



Internet and Telephone Voting Election Policies and  
Procedures for the City of Barrie 2026 Municipal and School  
Board Elections



Approved on May 29, 2026 by the Clerk / Returning Officer of City of Barrie

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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.

## 1.0 Authority

1. The *Municipal Elections Act*, 1996, S.O., 1996, c.32, as amended (the “Act”) in subsection 42(3) requires that the Clerk establish procedures for Alternative Voting methods authorized by by-law.
2. The Barrie City Council adopted By-law 2019-092 on November 4, 2019, authorizing the use of an alternative voting method, that being the Internet and Telephone Voting method.
  - a) The City of Barrie awarded a contract to Voatz for the Internet and Telephone Voting service for the 2026 Municipal and School Board Elections.
3. Subsection 11(2) of the *Municipal Elections Act* states that the Clerk of a local municipality has responsibility for conducting elections within that municipality and responsibility for:
  - 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). 1996, c. 32, Sched., s. 11 (2); 2009, c. 33, Sched. 21, s. 8 (7).
4. Section 12 of the Act also gives the Clerk as Returning Officer the authority to provide for any matter or procedure for which there is otherwise no provision in an Act or regulation, but which is, in the Clerk’s opinion, necessary or desirable for conducting the 2026 Municipal and School Board Elections. With respect to the duties and authority of a Clerk, the *Municipal Elections Act* further states as follows:
  - a) 12(1) A Clerk who is responsible for conducting 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.
  - b) 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.
  - c) 12(3) 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.
  - d) 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.
  - e) 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.
5. These procedures apply to the 2026 Municipal and School Board Elections in accordance with subsection 42(3) of the Act.

6. Where these procedures do not provide for any matter related to the election to which these procedures apply, the matter will be conducted in accordance with the principles of the Act. These principles are generally recognized to include the following:
  - a) The secrecy and confidentiality of individual votes is paramount;
  - b) The election should be fair and non-biased;
  - c) The election should be accessible to the voters;
  - d) The integrity of the process should be maintained throughout the election;
  - e) There is to be certainty that the results of the election reflect the votes cast;
  - f) Voters and Candidates should be treated fairly and consistently; and
  - g) The proper majority vote governs by ensuring that valid votes be counted and invalid votes be rejected so far as is reasonably possible.
  
7. Subsection 42(4), states that:
  - a) The Clerk shall provide the procedures and forms on or before June 1 in the year of the election (in case of regular election).
  - b) The procedures and forms established by the Clerk, if they are consistent with the principles of the Act, prevail over anything in the Act and the regulations made under it.
  
8. The *Municipal Elections Act*, more specifically Section 53, also provides that the Clerk may declare an emergency if they are of the opinion that circumstances have arisen that are likely to prevent the election being conducted in accordance with this Act and provides the authority to the Clerk to make arrangements for the proper conduct of the election. Any arrangements made by the Clerk, if they are consistent with the principles of the *Municipal Elections Act*, prevail over anything in the Act and the regulations and all such arrangements, if made in good faith, shall not be reviewed or set aside on account of unreasonableness or supposed unreasonableness.
  - a) The most up to date version of these procedures will be available on the City of Barrie website.

Therefore, as Clerk of the City of Barrie and Returning Officer for the 2026 Municipal and School Board Elections, I do hereby certify and approve the following procedures for conducting the 2026 Municipal and School Board Elections and also establish that the attached forms are the forms permitted to be used during this election process.



Signature of City Clerk/Returning Officer

Date Approved: May 29, 2026

## 2.0 Definitions

- a) **Act** means the *Municipal Elections Act*, S.O., 1996, c.32, as amended from time to time.
- b) **Alternative Voting** means voting by telephone or via the internet and includes a combination of telephone and internet voting.
- c) **Advance Voting** means voting conducted between the hours of 10:00 a.m. beginning on October 16, 2026 and ending before 10:00 a.m. on Voting Day.
- d) **Ballot** means either an image on a computer screen, or any web enabled device, of a ballot card for an election to be voted for, including all choices available to the electors and containing spaces in which the electors mark their votes; or when voting using a telephone or wireless phone, an audio set of instructions which describe all choices available to the electors and instruction to mark their selection by depressing the numbered touchtone keypad.
- e) **Ballot Box** means a computer database in the system where internet and telephone Ballots are cast.
- f) **Candidate** means a person who has been officially nominated under Section 33 of the *Municipal Elections Act*, 1996.
- g) **Certified Candidate** means a candidate whose nomination has been certified by the municipal Clerk under Section 35 of the *Municipal Elections Act*, 1996.
- h) **Clerk** means the Clerk of Barrie who is responsible for conducting this election under the authority of the *Municipal Elections Act*, 1996, as amended. (This legislation provides that the Clerk of a municipality may provide for any matter that is not otherwise provided for in an Act or regulation and is, in the Clerk of the municipality's opinion, necessary or desirable - Section 12 of the *Municipal Elections Act*).
- i) **Computing Device** means an electronic device that may access the internet, including, but not limited to a computer, laptop, tablet, or mobile device.
- j) **Election official** means the Clerk or other person(s) appointed in writing by the Clerk to carry out election duties under the *Municipal Elections Act*, 1996. An election official can only carry out the tasks and duties assigned in writing by the Clerk and must take the prescribed oath.
- k) **Eligible Elector** means a person who is entitled to be an elector at an election held in the local municipality, if on voting day they meet the qualifications outlined in Section 17(2) and 17(3) of the *Municipal Elections Act*, 1996.
- l) **In-Person Voting** means a Voter Assistance Centre established by the City of Barrie, which uses City controlled Computing Devices.
- m) **Internet and Telephone Voting System** means the technology and software that records, processes, stores, and counts the Ballots cast. "Internet Voting System", "Telephone Voting System", and "Internet and Telephone Voting System" shall have the same meaning.
- n) **Internet and Telephone Voting System Provider** means the vendor chosen by the City of Barrie, Voatz, to provide the technology and software that records, processes, stores, and counts the Ballots cast.
- o) **Normal Business Hours** means the time between 8:30 a.m. and 4:30 p.m. Monday through to and including Friday and excludes statutory holidays.

- p) **Personal Identification Number (PIN)** means a unique multiple digit number assigned by the Voatz System to each voter to provide security for access to the voting system.
- q) **Preliminary List of Electors** means a list of electors for City of Barrie compiled by Elections Ontario and provided to the City of Barrie on August 14, 2026.
- r) **Satisfactory Identification** means (one or more pieces of identification or personal information which would verify the identity of an individual to the satisfaction of the Election Official) the identification required under the *Municipal Elections Act*, 1996 (Ontario Regulation 304/13) which would provide proof of identity and residence of an individual to the satisfaction of an election official. See Appendix A for a list of acceptable identifications, which must be an original, certificate or notarial copy and shall show the person's name and qualifying address.
- s) **Script** means all information flow and system prompts from the Voatz System including instructions, informational messages, error messages, and exceptions.
- t) **Scrutineer** means an individual, appointed in writing by a certified candidate, to represent him or her during the voting process.
- u) **Support person** means a person who has been requested by an elector to assist him or her in the voting process.
- v) **Voter Assistance Centre** means a location provided by City of Barrie to assist electors with the Internet and Telephone Voting process or other general election inquiries, including revisions to the Voter's List. Voter Assistance Centres are located at five (5) City facilities: City Hall, Parkview Centre, East Bayfield Centre, Allandale Recreation Centre and Peggy Hill Team Community Centre.
- w) **Voters' List** means the Preliminary List of Electors, as corrected by the Clerk, under the provisions of Section 22 of the Act.
- x) **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 in a regular election is the fourth Monday in October, being October 26, 2026.
- y) **Voting Period** means the time between the first day for Eligible Voters to cast their Ballots, being October 16, 2026 at 10:00 a.m. to the last day of voting, October 26, 2026 at 8:00 p.m.
- z) **Voter Information Letter** means a document addressed to an Eligible Voter that contains a Personal Identification Number (PIN) and other information such as the Voter Help Line phone number, a URL and phone number for voting, and a list of Voter Assistance Centre locations and hours of operation. These letters shall be mailed individually, or provided as required, to every person on the Voters' List.

### 3.0 Application

1. This procedure has been developed under the authority of Subsection 42(4) pursuant to Subsection 42(3)(a)(ii) of the *Municipal Elections Act* and applies to the 2026 Municipal and School Board Elections Internet and Telephone Voting method being conducted by the City of Barrie between October 16, 2026 and October 26, 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 *Municipal Elections Act*.
3. Where these procedures do not provide for any matter, the election shall be conducted as far as is consistent and practical within the principles of the *Municipal Elections Act* with the same being determined and established by the Clerk.
4. These procedures may be amended, as necessary and deemed appropriate, by the Clerk. Any amendment to these procedures shall be signed by the Clerk and a copy of the amendment(s) shall be provided forthwith by the method deemed appropriate by the Clerk, to all certified candidates for the 2026 Municipal and School Board Elections.

## 4.0 Secrecy

1. The Clerk shall require all election official(s) 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.
2. No person shall interfere or attempt to interfere with an elector while in the process of accessing the Internet and Telephone Voting service or interfere or attempt to interfere in the voting process while using the Internet and Telephone Voting service unless expressly requested and authorized by an elector asking for assistance.
3. 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.
4. No person shall communicate any information that might have been inadvertently obtained about how an elector intends to vote or has voted.
5. No elector shall reveal how they intend to vote except when obtaining assistance in voting from either a support person or an election official.
6. All electors voting at a Voter Assistance Centre may vote with the assistance of a support person; however, the support person shall be required to take the appropriate oath prior to providing assistance.
7. 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 "Corrupt Practices and Other Offenses - Penalties and Enforcement" under Sections 89 through 94 of the Act.

## 5.0 Candidate Nominations

1. Filing nomination papers:
  - a) Nomination Papers may be filed in person at the City of Barrie Legislative Services Office from May 1, 2026 to August 20, 2026 during Normal Business Hours, and between 9:00 am and 2:00 pm on Friday August 21, 2026 (Nomination Day), for the following offices:
    - i. Mayor
    - ii. Councillor
    - iii. Members - Simcoe County District School Board
      - Ward 1 - City of Barrie Wards 1, 2, and 3
      - Ward 2 - City of Barrie Wards 4, 5, and 6
      - Ward 3 - City of Barrie Wards 7, 8, 9, and 10
    - iv. Members - Simcoe Muskoka Catholic District School Board
      - Ward 1 - City of Barrie Wards 1, 2, 3, and 5
      - Ward 2 - City of Barrie Wards 4, 6, 7, 8, 9, and 10
    - v. Member - Conseil scolaire Viamonde
    - vi. Member – Conseil scolaire catholique MonAvenir
2. *Municipal Freedom of Information and Protection of Privacy Act:*
  - a) Upon filing, nomination papers become part of the public record and shall be available for public inspection in the Clerk's Office upon request.
  - b) Upon receiving nomination papers, the Candidate's name will be posted to the City of Barrie's website. Candidates will complete a consent form regarding the disclosure of their contact information. The information consent to for disclosure will be posted with the candidate's name on the City's website.
3. The Clerk shall retain Candidate financial statements, third party advertiser financial statements, and auditor's report as required by the Act.
4. Certification of Candidate Nomination Papers
  - a) The Clerk shall examine each nomination paper filed with the City of Barrie Clerk and, if satisfied the person is qualified to be nominated and that the nomination complies with the Act, the Clerk shall certify the nomination paper before August 24, 2026 at 4:00 p.m. If not satisfied, the Clerk shall reject the nomination and shall notify the person who sought to be nominated and all other Candidates for that office.
  - b) The Clerk's decision to certify or reject a nomination is final.

## 6.0 Third Party Advertiser Registrations

1. In accordance with Section 88.6 of the Act, eligible third party advertisers may file a Notice of Registration with the Clerk on the prescribed form and with a declaration of qualification.
2. Registrations can be filed starting with the opening of the nomination period on May 1, 2026 until the Friday before Voting Day, during Normal Business Hours, which is Friday October 23, 2026 until 4:30 pm.

## 7.0 Voter Qualifications

1. A person is entitled to be an elector at an election held in a local municipality if, on Voting Day, October 26, 2026 they are:
  - a) A Canadian citizen,
  - b) At least 18 years old,
  - c) Resides in the local municipality, or is the owner or tenant of land in the local municipality, or the spouse, or same-sex partner of such a person; and
  - d) Not prohibited from voting under subsection 17(3) of the *Municipal Elections Act*, 1996 or otherwise, by law.

## 8.0 Preliminary List of Electors / Voters' List

1. The Preliminary List of Electors shall be received from the Elections Ontario to the Clerk and Datafix in an electronic format August 14, 2026.

The list shall be reviewed by the Clerk of the City of Barrie obvious errors shall be corrected as permitted under Section 22 of the *Municipal Elections Act*, and the list shall be approved for use as the Voters' List.

  - a) The list shall then be reproduced in paper or electronic format and distributed to those who are entitled to copies under Subsections 23(3), (4) and (5) of the Act.
  - b) All certified candidates shall be entitled to two (2) copies or an electronic format and shall sign a statement acknowledging that the Voters' List shall not be used for any commercial purposes.
  - c) The list shall be available in an electronic format to accommodate the administration in the voting process at the Voter Assistance Centre(s).
  - d) Additions, corrections and deletions may be made to the list in accordance with the *Municipal Elections Act*, 1996.
  - e) The Clerk and/or the Voatz System shall produce an electronic list of the additions, corrections and deletions, and make available online 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. This list, as required under Section 27 of the *Municipal Elections Act*, shall be available electronically. Access to the electronic Voters' List will be available September 1, 2026 and access to the

electronic List of Changes to the Voter's List will be available after September 20, 2026.

- f) The Voters' List, as corrected by the Clerk pursuant to Section 22 of the *Municipal Elections Act*, 1996 shall be provided to the Internet and Telephone Voting System Provider, Voatz, in computer format in order for the Voatz System to manage the Voter Information Letter.
  - g) Voter Information Letters shall be distributed by first class mail or delivered as required, to all eligible electors to enable them to use the Internet and Telephone Voting service.
2. The Voter Assistance Centre(s) shall be responsible for the following:
- a) Eligible electors who attend the Voter Assistance Centre(s) and are not on the Voters' List will be able to be added to the list, or update their information on the list, by filling out a revision form and providing satisfactory identification.
    - i. Their names will be added to the Voters' List, or their information updated, and they will be assigned and receive (or mailed) a Voter Information Letter containing a (PIN); and
    - ii. They will be able to vote at the Voter Assistance Centre(s) if they wish during the voting period.
  - b) Verifying and re-issuing a Voter Information Letter to qualified voters:
    - i. Where a person on the Voters' List has lost their Voter Information Letter or did not receive it in the mail, or does not have access to it, they can attend (or prove to the satisfaction of the authorized Election Official that they require a new PIN) at a Voter Assistance Centre in order to receive a new one. The authorized election official will disable the voter's lost Personal Identification Number (PIN) and electronically mark it in the system (as having been lost) with the appropriate details. Upon providing satisfactory identification to an election official, an oath shall be taken by the voter and a new Voter Information Letter containing a new Personal Identification Number (PIN) shall be issued.
  - c) Verifying and re-issuing a Personal Identification Number (PIN) to qualified voters:
    - i. Where a person on the Voters' List has lost their Personal Identification Number (PIN), has not received it in the mail, or does not have access to it, they can attend a Voter Assistance Centre in order to receive a new one. The authorized election official will disable the voter's previous PIN and electronically mark it in the system with the appropriate details. Upon providing satisfactory identification or information to a Voter Assistance Centre election official, as may be defined, a new Personal Identification Number (PIN) shall be issued.

## 9.0 Notices

1. The Clerk of the City of Barrie shall notify voters of the following election information through the use of advertisements:
  - a) That 2026 Municipal and School Board Elections are being held for the City of Barrie and that the municipality has adopted an alternative voting method (and the manner in which electors may use the alternative voting method), being Internet and Telephone Voting;
  - b) The dates, times and locations for the holding of the vote including advance voting, and the methods of voting for each;
  - c) The office(s) of the council and/or school boards;
  - d) That voting proxies are not permitted;
  - e) Who is eligible to vote in the 2026 Municipal and School Board Elections;
  - f) In addition to the voting period between October 16, 2026 to October 26, 2026, any additional hours beyond regular office hours that will be offered for qualified electors to add or correct the Voters' List.
  - g) The locations, dates, and hours of operation of the Voter Assistance Centres, how residents can check to see if their name is on the Voters' List and the procedures by which their name can be added or information corrected on the Voters' List.
  
2. At the Clerk's discretion, notices will be posted on the City's website and social media platforms. All notices shall be made available in English and French.  
The following essential notices shall be issued:
  - a) Notice of Election;
  - b) Notice of Revision of Voters' List;
  - c) Notice of Nominations; and
  - d) Certified Election Results.The Clerk reserves the right to publish additional advertisements and notices as deemed appropriate.
  
3. Where possible, cooperative advertising may take place - costs to be approved and shared by the participating municipalities.
  
4. Each person on the Voters' List shall be mailed, by "first-class" mail, a sealed Voter Information Letter containing:
  - a) Their Personal Identification Number (PIN), the telephone number(s) to call to cast a vote, and the designated internet address (URL) to access to cast a vote using the internet;
  - b) Instructions on how to vote;
  - c) Dates and hours of voting; and
  - d) The locations and telephone number of the Voter Assistance Centres and Voter Help Desk.
  
5. All Voter Information Letters shall be made available in English only.

## 10.0 Scrutineers

1. Scrutineers may be appointed, in writing by the candidate, as stated under Section 16 of the Act. If appointed, scrutineers will be entitled to the following:
  - a) Upon request and after producing the properly signed appointment of Scrutineer form and prescribing to the oath(s) of secrecy, they may attend a Voter Assistance Centre(s) during hours of operation to observe the process. 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 Voter Assistance Centre immediately. Their appointment will be revoked and they will not be permitted to re-attend a Voter Assistance Centre.
  - b) To be present at the time and place where the voting period is opened and when the results are received by the Clerk, including signing the zero total reports and the results report indicating the final results and votes cast.
2. Use of a cellular telephone or any other electronic device shall NOT BE PERMITTED within a Voter Assistance Centre by any candidate or scrutineer.

## 11.0 Voting

1. An Internet and Telephone Voting method shall be used for the City's 2026 Municipal and School Board Elections.
  - a) Internet and Telephone:
    - i. Eligible voters shall be required to telephone a designated number or access a designated internet address and cast their vote;
    - ii. Every eligible elector shall be limited to only one vote through the use of a PIN distributed by first class mail, or hand-delivered as required, in a sealed and personalized Voter Information Letter;
    - iii. The Voatz System will allow the eligible voter to vote using a telephone or the internet;
    - iv. Following the voter's selection, the voting system response shall identify the voter's choice and provide the voter with the option of changing or confirming their vote;
    - v. The voting system shall enable the voter to decline from voting if they wish to do so; and
    - vi. Once the PIN has been used to complete all assigned races associated with the election it cannot be used again, and further access shall not be granted to the Telephone/Internet Voting service to vote again.
  - b) Voting will commence on October 16, 2026 at 10:00 am and run continuously until October 26, 2026 at 8:00 pm.
2. Prior to the Voatz system activation, being on October 16, 2026 at 10:00 am authorized election officials will generate the confirmation report that contains all candidate names

running for an office (through the Voatz System by secure ID and password). The report displays in real time the sum total of votes cast for each candidate running for an office. The timing of this report activity ensures that all totals for all candidates confirms the zero (0) votes before the electronic election begins. The Voatz System will be activated unless any of the counts associated with the candidate names do not indicate a zero total, and unless directed otherwise by an election official.

3. Candidates or their scrutineer may be present to verify and ensure that all totals of votes cast are at zero (0) and shall be permitted to sign a document that attests to this fact.
4. Voatz System will make available online through DataFix's VoterView system, a list to the Clerk and any other appropriate individuals of the City of Barrie, of all Voters' List individuals by order of polling subdivisions and wards, who have voted during the voting period if such an event has taken place. The names of individuals who have voted will be marked as voted. A list of voters who have voted will be provided or made available to the candidates or their respective scrutineer through the Legislative Services Office by electronic means by the DataFix's VoterView system at the Clerk's discretion. This list shall be provided by the Voatz System in real time or as closely as possible to real time.
5. If so allowed by the Clerk, DataFix's VoterView system will be made available during the course of the election, 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 election. This capability does not provide the candidate or their designated information on how a voter has voted, only if they have voted in the election. A voter who has voted at least one race during an election is considered a participant.
6. Candidates or their scrutineers may view this information any time after the start time of the election until 5 pm on October 25, 2026.
7. Where a voter is associated with multiple properties within the City of Barrie, the voter may vote only once, and the qualifying address to determine eligibility for voting shall be the place of residence of the voter. 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 a voter receive more than one Voter Information Letter, the voter may only vote once and must return the other document(s) to the City's Legislative Services Office. All voters 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 *Municipal Elections Act, 1996*.
8. Should a Voter Information Letter be returned to the City's Legislative Services Office unopened, the PIN status will be disabled by an election official in a manner that prevents the PIN from being successfully validated in the voting process. The Voter Information

Letters will then be marked “unused” and be retained in a secure means and subsequently destroyed at the same time as all other Municipal Election material as provided for under Section 88(2) of the *Municipal Elections Act*, 1996.

9. Should a Voter Information Letter be returned to the City’s Legislative Services Office that has been opened but has not been used for voting purposes, the PIN status will be disabled by an election official in a manner that prevents the PIN from being successfully validated in the voting process. In this circumstance, the Voter Information Letter shall be marked unused and retained and destroyed as in item 8 above.
10. The Clerk and the election official(s) shall ensure a complete audit trail is maintained of all Voter Information Letters:
  - a) That were sent to voters on the Voters’ List;
  - b) That were undeliverable and returned from the Post Office;
  - c) That were returned by a voter or other individual(s) either opened or unopened but unused for voting purposes;
  - d) That were re-issued to an eligible elector; and
  - e) Whose PIN on the Letters were set to a status that prevented them from being validated in the voting process.
11. PIN validation:
  - a) Where an eligible voter has attempted to validate their PIN and they have determined that the PIN has already been used, the voter can attend the location determined by the Clerk, bringing satisfactory identification and have an election official confirm that the PIN has been used by an impersonator.
  - b) Prior to authorizing the re-issuance of a new Voter Information Letter, which contains a new PIN, the voter shall be required to respond and answer any and all questions from the election official. The election official shall document, to their satisfaction, questions and answers of the voter and, if deemed appropriate, the Clerk shall submit the same to the Ontario Provincial Police for further investigation and prosecution.
  - c) If the election official believes that all questions have been answered truthfully and to their satisfaction, the election official may authorize the provision of a new Voter Information Letter which contains a new PIN or, at the discretion of the election official the elector will be required to make a declaration as to their statement and take an oath which shall be given by the election official. A copy of this declaration shall also be submitted to the Ontario Provincial Police should further questioning be required in order to ascertain if corrupt practices have occurred. The elector will be required to assist and cooperate in the investigation in determining the individual(s) who has fraudulently used the voter’s assigned PIN.
  - d) Once the voter has properly answered all questions and if required, taken the prescribed oath, a new Voter Information Letter containing a new PIN can be issued.

12. Incorrect PIN:

- a) If an eligible voter receives an incorrect Voter PIN, such as being assigned to the wrong ward or school support association, they may contact the Voter Help Line at 705-728-VOTE (8683), email [Be.Counted@barrie.ca](mailto:Be.Counted@barrie.ca), or visit any of the five Voter Assistance Centres across the City to have the correct information applied to their existing PIN. Once updated, the voter can enter the system and complete their vote.
- b) The eligible voter shall be able to re-enter the system at any time during the voting period using the existing PIN or the re-categorized PIN until voting for all races has been completed.

13. New PIN(s) shall not be given out over the telephone or by mail without the expressed approval of the Clerk or their designate in accordance with the Clerk's Election Procedures. A Voter Information Letter containing a PIN shall not be given to any person at the Voter Assistance Centre(s) unless satisfactory identification is provided and the individual has taken the required oath, if required, as administered by an election official.

## 12.0 Voting Process

1. Eligible voters may vote by:

- a) Accessing the telephone number provided by using a touch-tone telephone - but not a rotary dial telephone. "Digi-pulse" telephones will be able to access the system if the telephone override button is set to a "touch-tone" mode. Should the preceding not be done correctly, the interactive response system will provide an error message requesting that the eligible elector obtain assistance;
- b) Or by accessing the internet address provided by using a dial modem access or a high-speed connection.
- c) Eligible voters may vote by:
  - i. Attending a Voter Assistance Centre during the following hours:
    - Thursday, October 22 and 23, 2026 – 10:00 a.m. to 8:00 p.m.
    - Saturday, October 24, 2026 – 9:00 a.m. to 5:00 p.m.
    - Monday, October 26, 2026 (Voting Day) – 10:00 a.m. to 8:00 p.m.
    - Use the touch-tone telephone or internet access as provided.
  - ii. Eligible Voters may attend the following Voter Assistance Centre locations:
    - City Hall – 70 Collier Street
    - Parkview Centre – 189 Blake Street
    - East Bayfield Community Centre - 80 Livingstone Street East
    - Allandale Recreation Centre – 190 Bayview Drive
    - Peggy Hill Team Community Centre – 171 Mapleton Avenue

- d) Attending a Voter Assistance Centre during hours identified in paragraph (c) with a support person, taking the appropriate oath(s), and having a support person vote using a touch-tone telephone or the internet access provided. In the absence of a support person, the voter may request the assistance of an election official, who may provide assistance only after the appropriate oath, if required, has been taken.
- e) Attending a Voter Assistance Centre during hours identified in paragraph (c) with an interpreter, taking the appropriate oral oath(s), and voting using a touch-tone telephone or the internet access provided.
- f) With the assistance of an election official(s) that will be present at the institutions and/or retirement homes on agreed date(s).

## 13.0 Security

1. An Eligible Voter may only vote once during the 2026 Municipal and School Board Elections, regardless of the number of properties they may own and/or lease or the number of voting methods available to them.
2. A predefined security protocol is adhered to during the entire Municipal Election period. This protocol ensures access control to the status of the election is only available to the Clerk and persons authorized by the Clerk.
3. The Internet and Telephone Voting System is subject to strict logic and accuracy testing using a predefined set of Ballots, which are cast with a known outcome. This is then compared to the actual vote counts to ensure complete confidence in the accuracy of the voting system. The thorough logic and accuracy phase allows Election Officials to review the full voting process prior to the opening of the voting.
4. At the completion of the logic and accuracy testing, the entire voting system is locked down prior to the start of the Voting Period. No system, code or configuration changes can occur during the lockdown or once voting has started.
5. The voting system is hosted by the Internet and Telephone Voting System Provider within their own data centers' environment, which undergoes continuous and rigorous penetration prevention testing.
6. The Internet and Telephone Voting System prevents the casting of multiple Ballots *via* the internet and/or telephone. Once a PIN is used to cast a Ballot, it is flagged by the system and the voter is immediately struck off of a real-time electronic Voters' List. This ensures that an Eligible Voter cannot obtain another Ballot online or by telephone or by attending a Voter Assistance Centre.
7. At the time a Ballot is cast, the Internet and Telephone Voting System records the action in their database, and an audit record of the Ballot is created. The system will also capture unique identifiers, such as IP addresses, which are never connected to personally

identifiable information, and are used for the sole purpose of monitoring for suspicious activities.

## 14.0 System

1. The integrity of the voting process shall be the responsibility of the Clerk and shall be preserved by:
  - a) Ensuring that every eligible elector on the Voters' List is mailed, using first class mail or delivered as required, a sealed Voter Information Letter which contains the voter's unique PIN;
  - b) Ensuring that no one except the Voatz System, the Clerk of the City of Barrie or designate, maintains a list of Personal Identification Numbers that matches each voter's name and address; and
  - c) Providing an opportunity for eligible 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 election day, October 26, 2026.
2. The voting system shall be tested on several occasions. The test(s) shall include, but not be limited to the following:
  - a) Checking the wording of the script;
  - b) Checking the voter assistance centre telephones and internet access;
  - c) Checking script and input timing;
  - d) Attempting to use a pin more than once;
  - e) Balancing a predetermined number of votes with those cast;
  - f) Matching pins to names and addresses;
  - g) Checking the system which is used for activating pins; and
  - h) Deliberately entering the wrong information.
3. All certified candidates are to provide to the Clerk the proper pronunciation of their name, in English and, in French if applicable.

## 15.0 Corrupt Election Practices - Provincial Offense and Prosecution

1. Sections 89 and 90 of the *Municipal Elections Act* provides for penalties and enforcement of corrupt practices and other offenses during an election process.
2. Although the City of Barrie will be using an alternative voting method, being Internet and Telephone Voting, the principles and the integrity of the election process will remain and is enforceable.
3. Section 89 of the *Municipal Elections Act* continues by stating:

“A person is guilty of an offense and liable, on conviction, to a fine of not more than \$25,000, and if committed knowingly, imprisonment for a term of not more than six (6) months, if they,

- a) Votes without being entitled to do so;
  - b) Votes more times than this act allows;
  - c) Votes in a voting place in which they are 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 canceled the proxy, is no longer entitled to vote or has died;
  - g) Before or during an election, publishes a false statement of a candidates 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 authority to do so;
  - m) Attempts to do something described in clauses (a) to (l). 1996, c. 32, Sched., s. 89.”
4. No person(s) shall solicit a Voter Information Letter from an eligible elector. All valid complaints or knowledge of solicitation shall be reported immediately to the Ontario Provincial Police for investigation of corrupt practices.
  5. In addition, under the provisions of Section 90 of the *Municipal Elections Act*, if a person is convicted of an offense and the offense was committed knowingly, the offense 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.
  6. 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 form” of voting since the principle of the Act must be maintained and is therefore enforceable and subject to penalties.
  7. As such, the Clerk of the City of Barrie in this alternative form of voting, has agreed to the following rules and regulations:
    - a) THAT all complaints about actions which may contravene the provisions of the *Municipal Elections 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) THE Detachment Commander of the Ontario Provincial Police has been advised that all such complaints will be turned over to their office for further investigation;
- d) THE Detachment Commander of the Ontario Provincial Police, once the investigation is completed will communicate with the Crown Attorney's Office to determine if an individual(s) will be prosecuted.
- e) THE Clerk or any election official will not attempt to intervene in the prosecution and may be called to give evidence during prosecution.

## 16.0 Mail Tampering - Criminal Offense and Prosecution

1. The Criminal Code of Canada states that tampering with the mail of an individual is a criminal offense and a person(s) found guilty is liable to a term of imprisonment not exceeding ten (10) years.
2. Since the City of Barrie will be using an alternative voting method, that being Internet and Telephone Voting, and the notification of the voting process and how electors can access the voting system in order to exercise their right to vote will be completed through the mail, mail tampering is a criminal offense under the Criminal Code of Canada.
3. 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 City of Barrie in this alternative form of voting has agreed to the following rules and 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) THE Detachment Commander of the Ontario Provincial Police has been advised that all such complaints will be turned over to their office for further investigation;
  - d) THE Detachment Commander of the Ontario Provincial Police, once the investigation is completed, will communicate with the Crown Attorney's Office to determine if an individual(s) will be prosecuted.
  - e) THE Clerk or any election official will not attempt to intervene in the prosecution and may be called to give evidence during prosecution.

## 17.0 Results

1. The City of Barrie shall keep its public internet and telephone voting open until October 26, 2026 at 8:00 p.m. and its Voter Assistance Centres access opened until the Clerk confirms that all eligible voters in the Voter Assistance Centre(s) at 8:00 p.m. have completed voting.

2. The Clerk of the City of Barrie, on October 26, 2026 at 8:00 p.m., providing that all eligible electors within the Voter Assistance Centres have voted, shall request the close and deactivation of the Internet and Telephone Voting service and shall also request the tabulation of the results for each candidate. The final results of each candidate, mayor, ward councilor and school board trustee shall be available following the closure and tabulation of the results at the Legislative Services Office located at 70 Collier Street, City Hall, 1<sup>st</sup> Floor.
3. The Clerk shall report the “unofficial” results when received from the Voatz System as soon as practicable after October 26, 2026 at 8:00 pm at Election Headquarters located at the Legislative Services Office located at 70 Collier Street, City Hall, 1<sup>st</sup> Floor.
4. Pursuant to Subsection 55(4) and subject to the provisions of Section 56 of the *Municipal Elections Act*, 1996 concerning “Recounts”, the Clerk shall, as soon as possible after Voting Day:
  - a) Declare the candidate or candidates, as the case may be, who received the highest number of votes to be elected.
5. The “Official Results” of each candidate by ward, shall be available at the Legislative Services Office located at 70 Collier Street, City Hall, 1<sup>st</sup> Floor as soon as possible after Voting Day. Also, the Clerk shall post the “Official” results on the City of Barrie website.

## 18.0 Tie Vote - Recount Procedures

1. Clerk of the City of Barrie shall request from the Voatz System a re-tabulation of the votes cast.
2. Pursuant to Subsection 56(2) of the *Municipal Elections Act*, the recount shall be held within fifteen (15) days after the Clerk’s declaration of the results of the election, and therefore the recount shall occur on or before November 10, 2026 at 10:00 a.m. at the Legislative Services Office located at 70 Collier Street, City Hall, 1<sup>st</sup> Floor.
3. Pursuant to Subsection 61(1) of the *Municipal Elections 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 Municipal lawyer;
  - b) Every certified candidate for the office;
  - c) The lawyer for each of the candidate(s); and
  - d) Only one (1) scrutineer for each of the candidate(s).
4. Within 15 days after the declaration of the election results, the Clerk shall request the Voatz System to re-tabulate the results for the office(s) that are subject to the recount procedure and that the results be segregated by ward and polling subdivisions. The Voatz

System shall send the results of the recount by facsimile transmission and/or by electronic mail (email) and these results will be compared to the results tabulated.

5. The Clerk shall announce the results of the recount and in the event of a tied vote, Subsection 62(3) of the *Municipal Elections 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, all persons present will have an opportunity to examine the box which will be used for conducting the lot;
  - c) Upon acceptance by the all candidates, the candidates’ lawyer and/or scrutineer, that the processes outlined in paragraphs a) and b) 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 Municipal lawyer to draw only one (1) or the required number for the purpose of determining the successful candidate(s).
8. The Municipal lawyer 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. Once completed, the Municipal lawyer shall remove the remaining contents from the box and provide an opportunity for all persons present to examine these slips of papers including the box.

## 19.0 After Voting Day

1. At no time after voting day shall any information regarding the voter, PINs and ballots come together to allow anyone to know how an elector has voted.
2. All election materials shall be retained and, after the appropriate retention period, destroyed in accordance with the principles of Section 88 of the Act.

3. Election materials shall not be destroyed by the Internet and Telephone Voting System Provider before receiving written confirmation from the Clerk.

## 20.0 Emergencies

1. In accordance with Section 53 of the Act, the Clerk may declare an emergency if they are of the opinion that circumstances have arisen that are likely to prevent the election being conducted in accordance with the Act.
2. In the event of an emergency, the Clerk/returning officer shall advertise on the City's website and social media platforms, and post notices to the extent possible, that the election has been delayed.
3. In the event of an emergency, the Voatz System under direction from the Clerk/returning officer, shall stop the Voatz system from accepting calls *via* a telephone and connections from the Internet, thus preventing the election from continuing, or starting, as the case may be.
4. In the event the Clerk/returning officer or assistant returning officer is unable to be present to conduct procedures on voting day, there shall be a substitute qualified person appointed or available to attend to the election details.

## 21.0 Accessibility

1. The Internet Voting System is compliant with WCAG 2.0 Level AA guidelines, which meet requirements of the *Accessibility for Ontarians with Disabilities Act (AODA)*.
2. The Clerk shall have regard for the needs of candidates and electors with disabilities.
3. The Clerk shall ensure the Voter Assistance Centres is accessible to candidates and electors with disabilities.
4. The Clerk shall prepare a Report 90 days after Voting Day regarding the identification, removal, and prevention of barriers that affect voters and candidates with disabilities.
5. Election officials will be available for assistance during the Advanced Voting Period and on Voting Day.
6. The City has an Accessible Standards Policy. The 2026 Municipal and School Board Elections for the City of Barrie will be conducted with having regard to the policies as established.

## 22.0 Amendments to Procedures

The Clerk has the right, at any time, up to and including Voting Day, to amend the procedures contained herein. A copy of any amendment will be forwarded to each candidate.

## Appendix A: Acceptable Identification

Acceptable Identification includes the following:

1. An Ontario driver's license
2. An Ontario Health Card (photo card)
3. An Ontario Photo Card
4. An Ontario motor vehicle permit (vehicle portion)
5. A canceled personalized cheque.
6. A mortgage statement, lease or rental agreement related to property in Ontario.
7. An insurance policy or insurance statement
8. A loan agreement or other financial agreement with a financial institution
9. A document issued or certified by a court in Ontario.
10. Any other document from the government of Canada, Ontario or a municipality in Ontario or from an agency of such a government.
11. Any document from a Band Council in Ontario established under the Indian Act
12. An income tax assessment notice.
13. A Child Tax Benefit Statement.
14. A Statement of Employment Insurance Benefits Paid T4E
15. A Statement of Old Age Security T4A (OAS)
16. A Statement of Canada Pension Plan Benefits T4A (P)
17. A Canada Pension Plan Statement of Contributions
18. A Statement of Direct Deposit for Ontario Works.
19. A Statement of Direct Deposit for Ontario Disability Support Program.
20. A Workplace Safety and Insurance Board Statement of Benefits T5007.
21. A property tax assessment.
22. A credit card statement, bank account statement or RRSP, RRIF, RHOSP or T5 statement.
23. A CNIB card or a card from another registered charitable organization that provides services to persons with disabilities.
24. A hospital card or record.
25. A document showing campus residents, issued by the office or officials responsible for student residence at a post-secondary institution.
26. A document showing residents at a long-term care home under the Long Term Care Homes Act, 2007, issued by the Administrator of the home.
27. A utility bill for hydro, water, gas, telephone or cable TV or a bill from a public utilities commission.
28. A cheque stub, T4 statement or pay receipt issued by an employer.
29. A transcript or report card from a post-secondary school.