



# **Clerk's Procedures**

## **Town of LaSalle 2025 Municipal By-Election Internet Voting**

These Clerk's Procedures constitute the election procedures for the Town of LaSalle for the 2025 Municipal By-Election.

A handwritten signature in black ink, which appears to read "Astrologo".

Jennifer Astrologo, Returning Officer/Clerk

Dated: July 7, 2025

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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-laws 2025-054 and 2025-060, adopted under section 42 of the *Act* authorizes the use of internet voting and vote counting equipment for the 2025 Municipal By-Election.

## 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 2025 Municipal By- Election 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.

**“Candidates”** shall mean a person whose nomination has been filed under Section 33 of the *Act*.

**“Certified Candidate”** means a Candidate whose nomination has been certified under Section 35 of 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.

**“Election Help Desk”** means those Election Officials tasked with offering information and assistance to members of the public regarding election matters.

**“Election Official”** shall mean the Clerk, or a person appointed in writing by the Clerk to assist with the 2025 municipal by-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, September 5, 2025.

**“Principles of the Act”** shall be those principles identified in section 2 of this Procedure.

**“Procedure(s)”** shall mean the procedures contained herein as related to the 2025 municipal by-election, and also referred to as the **“Clerk’s Procedures”**.

**“Scrutineer”** means a person appointed in writing by a Certified Candidate to represent the Certified 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.

**“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 20, 2025.

**“Voting Period”** shall mean the period of time during which an eligible elector can cast their vote in the 2025 municipal by-election, being from 10:00 am on October 10, 2025, through to 8:00 pm on October 20, 2025.

## 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 July 9, 2025, to September 4, 2025, during regular business hours and from 9:00 am to 2:00 pm, Friday, September 5, 2025:
- Councillor (1 to be elected)
- 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](#)), some Candidate 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, Friday, September 5, 2025.
- 5.7. The withdrawal may be filed in person by the Candidate or via an agent authorized to act on behalf of the Candidate.

### 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 15, 2025, an Eligible Elector wishing to amend the Voters' List, must submit a written application to an Election Official, on the required form ([EL15 – 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 Voter Help Centre ("VHC"), or submitted electronically as follows:
  - 6.2.1. In person,
    - 6.2.1.1. From September 15 to October 9, during regular municipal business hours;
    - 6.2.1.2. From October 10 to October 17, during its hours of operation, as established by the Clerk; or
    - 6.2.1.3. On Voting Day from 9:30 am through to 8:00 pm.
  - 6.2.2. Or electronically,
    - 6.2.2.1. From September 15, 2025, to 11:59 pm on Thursday, October 9, 2025.
- 6.3. Unless otherwise requested, an electronic version of the Voters' List shall be distributed to Certified Candidates in accordance with the *Act*.

## 7. Logic and Accuracy Testing

- 7.1. Logic and accuracy testing of the voting system will take place prior to the opening of voting on October 10, 2025, on a date to be determined by the Clerk.

## 8. Voting

- 8.1. Internet voting method shall be used for the 2025 By-Election.
- 8.2. Every person on the Voters' List shall be mailed a sealed Voter Information Letter containing at a minimum:
  - 8.2.1. Their PIN;
  - 8.2.2. The designated internet address (URL) to cast their vote;
  - 8.2.3. Information to obtain voting assistance; and
  - 8.2.4. Dates and hours of the voting period.
- 8.3. Voting will commence on October 10, 2025, at 10:00 am and will continue 24 hours per day through to 8:00 pm on Voting Day, October 20, 2025.
  - 8.3.1. 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 at [www.lasalle.ca/byelection](http://www.lasalle.ca/byelection).

- 8.4. Eligible Electors may attend at the VHC to file an application to request a replacement for lost or misplaced Voter Information Letter.

### Secrecy of the Vote

- 8.5. 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.

### Opening of Voting - Zero Report

- 8.6. 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.
- 8.7. Certified Candidates will be notified of the date, time, and location for the vote opening process.
- 8.8. All persons present to verify the Zero Report will be required to attest, in writing, to observing and verifying the vote opening process, including the Zero Report.

## 9. Voter and Election Help

### Election Help Desk

- 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 or telephone starting July 9:
  - 9.1.1. 1-833-946-3061 ext. 1263 or 519-969-7770 ext. 1263
  - 9.1.2. [election@lasalle.ca](mailto:election@lasalle.ca)

### Voter Help Centre

- 9.2. The VHC is located inside the Civic Centre, 5950 Malden Road, in the Town of LaSalle. The VHC will open on September 15, 2025, and shall be open during regular municipal office hours until October 9, 2025. Commencing October 10, 2025, the VHC shall be open as follows:

October 10 – 10:00 am to 4:30 pm  
October 14 – 9:30 am to 4:30 pm  
October 15 – 9:30 am to 4:30 pm  
October 16 – 9:30 am to 6:30 pm  
October 17 – 9:30 am to 4:30 pm

- 9.2.1. The VHC shall be open on Voting Day (October 20, 2025) from 9:30 am to 8:00 pm.

- 9.3. The VHC is responsible for the following:
- 9.3.1. Processing applications to amend the Voters' List;
  - 9.3.2. Issuing and Re-issuing Voter Information Letters; and
  - 9.3.3. Providing voting assistance to eligible electors.
- 9.4. An Election Official may permit an Elector, who requires voting assistance, to have such assistance as the Election Official considers necessary.
- 9.5. Any Elector that requires assistance to vote at the VHC will be required to complete the required form ([EL 27\(A\) - 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;
  - 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 Certified Candidate, nor a scrutineer of a Certified 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 Certified 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 9.4 to 9.6 of these Procedures.

## Voting at Institutions

- 9.10. 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.
- 9.11. The date(s) and time(s) of the off-site VHC will be determined by the Clerk and will be circulated to Certified Candidates at least one week prior to the dates of attendance.

## 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 municipal by-election 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 Certified Candidate 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 a municipal by-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 municipal 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 that registration procedure; 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 Certified 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 Certified 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 Certified 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 Certified 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 Certified 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 Certified 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 Certified 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 July 9, 2025, to October 17, 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 4, 2025.
- 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 Certified 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. Notices 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 or Candidates 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. 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 2025 By-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 Certified 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 Certified Candidates.

### Summary of Revisions

| Date of Revision(s) | Summary                                       |
|---------------------|-----------------------------------------------|
| August 25, 2025     | Updated Section 9.2 - Voter Help Centre Hours |
|                     |                                               |