

VOTE OSHAWA

2026 Municipal & School Board Elections Procedures

The Corporation of the City of Oshawa
Legislative Services – Office of the City Clerk

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1 Authority

In accordance with the *Municipal Elections Act, 1996*, S.O. 1996, c. 32 (the “Act”), the Clerk, as Returning Officer, is responsible for conducting an election and may provide for any matter or procedure that,

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

The procedures and forms established by the Clerk, if they are consistent with the principles of the Act, prevail over anything in the Act and the regulations made under it.

The Clerk has the right to amend these procedures at any time and for any reason, and will distribute notice of amendment(s) to Candidates and post the amendments on the City’s Website, as applicable.

These procedures are subject to change without notice in case of an emergency as prescribed in section 53 of the Act.

2 Purpose and Application

This document sets out the City of Oshawa’s procedures for in-person voting and Vote-by-Mail on Request in the City’s 2022 Municipal and School Board Elections (“Election”).

These procedures apply to Election Officials designated by the City Clerk, Voters, Candidates and Scrutineers during the City’s Election.

These procedures have been drafted in accordance with the principles of the Act. These principles are generally recognized as being:

- a) the secrecy and confidentiality of the voting process is paramount;
- b) the election shall be fair and non-biased;
- c) the election shall be accessible to the voters;
- d) the integrity of the process shall be maintained throughout the election;
- e) that there be certainty that the results of the election reflect the votes cast;
- f) that Voters and Candidates shall be treated fairly and consistently.

3 Definitions

“Act” or “Municipal Elections Act” means the *Municipal Elections Act, 1996*, S.O. 1996, C. 32, as amended.

“Advance Voting Days” means a voting opportunity for Voters to vote in person using Internet Voting before Voting Day. Advanced Voting Days will take place on specified dates prior to Voting Day as determined by the City Clerk.

“Advance Voting Place” means the physical location (building) and property (where appropriate) designated by the City Clerk where Voters may attend to vote on Advance Voting Days.

“Agent” means an authorized individual acting on behalf of an Eligible Candidate, Candidate or Third Party Advertiser.

“Auxiliary Compartment” means the front compartment of the ballot box in the tabulator and where electors’ ballots are temporarily stored in the event of a vote count tabulator fails to operate.

“Ballot” means the mechanism used by a qualified elector to make their selections for the various races they are eligible to vote . A Ballot may be an electronic image displayed within the Internet Voting Software containing spaces in which an elector marks their vote (“Electronic Ballot”), or a Paper Ballot which an Elector marks their vote using a ballot-marking pen (“Paper Ballot”).

“Ballot Marking Device” means a device that produces a human and machine-readable marked paper Ballot from a standard Ballot, completely indistinguishable from a paper Ballot marked by hand.

“Ballot Marking Pen” means the pen provided to the Voter by the D.R.O. for the purposes of marking a Ballot within the Defined Areas on the Paper Ballot.

“Candidate” means a person who has filed a nomination with the Clerk under section 33 of the Act.

“Certified Candidate” means a person whose nomination has been certified under section 35 of the Act.

“Candidate Campaign Advertising” means an advertisement in any broadcast, print, electronic or other medium that has the purpose of promoting or supporting the election of a Candidate and includes but is not limited to: lawn signs, brochures, posters, print, radio and electronic ads, etc.

“City” means The Corporation of the City of Oshawa.

“City Clerk” (Clerk) refers to the City Clerk of Oshawa or their designate.

“Office of the City Clerk” means the Office of the City Clerk Counter on the first floor of City Hall, adjacent to Service Oshawa, and includes the area designated by stanchions.

“City Hall” means the City of Oshawa administrative building located at 50 Centre Street South, Oshawa, Ontario.

“City Website” means www.Oshawa.ca and any affiliated web page or content on this website.

“Clock” means the Clock publicly displayed immediately opposite to the Office of the City Clerk Counter .

“Contest” refers to the offices to be elected, including: Mayor, Regional and City Councillor, City Councillor, and School Board Trustee.

“Control Centre” means the Oshawa Public Library Main Branch Auditorium located at 65 Debwewin Miikan.

“Defined Period” means the period between the hours of 9:00 a.m. and 2:00 p.m. on Friday, August 21, 2026 as shown on the Clock.

“EL15 Form” means a form that allows a Voter to provide all of the necessary information to add themselves to, remove themselves from or change information on the Voters’ List.

“Election Management Team” refers to the Returning Officer and designates in charge of ensuring the integrity of the configuration and the voting results, as well as guaranteeing the secrecy of the votes.

“Election Official” shall mean a person who has been delegated or assigned election duties/responsibilities by the City Clerk. An Election Official may include an Election Captain, Managing Deputy Returning Officer (M.D.R.O), Deputy Returning Officer (D.R.O.), Technical Deputy Returning Officer (T.D.R.O.), Special Deputy Returning Officer (S.D.R.O), Election Assistant (E.A.), or any other person delegated, in writing, certain election responsibilities.

“Election Return Centre” means a place in City Hall designated by the Clerk for the tabulation and reporting of results.

“Election Sign” means a device, including its structure and other component parts, that is used or is capable of being used to: (i) promote a Candidate in a municipal election, including an election of a local board or to (ii) influence persons to vote for or against any Candidate or any question or by-law submitted to Voters under section 8 of the Act.

“Eligible Candidate” means a person filing the Candidates’ Form - Nomination Paper who is present at the Office of the City Clerk before or during the Defined Period.

“Friend” means anyone a Voter asks to assist them in order to vote, including accompanying the Voter behind the voting screen area to mark the Ballot.

“Ineligible Candidate” means a person who has not filed the Candidates’ Form - Nomination Paper and who is not present at the Office of the City Clerk during the Defined Period.

“Internet Voting Kiosk” means a laptop or tablet in a V.A.C. set up for the express purpose for Voters to access the Internet Voting Platform.

“Internet Voting Platform” means the secure system provided by Voatz, Inc. to allow eligible Electors in Oshawa to verify their identity and cast their vote online.

“Memory Drive” means a removable memory device that the vote tabulator uses to store the scanner’s election definition, audit log, and other election-specific information.

“Poll” means a voting subdivision as designated by the City Clerk under section 18 of the Act.

“Preliminary List of Electors” (P.L.E.) means a list of Voters for the municipality compiled by Elections Ontario and provided to the municipality by August 14, 2026.r.

“Results Tape” means a paper record produced by each Vote Tabulator at the close of voting to show unofficial results for each Candidate.

“Returning Officer” means the official who is responsible for conducting the election and announcing the results of the election.

“Scrutineer” means a person appointed by a Candidate, using a Candidates’ Form – Appointment of Scrutineer, to observe the voting process at one or more Voting Places.

“Secrecy Folder” shall mean an apparatus in which a ballot can be placed so as to conceal the names of the candidates and the marks on the ballot face, but does expose the initials of the D.R.O.

“Special Voting Place” means an institution or retirement home as listed under section 45 (7) of the Act.

“Status Report” means a paper record printed by a Tabulator containing Voting Place information, serial number information, total Ballots scanned, and total Voters.

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

“Voter Identification” means a document containing an individual’s name and qualifying address as listed on Schedule 1 of Ontario Regulation 304/13.

“Vote Tabulator” or “Tabulator” means a device that optically scans Ballots to read and record votes and tabulate the results.

“Voter” or “Elector” means a person who meets the qualifications to vote as determined under the Act and appears on the City of Oshawa Voters’ List, or is added to the List during the Revision Period, at a Voting Place.

“Voter Assistance Centre (V.A.C.)” means a building/property, location or other facility designated by the City Clerk at which eligible voters may attend in-person to seek assistance with voting and/or to vote in the Municipal and School Board Elections. The boundaries of the V.A.C. are the boundaries of the property where the V.A.C. is located, and this includes the parking lot. V.A.C.s have the same meaning as “Voting Place” as defined in the Act.

“Voter Information Letter (V.I.L.)” means a letter mailed directly to a voter’s address that provides information necessary for the voter to exercise their right to vote.

“Voters’ List” means a document prepared by the City Clerk, which lists the names and voting entitlement of eligible Voters as provided by Elections Ontario in accordance with the Act.

“VoterView” means the City’s Voters’ List management service.

“Voter Registration Number” means a unique multiple digit number assigned by Voatz, Inc to each Elector that when used in conjunction with the voter’s Date of Birth, allows the voter to register with a valid email or text message (S.M.S.) to receive a Voting P.I.N. to access to the Internet Voting Platform.

“Voting P.I.N.” means a unique multiple digit number received after registering with a valid email or text message (S.M.S.) that when used in conjunction with the voter’s Date of Birth, provides secure access to the Internet Voting Platform.

“Voting Day” means Monday, October 26, 2026 from 10:00 am to 8:00 p.m.

“Voting Night” means October 26, 2026, after 8:00 p.m.

“Voting Place” means the physical location (building) and property (where appropriate) designated by the City Clerk where Voters may attend to vote or receive assistance. Voting Places include both Voter Assistance Centres and Special Voting Places.

“Voting Proxy” means an eligible Voter appointed in writing by another eligible Voter to attend a V.A.C. in order to cast a Paper Ballot on their behalf.

“Ward” means a specific area of the City of Oshawa as established by By-law 55-2017 of the Corporation of the City of Oshawa.

“Zero Totals Report” means to a paper record produced by each Vote Tabulator prior to the opening of a Voting Location demonstrating that no votes have been cast.

4 Storage and Security

All Voting equipment including but not limited to Vote Tabulators, e-Poll Books, Tablets, Memory Devices, Ballots, Ballot Return Envelopes, and election supplies will be securely stored at the City Clerk’s designated location on arrival, as well as before and after use in tabulation in the same manner as is provided for in the Act for the keeping of election records.

5 Notices

All legislated notices shall be published in accordance with the City’s Public Notice Policy and on the City’s Website.

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

6 Voting Subdivisions

For election purposes, the Wards in the City of Oshawa are divided into Voting Subdivisions. In accordance with the Act, the City Clerk shall prepare a Voters' List containing the names of all Voters eligible to vote within the City and the Voting Subdivision at which they are assigned to vote, however voters in Oshawa may vote at any V.A.C. in their Ward on Voting Day. In conjunction with the Voters' List, the City Clerk will prepare and make available a map identifying the boundaries of all Wards and Polls within the City of Oshawa.

7 Voter Assistance Centres (V.A.C.s)

Voters may attend a V.A.C. as determined by the City Clerk to cast a Paper Ballot or receive assistance with Internet Voting. V.A.C.s shall be located within or in close proximity to the Voting Subdivisions and in facilities that are accessible to persons with disabilities. On Voting Day, V.A.C.s will be open for the Voters to vote from 10:00 a.m. until 8:00 p.m.

The City Clerk shall establish Special Voting Places as per section 45 (7) of the Act. The City Clerk may reduce hours of voting for Special Voting Places on Voting Day.

Advance V.A.C.s shall be established where Voters can receive assistance with Internet Voting prior to Voting Day. Public notice will be provided concerning the location, dates and voting hours for each Advance V.A.C.

8 Election Officials

The City Clerk shall appoint Election Officials for the purpose of implementing this procedure and may delegate any of the Clerk's power or duties in relation to the election as the Clerk considers necessary as per section 15 of the Act. Such appointments shall be in writing on the Clerk's Form – Appointment and Oath of an Election Official.

The Clerk may continue to exercise the delegated powers and duties despite the delegation.

Upon appointment, all Election Officials shall be required to take an oath of office in accordance with the general principles of the Act.

9 Nominations

9.1 Nomination Period

The City Clerk will give the Notice of Nomination Period and on Friday, May 1, 2026, the nomination period begins. The nomination period will close on Friday, August 21, 2026,

when the acceptance of the Candidates' Form - Nomination Paper from Eligible Candidates by the City Clerk or designate will be restricted to the Defined Period.

The Nomination Package including the prescribed forms for all Contests will be available on the City's Website, from the Office of the City Clerk Election Desk at City Hall on or before Friday, May 1, 2026 to Thursday, August 20, 2026 during regular office hours, and between 9:00 a.m. and 2:00 p.m. on Friday, August 21, 2026 (Nomination Day).

9.2 Filing Nominations

The Nomination Paper (Form 1) is to be filed with the City Clerk in the Office of the City Clerk in the following manner:

- In person or through an Agent.
- Between 8:30 a.m. and 4:30 p.m. at the Office of the City Clerk Election Desk at City Hall from Friday, May 1, 2026 to Thursday, August 20, 2026, and between 9:00 a.m. and 2:00 p.m. on Friday, August 21, 2026 (Nomination Day).
- With the prescribed Candidates' Form – Endorsement of Nomination (Form 2) completed by at least 25 persons endorsing the nomination who are eligible to vote in an election for an office within the municipality, if a regular election was held on the day that the person endorses the nomination.
- With the Declaration of Qualification on the Nomination Paper, signed by the person being nominated.
- With the prescribed nomination filing fee of \$200.00 for Head of Council and \$100.00 for all other offices - the filing fee shall be paid by cash, debit card, certified cheque or money order payable to the City of Oshawa.
- With proof of identity and residence as prescribed in O. Reg. 304/13, as amended.
- With the Freedom of Information ("F.O.I.") Release Form
- With the Request for Voters' List Form

In the case where an Agent is acting on behalf of a person filing a Nomination Paper:

- The Agent must provide their own original identification as prescribed in O.Reg. 304/13 as amended, as well as an original or copy of identification as prescribed in O.Reg. 304/13, as amended, belonging to the person for whom the Nomination Paper is being filed.
- The Agent must provide written authorization from the person for whom the Nomination Paper is being filed. The Candidates' Form – Agent Authorization is

available for this purpose, additional, written authorization may be accepted at the discretion of the designated Election Official processing the nomination.

No faxed or other electronically transmitted Nomination Paper will be accepted - original signatures are required.

Eligible Candidates wishing to submit their nomination are encouraged but not required to make an appointment. Eligible Candidates who wish to make an appointment may do so by contacting the Office of the City Clerk. Should the number of Eligible Candidates in attendance to register be greater than the number of designated Election Officials, preference will be given to those Eligible Candidates with an appointment.

Nominations will not be accepted outside the dates and times listed above. Eligible Candidates wishing to file after 4:30 p.m. prior to August 20th will be asked to return the following day between 8:30 a.m. and 4:30 p.m.

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/School Board, unless changing offices. Candidates are responsible for any financial filing all campaigns in accordance with the Act as necessary.

The Clerk shall provide notice of the Official List of Individuals Who Have Filed a Nomination by preparing and, at a minimum, posting the list on the website which is to be updated as each Nomination Paper is filed.

Candidates may withdraw their Nomination by filing in person the Candidate's Form - Withdrawal of Nomination with the Clerk before 2:00 p.m. on Nomination Day, Friday, August 21, 2026, if the person was nominated on or before Nomination Day.

The withdrawal shall be noted on the Official List of Individuals Who Have Filed a Nomination.

9.3 Close of Nominations

At 2:00 p.m. on Friday, August 21, 2026, as shown by the Clock, the City Clerk or designate will publicly announce that the nomination period is closed.

All Eligible Candidates at the Office of the City Clerk at the close of the Defined Period will be offered the opportunity to file their Nomination Papers, provided all required documentation is in order. The City Clerk's determination as to the completeness of an Eligible Candidate's Nomination Paper is final. Incomplete Nomination Papers filed by an Eligible Candidate shall not be accepted.

Eligible Candidates present in the Office of the City Clerk after the Defined Period shall immediately file their Nomination Papers when called upon by the City Clerk, or designate. Eligible Candidates who do not immediately file their Nomination Papers when called upon, forfeit their right to file their Nomination Papers.

Ineligible Candidates shall be prohibited from filing their Nomination Paper, irrespective of their presence within other areas of City Hall during the Defined Period.

9.4 Certification of Nominations

On or before Monday, August 24, 2026, at 4:00 p.m., the Clerk will review of each nomination received to determine qualification and if the nomination complies with the Act. Once satisfied the Candidate is qualified, the Clerk will complete the “Certification by Clerk” section on the Candidates’ Form - Nomination Paper.

If a greater number of Candidates are certified than are required to fill the said office, there will be an election.

If after 4:00 p.m. on Monday, August 24, 2026, the number of Certified Candidates for an office is the same as or less than the number to be elected, the Clerk shall immediately declare the Certified Candidate(s) elected by acclamation. The Clerk shall post a Notice - Declaration of Acclamation to Office.

9.4.1 Insufficient Number of Nominations Filed for an Office

If the number of Certified Candidates for an office is less than the number of Candidates to be elected, an additional Notice of Nomination Period will be advertised on the website only and additional nominations may be filed between 9:00 a.m. and 2:00 p.m. on Wednesday, August 26, 2026. A Candidate who wishes to withdraw their additional nomination must notify the Clerk in writing before 2 p.m. on Wednesday, August 26, 2026 by filing a Withdrawal of Nomination.

The withdrawal shall be noted on the Official List of Individuals Who Have Filed a Nomination.

Before Thursday, August 27, 2026 at 4:00 p.m., the Clerk will do a review of each nomination received to determine qualification and if the nomination complies with the Act. Once satisfied the Candidate is qualified, the Clerk will complete the “Certification by Clerk” section on the Candidates’ Form - Nomination Paper.

The final list of Certified Candidates will be posted at City Hall and, as a minimum, on the website on or before, Friday, August 28, 2026 using the Official List of Certified Candidates.

9.5 Viewing of Nominations

Documents and materials filed with or prepared by the Clerk, or any other election official under the Municipal Elections Act, 1996 (“Act”), are public records and, until their destruction, may be inspected by any person at the Office of the City Clerk during regular business hours. This right of inspection does not apply once the 120 day retention period has elapsed.

Upon filing, nomination papers become part of the public record and shall be made available to members of the public upon request. Election documents, including those prepared by the Clerk, as well as documents filed with the Office of the City Clerk, such as Nomination Papers (for Candidates), Notices of Registration (for Third Party Advertisers), contact information, and election campaign financial statements, are available for in-person viewing at the Office of the Clerk, 1st Floor, Oshawa City Hall (50 Centre St. S.).

Should someone wish to view Elections Documents, they must book an appointment with the Office of the City Clerk by phoning 905-436-3311 or via email at vote@oshawa.ca.

Appointments will be held at Oshawa City Hall, 50 Centre St. S., First Floor at the Office of the City Clerk’s Counter adjacent to Service Oshawa. Upon receiving a request for an appointment, Legislative Services staff will schedule it based on availability and will make reasonable efforts to accommodate the requested date and time. Individuals will receive confirmation in advance of the appointment date and time. Appointments will be booked from Monday to Friday within the City’s business hours from 8:30 a.m. to 4:30 p.m.

Individuals with an appointment to view the documents will be required to review this procedure and sign an Election Document Review and Use of Information Form prior to reviewing Election Documents. This is to confirm that they will not use information obtained from the records they view, except for election purposes.

The review of documents will proceed as follows:

- Legislative Services staff will review the appropriate use of information with the individual.
- Legislative Services staff will remain with the individual viewing the documentation.
- Individuals may obtain extracts only by making copies, and only upon payment of the fee set by the Clerk.
- Individuals reviewing the documents may request copies of the materials. In accordance with the Fees and Charges Bylaw 109-2024, as amended, photocopy fees are set at \$0.55 per page for black and white copies.

9.6 Retention of Identification

All documents and materials filed with or prepared by the City Clerk or any other Election Official under the Act are public records and, until their destruction, may be inspected by any person at the Office of the City Clerk when the office is open.

The City Clerk will retain copies of the identification in a secure manner that prevents unauthorized access in accordance with section 88 of the Act.

10 Declaration of Election

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

The Clerk shall give Voters notice of:

- the locations of the Voter Assistance Centres;
- the dates and times on which the Voter Assistance Centres will be open for voting;
- the methods in which Voters may vote.

11 Campaigning

11.1 Campaign Advertising

Election Signs are regulated by the City's Election Sign By-law.

All Candidate Campaign Advertising shall identify the Candidate by name, as it appears on the Nomination Paper.

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

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

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

The Act provides that while a Voter is in a Voting Place, no one shall attempt, directly or indirectly, to influence how the Voter votes. No Candidate Campaign Advertising nor any material of any nature whatsoever of any Candidate in the Election shall be

displayed at, or within a Voting Place or municipal facility, including parking lots and the street directly in front of the Voting Place.

The premises are deemed to include the entire building and the property on which it is located, including the parking lot. Candidate Campaign Advertising or material of any nature whatsoever of any Candidate in the Election found in this location will be removed immediately and disposed of without notice.

11.1.1 Municipal Authority to Remove Advertisements

If the City is satisfied that there has been a contravention of section 88.3 (candidates' election campaign advertisements), the City may require a person who the City reasonably believes contravened the section or caused or permitted the contravention, or the owner or occupier of the land on which the contravention occurred, to remove the advertisement or discontinue the advertising.

11.2 Right of Entry for Campaigners

Campaigners shall have access to rented premises, condominiums and co-operative housing units:

“No landlord shall restrict reasonable access to a residential complex by candidates for election to any office at the federal, provincial or municipal level, or their authorized representatives, if they are seeking access for the purpose of canvassing or distributing election material.” *Residential Tenancies Act, 2006, Section 28*

“No corporation or employee or agent of a corporation shall restrict reasonable access to the property by candidates, or their authorized representatives, for election to the House of Commons, the Legislative Assembly or an office in a municipal government or school board if access is necessary for the purpose of canvassing or distributing election material.” *Condominium Act, 1998, Section 118*

“No non-profit housing co-operative or servant or agent of such a cooperative shall restrict reasonable access to the housing units of the cooperative by candidates, or their authorized representatives, for election to the House of Commons, the Legislative Assembly, any office in a municipal government or a school board for the purpose of canvassing or distributing election material.” *Cooperative Corporations Act, 1990, Section 171.24*

Persons in control of apartment buildings, condo buildings, non-profit housing cooperative or gated communities must permit Candidates or their authorized representatives access to the doors to apartments, units or houses between 9:00 a.m. and 9:00 p.m.

If campaigners are experiencing difficulty in gaining access to any of the above premises, they should contact the administering body of the facilities. The City Clerk is

not responsible for securing access to any buildings for the purpose of canvassing or distributing election material.

11.3 Campaign Finances

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 2022 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.

City staff are unable to provide advice on or interpretation of legislated requirements for Campaign Finances.

12 Third Party Advertisers

12.1 Registration

To advertise for the Election, Third Party Advertisers must register with the City.

12.1.1 Qualification

The qualifications to be eligible to register as a Third Party Advertiser in the City of Oshawa are established by the Act.

To be eligible as a Third Party Advertiser, they must at the time of being nominated be:

- An individual who is normally resident in Ontario;
- A corporation that carries on business in Ontario; or,
- A trade union that holds bargaining right for employees in Ontario.

12.1.2 Disqualification

The following are not eligible to register as a Third Party Advertiser:

- Municipal Election Candidates;
- Federal and Provincial political parties, constituency associations, registered candidates and leadership contestants; or,
- Federal and Provincial governments, a municipality or local board.

12.1.3 Registration Period

The registration period commences on Friday, May 1, 2026 and continues until Friday, October 23, 2026. The Third Party Advertising Form – Notice of Registration may be filed at the Office of the City Clerk between the hours of 8:30 a.m. and 4:30 p.m. Monday to Friday.

12.1.4 Registration Forms

Third Party Advertisers must file their registration on the prescribed Third Party Advertiser's Form – Notice of Registration. The Notice of Registration information is part of the registration package available at the Office of the City Clerk Election Desk or on the City's Website.

12.1.5 Filing the Registration Form

An agent of the Third Party Advertiser must file the Notice of Registration in person. Faxed and emailed Notices of Registration are not acceptable; an original signature is required. The agent chosen to file on behalf of the Third Party Advertiser must provide proof that they are authorized to act on the corporation or trade union's behalf.

The City Clerk or designate will examine the registration and if deemed compliant, will certify the registration. The Clerk's decision to certify or reject a Notice of Registration is final.

Once registered, the Third Party Advertiser may promote or oppose any Candidate that the Voters in the municipality can vote for (Council, School Board). When registering, the Third Party Advertiser is not required to identify what Candidate they are supporting or opposing.

12.1.6 Certification of Notice of Registration

The Clerk will review each notice received to determine qualification and if the notice complies with the Act. Once satisfied the third party is qualified, the Clerk will complete the "Certification by Clerk" section on the Notice of Registration if not satisfied the Clerk shall reject the notice. The Clerk's decision is final.

12.1.7 List of Registered Third Parties

A list of registered third parties shall be posted using the Official List of Registered Third Parties, as a minimum, on the City's Website and may also include the phone number and email address provided by the registered third party in the Notice of Registration filed and, if applicable, a hyperlink to the website of the registered third party.

12.1.8 Becoming a Candidate

If a Third Party Advertiser chooses to run as a Candidate at any point during the nomination period, they will cease to become a Third Party Advertiser once Nomination Papers are filed with the City Clerk. Any advertising or promotions that were incurred by the Third Party Advertiser must be removed.

12.2 Advertising

Once a Third Party Advertiser has registered, there are no restrictions on when or through what media a Candidate or Third Party Advertiser may or may not advertise, however there are mandatory content requirements.

Third party advertisements must contain the following:

- a) The name of the registered third party advertiser;
- b) The municipality where the third party advertiser is registered;
- c) A telephone number, mailing address or email address where the third party advertiser can be contacted.

If the advertisement is going to be broadcast or published, third party advertisers must also provide this information to broadcasters or publishers.

Third Party Advertisers may not have campaign material in a Voting Place. This includes the entire property of a building that has a Voting Place inside it, including the parking lot.

After Voting Day, Third Party Advertisers must remove any advertisements, including online advertisements.

12.2.1 Election Signs

Third Party Advertisers are responsible for maintaining their Election Signs in the proper condition. This includes replacing signs that have fallen over or are damaged.

Removing Election Signs, relocating them, damaging them, or knocking them over are crimes of mischief under the Criminal Code. Anyone unlawfully caught with an Election Sign may be charged with possession of stolen property

12.2.2 Municipal Authority to Remove Advertisements

If the City is satisfied that there has been a contravention of sections 88.4 (third party advertisements) or 88.5 (mandatory information in third party advertisements) of the Act, the City may require a person who the City reasonably believes contravened the section or caused or permitted the contravention, or the owner or occupier of the land on which the contravention occurred, to remove the advertisement or discontinue the advertising.

12.3 Expenses

12.3.1 Estimated Maximum Third Party Expenses

The Clerk shall calculate the estimated maximum third party expenses for registered third parties on the Clerk's Form - Preliminary Certificate of Maximum Permitted Expenses and provide a copy to the individual filing the registration. The Clerk's calculation is final.

12.3.2 Final Calculation of Third Party Expenses

The Clerk shall, after determining from the number of eligible Voters from the Voters' List, calculate the maximum amount of third party expenses that each registered third party may incur and prepare a Certificate of Maximum Third Party Expenses. The

certificate shall be given to each individual that filed a Notice of Registration for Third Party Advertising in the case of a regular election, on or before September 26, 2026; and in the case of a by-election, within 10 days after the Clerk makes the corrections under subparagraph 4 iii of subsection 65 (4) or subparagraph 3 ii of subsection 65 (5).

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

- a) the number determined from the Voters' List from the previous regular election, as it existed on Nomination Day for the 2022 election, adjusted for changes under sections 24 and 25 of the Act that were approved as of that day;
- b) the number determined from the Voters' List for the current election as it exists on September 15 in the year of the current election, adjusted for changes under sections 24 and 25 of the Act that were approved as of that day.

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

12.3.3 Third Party Advertiser Financial Reporting

In accordance with section 88.29 of the Act, a registered third party shall file with the Clerk of the municipality in which they registered, the Third Party Advertiser Form – Financial Statement – Auditor's Report with auditor's report, each in the prescribed form, reflecting the registered third party's campaign finances in relation to third party advertisements, on or before 2 p.m. on December 31 in the year of the election.

12.3.4 Notice of Penalties

The Clerk shall, at least 30 days before the filing date, provide a Notice of Penalties – Registered Third Parties to every Registered Third Party that registered in the City.

13 Voters' List

13.1 Qualifications of Voters

A person is entitled to be a Voter at an election held in a local municipality if, on Voting Day they:

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

Where a Voter qualifies at more than one location in the municipality, the Voter may vote only once for each Contest and the qualifying address to determine eligibility for voting shall be the Voter's place of residence as per subsection 20(7) of the Act.

It is possible for a Voter's name to appear on the Voters' List of more than one municipality. That Voter may be eligible to vote in both municipalities. For example, a person listed as a resident Voter in one municipality and a non-resident Voter in another municipality is entitled to vote in each, provided they are not voting for the same Contest more than once. For example, School Board votes must be cast in the municipality where the Voter resides.

13.2 Persons Prohibited From Voting

The following are prohibited from voting:

- a) A person who is serving a sentence of imprisonment in a penal or correctional institution.
- b) A corporation.
- c) A person acting as executor or trustee or in any other representative capacity, except as a voting proxy in accordance with section 44 of the Act.
- d) A person who was convicted of the corrupt practice described in subsection 90 (3) of the Act, if Voting Day in the current election is less than five years after Voting Day in the election in respect of which they were convicted.

13.3 Preliminary List of Electors (PLE)

The Preliminary List of Electors (P.L.E.) prepared by Elections Ontario shall be delivered to the Clerk by August 14, 2026.

The P.L.E. shall contain the name and address of each person who is entitled to be a Voter and any additional information the Clerk needs to determine for which Contests each Voter is entitled to vote, such as school support. The P.L.E. shall contain a preliminary list for each of the City's Wards.

The Clerk shall, to the best of their ability and legislative authority, ensure that a Voter's name appears on the P.L.E. for a local municipality only once.

13.3.1 Correction of Errors

The Clerk shall correct any obvious errors in the P.L.E. prior to July 31, 2026 in the Elections Ontario Portal.

The Clerk may use any information that is in the municipality's custody or control when correcting the P.L.E. for obvious errors.

13.4 Certification of Voters List

The corrected P.L.E. becomes the Voters' List once it is reproduced and certified by the Clerk on or before September 1, 2026.

13.5 Requests for Copies of Voters' List

Candidates will be given access to the Voters' List using the Candidate's Portal Module in VoterView.

Upon receipt of written request using the Candidates' Form – Request for Voters' List, but not until September 1, the Clerk shall give every Candidate access to the part of the Voters' List that contains the names of the Voters who are entitled to vote for that Contest. For example, if a Candidate is running in Ward 2, they only receive the part of the Voters' List pertaining to Ward 2, not the entire Voters' List. Each Candidate will be required to sign the Candidates' Form - Declaration of Proper Use of the Voters' List.

13.6 Access to the Voters' List

The Act states that the Voters' List cannot be posted in a public place and can be used only for election purposes.

Candidates sharing the Voters' List with campaign teams must obtain written acknowledgement from each person confirming they will only use the list for electoral purposes, they will not share the list or give copies to anyone else, they will return any printed copies that were provided and destroy any electronic copies. Candidates must keep all written acknowledgements received until November 15, 2030, when the next council or school board takes office.

In accordance with the Municipal Freedom of Information Protection of Privacy Act, R.S.O. 1990, c. M.56 ("M.F.I.P.P.A."), personal information about another person, other than the person an Election Official is speaking with, is not to be provided, including whether or not the individual is on the Voters' List.

13.7 Amendments to the Voters' List

13.7.1 Application for Change of Own Name

A Voter may apply to add, correct information or remove themselves from the Voters' List between September 1, 2026 to October 23, 2026 at anytime through the online voters' list tool, by visiting Service Oshawa in person during normal business hours, at any Advance Voter Assistance Centre in person, or on October 26, 2026 at a Voter Assistance Centre from 10:00 a.m. until 8:00 p.m.

During the revision period a Voter may apply to add, correct information or remove themselves from the Voters' List by either:

- a) Completing the amendment application using the City's online voters' list tool.
- b) Attending Service Oshawa in person to request an amendment be made;
- c) Calling Service Oshawa to request an amendment be made; or,
- d) Attending an Advance Voting Place or Voting Place and requesting an amendment be made.

A Voter cannot remove a family member's name from the Voters' List, except in the case of a deceased person.

13.7.2 Removal of Deceased Person's Name

A person may request to remove a deceased person's name from the Voters' List up to 8:00 p.m. on October 26, 2026.

Between September 1, 2026 and October 23, 2026 by contacting the Office of the City Clerk during normal business hours. If the Clerk or designated Election Official is satisfied the person has died, the person's name will be removed from the Voters' List.

13.7.3 Number of Voters to Determine Candidates' Expenses

On, September 15, 2026, the Clerk or their designate will determine the total number of Voters on the Voters' List. This number will be necessary to calculate the Clerk's Form - Preliminary Certificate of Maximum Permitted Expenses and the Clerk's Form - Certificate of Maximum Permitted Expenses for the 2026 Municipal Election.

13.7.4 Final List of Changes

The Final List of Changes shall be provided to Elections Ontario by Friday, November 27, 2026 upon the Clerk's authorization.

14 Ballots

In accordance with the Act, the Ballots will contain the names of all Candidates. The Clerk has discretion to select coloured paper and other colouring for the Ballot(s).

Composite Ballots shall be used for the 2026 Municipal and School Board Election.

- Each ward shall have respective composite Ballots for qualified electors to indicate their choices for Mayor, City Councillor, Regional and City Councillor, and School Board Trustee(s) as appropriate.
- An oval shape will appear on the Paper Ballot to the right of each candidate name as the designated space for marking of the Paper Ballot. A circle will appear on the Electronic Ballot to the right of each candidate name as the designated space for marking the Electronic Ballot.

- The instructions on the Paper Ballot shall direct the Elector to vote by completely filling in the blank space adjacent to the candidate of their choice

Voters will be instructed to mark their Ballot by filling in the designated space to the right of the name of the Candidate of their choice.

The above shall apply with necessary modifications to Ballots for by-laws or questions.

In accordance with subsection 41(2) of the Act, the following additional rules apply to Ballots:

- Only the names of Certified Candidates shall appear on the Ballot;
- The Candidates' names shall appear on the ballot in alphabetical order, based on their surnames and, in the case of identical surnames, their forenames;
- If the Candidate wishes and the City Clerk agrees, a Candidate may have an alternate name they commonly use appear on the Ballot in place of, or in addition to, their legal name. The Candidate's first name may also be abbreviated or modified, subject to the City Clerk's approval (e.g., Maggie for Margaret, Mike for Michael, etc.). Nicknames, slogans, initials or titles are not permitted to replace or to be added to the names of Certified Candidates on the Ballot. The decision of the City Clerk with respect to alternative names on the Ballot is final.
- No reference to a Candidate's occupation, degree, title, honour or decoration shall appear on the Ballot;
- If the surnames of two or more Candidates for a Contest are identical, or, in the Clerk's opinion, so similar as to cause possible confusion, the Clerk shall differentiate the Candidates as the Clerk considers to be appropriate in the circumstances;
- A space for marking the Ballot shall appear to the right of each Candidate's name, or in the case of a by-law or question, to the right of each answer; and,
- All Ballots for the same Contest or relating to the same by-law or question shall be identical or as nearly alike as possible.

15 Vote Tabulators

Each V.A.C. on Voting Day other than Special Voting Places shall have at least one Vote Tabulator. Vote Tabulators will not be used at Special Voting Places as Internet Voting will be used at these locations. Prior to use in any Voting activities, each Vote Tabulator shall be tested to ensure it accurately scans and counts Ballots as intended by the Voter. The certification process shall be completed as outlined in the Vote Tabulator Logic and Accuracy Testing Procedure, which will be developed and approved by the City Clerk prior to testing.

16 Scrutineers

Candidates may appoint Scrutineers to represent them, by completing the Candidates' Form - Appointment of Scrutineer in accordance with subsection 16(5) of the Act. Scrutineers must show their written appointment form to Election Officials upon entry and upon request in accordance with subsection 16(6) of the Act. Scrutineers must show their written appointment to election officials upon request.

Each Scrutineer shall be responsible for their conduct, rights and prohibitions as set out in these procedures and on the Candidates' Form – Appointment of Scrutineer. Candidates and their Scrutineers are advised to be aware of the opportunities for scrutinizing the election as established by the Clerk pursuant to section 42 of the Act.

No Candidate or Scrutineer has a right to interfere with an Election Official in the discharge of their duties. If a Candidate or Scrutineer is found to be obstructive in any way, they will be removed by an Election Official.

Upon being approved to enter a V.A.C., every Candidate and Scrutineer shall, at all times while in any V.A.C., wear the assigned Identification Card in such a manner that it can be easily seen by the Election Officials.

Scrutineers shall make no attempt to directly or indirectly influence how a Voter votes.

Scrutineers are not allowed to enter a voting screen at a V.A.C. or to be in a position to witness how a Voter marks their Paper Ballot. Scrutineers shall also not observe, attempt to observe, or position themselves in a manner that would allow them to view voting activity of Electors using electronic voting devices.

Scrutineers shall not display any campaign material or literature anywhere within the V.A.C. or the boundaries of the property where the V.A.C. is located and includes the parking lot. Candidates, supporters and Scrutineers are not permitted to wear campaign material, handout campaign material or park a vehicle displaying campaign material in the parking lot and the street directly in front of the V.A.C. Anyone breaking these rules will be asked to remove the campaign material immediately.

Scrutineers shall not touch any election equipment, materials, and/or documents including but not limited to: Tabulators, Computers, Tablets, Ballots, Ballot Secrecy Folders, Voter Declaration Forms, and Ballot Return Envelopes.

Scrutineers shall provide any necessary supplies themselves and sitting directly at the tables provided for Election Officials or using Election Official supplies is not permitted.

Scrutineers are not permitted to use Cell phones and/or other electronic communications or recording devices in any V.A.C.

Pursuant to section 42(4) of the Act, only one Scrutineer per Vote Tabulator will be permitted in the V.A.C. to be a witness at a time. If a Candidate or another Scrutineer working on behalf of the same Candidate enters the V.A.C. the prior Scrutineer shall be required to leave.

Scrutineers are permitted to inspect, without touching, the Ballots, and all other papers, forms and documents relating to the vote but not so as to delay the opening or operation of a V.A.C.

If a Voter is objected to by a Scrutineer, the Election Official shall note the objection in VoterView and require the Voter to take a prescribed oath of qualification prior to the issuance of a Ballot. Election Officials have the final word as to whether a Voter is qualified to cast a Ballot.

To uphold the secrecy of the vote, Scrutineers will not be permitted to examine or object to Ballots as they are being processed by way of the Vote Tabulator.

Access to the Internet Internet Voting Platform backend is strictly limited to authorized Election Officials and Certified Vendor Representatives. Scrutineers are not permitted access to any system, database, or administrative functions related to the conduct of the election

Scrutineers and Candidates may attend City Hall to observe the reporting and release of election results. No one other than Election Officials will be admitted to the Election Return Centre or Control Centre.

17 Advance Voting

Advance Voting will take place using Internet Voting only.

Internet Voting is available to voters during the Advanced Voting Period and will be administered in accordance with the Internet Voting Procedures.

Voter Assistance Centres (V.A.C.s) will be opened at locations and times to be determined by the City Clerk, to provide assistance to voters who wish to vote online using City provided devices.

Upon satisfaction of acceptable identification, Voter Information Letters (V.I.L.) can be issued or re-issued as necessary to electors who have been added to the Voters' List or who have misplaced their original letter. If voter is unable to provide identification, voter must take the Declaration of Identity to be issued a new or replacement V.I.L.

The City Clerk shall establish V.A.C.s throughout the City on specific dates and times during the Advance Voting Period. V.A.C.s shall be equipped with one or more Voting Devices for use by Voters to cast their ballot. Voters wishing to vote during the Advance Voting Period may do so at any of the V.A.C.s or anywhere with an internet-connected device. V.A.C.s are available in all five wards and will be listed on the V.I.L. as well as the website www.oshawa.ca/votes.

18 Procedures at the Voting Place

18.1 Internet Voting Procedures

Eligible Voters may vote online using a smart phone, tablet device, or computer and any accompanying assistive devices or software. The Internet Voting Platform provides a Voter with the capability to vote at any time and from any location if the Voter has their V.I.L. and access to the internet. Information on how to access the internet ballot will be provided in the Voter's V.I.L. The Voatz system has been developed to comply with the Web Content Accessibility Guidelines (W.C.A.G.) 2.1/AA so that persons with disabilities can perceive, understand, navigate, and interact with the Internet Voting System.

A Voter will be able to make their choice(s) for Mayor, Regional and City Councillor, City Councillor and School Board Trustee(s) by selecting the designated voting space on the screen to the right of each candidate's name that they wish to vote for. When the designated voting space is selected a mark shall appear in the designated voting space beside the intended candidate's name. When the elector is finished making their selections, the system shall generate a summary of the candidate(s) selected for the elector to review before the elector casts their ballot.

Internet Voting shall be available from 10:00 a.m. on October 13, 2026, until 8:00 p.m. on Voting Day (October 26, 2026), as determined by the City Clerk. A Voter must be registered and received their P.I.N. by 6:00 p.m. on Voting Day (October 26, 2026) to access the Internet Voting Platform. However, the Internet Voting Platform will remain open until 8 p.m. for Voters to cast their vote.

Voting will take place during the Voting Period, defined above in the definitions. Notwithstanding the closure of Internet Voting at 8:00 p.m. on Voting Day, persons present at a Voting Assistance Centre at 8:00 p.m. will continue to be allowed access the Internet Voting Platform and complete the voting process.

Persons who have gained access to the Internet Voting Platform, through their own device prior to 8:00 p.m., on Voting Day will be permitted to complete the voting process if they do so by 8:05 p.m. (i.e., a five-minute grace period at the close of vote). At 8:00 p.m. on Voting Day, no one will be able to access the Internet Voting Platform to start the voting process. If a Voter is in a V.A.C. at the close of Voting and has not yet cast their ballot, they will be redirected to a D.R.O. to receive a Paper Ballot

18.2 Prior to Opening the Vote – Regular V.A.C.s

Every V.A.C. will have a Managing Deputy Returning Officer (M.D.R.O.) who will supervise and direct activities within the V.A.C. and a Technical Deputy Returning Officer (T.D.R.O.) who will be responsible for the proper functioning and use of the Vote Tabulator. Prior to opening the V.A.C., the M.D.R.O. and T.D.R.O. shall:

1. Ask all Election Officials and any Candidates or Scrutineers present to congregate at the Vote Tabulator Station;
2. Confirm all Ballot Box compartments are empty;
3. Seal the Ballot Box using the seals provided in the T.D.R.O. supplies kit. Place the seals entitled “Ballot Box Seal - During Voting Hours” on the Ballot Box, fill in the Poll information and sign, along with the M.D.R.O., above the line that states “Technical Deputy Returning Officer Signature”. The seals are to be placed in such a manner so that the Ballot Box cannot be opened without breaking or tampering with the seal;
4. A Candidate or their Scrutineer may initial the seal placed on the Vote Tabulator stand by the T.D.R.O.;
5. Verify the integrity of the seals used to secure the Memory Drives;
6. Plug the power adapter into the extension cord. Plug the extension cord into the wall which will turn on the Vote Tabulator.
7. Place the Vote Tabulator onto the Ballot Box and affix and sign the “During Voting Hours” seals on both sides of the Vote Tabulator in order to prevent any Ballots from being inserted into the Ballot Box without first being processed through the Vote Tabulator;
8. Start up the Vote Tabulator in accordance with training instructions;
9. Generate a Zero Totals Report:
10. Remove the first Zero Totals Report and give it to the M.D.R.O., who will verify that the heading at the top of the Zero Totals Report indicates the correct Voting Place, lists all Candidates/Contests in the exact order as they appear on the Ballot, and all totals are ‘0’;
11. Along with the M.D.R.O., check the Ballots Cast counter on the operator screen of the Vote Tabulator to ensure it displays zero;
12. Along with the M.D.R.O., sign the Zero Totals Report. Any Candidates or

Scrutineers present may also sign the Zero Totals Report. Once signed, the M.D.R.O. will affix one copy in a location that is visible to Candidates, Scrutineers and Voters throughout the day;

13. The second Zero Totals Report (or the last Zero Totals Report printed if additional copies are requested by a Candidate/Scrutineer) must remain attached to the Vote Tabulator until after the close of voting. The Zero Totals Report may be rolled and paper clipped to avoid it being ripped or damaged.
14. To open the Poll, press the “Open Poll” button displayed on the Administrative Menu.
15. The Vote Tabulator will display “System Ready” on the operator screen, indicating that the Vote Tabulator is ready to accept Ballots.

18.3 Voting Procedures

18.3.1 Election Assistant

The Election Assistant will welcome each Voter to the V.A.C.

The Election Assistant will assess Voter needs as they arrive and direct them to the appropriate voting option, either the Internet Voting Kiosk or Paper Ballot issuance. If the Voter wishes to use the Internet Voting Kiosk, they will be directed to the kiosk location and following the instructions for voting online. If the Voter wishes to vote by paper ballot, the Election Assistant will confirm the Voter has their V.I.L. and acceptable identification and direct the voter to the D.R.O. table.

18.3.2 Deputy Returning Officer (D.R.O.)

Each D.R.O. is responsible for issuing Paper Ballots to Voters on Voting Day, and issuing or re-issuing V.I.L.s for Voters to use the Internet Voting System. When a Voter attends at the D.R.O. station, the D.R.O. will require each Voter to provide Voter Identification. If a Voter is on the Voters’ List but is unable to provide acceptable Voter Identification, the D.R.O. will require the Voter to complete the Voters’ Form - Declaration of Identity prior to a Ballot being issued and later note beside the Voter’s name on the Voters’ List that the declaration was taken.

If the Voter does not appear on the Voters’ List, or their information is listed incorrectly, they will be required to work with the D.R.O. to add their name, or correct their information on the Voters’ List before obtaining a Paper Ballot or V.I.L.

If the Voter requires a new or re-issued V.I.L.

If the Voter did not receive a V.I.L. or requires a new copy, the D.R.O. will confirm the Voter is listed on the Voters’ List. If they are not listed, the D.R.O. will add the Voter using the EL15 form with acceptable identification. If the Voter is unable to provide identification, the Voter must take and sign the Declaration of Identity form.

Once the D.R.O. is satisfied with the Voter's identification, they will issue or re-issue a V.I.L. to the Voter.

If the Voter Wishes to Vote Using a Paper Ballot (Voting Day only)

If the Voter has not already voted, the D.R.O. will review the School Support column to determine the type of Ballot to be issued. If the Voter is a French language school board supporter, the D.R.O. will inquire with the Voter as to whether they have voted for a French School Board Trustee within the same school board area in another municipality. If yes, the D.R.O. shall issue a No School Support Ballot to the Voter. The D.R.O. will then mark the Voter as having voted on the Voters' List to indicate that a Ballot has been issued.

If the Voter refuses to take and sign the Declaration of Identity, they will not be given a Ballot and "refused to take oath" shall be noted on the Voters' List and the individual will be asked to leave the Voting Place.

On the Clerk's Form - Numerical Record of Voters Who Have Voted, the D.R.O. will place a diagonal mark across the printed figure corresponding to the number of Voters to whom the D.R.O. has issued a Ballot.

The D.R.O. will initial the Ballot prior to providing it to the Voter.

The D.R.O. will provide the Voter with a Secrecy Folder containing the appropriate Ballot and a Ballot Marking Pen and will advise the Voter that they will need to completely fill in the oval located to the right of the name of the Candidate(s) for which they wish to vote. The D.R.O. will note to the Voter that once they have completed marking the Ballot, it is to be delivered to the T.D.R.O. with the top of the Ballot containing the D.R.O. initials visible. The T.D.R.O. will then process the Ballot through the Vote Tabulator.

Declined Ballot

If a Voter receives a Ballot and returns the Ballot to the D.R.O. and states they are declining to vote, the D.R.O. will write "Declined" on the Ballot, place the Ballot in the "Declined Ballots" envelope, and ask the Voter to leave the Voting Place. The D.R.O. will then write "Declined Vote" opposite the Voter's name on the Voters' List. The Voter is not entitled to receive another Ballot if they return to the Voting Place.

Over-Voted Ballot

If the Ballot is rejected by the Vote Tabulator because it indicates that the Voter has Over-voted for any Contest, the T.D.R.O. will clarify with the Voter if that is the Voter's intent. If it is not, the T.D.R.O. will return the Ballot to the Voter and direct the Voter back to the D.R.O. who issued the original Ballot for a replacement. The D.R.O. will write "Cancelled" on the top of the Ballot and will

place the Ballot in the “Cancelled Ballots” envelope and issue a new Ballot to the Voter.

Misread Ballot

If the Ballot is rejected by the Vote Tabulator because it is misread or has been marked in a way that prevents it from being processed, the T.D.R.O. will return the Ballot to the Voter and will direct the Voter to the D.R.O. who issued the original Ballot for a replacement. The D.R.O. will place the Ballot in the “Misread Ballots” envelope and issue a new Ballot to the Voter.

If the Voter is not present to re-examine or be issued a replacement Ballot, the T.D.R.O. will place the Ballot into the auxiliary compartment of the ballot box.

Voting Proxy – Paper Ballot Only

If a Voter wishes to vote using a Paper Ballot but is unable to vote in person, they may choose to appoint another qualified Voter to vote on their behalf. The appointment must be completed using the prescribed Voters’ Form - Appointment of Voting Proxy, in accordance with the City Clerks’ procedures for appointing a Voting Proxy.

A Voter who has been appointed as a Voting Proxy is entitled to:

- Receive a Paper Ballot provided the Voter they are voting on behalf of is on the Voters’ List at that Voting Place; and,
- Receive a Paper Ballot at their own Voting Place to cast their own vote, if they have not voted using Internet Voting.

A Voting Proxy may only act as a proxy for:

- One Voter who is not a relative; or,
- One or more Voters who are immediate family members, including a spouse, siblings, parents, children, grandparents, or grandchildren.

Upon receipt of a Voters’ Form - Appointment of Voting Proxy, the D.R.O. will request identification (as defined in the List of Voter Identification Requirements) to verify the identity of the proxy. The D.R.O. will verify that the form has been certified by the City Clerk and will administer the Oath of Proxy Voting. The D.R.O. will note “Proxy Voter Affirmed” with the Voter’s name on the Voters’ List and will follow the normal process for issuing a Paper Ballot. The D.R.O. will retain the Voters’ Form - Appointment of Voting Proxy and will place it in the envelope marked “Voters’ Forms - Declaration of Identity/Appointment of Voting Proxy”.

Where Voting is Objected

If a Candidate, Scrutineer or Election Official questions or objects to a Voter's eligibility to vote, or their identity, the D.R.O. will record the name of the individual who is objecting and the nature of the objection on the Voters' List.

The D.R.O. will require the Voter to complete the prescribed Oral Oath of Qualification.

If the Voter refuses to complete the oath, the D.R.O. will write the words "Refused to Affirm" on the Voters' List and will not issue a Paper Ballot. The individual will be asked to leave the Voting Place. If the Voter completes the oath, the D.R.O. will write the words 'Affirmed' on the Voters' List and will issue the appropriate Paper Ballot.

Where the Voter is Marked as Having Voted

If a Voter applies for a Paper Ballot and the Voters' List indicates that the Voter has already cast a Ballot, but the Voter states that they have not voted, the D.R.O. will administer the Oath of Qualification and have the voter sign the Oath, and note on the Voters' List that the Voter has taken the oath. The D.R.O. will then issue a Paper Ballot to the Voter. If the Voter refuses to complete the Oath, the D.R.O. will write "Refused to Affirm" on the Voters' List and will not issue a Ballot. The individual will be asked to leave the Voting Place.

18.3.3 Technical Deputy Returning Officer (T.D.R.O.)

Once a Voter has finished marking their Paper Ballot, they will deliver the Paper Ballot within the Secrecy Folder with the D.R.O. initial visible to the T.D.R.O. The T.D.R.O. will ask the Voter to remain at the Vote Tabulator Station until the Ballot has been processed. In the presence of the Voter, and without removing the Paper Ballot from the Secrecy Folder, the T.D.R.O. will verify the initials of the D.R.O. on the Paper Ballot and insert the Secrecy Folder into the feed area of the Vote Tabulator face down until the Vote Tabulator draws the Paper Ballot from the Secrecy Folder.

If the Paper Ballot is processed successfully, the T.D.R.O. will thank the Voter and ask the Voter to leave the Voting Place. If the Paper Ballot is not processed successfully, as outlined below, the T.D.R.O. will explain to the Voter why the Paper Ballot was not accepted, based on the message provided by the Vote Tabulator, and offer the Voter the opportunity to receive a new Paper Ballot, if required.

Loss of Power

In the event of a loss of power, the Vote Tabulator features an internal backup battery which allows the Vote Tabulator to continue accepting Ballots for approximately 2 hours. During this time, a battery will be displayed in the top left

corner of the operator display and the LED status lights on the front of the Vote Tabulator will be orange.

If the power outage lasts beyond the 2 hour window, the Vote Tabulator will prompt the T.D.R.O. to shut down the Vote Tabulator. If this occurs, the T.D.R.O. will press the “Shutdown” button to turn off the Vote Tabulator and unplug the power supply from the wall. They will continue processing Ballots into the auxiliary compartment of the Ballot Box.

When power is restored, the T.D.R.O. will plug the power supply back into the wall. This will turn the Vote Tabulator on.

The T.D.R.O., in the presence of the M.D.R.O. and any interested Candidates or Scrutineers in attendance, will proceed as follows to re-open the Poll:

1. Once the election files have been loaded, the Vote Tabulator will emit an audible beep and display “Please insert Security Key to authenticate election files”;
2. The T.D.R.O. will press the Security Key to the Vote Tabulator and enter the device password and press “Enter” when complete;
3. The T.D.R.O. will confirm the date and time if prompted;
4. Once complete, the Vote Tabulator will display the Administrative Menu;
5. The T.D.R.O. will press the “Open Poll” button to re-open the Poll. The Vote Tabulator will alert the T.D.R.O. to the fact that the Poll is already open and that the results are not zero. The T.D.R.O. will press the “Confirm” button to confirm the re-opening of the Poll;
6. The Vote Tabulator will generate a Status Report displaying the Voting Place information and the number of total Ballots cast. The T.D.R.O. will review the report to ensure the Total Ballots cast line equals the number of Ballots Cast displayed on the operator display. If the numbers match, the T.D.R.O. will sign the report along with the M.D.R.O.;
7. Candidates or Scrutineers may visually inspect the report and initial it if they choose;
8. The T.D.R.O. will press the “No” button when prompted to generate additional copies of the report;
9. The Vote Tabulator should read “System Ready” on the operator display and is now ready to accept Ballots.

Breaking Ballot Box Seals

There are circumstances that may require the seals securing the Vote Tabulator to the Ballot Box to be broken. These circumstances include a Ballot jammed in the exit slot at the rear of the Vote Tabulator, or an error or failure which requires the complete replacement of the Vote Tabulator.

In the event that the seals need to be broken, the T.D.R.O. will utilize the following procedure:

1. Ensure that the following individuals are present to observe the process:
 - i. The M.D.R.O.;
 - ii. All interested Scrutineers or Candidates who are present in the V.A.C.;
2. Break each seal securing the Vote Tabulator to the Ballot Box;
3. Resolve the error which required the seals to be broken (either by clearing the jam or by replacing the Vote Tabulator);
4. Place the Vote Tabulator back into position on the Ballot Box;
5. Along with the M.D.R.O., sign and reapply the appropriate number of seals to ensure that no Ballots can be deposited into the Ballot Box without first passing through the Vote Tabulator;
6. Once the Vote Tabulator is again operational, feed each Ballot delivered to the T.D.R.O. by a Voter into the Vote Tabulator;
7. If the issue with the Vote Tabulator is not resolved, the M.D.R.O. will contact the Office of the City Clerk for additional technical support and the T.D.R.O. will continue accepting Ballots using the auxiliary compartment.

Vote Tabulator Must be Replaced

If the Vote Tabulator must be replaced, the T.D.R.O. will advise the M.D.R.O. The M.D.R.O. will immediately contact the Office of the City Clerk for assistance. If a replacement Tabulator is required, the Office of the City Clerk will arrange for one to be delivered to the Poll. Replacement Tabulators will have been tested in accordance with the Tabulator testing procedures prior to Voting Day.

While waiting for the replacement Tabulator, the T.D.R.O. will open the auxiliary compartment on the Ballot Box to continue the voting process.

Once the Vote Tabulator is replaced, the T.D.R.O. will follow the procedures for setting up the Vote Tabulator as outlined in the training manual

All Ballots received by the T.D.R.O. and placed in the auxiliary compartment of the Ballot box while the Vote Tabulator was inoperable will be processed through the replacement Vote Tabulator at the close of voting.

Blank Ballot

If the Vote Tabulator detects a Blank Ballot, the T.D.R.O. will explain to the Voter that no marks were detected on the Ballot, and:

1. Ask the Voter if they would like the Ballot returned and advise the Voter that once the Ballot is accepted by the Vote Tabulator the Voter will not receive a new Ballot;

2. If the Ballot is returned to the Voter, instruct the Voter concerning the Ballot marking process and allow the Voter to return to the Voting Place to mark the Ballot correctly; or,
3. If the Voter indicates they would like to cast a blank Ballot, allow the Vote Tabulator to accept the Ballot.
4. If the Voter is not present to re-examine and properly mark their Ballot, the T.D.R.O. will allow the Vote Tabulator to accept the ballot.

Rejected Ballot

If there are issues with the Ballot, such as ambiguous marks or marks that affect the Timing Marks on the Ballot, the tabulator may reject the Ballot. If this occurs, the T.D.R.O. will attempt to cast the Ballot a second time. If it is still rejected by the tabulator, the Ballot will be returned to the voter to go back to the D.R.O. for a replacement Ballot.

If the Voter is not present to re-examine or be issued a replacement Ballot, the T.D.R.O. will place the ballot in the envelope marked “Rejected Ballots to be Adjudicated”.

Over-Voted Ballot

If the Vote Tabulator detects more votes for a Contest than is allowed, the T.D.R.O. will explain to the Voter the Ballot has not yet been counted because the Voter has filled in too many choices. It may be that the Voter has inadvertently made a mark where the Vote Tabulator can read it. The T.D.R.O. will:

1. Offer the Voter the choice of having the Ballot returned or accepted by the Vote Tabulator (in which case only the correctly marked Contests will be tabulated) and explain that once the Ballot is accepted, the Voter cannot receive a new Ballot;
2. If the Voter requests the Ballot be returned, the T.D.R.O. shall press the “Return” button and return the Ballot from the Vote Tabulator into the Secrecy Folder and direct the Voter to the D.R.O. who issued the Ballot for a replacement. The D.R.O. will place the Ballot in the “Cancelled Ballots” envelope, deliver another Ballot to the Voter, and provide instructions to the Voter on how to properly mark the Ballot; or,
3. If Over-Voting is the Voter’s intention, the T.D.R.O. will allow the Vote Tabulator to accept the Ballot by pressing the “Cast” button. The Vote Tabulator will not record the votes with respect to Candidates for which the Voter has Over-Voted, but will accept votes for Candidates where there is no Over-Vote.

4. If the Voter is not present to re-examine and be issued a replacement Ballot, the T.D.R.O. will allow the Vote Tabulator to accept the Ballot by pressing the “Cast” button to ensure any properly marked Contests are counted.

Misread Ballot

If the Ballot is rejected by the Vote Tabulator because it is misread, has been marked in a way that prevents it from being processed, or is damaged or defective, the T.D.R.O. will direct the Voter to the D.R.O. who issued the original Ballot for a replacement. The D.R.O. will place the Ballot in the “Misread Ballots” envelope and issue a new Ballot to the Voter.

If the Voter declines the opportunity for a replacement Ballot, the D.R.O. will follow the process for a Declined Ballot. If the Voter is not present to be issued a replacement Ballot, the T.D.R.O. will place the ballot in the envelope marked “Rejected Ballots to Be Adjudicated”.

18.4 Close of Voting Procedures

At 8:00 p.m. sharp, the M.D.R.O. will declare the V.A.C. closed, shall ensure that only authorized individuals remain in the V.A.C. and shall close the doors. All Voters who are inside the V.A.C. or in line to enter the V.A.C. at 8:00 p.m. are entitled to vote. The Election Assistant or a designated Election Official shall distribute an Eligibility Card to each Voter waiting in line to enter the V.A.C. at 8:00 p.m. The Election Assistant will ask each Voter for the Eligibility Card prior to them entering the V.A.C. after 8:00 p.m. The M.D.R.O. will ask that any Paper Ballots that have not been processed through the Vote Tabulator be brought forward as soon as possible. The only people entitled to remain in the V.A.C. for the tabulation of election results are Election Officials and any Candidates or Scrutineers who were in the V.A.C. prior to the close of the doors at 8:00 p.m. No individual (Voters, Scrutineers, Candidates or spouses) may enter the V.A.C. after 8:00 p.m. to witness the count and no Candidate or Scrutineer who leaves the V.A.C. after the close of voting shall be permitted to re-enter.

Once the remaining Voters have cast their Ballots and left the V.A.C., the T.D.R.O. will open the auxiliary compartment of the Ballot Box and process any Ballots which were deposited in the compartment throughout the day. The M.D.R.O. will be in attendance at the Vote Tabulator during this process in the event there are any Ballots which are rejected by the Vote Tabulator, due to a Misread Ballot.

If there are Ballots which are rejected by the Vote Tabulator in the Auxiliary Compartment of the Ballot Box, the T.D.R.O. with the supervision of the M.D.R.O. will feed them through the Vote Tabulator again to ensure they cannot be read. If the Tabulator provides an option to cast the ballot as-is, the T.D.R.O. will select “Cast Ballot”. If they cannot be processed, the T.D.R.O. will give the Ballot to the M.D.R.O. who will place them in the “Rejected Ballots to be Adjudicated” envelope. Once all

Ballots from the Auxiliary Compartment have been processed, the M.D.R.O. will seal the envelope and complete the Ballot type information on the envelope for recording on the Clerk's Form - M.D.R.O. Statement.

18.4.1 Closing the Vote Tabulator

After all Ballots have been processed through the Vote Tabulator, the T.D.R.O. will close the Poll in accordance with the training instructions.

The Vote Tabulator will automatically print one copy of the Election Results Report, attached to the Zero Totals Report, which will be signed by the T.D.R.O. and M.D.R.O., as well as any Candidates or Scrutineers who wish to do so. The Election Results Report and Zero Totals Report will be provided to the M.D.R.O. who will append the reports to the M.D.R.O. Statement.

The Vote Tabulator will ask the T.D.R.O. if they wish to print additional copies of the Election Results Report. The T.D.R.O. will press "Yes" to print an additional copy and will sign the second Election Results Report, along with the M.D.R.O., and shall provide it to the M.D.R.O. to be attached to the duplicate copy of the M.D.R.O. Statement once completed.

The T.D.R.O. will also print one additional copy of the Election Results Report for any Candidates or Scrutineers present to view. Candidates or Scrutineers may not photograph, record or make a copy of the information in the Election Results Report.

Once the additional copy has been printed, the T.D.R.O. shut down the Vote Tabulator.

The T.D.R.O. will place four seals titled "Ballot Box Seal – After Close of Vote" on the Ballot Box, ensuring that no additional Ballots can be placed in the Ballot Box and that it cannot be re-opened without breaking the seals. The T.D.R.O. will fill in the Ward and Poll information and sign the seal, along with the M.D.R.O., in the respective spaces provided.

The T.D.R.O. will pack up the Vote Tabulator, with the Memory Drives intact, and transport the Vote Tabulator back to the Election Return Centre. The T.D.R.O. will provide the Vote Tabulator to Election Management Team and shall remain at the Election Return Centre until the results have been verified and uploaded to the City's Election Reporting System.

18.4.2 D.R.O. Ballot Account Forms

Each D.R.O. will be required to successfully complete the Clerk's Form - D.R.O. Ballot Account. Once completed, the D.R.O. will provide the form to the Clerk's Form - M.D.R.O. for use in completing the M.D.R.O. Statement.

18.4.3 Completion of the M.D.R.O. Statement

The M.D.R.O. will be required to complete the Clerk's Form - M.D.R.O. Statement using information contained on each Clerk's Form - D.R.O. Ballot Account, or Clerk's Form - Special D.R.O. Ballot Account Form.

18.4.4 Items to be Placed in Auxiliary Compartment

The following items will be placed in the "Envelope for Auxiliary Compartment of the Ballot Box":

- Duplicate copy of the M.D.R.O. Statement with duplicate copy of the Election Results Report attached.
- Duplicate copy of each D.R.O. Ballot Account.
- Duplicate copy of each Numerical Record of Voters Who Have Voted.
- Duplicate copy of each Certificate and Receipt for Ballots Form.
- Each envelope containing Cancelled, Misread and Declined Ballots for each D.R.O. or Special D.R.O.
- Each Voters' Form - Appointment of Voting Proxy.
- Every copy of the Voters' List used at the Voting Place, as applicable.
- All Declarations of Identity.

Once all items identified above have been placed in the Auxiliary Compartment, a seal or duct tape shall be used to secure the compartment.

18.4.5 Election Supplies

All remaining election supplies, unused forms, unused Ballots, signs and other materials will be placed into the supply bag provided by the Election Management Team to each M.D.R.O. or Special D.R.O.

Once all of the supplies have been placed in the bags, the bags shall be sealed with a plastic tie through the eye of the zipper and case tab, ensuring the tie locks to prevent the reopening of the bag.

The M.D.R.O. will return all election supplies to the Control Centre .

18.4.6 Special Voting Places

Only Internet Voting will be provided at Special Voting Places on Voting Day. As most residents of these facilities do not have email or cell phones, the Internet Voting System will be configured for those locations to allow single-factor authentication. Each Voter will still be required to enter their date of birth and a City-issued PIN to access the Internet Voting System.

Prior to Voting Day, during October, Election Officials will attend each Special Voting Place to create a Voters' List for that location.

Once the Special Voting Place List is created, V.I.L.s containing a PIN for the voting platform will be printed and sealed in envelopes for each resident on the List.

On Voting Day, the Special D.R.O.s that attend the Special Voting Places will be provided with the sealed V.I.L.s for the residents of the respective facility.

Residents of the facility will be required to provide the required identification to receive their V.I.L. and proceed to use one of the City devices to access the Voting Platform. If the voter is unable to provide one of the prescribed identification types, they will be asked to sign a Declaration of Identity.

As with regular voting locations, eligible voters will be able to add themselves to the Voters' List on Voting Day. In this case, the Special D.R.O. will add the voter using an EL15 Form and issue a V.I.L. with PIN at the location.

Voting at the Special Voting Places will be conducted in the same manner as Internet Voting in a regular V.A.C.

19 Accessibility

19.1 Accessible Voting Technologies – Voting Day

The V.A.C. located at City Hall on Voting Day will have devices and/or equipment for persons with accessibility needs to either vote using Internet Voting or with a Paper Ballot. Specialized equipment will be available for accessible voting including a sip/puff system, paddles and audio systems to assist with voting.

19.2 Voting Assistance

Persons with disabilities may be accompanied by a friend within a V.A.C. In addition, the M.D.R.O. in each V.A.C. can assist the Voter in casting their vote. Prior to entering the voting booth or Internet Voting kiosk, the M.D.R.O. shall, in conjunction with the person with the disability, determine the extent to which they need assistance and the best way in which this assistance can be provided. This may include actually marking the Ballot as directed by the person with the disability. Where a Voting Place is located in an institution or retirement home, Election Officials can attend on voters in their specific living areas or at their bedsides to assist them to vote. All Election Officials are sworn to an Oath of Secrecy.

20 Tabulator Return

After completing their duties at the Voting Place, the T.D.R.O. will return the Vote Tabulator to the Election Return Centre. At the Elections Results Centre, the T.D.R.O. will deliver the Vote Tabulator to an Election Official who will confirm that the Vote Tabulator returned is the same Vote Tabulator assigned to the V.A.C. The Election Official will also verify the integrity of the seals applied to the Vote Tabulator to confirm that they are the same seals applied in advance of Voting Day and that the seals have not been modified or tampered. Once satisfied that the Vote Tabulator and seals pass the verification, a member of the Election Management Team will remove one seal securing one of the two Memory Drives found in the Vote Tabulator. The Memory Drive will be inserted into a Memory Drive reader and the results downloaded and verified using the Results Reporting Software. Once verified, the results from the V.A.C. will be recorded for incorporation into the Internet Voting Platform results. The same steps will be completed until all Vote Tabulators have been delivered and the results from each Voting Place downloaded and published. All results tabulated on Voting Night are considered “unofficial” results until “official” results are declared following any adjudication.

21 Internet Voting Results

At 8:00 p.m. in the Election Return Centre, the appointed election staff will log in to the Voatz Admin Portal and open the digital lockbox.

The tally processing is then executed on the Voatz Online Voting platform. This process involves combining the results from the Internet Voting Platform and Vote Tabulators from in-person Voting Places.

Once the tally process is complete, the Voatz Online Voting platform generates an election results file and once verified, a final report will be generated with unofficial results that can be published to the City of Oshawa Election website.

22 Notice of Results

After 8:00 p.m. at the final close of Voting on Voting Day, Unofficial Results will be tallied as per the procedures in Section 20.

The Unofficial Results displayed on Voting Night are for information only and are unofficial. The results are not official until declared as such by the City Clerk.

The Council Chamber in City Hall will be used to display Unofficial Election Results to the media and public. The Clerk shall cause vote results to be published to the City’s Election website.

As soon as possible after Voting Day and after the Ballot Adjudication, the Clerk shall declare the Official Results using the Clerk's Form - Declaration of Election Results and post the results at City Hall and on the City's Website.

As soon as possible after Voting Day, the Clerk shall make the following information available at no charge for viewing by the public on the City's Website:

- a) The number of votes for each Candidate.
- b) The number of declined and Rejected Ballots that were unable to be Adjudicated.

23 Ballot Adjudication

On October 27, 2026 at 1:00 p.m. in the Council Chamber, the City Clerk shall adjudicate all rejected ballots. Candidates and their Scrutineers may attend the Adjudication.

At the appointed time and location, each V.A.C. envelope marked "Rejected Ballots to be Adjudicated" will be opened. The Clerk shall state the V.A.C. Ward and Voting Subdivision as well as the name of the V.A.C. prior to opening each envelope. The Clerk will review each Ballot contained in the envelope. If the Ballot has been marked in a way that clearly indicates the Voter's intent for one or more races, they will read the vote aloud and the votes will be manually counted. If the Voter's intent is unclear for one or more races, the Clerk will make that announcement. Candidates and Scrutineers may view each Rejected Ballot prior to the manual count.

This procedure will be followed for all Rejected Ballots to be Adjudicated.

Once all Rejected Ballots have been Adjudicated, the Clerk will add the manual count records to the unofficial results from Voting Day to reach the Official Results.

24 Recounts

A Recount shall be held as determined by the City's Recount Policy. This procedure does not apply to recounts on votes on a By-law or question or on a recount as provided for in section 60(3) of the Act.

24.1 Persons That May Attend a Recount

The following persons may be present at a recount under sections 56, 57 or 58 of the Act that relates to an office:

- The Clerk and any other Election Official appointed to assist with the recount.
- Every Candidate for the office involved.
- The applicant, if any, who applied to the courts for the recount.

- A lawyer representing each Candidate for the office involved or the applicant to the court order.
- A Scrutineer for each recount station established by the Clerk as appointed by each Certified Candidate for the office involved or the applicant to the court order.
- Where the recount applies to a By-law or question, such Scrutineers as council, a local board or the Minister appoints. The method of determining the number of Scrutineers to be appointed for these types of recounts is provided in subsections 61(3) and 61(4) of the Act.
- Where Scrutineers are appointed under subsections 61(3) or (4) of the Act, an equal number must be appointed for each possible response to the by-law or for or against a question. A maximum of one for each possible answer (or for/against a question) may be present for each Recount Station.
- Any other person authorized by the City Clerk.

24.2 Date of Recount

The Clerk shall set the date, time and place for the recount within the following prescribed time frames:

- In the case of tied vote, within 15 days after the Clerk's official declaration of the results of the election.
- In the case where a court has ordered a recount, within 15 days after the day the Clerk receives a copy of the order.
- In the case where a recount is held as a result of a resolution passed by a council or local board, within 15 days after the resolution is passed.
- In the case where a recount is held on the order of the Minister, within 15 days after the order is made.

24.3 Notice of Recount

The Clerk shall give notice of the date, time and place established for the recount to the following:

- All Certified Candidates for the office which is the subject of the recount;
- Where the recount is requested by resolution, the council or local board which passed the resolution;
- The Minister when an order has been made;
- The applicant in the case of a court order;

- In the case of a recount concerning an office, by-law or question which includes electors of another municipality the Clerk who was responsible for the conduct of the vote in the other municipality. (e.g. in the case of the election of the chair of a regional municipality, the trustees of a police village or the members of a school board)

Notice shall be given as soon as possible the Clerk considers adequate to give reasonable notice or to convey the information. Notice shall be given by email.

24.4 Conducting a Recount

In accordance with the Act, a recount shall be conducted in the same manner as on Voting Day.

24.5 Recount Results

The City Clerk shall announce the results of the recount and provide copies of the City Clerk's statement of the results of the recount to all Candidates.

The City Clerk shall secure all materials from the recount.

24.6 Breaking a tied vote after a Recount

If the recount results in a tied vote, the City Clerk shall choose the successful Candidate by lot, as outlined in the Act.

25 Retention of Records

The City Clerk will retain, at the completion of the count, all Ballots, Vote Tabulator verification and certification records, Voting Place documents, elections reports and other completed election forms and documents for the same period as established by section 88 of the Act.

26 Emergency Situations

The City Clerk may declare an emergency if they are of the opinion that circumstances have arisen that are likely to prevent the election from being conducted in accordance with the Act. This authority relates not only to the conduct of the vote but also to any aspect of the election process. When declaring an emergency, the City Clerk will make such arrangements as they consider advisable for the proper conduct of the election. Such arrangements, if they are consistent with the principles of the Act, prevail over anything in the Act and regulations made under it. The emergency continues until the City Clerk declares it has ended. If the declaration of any emergency is done in good

faith, the declaration and the related arrangements will not be reviewed or set aside by a court on account of unreasonableness or supposed unreasonableness.

27 Statement of Certification

In accordance with subsection 42 (3) of the Act, I hereby certify that these procedures shall be followed for the 2026 Municipal and School Board Elections in the City of Oshawa.

Dated at the City of Oshawa, in the Regional Municipality of Durham this 1 day of June, 2026.



Mary Medeiros
City Clerk and Returning Officer
Corporation of the City of Oshawa

28 Index of Forms

Below is a list of the forms referred to throughout these procedures. The prescribed forms under the Act and the forms listed here may be used in the conduct of the 2026 Municipal and School Board Elections. The Clerk reserves the right to alter or eliminate these forms or use additional forms as may be necessary for the conduct of the 2026 Municipal and School Board Elections.

- Candidate's Form - Agent Authorization
- Candidate's Form - Appointment of Scrutineer
- Candidate's Form - Declaration of Proper Use of the Voters' List
- Candidate's Form - Endorsement of Nomination (Form 2)
- Candidate's Form - Nomination Paper (Form 1)
- Candidate's Form - Request for Voters' List
- Candidate's Form - Withdrawal of Nomination
- Clerk's Form - Appointment and Oath of an Election Official
- Clerk's Form – Ballot Drop Box Receipt
- Clerk's Form – Certificate of Maximum Permitted Expenses
- Clerk's Form D.R.O. Ballot Account
- Clerk's Form - Declaration of Election Results
- Clerk's Form - Eligibility Card
- Clerk's Form - M.D.R.O. Statement
- Clerk's Form - Preliminary Certificate of Maximum Permitted Expenses
- Clerk's Form - Numerical Record of Voters Who Have Voted
- Clerk's Form - Special D.R.O. Ballot Account
- List of Voter Identification Requirements
- Notice - Declaration of Acclamation to Office
- Notice of Nomination Period
- Notice of Penalties - Registered Third Parties
- Official List of Certified Candidates
- Official List of Registered Third Parties
- Third Party Advertiser's Form - Financial Statement - Auditors Report (Form 8)
- Third Party Advertiser's Form - Notice of Registration (Form 7)
- Unofficial List of Candidates
- Voter's Form - Application for Removal of Deceased Person's Name from the Voters' List
- Voter's Form - Appointment of Voting Proxy (Form 3)
- Voter's Form - Declaration of Identity (Form 9)
- Voter's Form - Re-Issuance Request

29 Index of Amendments