



TOWNSHIP OF PERTH SOUTH CLERK'S RULES AND PROCEDURES 2026 MUNICIPAL ELECTION

Declaration of Clerk

I hereby certify that the following procedures shall be followed in conducting the 2026 Municipal Election for the Township of Perth South in so far as they do not conflict with actions that I deem necessary in accordance with my authority under section 12 of the Municipal Elections Act.

Lizet Scott
Clerk and Returning Officer
Township of Perth South

ELECTION PRINCIPLES

- The secrecy and confidentiality of the individual votes is paramount.
 - The election must be fair and non-biased.
 - The election must be accessible to all voters.
 - The integrity of the process must be maintained throughout the election.
 - There must be certainty that the results of the election reflect the votes cast.
 - All voters and candidates must be treated fairly and consistently.
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1.0 ELECTION PERSONNEL

The Clerk may appoint, in writing, Deputy Returning Officers and such other Election Officials as required to assist in the administration of the election process, including but not limited to, revising the voter's list, management and control of the Vote By Mail system, security of the election, counting of ballots, tabulating results, issuance of notices and printing of materials. Written appointment of election officials and delegations of duties shall include the authority to require a person to furnish proof of identity or qualifications pursuant to the Municipal Elections Act R.S.O. 1996, as amended.

2.0 REVISION OF VOTER'S LIST PROCEDURE

- a) The period for revisions to the voter's list is from September 1, 2026, to the close of voting on October 26, 2026. Persons, upon application in writing on the appropriate form, may have their own name added, removed or information added or amended on the voter's list.
- b) The Clerk may, on his or her own initiative, remove a person's name from the voters' list until the close of voting on voting day if the clerk is satisfied that the person has died.
- c) A person may make an application to the Clerk requesting that a deceased person's name be removed from the voters' list during the period that begins on September 1, 2026, and ends at the close of voting on October 26, 2026.
- d) Revisions to the voters list will be made at the municipal office, 3191, St. Pauls, ON, on forms available from the Clerk, during regular office hours up to October 23, 2026. Revisions to the Voter's List on October 26, 2026, may be made at the municipal office, also known as the Voter's Day Ballot Return Station, from 10:00 AM to 8:00 PM. Applications for revision to the Voter's list may be filed in person or by mail by the applicant or by his/her authorized agent.
- e) Electors added to the Voters List up to and including September 10, 2026, will receive their Vote By Mail Kit by mail from Data Fix.
- f) Electors added to the Voters List after September 10, 2026, may pick up their Vote By Mail Kit at the Municipal Office located at 3191 Road 122. St. Pauls, ON. Alternatively, and if, in the opinion of the Clerk, there is sufficient time for the elector to receive their Vote by Mail Kit via Canada Post, it can be mailed to the elector from the municipal office. It is the responsibility of the elector to ensure that their ballot is returned to the municipality prior to the close of the poll on October 26, 2026, at 8:00 PM.

3.0 VOTE BY MAIL PROCEDURE

- a) The Township, in conjunction with Data Fix, will provide the Vote by Mail Kit to every person who qualifies to be an elector.
- b) The Vote by Mail Kit shall consist of:
 - Outer Envelope
 - Yellow Return Envelope (With pre-paid postage)
 - Ballot Secrecy Envelope
 - Ballot
 - Voter Declaration Form/Instruction Sheet
 - Such other material as the Clerk deems necessary
- c) The Clerk, during the week of September 28, 2026, shall cause to be mailed to every elector who has qualified to be on the Voters' List by September 10, 2026, a Vote by Mail Kit, to the elector's address as shown on the Voters' List.
- d) If a qualified elector **who is on the Voter's List**, does not receive his/her Vote by Mail Kit or if the Vote by Mail Kit is lost or destroyed, a new Vote by Mail Kit may be issued. The elector shall be required to complete an Application for Replacement Vote by Mail Kit form prior to the issuance of a new ballot kit.
- e) If a qualified elector **whose name is not on the Voter's List** wishes to receive a Vote by Mail Kit, the kit may be issued at the Municipal Office during normal office hours, up to 4:30 PM on October 23, 2026. A Vote by Mail Kit may also be issued between the hours of 10:00 AM and 8:00 PM on Election Day at the Voting Day Ballot Return Station. In either of these instances, the applicant shall complete an Application to Amend Voters' List form, and in addition, must either provide proof of identity and residence as described in Municipal Election Act, 1996, c.32, Ontario Regulation 304/13, or completes the prescribed form, pursuant to Section 52 of the Municipal Elections Act, 1996, c.32.
- f) If a qualified elector brings their Vote by Mail Kit to the Ballot Return Station and have not signed their Declaration Form, they shall be required to sign the Declaration Form that was provided in their Vote by Mail Kit, however, if they do not have the Declaration Form, one shall be provided to them by election staff. The elector is required to sign the Declaration Form prior to casting their ballot.
- g) A Master Voters' List containing deletions, amendments and additions, along with a list of those persons who have voted to date, and those persons who have been issued with Vote by Mail Kits by the Municipality, will be maintained by the Clerk or his/her designate. This list may be inspected by candidates and scrutineers during regular municipal office hours and on October 26, 2026, up to 8:00 PM.

- h) Voting packages shall be mailed to the elector's address as shown on the voter's list. Electors wishing to redirect voting packages must make the request in writing to the Clerk on a form available from the municipal office. Should a voting package be returned to the municipality as "undelivered", it shall be marked invalid and stored in a separate, sealed ballot box, under the care of the Clerk. A new ballot shall be issued to the elector once a proper mailing address has been established. **It is the responsibility of the elector to ensure that the Clerk is aware of their proper mailing address.**

4.0 REJECTION OF BALLOTS

In addition to rejecting cast ballots for violations of the Municipal Elections Act, 1996, as amended, the following conditions will also cause a ballot to be rejected if:

- a) Upon opening the Return Vote Envelope there is no Voter Declaration Form;
- b) Upon opening the Return Vote Envelope, the Voter Declaration Form is not signed by the elector to whom it was issued;

NOTE: Municipal staff will make every effort to contact the elector to give them the opportunity to sign the declaration form. If, due to time restrictions between the time the ballot and unsigned declaration is received at the municipal office and the date of the election, municipal staff do not think it feasible to return the ballot to the elector for his/her signature, the ballot shall be marked as rejected and filed.

- c) Upon opening the Return Vote Envelope there is a different number of Ballot Secrecy Envelopes to Voter Declaration Forms;
- d) Ballots not placed in a secrecy envelope;
- e) There are identifiable marks on the sealed Ballot Secrecy Envelope;
- f) Upon opening the sealed Ballot Secrecy Envelope at the Ballot Counting Centre, the envelope contains more than one ballot; and upon opening the sealed Ballot Secrecy Envelope at the Counting Centre, the envelope contains a ballot that has not been marked, it will be counted as a Ballot Used but Unmarked by Elector;
- g) Ballots received by the Clerk after 8:00 PM on Voting Day shall not be counted but shall be date-stamped, placed in a sealed ballot box and retained for the statutory document retention period.

5.0 COUNTING AND TABULATING OF BALLOTS

- a) The Counting Location is the Council Chambers located at the Municipal Office, at 3191 Road 122, St. Pauls, Ontario.
- b) On Voting Day at a time to be determined by the Clerk, the sealed Ballot Boxes stored in the Secured Room containing the Secrecy Envelopes will be transported by the Clerk or designated Election Official to the Counting Location.
- c) During the sequestered period on Voting Day, designated Election Officials, at the Counting Location, will open the Ballot Boxes, remove and open the Secrecy Envelopes and sort the ballots in preparation for counting. The secrecy envelopes will be opened by hand.
- d) Proceedings at a Counting Location are under the direction of the Clerk, or persons designated by the Clerk and no other person shall touch any ballot, or interfere in the proceedings in any way.
- e) As soon as possible after 8:00 PM on Voting Day, the doors to the Counting Location will be locked, ballot boxes will be sealed and only Election Officials will be allowed to enter thereafter. Candidates and Scrutineers leaving the Counting Location after 8:00 PM will not be permitted to return. Cell phones or other communications equipment shall not be permitted in the Counting Location, other than for the use of Election Officials. Neither Candidates nor Scrutineers shall interfere with the vote count in any manner. Should they do so, they shall be required to leave the facility when so requested by the Election Official. No campaign material will be allowed in the Counting Location, or in the Voting Place. The ballots and completion of the statements of results shall be undertaken by counting teams appointed by the Clerk.
- f) The procedure for counting of votes and disposition of all election materials shall proceed as set out in the Municipal Elections Act R.S.O. 1996, as amended, subject to whatever modifications may be required due to the Vote By Mail process.
- g) Once all ballots have been counted, the ballots will be secured, the Ballot Boxes sealed and returned to the Clerk or designated Election Official for secure storage.

6.0 ANNOUNCEMENTS OF RESULTS

- a) Unofficial results of the counting will be posted in the Council Chambers located at the Municipal Office, on the Public Notice Board at the Municipal Office, and on the Municipal Website following the conclusion of counting on Voting Day.
- b) Official results will be announced and posted by the Clerk on the Public Notice Board at the Municipal Office and on the Municipal Website as soon as possible after Voting Day.

7.0 RECOUNTS

- a) The Clerk will conduct all recounts as per the regulations in the *Municipal Elections Act, 1996, Sections 56 to 64*.

A recount is required when:

- a tied vote where both or all candidates cannot be declared elected;
 - by resolution of council;
 - by resolution of a local board; and
 - by order of the Ontario Superior Court of Justice.
- b) The Clerk will conduct the recount in the same manner as with the original count, unless otherwise ordered by the judge who issued the order for the recount.
- c) The Clerk will notify all involved parties of the recount and set a date, time and place of the recount.
- d) If, after a recount is conducted, there is still a tie vote, the names of the candidates will be placed in a container. The Clerk will draw a name from the container. The name drawn will be the successful candidate.
- e) At a recount, the following persons are not entitled to examine each ballot as the votes are being counted by the Clerk (Section 42(4) of the MEA):
- Certified candidate;
 - Applicant who requested recount;
 - A lawyer for candidate or application; and
 - One scrutineer for each recount station

8.0 SECURITY OF THE BALLOT PRIOR TO VOTING

- a) Ballots will be printed under the supervision of Data Fix and the number of ballots printed will be forwarded to the Clerk.
- b) Data Fix will mail a ballot to each person identified on the Voter's List and the number of ballots used will be forwarded to the Clerk.
- c) In addition to the ballots mailed, and to accommodate those persons who are added to the Voter's List, the Clerk will receive approximately 10% more ballots for the Township.
- d) The number of ballots distributed by the Clerk to persons qualifying to be voters will be recorded.

9.0 SECURITY OF THE BALLOT DURING/AFTER THE VOTE

- a) Upon receiving the prepaid **yellow return envelope** by mail or from a Ballot Return Station, the envelope will be opened and upon verification, the sealed Ballot Secrecy Envelope will be stored in sealed ballot boxes. The number of Ballot Secrecy Envelopes will be recorded daily.
- b) At the end of each day the Clerk or designated Election Official, in the presence of another designated Election Official, shall affix a seal to each of the ballot boxes, initial the seal and place the sealed ballot boxes in a secure place. Each morning the Clerk or designated Election Official shall retrieve the ballot boxes, and in the presence of another designated Election Official, inspect the seals to ensure that they are intact, then break the seals to access the slots for use during the day.
- c) On Voting Day, the sealed ballot boxes shall be delivered to the Counting Location by the Clerk or his/her designate after 10 a.m. to the individuals sequestered in the Counting Location.
- d) After the count, each bundle of ballots, along with the duplicate original Statement of Results, will be placed back in the ballot box, the box will be sealed and initialed by the Clerk or designated Election Official, and transferred to a secure place under the control of the Clerk.

10.0 FORM OF BALLOT

The form of ballot will be a "Composite Ballot".

11.0 BALLOT RETURN STATION

For the time period from the mailing by Data Fix of the voter packages to 4:30 PM on October 23, 2026, the Municipal Office located at 3191 Road 122, St. Pauls, ON shall, during normal office hours, serve as the Ballot Return Station.

12.0 VOTING DAY BALLOT RETURN STATION

The Voting Day Ballot Return Station shall be located at 3191 Road 122, St. Pauls, ON from 10:00 AM to 8:00 PM on October 26, 2026.

13.0 SCRUTINEERS

- a) A certified candidate may appoint, in writing, scrutineers to be present during voting and the counting of votes including daily receipt of return ballot packages and updating the Voter's List accordingly. A scrutineer shall, on request, show proof of appointment to the Clerk or his/her designate, and the scrutineer or candidate who wishes to remain in the voting place, shall take an oral oath of secrecy, which shall

be administered by the DRO. One scrutineer for each candidate is permitted for each ballot box in the Ballot Return Stations or Ballot Counting Centre, but the number of scrutineers is reduced by one while the candidate who appointed them is present at the designated places. There are no age restrictions to be a scrutineer, nor any provision that a scrutineer cannot be related to the candidate who makes the appointment.

- b) All scrutineers must comply with the provisions of the Municipal Elections Act, 1996, as amended.

14.0 EMERGENCIES

In the event of an emergency or any circumstance that, in the opinion of the Clerk, may undermine the integrity of the election, the Clerk has the discretion to declare an emergency and make any arrangements he/she deems necessary for the conduct of the election.

15.0 AMENDMENTS TO THIS DOCUMENT

- a) The Clerk has, at any time, the right to amend this document to facilitate the vote, count, tabulation of the votes, and security.
- b) The Clerk's ruling on any interpretation of this document is final.