THE CORPORATION OF THE CITY OF ST. THOMAS
2026 Municipal Election

SUBJECT: **Voting Procedures Manual**

DEPUTY CITY CLERK AND ASSISTANT RETURNING OFFICER: Jon Hindley

DATE APPROVED: May 1, 2026

Contents

Key Information 2

Authority 3

Definitions 4

Application 7

Secrecy of Proceedings 7

Voters' List 8

Revisions to the Voters' List 9

Notice of Election 11

Voter Qualifications 12

Voting Process 12

Voting System Integrity 16

Auditor 17

Close of Voting Period & Results 18

Recount Procedures 19

Scrutineers 20

Corrupt Election Practices: Offences and Prosecution 21

Mail Tampering: Criminal Offence and Prosecution 22

Emergencies 23

Accessibility 23

Destruction of Records 24

Appendices 24

Appendix "A": Forms and Notices 25

Appendix "B": Instructions for Voters' List Revisions and PIN Replacement 63

THE CORPORATION OF THE CITY OF ST. THOMAS
2026 Municipal Election

Voting Procedures Manual

Key Information

Contact Information	**Election Headquarters**
Monday to Friday, 8:30 a.m. to 4:30 p.m. **Election Website:** Please visit our website for updates: http://www.stthomas.ca/ Note: More information will be added to the website as it becomes available throughout the election process. **By Phone:** 519-631-1680, Press "0" **By E-mail:** customerservice@stthomas.ca	**In Person:** City Clerk's Department City Hall, 545 Talbot Street St. Thomas, Ontario **By Mail:** City of St. Thomas Attn: City Clerk's Department P.O. Box 520, 545 Talbot Street St. Thomas, Ontario, N5P 3V7

Authority

On October 6, 2025, the Council of the Corporation of the City of St. Thomas adopted By-law 103-2025 authorizing the use of internet and telephone voting as alternative voting methods for the 2026 Municipal Election in the City of St. Thomas.

In addition, the City of St. Thomas has entered into an agreement with Simply Voting Inc. for the provision of internet and telephone voting services for the 2026 Municipal and School Board elections.

Pursuant to Section 42(3) of the Municipal Elections Act, 1996, the City Clerk shall establish procedures and forms for the use of any alternative voting method authorized by by-law and provide these forms and procedures to each candidate.

Sections 11(2) and 12(1) of the Municipal Elections Act, 1996 provides authority to the City Clerk for conducting elections and providing any matter or procedure necessary not otherwise provided for in the Act. This includes the power to establish forms, oaths and statutory declarations and the requirement for their use. It further includes the power to require a person, as a condition of doing anything or having an election official do anything under the Act to furnish 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 provides that any notice or information required under the Act shall be given by the City Clerk in a form and manner and a time that the City Clerk considers adequate to give reasonable notice or convey the information and that the City 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.

Further, Section 42(4) of the Municipal Elections Act, 1996 provides that the procedures and forms, if they are consistent with the principles of the Act, prevail over anything in the Act and the regulations made under it.

The Municipal Elections Act, 1996, Section 53, also provides that the City 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 City Clerk to make arrangements for the proper conduct of the election. Any arrangements made by the City 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.

Therefore, as Deputy City Clerk and Assistant Returning Officer for the municipal elections of the Corporation of the City of St. Thomas, I do hereby certify and approve the following procedures for conducting the 2026 Municipal and School Board Elections and the forms listed in Appendix "A" below are permitted to be used during the election process.



Jon Hindley, Deputy City Clerk / Assistant Returning Officer

Definitions

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

"Act" means the Municipal Elections Act, S.O. 1996 c. 32, as amended;

"Advance Voting Period" means the time during the Voting Period in which eligible electors may cast ballots before Voting Day and for 2026 is October 13-25, 2026;

"Auditor" means the person appointed by the City Clerk to validate the logic and accuracy of a Voting System used in an election;

"Ballot" means an image on an internet-enabled device of a ballot for an election to be voted for, including all choices available to the electors and containing spaces in which the electors mark their votes; or when voting using a telephone or wireless phone, an audio set of instructions which describe all choices available to the electors and instruction to mark their selection by depressing the numbered touchtone keypad;

"Candidate" means a person who has submitted their nomination form under Section 33 of the Municipal Elections Act, 1996;

"Certified Candidate" means a Candidate whose nomination has been certified by the City Clerk under Section 35 of the Municipal Elections Act, 1996;

"City Clerk" means the individual appointed by City Council as City Clerk, and is also the Returning Officer responsible for the conducting of the election under the authority of the Municipal Elections Act, 1996;

"Declined Ballot" means a ballot that has been returned by an elector who does not wish to vote;

"Election Official" means any person who has been delegated or assigned duties or responsibilities in the conduct of the municipal election as authorized by the City Clerk;

"Elector" means a person who meets the following qualifications: is 18 years of age or older on Voting Day, Monday, October 26, 2026; is a Canadian citizen; is a resident of the City of St. Thomas, or an owner or tenant of land in the City of St. Thomas, or the spouse of such owner of tenant of land;

"Friend" means a person who has been requested by an Elector to assist them in the voting process in accordance with the Municipal Elections Act, 1996;

"Interim List of Changes" means, for a regular election, the list of changes made to the Voters' List between the time that the Voters' List was originally published and September 20th in the year of the election;

"Password" means an additional access control word assigned to each authorized user in order to provide additional security for access to the Voting System;

"Personal Identification Number (PIN)" means a unique multiple digit number assigned to each elector to provide secure access to the Voting System;

"Preliminary List of Electors" means a list of eligible electors compiled by Elections Ontario for an election in the City of St. Thomas;

"Receiving Location" means the location where the Voting System is activated and where election results are reported, which shall be the Council Chambers located in City Hall, 545 Talbot Street;

"Registered Third Party Advertiser" means an individual, corporation or trade union that is registered under Section 88.6 of the Municipal Elections Act, 1996;

"Satisfactory Identification" means any piece of identification or personal information which would verify the identity of an individual to the satisfaction of an Election Official in accordance with Ontario Regulation 304/13: Voter Identification;

"Scrutineer" means a person appointed in writing by a Certified Candidate to represent them during the voting process;

"Service Provider" means the company contracted to supply a telephone and internet Voting System, and for the 2026 Municipal Election is Simply Voting Inc.;

"Voter Assistance Centre" means the physical location, property, structure or space on a property where eligible electors may attend in person to cast their ballot in a given election, operated by the City of St. Thomas;

"Voter Help Desk" means an e-mail address and telephone help line provided by the City Clerk's Office to assist electors with the voting process or other general election inquiries. The Voter Help Desk is open Monday to Friday, 8:30 a.m. to 4:30 p.m. throughout the Voting Period;

"Voter Information Letter" means a letter mailed directly to an Elector's address or provided by Election Officials to persons who have completed an application for inclusion on the Voters' List that provides information necessary for the elector to exercise their right to vote;

"Voters' List" means the list of eligible electors prepared by the City Clerk, which lists the names and voting entitlement of eligible electors as provided by Elections Ontario in accordance with the Municipal Elections Act, 1996;

"Voting Day" means the final day on which ballots may be cast in an election and for 2026 is October 26, 2026;

"Voting Kiosk" means a physical internet-enabled device at a Voter Assistance Centre which is specifically configured to permit electors to cast a ballot on the Voting System during an election;

"Voting Period" means the time during which electors may cast ballots using the Voting System provided in an election, and includes both the Advanced Voting Period and Voting Day;

"Voting System" means the platform chosen to provide electors with a means of casting their ballot using the telephone or internet.

Application

These procedures apply to the 2026 Municipal and School Board Elections in the City of St. Thomas and any contests for which the City of St. Thomas collects a vote on behalf of another Returning Officer for which the election spans municipal boundaries.

The procedures and forms established by this document prevail over anything in the Act and its regulations, provided that they are consistent with the principles of the Act as per Subsection 42(4) 2 of the Municipal Elections Act, 1996.

Where these procedures do not provide for any matter, the election shall be conducted in a manner that is both practicable and consistent with the principles of the Municipal Elections Act, 1996, with the same being determined and established by the City Clerk.

These procedures may be amended, as necessary and deemed appropriate, by the City Clerk. Any amendments to these procedures shall be signed by the City Clerk and provided forthwith to all candidate and registered third party advertisers.

The City Clerk will provide access to these procedures to the Returning Officer of any contests for which the City of St. Thomas collects a vote on behalf of, and request that the procedures are distributed to candidates who register to run for those offices.

Secrecy of Proceedings

All Election Officials and/or other persons working in connection with the municipal elections shall swear or affirm an oath of secrecy, committing to upholding the secrecy provisions established in Section 49 of the Act.

No person shall:

- Interfere or attempt to interfere with an elector while in the process of accessing the telephone/internet Voting System or interfere or attempt to interfere in the voting process while using the telephone or internet Voting System unless expressly requested and authorized by an elector to provide assistance;
- Obtain or attempt to obtain information about how an elector intends to vote or has voted;

- Communicate any information that might have inadvertently been obtained about how an elector intends to vote or has voted;
- Reveal how they intend to vote while in a Voter Assistance Centre, except for the purposes of obtaining assistance in voting from either a Friend or an Election Official.

Any individual requested by an elector to assist them in voting is required to maintain the secrecy of the vote(s) cast by the elector and, if marking the ballot on behalf of the elector, shall vote according to the instructions and wishes of the elector. Any other person present while an elector is obtaining assistance must withdraw until the elector finishes instructing their Friend or Election Official.

The Friend shall be required to take the appropriate oath prior to providing assistance, to be administered by an Election Official.

All complaints regarding breaches of secrecy may be investigated by the proper authorities and may be prosecuted according to the provisions of "Offences, Penalties and Enforcement" under Sections 89 through 94 of the Municipal Elections Act, 1996.

Voters' List

Based on the Preliminary List of Electors as supplied by Elections Ontario in an electronic format with a review and corrections undertaken by the City Clerk pursuant to Section 22 of the Municipal Elections Act, 1996, the Voters' List shall be approved for use on or before September 1, 2026. The list is stored electronically through the DataFix VoterView system, which will be utilized by Election Officials to facilitate additions and changes during the revision period and perform other functions as required, subject to the security permissions assigned to each Official.

Additions, corrections and deletions may be made to the list in accordance with the Municipal Elections Act, 1996 and in accordance with the Instructions for Voters' List Revisions and PIN Replacement.

Pursuant to Section 27(1) of the Act, the City clerk shall produce the Interim List of Changes reflecting changes made up until September 15, 2026, using VoterView.

On written request, the Voters' List will be provided to those entitled to receive a copy under the Act in an electronic format. All certified candidates shall be entitled to one encrypted USB stick containing

the Voters' List at no cost provided that they sign the Candidate's Declaration – Proper Use of the Voters' List form stating that the Voters' List shall not be used for any purposes other than the 2026 Municipal and School Board elections, in accordance with Section 88(10) of the Municipal Elections Act, 1996. Candidates may produce paper copies at their own effort and cost, should they choose to do so. The City Clerk, at their sole discretion, may determine which data fields shall be included in the copy of the Voters' List provided to Candidates for each electoral category. Those eligible to receive the Voters' List that have provided a written request will also be provided with the Interim list of Changes, distributed as an encrypted e-mail attachment prior to September 30, 2026.

The Voters' List shall be provided by DataFix to Simply Voting Inc. in computer format at a time to be determined by the City Clerk, to allow for activation of the Voting System. Once the Voters' List has been loaded into the Voting System, it will remain synchronized; and additions, deletions or changes to elector information in VoterView will automatically and instantly be reflected in the Voting System.

The Voters' List shall be provided by Simply Voting Inc. to Taylor Demers Mail Processing Inc. in computer format at a time to be determined by the City Clerk, to allow for printing of the Voter Information Letters in time for delivery. Voter Information Letters shall be sent via Canada Post Lettermail to all eligible Electors no later than October 7, 2026 to enable them to use the Telephone/Internet Voting service.

All certified candidates shall receive usernames and passwords allowing them to access the Voters' List in the Voting System, for the purposes of viewing which electors have voted during the Voting Period. The City will not produce a physical or electronic excerpt of the Voters' List indicating Electors that have voted; it is expected that Candidates will use this access. This access does not provide information on how an elector has voted, only whether or not they have participated in the election. Candidates may access this information anytime during the Voting Period.

Revisions to the Voters' List

Additions, corrections and deletions may be made to the Voters' List in accordance with the Instructions for Voters' List Revisions and PIN replacement, attached as Appendix "B" to these procedures.

Eligible electors whose names have been omitted from the Voters' List or those requiring a correction to the Voters' List in the City of St. Thomas may make application in the City Clerk's Department during regular office hours, Monday to Friday, 8:30 a.m. to 4:30 p.m. The City Clerk's Department is located on Level 2 in City Hall, 545 Talbot Street. Eligible electors will be required to submit a signed Application to Amend Voters' List form and satisfactory identification to add their name or amend (change) information on the Voters' List. Additions and amendments may be made to the Voters' List between September 1, 2026 and October 26, 2026 at 8:00 p.m. Electors may add their name or amend their information prior to this time period using the following website: www.RegisterToVoteON.ca.

Revisions to the Voters' List will also be accepted during the hours of any Voter Assistance Centre.

Persons wishing to remove a deceased person's name from the Voters' List may submit a completed Application for Removal of Another's Name from Voters' List form to the City Clerk's Department during regular office hours, Monday to Friday, 8:30 a.m. to 4:30 p.m. The City Clerk will review the form before making the final decision to remove the deceased individual's name from the list.

Electors added to the Voters' List will be assigned and delivered a Voter Information Letter containing a PIN; however, for additions made after the mailing of the Voter Information Letters, the Voter Information Letter containing a PIN will be provided to the individual in person.

Where an eligible elector has received an incorrect Voter Information Letter in terms of school support, and has not already voted, the elector can attend the Voter Help Desk or Voter Assistance Centre and have the category corrected. The elector will be required to fill out an "Application to Amend Voters' List" form and provide proof of identity and residence.

Where an eligible elector has received a notice on their Voter Information Letter that their date of birth is missing or incomplete, the elector can attend the Voter Help Desk or Voter Assistance Centre and provide their date of birth. The elector will be required to fill out an "Application to Amend Voters' List" form and provide proof of identity and residence.

Where a person on the Voters' List has lost his or her Voter Information Letter or did not receive it in the mail, they can attend the Voter Help Desk in order to obtain their Voter Information Letter with a replacement PIN in accordance with the Instructions for Voters' List Revisions and PIN Replacement, attached as Appendix "B" to these procedures.

After Voting Day, the Final List of Changes shall be provided to Elections Ontario by DataFix upon the Clerk's authorization.

Notice of Election

The City 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 by staff of the City:

- That a Municipal Election is being held in the City of St. Thomas which has adopted an alternative voting method, being Telephone/Internet voting;
- 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 Voter Help Desk and how eligible electors can check to see if their name is on the Voters' List or if their information is correct; and
- The office for which persons may be nominated and the nomination procedure.

The City 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 of the Municipal Elections Act, 1996.

Each person on the Voters' List shall be mailed a sealed Voter Information Letter via Canada Post Lettermail containing, at minimum:

- Their PIN, as well as the telephone number and designated internet address (URL) to cast their vote;
- Instructions on how to vote;
- Dates and hours of Telephone/Internet Voting;
- The e-mail address and telephone number of the Voter Help Desk;
- Locations, dates and hours of Voter Assistance Centres;
- Access to a list of contests and candidates; and
- Voter eligibility criteria.

Voter Qualifications

Who Can Vote

Section 17(2) of the Municipal Elections Act

To be qualified to vote in the Municipal Election, you must be:

- 18 years of age or older on Voting Day, Monday, October 26, 2026;
- A Canadian citizen;
- A resident of the City of St. Thomas, or you are the owner or tenant of land in the City of St. Thomas, or you are the spouse of such owner or tenant of land;
- NOT prohibited from voting or otherwise prohibited by law (see Municipal Elections Act, 1996 – also detailed below)

Note: Students may vote where they attend school and also in their home municipality.

Who Cannot Vote

Section 17(3) of the Municipal Elections Act

The following are prohibited from voting:

- A person who is serving a sentence of imprisonment in a penal or correctional institution;
- A corporation;
- A person acting as an executor or trustee or in any other representative capacity, except as a voting proxy in accordance with the Act; or,
- A person who was convicted of the corrupt practice described in subsection 90(3) of the Act, if Voting Day in the current election is less than five years after Voting Day in the election in respect of which they were convicted.

Voting Process

The Voting System provided by Simply Voting Inc. shall allow electors to vote using a telephone or the internet. Electors shall be required to access a designated internet address or telephone a designated number in order to cast their ballot.

Eligible electors may vote by:

- Accessing the telephone number provided by using a touch-tone telephone, or the internet address provided by using a viable internet connection;
- Attending a Voter Assistance Centre during the dates and times and at the locations established by the City Clerk, either by themselves or with a friend that may assist the elector in voting using the Voting Kiosk after taking the appropriate oath. In the absence of a friend, the voter may request the assistance of the Election Official;
- Attending special Voter Assistance Centres specifically for Long Term Care / retirement homes and hospitals.

Every elector shall be limited to only one vote through the use of a PIN distributed via Canada Post Lettermail in a sealed and personalized Voter Information Letter or issued in person by an Election Official as necessary. Every elector shall be required to provide their date of birth along with their PIN.

In the City of St. Thomas, all candidates are elected at large:

- An elector may vote for ONE Mayor
- An elector may vote for up to EIGHT Councillors, but once only for each of the eight candidates
- A public school elector may vote for up to TWO trustees
- A separate school elector may vote for ONE trustee
- A French language separate school elector may vote for ONE trustee
- A French language public school elector may vote for ONE trustee

Following the voters' selection for all offices on a ballot, the Voting System shall 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 shall enable the elector to under-vote a contest or contests, or decline from voting the ballot in its entirety, if they wish to do so.

For the purposes of reporting declined ballots in accordance with Subsection 55(4.1) 2., an under-voted ballot shall be considered an abstention from voting for one or more contests on the ballot or voting for fewer candidates than is permitted within a single contest, whereas a declined ballot shall be considered a deliberate choice by the elector to decline the entire ballot be selecting a 'declined' option on the ballot. A declined ballot shall not include votes cast for any contest, which is separate

and distinct from an under-voted ballot which may or may not include votes for all contests, one contest, or no contests on the ballot.

The Voting System shall not permit a voter to overvote or spoil a ballot.

If an elector is interrupted before casting their vote, they may re-commence voting later.

Once the elector has voted, a ballot receipt is displayed indicating that the vote has been cast, and no further access to the Voting System will be granted.

Voting will commence on October 13, 2026 at 10:00 a.m. and close on October 26, 2026 at 8:00 p.m. Any persons present at a Voter Assistance Centre at 8:00 p.m. will continue to be allowed to access the Voting System and complete the voting process. Persons who have gained access to the Voting System through their own device prior to 8:00 p.m. on October 26, 2026 will be permitted to complete the voting process, provided that they do so by 8:10 p.m.

Prior to the activation of the system by Simply Voting Inc., being on October 13, 2026 at 10:00 a.m., Simply Voting Inc. shall allow access by the City Clerk, the Auditor, or other authorized Election Officials as determined by the City Clerk, to the Voting System by secure username and password, for the purposes of viewing a list of all of the candidates' names, including the sum total of votes cast to ensure that the total votes cast indicates "0" (Zero).

Candidates or their scrutineer may be present in the Council Chambers from 9:00 a.m. to 10:00 a.m. on October 13, 2026 to verify and ensure that all candidate's names are listed and the total votes cast are at "0". They shall be required to sign the Activation of Voting System form to attest to this fact.

Where a voter qualifies at more than one location in the City of St. Thomas, the voter may vote only once and the qualifying address to determine eligibility for voting shall be at the place of residence of the elector, as defined under the Municipal Elections Act, 1996. All duplicate names on the Preliminary List of Electors shall be verified by the City Clerk and/or Election Officials prior to the final preparation of the Voters' List. Should an eligible voter receive more than one Voter Information Letter, the eligible elector may only vote once and must return the other Voter Information Letter(s) to the Voter Help Desk at City Hall. All voters that vote more than once in the election or who improperly use the Voter Information Letter shall be reported to the appropriate authorities for further investigation as to possible corrupt practices under the Municipal Elections Act, 1996.

Section 42(5) of the Municipal Elections Act, 1996 states that when a by-law authorizing the use of an alternative voting method is in effect, Section 44 (voting proxies) applies only if the by-law so specifies. By-law 103-2025 does not specify and therefore does not permit the use of proxies. With respect to proxies, a person cannot give his or her Voter Information Letter to another eligible elector or other individual for the purpose of voting. Acceptance or theft of another person's Voter Information Letter including the actual voting thereof will be considered an illegal and corrupt practice and therefore subject to penalty provisions under the Municipal Elections Act, 1996.

Sealed Voter Information Letters returned to City Hall shall remain sealed, shall be marked "returned mail" and be maintained in a secure fashion and destroyed at the same time as all other Municipal Election material as provided for under Section 88 of the Municipal Elections Act, 1996.

Should a Voter Information Letter be returned to City Hall 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 at the same time as all other Municipal Election material as provided for under Section 88 of the Municipal Elections Act, 1996.

The City Clerk in partnership with Simply Voting Inc. shall take appropriate measures to ensure that all Voter Information Letters and their associated PINs are accounted for throughout the election and after the conclusion of the Voting Period. After the conclusion of the election, Simply Voting Inc. shall supply the City Clerk with a report detailing the status of all Voter Information Letters / PINs during the election.

The City Clerk shall arrange for one or more Voter Assistance Centres to be set up throughout the City on specific dates and times during the Voting Period. Voter Assistance Centres shall be equipped with one or more Voting Kiosks for use by electors to cast their ballot.

Any elector attending at a Voter Assistance Centre will be asked for proof of identity and residence should a revision to the voters' list be required. Each centre will have a list of acceptable documents for identification. An elector may be requested to take the "Oral Oath of Qualification."

Where a friend attends a Voter Assistance Centre in support of an elector, they will be required to take the appropriate oath(s).

Where an eligible elector has tried to use their PIN and they have determined that it has already been used, the elector can attend the Voter Help Desk and prove to the satisfaction of the City Clerk or Deputy City Clerk that they did not vote and require a new PIN. In accordance with the Instructions for Voters' List Revisions and PIN Replacement, if the City Clerk or Deputy City Clerk believes that all questions have been answered truthfully and satisfactorily, the elector may be provided with a new PIN and the elector's status will be reset in the Voting System to allow the elector to vote upon completion of the Application to Replace Stolen Voter Information Letter form. The original ballot that was cast by the unauthorized individual will remain in the Voting System, as ballots are disassociated from the electors' PINs once they are cast.

Where an elector's PIN is assigned incorrect school support information, the elector can attend the Voter Help Desk or a Voter Assistance Centre or contact the Voter Help Desk and have the proper school support applied to the existing PIN before casting the ballot. If the eligible voter has already cast their ballot and exhausted their PIN, they cannot make any further changes to their eligibility or re-cast any part of their ballot.

Voting System Integrity

The integrity of the voting process shall be the responsibility of the City Clerk and shall be preserved by:

- Ensuring that every eligible elector on the Voters' List is mailed, via Canada Post Lettermail, a sealed Voter Information Letter which contains the voter's unique PIN;
- Ensuring that no one except authorized by Simply Voting Inc. and Taylor Demers Mail Processing Inc. staff shall have access to a comprehensive list of PIN's that matches each voter's name and address;
- Providing opportunities for eligible electors to be added to the list or to make amendments to the list, up until the close of voting;
- Establishing proper procedures to ensure that no person is added to the Voters' List unless an Election Official is completely satisfied of their identity and qualification as an elector in the City;
- Establishing proper procedures to ensure that no replacement PIN is issued unless an Election Official is completely satisfied of the eligible elector's identity;

- Ensuring that no replacement PIN is issued by anyone other than an Election Official who has been appointed in writing by the City Clerk to do so;
- Appointing an Auditor to test the Voting System in accordance with the Auditor section below, and providing same with read-only access to the Voting System;

Auditor

The Voting System shall be tested thoroughly through a comprehensive logic and accuracy audit prior to the Voting Period. The tests shall include but not be limited to the following:

- Voting System refuses ballots before the start of the Voting Period
- Voting System is 'zeroed out' at the start of the Voting Period
- Voting System presents electors with the correct ballot based on their elector information
- Voting System accepts ballots from un-used eligible PINs
- Voting System refuses ballots from used PINs
- Voting System does not allow over-votes on the ballot
- Voting System acknowledges under-voted ballots and prompts electors if they wish to complete under-voted contests on their ballot
- For telephone voting specifically, the wording and clarity of the recordings and the input timing is accurate
- Voting System 'times out' after a period of voter inactivity
- Voting System accepts ballots from PINs that previously 'timed out' or were abandoned before being submitted
- Voting System refuses ballots after the end of the Voting Period except from specifically authorized Voting Kiosks
- Voting System accurately counts votes for all candidates in each contest

The Voting System shall be further tested through an ongoing audit during the Voting Period. The tests shall include but are not limited to the following:

- Voting System refuses ballots before the start of the Voting Period
- Voting System is 'zeroed out' at the start of the Voting Period
- Voting System presents electors with the correct ballot based on their elector information
- Voting System does not allow over-votes on any ballot

- Voting System acknowledges under-voted ballots and prompts elector if they wish to complete all contests on their ballot
- Voting System 'times out' after a period of voter inactivity
- Voting System refuses ballots after the end of the Voting Period, except from specifically authorized Voting Kiosks

All Voting Kiosks and associated information technology infrastructure used at Voter Assistance Centres will be tested for internet access, network security, proper configuration, and device security.

The City Clerk is to provide the proper pronunciation of the names of all certified candidates for programming into the telephone Voting System following Nomination Day.

Close of Voting Period & Results

The City shall keep public voting access open until October 26, 2026 at 8:00 p.m.

Any person remaining within a Voter Assistance Centre after 8:00 p.m. will still be permitted to vote from Voting Kiosks. Persons who have gained access to the Voting System remotely through their own device prior to 8:00 p.m. on October 26, 2026 will be permitted to complete the voting process, provided that they do so by 8:10 p.m.

At such time as all eligible electors within a Voter Assistance Centre have voted and after 8:10 p.m. to ensure no remote voters remain logged into the system, the City Clerk shall order the close and deactivation of the Telephone/Internet Voting System and shall also order the generation of the results for each contest.

Following the close of voting, the appointed Auditor will attempt to vote from a privately-owned computer and confirm that it is not possible to access the voting site.

Following the close of voting on October 26, 2026, the City Clerk shall post unofficial results from the Voting System in the Council Chambers. The City Clerk shall publish the unofficial results on the City's website.

As soon as possible after Voting Day, the City Clerk shall declare the official results and post the official results at City Hall and on the City's website.

Recount Procedures

In the case of a tie vote, as provided under Section 56 of the Municipal Elections Act, 1996, the City Clerk shall require Simply Voting Inc. to provide a re-tabulation of the votes cast.

Pursuant to Subsection 56(2) of the Municipal Elections Act, 1996 the recount shall be held within fifteen (15) days after the City Clerk's declaration of the results of the election, and therefore the recount shall occur on or before November 8, 2026 at the Receiving Location.

Pursuant to Subsection 61(1) of the Municipal Elections Act, 1996, the following persons will be authorized to attend the recount:

- The City Clerk and any other Election Official appointed by the City Clerk for the recount procedure;
- Every certified candidate for the office;
- The lawyer or agent for each of the candidate(s); and
- Only one (1) scrutineer for each of the candidate(s).

At the precise hour designated for the recount, the City Clerk shall re-tabulate the results for the contest(s) that are subject to the recount procedure and publish the results of the recount.

Upon receipt of the final results of the recount, the City Clerk shall announce the results of the recount and in the event of a tied vote, Subsection 62(3) of the Municipal Elections Act, 1996 shall apply, being as follows: "If the recount indicates that two or more candidates who cannot both or all be declared elected to an office have received the same number of votes, the Clerk shall choose the successful candidate or candidates by lot."

In the event that a tied vote occurs after the recount, the following procedure shall be used and applied:

- The City Clerk shall determine the texture and quality of the paper used for this process and each candidate or the candidate's lawyer and/or scrutineer will have an opportunity of examining the paper to be used to inscribe the names of the candidates;
- The City Clerk shall print the name of each candidate on a similar size paper and the candidate(s), the candidates' lawyer and/or scrutineer, without touching the paper, may examine the same. The writing of each name shall be clear and concise, and no ink shall appear

within half an inch of the edge of the paper. In addition, all persons present will have an opportunity of examining the box which will be used for conducting the lot;

- Upon acceptance of all the candidates that the process outlined so far have been adhered to, the City Clerk shall fold the papers bearing each candidate's name twice in two (2) equal parts and shall deposit these papers, in full view of all persons present and authorized to attend, in an open-end box that will be acceptable to all persons present. In the event of a conflict or difference of opinion as to the selection of the box, the City Clerk shall determine the box to be used for this process;
- Once all Candidate's names are inserted into the box, the top of the box shall be closed. Any individual entitled to be in attendance at the drawing shall be given the opportunity to inspect the box before it is closed. The City Clerk shall shake the closed box vigorously ten (10) times. Before opening the box, the City Clerk shall select another Election Official to draw from the box;
- The City Clerk shall 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;
- At the City Clerk's discretion, the individual drawing from the box shall reach in and pull out one (1) piece of paper at a time for each office to be filled. When a piece of paper is drawn, the individual shall unfold it and show the name on it to all in attendance and say the name aloud;
- Once completed, the person appointed by the City Clerk shall remove the remaining contents from the box and provide an opportunity for all persons present to examine the remaining slips of papers and the box.

Scrutineers

Scrutineers may be appointed, in writing by the candidate, to represent them as permitted under Section 16 of the Municipal Elections Act, 1996. If appointed, scrutineers will be entitled to the following:

- To be present in the Receiving Location from 9:00 a.m. to 10:00 a.m. on October 13, 2026 prior to the opening of polling to verify and ensure that all candidates' names are listed and the total votes cast are at "0" (Zero), and to sign the Activation of Voting System form to attest to this fact.

- To be present at any Voter Assistance Centre during the hours of operation to observe the process.
- To be present in the Receiving Location, at the time when results are announced.

Before being admitted to a Voter Assistance Centre of the Receiving Location, Scrutineers shall produce a satisfactory identification and a properly signed Appointment of Scrutineer by Candidate form and take the Oral Oath of Secrecy.

Only one candidate or their appointed scrutineer may be in attendance at a Voter Assistance Centre or the Receiving Location at any given time.

Use of mobile communication devices and cameras shall not be permitted within the Voter Assistance Centre or the Receiving Location by any candidate or scrutineer.

Scrutineers who do not follow the instructions of the Election Official(s) or who attempt to interfere, influence and to determine how an elector is voting will be requested to leave the Voter Assistance Centre immediately, their appointment will be revoked and they will not be permitted to re-attend at a Voter Assistance Centre or the Receiving Location during the announcement of results. Scrutineers may also have their appointment revoked if they contravene the rules and guidelines established by the City Clerk as provided to the candidates.

Corrupt Election Practices: Offences and Prosecution

The Municipal Elections Act, 1996 provides for penalties and enforcement of corrupt practices and other offences during an election process. Penalties can include a fine of up to $25,000, forfeiture of office, ineligibility to run for office in the following election, and/or imprisonment for up to six (6) months.

Although the City will be using an alternative voting method, being Telephone/Internet Voting, the principles and the integrity of the election process will remain and are enforceable.

No person(s) shall solicit a Voter Information Letter from an eligible elector. All valid complaints or knowledge of solicitation shall be reported immediately to the appropriate authorities for investigation of corrupt practices.

In addition, under the provisions of Section 90 of the Municipal Elections Act, 1996, if a person is convicted of an offence and the offence was committed knowingly, the offence constitutes a corrupt practice and the person is liable, in addition to any other penalty, for a term of imprisonment not more than six (6) months.

Although many provisions of the Municipal Elections, 1996, also deal with voting places, ballots and ballot boxes, etc., the same must be used interchangeable with the "alternative form" of voting since the principles of the Act must be maintained and are therefore enforceable and subject to penalties.

The City Clerk shall ensure that:

- All complaints submitted in writing about actions which may contravene the provisions of the Municipal Elections Act, 1996, will be considered by the City Clerk;
- All such valid complaints submitted in writing, once deemed by the City Clerk to be substantiated, will be submitted to the appropriate authorities;
- The City Clerk or any Election Official will not attempt to intervene in the prosecution and may be called to give evidence during prosecution.

Mail Tampering: Criminal Offence and Prosecution

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 City's election method relies on delivery of the Voter Information Letter to eligible electors in order to allow these electors to exercise their right to vote, any instance or substantiated account of mail tampering will be taken very seriously and reported to the authorities.

In order to ensure the integrity and confidence of the voting process for all electors and candidates, the City Clerk shall ensure that:

- All complaints about actions which may contravene the provisions of the Criminal Code of Canada with respect to mail tampering, submitted in writing, will be considered by the City Clerk;
- All such valid complaints, once deemed by the City Clerk to be substantiated, will be submitted to the appropriate authorities;

- The City Clerk or any Election Official will not attempt to intervene in the prosecution and may be called to give evidence during prosecution.

Emergencies

Section 53 of the Municipal Elections Act, 1996 provides that the City 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 and provides the authority to the City Clerk to make arrangements for the proper conduct of the election. Any arrangements made by the City 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.

In the event of an emergency, the City Clerk shall advertise on radio, social media and the City's website, and post notices to the extent possible, that the election has been delayed or extended as the case may be.

In the event of an emergency, and a decision of the City Clerk, Simply Voting Inc. under direction from the City Clerk, shall stop the Voting System from accepting calls via telephone and connections from the internet, thus preventing the election from continuing or starting as the case may be, or direct Simply Voting Inc. to extend the voting period past the scheduled end time.

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

Given the options available to electors to vote from any touch-tone telephone or internet-enabled device with an internet connection, any event that results in one or more Voter Assistance Centre becoming unavailable for use on Voting Day (e.g. flooding, power failure) shall not be sufficient to cause the City Clerk to declare an emergency, delay the vote, open a new voting location, or extend the voting hours.

Accessibility

The City Clerk shall have regard to the needs of electors and candidates with disabilities.

The City Clerk shall prepare a plan regarding the identification, removal and prevention of barriers that affect electors and candidates with disabilities and shall make the plan available to the public before Voting Day.

In establishing the locations of Voter Assistance Centres, the City Clerk shall ensure that each location is accessible to electors and candidates with disabilities.

Within 90 days after Voting Day, the City Clerk shall prepare a report regarding the identification, removal and prevention of barriers that affect electors and candidates with disabilities and shall make the report available to the public.

Destruction of Records

Election records shall be destroyed in accordance with Section 88 of the Municipal Elections Act, 1996. Upon written request of the City Clerk following the passage of 120 days after Voting Day, Simply Voting Inc. shall destroy all ballots associated with the election and provide written confirmation of same to the City Clerk.

Appendices

The Forms and Notices approved for use by the City of St. Thomas for the election process are included as Appendix “A” to these procedures. Additional forms may be prepared for the 2026 Municipal Election and will be used when necessary or desirable for conducting the election under the direction of the City Clerk, as per Section 12(1) of the Municipal Elections Act, 1996. Nothing in this procedure precludes the City Clerk from approving the use of additional forms, subsequent to the finalization of this procedure. The Instructions for Voters’ List Revisions and PIN Replacement are included as Appendix “B” to these procedures.

Appendix "A": Forms and Notices

Table of Contents – By Form #

Forms prescribed by the Ministry of Municipal Affairs can be found at Ontario Central Forms Repository (CFR).

Form #	Description	Page #
PR Form 1	Nomination Paper	Prescribed
PR Form 2	Endorsement of Nomination	Prescribed
PR Form 4	Financial Statement - Auditor's Report Candidate	Prescribed
PR Form 5	Financial Statement - Subsequent Expenses	Prescribed
PR Form 6	Notice of Extension of Campaign Period	Prescribed
PR Form 8	Financial Statement – Auditor's Report Third Party	Prescribed
PR Form 9	Declaration of Identity	Prescribed
EL07	List of Certified Candidates	27
EL08	Certificate of Election Results	28
EL11	Appointment and Oath of an Election Official	29
EL12(A)	Appointment of Scrutineer by Candidate	30
EL12(B)	Oral Oath of Secrecy	32
EL14	Candidate's Declaration - Proper Use of the Voters' List	33
EL15	Application to Amend Voters' List	34
EL16	Application for Removal of Another's Name from Voters' List	35
EL19	Withdrawal of Nomination	36
EL21	Notice of Death/Ineligibility of Candidate	37
EL22	Certificate of the Voters' List	38
EL27	Oral Oaths at Voter Assistance Centre	39
EL32	Declaration of Elected Candidate	40
EL34	Statutory Provisions Regulating Voting Procedures	41
EL35	Notice of Offence – Notice of Corrupt Practice	42
EL36	Disclaimer to Right to Office	43
EL38	Witness Statements as to Destruction of Ballots	44
EL39	Notice of Recount	46
EL41	Declaration of Recount Results	47
EL42(A)	Notice to Candidate of Filing Requirements	48
EL42(B)	Notice to Registered Third Party of Filing Requirements	51

EL43(A)	Notice of Default - Candidate	54
EL43(B)	Notice of Default - Registered Third Party	57
EL44	Notice of By-Election	59
SV01	Activation of Voting System	60
SV02	Application to Replace Stolen Voter Information Letter	61

EL07

LIST OF CERTIFIED CANDIDATES[2]

Municipal Elections Act, 1996, s.11(4)2

NOTICE is hereby given to the Municipal Electors of the

CITY OF ST. THOMAS

That during the period commencing on May 1, 2026 and completed on Nomination Day, August 21, 2026, the following persons filed all necessary papers, declarations and fees and as City Clerk, I am satisfied that such persons are qualified and that their Nominations satisfy the requirements of the Municipal Elections Act, 1996. I have, therefore, certified such candidates for the office, which follows their respective name:

Name of Candidate	Office

Dated this _____ day of _____, 2026.

_____
City clerk

[2]This form may be used by the clerk responsible for nominations, to advise clerks in other municipalities who are responsible for conducting a vote for candidates elected across more than one municipal jurisdiction (e.g. shared school trustee positions).

Form EL08

CERTIFICATE OF ELECTION RESULTS[1]

Municipal Elections Act, 1996, s.11.4(3)

I hereby certify that during the municipal election held on Monday, October 26, 2026, for the offices listed below, the certified candidates received the votes that follow their respective names:

Name of Candidate	Office	Votes

Dated this_____day of_____, 2026.

_____
City Clerk

[1] This form may be used to report election results from one municipality to another municipality for candidates elected across more than one municipal jurisdiction (e.g. shared School Trustee positions).

Form EL11

APPOINTMENT AND OATH OF AN ELECTION OFFICIAL[2]

Municipal Elections Act, 1996 (s.15(2))

Municipality: City of St. Thomas
Name of Person Appointed as Election Official:

The person named above is hereby appointed an Election Official in the City of St. Thomas as provided in the Municipal Elections Act, 1996, and is hereby delegated the following duties and responsibilities pursuant to the Municipal Elections Act, 1996:

- authority to amend the Voters' List to add an Elector, remove an Elector's own nameand/or correct erroneous information;
- authority to require a person to furnish proof of identity, qualifications or any othermatter.
- authority to approve or deny applications for revision to the Voters' List;
- authority to issue replacement Personal Identification Numbers to electors;
- authority to assist voters at a Voter Assistance Centre;
- authority to receive election results as they are reported on Election Day.

_____
City Clerk

I, the person named above, solemnly swear (or affirm) that I will:

a. act faithfully in the capacity of and perform all the duties required by law without partiality, fear or affection,
b. maintain and aid in maintaining the secrecy of the voting and,
c. not interfere nor attempt to interfere with an elector when they are marking their ballot, obtain or communicate any information as to how an elector is about to vote or has voted, or directly or indirectly induce an elector to show her/his marked ballot to any person.

Declared before me at the City of St. Thomas, in the County of Elgin this

_____ day of _____.

_____ _____
City Clerk Election Official

[2] This form includes some suggested tasks to be delegated to the Election Official. It may be amended to reflect the duties the City Clerk wishes to delegate to the Election Official.

THE CORPORATION OF THE CITY OF ST. THOMAS
2026 Municipal Election

Voting Procedures Manual

Form EL12(A)

APPOINTMENT OF SCRUTINEER BY CANDIDATE

Municipal Elections Act, 1996

Candidate

Name of Candidate (please print)

Candidate for the Office of (check one)

☐ Mayor

☐ Councillor

☐Trustee – Thames Valley District School Board (Public School)

☐Trustee – London District Catholic School Board (Separate School)

☐Trustee – Conseil Scolaire Viamonde (French Language Public School)

☐Trustee – Conseil Scolaire Catholique Providence (French Language Separate School)

Scrutineer Appointment

Name of Scrutineer Appointed (please print)

I appoint the individual noted above as a scrutineer to represent me in the St. Thomas 2026 Municipal Election.

Date	Signature of Candidate
this day of , 2026	

Instructions to Scrutineer

- A candidate who enters a Voter Assistance Centre or Receiving Location is considered to be a scrutineer.
- Scrutineers arriving at a Voter Assistance Centre or Receiving Location must show this form and personal identification to the election officials.
- Scrutineers arriving at a Voter Assistance Centre must also take an oath of secrecy.
- Only one scrutineer per candidate may be at a Voter Assistance Centre or Receiving Location.

Rights and Prohibitions

Scrutineers and candidates can:

- Be present at the start of polling to verify and ensure that all candidates' names are listed and that no votes have been cast and shall be required to sign the "Activation of Voting System" form that attests to this fact.
- Observe the voting process at a Voter Assistance Centre, but shall not interfere with the electors.
- Observe the receipt of the voting results at the Receiving Location, but shall not interfere with the process.
- Enter the Receiving Location 15 minutes before the designated time.
- Sign the Election Results (supplied by the provider).
- In the event of a recount, Section 61 of the Act prescribes the number of scrutineers entitled to be present and their rights.

Scrutineers and candidates cannot:

- Campaign in a Voter Assistance Centre.
- Attempt, directly or indirectly, to interfere with how an elector votes.
- Display campaign material (including buttons, pins, etc.) in a Voter Assistance Centre or Receiving Location.
- Compromise the secrecy of the voting.
- Obtain or attempting to obtain, in a Voter Assistance Centre, any information about how an elector intends to vote or has voted.
- Communicate any information obtained at a Voter Assistance Centre about how an elector intends to vote or has voted.
- Park a vehicle displaying campaign material in the parking lot of a Voter Assistance Centre or Receiving Location.

Note:

- It is no longer mandatory that scrutineers be 16 years of age or older to work at an election.
- The City Clerk is responsible for the conduct of the Voter Assistance Centre or Receiving Location and no candidate or scrutineer has the right to interfere with the City Clerk in the discharge of their duties.
- Any who is creating a disturbance at a Voter Assistance Centre or Receiving Location will be removed as directed by the City Clerk.
- Scrutineers/candidates who wish to have a discussion with another candidate or scrutineer must leave the Voter Assistance Centre to carry on their discussion elsewhere.
- Cell phones shall be turned off upon entering the Voter Assistance Centre or Receiving Location and their use is prohibited while in the Voter Assistance Centre or Receiving Location.
- Scrutineers/candidates wishing to observe the receipt of the voting results MUST be at the Receiving Location prior to the time designated by the Clerk (8:00 p.m. on Voting Day). No one will be admitted to the Receiving Location after the time designated. Once admitted to the Receiving Location, no one shall be permitted to leave until the election results (supplied by the provider) have been received and signed by all in attendance.
- The total of votes cast for each candidate as tabulated by the system is final. The City Clerk is not required to do a second count.

Form EL12 (B)

ORAL OATH OF SECRECY

I, _____, do
solemnly swear (or affirm): (state name)

☐ That I will maintain and aid in maintaining the secrecy of the voting; and

☐ That I will not, nor attempt to:

- interfere with an elector when they are marking their ballot;
- obtain or communicate any information as to how an elector is about to vote or has voted; or
- directly or indirectly induce an elector to show their marked ballot to any person.

To be declared by any scrutineer or candidate wishing to remain at the Voter Assistance Centre

FORM EL14

CANDIDATE'S DECLARATION- PROPER USE OF VOTERS' LIST

Municipal Elections Act, 1996 (s.23(4) (5))

I, _____, being a candidate for the office of

_____, hereby request the Clerk to provide me with the following information when it becomes available:

☐ An electronic copy of the Voters' List. Please note that a copy of all revisions made to the Voters' List will be provided on or before September 30, 2026

☐ Electronic access to view the Voters' List and which electors have voted.

I, the undersigned, do hereby agree to use the Voters' List for election purposesonly and I understand that I am prohibited by the Municipal Elections Act, 1996 from using the Voters' List for commercial purposes.

Signature: _____ _____
Date

Name: _____
(please print)

THE CORPORATION OF THE CITY OF ST. THOMAS
2026 Municipal Election

Voting Procedures Manual

Application to Amend Voters' List *Municipal Elections Act*, 1996 (s.17, s.24, s.25) **Form EL15**

Check only one

- ☐ **add** applicant's name to list
- ☐ **correct** applicant's information on list
- ☐ **delete** applicant's or family member's name from list (☐ deceased ☐ moved ☐ other)

Name of applicant date of birth year month day

last first middle

Qualifying address on voting day ☐ commercial property

street number & name apt. # roll number

city postal code (if house apartment, indicate floor level - e.g. basement, 1st floor, etc.)

At qualifying address, applicant is:
- ☐ owner *since* _____
- ☐ tenant *since* _____
- ☐ other
- ☐ spouse ☐
- ☐

Previous qualifying address (if applicable)

street number & name apt. # roll number

City postal code (if house apartment, indicate floor level - e.g. basement, 1st floor, etc.)

At previous address, applicant was:
- ☐ owner
- ☐ tenant
- ☐ other
- ☐ spouse ☐ or s.s.p.

Current mailing address of applicant (if different than Qualifying address above)

street number & name apt. / unit # city

At mailing address, applicant is:
- ☐ owner
- ☐ tenant
- ☐ other
- ☐ spouse ☐

Applicant wishes to be an elector for the following school board

- ☐ English-Public (anyone can support English-public)
- ☐ English-Separate (must be Roman Catholic)
- ☐ French-Public (must have French Language Education Rights)
- ☐ French-Separate (must be Roman Catholic & have French Language Education Rights)

I, the undersigned, hereby declare that I am a Canadian citizen, that I have attained the age of eighteen (18) on or before Voting Day, and that on Voting Day, I am entitled to be an elector in accordance with the facts or information submitted on this form, and that I understand the effect thereof. I hereby apply to have my name included or amendments made on the Voters' List in accordance with such facts or information.

_____ _____

signature of applicant date

This information is collected under authority of s.17, s. 24 and 2. 25 of the Municipal Elections Act and s. 15 and s.16 of the Assessment Act and will be used to determine voter eligibility

Certificate of Approval (to be completed by Clerk or designate)

☐ Approved ☐ Refused (State Reason) _____

I hereby certify that the Voters' List for said voting subdivision in this municipality shall be amended in accordance with the statement of facts or information contained herein.

_____ _____

Signature of City Clerk or Designate Date

Form EL16

APPLICATION FOR REMOVAL OF ANOTHER'S NAME FROM VOTERS' LIST

Municipal Elections Act, 1996 (s. 25)

Municipality		
Surname of Applicant	Given Names	
Full Address of Residence	Apt #	Postal Code

In Respect Of

Name as Entered in Voters' List		
Full Address of Residence	Apt #	Postal Code

Entered On List For

Assessment Roll Number (to be completed by Clerk or designatedelection official)

Statement By Applicant

I, the undersigned, hereby state:

That I have good reason to believe that the person named above as entered on the Voters' List for St. Thomas is not entitled to be an elector and to have their name entered on the Voters' List.

_____ _____

(Signature of applicant) (Date signed)

Form EL19

WITHDRAWAL OF NOMINATION[3],

Municipal Elections Act, 1996 (s.36)

I, _____, hereby withdraw my name as a candidate
(Name of Candidate)

for the office of _____.
(Name of Elected Office)

_____ _____
Date Signature of Candidate

This withdrawal delivered to me at _____ (Time)

this_____day of_____, 2026.

_____
City Clerk or Designate

[3] A person who has been nominated may withdraw his or her nomination by filing a written withdrawal in the Clerk's office by 2 pm on Nomination Day (August 21, 2026) if the nomination was filed on or before Nomination Day and by 2 pm on August 26, 2026, if the nomination was filed under subsection 33(5).

Form EL21

NOTICE OF DEATH/INELIGIBILITY OF CANDIDATE

Municipal Elections Act, 1996 (s.39 (a) and (b))

Notice is hereby given that _____ a candidate
(Name of candidate)

for the office of _____ has died/become ineligible to hold the office.
(Office)

Since no other candidate would be elected by acclamation as a result of the death/ineligibility, the election for this office shall proceed as if the deceased/ineligible candidate had not been nominated.

or

Since, as a result of the death/ineligibility, another candidate would be elected by acclamation to office, the election for the above office is void and a by-election shall be held.

Dated this _____ day of _____, 2026.

_____
City Clerk or Designate

Form EL22

CERTIFICATE OF THE VOTERS' LIST

Municipal Elections Act, 1996 (s.28(1))

I hereby certify that the attached Voters' List contains the names of persons entitled to vote at the Municipal Elections to be held on Monday, October 26, 2026, for the City of St. Thomas

Dated this _____ day of _____, 2026.

_____

City Clerk or Designate

Form EL27

ORAL OATHS AT VOTER ASSISTANCE CENTRE

Municipal Elections Act, 1996

ORAL OATH OF VOTE WITH ASSISTANCE

I, (**name of elector**) being an elector entitled to vote in St. Thomas swear or solemnly affirm I require assistance to mark my ballot.

ORAL OATH OF FRIEND OF ELECTOR

I, (**name of friend**), a friend of (**name of elector**), an elector who is unable to vote without assistance, and who is entitled to vote in St. Thomas declare that I will:

- mark the ballot as directed by the elector; and
- keep secret the manner in which this elector voted.

ORAL OATH OF INTERPRETER

I, (**name of interpreter**) acting as interpreter for (**name of elector**), an elector entitled to vote in St. Thomas, declare that I will faithfully translate the necessary oaths as well as any lawful questions necessarily put to the elector and their answers at this voting place.

Form EL32

DECLARATION OF ELECTED CANDIDATE

Municipal Elections Act, 1996 (s. 55(4) a)

I, _____, City Clerk of the Corporation of the City of St. Thomas declare the following candidate or candidates elected as a result of the Municipal Election held on October 26, 2026:

MUNICIPALITY OR SCHOOL BOARD

	Office	Elected Candidate
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____
7.	_____	_____

_____ Date

_____ City Clerk or Designate

Form EL34

STATUTORY PROVISIONS REGULATING VOTING PROCEDURES

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

Prohibition

s.48(1) While an elector is in a voting place, no person shall attempt,directly or indirectly, to influence how the elector votes.

No Election Campaign Material

s.48(2) Without limiting the generality of subsection (1), no person shall display a candidate's election campaign material or literature in a voting place.

Secrecy

s.49(1) Every person who is present in a voting place or at the counting of the votes shall help to maintain the secrecy of the voting.

Offences

s.49(2) No person shall,

- interfere or attempt to interfere with an elector who is marking the ballot;
- obtain or attempt to obtain, at a voting place, information abouthow an elector intends to vote or has voted; or
- communicate any information obtained at a voting place about how an elector intends to vote or has voted.

Same, Revealing a Vote

s.49(3) No elector shall,

- take a photograph or video recording of his or her markedballot; or
- show his or her marked ballot to any person so as to reveal how he or she has voted, except in connection with obtainingassistance in voting under paragraph 4 of subsection 52(1).

No Requirement of Disclosure

s.49(4) No person shall, in a legal proceeding relating to an election, be required to disclose how he or she voted at the election.

THE CORPORATION OF THE CITY OF ST. THOMAS
2026 Municipal Election

Voting Procedures Manual

NOTICE OF OFFENCE **Form EL35**

NOTICE OF CORRUPT PRACTICE

Municipal Elections Act, 1996 (s. 89)

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

(a) votes without being entitled to do so;

(b) votes more times than the Act allows;

(c) votes in a voting place in which he or she is not entitled to vote;

(d) induces or procures a person to vote when that person is not entitled to do so;

(e) having appointed a voting proxy that remains in force, votes otherwise than by the proxy;

(f) having been appointed a voting proxy, votes under the authority of the proxy when the elector has cancelled the proxy, is no longer entitled to vote, or has died;

(g) before or during an election, publishes a false statement of a candidate's withdrawal;

(h) furnishes false or misleading information to a person whom this Act authorizes to obtain information;

(i) without authority, supplies a ballot to anyone;

(j) delivers to the deputy returning officer to be placed in a ballot box a paper other than the ballot the deputy returning officer gave him or her;

(k) takes a ballot away from the voting place;

(l) at an election, takes, opens or otherwise deals with a ballot, a ballot box, or a book or package of ballots without having the authority to do so;

(m) attempts to do something described in clauses (a) to (l)

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

THE CORPORATION OF THE CITY OF ST. THOMAS
2026 Municipal Election

Voting Procedures Manual

Form EL36

DISCLAIMER TO RIGHT TO OFFICE

Municipal Elections Act, 1996 (s. 84 (1) - (3))

I, _____ hereby disclaim all right to the office of
(Name of Elected Candidate)

_____to which I was elected in the Municipal
(Name of Elected Office)

Election of October 26, 2026.

_____ _____
Date Signature of Candidate

This disclaimer delivered to me at _____
(time)

This _____ day of _____, 2026.

_____
City Clerk or Designate

NOTE: A person who has been elected may disclaim all right to the office within 90 days after Voting Dayunless an application is made under s. 83(1)(b) questioning his or her election (s. 84(1)). The disclaimer shall be in writing and addressed to the Clerk who conducted the election (s. 84(2)).

A person whose election is questioned in an application under s. 83(1)(b) may, within seven days after being served with the application, disclaim all right to the office (s. 84(3)). The disclaimer shall be madeand delivered in accordance with section 84(4).

Form EL38

WITNESS STATEMENTS AS TO DESTRUCTION OF BALLOTS[4]

Municipal Elections Act, 1996 (s.88(2))

City of St. Thomas in the County of Elgin

FIRST WITNESS

I _____ state that I was present upon _____
(name of witness) (date)

and did witness _____ of the above stated municipality
(name of City Clerk or designate)

destroy all ballots used in the municipal election of persons to the offices listed below.

_____
(Signature of Witness)

SECOND WITNESS

I _____ state that I was present upon _____
(name of witness) (date)

and did witness _____ of the above stated municipality
(name of Clerk or designate)

destroy all ballots used in the municipal election of persons to the offices listed below.

_____
(Signature of Witness)

[4] The City Clerk shall retain the ballots and all other documents and materials related to an election for 120 days after declaring the results of the election under Section 55 and, unless there is a court order that they be retained or a recount has been commenced and not finally disposed of, shall then destroy the ballots in the presence of two witnesses (s.88). At the time of destroying the ballots pursuant to Section 88, other documents and other materials related to the Election (with exception of documents filed under Section 88.25, 88.29 and 88.32 may also be destroyed.

LIST OF OFFICES FOR WHICH BALLOTS DESTROYED:

CATEGORY OF DOCUMENTS AND OTHER MATERIALS DESTROYED:

_____

_____

_____

Form EL39

NOTICE OF RECOUNT[5]

Municipal Elections Act, 1996 (s.56-58*)*

I, _____, City Clerk of the Corporation of the City of St. Thomas hereby declare that a recount of the votes cast in the Municipal Election held October 26, 2026, for _____

(office)

shall be held commencing at _____ on _____ at _____.

(date) (location)

The recount is being conducted pursuant to section _____ of the Municipal Elections Act, 1996.

Date _____

_____
City Clerk

[5] A recount may be held pursuant to Sections 56, 57 or 58.

Form EL41

DECLARATION OF RECOUNT RESULTS

Municipal Elections Act, 1996 (s. 62 (4))

I, _____, City Clerk of the Corporation of the City of St. Thomas declare that:

(1) On the _____ day of _____, I conducted a recount of the ballots cast in the Municipal Election held October 26, 2026, for:

- the office(s) of:

  -
  -
  -

(2) No application has been made for a judicial recount under Section 63.

(3) The successful candidate(s) elected is/are:

_____
_____
_____
_____
_____

_____ _____

City Clerk or Designate (Date)

THE CORPORATION OF THE CITY OF ST. THOMAS
2026 Municipal Election

Voting Procedures Manual

Form EL42(A)

NOTICE TO CANDIDATE OF FILING REQUIREMENTS

Municipal Elections Act, 1996 (s.88.25)

To:

_____ / _____
(Name of Candidate) (Office)

From:

The City Clerk or designated election official of _____

TAKE NOTICE EVERY CANDIDATE SHALL FILE by March 30 in the year following the election, with the City Clerk with whom their nomination was filed a financial statement and auditor's report in accordance with s.88.25 of the MunicipalElections Act, 1996.

88.25 (1) On or before 2:00 p.m. on the filing date, a candidate shall file with the City Clerk with whom the nomination was filed a financial statement and auditor's report, each in the prescribed form, reflecting the candidate's election campaign finances,

(a) in the case of a regular election, as of December 31 in the year of the election; in the case of a by-election, as of the 45th day after Voting Day.

(2) If a candidate's election campaign ends as described in paragraph 3 of subsection 88.24(1), the financial statement and auditor's report must reflect the candidate's election campaign finances as of the day the election campaign period ended.

(3) If an error is identified in a filed financial statement, the candidate may withdraw the statement and, at the same time, file a corrected financial statement and auditor's report on or before the applicable filing date under section 88.30.

(4) If the candidate's election campaign period continues during all or part of the supplementary reporting period, the candidate shall, before 2:00 pm on the supplementary filing date, file a supplementary financial statement and auditor's report for the supplementary reporting period.

(5) If a candidate's election campaign period ends as described in paragraph 3 of

subsection 88.24(1) and the election campaign period continued during all or part of the supplementary reporting period, the candidate shall, before 2:00 pm on the supplementary filing date, file a supplementary financial statement and auditor's report for the period commencing on the day the candidate's election campaign period ends and including the six-month period following the year of the election.

(6) A supplementary financial statement or auditor's report shall include all the information contained in the initial statement or report filed under subsection (1) updated to reflect thechanges to the candidate's campaign finances during the supplementary reporting period.

(7) An auditor's report shall be prepared by an auditor licensed under the *Public Accounting Act,2004.*

(8) No auditor's report is required if the total contributions received and total expenses incurred in the election campaign up to the end of the relevant period are each equal to or less than $10,000.

_____ _____

Date City Clerk or Designate

Note: At least 30 days before the filing date, the Clerk shall give notice to candidates of all the filing requirements under MEA, s.88.25, along with the candidate's entitlement to receive a refund ofthe nomination filing fee if he or she meets the requirements of MEA, s.34 and the penalties set out in MEA, s.88.23(2) and s.92(1)

Notice to be given in accordance with MEA, s.13.

Also Note: If the Clerk has provided for electronic filing, candidates must also be advised of this option and consequences or limitations associated with.

NOTICE OF PENALTIES

88.23(2) Subject to subsection (7), in the case of a default described in subsection(1),

(a) the candidate forfeits any office to which he or she was elected and the office is deemed to be vacant, and

(b) until the next regular election has taken place, the candidate is ineligible to be elected or appointed to any office to which this Act applies.

92(1) A candidate is guilty of an offence and, on conviction, in addition to any other penalty that may be imposed under this Act, is subject to the penalties described in subsection 88.23(2),

(a) if the candidate incurs expenses that exceed the amount determined for the office under section 88.20; or

(b) if the candidate files a document under section 88.25 or 88.32 that is incorrect or otherwise does not comply with that section.

Form EL42(B)

NOTICE TO REGISTERED THIRD PARTY OF FILING REQUIREMENTS

Municipal Elections Act, 1996 (s.88.29)

To: _____
(Name of Registered Third Party)

_____
(Address) (Postal Code)

From:

The City Clerk of the City of St. Thomas

_____

TAKE NOTICE THAT EVERY REGISTERED THIRD PARTY SHALL FILE by March 30 in the year after the election, with the City Clerk with whom they registered a financial statement and auditor's report in accordance with s.88.29 of the Municipal Elections Act, 1996.

88.29 (1) On or before 2:00 p.m. on the filing date, a registered third party shall file with the City Clerk of the municipality in which he, she or it registered a financial statement and auditor's report, each in the prescribed form, reflecting the registered third party's campaign finances in relation to third party advertisements,

(a) in the case of a regular election, as of December 31 in the year of the election;

(b) in the case of a by-election, as of the 45th day after Voting Day.

(2) If an error is identified in a filed financial statement, the registered third party may withdraw the statement and, at the same time, file a corrected financial statement and auditor's reporton or before the applicable filing date under section 88.30.

(3) If the campaign period for the registered third party in relation to an election in the municipality continues during all or part of the supplementary reporting period, the registered third party shall, before 2:00 pm on the supplementary filing date, file a supplementary financial statement and auditor's report for the supplementary reporting period.

(4) A supplementary financial statement or auditor's report shall include all the information contained in the initial statement or report filed under subsection (1), updated to reflect the changes to the registered third party's campaign finances during the supplementary reporting period.

(5) An auditor's report shall be prepared by an auditor licensed under the *Public Accounting Act,2004.*

(6) No auditor's report is required if the total contributions received and total expenses incurred in the registered third party's campaign in relation to third party advertisements during an election in the

municipality up to the end of the relevant period are each equal to or less than $10,000.

_____ _____

Date City Clerk or Designate

Note: At least 30 days before the filing date, the Clerk shall give notice to registered third parties of all the filing requirements under MEA, s.88.29 and the penalties set out in subsections 88.27(1) and92(4).

Notice to be given in accordance with MEA, s.13.

NOTICE OF PENALTIES

88.27(1) Subject to subsection (6) and in addition to any other penalty that may be imposed under this Act, an individual, corporation or trade union that is registered as a registered third party in relation to an election in a municipality is not entitled to register in relation to a subsequent election inthe municipality until after the next regular election has taken place,

(a) if the registered third party fails to file a document as required undersection 88.29 or 88.32 by the relevant date;

(b) if a document filed under section 88.29 shows on its face a surplus, as described in section 88.31, and the registered third party fails to pay the amount required by subsection 88.31(4) to the clerk by the relevant date;

(c) if a document filed under section 88.29 shows on its face that the registered third party has incurred expenses exceeding what is permitted under section 88.21; or

(d) if a document filed under section 88.32 shows on its face a surplus and the registered third party fails to pay the amount required by that section by the relevant date.

92(4) A registered third party is guilty of an offence and, on

conviction, in addition to any other penalty that may be imposed under this Act, is subject to the penalty described in subsection 88.27(1),

(a) if the registered third party incurs expenses that exceed the amountdetermined under section 88.21; or

(b) if the registered third-party files a document under section 88.29 or 88.32 that is incorrect or otherwise does not comply with that section.

Form EL43(A)

NOTICE OF DEFAULT-CANDIDATE

Municipal Elections Act, 1996 (s. 88.23(3))

To:

_____ / _____

(Name of Candidate) (Office)

_____

(Address) (Postal Code)

From:

The City Clerk or designated election official of the City of St. Thomas

_____

TAKE NOTICE that you are in default of the requirements of the Municipal Elections Act, 1996, because:

A.	You failed to file documents with the City Clerk as required by Section 88.25 or 88.32 of the Municipal Elections Act 1996 on or before the relevant date, or
B.	You failed to pay the amount of the surplus shown in documents which were filed with the City Clerk by the relevant date as required by Section 88.31(4) of the Municipal ElectionsAct, 1996, or
C.	A document filed under Section 88.25 of the Municipal Elections Act 1996 shows on its face that you have incurred expenses exceeding the amount permitted under Section 88.20 of that Act.
D.	You failed to pay the amount under s.88.32 and failed to pay the amount required by that section to the Clerk by the relevant date.

NOTICE OF DEFAULT[6]

PLEASE SELECT THE APPROPRIATE SECTIONS ONLY

(I) If this notice indicates that you have failed to file a document required by Section 88.25 or 88.32 of the Municipal Elections Act, the following provisions and penalties apply:

TO A SUCCESSFUL CANDIDATE

(i) you forfeit any office to which you were elected and the office shall be deemed to be vacant

[6] this portion of the suggested notice of default form provides suggested wording depending on the status of the candidate (elected or not elected) and the type of default.

(ii) until the next regular election has taken place, you are ineligible to be elected or appointed to any office to which the Municipal Elections Act, 1996 applies.

OR

TO AN UNSUCCESSFUL CANDIDATE

(i) until the next regular election has taken place, you are ineligible to be elected or appointed to any office to which the Municipal Elections Act, 1996 applies.

Notice of Penalties

Sections 91, 92 and 94 of the Municipal Elections Act, 1996 set out penalties with respect to violations under the Act as follows:

Corrupt practice and ineligibility for office

91.(1) If a person is convicted of a corrupt practice under this Act, or of an offence under the Criminal Code (Canada) in connection with an act or omission that relates to an electionto which this Act applies, then, in addition to any other penalty provided for in this Act,

(a) any office to which the person was elected is forfeited and becomes vacant, and

(b) the person is ineligible to be nominated for, or elected or appointed to, any office until the next two regular elections have taken place after the election to which the offence relates.

Exception

91.(2) However, if the presiding judge finds that the person committed the corrupt practice or offence under the Criminal Code (Canada) without any intent of causing or contributing to a false outcome of the election, clause (1)(b) does not apply.

Offences by candidate

92.(1) A candidate is guilty of an offence and, on conviction, in additional to any other penalty that may be imposed under this Act, is subject to the penalties described in subsection88.23(2),

(a) if the candidate incurs expenses that exceed the amount determined for theoffice under section 88.20; or

(b) if the candidate files a document under section 88.25 or 88.32 that is incorrect or otherwise does not comply with that section.

Exception

92.(2) However, if the presiding judge finds that the candidate, acting in good faith, committed the offence inadvertently or because of an error in judgement, the penalties described insubsection 88.23(2) do not apply.

Additional Penalty, Candidates

92.(3) if the expenses incurred by or under the direction of a candidate exceed the amount determined for the office under section 88.20, the candidate is liable to a fine equal tothe excess, in addition to any other penalty provided for in the Act.

General Offence

94. A person who contravenes any provision of this Act or regulation under this Act or a by-law passed by a municipality under this Act is guilty of an offence.

_____ _____

Date City Clerk or Designate

Form EL43(B)

NOTICE OF DEFAULT-REGISTERED THIRD PARTY

Municipal Elections Act, 1996 (s. 88.27(1)))

To:

_____

(Name of Registered Third Party)

_____

From:

The City Clerk or designated election official of the City of St. Thomas

_____

TAKE NOTICE that you are in default of the requirements of the Municipal Elections Act, 1996, because:

A.	You failed to file documents with the City Clerk as required by Section 88.29 or 88.32 of the Municipal Elections Act 1996 on or before the relevant date, or
B.	You failed to pay the amount of the surplus shown in documents which were filed with the City Clerk by the relevant date as required by Section 88.31(4) of the Municipal ElectionsAct, 1996, or
C.	A document filed under Section 88.29 of the Municipal Elections Act 1996 shows on its face that you have incurred expenses exceeding the amount permitted under Section 88.21 of thatAct.
D.	You failed to pay the amount under s.88.32 and failed to pay the amount required by that section to the Clerk by the relevant date.

NOTICE OF DEFAULT

If this notice indicates that you have failed to file a document required by Section 88.29 or 88.32 of the Municipal Elections Act, the following provisions and penalties apply:

MEA, s.88.27(1) - Subject to MEA, s.88.27(6), and in addition to any other penalty that may be imposed under this Act, an individual, corporation or trade union that is registered as a third party in relation to an election in a municipality is not entitled to register in relation to

a subsequent election in the municipality until after the next regular election has taken place.

Notice of Penalties

Sections 92 and 94 of the Municipal Elections Act, 1996 set out penalties with respect to violations under the Act as follows:

Offences by registered third party

92.(4) A registered third party is guilty of an offence and, on conviction, in addition to any other penalty that may be imposed under this Act, is subject to the penalty described in subsection 88.27(1),

(a) if the registered third party incurs expenses that exceed the amount determined under section 88.21; or

(b) if the registered third party files a document under section 88.29 or 88.32 that is incorrect or otherwise does not comply with that section.

Exception

92.(5) However, if the presiding judge finds that the registered third party, acting in good faith, committed the offence inadvertently or because of an error in judgement, the penalty described in subsection 88.27(1) does not apply.

Additional Penalty, Registered Third Party

92.(6) if the expenses incurred by or under the direction of a registered third party exceed the amount determined under section 88.21, the registered third party is liable to a fine equal to the excess, in addition to any other penalty provided for in the Act.

General Offence

94. A person who contravenes any provision of this Act or regulation under this Act or a by-law passed by a municipality under this Act is guilty of an offence.

_____ _____

Date City Clerk or Designate

Form EL44

NOTICE OF BY-ELECTION[7]

Municipal Elections Act, 1996 (s. 65(1))

TAKE NOTICE THAT pursuant to Section 65 of the Municipal Elections Act, 1996, a By-election shall be conducted in the City of St. Thomas in the County of Elgin

on the _____ day of _____, _____.
(month) (year)

for the purpose of

(If Applicable) Nominations may be filed in the prescribed form in the Clerk's Office until 2:00 p.m. on Nomination Day.

Nomination Day is _____.
(day / month / year)

_____ _____
Date City Clerk or Designate

[7] The clerk shall conduct by-elections in accordance with Section 65

Form SV01

ACTIVATION OF VOTING SYSTEM

To be administered by an Election Official to any of the persons authorized to be in attendance at the Receiving Location as determined by the City Clerk. Candidates and appointed scrutineers in attendance are required to take this oath.

I, one of the undersigned, swear or solemnly affirm:

That at 10:00 a.m. on October 13, 2026, I verified that all candidates' names are listed and that no votes have been cast prior to the voting system being activated.

Declared before me at the City of St. Thomas in the County of Elgin.

this _____ day of _____, 2026.

_____
City Clerk or Designate

Name And Capacity of Person (If Scrutineer, Name Candidate)	Signature

APPLICATION TO REPLACE STOLEN VOTER INFORMATION LETTER Form SV02

Surname:	**Given Name(s):**	
Qualifying Address (Street No & Name):	**City:**	**Postal Code:**
Mailing Address (if different):		
Tel Number:	**Roll Number:**	

I, _____, being the above named individual and having provided proof of identity and residence as prescribed in O. Reg. 304/13 to the Election Official, do hereby make the following declaration AND provide the required information to the Election Official:

1. That I am an eligible elector for the municipality and that I am on the Voters' List or have made an application to be included on the Voter's List;

2. ☐ That I have not received by mail a Voter Information Letter from the municipality and an imposter has voted.

or (check applicable box)

☐ That I have lost or misplaced the Voter Information Letter provided by the municipality and unable to locate the said Voter Information Letter for the purpose of voting by telephone and that an imposter has voted.

or (check applicable box)

☐ That I am in possession of the Voter Information Letter provided by the municipality and that an imposter has voted.

3. That I have not voted or have not personally used the Voter Information Letter to vote nor have I provided and given my Voter Information Letter to another person for the purpose of voting.

4. ☐ That I have no knowledge, direct or indirect, as to who has used my Voter Information Letter to vote in my name.

or (check applicable box)

☐ I have personal knowledge of who has used my Voter Information Letter to vote and I have provided such information to the Election Official for the purpose of providing the same to the Police for further investigation and prosecution.

5. That I have answered all questions of the Election Official truthfully and to the best of my knowledge and further understand that the Police may be communicating with me for the purpose of furthering this investigation and prosecution of the imposter(s) of corrupt election practices or mail tampering or fraud.

6. That I further agree that should I obtain additional information as to who has voted on my behalf that I will communicate such information with the Election Official and the Police.

I, _____ , solemnly declare that all the statements contained in this application are true and I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath and by virtue of the *Canada Evidence Act* dated this _____ day of _____, 2026 and do hereby accept the terms and conditions of this application.

I, _____ , further acknowledge that any false statement made is an offence either under the *Municipal Elections Act* and/or an infraction under the Criminal Code of Canada and subject to penalties and/or a term of imprisonment.

_____
Signature of Applicant

_____
Signature of Election Official
(Witness as to the Signature of the Applicant)

Procedures of Election Official

1. Reset voter's status to allow re-vote.

2. Generation of new Personal Identification Number (PIN).

_____
Signature of Election Official

Appendix "B": Instructions for Voters' List Revisions and PIN Replacement

Scenario	Instructions
Change Voters' Information A resident is on the list, but needs their information corrected (e.g. name, address, date of birth, school support)	1. Advise the elector that they must complete and submit an Application to Amend the Voters' List (EL15) form (available online, at the Voter Help Desk or any Voter Assistance Centre). This form must be submitted in person at the Voter Help Desk or Voter Assistance Centre. 2. Verify the elector's identity by asking for satisfactory identification. The identification must be in accordance with Ontario Regulation 304/13: Voter Identification. If the elector does not have satisfactory identification, have the elector complete a Declaration of Identity (Form 1). 3. Upon receipt of a satisfactory EL15 and if satisfied with the identity of the elector, make the requested changes to the voter's information indicated on Form EL15 in VoterView and notify the elector that their information has been updated. 4. If the elector has received a Voter Information Letter with a PIN already, notify them that the PIN is still valid and they can vote with their existing PIN. 5. If the elector has not yet received a Voter Information Letter with a PIN, notify them that you will be printing a Voter Information Letter with a PIN for them. 6. In VoterView, click print VIL. This will destroy the old PIN and generate a new one.
Add a Voter to the List A resident is not on the Voters' List and requests to be added	1. Advise the person that they must complete and submit an Application to Amend the Voters' List (EL15) form (available online, at the Voter Help Desk or any Voter Assistance Centre). This form must be submitted in person at the Voter Help Desk or Voter Assistance Centre. 2. Verify the person's identity by asking for satisfactory identification. The identification must be in accordance with Ontario Regulation 304/13: Voter Identification. If the elector

	does not have satisfactory identification, have the elector complete a Declaration of Identity (Form 1). 3. Upon receipt of a satisfactory EL15 and if satisfied with the identity of the elector, add the individual to the list using VoterView. 4. Notify the elector that you will be printing a Voter Information Letter with a PIN for them. 5. In VoterView, click print VIL. Provide the elector with the Voter Information Letter with PIN.
Voter lost their PIN An elector states that they have lost their VIL and/or PIN	1. Elector must attend at the Voter Help Desk or Voter Assistance Centre. 2. Verify the elector's identity by asking for satisfactory identification. The identification must be in accordance with Ontario Regulation 304/13: Voter Identification. If the elector does not have satisfactory identification, have the elector complete a Declaration of Identity (Form1). 3. In VoterView, verify that the elector has not yet voted. 4. If satisfied with the identity of the elector and the fact that they have not voted, look up the voter's profile in VoterView and click print VIL. This will destroy the old PIN and generate a new one. Provide the elector the Voter Information Letter with a PIN.
Voter claims PIN has been stolen and/or already voted by someone else	1. Claims of stolen Voter Information Letters / PINs and ballots cast illegally are a serious matter. 2. Verify the elector's identity by asking for satisfactory identification. The identification must be in accordance with Ontario Regulation 304/13: Voter Identification. If the elector does not have satisfactory identification, have the elector complete a Declaration of Identity (Form 1). 3. If satisfied with the elector's identity, look up the voter's profile in VoterView. 4. If the stolen Voter Information Letter/PIN has not been used, click print VIL. This will destroy the old PIN and generate a new one. Provide the elector the Voter Information Letter with a PIN. 5. If the stolen Voter information Letter/PIN has been used, instruct the elector to complete the Application to Replace

	Stolen Voter Information Letter form. Advise the City Clerk that the PIN has been reported stolen, and do not issue a new Voter Information Letter to the elector until approved by the City Clerk who must also reset the elector's status in the Voting System to allow a second vote.
Voter left PIN at home An elector attends a Voter Assistance Centre without their Voter Information Letter	1. Verify the elector's identity by asking for satisfactory identification. The identification must be in accordance with Ontario Regulation 304/13: Voter Identification. If the elector does not have satisfactory identification, have the elector complete a Declaration of Identity (Form 1). 2. If satisfied with the elector's identity, look up the voter's profile in VoterView and click Print VIL. This will destroy the old PIN and generate a new one. Provide the elector with Voter Information Letter with a PIN.