

River District Board of Management 2026 Election Voting Procedures



R i v e r D i s t r i c t
O W E N S O U N D

Approved by the Election Manager on July 27, 2026.

Revision Date	Description of Revision

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Authority

On June 13, 2022, the Council of the Corporation of the City of Owen Sound adopted By-law No. 2022-061 renaming the Owen Sound Downtown Improvement Area to the River District and adopting a constitution to govern the affairs of the River District Members and Board of Management. On June 15, 2026, City Council adopted By-law No. 2026-073 to adopt a revised River District Constitution.

Section 204 of the *Municipal Act, 2001* S.O. 2001, c. 25, as amended (the "Act") states as follows:

204(1) A local municipality may designate an area as an improvement area and may establish a board of management,

- (a) to oversee the improvement, beautification and maintenance of municipally-owned land, buildings and structures in the area beyond that provided at the expense of the municipality generally; and
- (b) to promote the area as a business or shopping area.

204(2) A board of management is a corporation consisting of the number of directors established by the municipality.

204(3) A board of management shall be composed of,

- (a) one or more directors appointed directly by the municipality; and
- (b) the remaining directors selected by a vote of the membership of the improvement area and appointed by the municipality.

Section 204 of the Act also states that:

204(10) The term of the directors of a board of management is the same as the term of the council that appointed them but continues until their successors are appointed.

204(11) Directors are eligible for reappointment.

In addition, the River District Constitution governs the affairs of the River District Members and Board of Management, and Section 4 states as follows:

4.1 An Election Manager shall conduct the election.

4.2 The Election Manager shall be an independent person, determined by the City Clerk and the Director of Community Services, and hired by the City.

4.3 Compensation for the Election Manager shall be the responsibility of the Board.

4.4 The City Clerk shall act as a resource for the Election Manager.

Therefore, as Election Manager for the Board of Management election for the River District within the Corporation of the City of Owen Sound, I do hereby certify and approve the following procedures for conducting the River District Board of Management Election and establish that the forms listed in Appendix A are permitted to be used during the election process.

A handwritten signature in cursive script that reads "Staci Landry".

Staci Landry, Election Manager

Definitions

1. For the purposes of these procedures, the following definitions shall apply:

"Act" means the *Municipal Act, 2001* S.O. 2001, c. 25, as amended.

"Advance Vote" means the date(s) that the Election Manager has established as advance voting day(s) prior to Voting Day.

"Assistant Election Officer" means any individual that is assigned a role and/or responsibilities by the Election Manager in respect to an election.

"Ballot" means the prescribed form containing the names of the Certified Candidates.

"Board" means the Owen Sound River District Board of Management.

"Candidate" means an individual who has submitted their nomination paper to the Election Manager.

"Certified Candidate" means a Candidate whose nomination has been certified by the Election Manager under Section 4.15 of the Constitution.

"City" means The Corporation of the City of Owen Sound.

"Clerk" means the Clerk for the City.

"Constitution" means the River District Constitution.

"Council" means the Council of the City.

"Delegate" means an individual who has been nominated to vote on behalf of a Member that is a corporation, partnership, or other legal entity.

"Director" means member of the Board.

"Election Manager" means the individual who is responsible for conducting the election under the authority of the Act and this Constitution and includes any Assistant Election Officer appointed by that individual in writing.

"Friend" means an individual who has been requested by a Member to assist them in the voting process.

"Member" means persons who are assessed on the last returned assessment roll, with respect to rateable property in the River District that is in a

commercial property class prescribed by the City, and tenants of such property.

"Person" means an individual, corporation, partnership, or other legal entity.

"River District" means the River District Business Improvement Area, which consists of rateable property in a prescribed business property class located in the area designated by Council and identified on Schedule 'A' of the Constitution. A reference to the River District is a reference to the geographical area and or to the local board as the context requires.

"Satisfactory Identification" means any piece of identification or personal information which would verify the identity of an individual to the satisfaction of the Election Manager or Assistant Election Officer in accordance with the Ministry of Municipal Affairs and Housing (MMAH) list of "Acceptable Documents for Voter Identification", Ontario Regulation 304/13 (Voter Identification), or any other identification criteria established by the Election Manager.

"Scrutineer" means an individual appointed in writing by a Certified Candidate to represent them during the voting process.

"Tenant" means persons who:

- a. rent or lease rateable property in the River District that is in a commercial property class prescribed by the City; and
- b. are required to pay all or part of the property taxes on the rateable property as part of their tenancy.

"Voting Day" means the final day on which ballots may be cast in a Board election.

"Voter Information Card" means a notice mailed to a Member whose name appears on the voters' list advising them of the voting place details.

"Voters' List" means the list prepared by the Election Manager of Members eligible to vote in a Board election.

"Voting Place" means the physical location, property, structure, or space on a property that the Election Manager has designated for the purposes of voting in a Board election.

"Voting Proxy" means an individual appointed in writing by a Member to cast a ballot on their behalf during Voting Day or the Advance Vote.

Application

2. This procedure applies to a Board election in the City.
3. These procedures may be amended, as necessary, and deemed appropriate, by the Election Manager. Any amendment to these procedures will be signed by the Election Manager and a copy of the amendment(s) will be provided forthwith to all Candidates.
4. These procedures and related forms will be provided in English only.
5. 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.

Confidentiality

6. The Election Manager, Assistant Election Officers, and/or other staff working in connection with a Board election will be required to abide by the City's Confidentiality Policy CrS-HR71 and sign off on the Confidentiality Policy Acknowledgement Form, committing to upholding the confidentiality provisions established in the policy.
7. No person will interfere or attempt to interfere with a Member while in the process of casting a ballot or attempt to interfere in the voting process unless expressly requested and authorized by a Member to provide assistance.
8. No person will obtain or attempt to obtain information about how a Member intends to vote or has voted. Any individual requested by a Member to assist them in voting is required to maintain the confidentiality of the vote(s) cast by the Member and, if marking the ballot on behalf of the Member, will vote according to the instructions and wishes of the Member.
9. No person will communicate any information that may have been inadvertently obtained about how a Member intends to vote or has voted.
10. No Member will reveal how they intend to vote while in the Voting Place, except for the purposes of obtaining assistance in voting from either a Friend, Interpreter, the Election Manager, or an Assistant Election Officer.
11. All Members voting at the Voting Place may vote with the assistance of a Friend or Interpreter. However, the Friend or Interpreter will be required to take the appropriate oath (Form RD21) prior to providing assistance, to be administered by the Election Manager or an Assistant Election Officer. No individual will be allowed to act as a Friend or Interpreter of more than one Member at the Voting Place.
12. All complaints regarding breaches of privacy will be dealt with under Sections 16 through 20 of the City's Confidentiality Policy CrS-HR71.

Voters' List

13. The list of eligible Members will be requested from the City's Tax Collector in an electronic format by the first Friday of September, or such date as to be agreed upon by the Election Manager and the Tax Collector. This list will be reviewed by the Election Manager, and obvious errors will be corrected, and the list will be approved for use as the Voters' List on or before the last Friday in September.
14. The list will be distributed in electronic format to Candidates who complete the Voters' List Request and Declaration (Form RD3). Candidates may produce paper copies at their own effort and cost, should they choose to do so. Each Candidate will sign Form RD3 stating that the Voters' List will not be used for any purposes other than the Board election. The Election Manager, at their sole discretion, may determine which data fields will be included in the copy of the Voters' List provided to Candidates.
15. The list will be accessible by the Clerk, Election Manager, Assistant Election Officers, and/or other staff working in connection with the Board election who will use the list to facilitate additions and changes during the revision period and perform other functions as required, subject to the security permissions assigned to each individual.
16. Additions, corrections, and deletions may be made to the list in accordance with the Act and the Instructions for Voters' List Revisions.
17. Voter Information Cards will be sent via Canada Post Lettermail to all eligible Members no later than the third Friday in October.
18. Beginning on the last Friday in September and until 8:00 p.m. on Voting Day, eligible Members may schedule an appointment with the Election Manager, on a date, time and location mutually agreed upon between the two parties, to revise the Voters' List. If the eligible Member wishes to attend the Voting Place on Advance Voting Day or Voting Day to revise the Voters' List, then an appointment with the Election Manager is not required.
19. Where a request to revise the Voters' List has been made, the Election Manager or Assistant Election Officers will be responsible for the following:
 - a. Eligible Members who are not on the Voters' List will be able to be added to the list by filling out the Application to Amend Voters' List (Form RD15) and providing Satisfactory Identification in accordance with the Instructions for Voters' List Revisions.
 - b. Eligible Members who are already on the list but wish to correct their information can do so in accordance with the Instructions for Voters' List Revisions.
 - c. Where a Member on the Voters' List has lost their Voter Information Card or did not receive it in the mail, they may obtain a replacement

Voter Information Card in accordance with the Instructions for Voters'
List Revisions.

Notice of Election

20. The Election Manager will notify Members of the following using social media, the City's website, the River District website, direct mail-outs, any combination of the aforementioned methods, or any other method deemed appropriate by the Election Manager:
 - a. that a Board election is being held in the River District by paper ballot;
 - b. the date, time, and location of the Board election;
 - c. who is eligible to vote in the Board election;
 - d. information regarding how eligible Members can find out if their name is on the Voters' List or if their information is correct;
 - e. information regarding how eligible Members that are an individual can appoint a Voting Proxy;
 - f. information regarding how eligible Members that are a legal entity can provide a written voting delegation; and
 - g. the nomination procedure.
21. The Election Manager will determine the date(s) of all advertisements.
22. Each person on the Voters' List will be provided with a Voter Information Card containing, at minimum:
 - a. name and qualifying address of the Member;
 - b. dates, times and locations of Voting Day and Advance Vote, should the Election Manager deem to provide an Advance Vote;
 - c. the River District website where Members can find more information, including how to appoint a Voting Proxy and how to nominate a Delegate on behalf of a corporation;
 - d. the email address and telephone number of the Election Manager should a Member require any further information or assistance; and
 - e. voter eligibility criteria.

Voter Qualifications

23. A person is entitled to be a Member for a Board election if, on Voting Day, they:
 - a. are assessed, on the last returned assessment roll, with respect to rateable property in the River District that is in a commercial property class prescribed by the City, and tenants of such property; and
 - b. are at least 18 years old.
24. In determining whether a person is a tenant or not, the Clerk or designate may accept a list provided under Section 210(2)(b) of the Act or the declaration of a person that the person is a tenant (Form RD16), and the determination of the Clerk or designate is final.

Voting Process

25. A paper ballot method will be used for the Board election.
- a. Members will be required to attend the Voting Place in person to cast their ballot. Every Member will be required to provide Satisfactory Identification in accordance with the Ministry of Municipal Affairs and Housing (MMAH) list of "Acceptable Documents for Voter Identification", Ontario Regulation 304/13 (Voter Identification), or complete and submit a Declaration of Identity (Form RD19). The identification provided must match the qualifying address on the Voter Information Card (i.e., property tax assessment, utility bill, or lease or rental agreement).
 - b. Every Member will be permitted to one paper ballot regardless of the number of properties that the Member may own or lease in the River District.
 - c. Every Member that is an individual will be permitted to appoint a Voting Proxy to cast a ballot on their behalf at the Voting Place if, for any reason, the Member is unable to personally cast the ballot. The Voting Proxy must attend the Voting Place in person to cast the ballot. The Member must appoint a Voting Proxy by completing the Appointment of Voting Proxy (Form RD13). This form will be submitted to the Election Manager for certification prior to Voting Day.
 - d. Every Member that is a legal entity other than an individual has one vote regardless of the number of shareholders or partners that the Member has. The legal entity must nominate in writing one Delegate to vote on its behalf by completing the Nomination of Delegate on Behalf of Corporation (Form RD14). This form will be submitted by the Delegate at the time the ballot for that Member is requested.
 - e. One individual may be nominated as a Delegate by two or more legal entities that are Members of the River District.
 - f. Voting Day will be conducted on the second (2nd) Monday in November of each year a municipal election is held, if required. The Voting Place will open at 8:30 a.m. and close at 8:00 p.m. on Voting Day. Members present at the Voting Place at 8:00 p.m. will be allowed to cast their ballot and complete the voting process.
26. Certified Candidates or their Scrutineer may be present in the Voting Place from 8:00 a.m. to 8:30 a.m. on Voting Day to ensure that all Certified Candidates' names are listed on the paper ballot and that the ballot box is empty. If the Election Manager includes an Advance Vote, then the date and time that Certified Candidates or their Scrutineer may be present in the Voting Place will be changed to reflect 30 minutes prior to the opening of voting on the first day of the Advance Vote.

27. Should an eligible Member receive more than one Voter Information Card, the eligible Member may only vote once and must return the other Voter Information Card to the Election Manager or Assistant Election Officer.
28. The City's Municipal Office will be used as the return address for all Voter Information Cards. Sealed Voter Information Cards returned to the Municipal Office will remain sealed, will be marked "returned mail", and be maintained in a secure fashion and destroyed at the same time as all other Board election material, 120 days after declaring the results of the Board election.
29. Eligible Members may vote by:
 - a. attending the Voting Place on Voting Day or Advance Vote, should the Election Manager deem to provide an Advance Vote, either by themselves or with a Friend or Interpreter who may assist the Member in voting after taking the appropriate oath. In the absence of a Friend or Interpreter, the Member may request the assistance of the Election Manager or an Assistant Election Officer, who may provide assistance only after the appropriate oath has been taken; or
 - b. appointing a Voting Proxy to cast their ballot on their behalf if, for any reason, they will be unable to personally cast their ballot. The Voting Proxy must attend the Voting Place in person on Voting Day or Advance Vote, should the Election Manager deem to provide an Advance Vote, and provide the certified Appointment of Voting Proxy (Form RD13) and take the appropriate oath.

Voting Process Integrity

30. The integrity of the voting process will be the responsibility of the Election Manager and will be preserved by:
 - a. ensuring that every eligible Member on the Voters' List is provided with a Voter Information Card which contains their name and qualifying address;
 - b. ensuring that no one except the Clerk, Election Manager, Assistant Election Officers, Certified Candidates, and/or other staff working in connection with the Board election will have access to the Voters' List.
 - c. providing opportunities for eligible Members to be added to the list or to make amendments to the list, up until the close of voting;
 - d. establishing proper procedures to ensure that no person is added to the Voters' List unless the Election Manager or Assistant Election Officer is satisfied of their identity and qualification as a Member in the River District;
 - e. establishing proper procedures to ensure that no replacement Voter Information Card is issued unless the Election Manager or Assistant Election Officer is satisfied of the eligible Member's identity; and
 - f. ensuring that replacement Voter Information Cards are issued only by individuals appointed in writing by the Election Manager to do so.
31. The ballot box will be inspected to ensure that no paper ballots have already been cast prior to Voting Day, or Advance Vote, should the Election Manager deem to provide an Advance Vote.

Close of Voting Process & Results

32. The Election Manager will keep the Voting Place open until 8:00 p.m. on Voting Day.
33. Any Member remaining within the Voting Place at 8:00 p.m. will be permitted to vote.
34. At such a time as all eligible Members within the Voting Place have voted, the Election Manager will order the close of voting.
35. As soon as possible after the close of voting, at the Voting Place, the Election Manager will count the votes located within the ballot box. Only the Election Manager, Assistant Election Officers, the Clerk, Certified Candidates or their Scrutineers may be present at the Voting Place, and those present will sign the unofficial results. The Election Manager will publish the unofficial results on the River District website.
36. As soon as possible after Voting Day, the Election Manager will declare the official results and then post the official results on the River District website, indicating that all appointments are subject to City Council approval.
37. The Election Manager will forward the official results to the Clerk who will place the results before Council for consideration. Directors approved by Council will be appointed by by-law.
38. Any Director offices left vacant will be addressed in accordance with the Act and Sections 3.13 through 3.15 of the Constitution.

Recount Procedures

39. Sections 4.26 and 4.27 of the Constitution require that a recount be conducted within one (1) week of Voting Day if two or more Certified Candidates receive the same number of votes and cannot both or all be declared elected to the Board.
40. There is no policy requiring automatic recounts in other cases.
41. The costs to conduct a recount will be paid by the City from funds allocated to the River District.
42. The Election Manager will give notice by email and/or phone of the recount date, time, and location to all Certified Candidates who are subject of the recount. The location of the recount will be the same as the Voting Place.
43. The following persons will be authorized to attend the recount:
 - a. the Election Manager, Assistant Election Officers, and the Clerk; and
 - b. every Certified Candidate for the office, or their Scrutineer.
44. At the precise hour designated for the recount, the Election Manager will recount the votes that are subject to the recount procedure and announce the results of the recount.
45. If the recount indicates that two or more Certified Candidates who cannot both or all be declared elected to the Board have received the same number of votes, the Election Manager will choose the successful Certified Candidate(s) by lot using the following procedure:
 - a. The Election Manager will determine the texture and quality of the paper used for this process and each Certified Candidate and/or Scrutineer will have an opportunity of examining the paper to be used to inscribe the names of the Certified Candidates;
 - b. The Election Manager will print the name of each Certified Candidate on equal size paper and the Certified Candidates or their Scrutineer, without touching the paper, may examine the same. The writing of each name will be clear and concise. In addition, all individuals in attendance will have an opportunity to examine the box which will be used for conducting the lot.
 - c. Upon acceptance of all the Certified Candidates or their Scrutineer that the process outlined in paragraphs 45(a) and 45(b) have been adhered to, the Election Manager will fold the papers bearing each Certified Candidate's name twice in two (2) equal parts and will deposit these papers, in full view of all individuals present and authorized to attend, in an open-end box that has been selected by the Election Manager for conducting the lot.

- d. Once all Certified Candidates' names are inserted into the box, the top of the box will be closed. Any individual entitled to be in attendance at the drawing will be given the opportunity to inspect the box before it is closed. The Election Manager will shake the closed box vigorously ten (10) times. Before opening the box, the Election Manager will appoint an Assistant Election Officer or the Clerk to draw from the box.
 - e. The Election Manager will open the box and hold the box at such a height as to prevent any individual from seeing inside the box before a name is drawn from it.
 - f. At the Election Manager's direction, the individual appointed by the Election Manager will reach in and pull out one (1) piece of paper at a time for each Board position to be filled. When a piece of paper is drawn, the individual appointed by the Election Manager will unfold it and show the name on it to all in attendance and say the name aloud.
 - g. Once completed, the individual appointed by the Election Manager will remove the remaining contents from the box and provide an opportunity for all individuals present to examine the remaining slips of papers and the box.
46. The Election Manager will declare the successful Certified Candidate(s) elected after the recount and provide notice using the Declaration of Recount Results (Form RD12) by:
- a. posting on the River District website; and
 - b. sending by email to everyone who was given notice of the recount.

Destruction of Records

47. The Clerk or Election Manager will retain the ballots and all other documents and materials related to the Board election for 120 days after declaring the results of the Board election.
48. When the 120-day period has elapsed, the Clerk or Election Manager:
 - a. will destroy the ballots in the presence of two witnesses; and
 - b. will destroy any other documents and materials related to the Board election.

Scrutineers

49. Scrutineers may be appointed in writing by the Certified Candidate, using Form RD7, to represent them for the following:
 - a. to be present in the Voting Place from 8:00 a.m. to 8:30 a.m. on Voting Day prior to the opening of voting to verify and ensure that all Certified Candidates' names are listed on the paper ballot and that the ballot box is empty. If the Election Manager includes an Advance Vote, then the date and time that Scrutineers may be present in the Voting Place will be changed to reflect 30 minutes prior to the opening of voting on the first day of the Advance Vote.
 - b. to be present in the Voting Place from 8:30 a.m. to 8:00 p.m. on Voting Day to observe the process;
 - c. to be present in the Voting Place for the duration of time established for the Advance Vote, should the Election Manager deem to provide an Advance Vote;
 - d. to be present in the Voting Place at the time when the votes are counted;
 - e. to be present in the Voting Place at the time when results are announced; and
 - f. to be present in the location identified for a recount, if required, at the time when the recount is conducted.
50. Before being admitted to the Voting Place, Scrutineers will produce Satisfactory Identification and a properly signed Appointment of Scrutineer by Candidate (Form RD7) and take the Oral Oath of Confidentiality (Form RD8).
51. Only one Certified Candidate or their appointed Scrutineer may be in attendance at the Voting Place at one time.
52. Use of mobile communication devices and cameras will **not be permitted** within the Voting Place.
53. Scrutineers who do not follow the instructions of the Election Manager or Assistant Election Officers or who attempt to interfere, influence, and to determine how a Member is voting will be requested to leave immediately, their appointment will be revoked, and they will not be permitted to re-attend at the Voting Place. Scrutineers may also have their appointment revoked if they contravene the rules and guidelines established by the Election Manager as provided to the Certified Candidates.

Mail Tampering: Criminal Offence and Prosecution

54. The Criminal Code of Canada states that tampering with the mail of an individual is a criminal offence and a person found guilty is liable to a term of imprisonment not exceeding ten (10) years. Since the Board's election methods rely on delivery of the Voter Information Cards to eligible Members in order to allow those Members to exercise their right to vote, any instance or substantiated account of mail tampering will be taken very seriously and reported to the authorities.
55. In order to ensure the integrity and confidence of the voting process for all Members and Certified Candidates, the Election Manager agrees 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, submitted to the Election Manager in writing, will be submitted to the appropriate authorities; and
 - b. THAT the Election Manager or any Assistant Election Officer will not attempt to intervene in the prosecution and may be called to give evidence during prosecution.

Accessibility

56. The Election Manager will have regard to the needs of Members, Candidates, and Scrutineers with disabilities.
57. The Election Manager will conduct the Board election in a manner that will ensure the Members, Candidates, and Scrutineers with disabilities have full and equal access to all Board election information and services, including the Voting Place. The Board election will be conducted in a manner that ensures that persons with disabilities are able to vote independently and privately with access to voting assistance if required.
58. Any staff working in connection with the Board election will complete the Owen Sound Accessible Customer Service Training to recognize and ensure that persons with disabilities are serviced in a way that accommodates their individual needs.
59. Board election information will be provided to Members and Candidates with disabilities in an accessible format, agreed upon between the requester and the Election Manager.
60. Members that require their Voter Information Card in an accessible format will contact the Election Manager at riverdistrictelection@owensound.ca or 519-376-4440 ext. 1235.
61. Notice of the provision of information in an accessible format will be provided on the River District website, owensoundriverdistrict.ca.
62. In establishing the Voting Place, the Election Manager will ensure that the location is accessible to Members, Certified Candidates, and Scrutineers with disabilities. The location, accessible parking, and entrance information will be posted on the River District website, and this includes:
 - a. designated parking for persons with disabilities;
 - b. an entrance that will be level or have steps and ramps with handrails leading to the entrance doors that will be wide enough to accommodate a wheelchair or other mobility aid and have automatic door opening devices;
 - c. access to the interior voting area and voting booth that will be level, with any carpeting and doormats to be level with the floor;
 - d. voting area will be well lit and seating will be made available;
 - e. the voting booth will have a wide area to allow individuals using mobility aids to vote independently and secretly;
 - f. an accessible elevator if the voting area is not located on the main floor;

g. persons with disabilities may be accompanied by a support person within the voting booth, or the Election Manager or an Assistant Election Officer can assist a Member in casting their vote. The Election Manager or Assistant Election Officer will, in conjunction with the person with the disability, determine the extent to which they need assistance and the best way to provide the assistance.

63. The Election Manager will be available throughout the Board election to assist with any issues that may arise with respect to providing a barrier-free election.
64. More information on the City's accessibility policies and procedures can be found at www.owensound.ca/accessibility.

Appendices

65. The Forms approved for use by the Election Manager for the Board election process are included as Appendix A to these procedures. Additional forms may be prepared for the Board election and will be utilized when necessary or desirable for conducting the Board election under the direction of the Election Manager. Nothing in this procedure precludes the Election Manager from approving the use of additional forms, subsequent to the finalization of this procedure.
66. The Instructions for Voters' List Revisions are included as Appendix B to these procedures.

River District Board of Management 2026 Election Appendix A – Index of Forms



R i v e r D i s t r i c t
O W E N S O U N D

Approved by the Election Manager on July 27, 2026.

Revision Date	Description of Revision

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**River District Board of Management
2026 Election
Appendix B – Instructions for Voters’ List Revisions**



River District
OWEN SOUND

Approved by the Election Manager on July 27, 2026.

Revision Date	Description of Revision

Scenario	Instructions	Quick Reference
Change Voter's Information A Member is on the Voters' List but needs their information corrected (for example: name, address, date of birth, etc.).	1. Advise the Member that they must complete a Form RD15 (available online or at the front counter at City Hall) and submit it via email or in person by scheduling an appointment with the Election Manager or attending the Voting Place on Advance Voting Day or Voting Day. 2. Upon receipt of a completed Form RD15, verify the Member's identity according to the channel of communication: a. IN PERSON i. Verify the Member's identity by asking for ID [refer to the Ministry of Municipal Affairs and Housing (MMAH) list of "Acceptable Documents for Voter Identification"]. The ID must include the Member's qualifying address. If ID is not available or acceptable, ask the Member to return when they have satisfactory ID, or ii. If necessary, have the Member complete a Declaration of Identity (Form RD19). b. BY EMAIL i. Verify the Member's identity by asking them to email a scan or photo of their ID (refer to the MMAH list of "Acceptable Documents for Voter Identification"). The ID must include the Member's qualifying address. ii. If the Member has no ID, ask them to attend in person to complete the change of information. 3. MORE INFORMATION REQUIRED: If you have reason to believe that a Member is not who they claim to be or that the information they are providing is unreliable, you have the right to require identification in person or to deny their application. 4. Upon receipt of a satisfactory Form RD15 and if satisfied with the identity of the Member, make the requested changes to the voter's information indicated on Form RD15 on the Voters' List and notify the Member that their information has been updated. 5. Provide the Voter Information Card (VIC) in one of the following ways, depending on timing: a. Until October 16, 2026, notify the Member that a VIC will be mailed along with the rest of the membership.	➤ Member must submit a Form RD15. ➤ Verify Member's identity. ➤ Complete the requested change. ➤ Until October 16, advise Member that VIC will be mailed. ➤ After October 16, provide VIC in person or by email. ➤ On Advance Voting Day or Voting Day, direct Member to vote without a VIC. Note on Voters' List that Member voted without a VIC. ➤ If declined, note the reason why.

Scenario	Instructions	Quick Reference
	b. After October 16, 2026, provide the VIC in person or by email only. They should <u>not</u> be distributed by lettermail at this time, in case they do not arrive on time. c. On Advance Voting Day or Voting Day, advise the Member that a new VIC will not be provided and direct the Member to proceed with voting. Note on the Voters’ List that the Member voted without a VIC. 6. Where an unsatisfactory Form RD15 has been received, note the reason for refusal on Form RD15 and return the annotated Form RD15 to the Member in person, by lettermail, or by attaching a scanned copy to email.	

Scenario	Instructions	Quick Reference
Add a Voter to the List A Member is not on the Voters’ List and requests to be added.	NOTE – THIS SCENARIO MUST BE COMPLETED IN PERSON (OR BY EMAIL IN EXTENUATING CIRCUMSTANCES). 1. Advise the Member that they must complete a Form RD15 (available online, at the front counter at City Hall, or at the Voting Place on Advance Voting Day or Voting Day) and submit it in person by scheduling an appointment with the Election Manager or attending the Voting Place on Advance Voting Day or Voting Day. If attending in person is not available to the Member, see Extenuating Circumstances below. 2. Verify the Member’s identity (name and qualifying address) by asking for ID (refer to the MMAH list of “Acceptable Documents for Voter Identification”). A Declaration of Identity (Form RD19) will <u>not</u> suffice in the case of a person wishing to be added to the list. 3. MORE INFORMATION REQUIRED: If you have reason to believe that a Member is not who they claim to be or that the information they are providing is unreliable, you have the right to deny their application. 4. Upon receipt of a satisfactory Form RD15 and if satisfied with the identity of the Member, add the Member to the Voters’ List and notify the Member that they have been added. a. Until October 16, 2026, notify the Member that a VIC will be mailed along with the rest of the membership. b. After October 16, 2026, provide the VIC to the Member. c. On Advance Voting Day or Voting Day, advise the Member that a new VIC will not be provided and direct the Member to proceed with voting. Note on the Voters’ List that the Member voted without a VIC. 5. Where an unsatisfactory Form RD15 has been received, note the reason for refusal on the Form RD15 and discuss what is required in order to be satisfactory for addition to the Voters’ List. Return the annotated Form RD15 to the individual. Extenuating Circumstances: 1. In extenuating circumstances, as determined by the Election Manager in their sole discretion, the Election Manager may accept a request by email by receiving the signed	➤ Member must submit a Form RD15. ➤ ID is required. ➤ If approved, add Member to the Voters’ List. ➤ Before October 16, advise Member that VIC will be mailed. ➤ After October 16, provide VIC immediately. ➤ On Advance Voting Day or Voting Day, direct Member to vote without a VIC. Note on Voters’ List that Member voted without a VIC. ➤ If declined, note the reason why.

Scenario	Instructions	Quick Reference
	Form RD15 and a scan or photo of the Member’s ID. In such circumstances, the Election Manager will email a password-protected VIC and send the password to the elector by separate email. 2. This option is not available beginning the Friday before Voting Day. In 2026, this option is not available after 4:00 p.m. on Friday, November 6, 2026.	

Scenario	Instructions	Quick Reference
Member did not receive or lost their VIC A Member states that they either did not receive the VIC by mail, or lost or misplaced the VIC.	1. Advise the Member that they must complete a Form RD18 (available online, at the front counter at City Hall, or at the Voting Place on Advance Voting Day or Voting Day) and submit it via email or in person by scheduling an appointment with the Election Manager or attending the Voting Place on Advance Voting Day or Voting Day. 2. Upon receipt of a completed Form RD18, verify the Member’s identity according to the channel of communication: a. IN PERSON i. Verify the Member’s identity by asking for ID (refer to the MMAH list of “Acceptable Documents for Voter Identification”). The ID must include the Member’s qualifying address. If ID is not available, ask the Member to return when they have satisfactory ID, or ii. If necessary, have the Member complete a Declaration of Identity (Form RD19). b. BY EMAIL i. Verify the Member’s identity by asking them to email a scan or photo of their ID (refer to the MMAH list of “Acceptable Documents for Voter Identification”). The ID must include the Member’s qualifying address. ii. If the Member has no ID, ask them to attend in person to complete a Declaration of Identity (Form RD19). 3. MORE INFORMATION REQUIRED: If you have reason to believe that a Member is not who they claim to be or that the information they are providing is unreliable, you have the right to require identification in person or to deny their application. 4. Upon receipt of a satisfactory Form RD18 and if satisfied with the identity of the Member: a. After October 16, 2026, notify the Member that a VIC will be distributed in person or by email to ensure that it is received in time before Advance Voting Day and Voting Day. b. On Advance Voting Day or Voting Day, advise the Member that a new VIC will not be provided and direct the Member to proceed with voting. Note on the Voters’ List that the Member voted without a VIC.	➤ Member must submit a Form RD18. ➤ Verify Member’s identity. ➤ After October 16, provide VIC in person or by email. ➤ On Advance Voting Day or Voting Day, direct Member to vote without a VIC. Note on Voters’ List that Member voted without a VIC.

Scenario	Instructions	Quick Reference
Member forgot their VIC at home A Member states that they forgot their VIC at home and wish to vote at the Voting Place.	1. Advise the Member that they must complete a Form RD18 (available online or at the Voting Place) and submit it in person by attending the Voting Place on Advance Voting Day or Voting Day. 2. Verify the Member’s identity by asking for ID (refer to the MMAH list of “Acceptable Documents for Voter Identification”). The ID must include the Member’s qualifying address. If ID is not available or acceptable, ask the Member to return when they have satisfactory ID, or 3. If necessary, have the Member complete a Declaration of Identity (Form RD19). 4. If you have reason to believe that a Member is not who they claim to be, you have the right to require identification in person or to deny their application. 5. If satisfied with the identity of the Member, advise the Member that a new VIC will not be provided and direct the Member to proceed with voting. Note on the Voters’ List that the Member voted without a VIC.	➤ Member must submit a Form RD18. ➤ Verify Member’s identity. ➤ Direct Member to vote without a VIC. Note on Voters’ List that Member voted without a VIC.

Scenario	Instructions	Quick Reference
Member claims VIC has been stolen and/or already voted by someone else A Member states that their VIC has been stolen and/or already voted by someone else.	NOTE – THIS SCENARIO MUST BE DEALT WITH IN PERSON. 1. Claims of stolen VICs and ballots cast illegally are a serious matter. 2. Advise the Member that they must complete a Form RD17 (available online or at the Voting Place) and submit it in person by attending the Voting Place on Advance Voting Day or Voting Day. 3. Verify the Member’s identity by asking for ID (refer to the MMAH list of “Acceptable Documents for Voter Identification”). The ID must include the Member’s qualifying address. If ID is not available or acceptable, ask the Member to return when they have satisfactory ID, or 4. If necessary, have the Member complete a Declaration of Identity (Form RD19). 5. If satisfied with the identity of the Member, look up the Member’s name on the Voters’ List and determine if the Member has voted: a. NO: If the stolen VIC <u>has NOT been used</u>, advise the Member that a new VIC will not be provided and direct the Member to proceed with voting. Note on the Voters’ List that the Member voted without a VIC and contact the Election Manager to advise accordingly. b. YES: If the stolen VIC <u>has been used</u>, contact the Election Manager. The Election Manager may report the matter to the police. If Form RD17 is approved, the Election Manager will advise the Member that a new VIC will not be provided and direct the Member to proceed with voting. Note on the Voters’ List that the Member voted without a VIC. 6. Note on the Voters’ List that the Member’s VIC was stolen and/or already voted by someone else.	➤ In-person only. ➤ Member must submit a Form RD17. ➤ Verify Member’s identity. ➤ If stolen VIC was NOT used, direct Member to vote. ➤ If stolen VIC was used, report it to the Election Manager. ➤ Note on Voters’ List that Member’s VIC was stolen and/or already voted by someone else and that Member voted without a VIC.