

Voting Procedures

Internet and Telephone

Authority Section 42

A by-law authorizing the alternative voting method (e.g. internet/telephone voting method) must be passed on or before May 1 in the year of the election.

On January 27th, 2025, By-Law No. 06-2025 was passed authorizing internet/telephone voting.

Section 42(5) further states that when a by-law authorizing the use of an alternative voting method is in effect, Sections 43 (*advance votes*) and 44 (*voting proxies*) apply only if the by-law so specifies. By-Law No. 06-2025 authorizing the use of an alternative voting method is silent on these issues, and therefore Sections 43 and 44 are not applicable.

Service Provider

By-Law No. 94-2023, (Delegation of Authority), as amended, authorizes the Service Provider for internet/telephone voting, as determined by the Clerk, to be Simply Voting Inc.

System Integrity

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

- a) ensuring that every eligible elector on the Voters' List, as amended, is sent a sealed Voter Information Letter containing the voter's unique PIN, by Canada Post Lettermail;
- b) ensuring that no one except the Clerk, or designate, can access PINs maintained by the Service Provider that match each voter's name and address; and
- c) providing an opportunity for eligible electors to be added to the Voters' List or to make amendments to the list, up to and including Voting Day, October 26th, 2026 at 8:00 p.m.

Auditor

The Auditor, appointed by the Clerk, shall test the Voting System on several occasions. The test(s) shall include, but not be limited to the following:

- a) checking the Voter Help Centre telephones and internet access;
- b) checking the configuration of the ballot;
- c) checking the telephone voting prompts;
- d) checking that voting begins and ends at the designated times;
- e) attempting to vote before and after the Voting Period;
- f) attempting to view results before the Voting Period ends;
- g) attempting to use a PIN more than once;
- h) attempting to vote using an incorrect PIN; and

- i) balancing the number of electors that voted with the number of votes cast.

Prior to the start of the Voting Period, the Service Provider shall provide the Auditor with access to the Voting System by secure username and password.

Secrecy

Ensure that all Election Officials have taken the oath and been appointed as per the Appointment and Preliminary Oath or Affirmation for Election Officials Form EL10&11 and RL26

No person shall interfere or attempt to interfere with an elector while in the process of accessing the Voting System.

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

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

No elector shall reveal how he or she intends to vote except when obtaining assistance in voting from either a Friend or an Election Official.

All 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.

Preparation of Voter Information Letters

The Voters' List shall be provided by Data Fix to Simply Voting Inc. to Taylor Demers Mail Processing Inc. in a computer format at a time to be determined by the Clerk, to allow for printing of the Voter Information Letters in time for delivery. Form RL27.

Voter Information Letters shall be delivered to Canada Post and distributed by Canada Post Lettermail to all eligible voters no later than **October 7, 2026** to enable them to use the internet/telephone voting method.

The Voter Information Letter will contain:

- a) a notice indicating that the elector must visit the Voter Help Centre before voting, to provide their year of birth, should their year of birth be missing or incomplete on the Voter's List;
- b) the elector's PIN and the telephone number to call to cast his or her vote and the designated internet address (URL) to access to cast his or her vote using the Internet;

- c) dates and hours of voting;
- d) the telephone number of the Voter Help Desk
- e) the location of the Voter Help Centre;
- f) voter eligibility criteria;
- g) office and candidate information; and
- h) illegal and corrupt practices.

A person cannot give his/her Voter Information Letter to another eligible elector for the purpose of voting. Acceptance of another person's Voter Information Letter including the actual voting thereof will be considered an illegal and corrupt practice and therefore subject to the penalty provision under the *Municipal Elections Act, 1996* specifically Sections 89 and 90.

Public Information Session

A public information session **may** be held for the purpose of explaining the method of voting and responding to questions from the electorate. The date and time will be advertised in the advertising methods as determined by the Clerk.

Voter Help Centre – Municipal Office

A Voter Help Centre shall be established at the Municipal Office. During the Voting Period, the Voter Help Centre will be open Monday to Friday, during regular office hours, and on Voting Day between the hours of 8:30 a.m. and 8:00 p.m.

The Voters' List shall be available to Election Officials at the Voter Help Centre in electronic format to accommodate the voting process.

The Voter Help Centre shall be responsible for the following:

- a) Eligible voters who attend at the Voter Help Centre and are not on the Voters' List will be able to be added to the list by filling out an Application to Amend Voters' List Form EL15 and providing proof of identity and residence as prescribed in O. Reg. 304/13. Their names will be added to the Voters' List and they will be assigned and delivered a Voter Information Letter containing a PIN along with the rest of the electorate; however, for additions made after the mailing of the Voter Information Letters, the Voter Information Letter containing a PIN will be provided to the individual immediately.
- b) Where an eligible voter has received a notice on their Voter Information Letter that their year of birth is missing or incomplete, the voter can attend the Voter Help Centre and provide their year of birth. The elector will be required to fill out an Application to Amend Voters' List Form EL15 and provide proof of identity and residence as prescribed in O. Reg.304/13.
- c) Where an eligible voter has received an incorrect Voter Information Letter in terms of ward, if applicable, and/or school support, and has not already voted, the voter

can attend the Voter Help Centre and have the proper category applied. The elector will be required to fill out an Application to Amend Voters' List Form EL15 and provide proof of identity and residence as prescribed in O. Reg. 304/13.

- d) Eligible voters who attend at the Voter Help Centre will be able to request a "replacement" Voter Information Letter and PIN under certain circumstances:
- i. where a person on the Voters' List has lost/not received his or her Voter Information Letter and the PIN has not been used, he or she can attend the Voter Help Centre and prove to the satisfaction of the authorized Election Official that they require a new PIN. Upon providing proof of identity and residence as prescribed in O. Reg. 304/13 to an Election Official, an oath on Application for Re-Issue of a Voter Information Letter (Lost and Unused) Form EL53 shall be taken by the elector and a new Voter Information Letter containing a new PIN shall be issued. The new PIN shall replace the old PIN in the Voting System.
 - ii. where a person on the Voters' List has attempted to vote and their PIN has already been used, he or she can attend the Voter Help Centre and prove to the satisfaction of the authorized Election Official that they did not vote the PIN and require a new PIN. Prior to issuing a new PIN, the Election Official shall confirm that the elector's PIN has been used and advise the elector that once the new PIN has been assigned, the elector must vote immediately at the Voter Help Centre. Upon providing proof of identity and residence as prescribed in O. Reg. 304/13 to an Election Official, an Application for Re-Issue of a Voter Information Letter (Used by an Impersonator) Form RL28 shall be taken by the elector and the elector's status shall be reset in the Voting System to allow a second vote. A new Voter Information Letter containing a new PIN shall be provided, the new PIN replacing the old PIN in the Voting System. The elector will be directed immediately to the Voter Help Centre where internet access is available to eliminate any further misuse of the PIN. Should the elector leave the Voter Help Centre without voting the new PIN will be disabled.
- e) Answer election questions and refer detailed questions to the Returning Officer or authorized Election Official.

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

Candidates Module

The candidates shall receive username(s) and password(s) allowing them to access the Candidates Module to view the List of Electors.

When using this access, candidates can connect to the Simply Voting System and review elector list information to discern which electors have participated in the election. This capability does not provide the candidate information on how an elector has voted; it only provides information on whether or not they have participated in the election.

Candidates may view this information anytime using the Candidates Module beginning in September 1, 2026 until October 26, 2026 at 8 p.m.

Voting

The Voting Period shall span **from Saturday, October 17, 2026 at 8:00 a.m. to Monday, October 26, 2026 at 8:00 p.m.**

Prior to the activation of the system by the Service Provider, on October 16, 2026, the Clerk shall access the Voting System at the Municipal Office between 4:00 p.m. and 5:00 p.m. for the purposes of ensuring that all candidates' names are listed and that no votes have been cast. Candidates or their Scrutineer may be present to verify and ensure that all Candidates' names are listed and that no votes have been cast and shall be required to sign the Activation of Voting System Form RL29 that attests to this fact.

Eligible electors may telephone a designated toll-free number to cast their vote by using a cellular or land line, touch-tone telephone but **not a rotary dial telephone**. "Diga-pulse" telephones will be able to access the system providing the over-ride button on the telephone is set to a "touch-tone" mode. Alternatively, eligible electors will be able to access a designated internet address and cast their vote(s).

Every eligible elector shall be limited to one ballot for all races and questions, for which they are entitled to vote, through the use of a PIN distributed by Canada Post Lettermail in a sealed and personalized Voter Information Letter. Every eligible elector shall be required to provide their date of birth along with their PIN. The Voting System will allow the eligible elector to vote using either a telephone and/or the internet.

A voter must vote on all the races and questions at once by selecting candidate(s), yes/no, or by indicating "abstain" if he/she wishes to do so. The voter cannot vote some of the races or questions and vote the remaining races or questions later. Once a voter has made a selection for each race or question, the Voting System shall indicate the voter's choice and shall allow the voter to either confirm their selection, and cast their vote, or return to the ballot to change their selection.

If a voter is interrupted before casting their vote, they may re-commence voting later using the same method or the other method. Once a voter has cast the vote, that voter will not be granted access to internet/telephone voting again using that PIN.

The names of electors who have voted during the Voting Period will be provided to the Clerk electronically through the Voting System using the Clerk's assigned username and password. This report titled "Daily Voter Participation" will be created in an electronic file format suitable for electronic distribution and will only be done so under the control and direction of the Clerk. This report **does not** provide information on how an elector has voted.

Electors Requiring Assistance Section 52 (1) 4

The Election Official may permit an elector who needs assistance in voting to have such assistance as the Election Official considers necessary.

Oral Oath to Vote With Assistance

A voter who requires such assistance to vote may ask the Election Official for assistance. The Election Official shall require the Voter making the request to take the Oral Oath to Vote With Assistance on the Oral Oaths At Voter Help Centre Form EL27 and then vote as directed by the Voter. Any other person present must withdraw until the Voter finishes instructing the Election Official.

Oral Oath of Friend of Elector

In lieu of the Election Official voting for a voter, the voter may request that a friend accompany the voter into the voting booth and vote for the voter. Any friend who is permitted to vote shall be required to take the Oral Oath of Friend of Elector on the Oral Oaths At Voter Help Centre Form EL27. No person shall be allowed to act as a friend of more than one voter at a Voter Help Centre, except a voting place established under Section 45 (7).

Oral Oath of Interpreter

Where the Election Official does not understand the language of a voter, an interpreter, provided by the voter, shall take the Oral Oath of Interpreter on the Oral Oaths At Voter Help Centre Form EL27 and shall translate the oaths as well as any lawful questions put to the voter.

Controls for Voter Information Letters

Duplication of names on the Preliminary List of Electors (PLE) shall be investigated by the Clerk and/or Election Official(s) and all obvious duplicate names of individuals shall be deleted prior to the final preparation of the Voters' List as certified by the Clerk. However, should an eligible voter receive more than one Voter Information Letter, the eligible voter may only vote **once** and must return the other Voter Information Letter(s) to the municipal Voter Help Centre and complete an Application to Amend Voters' List

Form EL15 to remove the duplicate name(s). All electors who vote more than once or who improperly use the Voter Information Letter shall be reported to the Police for further investigation as to possible corrupt practices under the *Municipal Elections Act, 1996*.

Voter Information Letters returned to the Voter Help Centre opened, but unused for voting purposes, shall have the PIN immediately disabled in the Voting System so that the PIN cannot be used to vote.

Voter Information Letters returned from the Post Office to the Voter Help Centre shall remain sealed.

All returned Voter Information Letters will be maintained in a secure fashion and destroyed in the same manner as all other municipal election material as provided for under Section 88 of the *Municipal Elections Act, 1996*.

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

- a) that were sent to eligible voters in the initial mailing;
- b) that were returned from the Post Office;
- c) that were returned by an elector or other individual(s) either opened or unopened but unused for voting purposes;
- d) that were generated by Election Officials for eligible electors added to the Voters' List after completing an Application to Amend Voters' List **Form EL15**;
- e) that were otherwise set to a status that prevented them from being used to vote; and
- f) that were re-issued to an eligible elector.

Retirement Homes or Institutions and In Person Voting

During the Voting Period of October 17, 2026 – October 26, 2026, a Voter Help Centre will be provided at the following locations, institutions and retirement homes on the specified date(s) and hours:

Name of Retirement Home or Institution and In Person Voting	Date	Hours for Assistance
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Municipality of Red Lake Municipal Office (General public)	October 17-23, 2026 & October 26, 2026	October 17,18, 24, 25 (TBD) October 19-23 (regular office hours) & October 26 8:30 a.m. – 8:00 p.m.
Red Lake Regional Heritage Centre (General public)	TBD	TBD
George Aiken Manor (for residents of G.A Manor only)	TBD	TBD
Northwood Lodge Long Term Care Home & Red Lake Margaret Cochenour Memorial Hospital (Institution and Retirement Home) (for residents/patients only)	TBD	TBD
Follansbee Apartments (for residents of Follansbee Apts. only)	TBD	TBD
Legion Villa (for residents of Legion Villa only)	TBD	TBD
Friendship Centre (General Public)	TBD	TBD

Voting Day

On Voting Day, October 26, 2026, an elector is entitled to vote if they are at the Voter Help Centre at the time of closing.

The Municipality of Red Lake

Sample Voter Information Letter



Municipality of Ontarioville
123 Main Street
Ontarioville, ON
V6J 3K6

Municipal Election 2010
Municipality of Ontarioville

JOHN SAMPLE
150 BRUNSWICK ST.
ONTARIOVILLE, ON M3K 2Z1

Ward: 12
Poll: 1201-1

Qualifying Address:
150 Brunswick St.

VOTER INSTRUCTIONS

HOW CAN I VOTE?

VOTE USING THE INTERNET OR PHONE

- Using your P.N. (see box below), vote anytime from Monday, October 18 starting at 8:30am until Monday, October 25 ending at 8:00pm.
- To vote online, go to www.ontarioville.isivote.com and follow the instructions.
- To vote by phone, call the voting phone number at 1-800-123-4567 and follow the instructions.
- Please be aware that if you should be interrupted while voting electronically, you may re-access the voting system to complete your voting.

ADDITIONAL INFORMATION

- If you do not have access to a computer or telephone please consider one of the following to complete your voting activity:
 - Visit the Ontarioville Town Hall, 100 Main Street
 - Visit the Ontarioville Public Library, 142 Main Street
 - Use any public pay phone
- PLEASE REMEMBER: Take your PIN with you as it is required to vote.

IMPORTANT INFORMATION

E-vote now!

As electronic voting is available over a number of days, you are encouraged to vote early to avoid higher volume activity periods near the end of the election period.

You qualify to vote if:

- You are at least 18 years old on Election Day, October 25, 2010
- You are a Canadian citizen
- You or your spouse lives, rents or owns property in the municipality and
- You are not otherwise prohibited by law from voting.

Your PIN
8765 4321



- Please note it is **AGAINST THE LAW** to vote more than once for any elected office within the same municipality or school board jurisdiction.
- By casting a ballot or by entering the electronic voting system and entering your assigned PIN number, you are **DECLARING THAT YOU ARE ELIGIBLE TO VOTE** in this election.
- This PIN is assigned to, and may only be used by, the elector identified in this correspondence.

See other side

QUESTIONS & ASSISTANCE

If you require assistance please contact the Voter Help Centre or visit the Town Hall at 100 Main Street:

Phone: 490-1234 or toll free at 1-888-123-4567.

Hours of operation are:

8:30am to 4:30pm on weekdays from October 18 to October 22.

8:30am to 8:00pm Election Day Monday, October 25.

Email: election@ontarioville.ca

Website: www.ontarioville.ca/elections

CANDIDATE INFORMATION

You can vote for the following candidates based on your qualifying address. If the information listed below is incorrect for the ward in which you are eligible to vote then please call the Voter Help Centre for assistance.

MAYOR Vote for 1 of the following:	DEPUTY MAYOR Vote for 1 of the following:
Gary DENNISON	Gary DENNISON
George HENDERSON	George HENDERSON
Betty JOHNSON	Betty JOHNSON
Jan WYSEMAN	Jan WYSEMAN
COUNCILLOR Vote for 4 of the following:	TRUSTEE English Public School Board Vote for 1 of the following:
Susan FERGUSON	Michael CHURCH
Marc LEDUC	Alice CRANSTON
Yvonne ST. CROIX	Linda WEBSTER
James WARNER	
Doris WEAVER	
Cameron YOUNG	

See other side



Form EL53

The Municipality of Red Lake APPLICATION FOR RE-ISSUE OF A VOTER INFORMATION LETTER (LOST AND UNUSED)

Surname:	Given Name(s):	
Qualifying Address (Street No & Name):	City:	Postal Code:
Mailing Address (if different):		
Tel Number:		

I, _____, being the above named individual and having provided proof of identity and residence as prescribed in O. Reg. 304/13, to the Election Official, do hereby make the following declaration:

1. That I am an eligible elector for the municipality and that I am on the Voter's List or have made an application to be included on the Voter's List;
2. That I have not received by mail a Voter Information Letter from the municipality,

OR (check appropriate)

 That I have lost or misplaced the Voter Information Letter provided by the municipality and I am unable to locate the said Voter Information Letter for the purpose of voting by telephone/internet.
3. That I understand that should the Voter Information Letter be received by mail or found, the Letter shall be immediately returned to an Election Official of the municipality and that I shall not attempt to use or to give to someone else for voting purposes.

I, _____, solemnly declare that all the statements contained in this application are true and I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath and by virtue of the *Canada Evidence Act* dated this _____ of _____, 2026. I further understand that making a false statement is an offence under the *Municipal Elections Act, 1996* and that I will be subject to prosecution.

Signature of Applicant

Signature of Election Official

**FOR USE BY ELECTION OFFICIAL ONLY
PROCEDURAL POLICY FOR RE-ISSUANCE**

Verification of de-activation of Voter Personal Identification Number	Activation of new Voter Personal Identification Number (PIN)
_____ (signature of Election Official)	_____ (signature of Election Official)

SIGNATURE OF ACKNOWLEDGEMENT

I, the above named individual, hereby acknowledge receipt of a NEW Voter Information Letter provided by the Election Official.

Signature of Applicant

Date

I, the above named Election Official, do hereby acknowledge that I have provided a NEW Voter Information Letter to the applicant and have followed the procedures identified above.

Signature of Election Official

Date



Form RL28

**The Municipality of Red Lake
APPLICATION FOR RE-ISSUE OF A VOTER'S INFORMATION LETTER
(USED BY AN IMPERSONATOR)**

Surname:		Given Name(s):	
Qualifying Address (Street No. & Name):		City:	Postal Code:
Mailing Address (if different)			
Tel. Number:		Roll Number:	
<p>I, _____, being the above named individual and having provided proof of identity and residence as prescribed in O. Reg. 304/13 to the Election Official, do hereby make the following declaration AND provide the required information to the Election Official:</p> <p>1. That I am an eligible elector for the municipality and that I am on the Voters' List or have made an application to be included on the Voter's List, and;</p> <p><input type="checkbox"/> That I have not received by mail a Voter Information Letter from the municipality and an imposter has voted.</p> <p align="center">OR (check applicable box)</p> <p><input type="checkbox"/> That I have lost or misplaced the Voter Information Letter provided by the municipality and unable to locate the said Voter Information Letter for the purpose of voting by telephone and that an imposter has voted.</p> <p align="center">OR (check applicable box)</p> <p><input type="checkbox"/> That I have received the Voter Information Letter provided by the municipality and that an imposter has voted.</p> <p>2. That I have not voted or have not personally used the Voter Information Letter to vote, nor have I provided and given my Voter Information Letter to another person for the purpose of voting.</p> <p>3. <input type="checkbox"/> That I have no knowledge, direct or indirect, as to who has used my Voter Information Letter to vote in my name.</p> <p align="center">OR (check applicable box)</p>			

I have personal knowledge of who has used my Voter Information Letter to vote and I have provided such information to the Election Official for the purpose of providing the same to the Police for further investigation and prosecution.

4. That I have answered all questions of the Election Official truthfully and to the best of my knowledge and further understand that the Police may be communicating with me for the purpose of furthering this investigation and prosecution of the imposter(s) of corrupt election practices or mail tampering or fraud.
5. That should a new Voter Information Letter be issued by an Election Official that, as a condition to re-issuance, that I will be required to vote only at the Voter Help Centre in the municipality.
6. That I further agree that should I obtain additional information as to who has voted on my behalf that I will communicate such information with the Election Official and the Police.

I, _____, solemnly declare that all the statements contained in this application are true and I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath and by virtue of the *Canada Evidence Act* dated this _____ day of _____, 2026 and do hereby accept the terms and conditions of this application.

I, _____, further acknowledge that any false statement made is an offence either under the *Municipal Elections Act* and/or an infraction under the Criminal Code of Canada and subject to penalties and/or a term of imprisonment.

Signature of Applicant
Applicant)

Signature of Election Official
(Witness as to the Signature of the

PROCEDURES OF ELECTION OFFICIAL

1. Verification that the Voter Personal Identification Number (PIN) has been used.
2. Issuance of Voter Information Letter and NEW Personal Identification Number (PIN).
3. Activation of Personal Identification Number (PIN).

(signature of Election Official)

SIGNATURE OF ACKNOWLEDGEMENT BY APPLICANT

I, the above named individual, hereby acknowledge receipt of a NEW Voter Information Letter provided by the Election Official and agree that I will vote immediately at the Voter Help Centre and further understand that should I leave the Voter Help Centre WITHOUT VOTING that the Voter Information Letter received will be deactivated and that I will not be further entitled to vote.

Signature of Applicant

Date

I, the above named Election Official, do hereby acknowledge that I have provided a NEW Voter Information Letter to the applicant and have followed the procedures identified above.

Signature of Election Official

Date

**FOR USE BY THE ELECTION OFFICIAL
VOTER LEAVES THE VOTER HELP CENTRE**

1. Voter has left the Voter Help Centre after voting:

Verify if Personal Identification Number (PIN) has been used to confirm that the elector has voted. If the PIN has not been used, the following must be completed:

Deactivate Voter Personal Identification Number immediately

SIGNATURE OF ELECTION OFFICIAL CONFIRMING THAT VOTER HAS LEFT THE VOTER HELP CENTRE WITHOUT VOTING.

Signature

Date / Time

**The Municipality of Red Lake
Oral Oaths at Voter Help Centre**

ORAL OATH TO VOTE WITH ASSISTANCE

I, _____ being an elector entitled to vote in the Municipality of Red Lake swear or solemnly affirm I require assistance to vote by telephone/internet.

ORAL OATH OF FRIEND OF ELECTOR

I, _____ a friend of _____ an elector

who requires assistance to vote and who is entitled to vote in Municipality of Red Lake swear and

solemnly affirm:

That I will vote by telephone/internet as directed by the elector, and

that I will keep secret the manner in which this elector voted.

ORAL OATH OF INTERPRETER

I, _____ acting as interpreter for _____,

an elector entitled to vote in Municipality of Red Lake swear or solemnly affirm:

That I will faithfully translate the necessary oaths as well as any lawful questions necessarily put to the elector and his/her answers at this Voter Help Centre.