



2026 Municipal Election Accessibility Plan

Table of Contents

Introduction 3

Objective 4

Development of the Plan 4

Voting Location 5

Proxy Voting 6

Assistance to Candidate 7

Voting Method 7

Communications 7

Election Feedback 9

Additional Resources 9

Additional Information 9

Appendix A – Voting Location Accessibility Checklist

INTRODUCTION

This plan will address the specific accessibility requirements in relation to the 2026 Municipal Election in the Town of Moosonee.

The Town of Moosonee has made great efforts in promoting a barrier free community. Commitment had been made in the provision of assessible customer service to persons with disabilities. In an effort to ensure that the 2026 Municipal Election is consistent with core principals of the Accessibility for Ontarians with Disabilities Act, 2005, this planning document was developed in advance of the election in order to identify measures to be taken and reported following the election.

Number and location of voting places

45 (1) The clerk shall establish the number and location of voting places for an election as he or she considers most convenient for the electors. 1996, c. 32, Sched., s. 45 (1).

Accessibility

(2) In establishing the locations of voting places, the clerk shall ensure that each voting place is accessible to electors with disabilities. 2009, c. 33, Sched. 21, s. 8 (23).

Plan re: barriers

(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. 2016. C. 15, s. 11.

Reports

(3) With 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. 2016. C. 15, s.11.

Variations for electors with visual impairments

43 (3) The clerk shall make sure changes to some or all of the ballots as he or she considers necessary or desirable to allow electors with visual impairments to vote without the assistance referred to in paragraph 4 of subsection 52 (1). 1995, c. 32, Sched., 41 (3); 2001, c 32, s. 30 (1).

OBJECTIVES

This plan is intended to highlight measures that the Town will be implementing to ensure equal opportunity for all electors and candidates. These objectives include:

- That all voting locations are accessible;
- That persons with disabilities are able to independently cast their vote and verify their selections;
- That persons with disabilities have full and equal access to all information on where and when to vote and on eligible candidates;
- That persons with disabilities can fully participate in the Municipal Election as an elector, candidate or election official;
- That efforts are made to ensure that electors with disabilities are aware of the accessibility measures available via channels such as the Administration Office, Post Office and Northern Bulletin Boards and the Town's website.

DEVELOPMENT OF THE PLAN

This plan is an active document which will be improved and updated as best practices are identified and new opportunities for improvement arise.

During the development process of the 2026 Municipal Election Accessibility Plan, the following steps were implemented:

1. Staff training standards and practices directly related to the Election were established to ensure that people with disabilities are able to vote in a positive customer service environment, and ensure that all Election Officials recognize that in every way possible a voter's needs are to be accommodated whenever possible; and
2. Following the Election, a report will be prepared on the identification, removal and prevention of barriers that affect electors and candidates with disabilities.

VOTING LOCATION

For the purpose of this plan, Voting Location includes the exterior parking and walkways associated with the location.

In order to ensure the Voting Location is accessible to electors with disabilities, a Voting Location Accessibility Audit Checklist will be completed prior to confirming the site as a voting location.

A comprehensive accessibility audit of the location has been conducted to ensure the voting location is accessible to electors with disabilities. The site location accessibility audit checklist is included as Appendix "B" to this document.

Accessible Route

An easily navigable route will be marked for entry into the voting location and into the voting area with the location. The voting area will be identified with clear and understandable signage.

Parking

Designated parking for electors with disabilities is to be provided in close proximity to the entrance of the Voting Location where possible. Accessible parking spaces will be clearly marked and will be on firm and level ground. Routine checks will be made to ensure all entrances remain barrier free through the course of the day.

Entrance/Exit to the Voting Location

All entrances to the Voting Location will be easy to access and barrier free. Every effort will be made to ensure that the door into the interior Voting Area is wide enough for a wheel chair, scooter, other assistive device or service animal to pass through safely and easily. Should doors into the interior Voting Area not be accessible the doors shall remain propped open for the duration of the voting hours. Routine checks of the entrance and exit routes will be made throughout the day.

Interior Voting Area

Assess to the interior Voting Area will be level and easily traversed. Any doormats or carpeting will be level with the floor to prevent potential tripping hazards. All voting areas are to be well lit and seating will be made available.

Support Persons

Electors with disabilities may be accompanied by a support person within the Voting Place. In addition, a Election Official in the Voting Place can assist the voter in casting their vote. Prior to entering the voting booth, the Election Official shall, in conjunction with the elector with the disability, determine the extent to which he/she needs assistance and the best way in which this assistance can be provided. This may actually be marking the ballot as directed by the person with the disability.

Assistive Personal Equipment

Electors with disabilities may use assistive personal devices including wheelchairs, walkers, white canes, walking canes, note taking devices, portable magnifiers, recording machines, assistive listening devices, personal oxygen tanks and devices for grasping.

Service Animals

An animal is a Service Animal if it is readily apparent that the animal is used by a person with a disability for reasons relating to his or her disability, for example, a guide dog wearing a harness. Service Animals will be permitted in voting places.

Vision Loss

Voting Place will be equipped with magnifying sheets to assist an individual with low vision.

Hearing Impaired, Deafness and Hearing Loss

Voting Place will be equipped with a pad of paper and pen to communicate with the hearing impaired if required.

Proxy Voting

An elector with a disability that is homebound or otherwise unable to go to a Voting Location may appoint another person to act as a voting proxy to cast a ballot on his or her behalf. The appointment must be made on the prescribed form available at the Town Administration Office. The person being appointed as a proxy will be required to take a statutory declaration before a Commissioner of Oaths. Town Office staff can administer the oath. Once completed, the voting proxy may be exercised at any advance voting location or on the final voting day. On the final voting day, the proxy must be exercised at the Voting location on behalf of the person who is unable to attend. The appointment of a proxy may only be made after 2:00 p.m. on Nomination Day, August 21, 2026, and is null and void after the final voting day.

Assistance to Candidates

Candidates and scrutineers are permitted to be accompanied by a service animal at the Voting Place.

Campaign Expenses

Expenses that are incurred by a candidate with a disability or a registered third party that are directly related to the disability and would not have been incurred but for the election to which the expenses relate, are excluded from the permitted spending limit for the candidate.

VOTING METHODS

Manual Voting

Voting location will be equipped with manual ballots that allows all voters, regardless of abilities, to make their selections privately. Voters will be handed a ballot with a Poll Clerks initials on one corner of the folded ballot. Voters will select a candidate by marking an X in the circle to mark their vote selections. Votes will be asked to return the ballot folded back the same way so the initials are visible to show the Poll Clerks and then put the ballot in the ballot box.

COMMUNICATIONS

The Town is required, as per the Accessible Customer Service Standard, to provide a copy of a document to a person with a disability, or the information contained in the document, in a format that takes into account the person's disability.

Alternate Formats

Alternate formats are other ways of publishing information besides regular print. Some of these formats can be used by everyone while others are designed to address the specific needs of a user. The Municipality and the person with a disability may agree upon the format to be used for the document or information.

In the event the information is not generated by the Municipality or is supplied by a third party, the Municipality will make every effort to obtain the information from the third party in an alternate format and/or will attempt to assist the Elector by providing assistive equipment.

General Election Materials

Large Print – Printed material generated by the Municipality will be provided in an Arial font, minimum 11 point, and can be made available in a font (print) size that is 16 to 20 points or larger.

Website – Information generated by the Municipality on the website in relation to the election will be compliant with WCAG 2.0 Level A and allow for assistive software to be utilized. In addition, website font can be adjusted within the browser's functionality to aid the user in reading the information

Service Disruptions

From time to time and/or for unforeseen circumstances beyond the Municipality's control, temporary service disruptions may be experienced. In the event of a temporary accessible service disruption, Election Officials will commit to making reasonable efforts to ensure that services are reinstated as quickly as possible and that alternative services are provided where feasible. In these instances of service disruptions, the Municipality shall provide reasonable notice in the event of a planned or unexpected disruption in the facilities or services usually used by persons with disabilities.

Notice of these temporary disruptions shall be provided in a conspicuous place and manner at the respective location and information shall also be posted on the Municipal website. This notice shall include information about the reason for the disruption, its anticipated duration, and a description of alternative facilities or services, if available.

Accessible services in relation to this plan include voting places, election materials and/or voting provisions for Electors with disabilities at the voting location.

FEEDBACK

The Town welcomes customer feedback on the identify areas where changes need to be considered and ways in which the Town can improve the delivery of an accessible election.

Feedback regarding the way the Town provides services to people with disabilities can be made by e-mail, verbally, and in writing. All written feedback will be directed to the Clerk:

Telephone: 705-336-2993

Fax: 705-336-2426

In Person or Mail: Town of Moosonee, PO Box 727, 5 First Street, Moosonee, On, P0L 1Y0

E-mail: info@moosonee.ca

Once received, the feedback is redirected to the appropriate director/manager/supervisor. In person feedback should be provided directly to the applicable manager/supervisor. We will respond to the candidate or elector directly within three business days providing an anticipated action and timeframe for a full response, where appropriate.

The feedback process provides election staff with an opportunity to take corrective measures to prevent similar recurrences, address training needs, enhance service delivery and provide alternative methods of providing election information and services.

ADDITIONAL INFORMATION

Town of Moosonee Website

www.moosonee.ca

Ministry of Municipal Affairs and Housing – Election website

This website contains information about municipal elections, the Province of Ontario 2026 Municipal Elections Candidates and Voters Guide as well as the Ministry's commitment to promote greater accessibility for electors and candidates with disabilities.

Service Ontario – e-Laws

This website contains all current statues including the Municipal Elections Act, 1996, the Ontarians with Disabilities Act, 2001, and the Accessibility for Ontarians with Disabilities Act, 2005.

**2026 MUNICIPAL ELECTION – VOTING LOCATION REVIEW
ACCESSIBILITY AUDIT CHECKLIST**

Facility Name:

Facility Address:

Audit date:

Audit conducted by:

	Criteria	Y/N	Comments
	ENTRANCE		
	Is the main public entrance a barrier free accessible one? (ext. & int.)		
	If not, is there an alternative entrance that is accessible?		
	Is the entrance well lit?		
	Is the entrance easy to see from the parking area?		
	PARKING LOT		
	Is there accessible parking available?		
	Are the accessible parking spots clearly marked with signs and parked on the pavement?		
	DOORS – Main Entrance		
	Do the doors have a minimum clear width of 860mm (34in) as measured between the door stop and the edge of the door in the 90-degree open position?		
	Are automatic doors provided?		
	If there is NO automatic door: Are lever handles or DShaped pulls provided?		
	Are the handles at an appropriate height (mounted between 900mm (35in)?		
	Is there a maneuvering space of 600mm (24in.) on both sides of the door?		
	FLOOR SPACE		
	Are the widths of corridors, hallways and paths wide enough (min 1.2m/4 ft.)?		
	Is the path of travel free of furniture or equipment?		
	Is adequate headroom height of minimum 2.03m (6 ft. 8in.) provided? (protruding objects)		

2026 MUNICIPAL ELECTION – VOTING LOCATION REVIEW

ACCESSIBILITY AUDIT CHECKLIST

	Is there space for wheelchair seating in the auditorium/ seating area(s)? (such as arena spectator, pool viewing area)		
	WASHROOM		
	Are accessible stall(s) located within the current washroom facilities?		
	If not, is there an accessible washroom(s) available to both males and females?		
	Please indicate the style of entrance into the washrooms with the accessible stalls: Airport style, Automatic, Push door.		
	Is there a clear turning space of 1.83m (6ft.) in diameter outside the accessible stall?		
	Is the accessible stall or facility 1.83m x 1.83m (6ft. x 6ft.)?		
	Are grab bars mounted on the wall behind the urinal and on the side wall?		
	Is the toilet flush control automatic or located on the side where the individual would transfer from?		
	Are faucets, fixtures, dispensers and light switches at an appropriate height?		

ADDITIONAL COMMENTS:

CLERK (SECTION 12(1))

A Clerk who is responsible for conducting an election may provide for any matter or procedure that,

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

DRO's AND OTHER ELECTION OFFICIALS (SECTION 15)

When it is necessary to conduct an election, the Clerk shall appoint a Deputy Returning Officer and may appoint other election officials for the election and for any recount that the Clerk considers are required.

The Clerk may delegate to a Deputy Returning Officer or other election official any of the Clerk's power or duties in relation to the election as he or she considers necessary. The Clerk may continue to exercise the delegated powers and duties despite the delegation. The delegation shall be in writing, "Delegation of Powers and Duties of Clerk".

There shall be a substitute qualified person appointed to attend to the elections details in the event the Clerk is unable to be present to conduct procedures on Voting Day.

***Clerk's Tip:** The Clerk should delegate all duties to someone in the event to Clerk is unavailable at any time during the election. This person will most likely be your DRO.*

The Returning Officer is required to complete and sign the "Oath of Returning Officer".

All other election staff are required to complete and sign the "Appointment and Preliminary Oath or Affirmation for Election Officials".

PROCEDURE AT THE VOTING PLACE

The voting place is to be open from 10:00am to 8:00 p.m. Voting Day will be Monday, October 26th, 2026.

The DRO and other election officials should arrive early enough to set up the voting place (at least one-half hour prior to opening). Ensure that all DROs have taken the oath and been appointed as per the "Appointment and Preliminary Oath or Affirmation for Election Officials".

All complaints regarding any and/or all breaches of secrecy shall be documented by the Election Officials as well as the questions and answers to the complaint and if deemed appropriate, the Clerk shall submit same to the Police for further investigation and prosecution.

When printing the Voter's List for use by election officials on Voting Day, ensure sufficient room in the margins to make required notations and comments. Also ensure that the font is large enough to allow for ease of reading.

The DRO should take the following to the voting station

- Ballot box and its contents
- Any other material issued by the Clerk
- Voting screens
- Handbook
- Food and beverages

Only election officials, qualified candidates and scrutineers may remain in the voting place throughout the day. One scrutineer appointed for each certified candidate for each ballot box in use at the voting place may be present- only the candidates or his/her scrutineer may be present, but not both. Scrutineers must present their certificate or appointment to the DRO.

It is the responsibility of the DRO to ensure the smooth operation of the voting station. If in the DRO's opinion, individuals present at the voting station are interfering with the process, then the DRO should report the problem to the Clerk.

SETTING UP THE VOTING STATION

- Ensure it is accessible
- Place the voter privacy screens in a location that ensures privacy
- Put pencils in the voting booths

STATUTORY PROVISIONS REGULATING VOTING PROCEDURES

Municipal Elections Act, 1996 (s.48, 49)

Prohibition	48 (1) While an elector is in a voting place, no person shall attempt, directly or indirectly, to influence how the elector votes.
No Election Campaign Material	(2) Without limiting the generality of subsection (1), no person shall display a candidate's election campaign material or literature in a voting place.
Secrecy	49 (1) Every person who is present in a voting place or at the counting of the votes shall help to maintain the secrecy of the voting.
Offences	(2) No person shall, a)interfere or attempt to interfere with an elector who is marking the ballot; b)obtain or attempt to obtain, at a voting place, information about how an elector has voted; or c) communicate any information obtained at a voting place about how an elector intends to vote or has voted.
Same, Revealing A Vote	(3) No elector shall, a)take a photograph or video recording of his or her marked ballot; or b)show his or her marked ballot to any person so as to reveal how he or she has voted, except in connection with obtaining assistance in voting under paragraph 4 of subsection 52 (1). 2016, c. 15, s. 36
No requirement Disclosure	(4) No person shall, in a legal proceeding relating to an election, be required to disclose how he or she voted at the election.

OFFENCES, PENALTIES AND ENFORCEMENT (SECTION 89 AND 90)

The principles and the integrity of the election process are enforceable.

Section 89 of the *Municipal Elections Act* provides for penalties and enforcement of corrupt practices and other offences during an election process. These include a person who:

- Votes without being entitled to do so;
- Votes more times than this *Act* allows;
- votes in a voting place in which he or she is not entitled to vote;
- Induces or procures a person to vote when that person is not entitled to do so;
- Having appointed a voting proxy that remains in force, votes otherwise than by the proxy;
- Having been appointed a voting proxy, votes under the authority of the proxy when the elector has cancelled the proxy, is no longer entitled to vote or has died;
- Before or during an election, publishes a false statement of a candidate's withdrawal;
- Furnishes false or misleading information to a person whom this *Act* authorizes to obtain formation;
- Without authority, supplies a ballot to anyone;
- Delivers to the DRO to be placed in a ballot box a paper other than the ballot DRO gave him/her;
- Takes a ballot away from the voting place;
- At an election, takes, opens or otherwise deals with a ballot, ballot box, or a book or package of ballots with having authority to do so;
- Attempts to do something described above.

In addition, under the provisions of Section 90(1) of the *Municipal Election Act*, if a person is convicted of an offence and the offence was committed knowingly, the offence also constitutes a corrupt practice.

Although many provisions of the *Municipal Elections Act* also deal with voting places, ballots and ballot boxes, etc. the same must be used interchangeably with the alternative forms of voting since the principle of the *Act* must be maintained and is therefore enforceable and subject to penalties.

As such, the Clerk has agreed to the following rules and regulations:

- That all complaints about actions which may contravene the provisions of the *Municipal Elections Act*, either verbally or written, will be reviewed by the Clerk and, if viewed by the Clerk to be valid and not frivolous, will be reported to the Police.
- The most senior officer of the Police will be advised that all such valid complaints will be turned over to his/her office for further investigation.

PENALTIES

An individual who is convicted of an offence is liable to penalties that include but are not limited to a maximum fine of \$25,000 and or a maximum of six (6) months.

Trade unions and corporations are subject to a maximum of \$50,000 if convicted.

Notice of Offence Notice of Corrupt Practice

Municipal Elections Act, 1996 (s.89)

Section 89 of the Municipal Elections Act, 1996 provides that a person is guilty of an offence, if he or she,

- (a) votes without being entitled to do so;
- (b) votes more times than the Act allows;
- (c) votes in a voting place in which he or she is not entitled to vote;
- (d) induces or procures a person to vote when that person is not entitled to do so;
- (e) having appointed a voting proxy that remains in force, votes otherwise than by the proxy;
- (f) having been appointed a voting proxy, votes under the authority of the proxy when the elector has cancelled the proxy, is no longer entitled to vote, or has died;
- (g) before or during an election, publishes a false statement of a candidate's withdrawal;
- (h) furnishes false or misleading information to a person whom this Act authorizes to obtain information;
- (i) without authority, supplies a ballot to anyone;
- (j) delivers to the deputy returning officer to be placed in a ballot box a paper other than the ballot the deputy returning officer gave him or her;
- (k) takes a ballot away from the voting place;
- (l) at an election, takes, opens or otherwise deals with a ballot, a ballot box, or a book or package of ballots without having the authority to do so;
- (m) attempts to do something described in clauses (a) to (l)

Section 90 of the said Act provides that if, when a person is convicted of an offence under Section 89, the presiding judge finds that the offence was committed knowingly, the offence also constitutes a corrupt practice.

EMERGENCIES (SECTION 53)

The Clerk may declare a emergency if he/she is of the opinion that circumstances have arisen that are likely to prevent the election being conducted in accordance with this *Act*.

On declaring an emergency, the Clerk shall make such arrangements as he/she considers advisable for the conduct of the election.

The arrangements made by the Clerk, if they are consistent with the principles of this *Act*, prevail over anything in this *Act* and the regulations make under it.

The emergency continues until the Clerk declares that it has ended.

If made in good faith, the Clerk's declaration of emergency and arrangements shall not be reviewed or set aside on account of unreasonableness or supposed.

It shall be the policy that in the event of an emergency, as determined by the Clerk, that the Clerk shall to the best of their ability advertise such emergency.

If required, the Clerk may consider alternate options for the following:

- Reporting results
- Notification of electors
- Election Officials
- Voting period (delay of Voting Day, extension of voting hours or day(s))
- Alternate voting place or alternate facility.

If any part of the voting for an office is not completed, do not release results until the voting for that office is completed.

Town of Moosonee
DUTIES AND RESPONSIBILITIES OF
ADVANCE VOTE - POLLING CLERK

IDENTIFYING INFORMATION

Position: Advance Vote - Polling Clerk
Report to: Clerk

Delegation of Powers and Duties:

The *Municipal Elections Act, 1996* authorizes the Clerk to “appoint any other election officials for the election and for any recount that the Clerk considers are required”.

“Polling Clerk” shall be defined as an election official appointed by the Clerk or Assistant Returning Officer to assist the Deputy Returning Officer in the performance of his or her duties in relation to the conduct of the 2026 Municipal Election.

Goals and Objectives:

To maintain the integrity of the election process and to assist in carrying out the election

Responsibilities:

All the duties/responsibilities of the Polling Clerk shall be carried out in accordance with the Municipal Elections Act, 1996 and the procedure set out and/or approved by the Clerk.

Advance Vote – Pre Voting Day

- Assist the Deputy Returning Officer with verifying the supplies
- Familiarize themselves with the election ballots, forms, oaths, voter’s lists, and voting place
- Familiarize themselves with the *Municipal Elections Act* and the procedures for conducting a vote

Advance Vote – Voting Day – Wednesday, October 21st, 2026

A. Before the Opening of the Voting Place

Responsibilities include:

- Arrive at the voting place one-half hour prior to the opening of the voting place
- Assist the DRO with their responsibilities preparing the voting area for receiving electors

B. During Voting Hours

Responsibilities include:

- Assist the DRO in ensuring the conduct and integrity of the voting process
- Maintain their copy of the Voter's List by crossing the elector's name off their copy of the voting list

C. After the Close of the Voting Place

Responsibilities include:

- Assist the DRO with dismantling and closing the voting place

D. Voting Day – Monday, October 26th, 2026

The Advance Polling DRO and Voting Clerk will carry out the following responsibilities:

Responsibilities include:

- Assist the DRO with the counting of the ballots accurately and in a timely manner
- Complete the prescribed election forms
- Take required oaths

TOWN OF MOOSONEE

DUTIES AND RESPONSIBILITIES OF ADVANCE VOTE - DEPUTY RETURNING OFFICER

IDENTIFYING INFORMATION

Position: Advance Poll - Deputy Returning Officer
Reports To: Clerk

Delegation of Power and Duties:

The *Municipal Elections Act, 1996* authorizes the Clerk to “appoint any other election officials for the election and for any recount that the Clerk considers are required”.

“**Deputy Returning Officer**” (DRO) shall be defined as an election official appointed by the Clerk or Assistant Returning Officer to assist the Clerk in the performance of his or her duties in relation to the conduct of the 2026 Municipal Election.

Goals and Objectives:

To maintain the integrity of the election process and to assist in carrying out the election.

Responsibilities:

All the duties/responsibilities of the Deputy Returning Officer shall be carried out in accordance with the *Municipal Elections Act, 1996* and the procedure set out and/or approved by the Returning Officer.

ADVANCE VOTE – PRE VOTING DAY

- Verify the supplies received
- Familiarize themselves with the election ballots, forms, oaths, voter’s lists, and voting place
- Sign Certificate and Receipt of Ballots

Town of Moosonee
DUTIES AND RESPONSIBILITIES
OF THE POLLING CLERK

IDENTIFYING INFORMATION

Position: Polling Clerk
Report to: Clerk

Delegation of Powers and Duties:

The *Municipal Elections Act, 1996* authorizes the Clerk to “appoint any other election officials for the election and for any recount that the Clerk considers are required”.

“Polling Clerk” shall be defined as an election official appointed by the Clerk or Assistant Returning Officer to assist the Deputy Returning Officer in the performance of his or her duties in relation to the conduct of the 2026 Municipal Election.

Goals and Objectives:

To maintain the integrity of the election process and to assist in carrying out the election.

Responsibilities:

All the duties/responsibilities of the Polling Clerk shall be carried out in accordance with the Municipal Elections Act, 1996 and the procedure set out and/or approved by the Clerk.

Pre Voting Day

- Assist the Deputy Returning Officer with verifying the supplies
- Familiarize themselves with the election ballots, forms, oaths, voter’s lists, and voting place
- Familiarize themselves with the Municipal Elections Act and the procedures for conducting a vote

Voting Day

A. Before the Opening of the Voting Place

Responsibilities include:

- Arrive at the voting place one-half hour prior to the opening of the voting place

- Assist the DRO with their responsibilities preparing the voting area for receiving electors

B. During Voting Hours

Responsibilities include:

- Assist the DRO in ensuring the conduct and integrity of the voting process
- Maintain their copy of the Voter's List by crossing the elector's name off their copy of the voting list

C. After the Close of the Voting Place

Responsibilities include:

- Assist the DRO with the counting of the ballots accurately and in a timely manner
- Complete the prescribed election forms

TOWN OF MOOSONEE

DUTIES AND RESPONSIBILITIES OF THE DEPUTY RETURNING OFFICER

IDENTIFYING INFORMATION

Position: Deputy Returning Officer
Reports To: Clerk

Delegation of Power and Duties:

The *Municipal Elections Act, 1996* authorizes the Clerk to "appoint any other election officials for the election and for any recount that the Clerk considers are required".

"Deputy Returning Officer" (DRO) shall be defined as an election official appointed by the Clerk or Assistant Returning Officer to assist the Clerk in the performance of his or her duties in relation to the conduct of the 2026 Municipal Election.

Goals and Objectives:

To maintain the integrity of the election process and to assist in carrying out the election.

Responsibilities:

All the duties/responsibilities of the Deputy Returning Officer shall be carried out in accordance with the *Municipal Elections Act, 1996* and the procedure set out and/or approved by the Returning Officer.

VOTING DAY

A. Before the Opening of the Voting Place

Responsibilities include:

- Arrive at the voting place one-half hour prior to the opening of the voting place
- Open and set up the voting place

B. During Voting Hours

Responsibilities include:

- Ensuring the conduct and integrity of the voting process
- Determine the eligibility of voters
- Ensure that all ballots are accounted for
- Close the poll at 8:00 p.m.

C. After the Close of Voting Place

Responsibilities include:

- Conduct the counting of the ballots accurately and in a timely manner
- Decide whether a ballot is to be counted or not
- Complete the prescribed election forms including final Oath
- Seal the ballot box and immediately return all election materials and the ballot box to the Clerk

Town of Moosonee

DUTIES AND RESPONSIBILITIES

OF THE ELECTION ASSISTANT

IDENTIFYING INFORMATION

Position: Election Assistant
Report to: Clerk

Delegation of Powers and Duties:

The *Municipal Elections Act, 1996* authorizes the Clerk to “appoint any other election officials for the election and for any recount that the Clerk consider are required”.

“**Election Assistant**” shall be defined as an election official appointed by the Clerk to assist the Clerk in the performance of his or her duties in relation to the conduct of the 2026 Municipal Election.

Goals and Objectives:

To maintain the integrity of the election process and to carry out the election process.

Responsibilities:

All the duties/responsibilities of the Election Assistant will be assigned by the Clerk.

Pre-Voting Day

- Familiarize themselves with the *Municipal Election Act*
- Complete any other duties as assigned by the Clerk

Voting Day

Before the Opening of the Voting Place

Responsibilities as assigned by the Clerk

During Voting Hours

Responsibilities as assigned by the Clerk

After the Close of the Voting Place

- Responsibilities as assigned by the Clerk
- Take required oaths

ADVANCE VOTE

Wednesday, October 21st, 2026

A. Before the Advance Opening of the Voting Place

Responsibilities include:

- Arrive at the voting place one-half hour prior to the opening of the voting place
- Open and set up the voting place

B. During Voting Hours

Responsibilities include:

- Ensuring the conduct and integrity of the voting process
- Determine the eligibility of voters
- Ensure that all eligible voters who request a ballot/voting kit receive a ballot/voting kit
- Administer any oaths as may be required
- Ensure that all ballots are accounted for
- Close the poll at 8:00 p.m.

C. After the Close of the Voting Place

The DRO is responsible for sealing the ballot box and immediately returning it and all other election material to the Clerk for safekeeping until voting day.

D. Voting Day – Monday, October 26th, 2026

The Advance Poll DRO and Poll Clerk at the Municipal Office at 8:00 p.m. on the Monday, October 26 to carry out the following responsibilities:

- Conduct the counting of the ballots accurately and in a timely manner
- Decide whether a ballot is to be counted or not
- Complete the prescribed election forms including final Oath
- Seal the ballot and immediately return all elections materials and the ballot box to the Clerk

ADVANCE VOTE (SECTION 43)

Advance votes are set by Council by By-Law as per "Advance Vote By-Law". This By-Law must be passed by Council at least 30 days before voting day, setting dates and times.

Cell phones SHALL be turn off upon entering the voting place and their use is prohibited in the voting place.

The DRO is responsible for sealing the ballot box and immediately returning it and all other election material to the Clerk for safekeeping until voting day.

As soon as possible after the close of the advance vote, the advance vote DRO's must deliver a list of names, of all the person who voted at the advance vote to the Clerk.

The Clerk shall, if required by any candidate or their scrutineer, provide a copy of this list to the candidate during normal office hours.

The Clerk shall ensure Voting Day lists are updated to reflect voting that look place at an advance vote.

The Clerk shall, on the day the advance vote is to be held, receive from the DRO after the close of the vote, the ballot box and other materials and documents for safekeeping.

Ballots are counted by the DRO's and other election officials after the close of the vote (8:00 p.m.) on Voting Day.

Town of Moosonee

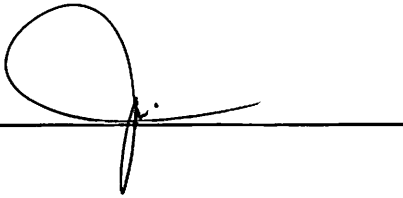
CERTIFICATE AS TO LOCATION OF VOTING PLACE

The Town of Moosonee Voting Place.

The building located at the 5 First Street and known as the Town of Moosonee Administration Office owned by the Corporation of the Town of Moosonee shall be used as a voting place in the Municipal Election to be held on October 26th, 2026.

The hours the Voting Station will be required will be from 9:30 a.m. until 9:30 p.m. or until count is complete. Said area will be in compliance with the requirements of the *Municipal Elections Act, 1996 Section 45*.

Clerk

A handwritten signature in black ink, consisting of a large loop and a horizontal line extending to the right, positioned above a solid horizontal line.

COUNT PROCEDURES (SECTION 54)

After 8:00 p.m. upon delivery of all the ballot boxes, the Election Officials shall open the ballot box and proceed to count and record in the following order:

In the case of an election for office, the number of votes for each candidate

- Head of Council
- Councillor
- English Language Separate School Trustee
- English Language Public School trustee – MPS
- English Language Public School Trustee – NLSSB

Ballots shall be sorted into the following “Used/Counted”, “Used/Rejected” and “Unused Ballots”.

REJECTION OF BALLOTS

The DRO shall reject from the count all ballots and votes on a ballot that do not comply with the following prescribed rules. (*O. Reg. 101/97*)

- All votes on a ballot, if the ballot,
 - Was not supplied by the Deputy Returning Officer or Clerk
- or
- Contains writing or marks that may identify the elector, or is torn, defaced and otherwise dealt with by the elector in a way that may identify him or her;
- All votes in a ballot for an office, if votes have been cast for more candidates for the office than are to be elected;
- Any vote in a ballot, if the vote is not marked inside the space provided for marking the ballot.

The DRO/Clerk shall:

- Decide all objections;
- Prepare a list in which the objections are summarized and individually numbered;
- Write the number of each objection on the back of the relevant ballot and initial the number;
- To count the ballots as required by legislation and make decisions related to the ballots as noted above.

MATERIALS TO BE DELIVERED BY DRO TO CLERK (SECTION 55)

As soon as possible after counting the votes, the DRO shall:

- Prepare a statement supplied by the Clerk, in duplicate, showing the results of the election at the voting place or counting location;

- Place the ballots in the designated sealed envelopes and all other materials and documents related to the election except the original statement of results and application forms to amend the Voter's List in the ballot box;
- Seal the ballot box;
- Deliver ballot box and original statement of results to the Clerk;
- not give a copy of the statement of results to anyone but the Clerk. Scrutineers or Candidate's receive statement of results from the Clerk.

ADVANCE VOTE COUNT (SECTION 43 (5))

The Clerk shall on each day the advance vote is held, receive from the DRO after the close of the vote, the ballot box and other materials and documents for safekeeping at the Municipal Office.

Ballots are counted by the DRO and other election officials after the close of the vote (8:00 p.m.) on Voting Day. Candidates, except a candidate declared elected by acclamation, or scrutineers are entitled to be present.

BALLOT COUNTING CENTRE

The Municipal Office at 5 Frist Street, Moosonee will be established as the Ballot Counting Centre. Only the Clerk, Deputy Returning Officers, appointed Election Officials, certified Candidates (an acclaimed candidate or their scrutineer is NOT permitted) and authorized Scrutineers will be permitted to remain in the Ballot Counting Centre.

The doors to the Ballot Counting Centre will be locked at 8:00 p.m. on October 26th, 2026 and only Election Officials will be allowed to enter thereafter. Candidate's and scrutineers are to arrive between 7:45 p.m. and 8:00 p.m.

Anyone who is creating a disturbance at a Ballot Counting Centre will be removed as directed by the Clerk.

Cell phones and other equipment SHALL be turned off upon entering the Ballot Counting Centre and their use is prohibited while in the Ballot Counting Centre, except by Election Officials.

COUNTING THE VOTES

One scrutineer appointed for each certified candidate for each poll in use at the Ballot Counting Centre may be present – only candidate or his/her scrutineer may be present but not both.

After 8:00 p.m. the Election Officials shall open the ballot box and proceed to count and record in the following order:

In the case of an election for office, the number of votes for each candidate

- Head of Council
- Councillor

- English Language Separate School Trustee
- English Language Public School trustee – MPS
- English Language Public School Trustee – NLSSB

The first Election Official shall read the vote.

The second Election Official shall record the vote on the “Tally Sheet”.

Ballots shall be sorted into the following “Used/Counted”, “Used/Rejected”, “Used/Objected to”, “Unused Ballots” and “Used/Unmarked”.

Candidates and scrutineers shall not interfere with the vote count in any manner. Should they do so, they shall be requested to leave the facility.