



2026 Municipal Election Procedures

Contact Information
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Note: The procedures contained within are subject to change at any time, up to and including Voting Day at the discretion of the Clerk

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1. INTRODUCTION

1.1 Preamble

The Town of Greater Napanee is conducting the 2026 Municipal Election in accordance with the *Municipal Elections Act, S.O. 1996*, as amended, and has chosen to use an alternative voting method, S.42 (1)(b), being Internet/Telephone Voting (By-law 2013-0036).

The purpose of this document is to establish procedures for the use of Internet /Telephone voting, which are consistent with the principals of the *Municipal Elections Act, 1996* (MEA).

The Clerk, if deemed necessary, at any time, up to and including Voting Day (October 26, 2026), may amend procedures, documents, etc. Amendments to the procedures will be e-mailed to each Candidate to the address shown on filed Nomination Forms and posted on the Town of Greater Napanee website (www.greaternapanee.com).

With respect to matters of policy and procedures for alternative voting methods and all other municipal election matters, the decision of the Clerk is final.

The contents of this document are intended only as a guide to certain provisions of relevant legislation and do not purport to recite all applicable statutory references. Prospective candidates must satisfy themselves through their own determination that they have complied with the pertinent sections of the MEA and that they are in fact qualified by law to seek elected office.

Questions with respect to these procedures may be directed to:

Jessica Walters, Clerk/Returning Officer
Town of Greater Napanee - Legislative Services
99 Advance Ave
Napanee, ON K7R 3Y5

Telephone: (343) 302-5238

E-mail: jwalters@greaternapanee.com

Website: www.greaternapanee.com/elections

1.2 Principles Guiding Municipal Elections

The following principles were considered during the development of the *Municipal Elections Act*, its amendments and the planning and delivery of the 2026 Ward 3 By-Elections:

- The secrecy and confidentiality of the individual vote is paramount.
- The election should be fair and non-biased.
- The election should be accessible to the voters.
- The integrity of the process should be maintained throughout the election.
- There be certainty that the results of the election reflect the votes cast.
- Voters and candidates should be treated fairly and consistently within a municipality.

1.3 Applicable Legislation

All references to legislation in these procedures are to the *Municipal Elections Act*, 1996, S.O. 1996, C.32 as amended (“the Act”) unless otherwise stated. Authority for these procedures is established pursuant to Section 12 of the Act.

1.4 Key Dates

2026 Municipal Election	
Date(s)	Event
May 1, 2026	Nomination Period and Registrations for Third Party Advertisers Open
August 21, 2026	9:00 a.m. to 2:00 p.m. – Nomination Day (final deadline to file) 2:00 p.m. – Deadline to Withdraw Nomination
August 22, 2026	Candidate Certification Day
September 1, 2026	Preliminary List of Electors (PLE) Available
September 2, 2026	Deadline for Candidates to Submit Profiles for Town Website
September 11, 2026	First day to post Election Campaign Signs under the Election Signs By-law
September 30, 2026	Office Closed (Truth & Reconciliation Day)
October 1, 2026	Clerk to Distribute the interim list of changes to the Voters’ List that have been approve don or before September 20 Clerk to Distribute certified Campaign Expense and Contribution limit forms
October 16, 2026	9:00 a.m. – Advance Voting Opens, Voter Assistance Center available at 99 Advance Ave during office hours
October 23, 2026	4:00 p.m. – Deadline for Third-Party Advertiser Registrations
October 26, 2026	8:00 p.m. – Voting Closes 8:30 p.m. (or as soon as possible) – Preliminary Results Announced
October 27, 2026	Certified Election Results Provided

October 30, 2026	Deadline for Election Campaign Signs to be removed
November 15, 2026	2026-2030 Council Term begins
November 17, 2026	1:00 p.m. – First Council Meeting, Swearing in of Members
December 31, 2026	Deadline for all persons with a copy of the Voters’ List to destroy the list and provide confirmation to the Clerk Last day of election campaigning period
March 26, 2027	2:00 p.m. – Deadline to file Candidate Financial Statements and Auditor’s Report (if applicable) or file for an extension
April 28, 2027	2:00 p.m. – Deadline to file late Candidate Financial Statement (\$500 late filing fee applies)
June 24, 2027	(or 90 days after Financial Statement filed, whichever is later) – Deadline for an elector to apply for a Compliance Audit

1.5 Method of Giving Notice

Notice required to be given to the public under the Act will be posted on the Town website under the Newsroom and published in the local newspaper. Notice will also be posted on the Town’s social media account, if possible.

The primary location for general information about the election will be on the Town website at greaternapanee.com/elections. The primary method of communication with candidates about matters of interest, changes to policies or procedures, and key election details will be by email to the email address provided in the form GN01, unless the candidate has advised that they require communication in an alternative method. The Clerk shall make all reasonable efforts to accommodate alternate communication methods when requested.

All notices and forms shall be made available in English only. Forms and notices will be available from the Clerk’s office on request, and certain forms will be posted to the Town website as needed. A list of all forms used in the election is available in Appendix A of this procedure document.

1.6 Amendments to the Procedures

The Clerk is authorized to make amendments to this procedure as needed up until the end of Voting Day. The Clerk may establish additional forms without an amendment to the Procedures. The Clerk shall provide each person who has filed a nomination or advertiser registration with a copy of the Procedures by email, and shall provide an email notice summarizing any changes to the Procedures within 5 business days of making the amendment. Physical copies of the Procedures may also be issued in person or by mail to a candidate or registrant on request.

2. ELECTORS

2.1 Qualifications of Electors for Municipal Election

A person is entitled to be an elector for a by-election (unless prohibited by the *Municipal Elections Act* or any other Act), if, on Voting Day (**Monday, October 26, 2026**) they:

- Are a Canadian citizen;
- Are at least eighteen (18) years of age;
- Reside in the Town of Greater Napanee; or are the owner or tenant of land in the Town of Greater Napanee, or are the spouse of such a person; and
- Are not prohibited from voting as noted below or otherwise, by law.

It is the responsibility of the elector to ensure they are qualified to vote.

Ward maps showing the boundaries and addresses within each ward are available on the Town's website at www.greaternapanee.com/elections or in an alternate format on request.

2.2 Person Prohibited from Voting

- A person who is serving a sentence of imprisonment in a penal or correctional institution;
- A Corporation;
- A person acting as an executor or trustee or in any other representative capacity; and
- A person who was convicted of a corrupt practice for an election.

2.3 Number of Votes

A voter is only entitled to vote once in a municipality and once in a school board even if the voter has more than one qualifying property address with the municipality or school board. The place where they vote is where they reside.

If a voter lives in one ward and owns property in another ward, they must vote in the ward in which they reside. If a voter is a non-resident and owns more than one property in the municipality, the voter may choose which property shall be their qualifying property for the purpose of determining their ward.

If a voter owns property in multiple Ontario municipalities, they are entitled to vote once in each of those municipal elections.

2.4 Students

A student may vote in the municipality where they are temporarily residing while attending school as well as at their permanent home in a different municipality, provided that they do not intend to change their permanent home.

2.5 Homeless Persons

If a person has no permanent residence, then the following rules determine their residence:

- The place in which the person most frequently returned to sleep or eat during the five weeks preceding the determination;
- If a person returns with equal frequency to one place to sleep and another to eat, the place in which they sleep.
- Multiple returns to the same place during a single day, to eat or sleep, are considered to be one return.

A person's affidavit regarding the places to which they returned to eat or sleep during a given time period is conclusive, in the absence of evidence to the contrary.

2.6 Qualifications of Electors for School Board Elections

A person is entitled to be an elector at an election held in a local municipality, within the area of jurisdiction of the district school board, if, on voting day, they:

- Are a Canadian citizen;
- Are at least eighteen (18) years of age;
- Has not already voted in the election for school trustees elsewhere in the school board's area jurisdiction;
- Reside in the local municipality or are the owner or tenant of a residential property, or the spouse of such owner or tenant, and
- Are not otherwise prohibited from voting.

Because voters can only vote for school trustees once, non-resident electors are not eligible to vote in school board elections if their home address is located within the same school board area.

The following cannot vote in a school board election:

- A person serving a sentence of imprisonment in a penal or correctional institution;
- A Corporation; or
- A person convicted of a corrupt practice for an election held within four years of voting day.

2.7 Electoral Status for School Board Elections

The electoral status for school purposes is shown on the Voters' List. Prior to June 1, a voter may change their school support directly with MPAC. A voter may also, during the revision period (Tuesday, September 1, 2026 up to and including Voting Day, Monday

October 26, 2026), make application for correction of the Voters' List. Therefore, a person may make application to change their school support up to and including Voting Day. Qualifications for and definitions of the categories of school electors are found in the *Education Act*.

3. CANDIDATES

To run for an office on Council, a candidate must be a qualified elector on the day they file their nomination paper.

3.1 Council

To run for Council the person must be:

- A Canadian citizen;
- At least eighteen (18) years of age;
- A resident of the Town of Greater Napanee or own or lease property (or be the spouse of the owner or lessee) in the Town of Greater Napanee;
- Not legally prohibited from voting;
- Not disqualified by any legislation from holding municipal office;
- Obtain at least 25 signatures from individuals eligible to vote in the Town of Greater Napanee on the day they signed the endorsement.

A candidate seeking to represent a Ward is not required to live or own property within that Ward, only the municipality.

3.2 School Board

To run for School Board Trustee, the person must be:

- A Canadian citizen;
- At least eighteen (18) years of age;
- A resident in the area of jurisdiction of the board;
- Eligible to be an Elector for the school board in which the person is a candidate;
- Not legally prohibited from voting;
- Not disqualified by any legislation from holding office;
- Endorsement signatures are not required for School Board Trustee candidates.

3.3 Offices to be Elected

The following offices are to be elected in the 2026 Municipal Elections:

Offices to be Elected	Candidates to be Elected
Mayor	One (1) to be elected at large
Deputy Mayor	One (1) to be elected at large

Ward Councillor	Ward 1 - One (1) to be elected Ward 2 - One (1) to be elected Ward 3 - One (1) to be elected Ward 4 - One (1) to be elected Ward 5 - One (1) to be elected
English Public School Board Trustee	One (1) to be elected at large
French Language Separate School Board Trustee (Nominations to be filed with City of Kingston)	One (1) to be elected at large
English Separate School Board Trustee (Nominations to be filed with Loyalist Township)	One (1) to be elected at large
French Language Public School Board Trustee (Nominations to be filed with City of Kingston)	One (1) to be elected at large

An elected member of council or school board trustee must maintain their qualifications throughout the entire term of office or their seat will become vacant.

3.4 Nominations

Every person who proposes to be a candidate must file nomination papers prior to receiving any campaign contributions and prior to expending any funds on a campaign. The Nomination period starts on **Friday, May 1, 2026** and ends on **Friday, August 21, 2026 (Nomination Day) at 2:00 p.m.**

Nomination forms must be signed by the candidate and filed in person or by an agent (no fax or e-mail), accompanied with at least 25 original signatures from eligible electors in the Town of Greater Napanee up to and including Thursday, August 20, 2026 during normal business hours (Monday to Friday 8:30 a.m. to 4:00 p.m.). On **Nomination Day, Friday, August 21, 2026** nominations must be filed between 9:00 a.m. and 2:00 p.m. Nomination papers will not be accepted after the deadline.

- Signatures on Form 1 and 2 must be originals, and cannot be scanned or photocopied
- The Candidate is responsible for ensuring their endorsement signatures are from eligible electors

Nominations may be made by completing and filing in the office of the Clerk, nominations on the prescribed form, acceptable identification (must be valid and contain the candidates' name, qualifying address and signature), the prescribed nomination filing fee (\$200 for the Office of Mayor, \$100 for all other offices), and such other documentation as required for the filing process.

Form – Nomination Paper (Form 1)
Form – Endorsement of Nomination (Form 2)

An unofficial list of candidates received by the Clerk will be posted on the Town's website (www.greaternapanee.com/elections) and updated on a weekly basis. The list will clearly be marked as Unofficial.

Appointment Logistics

On every day except Nomination Day, an appointment must be made with the Clerk's office to submit nomination forms. This will allow election staff to ensure enough time is dedicated to candidates to review election guidelines and procedures.

The nomination package will be reviewed unofficially with the Candidate or Agent to determine if any information has been omitted, and to ensure that the Nominee is qualified to file a Nomination Paper. The Clerk will make a cursory review of the Endorsement of Nomination Form to ensure that the form is complete and the Candidate has included the required number of signatures. The Clerk is not required to verify that the person endorsing the nomination is eligible to vote for an office within the municipality on the day the person endorses the nomination.

At the appointment, all potential candidates will be asked to:

- Provide the proper pronunciation of their name for use in the voice prompts for the telephone voting system;
- Provide a consent to release personal information form;
- Ensure that payment of the filing fee is made by cash, debit, certified cheque, or money order; and
- Provide proof of identity and residence.

The Clerk will also provide the Candidate with:

- Information about their financial reporting obligations and maximum campaign expenses and contributions;
- Information about local election by-laws and policies; and
- Information about their options for obtaining a copy of the Voters' List and obligations with respect to the protection of personal information.

3.4 Change of Office or Withdrawal of Nomination

If, after having filed a nomination form, a candidate wishes to file a nomination for a different office in the same election, the first nomination shall be deemed to have been withdrawn at the time the second nomination is filed. The 25 signatures endorsing the candidate's nomination may be transferred. The filing fee is deemed to have been paid with the latest filing if the two nominations are for the same council/board unless changing offices.

If, after having filed a nomination form, a candidate wishes to withdraw their nomination, a notice must be filed with the office of the Clerk in writing by no later than 2:00 p.m. on

Friday, August 21, 2026. Such notice must be signed by the candidate in order to be accepted.

Form – Withdrawal of Nomination

3.5 Acclamations

If the number of candidates for the said office is the same or less than the number to be elected, the candidates will be declared as acclaimed on Monday, August 24, 2026 at 4:00 p.m.

Form – Declaration of Acclamations to Office

3.6 Nomination Day

On Nomination Day, nomination papers will only be received at the Administration Office (99 Advance Ave) between 9:00 a.m. and 2:00 p.m. and prospective candidates will need to register at the front desk. Those who have not entered the building by 2:00 p.m. will not be accepted. If there are multiple prospective candidates wishing to file on the afternoon of August 21, the Clerk will receive nomination papers in the order of registration from all individuals physically present in the lobby of 99 Advance Ave at or before 2:00 p.m.

3.7 Certify or Reject Nominations

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

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

- The candidate has refused or declined to provide proof of qualification or identification suitable to the Clerk;
- The candidate is not qualified to hold office, or is otherwise prohibited by law from being nominated;
- The nomination form is not complete, or the prescribed filing fee has not been paid;
- The candidate's name does not appear on the Voters' List;
- The mandatory financial statement from a previous election was not filed.

There may be other circumstances in which the candidate is disqualified from being nominated or elected other than those identified above. It is the responsibility of each candidate to ensure that they are qualified to be nominated for office.

It is the responsibility of the candidate to ensure that they meet all of the qualifications and file proper nomination papers prior to **2:00 p.m. on Friday, August 21, 2026.**

If rejected, the Clerk will give notice to the individual as soon as possible and to all other candidates for that office. A notification of rejection shall be made by phone call if possible, and in writing by registered mail.

If a greater number of candidates are certified than are required to fill the said office, there will be an election. If the number of nominations for an office is less than the number of candidates to be elected, an additional Notice of Nomination will be advertised on the website only and additional nominations may be filed between 9:00 a.m. and 2:00 p.m. on the Wednesday following Nomination Day (August 26, 2026).

The final List of Certified Candidates will be posted on the Town website as soon as available after all candidates are certified.

Form – List of Certified Candidates
Form – Notice of Additional Nominations

3.8 Candidate Profiles

NEW for 2026 As a service to voters to provide information about the candidates running and to promote civic engagement, the Town will share candidate profiles on its website.

Profiles provided by candidates will be posted verbatim with no changes by the Clerk. This means that Town staff will post exactly what Candidates submit and will not make any edits for spelling, grammar, or formatting. However, at the discretion of the Clerk, profiles may be edited to remove language which is deemed harmful to any protected class of person. Candidates will receive a written invitation to submit a profile at the time of filing nomination papers and on the same day the list of certified candidates is circulated.

Candidate profiles will be posted simultaneously after the close of nominations. Information must be submitted to the Clerk by 2:00 p.m. on Wednesday, September 2. No further edits will be accepted after that date. All profiles will be posted by end of day on Friday, September 4, 2026.

Profiles may include the following information, as submitted by the Candidate: one photo, candidate contact information, candidate website link (if applicable), and a candidate statement with a maximum length of 200 words. Statements that exceed the word limit will be cut short after 200 words.

The Clerk may, in their sole discretion, decide to end the candidate profile program and

remove all profiles from the Town website if the program is deemed not to be achieving the goal of voter information services.

3.9 Death or Ineligibility of a Candidate

If a certified candidate for an office, before the close of voting on voting day, dies or becomes ineligible to hold office;

- a) If no candidate would be elected by acclamation as a result of the death or ineligibility,
 - i) The election shall proceed as if the candidate had not been nominated, and
 - ii) The Clerk shall omit the candidate's name from the ballots or, if they have already been printed, shall cause notice of the candidates' death or ineligibility to be posted in every voter assistance place;
- b) If another candidate would be elected by acclamation as a result of the death or ineligibility, the election is void and a by-election shall be held to fill the office in accordance with Section 65(4) of the Act.
- c) No votes are to be counted for the candidate who has died.

The Clerk may request such documentation as they deem reasonable to support a determination that a candidate has died or become ineligible, and a Notice of Death or Ineligibility of the Candidate shall be made publicly available at the Administration Office and the Town website.

Form – Notice of Death or Ineligibility of Candidate

3.10 Prohibition of Canvassing/Advertising at Voting Locations

The *Municipal Elections Act* provides that while an Elector is in a voting location (Voter Help Centre), no one shall attempt, directly or indirectly to influence how the Elector votes. No campaign material, literature or advertising of any nature whatsoever of any candidate in the Election shall be displayed at, or within the Voter Help Centre or municipal facility, including parking lots.

The Voter Help Centre is deemed to include the entire building and the property on which it is located, including the parking lot. Campaign material or literature of any nature found in this location will be removed immediately and disposed of without notice.

The [Policy for the Use of Corporate Resources during the Municipal Election Campaign](http://www.greaternapanee.com/elections) can be found on the Town's website (www.greaternapanee.com/elections).

3.11 Financial Reporting Requirements

Information regarding election finances such as financial responsibilities of candidates, campaign contributions/fundraising, campaign expenses and financial reporting is available in the Ministry of Municipal Affairs and Housing – 2026 Candidates' Guide for Ontario Municipal and School Board Elections. This, and other documentation, can be found on the Ministry website at www.mah.gov.on.ca. The link is also available on the Town's website at www.greaternapanee.com.

Additional information is also available in Section 6 of this document.

3.12 Scrutineers

Each Candidate may appoint, in writing on the prescribed form, person(s) to act as scrutineers to represent them during the voting process, attendance in the Voter Help Centre during Advance Voting or on Voting Day. Due to the use of internet / telephone voting, the role of scrutineers will be limited.

A person appointed as a scrutineer, prior to being admitted to observe the election process, shall show their appointment in the prescribed form and valid acceptable identification. The scrutineer will be issued an identification badge which must be returned to the Clerk before leaving. All scrutineers must take and subscribe to an Oath of Secrecy.

Not more than one candidate or one scrutineer representing each candidate may be in the Voter Help Centre at any time.

Scrutineers and Candidates are **prohibited** from the following:

- Attempting, directly or indirectly, to interfere with how an elector votes, and prohibited from attempting to campaign or persuade an elector to vote for a particular candidate,
- Displaying a candidate's election campaign material of any nature whatsoever in the voting place, including the parking lot,
- Compromising the secrecy of the voting,
- Obtaining or attempting to obtain, in a Voter Help Centre, any information about how an elector intends to vote or has voted, or
- Communicating any information about how an elector intends to vote or has voted.

The Clerk is responsible for the conduct of the Election and no candidate or scrutineer has the right to interfere with the Deputy Returning Officer or other Election Official in the discharge of their duties.

Any person who creates a disturbance or interferes in any way with the proper conduct at the Voter Help Centre, may be expelled from the location for such actions.

Form – Appointment of Scrutineer by Candidate

Form – Oral Oath of Secrecy

4. ELECTION SIGNS AND OTHER ADVERTISEMENTS

4.1 Candidates' Election Campaign Advertisement

All candidate election campaign advertisements must be in compliance with the *Municipal Elections Act* at all times. A candidate must have filed their nomination paper before spending any money and the amount they may spend on their campaign is regulated.

A candidate shall not cause an election campaign advertisement to appear unless they provide the following information to the broadcaster or publisher in writing:

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

Information contained in all campaign material is the responsibility of the Candidate and any questions or concerns should be directed to the Candidate.

4.2 Election Signs – Town of Greater Napanee

Town of Greater Napanee's [Election Sign By-law No. 2022-0008](#) provides the regulation of municipal election signs. Candidates, Third Party Advertisers and electors should review the By-law to ensure compliance.

In accordance with the By-law, no election signs may be installed prior to 45 days before election day (September 11, 2026). Signs are only permitted on private property with the permission of the property owner or occupant, and cannot be placed on public property including parks, sidewalks, and municipal facilities. Signs must also be at least 1 meter back from the travelled portion of the road and cannot be within a sight triangle at an intersection. The County of Lennox and Addington also has a by-law which restricts the placement of election signs in the road right-of-way for County roads. A digital tool on the Town's website identifies the County roads to which this restriction applies.

NEW for 2026: The Election Sign by-law has been amended to clarify that, "For the purposes of clarification, an Election Sign does not include any Election campaign literature (e.g. pamphlets and brochures) but does include a Billboard Election Sign, Campaign Office Election Sign, Third Party Advertisement and Vehicle Election Sign."

4.3 Communication with Candidates and Use of Municipal Resources for Election Purposes

Every effort will be made to provide information to all candidates to ensure fairness and transparency. Answers to questions posed by a candidate shall be shared in writing with all candidates without identifying the name of the candidate making the inquiry. Information that is not readily available to the public may require the submission of an access request under the *Municipal Freedom of Information and Protection of Privacy Act*. Questions about the type of information available to candidates may be directed to the Clerk.

The Town has adopted a [Policy for the Use of Corporate Resources during the Municipal Election Campaign](#) which governs the use of municipal facilities, staff time, the Town logos, and campaign activities occurring on Town property. All candidates are advised to familiarize themselves with this document. In accordance with this policy, all election communication with candidates who are current members of Council must be done using the personal campaign email address provided by the candidate and cannot occur on Town email accounts.

4.4 Social Media Use

If a current Member of Council uses a social media account for campaign purposes, such account may not be used for Town purposes, must not be created or supported with Town resources, and must not use the elected Member's title or the Town logo.

Existing accounts used by Members for their work on Council should not be re-designated as campaign sites. To avoid confusion, Members who chose to use social media accounts for campaign communications must include, for the duration of the campaign, a clear statement indicating the page is being used for campaign purposes.

5. THIRD PARTY ADVERTISERS

5.1 Registration of Third Party Advertisers

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

Third Party Advertisers may register with the municipality from May 1, 2026 until Friday, October 23, 2026 at 4:00 p.m. Third Party Advertiser registrations will not be accepted after the deadline. Registration allows a Third Party Advertiser to promote or oppose any candidate or question on the ballot.

No individual, corporation or trade union shall incur expenses for a third party advertisement unless the individual, corporation or trade union is certified as a registered Third Party Advertiser with the Clerk of the municipality when the expenses are incurred and advertisement appears. Third Party Advertisers are required to submit

completed financial statements to the Clerk of each municipality they are registered with by Friday, March 26, 2027.

Form – Third Party Advertiser Registration (Form 7)

5.2 Third Party Registrations (Certified)

A list of certified Third Party Registrations will be posted at www.greaternapanee.com/elections as soon as possible after filing. The list will be updated as new registrations are received.

Form – Third Party Registrations (Certified)

5.3 Restricted Period

The restricted period for third party advertisements in relation to an election in a municipality begins on the earliest day that an individual, corporation or trade union is permitted to file a notice of registration (**May 1, 2026**) as a registered third party in relation to the election and ends at the close of voting on voting day.

5.4 Limit on Expenses

The expenses incurred in relation to third party advertisements cannot exceed the amount calculated under section 88.21 of the *Municipal Elections Act* (registered third parties' expenses) for the registered Third Party Advertiser.

5.5 Mandatory Information in Third Party Advertisements

No registered Third Party Advertiser shall cause a third party advertisement to appear during the restricted period unless the advertisement contains the following information:

- The name of the registered Third Party Advertiser; and
- The municipality where the registered Third Party Advertiser is registered; and
- A telephone number, mailing address or email address at which the registered Third Party Advertiser may be contacted regarding the advertisement.

6. CAMPAIGN EXPENSES AND CONTRIBUTIONS

6.1 Campaigning and Campaign Period

Campaigning, including advertising, are not permitted to begin until nomination papers have been filed with the Clerk or designate. The campaign period ends on the day the nomination is withdrawn or rejected by the Clerk, or on December 31, 2026. A campaign period may be extended as set out in subsection 88.24 (4) of the Act.

Contributions cannot be accepted outside the campaign period. A separate bank account must be maintained throughout the campaign period for all campaign expenses and contributions.

The Province of Ontario has published a comprehensive guide to the Act which includes information on the campaign finance rules and requirements for candidates and advertisers. A copy of this guide is available on the Town website and printed copies are available on request.

6.2 Maximum Campaign Expenses

Upon filing of Nomination papers or Registration, Candidates and Third Party Advertisers will receive an estimate of campaign spending limits using the number of electors for each respective office as it existed on Nomination Day of the previous election.

[Form – Estimated Campaign Spending Limits](#)

[Form – Estimated Contribution Limits](#)

No later than October 1, 2026, the Clerk shall provide each Candidate and Third Party Advertiser, via e-mail, with a Certificate of Maximum Campaign Spending Limit that can be incurred using the number of electors for each respective office based on the Voters' List as it exists on September 20, 2026. The Certificates shall be provided to candidates by email, unless a candidate wishes to make an appointment to receive the forms in person.

Both the Estimate and the Maximum shall be based on the following calculations in accordance with the Act:

Office	Maximum Campaign Expenses Spending Limits	Maximum Amount of Contributions Own Campaign	Maximum Amount of Expenses for Parties, etc.
Mayor	\$7,500 plus 85 cents for each elector entitled to vote for that office	\$7,500 plus 20 cents for each elector entitled to vote for that office (Max. \$25,000)	10% of maximum amount of expenses
Deputy Mayor	\$5,000 plus 85 cents for each elector entitled to vote for that office	\$5,000 plus 20 cents for each elector entitled to vote for that office (Max. \$25,000)	10% of maximum amount of expenses

Councillor (Wards 1-5)	\$5,000 plus 85 cents for each elector entitled to vote for that office	\$5,000 plus 20 cents for each elector entitled to vote for that office (Max. \$25,000)	10% of maximum amount of expenses
School Board Trustee	\$5,000 plus 85 cents for each elector entitled to vote for that office	No limit	10% of maximum amount of expenses

Campaign Spending Limited – O.Reg. 101/97
Contributions Own Campaign Sections – Section s88.9.1(1) MEA
Expenses for Parties – O.Reg. 101/97

Form – Certificate of Maximum Campaign Spending Limits
Form – Certificate of Maximum Contribution Limits

6.3 Campaign Contributions

Contributions include money and the fair market value of goods and services accepted for an election campaign, but do not include:

- Voluntary labour,
- Labour provided voluntarily from an employee acting under the direction of a Candidate or Third Party Advertiser without added compensation,
- \$25 or less donated or paid for goods or services at a fundraiser,
- A loan from a bank or recognized lending institution; and
- No charge political advertising provided equally to all candidates for an office in accordance with the *Broadcasting Act (Canada)*.

The Clerk’s office will not provide legal advice to Candidates about what constitutes a contribution or how to calculate fair market value for goods and services provided toward an election campaign. This is the responsibility of the Candidate to manage.

6.4 Financial Statements and Filing Requirements

By March 26, 2027, all Candidates and Third Party Advertisers are required to file a financial statement with the Clerk using the prescribed form. Original forms must be provided in person, and electronic submissions will not be accepted.

The Clerk shall provide notice of all of the filing requirements, to every Candidate and Third Party Advertiser at least 30 days before the filing date for the financial statement and auditor’s report (by February 24, 2027). The Clerk shall also provide the written Notice of Penalties for failure to adhere to the campaign limits and filing requirements on or before October 1.

Key dates in relation to Financial Statement filing are as follows:

2026 Election Campaign Period	
Date(s)	Action Item
January 4, 2027	Deadline for Candidate to provide written notice to the Clerk of deficit and continuation of campaign period
March 25, 2027	Last day for Candidate to apply to the Ontario Court of Justice to extend the time to file their financial statement (maximum 90 days)
March 26, 2027	Deadline for filing financial statements at 2:00 p.m. * The Clerk must be advised, in writing by 2:00 p.m., if any Candidate has applied to the Ontario Court of Justice for an extension of the filing deadline.
March 29, 2027	Clerk to post financial statements on the Town website at www.greaternapanee.com/elections
April 26, 2027	Last day for Candidate who violated the deadline for filing their financial statements to file along with a \$500 fee to avoid penalties
April 27, 2027	As soon as possible after this date, the Clerk shall publish a report of which Candidates complied with filing deadlines and contribution limits under the Act.
June 28, 2027	Last day of the 90-day period after the initial filing date for an elector to apply for a compliance audit of a candidate or advertiser's initial financial statement.
June 30, 2027	Last day of the extended campaign period for candidates and registered third party advertisers that extended their campaign due to a deficit, or that recommenced their campaign due to a recount, controverted election, or compliance audit.
September 24, 2027	Deadline for filing supplementary financial statements for supplemental reporting period ending June 30. * The Clerk must be advised, in writing by 2:00 p.m., if any Candidate has applied to the Ontario Court of Justice for an extension of the filing deadline. Financial statements to be posted online as soon as possible thereafter.
October 25, 2027	Last day for Clerk to review supplementary financial statements and report on any that exceeded the limits or missed deadlines.

The financial statements shall be posted on the Town website at www.greaternapanee.com/elections

- Form – Notice to Candidate of Filing Requirements
- Form – Notice to Registered Third Party of Filing Requirements
- Form – Financial Statement – Auditor's Report Candidate (Form 4)
- Form – Financial Statement – Subsequent Expenses (Form 5)
- Form – Notice of Extension of Campaign Period (Form 6)
- Form – Financial Statement – Auditor's Report Third Party (Form 8)

Form – Notice of Default - Candidate
Form – Notice of Default – Third Party Advertiser

A Notice of Default will be given to any Candidate or Third Party Advertiser if the Financial Statement is not submitted by the deadline. There are penalty provisions in the *Municipal Elections Act* that are applicable to Candidates who fail to meet the disclosure and reporting requirements.

If a Candidate fails to pay a surplus to the Clerk or exceeds their election spending limit, they forfeit any office they have been elected to and are ineligible to run for, or to be appointed to any office in Ontario until the next regular election.

If a Candidate files their financial statements by the deadline, they will be entitled to a refund of their filing fee that was submitted with their nomination. Refunds will be issued by cheque and mailed to the address provided by the Candidate on their contact form.

A Candidate will be permitted to resubmit a financial statement to correct an error, until the filing deadline. The nomination filing fee will only be refunded if a financial statement is filed on time. If a Candidate does not file their financial statement on time and is willing to pay a \$500 late filing fee, the Candidate will be provided an additional 30 day grace period to file the financial statement. A Candidate exercising this option will not be refunded their nomination filing fee.

In accordance with the Act, the Clerk shall, at least 30 days before the filing date (February 24, 2027), notify all candidates of the penalties under subsection 88.23 (2) and 92(1) related to election campaign finances.

Form – Notice to Candidates of Penalties under Subsection 88.23(2) and 92(1)

6.5 Clerk’s Responsibility to Review Financial Statements

All Candidates and Third Party Advertisers are required to file a financial statement with the Clerk using the prescribed form.

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

6.6 Clerk’s Report on Financial Statements

As soon as possible after April 26, 2027 the Clerk will be required to provide a report and make it available on the Town website setting out all candidates in an election and indicate whether each candidate complied with the financial reporting requirements.

7. VOTER'S LIST

7.1 Preliminary List of Electors

Elections Ontario will provide the Town of Greater Napanee by August 14, 2026 (or other agreed upon date), a Preliminary List of Electors (PLE).

Electors can check to see if they are on the Voters' List and update their information by using the Elections Ontario Portal at www.registertovoteon.ca until the portal closes in early August.

The PLE shall contain the name and address of each person who is entitled to be an Elector and additional information the Clerk needs to determine for which offices each Elector is entitled to vote, such as school support. In addition, the name of each resident Elector shall be entered on the list of the ward in which they reside, and the name of each non-resident Elector shall be entered on the ward in which the Elector or their spouse is an owner or tenant of land.

7.2 Management of the Voters' List

The Clerk has the discretion to correct any obvious errors on the PLE, including but not limited to: duplicate names, missing or incorrect names or addresses, and deceased persons. The Clerk may use any information in the municipality's custody or control when correcting the PLE for obvious errors including, but not limited to: death registrations, tax roll information, and returned mail. The corrected PLE becomes the Voters' List for the 2026 Municipal Election.

Authorized election officials will be managing and updating the Voter's List utilizing Municipal VoterView software provide by DataFix on an ongoing basis. VoterView will only be accessible to Election Officials.

The Voters' List shall be reproduced and identified with a cover sheet by September 1, 2026. The Clerk shall give notice of the posting of the Voters' List and how revisions are to be made on or before September 1, 2026. Voters are responsible to ensure that their names and relevant information are correct.

7.3 Revisions to the Voters' List

On or before August 12, 2026

Electors may use the Register to Vote portal from Elections Ontario to register online and to revise their personal information. Instructions for use of the portal are provided by Elections Ontario, and a link to the portal is made available from the Town website.

On or after August 13, 2026 until October 26, 2026

The following persons are authorized to make revisions to the Voters' List:

- The Clerk or Deputy Clerk
- Assistant Returning Officer / Deputy Clerk
- Deputy Returning Officers

Electors may also make application to amend the Voter's List using the Application to Amend the Voters' List form by attending the Municipal Office at 99 Advance Ave during regular business hours (Monday to Friday from 9:00 a.m. to 4:00 p.m.) or by attending a Voter Help Centre. On Voting Day, electors may make application to amend the Voters' List up to 8:00 p.m. by attending a Voter Help Center. The Clerk or election official will require proof of identification and residency as prescribed in O. Reg 304/13. For individuals who are already on the Voters' List but cannot provide the required identification, a Declaration of Identity (Form 9) may be completed.

Any person may request a deceased person's name to be removed from the Voters' List by using the Application for Removal of Another's Name from the Voters' List. The Clerk shall remove the deceased person's name upon receipt of the application if they are satisfied that the person has died. The Clerk may also, on their own initiative, remove a person's name from the Voters' List up until the close of voting if they are satisfied that the person has died.

A person may apply to have an individual who is no longer eligible to vote because they no longer own, lease, or reside at a property removed from the Voters' List by using the Application for Removal of Another's Name form. The applicant must provide sufficient evidence of their own identity and residence to the Election official's satisfaction that the correction is accurate. If possible, notice of the removal must be sent to the individual at their new address.

[Form – Application to Amend Voters' List](#)

[Form – Application to Remove Another's Name from the Voters' List](#)

[Form – Voter Identification](#)

[Form – Declaration of Identity \(Form 9\)](#)

7.3 Copies of Voters' List

Upon written request to the Clerk, a copy of the Voters' List shall be provided to:

- The secretary of a local Board any of whose members are to be elected in this election;
- The Clerk of the local municipality responsible for conducting the elections in any combined area for school board purposes;

- The Clerk for the County of Lennox and Addington;
- The Minister, if they have submitted a question to the Electors;
- Candidates (Ward Councillor candidates receive only those portions pertaining to their area).

As per the Act, the Voters' List cannot be posted in a public place or made available electronically to the public. It can only be used for election purposes. All candidates will be required to sign the declaration of the proper use of Voters' List form before receiving access to the List.

The Clerk shall prepare an Interim List of Changers to the Voters' List that were approved on or before September 20, 2026, and such list shall be given to each person who received a copy of the Voters' List by October 1, 2026.

Form – Candidate's Declaration – Proper Use of Voters' List

Form – Certificate of the Voters' List

Form – Interim List of Changes

7.4 Inquiries about the Voters' List

If they cannot access the Elections Ontario portal, Electors may contact Town election staff to verify their Voters' List information is correct. Inquiries about the Voters' List will be handled over the telephone, by email, or in person at the Administration Office or at a Voter Help Centre. A name search to verify presence on the Voters' List will only be conducted if the inquirer provides either their qualifying address or mailing address as proof of identity.

8. VOTING

8.1 Voting Method

An Internet/Telephone Voting method shall be used for the 2026 Municipal Election. Internet voting allows an elector to cast an electronic ballot from their personal computer, tablet or smartphone from anywhere there is an internet connection. Alternatively, votes can also be cast with a cellular or landline touch-tone telephone, but not a rotary dial telephone.

Every eligible Elector shall be limited to one ballot for all races and questions for which they are entitled to vote through a telephone or the internet, but not both.

8.2 Voting Period and Voter Assistance Centers

The Voting Period will commence on **Friday, October 16, 2026 at 9:00 a.m.** through until **8:00 p.m. on Monday, October 26, 2026** and electors can cast their ballot at any time during that window.

During the voting period, the Town Administration Office will be designated as the primary Voter Help Centre and will host access to the internet through voting kiosk station(s) using an iPad. Election workers will also be available to assist with adding and amending registrations on the Voters' List. Additional Voter Help Centres will be available as follows:

LOCATION	DATE AND TIME
Town Administration Office 99 Advance Ave, Napanee, ON	October 16 and 19 - 23, 2026 – 9:00 a.m. to 4:00 p.m. Saturday, October 24, 2026 – 10:00 a.m. to 2:00 p.m.
Roblin Community Hall 3264 County Rd 41, Roblin, ON	October 20, 2026 – 3:00 p.m. to 6:00 p.m.
South Fredericksburgh Community Centre 2478 County Rd 8, Napanee, ON	October 22, 2026 – 3:00 p.m. to 6:00 p.m.
Best & Bash Arena 16 McPherson Drive, Napanee, ON	Election Day – October 26, 2026 from 10:00 am to 8:00 pm

If an elector requires assistance to vote, an Election Official may assist as requested provided the elector take the Oral Oath to vote with assistance.

In lieu of an Election Official providing assistance, the elector may request that a friend assist the elector at the Voter Help Centre. The friend assisting the elector shall be required to take the Oral Oath to vote with assistance. No person shall be allowed to act as a friend of more than one voter at the Voter Help Centre.

Candidates, or anyone associated with their campaigns, or their scrutineers are not permitted to assist any electors with voting.

Form – Oral Oath

8.3 Long-Term Care Facilities – Mobile Kiosks

The Clerk shall establish at least one Mobile Voter Help Centres for each of the following institutions for voting by qualified electors who are residents or patients in those facilities only. Election officials or support persons will be available to assist with voters' questions, explain the voting process, make amendments, deletions and corrections to the Voters' List and issue or re-issue PINs as required.

Site	Address
The John M Parrott Centre	309 Bridge St. West, Napanee
Lennox & Addington County General Hospital	8 Richmond Park Drive, Napanee
The Riverine	328 Dundas St. West, Napanee

Friendly Manor Nursing Home	9756 County Road 2, Napanee
Village Green	21 Drive-In Road, Napanee

***NOTE** Mobile Poll hours may be subject to change to accommodate safety requirements implemented by the facilities. Voting hours may be extended or reduced to accommodate all residents who wish to vote, and the number of persons present may be restricted by facility policies to prevent the spread of infectious diseases.

Candidates will be notified of any scheduling or policy changes with respect to Mobile Voter Help Centres at Long-Term Care Facilities.

8.4 Internet/Telephone Voting Process

The Council of the Town of Greater Napanee has authorized the use of internet and telephone voting as an alternative voting method for municipal election purposes under By-law No. 2013-0063 for 2014 and subsequent elections.

Below is an overview of the Internet/Telephone voting process:

- Eligible electors, as identified on the Voters' List, will receive through the mail, a sealed and personalized Voters Information Letter (VIL). This letter will direct electors to a designated website or telephone number, based on the selected method of voting.
- At the designated website or through the identified telephone number, electors will enter their PIN and date of birth as well as a validation criterion. Electors will be entered into the voting system.
- The elector will receive a ballot for each office they are eligible to vote for. The voting system will permit the elector to abstain/skip from voting for an office if they wish to do so and also to spoil a ballot if they wish to do so.
- Following the 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.
- Once all races are confirmed by the elector, the elector submits (casts) their vote and the voting process is complete. The elector will be struck off the Voters' List and identified as having participated in the election process.
- Once the voter PIN has been used to complete all races associated with the election, it cannot be used again and further access shall not be granted to the internet/telephone voting service.
- The voting system will provide the Clerk and designated Election Officials a status of which Electors have voted during the voting period, but it is not possible to determine how an Elector has voted.

8.5 System Integrity

The integrity of the voting process shall be preserved by:

- Ensuring that every eligible elector on the Voters' List, as amended, receives a Voter Information Letter (VIL) containing the voter's unique PIN;
- Ensuring that no one except the Clerk, or designate, can access PINs that match each voter's name and address;
- Providing an opportunity for eligible electors to be added to the Voters' List or to make amendments to the list, up to and including Election Day (October 26, 2026 at 8:00 p.m.); and
- Appointing an Auditor to conduct audits of the system throughout the voting period.

8.6 Service Provider

The service provider for the internet and telephone voting system for the 2026 Municipal Election is Sequent. A copy of the contract with Sequent is available from the Clerk upon written request.

8.6 Activation of the Voting System

Prior to the activation of the voting system, the Clerk and the Auditor shall confirm that all candidates' names are listed and that no votes have been cast and shall sign the Activation of the Voting System form. The system will not be activated until there is confirmation that there are 0 votes in the system.

Candidates or their Scrutineers are able to attend the activation of the voting system on Friday, October 16, 2026 at 9:00 a.m. at the Administration Building (99 Advance Ave) and the closing of the voting system on Monday, October 26, 2026 at 8:00 p.m. at the Best & Bash Arena (16 McPherson Drive).

Form – Activation of the Voting System

8.6 Auditor

The Voting System shall be tested thoroughly through a comprehensive audit program. Audit checks will be conducted pre-election, during the active election, and post election. The Clerk shall appoint an independent Auditor who is not an Election Official.

8.7 Secrecy

The following measures are in place to protect the secrecy of the voting process:

- The Clerk shall require all Election Officials to swear or affirm an oath of secrecy as per the Oath of Election Officials in accordance with Section 49 of the Act;
- 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

them in the voting process is required to maintain the secrecy of the vote cast by the Elector and shall vote according to the instructions and wishes of the Elector;

- No person shall interfere or attempt to interfere with an Elector while in the process of accessing the internet or telephone voting system or interfere or attempt to interfere in the voting process while using the internet or telephone voting system unless expressly requested and authorised by an Elector requesting assistance;
- No person shall communicate any information that might have been inadvertently obtained about how an Elector intends to vote or has voted;
- No person shall reveal how they intend to vote except when obtaining assistance in voting from a Friend, Interpreter, or an Election Official;
- Complaints regarding an alleged breach of secrecy shall be documented by the Election Official and, if deemed appropriate, the Clerk shall submit the complaints to the police for further investigation and prosecution.

8.6 Voter Information Letters (VIL)

Voter Information Letters (VILs) will be printed using the Voters' List, as amended and delivered through Canada Post to the mailing address of all eligible voters in advance of the voting period. In the case of an emergency, a postal strike, or at the discretion of the Clerk, an alternative delivery method may be utilized and communicated to the public through all reasonable communication channels.

The VIL may include, but not limited to, the following information:

- The elector's PIN and the telephone number to call and the designated internet address (URL) to access to cast their vote;
- Instruction on how to vote;
- Dates and hours of voting;
- The location and telephone number of the Voter Help Centre(s);
- Voter eligibility criteria;
- The offices and candidates the voter is eligible to vote for;
- Information on illegal and corrupt practices under the Act.

Voters are asked to review their information on the Voter Information Letter and confirm if it is correct.

A person cannot give their VIL to another eligible elector for the purpose of voting. Acceptance of another person's VIL, including the actual voting thereof will be considered an illegal and corrupt practice and therefore subject to the penalty provision under the Act, specifically s.89 and 90.

Duplicate VILs

Should an eligible voter receive more than one VIL, the eligible voter may only vote once and must return the other VIL to the Municipal Office. **Electors who knowingly vote twice are committing an offence under the *Municipal Elections Act* and are subject to an investigation and prosecution by the police and legal system.** VILs returned to the Municipal Office shall have the PIN disabled. The VIL will be maintained in a secure fashion and destroyed in the same manner as all other municipal election material. Electors must also complete an Application for Removal from the Voters' List to remove the duplicate name.

Returned VILs

VILs that are returned marked "undeliverable" by Canada Post will be secured. As soon as practicable, an Election Official will disable the voter credentials assigned to the returned letter. The returned VILs will be maintained in a secure fashion and destroyed in the same manner as all other municipal election records as provided for under Section 88 of the Act.

Revisions to the Voters' List after VILs are Mailed

Voters who are added to the Voters' List after the VILs are mailed will be asked to collect their VIL from a Voter Assistance Center in person. New letters will not be mailed out after September 30, 2026. Alternate arrangements may be made at the discretion of the Clerk.

Online Applications

Unless this Procedure is amended to permit the acceptance of proof of identity and eligibility through electronic transmission, all applications to amend the Voters' List and be issued a new or amended VIL must be made in person to an Election Official.

8.7 Replacement PINS

If an elector requires a new PIN, they can attend or contact the Voter Help Centre to review options with an Election Official. New PINs shall not be provided through alternative methods without the written approval of the Clerk.

Eligible electors are able to request a new or replacement VIL and PIN under certain circumstances:

- 1) If an elector on the Voter's List has lost/not received their VIL and the PIN has not been used, an authorized Election Official can provide a new VIL and PIN provided that the satisfactory information has been provided and the elector completes the necessary forms.

The authorized Election Official will proceed to disable the elector's first assigned PIN and issue a new VIL and PIN.

- 2) Where a person on the Voters' List has attempted to vote and their PIN has already been used, they can attend the Municipal Office and prove to the satisfaction of the Municipal Clerk that they did not vote using the PIN and will require a new PIN.

Upon providing proof of identity and residence a new Voter Information Letter containing a new PIN may be issued provided the required statutory declaration has been executed. When a new PIN is issued under this provision, the Elector must vote immediately at the Voter Help Centre.

- 3) Where an eligible voter has received an incorrect PIN in terms of ward and/or school support and has not voted, the voter can contact the Voter Help Centre and may have the proper category applied to the existing PIN. The elector will be required to provide appropriate confirmation of eligibility and complete an EL 15 Form to update their record.

New voter credentials shall not be given out over the phone or by mail. The voter must attend a Voter Help Centre with proof of identity and residence as prescribed in O. Reg. 304/13 and complete the appropriate form and oath. Exceptions will be considered at the sole discretion of the Clerk when satisfied that extenuating circumstances require special accommodation. Such situations shall be documented by the Clerk with measures to ensure the security and privacy of the Elector and integrity of the voting process.

If the voting system cannot be accessed due to a problem with the security question (date of birth), the voter must attend a Voter Help Center with identification that shows their complete date of birth and proof of identity to have their record corrected in the voting system.

[Form – Application for Replacement Voter Information Letter \(Lost and Unused\)](#)
[Form – Application for Replacement Voter Information Letter \(Used by an Impersonator\)](#)
[Form – Voter Identification](#)
[Form – Application to Amend Voters' List \(EL15\)](#)

8.8 Electors Requiring Assistance

An Election Official may permit an Elector who needs assistance in voting to have such assistance as the Election Official considers necessary as follows:

Oral Oath to Vote with Assistance

A voter may ask an Election Official for assistance. The Election Official shall require the voter making the request to take the Oral Oath to Vote with Assistance and then assist and/or vote as directed by the voter.

Oral Oath of a Friend of Elector

In lieu of an Election Official assisting, the voter may request that a Friend accompany them to vote at a Voter Help Centre. The voter making the request must take the Oral Oath to Vote with Assistance. The Friend shall be required to take the Oral Oath of Friend of Elector.

No person shall be permitted to act as a Friend to more than one voter. Candidates and Scrutineers may not act in the capacity of a Friend or provide any other assistance of an Elector who is voting.

Oral Oath of Interpreter

Where a voter requires an interpreter, they may bring an interpreter with them to the Voter Help Center and such person shall take the Oral Oath of Interpreter and then translate the Oral Oath to Vote with Assistance to the voter. The interpreter shall also translate any lawful questions put to the voter.

9. ELECTION ADMINISTRATION

9.1 Clerk's Authority

The Clerk is responsible for facilitating the 2026 Ward 3 By-Election through the establishment of rules and procedures. The Clerk may appoint, in writing, Election Officials to assist in the administration of the election process with duties included but not limited to:

- Revising the Voters' List;
- Receiving Nomination Papers;
- Administering Oaths;
- Assisting electors with internet voting at the Voter Help Centre and other locations as required;
- Assisting in the conduct, supervision and management of the Internet and Telephone voting procedures;
- Assisting the Clerk and other Election Officials as required.

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

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

9.2 Secrecy

All Election Officials shall take an oath of secrecy and be appointed by the Clerk as per the Appointment and Oath of Election Official. Complaints regarding any and /or all breaches of secrecy shall be documented by the Election Official as well as questions

and answers of the complainant and, if deemed appropriate, the Clerk shall submit same to the Police for further investigation and prosecution.

9.3 Election Officials

The following Election Officials will be appointed by the Clerk for the 2026 Municipal Election:

- Assistant Returning Officer, who shall be the Deputy Clerk
- Deputy Returning Officers (DROs)
- Election Assistants
- Greeters

All Election Officials shall take an oath of secrecy and be appointed by the Clerk as per the Appointment form and assigned tasks to assist in the administration, management, security, control and integrity of the election process.

Hiring

Election Officials will be recruited from Town staff. Individuals who are spouses, relatives, or associates of a candidate for office shall not be qualified or knowingly hired as an Election Official by the Clerk. The hiring of any Election Officials is at the sole discretion of the Clerk.

Training

Election Officials will be required to attend a training session prior to working any shifts during the voting period.

Remuneration

Town staff members that work as Election Officials will earn they regular rate of pay plus any overtime as applicable. Overtime may either be paid out or banked at the request of the employee.

Form – Appointment and Oath of Election Official

9.4 Disposition of Records

After one-hundred and twenty (120) days from declaring the results of the election (subject to a Judge's order or recount proceedings), the Clerk shall destroy all other documents and materials related to the election except those specified under the Act (e.g. financial statements filed by candidates).

All materials destroyed will be listed, and a declaration stating their destruction will be taken and retained on file.

All voter information obtained by candidates during the election shall be destroyed by the candidate after the election, including any copies of the Voters' List. Candidates are

responsible for the destruction of all material in possession of their campaign team as outlined in the Act. Candidates may return documents to the Clerk for destruction with other election material.

Candidate financial statements shall be retained until the members of the Council elected at the next regular election have taken office.

Form – Declaration of Destruction of Records

10. ACCESSIBILITY

The Town of Greater Napanee is committed to ensuring that all qualified electors have the opportunity to vote. The use of Internet and Telephone Voting provides the most accessible access to the electoral process as it eliminates the need for electors to attend a polling station and provides for an extended period of time to participate in the election process.

The Clerk is required to prepare a plan regarding the identification, removal and prevention of barriers that affect electors and candidates with disabilities and make the plan available to the public in advance of the voting period. The Accessibility Plan is posted on the Town's website at www.greaternapanee.com. The Clerk is also required to provide a follow-up report to the public within 90 days after the election.

11. ELECTION DAY

11.1 Results of the Election

The Clerk, at 8:00 p.m. on October 26, 2026 shall arrange for the close and deactivation of the voting system. Those voters that are logged into the voting system at 8:00 p.m. will be granted a ten (10) minute grace period to complete voting before the deactivation of the voting system. Any voters physically at the Voter Help Centre prior to 8:00 p.m. will be provided with sufficient time to cast their votes. No voters will be allowed into the Voter Help Centre after 8:00 p.m.

The Clerk or designated Auditor will then conduct a test to confirm that no votes can be cast.

The Clerk shall then produce the results report and the Auditor shall produce the Auditor's results report to balance with the Clerk's report. The Clerk and the Auditor shall sign the report indicating the unofficial results and votes cast.

Candidates or Scrutineers present for the close of the voting system will be required to provide proof of identity and will not be permitted to transmit the unofficial results to any party until after they have been released by the Clerk.

11.2 Notice of Results

The unofficial results of each Candidate shall be made available by the Clerk as soon as practicable after 8:00 p.m. on Voting Day at the following locations and methods:

- To the results display held at Town Hall and available to candidates to attend;
- By email to all candidates; and
- Posted on the Town website.

As soon as possible after Voting Day, the Clerk shall declare the candidates elected as a result of the election and certify the results of the election. The official results will be posted on the Town of Greater Napanee website (www.greaternapanee.com) and at the Municipal Office as soon as possible on October 27, 2026. The certificate of election results shall include the number of votes cast for each candidate and the number of declined and rejected ballots.

Form – Declaration of Elected Candidates

Form – Certificate of Election Results

11.3 Recount

The Act requires a recount to be conducted within 15 days:

- Where the counting of ballots resulted in a tie vote and one Candidate will not be elected;
- Where a municipality, local board or Minister of Municipal Affairs has passed a resolution to order a recount; or
- Where an elector's request has been granted by the Superior Court of Justice.

In accordance with sections 56, 57, and 58 of the Act, a recount shall be conducted in the same manner as the original count. Only a judge may provide that a recount be held in a different manner than the original count. Prior to a recount, the Clerk shall provide a Notice of Recount to all candidates and have it posted on the Town website. Upon completion of the recount, the Clerk will complete the Recount results and announce the results of the recount.

12. EMERGENCIES

12.1 General Authority to Declare an Emergency

Pursuant to Section 53 of the Act, in the event of any condition of an emergency or any circumstance that will undermine the integrity of the election, the Clerk has the discretion to declare an emergency and make any arrangements deemed necessary for the conduct of the election.

When declaring an emergency, the Clerk shall make such arrangements as they consider advisable for the conduct of the election. If the arrangements are consistent with the principles of the Act, they prevail over anything in the Act and the Regulations made under it. The emergency continues until the Clerk declares that it has ended.

If the voting is delayed for a prolonged period of time, the Clerk may extend the voting hours and delay the issuance of any results until the closing of the vote.

12.2 Communicating an Emergency

Any changes to the election process as a result of an emergency will be communicated through as many channels as reasonably possible to inform voters and candidates. The Clerk will work with the Communications Coordinator to determine the best available channels given the circumstances. At minimum, notice shall be posted on the Town website and social media, if possible, and physical signage shall be posted at the entrance of Voter Help Centers.

12.3 Alternate for Clerk

In the event that the Clerk is unable to be present to conduct procedures on Voting Day, the Deputy Clerk shall have the full power and authority of the Clerk to conduct the election.

13. CORRUPT PRACTICES AND OFFENCES

13.1 Reporting Corrupt Practices

Any valid complaint or knowledge of an offence that comes to the attention of the Clerk shall be reported immediately to the Police for investigation of corrupt practices. A valid complaint is defined as a complaint about actions which may contravene the provisions of the Act, whether made verbally or in writing, and deemed not to be frivolous or vexatious.

13.2 Mail Tampering

Notification of the voting process and how Electors can vote will be provided in the Voter Information Letter to Electors by letter mail. The Criminal Code of Canada states that tampering with the mail of an individual is a criminal offence and a person found guilty is liable to a term of imprisonment not exceeding ten (10) years.

In order to ensure the integrity and confidence of the voting process, the Clerk has agreed that all complaints about actions which may contravene the provisions of the Criminal Code of Canada with respect to mail tampering will be reported to the Police.

APPENDIX 'A' – Forms

Form Number	Description
Prescribed Forms (Ontario Central Forms Repository)	
1	Nomination Paper
2	Endorsement of Nomination
3	Appointment of Proxy Voter <i>(Form and Process Not Used due to Internet / Telephone Voting)</i>
4	Financial Statement – Auditor’s Report
5	Subsequent Expenses Form
6	Notice of Campaign Extension
7	Notice of Third Party Registration
8	Financial Statement – Auditor’s Report (Third Party)
9	Declaration of Identity
O. Reg 304-16	Acceptable Voter Identification
Clerk’s Notices	
GN34	Notice of Election
	Notice of Nomination for Office
	Unofficial List of Candidates
EL07	List of Certified Candidates
EL20	Notice of Acclamation
EL17(B)	Notice of Additional Nominations
EL21	Notice of Death / Ineligibility of Candidate
GN08	Certification of Voters’ List
GN12	Certified List of Amendments to the Voters’ List
GN05	Notice of Penalties Under Subsections 88.23 (2) and 92 (1)
	Declaration of Elected Candidates
EL08	Certification of Election Results
	Notice to Candidates of Filing Requirements
	Notice of Default
	Declaration of Destruction of Records
Town of Greater Napanee Forms	
GN01	Consent to Collect Personal Information and Candidate Profile
GN02	Appointment of Agent
GN10	Declaration of Proper Use of the Voters’ List
GN55	Activation of Voting System
GN76	Declaration of Residence
	Oral Oath Requiring Assistance
	Appointment and Oath of Auditor
EL10	Appointment and Oath of Election Official
EL12	Appointment of Scrutineer by Candidate
EL12(B)	Oath of Secrecy (Scrutineer or Candidate)
EL15	Application to Amend Voters’ List
EL16	Application for Removal of Another’s Name from Voters’ List

EL19	Withdrawal of Nomination
EL26	Oath of Qualification
EL27	Oral Oath of Friend, Interpreter, or Election Assistant
EL37(A-D)	Estimate of Campaign Spending & Contribution Limits
EL37(C-D)	Certificate of Campaign Spending & Contribution Limits
EL53	PIN Replacement – Lost and Unused
GN54	PIN Replacement – Used by an Impersonator