



**POLLING AND VOTE COUNTING EQUIPMENT
ELECTION POLICIES AND PROCEDURES
FOR THE 2026 ONTARIO MUNICIPAL ELECTIONS**

Approved by the
Clerk / Returning officer of the
Corporation of the Town of Hawkesbury
This 29th day of May, 2026

These Policies and Procedures have been prepared for the purposes of convenience ONLY. For accurate reference, please refer to the *Municipal Elections Act*, 1996, as amended and the *Good Government Act*, 2009.

Revisions List

Date	Explanations
2026-05-29	Final revision and approval before deadline (June 1, 2026).



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1. AUTHORITY

As for the 2022 municipal elections, an in-person voting method with a paper ballot will be used for the 2026 municipal elections. An agreement has been concluded with the provider Neuvote, selected by the Clerk, for the purchase and rental of voting equipment as well as the rental of tabulators for the 2026 Municipal and School Board Elections for the Town of Hawkesbury ("Municipal Elections").

Subsection 42(3) of the *Municipal Elections Act, 1996*, S.O. 1996, c. 32, Sched, as amended (the "Act") provides that the Clerk may, in the case of a regular election, establish the procedures and forms relating to an alternative voting method authorized under a by-law and provide a copy of the procedures and forms to each Candidate.

Subsection 42(4) of the Act states the Clerk to provide the procedures and forms by June 1 of the year preceding the year of the election. These terms and forms are additional information for Electors and Candidates and do not replace the Act.

Subsection 42(4) of the Act also provides that if the terms and forms, established by the Clerk, are consistent with the principles of the Act, they prevail over any provision of the Act and its regulations.

In addition, pursuant to subsection 9(2) of the Act and By-Law N° 9-2026 of the Town of Hawkesbury, all notices, forms and other information provided under this Act shall be made available in English and French. This provision also applies to the ballots, which will be in both official languages.

Subsection 11(2) of the Act also states that the Clerk of the Municipality is responsible for the conduct of elections in her municipality and:

- a) Preparing for the election;
- b) preparing for and conducting a recount in the election;
- c) maintaining peace and order in connection with the election; and
- d) in a regular election, preparing and submitting the report described in subsection 12.1 (2).

With respect to the duties and powers of the Clerk, the Act further states as follows:

12 (1) A Clerk who is responsible for conducting of an election may provide for any matter or procedure that,
(a) is not otherwise provided for in an Act or regulation; and
(b) in the clerk's opinion, is necessary or desirable for conducting the election.

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

12(3) Subject to subsection (4), the power conferred by subsection (1) includes power to require a person, as a condition of doing anything or having an election official do anything under this Act, to furnish proof that is satisfactory to



the election official of the person's identity or qualifications, including citizenship or residency, or of any other matter.

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

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

The Act, specifically section 53, also provides that the Clerk may declare an emergency to exist if, in her opinion, circumstances have arisen which are likely to prevent the election from being held in accordance with this Act and that, where appropriate, the Clerk may take such action as she deems appropriate for the conduct of the election. If consistent with the principles of the Act, the actions taken by the Clerk prevail over any provision of this Act and its regulations. If the Clerk acted in good faith in declaring the existence of an emergency and taking appropriate action, the declaration of emergency and the action shall not be revised or rescinded on the ground that they are or appear unreasonable.

Therefore, as Clerk of the Town of Hawkesbury and Returning Officer for the Municipal Elections, I hereby certify and approve the following procedures for the holding of Municipal Elections, and decree that the forms attached shall be the only ones authorized for use during the voting process.



Sonia Girard
Clerk/Returning Officer

May 29, 2026
Approval date



2. DÉFINITIONS

- (1) **Accessible Vote Tabulator** – means the machine that assists an elector to mark a ballot privately and independently and optically scans all ballots to read the votes cast and tabulates the results. (« *Tabulatrice de votes accessible* »)
- (2) **Accessible Voting Session** – means the process by which an elector independently marks and casts a ballot by using the accessible features of the Accessible Vote Tabulator to navigate the ballot. (« *Séance de vote accessible* »)
- (3) **Act** – means the Municipal Elections Act, 1996, S.O. 1996, c. 32, Sched, as amended. (« *Loi* »)
- (4) **Advance Voting** – means voting conducted on October 22th, 2026, between the hours of 10:00 a.m. and 8:00 p.m., on October 23rd between the hours of 10:00 a.m. and 4:00 p.m., 2026, and on October 24th, between the hours of 10:00 a.m. and 4:00 p.m. (« *Vote par anticipation* »)
- (5) **Automated Vote Tabulation System** – means a system that includes all the components and subcomponents used in an election to tabulate and report results. (« *Système automatisé de dépouillement du scrutin* »)
- (6) **Ballot** – means a paper document for an election to be voted for, which displays all choices available to the electors and containing spaces in which the electors mark their votes. (« *Bulletin de vote* »)
- (7) **Ballot Box** – means a cardboard container that counted ballots are automatically deposited into by the Tabulator. (« *Urne* »)
- (8) **Ballot Marking Pen** – means the designated marking pen provided to an elector to mark the ballot. (« *Crayon-feutre pour les bulletins de vote* »)
- (9) **Cancelled Ballot** – means a ballot that has been marked by a elector (« *Bulletin de vote annulé* »):
 - (a) and its marks cannot be properly read by a tabulator, and the elector requests a subsequent ballot to properly record their vote; or
 - (b) that has been inadvertently spoiled by an elector, and the elector request a subsequent ballot from the Designated Elections Official to properly record their vote.
- (10) **Candidate** – means a person who has been nominated under section 33 of the Act and whose nomination has been certified by the Clerk under section 35 of the Act (« *Candidat* »)



- (11) **Clerk** – means the Clerk of the Town of Hawkesbury who is responsible for conducting this Municipal Election under the authority of the Act. (*The legislation stipulates that the Clerk of a municipality can provide for any matter of procedure that are not otherwise provided for in an Act or regulation and that, in their opinion is necessary or desirable for conducting the elections (Section 12 of the Act).* (« Secrétaire »)
- (12) **Compliance Audit Committee** – means, in relation to a municipality, the committee established under section 88.37 of the Act. (« Comité de vérification de conformité »)
- (13) **Declined Ballot** – means a ballot that has been returned by an elector who does not wish to vote. (« Bulletin de vote refusé »)
- (14) **Election Campaign Advertisement** – means an advertisement in any broadcast, print, electronic or other medium that has the purpose of promoting or supporting the election of a Candidate. (« Publicité reliée à une campagne électorale »)
- (15) **Election Management Platform** – means a platform for the management of elections, that includes the Election Management System (EMS) and the Results Management System (RMS) (« Plateforme de gestion d’élection »)
- (16) **Election Management System** – means the software that compiles and organizes Voting Place, candidate, by-law and/or question data needed to prepare the Memory Card for the Tabulator. (« Logiciel “Election Management System (EMS)” »)
- (17) **Election Official** – means the Clerk or other person(s) appointed in writing by the Clerk to carry out election duties under the Act. An Election Official can only carry out the tasks and duties as assigned in writing by the Clerk and must take the prescribed oath. (« Personnel électoral »)
- (18) **Elector** – means a person who is entitled to be an elector at an election held in the local municipality, if on Voting Day he or she meets the qualifications outlined in subsections 17(2) and 17(3) of the Act. (« Électeur »)
- (19) **Friend** – means a person who has been requested by an elector to assist them in the voting process. (« Ami »)
- (20) **LCD Touch Screen** – means the Liquid Crystal Display that has a touch screen interface located on the front of the Tabulator. (« Écran tactile à cristaux liquides »)
- (21) **Memory Card** – means the pre-programmed memory card that is sealed in the tabulator containing all candidates, by-law and/or question information specific to the voting place. (« Carte mémoire »)



- (22) **Municipal Elections** – means the 2026 Municipal and School Board Elections. (« *Élections municipales* »)
- (23) **Podium Box** – means a cardboard container secured to the Ballot Box that is the platform for the Tabulator. (« *Grande Boîte* »)
- (24) **Preliminary List of Electors** – means a list of Electors for the Town compiled by Elections Ontario and provided to the Town between July 31 and September 1 of an election year, as agreed upon by Elections Ontario and the Clerk. (« *Liste électorale préliminaire* »)
- (25) **Results Management System (RMS)** – means the software that tabulates and publishes the votes cast and provides various elections reports and manages the uploading of results after the closing of the Voting Place on Voting Day. (« *Logiciel “Results Management System RMS”* »)
- (26) **Results Report** – means the printed record that is generated by the *Memory Card* in the tabulator for each Voting Office and which represents the number of votes cast for each of the candidates, by-law or question. (« *Rapport des résultats* »)
- (27) **Rocker Paddles** – means the device used in lieu of the ATI to navigate and make selections on the ballot by pressing color-coded Left and Right paddles. Audio instructions are provided via headphones to assist the elector with operating the Rocker Paddles. (« *Interrupteurs basculants* »)
- (28) **SAES 1800 Plus** – means one of the main components of an automated paper ballot tabulation system. (« *Scanneur optique “SAES 1800 Plus”* »)
- (29) **Satisfactory Identification** – means the identification required under the Act and/or Ontario Regulation 304/13, which would provide proof of identity and residence of an individual to the satisfaction of an Election Official. (« *Preuve d’identité satisfaisante* »)
- (30) **Scrutineer** – means an individual, appointed in writing by a Candidate, to represent him or her during the voting process. (« *Représentant* »)
- (31) **Security Key** – means the electronic key that enables Designated Elections Officials to access various menu options on the Tabulator including but not limited to opening polls, closing polls, reports and administrative options. (« *Clé de sécurité* »)
- (32) **Service Provider** – means the company the Town has contracted for the purchase and rental of voting equipment, management of the list of electors and tabulator rental for the Municipal Elections. (« *Fournisseur de services* »)
- (33) **Sip and Puff** - means the device used in lieu of the ATI to navigate and make selections on the ballot by sipping or puffing on a straw. Audio



- instructions are provided via headphones to assist the elector with operating the Sip and Puff. (« Dispositif de commande au souffle »)
- (34) **Sports Complex** – means the municipal building located at 425 Cartier Boulevard, Hawkesbury, Ontario. (« Complexe sportif »)
- (35) **Support Person** – means a person that may be a paid personal support worker, a service worker, a volunteer, a family member or a friend. A support person is there to help with communication, mobility, personal care, or access to services. (« Personne de soutien »)
- (36) **Tabulator** – means either the Vote Tabulator or the Accessible Vote Tabulator. (« Tabulatrice »)
- (37) **Thermal Report Printer** – means the printer that is used to print various reports during the elections, such as rapports Zero Reports, Situation Reports and Results Report. (« Imprimante de rapport thermique »)
- (38) **Third Party Advertisement** – means an advertisement in any broadcast, print, electronic or other medium that has the purpose of promoting, supporting or opposing,
- a) a Candidate, or
 - b) a “yes” or “no” answer to a question referred to in subsection 8(1), (2) or (3) of the Act,
 - c) but does not include an advertisement by or under the direction of a Candidate or an advertisement described in subsection 1(2) or 1(2.1) of the Act. (« Publicité de tiers »)
- (39) **Time** – means, when required to determine a prescribed deadline, the time shown in the section World Clock of the website Time and Date at www.timeanddate.com for the Ottawa region. (« Heure »)
- (40) **Town** – means the Corporation of the Town of Hawkesbury. (« Ville »)
- (41) **Town Hall** – means the municipal building located at 600 Higginson Street, Hawkesbury, Ontario. (« Hôtel de ville »)
- (42) **Voting Day** – means the final day on which the vote is to be taken in an election and shall be until 8:00 p.m. on that day. Voting day for the Municipal Elections is October 26, 2026. (« Jour du scrutin »)
- (43) **Voters’ List** – means the Preliminary List of Electors, as corrected by the Clerk, under the provisions of section 22 and 23 of the Act. (« Liste électorale »)



- (44) **Voting Period** – means the period including Advance Voting and Voting Day.
(« *Période de scrutin* »)
- (45) **Voting Place** – means a location established by the Clerk to conduct voting.
(« *Bureau de vote* »)
- (46) **Voting Privacy Sleeve** – means a folder an elector uses to place a ballot in so as to conceal the names of the candidates and any marks upon the face of the ballot. (« *Enveloppe de vote secret* »)
- (47) **Vote Tabulator** – means the machine that optically scans ballots to read the votes cast and tabulates the results. (« *Tabulatrice de vote* »)
- (48) **Zero Report** – means the printed record generated from the memory card within the Tabulator, prior to the opening of the Voting Place, indicating that there are no votes cast for any candidate, by-law or question. (« *Rapport d'élection zéro* »)

3. APPLICATION

- (1) This procedure has been developed under the authority of subsection 42(4) pursuant to subsection 42(3)(a)(ii) of the Act and applies to the use of voting and vote counting equipment for the Municipal Elections being conducted by the Town between Thursday, October 22nd, 2026, and Monday, October 26th, 2026.
- (2) The procedures and forms established by this document prevail over anything in the Act and its regulations, as per subsection 42(4) of the Act.
- (3) Where these procedures do not provide for any matter, the Municipal Elections shall be conducted as far as is consistent and practical within the principles of the Act with the same being determined and established by the Clerk.
- (4) At the discretion of the Clerk of the Town, these procedures may be modified at any time. Any amendments to these procedures shall be signed by the Clerk and a copy of the amendment(s) shall be provided forthwith to all Candidates running for office in the Municipal Elections.

4. SECRECY

- (1) Where this procedure does not provide for any matter, an election to which this procedure applies shall be conducted in accordance with the principles of the *Municipal Elections Act*, 1996. These principles are generally recognized as being:
- the secrecy and confidentiality of individual votes is paramount;
 - the election should be fair and non-biased;



- the election should be accessible to all electors
 - the integrity of the process should be maintained throughout the election;
 - there be certainty that the results of the election reflect the votes cast; and
 - the electors and candidates should be treated fairly and consistently.
- (2) The Clerk shall require all Election Officials and/or other persons working in connection with the Municipal Elections to swear or affirm an oath of secrecy in accordance with section 49 of the Act.
- (3) No person shall interfere or attempt to interfere with an Elector while in the process of accessing the telephone/Internet voting service or interfere or attempt to interfere in the voting process while using the telephone/Internet voting service unless expressly requested and authorized by an Elector asking for assistance.
- (4) No person shall obtain or attempt to obtain information about how an Elector intends to vote or has voted. Any individual requested by an Elector to assist him or her in voting is required to maintain the secrecy of the vote(s) cast by the Elector and shall vote according to the instructions and wishes of the Elector.
- (5) No person shall communicate any information that might have been inadvertently obtained about how an Elector intends to vote or has voted.
- (6) No Electors shall reveal how he or she intends to vote except when obtaining assistance in voting from either a Friend, and interpreter or an Election Official.
- (7) All Electors voting at the Voting Place Centre may vote with the assistance of a Friend or Interpreter (Form HAW-04). However, the Friend or Interpreter shall be required to take the appropriate oath prior to providing assistance (Form HAWK-05).
- (8) All complaints regarding any and/or all breaches of secrecy shall be investigated by the proper authorities and shall be prosecuted according to the provisions of “Offences, Penalties and Enforcement” under sections 89 and 90 of the Act.

5. ELECTION OFFICIALS

- (1) The Clerk shall appoint Election Officials for the purpose of implementing this procedure and may designate their titles and duties. Such appointment shall be in writing.
- (2) The Clerk may appoint other Election Officials other than the Deputy Returning Officer to fulfill specific tasks.
- (3) The Clerk may delegate to Election Officials in writing, any of the Clerk’s powers and duties, however, the Clerk may continue to exercise the delegated powers and duties, despite delegation.



6. PRELIMINARY LIST OF ELECTORS / VOTERS' LIST

- (1) The Preliminary List of Electors is produced by Elections Ontario in an electronic format. The list shall be reviewed by the Clerk of the Town and obvious errors shall be corrected as permitted under section 22 of the Act. This list, as corrected, will constitute the Voters' List.
- (2) By September 1st, 2026, the Voters' List shall be reproduced in paper and/or electronic format and shall be distributed to those who are entitled to a copy under subsections 23(3), (4) and (5) of the Act.
 - (a) All Candidates shall be entitled to one (1) paper copy and/or an electronic format of the Voters' List and shall sign a statement acknowledging that the Voters' List shall not be used for any commercial purposes contrary to subsection 88(11) of the Act (Form HAWK-02).
 - ~~(b) The Candidates shall receive login ID and Password allowing them to view the Voters' List that contains the names of the Electors who are entitled to vote for their office. They can use the module to identify and track individual Electors during the Municipal Elections and Voting Period to observe participation.~~
- (3) The Voters' List shall be accessible by authorized Election Officials and may be reproduced in paper and/or in electronic format by the Clerk or a delegated person to accommodate the administration in the voting process at the Voting Place.
- (4) Additions, corrections and deletions may be made to the Voters' List in accordance with sections 22, 24 and 25 of the Act.
- (5) The Voters' List shall be updated and reproduced with a computer program called VoterView (Datafix).
- (6) The Clerk shall produce a list of additions, corrections and deletions, and shall distribute a paper and/or electronic format of these additions, corrections and deletions to those who are entitled to copies of the Voters' List under the Act and the same shall be the final Voters' List. A list of these additions, corrections and deletions in a paper and/or electronic format shall be provided for use by the Voting Place. This list, as required under section 27 of the Act, shall be available between September 15th and September 26th, 2026, at the Town Hall.
- (7) The final Voters' List, as corrected by the Clerk pursuant to section 22 of the Act, shall be provided to the Service Provider in computer format in order for the Service Provider to manage and print the Voter Information Letters.

7. REVISION OF THE VOTERS' LIST / VOTING PLACE



- (1) The Voting Place will be located at the Robert Hartley Sports Complex – 425 Cartier Boulevard, Hawkesbury, Ontario – and will be open to the public on the dates and times indicated below, as well as on additional dates and times, as determined by the Clerk.

Date	Time
Thursday, October 22 nd , 2026	10 :00 a.m. to 8 :00 p.m.
Friday, October 23 rd , 2026	10 :00 a.m. to 4 :00 p.m.
Saturday, October 24 th , 2026	10 :00 a.m. to 4 :00 p.m.
Monday, October 26 th , 2026	10 :00 a.m. to 8 :00 p.m.

- (2) The Voting Place must continually update the Voters' List until the close of the poll on October 26th, 2026, at 8:00 p.m.
- (3) The Voting Place shall be responsible for the following:
- (a) Addition to the Voters' List
 - (i) Electors that come to the Voting Place and are not registered on the Voters' List may be added by filling out a declaration form and providing Satisfactory Identification (form HAWK-01).
 - (ii) When a spouse or an inhabitant does not have identification documents that confirm their name and address, they will need to be identified by a person who shall take an oath confirming the eligibility of that person to vote and shall also show their own identification document (form HAWK-14). Failure to prove their identity and eligibility may result in being refused to be added to the Voters' List.
 - (iii) Their name shall be added to the Voters' List.
 - (iv) If desired, they will then be able to vote at the Voting Place during the voting period.
 - (b) Deletion from the Voters' List
 - (i) An elector can ask to have their name removed from the Voter's List if they are no longer an elector in the Town of Hawkesbury by filling out a declaration form and providing Satisfactory Identification (form HAWK-01).
 - (c) Correction to the Voters' List – Elector Information
 - (i) An elector can correct the information that concerns them by filling out a declaration form and providing Satisfactory Identification (form HAWK-01).
 - (d) Withdrawal of a deceased person's name from the Voter's List



- (i) Requests to remove the name of a deceased person from the Voters' List must be done via form HAWK-11 and be submitted between Tuesday, September 1st, 2026 and Monday, October 26th, 2026 at 8 p.m. The withdrawal of the name will be left up to the discretion of a member of the election staff.

8. NOTICES

- (1) The Clerk of the Town shall notify Electors of the following election information through the use of the municipal website or any other method the Clerk deems appropriate:
 - (a) Notice of Election information
 - (i) The location, dates, and hours of operation of the Voting Place.
 - (ii) The location of the Voting Place.
 - (iii) The dates and time when the Voting Place will be open for voting.
 - (iv) The dates and hours for the holding of the vote, including Advance Voting.
 - (v) The procedure by which names can be added or deleted, and information corrected on the Voters' List.
 - (b) Notice of Nomination day
 - (i) The offices for which a person may be nominated, along with the nomination period.
 - (c) Notice of Penalties
 - (i) Before Voting Day, the Clerk will send each person nominated for an office a notice of penalties related to the election campaign finances and the refund of the nomination filing fees.
 - (d) Certified Election Results
 - (i) Certified election results will be presented by the Clerk as soon as possible after Voting Day.
- (2) The Clerk shall determine the date(s) of all advertisements including in which newspaper(s) the notices are to appear in order to comply with the requirements and principles of the Act.
- (3) Joint advertisements may be done with neighboring municipalities.
- (4) The Clerk reserves the right to publish additional advertisements and notices as deemed appropriate.
- (5) Each person on the Voters' List shall be mailed a sealed Voter Information Letter containing:
 - (a) instructions on how to vote;



- (b) dates and hours of voting; and
- (c) the address and telephone number of the Voting Place

9. NOMINATIONS

- (1) A person may be nominated for an office by filing a nomination, in the prescribed form, in person or through an agent, by appointment at the office of the Clerk during the nomination period, which begins May 1st, 2026 and ends on Nomination Day, August 21st, 2026, at 2:00 p.m.
- (2) The nomination of a person for an office on the council must be endorsed by at least 25 persons. The person endorsing a nomination shall be eligible to vote in an election to an office within the Town of Hawkesbury, if a regular election was held on the day that the person endorses the nomination.
- (3) When the Candidate submits their nomination paper, the documents must be signed in the presence of a commissioner. The onus is on the person nominated to file a bona fide nomination paper.
 - (a) If a nomination is made by an agent, the Candidate's declaration must be completed and commissioned prior to filing. If the form is not commissioned upon filing, the Clerk shall not accept the nomination.
- (4) The filing fee must accompany the nomination. The prescribed nomination fee is \$200 for the head of council and \$100 for all other offices. The filing fee is payable by cash, certified cheque or money order.
- (5) Upon accepting the nomination, the Candidate shall receive a Candidate's Information Package and be advised in writing that his/her nomination shall be examined by the Clerk prior to 4:00 p.m. on the Monday following Nomination Day, on August 24th, 2026.
 - (a) If satisfied that the person is qualified to be nominated as a Candidate and that the nomination complies with the Act, the Clerk shall certify the nomination filed.
 - b) If not satisfied, the Clerk shall reject the nomination and, as soon as possible, give notice to the person who sought to be nominated and all other candidates for that office.

10. VOTING

- (1) In person voting with paper ballot shall be the method used for the Municipal Elections:
 - (a) Ballots



- i. In accordance with By-law N° 9-2026 of the Town of Hawkesbury, the voting ballots must be in English and French.
- ii. On each ballot, there will be a space reserved for voting (an oval) to the right of the name of each candidate where an Elector can indicate their choice
- iii. The instructions given on the Ballot shall state that the Elector must use a Ballot Marking Pen to fill in the oval that is to the right of the name of the candidate whom they would like to vote for, for the indicated position.

(b) Under-Voted, Over-Voted, and Declined Ballots

- i. Subsection 55(4.1) of the MEA requires that as soon as possible after Voting Day, the Clerk shall make the following information available at no charge for viewing by the public on a website or in another electronic format:
 1. The number of votes for each candidate.
 2. The number of declined and rejected ballots.
 3. The number of votes for the affirmative or negative on a by-law or question.
- ii. With Tabulators, ballots are not manually reviewed and therefore, not “rejected”. However, the Tabulators can track the number of races left blank (“Under-Voted”) and the number of races where more than one voting oval was selected (“Over-Voted”). Thus, in spirit of the related provision of the MEA, the Clerk will report to the public the number of Under-Votes and the Over-Votes for each race.
- iii. Declined Ballots are processed by the Designated Elections Official who issues the ballot, and are therefore not inserted through a Tabulator and into a Ballot Box. As such, the Clerk will report to the public the number of Declined Ballots through a manual process that is separate from the results produced by Automated Vote Tabulation System.

(c) Voting Period

- i. The voting period begins on Thursday, October 22nd, 2026, at 10:00 a.m. and will end on October 26th, 2026, at 8:00 p.m.
- ii. The voting period of Tuesday, October 20th, 2026, and Wednesday, October 21st, 2026, is strictly reserved to residents of retirement homes, as stated in subsection 12(3).

- (2) During the Voting Period, the Service Provider will make available online a list to the Clerk of all Electors by order of school districts who have voted. The names of Electors who have voted will be marked as voted. A list of Electors who have voted will be provided or made available to Candidates or their respective Scrutineer by the Clerk. The list will be provided by the Service Provider in real time or as closely as possible to real time, and shall be printed by the Clerk in accordance with the following:



- (a) On October 22nd, 23rd, and 24th, 2026, the list will be printed daily and be available at 11:00 a.m. at the Voting Place.
- (b) On Voting Day, October 26th, 2026, the list of Electors who have voted shall be available to Candidates or their Scrutineers on a more regular basis. The schedule will be determined subsequently.
- (3) ~~The Service Provider will make available during the Municipal Elections, IDs and Passwords for Candidates and their Scrutineers, who when using this authorization can connect to a candidate module to review Voter's List information previously identified by them to recognize participants in the Municipal Elections. This capability does not provide the Candidate or their designate information on how an Elector has voted, but only if they have voted in the Municipal Elections.~~
- (4) Where an Elector is associated with multiple properties within the Town of Hawkesbury, the Elector may vote only once, and the qualifying address to determine eligibility for voting shall be the place of residence of the Elector. All duplication of names on the Preliminary List of Electors shall be verified by the Clerk and/or Election Official(s), and all duplicate names of individuals shall be deleted prior to the final preparation of the Voters' List. Should an Elector receive more than one Voter Information Letter, the Elector may only vote once and must return the other Voter Information Letters to the Voting Place. All Electors that vote more than once or who improperly use the Voter Information Letter shall be reported to the Ontario Provincial Police for further investigation as to possible corrupt practices under the Act.

11. ELECTOR QUALIFICATIONS

- (1) As per subsection 17(2) of the Act, a person is entitled to be an Elector in the Municipal Elections if, on Voting Day, October 26th, 2026, he or she:
 - a) is a Canadian citizen;
 - b) is at least 18 years old; and
 - c) resides in the local municipality or is the owner or tenant of land in the local municipality, or the spouse of such owner or tenant.
- (2) As per subsection 17(3) of the Act, 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.



- (d) A person who was convicted of the corrupt practice described in subsection 90(3), if Voting Day in the current election is less than five years after Voting Day in the election in respect of which he or she was convicted.

12. VOTING PROCESS

- (1) Voter Information Letters shall be mailed to all electors to provide them with the necessary information to be able to vote in the Municipal Elections.

- (a) Electors may vote by attending a Voting Place during the following dates and times:

Date	Time
Thursday, October 22 nd , 2026	10 :00 a.m. to 8 :00 p.m.
Friday, October 23 rd , 2026	10 :00 a.m. to 4 :00 p.m.
Saturday, October 24 th , 2026	10 :00 a.m. to 4 :00 p.m.
Monday, October 26 th , 2026	10 :00 a.m. to 8 :00 p.m.

- (b) attending a Voting Place during hours identified in paragraph (a) with a Friend, who will have to take the appropriate oath(s) and having the Friend vote (forms HAWK-04 and HAWK-05);
- (c) attending a Voting Place during hours identified in paragraph (a) with an interpreter, who will have to take the appropriate oath(s) and having the Friend vote (forms HAWK-04 and HAWK-05); or
- (d) attending a Voting Place during hours identified in paragraph (a) and requesting the assistance of an Election Official, who may help only after the appropriate oath(s) has been taken (form HAWK-04).
- (2) An Election Official will be present at the following retirement homes on the following dates and times to allow residents of the retirement homes to vote.

- (a)

Retirement homes	Date	Time
Prescott-Russell Residence 1020 Cartier Blvd Hawkesbury, Ontario K6A 1W7	Monday, October 19th, 2026	9 :30 a.m. to 12 :00 p.m.
Place Mont-Roc 100 Industriel Blvd Hawkesbury, Ontario K6A 3M8	Tuesday, October 20th, 2026	9 :30 a.m. to 12 :00 p.m.



McGill Manor 261 McGill Street, Hawkesbury, Ontario K6A 1P9	Wednesday, October 21st, 2026	9 :30 a.m. to 12 :00 p.m.
McGill Manor 342 McGill Street Hawkesbury, Ontario K6A 3V5	Wednesday, October 21st, 2026	1 :30 p.m to 4 :00 p.m.

- (b) Subject to subsections 45(7) and 46(3) of the Act, dates and times will be confirmed by the Clerk in consultation with the owner or manager of the respective retirement homes and institutions. The schedule will be given to the Candidates. The Candidates or their Scrutineers will be authorized to visit the satellite voting places, subject to the restrictions listed in section 12 of this document, fifteen (15) minutes prior to the beginning of the vote but will be requested to leave when voting begins.
 - (c) Ballots collected from retirement homes will be deposited in a sealed ballot box, which will be kept in the locked vault and will not be counted until after 8:00 p.m. on October 26th, 2026 (Election Day).
 - (d) The Clerk does hereby designate the locations identified above as Voting Places under the Act during the date and time identified above. However, these Voting Places are for the exclusive use of the Electors who are residents of these retirement homes.
- (3) Voting Place – Prior to Opening – Vote Tabulators and Accessible Vote Tabulators
- (a) Approximately 15 minutes before the opening of the Voting Place, the Designated Elections Official shall in the presence of all candidates and/or scrutineers present at the time, print and sign two copies of the Zero Report from all Tabulators in the Voting Place, confirming all totals.
 - (b) If the totals are zero for all candidates and all answers to any by-laws or questions on the ballot, the Designated Elections Official shall ensure that:
 - i. the first signed Zero Report is affixed in a clearly visible location on the same table as the Tabulator; and
 - ii. the second signed Zero Report remains affixed to the roll of printer paper attached to the Tabulator.
 - (c) If the totals are not zero for any or all candidates and/or all answers to any by-laws or questions on the ballot, the Designated Elections Official shall immediately notify the Elections Office and shall:



- i. receive the instructions to be able to produce a Zero Report; or
- ii. conduct the voting using the back-up compartment in the Podium Box until the Tabulator is made operational.

(4) Voting Place – During Voting Hours – Vote Tabulators and Accessible Vote Tabulators

- (a) The Designated Elections Official shall, upon the presence of an elector, check the elector's prescribed form of identification to confirm their name and qualifying address is on the Voters' List.
- (b) The Designated Elections Official shall strike the elector's name off the Voters' List and issue a ballot contained within a Voting Privacy Sleeve to the elector.
- (c) Where the ballot is marked manually, upon receiving the ballot and Voting Privacy Sleeve, the elector shall:
 - i. proceed to a Voting Screen;
 - ii. vote by marking the ballot with the Ballot Marking Pen within the oval to the right of the name of each candidate and/or answer to any by-law or question that they wish to cast a vote for;
 - iii. insert the ballot into the Voting Privacy Sleeve;
 - iv. leave the Voting Screen; and
 - v. deliver the Voting Privacy Sleeve containing the ballot to the Designated Elections Official who is located by the Tabulator.
- (d) The Designated Elections Official shall, in the presence of the elector and without removing the ballot from the Voting Privacy Sleeve, insert the ballot into the feed area of the Tabulator face down until the ballot is drawn into the Tabulator and cast into the ballot box.
- (e) If a ballot described in subsection 14 (2) (b) i. or 14 (2) (b) ii. is returned by the Tabulator, the Designated Elections Official shall:
 - i. read the message displayed on the Tabulator's LCD Touch Screen to verify the reason for the returned ballot;
 - ii. discreetly advise the elector of the reason why the Tabulator returned the ballot;
 - iii. confirm with the elector if they intended on marking the ballot in that fashion;
 - iv. if the elector responds in the affirmative, the Designated Elections Official shall press the "CAST" button to override the error (Tabulator will only count the valid marks on the ballot, if any);
 - v. if the elector responds in the negative, the Designated Elections Official shall:
 - 1. press the "RETURN" button to have the ballot returned to the privacy sleeve;



2. write “Cancelled” on the back of the ballot, draw a line through all voting ovals and place it in the envelope labelled, “Cancelled Ballots”;
 3. issue another ballot and Voting Privacy Sleeve to the elector; and
 4. instruct the elector to go to the closest available Voting Screen and then return to the Tabulator after marking the ballot.
- vi. If a ballot described in subsection 14 (2) (b) iii. is returned by the Tabulator (ballot that cannot be processed) the Designated Elections Official shall re-insert the ballot face down into the feed area of the Tabulator.
- vii. If the Vote Tabulator again returns the ballot, after three additional attempts to insert the ballot into the Tabulator or if the ballot evidently has to be replaced (torn or damaged ballot), the appropriate Designated Elections Official shall:
 1. discreetly advise the elector that the ballot cannot be processed by the Tabulator;
 2. write “Cancelled” on the back of the ballot, draw a line through all voting ovals and place it in the envelope labelled “Cancelled Ballots”;
 3. issue another ballot and Voting Privacy Sleeve to the elector; and
 4. instruct the elector to go to the closest available Voting Screen and then to return to the Tabulator after marking the ballot.

(5) Voting Place – During Voting Hours – Tabulator Failure

- (a) If the Voting Place has one Tabulator and it fails to operate properly, the Designated Elections Official shall:
 - i. immediately call the Elections Office; and
 - ii. then upon instruction from the Elections Office, insert the ballot into the Podium Box until the Tabulator becomes operational.
- (b) If the Voting Place has two Tabulators and one Tabulator fails to operate properly, the Designated Elections Official shall:
 - i. immediately call the Elections Office; and
 - ii. insert the ballot into the second Tabulator until the non-operational Tabulator becomes operational.

(6) Voting Place – Accessible Vote Tabulators – Accessible Voting Session

- (a) if an elector wishes to mark their ballot using the Accessible Vote Tabulator, the Designated Elections Official shall:
 - i. proceed to the Accessible Vote Tabulator with the elector;



- ii. use the Security Key to activate an Accessible Voting Session;
- iii. without removing the ballot from the Voting Privacy Sleeve, insert the ballot face down into the feed area of the Tabulator;
- iv. explain to the elector that with the Accessible Vote Tabulator, they choose to mark the ballot by using one of the following assistive devices:
 - 1. the ATI;
 - 2. the Sip and Puff; or
 - 3. the Rocker Paddles.
- v. advise the elector that after they have confirmed their selections, the Accessible Vote Tabulator will mark the ballot accordingly and deposit the ballot into the Ballot Box; and
- vi. leave the elector to cast their ballot in privacy while staying close to the Accessible Vote Tabulator in the event that the elector asks for assistance.

(b) Once the elector has completed their Accessible Voting Session and the ballot has been marked and tabulated, the Accessible Vote Tabulator will automatically return to a Standard Voting Session.

(7) Voting Place – Accessible Vote Tabulators – Paper Jam

(a) Standard Voting Session

- i. In the event of a paper jam, the Accessible Vote Tabulator will run a self “unjam” routine to eject the paper and return it to the Designated Elections Official to be re-inserted. If the “unjam” routine fails to clear the paper jam, the Designated Elections Official shall, in the presence of the elector:
 - 1. read the error message displayed on the LCD Touch Screen to identify the location of the paper jam (if stated). The error message displayed will provide the option to re-run the “unjam” routine.
 - 2. run the “unjam” routine once and verify that the routine is not able to clear the paper jam;
 - 3. if accessible, gently pull the ballot out from either of the slots on the bottom of Accessible Vote Tabulator;
 - 4. if the ballot can be removed, write “Cancelled” on the back of the ballot, draw a line through all voting ovals, place it in the envelope labelled, “Cancelled Ballots” and issue another ballot and Voting Privacy Sleeve to the elector;
 - 5. if the ballot cannot be removed, call the Elections Office and follow the procedures as described in section 12 (5).

(b) Accessible Voting Session

- i. In the event of a paper jam, the Accessible Vote Tabulator will run a self “unjam” routine to eject the paper and return it to the Designated Elections Official to be re-inserted. If the



“unjam” routine fails to clear the paper jam, the Designated Elections Official shall, in the presence of the elector:

1. read the error message displayed on the LCD Touch Screen to identify the location of the paper jam (if stated). The error message displayed will provide the option to re-run the “unjam” routine;
2. run the “unjam” routine once and verify that the routine is not able to clear the paper jam;
3. if accessible, gently pull the ballot out from either of the slots on the bottom of the Accessible Vote Tabulator;
4. if the ballot is not accessible from the slots, access the printer path by opening the rear access and printer access doors path;
5. if the ballot can be removed, write “Cancelled” on the back of the ballot, draw a line through all voting ovals, place it in the envelope labelled “Cancelled Ballots” and issue another ballot and Voting Privacy Sleeve to the elector;
6. if the ballot cannot be removed, call the Elections Office and follow the procedures as described in section 12 (5).

(8) Voting Place – Vote Tabulators – Paper Jam

(a) Paper Jam Detected (front slot) Results Have Been Saved

- i. In the event of a paper jam, the Designated Elections Official shall, in the presence of the elector:
 1. explain to the elector that there has been a paper jam and that the results have been saved;
 2. if the ballot is not accessible from the front of the Vote Tabulator, lift the Vote Tabulator from the Podium Box and gently pull the ballot out of the back;
 3. place the ballot in the Ballot Box through the slot, as the ballot has already been counted;(d) select the “Cleared” button;
 4. read the message “Ballot Successfully Cast” that will be quickly displayed on the screen of the Vote Tabulator; and
 5. wait for the “System Ready” screen to appear indicating that the Tabulator is ready to accept ballots again.

(b) Paper Jam Detected (front slot) Results Have Not Been Saved

- i. In the event of a paper jam, the Designated Elections Official shall, in the presence of the elector:
 1. explain to the elector that there has been a paper jam and that the results have not been saved;
 2. if the ballot is accessible from the front of the Vote Tabulator, gently pull it out;



3. select the “Cleared” button and wait for the “System Ready” screen to appear indicating that the Tabulator is ready to accept ballots again;
4. if the ballot edges are not visibly damaged, re-insert the ballot face down into the Vote Tabulator.
5. if the ballot is damaged, follow the procedures described in clauses 12. (4) (e) (ii) to (iv).

(c) Paper Jam Detected (exit slot) Results Have Been Saved

- i. In the event of a paper jam, the Designated Elections Official shall, in the presence of the elector:
 1. explain to the elector that there has been a paper jam and that the results have been saved;
 2. if the ballot is not accessible from the front of the Vote Tabulator, lift the Vote Tabulator from the Podium Box and gently pull the ballot out of the back;
 3. place the ballot in the Ballot Box through the slot, as the ballot has already been counted;
 4. select the “Cleared” button;
 5. read the message “Ballot Successfully Cast” that will be quickly displayed on the screen of the Vote Tabulator; and
 6. wait for the “System Ready” screen to appear indicating that the Tabulator is ready to accept ballots again.

(d) Paper Jam Detected (diverter slot) – Results Have Been Saved

- i. In the event of a paper jam, the Designated Elections Official shall, in the presence of the elector:
 1. explain to the elector that there has been a paper jam and that the results have been saved;
 2. if the ballot is not accessible from the front of the Vote Tabulator, lift the Vote Tabulator from the Podium Box and gently pull the ballot out from the diverter slot;
 3. place the ballot in the Ballot Box through the slot, as the ballot has already been counted;
 4. select the “Cleared” button;
 5. read the message “Ballot Successfully Cast” that will be quickly displayed on the screen of the Vote Tabulator; and
 6. wait for the “System Ready” screen to appear indicating that the Tabulator is ready to accept ballots again.

(e) Paper Jam Detected (diverter slot) – Results Have Not Been Saved

- i. In the event of a paper jam, the Designated Elections Official shall, in the presence of the elector:



1. explain to the elector that there has been a paper jam and that the results have not been saved;
2. if the ballot is not accessible from the front of the Vote Tabulator, lift the Vote Tabulator from the Podium Box and gently pull the ballot out from the diverter slot;
3. select the “Cleared” button and wait for the “System Ready” screen to appear indicating that the Tabulator is ready to accept ballots again;
4. if the ballot edges are not visibly damaged, re-insert the ballot face down into the Vote Tabulator.
5. if the ballot is damaged, follow the procedures described in clauses 12. (4) (e) (ii) to (iv).

(9) Closing the Voting Place – Advance Vote Days

- (a) After the close of voting, the Designated Elections Official shall:
- i. remove ballots from the Podium Box, if required due to a Tabulator failure, and process them through the Tabulator;
 - ii. ensure there are no unread ballots in the Podium Box;
 - iii. close the poll by placing the Security Key onto Security Key receptacle and entering the correct password;
 - iv. in the administrative menu, press the “Close Poll” button;
 - v. remove the Zero Report from the table and deposit it in the Ballot Box;
 - vi. sign the Ballot Box seal (candidates or scrutineers present may also sign) and use it to seal the Ballot Box so that ballots cannot be deposited in or withdrawn from the Ballot Box without breaking the seal;
 - vii. turn off the Tabulator;
 - viii. detach the second Zero Report from the Tabulator;
 - ix. place the second Zero Report in the Elections Results Envelope;
 - x. deliver the sealed box(es), Tabulator and the Podium Box to the designated location.

(10) Closing the Voting Place – Voting Day

- (a) After the close of voting, the Designated Elections Official shall:
- i. remove ballots from the Podium Box, if required due to a Tabulator failure, and process them through the Tabulator;
 - ii. ensure there are no unread ballots in the Podium Box;
 - iii. close the poll by placing the Security Key onto the Security Key receptacle and entering the correct password;
 - iv. in the administrative menu, press the “Close Polls” button;
 - v. tear off the Results Tape that is attached to the Zero Report and sign the bottom portion; any candidates or scrutineers present may also sign;



- vi. immediately place the signed original Zero Report and Results Tape in the Elections Results Envelope;
- vii. print a duplicate copy of the Results Tape and sign the bottom portion; any candidates or scrutineers present may also sign;
- viii. immediately place the second signed Zero Report and Results Tape in the Ballot Box;
- ix. sign the Ballot Box seal (candidates or scrutineers present may also sign) and use it to seal the Ballot Box so that ballots cannot be deposited in or withdrawn from it without breaking the seal;
- x. ensure the Ballot Box is secure with another Designated Elections Official;
- xi. unplug the Tabulator and take it to the predetermined transmission location within the Voting Place;
- xii. plug the Tabulator back in and plug the modem into the Tabulator to proceed with transmitting the elections results;
- xiii. ensure that the “ELECTIONS RESULTS SUCCESSFULLY TRANSMITTED TO SERVER: Town of Hawkesbury” message is displayed on the Vote Tabulator or “The results transfer has completed successfully. All the results are transferred into the directories on the remote servers according to your settings” message is displayed on the Accessible Vote Tabulator before unplugging the Tabulator;
- xiv. return to the main voting location with the Tabulator;
- xv. plug in the Tabulator and provide additional Results Tapes to any scrutineer or candidate, upon request;
- xvi. once all additional Results Tapes have been printed, power down the Tabulator;
- xvii. place all remaining elections supplies in the Podium Box; and
- xviii. personally deliver the Ballot Box(es), Podium Box, Tabulator and the Elections Results Envelope to the designated location.

(b) If the Tabulator cannot transmit the results from a Voting Place, the Designated Elections Official shall:

- i. follow the procedures under subsection 12 (10) (a), excluding paragraphs xii to xvii;
- ii. unplug and pack up the Tabulator to be delivered to a designated location;
- iii. give the Tabulator to the Designated Elections Official to transport;
- iv. once the Tabulator arrives at the designated location, the Designated Elections Official will follow the steps under subsection 12 (10) (a), clauses xii à xvii.

(11) Voting Day – Transmission Failure

(a) If the Tabulator does not successfully complete the transmission, the Designated Elections Official shall:



- i. retry transmitting the results;
- ii. if unable to successfully complete the transmission after two attempts, the Designated Elections Official shall immediately contact the Elections Office at the specified number for further instructions;
- iii. the Elections Office shall provide additional assistance to the Designated Elections Official to enable the transmission of results;
- iv. should this further attempt not be successful, the Elections Office shall instruct the Designated Elections Official to return to a designated location;
- v. once the Tabulator has been delivered to the designated location, the Elections Office shall directly upload the elections results via a secured direct connection to the elections server using the RTM software.

13. SCRUTINEERS AND CANDIDATES

- (1) Scrutineers may be appointed, in writing, by a Candidate, as stated under section 16 of the Act.
- (2) If appointed, Scrutineers will be entitled to the following:
 - (a) Upon request and after producing the properly signed form (form HAWK-08) and prescribing to the oath(s) of secrecy (form HAWK-07), they will be provided access to a candidate module and/or a copy of the Voters' List.
 - (i) Copy of Voters' List: Scrutineers will be provided a copy of the Voters' List showing all Electors that have voted and upon request shall provide proof of their appointment to the Election Official at the Voting Place.
 - (b) Upon request and after producing the properly signed form (form HAWK-08) and prescribing to the oath(s) of secrecy (form HAWK-07), they may attend the Voting Place during hours of operation to observe the process.
- (3) Candidate and appointed Scrutineers have the following rights:
 - (a) To enter the Voting Place location fifteen (15) minutes prior to the official opening in order to; verify that all votes cast are at zero (0) as described in subsection 10(3) of this document, and to sign the reports, however, the actions of the Scrutineer shall not in any way delay the opening of the Voting Place.
 - (b) To be present at the time and place where results are received by the Clerk including signing the document that indicates the final results and votes cast. No copy of the final results will be provided until



announced at the Town Hall, located at 600 Higginson Street, Hawkesbury, Ontario, and/or other designated areas as determined by the Clerk.

- (c) To sign the Results Tape, the Zero Report and the seals used to seal the ballot box(es).
- (d) To observe the results file being transmitted from the Voting Place.
- (4) Restrictions that apply to Scrutineers and to Candidates:
 - (a) Attempting directly or indirectly to interfere, influence or to determine how an Elector is voting or intends to vote.
 - (b) Attending to or assist electors at the Voting Screens or Accessible Vote Tabulators.
 - (c) Examining the ballots after the Voting Place has opened for voting.
 - (d) Objecting to ballots.
 - (e) Objecting to the counting of votes as the ballots are being inserted into the Tabulator by the Designated Elections Official.
 - (f) Displaying a Candidate's Election Campaign Advertisement in the Voting Place or on the property of the Voting Place.
 - (g) Compromising the secrecy of the voting.
 - (h) Interfering or attempting to interfere with an Elector who is voting.
 - (i) Limiting discussion with Electors as to not intimidate other Electors on site.
 - (j) Obtaining or attempting to obtain, in the Voting Place, any information about how an Elector intends to vote or has voted and communicating any information about how an Elector intends to vote or has voted.
 - (k) Scrutineers and Candidates shall be required to wear an identification as issued to them by the Clerk. The identification will indicate that they are acting in the capacity of a Scrutineer. No other identification, badges, buttons or clothing with symbols or writing which may identify a particular Candidate will be permitted in the Voting Place.
 - (l) Only one Scrutineer may be present at the Voting Place. When a Candidate arrives at the Voting Place, the Scrutineer connected to that Candidate will be required to leave the location, as the Candidate is considered to be a Scrutineer.



- (m) Scrutineers and Candidates shall not be allowed outside or inside retirement homes and institutions during the dates and time listed in section 12(3)(a) of this document.
- (5) Scrutineers who do not follow the instructions of the Clerk or Election Official, or who attempt to interfere, influence or determine how an Elector is voting, will be requested to leave the Voting Place immediately. Their appointment will be revoked, and they will not be permitted to re-attend the Voting Place.
- (6) Use of a cellular telephone or any other electronic device shall not be permitted within the Voting Place by any Candidate or Scrutineer.

14. SYSTEM

- (1) The integrity of the voting process shall be the responsibility of the Clerk of the Town of Hawkesbury and shall be preserved by:
 - (a) Ensuring that every Elector on the Voters' List is mailed a Voter Information Letter;
 - (b) Providing an opportunity for Electors who do not appear on the Voters' List to be added to the list, or to make amendments to the list, up to and including Voting Day on October 26th, 2026, at 8:00 p.m.; and
 - (c) Establishing and enforcing proper procedures to ensure that no person is added to the Voters' List unless an Election Official is completely satisfied of the person's identity and qualification as an Elector in the Town of Hawkesbury.
- (2) Programming of Memory Cards
 - (a) Each Memory Card shall be programmed so that a Zero Report and a Results Tape can be produced for each Voting Place.
 - (b) Each Memory Card shall be programmed so that the following ballots are returned to the Designated Elections Official:
 - i. a ballot that has more votes cast for a specific race than is permitted;
 - ii. a ballot that has no votes cast; and
 - iii. a ballot that is damaged or defective or has been marked in such a way that it cannot be properly processed by the Tabulator.
 - (c) Each Memory Card used for advance voting and reduced hours A.M. voting shall be programmed not to produce a Results Tape at the end of voting.



- (d) Each Memory Card for the Accessible Vote Tabulator shall be programmed with an electronic representation of all ballots for its specified Voting Place.
- (e) The Tabulator shall be programmed with two identical Memory Cards, one memory card to be used as a backup in case of failure, for its specified Voting Place.
 - i. The two access doors to the two Memory cards must remain sealed for the duration of the Election, unless otherwise directed by an Election Official designated as responsible for the tabulators by the Clerk.

(3) Logic and Accuracy Testing – Vote Tabulators and Accessible Vote Tabulators

- (a) Before Voting Day, the Tabulators, Memory Cards, EMS and RMS will be reviewed, assessed and tested by an external IT auditor in conjunction with the Elections Office. This is to ensure confidentiality, availability and integrity of the Automated Vote Tabulation System and to ensure that the system will accurately count and tabulate all votes cast for all candidates and/or for the answer to any by-laws or questions on the ballot.
- (b) When testing the Tabulators, EMS and RMS, adequate safeguards shall be taken to ensure that the Automated Vote Tabulation System or any part of it that is used for the processing and tabulating of votes is isolated from all other applications or programs and that no remote devices are capable of accessing the system.
- (c) A complete system test shall be conducted on the Automated Vote Tabulation System by:
 - i. programming a predetermined number of Memory Cards using a pre-audited group of ballots, including ballots as described in subsection 14(2)(b), with a predetermined number of votes cast for each candidate, by-law and/or question;
 - ii. transmitting results to RMS from a predetermined number of Voting Places using Tabulators loaded with Memory Cards referred to in subsection 14(3)(a) paragraph (a) of this procedure;
 - iii. processing direct uploads using RMS;
 - iv. comparing the output of the tabulation against the predetermined results; and
 - v. displaying the results as they are received and compiled from RMS.
- (d) If any errors are detected during the system test, the cause of the errors shall be ascertained and corrected, and the test repeated until an errorless test is achieved.
- (e) The Clerk shall, at the completion of the test, retain the results contained on the Memory Cards used for test purposes.



- (f) The Clerk shall retain and have access to the pre-audited group of ballots referred to in subsection 14 (3) (c) i., the Results Tapes that were produced during the test and any other materials used in the programming of the Tabulators and Memory Cards.
- (g) The Clerk shall not alter or make changes to the materials referred to in subsection 14 (3) (f) of this procedure.

(4) Additional Logic and Accuracy Testing – Accessible Vote Tabulators

- (a) Before Voting Day, the Accessible Vote Tabulators, Memory Cards, EMS and RMS will be reviewed, assessed and tested by an external IT auditor in conjunction with the Elections Office to ensure their integrity and to ensure that the Accessible Vote Tabulators will correctly read, mark and scan ballots, including Under-Voted and Over-Voted ballots.
- (b) The test shall be conducted by:
 - i. performing a system calibration on a predetermined number of ballots to ensure that all ovals on all ballot faces can be marked;
 - ii. operating the Accessible Vote Tabulator to mark a predetermined number of ballots to create a predetermined outcome; and
 - iii. casting each of the predetermined ballots referred to in subsection 14(4) paragraph (b) to ensure that the Accessible Vote Tabulator can accurately read a mark for each candidate, by-law and/or question.
- (c) If any errors are detected during the test, the cause of the errors shall be ascertained and corrected, and the test repeated until an errorless test is achieved.
- (d) The Clerk shall, at the completion of the test, retain the test logs contained on the Memory Cards used for test purposes.
- (e) The Clerk shall retain and have access to the pre-audited/pre-marked group of ballots referred to in subsection 14 (4) (b) of the test, and any other materials used in the programming of the Memory Cards.
- (f) The Clerk shall not alter or make changes to the materials referred to in subsection 7(5) of this procedure. 14 (4) (e) of this procedure.

- (5) All Candidates are to provide the Clerk the proper pronunciation of their name, in English and in French upon being required to do so by the Clerk.
- (6) The Clerk may appoint an auditor who will assist the Clerk to help ensure the Municipal Election is conducted in accordance with the Act.



- (7) If the Clerk appoints an auditor, then the Clerk will amend these procedures to provide for the responsibilities and actions to be undertaken by the auditor and shall immediately notify all certified candidates

15. CAMPAIGN MATERIAL / SIGNS

- (1) Section 12 of the Act prescribes that a Clerk who is responsible for conducting an election may provide for any matters or procedures that are necessary or desirable for conducting the election and that is not otherwise provided for in an Act, or regulation.
- (2) To this effect, the Town of Hawkesbury will enforce By-law N° 22-2010 regulating election signs, as amended.

16. THIRD PARTY ADVERTISEMENTS

- (1) Third Party Advertisements are regulated under sections 88.4 to 88.7 of the Act.

17. CORRUPT ELECTION PRACTICES – PROVINCIAL OFFENCE AND PROSECUTION

- (1) Sections 89 and 90 of the Act provides for penalties and enforcement of corrupt practices and other offences during an election process.
- (2) No person(s) shall solicit a Voter Information Card from an Elector. All valid complaints or knowledge of solicitation shall be reported immediately to the Ontario Provincial Police for investigation of corrupt practices
- (3) In addition, under the provisions of section 94.1 of the Act, if a person is convicted of an offence and the offence was committed knowingly, the offence also constitutes a corrupt practice and the person is liable, in addition to any other penalty, for a term of imprisonment not more than six (6) months.
- (4) Although many provisions of the Act also deal with voting places, ballots and ballot boxes, etc. the same must be used interchangeably with the “alternative form” of voting since the principle of the Act must be maintained and is therefore enforceable and subject to penalties.
- (5) All Candidates, Scrutineers or/and their election team are prohibited to help or assist an Elector to vote during the Voting Period including, but not limited to, their door-to-door campaign as this can be perceived as an illegal and corrupt election practice.
- (6) As such, the Clerk of the Town of Hawkesbury, has established the following regulations:



- (a) THAT all complaints about actions which may contravene the provisions of the Act, either verbally or written, will be investigated by the Clerk.
- (b) THAT all such valid complaints, once investigated to the extent and knowledge of the Clerk, will be submitted to the local detachment of the Ontario Provincial Police.
- (c) THAT the Detachment Commander of the Ontario Provincial Police has been advised that all such complaints will be turned over to his or her office for further investigation.
- (d) THAT the Detachment Commander of the Ontario Provincial Police, once the investigation is completed, may communicate with the Crown Attorney's Office to determine if an individual(s) will be prosecuted.
- (e) THAT the Clerk or any Election Official will not attempt to intervene in the prosecution and may be called to give evidence during prosecution.
- (f) THAT a complaint may be made directly to the Detachment Commander of the Ontario Provincial Police if the complainant so desires.

18. MAIL TAMPERING – CRIMINAL OFFENCE AND PROSECUTION

- (1) The *Criminal Code of Canada* states that tampering with the mail of an individual is a criminal offence and a person(s) found guilty is liable to a term of imprisonment not exceeding ten (10) years.
- (2) As such and in order to ensure the integrity and confidence of the voting process for all Electors and the Candidates, the Clerk of the Town of Hawkesbury has agreed to the following regulations
 - (a) THAT all complaints about actions which may contravene the provisions of the Criminal Code of Canada with respect to mail tampering, either verbally or written, will be investigated by the Clerk.
 - (b) THAT all such valid complaints, once investigated to the extent and knowledge of the Clerk, will be submitted to the local detachment of the Ontario Provincial Police.
 - (c) THAT the Detachment Commander of the Ontario Provincial Police has been advised that all such complaints will be turned over to his or her office for further investigation.
 - (d) THAT the Detachment Commander of the Ontario Provincial Police, once the investigation is completed, may communicate with the Crown Attorney's Office to determine if an individual(s) will be prosecuted.



- (e) THAT the Clerk or any Election Official will not attempt to intervene in the prosecution and may be called to give evidence during prosecution.
- (f) THAT a complaint may be made directly to the Detachment Commander of the Ontario Provincial Police if the complainant so desires.

19. RESULTS

- (1) The Voting Place shall be open until 8:00 p.m. on Monday, October 26th, 2026. People present in the Voting Place after 8:00 p.m. on Monday, October 26th, 2026 will be able to vote until the Clerk of the Town of Hawkesbury confirms that all electors present at the Voting Place have voted.
- (2) The Clerk of the Town of Hawkesbury, at 8:00 p.m. on Monday, October 26th, 2026, shall not permit any person to enter the Voting Place and after all Electors within the Voting Place have voted, shall request the closing of the Voting Place and shall also request the tabulation of the results for each Candidate. The final results of each Candidate will be available after 8:00 p.m. at the Town Hall, located at 600 Higginson Street, Hawkesbury, Ontario, K6A 1H1.
- (3) The Clerk shall report the “unofficial results” when received as soon as practicable after 8:00 p.m. on Monday, October 26th, 2026, at the Town Hall located at 600 Higginson Street, Hawkesbury, Ontario, K6A 1H1, and any other location as deemed appropriate by the Clerk.
- (4) Pursuant to subsection 55(4) and subject to the provisions of section 56 of the Act concerning “Recounts”, the Clerk shall on Tuesday, October 27th, 2026, at 1:00 p.m. :
 - (a) declare the Candidate or Candidates, as the case may be, who received the highest number of votes to be elected; and
 - (b) declare the result of any vote on a by-law or question.
- (5) This statement will be posted on the website and social media.

20. TIED VOTE – RECOUNT PROCEDURES

- (1) In the case of a tied vote, as provided under section 56 of the Act, the Clerk of the Town of Hawkesbury shall request from the Service Provider a re-tabulation of the votes cast.
- (2) Pursuant to subsection 61(1) of the Act, the following persons will be authorized to attend the recount:
 - (a) the Clerk and any other Election Official appointed by the Clerk for the recount procedure including the Municipality’s lawyer;



- (b) every Candidate for the office;
 - (c) the lawyer for each of the Candidates; and
 - (d) only one (1) Scrutineer for each of the Candidate.
- (3) Pursuant to subsection 56(2) of the Act, the recount shall be held within fifteen (15) days after the Clerk's declaration of the results of the Municipal Elections, and therefore the recount shall occur on or before 10:00 p.m. on Tuesday, November 10th, 2026, at the Town Hall.
- (4) The Clerk shall request the Service Provider to re-tabulate the results for the office(s) that are subject to the recount. The Service Provider shall send the results of the recount by facsimile transmission and/or by electronic mail (E-mail) as soon as possible.
- (5) Upon receipt of the final results of the recount, the Clerk shall announce the results of the recount and in the event of a tied vote, subsection 62(3) of the Act shall apply, being as follows:
- “If the recount indicates that two or more Candidates who cannot both or all be declared elected to an office have received the same number of votes, the Clerk shall choose the successful Candidate or Candidates by lot”.*
- (6) In the event that a tied vote occurs after the statutory recount, the following procedure shall be used and applied:
- (a) The Clerk shall determine the texture and quality of the paper used for this process and each Candidate or the Candidates' lawyer and/or Scrutineer will have an opportunity to examine the paper to be used to inscribe the names of the Candidates.
 - (b) The Clerk shall inscribe the name of each Candidate on a similar size paper and the Candidates, the Candidates' lawyer and/or Scrutineer, without touching the paper, examine the same. In addition, every person present will have an opportunity to examine the box which will be used for conducting the lot.
 - (c) Upon acceptance by all Candidates, the Candidates' lawyer and/or Scrutineer, the process outlined in paragraphs a) and b) above have been adhered to, the Clerk shall fold the papers bearing each Candidate's name twice in two (2) equal parts and shall deposit these papers, in full view of all persons present and authorized to attend, in an open-end box that will be acceptable to all persons present. In the event of a conflict or difference of opinion as to the selection of the box, the Clerk shall determine the box to be used for this process.



- (7) Upon completion of this process, the Clerk shall hold the box and, without looking into the box, ensure that the contents have been displaced sufficiently, and request the Municipality's lawyer to draw only one (1) or the required number for the purpose of determining the successful Candidate(s).
- (8) The lawyer of the Town of Hawkesbury or a person appointed by the Clerk shall hand directly to the Clerk the selected and required number of papers and the Clerk shall read aloud the name of the Candidate or Candidates and proceed to declare this or these individuals elected.
- (9) Once completed, the lawyer of the Town of Hawkesbury or a person appointed by the Clerk shall remove the remaining contents from the box and provide an opportunity for all persons present to examine these slips of papers as well as the box.

21. AFTER VOTING DAY

- (1) At no time shall Electors' personal information be used to allow anyone to know how an Elector has voted.
- (2) All election materials shall be destroyed in accordance with the principles of section 88 of the Act.

22. FINANCIAL STATEMENT

- (1) Candidates and registered third parties shall file a financial statement and auditor's report either electronically or in printed format with the Clerk, as per sections 88.25 and 88.29 of the Act.
- (2) In accordance with section 88.30 of the Act, the filing date for financial statements and auditor's reports is the last Friday in March following the elections, which is March 31st, 2027.

23. COMMUNICATING WITH CANDIDATES

- (1) To facilitate the electoral procedures and communications with Candidates, the Clerk will ask each Candidate the method of communication he or she prefers (e-mail, mail, getting documents in person at Town Hall), and this method will be used for the whole electoral process unless the format of the document does not permit its uses. In such a situation, the Clerk will contact the Candidates by phone to determine how the document may be delivered. All communications and/or documents will be considered having been delivered to each Candidate at the same moment an e-mail has been sent, the day after a document has been put in regular mail, or the moment that the candidate successfully picks up the documents in person at Town Hall.



- (2) For transparency reasons, any relevant questions asked by Candidates regarding the Municipal Elections will be shared with other Candidates through the Municipality's Website.

24. COMPLIANCE AUDIT COMMITTEE

- (1) Establishing a Compliance Audit Committee
 - (a) The Act requires municipalities to establish a Compliance Audit Committee before October 1st of an election year for the purposes of this Act to deal with complaints regarding the election campaign financing.
 - (b) Council shall approve the appointment of members by by-law.

25. ACCESSIBILITY

- (1) L'accessibilité est régie par l'article 12.1 de la Loi :

Electors and Candidates with disabilities

12.1(1) A clerk who is responsible for conducting an election shall have regard to the needs of electors and candidates with disabilities.

Plan re: barriers

12(2) The clerk shall prepare a plan regarding the identification, removal and prevention of barriers that affect electors and candidates with disabilities and shall make the plan available to the public before voting day in a regular election.

Report

12(3) Within 90 days after voting day in a regular election, the clerk shall prepare a report about the identification, removal and prevention of barriers that affect electors and candidates with disabilities and shall make the report available to the public.

26. EMERGENCIES

- (1) Pursuant to section 53 of the Act, **and the Emergency response matrix attached to these procedures**, the Clerk may declare an emergency if he or she is of the opinion that circumstances have arisen that are likely to prevent the Municipal Elections being conducted in accordance with the Act.
- (2) The Clerk may declare an emergency if the Clerk is of the opinion that circumstances have arisen that are likely to prevent the Municipal Elections 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.
- (3) In the event of an emergency, the Clerk shall post notices to the extent possible that the Municipal Elections have been delayed and shall



make such arrangements as he/she considers advisable for the conduct of the Municipal Elections.

- (4) If required, the Clerk may consider alternate options for the following:
 - (a) reporting result;
 - (b) notification of Electors;
 - (c) Election Officials;
 - (d) Voting Period (delay of Voting Day, extension of voting hours or days(s)); and/or
 - (e) Alternate voting places or alternate facilities.
- (5) If any part of the voting for an office is not completed, do not release the results until the voting for that office is completed.
- (6) The arrangements made 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.
- (7) The emergency continues until the Clerk declares that it has ended.
- (8) In the event the Clerk is unable to be present to conduct procedures on Voting Day, there shall be a substitute qualified person appointed or available to attend the election details.

27. AMENDMENTS TO PROCEDURES

- (1) The Clerk has the right, at any time, up to and including Voting Day, to amend the procedure contained herein. A copy of any amendment will be forwarded to each Candidate and posted on the website of the Town of Hawkesbury.



28. ATTACHMENT – FORMS

- (1) The following forms and notices have been approved for use by the Town of Hawkesbury in the election process:

PRESCRIBED FORMS	
FORM NUMBER	Description
Form 1	Nomination Paper
Form 2	Endorsement of Nomination
Form 3	Appointment for Voting Proxy
Form 4	Financial statement – Auditor's Report (Candidate)
Form 5	Financial Statement – Subsequent Expenses
Form 6	Notice of Extension of Campaign Period
Form 7	Notice of Registration (Third Party)
Form 8	Financial Statement – Auditor's Report (Third Party)
Form 9	Declaration of Identity
* As posted on the Ministry of Municipal Affairs' website at the beginning of April 2026.	

NON-PRESCRIBED FORMS	
FORM NUMBER	Description
Form HAWK-01	Application to Amend Voters' List
Form HAWK-02	Candidate's Declaration – Proper Use of Voters' List
Form HAWK-03	Declaration of the owner or tenant for his/her spouse or occupant who does not have any piece of identification
Form HAWK-04	Oral Oath of Friend or Interpreter/Assistance
Form HAWK-05	Oral Oath of Incapacity to Vote Without Assistance
Form HAWK-06	Oral oath of qualification
Form HAWK-07	Oral Oath of Secrecy
Form HAWK-08	Appointment of Scrutineer by Candidate
Form HAWK-09	Oath of Qualification
Form HAWK-10	Appointment and Oath – Election Official
Form HAWK-11	Application for Removal of deceased Name from the Voters' List

Emergency response matrix attached to these procedures.

Schedule A - Emergency Response Matrix

Note: Levels of risk are intended as operational guidance and may change as circumstances evolve. A level of risk does not, on its own, determine whether an emergency will be declared under section 53 of the *Municipal Elections Act, 1996*.

Levels of Risk:

- **Low:** Localized/minor disruption manageable through normal procedures.



Town of Hawkesbury – 2026 election policies and procedures

- **Moderate:** Additional measures or coordination required; essential election services remain available.
- **High:** Significant safety, operational, accessibility, security or integrity risk requiring Clerk involvement.
- **Critical:** Actual or imminent threat to safety, the ability to vote, or election security/integrity requiring immediate action and Clerk assessment.

Incident	Threshold / Impact	Risk Assessment	Response
Local - Robert Hartley Sports Complex Power Outage	<i>Short Term</i> Back-up system available	Low: Localized disruption; voting methods remain available.	<ul style="list-style-type: none"> • Deploy back-up connectivity/power • Monitor
	Extended Voting methods remain available	Low: voting methods remain available.	<ul style="list-style-type: none"> • Deploy back-up connectivity/power • Monitor
	Significant disruption near Voting Day	Low: Localized disruption; alternate systems and voting methods remain available.	<ul style="list-style-type: none"> • Deploy back-up connectivity/power • Monitor
Community-wide Power or Telecommunications Outage	Limited duration; voting system method remain available	Low: essential election services remain available.	<ul style="list-style-type: none"> • Deploy back-up power/connectivity • Communication through Bciti+ platform
	Extended	Low: essential election services remain available.	<ul style="list-style-type: none"> • Deploy back-up power/connectivity • Communication through Bciti+
Voter List Corruption / Data Integrity Issue	Suspected corruption or inconsistency	High: Reliability of elector information may be affected.	<ul style="list-style-type: none"> • Stop affected processing where appropriate • Notify IT, Datafix and Service Providers • Preserve affected data Validate against secured back-up
	Widespread corruption or integrity cannot be confirmed	Critical: Ability to properly administer voting may be compromised.	<ul style="list-style-type: none"> • Immediate Clerk assessment Notify IT, DataFix and Service Providers • Activate recovery procedures Consider action under s. 53 of the Act.
Fire, Flood, Gas Leak or Other Facility Emergency	Robert Hartley Sports Complex	High – Safety: Immediate threat to people; election impact may remain localized.	<ul style="list-style-type: none"> • Life safety first • Call 911 as required • Evacuate/close Complex • Secure election materials when safe • Redirect electors
Lockdown / Security Threat / Violent Person at Robert Hartley Sports Complex	Threat localized and election operations can resume safely	High – Safety: Immediate or potential threat to staff and public.	<ul style="list-style-type: none"> • Life safety first • Call 911 as required • Lock down or evacuate as directed • Notify Clerk



			<ul style="list-style-type: none"> Secure election materials when safe
	Continuing threat or significant impact on election operations	Critical – Safety: Facility cannot safely operate and voting services may be materially affected.	<ul style="list-style-type: none"> Follow emergency services direction Close Complex Redirect electors Assess broader election impact
Severe Weather / Natural Disaster	Localized or manageable conditions	Moderate: Safety or accessibility concerns, but voting remains available.	<ul style="list-style-type: none"> Monitor conditions and official warnings Communication through Bciti+
	Severe conditions affecting public/staff safety or access to voting	High–Critical: Significant safety or election access concerns.	<ul style="list-style-type: none"> Prioritize safety Close Complex if necessary Assess impact on voting and whether action under s. 53 of the Act, is required
Public Health Emergency / Pandemic	Severe affecting public/staff safety and access to voting	High-Critical: Health and staffing risks; Immediate threat to people;	<ul style="list-style-type: none"> Consult public health authorities as appropriate Implement health/safety measures Communicate operational changes Consider action under s. 53 of the Act.
Postal Disruption / Canada Post Strike	Delay anticipated; sufficient time or alternatives remain available	Moderate: Potential delay in delivery of Voter Information Cards.	<ul style="list-style-type: none"> Implement postal contingency measures Consider earlier or alternate distribution
	Significant number of electors may not receive Voters Information Card in time to vote	Moderate: Electors' ability to vote remain.	<ul style="list-style-type: none"> Clerk assesses impact Distribution/issuance Communicate options to electors Assess whether action under s. 53 of the Act is required
Municipal Ransomware / Cyberattack	Municipal systems affected; election systems remain secure and operational	High: Supporting election services may be disrupted or at risk.	<ul style="list-style-type: none"> Notify IT Isolate affected systems Assess election impacts Notify affected Service Providers
	Election systems/data affected or integrity uncertain	Critical: Election systems, data or integrity may be compromised.	<ul style="list-style-type: none"> Activate cyber incident response Notify IT and Service Provider Isolate affected systems Preserve evidence Assess whether election operations can continue
Suspected Phishing	No evidence of account or system compromise	Low: Potential cybersecurity threat with no confirmed election impact.	<ul style="list-style-type: none"> Report to IT Do not interact with suspicious content



			<ul style="list-style-type: none"> Isolate account/device if directed Assess for compromise
Privacy / Data Breach Involving Elector Information	Limited or suspected breach	High: Personal information may have been accessed, disclosed or lost.	<ul style="list-style-type: none"> Contain the breach Notify IT Activate Privacy Breach Response procedures Notify DataFix/Service Providers as applicable
	Significant breach affecting election systems or large volumes of elector information	Critical: Significant privacy, security and election integrity implications.	<ul style="list-style-type: none"> Immediate Clerk assessment Activate Privacy Breach Response Preserve evidence Notify appropriate parties as required
Microsoft 365 / Municipal Communications Outage	Alternate communication methods remain available	Low–Moderate: Communications disrupted, but election operations continue.	<ul style="list-style-type: none"> Activate alternate communications Notify IT Advise Service Providers if necessary
	Extended outage materially affecting critical election communications or administration	High: Ability to coordinate or communicate election information may be affected.	<ul style="list-style-type: none"> Activate communication continuity measures Notify Clerk Prioritize critical communications Assess impact on election operations
Critical Staffing Shortage	Replacement/standby staff available	Low: Normal continuity measures are sufficient.	<ul style="list-style-type: none"> Deploy trained standby election officials Adjust staffing assignments
	Essential election functions cannot be adequately staffed	High: Election services or operations may be affected.	<ul style="list-style-type: none"> Activate staffing continuity measures Reassign resources Seek assistance where appropriate
Clerk / Deputy Clerk Unavailable	Established succession arrangements can be implemented	Moderate: Leadership disruption, but election administration can continue.	<ul style="list-style-type: none"> Activate succession/continuity procedures Notify designated election staff Obtain external municipal assistance if required
	No designated official is readily available to perform critical election functions	High: Election administration and statutory decision-making may be affected.	<ul style="list-style-type: none"> Activate established succession/delegation arrangements Contact designated municipal officials/legal counsel as appropriate Seek assistance from partner municipalities
Other Unforeseen Event	Localized and manageable through existing procedures	As Assessed: Consider safety, ability to vote, election systems,	<ul style="list-style-type: none"> Prioritize safety Implement reasonable contingency measures



		accessibility and integrity.	
	Circumstances may prevent the election from being conducted in accordance with the MEA	High–Critical: Potential s. 53 of the Act implications.	<ul style="list-style-type: none"> • Immediate Clerk assessment • Protect people, equipment, records and systems • Implement contingency measures Assess whether an emergency declaration under s. 53 of the Act is required



Schedule B – Business Continuity Plan

Purpose

The purpose of this Business Continuity Plan is to ensure that essential election services can continue or be restored when normal staff, facilities, systems, equipment, or service providers are unavailable. The Emergency Response Matrix identifies the immediate response to specific incidents. This Plan establishes the alternate resources and arrangements required to maintain election operations during a disruption.

Critical Election Functions

Priority shall be given to maintaining the following functions:

Function	Continuity Requirement
Voters' List	Maintain the ability to verify electors, update the Voters' List.
Election Administration	Maintain the Clerk's ability to direct and administer the election and document decisions.
Election Communications	Maintain the ability to communicate important election information to electors, candidates, staff, and service providers.
Election Records and Data	Maintain secure access to records and information required to administer and document the election.
Results Reporting	Maintain the ability to obtain, verify, and report election results.

Continuity Arrangements

Staffing and Succession

To maintain election administration when key personnel are unavailable:

- key election functions shall have trained alternate staff;
- the Clerk, Deputy Clerk, and designated election staff shall be cross-trained on critical election procedures;
- standby election workers shall be identified and available where practicable;
- current contact information shall be maintained for election staff, Service Providers, IT, emergency contacts, and other key partners; and
- essential procedures shall be documented so they can be carried out by alternate staff.

Alternate Work Locations

If the Multifunctional room of the Robert Hartley Sports Complex is unavailable for any reason, election operations may be transferred to another municipal facility or suitable location designated by the Clerk. Alternate locations should, where practicable, have access to:

- internet connectivity;
- power or backup power;
- election equipment;
- secure storage;
- telephone service; and
- essential election records and supplies.

Suitable Alternate Locations include:

- Community Hall at the Sports Complex (second floor);
- Council Chambers at the Town Hall



Technology and Equipment

Backup arrangements shall be maintained for critical election technology and equipment.

Primary Resource

Neuvote

DataFix VoterView

Utility Power

Microsoft 365 / Email

Municipal Website

SharePoint / Cloud Documents Secured local copies of essential election documents

Continuity Measure

Service Provider's Tabulators

Service Provider's Administrator Portal

Generator and/or portable battery

Telephone, SMS and other approved communication channels

Alertable, social media, local media and physical notices

Backup equipment shall be tested and be readily available during the voting period.

Election Records

Essential election records shall remain accessible if normal municipal systems are unavailable.

This includes, at minimum:

- Clerk's Procedures and Emergency Guidelines;
- candidate and election worker contact information;
- Service Providers and IT contact information;
- election forms and templates;
- Voter Information Cards;
- communication templates;
- incident logs;
- Clerk's decisions and emergency declaration forms; and
- other records required for critical election operations.

Secured electronic or local copies shall be maintained and updated as appropriate. Printed copies may also be kept at the Robert Hartley Sports Complex for documents to be used as needed during an outage.

Communications

The Town shall maintain more than one means of communicating with election staff, candidates, electors, Service Providers, and other affected parties.

Available channels may include:

- municipal website;
- Alertable;
- municipal social media;
- email;
- telephone or SMS;
- local media; and
- physical notices at the Sports Complex

Contact lists and prepared communication templates shall be maintained with the essential election records.

Service Providers



Current contact and escalation information shall be maintained for all critical election Service Providers. Before the voting period, the Clerk's Office shall confirm:

- primary and emergency contact information;
- after-hours support arrangements;
- applicable business continuity and disaster recovery procedures; and
- the Town's responsibilities when activating a vendor contingency process.

Continuity Readiness

Before the start of the voting period, election staff shall confirm that:

- Alternate staff have been identified for critical election functions.
- Staff and Service Providers emergency contact lists are current.
- Back-up election devices are configured and tested.
- Back-up power sources are available and tested where applicable.
- Alternate Voter Help Centre/work locations have been identified.
- Essential election records are available independently of normal network access.
- Alternate communication methods are available.

Restoration of Normal Operations

Following a disruption, normal operations shall be restored when the Clerk is satisfied that affected facility, systems, equipment, records, and services can be safely and reliably returned to use.

Before returning to normal operations, affected election information and systems shall be verified for completeness and integrity, and any temporary procedures or alternate systems shall be reconciled as required.

Actions taken during the disruption and restoration shall be documented.



Schedule C – Robert Hartley Sports Complex

Emergency Kit	Communication	Technology
☐ Clerk's Procedures ☐ Elections Emergency Plan ☐ Emergency Contact List ☐ Incident Report Forms ☐ Emergency Declaration Log ☐ Election Worker Contact List ☐ Facility Contact Information ☐ Emergency Evacuation Procedures ☐ Map showing nearest designated safe location	☐ List of important telephone numbers including: <ul style="list-style-type: none"> • Municipal Clerk • Deputy Clerk • Communications Coordinator • UCPR Information Technology • DataFix Support • Municipal Law Enforcement • Facility Contact • Municipal Emergency Operations Centre (if activated) 	☐ Spare laptops ☐ Charging cables ☐ Extension cords ☐ Power bars ☐ Spare computer mouse ☐ Spare keyboard ☐ Flashlights ☐ Spare batteries



Schedule D – Emergency Declaration Form

MUNICIPAL CLERK'S DECLARATION OF AN ELECTION EMERGENCY

Corporation of The Town of Hawkesbury

Municipal Elections Act, 1996 – Section 53

Election: ☐ Municipal Election ☐ By-election

Date: _____ **Time:** _____

Declared by: _____

Declaration

Pursuant to section 53 of the *Municipal Elections Act, 1996*, I am satisfied that circumstances have arisen that are likely to prevent the election from being conducted in accordance with the Act and hereby declare an election emergency.

Nature of the Emergency

- ☐ Public or staff safety
- ☐ Severe weather / natural disaster
- ☐ Power / telecommunications outage
- ☐ Cybersecurity incident
- ☐ Voters' List
- ☐ Municipal facility disruption
- ☐ Postal / labor disruption
- ☐ Public health emergency
- ☐ Other: _____

Brief description of the emergency:

Impact on the Election

- ☐ Ability of electors to vote
- ☐ Safety of electors, staff or the public
- ☐ Election records or information
- ☐ Other: _____

Additional details, if required:

Arrangements / Actions Authorized

Pursuant to section 53(2) of the *Municipal Elections Act, 1996*, the following arrangements or actions are authorized:

- ☐ Activate Service Provider contingency procedures
- ☐ Transfer Voter Management from Datafix Voterview to Service Provider
- ☐ Close or relocate
- ☐ Suspend voting
- ☐ Extend or otherwise modify the voting period
- ☐ Other: _____

Details / instructions:

Notification

The following were notified as soon as reasonably practicable, as applicable:

- ☐ Election staff
- ☐ Candidates



- ☐ Voting System Service Provider
- ☐ DataFix
- ☐ UCPR IT
- ☐ Communications Coordinator
- ☐ Emergency Services / other authorities
- ☐ Public
- ☐ Other: _____

Authorization

This declaration takes effect on:

Date: _____ **Time:** _____

Municipal Clerk: _____

Signature: _____

END OF ELECTION EMERGENCY

In accordance with section 53(4) of the *Municipal Elections Act, 1996*, I am satisfied that the circumstances requiring the election emergency have ended.

Emergency ended:

Date: _____ **Time:** _____

Remarks / follow-up actions:

- ☐ Election staff notified
- ☐ Candidates notified, as applicable
- ☐ Service Providers notified, as applicable
- ☐ Public information updated
- ☐ Incident and decision records completed

Municipal Clerk: _____

Signature: _____

Date: _____ **Time:** _____



Schedule E – Communications

When communicating with the members of the public (Electors), the following communication methods will be considered in collaboration with the Communications Coordinator:

- Social Media
- Municipal Website
- Direct Messaging System Bciti+
- Signs at the Robert Hartley Sports Complex
- Local Media

- (2) Additional forms to those identified above may be approved by the Clerk of the Town of Hawkesbury for the Municipal Elections.

