

# **2026 Municipal Election Procedures**

### ***Municipal Elections Act***

These procedures provide reference to the Act and a plain language summary of municipal election rules for understanding and convenient reference only.

Candidates and Third-Party Advertisers are encouraged to read and understand the Act, available at [www.ontario.ca/laws](http://www.ontario.ca/laws), and obtain professional legal or accounting advice for questions of interpretation and application.

### ***Language and Time***

Procedures and forms will be provided in English only. Any reference to a time means the time as indicated on the National Research Council Canada Web Clock showing official times for the Eastern Time Zone.

### ***Questions***

Questions about these procedures can be addressed to the Clerk.

Phone: 807-625-2230      TTY: 807-622-2225      Email: [CityClerk@thunderbay.ca](mailto:CityClerk@thunderbay.ca)

### ***Election Principles***

The Clerk is committed to conducting an election that upholds the following election principles:

- the secrecy and confidentiality of the individual votes is paramount;
- the election should be fair and non-biased;
- the election should be accessible to the voters;
- the integrity of the process should be maintained throughout the election;
- there be certainty that the results of the election reflect the votes cast;
- voters and candidates should be treated fairly and consistently within a municipality; and
- a proper majority vote decides the election by ensuring, so far as reasonably possible, that valid votes be counted and invalid votes be rejected.


### ***Procedures Subject to Change***

These procedures are subject to change by the Clerk for any reason including clarification or interpretation and changes to the Act, regulations or forms.

The Clerk will summarize changes to these procedures, post updated procedures online and email all certified candidates and Third-Party Advertisers.

### ***Certify Procedures***

As Clerk of the Corporation of the City of Thunder Bay for the municipal elections, I do hereby certify the following procedures for conducting the 2026 Municipal & School Board Elections and also certify the forms as listed being those permitted to be used during this election process.




Jeff Walters  
Deputy City Clerk

June 1, 2026

Date

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		SOP Name	Definitions
		SOP Number	OCC-03-01
		Effective Date	June 1, 2026
Section	Elections	Supersedes Date	June 1, 2022

## Procedure Statement

The definitions outlined in this procedure are relevant to a municipal election in Ontario and are to be applied to all procedures approved by the Office of the City Clerk.

## Definitions

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

Accessible Ballot Marking Device - a device or piece of equipment that offers alternative methods to mark a ballot to provide persons with disabilities independence and privacy in casting their vote.

Advance Voting Period – the time during the Voting Period in which eligible Electors may cast ballots before Voting Day in an election.

Alternate Voting Methods – authorized by by-law to use vote counting equipment or an alternate means other than in person such as telephone or internet voting. By-law 118-1996 authorizes the use of vote tabulators in the City of Thunder Bay and By-law 30-2017 authorizes the use of alternate methods of voting.


Ballot – a card, paper or an image on a computer screen 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.

Candidate – a person who has submitted their nomination form under Section 33 of the Act, whether they be an incumbent member of Council or a member of the public.

Certified Candidate – a Candidate whose nomination has been certified by the Clerk under Section 35 of the Act.

Clerk or City Clerk – the Clerk or Deputy Clerk or designate acting in the role of Clerk of the Corporation of the City of Thunder Bay who is responsible for conducting this election under the authority of the Act.

Corporate Resource – any service, equipment or financial aid provided by the Corporation of the City of Thunder Bay. Including but not limited to staff of the municipality, communication devices and supporting technology, telephone lines and associated numbers and municipal budgets.

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Election – includes any and all general Municipal and School Board Election or by-election that may be conducted to fill positions.

Election Official – any Election Staff bearing the authority to make a decision on a matter based on their assigned role as authorized by the Clerk in an election. The term “Election Official” includes but is not limited to the following: Deputy Returning Officer, Managing Deputy Returning Officer, Revision Officer, and Poll Clerk.

Election Staff – any individual that is assigned a role and/or responsibilities by the Clerk in an election.

Elector/Voter – an individual eligible to vote in an election for the City of Thunder Bay. The terms Voter and Elector have the same definition and will be used interchangeably.

Emergency Measures – are arrangements made by the Clerk during a declared emergency, as they consider advisable for the conduct of the Election, in accordance with this Act.

Internet Voting – the means for which an Elector can cast their ballot through an established process on the internet.

Official Results – The Clerk’s declaration of the candidate or candidates who received the highest number of votes to be elected.

Personal Identification Number (PIN) – a unique multiple digit number assigned to each Elector to provide security for access to the voting system.

Preliminary List of Electors (PLE) – a list of Electors compiled by Elections Ontario for an Election in the City of Thunder Bay.


Proof of Identification – the proof of identity and residence as prescribed by in O. Reg. 304/13 of the Act. Refer to OCC-03-09 for complete list of acceptable identifications.

Recount – the process required to recount votes cast in an Election. Refer to procedure OCC-03-12.

Registered Third-Party Advertiser – an individual, corporation or trade union that is registered under section 88.6 of the Act.

Restricted Period for Third-Party Advertisements – the period described in subsection 88.4 (2) of the Act.

Results Tabulation Headquarters – The McNaughton Room in City Hall will be the Results Tabulation Headquarters (RTH) site. This is the area where results will be received from each of the Election Day Voting Locations as well as advance and Internet Voting. This area will be available for Candidates or Scrutineers only on Voting Day.

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Revision Period – the time in which a person may submit an application for revision of the Voters List which begins September 1 until the close of voting on Voting Day.

Scrutineer – a Candidate or a person appointed by a Candidate to oversee the voting and the counting of votes, including a recount. Refer to procedure OCC-03-13.

Tabulator - a device or piece of equipment that optically/digitally scans the complete ballot to read the votes in the designated areas and store the results to a memory card for later processing.

Third-Party Advertisement – an advertisement in any broadcast, print, electronic or other medium that has the purpose of promoting, supporting or opposing a candidate or a “yes” or “no” answer to a question referred to in subsection 8 (1), (2), or (3) of the Act.

Time/Clock – the time as indicated on the wall clock located in the Office of the City Clerk, City Hall – 1<sup>st</sup> Floor.

Unofficial Results – votes recorded at the close of polls on Voting Day that have not yet been certified by the Clerk.

Voting Day – the final day on which Ballots may be cast in an Election in the City of Thunder Bay. The hours required for in-person voting at Voting Locations on Voting Day are 10:00 a.m.- 8:00 p.m.


Voter Information Letter – a letter mailed directly to an Elector's address that provides information necessary for the Elector to exercise their right to vote in person or online.

Voters List – the list of eligible Electors for all races in an Election in the City of Thunder Bay.

Voting Location – the designated location, both convenient and accessible to the Electors, for the purpose of casting a ballot in person on an Advance Voting Day or Voting Day.

Voting Period – the time during which Electors may cast Ballots in person or by using Internet Voting. The Voting Period begins the first day of Advance Voting and ends on Voting Day.

Voting Proxy – a person appointed by a Voter to register their vote on their behalf. All proxies must be an eligible Voter and be registered with the Clerk. Refer to procedure OCC-03-10.

		SOP Name	Authority
		SOP Number	OCC-03-02
		Effective Date	June 1, 2026
Section	Elections	Supersedes Date	June 1, 2022

## Procedure Statement

This procedure outlines the authority prescribed to a municipality in Ontario relating to a municipal election.

## Procedure

Subsection 11 (2) of the *Municipal Elections Act, 1996*, states that the Clerk of a local municipality is responsible for conducting elections within that municipality, which includes 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).


With respect to the duties and authority of a municipal clerk, Section 12 (1) of the *Municipal Elections Act, 1996*, further states as follows:

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.
- 1996, c. 32, Sched., s. 12 (1).

The power conferred by Section 12 (1) includes the power to establish forms, including forms of oaths and statutory declarations, and the power to require their use. It also includes the power to require a person, as a condition of doing anything or having an election official do anything under this Act, to provide proof that is satisfactory to the election official of the person's identity or qualifications or of any other matter.

Section 13 of the *Municipal Elections Act, 1996*, further states as follows:

- (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. 1996, c. 32, Sched., s. 13 (1).
- (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. 1996, c. 32, Sched., s. 13 (2).

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Subsection 42 (4) also states that:

*2. The procedures and forms, if they are consistent with the principles of this Act, prevail over anything in this Act and the regulations made under it.*


*The Municipal Elections Act, 1996, 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 the 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, 1996*, 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.*

## References

*Municipal Elections Act*  
OCC-03-14 Emergency Measures

## Definitions

Act  
Alternate Voting Methods  
Clerk  
Emergency Measures  
Voter Information Letter  
Voting Proxy

		SOP Name	Delegated Authority
		SOP Number	OCC-03-03
		Effective Date	June 1, 2026
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**Procedure Statement**

The *Municipal Elections Act*, 1996, allows for the Clerk to appoint and delegate authority to Election Officials.

**Procedure**

The Clerk shall appoint a Deputy Returning Officer (DRO) for each Voting Location.

The Clerk may appoint other Election Officials in addition to DRO’s. The Clerk determines what instruction and training is provided to Election Officials. The Clerk may delegate, in writing, any of the Clerk’s powers and duties; however, the Clerk may continue to exercise the delegated powers and authorities, despite delegation.


To delegate duties to Election Officials, the Clerk shall complete the applicable forms EL10-CTB Appointment and Oath of Deputy Returning Officer and EL11-CTB – Appointment and Oath of an Election Official. Form EL11-CTB will be amended as required for Election Staff.

**References**

- Municipal Elections Act*, section 15
- EL10-CTB Appointment and Oath of Deputy Returning Officer
- EL11-CTB – Appointment and Oath of an Election Official

**Definitions**

- Clerk
- Election Official
- Voting Location

		SOP Name	Notice of Election
		SOP Number	OCC-03-04
		Effective Date	June 1, 2026
Section	Elections	Supersedes Date	June 1, 2022

## Procedure Statement

The Clerk, pursuant to section 13(1) of the Act is required to give notice of the election in a form and manner and at a time that the Clerk considers adequate.

## Procedure

The Clerk shall notify electors of the following through the use of newspaper advertisements, social media, the City’s website, direct mail-outs, any combination of the aforementioned methods, or any other method deemed appropriate:

- That a municipal election is being held in Thunder Bay and that the municipality has adopted an alternative voting method.
- The times and dates of the voting period, as well as in-person voting assistance opportunities and special polls.
- Who is eligible to vote in the municipal election.
- Information regarding the Election Help Line and how eligible voters can check to see if their name is on the Voters List or if their information is correct.
- The offices for which persons may be nominated and the nomination procedure.
- The opportunity to register as a Third-Party Advertiser and the registration procedure.


The Clerk shall determine the date(s) of all advertisements including the newspaper(s) and the notices that are to appear in order to comply with the requirements and principles of the Act.

## References

*Municipal Elections Act*, section 13(1)

## Definitions

Clerk  
Third-Party Advertiser  
Voter  
Voters List  
Voting Period

		SOP Name	Nomination Process
		SOP Number	OCC-03-05
		Effective Date	June 1, 2026
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## Procedure Statement

This procedure outlines the process for submitting a nomination during the Nomination Period.

## Procedure

### *Nomination Period/Day*

The Nomination Period/Day changes for every municipal election.

Nomination day for the 2026 Election is August 21, 2026 (the “Nomination Day”)

Nomination period for the 2026 Election is May 1, 2026 - August 21, 2026 (the “Nomination Period”)

Nominations can be filed at the Office of the City Clerk during regular business hours during the Nomination Period. On Nomination Day, nominations may be filed between 9:00 a.m. and 2:00 p.m. If a person is present at the Office of the City Clerk on Nomination Day at 2:00 p.m., Section 33(4.1) provides that they may file their nomination. The Time Clock used to determine 2:00 p.m. shall be the clock in the City Hall – Office of the City Clerk, 1<sup>st</sup> Floor office. Nominations will not be accepted after 2:00 p.m. as indicated by the Time Clock.


### *Nomination Papers*

Nomination packages will be available at City Hall – Office of the City Clerk on April 8, 2026 and online at [thunderbay.ca/election](http://thunderbay.ca/election).

Candidates are required to submit the following forms:

- Form 1 – Nomination Paper
- Form 2 – Endorsement of Nomination (Mayor and Councillor only)
- Form EL80-CTB – Declaration of Full Legal Name
- EL18A-CTB – Declaration of Qualifications (Mayor and Councillor)
- EL18B-CTB – Declaration of Qualifications (School Board)
- EL81-CTB – Consent to Release Personal Information

Following the filing of a nomination paper, the Candidate will receive a candidate’s information package of material as per the Clerk’s discretion, including a certificate of maximum campaign expenses and a certificate of maximum self-funding campaign contributions.

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Candidates who are unable to file in-person due to a need for accommodation under the *Accessibility for Ontarians with Disabilities Act (AODA)* or who are absent from the City of Thunder Bay for the entirety of the Nomination Period may contact the Clerk to request accommodations in filing nomination papers.

Upon confirmation of the need for accommodations by the Clerk:

The Candidate will appoint an agent to act on their behalf to file the Nomination Papers excluding the Declaration of Qualifications (Form EL18C or Form EL18D), and pay the filing fee.

A virtual appointment via Microsoft Teams will then take place with the Candidate to complete the Declaration of Qualifications (Form EL18C or Form EL18D). Candidates are responsible for ensuring they have the appropriate technological and internet capacity.

The Candidate will be required to present Proof of Identification at the virtual meeting to confirm identity.

The original, signed Declaration of Qualifications must be received at the following address by August 14, 2026:

Office of the City Clerk  
City Hall  
500 Donald St. E  
Thunder Bay ON, P7E 5V3

The Candidate will receive confirmation when the following have been satisfied:


- All Nomination Papers have been received;
- The signed Declaration of Qualifications has been received and certified by the clerk or designate; and
- the filing fee has been paid.

The Candidate will then be considered to have filed their Nomination Papers.

***Filing Fee***

The filing fee is \$200 for Mayor and \$100 for all other positions.

The filing fee must be paid at the time of filing nominations. Accepted forms of payment are cash, debit, certified cheque, bank draft or money order. Credit cards, e-transfers, and

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personal cheques will not be accepted.

***Withdrawal of Nomination***

A person may withdraw their nomination by filing a written withdrawal to the Clerk before 2:00 p.m. on Nomination Day. The Time Clock used to determine 2:00 p.m. shall be the clock in the City Hall – Office of the City Clerk, 1<sup>st</sup> Floor office.

***Examination of Nominations***


If satisfied that a person is qualified to be nominated and that the nomination complies with the Act, the Clerk shall certify the nomination by signing the nomination paper. If not satisfied that a person is qualified, the Clerk shall reject the nomination. The Clerk shall provide notice to each person nominated whether their nomination has been certified. The Clerk’s decision is final. Certification of nomination papers will be completed by 4:00 p.m. on the Monday following Nomination Day.

**References**

*Municipal Elections Act*, section 31, 33, 35, 36

**Definitions**

- Candidate
- Clerk
- Nomination Day
- Nomination Period
- Time Clock

		SOP Name	Tabulators
		SOP Number	OCC-03-06
		Effective Date	June 1, 2026
Section	Elections	Supersedes Date	June 1, 2022

## Procedure Statement

This procedure provides operational information relating to the vote counting tabulator equipment to be used in the 2026 Election.

## Procedure

The City of Thunder Bay will be relying on the use of electronic vote tabulating equipment to process and tabulate the in person votes at each Voting Location on Voting Day and all Advance Voting Days. The Act requires, under section 42, for the Clerk to have a procedure in place for the use of that equipment and to provide that procedure to all candidates who file their nomination papers.

Additionally, section 42 of the Act requires that a municipality pass a by-law to approve the use of vote counting equipment. The City of Thunder Bay's by-law is By-law 118-1996.

The City of Thunder Bay has procured tabulators from Election Systems & Software Canada (ES&S) for use in the 2026 Election.


The following summarizes the procedure provided by ES&S to prepare, start, use, close and power down the tabulator.

### ***Preparing the tabulator***

1. Each tabulator requires one memory device (USB). Tabulators are shipped without memory devices. Memory devices arrive in a separate package – labelled with tabulator specific data on each memory device that corresponds to a polling location.
2. Each set of memory devices are labelled. The memory device goes into the corresponding memory device slot (Port B) under the locked access door compartment below the screen on the front left of the DS200 tabulator.
3. Accessing the memory device requires a barrel key to unlock the access compartment to insert or remove the memory device.
4. Insert the memory device into the corresponding labelled port B slot, and then close and lock the access compartment door.

### ***To set up the Accessible Ballot Marking Device (AutoMARK):***

1. Open the AutoMARK unit and position the display.
2. Remove equipment (headphones, rocker paddle and / or sip-n-puff) from carrying case.

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3. Locate the audio headphone jack and plug in the headphones.
4. Plug the AC power adapter into an outlet and into the back of the unit.
5. Turn the security key to the ON position and remove the key before use.

### ***Starting the tabulator***

1. Plug the AC power adapter into an outlet and into the back of the tabulator.
2. Verify that the auxiliary and main ballot compartments are empty before folding the cardboard box lid closed.
3. Unlock the front with key, flip up the screen, and the tabulator will automatically power up.
4. When prompted, enter the security code and press 'Accept'.
5. Verify Ward / Subdivision number on the screen is correct and that there is a checkmark beside 'Plugged into Electricity'.
6. Select 'Open Poll'.
7. The zero tape will begin printing.
8. Verify that the time, date, and Voting Place name are accurate.
9. Remove the key to place in a secure location.
10. Select 'Go to Voting Mode'.
11. The tabulator is now ready to accept ballots.

### ***Scanning the tabulator***

1. Using the secrecy folder, feed the ballot into the tabulator entry slot face down.
2. When a valid ballot is inserted into the tabulator, the display screen will reflect that a ballot has been inserted into the ballot box.
3. The 'Number of Voters' counter will increase by 1.


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### ***Close poll and power down***

1. Use the security key to open the access compartment.
2. Select 'close poll' and hold for 3 seconds until final screen displays.
3. Confirm 'Close Poll' using the touch screen.
4. Confirmation that the device has been closed will display. Select 'Finish – Turnoff'.
5. The 'Voting Results Reports' will begin printing.
6. The tabulator will shut down.
7. Unplug the tabulator.

### ***Casting a ballot with the ballot marking device***

1. There are multiple ways for voters to interact and make choices on the ballot using the Accessible Ballot Marking Device (AutoMARK):
  - Directly on the Touch Screen
  - The Keypad (includes Braille)
  - Rocker Paddle Device
  - Sip-N-Puff Device
  - Audio Headphones
2. Using a ballot from the current election, the voter will insert an unmarked ballot into the ballot feed tray. The ballot may be inserted in any orientation.
3. The voter can navigate through the ballot via touch screen, rocker paddle device, sip-n-puff device and audio headphones.
4. When the voter has completed making their selections in each contest the Summary of Selections screen is displayed for review via audio and visually. Any under voted contests will be displayed in red. If the voter wishes to re-visit a contest to change a selection, touch the contest on the review screen and that contest will be displayed. After making any changes, press the 'next' button and the voter will be returned to the 'summary' screen.
5. If the voter is ready to have the ballot marked, press the 'mark ballot' button. The ballot will be marked and returned to the voter.

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6. The ballot can then be brought in a secrecy folder to the DS200 tabulator to be scanned.


Accessible Ballot Marking Devices will be available at select in person advance voting locations. These locations will be communicated to voters. On Voting Day, Accessible Ballot Marking Devices will be available at the 55+ Centre and West Thunder Community Centre. Voters requiring the use of Accessible Ballot Marking Devices on Voting Day are requested to advise the Office of the City Clerk of their need for accommodation to ensure that the appropriate ballot is available for them.

## References

*Municipal Election Act*, section 42  
 City of Thunder Bay By-law 118-1996

## Definitions

Accessible Ballot Marking Devices  
 Advance Voting Days  
 Ballot  
 Tabulator  
 Voter  
 Voting Day  
 Voting Locations

		SOP Name	Internet Voting
		SOP Number	OCC-03-07
		Effective Date	June 1, 2026
Section	Elections	Supersedes Date	June 1, 2022

## Procedure Statement

This procedure provides an overview of the internet voting system for the 2026 Municipal and School Board Election.


## Procedure

The City of Thunder Bay will be using Internet Voting as an alternate voting method in the 2026 Municipal and School Board Election. The Alternate Voting Method has been approved by By-law 30- 2017, as required under section 42 of the Act. The Act also requires, under section 42, that the Clerk will establish procedures for any Alternate Voting Method.

The City of Thunder Bay has procured online voting services from Voatz Inc. for the 2026 Election.

The following summarizes the voting procedure provided by Voatz:

1. The Voter receives a Voter Information Letter (VIL) containing information about voting options and instructions for accessing the internet voting system.
2. The Voter Information Letter (VIL) provides information regarding available voting methods, voting dates, voting locations, and internet voting access instructions.
3. The Voter Information Letter (VIL) includes the internet voting website address and applicable voting location information.
4. The Voter Information Letter (VIL) includes the credentials required to access the internet voting system, which include a unique PIN and other voter verification information (date of birth) that is not included in the Letter.
5. Prior to system activation on October 19, 2026 at 10:00 a.m. a confirmation report will be generated to ensure all totals for all candidates show zero (0) votes before Internet Voting begins.
6. The voter accesses the internet voting website and enters the required authentication credentials (PIN and date of birth) to begin the voting process.
7. Prior to accessing the ballot, the voter must review and affirm the Statement of Eligibility. If the voter declines the statement, access to the ballot will not be granted.
8. The voter marks their selections for each contest presented on the ballot and may navigate between contests prior to final submission.
9. The voter reviews a ballot summary screen and is provided the opportunity to revise selections or proceed to final ballot submission.

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10. Once the ballot is successfully submitted, the voter receives an on-screen confirmation that the ballot has been cast. The voter’s status on the Voters’ List is updated in real time to indicate that the elector has voted.

11. Once a ballot has been cast through any voting channel, the elector will be marked as having voted and will not be permitted to vote again through another voting method.

Internet voting will commence on October 19, 2026 at 10:00 a.m. and will close on October 26, 2026 at 8:00 p.m. or upon close of the last Voting Location on Voting Day (whichever is earlier). Voters who have successfully authenticated and entered the voting session prior to the close of voting will have 10 minutes to complete their vote.

Election Officials will be provided administrative access, as required, to the Internet Voting system. This may include activating or deactivating PINs and accessing results at the close of polls on Voting Day. No access to results is permitted until all polls have closed.


Prior to activation of internet voting on October 19, 2026, Voatz will provide the Clerk access to the system with secure password and ID for the purpose of viewing a list of all of the candidates’ names and to ensure that the total votes cast indicates zero (0). Candidates or their Scrutineer may be present at S.H. Blake Auditorium (Council Chambers), City Hall, 500 Donald St. E., from 9:00 a.m. – 10:00 a.m. on October 19, 2026 to verify and ensure that the total votes cast are at zero (0) and will be required to sign a document that attests to this fact.

## References

*Municipal Elections Act*, section 42, 89  
 OCC-03-16 Corrupt Election Practices  
 City of Thunder Bay By-law 30-2017 Alternate Voting Methods


## Definitions

Advance Voting Days  
 Ballot  
 Candidates  
 Clerk  
 Internet Voting  
 PIN  
 Scrutineers  
 Voter  
 Voter Information Letter  
 Voters List  
 Voting Day

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Voting Location

Voting Period

		SOP Name	Voters List/Revisions
		SOP Number	OCC-03-08
		Effective Date	June 1, 2026
Section	Elections	Supersedes Date	June 1, 2022

## Procedure Statement

The Preliminary List of Electors (PLE) is provided to the Clerk by Elections Ontario no later than August 14, 2026. The PLE contains the name and address of each person entitled to be an Elector in the City of Thunder Bay. The Clerk is required to make preliminary changes to the PLE by August 31, 2026 and produce the Voters List on or before September 1, 2026.

## Procedure

The Revision Period begins on September 1, 2026. Forms EL15-CTB and EL16-CTB must be completed for all requests for revision. A person may submit an application for revision from September 1 until the close of voting on Voting Day.

Revisions can be made to the Voters List as follows:

In Person

City Hall, Monday-Friday, 830-430

By Phone

City Hall, Monday-Friday, 830-430 625-2230

\*An Election Help Line will be established. Contact information will be available on [tbayvotes.ca](http://tbayvotes.ca).

Mail

500 Donald St. E, Thunder Bay ON, P7E 5V3


Pursuant to S. 23 of the Act, the Clerk will make available, upon request, a copy of the Voters List to:

- The secretary of a local board of whose member are required to be elected;
- The clerk of a local municipality responsible for conducting the elections in any combined area for school board purposes;
- The candidate for an office. Candidates will only receive the part of the Voters List that contains the names of the electors who are entitled to vote for that office.

Within 30 days after Voting Day, the Clerk shall:

- Prepare a final list of the changes to the Voters List under sections 24 and 25 of the Act; and
- Give a copy of the final list of changes to the office of the Chief Electoral Officer.

PLEs and Voters Lists are public documents and may be inspected by the public at the Office of the City Clerk. No person shall use the information obtained from these lists, except for election purposes.

		SOP Name	Voters List/Revisions
		SOP Number	OCC-03-08
		Effective Date	June 1, 2026
Section	Elections	Supersedes Date	June 1, 2022

Affidavits will be signed by any person receiving a list acknowledging that they have been advised of this. Copies of the Voters List must be returned to the Office of the City Clerk by November 16, 2026.


The PLE together with the interim list of changes make up the Voters List. The Clerk shall prepare and certify the Voters List for each Voting Location.

**References**

*Municipal Elections Act*, sections 19, 22, 23, 24, 25, 26, 27, 88

**Definitions**

- Clerk
- Preliminary List of Electors
- Proof of Identification
- Revision Period
- Voter
- Voters List
- Voting Location

		SOP Name	Voting Methods
		SOP Number	OCC-03-09
		Effective Date	June 1, 2026
Section	Elections	Supersedes Date	June 1, 2022

## Procedure Statement

City of Thunder Bay By-law 118-1996 authorizes the use of vote counting equipment in an Election.

City of Thunder Bay By-law 30-2017 was enacted to allow alternate voting methods such as telephone, internet and mail-in voting to be used in Elections.

The 2026 Election will be conducted by using in-person and Internet Voting.

## Procedure

Section 42 (3) of the *Municipal Elections Act, 1996*, states as follows:


- (3) *The clerk shall,*
- (a) *establish procedures and forms for the use of,*
    - (i) *any voting and vote-counting equipment authorized by by-law, and*
    - (ii) *any alternative voting method authorized by by-law; and*
  - (b) *provide a copy of the procedures and forms to each candidate.*

## Voter Information Letter (VIL)

All registered Voters will receive a Voter Information Letter which will include the required information to vote in person or by internet voting. This includes, for in-person voting the date, time, and Voting Locations for Advance Voting Days or Voting Day; and for internet voting, the Voting Period, PIN, and website.

Voters who do not receive a VIL, may contact the Office of the City Clerk for assistance in obtaining their VIL. VILs returned to the Office of the City Clerk will be marked 'returned mail' and will be maintained in a secure location and destroyed at the same time as all other election records as provided for under section 88 of the Act. Should a VIL be returned to the Office of the City Clerk that has been opened but has not been used for voting purposes, the Election Official shall immediately disable the PIN so that the PIN cannot participate in the voting process. In this circumstance, the Voter Information Letter shall be marked "unused" and be secured and destroyed as indicated above.


If information is incorrect on the VIL, either EL15-CTB or EL16-CTB must be completed and presented at City Hall, a Voting Location or at a Revision Day location.

		SOP Name	Voting Methods
		SOP Number	OCC-03-09
		Effective Date	June 1, 2026
Section	Elections	Supersedes Date	June 1, 2022

### ***Proof of Identification***

An elector may use an original or certified or notarized copy of one of the following as proof of identification. One or more pieces of ID must have a photo, qualifying address and signature.

- Ontario driver's license
- Ontario health card with photo
- Ontario photo card
- Ontario motor vehicle permit (vehicle portion)
- A cancelled personal cheque
- a mortgage statement, lease or rental agreement relating to property in Ontario
- an insurance policy or insurance statement
- a loan agreement or other financial agreement with a financial institution
- a document issued or certified by a court in Ontario
- any other document from the government of Canada, Ontario or a municipality in Ontario
- any document from a Band Council in Ontario
- an income tax assessment notice
- a child tax benefit statement
- a statement of Employment Insurance benefits Paid (T4E)
- a statement of Old Age Security (T4A (OAS))
- A statement of Canada Pension Plan Benefits (T4A (P))
- A Canada Pension Plan Statement of Contributions
- A statement of direct deposit for Ontario Works
- A statement of direct deposit for Ontario Disability Support Program
- A Workplace Safety and Insurance Board statement of benefits (T5007)
- A property tax assessment
- A credit card statement, bank account statement, or RRSP, RRIF, RHOSP or T5 statement
- A CNIB card
- A hospital card or record
- A document showing campus resident, issued by the office or officials responsible for student residence at a post-secondary institution
- A document showing residence at a long-term care home issued by the Administrator of the home
- A utility bill for hydro, gas, water, telephone or cable TV
- A cheque stub, T4 statement or pay receipt issued by an employer
- A transcript or report card from a post-secondary institution

		SOP Name	Voting Methods
		SOP Number	OCC-03-09
		Effective Date	June 1, 2026
Section	Elections	Supersedes Date	June 1, 2022

***In Person Voting – Voting Locations***

Voters can attend the voting location identified on their VIL to vote in-person on Advance Voting Days and on Voting Day.

Voting Locations for the 2026 Municipal Election will be confirmed and provided to all Voters through the Notice of Election and on the municipal election website by September 1. The Advance Voting Period will take place October 19-25. Advance Voting Locations will be confirmed by September 1.

***In Person Voting – Paper Ballot***

Voters will vote using paper ballots which will be counted with tabulators procured through ES & S. Voters must bring their VIL to the Voting Location and proof of identification. If they do not have their VIL, proof of identification is required. An election official will confirm their eligibility to vote. Once confirmed, the election official will provide the Voter with the applicable ballot(s) and direct the Voter to a secure location to mark their vote. Upon completion, the Voter will return their ballot in a secrecy folder to the election official and will cast their ballot by inserting the folder into the tabulator. Refer to procedure OCC-03-06 for more information relating to Tabulators.


***Internet Voting – E-Ballot***

The voting system provided by Voatz allows Voters to vote using the internet. Every Voter will be limited to only one vote through the use of a PIN included in the VIL or issued in person by an Election Official, as necessary. A Voter PIN can only be used once to complete and submit a ballot.

Following the Voter’s selection for all offices, the voting system will identify the Voter’s choices and provide the Voter with the option of changing or confirming their vote selections prior to submission. The voting system will allow the Voter to under-vote for any contests or decline from voting altogether.

Internet voting will commence on October 19, 2026 at 10:00 a.m. and will close on October 26, 2026 at 8:00 p.m. or upon close of the last Voting Location on Voting Day (whichever is earlier). Voters who have gained access to the system prior to the closing time will have 10 minutes to complete their vote.

Prior to activation of the voting system on October 19, 2026, Voatz will provide the Clerk access to the system with secure password and ID for the purpose of viewing a list of all of the Candidates’ names and to ensure that the total votes cast indicates zero (0). Candidates or their Scrutineer may be present at S.H. Blake Auditorium (Council Chambers), City Hall, 500 Donald St. E., from 9:00 a.m. – 10:00 a.m. on October 19, 2026 to verify and ensure that the total votes cast are at zero (0) and will be required to sign a document that attests to this fact.


		SOP Name	Voting Methods
		SOP Number	OCC-03-09
		Effective Date	June 1, 2026
Section	Elections	Supersedes Date	June 1, 2022

## References

*Municipal Elections Act*, sections 42, 88  
 Ontario Regulation 304/13  
 OCC-03-06  
 EL15-CTB  
 EL16-CTB

## Definitions

Advance Voting Days  
 Candidates  
 Clerk  
 Internet Voting  
 PIN  
 Proof of Identification  
 Scrutineer  
 Voter  
 Voter Information Letter  
 Voting Day  
 Voting Location

		SOP Name	Proxy Voting
		SOP Number	OCC-03-10
		Effective Date	June 1, 2026
Section	Elections	Supersedes Date	June 1, 2022

## Procedure Statement

A Voter may appoint another eligible Voter to cast their Ballot on their behalf.

## Procedure

A registered Voter may appoint another person to be their proxy and cast their vote on their behalf. Both Voters must be registered in the same municipality and entitled to vote.

The Voter requesting a proxy, must complete two copies of the Appointment of Voting Proxy Form 3.

The Voter being appointed as a proxy must bring the completed forms to City Hall for them to be certified by the Clerk or designate.

Once certified, one original copy will be retained in the Clerk’s office and one original copy will be returned to the appointed proxy for presentation on Voting Day only at the Voting Location of the person appointing the proxy. Proxy voting is not permitted for Advance Voting Days or Internet Voting. At the time of voting at the Voting Location, the proxy will be required to present identification and take an oral oath attesting that they are the appointed elector. The oral oath is contained in Box F of Form 3.

A Voter may be appointed as a proxy for one or more family members, defined as a spouse, sibling, parent, child, grandparent or grandchild. If a Voter is appointed as a proxy for a non-family member, they can only act as a proxy for the one person and not for anyone else.


Once certified by the Clerk, a Voter’s PIN will be disabled. The approved method of voting by proxy is in person at a Voting Location on Voting Day. Should a Voter cancel their proxy, it must be received in writing by the Clerk with original certified documents and proof of identification. If required, a new PIN will be provided.

## References

*Municipal Elections Act, section 44 Form 3*

## Definitions

Clerk  
 Elector/Voter  
 Proof of Identification  
 Voting Day  
 Voting Location  
 Voting Period  
 Voting Proxy

		SOP Name	Notice of Results
		SOP Number	OCC-03-11
		Effective Date	June 1, 2026
Section	Elections	Supersedes Date	June 1, 2022

## Procedure Statement

The Clerk shall make available Unofficial Results of the 2026 Municipal and School Board Election as soon as practical following the close of voting, in-person and online. The Clerk, shall as soon as possible after Voting Day, declare the Candidate(s) who received the highest number of votes to be elected.

## Procedure

Access to all voting methods will remain open to the public until October 26, 2026 at 8:00 p.m. Any Voter who has arrived at a Voting Location by 8:00 p.m. will be permitted to vote. Voters who have gained access to the internet voting system remotely through their own device prior to 8:00 p.m. or the close of the last Voting Location (whichever is earlier) on October 26, 2026, will be permitted to complete the voting process, provided that they do so within 10 minutes.

The Clerk shall report the Unofficial Results at S.H. Blake Auditorium (Council Chambers), City Hall, 500 Donald St. E., Thunder Bay. The Clerk shall make every attempt to report the Unofficial Results as soon as practical after 8:00 p.m. The same Unofficial Results shall be posted on the City’s election website – [www.thunderbay.ca/election](http://www.thunderbay.ca/election)

As soon as possible after Voting Day, the Clerk shall declare the Official Results and post the results at City Hall and on the city website.

As soon as possible after Voting Day, the Clerk shall make the following information available on the City’s website:


1. The number of votes for each candidate.
2. The number of declined and rejected ballots.

## References

*Municipal Elections Act, section 55*

## Definitions

Ballot  
 Elector/Voter  
 Internet Voting  
 Official results  
 Unofficial Results  
 Voting Day  
 Voting Location

		SOP Name	Recount Procedures
		SOP Number	OCC-03-12
		Effective Date	June 1, 2026
Section	Elections	Supersedes Date	June 1, 2022

**Procedure Statement**

A municipality may be required to hold a recount of the votes cast. The City of Thunder Bay will utilize the mechanisms outlined in the Act to conduct the recount.

**Procedure**

***Recount Required***

The Act requires a recount to be conducted within 15 days of:

- a tie vote where a Candidate cannot be declared elected (automatic);
- a tie vote on a by-law or question (automatic);
- a resolution of Council or local board (for Council or local board offices);
- an order of the Minister (for questions submitted by the Minister); or
- an order of the Superior Court of Justice.

***Council, Local Board or Minister Request for Recount***

Within 30 days after the Clerk’s declaration of the results under s.55(4) and no later than Wednesday November 25, 2026, a Council or local/school board may pass a resolution or the Minister may make an order requiring a recount. The incoming Council or Local Board cannot pass a resolution for a recount.

***Application to Superior Court of Justice***

A person who is entitled to vote in an election and who has reasonable grounds for believing the election results to be in doubt may apply to the Superior Court of Justice for an order directing the Clerk to hold a recount no later than 30 days after the Clerk’s official declaration of the results of the election.


***Cost of Recount***

The costs to conduct a recount will be paid by the City unless any of the cases in section 7 (3) of the Act apply.

***Notice of Recount***

The Clerk shall give notice by registered mail or personal service of the recount date, time and place to:

- all certified Candidates for the office which is the subject of the recount,

		SOP Name	Recount Procedures
		SOP Number	OCC-03-12
		Effective Date	June 1, 2026
Section	Elections	Supersedes Date	June 1, 2022

- the Council or school board when a resolution was passed,
- the Minister when an order has been made, and
- the applicant in the case of a court order.

***Persons Entitled to be Present at a Recount***

The following persons are entitled to be present at a recount:

- the Clerk, Election Officials and any person with the Clerk’s permission,
- every Certified Candidate for the office involved, or their Scrutineer,
- the applicant who applied for the recount, if any, and
- legal counsel for any of the above.

***Conducting a Recount***

In a recount for a tied vote, the votes for Candidates who are tied will be included in the recount.

In a recount for a council, local board or minister request or a court order, the votes for Candidates named in the resolution or order will be included in the recount.

Votes for any other Candidate for the office whose vote total was, in the Clerk’s opinion, close enough to be affected by the recount will be included in the recount.


The votes shall be recounted in the same manner as the votes were counted on Voting Day.

The Clerk shall attend the recount and bring the transfer cases, ballot boxes, memory cards, tabulators, statement envelops and all documents that, in the opinion of the Clerk, are relevant to the recount.

***Continuing Tie Vote After Recount***

In a case of a tied vote following the recount, the elected Candidate will be determined by the following process conducted by the Clerk:

1. The name of each Candidate is written on equal-sized pieces of paper and the paper is placed in a container selected by the Clerk.
2. The Clerk announces, “the Candidate to be elected shall be the Candidate whose name is written on the first piece of paper I draw from the container.”
3. The Clerk draws a paper from the container and announces the Candidate’s name.

		SOP Name	Recount Procedures
		SOP Number	OCC-03-12
		Effective Date	June 1, 2026
Section	Elections	Supersedes Date	June 1, 2022

**Declaration of Recount Results**

The Clerk will declare the successful Candidate(s) elected 16 days after the recount unless the recount was court ordered and provide notice by:


- posting at City Hall and on the election website, and
- sending to everyone who was given notice of the recount.

**References**

*Municipal Elections Act*, sections 7(1), 56, 57, 58, 59, 60, 61, 62(3), 62(4)  
 Ontario Regulation 101/97

**Definitions**

- Certified Candidate
- Clerk
- Election Official
- Recount
- Scrutineer

		SOP Name	Scrutineers
		SOP Number	OCC-03-13
		Effective Date	June 1, 2026
Section	Elections	Supersedes Date	June 1, 2022

## Procedure Statement

A Candidate may appoint Scrutineers to represent them during the voting and at the counting of votes, including during a Recount.

## Procedure

The appointment of a scrutineer shall be in writing by completing the Appointment of Scrutineer by Candidate Form (EL12A-CTB). The form must be signed by the candidate in person at City Hall and witnessed by an Election Official.

### *In-Person Voting*

Candidates and Scrutineers arriving at a Voting Location must present a completed form EL12A-CTB and Proof of Identification to an Election Official and take an oath of secrecy, form EL12B-CTB. Any Candidate entering a Voting Location will be considered a Scrutineer, unless they are present to cast a Ballot. Only one Scrutineer per Candidate may be at each Ballot issuing station in the Voting Location and at the vote Tabulator.


### *Internet Voting*

Prior to the activation of internet voting, Candidates or their Scrutineer may be present at S.H. Blake Auditorium (Council Chambers), City Hall, 500 Donald St. E., from 9:00 a.m. – 10:00 a.m. on October 19, 2026 to verify and ensure that the total votes cast are at zero (0) and will be required to sign a document that attests to this fact.

### *Rights and Prohibitions*

#### Scrutineers or Candidates can:


- Enter the Voting Location up to 15 minutes before it opens and inspect the ballot boxes and the Ballots and all other papers, forms and documents relating to the vote (but not so as to delay the timely opening of the Voting Location).
- Place their own seal on the ballot box, immediately before the opening of the Voting Location, so that ballots can be deposited in the box and cannot be withdrawn without breaking the seal.
- Examine each Ballot as they are fed into the vote tabulator (but not touch the Ballot).
- Object to a Ballot or to the counting of votes in a Ballot.

		SOP Name	Scrutineers
		SOP Number	OCC-03-13
		Effective Date	June 1, 2026
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- Sign the statement of the results of the election prepared by the Deputy Returning Officer.
- Place their own seal on the ballot box immediately after the close of voting on each day of an advance vote, so that Ballots cannot be deposited or withdrawn without breaking the seal.
- Examine the Voters' List periodically to determine who has voted or to count how many Electors have voted but may not interfere with the conduct of the voting process.
- Be present at the time and place where results are received by the Clerk, including signing the results report indicating the final results and votes cast.


Scrutineers or Candidates cannot:

- Sit at the tables provided for Election Officials.
- Enter a voting booth while occupied or be near enough to the vote Tabulator to see how a Voter has marked their ballot.
- Campaign at the Voting Location. The boundaries of the Voting Location are the boundaries of the property where the Voting Location is located and includes the parking lot.
- Attempt, directly or indirectly, to interfere with how an Elector votes.
- Display a Candidate's election material (including buttons, pins, etc.) in a Voting Location. The boundaries of the Voting Location are the boundaries of the property where the Voting Location is located and includes the parking lot.
- Obtain or attempt to obtain, in a Voting Location, any information about how an elector intends to vote or has voted. The boundaries of the Voting Location are the boundaries of the property where the Voting Location is located and includes the parking lot.
- Communicate any information obtained at a Voting Location about how an Elector intends to vote or has voted.
- Park a vehicle displaying campaign material in the parking lot of the Voting Location.

		SOP Name	Scrutineers
		SOP Number	OCC-03-13
		Effective Date	June 1, 2026
Section	Elections	Supersedes Date	June 1, 2022

### **General**

- The Deputy Returning Officer (DRO) is responsible for the conduct of the Voting Location and no candidate or scrutineer has the right to interfere with the DRO in the discharge of his or her duties.
- Anyone who is creating a disturbance at a Voting Location will be removed by the DRO.
- The seal(s) must not contain any writing that could be considered “election campaigning”, therefore, the name of the candidate is not permitted on the seal.
- Scrutineers/Candidates who wish to have a discussion with another Candidate or Scrutineer must leave the Voting Location to carry on their discussion outside of the Voting Location.
- No campaign material or literature of any nature whatsoever shall be displayed within the Voting Location. The boundaries of the Voting Location are the boundaries of the property where the Voting Location is located and includes the parking lot.
- Scrutineers/Candidates wishing to observe the transmission of results must be at the Voting Location prior to the closing of the Voting Location at 8:00 p.m. No one will be admitted to the Voting Location after 8:00 p.m.
- The following rules apply for Scrutineers/Candidates wishing to attend the Results Tabulation Headquarters on Voting Day.
  - Entry will be permitted between 8:00 - 8:15p.m.
  - One person permitted per Candidate, can be Candidate or approved Scrutineer.
  - Sign in required to enter Results Tabulation Headquarters.
  - No re-entry will be permitted.
  - No cameras.
  - No phones.
  - Observation only.
  - Notes may be taken.
- The total of votes cast for each Candidate as counted by the vote tabulating equipment is final. The DRO is not required to do a second recount.


		SOP Name	Scrutineers
		SOP Number	OCC-03-13
		Effective Date	June 1, 2026
Section	Elections	Supersedes Date	June 1, 2022

## References

*Municipal Elections Act, section 16*

## Definitions

Ballot  
 Candidate  
 Clerk  
 Election  
 Election Official  
 Elector/Voter  
 Internet Voting  
 Proof of Identification  
 Recount  
 Results Tabulation Headquarters  
 Scrutineer  
 Tabulator  
 Voters List  
 Voting Day  
 Voting Location

		SOP Name	Emergency Measures
		SOP Number	OCC-03-14
		Effective Date	June 1, 2026
Section	Elections	Supersedes Date	June 1, 2022

## Procedure Statement

The Clerk may declare an emergency if they are of the opinion that circumstances have arisen that are likely to prevent the election from being conducted in accordance with the Act. The authority relates to the conduct of the vote and any aspect of the Election process.

## Procedure

When declaring an emergency, the Clerk will make arrangements that are consistent with the principles of the Act and will continue until the Clerk declares that it has ended.

In the event of an emergency, the Clerk will advertise on radio, social media and television, if possible, and post notices to the extent possible, that the Election has been delayed or extended.

In the event of an emergency, the Clerk may advise Voatz and / or Voting Locations to stop accepting votes or extend the voting period past the scheduled time, whichever is relevant to the emergency declaration.

In the event the Clerk is unable to be present to conduct procedures on Voting Day, there shall be a qualified person appointed or available to attend to the election details.

Given the availability of Internet Voting, any event that results in one or more Voting Location becoming unavailable for use on Voting Day, shall not be sufficient to cause the Clerk to declare an emergency, delay the vote, open a replacement Voting Location, or extend the voting hours.

The Clerk will plan for contingencies relating to extreme weather, fire at a Voting Location, power failures, pandemic, or labour disruptions of municipal staff or postal delivery.


In the event of an emergency, the Clerk has the authority to invoke an arrangement that is not specified in these procedures provided it is consistent with the principles of the Act.

## References

*Municipal Elections Act, section 53*

## Definitions

Clerk  
Election  
Emergency Measures  
Internet Voting  
Voting Day  
Voting Location  
Voting Period

		SOP Name	Election Records
		SOP Number	OCC-03-15
		Effective Date	June 1, 2026
Section	Elections	Supersedes Date	June 1, 2022

## Procedure Statement

The Clerk shall be responsible for the retention and destruction of all Election Records in accordance with the Act.

## Procedure

Documents and materials filed with or prepared by the Clerk or any other Election Official under the Act are public records and until their destruction, may be inspected by any person at the Clerk’s Office at a time when the office is open.

No person shall use information obtained from public records except for election purposes.

Subject to a judge’s order or recount proceedings, after 120 days from declaring the results under section 55 of the Act, the Clerk shall destroy the paper ballots. E-ballots will also be destroyed by Voatz, who shall provide the Clerk with a certificate of data destruction.

The destruction of Election Records shall be witnessed by at least two witnesses. Witnesses to the destruction of records shall sign an attestation.

The Clerk may also destroy any other documents and materials related to the election. Ballots and any other documents shall not be destroyed if a court orders that they be retained or a recount has been commenced and has not been finally disposed.


The Clerk shall retain all submitted financial statements and auditor’s reports until the next regular election has taken place, at which time they will be destroyed.

All Elector information obtained by a Candidate during the 2026 Election shall be destroyed after the Election. Candidates may return documents to the Clerk for destruction. Documents can be returned to the Office of the City Clerk until November 12, 2026. Following that date, it is the Candidate’s responsibility to destroy all documents containing elector information.

Over the course of the Election, third parties working for the municipality may be provided with election records for purposes including, but not limited to:

- maintaining the internet voting system,
- maintaining the voter list,
- producing Voter Information Letters, or
- any other purposes deemed necessary by the Clerk.

When the data is no longer needed, the third party will destroy the data and provide a certificate of data destruction to the Clerk.

		SOP Name	Election Records
		SOP Number	OCC-03-15
		Effective Date	June 1, 2026
Section	Elections	Supersedes Date	June 1, 2022

## References

*Municipal Elections Act*

*Municipal Freedom of Information and Protection of Privacy Act*

## Definitions

Ballot

Clerk

Candidate


Election

Election Official

Election Record

Elector

Third-Party Advertiser

		SOP Name	Corrupt Election Practices
		SOP Number	OCC-03-16
		Effective Date	June 1, 2026
Section	Elections	Supersedes Date	June 1, 2022

## Procedure Statement

The Clerk is responsible for the integrity of the Election, ensuring that it is conducted in a transparent, fair and secure manner.


## Procedure

### *Corrupt Election Practices*

The Act provides for penalties and enforcement of corrupt practices and other offences during an election process. For individuals, penalties can include a fine up to \$25,000, forfeiture of office, ineligibility to run for office in the following election, and/or imprisonment up to six (6) months.

A person is guilty of an offence if they attempt to or commit any of the following:

- vote without being entitled to do so;
- votes more times than the Act allows;
- vote in a place where they are not entitled to vote;
- induces or procures a person to vote when that person is not entitled to do so;
- appoints a proxy and then 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, published a false statement of a candidate’s withdrawal;
- furnishes false or misleading information to a person whom this Act authorizes to obtain information;
- without authority, supplies a ballot to anyone;
- delivers to the automated voting tabulating Officer to be placed in a ballot box a paper other than the ballot initially provided to them;
- takes a ballot away from a voting location; or
- at an election, takes, opens or otherwise deals with a ballot, automated vote tabulator, or a book or package of ballots without having the authority to do so.

		SOP Name	Corrupt Election Practices
		SOP Number	OCC-03-16
		Effective Date	June 1, 2026
Section	Elections	Supersedes Date	June 1, 2022

Although many provisions of the Act also deal with voting places, ballots and ballot boxes, etc. the same must be used interchangeably with the Alternate Voting Methods (internet voting) since the principles of the Act must be maintained and are therefore enforceable and subject to penalties.

The Clerk has agreed to the following rules and regulations:

- all complaints submitted in writing about actions which may contravene the provisions of the Act will be considered by the Clerk;
- all such valid complaints submitting in writing, once deemed by the Clerk to be substantiated, will be submitted to the appropriate authorities;
- the Clerk or any Election Official will not attempt to intervene in the prosecution and may be called to give evidence during prosecution.

### ***Mail Tampering***

The Criminal Code of Canada states that tampering with an individual’s personal mail is a criminal offence punishable by law. The City of Thunder Bay’s election methods rely on delivery of the Voter Information Letter to eligible electors in order to provide those electors with the means to exercise their right to vote, any instance or substantiated account of mail tampering will be taken very seriously and reported to the authorities.


All complaints relating to mail tampering will be submitted to the City Clerk in writing and, once deemed valid, will be sent to the appropriate authorities.

### ***Unauthorized use of Voter Information Letter***

Where an eligible Voter has tried to use their PIN and they have determined that it has already been used, the Voter can go to City Hall with satisfactory identification and have the Clerk, Deputy Clerk or Municipal Election Coordinator confirm that the voter’s PIN has been used by an unauthorized individual.

Prior to the issuance of a new VIL and PIN, the Voter shall be required to satisfactorily answer all questions posed by the Clerk, Deputy Clerk or Municipal Election Coordinator. If deemed necessary, the voter shall also be required to take an oath. Once the Voter has properly answered all questions and taken the prescribed oath, the Voter shall be issued a new VIL/PIN. The original ballot that was cast by the unauthorized individual will remain in the ballot box, as ballots are disassociated from their PINs once they are cast.

All situations relating to inappropriate use of PIN will be documented and once deemed valid, will be sent to the appropriate authorities.


		SOP Name	Corrupt Election Practices
		SOP Number	OCC-03-16
		Effective Date	June 1, 2026
Section	Elections	Supersedes Date	June 1, 2022

## References

*Municipal Elections Act*, section 89-94  
Criminal Code of Canada, section 356(1)

## Definitions

Ballot  
Clerk  
Deputy Returning Officer  
Election Official  
Elector  
Proof of Identification  
Voter Information Letter  
Voting Location  
Voting Proxy

		SOP Name	Election Forms
		SOP Number	OCC-03-17
		Effective Date	June 1, 2026
Section	Elections	Supersedes Date	June 1, 2022

## Procedure Statement

The Clerk is authorized to establish forms required to conduct the election.

## Procedure

The following forms will be used as indicated for the 2026 Municipal and School Board Elections.

Forms 1-9 are produced by the Ministry of Municipal Affairs & Housing and are available online at <https://forms.mqcs.gov.on.ca/en/> or by contacting the Municipal Elections Office.

City of Thunder Bay forms are available on request by contacting the Municipal Elections Office.

Form Number	
Form 1	Nomination Paper
Form 2	Endorsement of Nomination
Form 3	Appointment of Voting Proxy
Form 4	Financial Statement – Auditor’s Report of Candidate
Form 5	Financial Statement – Subsequent Expense
Form 6	Notice of Extension of Campaign Period
Form 7	Notice of Registration of Third-Party
Form 8	Financial Statement – Auditor’s Report Third-Party
Form 9	Declaration of Identity
EL10-CTB	Appointment and Oath of Deputy Returning Officer
EL11-CTB	Appointment and Oath of an Election Official
EL12A-CTB	Appointment of Scrutineer by Candidate
EL12B-CTB	Oral Oath of Secrecy
EL15-CTB	Application to Amend Voters’ List
EL16-CTB	Application for Removal of Another’s Name from Voters’ List
EL18A-CTB	Declaration of Qualifications - Council
EL18B-CTB	Declaration of Qualifications - Trustee
EL21-CTB	Notice of Death or Ineligibility of Candidate
EL22-CTB	Certificate of the Voters List
EL27-CTB	Oral Oaths
EL38-CTB	Witness Statements as to Destruction of Ballots
EL39-CTB	Notice of Recount
EL40-CTB	Recount Results
EL41-CTB	Declaration of Recount Results
EL65-CTB	Declaration of Identity
EL80-CTB	Legal name and signature
EL81-CTB	Consent to Release Personal Information