along with proof of identity and residence as prescribed in Ontario Regulation 304/13.

Nomination Paper(s) for school boards must be obtained and filed at the appropriate designated Municipal Office for the following offices:

- One (1) School Board Trustee – English Public
- One (1) School Board Trustee – English Separate
- One (1) School Board Trustee – French Public
- One (1) School Board Trustee – French Separate

Estimated Maximum Campaign Expenses

The Clerk shall calculate the estimated maximum campaign expenses for each office on the "Estimated Maximum Campaign Expense" forms and provide a copy to the candidate or their agent the day that the Nomination Paper is filed. The Clerk's calculation is final.

Notice of Penalties

Prior to Voting Day, the Clerk shall provide a notice of penalties on the "Notice of Penalties and Corrupt Practices" form to the candidate or their agent.

Municipal Freedom of Information and Protection of Privacy Act

The candidate must sign the “Freedom of Information Release” Form consenting to release personal information in accordance with the Municipal Freedom of Information and Protection of Privacy Act, authorizing the Clerk to release personal information the public and the media.

Unofficial List of Candidates

The Clerk shall provide notice of the unofficial list of candidates by preparing and posting at the Municipal Office and on the Municipal website an “Unofficial List of Candidates” form which is to be updated as each nomination paper is filed. The list will clearly be marked “unofficial” until such time as the Clerk has certified the nominations. The Clerk must obtain authorization from the candidate to post their personal information such as their qualifying town.

Nomination Day

Nomination Paper(s) will be received at the Municipal Office between 9:00 a.m. and 2:00 p.m. on Nomination Day, Friday, August 21, 2026 by following the same procedures as noted above.

Certification of Nomination Papers

Pursuant to Section 35 of the Act, on or before Monday, August 24, 2026 at 4:00 p.m., the Clerk will carry out a review of each nomination to determine qualification and if the nomination complies with the Act. Once satisfied that the candidate is qualified, complete the “Certification by Clerk” section on the Nomination Paper.

Rejection of Nomination Paper

If the candidate is not qualified to be nominated or the nomination does not comply with the Act, the Clerk will reject the nomination according to Section 35(3) of the Act. A “Notice of Rejection of Nomination” form shall be sent as soon as possible by registered mail to the person who sought to be nominated, and the notice shall also be sent as soon as possible by regular first-class mail to all candidates for the office.

Withdrawal of Nomination

Pursuant to Section 36 of the Act, a candidate may withdraw their nomination by completing and filing in person a “Withdrawal of Nomination” form with the Clerk before 2:00 p.m. on Nomination Day, Friday, August 21, 2026. A withdrawal sent by email, mail or fax will not be accepted. The withdrawal shall be noted on the “Unofficial List of Candidates”.

Official List of Candidates

The final list of certified candidates will be posted at the Municipal Office and on the Municipal website on or before Monday, August 24, 2026 at 4:00 p.m. using the “Official List of Certified Candidates” form.

Declaration of Election

If after 4:00 p.m. on Monday, August 24, 2026 the number of certified nominations filed for an office is more than the number of persons to be elected to the office, the Clerk shall declare an election is to be conducted pursuant to Section 40 of the Act.

The Clerk shall give the electors notice of the following:

- 1) the dates and times of the Voting Period
- 2) the location and hours of operation of the Help and Revision Centre
- 3) the manner in which electors may use the internet/telephone voting method

Acclamations

Pursuant to Section 37(1) of the Act, if the number of certified candidates for an office is the same as or fewer than the number to be elected, the Clerk shall immediately declare the candidate(s) elected by acclamation on Monday, August 24, 2026. The Clerk shall post a “Declaration of Acclamation to Office” form. Should this situation arise, there will be no election conducted for the office(s).

Fewer Number of Nomination Papers than Offices

Pursuant to Section 33(5) of the Act, if by 4:00 p.m. on Monday, August 24, 2026, the number of certified nominations filed for an office is fewer than the number of persons to be elected to the office, additional nominations may be filed between 9:00 a.m. and 2:00 p.m. on Wednesday, August 26, 2026. The Clerk shall post a “Notice of Additional Nominations” form advising that additional Nomination Papers may be filed for that office on the specific date and time.

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

Additional Nominations More than Number of Offices Remaining

According to Section 33(5) of the Act, if between 9:00 a.m. and 2:00 p.m. on Wednesday, August 26, 2026, there are more than a sufficient number of certified nominations to fill the office(s), an election shall be conducted with the names of the persons who have filed certified Nomination Papers.

Withdrawal of Additional Nominations

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

Additional Nominations Equivalent to the Number of Offices

If by 4:00 p.m. on Thursday, August 27, 2026, there are a sufficient number of certified Nomination Papers filed to fill the office(s), the Clerk shall post a “Declaration of Acclamation to Office” pursuant to Section 37(2) of the Act.

Sufficient Number of Nomination Papers Filed to Form a Quorum - Council

In accordance with Section 27(4) of the Act, if the number of candidates declared elected is less than the number of positions for an office of the Municipal Council, but does form a quorum or majority, Section 263(1)a of the Municipal Act, 2001, shall apply.

Death or Ineligibility of a Candidate

According to Section 39 of the Act, if a certified candidate dies or becomes ineligible before the close of voting:

- if no candidate would be elected by acclamation as a result of the death or ineligibility, the election shall proceed as if the candidate had not been nominated, and the Clerk shall omit the candidate's name from the electronic ballot where possible or, if voting has already begun, the Clerk shall give the electors notice of the candidate's death or ineligibility using a variety of methods, including posting notice in every voting place.
- if another candidate would be elected by acclamation as a result of the death or ineligibility, the election is void and a by-election shall be held to fill the office.

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

Final Calculation of Campaign Expenses

The Clerk shall, after determining from the number of eligible electors from the Voters List for each office, calculate the maximum amount of campaign expenses that each candidate may incur for that office and prepare a "Certificate of Maximum Campaign Expenses". The certificate shall be given to each candidate in the case of a regular election on or before September 30, 2026 and in the case of a by-election within ten (10) days after the Clerk makes the corrections pursuant to Section 88.20(13) and (14) of the Act. The Clerk's calculation is final and shall be made in accordance with the prescribed formula set out in Ontario Regulation 101/97.

Candidate Name Pronunciation

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

Section 7 – Preliminary List of Electors

The Preliminary List of Electors (PLE) shall be requested from Elections Ontario in an electronic format and be received by the Clerk no later than September 1, 2026 using the DataFix software.

The Clerk will review said list and obvious errors shall be corrected as permitted under Section 22 of the Act, and notify Elections Ontario. The corrected PLE becomes the Voters List. The Clerk may use any information that is in the Municipality's custody or control when correcting the PLE for obvious errors pursuant to Section 22(2) of the Act.

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

Further additions, corrections and deletions may be made to the Voters List in accordance with the Act at the discretion of the Clerk.

Amendments to the Voters List

The Voters List may be amended using the prescribed form, “Application to Amend Voters List” by providing proof of identity and residence as required in Ontario Regulation 304/13. Such amendments shall take place between September 1, 2026 until Monday, October 26, 2026 at 8:00 p.m.

Other names may be removed from the Voters List by using the “Application for Removal of Another’s Name from the Voters List form between September 1, 2026 until Monday, October 26, 2026 at 8:00 p.m. The Clerk may remove a person’s name from the Voters List until the close of voting on Voting Day if the Clerk is satisfied that the person has died.

On or before September 30, 2026, the Clerk will determine the total number of electors on the Voters List. This number is necessary to calculate for inclusion on the “Certificate of Maximum Campaign Expenses” for the 2026 Municipal Election.

Interim List of Changes

The Clerk shall prepare an “Interim List of Changes” form to the Voters List that were approved on or before September 20, 2026. This form will be completed between September 20, 2026 and September 30, 2026.

Final List of Changes

The Clerk shall prepare the “Final List of Changes” form to the Voters List by November 25, 2026 and forward to Elections Ontario pursuant to Section 27(2) of the Act.

Section 8 – Help Centre

For the purpose of this election Help Centres shall be established at the locations listed below. These Help Centres shall serve as a Help Centre/Revision Centre as well as places where Electors can be added to the Voters’ List and receive assistance and clarification on the election process including access to a telephone and/or internet for voting purposes.

The Help Centre shall be responsible for the following:

- addition of eligible voters to the Voters List in accordance with the Act, eligible voters’ names that are added to the Voters List will be assigned and the voters will receive (or be mailed) a Voter Information Letter containing a PIN
- eligible voters will be able to vote at the Voting Place(s) if they desire to do so during the Voting Period.
- verification and re-issuance of Voter Information Letters to qualified voters may occur when: an individual, whose name appears on the Voters List, has lost their Voter Information Letter or did not receive it in the mail, they can attend the Help and Revision Centre and provide, to the satisfaction of the Clerk or her designate, that they require a new PIN. The Clerk or designate will disable the voter’s lost PIN and electronically mark it in the system as having been lost. Upon providing acceptable identification to the Clerk or her designate, a new Voter Information Letter may be issued.
- answer general election questions.
- provide assistance to voters upon request and appointment.

The ability to vote at the Help Centre will be limited to hours designated by the Clerk.

Monday, October 19, 2026	10:00 a.m. to 4:30 p.m.	Municipal Office
Tuesday, October 20, 2026	8:30 a.m. to 6:00 p.m.	Municipal Office
Wednesday, October 21, 2026	8:30 a.m. to 4:30 p.m.	Municipal Office
Thursday, October 22, 2026	8:30 a.m. to 6:00 p.m.	Municipal Office
Friday, October 23, 2026	8:30 a.m. to 4:30 p.m.	Municipal Office
Saturday, October 24, 2026	11:00 a.m. to 3:00 p.m.	Municipal Office
Monday, October 26, 2026	8:30 a.m. to 8:00 p.m.	Municipal Office, Cargill Community Centre

Section 9 – Voting

Voter Qualifications

In accordance with Section 17(2) of the Act, a person is entitled to be an elector if, on Voting Day (October 26, 2026), they:

- a) reside in the local municipality or are the owner or tenant of land there, or the spouse of such owner or tenant;
- b) are a Canadian citizen;
- c) are at least 18 years old; and
- d) are not prohibited from voting under Section 17(3) of the Act, or otherwise, by law.

Secrecy

All Election Officials (EO) shall be appointed pursuant to the “Appointment – Oath of Election Officials” form and take an oath of secrecy.

Any complaint regarding a breach of secrecy shall be documented by the Election Official along with questions and answers of the complainant and, if deemed appropriate, the Clerk shall submit same to the Ontario Provincial Police for further investigation and possible prosecution.

Elector Requiring Assistance

In accordance with Section 52(1)(4) of the Act, an Election Official may permit an elector who needs voting assistance to receive such assistance as the Election Official considers necessary.

Oral Oath to Vote with Assistance

A voter who requires voting assistance at the Help and Revision Centre may ask the Election Official to help. The Election Official shall require the voter making the request to take the “Oral Oath to Vote with Assistance” as stated on the form.

Oral Oath of Friend of Elector

Rather than the Election Official providing assistance, the voter may request that a friend accompany the voter at the Help and Revision Centre to assist the voter. Any friend assisting shall be required to take the “Oral Oath of Friend of Elector” as stated on the form. No person shall be allowed to act as a friend of more than one (1) voter at the Help and Revision Centre. Candidates and scrutineers may not act in the capacity of a friend of elector.

Oral Oath of Interpreter

Where a voter requires an interpreter, such person provided by the voter shall take the “Oral Oath of Interpreter” as stated on the form and shall translate the oaths as well as any lawful questions put to the voter.

General

1. Each eligible elector shall be required to call a designated telephone number to cast their vote or access a designated internet address to cast their vote. The designated telephone number and designated internet address are contained in the Voter Information Letter.
2. Each eligible elector shall be limited to one (1) vote through the use of a PIN contained within the Voter Information Letter.
3. The voting system will allow the eligible elector to vote using a touch tone telephone, cell phone, computer or any device connected to the internet from anywhere in the world where internet access is available. A vote cannot be cast using a rotary dial telephone.
4. Following the voter’s selection, the voting system will identify the voter’s choice and provide the voter with the option of changing or confirming their vote.
5. Once the voter credentials are used to complete voting and a ballot is cast, it cannot be used again and further access shall not be granted to the voting system.

6. The voting system will not permit a voter to over vote.
7. The voting system will allow for the voter to choose to spoil their ballot.
8. The names of electors who have voted during the voting period will be provided to the Clerk electronically from Simply Voting Inc.; however, it is not possible to determine how an elector voted.

Section 10 - Voters' List

The Preliminary List of Electors shall be requested from Elections Ontario in an electronic format, by September 1, 2026, or such date as to be agreed upon by the Clerk and Elections Ontario. The list shall be reviewed by the Clerk and obvious errors shall be corrected as permitted under Section 22 of the Act, and the list shall be approved for use as the Voters' List on or before September 1, 2026.

The list shall be distributed in electronic format to those who are entitled to copies under the Act. All certified candidates shall be entitled to one encrypted PDF containing the part of the Voters' List that contains the electors who are entitled to vote for that office, at no cost.

In accordance with Section 23(8) of the Act, Candidates and/or a person who has been provided with a copy of the voters' list shall:

- Not provide it to any other person
- Not make further copies (either in printed form or electronically)
- Destroy the paper or electronic copy
- Provide the Clerk with a written acknowledgement of the destruction of the voters' list

Each certified candidate shall sign the Candidate's "Declaration of Proper Use of Voters' List" Form stating that the Voters' List shall not be used for any purposes other than the 2026 Municipal and School Board elections, in accordance with Section 88(10) of the Act. The Clerk, at their sole discretion, may determine which data fields shall be included in the copy of the Voters' List provided to Candidates for each electoral category.

The list shall be accessible by authorized Election Officials, who will use the DataFix VoterView system to facilitate additions and changes during the revision period and perform other functions as required, subject to the security permissions assigned to each Official.

Additions, corrections and deletions may be made to the list in accordance with the Act, and in accordance with the Instructions for Voters' List Revisions and PIN Replacement.

In accordance with Section 27(1) of the Act, the Clerk shall produce the Interim List of Changes reflecting changes made up until September 20, 2026, using VoterView, and make available electronically these additions, corrections and deletions to those who are entitled to copies of the Voters' List under the Act. This list shall be distributed as an encrypted email attachment to each qualified person prior to September 30, 2026.

The Voters' List shall be provided by DataFix to Simply Voting Inc. in computer format at a time to be determined by the Clerk, to allow for activation of the Voting System. Once the Voters' List has been loaded into the Voting System it will remain synchronized; any additions, deletions or changes to elector information in VoterView will automatically and instantly be reflected in the Voting System.

The Voters' List shall be provided by Simply Voting Inc. to Taylor Demers Mail Processing Inc. in computer format at a time to be determined by the Clerk, to allow for printing of the Voter Information Letters in time for delivery. Voter Information Letters shall be sent via Canada Post Lettermail to all eligible Electors no later than Wednesday, September 30, 2026 to enable them to use the Telephone/Internet Voting service.

All certified candidates shall receive usernames and passwords allowing them to access the Voters' List in the Voting System or VoterView, whichever the case may be, for the purposes of viewing which electors have voted during the Voting Period. The Municipality will not produce a physical or electronic excerpt of the Voters' List indicating Electors that have voted; it is expected that Candidates will use this access. This access does not provide information on how an elector has voted, only whether or not they have participated in the election. Candidates may access this information anytime from the start of the voting period until October 26, 2026 at 8:00 p.m.

The Revision Centres described in Section 8 shall be responsible for the following:

- a) Eligible Electors who attend the Revision Centre and are not on the Voters' List will be able to be added to the list by filling out the "Application to Amend Voters' List" form (EL15) and providing satisfactory identification in accordance with the Instructions for Voters' List Revisions and PIN Replacement.
- b) Eligible Electors who are already on the list but wish to correct their information can attend a Revision Centre or contact the Voter Help Desk to do so in accordance with the Instructions for Voters' List Revisions and PIN Replacement.
- c) Persons wishing to remove a deceased person's name from the Voters' List may submit a completed "Application for Removal of Another's Name from Voters' List" form to a Revision Centre, which shall be forwarded to the Clerk for review before the final decision to remove the deceased individual's name from the list.
- d) Where a person on the Voters' List has lost his or her Voter Information Letter or did not receive it in the mail, they can attend a Revision Centre or contact the Voter Help Desk in order to obtain their VIL with a replacement PIN in accordance with the Instructions for Voters' List Revisions and PIN Replacement.

The Final List of Changes shall be provided to Elections Ontario by November 25, 2026 by DataFix upon the Clerk's authorization.

Section 11 – Voting Process

A Telephone/Internet Voting method shall be used for the 2026 Municipal Elections.

- a) The Voting System provided by Simply Voting Inc. shall allow electors to vote using a telephone or the internet. Electors shall be required to access a designated internet address or telephone a designated number in order to cast their ballot.
- b) Every elector shall be limited to only one vote through the use of a PIN distributed via Canada Post Lettermail in a sealed and personalized Voter Information Letter, or issued in person or by e-mail or telephone by an Election Official as necessary. Every elector shall be required to provide their date of birth along with their PIN.
- c) Following the voter's selection for all offices on a single composite ballot, the Voting System shall identify the voter's choices and provide the voter with the option of changing or confirming their vote selections prior to submission.
- d) The Voting System shall enable the elector to under-vote a contest or contests, or decline from voting the ballot in its entirety, if they wish to do so.
- e) For the purposes of reporting declined ballots in accordance with Subsection 55(4.1) 2 of the Act., an under-voted ballot shall be considered an abstention from voting for one or more contests on the ballot or voting for fewer candidates than is permitted within a single contest, whereas a declined ballot shall be considered a deliberate choice by the Elector to decline the entire ballot by selecting a 'declined' option on the ballot. A declined ballot shall not include votes cast for any contest, which is separate and distinct from an under-voted ballot which may or may not include votes for all contests, one contest, or no contests on the ballot.
- f) The Voting System shall not permit a voter to overvote, or to spoil a ballot.
- g) If an elector is interrupted before casting their vote, they may re-commence voting later using the same method or the other method. Once a voter has cast the vote, that voter will not be granted access to Telephone/Internet Voting again.
- h) Voting will commence on October 19, 2026 at 10:00 a.m. and close on October 26, 2026 at 8:00 p.m. Notwithstanding the closure of remote voting at 8:00 p.m. on the final day, persons present at a Voter Assistance Centre at 8:00 p.m. will continue to be allowed to access the Voting System and complete the voting process. Persons who have gained access to the Voting System through their own device prior to 8:00 p.m. on Election Day will be permitted to complete the voting process, provided that they do so by 8:03 p.m.

Prior to the activation of the system by Simply Voting Inc., being on October 19, 2026 at 10:00 a.m., Simply Voting Inc. shall allow access by the Clerk, the Auditor, or other authorized Election Officials as determined by the Clerk, to the Voting System by secure username and password, for the purposes of viewing a list of all of the candidates' names and possible selections for any questions or by-laws on the ballot, including the sum total of votes cast to ensure that the total votes cast indicates "0" (Zero).

Candidates or their scrutineer may be present in the Receiving Location from October 19, 2026 at 9:45 a.m. to 10:15 a.m. to verify and ensure that all candidates' names are listed and the total votes cast are at "0". They shall be required to sign the Activation of Voting System form (SV01) to attest to this fact.

Where a voter qualifies at more than one location in The Municipality, the voter may vote only once and the qualifying address to determine eligibility for voting shall be at the place of residence of the elector, as defined under the Act. All duplicate names on the preliminary list of electors shall be verified by the Clerk and/or Election Official(s) prior to the final preparation of the Voters' List. Should an eligible voter receive more than one Voter Information Letter, the eligible elector may only vote once and must return the other VIL(s) to the Municipal Office. All voters that vote more than once in the election or who improperly use the Voter Information Letter shall be reported to the appropriate authorities for further investigation as to possible corrupt practices under the Act.

Section 42 (5) of the Act states that when a by-law authorizing the use of an alternative voting method is in effect, Section 44 (voting proxies) applies only if the by-law so specifies. By-Law Number 2024-063 is silent on the matter of proxies, and it is therefore not applicable. Therefore, with respect to proxies, a person cannot give his or her Voter Information Letter to another eligible elector or other individual for the purpose of voting. Acceptance or theft of another person's Voter Information Letter including the actual voting thereof will be considered an illegal and corrupt practice and therefore subject to the penalty provisions under the Act.

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 Act.

Should a Voter Information Letter be returned to the Municipal Office that has been opened but has not been used for voting purposes, the Election Official shall immediately disable the PIN so that the PIN cannot participate in the voting process. In this circumstance, the Voter Information Letter shall be marked "unused" and be secured and destroyed.

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.

The Clerk shall arrange one or more Voter Assistance Centres to be set up throughout The Municipality on specific dates and times during the Voting Period. Voter Assistance Centres shall be equipped with one or more Voting Kiosks for use by electors to cast their ballot.

The Voters' List shall be available to Election Officials at the Voter Assistance Centre in electronic format to provide all the services performed at a Revision Centre.

Where an eligible elector has tried to use his or her PIN and they have determined that it has already been used, the elector can attend the Voter Assistance Centre and prove to the satisfaction of the Clerk, or Deputy Clerk

that they did not vote and require a new PIN. In accordance with the Instructions for Voters’ List Revisions and PIN Replacement, if the Clerk, or Deputy Clerk believes that all questions have been answered truthfully and satisfactorily, they may provide the elector with a new PIN and reset the elector’s status in the Voting System to allow a second vote upon completion of the “Application to Replace Stolen Voter Information Letter” form. The original ballot that was cast by the unauthorized individual will remain in the Voting System, as ballots are disassociated from the electors’ PINs once they are cast. The elector will be directed immediately to cast their ballot at a Voting Kiosk to eliminate any further misuse of the PIN. Should the elector leave without voting the new PIN will be disabled.

Where an elector’s PIN is assigned an incorrect ward and/or school board support information, the elector can attend a Revision Centre or Voter Assistance Centre, or contact the Voter Help Desk and have the proper categories of ward and/or school support applied to the existing PIN before casting their ballot. If the eligible voter has already cast their ballot and exhausted their PIN, they cannot make any further changes to their eligibility or re-cast any part of their ballot.

Eligible voters may vote by:

- a) accessing the telephone number provided on the Voter Information Letter by using a cellular or land line, touch-tone telephone but not a rotary dial telephone;
- b) accessing the internet using a dial-modem access or a high-speed connection and typing the internet address provided on the Voter Information Letter into the address bar of their browser and following the instructions;
- c) Attending the Help Centre/Voting Place during the following dates and hours to use the telephone and internet provided:

Municipality of Brockton Municipal Office - 100 Scott Street, Walkerton

Monday, October 19, 2026	10:00 a.m. to 4:30 p.m.
Tuesday, October 20, 2026 to Friday, October 23, 2026	8:30 a.m. to 6:00 p.m.
Saturday, October 24, 2026	11:00 a.m. to 3:00 p.m.
Monday October 26, 2026	8:30 a.m. to 8:00 p.m.

Cargill Community Centre - 999 Greenock-Brant Townline, Cargill

Monday October 26, 2026	8:30 a.m. to 8:00 p.m.
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The voter may attend by themselves, or with a friend or support person who may assist the elector in voting using the Voting Kiosk after taking the appropriate oath.

In the absence of a friend or support person, the voter may request the assistance of an Election Official, who may provide help only after the appropriate oath has been taken.

Electors can contact 519-881-2223 to contact the Help Centre, or email election@brockton.ca for assistance.

The Clerk may be reached at 519-881-2223 Ext. 124. The Deputy Clerk may be reached at 519-881-2223 Ext. 159

- i) Voting System ‘times out’ after a period of voter inactivity;
- j) Voting System accepts ballots from PINs that previously ‘timed out’ or were abandoned before being submitted;
- k) Voting System refuses ballots after the end of the Voting Period, except from specifically authorized Voting Kiosks;
- l) Voting System accurately counts votes for all candidates in each contest

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 voter inactivity;
- g) Voting System refuses ballots after the end of the Voting Period, except from specifically authorized Voting Kiosks

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

The Clerk is to provide the proper pronunciation of the names of all certified candidates for programming into the telephone Voting System no later than August 28, 2026.

Revisions to the Voters’ List

Eligible voters who attend a Help Centre and are not on the Voters’ List will be able to be added to the list by filling out an “Application to Amend Voters’ List” Form EL15 and providing proof of identity and residence as prescribed in O. Reg. 304/13. Their names will be added to the Voters’ List and they will be assigned and delivered a Voter Information Letter containing voter credentials.

Eligible voters who attend a Help Centre will be able to request a “replacement” Voter Information Letter under certain circumstances:

- i) Where a person on the Voters’ List has lost/not received his or her Voter Information Letter and the PIN has not been used, they can attend a Help Centre and prove to the satisfaction of the authorized Election Official that they require a new PIN. The authorized Election Official will disable the elector’s assigned PIN. Upon providing proof of identity and residence as prescribed in O. Reg. 304/13 to an Election Official, an oath on “Application for Re-Issue of a Voter Information Letter (Lost, Unused, Mailed to Wrong Address) Form” shall be taken by the elector and a new Voter Information Letter containing a new PIN shall be issued.

- ii) Where a person on the Voters' List has attempted to vote and their PIN has already been used, they can attend a Help Centre and prove to the satisfaction of the authorized Election Official that they were not able to cast their vote and require a new PIN. Prior to issuing a new PIN, the Election Official shall advise the elector that once the new PIN has been assigned, the elector must vote immediately at the Help Centre. Upon providing proof of identity and residence as prescribed in O. Reg. 304/13 to an election official, an "Application for Re-Issue of a Voter Information Letter (Used by an Impersonator) Form" shall be taken by the elector and a new Voter Information Letter containing a new PIN shall be issued. The elector will be directed immediately to the Help Centre where telephone/internet access is available to eliminate any further misuse of the PIN.

Voting

During the Voting Period, voters may visit one of the Help Centre(s) during Help Centre hours to access a telephone and/or internet to vote. Elections Officials at the Voter Help Centre shall, in any manner necessary, ensure that a digital record of a vote on any telephone provided at the Help Centre cannot be viewed by another voter (this may mean manually disabling display functions on the telephone or manually deleting a record of calls/touchpad history).

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

Alternatively, Eligible Electors will be able to access a designated internet address and cast their vote. Every Eligible Elector shall be limited to one ballot for all races and questions, for which they are entitled to vote, through the use of Voter Credentials distributed by first class mail in a sealed and personalized Voter Information Letter. The voting system will allow the Eligible Elector to vote using a telephone and/or the internet. A voter must complete the races using either telephone or internet method of voting.

Prior to voting, electors will be required to confirm that they are an Eligible Elector, complete a security prompt and key in their Voter Credentials.

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

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

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

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

- c) Simply Voting will allow the eligible voter to vote using a telephone or the internet;
- d) Following the voter's selection, the voting system shall identify the voter's choice and provide the voter with the option of changing or confirming their vote;
- e) The voting system shall enable the voter to abstain/skip/or confirm their vote for an office(s) if they wish to do so;
- f) With the exception of 'skipped' races, once the Voter Credentials have been used to complete "all" races associated with the election, it cannot be used again and further access shall not be granted to the Telephone/Internet Voting service;
- g) Access to a telephone and/or internet terminal for voting purposes will be available at the Voter Help Centres during hours designated by the Clerk (see Help Centres section for details).

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

Simply Voting will make available a list to the Clerk, and any other appropriate individuals of the Municipality of Brockton, of all corresponding names of individuals by order of polling subdivisions, who have voted during the Voting Period. The names of individuals who have voted will be indicated as voted. A list of electors who have voted during this period will be provided or made available to the Candidates or their respective Scrutineer through the Clerk's office by electronic means at the Clerk's discretion.

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

Where a voter qualifies at more than one location in the Municipality of Brockton, the voter may vote only once and the qualifying address to determine eligibility for voting shall be at the place of residence of the elector. All 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. However, should an Eligible Elector receive more than one Voter Information Letter, the Eligible Elector may only vote once and must return the other Document(s) to a Voter Help Centre.

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 Act.

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

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

Where an Eligible Elector has tried his or her Voter Credentials and they have determined that it has already been used, the voter can attend a Voter Help Centre with Satisfactory Identification and have an Election Official confirm that the elector's Voter Credentials has been used by an impersonator.

Prior to the issuance of a new Voter Information Letter, the elector shall be required to respond and answer all questions of the Election Official prior to considering or authorizing the re-issuance of a Voter Information Letter. The Election Official shall document, to their satisfaction, questions and answers of the elector and, if deemed appropriate, the Clerk shall submit the same to the Ontario Provincial Police for further investigation and prosecution in circumstances where there is reason to believe a contravention has occurred.

If the Election Official believes that all questions have been answered truthfully and to his or her satisfaction, the Election Official may provide the elector with a new Voter Information Letter or at the discretion of the Election Official the elector will be required to make a declaration as to his or her statement and to take an oath which shall be given by the Election Official "Application for Re-Issue of a Voter Information Letter (Used by an Impersonator) Form".

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

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

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

New Voter Information Letters shall not be given out over the telephone, by email or by mail without the expressed approval of the process by the Clerk or her designates. A Voter Information Letter shall not be given to any person at the Voter Help Centre unless Satisfactory Identification is provided and the individual has completed the required form as required and administered by the Election Official.

Declining to Vote

Pursuant to Section 52(5) of the Act, an elector may decline to vote. The Voting System shall enable the elector to under-vote a contest or contests, or decline from voting the ballot in its entirety, if they wish to do so. For the purposes of reporting declined ballots in accordance with Subsection 55(4.1) 2. of the Act, an under-voted ballot shall be considered an abstention from voting for one or more contests on the ballot or voting for fewer candidates than is permitted within a single contest, whereas a declined ballot shall be considered a deliberate choice by the Elector to decline the entire ballot by selecting a 'declined' option on the ballot. A declined ballot shall not include votes cast for any contest, which is separate and distinct from an under-voted ballot which may or may not include votes for all contests, one contest, or no contests on the ballot. The Voting System shall not permit a voter to overvote, or to spoil a ballot.

Electors Requiring Assistance

In accordance with Section 52(1)4 of the Act, the Election Official may permit an elector who needs assistance in voting to have such assistance as the Election Official considers necessary.

Oral Oath to Vote with Assistance

A voter who requires such assistance to vote at a Help Centre may ask the Election Official for assistance. The Election Official shall require the voter making the request to take the Oral Oath to vote with assistance on the "Oral Oath of an Elector Requesting Assistance Form"

Oral Oath of Friend of Elector

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

Oral Oath of Interpreter

Where a voter requires an interpreter, such person provided by the voter, shall take the "Oral Oath of Interpreter Form", and shall translate the oaths as well as any lawful questions put to the voter.

Duplicate Voter Information Letters

Should an Eligible Elector receive more than one Voter Information Letter, the eligible voter may only vote **once** and must return the other Voter Information Letter to the Municipal Office and complete an "Application to Amend Voters' List" Form EL15 to remove the duplicate name. All electors who vote more than once or who improperly use the Voter Information Letter shall be reported to the Police for further investigation as to possible corrupt practices under the Act.

Unopened Voter Information Letters that are returned to the Municipal Office or a Help Centre shall be filed in a secure manner. An unopened Voter Information Letter may be issued to the elector to whom the letter is addressed, if the elector provides proof of identity and eligibility.

Opened Voter Information Letters that are returned to the Municipal Office or a Help Centre shall have the voter credentials immediately disabled in the system, and the Letter shall be so marked, so that Voter Credentials from the opened letter cannot be used in the voting process. These opened and disabled Voter Information Letters shall then be filed in a secure manner. If an opened Voter Information Letter of a qualified elector has been returned to the Municipal Office, and the system shows that the Voter Information Letter has not been used to vote, the qualified elector to whom the letter is addressed will be issued a new Voter Information Letter with updated voter credentials.

Any unopened or opened Voter Information Letters that remain in the Municipality's possession following the end of the Voting Period will be destroyed in the same manner as all other municipal election material as provided for under Section 88 of the Act.

PIN Procedures

Where an Eligible Elector has tried his or her PIN and has been unsuccessful in accessing the voting system, the Election Official will determine its status, and once verified shall advise the voter that the PIN is valid and has not been used. The Election official may suggest the voter try the Voter Credentials again using an alternate method (telephone vs. internet) or attend at a Help Centre to obtain assistance in voting.

Where an Eligible Elector has tried his or her PIN and they have determined that it has already been used, the voter can present themselves at a Help Centre with proof of identity and residence as prescribed in O. Reg. 304/13 and have an Election Official confirm that the elector's PIN has been used.

Where an Eligible Elector has received an incorrect Voter PIN in terms of school support, and has not voted in that race, the voter can contact the Help Centre and have the proper category applied to the existing PIN. The elector will be required to provide appropriate confirmation of eligibility and to complete "Application to Amend Voters' List" Form EL15.

New Voter Credentials shall not be given out over the telephone. The voter must attend the Help Centre with proof of identify and residence as prescribed in O. Reg. 304/13 and complete the appropriate form.

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

Section 14 - Count Procedures

The Clerk, at 8:00 p.m. on October 26, 2026, shall arrange for the close and deactivation of the telephone/internet voting system. All parties already signed into the electronic system prior to 8:00 p.m. will be given an additional three (3) minutes to complete their vote.

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

The Clerk along with one Election Official shall then produce the results report from the voting system. The Clerk shall report the “Unofficial Results” once the report is received from the voting system and no earlier than 8:15 p.m. on Monday, October 26, 2026 Voting Day, at the Municipal Office and post the same on the municipal website.

Anyone who is creating a disturbance at the Municipal Office and/or Help Centre(s) during this time will be removed as directed by the Clerk.

Section 15 - Notice of Results

The Unofficial Results of each Candidate shall be made available by the Clerk no earlier than 8:15 p.m. on Monday, October 26, 2026 Voting Day, at the Municipal Office, 100 Scott Street, Walkerton, and the Clerk shall post the same Unofficial Results on the Municipality’s website.

As soon as possible after Voting Day, but in no case sooner than the day after the election the Clerk shall declare the Official Results using the “Final Summary of Election Results Form” and Declaration of Election Results Form” and post the results at the Municipal Office and on the municipal website.

Notice shall be provided to the County of Bruce by sending the County Clerk notice of the final number of electors and “Declaration of Election Results Form” noting the elected persons to the positions of Mayor and Deputy Mayor who will be serving as County Councillors.

Notice of election results for each school board race shall be provided to the responsible Municipal Office for each of the elections using the “Declaration of Election Results Form” as well noting only the school board election results for the municipality.

Section 16 - Recount

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

A recount is required when:

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

Costs of Recount

In accordance with Section 7(3) and (4) of the Act, the costs incurred by the Clerk to conduct a recount are to be paid by the Municipality. Any expenses incurred by a candidate will be the responsibility of the candidate (i.e: legal counsel in attendance on behalf of the candidate).

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

Who Conducts Recount

In accordance with Section 56 of the Act, the Clerk conducts all recounts for elections for which the Clerk is responsible except recounts conducted by the Superior Court of Justice upon appeal.

Tied Vote Recount

In accordance with Section 56 of the Act, where there is a tied vote for the election of a candidate to an office and both or all of the candidates cannot be declared elected, the Clerk must hold a recount within 15 days after the declaration required by Section 55(4)(a)(b) of the results of the election.

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

Council, Local/School Board or Minister Request for Recount

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

In accordance with Section 57 of the Act, the recount is to be held within 15 days after the resolution is passed or the order is made. The resolution for a recount must be passed no later than Thursday, November 26, 2026. An order of the Minister must be made within the same time frame.

Application to Superior Court of Justice

In accordance with Section 58 of the Act, a person who is entitled to vote in an election and who has reasonable grounds for believing the election results to be in doubt may apply to the Superior Court of Justice for an order directing the Clerk to hold a recount.

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

Votes for Candidates to be Included in a Recount

In accordance with Section 56 and 59 of the Act, the votes to be included in the recount are as follows:

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

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

Persons Entitled to be Present at a Recount

In accordance with Section 61 of the Act, the following persons are entitled to be present at a recount:

- the Clerk and any other Election Official appointed for the recount;
- every Certified Candidate for the office involved;
- the applicant, if any, who applied for the recount under s.58;
- legal counsel for any of the above;
- each Certified Candidate for the office involved or an applicant may appoint a Scrutineer for the recount.

Notification of Recount

In accordance with Section 56, 57, 58 of the Act, and O. Reg 101/97, the Clerk shall give notice of the recount date, time and place on "Notice of Recount Form" to the following:

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

Process at Recount

In accordance with Sections 61 and 62 of the Act, the Clerk shall request a re-tabulation of the results for the office(s) that are subject to the recount procedure. Once the recount process has commenced, it must continue to completion. Upon completion of the recount, the Clerk will announce the results of the recount. Persons authorized to attend the recount may also be at the announcement of the results of the recount.

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

Continuing Tie Vote – After Recount Procedures

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

The Clerk shall write the name of each Candidate on equal-sized pieces of paper. They are then put in a container as determined by the Clerk in full view of all persons present and authorized to attend including one Election Official. The Clerk shall announce prior to the draw that "the candidate to be elected shall be the candidate whose name is written on the first piece of paper I draw out of the container." Without looking into the container, the Clerk will pull one paper from the container and the Candidate drawn is announced and

elected.

Declaration by Clerk and Notice of Final Certified Results

In accordance with Section 62(4) of the Act, unless an application has been made for a judicial recount, the Clerk on the 16th day after the recount is completed will declare the successful candidate or candidates elected by posting the “Declaration of Recount Results Form” the Municipal Office and on the website. Such Declaration shall be sent to everyone previously given notice of the recount.

Section 17 - Campaigning General

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

Municipal Employee Communication with Candidates

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

Use of Municipal Logo or Other Insignia

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

Municipally Owned/Leased Facilities

Election campaigning or the distribution/posting of election campaign material at municipally owned (e.g. Community Centres) or leased facilities (e.g. Municipal Office) is not permitted, with the exception of road allowances.

Election campaigning shall NOT occur upon the property where any Voter Help Centre is located.

Use of Corporate Resources During an Election Year

All Candidates and Third-Party Advertisers shall comply with the Municipality’s Use of Corporate Resources Policy, attached as Schedule D, including refraining from:

- using the facilities, equipment, supplies, services, staff or other resources of the Municipality for any election campaign or campaign-related activities
- using the services of persons during hours in which those persons receive any compensation from the Municipality (with exception being made for persons on a leave of absence without pay, lieu time, or vacation leave)
- undertaking election campaign-related activities on Municipal property during regular working hours, (with exception being made where community groups conduct all-candidates meetings at municipal facilities, provided all registered candidates within each specific category are invited to attend such

meetings)

Section 18 – Election Signs

A sign permit or a permit application is not required for election signs. Election signs shall not be placed on Municipally owned or leased property, except in road allowance areas. Election signs shall not be placed on private property without the owner's consent.

No person shall display a logo, trademark or official mark on any election sign.

Signs can be displayed in accordance with By-Law 2012-24 - Signs in Brockton and anytime within seven (7) weeks of a Municipal Election. All election signs must be removed by the candidate or the candidate's representative by 4:00 p.m. on Monday, November 2, 2026 in accordance with By-Law 2012-24 - Signs in Brockton.

Posts for election signs should not be higher than the top of the sign area to cause any safety hazard such as wood or metal stakes or posts with sharp edges and in accordance with By-Law 2012-24 - Signs in Brockton.

Election signs are not permitted to be displayed in the following areas:

- a) on or overhanging on any Municipal property;
- b) on a utility pole;
- c) within medians, centre boulevards or traffic islands;
- d) on any official sign or official sign structure;
- e) within a sight triangle;
- f) on the property of a Help Centre or the front façade of the building which contains the centre. (including but not limited to, Municipal Office);
- g) on or near public sidewalk causing interference or obstruction of pedestrian traffic;
- h) in a location obstructing any fire escape, fire exit, door, window, etc. to impede access of firefighters to any part of a building; and
- i) in a location where the sign constitutes a danger or hazard.

Election signs on a vehicle must comply with the following:

- a) Signs can be displayed no sooner than following the filing of Nomination papers by the Candidate
- b) Signs shall not be displayed within 100 metres (328 ft) of a Help Centre at any time while the centre is open to the public.
- c) Signs shall not be displayed upon the property where the office for the administration of the election is located, or any Voter Help Centre.

The Municipality reserves the right to remove, without notice to any person, including the Candidate Third Party Advertiser, any election sign which it deems to be a hazard, or a contravention of By-law 2012-24 or these Procedures.

Signs on County Road Allowances and Utility Installations

Posters or similar campaign material that will be installed or affixed to poles belonging to Hydro One, Bell Canada or other public utilities will require the permission of these respective approving authorities.

Vandalism

The investigation or prosecution for any acts of vandalism to the posters or campaign material of the candidates should be referred to the Ontario Provincial Police by the complainant. The Municipality or any of its municipal officers, employees or agents will not be held responsible for any acts of damage or vandalism to any election signs.

Section 19 - Candidate Advertising

In accordance with Section 88.3 of the Act, campaigning, including campaign advertising, is permitted no earlier than the filing of Nomination Papers by the Candidate unless otherwise stated in the local municipal by-law.

Candidate campaign advertising means an advertisement in any broadcast, print, electronic or other medium that has the purpose of promoting or supporting the election of a Candidate. Examples include, lawn signs, brochures, posters, print, radio and electronic ads, etc.)

All candidate campaign advertising shall identify the Candidate by name, as it appears on the Nomination Form.

All Candidates shall provide the following information to a broadcaster or publisher in writing:

- the name of the Candidate.
- the name, business address and telephone number of the individual who deals with the broadcaster or publisher under the direction of the Candidate.

Information contained in/on all campaign material is the responsibility of the Candidate and any questions or concerns should be directed to the Candidate. Candidates can provide the "Broadcaster/Publisher Information Sheet Third Party Advertiser Form" to broadcaster/publisher for convenience.

Section 20 - Third Party Advertising

A Third Party Advertiser means an individual who is normally resident in Ontario, a corporation that carries on business in Ontario, or a trade union that holds bargaining rights for employees in Ontario, and who's "Notice of Registration - Third Party - Form 7" has been certified by the Clerk.

Eligibility for Registration

In accordance with Section 88.6(4)(5) and (6) of the Act, registration shall be restricted to the following persons and entities:

- An individual who is normally resident in Ontario.

- A corporation that carries on business in Ontario.
- A trade union that holds bargaining rights for employees in Ontario.

The following persons and entities are deemed ineligible to register:

- A candidate whose nomination has been filed.
- A federal political party registered under the Canada Elections Act or any federal constituency association or registered candidate at a federal election endorsed by that party.
- A provincial political party, constituency association, registered candidate or leadership contestant registered under the Election Finances Act.
- The Crown in right of Canada or Ontario, a municipality or local board.

A Candidate whose nomination has been filed shall not direct any third party advertisements.

Filing the Notice of Registration

In accordance with Section 88.6(2)(7) and (13) of the Act, the “Notice of Registration - Third Party - Form 7 shall be filed with the Clerk from Monday, May 1, 2026 (first day for filing Nominations) to Friday, October 23, 2026 (the Friday before Voting Day) during regular office hours in the following manner:

- in person or by an agent
- no faxed or other electronically transmitted registration notices will be accepted – original signatures required
- with proof of identity as prescribed in O. Reg. 304/13,
- with Box D: Declaration of Qualification, signed by the individual or by a representative of the corporation or trade union
- a resolution from the corporation or trade union that authorizes the person or agent to register on their behalf, if applicable

The Clerk shall administer the Declaration of Qualifications on the “Notice of Registration - Third Party - Form 7” and the “Declaration of Qualifications - Third Party Advertiser Form” oaths to the individual or to the representative of the corporation or trade union. The date and time of filing are to be filled in by the Clerk and initialled by the individual or by a representative of the corporation or trade union. The Clerk will then sign the “Notice for Registration and Declaration of Qualifications.”

For registrations for a By-Election, refer to Section 88.6 (8) to (12) of the Act.

Estimated Maximum Third Party Expenses

In accordance with Section 88.21(15) of the Act, the Clerk shall calculate the estimated maximum third party expenses for registered third parties on the “Estimated Maximum Third Party Expenses Form” and provide a copy to the individual filing the registration. The Clerk’s calculation is final.

Notice of Penalties

In accordance with Section 88.29(7) of the Act, the Clerk shall, at least 30 days before the filing date, provide a notice of the penalties on the “Notice of Penalties - Registered Third Parties Form” to every Registered Third Party that registered in the municipality.

Final Calculation of Third Party Expenses

In accordance with Section 88.21(11) and (17) of the Act, the Clerk shall, after determining from the number of eligible electors from the Voters’ List, calculate the maximum amount of third party expenses that each registered third party may incur and prepare a “Maximum Third Party Expenses Form”. The certificate shall be given to each individual that filed a “Notice of Registration for Third Party Advertising Form” in the case of a regular election, on or before September 30, 2026; and in the case of a by-election, within 10 days after the Clerk makes the corrections under subparagraph 4 iii of subsection 65 (4) or subparagraph 3 ii of subsection 65 (5).

The number of electors to be used in this final calculation is to be the greater of the following:

- the number determined from the Voters’ List for the current election as it exists on September 15 in the year of the current election, adjusted for changes under Section 24 and 25 that were approved as of that day.

The Clerk's calculation is final and shall be made in accordance with the prescribed formula in Ontario Regulation 101/97.

Certification and Notice of Registration

In accordance with Section 88.6(13) and (14), the Clerk will do a review of each notice received to determine qualification and if the notice complies with the Act. Once satisfied the third party is qualified, the Clerk will complete the “Certification by Clerk” section on “Notice of Registration - Third Party - Form 7”. If not satisfied the Clerk shall reject the notice. The Clerk’s decision is final.

Restricted Period and Expenses

The Restricted Period for Third Party Advertisements begins on the earliest day that an individual, corporation or trade union is permitted to file a notice of registration as a registered third party May 1, 2026 and ends at the close of voting on Voting Day.

Third Parties must do the following during the Restricted Period:

- file notice of registration and have it certified by the Clerk;
- once registered, advertise; and
- once registered, incur expenses related to the advertisement.

The expenses for these advertisements cannot exceed the amount calculated under Section 88.21 (Registered third parties’ expenses).

Mandatory Information in Advertisements

All Third Party Advertisements shall contain the following information:

- the name of the registered third party;
- the municipality where the registered third party is registered;
- a telephone number, mailing address or email address at which the registered third party may be contacted regarding the advertisement.

Mandatory Information for Broadcaster, etc.

All Registered Third Parties shall provide the following information to a broadcaster or publisher in writing:

- the name of the registered third party;
- the name, business address and telephone number of the individual who deals with the broadcaster or publisher under the direction of the registered third party;
- the municipality where the registered third party is registered.

Municipal Authority to Remove Advertisements

In accordance with Section 88.7 of the Act, if a municipality is satisfied that there has been a contravention of Section 88.3 (Candidates' election campaign advertisements), Section 88.4 (Third party advertisements) or Section 88.5 (Mandatory information in third party advertisements), the municipality may require a person who the municipality reasonably believes contravened the section or caused or permitted the contravention, or the owner or occupier of the land on which the contravention occurred, to remove the advertisement or discontinue the advertising.

List of Registered Third Parties

In accordance with Section 88.12(9) and (10) of the Act, a list of registered third parties shall be posted using the "Official List of Registered Third Parties Form", as a minimum, on the website and may also include the phone number and email address provided by the registered third party in the notice of registration filed and, if applicable, a hyperlink to the website of the registered third party.

Duties of Registered Third Parties

In accordance with Section 88.26 of the Act, the Clerk shall provide the "Duties of Registered Third Parties Form" at the time of filing.

Section 21 - Scrutineers

Rights and Prohibitions

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

Appointment by Candidate and Qualification

A candidate may appoint scrutineers to represent him/her at the Municipal Office, or designated Voter Help Centre, during the Voting Process to observe the process, and during the receipt of voting results, including during a recount to observe the process.

The appointment shall be made using the “Appointment of Scrutineer Form”. The forms to appoint Scrutineers must be signed by the Candidate in person at the Municipal Office. The Candidate shall provide this signed form to their Scrutineer.

Number per Candidate

Not more than one (1) Scrutineer representing each Candidate may be permitted at one time during the closing of the voting system. The Scrutineer must take an “Oath of Secrecy Form” at the Help Centre.

Evidence of Appointment

A person appointed as a Scrutineer, before being admitted to the Help Centre, shall show their applicable appointment form and provide proof of identity and residence as prescribed in O. Reg. 304/13 to the Election Official.

Section 22 - Candidates Financial Statements

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

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

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

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

Refund of Nomination Filing Fee

In accordance with Section 34 of the Act, a candidate is entitled to receive a refund of the nomination filing fee if:

- the nomination is withdrawn;
- the candidate is elected to the office; or
- the candidate receives more than 2% of the votes cast

- the documents required under subsection 88.25(1) are filed on or before 2:00 p.m. on the filing date in accordance with that subsection, as of December 31, 2026.

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

Candidate's financial statements are filed with the Clerk in hard copy, and are public documents which will be posted electronically on the municipal website following the December 31, 2026 deadline.

Section 23 - Third Party Financial Statements

Campaign Period

Contributions can only be made to a registered third party for third party advertisements, and can only be made during the campaign period under Section 88.12 of the Act. A third party advertiser that is registered can only incur expenses during the campaign period. The campaign period is determined by the application of the following rules.

For the 2026 municipal election - the election campaign:

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

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

Filing Requirements

In accordance with Section 88.29 and 88.30 of the Act, all registered third parties are required to file a financial statement using the "Financial Statement - Auditor's Report Third Party - Form 8". Third party advertisers whose campaign contributions and total expenses are each equal to or less than \$10,000, are not required to file an auditor's report with the financial statement. A registered third party whose campaign contributions in the municipality are \$10,000 or whose total campaign expenses exceed \$10,000 are required to file an auditor's report with the financial statement.

The registered third party must file their financial statements and auditor's report on the prescribed forms by 2:00 p.m. on March 30, 2027 for the filing period ending December 31, 2026.

If a candidate filed their financial statement prior to the filing date, and then noticed an error, they can withdraw the statement and refile the financial statement and auditor's report by March 30, 2027.

Third party advertisers also have a maximum amount for parties etc. after Voting Day. The Clerk is to calculate the maximum amount no later than September 30, 2026. When a third party originally registers, the Clerk is to provide a certificate setting out the maximum amount for third party advertisers etc. after Voting Day.

Application by Third Party for Extension of Filing Date

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

Clerk to Give Notice

The Clerk shall give notice of all of the filing requirements and of the penalties under Section 88.27(1) and Section 92(4) to every third party at least 30 days before the filing date. Before Voting Day, the Clerk is also required under Section 33.1 to give notice of the penalties related to election campaign finances.

Campaign Period

In accordance with Section 88.28 of the Act, if the third party advertiser has a deficit at the time the election campaign period would otherwise end and the third party advertiser has notified the Clerk in writing on or before December 31, 2026, the campaign period is extended until the earliest of:

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

Supplementary Reporting Periods/Filing Dates

In accordance with Section 88.30 of the Act, supplementary filing dates apply where the election campaign period has been extended. The supplementary reporting period is the six month period following the year of the election or in the case of a by-election, the supplementary reporting period is the 6 month period following the 45th day after Voting Day.

Where a third party advertiser campaign period continues, he, she or it shall file a supplementary financial statement (including auditor's report if required) for the supplementary reporting period on or before 2:00 p.m. on the last Friday in September (September 24, 2027). It should be noted that even if a campaign has been extended, a third party advertiser is required to file the initial financial statement for the reporting period ending December 31, 2026.

Campaign Surplus

Where a third party advertiser's financial statement (or supplementary financial statement) indicates an election campaign surplus at the end of the campaign period, the entire surplus amount shall be paid to the

Clerk at the time of filing and the Clerk shall hold the monies in trust. If the registered third party subsequently incurs expenses related to a compliance audit, the Clerk shall pay the amount held in trust, with interest, to the third party in accordance with Section 88.32 of the Act.

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

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

Third Party Filing Default

In accordance with Section 88.27(1) of the Act, a registered third party cannot participate in the next regular election if;

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

Clerk to Give Notice of Default

In accordance with Section 88.27(2) of Act, the Clerk is required to notify the registered third party in writing which shall be sent, by Registered Mail, that a default has occurred and the nature of the default. The Clerk also has to make this information public.

Section 24 - Compliance Audit Committee

Establish Compliance Audit Committee

A Council shall before October 1st of an election year establish a committee for the purposes of the Act.

The Municipality of Brockton will appoint the 2026 Bruce County Joint Compliance Audit Committee for the 2026 Municipal Election through By-Law.

Review of Contributions to Candidates

In accordance with Section 88.34 of the Act, the Clerk shall review the contributions reported on the financial statements submitted by a candidate to determine whether any contributor appears to have exceeded any of the contribution limits under Section 88.9 (Maximum Contributions to Candidates).

Report, Contributions to Candidates for Council

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

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

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

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

Decision of Compliance Audit Committee Regarding Candidates

In accordance with Section 88.34(8) of the Act, within 30 days after receiving a report regarding Contributions to Candidates, the Compliance Audit Committee shall consider it and decide whether to commence a legal proceeding against a contributor for an apparent contravention.

Review of Contributions to Registered Third Parties

In accordance with Section 88.36(1) and (4) of the Act, the Clerk shall review the contributions reported on the financial statements submitted by a Registered Third Party to determine whether any contributor appears to have exceeded any of the contribution limits under Section 88.13 (Maximum Contributions to Registered Third Parties).

Report, Contributions to Registered Third Parties

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

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

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

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

See Section 88.30 (2) for supplementary filing date provisions.

Decision of Compliance Audit Committee Regarding Registered Third Parties

In accordance with Section 88.36(5) of the Act, within 30 days after receiving a report regarding Contributions to Registered Third Parties in the municipality, the Compliance Audit Committee shall consider it and decide whether to commence a legal proceeding against a contributor for an apparent contravention.

Compliance Audit Application

In accordance with Section 88.33(1) and 88.35(1) of the Act, an elector who is entitled to vote in an election and believes on reasonable grounds that a candidate or a Registered Third Party who is registered in relation to the election in the municipality has contravened a provision of the Act relating to election campaign finances may apply for a compliance audit of the Candidate's or Registered Third Party's election campaign finances, even if the Candidate or Registered Third Party has not filed a financial statement.

Compliance Audit Committee

In accordance with Section 88.33(4) and (14) of the Act, within 10 days after receiving the Compliance Audit Application, the Clerk shall forward the application to the Compliance Audit Committee.

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

Section 25 - Election Records

Despite anything in the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), documents and materials filed with or prepared by the Clerk or any other election official under the Act, are public records, and until their destruction, may be inspected by any person at the Clerk's Office at a time when the office is open.

Restrictions

No person shall use information obtained from public records described above, except for election purposes.

Access to the Voters' List

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

Due to MFIPPA, details about another person, other than the person an Election Official is speaking with, should not be provided, including whether or not the individual is on the Voters' List.

Candidates

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

Clerk – Disposition of Records

Subject to a Judge’s order or recount proceedings, after 120 days from declaring the results under Section 55, the Clerk shall destroy the ballots in the presence of two witnesses and may also destroy any other documents and materials related to the election. The Clerk shall retain candidates’ financial statements and auditor's report until the members of the council or local board elected at the next regular election have taken office (Section 88(4)). The ballots and any other documents shall not be destroyed if a court orders that they be retained and a recount has been commenced and not finally disposed of.

Section 26 - Accessibility

Electors and Candidates with Disabilities

The Clerk shall have regard to the needs of electors and candidates with disabilities in accordance with the Municipality’s Election Accessibility Plan attached as Schedule C.

Location - Accessibility

The Clerk shall ensure that each Help Centre is accessible to electors with disabilities.

The Clerk may arrange for a Mobile Help Centre to be set up at other locations in the community during the Voting Period to assist electors who require accommodation (for example at a long term care facility).

Report

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

Within 90 days after Voting Day in a regular election but no later than Monday, January 25, 2027, the Clerk shall submit a report to council about the identification, removal and prevention of barriers that effect electors and candidates with disabilities.

Section 27 - Emergencies

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

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

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

Section 28 - Corrupt Practices

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

Offences, Penalties and Enforcement

The principles and the integrity of the election process are enforceable. Section 89 of the Act provides for penalties and enforcement of corrupt practices and other offences during an election process. A person is guilty of an offence if the person:

- a) votes without being entitled to do so;
- b) votes more times than this Act allows;
- c) votes in a voting place in which they are 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 candidate's 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).

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

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

Notice of Penalties

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

Section 88.25(1) of the Act states that “on or before 2:00 p.m. on the filing date, a candidate shall file with the Clerk with whom the nomination was filed a financial statement and auditor’s report, each in the prescribed form, reflecting the candidate’s election campaign finances,

- a) in the case of a regular election, as of December 31st in the year of the election; and
- b) in the case of a by-election, as of the 45th day after voting day.”

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

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

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

Section 88.23(2) of the Act provides for the following penalties in the case of a default described in subsection (1):

- a) the candidate forfeits any office to which they were elected and the office is deemed to be vacant; and
- b) until the next regular election has taken place, the candidate is ineligible to be elected or appointed to any office to which this Act applies.

Section 92(1) of the Act provides that a candidate is guilty of an offence and, on conviction, in addition to any other penalty that may be imposed under this Act, is subject to the penalties described in subsection 88.23 (2),

- a) if the candidate incurs expenses that exceed the amount determined for the office under Section 88.20; or
- b) if the candidate files a document under Section 88.25 or 88.32 that is incorrect or otherwise does not comply with that section.

Mail Tampering - Criminal Offence and Prosecution

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

The Criminal Code of Canada states that tampering with the mail of an individual is a criminal offence and a person found guilty is liable to a term of imprisonment not exceeding ten (10) years.

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

Section 29 – Inquiries

Municipal Employee Communication with Candidates

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

Election-Related Questions

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

Fiona Hamilton, Clerk and Returning Officer
Municipality of Brockton
100 Scott Street, Walkerton ON N0G 2V0
Telephone: 519-881-2223 Ext. 124
Email: election@brockton.ca

Answers to questions posed by Candidates will be shared with all registered Candidates without identifying the questioner.

Questions pertaining to the Municipality's Administration

All other questions should be directed to the Chief Administrative Officer, who will follow up with the appropriate staff person.

Answers to questions posed by Candidates will be shared with all registered candidates without identifying the questioner and posted on the Municipal website, generally within one week.

Sonya Watson, Chief Administrative Officer
100 Scott Street, Walkerton, ON N0G 2V0
519-881-2223 Ext. 126
Email swatson@brockton.ca

Access to Staff

Candidates are invited to set up meeting requests through the CAO's office. An appointment should be arranged in advance.

To ensure fairness, access to senior staff shall be the same for all candidates, including existing Members of Council.

Answers to questions asked of staff in person will be documented and shared with all candidates and posted on the Municipal website for transparency.

Municipal Elections Act, 1996

ONTARIO REGULATION 304/13 VOTER IDENTIFICATION

Consolidation Period: From April 1, 2026 to the [e-Laws currency date](#).

Last amendment: 93/26.

Legislative History: 151/18, 58/22, 315/22, 93/26.

Proof of identity and residence

1. The following is prescribed as the proof of identity and residence that a person may present for the purposes of paragraph 1 of subsection 52 (1) of the Act:

1. An original, or a certified or notarial copy, of a document that is listed in Schedule 1 and shows the person's name and qualifying address. O. Reg. 304/13, s. 1; O. Reg. 151/18, s. 1.

Form for application and statutory declaration

2. The following is prescribed as the form that a person may complete for the purposes of paragraph 1 of subsection 52 (1) of the Act:

1. Form 9, entitled "Declaration of Identity" (application and statutory declaration under paragraph 1 of subsection 52 (1) of the Act), dated April, 2026 and available on the website of the Government of Ontario Central Forms Repository under the listing for the Ministry of Municipal Affairs. O. Reg. 304/13, s. 2; O. Reg. 151/18, s. 1, 2; O. Reg. 58/22, s. 1; O. Reg. 93/26, s. 1.

SCHEDULE 1

1. An Ontario driver's licence.
2. An Ontario Health Card (photo card).
3. An Ontario Photo Card.
4. An Ontario motor vehicle permit (vehicle portion).
5. A cancelled personalized cheque.
6. A mortgage statement, lease or rental agreement relating to property in Ontario.
7. An insurance policy or insurance statement.
8. A loan agreement or other financial agreement with a financial institution.
9. A document issued or certified by a court in Ontario.
10. Any other document from the government of Canada, Ontario or a municipality in Ontario or from an agency of such a government.
11. Any document from a Band Council in Ontario established under the *Indian Act* (Canada).
12. An income tax assessment notice.
13. A Child Tax Benefit Statement.
14. A Statement of Employment Insurance Benefits Paid T4E.
15. A Statement of Old Age Security T4A (OAS).
16. A Statement of Canada Pension Plan Benefits T4A (P).
17. A Canada Pension Plan Statement of Contributions.
18. A Statement of Direct Deposit for Ontario Works.
19. A Statement of Direct Deposit for Ontario Disability Support Program.
20. A Workplace Safety and Insurance Board Statement of Benefits T5007.

21. A property tax assessment.
22. A credit card statement, bank account statement, or RRSP, RRIF, RHOSP or T5 statement.
23. A CNIB Card or a card from another registered charitable organization that provides services to persons with disabilities.
24. A hospital card or record.
25. A document showing campus residence, issued by the office or officials responsible for student residence at a post-secondary institution.
26. A document showing residence at a long-term care home under the *Fixing Long-Term Care Act, 2021*, issued by the Administrator for the home.
27. A utility bill for hydro, water, gas, telephone or cable TV or a bill from a public utilities commission.
28. A cheque stub, T4 statement or pay receipt issued by an employer.
29. A transcript or report card from a post-secondary school.

O. Reg. 304/13, Sched. 1; O. Reg. 315/22, s. 1.

3. OMITTED (REVOKES OTHER REGULATIONS). O. Reg. 304/13, s. 3.

4. OMITTED (PROVIDES FOR COMING INTO FORCE OF PROVISIONS OF THIS REGULATION). O. Reg. 304/13, s. 4.



Accepting Nomination Papers for the Municipal Election

Department:	Clerks	Procedure Number:	C07-0200-26
Section:	Election	Effective Date:	April 2026
Prepared By:	Clerk	Attachments:	Listed below
Subject:	Accepting Nomination Papers for the Municipal Election		

Purpose

To document a procedure for accepting Nomination Papers in the Municipality of Brockton for the Municipal Election.

Contents

General Rules: Nominations must be filed in the following manner:

- In person, or through an agent, using the prescribed two forms
 - **Nomination Paper - Form 1** (Attachment A)
 - **Endorsement of Nomination - Form 2** (Attachment B)
- All Candidates must complete in full a **Nomination Paper - Form 1**
- The **Nomination Paper - Form 1** must be accompanied by a completed **Endorsement of Nomination - Form 2** with the prescribed declaration by at least 25 persons endorsing the nomination who are eligible to vote in an election for an office within the municipality, if a regular election was held on the day that person endorses the nomination. No signature on an **Endorsement of Nomination - Form 2** shall be obtained at the Municipal Office, Municipal Office property or parking areas. No Municipality of Brockton employee shall sign a form during office hours or while actively working in a municipal capacity, including meetings, or municipal events. No Brockton employee that has signed a nomination form shall be prohibited from acting as an Election Officer.
- During Regular Office Hours (8:30 a.m. to 4:30 p.m.) at the Municipal Office from Friday, May 1, 2026 to Thursday, August 20, 2026 and on Nomination Day - Friday, August 21, 2026 between 9:00 a.m. and until 2:00 p.m.;
- With the prescribed nomination filing fee paid by cash, debit, certified cheque or money order payable to the Municipality of Brockton
 - Head of Council - \$200.00
 - All Other Offices - \$100
- With proof of identity and residence as prescribed in *O.Reg. 304/13: Voter Identification* (Attachment F);

- Only original forms, submitted in person or by an agent, will be accepted. No faxed or other electronically transmitted nomination forms will be accepted – original signatures are required.

If a person is present in the Municipal Office on Nomination Day at 2:00 p.m. and has not yet filed a nomination, he or she may file the nomination as soon as possible after 2:00 p.m. The Clerk will administer the necessary oaths.

**** A Nomination Will Not Be Accepted Without Identification or the Nomination Fee ****

The following are the steps involved in accepting a Nomination:

Step 1 – Completing the Nomination Paper - Form 1

The Candidate or agent must complete a **Nomination Paper - Form 1** and **Endorsement of Nomination - Form 2** with the prescribed declaration by at least 25 persons endorsing the nomination who are eligible to vote in an election for an office within the municipality, if a regular election was held on the day that person endorses the nomination.

Explain they are not to sign the forms until a commissioner is present.

If an agent is filing on behalf of a candidate, the **Nomination Paper - Form 1** must already be commissioned. If the forms are not previously commissioned, do not accept the nomination.

Step 2 – Verification of Eligibility

Once the forms have been completed ask to see the candidate's identification.

All candidates must provide election officials with proof of identity and residence as prescribed in *O.Reg. 304/13: Voter Identification* within the municipality when filing a nomination. If an agent is filing on behalf of a candidate, the agent must provide a copy of the candidate's identification and originals of their own. **The identification will be photocopied by the staff person** (please refer to Step 7).

Staff will ensure that the surname on the identification and the surname on the nomination form are the same; some flexibility can be given to first names, e.g. Tony for Anthony. Do not accept the nomination if the person fails to produce one acceptable piece of identification.

The name on the Nomination Paper - Form 1 will be the name on the ballot - ensure this is verified and correct.

Acceptable pieces of identification include those listed in *O.Reg. 304/13: Voter Identification*.

If a proposed candidate has no proof of identity and residence, the Municipal Elections Act, 1996 provides the opportunity for the candidate to take an affidavit to swear his/her place of residence as being the location to which they return more often to sleep. This affidavit is conclusive proof of their qualifying address. The Declaration of Identity - Form 9 (Attachment G) can serve as the affidavit.

Note: If it is known to staff that the candidate is definitely not eligible to be elected, (e.g. is not qualified to run for office, did not file the financial statements from the previous election or has not provided identification) staff must refuse to accept the nomination or consult immediately with the Clerk.

Employees of the municipality and employees of a school board must be on a leave of absence before filing a nomination paper.

Step 3 – Nomination Paper - Form 1 Verification

Check the **Nomination Paper - Form 1** to ensure all boxes have been completed as follows:

Nominated for the Office of:

One of the following must be written.

- Mayor
- Deputy Mayor
- Councillor

Ward Number: *N/A (is not applicable. Brockton is not divided into wards)*

Nominee:

This is the name as it will appear on the ballot. Confirm the first and last name with the candidate or agent. The candidate may shorten their first name subject to the agreement of the Clerk (i.e., Anthony is shortened to Tony). Under no circumstances can a candidate have an altered last name or an occupation on the ballot. Make sure the name is legible and verify it with the identification.

Do not accept the nomination if the person fails to produce acceptable identification.

Qualifying Address:

Make sure the address is legible and complete. Check the qualifying address against the address provided on the candidate's identification. Include 911 address and Lot & Concession if applicable.

School Board Trustee Nominations

Mailing Address:

Make sure the address is legible and complete. Reinforce that all correspondence will be mailed to this address.

E-Mail Address:

This is the preferred method of communication from the Clerk's office. Ensure legible.

Telephone No.

Candidate's preferred number for calls from the Clerk's office.

Telephone No. 2

A second number as applicable for phone calls from the Clerk's office.

Declaration of Qualification:

Candidate's name is written in the first blank.

If the nomination is filed by the candidate:

They can either have their declaration commissioned by a Commissioner of Oaths prior to filing their **Nomination Paper - Form 1**, or

They can take the declaration when filing the **Nomination Paper - Form 1** and it will be commissioned by the authorized staff member.

The **Nomination Paper - Form 1** must be accepted by a staff member who is a Commissioner and they must sign and stamp (with commissioner's stamp) in the Signature of Clerk or Designate box.

For the purposes of the 2026 Election the following staff members will be delegated the authority to accept "Nomination Paper - Form 1" in the Clerk's absence:

- Deputy Clerk
- Deputy Treasurer
- Chief Financial Officer
- Human Resources Generalist
- Chief Administrative Officer

Date Filed:

Fill in the current date in the YYYY/MM/DD format.

Time Filed:

Fill in the current time as per the clock on the reception phone.

Time must be during regular office hours and between 9:00 a.m. and 2:00 p.m. on August 21, 2026.

Initial:

Have the candidate or agent initial this section. (If an agent files on behalf of the candidate, have them initial.)

Sign:

The Commissioner accepting the **Nomination Paper - Form 1** must sign the "Signature of the Clerk or Designate" line and verify the date and time are correct.

Certification by Clerk or Designate:

This field is left blank.

The Clerk will certify all nominations following Nomination Day.

Note: If any information is added to the form after filing, have the candidate initial and date the change.

Step 4 – Endorsement of Signatures - Form 2

Council nomination forms must be accompanied by a completed **Endorsement of Nomination - Form 2** with the prescribed declaration by at least 25 persons endorsing the nomination who are eligible to vote in an election for an office within the municipality, if a regular election was held on the day that person endorses the nomination. No signature on an **Endorsement of Nomination - Form 2** shall be obtained at the Municipal Office, Municipal Office property or parking areas. No Municipality of Brockton employee shall sign a form during office hours or while actively working in a municipal capacity, including meetings, or municipal events. Any Brockton employee that signs a nomination form shall be prohibited from acting as an Election Officer.

Staff should verify that 25 Signatures have been received and the Endorsement of Nomination - Form 2 is completed in full to accompany the Nomination Paper - Form 1.

Step 5 – “Original” Stamp:

Stamp “Original” on the **Nomination Paper - Form 1 and Endorsement of Nomination - Form 2** once complete.

Step 6 – Filing Fee:

Filing Fee Received:

The filing fee must accompany the **Nomination Paper - Form 1** (\$200 for Candidates for Mayor or \$100 for All Other Offices). It must be in the form of cash, certified cheque, money order or debit payable to the Municipality of Brockton. Do not accept the **Nomination Paper - Form 1** if the person fails to pay the nomination filing fee. Complete and issue an original receipt to the candidate or agent. (Refer to Step 6)

The nomination fee will be refunded if the candidate files the campaign Financial Statement by the deadline (s.34).

Step 7 – Documentation (Copies):

Make a copy of the **Nomination Paper - Form 1** and the **Endorsement of Nomination - Form 2** and give these copies to the candidate or agent for their records.

The original forms must be given to the Clerk/Deputy Clerk who will file them in the 2026 Candidates Nomination Forms binder located in the Clerk’s office in any given election year. The Clerk/Deputy Clerk will update forms and post as necessary. These forms are available for public inspection at the office during regular office hours.

Make a copy of the candidate's identification. If an agent is filing on behalf of a candidate, keep the copy of the candidate's identification (provided by the agent) and photocopy the agent's original identification. Write the name of the candidate that the agent is representing on the agent identification. These copies are placed in a separate file with the Clerk's Office that is not available for public inspection. Please also obtain and commission the Declaration of Office form and the Freedom of Information Consent Form.

Step 8 – Review Forms – “Candidate’s Guide”

Upon filing nomination papers each Candidate will be provided with information known as the “2026 Candidate’s Information Package”. The candidate or agent completes Form BR20 “Confirm Receipt of Candidate Information Package” acknowledging receipt of the required documentation and forms.

Step 9 – Filing of Nomination Documentation:

The Clerk/Deputy Clerk will file all original documents in the Clerk's office during any given election year.

The Candidate information will be updated in spreadsheets on the computer system.

There will be two lists of candidates:

- 1) List of candidates for the Clerk containing all pertinent contact information entitled “Clerk’s List of Candidates”
- 2) List of candidates with information authorized for release on the FOI form: this will be updated and provided to staff for posting on the website and on the Municipal Bulletin Board and will be entitled “Unofficial List of Candidates”.

Change of Office

If a person who has been nominated for an office is nominated for another office to which the Municipal Elections Act, 1996 applies, the first nomination shall be deemed to have been withdrawn at the time the second nomination is filed. A candidate may only be nominated for one office at a time.

Prior to accepting a new Nomination Paper - Form 1 the candidate must file a Withdrawal of Nomination - Form 19 (Attachment C). See Withdrawal Procedure section below.

1. Changing from Councillor to Mayor:

The candidate must complete a Nomination Paper - Form 1 for the new office. Follow the procedure outlined in Step 3 of the nomination filing procedure. The candidate must pay the difference (\$100) in the nomination filing fee.

2. Changing from Mayor to Councillor:

The candidate must complete a Nomination Paper - Form 1 for the new office. Follow the procedure outlined in Step 3 of the nomination filing procedure. Fill out the Refund of Nomination Fee - Form BR 21 (Attachment E) and give to the Chief Financial Officer to refund the difference.

The (\$100) nomination filing fee will be refunded to the candidate. Inform the candidate it may take up to two weeks to receive their refund.

The Clerk will then update the two spreadsheets accordingly. The Candidate Status will be changed from active to withdrawn and the date the candidate withdrew from the office should appear in the "End of Campaign" field in the "Clerk's List of Candidates" spreadsheet. A new entry for the new nomination submitted will be entered. The forms will be filed by the Clerk/Deputy Clerk in the Election Binder.

Withdrawal Procedure

The candidate must submit a Withdrawal of Nomination - Form 19 withdrawing their candidacy, in person, by 2:00 p.m. on Nomination Day. Any withdrawal sent by mail or fax will not be accepted. The Clerk should be notified immediately in this instance.

An agent may file the withdrawal letter with the Clerk's Office. If an agent is filing the Withdrawal of Nomination - Form 19, the candidate must provide the agent with a letter stating the agent has the authority to file the withdrawal letter on their behalf.

The candidate or agent who is submitting the Withdrawal of Nomination - Form 19 must produce identification. Keep a copy of the agent's identification and write the name of the candidate that the agent is representing on the photocopy.

1. Verify the candidate's signature on the Nomination Paper - Form 1 and the Withdrawal of Nomination - Form 19.
2. The nomination filing fee will be refunded if the candidate withdraws their nomination by 2:00 p.m. on Nomination Day. Inform the candidate it may take up to four weeks to refund their nomination fee.
3. The Clerk/Deputy Clerk will update the spreadsheets to reflect the withdrawal. The Candidate's status will change to "withdrawn" and will put the date the candidate withdrew from the office in the "End of Campaign" field in the "Clerk's List of Candidates" spreadsheet.

Acclamations

If at 4:00 p.m. on Monday, August 24, 2026, the number of certified candidates for an office is the same as or less than the number to be elected, the Clerk shall declare the candidate or candidates elected by acclamation.

The Clerk will prepare the Declaration of Acclamation to Office – Form EL 20 (Attachment D).

Election staff cannot alter any part of the Nomination Paper - Form 1.

Once the Nomination Paper - Form 1 has been certified by the Clerk, it cannot be altered.

Attachments

- Attachment A Nomination Paper - Form 1
- Attachment B Endorsement of Nomination - Form 2
- Attachment C Withdrawal of Nomination - Form EL19
- Attachment D Declaration of Acclamation to Office - Form EL 20
- Attachment E Refund of Nomination Fee - Form BR 21
- Attachment F *O.Reg. 304/13: Voter Identification*
- Attachment G Declaration of Identity - Form 9
- Attachment H Confirm Receipt of Candidate Information Package- Form BR 20

Instructions

It is the responsibility of the person being nominated to file a complete and accurate nomination paper. Please print or type information (except signatures).

Nomination paper of a person to be a candidate at an election to be held in the following municipality

Nominated for the Office of			Ward Name or Number (if any)		
Nominee's name as it is to appear on the ballot paper (subject to agreement of the municipal clerk)					
Last Name or Single Name			Given Name(s)		
Nominee's full qualifying address					
Suite/Unit Number	Street Number	Street Name			
Municipality			Province		Postal Code
Mailing Address <input type="checkbox"/> Same as qualifying address					
Suite/Unit Number	Street Number	Street Name			
Municipality			Province		Postal Code
Email Address			Telephone Number	Telephone Number 2	

Declaration of Qualification

I, _____, declare that I am presently legally qualified (or would be presently legally qualified if I were not a member of the Legislative Assembly of Ontario or the Senate or House of Commons of Canada) to be elected and to hold the office for which I am nominated.

Signature of Nominee

Date (yyyy/mm/dd)

Date Received (yyyy/mm/dd)	Time Received	Initial of Nominee or Agent (if filed in person)	Signature of Clerk or Designate
----------------------------	---------------	--	---------------------------------

Certification by Clerk or Designate

I, the undersigned clerk of this municipality, do hereby certify that I have examined the nomination paper of the aforesaid nominee filed with me and am satisfied that the nominee is qualified to be nominated and that the nomination complies with the Act.

Signature _____ Date Certified (yyyy/mm/dd) _____

Instructions

- Candidates must obtain a minimum of 25 original signatures.
- An individual providing an endorsement signature must be a Canadian citizen, aged 18 or older and have a qualifying address in the municipality. An individual may sign an endorsement for more than one person seeking nomination.
- The qualifying address provided must include the postal code.

Personal information collected on this form is obtained under the authority of sections 33 and 95 of the *Municipal Elections Act, 1996*. Under section 88 of the *Municipal Elections Act, 1996* (and despite anything in the *Municipal Freedom of Information and Protection of Privacy Act*) documents and materials filed with or prepared by the clerk or any other election official under the *Municipal Elections Act, 1996* are public records and, until their destruction, may be inspected by any person at the clerk's office at a time when the office is open.

Name of person seeking nomination

Last Name or Single Name _____ Given Name(s) _____

Endorsement signatures for the nomination of a person for an office in the municipality of _____
in the year _____

Name of person providing endorsement – 1

Last Name or Single Name _____ Given Name(s) _____

Qualifying Address

Suite/Unit Number _____ Street Number _____ Street Name _____

Municipality _____ Province _____ Postal Code _____

I endorse _____ as a candidate and declare that I am qualified to be an elector in this municipality.

_____ Signature _____ Date (yyyy/mm/dd) _____

Name of person providing endorsement – 2

Last Name or Single Name _____ Given Name(s) _____

Qualifying Address

Suite/Unit Number _____ Street Number _____ Street Name _____

Municipality _____ Province _____ Postal Code _____

I endorse _____ as a candidate and declare that I am qualified to be an elector in this municipality.

_____ Signature _____ Date (yyyy/mm/dd) _____

Name of person providing endorsement – 3

Last Name or Single Name

Given Name(s)

Qualifying Address

Suite/Unit Number

Street Number

Street Name

Municipality

Province

Postal Code

I endorse _____ as a candidate and declare that I am qualified to be an elector in this municipality.

Signature_____
Date (yyyy/mm/dd)**Name of person providing endorsement – 4**

Last Name or Single Name

Given Name(s)

Qualifying Address

Suite/Unit Number

Street Number

Street Name

Municipality

Province

Postal Code

I endorse _____ as a candidate and declare that I am qualified to be an elector in this municipality.

Signature_____
Date (yyyy/mm/dd)**Name of person providing endorsement – 5**

Last Name or Single Name

Given Name(s)

Qualifying Address

Suite/Unit Number

Street Number

Street Name

Municipality

Province

Postal Code

I endorse _____ as a candidate and declare that I am qualified to be an elector in this municipality.

Signature_____
Date (yyyy/mm/dd)

Name of person providing endorsement – 6			
Last Name or Single Name		Given Name(s)	
Qualifying Address			
Suite/Unit Number	Street Number	Street Name	
Municipality		Province	Postal Code
I endorse _____ as a candidate and declare that I am qualified to be an elector in this municipality.			
_____		_____	
Signature		Date (yyyy/mm/dd)	

Name of person providing endorsement – 7			
Last Name or Single Name		Given Name(s)	
Qualifying Address			
Suite/Unit Number	Street Number	Street Name	
Municipality		Province	Postal Code
I endorse _____ as a candidate and declare that I am qualified to be an elector in this municipality.			
_____		_____	
Signature		Date (yyyy/mm/dd)	

Name of person providing endorsement – 8			
Last Name or Single Name		Given Name(s)	
Qualifying Address			
Suite/Unit Number	Street Number	Street Name	
Municipality		Province	Postal Code
I endorse _____ as a candidate and declare that I am qualified to be an elector in this municipality.			
_____		_____	
Signature		Date (yyyy/mm/dd)	

Name of person providing endorsement – 9			
Last Name or Single Name		Given Name(s)	
Qualifying Address			
Suite/Unit Number	Street Number	Street Name	
Municipality		Province	Postal Code
I endorse _____ as a candidate and declare that I am qualified to be an elector in this municipality.			
_____		_____	
Signature		Date (yyyy/mm/dd)	

Name of person providing endorsement – 10			
Last Name or Single Name		Given Name(s)	
Qualifying Address			
Suite/Unit Number	Street Number	Street Name	
Municipality		Province	Postal Code
I endorse _____ as a candidate and declare that I am qualified to be an elector in this municipality.			
_____		_____	
Signature		Date (yyyy/mm/dd)	

Name of person providing endorsement – 11			
Last Name or Single Name		Given Name(s)	
Qualifying Address			
Suite/Unit Number	Street Number	Street Name	
Municipality		Province	Postal Code
I endorse _____ as a candidate and declare that I am qualified to be an elector in this municipality.			
_____		_____	
Signature		Date (yyyy/mm/dd)	

Name of person providing endorsement – 12			
Last Name or Single Name		Given Name(s)	
Qualifying Address			
Suite/Unit Number	Street Number	Street Name	
Municipality		Province	Postal Code
I endorse _____ as a candidate and declare that I am qualified to be an elector in this municipality.			
_____		_____	
Signature		Date (yyyy/mm/dd)	

Name of person providing endorsement – 13			
Last Name or Single Name		Given Name(s)	
Qualifying Address			
Suite/Unit Number	Street Number	Street Name	
Municipality		Province	Postal Code
I endorse _____ as a candidate and declare that I am qualified to be an elector in this municipality.			
_____		_____	
Signature		Date (yyyy/mm/dd)	

Name of person providing endorsement – 14			
Last Name or Single Name		Given Name(s)	
Qualifying Address			
Suite/Unit Number	Street Number	Street Name	
Municipality		Province	Postal Code
I endorse _____ as a candidate and declare that I am qualified to be an elector in this municipality.			
_____		_____	
Signature		Date (yyyy/mm/dd)	

Name of person providing endorsement – 15			
Last Name or Single Name		Given Name(s)	
Qualifying Address			
Suite/Unit Number	Street Number	Street Name	
Municipality		Province	Postal Code
I endorse _____ as a candidate and declare that I am qualified to be an elector in this municipality.			
_____		_____	
Signature		Date (yyyy/mm/dd)	

Name of person providing endorsement – 16			
Last Name or Single Name		Given Name(s)	
Qualifying Address			
Suite/Unit Number	Street Number	Street Name	
Municipality		Province	Postal Code
I endorse _____ as a candidate and declare that I am qualified to be an elector in this municipality.			
_____		_____	
Signature		Date (yyyy/mm/dd)	

Name of person providing endorsement – 17			
Last Name or Single Name		Given Name(s)	
Qualifying Address			
Suite/Unit Number	Street Number	Street Name	
Municipality		Province	Postal Code
I endorse _____ as a candidate and declare that I am qualified to be an elector in this municipality.			
_____		_____	
Signature		Date (yyyy/mm/dd)	

Name of person providing endorsement – 18			
Last Name or Single Name		Given Name(s)	
Qualifying Address			
Suite/Unit Number	Street Number	Street Name	
Municipality		Province	Postal Code
I endorse _____ as a candidate and declare that I am qualified to be an elector in this municipality.			
_____		_____	
Signature		Date (yyyy/mm/dd)	

Name of person providing endorsement – 19			
Last Name or Single Name		Given Name(s)	
Qualifying Address			
Suite/Unit Number	Street Number	Street Name	
Municipality		Province	Postal Code
I endorse _____ as a candidate and declare that I am qualified to be an elector in this municipality.			
_____		_____	
Signature		Date (yyyy/mm/dd)	

Name of person providing endorsement – 20			
Last Name or Single Name		Given Name(s)	
Qualifying Address			
Suite/Unit Number	Street Number	Street Name	
Municipality		Province	Postal Code
I endorse _____ as a candidate and declare that I am qualified to be an elector in this municipality.			
_____		_____	
Signature		Date (yyyy/mm/dd)	

Name of person providing endorsement – 21			
Last Name or Single Name		Given Name(s)	
Qualifying Address			
Suite/Unit Number	Street Number	Street Name	
Municipality		Province	Postal Code
I endorse _____ as a candidate and declare that I am qualified to be an elector in this municipality.			
_____		_____	
Signature		Date (yyyy/mm/dd)	

Name of person providing endorsement – 22			
Last Name or Single Name		Given Name(s)	
Qualifying Address			
Suite/Unit Number	Street Number	Street Name	
Municipality		Province	Postal Code
I endorse _____ as a candidate and declare that I am qualified to be an elector in this municipality.			
_____		_____	
Signature		Date (yyyy/mm/dd)	

Name of person providing endorsement – 23			
Last Name or Single Name		Given Name(s)	
Qualifying Address			
Suite/Unit Number	Street Number	Street Name	
Municipality		Province	Postal Code
I endorse _____ as a candidate and declare that I am qualified to be an elector in this municipality.			
_____		_____	
Signature		Date (yyyy/mm/dd)	

Name of person providing endorsement – 24			
Last Name or Single Name		Given Name(s)	
Qualifying Address			
Suite/Unit Number	Street Number	Street Name	
Municipality		Province	Postal Code
I endorse _____ as a candidate and declare that I am qualified to be an elector in this municipality.			
_____		_____	
Signature		Date (yyyy/mm/dd)	

Name of person providing endorsement – 25			
Last Name or Single Name		Given Name(s)	
Qualifying Address			
Suite/Unit Number	Street Number	Street Name	
Municipality		Province	Postal Code
I endorse _____ as a candidate and declare that I am qualified to be an elector in this municipality.			
_____		_____	
Signature		Date (yyyy/mm/dd)	

Name of person providing endorsement – 26			
Last Name or Single Name		Given Name(s)	
Qualifying Address			
Suite/Unit Number	Street Number	Street Name	
Municipality		Province	Postal Code
I endorse _____ as a candidate and declare that I am qualified to be an elector in this municipality.			
_____		_____	
Signature		Date (yyyy/mm/dd)	

Name of person providing endorsement – 27			
Last Name or Single Name		Given Name(s)	
Qualifying Address			
Suite/Unit Number	Street Number	Street Name	
Municipality		Province	Postal Code
I endorse _____ as a candidate and declare that I am qualified to be an elector in this municipality.			
_____		_____	
Signature		Date (yyyy/mm/dd)	

Name of person providing endorsement – 28			
Last Name or Single Name		Given Name(s)	
Qualifying Address			
Suite/Unit Number	Street Number	Street Name	
Municipality		Province	Postal Code
I endorse _____ as a candidate and declare that I am qualified to be an elector in this municipality.			
_____		_____	
Signature		Date (yyyy/mm/dd)	

Name of person providing endorsement – 29			
Last Name or Single Name		Given Name(s)	
Qualifying Address			
Suite/Unit Number	Street Number	Street Name	
Municipality		Province	Postal Code
I endorse _____ as a candidate and declare that I am qualified to be an elector in this municipality.			
_____		_____	
Signature		Date (yyyy/mm/dd)	

Name of person providing endorsement – 30		
Last Name or Single Name		Given Name(s)
Qualifying Address		
Suite/Unit Number	Street Number	Street Name
Municipality	Province	Postal Code
I endorse _____ as a candidate and declare that I am qualified to be an elector in this municipality.		
_____ Signature		_____ Date (yyyy/mm/dd)

Name of person providing endorsement – 31		
Last Name or Single Name		Given Name(s)
Qualifying Address		
Suite/Unit Number	Street Number	Street Name
Municipality	Province	Postal Code
I endorse _____ as a candidate and declare that I am qualified to be an elector in this municipality.		
_____ Signature		_____ Date (yyyy/mm/dd)

Name of person providing endorsement – 32		
Last Name or Single Name		Given Name(s)
Qualifying Address		
Suite/Unit Number	Street Number	Street Name
Municipality	Province	Postal Code
I endorse _____ as a candidate and declare that I am qualified to be an elector in this municipality.		
_____ Signature		_____ Date (yyyy/mm/dd)

Instructions

- To be completed by persons whose names appear on the voters' list and who do not present the prescribed proof of identity and residence.
- This application must be completed at the voting place.

Voting Place

Municipality _____

Ward Name or Number (if any) _____

Declaration

I, _____, hereby declare that I am

at

(Name of Elector)

(Address)

as shown on the voters' list, and I make this declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath.

Declared before Deputy Returning Officer

in the _____

Date (yyyy/mm/dd) _____



Signature of Deputy Returning Officer

Signature of Person Requesting a Ballot



Municipality of Brockton

Municipal Election Form Number EL19 - Withdrawal of Nomination

Section of the Act: 26

I, _____, hereby withdraw my name as a
Name of Candidate

candidate for the office of _____.
Name of Elected Office

Dated this ____ day of _____, 2026.

Signature of Candidate

Office Use:

This withdrawal delivered to me at: _____
Time

This _____ day of _____, 2026.

Municipal Clerk or Designate

A person who has been nominated may withdraw his or her nomination by filing a written withdrawal in the Clerk's office before 2:00 p.m. on nomination day, if the person was nominated under subsection 33 (4). A person may also withdraw his or her nomination for nominations received before 2:00 p.m. on the Wednesday following nomination day, if the person was nominated after nomination day under subsection 33(5).

The Clerk may require a candidate to appear in person, with identification in order to withdraw their nomination. If an agent is filing the withdraw letter, the candidate must provide the agent with a letter stating the agent has the authority to file the withdrawal letter on their behalf. The candidate or agent who is submitting the withdrawal must produce identification.



Brockton Municipality of Brockton

Municipal Election Form Number EL20 - Declaration of Acclamation to Office

Section of the Act: 37(1)

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

Name of Certified Candidate: _____ Office: _____

Name of Certified Candidate: _____ Office: _____

Name of Certified Candidate: _____ Office: _____

Name of Certified Candidate: _____ Office: _____

Name of Certified Candidate: _____ Office: _____

Name of Certified Candidate: _____ Office: _____

Name of Certified Candidate: _____ Office: _____

Name of Certified Candidate: _____ Office: _____

Dated this _____ day of _____, 2026

Municipal Clerk or Designate



Municipality of Brockton

Municipal Election Form Number BR21 - Refund of Nomination Fee

Section of the Act: 34 - Refund

Please refund _____, candidate for the office of:

- Mayor
- Deputy Mayor
- Councillor
- School Board Trustee

The amount of \$_____

Signature of Clerk or Designate

Dated this _____ day of _____, 2026

Municipal Elections Act, 1996

ONTARIO REGULATION 304/13 VOTER IDENTIFICATION

Consolidation Period: From April 1, 2026 to the [e-Laws currency date](#).

Last amendment: 93/26.

Legislative History: 151/18, 58/22, 315/22, 93/26.

Proof of identity and residence

1. The following is prescribed as the proof of identity and residence that a person may present for the purposes of paragraph 1 of subsection 52 (1) of the Act:

1. An original, or a certified or notarial copy, of a document that is listed in Schedule 1 and shows the person's name and qualifying address. O. Reg. 304/13, s. 1; O. Reg. 151/18, s. 1.

Form for application and statutory declaration

2. The following is prescribed as the form that a person may complete for the purposes of paragraph 1 of subsection 52 (1) of the Act:

1. Form 9, entitled "Declaration of Identity" (application and statutory declaration under paragraph 1 of subsection 52 (1) of the Act), dated April, 2026 and available on the website of the Government of Ontario Central Forms Repository under the listing for the Ministry of Municipal Affairs. O. Reg. 304/13, s. 2; O. Reg. 151/18, s. 1, 2; O. Reg. 58/22, s. 1; O. Reg. 93/26, s. 1.

SCHEDULE 1

1. An Ontario driver's licence.
2. An Ontario Health Card (photo card).
3. An Ontario Photo Card.
4. An Ontario motor vehicle permit (vehicle portion).
5. A cancelled personalized cheque.
6. A mortgage statement, lease or rental agreement relating to property in Ontario.
7. An insurance policy or insurance statement.
8. A loan agreement or other financial agreement with a financial institution.
9. A document issued or certified by a court in Ontario.
10. Any other document from the government of Canada, Ontario or a municipality in Ontario or from an agency of such a government.
11. Any document from a Band Council in Ontario established under the *Indian Act* (Canada).
12. An income tax assessment notice.
13. A Child Tax Benefit Statement.
14. A Statement of Employment Insurance Benefits Paid T4E.
15. A Statement of Old Age Security T4A (OAS).
16. A Statement of Canada Pension Plan Benefits T4A (P).
17. A Canada Pension Plan Statement of Contributions.
18. A Statement of Direct Deposit for Ontario Works.
19. A Statement of Direct Deposit for Ontario Disability Support Program.
20. A Workplace Safety and Insurance Board Statement of Benefits T5007.

21. A property tax assessment.
22. A credit card statement, bank account statement, or RRSP, RRIF, RHOSP or T5 statement.
23. A CNIB Card or a card from another registered charitable organization that provides services to persons with disabilities.
24. A hospital card or record.
25. A document showing campus residence, issued by the office or officials responsible for student residence at a post-secondary institution.
26. A document showing residence at a long-term care home under the *Fixing Long-Term Care Act, 2021*, issued by the Administrator for the home.
27. A utility bill for hydro, water, gas, telephone or cable TV or a bill from a public utilities commission.
28. A cheque stub, T4 statement or pay receipt issued by an employer.
29. A transcript or report card from a post-secondary school.

O. Reg. 304/13, Sched. 1; O. Reg. 315/22, s. 1.

3. OMITTED (REVOKES OTHER REGULATIONS). O. Reg. 304/13, s. 3.

4. OMITTED (PROVIDES FOR COMING INTO FORCE OF PROVISIONS OF THIS REGULATION). O. Reg. 304/13, s. 4.



Municipal Election Form BR20 - Receipt of Candidate Information Kit

I _____, candidate for the office of:

- Mayor
- Deputy Mayor
- Councillor
- School Board Trustee

Hereby confirm receipt or acknowledge I have been offered the following information in regards to the 2026 Municipal Election:

Forms to Complete and Return to Clerks' Office

- Freedom of Information Release Form
- Declaration Proper Use of Voters' List Form
- Declaration of Qualifications

Candidate Information Binder

- 2026 Letter to Prospective Candidates
- 2026 Ministry of Municipal Affairs and Housing Candidates' Guide for Ontario Municipal Council and School Board Elections
- 2026 Municipality of Brockton Municipal and School Board Elections Candidates' Guide
- AMCTO Candidate's Guide to Accessible Elections
- 2026 Municipality of Brockton Accessible Election Policy
- 2026 Municipal Election Procedures - Municipality of Brockton (Final Forms and Notices available online or from the Clerks' Office)
- Notice of Filing Requirements for Campaign Expenses
 - o Form 4 - Financial Statement - Auditor's Report Candidate
 - o Form 5 - Financial Statement – Subsequent Expenses
- Acceptable Voter Identification (O. Reg. 304/13)
- By-Law 2012-24 – Signs in Brockton
- Notice of Offences, Penalties and Corrupt Practices

Forms For Clerk to Complete and Provide to Candidate

- Estimated Maximum Campaign Expenses Form (By Office)

Fee Paid: \$200.00 (Mayor) \$100.00 (Deputy Mayor, Councillor, School Board Trustee)

Signature of Nominated Candidate

Dated this _____ day of _____, 2026

Personal information on this form is collected under the authority of the Municipal Elections Act, 1996 and will be used for the nomination process for office in the municipal election and will be available for public inspection in the Office of the Clerk, Municipality of Brockton until the next municipal election.



Municipality of Brockton

Election Accessibility Plan

2026 Municipal Election

This Plan is for use in the 2026 Municipal Election in conjunction with the Municipality of Brockton Accessibility Policies and the Accessibility for Ontarians with Disabilities Act, 2005 standards.

This document is available in an alternative format upon request.

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Introduction

The Municipal Clerk is responsible for the proper legislative and administrative conduct of municipal elections in the Municipality of Brockton. In accordance with the *Municipal Elections Act, 1996*, as amended, the *Ontarians with Disabilities Act, 2001*, as amended, and the *Accessibility for Ontarians with Disabilities Act, 2005*, as amended, the Municipal Clerk is authorized to establish procedures and provide appropriate measures to ensure that persons with disabilities have the opportunity to participate fully in the 2026 Municipal Election.

The 2026 Municipal Election will be conducted in such a manner to ensure that:

- 1) Candidates and electors with disabilities have full and equal access to all election information and services;
- 2) Persons with disabilities have full access to Voter Help Centres to vote using telephone or internet;
- 3) Persons with disabilities are able to independently and privately mark their electronic ballot and have access to alternative methods of voting assistance

Within ninety (90) days after Voting Day, the Municipal Clerk will submit a report to Council concerning the identification, removal and prevention of barriers that affected electors and candidates with disabilities and shall make the report available to the public.

Disabilities can take many forms, both visible and invisible. The following criteria were considered in the development of this plan:

- Policies and procedures must be consistent with the principles of the *Municipal Elections Act, 1996* and must respect the dignity and independence of persons with disabilities;
- Access to electoral services must be integrated and equitable;
- Initiatives should address and accommodate a wide range of abilities;
- The Municipality of Brockton's Accessibility Standards for Customer Service Policy must be followed when conducting a municipal election.

The Municipality will continue to learn, develop and adjust our approach to meet the needs of persons with disabilities. The review of accessibility issues and initiatives and addressing barrier prevention or removal is an ongoing practice. The Municipality's Election Accessibility Plan will be improved and updated as new opportunities are identified or become available.

Accessibility Policies

The Municipality of Brockton is committed to accessibility in our communities. Accessibility is an important part of everything the Municipality does. We are doing as much as we can to make sure that everyone can access the information they need. We comply with the Integrated Accessibility Standards O. Reg. 191/11: Integrated Accessibility Standards under the *Accessibility for Ontarians with Disabilities Act, 2005*.

In fulfilling our mission, the Municipality of Brockton will always provide its services in a way that respects the dignity and independence of people with disabilities. People with disabilities will be given the same opportunity to access our services in the same place and in a similar way to others.

The Municipality's Accessibility Standards for Customer Service Policy and the Integrated Accessibility Standards can be reviewed at www.Brockton.ca/Accessibility.

Staff Training and Election Assistance

All staff carrying out election duties will complete Accessible Customer Services Training and Integrated Accessible Standards Regulations Training as well as specific Election Training. They will comply with the Municipality's Accessible Customer Service Policy and Integrated Accessibility Standards Policy. They will be able to recognize and ensure that persons with disabilities are served in a way that accommodates their needs.

Training will include:

- How to interact/communicate with people with various types of disabilities;
- How to interact with persons with disabilities who use assistive devices and require the assistance of a support person or a service animal;
- How to clearly explain internet and telephone voting;
- What to do if a person is having difficulty accessing election information or services;
- How to provide voter assistance if requested.

Provision of Election Information

Candidates and electors with disabilities will be able to receive information and copies of election documents in a format that considers their disability. The format may be agreed upon between the requester and the Clerk and will be provided in the most feasible manner possible.

Notice of Temporary Service Disruption

If there is a temporary disruption in the delivery of election information or services, the Municipal Clerk will place a public notice on the municipal website, municipal social media accounts, at the physical site of the disruption and, when possible, in the local media. The notice shall include the reason for the disruption, anticipated duration and a description of alternative methods of delivering the information and/or service. Every effort shall be made to provide alternative methods of providing the information and/or service to persons with disabilities.

Staff Assistance and Feedback

Staff are available throughout the election to assist with any issues that may arise with respect to providing a barrier-free election. Feedback on the Election Accessibility Plan or any other election accessibility questions is encouraged and will be reviewed by the Clerk. Appropriate action will be taken to remove barriers or provide accommodation if necessary.

Contact Information:

Telephone 519-881-2223

Email: election@brockton.ca

In-Person or Mail: Municipality of Brockton
 100 Scott Street, PO Box 68, Walkerton, ON N0G 2V0
 Hours: Monday to Friday 8:30 a.m. to 4:30 p.m.

Accessible Voting Technologies

In the 2026 Election, the Municipality of Brockton is offering Internet and Telephone Voting. This offers citizens with disabilities an opportunity to cast a ballot during the Voting Period from the comfort and convenience of a familiar setting, complete with the tools, equipment and/or software that they use in their day to day activities.

The Municipality approved By-Law 2024-063 being a By-Law to Authorize the Use of Internet and Telephone Voting as an Alternative Voting Method for the Year 2026 Municipal and School Board Election.

Internet Voting

Internet voting allows voters to vote through secured internet services. This method provides for easy voting for persons with a variety of disabilities to cast their vote with independence and privacy as voters have the option of using the assistive tools they have on their own computer.

This method of voting is designed to encourage voter participation as voters don't have to attend a physical location to cast their ballot and accessibility and privacy for persons with disabilities is maximized.

The internet election platform will include the capability to change the font size and colour scheme and audio.

Telephone Voting

Telephone voting allows voters to vote through secured telephone services which provides easy voting for people with a variety of disabilities to cast their vote with independence and privacy. Land lines or cell phones can be used to vote, the method is compatible with assistive devices they have on their own phones.

Voters can register their vote selection with the telephone keypad or voice commands, greatly increasing accessibility, privacy and independence for voters who do not have internet access.

Assistance to Electors

The 2026 Municipal Election will be conducted with Internet and Telephone Voting methods. Detailed information about each voting method is set out in the 2026 Clerk's Election Procedures, available at www.Brockton.ca/Election or from the Clerk's Department and can be provided in an alternative format upon request.

Please contact us at 519-881-2223 or email election@brockton.ca if you require your Voter Information Package in an accessible format.

Voting Assistance

People with disabilities may be accompanied by a support person at the Municipal Office or any Voter Help Centre to complete their voting.

An Election Official can assist the voter in casting their vote. Prior to assisting, the Election Official shall, in conjunction with the person with the disability, determine the extent to which they need assistance and the best way in which this assistance can be provided. This may include operating the computer to mark the ballot as directed by the person with the disability.

Where a voting kiosk may be in an institution or retirement home, the Election Official can attend to voters in their specific living areas or at their bedside to assist them to vote.

The Election Official shall require the voter making the request to take an Oral Oath to Vote with Assistance. In lieu of the Election Official providing assistance, the voter may request that a friend or support person to accompany and assist them at the Help Centre. Any friend or support person assisting shall be required to take the Oral Oath of Friend of Elector to assist and/or vote as directed by the voter.

The Deputy Returning Officer and Election Officials are sworn to an oath of secrecy.

Secrecy

Secrecy is an important aspect of a municipal election process and compromising that aspect may hinder voter confidence. All efforts will be made to ensure secrecy when assisting people with disabilities.

Parking

Designated or reserved parking for people with disabilities are provided as close to the entrance of the Municipal Office and Voter Help Centres as possible. Accessible parking spaces are clearly identified from the road and marked with the International Symbol of Accessibility.

Service Animals

Electors requiring service animals are permitted to be accompanied by a service animal at the Municipal Office and Voter Help Centre(s) when accessing information and services related to the election, or to vote.

Entrance to the Municipal Office (100 Scott Street, Walkerton)

The front entrance of the Municipal Office is a suitable entrance for people with disabilities and includes the International Symbol of Accessibility. On entry or exit, the power operated front entrance doors can be operated by push button. The front entrance door into the Municipal Office is wide enough for a wheelchair or scooter.

Entrance to the Cargill Community Centre (999 Greenock Brant Townline, Cargill)

The front entrance of the Cargill Community Centre is a level entrance and the front entrance doors are power operated. This location also has fully accessible washroom with power operated doors. The front entrance door into the Cargill Community Centre is wide enough for a wheelchair or scooter.

Voting Help Centres

The Municipal Office Voter Help Centre is located in the meeting room immediately following the front entrance.

The Cargill Community Centre Voter Help Centre is located in the meeting room adjacent to the coat area immediately following the front entrance.

Access to the voting areas are level to prevent tripping hazards. The voting areas are well lit. Tables available at the voting areas will be low in height and have a wide area to allow individuals using mobility aids to vote independently and secretively. Seating will also be made available.

Voting areas will have a touch screen computer for internet voting that will assist voters with disabilities in casting their votes with independence and privacy.

Staff are available to assist voters at the Voter Help Centres upon request.

Assistance to Candidates and Registered Third Party Advertisers

The 2026 Municipal Election will be conducted with Internet and Telephone Voting methods. Detailed information about each voting method is set out in the 2026 Clerk's Election Procedures, available at www.Brockton.ca/Election or from the Clerk's Department and can be provided in an alternative format upon request.

Please contact us at 519-881-2223 or email election@brockton.ca if you require your Candidate Package in an accessible format.

Service Animals/Support Persons

Service animals will be permitted in Voter Help Centres. Candidates and scrutineers are permitted to be accompanied by a service animal and/or support person in Voter Help Centres.

Campaign Expenses

In accordance with Section 88.19 (3.9) of the *Municipal Elections Act, 1996*, campaign expenses include those that are incurred by a candidate with a disability or a registered third-party advertiser with a disability, are directly related to the disability, and would not have been incurred but for the election to which the expenses relate.

Additional Information

Municipality of Brockton Election Webpage: www.Brockton.ca/Election

Municipality of Brockton Accessibility Webpage: www.Brockton.ca/Accessibility

Use of Corporate Resources For Election Purposes Policy

Department:	Election Candidates, Council	Policy Number:	C07-02000-25
Section:	Council	Effective Date:	November 4, 2025
Subject:	Use of Corporate Resources Election	Revised Date:	
Authority:	Municipal Elections Act, 1996 and By-Law 2025-088		

1. Purpose

The purpose of this policy is to provide a fair and consistent approach regarding the use of municipal corporate resources during an election campaign and to clarify that all election Candidates, including Members of Council and Committees, and Third-Party Advertisers are required to follow the provisions of the *Municipal Elections Act, 1996* (the Act) and that they shall not:

- use the facilities, equipment, supplies, services, staff or other resources of the Municipality for any election campaign or campaign-related activities
- use the services of persons during hours in which those persons receive any compensation from the Municipality (with exception being made for persons on a leave of absence without pay, lieu time, or vacation leave)
- undertake election campaign-related activities on Municipal property during regular working hours, (with exception being made where community groups conduct all-candidates meetings at municipal facilities, provided all registered candidates within each specific category are invited to attend such meetings)

2. Rationale and Legislative Authority

It is appropriate to establish a policy on the appropriate use of corporate resources during an election period to protect the interests of both the Corporation and the Members of Council and Committees. Section 88.8 of the *Municipal Elections Act, 1996*, prohibits a municipality from making a contribution to a Candidate/Third Party Advertiser.

The Act also prohibits a Candidate/Third Party Advertiser, or someone acting on the Candidate’s behalf, from accepting a contribution from a person who is not entitled to make a contribution. As a contribution may take the form of money, goods or services, any use of the Municipality’s resources by a Candidate/Third Party Advertiser, including Members of Council or Members of municipal Committees, for his or her election campaign would be viewed as a contribution by the Municipality, which is a violation of the Act.

3. Definitions

"Act" means the Municipal Elections Act 1996, SO 1996 c.32, as amended;

"Candidate" means a person nominated under section 33 of the Act and includes a person who has filed a nomination for election to a school board;

“Corporate Resources” means real property, goods and/or services owned, controlled, leased, acquired, or operated by the Municipality including but not limited to facilities, parks, materials, equipment, monetary funds, technology, Municipality’s IT system and resources, databases, websites, social media,

intellectual property, and supplies;

“Members of Council” means members of the Council of The Corporation of the Municipality of Brockton;

“Municipality” means The Corporation of the Municipality of Brockton;

“Third Party Advertiser” means an individual, corporation, or trade union that is registered under section 88.6 of the *Act*.

4. **Application**

This policy is applicable to all Candidates, Third Party Advertisers, Members of Council and Committees in a municipal election, including by-elections, during a campaign period as set out in the *Act*.

5. **Specifics**

5.1 Consistent with the Municipality’s Code of Conduct and in accordance with the provisions of the *Municipal Elections Act, 1996*;

- a) Candidates/Third Party Advertisers may not use corporate resources, assets or funding for any election-related purposes;
- b) Staff may not canvass or actively work in support of a Candidate/Third Party Advertiser during normal working hours unless they are on a leave of absence without pay, lieu time, float day, or vacation leave;
- c) Candidates/Third Party Advertisers may not use any municipally-provided facilities for any election-related purposes. Neither campaign-related signs nor any other election campaign-related material will be displayed in any municipally-provided facilities or on any Municipal property, except in compliance with the Election Sign By-law, if applicable;
- d) The following be discontinued for Members of Council and Committees from the day prior to Nomination Day in a municipal election year to Voting Day:
 - i) all forms of advertising, including in municipal publications;
 - ii) all printing, high speed photocopying and distribution, including printing and general distribution of newsletters unless so directed and approved by Council;
 - iii) the ordering of stationery, business cards;
- e) Candidates/Third Party Advertisers may not:
 - i) print or distribute any material paid by municipal funds that illustrates that a Candidate or any other individual is registered in any election or where they will be running for office;
 - ii) profile (name or photograph), or make reference to, in any material paid by municipal funds, any individual who is registered as a Candidate in any election;
 - iii) print or distribute any material using municipal funds that makes reference to, or contains the names or photographs, or identifies registered Candidates for municipal elections; and that minutes of Council and Committee meetings be exempt from this policy;
- f) Candidates/Third Party Advertisers may not print or distribute any election-related matter using municipal funds.

- g) Websites or domain names that are funded by the Municipality may not include any election campaign-related material, excluding contact, or other, information for Candidates/Third Party Advertisers posted by the Clerk on the Election section;
 - h) The Municipality's voicemail system may not be used to record election campaign-related messages nor the computer network, including its email system, to distribute election campaign-related correspondence;
 - i) Corporate resources or services such as stationary, computers, cell phones, telephones, tablets, printers, scanners, copiers, file storage, or any other equipment or technology owned by the Municipality, may not be used for any election campaign-related purposes this does not include the use of corporate resources by the clerk or designate to encourage voting and when informing the public of election matters;
 - j) The Municipality's logo, crest, coat of arms, slogan, etc. may not be printed or distributed on any election campaign-related materials or included on any election campaign-related website, except in the case of a link to the Municipality's website to obtain information about the municipal election;
 - k) Photographs produced for and owned by the Municipality may not be used for any election purposes;
 - l) The above also applies to an acclaimed Member, a Member of Council not seeking re-election, and staff.
- 5.2 In accordance with the *Act*, the Clerk is authorized and directed to take necessary action to give effect to this Policy.

6. **Limitation**

Nothing in this Policy shall preclude a Member of Council or a Committee from performing their job as such Member, nor prohibit them from representing the interests of the constituents of the Municipality.

7. **Enforcement**

In accordance with the *Municipal Elections Act, 1996*, the Clerk of the Municipality of Brockton is authorized and directed to take the necessary actions to give effect to this policy.

All complaints received from the public shall be in writing and signed and addressed to the Clerk.

If a breach of this policy is confirmed, the candidate shall be required to personally reimburse the Municipality for any of the costs associated with the breach.