



# **Clerk's Procedures**

## **Town of LaSalle 2026 Municipal and School Board Elections Internet Voting**

These Clerk's Procedures constitute the election procedures for the Town of LaSalle for the 2026 Municipal and School Board Elections

A handwritten signature in black ink that reads "Astrologo".

Jennifer Astrologo, Returning Officer/Clerk

Dated: April 30, 2026

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## 1. Authority

- 1.1. Pursuant to Section 42 of the *Municipal Elections Act, 1996* (the “Act”), the Clerk shall establish procedures and forms for any voting and vote-counting equipment and alternative voting method authorized by by-law. The procedures shall be consistent with the principles of the Act, and if consistent, shall prevail over anything in the Act and its regulations.
- 1.2. In addition to providing forms and procedures for alternative voting methods, the Clerk, pursuant to Section 12 of the Act, may provide for any matter or procedure that is not otherwise provided for in the Act, or its regulations, and that is necessary and desirable for conducting the election.
- 1.3. By-law 2025-054 adopted under section 42 of the Act authorizes the use of internet voting and vote counting equipment for the Elections.

## 2. Principles of the Act

- 2.1. The Principles of the Act are understood to be:
  - The secrecy and confidentiality of the individual votes is paramount;
  - The election should be fair and non-biased;
  - The election should be accessible to the voters;
  - The integrity of the process should be maintained throughout the election;
  - There be certainty that the results of the election reflect the votes cast;
  - Voters and candidates should be treated fairly and consistently within a municipality; and
  - The proper majority vote governs by ensuring the valid votes be counted and invalid votes be rejected so far as reasonably possible.

## 3. Application

- 3.1. These Procedures have been developed under the authority of the Act, having regard for the principles outlined in Section 2.1, and shall be applied to the conduct of the Elections in the Town. Where these Procedures do not provide for a matter, the election shall be conducted in accordance with the Principles of the Act.
- 3.2. These Procedures may be amended as deemed necessary at the sole discretion of the Clerk. The most up-to-date version of these Procedures will be available on the Town’s website.

## 4. Definitions

4.1. In these Procedures,

**“Act”** shall mean the *Municipal Elections Act, 1996*, S.O. 1996, c.32.

**“Candidate”** and **“Candidates”** shall mean a person whose nomination has been filed under Section 33 of the *Act*, and after Nomination Day, shall refer to those Candidates whose nominations were certified under the *Act*.

**“Civic Centre”** shall mean the municipal office located at 5950 Malden Road, LaSalle, Ontario

**“Clerk”** shall mean the Clerk appointed by the Council of the Town.

**“Elections”** or **“Election”** shall mean the 2026 Municipal and School Board Elections.

**“Election Help Desk”** means the centralized support service that assists with Election-related inquiries and issues.

**“Election Official”** shall mean the Clerk, or a person appointed in writing by the Clerk to assist with the Election and carry out duties under the *Act*.

**“Eligible Elector(s)”** or **“Elector(s)”** shall mean a person who is entitled to be an elector at an election in the Town in accordance with the provisions of the *Act*.

**“Nomination Day”** shall mean Friday, August 21, 2026.

**“Online Voting System”** means the system, procured by the Town, that facilitates online voting in an election, including but not limited to hardware, software, and services.

**“Procedure(s)”** shall mean the procedures contained herein as related to the Elections, and also referred to as the **“Clerk’s Procedures”**.

**“Scrutineer”** means a person appointed in writing by a Candidate to represent the Candidate at specified Election events.

**“Third Party Advertiser”** shall mean, in relation to an election an individual, corporation or trade union that is registered under Section 88.6 of the *Act*.

**“Town”** shall mean The Corporation of the Town of LaSalle.

**“VIL”** shall mean Voter Information Letter.

**“VHC”** shall mean the Voters’ Help Centre.

“**Voters’ List**” shall mean the list of Eligible Electors in the Town as has been corrected and amended in accordance with the *Act* and these Procedures.

“**Voting Day**” shall mean Monday, October 26, 2026.

“**Voting Period**” shall mean the period of time during which an eligible elector can cast their vote in the Election.

## 5. Nomination Procedure

### Filing of Nominations

5.1. Nominations for the offices listed below shall be filed in person, on the prescribed form ([Form 1 – Nomination Paper](#)) Council Candidates must also submit a ([Form 2 – Endorsement of Nomination](#)), with the Clerk, or other Election Official, at the Civic Centre from Friday, May 1, 2026, to Thursday, August 20, during regular business hours and from 9:00 am to 2:00 pm on Nomination Day:

- Mayor (1 to be elected)
- Deputy Mayor (1 to be elected)
- Councillor (5 to be elected)
- School Board Trustee (1 to be elected)
  - Greater Essex County District School Board (representing LaSalle and Amherstburg)
  - Windsor-Essex Catholic District School Board (representing LaSalle and Amherstburg)
  - Conseil scolaire catholique Providence (representing LaSalle, Wards 4 and 5 in Tecumseh, and Ward 1 in Windsor)

5.2. Nominations may be filed by the person seeking election to the above office, or via their agent. Nominations may not be filed electronically. Original signatures are required.

5.3. The prescribed filing fee must accompany any nomination.

5.4. Persons filing a nomination must provide valid government-issued identification, one of which must be a photo, to validate identity, residency, and citizenship.

5.5. Upon filing, Nomination Papers become part of the public record and shall be disclosed to members of the public upon request. Subject to their consent ([EL52\(A\) – Candidate Consent to Release Personal Information](#)), Candidate contact information is posted on the Town’s website.

## Withdrawal of Nominations

- 5.6. Any Candidate wishing to withdraw their nomination, shall submit a written withdrawal to the Clerk ([EL19 Withdrawal of Nomination](#)) before 2:00 pm on Nomination Day.
- 5.7. The withdrawal may be filed in person by the Candidate or via an agent authorized to act on behalf of the Candidate. Original signatures are required.

## Certification of Nominations

- 5.8. After 2:00 pm on Nomination Day the Clerk shall examine each nomination filed with the Clerk and if satisfied that the person is qualified to be nominated and the nomination complies with the Act, the Clerk shall certify the nomination by signing the nomination paper. The Clerk's decision is final.
- 5.9. If a Candidate is not qualified to be nominated or the nomination does not comply with the Act, the Clerk shall reject the nomination. If a nomination is rejected, that Candidate, and all other persons who filed a nomination for that office, will be notified.

## 6. Preliminary Voters' List/Voters' List

- 6.1. Starting September 1, 2026, an Eligible Elector wishing to amend the Voters' List, must submit a written application to an Election Official, on the required form ([EL15\(A\) – Application to Amend Voters' List](#)), along with the appropriate documentation, which in the opinion of the Election Official is necessary to substantiate the amendment requested.
- 6.2. Applications to amend the Voters' List may be filed in person with an Election Official at the Municipal Office, or submitted electronically as follows:
  - 6.2.1. In person,
    - 6.2.1.1. From September 1 to October 15, during regular municipal business hours;
    - 6.2.1.2. From October 16 to October 25, during the VHC hours of operation, as established by the Clerk; or
    - 6.2.1.3. On Voting Day, at the VHC, from 9:30 am through to 8:00 pm.
  - 6.2.2. Or electronically,
    - 6.2.2.1. From September 1, to 11:59 pm on Thursday, October 15, 2026.

- 6.3. Unless otherwise requested, an electronic version of the Voters' List shall be distributed to Candidates in accordance with the Act.

## **7. Pre-Voting Administration**

### **Logic and Accuracy Testing**

- 7.1. Logic and accuracy testing of the voting system will take place prior to the opening of voting, on a date to be determined by the Clerk.

### **Voter Information Letters**

- 7.2. Every person on the Voters' List shall be mailed a sealed VIL containing at a minimum:
  - 7.2.1. A unique PIN for the Elector to access the Online Voting System;
  - 7.2.2. The designated internet address (URL) to access the Online Voting System;
  - 7.2.3. Information to obtain voting assistance; and
  - 7.2.4. Dates and hours of the voting period.
- 7.3. Any undeliverable VILs returned to the Clerk are stored in a secure area for the pre-defined retention period.
- 7.4. Electors who do not receive, or lose, their VIL can contact an Election Official for a replacement. The Election Official will verify the Elector's identity, status on the Voters' List and determine whether a VIL was issued to them.
  - 7.4.1. If a VIL was issued to the Elector, the Election Official will direct the Elector to complete the necessary application for re-issuance of the VIL.
  - 7.4.2. If a VIL was not issued to the Elector, they will be directed to complete the necessary application to be added to the Voters' List.

## **8. Voting Period**

### **Opening of Voting - Zero Report**

- 8.1. Prior to the opening of voting, a Zero Report will be generated to demonstrate that no votes have been cast before voting opens. This report will be generated immediately before the opening of the voting period.

- 8.2. Candidates will be notified of the date, time, and location for the vote opening process.

## **Voting**

- 8.3. Once voting opens, Electors may access the Online Voting System at any time from the opening of voting until 8:00 pm on Voting Day.
- 8.4. Voting will commence on October 16, 2026, at 10:00 am and will continue 24 hours per day through to 8:00 pm on Voting Day, October 26, 2026.
  - 8.4.1. Voting kiosks shall be set up at the VHC to provide voting assistance to Eligible Electors during the Voting Period. Hours of operation will be determined by the Clerk and posted to the Town's election webpage.
- 8.5. Eligible Electors may attend at the VHC to file an application to request a replacement for lost or misplaced VIL.

## **Secrecy of the Vote**

- 8.6. All persons in attendance at the VHC shall adhere to the requirements of Section 49 of the Act and maintain the secrecy of the vote.

## **Close of Voting**

- 8.7. Voting closes at 8:00 pm on Voting Day. Electors will be unable to access the Online Voting System after the close of voting.
- 8.8. An Elector who is in the process of an active voting session after the close of voting on Voting Day, will be granted up to 15 minutes to complete the voting process and cast their ballot.
  - 8.8.1. If the Elector is, intentionally or inadvertently, disconnected from the Online Voting System after 8:00 pm on Voting Day, the Elector will not be able to re-access the Online Voting System to cast their ballot.
- 8.9. Electors that are in the VHC at the legislated close of voting, will be permitted to cast their ballot.
- 8.10. Once all Electors in the VHC and those in an active voting session have cast their ballot, the ballots will be tabulated.

## **9. Voter and Election Help**

- 9.1. Members of the public seeking information or having questions about the Election may contact an Election Official through the Election Help Desk via

email ([election@lasalle.ca](mailto:election@lasalle.ca)) or telephone (1-833-946-3061 ext. 1263 or 519-969-7770 ext. 1263).

9.2. Eligible Electors wishing to be added to, or to make changes to, the Voters' List can submit an application to an Election Official as outlined in section 6 of these Procedures.

9.3. The VHC is located inside the Civic Centre, 5950 Malden Road, in the Town of LaSalle. The VHC will open Friday, October 16 at 10:00 am and will have the following hours of operation:

October 16 10:00 am – 4:30 pm

October 19 9:00 am – 4:30 pm

October 20 9:00 am – 4:30 pm

October 21 9:00 am – 6:30 pm

October 22 9:00 am – 6:30 pm

October 23 9:00 am – 4:30 pm

October 26 9:30 am – 8:00 pm (Voting Day)

Any modifications to these hours will be posted to the Town's website.

9.4. The following services are available at the VHC:

9.4.1. Processing applications to amend the Voters' List;

9.4.2. Issuing and Re-issuing Voter Information Letters;

9.4.3. Devices to access the Online Voting System; and

9.4.4. Providing voting assistance to Electors.

9.5. Any Elector that requires assistance to vote at the VHC will be required to complete the required form ([EL27\(A\) - Oral Oath to Vote with Assistance](#)) and take the requisite oral oath.

9.6. Subject to the provisions below, rather than request the assistance of an Election Official, a voter may request that a friend accompany and assist them with the voting process:

9.6.1. The friend assisting the Elector shall complete the required form ([EL27\(B\) Oral Oath of Friend of Elector](#)) and take the requisite oral oath before being permitted to provide assistance to the Elector;

- 9.6.2. The friend assisting has not acted as a friend to another Elector at the VHC;  
and
- 9.6.3. The friend is not a Candidate, a Third Party Advertiser, nor a scrutineer of a Candidate.
- 9.7. If an Elector requires interpretation services, they must provide their own interpreter. The interpreter must complete the required form ([EL27\(B\) Oral Oath of Friend of Elector](#)) and take the requisite oath.
- 9.8. Any Candidate/Scrutineer that wishes to observe the operation of the VHC, must comply with the requirements of Section 13 of these Procedures.

### **Conduct at the Voter Help Centre**

- 9.9. No person or Elector in attendance at the Voter Help Centre shall:
  - 9.9.1. Interfere or attempt to interfere with an Elector who is marking their ballot;
  - 9.9.2. Obtain or attempt to obtain information about how an Elector intends to vote or has voted;
  - 9.9.3. Communicate any information about how an Elector intends to vote or has voted;
  - 9.9.4. Take a photograph or video recording of their marked ballot; or
  - 9.9.5. Show their marked ballot to any person so as to reveal how they voted, except in connection with receiving assistance with voting as outlined in Sections 9.6 to 9.8 of these Procedures.
- 9.10. Campaigning and campaign material are prohibited at the VHC.
  - 9.10.1. The VHC includes the entire property on which the VHC is situated, including any structure(s) on the property and any public lands (such as sidewalks, parking lots, boulevards, parks, amenity spaces, and roads) immediately adjacent to the property.
  - 9.10.2. Campaign material includes, but is not limited to, signs, decals, vehicle wraps/magnets, flyers, brochures, buttons, and clothing associated with a particular Candidate as determined by the Clerk. (H3) Temporary Voter Help Centre Locations
- 9.11. In addition to the VHC located at the Civic Centre, temporary VHC locations may be established at the discretion of the Clerk. Locations, dates and times of operation for these temporary VHCs will be published on the Town's website closer to the opening of voting.

## **Voting at Institutions**

- 9.12. Once the voting period opens, an off-site VHC will be set up at each of Chartwell Oak Park LaSalle and Seasons Royal Oak for the purpose of providing election services (i.e. voting assistance, processing applications to amend the voters' list etc.) to residents of those institutions.
- 9.13. The date(s) and time(s) of the off-site VHC will be determined by the Clerk and will be circulated to Candidates at least one week prior to the dates of attendance.

## **Voting Proxies**

- 9.14. Proxy voting is not permitted in the Election.

## **10. Results**

- 10.1. The Clerk shall, at 8:00 pm on Voting Day, provided that all Eligible Electors within the VHC have cast their ballot, ensure that voting is closed such that no additional ballots may be cast, and thereafter commence the tabulation of results.
- 10.2. The Clerk shall report and/or publish the unofficial results of the Elections as soon as practicable after 8:00 pm on Voting Day.
- 10.3. The Clerk shall declare, as soon as possible after Voting Day, the Candidates who received the highest number of votes to be elected and shall publish this information on the Town's website.

## **11. Election Communications**

- 11.1. Unless otherwise provided, any notices/communications that are required to be given under these Procedures or the Act, shall be given through the use of newspaper or radio advertisements, posting at municipal facilities, the Town's website, social media and/or direct mailings, email, or any combination of these methods in the Clerk's sole discretion.
- 11.2. The Clerk shall ensure that the following information is communicated to the Electors of LaSalle:
  - 11.2.1. The offices for which a person may be nominated, and the nomination procedure;
  - 11.2.2. That an Election is being held in LaSalle and the method of Election;
  - 11.2.3. When voting opens and the duration of the voting period;

- 11.2.4. Hours of operation of the Voter Help Centre;
  - 11.2.5. The contact information for the Election Help Desk;
  - 11.2.6. Who is eligible to vote in the Election;
  - 11.2.7. How Electors can check to see if their name is on the Voters' List or whether their information is correct;
  - 11.2.8. The opportunity to register as a Third Party Advertiser; and
  - 11.2.9. The results of the election for which the Clerk is responsible for conducting.
- 11.3. During the nomination period, a list of Candidates will be maintained on the Town's website for public viewing. Following Nomination Day, the Town will maintain a list of certified Candidates for public viewing.

## **12. Election Officials**

- 12.1. The Clerk shall appoint in writing a Deputy Returning Officer ("DRO") and other Election Officials to carry out various tasks and responsibilities associated with the election.
- 12.2. The DRO and Election Officials shall take an oath before taking on any responsibilities in connection with the election, which oath shall include a statement that the official uphold the Principles of the Act.

## **13. Scrutineers**

- 13.1. A Candidate may appoint a Scrutineer to represent them at the Municipal Office during the testing and opening of the voting system, at the VHC during the voting period, during the receipt of results, and during a recount, if applicable.
- 13.2. The appointment of a Scrutineer shall be made, in writing, by using the required form ([EL12\(A\)- Appointment of Scrutineer](#)).
- 13.3. Either the Candidate or their Scrutineer may be in attendance during the following election events:
  - 13.3.1. Opening of the voting system;
  - 13.3.2. Operation of the VHC;
  - 13.3.3. When the results are received; and
  - 13.3.4. A recount, in which both the Candidate and their Scrutineer may be present.

- 13.4. Prior to being admitted to any of the election events described in Section 13.3, the Candidate/Scrutineer will be required to show proof of identity, and in the case of a Scrutineer, proof of their appointment. In the case of attendance during the operation of the VHC, the Candidate/Scrutineer will be required to complete the required form ([EL12\(B\) – Oral Oath of Secrecy](#)) and take an oral oath administered by an Election Official.
- 13.5. The Candidate is responsible for the conduct of their Scrutineer(s). In the event of a complaint regarding the conduct of a Scrutineer, the Scrutineer may be asked to leave by an Election Official, and the Candidate will be contacted.

## **14. Registration of Third Party Advertisers**

- 14.1. Individuals, corporations, or trade unions wishing to register as a Third Party Advertiser shall file the prescribed form ([Form 7- Notice of Registration](#)) in person, or via an agent authorized to act on their behalf, with an Election Official, at the Civic Centre from May 1, 2026, to October 23, 2025, during regular business hours.

## **15. Recount**

- 15.1. Recounts shall be conducted in accordance with the Act.
- 15.2. If a recount is necessary under Section 56 of the Act, the recount shall be held on or before November 10, 2026.
- 15.3. Subject to any order of a judge, the recount of votes shall be conducted in the same manner as the original count.
- 15.4. The Clerk shall provide reasonable notice of any recount conducted under this section. Notice of the recount shall:
  - 15.4.1. Be in writing;
  - 15.4.2. Include the date, time and location of the recount;
  - 15.4.3. Be given to all Candidates for the office subject to the recount, any Election Official assisting with the recount, the election platform provider, any other person the Act requires be given notice, and any other person the Clerk determines, in their sole discretion, requires notice; and
  - 15.4.4. Be published on the Town's website and/or on social media channels.

15.5. Notice of the results of the recount shall be given in the same manner, with the necessary modifications, and to the same persons outlined in Section 15.4.3 of this Procedure.

### **Determination by Lot**

15.6. If following a recount two (2) 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(s) by lot.

15.7. The notice for the determination by lot shall be given in the same manner as described in Section 15.4. Those persons given notice of the recount, as described in Section 15.4.3, above, shall be given notice of the determination by lot and shall be permitted to attend same.

15.8. The following procedure shall be used and applied under this section:

15.8.1. The Clerk shall determine the texture and quality of paper used to inscribe the names of the candidates and each candidate, or their lawyer, or scrutineer will be permitted to examine the paper to be used.

15.8.2. The Clerk shall inscribe the name of each candidate on similar sized paper. The candidate, their lawyer or scrutineer, without touching the paper shall be allowed to examine same.

15.8.3. The Clerk shall determine the container used to conduct the lot. All persons present under this section shall be permitted to examine the container which will be used to conduct the lot.

15.8.4. Once the examinations have been completed, the Clerk shall fold the papers bearing each candidate's name twice in two (2) equal parts and shall deposit these papers, in full view of all present, in the container.

15.8.5. Once all papers have been deposited, the Clerk shall, without looking in the container, shake it to ensure that the contents have been sufficiently displaced.

15.8.6. The Clerk shall hold the container at such a height to prevent any person from seeing inside it before a name is drawn from it.

15.8.7. The Town's legal counsel, without looking in the container, shall draw one (1) paper from it, unfold the paper, show the paper to those in attendance and then read the name aloud. The name that is read aloud shall be the candidate who fills the office subject to the recount.

- 15.8.8. Steps 15.8.5 through 15.8.7 shall be repeated as many times as necessary until the required number of papers have been drawn to determine the successful candidates for the office subject to the recount.
- 15.8.9. Once the office is filled, the Clerk shall designate an Election Official to remove the remaining contents from the container and provide an opportunity for all persons present to examine the remaining slips of paper.
- 15.9. The Clerk shall provide notice of the results of the determination by lot in the same manner as described in Section 15.4.

## **16. Complaints and Corrupt Practices**

- 16.1. It is a criminal offence to tamper with the mail.
- 16.2. The Act sets out a number of offences and corrupt practices which are prohibited during an election process.
- 16.3. Complaints about mail tampering with respect to the election and/or contraventions of the Act must be submitted in writing to the Clerk.

## **17. Accessibility**

- 17.1. Please refer to the Town's [2026 Election Accessibility Plan](#) located on the Town's website.

## **18. Emergency**

- 18.1. In accordance with the Act, the Clerk may declare an emergency if they are of the opinion that circumstances have arisen that are likely to prevent the election from being conducted in accordance with the Act.
- 18.2. Upon declaring an emergency, the Clerk is authorized to make any arrangements they consider advisable for the conduct of the election.
- 18.3. The Clerk shall make best efforts to ensure that the declaration of emergency, and any other information that they determine ought to be distributed, is communicated to the public and Candidates in accordance with Section 11 of these Procedures.
- 18.4. The arrangements made by the Clerk, if they are consistent with the principles of the Act, prevail over anything in the Act and the regulations made under it.

- 18.5. If made in good faith, the Clerk's declaration of emergency and arrangements shall not be reviewed or set aside on account of unreasonableness or supposed unreasonableness.
- 18.6. The emergency shall continue until the Clerk declares that it has ended.

## **19. Amendments to Procedures**

- 19.1. These Procedures may be amended as deemed necessary in the sole opinion of the Clerk. Any amendments to the Procedures shall be recorded in the table provided below and the date of the amendment shall be notated next to the provision amended.
- 19.2. Amendments shall be brought to the attention of all Candidates, and after Nomination Day, all Candidates.

## Summary of Revisions

Date of Revision(s)	Summary