



The Corporation of the Town of Tecumseh

Telephone/Internet Voting Election Policies and Procedures for the 2026 Ontario Municipal and School Board Elections

Approved by the
Clerk/Returning Officer of
the Town of Tecumseh
this 1st day of May 2026

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1. Authority

1.1 On July 25, 2025, the Council for The Corporation of the Town of Tecumseh (the “Municipality”) adopted By-Law 2025-090 authorizing the use of alternative voting methods, being Internet and Telephone Voting methods.

1.2 The *Municipal Elections Act*, 1996, (the “Act”) specifically in Subsection 42(3), states as follows:

“Procedures and Forms

(3) The Clerk shall,

(a) establish procedures and forms for the use of,

i. any voting and vote-counting equipment authorized by by-law, and

ii. any alternative voting method authorized by by-law; and

(b) provide a copy of the procedures and forms to each Candidate when his or her nomination is filed. 2009, c. 33, Sched. 21, s. 8 (22); 2016, c. 15, s. 31 (3).”

1.3 Subsection 42(4)(1), states that the Clerk shall provide the procedures and forms:

“i. in the case of a regular election, on or before June 1 in the year of the election, and

ii. in the case of a by-election, at least 60 days before the first day on which an elector can vote.”

1.4 Subsection 42(4)(2), states that the procedures and forms established by the Clerk, if they are consistent with the principles of the Act, prevail over anything in the Act and the regulations made under it.

1.5 Subsection 11(2) of the Act, states that “the Clerk of a local municipality has responsibility for conducting elections within that municipality and responsibility for,

a) preparing for the election;

b) preparing for and conducting a recount in the election;

c) maintaining peace and order in connection with the election; and

- d) in a regular election, preparing and submitting the report described in subsection 12.1 (2). 1996, c. 32, Sched., s. 11 (2); 2009, c. 33, Sched. 21, s. 8 (7).”

1.6 With respect to the powers of a municipal Clerk, the Act further states as follows:

“12(1) A Clerk who is responsible for conducting an election may provide for any matter or procedure that,

- (a) is not otherwise provided for in an Act or regulation; and
- (b) in the Clerk’s opinion, it is necessary or desirable for conducting the election.

12(2) The power conferred by subsection (1) includes power to establish forms, including forms of oaths and statutory declarations, and power to require their use.

12(3) The power conferred by subsection (1) includes power to require a person, as a condition of doing anything or having an Election Official do anything under this Act, to furnish proof that is satisfactory to the Election Official of the person’s identity or qualifications, including citizenship or residency, or of any other matter.

13(1) Any notice or other information that this Act requires the Clerk to give shall be given in a form and manner and at a time that the Clerk considers adequate to give reasonable notice or to convey the information, as the case may be.

13(2) The Clerk shall provide electors, Candidates and persons who are eligible to be electors with information to enable them to exercise their rights under this Act.”

1.7 Subsection 42(5) states that when a by-law authorizing the use of an alternative voting method is in effect, Sections 43 (advance votes) and 44 (voting proxies) apply only if the by-law so specifies. In accordance with Section 43 of the Act an Advance Vote shall be held but appointment of voting proxy pursuant to Section 44 of the Act shall not be applicable to the 2026 Municipal and School Board Elections.

1.8 The Act, more specifically Section 53, also provides that the Clerk may declare an emergency if he or she is of the opinion that circumstances have arisen that are likely to prevent the election being conducted in accordance with this Act and provides the authority to the Clerk to make arrangements for the proper conduct of the election.

- 1.9 Any arrangements made by the Clerk, if they are consistent with the principles of the Act, prevail over anything in the Act and the regulations and all such arrangements, if made in good faith, shall not be reviewed or set aside on account of unreasonableness or supposed unreasonableness.
- 1.10 Therefore, as Clerk of the Municipality and Returning Officer for the 2026 Municipal and School Board Elections, I do hereby certify and approve the following procedures for conducting the 2026 Municipal and School Board Elections and also establish that the forms listed in this procedure are the forms permitted to be used during this election process.

April 30, 2026

Date Approved

Signature on File

Robert Auger

Clerk/Returning Officer

2. Definitions

- 2.1 **“Advance Voting”** means voting conducted between Monday, September 28, 2026, to Sunday, October 25, 2026.
- 2.2 **“Ballot”** means either an image on a computer screen, or any web enabled device, of a ballot card for an election to be voted for, including all choices available to the electors and containing spaces in which the electors mark their votes; or when voting using a telephone or wireless phone, an audio set of instructions which describe all choices available to the electors and instruction to mark their selection by depressing the numbered touchtone keypad.
- 2.3 **“Candidate”** means a person who has been nominated under Section 33 of the Act.
- 2.4 **“Certified Candidate”** means a Candidate whose nomination has been certified by the municipal Clerk under Section 35 of the Act.
- 2.5 **“Clerk”** means the Clerk of the Municipality who is responsible for conducting this election as the Returning Officer under the authority of the Act, as amended. All references to the Clerk’s Designate shall mean the delegated duties of the Returning Officer.
- (The legislation provides that the Clerk of a municipality may provide for any matter that is not otherwise provided for in an Act or regulation and is, in the Clerk of the municipality’s opinion, necessary or desirable - Section 12 of the Act).
- 2.6 **“Election”** means the 2026 Municipal and School Board Elections.
- 2.7 **“Election Official”** means the Clerk or other person(s) appointed in writing by the Clerk to carry out election duties under the Act. An Election Official can only carry out the tasks and duties as assigned in writing by the Clerk and must take the prescribed oath.
- 2.8 **“Eligible Elector”** means a person who is entitled to be an elector at an election held in the local municipality, if, on voting day, he or she meets the qualifications outlined in Section 17(2) and 17(3) of the Act.
- 2.9 **“eVoting Service Provider”** means Sequent Tech Inc., the third-party voting service provider retained by the Municipality to assist with the Municipality’s 2026 Municipal and School Board Elections.
- 2.10 **“Municipality”** means The Corporation of the Town of Tecumseh.
- 2.11 **“Password”** means an additional access control word assigned by the eVoting Service Provider to each authorized user to provide additional security for access to the voting system.

- 2.12 **“Personal Identification Number”** or **“PIN”** means a unique multiple digit number assigned by the eVoting Service Provider to each voter to provide security for access to the voting system.
- 2.13 **“Preliminary List of Electors”** means a list of electors for the Municipality compiled by the Elections Ontario and provided to the Municipality on August 14, 2026, to the Clerk.
- 2.14 **“Satisfactory Identification”** means the identification required under the Act (Ontario Regulation 304/13) which would provide proof of identity and residence of an individual to the satisfaction of an election official.
- 2.15 **“Script”** means all information flow and system prompts from the eVoting system including instructions, informational messages, error messages, and exceptions.
- 2.16 **“Scrutineer”** means an individual, appointed in writing by a Certified Candidate, to represent him or her during the voting process.
- 2.17 **“Support Person”** means a person who has been requested by an elector to assist him or her in the voting process.
- 2.18 **“Voter Information Centre(s)”** means a location (s) provided by the Clerk to assist electors with the Telephone/Internet Voting process or other general election inquiries, including revisions. The main Voter Information Centre is located at 917 Lesperance Road, Tecumseh, Ontario.
- 2.19 **“Voters’ List”** means the Preliminary List of Electors, as corrected by the Clerk, under the provisions of Section 22 of the Act.
- 2.20 **“Voting Day”** means the final day on which the vote is to be taken in an election and shall be until 8:00 pm on that day. Voting day in a regular municipal election is the fourth Monday in October – October 26, 2026.
- 2.21 **“Voter Information Letter”** means a sealed envelope containing a Personal Identification Number (PIN) for each person on the voters’ list or who has completed an application, duly approved by an Election Official, for inclusion on the voters’ list, a telephone access number and internet address for voting, a Voter Information Centre number for assistance and a list of Candidates for office. These envelopes shall be mailed individually, or delivered otherwise as necessary, to every person on the voters’ list. As indicated in the eVoting Service Provider Agreement, any contingency plans for the mailing and/or delivery of the Voter Information Letter(s) as a result of a Canada Post disruption in service or otherwise will be in such a manner that is satisfactory to the Returning Officer/Clerk.

3. Application

- 3.1 This procedure has been developed under the authority of Subsection 42(4) pursuant to Subsection 42(3)(a) (ii) of the Act and applies to the Internet and Telephone Voting being conducted by the Municipality between September 28, 2026, to October 26, 2026.
- 3.2 The procedures and forms established by this document prevail over anything in the Act and its regulations, as per Subsection 42(4) of the Act.
- 3.3 Where these procedures do not provide for any matter, the election shall be conducted as far as is consistent and practical within the principles of the Act with the same being determined and established by the Clerk.
- 3.4 These procedures may be amended when and as necessary and as deemed appropriate, by the Clerk of the Municipality. Any amendment to these procedures shall be signed by the Clerk and a copy of the amendment(s) shall be provided forthwith to all Certified Candidates for office for the Municipality and/or school boards.

4. Secrecy and System Integrity

- 4.1 The integrity of the voting process shall be the responsibility of the Clerk and shall be preserved by:
 - (a) testing the voting system prior to its use with the assistance of the eVoting Service Provider;
 - (b) providing an opportunity for Eligible Electors to be added to the Voters' List or to make amendments to the list up to and including Voting Day; and
 - (c) ensuring that every Eligible Elector on the Voters' List, as amended, is sent a Voter Information Letter containing the voters unique PIN by mail or alternative method deemed by the Clerk.
- 4.2 The voting system shall be tested on several occasions. The test(s) shall include, but not be limited to the following:
 - (a) checking the wording of the Script;
 - (b) checking the Voter Information Centre telephones and internet access;
 - (c) checking Script and input timing;
 - (d) attempting to use a PIN more than once;
 - (e) balancing a predetermined number of votes with those cast;

- (f) matching PINs to names and addresses;
 - (g) checking the system which is used for activating PINs; and
 - (h) deliberately entering the wrong information.
- 4.3 All Certified Candidates are to provide to the Clerk the proper pronunciation of their name, in English and, in French if applicable, for the telephone audio recording no later than August 24, 2026.
- 4.4 The Clerk shall require all Election Official(s) and/or other persons working in connection with the municipal elections to swear or affirm an oath of secrecy in accordance with Section 49 of the Act.
- 4.5 No person shall interfere with an elector while in the process of accessing the Internet and Telephone Voting Service or interfere or attempt to interfere in the voting process unless expressly requested and authorized by an elector asking for assistance.
- 4.6 No person shall obtain or attempt to obtain information about how an elector intends to vote or has voted. Any individual requested by an elector to assist him or her in voting is required to maintain the secrecy of the vote(s) cast by the elector and shall vote according to the instructions and wishes of the elector. Any such violations may constitute an offence under the Act. Any alleged violations shall be reported to the appropriate enforcement authorities for review and investigation in accordance with the Municipality's Election Complaints Policy No. 140.
- 4.7 No person shall communicate any information that might have been inadvertently obtained about how an elector intends to vote or has voted.
- 4.8 No elector shall reveal how he or she intends to vote except when obtaining assistance in voting from either a Support Person or an Election Official.
- 4.9 All electors voting at the Voter Information Centre(s) may vote with the assistance of a Support Person; however, the Support Person shall be required to take the appropriate oath prior to providing assistance.
- 4.10 All complaints regarding any and/or all breaches of secrecy shall be investigated by the proper authorities and shall be prosecuted according to the provisions of "Corrupt Practices and Other Offences - Penalties and Enforcement" under Sections 89 and 90 of the Act in accordance with the Municipality's Election's Complaints Policy No. 140.

5. Preliminary Electors

- 5.1 The Preliminary List of Electors (Voters' List) shall be delivered from Elections Ontario in an electronic format in collaboration with the Municipality's service

provider DataFix/Voterview (Voterview). The Voters' List shall be reviewed by the Clerk of the Municipality 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.

- 5.2 Only those appointed Election Officials have the authority to access this Voters' List module in Voterview. The Voters' List shall then be reproduced in electronic format and distributed to those who are entitled to copies under Subsections 23(3), (4) and (5) of the Act. All certified Candidates shall be entitled to one (1) copy in a secured electronic format available only in the Voterview's Candidate's Portal (Portal) and shall sign a statement acknowledging that the Voters' List shall not be used for any commercial purposes.
- 5.3 The Candidates shall receive login ID(s) and password(s) allowing them to view the Voters' List that contains the names of the electors who are entitled to vote for their office. They can use the Portal to identify and track individual electors during the course of the election campaign and voting period to observe participation.
- 5.4 Additions, corrections, and deletions made to the Voters' List shall be in accordance with the Act, by Eligible Elector's completing the EL Form 15 Application to Amend the Voters' List available on the Municipality's website.
- 5.5 The Clerk and/or the eVoting Service Provider shall produce an electronic Voters' List of the additions, corrections, and deletions, as stated in paragraph (c) of this document, and make available online these additions, corrections, and deletions to those who are entitled to copies of the Voters' List under the Act and the same shall be the final Voters' List. This List, as required under Section 27 of the Act, shall be available on or before September 1 on the Municipality's website.
- 5.6 The Voters' List, as corrected by the Clerk pursuant to Section 22 of the Act shall be provided to the eVoting Service Provider in computer format in order for the eVoting Service Provider to manage the Voter Information Letter.
- 5.7 Voter Information Letters shall be distributed by first class mail or by an alternative means as determined by the Clerk, to all Eligible Electors to enable them to use the Internet and Telephone Voting service.
- 5.8 The Voter Information Centre(s) shall be responsible for the following:
 - (a) Eligible electors who attend the Voter Information Centre(s) and are not on the Voters' List will be able to be added to the Voters' List by filling out a declaration form and providing satisfactory identification.
 - (i) Their names will be added to the Voters' List, and they will be assigned and receive a Voter Information Letter containing a PIN; and

- (ii) They will be able to vote at the Voter Information Centre(s) if they so wish during the voting period.
- (b) Verifying and re-issuing a Voter Information Letter to qualified voters:
- (i) Where a person on the Voters' List has lost his or her Voter Information Letter or did not receive it in the mail, or does not have access to it, he or she can attend a Voter Information Centre or call the Legislative and Clerk's Services Department in order to receive a new one. The authorized Election Official will disable the voter's lost Personal Identification Number (PIN) and electronically mark it in the system with the appropriate details. Upon providing satisfactory identification to an Election Official, an oath shall be taken by the voter and a new Voter Information Letter containing a new Personal Identification Number (PIN) shall be issued.
- (c) Verifying and re-issuing a Personal Identification Number (PIN) to qualified voters:
- (i) Where a person on the Voters' List has lost his or her PIN, did not receive it in the mail, or does not have access to it, he or she can attend a Voter Information Centre or call the Legislative and Clerk's Services Department in order to receive a new one. The authorized Election Official will disable the voter's previous PIN and electronically mark it in the system with the appropriate details. Upon providing satisfactory identification or information to a Voter Information Centre Election Official, as may be defined, a new Personal Identification Number (PIN) shall be issued.
- (d) A Voter Information Centre (VIC) will be located at Town Hall Council Chambers for the duration of the advanced voting period and Voting Day. Additional VIC's will be available will be located at the following locations/days:

Date	Location	Time
Thursday October 8, 2026	St. Clair Beach Community Room (Ward 2)	5:00-7:00PM
Thursday October 15, 2026	Tecumseh United Church (Ward 1)	5:00 – 7:00PM
Thursday October 22, 2026	New Beginnings Community Church (Ward 4)	5:00 – 7:00PM
Saturday October 17, 2026	Fire Station #2 (Ward 5)	10:00 – 12:00PM

Date	Location	Time
Monday, October 19 - Friday, October 23, 2026	Town Hall (Ward 3)	8:30 – 6:00 pm
Saturday October 24, 2026	Town Hall (Ward 3)	10:00 – 2:00 pm

6. Notices

6.1 The Clerk of the Municipality shall notify Eligible Electors of the following election information through the use of advertisements, social media and the Municipality’s election website:

- (a) that municipal and school board elections are being held for the Municipality and that the Municipality has adopted an alternative voting method (and the manner in which electors may use the alternative voting method) being Internet and Telephone Voting;
- (b) the date(s), time(s) and location(s) for the holding of the vote including advance voting, and the methods of voting for each;
- (c) the office(s) of the council and/or school boards;
- (d) who is eligible to vote in the municipal and school board elections; and
- (e) the location(s) and dates, and hours of operation of the Voter Information Centre(s), how persons can check to see if their name is on the Voters’ List and the procedures by which their name can be added or information corrected on the Voters’ List.

6.2 At the Clerk’s discretion, notices will be published using a variety of methods including local media; social media platforms and/or posted on the Municipality’s website.

6.3 The following essential notices shall be issued:

- (a) Notice of Election Information. See paragraph 6.1;
- (b) Notice of Revision of Voters’ List. See paragraph 6.2;
- (c) Notice of Nomination; and
- (d) Certified Election Results.

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

- 6.4 Where possible, cooperative advertising may take place - costs to be approved and shared by the participating municipalities.
- 6.5 Each person on the Voters' List shall be sent a sealed Voter Information Letter containing:
- (a) Their PIN, the telephone number(s) to call to cast a vote, and the designated internet address (URL) to access to cast a vote using the internet;
 - (b) Instructions on how to vote;
 - (c) Dates and hours of voting; and
 - (d) The location(s) and telephone number(s) of the Voter Information Centre(s).
- 6.6 Voter Information Letters shall be made available in English and French.

7. Voting

7.1 Internet and Telephone Voting methods shall be used for the 2026 Municipal and School Board Elections.

7.2 Internet and Telephone Voting

- (a) Eligible Electors shall be required to telephone a designated number (519-735-2743) or access a designated internet address (www.tecumsehvotes.ca) and cast their vote.
- (b) Every eligible elector shall be limited to only one vote through the use of a PIN distributed by first class mail, or by an alternative means as determined by the Clerk, in a sealed and personalized Voter Information Letter.
- (c) The eVoting Service Provider will allow the Eligible Elector to vote using a telephone or the internet.
- (d) Following the Eligible Elector's selection, the voting system response shall identify the voter's choice and provide the voter with the option of changing or confirming their vote.
- (e) The voting system shall enable the voter to decline from voting for an office(s) if he/she wishes to do so.
- (f) Once the PIN has been used to complete all assigned races associated with the election it cannot be used again, and further access shall not be granted to the Internet and Telephone Voting service to vote again.

- (g) Voting will commence on Monday, September 28, 2026, at 10:00AM to October 26, 2026, at 8:00PM.
- 7.3 Prior to the eVote activation, being on Monday, September 28, 2026, at 10:00AM, the auditor or other authorized Election Official will generate the confirmation report that contains all Certified Candidate names running for an office (through the eVoting system by secure ID and password). The report displays in real time the sum total of votes cast for each Certified Candidate running for an office. The timing of this report activity ensures that all totals for all Certified Candidates, confirm zero (0) votes before the electronic election begins. The eVote will be activated unless any of the counts associated with the Certified Candidate names do not indicate a zero total, and unless directed otherwise by an Election Official.
- 7.4 Certified Candidates or their Scrutineer may be present to verify and ensure that all totals of votes cast are at zero (0) and shall be permitted to sign a document that attests to this fact.
- 7.5 The eVoting Service Provider will make available online a list to the Clerk and any other appropriate individuals of the Municipality, of all Voters' List individuals by order of Wards, who have voted during the voting period if such an event has taken place. The names of individuals who have voted will be marked as voted. A list of voters who have voted will be provided or made available to the Certified Candidates or their respective Scrutineer through the Clerk's office or by electronic means by the eVoting Service Provider at the Clerk's discretion. This list shall be provided by the eVoting Service Provider in real time or as closely as possible to real time.
- 7.6 If so, allowed by the Clerk, the eVoting Service Provider will make available during the course of the election, IDs and passwords for Certified Candidates and their Scrutineers, who when using this authorization can connect to the Voterview's Candidate Portal to review Voters' List information previously identified by them to recognize participants in the election. This capability does not provide the Certified Candidate or their designated information on how a voter has voted, only if they have voted in the election. A voter who has voted in at least one race during an election is considered a participant.
- 7.7 Certified Candidates or their Scrutineers may view this information any time after the start time of the election.
- 7.8 Where a voter is associated with multiple properties within the Municipality, the voter may vote only once, and the qualifying address to determine eligibility for voting shall be the place of residence of the voter.
- 7.9 All duplication of names on the Voters' List 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.

- 7.10 Should a voter receive more than one Voter Information Letter, the voter may only vote once and must return the other Voter Information Letter to the Voter Information 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.
- 7.11 Should a Voter Information Letter be returned to the Voter Information Centre unopened, the PIN status will be disabled by an Election Official in a manner that prevents the PIN from being successfully validated in the voting process. The Voter Information Letters will then be marked “unused” and be retained in a secure means and subsequently destroyed at the same time as all other Municipal Election material as provided for under Section 88(2) of the Act. The Date of Destruction for Voter Information Letters will be Wednesday, February 24, 2027.
- 7.12 Should a Voter Information Letter be returned to the Voter Information Centre that has been opened but has not been used for voting purposes, the PIN status will be disabled by an Election Official in a manner that prevents the PIN from being successfully validated in the voting process. In this circumstance, the Voter Information Letter shall be marked unused and be retained and destroyed as in item 7 above.
- 7.13 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 voters on the Voters’ List;
 - (b) that were undeliverable and returned from the Post Office;
 - (c) that were returned by a voter or other individual(s) either opened or unopened but unused for voting purposes;
 - (d) that were re-issued to an eligible elector; and
 - (e) whose PIN on the Voter Information Letters were set to a status that prevented them from being validated in the voting process.
- 7.14 Where an Eligible Elector has attempted to validate his or her PIN and they have determined that the PIN has already been used, the voter can attend the Voter Information Centre, bring satisfactory identification and have an Election Official confirm that the PIN has been used by an impersonator.
- 7.15 Prior to authorizing the re-issuance of a new Voter Information Letter which contains a new PIN, the voter shall be required to respond and answer any and all questions from the Election Official. The Election Official shall document, to his or her satisfaction, questions and answers of the voter and, if deemed

appropriate, the Clerk shall submit same to the Ontario Provincial Police for further investigation and prosecution.

- 7.16 If the Election Official believes that all questions have been answered truthfully and to his or her satisfaction, the Election Official may authorize the provision of a new Voter Information Letter which contains a new PIN or, at the discretion of the Election Official, the elector will be required to make a declaration as to his or her statement and take an oath which shall be given by the Election Official. A copy of this declaration shall also be submitted to the Ontario Provincial Police should further questioning be required in order to ascertain if corrupt practices have occurred. The elector will be required to assist and cooperate in the investigation in determining the individual(s) who has fraudulently used the voter's assigned PIN.
- 7.17 Once the voter has properly answered all questions and if required, taken the prescribed oath, a new Voter Information Letter containing a new PIN can be issued.
- 7.18 Where an Eligible Elector has received an incorrect Voter PIN in terms of Ward and/or school support association, the voter can attend the Voter Information Centre(s) and have the proper information applied to the existing PIN. The voter may re-access the system and vote in all races not yet completed.
- 7.19 The Eligible Elector shall be able to re-enter the system at any time during the election using the existing PIN or the re-categorized PIN until they have casted their ballot. Partial answers on the ballot will not be saved if a voter exits the system.
- 7.20 New PIN(s) shall not be given out over the telephone or by mail without the approval of the Clerk or Clerk's Designate. A Voter Information Letter containing a PIN shall not be given to any person at the Voter Information Centre(s) unless satisfactory identification is provided and the individual has taken the required oath, if required, as administered by an Election Official.

8. Voter Qualifications

- 8.1 A person is entitled to be an elector at an election held in a local municipality if, on Voting Day, he or she:
 - (a) is a Canadian citizen,
 - (b) is at least 18 years old,
 - (c) resides in the local municipality, or is the owner or tenant of land in the local municipality, or the spouse, or same-sex partner of such a person; and

- (d) is not prohibited from voting under subsection 17(3) of the Act or otherwise, by law.

9. Voting Process

9.1 Eligible Electors may vote by:

- (a) Accessing the telephone number provided by using a touch-tone telephone - but not a rotary dial telephone. “Digi-pulse” telephones will be able to access the system if the telephone over-ride button is set to a “touch-tone” mode. Should the preceding not be done correctly, the interactive response system will provide an error message requesting that the eligible elector obtain assistance; or
- (b) Accessing the internet address provided by using a dial modem access or a high-speed connection; or
- (c) Attending at a Voter Information Centre to vote using telephone or internet at the following places during the hours indicated below:

Date	Location	Time
Thursday October 8, 2026	St. Clair Beach Community Room (Ward 2)	5:00 – 7:00PM
Thursday October 15, 2026	Tecumseh United Church (Ward 1)	5:00 – 7:00PM
Thursday October 22, 2026	New Beginnings Community Church (Ward 4)	5:00 – 7:00PM
Saturday October 17, 2026	Fire Station #2 (Ward 5)	10:00 – 12:00PM
Monday, October 19 - Friday, October 23, 2026	Town Hall (Ward 3)	8:30 – 6:00PM
Saturday October 24, 2026	Town Hall (Ward 3)	10:00 – 2:00PM

- (d) Such Eligible Electors may vote at the Voter Information Centre using a touch-tone telephone or the internet access provided. Any telephone provided at the Voter Information Centre shall delete any display options on the telephone.
- (e) Attending a Voter Information Centre during hours identified in paragraph (c) with a Support Person, taking the appropriate oath(s), and having a Support Person vote using a touch tone telephone or the internet access provided. In the absence of a Support Person, the voter may request the

assistance of an Election Official, who may provide assistance only after the appropriate oath, if required, has been taken.

- (f) Attending a Voter Information Centre during hours identified in paragraph (c) with an interpreter, taking the appropriate oral oath(s), and voting using a touch-tone telephone or the internet access provided.
- (g) With the assistance of an Election Official(s) that will be present at the following institutions and retirement homes on the specified date(s) and hours:

Retirement Home or Institution	Date	Hours for Assistance
St. Clair Beach Retirement Centre	To Be Determined	To Be Determined
Brouillette Manor	To Be Determined	To Be Determined
Extendicare Tecumseh	To Be Determined	To Be Determined

10. Candidate Prohibited Activities

- 10.1 Candidates, and any other person under the direction of a Candidate are not permitted to assist Voters in casting their ballot or using the Internet and Telephone Voting System. This includes providing the use of any devices to Voters for internet or telephone voting.
- 10.2 Candidates and any other person under the direction of a Candidate are not permitted to ask Voters for their voter information package or Voting PIN.
- 10.3 Candidates, and any other person under the direction of a Candidate are not permitted to publish, share, or promote the Voting Site URL.
- 10.4 Any such violations may constitute offences under the Act, including but not limited to offences under sections 89 (Corrupt Practices), 90 (Other Offences), and 92 (Penalties and Enforcement). Alleged breaches shall be reported to the appropriate enforcement authorities, for review and investigation.

11. Scrutineers

- 11.1 Scrutineers may be appointed, in writing by the Certified Candidate, as stated under Section 16 of the Act. If appointed, Scrutineers will be entitled to the following:

- (a) Upon request and after producing the properly signed “Appointment of Scrutineer” and prescribing to the oath(s) of secrecy, they will be provided access to a Candidate Portal; showing them a voter sequence number and/or the elector names who are entitled to vote for their designate office, allowing them to identify, observe, and list all electors that have participated. Scrutineers may log in to the system any time after the election has started and voters have cast ballots and determine who has voted.
- (b) To be present at the time and place where results are received by the Clerk including signing the results report indicating the final results and votes cast.

11.2 Use of a cellular telephone or any other electronic device shall Not Be Permitted within a Voter Information Centre by any Certified Candidate or Scrutineer.

12. System

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

- (a) ensuring that every eligible elector on the Voters’ List is mailed, using first class mail or by an alternative means as determined by the Clerk, a sealed Voter Information Letter which contains the voter’s unique PIN;
- (b) ensuring that no one except the eVoting Service Provider, the Clerk of the Municipality, or designate, maintains a list of Personal Identification Numbers that match each voter’s name and address; and
- (c) providing an opportunity for eligible electors who do not appear on the Voters’ List to be added to the List, or to make amendments to the List, up to and including Election Day, October 26, 2026, until 8:00PM.

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

- (a) checking the wording of the script;
- (b) checking the Voter Information Centre telephones and internet access;
- (c) checking script and input timing;
- (d) attempting to use a PIN more than once;
- (e) balancing a predetermined number of votes with those cast;
- (f) matching PINs to names and addresses;

- (g) checking the system which is used for activating PINs; and
- (h) deliberately entering the wrong information.

12.3 All Certified Candidates are to provide to the Clerk the proper pronunciation of their name, in English and, in French if applicable, no later than August 24, 2026.

13. Corrupt Election Practices – Provincial Offence and Prosecution

13.1 Sections 89 and 90 of the Act provides for penalties and enforcement of corrupt practices and other offences during an election process.

13.2 Although the Municipality will be using an alternative voting method, being Telephone/Internet Voting, the principles and the integrity of the election process will remain and are enforceable.

13.3 Section 89 of the Act continues by stating:

“A person is guilty of an offence and liable, on conviction, to a fine of not more than \$5,000, if he or she,

- a) votes without being entitled to do so.
- b) votes more times than this Act allows.
- c) votes in a voting place in which he or she is not entitled to vote.
- d) induces or procures a person to vote when that person is not entitled to do so.
- e) having appointed a voting proxy that remains in force, votes otherwise than by the proxy.
- f) having been appointed a voting proxy, votes under the authority of the proxy when the elector has cancelled the proxy, is no longer entitled to vote or has died.
- g) before or during an election, publishes a false statement of a 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 Election Official to be placed in a ballot box a paper other than the ballot the Election Official gave him or her.
- k) takes a ballot away from the voting place.
- l) at an election, takes, opens or otherwise deals with a ballot, a ballot box, or a book or package of ballots without having authority to do so.

- m) attempts to do something described in clauses (a) to (l). 1996, c. 32, Sched., s. 89.”
- 13.4 No person(s) shall solicit a Voter Information Letter from an eligible elector. All valid complaints or knowledge of solicitation shall be reported immediately to the Ontario Provincial Police for investigation of corrupt practices.
- 13.5 In addition, under the provisions of Section 90 of the Act if a person is convicted of an offence and the offence was committed knowingly, the offence also constitutes a corrupt practice and the person is liable, in addition to any other penalty, for a term of imprisonment not more than six (6) months.
- 13.6 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 form” of voting since the principle of the Act must be maintained and is therefore enforceable and subject to penalties.
- 13.7 As such, the Clerk of the Municipality in this alternative form of voting, has agreed to the following rules and regulations:
 - (a) That all complaints about actions which may contravene the provisions of the Act, either verbally or written, will be received by the Clerk and investigated and/or actioned as appropriate pursuant to the Municipality’s Election Complaint Policy No. 140;
 - (b) That all such valid complaints will be submitted to the Ontario Provincial Police and/or such other appropriate authorities for further investigation as may be necessary.

14. Mail Tampering – Criminal Offence and Prosecution

- 14.1 The Municipality will be using an alternative voting method, that being Telephone/Internet Voting, and the notification of the voting process and how electors can access the voting system in order to exercise their right to vote will be completed through the mail.
- 14.2 The Criminal Code of Canada states that tampering with the mail of an individual is a criminal offence and a person(s) found guilty is liable to a term of imprisonment not exceeding ten (10) years.
- 14.3 As such and in order to ensure the integrity and confidence of the voting process for all electors and the Candidates, the Clerk of the Municipality in this alternative form of voting has agreed to the following rules and regulations:
 - (a) That all complaints about actions which may contravene the provisions of the Criminal Code of Canada with respect to mail tampering, either verbally or written, will be received by the Clerk and investigated and/or

actioned as appropriate pursuant to the Municipality's Election Complaint Policy No. 140.

- (b) That all such valid complaints will be submitted to the Ontario Provincial Police and/or such other appropriate authorities for further investigation as may be necessary.

15. Results

- 15.1 The Municipality shall keep its public internet and telephone voting open until 8:00 pm on Monday, October 26, 2026, and its Voter Information Centre(s) access open until the Clerk confirms that all Eligible Electors in the Voter Information Centre(s) at 8:00 pm on October 26, 2026, have completed voting.
- 15.2 The Clerk of the Municipality, at 8:00 pm on Monday, October 26, 2026, providing that all eligible electors within the Voter Information Centre(s) have voted, shall request the close and deactivation of the Internet and Telephone Voting service and shall also request the tabulation of the results for each Certified Candidate. The final results of each Certified Candidate by Ward and school support shall be available after 8:30 pm on Monday, October 26, 2026, on the Municipality's website, and at the Tecumseh Arena located at 12021 McNorton Street, Tecumseh.
- 15.3 The Clerk shall report the "unofficial" results when received from the eVoting Service Provider as soon as practicable after 8:30 pm on Monday, October 26, 2026, at the Tecumseh Arena located at 12021 McNorton Street, Tecumseh.
- 15.4 Subject to the provisions of these Policies and Procedures concerning "Recount", the Clerk shall on Tuesday, October 27, 2026 at the Tecumseh Town Hall located at 917 Lesperance Road:
 - (a) declare the Candidate or Candidates, as the case may be, who received the highest number of votes to be elected.
 - (b) declare the result of any vote on a by-law or question.
- 16.** The "Official Results" of each Candidate by Ward, shall be available at the Tecumseh Town Hall at 917 Lesperance Road, Tecumseh, Ontario, as soon as possible after Voting Day. Also, the Clerk shall post the "Official Results" on the Municipality's website.

17. Tie Vote – Recount Procedures

- 17.1 Pursuant to Subsection 56 (1.1) of the Act an automatic recount shall be conducted by the Clerk if the number of votes separating Candidates from winning an office is a variance of: 25 votes or less; except for School Board

Candidates. The automatic recount procedures will only be applicable if the municipality is deemed the 'lead municipality' for a School Board.

- 17.2 Pursuant to Subsection 56 (1) of the Act an automatic recount shall be conducted by the Clerk of:
- "i. the votes of two or more Candidates who received the same number of votes and cannot both or all be declared elected to the office."
- 17.3 Pursuant to Subsection 56(2) of the Act the recount shall be held within fifteen (15) days after the Clerk's declaration of the results of the election, and therefore the recount shall occur on or before Monday, November 9, 2026, at the Tecumseh Town Hall located at 917 Lesperance Road, Tecumseh
- 17.4 Pursuant to Subsection 61(1) of the Act the following persons will be authorized to attend the recount:
- (a) the Clerk and any other Election Official appointed by the Clerk for the recount procedure including the Municipal lawyer;
 - (b) every certified Candidate for the office;
 - (c) the lawyer for each of the Candidate(s); and
 - (d) only one (1) Scrutineer for each of the Candidate(s).
- 17.5 Within 15 days after the declaration of the election results, the Clerk shall request the eVoting Service Provider to re-tabulate the results for the office(s) that are subject to the recount procedure and that the results be segregated by Ward. The eVoting Service Provider shall send the results of the recount by electronic mail (e-mail) as soon as possible to the Clerk.
- 17.6 The Clerk shall announce the results of the recount. In the event of a tied vote, Subsection 62(3) of the Act shall apply, being as follows:
- (a) If the recount indicates that two or more Candidates who cannot both or all be declared elected to an office have received the same number of votes, the Clerk shall choose the successful Candidate or Candidates by lot.
- 17.7 In the event a tied vote occurs after the statutory recount, the following procedure shall be used and applied:
- (a) The Clerk shall determine the texture and quality of the paper used for this process and each Candidate or the Candidate's lawyer and/or Scrutineer will have an opportunity to examine the paper to be used to inscribe the names of the Candidates;

- (b) The Clerk shall inscribe the name of each Candidate on a similar size paper and the Candidates, each Candidate's lawyer and/or Scrutineer, without touching the paper, examine the same. In addition, all persons present will have an opportunity to examine the box which will be used for conducting the lot;
 - (c) Upon acceptance by all the Candidates and the Candidates' lawyers and/or Scrutineers, that the processes outlined in paragraphs a) and b) have been adhered to, the Clerk shall fold the papers bearing each Candidate's name twice in two (2) equal parts and shall deposit these papers, in full view of all persons present and authorized to attend, in an open-end box that will be acceptable to all persons present. In the event of a conflict or difference of opinion as to the selection of the box, the Clerk shall determine the box to be used for this process.
- 17.8 Upon completion of this process, the Clerk shall hold the box and, without looking into the box, ensure that the contents have been displaced sufficiently, and request the Election Official to draw only one (1) or the required number for the purpose of determining the successful Candidate(s).
- 17.9 The Election Official shall hand directly to the Clerk the selected and required number of papers and the Clerk shall read aloud the name of the Candidate or Candidates and proceed to declare this or these individuals elected.
- 17.10 Once completed, the Election Official shall remove the remaining contents from the box and provide an opportunity for all persons present to examine these slips of papers including the box.

18. After Voting Day

- 18.1 At no time after voting day shall any information regarding the voter, PINs and ballots come together to allow anyone to know how an elector has voted.
- 18.2 All election materials shall be destroyed in accordance with the principles of Section 88 of the Act.

19. Emergencies

- 19.1 Pursuant to the Act, Section 53, an emergency shall be declared by the Clerk or Election Official in the event of a flood, fire or power failure in the municipality; acute illness or accident which prevents the Clerk from conducting the election pursuant to the Act.
- 19.2 In the event of an emergency, the Clerk or Election Official shall advertise on radio and television stations if possible, and post notices to the extent possible that the election has been delayed.

- 19.3 In the event of an emergency, the eVoting Service Provider under direction from the Clerk or Election Official, shall stop the eVote system from accepting calls via a telephone and connections from the Internet, thus preventing the election from continuing, or starting, as the case may be.
- 19.4 In the event the Clerk or Election Official is unable to be present to conduct procedures on voting day, there shall be a substitute qualified person appointed or available to attend to the election details.

20. Accessibility

- 20.1 The Clerk shall have regard for the needs of Candidates and electors with disabilities as outlined and identified in the Municipal Election Accessibility Plan.
- 20.2 The Clerk shall ensure the Voter Information Centre(s) is accessible to Candidates and electors with disabilities.
- 20.3 Election Officials will be available for assistance during the Voting Period and on Voting Day.
- 20.4 The Internet Voting System conforms to the WCAG 2.0 standard which meets the current requirements for the Accessibility for Ontarians with Disabilities Act.
- 20.5 The Clerk shall prepare a report to be submitted to the Council 90 days after Voting Day about identification, removal, and prevention of barriers that affect voters.

21. Amendments to Procedures

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

22. Forms

- 22.1 The following forms have been approved for use by the Municipality for the election process:

Form #	Name of Form	Section
EL07	List of Certified Candidates	(S.11(4) 2)
EL08	Certificate of Election Results	(S.11(4) 3)
EL09	Final Summary of Election Results	(S.11(4) 4)
EL10	Appointment and Oath of DRO	(S.15(1))
EL11	Appointment and Oath of an Election Official	(S.15(2))

Form #	Name of Form	Section
EL12(A)	Appointment of Scrutineer by Candidate	(S.16(1))
EL12(B)	Oral Oath of Secrecy	
EL14	Candidate's Declaration-Proper Use of Voters' List	(S.23(5))
EL15	Application to Amend Voters' List	(S.24)
EL16	Application for Removal of Another's Name from the Voters' List	(S.25)
EL17 (A/B)	Notice of Nomination for Office	(S.32)
EL19	Withdrawal of Nomination	(S.36)
EL20	Declaration of Acclamation to Office	(S.37(1))
EL21	Notice of Death of Candidate	(S.39(A))
EL22	Certificate on Voters' List	(S.28(1))
	FOI Freedom of Information Release	
EL24	Sample Notice of Election Information (For Newspaper Ad)	(S.40)
EL26	Oath of Qualification	(S. 52(1) 3)
EL27	Oral Oath of Friend or Interpreter	
EL30	List of Objections to Vote Count	(S.54(4))
EL31(A)	Statement of Election Results (Deputy Returning Officer)	(S.55(1) A)
EL32	Declaration of Election Candidate	(S.55(4) A)
EL34	Statutory Provisions Regulating Voting Procedures	(S.48, 49)
EL35	Notice of Offence, Notice of Corrupt Practice	(S.89)
EL36	Disclaimer to Right to Office	(S.84(1) (3))
EL37 (A/B/C)	Certificate of Maximum Campaign Expenses	(S.76(7))
EL38	Witness Statements as to Destruction of Ballots	(S. 88(2))
EL39	Notice of Recount	(S.56 - 58)
EL40	Recount Results	(S.62(1))
EL41	Declaration of Recount Results	(S.62(4))
EL42 (A/B)	Notice to Candidate of Filing Requirements	(S.78(6))
EL43 (A/B)	Notice of Default	(S.80(3))
EL47	Election Official Application	

Form #	Name of Form	Section
EL48	Refund of Nomination Fee	

Additional forms have been prepared for the 2026 Municipal Elections and will be utilized when necessary or desirable for conducting the election under the direction of the Clerk, as per Section 12(1) and 12(2) of the *Municipal Elections Act*, 1996, S. O. 1996.

23. Revisions

Date of Revision	Section	Revision Made