

Township of King
2026 Municipal and School Board Election
Procedures



June 1, 2026

As Clerk of the Township of King and Returning Officer, I certify and approve the following procedures for conducting the 2026 Municipal and School Board Election.

A handwritten signature in cursive script that reads "Denny Timm".

Denny Timm
Township Clerk and Returning Officer

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1 Authority

1.1 Overview

1. The Township Clerk is responsible for the conduct of municipal and school board elections for the Township of King, in accordance with the *Municipal Elections Act*, 1996, S.O. 1996, c. 32, as amended (the “Act”).
2. Subsection 42(3) of the Act requires the Clerk to establish procedures for the use of any voting and vote-counting equipment authorized by by-law. Council of the Corporation of the Township of King has enacted By-law 2026-004 authorizing the use of voting and vote-counting equipment and alternative voting methods for the 2026 Municipal and School Board Election.
3. In accordance with Section 12 of the Act, the Clerk may provide for any matter or procedure not otherwise provided for in an Act or regulation, where, in the Clerk’s opinion, it is necessary or desirable for conducting the election.
4. Voting in the 2026 Municipal and School Board Election will occur using a combination of online voting, in-person voting, and the vote at home program during the Advance Voting period, and in-person voting using Vote Tabulators on Election Day.
5. Accordingly, these procedures set out how those alternative voting methods will be administered in the 2026 Municipal and School Board Election.
6. In addition, these procedures provide for other matters or procedures not otherwise provided for in an Act or regulation, where, in the Clerk’s opinion, it is necessary or desirable for conducting the election.

1.2 Application of Procedures

1. These procedures are established pursuant to Sections 12 and 42(3) of the Act. By-law 2026-004 authorizes the use of online voting, optical scan voting equipment, and the vote at home program for Municipal and School Board Elections in the Township of King.
2. Where these procedures do not provide for any matter, the election to which these procedures apply shall be guided by the principles of the Act. These principles are generally recognized as being:
 - a) The secrecy and confidentiality of individual votes is paramount;
 - b) The election should be fair and non-biased;
 - c) The election should be accessible to the electors;

- d) The integrity of the process should be maintained throughout the election;
 - e) There is to be certainty that the results of the election reflect the votes cast;
 - f) Electors and candidates should be treated fairly and consistently; and
 - g) A proper majority vote decides the election by ensuring, so far as reasonably possible, that valid votes are counted and invalid votes are rejected.
3. The Clerk may amend these procedures or provide such further procedures as the Clerk considers necessary or desirable for conducting the election in accordance with Section 15 of these procedures.
4. These procedures are subject to change in the event of an emergency, in accordance with Section 53 of the Act.

2 Definitions

Accessible Voting Session means the process initiated on a Vote Tabulator using an Audio Tactile Interface (ATI) Device that enables an Elector to independently mark a Ballot using accessible technology.

Act means the *Municipal Elections Act*, 1996, S.O. 1996, c.32, as amended.

Advance Vote (or **Advance Voting**) means voting opportunities available in advance of Voting Day as determined by the Clerk in accordance with Section 43 of the Act.

Ambiguous Ballot means the message generated by the Vote Tabulator where one or more Marks cannot be detected with certainty, and the Ballot will not be accepted by the Vote Tabulator.

Audio Tactile Interface (ATI) Device (or **ATI**) means a device connected to a Vote Tabulator that enables an Elector to independently navigate and mark a Ballot using audio and tactile controls.

Auxiliary Compartment means the compartment of a Ballot Box used to securely store Ballots temporarily when the Vote Tabulator is not operational.

Ballot means an Online Ballot and/or Paper Ballot.

Ballot Box means for the purposes of online voting a secure electronic repository within the Online Voting System where cast ballots are stored, and for the purposes of in-person voting, means a secure container attached to a Vote Tabulator containing two compartments: a primary compartment for storing tabulated Ballots and an auxiliary compartment used when the Vote Tabulator is not operational.

Ballot Marking Pen means a marking device provided by a Designated Election Official for use by Electors to mark Ballots.

Blank Ballot means the message generated indicating that a Ballot could not be read because it was blank or the Marks could not be detected.

Campaign Financial Statement means the prescribed form by the Minister that a candidate or registered third party advertiser is required to use to report their election campaign finances.

Cancelled Ballot means a Ballot that has been returned to the Designated Election Official by the Elector for replacement with a new Ballot.

Candidate means an individual seeking election to an office on a municipal council or school board who has filed a nomination that has been certified by the Clerk under the Act and includes a candidate who has withdrawn their nomination in accordance with the Act.

Clerk means the Clerk of the Corporation of the Township of King who is responsible for conducting the election under the authority of the Act, or their designate(s).

Composite Ballot means a ballot style that includes Candidates for all eligible offices to be elected on a single Ballot face.

Declaration of Qualification and Acknowledgement of Offences Statement means the declaration a Voter must accept prior to online voting, confirming eligibility and acknowledging the offences and penalties under the Act.

Declined Ballot means a Ballot returned by an Elector who has decided not to cast a Ballot.

Designated Election Official means a person designated by the Clerk in writing to perform certain election functions as determined by the Clerk.

Designated Voting Space means the specified area appearing to the right of a Candidate's name where the Elector is to place their Mark.

Election means the 2026 Municipal and School Board Elections for the Township of King.

Election Day means Monday, October 26, 2026.

Election Reporting System means the hardware and software used to capture results recorded on the Memory Card of a Vote Tabulator, tabulate results from other Voting Locations, and display results.

Elector means a person who meets the qualifications to vote as outlined in subsection 17(2) of the Act and is not prohibited from voting under subsection 17(3) of the Act.

Homebound Elector means an elector whose mobility or functional ability is restricted

to the extent that they are unable to attend a voting place without significant difficulty or support assistance (for example, being bedridden due to illness or injury).

Home Visit means the attendance by a Designated Election Official to the domicile of a Homebound Elector in accordance with the Vote at Home Program outlined in these procedures.

Initial Campaign Financial Filing Date means the date by which all Candidates and Registered Third Party Advertisers are required to file a campaign financial statement with the Clerk under the Act, and includes the date by which a campaign financial statement may be filed upon payment of a late filing fee.

Invalid Ballot means the message generated by a Vote Tabulator identifying the Ballot as unacceptable.

LCD Screen means the liquid crystal display screen on a Vote Tabulator that displays the Ballot processing and operating messages and allows a Designated Election Official to perform administrative tasks.

Mark means a Mark made in a Designated Voting Space that is sufficiently clear to allow a Vote Tabulator to determine whether it reflects the Elector's intention.

Memory Cards means removable electronic data storage devices on which tabulated votes are stored.

Misread Ballot means the message generated by a Vote Tabulator indicating that it is unable to read or process the Ballot.

Online Ballot means an electronic representation of a Ballot on an internet-enabled device and includes all choices available to a Voter and the spaces in which a Voter marks a vote.

Online Voting Period means the time during which Voters may cast their Ballots using the Online Voting System.

Online Voting System means the technology and software that records, processes, stores, and counts the Ballots cast.

Online Voting System Provider means the vendor chosen by the Corporation of the Township of King to provide the technology and software that records, processes, stores, and counts the Online Ballots cast.

Over-vote means selecting more Candidates than permitted for a particular office.

Over-Voted Ballot means the message generated by a Vote Tabulator indicating that more Designated Voting Spaces have been marked for an office than the Elector is

entitled to vote for.

Paper Ballot means a paper Ballot that shows the names of all Candidates for each office to be elected, to be used in conjunction with a Vote Tabulator.

Personal Identification means the identification required under the Act to verify the identity and residence of an individual to the satisfaction of a Designated Election Official.

Personal Identification Number (PIN) means a unique number code assigned by the Online Voting Provider to each Voter to provide secure access to the voting system.

Registered Third Party Advertiser (RTPA) means an individual, corporation, or trade union that has registered with the Clerk in accordance with Section 88.6 of the Act and subsequently had their registration certified by the Clerk in accordance with subsection 88.6 (3) of the Act.

Results Tape means the printed record produced by a Vote Tabulator at the close of voting showing unofficial results.

Scrutineer means a person appointed in writing by a Candidate to observe the voting process at one or more Voting Locations.

Secrecy Folder means a folder used to conceal the names of Candidates and Marks made by an Elector while leaving visible the initials of the Designated Election Official.

Security Key means a key assigned to a Vote Tabulator that allows a Designated Election Official to perform administrative functions.

Special Voting Place means a Voting Place in an institution or retirement facility with reduced voting hours as determined by the Clerk in accordance with section 43 of the Act.

Supplementary Campaign Financial Statement means the campaign financial statement that a Candidate or Registered Third Party Advertiser is required to file where the campaign has been extended due to a deficit, in accordance with the Act.

Supplementary Filing Date means the date by which a Candidate or Registered Third Party Advertiser who has extended their campaign is required to file a supplementary campaign financial statement with the Clerk under the Act, and includes the date by which the statement may be filed upon payment of a late filing fee.

Supply Bag/Box means the bag or box (or other storage solution) provided to a Designated Election Official for securely storing Ballots and election materials during Advance Voting and Voting Day.

Third Party Advertiser (TPA) means an eligible individual, corporation, or trade union

intending to advertise in the Township of King but that has not yet been certified by the Clerk.

Under-vote means selecting fewer Candidates than permitted for a particular office.

Vote Tabulator means a device used to scan Ballots, read votes, store tabulation data on Memory Cards, and tabulate election results.

Voter means a person who meets the qualifications to vote as outlined in subsection 17(2) of the Act and is not prohibited from voting under subsection 17(3) of the Act.

Voter Assistance Centre means a location designated by the Clerk to assist Voters with the voting process, including access to the Online Voting System and updates to the Voters' List.

Voters' List means the Preliminary List of Electors, as prepared by Elections Ontario and revised by the Clerk under Section 22 of the Act.

Voters' List Management Provider means the vendor(s) retained by the Township of King to manage the Voter's List.

Voter Information Letter or **VIL** means the letter mailed to all Voters containing voting instructions and access credentials, including a Personal Identification Number (PIN) and a URL for accessing the Online Voting System.

Voting Location means the place where voting occurs as designated by the Clerk.

Voting Screen means a physical barrier designed to provide privacy to Electors while they mark their Ballots.

3 Nominations

3.1 Nomination Period

1. The Township Clerk shall give Notice of Nominations in accordance with Section 32 of the Municipal Elections Act, 1996.
2. The nomination period shall begin on Friday, May 1, 2026, and shall close at 2:00 p.m. on Friday, August 21, 2026, in accordance with the Municipal Elections Act, 1996. Nominations will not be accepted after this time.

3.2 Requirements for Nomination

1. Eligible Candidates are required to provide the following when filing their nomination:

- a) Nomination Paper - Form 1
- b) Endorsement of Nomination - Form 2
 - i. To be completed, including an original signature, 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 the person endorses the nomination
 - ii. Note: Candidates for School Board Trustee are not required to provide Form 2
- c) Declaration of Qualifications
 - i. May be taken before a Commissioner of Oaths (the Clerk or their designate may administer this)
- d) Appropriate identification containing the Candidate's qualifying address;
- e) The prescribed nomination fee of \$200 for the Head of Council and \$100 for all other Offices
 - i. Payment can be made by cash, debit, certified cheque, or money order payable to the Township of King
- f) Consent to Collect and Disclose Candidate Contact Information Form
- g) Candidate's Declaration and Request for Voters' List Form
- h) Ballot Name and Name Pronunciation Form
- i) Agent Authorization Form (if applicable)

3.3 Agent Filing Requirements

- 1. Where an Agent is acting on behalf of a Candidate:
 - a) The Agent must present their own original identification, as prescribed in O.Reg. 304/13 as amended, and must also provide original or copied identification for the person on whose behalf the nomination is being filed.
 - b) The Agent must provide written authorization from the person on whose behalf the nomination is being filed. The Agent Authorization Form may be used; other written authorization may be accepted at the discretion of the Clerk or their designate.

2. Where the Agent Authorization Form is provided directly by the Candidate, the Clerk may accept the authorization without requiring the Agent to present identification, provided the Candidate's identification requirements have been satisfied.

3.4 Filing Nominations

1. Nomination Packages will be available at the King Township Municipal Centre and on the Township website.
2. A Candidate or Agent may file a Nomination Package with the Township Clerk or their designate by appointment only between 9:00 a.m. and 4:00 p.m. from May 1 to August 20, 2026. Walk-ins may be accommodated at the discretion of the Clerk or their designate; however, service cannot be guaranteed without an appointment.
3. On Nomination Day, August 21, 2026, nominations may be filed from 9:00 a.m. to 2:00 p.m. Appointments will be scheduled up to 1:00 p.m.
4. Nomination appointments will be held at the King Township Municipal Centre only.
5. The Clerk or their designate will review Nomination Packages at the time of filing and provide any information required under the Act, and as deemed appropriate by the Clerk.
6. Candidates or their Agents must file complete Nomination Packages for the nomination to be accepted.
7. The Clerk shall maintain a List of Candidates on the Township website, which will be updated following each successful nomination filing using the information provided and consented to by the Candidate.
8. On Nomination Day, August 21, 2026, at the discretion of the Clerk, individuals without an appointment may be served on a first-come, first-served basis. Any person physically present in the designated nomination area at the King Township Municipal Centre prior to 2:00 p.m., as determined by the Clerk's official time, shall be permitted to file their nomination, even if processing occurs after 2:00 p.m.
9. Any nominations for a person who is named on the list of ineligible Candidates shall be rejected, in accordance with the Act.
10. Only in-person nominations will be accepted. Nomination Packages will not be accepted by facsimile, email, courier, mail or any other remote method.
11. At 2:00 p.m. on Friday, August 21, 2026, as determined by the Clerk's official time, the Clerk or designate will publicly declare that the nomination period is closed.

3.5 Exception for Additional Nominations

1. If the number of nominations filed for an office is fewer than the number of persons to be elected, additional nominations may be filed between 9:00 a.m. to 2:00 p.m. on the Wednesday following Nomination Day. For the 2026 regular election, that day is August 26, 2026.

3.6 Examination and Certification of Nominations by Clerk

1. On Monday, August 24, 2026, the Clerk shall examine each nomination filed before 2:00 p.m. on Nomination Day, Friday, August 21, 2026.
2. Any additional nominations filed under Section 33(5) of the Act shall be examined before 4:00 p.m. on Thursday, August 27, 2026.
3. The Clerk shall examine each nomination to determine whether the nomination complies with the Act and whether the Candidate is qualified for the office. Where satisfied, the Clerk will complete the “Certification by Clerk” section on the Nomination Paper – Form 1.
4. If the Clerk rejects a nomination, notice shall be provided as soon as possible to the individual seeking nomination and to all Candidates. The Clerk’s decision to certify or reject a nomination is final as per Section 35(3) of the Act.
5. Following the examination period, the Clerk or their designate shall post the List of Certified Candidates on the Township website as soon as practicable.

3.7 Withdrawal or Transfer of Nominations

1. A person may withdraw their nomination by filing a written withdrawal with the Clerk before 2:00 p.m. on Nomination Day, August 21, 2026.
2. If, after filing a nomination, a Candidate files a nomination for another office in the same election, the first nomination is deemed withdrawn at the time the second nomination is filed. Endorsement signatures may be transferred, and the nomination fee will be applied to the most recent nomination, in accordance with the Act.
3. Any withdrawal shall be noted on the List of Candidates.

3.8 Acclamations

1. If, following certification of nominations, the number of certified candidates for an office is the same as or fewer than the number of persons to be elected, the Clerk shall declare the Candidate or Candidates elected by acclamation in accordance with the Act. For the 2026 regular election, this determination will occur on or before August 24, 2026.

3.9 Refund of Nomination Deposit

1. A Candidate is entitled to a refund of the nomination filing fee if they file the Financial Statement – Auditor’s Report Candidate - Form 4 with the Clerk on or before 2:00 p.m. on March 30, 2027.

4 Registration of Third Party Advertisers

1. Registration packages will be available at the King Township Municipal Centre and on the Township website.
2. A Third Party Advertiser (TPA) or Agent may register with the Clerk or their designate by appointment only between 9:00 a.m. and 4:00 p.m. from May 1 to October 23, 2026. Walk-ins may be accommodated at the discretion of the Clerk or their designate; however, service cannot be guaranteed without an appointment.
3. Registrations close on Friday, October 23, 2026, at 4:30 p.m.
4. Registration appointments will be held at the King Township Municipal Centre only.
5. Registrations shall be filed as follows:
 - a) In person by an individual or official representative of a Corporation or Trade Union, or an agent of either of them;
 - b) On the Form(s) prescribed by the Minister in accordance with Ontario Regulation 101/97;
 - c) Appropriate identification as required;
 - d) An agent who is filing on behalf of a TPA or acting on behalf of a Registered Third Party Advertiser (RTPA) must provide written authorization to act as an agent, identification for both the agent and the TPA and any other information required by the Clerk.
6. The Clerk shall confirm the certification of the registration of a Third Party Advertiser as soon as possible after the registration has been filed and such confirmation (or rejection of the registration), shall be provided by way of the email address provided at the time of filing the registration. The Clerk’s decision to certify or reject a notice of registration is final.
7. The Clerk shall maintain a List of RTPA’s on the Township website, which will be updated following each successful registration using the information provided and consented to by the RTPA.

5 Voting Dates, Times and Locations

1. Advance in-person voting shall take place at locations, dates, and times as determined by the Clerk. Voting on Election Day shall take place on Monday, October 26, 2026, from 10 a.m. to 8 p.m. at Voting Locations designated by the Clerk. The Clerk may also establish Special Voting Places in accordance with Section 43 of the Act, including the determination of applicable locations, dates, and voting hours.

6 Ballots

1. The Ballot shall be configured as determined by the Clerk.
2. The Ballot shall include a Designated Voting Space or Selection Mechanism next to each Candidate's name.
3. The Ballot shall include instructions directing the Voter on how to Mark and submit their Ballot.
4. The Paper Ballot is a Composite Ballot on which all offices to be elected are listed, with Candidates listed in an alphabetical order by surname or single name under each office.
5. The Paper Ballot contains an area where the Designated Election Official is required to enter their initials.
6. The Paper Ballot contains timing marks that are interpreted by the Vote Tabulator to verify that the Ballot being processed is valid for the purpose of tabulation.
7. Each Paper Ballot type used is programmed into the applicable Memory Cards to be read and used by a Vote Tabulator.

7 Online Voting

7.1 Secrecy of the Vote and Interference

1. The Clerk shall take all reasonable steps to maintain the secrecy of the vote and ensure that the Online Voting System supports and protects Voter anonymity.
2. No person shall obtain or attempt to obtain:
 - a. a Voter ID Number or PIN that belongs to another Voter; or
 - b. a Voter ID Number or PIN when not entitled to do so.
3. No person shall interfere with or attempt to influence a Voter while the Voter is accessing or using the Online Voting System, except where assistance has been expressly requested by the Voter.

4. No person shall obtain or attempt to obtain information about how a Voter intends to vote or has voted. Where assistance is provided to a Voter, the Election Official shall maintain the secrecy of the vote and act only in accordance with the Voter's instructions.
5. No person or Designated Election Official shall disclose any information about how a Voter intends to vote or has voted.
6. No person, other than a Designated Election Official, shall establish or operate a location for the purpose of providing access to the Online Voting System to the public, or assist Voters to vote at such location.

7.2 Security and Integrity

1. The Online Voting System has been subject to testing, including security testing, to support the integrity of the Election.
2. Security protocols established for the Election shall be adhered to throughout the election period, and access to election status and administration functions shall be restricted to the Clerk, designate, and persons authorized by the Clerk.
3. The Online Voting System utilizes cryptographic protocols, together with physical and logical security measures, to support the integrity and security of the voting process.
4. The Online Voting System includes redundancy and availability measures to support system access during the election period.
5. The Online Voting System includes audit logs. To preserve the secrecy of the vote, such logs shall not be used to identify how a Voter marked their Ballot.
6. In the event of a Denial of Service (DoS) attack, or suspected attack, the Online Voting System Provider shall investigate, respond, and implement mitigation measures, as appropriate, in accordance with established security protocols.

7.3 Voter Information Letter (VIL)

1. The Voter Information Letter Provider shall design, prepare, and produce the Voter Information Letter under the direction of the Clerk.
2. The Voters' List data, as maintained under the authority of the Clerk, shall be used in preparation of the Voter Information Letter to be sent to Voters, and may be transmitted to the Voter Information Letter Provider by secure means as determined by the Clerk.
3. The Voter Information Letter shall include the information required for Voters to cast their Ballot using the Online Voting System, including the URL for the Voting Site, a Voter ID Number, a PIN assigned to the Voter and any other information deemed relevant by the Clerk. The Voter Information Letter will also include information on

how a Voter may vote in person using Vote Tabulators, in accordance with the procedures for the use of Vote Tabulators.

4. Prior to the Voting Period, the Clerk shall cause a Voter Information Letter to be sent by mail to each Voter whose name appears on the Voters' List at the time of printing.
5. Any undeliverable Voter Information Letters must be returned to the Clerk and stored in a secure manner.
6. Where a Voter Information Letter is returned to the Clerk, whether opened or unopened, and has not been used for voting purposes, the associated PIN shall be disabled and rendered unusable. The Voter Information Letter shall then be marked "unused", retained securely, and destroyed in accordance with Section 88(2) of the Act.
7. Where a Voter notifies a Designated Election Official that a Voter Information Letter was not received or has been lost, the Designated Election Official may determine whether a Voter Information Letter was issued to the Voter.
8. Where a Voter Information Letter was issued but not received, or was received but subsequently lost:
 - a) the Designated Election Official shall confirm the Voter's qualifying and mailing address;
 - b) the Voter may be required to provide a declaration or other information satisfactory to the Designated Election Official confirming that the Voter Information Letter was not received or was lost;
 - c) the Designated Election Official shall disable the original PIN and record that it has been reported as not received or lost;
 - d) the Voter shall be required to verify their identity to the satisfaction of the Designated Election Official prior to the issuance of replacement Voter Information Letter and/or PIN; and
 - e) after verification of identity, a replacement Voter Information Letter and/or PIN may be issued.
9. Where a Voter's date of birth, or part of their date of birth, is missing on the Voters' List, they may update their information online, at a location determined by the Clerk, or at a Voter Assistance Centre. Where the Designated Election Official is satisfied as to the Voter's identity in accordance with subsection 7.3 (8), the missing information may be updated to allow access to the Online Voting System.
10. The Clerk may establish a process to deliver a Voter Information Letter or PIN to any Voter added to the Voters' List during a period determined by the Clerk,

where delivery mail is not feasible within the Online Voting Period. Such delivery may include electronic means, as determined by the Clerk.

11. Between September 1, 2026, and the close of the Online Voting Period, eligible Voters may be added to the Voters' List online, or at a location designated by the Clerk. Any eligible Voter added during this period may be provided with a Voter Information Letter and PIN, where applicable.
12. Following the close of the Online Voting Period, eligible Voters may continue to be added to the Voters' List in accordance with the Act; however, a PIN for the purpose of online voting shall not be issued.
13. The Clerk shall ensure that appropriate records and controls are maintained in respect of Voter Information Letters and associated PINs, including those that are issued, returned, disabled, or re-issued.
14. Where a Voter determines that their PIN has already been used, they may attend a location determined by the Clerk with satisfactory identification. A Designated Election Official may review available system information to determine whether the PIN has been used by an unauthorized individual. Prior to the issuance of a replacement Voter Information Letter, the Voter shall be required to verify their identity to the satisfaction of the Designated Election Official.
15. Where a Voter qualifies to vote at more than one address within the Township of King, the Voter may vote only once, and the qualifying address for voting purposes shall be determined in accordance with the Act.
16. The Clerk shall take reasonable steps to verify duplicate entries on the Voters' List prior to finalization.
17. Where a Voter receives more than one Voter Information Letter, the Voter may vote only once and shall return any additional Voter Information Letters to the Clerk.
18. Any misuse of a Voter Information Letter, Voter ID Number, or PIN, including attempts to vote more than once, may be reported to the authorities for investigation as possible corrupt election practices under the Act.

7.4 Voter Assistance Centre

1. The Clerk may establish one or more Voter Assistance Centres for the 2026 Municipal and School Board Election. Locations, dates, and hours of operation shall be determined by the Clerk.
2. Voters who attend a Voter Assistance Centre and are not on the Voters' List may be added to the Voters' List by completing the appropriate form(s) and providing satisfactory identification, and:

- a) the Voter may be added to the Voters' List and may be provided with a Voter Information Letter, including a PIN where applicable; and,
 - b) The Voter may access the Online Voting System at the Voter Assistance Centre, if they choose to do so, during the Online Voting Period.
3. Voter Information Letters may be re-issued to Voters as follows:
- a) Where a Voter on the Voters' List, who has not yet voted, has lost their Voter Information Letter or did not receive it, they may attend a Voter Assistance Centre to request a replacement.
 - b) A Designated Election Official shall disable the Voter's original PIN and, upon verification of the Voter's identity to the satisfaction of the Designated Election Official, may issue a replacement Voter Information Letter containing a new PIN.
4. The Voter Assistance Centre is intended to provide assistance to Voters in accessing and using the Online Voting System and to facilitate revisions to the Voters' List, where required.
5. Voting activities at a Voter Assistance Centre shall be conducted under the supervision of a Designated Election Official in accordance with these procedures.

7.5 Online Voting Process

1. Voters will be able to cast their Ballot using the Online Voting System at any time during the Online Advance Voting Period, from 10:00 a.m. on October 13, 2026, until 8:00 p.m. on October 23, 2026.
2. Notwithstanding the closure of online voting at 8:00 p.m. on October 23, 2026, Voters who have accessed the Online Voting System prior to 8:00 p.m. may be permitted to complete the voting process within a period determined by the Clerk and supported by the system configuration in place at the close of voting.
3. Voters may cast their Ballot by accessing the Online Voting System using the URL identified on their Voter Information Letter. Voters will be required to use their PIN and an additional unique identifier, such as their birthdate, as determined for the Election, to access their Ballot.
4. Voters will be required to accept or decline the mandatory "Declaration of Qualification and Acknowledgement of Offences Statement" prior to accessing their Ballot and complete the reCAPTCHA verification.
5. When voting using the Online Voting System, Voters will be prompted to move from one voting screen to the next until all offices have been presented.
6. The Online Voting System will allow a Voter, as configured for the Election, to review or revise their selected Candidates prior to casting their Ballot.

7. Once a Voter has cast their Ballot, the Online Voting System will confirm that their vote has been successfully submitted.
8. Once the Online Voting System receives a successfully submitted Ballot, the Voter's name shall be struck off the real-time electronic Voters' List to indicate that they have cast their Ballot.
9. Once a Voter submits their Ballot, it is received by the Online Voting System and cannot be modified. The Online Voting System does not display or retain the Voter's selections on the confirmation screen, and no Ballot selections or session data are stored on the Voter's device.
10. Once a PIN has been used to cast a Ballot, it cannot be used again, and further access to vote again shall not be permitted in the Online Voting System.
11. Where a Voter votes in person using a Paper Ballot, the Voter shall be struck off in the Online Voting System.
12. All Ballots cast through the Online Voting System shall be deposited into the electronic Ballot Box in accordance with these procedures and under the authority of the Township Clerk.

7.6 Ballot Conditions – Under-Votes, Declined Ballots, and Overvotes

1. The Online Voting System shall permit a Voter to under-vote any contest, including selecting fewer candidates than permitted or making no selection for one or more contests.
2. The Online Voting System shall permit a Voter to decline the Ballot in its entirety.
3. For the purposes of reporting declined ballots in accordance with subsection 55(4.1) of the Act, a declined Ballot means a Ballot where the Voter has deliberately declined the entire Ballot and has not voted for any contest.
4. Where the Online Voting System detects, prior to submission, that no selections have been made on the Ballot, the system shall notify the Voter accordingly.
5. The Online Voting System shall provide the Voter with the opportunity to review and revise their selections prior to submitting the Ballot.
6. The Online Voting System shall not permit a Voter to cast a Ballot that exceeds the number of permitted selections for any contest and does not provide a mechanism to spoil or cancel a Ballot once it has been submitted.

7.7 Opening of Online Voting

1. Prior to the opening of the Online Voting System, the Clerk or designate shall ensure that the Online Voting System is ready to receive Ballots and that no votes have been recorded for any contest.

2. The Clerk or designate shall verify that all vote totals are zero and may generate a report to confirm this verification using the configured system capabilities as part of the Online Voting System.
3. The Online Voting System shall not be activated unless the Clerk or designate is satisfied that all vote totals are zero.
4. The Clerk may, at their discretion, provide Candidates or Scrutineers with confirmation that vote totals are zero, at a time, place, and in a manner determined by the Clerk.

7.8 Disruption of Voting

1. If, at any time during the voting process and before a Voter receives confirmation that their Ballot has been successfully cast, there is a disruption of service or system timeout, the Voter may re-access the Online Voting System and complete the voting process.
2. Where a Voter is uncertain whether their Ballot has been successfully cast, a Designated Election Official may review available system information to confirm the Voter's voting status.
 - a. If the Ballot has been successfully cast, the Voter may be advised accordingly.
 - b. If the Ballot has not been cast, the Voter may be advised that they may re-access the Online Voting System to complete the voting process.
3. Designated Election Officials shall be available, as determined by the Clerk, to assist Voters during the Voting Period.
4. Once a Voter has successfully cast a Ballot, they shall not be permitted to cast another Ballot.

7.9 Close of Online Voting

1. At 8:00 p.m. on October 23, 2026, the Online Voting System shall cease to accept Ballots. Voters attempting to access the Online Voting System after this time will not be permitted to do so.
 - a. Notwithstanding subsection 7.9 (1), Voters who have accessed the Online Voting System prior to 8:00 p.m. may be permitted to complete the voting process within a period determined by the Clerk and supported by the system configuration in place at the close of voting.
2. Any Ballot not successfully submitted prior to the close of voting, or within the period determined by the Clerk in accordance with subsection 7.9 (1) paragraph (a), shall not be accepted.

3. The Clerk or designate shall ensure that the Online Voting System is formally closed following completion of the voting process.

7.10 Testing and Auditing of the Online Voting System

1. Prior to the opening of the Online Voting System, the Clerk shall conduct, or cause to be conducted, testing and verification procedures to confirm that the system is configured and operating as intended for the election.
2. Testing shall include end-to-end verification of system functionality, including:
 - a. verifying that the total of votes cast for all Candidates are “0” prior to the Internet Voting System being activated;
 - b. opening Voting using the Administrative Site;
 - c. creating test Electors in the Voters’ List Management System;
 - d. creating test Voting PINs for the test Voters;
 - e. attempting to use Elector PINs more than once;
 - f. voting a predetermined number of votes and ensuring that the Internet Voting System compiles the results accurately;
 - g. attempting to match PINs to names and addresses;
 - h. verifying that the Internet Voting System accepts Ballots from PINs that previously ‘timed out’ or were abandoned before the vote was cast;
 - i. verifying that the Internet Voting System acknowledges under-voted/declined Ballots;
 - j. verifying that the Internet Voting System does not accept over-voted Ballots;
 - k. verifying that the Internet Voting System ‘times out’ after a period of voter inactivity;
 - l. verifying that when a revision to an elector’s data is completed that the old PIN is disabled and a new PIN generated;
 - m. closing voting and tabulating the votes using the Administrative Site;
 - n. generating reports using the Administrative Site; and
 - o. attempting to vote once the polls have been closed to simulate the process that will occur after 8:00 p.m. on October 23, 2026.

3. The testing shall include at least two mock elections. At least one mock election shall use the names of all Candidates, and the results shall be verified against pre-determined test data to confirm accuracy.
4. Upon completion of testing, the Clerk or designate shall ensure that all test data is cleared and that the Online Voting System is in a zero (0) state prior to the opening of voting.
5. The Clerk or designate shall confirm that testing has been completed and that the Online Voting System is ready for use in the Election.
6. The Clerk shall ensure that appropriate system checks, controls, and verifications are conducted prior to the opening of voting, during the voting period, and following the close of voting, in a manner determined by the Clerk.

7.11 Storage of Voting Results

1. All voting results shall be securely stored in an encrypted format within the Online Voting System Provider under the authority of the Clerk and shall not be accessible except as authorized by the Clerk.
2. The Clerk or designate shall ensure that access to voting results is restricted until the release of unofficial or official results in accordance with the Act and the requirements established for the Election.

7.12 Accessibility

1. The Online Voting System is designed to meet accessibility standards, including WCAG Level AA guidelines, in accordance with the Accessibility for Ontarians with Disabilities Act.
2. In accordance with the Act, the Clerk shall have regard to the needs of Candidates and Voters with disabilities.
3. The Clerk shall ensure that Voter Assistance Centres are accessible to Candidates and Voters with disabilities.
4. Any Designated Election Official who has taken an oath or affirmation of secrecy may assist a Voter in accessing or using the Online Voting System, in accordance with the Voter's instructions.
5. A Voter may request assistance from a person of their choice to mark their Ballot, provided that the person assisting has taken an oath or affirmation of secrecy administered by a Designated Election Official.

7.13 Offences and Penalties

1. Any person who contravenes these procedures or the provisions of the Municipal Elections Act, 1996 is guilty of an offence and is subject to the penalties set out in the Act.
2. Without limiting the generality of subsection 7.13 (1), offences may include, but are not limited to:
 - a. Voting when not entitled to do so;
 - b. Voting more than once in the election;
 - c. Providing false or misleading information to an Election Official;
 - d. Obtaining or attempting to obtain, or using, a Voter ID Number or PIN which they are not entitled to;
 - e. Interfering with or attempting to influence how a Voter votes; and
 - f. Attempting to commit or conspiring to commit any of the above.
3. Any suspected contravention of these procedures or the Act, including any misuse of a Voter Information Letter or voting credential, may be reported to the appropriate authorities for investigation.
4. For greater certainty, the use of another individual's Voter Information Letter, Voter ID Number, or PIN, including for the purpose of casting a vote, constitutes a serious offence under the Act.

7.14 Mail Tampering – Criminal Offence

1. Tampering with another individual's mail is a criminal offence under the Criminal Code of Canada.
2. Any concerns or suspected incidents of mail tampering relating to election materials may be reported to the appropriate authorities for investigation.

8 Vote Tabulators

8.1 Vote Tabulators

1. Each Voting Location shall have at least one (1) Vote Tabulator for the purpose of scanning Ballots and tabulating votes.

8.2 Vote Tabulators – Programming

1. The Vote Tabulator and Memory Cards are programmed to produce a printed record of the number of votes cast for each Candidate.

2. The Vote Tabulator is programmed so that an audible beeping sound alerts the Designated Election Official that one of the following Ballot conditions has been detected and the Ballot is being returned for re-examination by the Elector:
 - (a) DRO Error Detected;
 - (b) Blank Ballot;
 - (c) Over-Voted Ballot;
 - (d) Ambiguous Ballot;
 - (e) Misread Ballot; and
 - (f) Invalid Ballot.
3. The Vote Tabulator provides information regarding the identified Ballot condition and prompts the Elector to indicate whether the Ballot is to be accepted (CAST button) or rejected (RETURN button). A Designated Election Official shall, in accordance with the Elector's direction, select the corresponding option on the Vote Tabulator. Where the Elector is not present or does not provide direction, the Designated Election Official shall proceed in accordance with the procedures set out in Section 5, paragraphs (5) to (9) for handling the applicable Ballot conditions.

8.3 Vote Tabulators – Testing

1. Prior to Advance Voting, the Clerk shall conduct logic and accuracy testing of all Vote Tabulators, including any replacement Vote Tabulators, ATI devices, and assistive devices to be used in the election, to ensure that they accurately tabulate votes cast for all Candidates and operate as programmed. The Clerk shall determine the date, time and location of testing.
2. The test shall include the following steps:
 - a) Powering up the Vote Tabulator;
 - b) Loading the Memory Cards into the Vote Tabulator;
 - c) Opening the poll;
 - d) Printing a zero report;
 - e) Tabulating a pre-audited group of Ballots, including Ballots representing each of the conditions described in subsection 8.2 (2) and Ballots containing a pre-determined number of votes for each Candidate;
 - f) Printing the results from the Vote Tabulator;

- g) Closing the poll;
 - h) Reading the Memory Cards and testing the Elections Reporting System
 - i) Uploading the results to a test version of the Election Reporting System; and
 - j) Comparing the tabulated results against the pre-audited results.
3. If any error is detected during testing, the cause of the error shall be identified and corrected and the test repeated until an errorless test is achieved and verified to the satisfaction of the Clerk.
 4. Upon completion of testing, the Clerk shall clear all test vote totals from the Memory Cards and shall seal the Memory Cards within the Vote Tabulator.
 5. Tamper-evident seals may be applied to memory card access ports, the report printer door, and the modem port, as directed by the Clerk. Seals shall be documented and remain intact unless otherwise authorized.
 6. The Clerk shall retain the Ballots used for testing and certification, the results tapes produced during testing, and any additional materials used in the programming and testing of the Vote Tabulators, in accordance with the Act.
 7. The Clerk shall not alter or modify the materials referred to in subsection 8.3 (6).

8.4 Vote Tabulator Set-up – Voting Day

1. The Designated Election Official shall verify the Vote Tabulator identification to confirm that it has been assigned to the correct Voting Location.
2. The Designated Election Official shall, in the presence of at least one other Designated Election Official, verify that no Ballots or other materials are present in the Ballot Box, including both the primary and auxiliary compartments.
3. The Designated Election Official shall position the Vote Tabulator on top of the Ballot Box and power on the Vote Tabulator in accordance with the provided instructions.
4. The Designated Election Official shall verify that the date and time are correct.
5. The Designated Election Official shall open the poll by selecting “OPEN POLL” from the administrative menu on the Vote Tabulator.
6. The Designated Election Official shall, in the presence of all Candidates and/or Scrutineers who are present, confirm that the Vote Tabulator indicates “Ballots Cast: 0”.

7. If the totals are zero, the Designated Election Official shall print two (2) zero reports and shall:
 - (a) Remove the first zero report from the Vote Tabulator, print and sign their name, and display it in a location visible to all within the Voting Location; and
 - (b) Ensure that the second zero report remains affixed to the Vote Tabulator until the results are printed following the close of voting and shall print and sign their name on the zero report.
8. If the totals are not zero for all Candidates, the Designated Election Official shall immediately notify the Designated Election Official who has been designated by the Clerk for further instructions and shall conduct the vote using the Auxiliary Compartment for the Ballot Box until the Vote Tabulator is made operational or a replacement Vote Tabulator is provided. Where a replacement Vote Tabulator is used, subsections 8.7 (1) to (7) shall be carried out for the replacement Vote Tabulator.
9. Voting shall then commence with the procedures set out in Section 8.7.

8.5 Vote Tabulator Set-up – Continuous Advance Voting – Day One

1. On the first day of Advance Voting, the Designated Election Official shall follow the procedures set out in Section 8.4.
2. Voting shall then commence with the procedures set out in Section 8.7.
3. At the close of each day during continuous Advance Voting, the Designated Election Official shall follow the procedures set out in Section 8.9.
4. On each subsequent day of Advance Voting, the Designated Election Official shall follow the procedures set out in Section 8.7.

8.6 Vote Tabulator Set-up – Continuous Advance Voting – Subsequent Days

1. On each subsequent day of Advance Voting, the Designated Election Official shall open the poll in the following manner:
 - (a) Verify the Vote Tabulator identification to confirm it has been assigned to the correct Voting Location;
 - (b) In the presence of at least one (1) other Designated Election Official, verify that the Ballot Box assigned for that day is empty and that no Ballots or other materials are present;
 - (c) Remove any seals from the Vote Tabulator to allow the processing of Ballots;

- (d) Position the Vote Tabulator on top of the Ballot Box and follow instructions provided for powering the Vote Tabulator;
 - (e) Verify that the date and time are correct;
 - (f) Verify that the number of Ballots cast displayed on the Vote Tabulator matches the number of Ballots cast as recorded by the Designated Election Official from the previous day's Advance Polls Continuous Ballot Count Form; and
 - (g) Select "OPEN POLL" and then select "CONFIRM" to resume and add results on the Vote Tabulator.
2. The Vote Tabulator will automatically print a Status Tape once the Designated Election Official has selected CONFIRM to resume and add results on the Vote Tabulator. This Status Tape is to remain affixed to the Vote Tabulator and no additional copies are to be printed.
 3. The Designated Election Official shall, and any Candidates and/or Scrutineers who are present may, initial the Status Tape at the opening of the continuous Advance Voting.
 4. All Status Tapes shall remain affixed to the Vote Tabulator until the results report is generated at the close of voting on Voting Day.
 5. Voting shall then commence in accordance with the procedures set out in Section 8.7.

8.7 Voting Procedures

1. The Clerk may delegate to a Designated Election Official the authority to initial the Ballot, demonstrate to the Elector how to mark the Ballot, issue the Ballot to an Elector in a Secrecy Folder, and provide the Elector with a Ballot Marking Pen.
2. Upon receiving the Ballot, the Elector shall:
 - a) Proceed to the Voting Screen; and
 - b) Vote by placing a Mark in the Designated Voting Spaces using the Ballot Marking Pen provided.
3. After marking the Ballot, the Elector shall:
 - a) Insert the Ballot into the Secrecy Folder so as to conceal the votes and expose the initials of the Designated Election Official;
 - b) Leave the Voting Screen without delay;

- c) Deliver the Secrecy Folder containing the Ballot to the Designated Election Official at the designated Vote Tabulator; and
 - d) Remain with the Designated Election Official until the Ballot has been processed by the Vote Tabulator.
4. The Designated Election Official shall, in the presence of the Elector and without removing the Ballot from the Secrecy Folder, verify the initials of the Designated Election Official and insert the Secrecy Folder containing the Ballot, with the initials face down of the Designated Election Official, into the feed area of the Vote Tabulator and slide the Ballot from the Secrecy Folder until it is drawn into the Vote Tabulator.
5. **Blank Ballot:**
- a) If a Blank Ballot is returned by the Vote Tabulator and the Elector who delivered the Ballot is still present, the Designated Election Official shall:
 - i. Quietly advise the Elector that the Vote Tabulator does not detect any votes in any of the Designated Voting Spaces;
 - ii. Return the Ballot to the Elector by selecting the RETURN button on the Vote Tabulator; and
 - iii. Instruct the Elector to mark the Ballot in accordance with the instructions on the Ballot.
 - b) If the Elector is not present or declines to re-mark the Ballot, the Designated Election Official shall select the “Cast” button and cause the Vote Tabulator to accept the Ballot.
6. **Over-Voted Ballot:**
- a) If an Over-Voted Ballot is returned by the Vote Tabulator and the Elector who delivered the Ballot is still present, the Designated Election Official shall:
 - i. Quietly advise the Elector that the Vote Tabulator detects more votes for an office than the Elector is entitled to select;
 - ii. Ask the Elector if a replacement Ballot is required and, if they do want another Ballot, select the “RETURN” button on the Vote Tabulator, fold the Ballot and mark on the reverse side of the Ballot “cancelled”, and have the Elector return the Ballot to the Designated Election Official who issued it for placement in the Cancelled Ballot Envelope;
 - iii. Provide a replacement Ballot to the Elector; and
 - iv. Instruct the Elector to mark the Ballot in accordance with the instructions.

- b) If the Elector is not present or declines the opportunity to mark another Ballot, the Designated Election Official shall, using the Vote Tabulator, select the “Cast” button and cause the Vote Tabulator to accept the Ballot.

7. Misread Ballot:

- a) If a Misread Ballot is returned by the Vote Tabulator and the Elector who delivered the Ballot is still present, the Designated Election Official shall re-insert the Ballot into the feed area of the Vote Tabulator. If the Vote Tabulator again rejects the Ballot, the appropriate Designated Election Official shall:
 - i. Quietly advise the Elector that the Ballot cannot be processed by the Vote Tabulator;
 - ii. Ask the Elector if a replacement Ballot is required and, if so, fold the Ballot and mark on the reverse side of the Ballot “cancelled” and have the Elector return the Ballot to the Designated Election Official who initially issued the Ballot to the Elector so that it can be placed in the Cancelled Ballot Envelope;
 - iii. The Designated Election Official shall provide a replacement Ballot to the Elector; and
 - iv. Instruct the Elector to mark the Ballot in accordance with the instructions.
- c) If the Elector declines the opportunity to mark a replacement Ballot, the Designated Election Official shall fold the Ballot and mark the reverse side of the Ballot “declined,” return the Ballot to the Designated Election Official who initially issued the Ballot to the Elector so that it can be placed in the Declined Ballot Envelope.
- d) If a Misread Ballot is returned by the Vote Tabulator and the Elector who delivered the ballot is not present, the Designated Election Official shall follow procedures as outlined in 11(8)(d).

8. Ambiguous Ballot:

- a) If an Ambiguous Ballot is returned by the Vote Tabulator and the Elector who delivered the Ballot is still present, the Designated Election Official shall:
 - i. Quietly advise the Elector that in at least one of the Designated Voting Spaces on the Ballot, the mark which has been made is not sufficiently dark or complete to allow the Vote Tabulator to determine with certainty that the mark reflects the Elector’s intention;
 - ii. Return the Ballot to the Elector; and

- iii. Instruct the Elector to mark the Ballot in accordance with the instructions on the Ballot or offer to replace the Ballot with a new Ballot.
- b) Ask the Elector if they wish a replacement Ballot, and if so, fold the Ballot and mark on the reverse side of the Ballot “cancelled” and have the Elector return the Ballot to the Designated Election Official who initially issued the Ballot to the Elector so that it can be placed in the Cancelled Ballot Envelope and:
 - i. The Designated Election Official shall provide another Ballot to the Elector; and
 - ii. Instruct the Elector to mark the Ballot in accordance with the instructions on the Ballot.
- c) If the Elector declines the opportunity to re-mark the Ballot the Designated Election Official shall, fold the Ballot and mark the reverse side of the Ballot “Declined” and have the Elector return the Ballot to the Designated Election Official who initially issued the Ballot to the Elector so that it can be placed in the Declined Ballot Envelope.
- d) If the Elector is not present to mark another Ballot, the Designated Election Official shall mark the reverse side of the Ballot “Rejected,” return the Ballot to the Designated Election Official who initially issued the Ballot to the Elector so that it can be placed in the Rejected Ballot Envelope.

9. **DRO Error Detected:**

- a) If a Ballot is returned by the Vote Tabulator because the Vote Tabulator has detected that the Ballot is missing the initial of the Designated Election Official, the Designated Election Official shall:
 - i. Quietly advise the Elector that the initials of the Designated Election Official are missing and that the Ballot cannot be processed without the initials of the Designated Election Official;
 - ii. Direct the Elector to the Designated Election Official who issued the Ballot to obtain the required initials; and
 - iii. Process the Ballot once the Ballot is returned by the Elector with the required initials.

8.8 Accessible Voting

1. In accordance with the Act, the Clerk shall have regard to the needs of Electors with disabilities.
2. Any Designated Election Official who has taken the prescribed oath or affirmation of secrecy may assist an Elector who is unable to attend to a Voting Screen

independently, including assisting an Elector to mark the Ballot behind a Voting Screen or in the Elector's apartment, room or other space at a Special Voting Place or personal residence in the case of the Vote at Home program.

3. An Elector may request assistance from a person of their choice to mark the Ballot, provided that the person has taken an oath or affirmation of secrecy from the Designated Election Official.
4. ATI Devices are available to support an independent voting experience during Advance Voting at all in-person Advance Voting Locations only. Prior to initiating an Accessible Voting Session, the ATI Device and any required accessories, including headphones, a Paddle, or a Sip and Puff Device, shall be connected in accordance with manufacturer instructions. The following process applies where an Elector uses an ATI Device:
 - a) An Elector may request, or be offered, the use of the ATI Device by a Designated Election Official prior to commencing the accessible voting process;
 - b) Following voter registration, the Designated Election Official shall determine the Elector's applicable Ballot type and direct or assist the Elector to the Vote Tabulator equipped with an ATI Device;
 - c) The Designated Election Official shall, using the Security Key, select "ACCESSIBLE VOTING" from the administrative menu on the Vote Tabulator and initiate the Accessible Voting Session.
 - d) The Designated Election Official shall insert a blank Ballot corresponding to the Elector's Ballot type into the Vote Tabulator to commence the Accessible Voting Session;
 - e) The Designated Election Official shall, with the assistance of the Elector, determine the appropriate assistive device(s) and assist the Elector as required with the ATI Device, headset, or other assistive equipment.
 - f) The Designated Election Official shall provide assistance only in accordance with the Elector's direction and shall not influence the Elector's selections.
 - g) The Elector shall navigate the Ballot and make their selections using the ATI Device.
 - h) The Elector may be provided the opportunity to review their selections using the ATI Device prior to finalizing the Ballot.
 - i) Upon completion of the Accessible Voting Session, the Designated Election Official shall ensure that the marked Ballot is handled in a manner that preserves the secrecy of the Elector's vote and that it is fed it into the applicable Vote Tabulator.

- j) The Designated Election Official shall monitor the display on the Vote Tabulator to confirm that the Ballots Cast count increases by one for each accessible Ballot processed.

8.9 Procedure for Closing the Voting Location During Advance Voting

1. The procedures in this section shall be followed by the Designated Election Official at the close of each day of Advance Voting.
2. At the end of each day of Advance Voting, the Designated Election Official shall check the Auxiliary Compartment for Ballots to ensure all Ballots have been processed, and shall immediately:
 - a. Process any Ballots from the Auxiliary Compartment;
 - b. If any Ballots in the Auxiliary Compartment cannot be processed, place Ballot(s) in the Rejected Ballot Envelope;
 - c. Ensure that the zero report and all Status Tapes remain affixed to the printer of the Vote Tabulator;
 - d. Fill out the Advance Polls Continuous Ballot Count form by printing the total number of Ballots cast in the appropriate column;
 - e. Using the Security Key, select "POWER DOWN" on the Vote Tabulator and unplug the Vote Tabulator;
 - f. Place a seal over the feeder slot of the Vote Tabulator;
 - g. Place the Vote Tabulator in the carrying case provided; and
 - h. Seal the Ballot Box to ensure it cannot be opened without breaking the seals and the Designated Election Official shall, and any Candidates and/or Scrutineers who may be present may, initial the Seal.
 - i. Deliver the Vote Tabulator, Ballot Box, and all required election materials not contained within the Ballot Box to the location and person designated by the Clerk.

8.10 Procedure for Closing the Voting Location on Voting Day

1. The procedures in this section shall be followed by the Designated Election Official at the close of voting:
 - a) The Designated Election Official shall, at the close of voting, check the Auxiliary Compartment for Ballots to ensure all Ballots have been processed.
 - b) Using the Security Key, select "CLOSE POLL" on the Vote Tabulator.

- c) Print two (2) copies of the Results Tape from the Vote Tabulator indicating the votes cast for each Candidate and:
 - i. Remove the two (2) copies of the Results Tape from the Vote Tabulator and sign the certificate portion of the two (2) copies along with any Candidates and/or Scrutineers who are present and wish to sign;
 - ii. Place the first copy of the Results Tape that includes the zero report printout in the Vote Tabulator Tape envelope; and
 - iii. Post the second copy of the Results Tape in the Voting Location in the same location as the zero report printout that was posted at the opening of the Voting Location for any Candidates and/or Scrutineers.
- d) The Designated Election Official will immediately call in the results to the designated phone number for results reporting at the close of polls.
- e) Ensure all cancelled, declined and rejected Ballots are in the appropriate Ballot envelopes and retained in accordance with the instructions of the Clerk.
- f) Seal the Ballot Box to ensure it cannot be opened without breaking the seals and the Designated Election Official shall, and any Candidates and/or Scrutineers who may be present may, initial the Seal.
- g) Deliver the Vote Tabulator, Ballot Box and the Vote Tabulator Tape envelope immediately to the location and person designated by the Clerk.

8.11 Candidates and Scrutineers – Vote Tabulation

1. Candidates shall appoint Scrutineers, in writing, to represent them at a Voting Location.
2. To protect the secrecy of the vote, Candidates and Scrutineers at the Voting Location shall not:
 - a) Monitor the process of casting votes through the use of Vote Tabulators; or
 - b) Monitor, listen to, or participate in any conversation or communication between an Elector and the Designated Election Official responsible for the Vote Tabulator, or view or be apprised of any messages displayed on the LCD Screen on the Vote Tabulator; or
 - c) Obtain any information about how an Elector has voted.
3. Despite the foregoing, Candidates and Scrutineers may, from time to time, request to be advised of the number of Ballots processed by the Vote Tabulator.

4. No more than one Scrutineer or the Candidate per Candidate will be permitted at each Voting Location.

8.12 Vote Tabulator – Malfunction Procedures

1. If a Vote Tabulator at a Voting Location fails to operate, the Designated Election Official shall:
 - a) Insert the Ballot from the Secrecy Folder, with the initials of the Designated Election Official face down, directly into the Auxiliary Compartment in full view of the Elector;
 - b) Insert the Ballots into the Vote Tabulator from the Auxiliary Compartment once the Vote Tabulator becomes operational; and
 - c) Seal the Auxiliary Compartment with tape provided for that purpose when it is not in use.
2. If a Vote Tabulator has been used to tabulate votes cast in a Voting Location on Voting Day but the tabulation of the votes cannot be completed because the Vote Tabulator is not operating or cannot be made to operate within a reasonable time following the close of the voting, the Designated Election Official shall:
 - a) Notify the Designated Election Official who has been designated by the Clerk for further instructions;
 - b) Remove and place any Ballots from the Auxiliary Compartment in the Auxiliary Compartment Ballots Envelope and place this envelope in the Auxiliary Compartment;
 - c) Place all cancelled, declined and rejected Ballots in the appropriate Ballot envelopes and place these envelopes in the Auxiliary Compartment and then seal the Auxiliary Compartment to ensure that it cannot be used without breaking the seals;
 - d) Seal the Ballot Box to ensure the Ballot Box cannot be opened without breaking the seals;
 - e) Advise any Candidates and/or Scrutineers present of the location to which materials will be delivered, and their right to be present at that location, and personally deliver the Vote Tabulator, Ballot Box, Supply Bag/Box, unused Ballots and all other election materials not contained within the Ballot Box to the location designated by the Clerk;
 - f) At the designated location, and in the presence of all Candidates and/or Scrutineers, the Clerk shall remove the Memory Cards from the inoperable Vote Tabulator, insert the Memory Cards into a back-up Vote Tabulator, and process all

Ballots from the Ballot Box and all Ballots from the Auxiliary Compartment Ballots Envelope using the back-up Vote Tabulator; and

- g) Complete the closing procedures as outlined in Section 8.10.
3. If the Designated Election Official is unable to complete the tabulation of the votes because a Memory Card has malfunctioned, the Designated Election Official shall:
 - a) Notify the Designated Election Official who has been designated by the Clerk for further instructions;
 - b) Once replacement Memory Cards have been provided, insert the Memory Cards into a back-up Vote Tabulator;
 - c) Follow the procedures set out in Section 8.4 to ensure that the totals on the replacement Memory Cards are zero for all candidates;
 - d) Remove all Ballots from the Ballot Box and from the Auxiliary Compartment and feed the Ballots into the Vote Tabulator following the voting instructions outlined in Section 8.7;
 - e) If the Vote Tabulator rejects a Ballot that has been retrieved from the Auxiliary Compartment for any reason other than an Ambiguous Ballot or Misread Ballot, the Designated Election Official shall, using the Vote Tabulator "CAST" button, cause the Vote Tabulator to accept the Ballot; and
 - f) If the Vote Tabulator rejects a Ballot retrieved from the Auxiliary Compartment due to an Ambiguous Mark, the Designated Election Official shall follow the procedures set out in subsection 8.7(8) paragraph (d).
 4. If the Designated Election Official experiences other technical issues with the Vote Tabulator, the Designated Election Official shall immediately notify the Designated Election Official identified by the Clerk for further instructions.

8.13 Redeployment of Vote Tabulators

1. Any redeployment of Vote Tabulators shall be at the discretion of the Clerk.
2. Memory Cards from Vote Tabulators used in Advance Voting may be removed by the Designated Election Official, if required, placed in a sealed envelope, and secured by the Clerk.
3. Memory Cards programmed for Election Day shall be inserted into the assigned Vote Tabulator, which shall then be sealed and re-labelled for deployment by the Designated Election Official.

9 Vote At Home Program

9.1 Requesting a Home Visit

1. An eligible elector may vote only once in the Township, regardless of the number of properties they may own and/or rent. Eligible electors who own more than one (1) property and reside in the Township must vote for the ward in which they reside.
2. Every eligible elector who wishes to receive a home visit to vote must:
 - a) be on the Voters' List or have applied to add themselves on the Voters' List;
 - b) affirm that their ability to move or function is restricted to the extent that they cannot attend a voting place and that they meet the eligibility as defined under the definition of Homebound Elector in this procedure (*Note: caregivers are not eligible for this program*); and
3. provide acceptable identification in accordance with O.Reg. 304/13.
4. A home visit can be requested by the following methods:
 - a) By phone through ServiceKing at 905-833-5321;
 - b) By email to elections@king.ca;
 - c) Other methods such as an online form submission at www.king.ca/voteathome, if feasible.
5. An Elector requesting a home visit shall provide their name, contact information, qualifying Township of King address, date of birth, and preferred date and time of visit.
6. A Designated Election Official shall verify whether the Elector is on the Voters' List:
 - a) If found on the Voters' List, the Elector shall be asked to confirm their school support.
 - b) If not found on the Voters' List, or if any of the Elector's details are incorrect, the Designated Election Official shall:
 - i. Provide the Elector with information on how to apply online to add or update their information on the Voters' List; or
 - ii. If required, assist the Elector in applying online to add or update their information on the Voters' List.
7. A Designated Election Official shall review the request and contact the Elector to confirm acceptable identification, assess any accommodation requirements, and schedule the date and time of the home visit.

9.2 Marking the Elector as Voted

1. Before entering an Elector's residence to conduct a home visit, the Designated Election Officials shall confirm that the Elector has not already been marked as voted on the Voters' List.

2. Upon completion of the home visit, Designated Election Officials shall immediately place both the marked Ballot and secrecy folder in a sealed envelope, mark the Elector as having voted on the Voters' List, and update the Vote at Home Program master spreadsheet.

9.3 Vote at Home Visit

1. The Vote at Home Program will be offered only on the same dates, and during the same time, as the in-person advance voting dates established by the Township Clerk.
2. Each home visit shall be conducted by a team of two (2) Designated Election Officials.
3. At the Elector's residence, Designated Election Officials shall request identification from the Elector that shows their name and qualifying address and confirm that it matches the information on the Voters' List.
4. If the Elector is on the Voters' List and provides acceptable identification, Designated Election Officials shall provide the Elector with a Ballot in a secrecy folder and provide instructions for marking the Ballot.
5. If the Elector is on the existing Voters' List but does not have acceptable identification, the Designated Election Officials shall:
 - a) Assist the Elector in completing a Declaration of Identity; and
 - b) Mark or sign the Declaration of Identity in the designated area.
 - c) If the Elector has applied online to be added to the Voters' List and provides acceptable identification, Designated Election Officials shall provide the Elector with a Ballot in a secrecy folder and provide voting instructions.
 - d) If the Elector has applied online to be added to the Voters' List and does not have acceptable identification, no Ballot shall be issued.
6. The Elector may mark the Ballot for their preferred Candidate(s).
7. Where an Elector requires assistance, Designated Election Officials may assist if a caregiver or family member is unavailable. In such cases, the Oath of Secrecy shall be administered to the person assisting.
8. The completed Ballot shall be returned to the secrecy folder and retained within it to maintain the secrecy of the vote.
9. Designated Election Officials shall securely retain all secrecy folders containing Ballots in a secure envelope and transport them to the in-person advance voting location for tabulation in accordance with Section 9.4.
10. The Elector shall be advised that they will be marked as having voted, that their secured Ballot will be processed by the tabulator at the advance vote polling location, and that the ballot will be deposited into a sealed ballot box following tabulation.

9.4 Tabulation

1. The secure envelope containing the secrecy folders with marked Ballots shall be opened at the advanced voting location and the Ballots processed through the advance voting tabulator and then stored in the designated sealed ballot box.
2. Tabulation shall be completed in accordance with Section 8.7 of these Procedures.
3. Advance vote results shall not be accessed or generated until after the close of voting on election day.

10 Scrutineers

1. Scrutineers may be appointed in writing by the Candidate, in accordance with Section 16 of the Act.
2. Upon producing a properly signed appointment form and taking the required oath(s) of secrecy, a Scrutineer may attend a Voter Assistance Centre or Voting Location during hours of operation to observe the process.
3. No more than one Scrutineer per Candidate is permitted at a Voter Assistance Centre or Voting Location at any one time, unless the Candidate is present in which case, they may not have a Scrutineer present.
4. Scrutineers shall not interfere with or attempt to influence a Voter, communicate with a Voter while the Voter is accessing or using the Online Voting System or Marking their Ballot, or attempt to observe how a Voter is voting.
5. Scrutineers may, at the discretion of the Clerk, be permitted to observe tabulation and reporting processes, at a time, place, and in a manner determined by the Clerk.
6. To protect the secrecy of the vote, Candidates and Scrutineers at the Voting Location shall not:
 - a) Monitor the process of casting votes through the use of Vote Tabulators; or
 - b) Monitor, listen to, or participate in any conversation or communication between an Elector and the Designated Election Official responsible for the Vote Tabulator, or view or be apprised of any messages displayed on the LCD Screen on the Vote Tabulator; or
 - c) Obtain any information about how an Elector has voted.
7. Despite the foregoing, Candidates and Scrutineers may, from time to time, request to be advised of the number of Ballots processed by the Vote Tabulator.
8. Candidates and their Scrutineers shall not accompany or attend a Home Visit.
9. Candidates and Scrutineers may attend the opening and tabulation of the sealed

ballot from a Home Visit at the advance vote location.

10. At the end of each advance voting day, Candidates are entitled to receive a list of Electors who voted that day. This list will include Electors who voted online, in person and by Home Visit but shall not indicate the voting method used.
11. A Scrutineer who contravenes these procedures or fails to follow the instructions of the Clerk or Designated Election Official may be required to leave the Voter Assistance Centre or Voting Location.

11 Results

1. Following the close of voting on Election Day, the Clerk, in the presence of at least one person designated by the Clerk, shall cause the results from the Online Voting System to be decrypted and accessed.
2. The Clerk will provide notice to Candidates of the time, being no earlier than the close of voting on Voting Day, and location where the unofficial results from the Advance Voting Tabulators will be generated.
3. Tabulated votes will be compiled in the Township's Election Reporting System commencing at the close of voting on Voting Day, based on results reported to the Clerk by Designated Election Officials.
4. Results from the Online Voting System shall be combined with results from Ballots cast using Vote Tabulators for the purposed of reporting election results.
5. The Clerk will review, validate and may stream unofficial vote results to the Township's website. Web-streamed unofficial vote results will be displayed at a public venue determined by the Clerk and communicated to the public and Candidates.
6. Unofficial vote results shall not be made available until after the close of voting on Election Day.
7. Official vote results will be made available to the public and Candidates by the Clerk in accordance with the provisions of the Act.

12 Recounts

1. If a recount is conducted, it shall be carried out in accordance with these procedures, with necessary modifications to reflect that tabulation will occur at a single location and in the absence of Electors. Votes shall be counted in the same manner as the original count and as the original Ballot was cast, using Vote Tabulators and Online Voting.

13 Submission of Campaign Financial Statements

1. Compliance with the Act is the responsibility of each Candidate and Registered Third Party Advertiser. Without limiting that responsibility, Candidates and Registered Third Party Advertisers are responsible for complying with all applicable campaign finance requirements under the Act, including but not limited to:
 - a) accurately tracking all campaign contributions and expenses; and
 - b) filing complete and accurate campaign financial statements and, where applicable, supplementary campaign financial statements.
2. In accordance with the Act, every Candidate and Registered Third Party Advertiser shall file a campaign financial statement, in the prescribed form, with the Clerk by the Initial Campaign Financial Filing Date.
3. In accordance with the Act, any Candidate or Registered Third Party Advertiser who has extended their campaign shall file a Supplementary Campaign Financial Statement by the Supplementary Filing Date.
4. In accordance with the Act and the prescribed campaign financial statement, Candidates and Registered Third Party Advertisers are required to publicly disclose all contributions of more than \$100.00 on the campaign financial statement.
5. For administrative purposes, the Clerk may provide Candidates and Registered Third Party Advertisers with templates or guidance materials to assist in tracking and recording campaign contributions and expenses in accordance with the Act.
6. Each Candidate and Registered Third Party Advertiser is responsible for maintaining records of all campaign contributions and expenses, including contributions of more than \$100, in accordance with the Act.
7. Each Candidate and Registered Third Party Advertiser shall file with the Clerk, by the initial campaign financial filing date, a paper copy of the campaign financial statement in the prescribed form.
8. Where a campaign has been extended in accordance with the Act, each Candidate and Registered Third Party Advertiser shall file with the Clerk, by the supplementary filing date, a paper copy of the completed supplementary campaign financial statement in the prescribed form.
9. The Clerk may rely on the paper campaign financial statements filed by Candidates and Registered Third Party Advertisers for the purpose of carrying out the review required under sections 88.34 and 88.36 of the Act.
10. The Clerk may appoint one or more persons to assist in carrying out the Clerk's duties under sections 88.34 and 88.36 of the Act.
11. In the event of any inconsistency or conflict between this procedure and the *Municipal Elections Act, 1996*, or any regulation or prescribed form made under the Act, the provisions of the Act and its regulations shall prevail.
12. The Clerk does not audit, certify, or verify the accuracy or completeness of campaign financial statements filed by Candidates or Registered Third Party Advertisers. The Clerk's role is limited to receiving filings and carrying out the specific statutory review

and reporting obligations imposed by the *Municipal Elections Act, 1996*, including the review of reported contributions and other prescribed matters for the purposes set out in sections 88.34 and 88.36 of the Act. Responsibility for overall compliance with the Act, and for the accuracy and completeness of all information filed, rests with the Candidate or Registered Third Party Advertiser.

14 Emergency

1. In accordance with the Act, the Clerk may declare an emergency where, in the opinion of the Clerk, circumstances have arisen that are likely to prevent the election from being conducted in accordance with the principles of the Act.
2. Upon declaring an emergency, the Clerk may make such arrangements as are considered necessary or advisable for the conduct of the election.
3. Any arrangements made by the Clerk, if consistent with the principles of the Act, prevail over anything in the Act and the regulations made under it.

15 Amendments

1. The Clerk may amend these procedures or provide such further procedures as the Clerk considers necessary or desirable for conducting the election.
2. Amendments shall be included in these procedures and the procedures shall be republished to the Township’s website as soon as is reasonably possible.
3. Substantive amendments shall be recorded in the Index of Amendments included in these procedures. Administrative or minor amendments may be made by the Clerk without inclusion in the Index.

16 Index of Amendments

Date	Section	Amendment