



Clerk's Procedures
Town of Kingsville
2026 Municipal and School Board Elections

These Clerk's Procedures constitute the election procedures for the Town of Kingsville's 2026 Municipal and School Board Elections and may be updated from time to time, as required.

Angela Toole

Angela Toole, Returning Officer / Clerk
Version 1: May 1, 2026



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Definitions

Act means the Municipal Elections Act, 1996, S.O. 1996, C. 32, as amended.

Accessible Ballot Marking Device means equipment added to the Tabulator to provide electors with varying abilities with a private and independent method to mark, review, and cast their ballot by using an Audio Tactile Interface (ATI) assistive vote selector device, paddles or sip-and-puff device.

Advance Vote means the voting opportunities available prior to Voting Day, when eligible electors may vote in the election.

Ambiguous Mark means a mark that is not large enough or dark enough to clearly show the voter's intent or a mark that is not recognized by the Tabulator.

Auditor means a person appointed by the Clerk who performs the prescribed combination of processes and procedures (audit duties) designed to validate a range of activities and/or functions of the Voting System.

Audit Mark means the ballot-level audit trail feature showing the results interpreted by the system for a specific ballot.

Ballot means paper including all choices available to an Elector and containing spaces in which the Electors mark their vote

Ballot Box means the cardboard box on which the Tabulator is placed and in which voters' completed ballots are stored at the voting location. The ballot box is a sealed unit that ensures ballots are safely stored once they are cast, to prevent tampering during the election. The ballot box has the following compartments:

- i. Primary - which stores the voted ballots tabulated by the machine; and
- ii. Auxiliary - which is used if the machine is temporarily inoperable.

Ballot Marking Pen means the designated black ballot marking pen provided by an Election Official for the voter to use to mark the ballot.

Blank Ballot means a ballot in which there are no voting position marks that can be read by the voting system. It may be truly blank in all voting positions, or it may have marks in these positions which the voting system cannot read because they are of insufficient density.

Cancelled Ballot means a ballot that has been returned to the Election Official by the voter for replacement with a new ballot.

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



Clerk means the Clerk of the municipality who is responsible for conducting municipal elections under the authority of the Act. All references to the Clerk for the purposes of this manual shall mean the Returning Officer (R.O.) for the 2026 Municipal Election. All references to Clerk's designate shall mean the delegated duties of the R.O.

Corporation means a firm that meets certain legal requirements to be recognized as having a legal existence, as an entity separate and distinct from its owners.

Corporations are owned by their stockholders (shareholders) who share in profits and losses generated through the firm's operations.

A legal entity has legal capacity to enter into agreements or contracts, assume obligations, incur and pay debts, sue and be sued in its own right, and be held responsible for its actions.

A Corporation may include a numbered company, a co-op, an incorporated company, an association, a partnership, a proprietorship (excludes sole-proprietorship as it's not a legal entity), a trust, etc. A legal entity cannot vote; only an individual (a person) can vote.

Test – if someone tripped and fell on your property, who would they sue? You, as the person or your company?

What is a Sole Proprietorship?

Income and losses are taxed on the individual's personal income tax return. The sole proprietorship is the simplest business form under which one can operate a business. The sole proprietorship is not a legal entity. It simply refers to a person who owns the business and is personally responsible for its debts.

What is a Co-op?

A business or organization that is owned and operated by the people who work there or the people who use its services.

Counting Centre means the physical place where the votes will be counted, and final results will be confirmed.

Declined Ballot means a ballot that has been returned to the Election Official by the voter because the voter has decided not to cast a ballot. A Declined Ballot is not processed by the Tabulator.

Election Campaign Advertisement means an advertisement in any broadcast, print, electronic or other medium that has the purpose of promoting or supporting the election of a Candidate.

Election Official means the Clerk, Deputy Clerk, Deputy Returning Officer(s), Ballot Officer, Tabulator Officer, Election Official, Assistant Election Official and any other such persons appointed, in writing, by the Clerk to assist in the carrying out election duties under the Act.



Election Sign means any image, words, sign, picture, device, notice or visual medium, or any combination thereof, including, without limitation, any poster, placard, bulletin and banner which:

- i. advertises, promotes, opposes or takes a position with respect to any Candidate or political party in a federal, provincial or municipal Election or By Election, including an Election of a Local Board or commission; or
- ii. is intended to influence electors to vote for or against an issue associated with a Candidate or political party in a federal, provincial or municipal Election or By Election; or
- iii. is intended to influence electors to vote for or against any Candidate or any question, law or By-law submitted to the electors under the Canada Elections Act, the Election Act (Ontario), or Section 8 of the Municipal Elections Act, 1996.

For the purposes of clarification, an Election Sign does not include any Election campaign literature (e.g. pamphlets and brochures) but does include a Billboard Election Sign, Campaign Office Election Sign, Third Party Advertisement and Vehicle Election Sign.

Eligible Elector or **Elector** means a person who is entitled to be an elector at an election held in the local municipality, if on voting day he or she meets the qualifications outlined in Section 17(2) and 17(3) of the Municipal Elections Act, 1996.

First Name means the name that precedes the last name.

Friend means a person who has been requested by an elector to assist him or her in the voting process.

Institution means a premise that, on Nomination Day, occupies 20 or more beds by persons who are disabled, chronically ill or infirm; and a retirement home in which, on Nomination Day, 50 or more beds are occupied.

Lame Duck means there are restrictions on Council's powers (Municipal Act, Section 275). A Council is considered to be a Lame Duck Council when: (a) before election day it is determined the new Council shall include less than $\frac{3}{4}$ of the members of the outgoing Council before election day, (i.e. at close of nominations if 4 or 5 of the current 5 members of council have filed their nomination papers it is not a lame duck 6 council between the close of nominations and the time election results are known; however if 3 or less of the existing council members have filed nomination papers Council is considered to be a lame duck council), and (b) it is determined on election day after the results are known that the new Council is composed of less than $\frac{3}{4}$ of the members of the outgoing Council.

Last Name means the name shared in common by members of a family and follows the first and middle names.



Legal Name means an individual's entire name that appears on official identification documents, such as birth certificates, citizenship documents, or government-issued change of name certificates

MEA means the *Municipal Elections Act, 1996*, S.O. 1996, C. 32.

Middle Name means the name(s) that follow the first name and precedes the last name.

Municipal Office means the Town of Kingsville Municipal Offices located at 2021 Division Road North, Kingsville, Ontario.

Nickname means and can include: a) shortened, abbreviated, or familiar forms of a first or middle name, and may also include initials. Nicknames can be used in place of a legal first name and can take the form of additional names or names that are used instead of a legal first name. Nicknames cannot include adjectives, descriptive words, or phrases

Nomination Day means the final day on which nominations for office can be filed with the Clerk and is Friday, August 21, 2026.

Normally Resident in Ontario means the place in which an individual regularly returns if his or her presence is not continuous (sleep).

Ordinary Name means the last name a Candidate wishes to have on the Ballot instead of their full legal surname.

Owner or Tenant in relation to an election, means a person who is the owner or tenant shown on the assessment roll of land assessed under the Assessment Act and a non-residential tenant of land assessed under the Assessment Act, whether or not the tenant is shown on the assessment roll, but does not include an owner or tenant of land who is entitled to use the land under a time share contract unless the person is entitled to use the land,

- a) on voting day, or
- b) for a period of six (6) weeks or more during the calendar year in which the voting day of the election is held

Tenant - includes an occupant and a person in possession other than the owner or the spouse of such owner or tenant.

Preliminary List of Electors means a list of electors for the municipality compiled by Elections Ontario ("ELO") and provided to the municipality by Monday, October 6, 2026, of an election year.



Privacy Sleeve means a folder in which a Ballot is placed to conceal the names of the Candidates and the marks made by the Elector upon the face of the Ballot, but does expose the initials of the Ballot Officer.

Proof of Identification means proof of identity and residence as prescribed in O. Reg. 304/13 of the Act.

Recount means an additional count of Ballots following Voting Day.

Regular Office Hours means Monday to Friday, 8:30 a.m. to 4:30 p.m., excluding statutory holidays.

Registered Third Party (Third Party Advertiser) means an individual who is normally resident in Ontario, a corporation that carries on business in Ontario or a trade union that holds bargaining rights for employees in Ontario, whose Notice of Registration for Third Party Advertiser has been certified by the Clerk.

Restricted Period for Third Party Advertisements begins on the earliest day that an individual, corporation or trade union is permitted to file a notice of registration as a registered third party and ends at the close of voting on Voting Day.

Revision Centre means a location designated by the Clerk to make additions, deletions and corrections to the Voters List and to provide assistance and clarification on the election process.

Scrutineer means an individual or Candidate appointed in writing by a certified Candidate to represent him or her during the voting process, or an individual appointed by Council, a local board or the Minister in relation to a By-law or question, or by an elector in the case of a recount.

Support Person means a person who has been requested by an elector to assist him or her in the voting process.

Third Party Advertisement means an advertisement in any broadcast, print, electronic or other medium that has the purpose of promoting, supporting or opposing a Candidate, or a "yes" or "no" answer to a question on the ballot, but does not include an advertisement by or under the direction of a Candidate, or an advertisement that incurs no expenses in relation to the advertisement, or an advertisement that is transmitted to employees, shareholders, or directors of the registered third party.

Tabulator means the apparatus that optically scans a specified area of a ballot to read the votes and tabulate the results.

Tabulator Officer means the Election Official appointed, in writing, by the Clerk to operate the Tabulator during the election process. The Clerk may designate another Election Official to operate the Tabulator if the Clerk deems it necessary for the efficient operation of the election.



Transfer Case means a fibre board storage box provided by the Clerk to all Election Officials are containing their election materials.

Trade Union means a trade union as defined in the Labour Relations Act, 1995 or the Canada Labour Code (Canada) and includes a central, regional or district labour council in Ontario.

Time/Clock means the time as indicated on the wall clock located in the Municipal Office.

Unused Ballot means a Ballot that has not been issued to an Elector.

Used Ballot means a ballot that has been received from a voter and deposited in the ballot box.

Valid Mark means a mark made in the designated space to the right of the Candidate's name using the black ballot marking pen provided by the Deputy Returning Officer. The voter shall fill in a space provided to the right of the Candidate's name.

Voter Information Letter ("VIL") means a Letter provided to each Elector on the Voters' List identifying the Elector's identification number.

Voters' List means the Preliminary List of Electors ("PLE"), as corrected by the Clerk, under the provisions of Section 22 of the Act.

Voting Place means the location, designated by the Clerk for electors for the purpose of casting a printed ballot, as established by the Clerk. Location and times are at the discretion of the Clerk.

Voting Privacy Screen means the screened area provided for the privacy of the voter to mark the ballot.

Voting Proxy means an Elector appointed by another Elector, using the prescribed form and process under section 44 of the *Municipal Elections Act, 1996*, and certified by the Clerk or designate, to cast a Ballot on the Elector's behalf.

Voting Day means the final day on which the final vote is to be taken in an election, and shall be Monday, October 26, 2026, with the close of voting to be at 8:00 p.m.



Application

These procedures have been developed under the authority of the MEA and shall be applied in administering the 2026 Municipal and School Board Election (“2026 Election” or “Election”) in the Town.

The administration of the Election, including any policies, procedures, and decisions made in the conduct of the Election, shall be in accordance with the following principles:

- a) The secrecy and confidentiality of the voting process is paramount;
- b) The election shall be fair and non-biased;
- c) The election shall be accessible to the voters;
- d) The integrity of the voting process shall be maintained throughout the election;
- e) There is to be certainty that the results of the election reflect the votes cast;
- f) Voters and Candidates shall be treated fairly and consistently; and
- g) The proper majority vote governs by ensuring that valid votes are counted and invalid votes are rejected so far as reasonably possible.

Authority

The Municipal Elections Act, 1996 (the “MEA”) states that the Clerk shall establish procedures and forms for the use of any voting and vote-counting equipment. The procedures shall be consistent with the principles of the MEA, and if consistent, shall prevail over anything in the MEA and its regulations.

By-law 66-2025, being a By-law to Authorize the Use of Optical Scan Vote Tabulators and Accessible Voting Equipment for the 2026 Municipal Elections, adopted pursuant to Section 42 of the MEA, authorizes the use of vote counting equipment for the 2026 Municipal and School Board Election.

The Clerk, pursuant to Section 12 of the MEA, may provide for any matter or procedure that is not otherwise provided for in the MEA, or its regulations, and that is necessary and desirable for conducting the Election. The Clerk may establish forms or oaths and require the use of such forms or oaths.

Accessibility

Please refer to Kingsville’s 2026 Municipal Election Accessibility Plan located at www.kingsville.ca/election



Election Officials

The Clerk will appoint, in writing, additional persons to serve as Election Officials, including a Lead Deputy Returning Officer, Supervising Deputy Returning Officers, Information Officers, Registration Officers, Ballot Officers and Tabulator Officers, to carry out various tasks and responsibilities associated with the conduct of the Election.

Election Officials shall take an oath before commencing any responsibilities in connection with the Election, which oath shall include a statement that the Election Official will uphold the principles of the MEA.

Election Officials shall be provided with the training and materials required to fulfill their responsibilities in connection with the Election.

Related Form

Appointment and Oath of Election Official (various)

Candidate Nomination Procedure

Filing of Nominations

Nominations for the offices listed below shall be filed in person on the prescribed form (Nomination Paper – Form 1) (Council Candidates must also submit an (Endorsement of Nomination – Form 2) with the Clerk, at the Municipal Office starting May 1, 2026, through August 21, 2026, during Regular Office Hours, and from 9:00 a.m. to 2:00 p.m., Friday August 21, 2026:

- Mayor** – one (1) to be elected at large
- Deputy Mayor** - one (1) to be elected at large
- Councillor** – five (5) to be elected at large

Nomination papers for school boards must be obtained and filed at the appropriate Municipal Office for the following offices:

School Board Trustee, English Public – Greater Essex County District School Board – one (1) Trustee (Nomination to be filed with the Clerk of the Town of Kingsville)

School Board Trustee, English Separate – Windsor Essex Catholic District School Board – one (1) Trustee (Nomination to be filed with the Clerk of the Municipality of Leamington. Candidates may call 519-326-5761 to book a filing appointment)

School Board Trustee, French Public – Conseil scolaire Viamonde – one (1) Trustee (Nomination to be filed with the Clerk of the City of Windsor)



**School Board Trustee, French Separate – Conseil scolaire catholiques
Providence, number elected to be determined by the Board**

Nominations may be filed by the person seeking election to one of the offices above, or through an agent on behalf of that person. Nominations may not be filed electronically. Original signatures are required. A person may be nominated only if, on the day of the nomination, the person being nominated is qualified pursuant to the MEA.

Nomination Filing Period

Nominations can be filed during Regular Office Hours at the Municipal Office from Friday, May 1, 2026, to Thursday, August 20, 2026, and between 9:00 a.m. and 2:00 p.m. on Friday, August 21, 2026 (Nomination Day). Nominations will not be accepted after this time unless the person wishing to file the Nomination Form is present in the foyer of the Municipal Office at 2 p.m. on Friday, August 21, in which case the person may file their form as soon as possible after 2:00 p.m.

Filing Requirements

Candidates must file their nomination in person with the Clerk or their designate at the Municipal Office. To schedule a nomination appointment, Candidates may email clerks@kingsville.ca or call 519-733-2305 ext. 223.

In order to file a nomination, Candidates must submit the following:

1. A completed [Nomination Paper - Form 1](#)
2. An [Endorsement of Nomination - Form 2](#) containing at least twenty-five (25) original signatures from Electors who are eligible to vote in the municipality (This form is not required for School Board Trustee Candidates)
3. The applicable nomination filing fee (to be paid by cash, debit, certified cheque or money order, made payable to Town of Kingsville)
 - \$200.00 for Mayor
 - \$100.00 for Deputy Mayor, Councillor, or School Board Trustee
4. Proof of identification per [O. Reg. 304/13](#)

Original signatures are required on all forms. Digital signatures are not acceptable.

If an agent is filing a nomination on behalf of a Candidate, the agent must provide all of the above, express written authorization from the Candidate for whom they are filing, as well as their own identification.



Persons filing a nomination form are required to provide a completed EL18(A) Candidate's Declaration of Qualification, signed by the person being nominated.

Switching Offices

A Candidate may only be nominated for one office at a time.

If a person has been nominated for an office and wishes to switch the office they are running for, they must provide the Clerk or their designate with written notice that they wish to withdraw their original nomination.

After providing notice of withdrawal for the original nomination, the Candidate must refile for the new office. The same filing requirements apply at re-filing.

Candidates may switch the office they are running for up to the close of nominations at 2:00 p.m. on Nomination Day (Friday, August 21, 2026).

Use of Name on Ballot

The Nomination Paper – Form 1 must contain the Legal Name of the applicable Candidate. The Clerk will verify that the Legal Name on the provided identification matches the Last Name or Single Name and Given Name(s) on the Nomination Paper – Form 1. Should Candidates wish to use an Ordinarily Used First and/or Last Name on the Ballot, they will be required to submit a Request to Use an Ordinarily Used First and/or Last Name on Ballot Form EL60 at the time they file their nomination. In addition to the aforementioned Form, Candidates will be required to submit evidence to support a request to use an Ordinary Name. Such evidence may include, but is not limited to:

- Newspaper/Magazine Articles
- Education Certificates/Diplomas
- Union Card/Professional Licence
- Debit/Credit Cards
- Professional or Political Social Media Accounts

The Clerk has full discretion on whether to grant a Candidate's Request to Use an Ordinarily Used First and/or Last Name on the Ballot.

Nomination Forms and Information that is Part of the Public Record

Once filed, the Nomination Paper – Form 1 and the Endorsement of Nomination - Form 2, become part of the public record and shall be available to members of the public upon request. Subject to the consent provided on the Candidate Consent to Release Personal Information Form, some Candidate information will be posted on the [Election Website](#) and may be shared with the public or media upon request.



Unofficial List of Candidates

The Clerk shall provide the public with an “Unofficial List of Candidates”, being a list of the names of all those individuals who have filed nominations ahead of Nomination Day (Friday, August 21, 2026). The List will be posted on the [Election Website](#) when reasonably possible.

Campaign Accounts

Candidates must open a bank account exclusively for their campaign if they accept any contributions of money (including contributions from themselves or their spouse) or incur any expenses. Candidates are not required to open a campaign bank account if they do not spend any money and do not receive any contributions of money. If they receive contributions of goods or services, but no contributions of money, they are not required to open a bank account.

In the event that a Candidate’s financial institution requires confirmation of nomination in order to open a bank account, the Candidate may use the copy of their Nomination Form to verify candidacy.

Candidate Questions

If a Candidate has a question regarding the Election, they may submit their question to the Clerk via email at clerks@kingsville.ca. The Clerk or their designate will provide an answer via email to the Candidate and all other Candidates. The identity of the Candidate that asked the question will be kept anonymous. Answers to questions do not constitute legal or accounting advice. Any legal or campaign finance questions should be directed to the Candidate’s lawyer or accountant, respectively.

Related Forms

Nomination Paper – Form 1

Endorsement of Nomination – Form 2

Request to Use an Ordinarily Used First and/or Last Name on Ballot EL60

Candidate Consent to Release Personal Information

MEA References: Section 29, (2)3

Withdrawal of Nominations

Any person who has filed a Nomination that wishes to withdraw their nomination shall submit a written withdrawal to the Clerk in the prescribed form (Withdrawal of Nomination) before 2:00 p.m. on Nomination Day, August 21, 2026.

The withdrawal may be filed in person or via an agent authorized to act on behalf of the Candidate.



If a Candidate files a letter of withdrawal after Nomination Day, the Candidate's name will still appear on the Ballot, and any votes cast for that Candidate will be counted in the final results.

Related Form

EL19 - Withdrawal of Nomination

MEA Reference: Section 36

Certification of Nominations

After 2:00 p.m. on Nomination Day, the Clerk shall examine each nomination filed, and if satisfied that the person is qualified to be nominated and the nomination complies with the MEA, the Clerk shall certify the nomination. **The Clerk's decision is final.**

If a person is not qualified to be nominated or the nomination does not comply with the MEA, the Clerk shall reject the nomination. If a nomination is rejected, that Candidate and all persons who filed a nomination for that office will be notified via regular or registered mail or by phone call.

A "Certified List of Candidates" will be posted on the [Election Website](#) by 4:00 p.m. on August 24, 2026.

Scrutineers

A Candidate may appoint one or more Scrutineers using the EL12(A) Appointment of Scrutineer form. Appointments must be completed and signed in person by both the Candidate and the Scrutineer, and the Scrutineer must provide valid government-issued photo identification. Scrutineers must be eighteen (18) years of age or older.

The Candidate is also required to complete the prescribed form if they intend to attend the municipal events as outlined below.

A Candidate or their Scrutineers may be in attendance at:

- opening and testing the voting system;
- Voting Places during Advance Voting Day(s) and Voting Day;
- during the receipt of results at the Counting Centre on Voting Day;
- during a recount, if applicable;

Before being admitted to any of the above events, the Candidate or Scrutineer must present proof of appointment (EL12(A) Form) and valid government-issued photo ID to an Election Official. The Candidate or Scrutineer will also be required to take an Oral Oath of Secrecy administered by an Election Official upon arrival.



Only one Scrutineer per Candidate is permitted at each Voting Place or at the Counting Centre, and every Scrutineer must check in with an Election Official upon arrival. A Candidate and their Scrutineer may not be present in the Voting Place at the same time.

Candidates are responsible for the conduct of the Scrutineer(s) they have appointed. In the event of a complaint regarding the conduct of a Candidate/Scrutineer, the Candidate/Scrutineer may be asked to leave by an Election Official. In the event a Scrutineer is requested to leave, the Candidate will be contacted.

Any Candidate/Scrutineer who wishes to observe the operation of the Voting Place must comply with the requirements of these procedures and the rights and prohibitions as outlined in the EL12(A) Appointment of Scrutineer Form and the Act.

MEA References: Section 16, 42, 43, 47(2)(5), 54, 55

Related Forms

EL12(A) Appointment of Scrutineer by Candidate

EL12(B) Oral Oath of Secrecy

Registration of Third Party Advertisers

Individuals, corporations, or trade unions wishing to register as a Third Party Advertiser shall file the prescribed Form 7 - Notice of Registration – Third Party in person, or via an agent authorized to act on their behalf, with an Election Official, at the Municipal Office from May 1, 2026, to October 23, 2026, during Regular Office Hours.

The Clerk shall provide notice of the Third Party Advertisers that have filed forms by posting on the [Election Website](#) a “List of Registered Third Party Advertisers,” which is updated every 3 business days.

A Candidate running for any municipal council or school board office cannot register to be a Third Party Advertiser for any municipality. Third party advertising is separate from any Candidate’s campaign and must be done independently of a Candidate.

MEA Reference: Section 88.6

Related Form

Form 7 - Third Party Advertiser – Notice of Registration

Eligibility to Vote

To vote in the Election, a person must be:



You are **eligible** to vote in the 2026 Election if you are:

- A Canadian citizen;
- At least eighteen (18) years old;
- A resident of the Town of Kingsville or a non-resident of the Town of Kingsville and you or your spouse own or rent property in the Town of Kingsville; and,
- Are not prohibited from voting under the *Municipal Elections Act, 1996*, or by law.

An Elector may vote only once in the Election, regardless of how many properties they own or rent within the Municipality.

You are **ineligible** to vote in the 2026 Election, if you are:

- A person who is not qualified;
- A person who is serving a sentence or imprisonment in a penal or correctional institution;
- A corporation;
- A person acting as executor or trustee or in any other representative capacity;
- A person who has been convicted of corrupt practices under the *Municipal Elections Act, 1996*, if voting day in the current election is less than five (5) years after voting day in the election in respect of which he or she was convicted; or,
- Anyone who is prohibited by law from voting.

MEA Reference: Section 17

Voters' List

Eligible Electors can determine if their information is correct on the Voters' List by visiting www.registertovoteon.ca. An Elector can:

- Confirm or update their Electoral information; and,
- Add an Elector name and/or home address.

Eligible Electors can determine their School Support by visiting www.school-support.mpac.ca. Electors can:

- Update their School Support information for the purpose of voting in the School Board Election.

An Elector wishing to amend the Voters' List may do so as follows:

- Prior to August 14, 2026, Electors may visit www.registertovoteon.ca to check, update, add or remove personal information and/or a property from the Voters' List



- Beginning on August 15, 2026, Electors may:
 - file an EL15 Application to Amend the Voters' List, electronically on the [Election Website](#)
 - file an EL15 Application to Amend the Voters' List, in person at the Municipal Office during Regular Office Hours, or extended hours at the discretion of the Clerk;
- On Advance Voting Days, at the designated Voting Place from 12:00 p.m. to 8:00 p.m.
- On Voting Day, at any Voting Place from 10:00 a.m. through to 8:00 p.m.

Provision of Voters' List to Candidates

Upon written request to the Clerk or their designate, a Candidate will be provided with a copy of the part of the Voters' List that contains the names of the Electors who are entitled to vote for that office. Copies will be available after the release from Elections Ontario and no later than September 1, 2026.

The Voters' List will be provided to each Candidate in .CSV or .XLS format in an encrypted manner via email. One print copy will be made available to Candidates upon written request. Additional print copies of the Voters' List may be purchased for a fee of \$25.00 per copy.

On or after September 20, 2026, and before October 1, 2026, the Clerk or their designate will prepare an interim list of the changes to the Voters' List and give a copy of the Interim List to each Candidate. The Interim List will be distributed in the same manner as the Voters' List and may be purchased in the same manner.

Upon written request of a Candidate or Scrutineer and after the close of an Advance Vote Day, the Clerk or designate will give a copy of the Advance Voting List to the Candidate or Scrutineer who requested the list. The Advance Voting List will be distributed in the same manner as the Voters' List and may be purchased in the same manner.

The Clerk will prepare and certify the Voters' List for use in each Voting Place. In preparing the Voters' List, the Clerk shall;

- a) remove the names that are shown in the Interim List as names to be removed; and
- b) may make any other changes approved pursuant to the MEA. The Voters' List will be maintained electronically for use in the Voting Places provided to designated Officials for use on Voting Day.

No additional versions of the Voters' List will be produced for Candidates throughout the Election period.



Related Forms

EL15 Application to Amend the Voters' List
EL56 Declaration of Identity

MEA Reference: Sections 23, 27 and 2

Voting

Voting Method

An in-person voting method with paper ballots shall be used for the 2026 Election.

Accessible voting equipment and tabulators will be used for voting and vote tabulation.

Pre-Vote Logic and Accuracy Testing

Logic and Accuracy testing is a fundamental part of any voting system deployment. It provides the user with a final system evaluation to ensure the voting system has been configured correctly and is functioning properly. Logic and Accuracy testing is the final check before the system is used for an Election.

Logic and accuracy testing of the voting system will take place prior to Advanced Voting and prior to Voting Day.

Logic and Accuracy testing will be conducted by Elections Officials and the Tabulator provider, in the presence of an election auditor, Candidates or their Scrutineers if any.

Voting Places

Establishing Voting Locations

The Clerk shall establish the number and location of Voting Places for an Election, and, where possible, will consider the following factors:

- i. Accessibility of the venue;
- ii. Convenience of location of the venue;
- iii. Parking availability;
- iv. Minimizing the distance for possible Electors to travel;
- v. Confirmed availability; and,
- vi. Number of possible Electors in the Ward.



Venues for Voting Places may include any of the following:

- i. Municipally owned buildings;
- ii. A school board facility;
- iii. An institutional building; or
- iv. A privately owned facility.

Locations will be confirmed in writing, ensuring each location will be open and clarifying what, if any, furniture will be provided by the owner.

A Voting Place venue must include the following, at a minimum:

- i. Accessible entrances, corridors and doorways;
- ii. Accessible parking;
- iii. Adequate space for the requisite number of polling stations;
- iv. Adequate space for a Tabulator station; and,
- v. One accessible washroom for Election Officials and Electors.

Voting Places will be posted on the [Election Website](#). Electors will be issued Voter Information Letters by letter mail to the address listed on the Voters' List, notifying the Elector of the Voting Place that the Elector should attend on Voting Day to vote, as well as Advance Voting dates and locations.

Where there are Voting Places, the entire property will be considered as the Voting Place. Campaign material, including signs, pamphlets, t-shirts, buttons or other materials depicting a Candidate or Third Party Advertiser, shall be prohibited. The Supervising Deputy Returning Officer will make periodic checks of the Voting Place to ensure that the location is free of campaign material and accessible.

MEA Reference: Section 45

Voter Information Letters

Voter Information Letters will be issued to every Elector on the Voter's List in mid-September. The VIL will inform the Elector of the date and time of Voting Day, as well as the dates, times and locations of Advanced Voting. The VIL will have the Elector's name and address as it appears on the Voter's List, as well as the Ward and Voting Place at which the Elector is eligible to vote.

Supplies and Equipment for the Voting Place

Each Voting Place will be supplied with:

- i. Tabulator Kits, laptops/tablets, accessibility materials, Voting Place signage, Voting Place checklist, voter screens, marking pens, privacy sleeves, hand

- sanitizer, masks, safety screens and a copy of the lease agreement or school board permit for Voting Place.
- ii. A sufficient number of Ballots to supply the Electors on the voting list of their Voting Place. When providing the Ballots for a Voting Place to a Supervising Deputy Returning Officer, the Clerk shall certify the number of Ballots. Upon receiving them, the Supervising Deputy Returning Officer shall make a count of the Ballots and forward the receipt to the Clerk and shall keep the certificate for return to the Clerk with the other documents required to be returned to the Clerk.
 - iii. Directional signs for the guidance of Electors for the purposes of the Voting Place, including emergency signage.
 - iv. A paper copy of the Voters' List for that Voting Place.
 - v. Anything else the Clerk deems necessary for the conduct of the Election.

The provincial policy with respect to the posting of campaign advertising on provincial road allowances follows on the next few pages. Posters or similar campaign advertising that may be installed or affixed to poles belonging to Hydro One Network, Bell Canada or other public utilities may require the permission of these respective approving authorities.

The investigation or prosecution for any acts of vandalism to campaign advertising of the Candidates should be referred to the local police force by the complainant. The municipality or any of its municipal servants, employees or agents shall not be responsible.

Secrecy of the Vote

Every person who is present in a Voting Place or at the counting of the votes shall maintain the secrecy of the voting.

Conduct at Voting Places

For the purposes of this Section, "Voting Place" includes the immediate vicinity of the Voting Place designated by the Clerk.

No person shall:

- a) while an Elector is in a Voting Place, attempt, directly or indirectly, to influence how the Elector votes.
- b) display a Candidate's election campaign material or literature in a Voting Place.
- c) interfere or attempt to interfere with an Elector who is marking the Ballot;
- d) obtain or attempt to obtain, at a Voting Place, information about how an Elector intends to vote or has voted; or
- e) communicate any information obtained at a Voting Place about how an Elector intends to vote or has voted.
- f) take a photograph or video recording of their marked Ballot;



h) show their marked ballot to any person so as to reveal how they voted, except in connection with obtaining assistance in voting pursuant to these procedures or the MEA.

MEA References: Sections 48 and 49.

Opening of Voting – Zero Report

Prior to the opening of voting during any Advance Vote or on Voting Day, a Zero Report will be generated to demonstrate that no votes have been cast in the software before voting opens. This report will be generated immediately before the opening of the voting period, by the Tabulator Officer in the presence of the Supervising Deputy Returning Officer.

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.

Voting Procedure

Obtaining a Ballot

When an Elector arrives to vote, the Ballot Officer must verify that the person is entitled to vote. The Elector must provide their Voter Information Letter as well as Proof of Identification.

If the Elector does not have a Voter Information Letter, the Elector shall provide the prescribed Proof of Identification or complete the Declaration of Identity.

Once confirmed, the Elector's name is struck off the electronic Voter's List.

In the event of an objection by a Candidate or Scrutineer, the Ballot Officer, in the presence of the SDRO, will make a note on the approved form and proceed with issuing the Ballot to the Elector

Dispensing a Ballot

Prior to giving a Ballot (in the Privacy Sleeve) to an Elector, the Ballot Officer, in the presence of the SDRO, shall mark their initials on the Ballot so that they are clearly visible. The Ballot Officer will briefly and accurately explain the procedure for voting to the Elector

Marking the Ballot



The Elector shall proceed immediately to the voting booth. The Elector will mark the Ballot with the marking pen provided and place it back in the Privacy Sleeve, leaving the Ballot Officer's initials exposed.

Casting a Ballot

Immediately after marking the Ballot, the Elector shall proceed to the Tabulator Station. The Elector shall give the Privacy Sleeve with the Ballot concealed in the Privacy Sleeve to the Tabulator Officer. The Tabulator Officer shall then feed the Ballot into the Tabulator with the initials facing up to the Tabulator Officer while keeping the Ballot concealed by the Privacy Sleeve.

In the event the Elector requests to feed their own Ballot into the Tabulator, they are permitted to do so.

The Elector may stay to ensure that the Ballot is successfully fed into the Tabulator and then deposited in the Ballot Box.

A person whose Ballot has been placed in the Ballot box is deemed to have voted and is not, under any circumstances, entitled to another Ballot. Once the Elector has voted, the Elector must leave the Voting Place.

Should a Tabulator Reject a Ballot

Ambiguous Marks

The Tabulator will eject the Ballot back to the Elector if it is unable to read the Ballot due to insufficient ink or if the Elector has placed a mark too small for the Tabulator to detect the Elector's intent.

The Ballot will be returned to the Elector in the Privacy Sleeve, and the Election will be asked to return to the voting booth to correct the error.

Ballot Misread

The Tabulator will reject the Ballot if it is unable to identify the Ballot due to poor printing of the Ballot or the Ballot being skewed when feeding into the Tabulator. The Ballot is realigned and re-fed into the Tabulator. If the Ballot is rejected again, the Ballot will be returned to the Elector to receive a new Ballot from the Ballot Officer. The Rejected Ballot is marked "Cancelled" and placed in the envelope marked "Cancelled."

Ballot Overvote

The Tabulator will present a warning if it detects more votes in the designated voting spaces than the Elector is entitled to mark on the Ballot (known as overvoting). The



Tabulator Officer will inform the Elector of the error, at which time they will have opportunity to take the Ballot to the Ballot Officer to return the Ballot and receive a second Ballot. The Elector will only be provided one replacement Ballot. The original rejected Ballot is now folded and marked as “Cancelled” by the Ballot Officer and placed in the envelope marked “Cancelled.”

Ballot Undervote

Undervoting refers to a Ballot where the Elector has marked less than the number of designated voting spaces than they are entitled. Ballots that have been undermarked will be accepted by the Tabulator, and any votes shall be counted.

Declined Ballot

If an Elector is issued a Ballot and wishes to decline to vote, they may do so.

An Elector who has received a Ballot from the Ballot Officer and wishes to decline the vote may choose to return the Ballot to an election Official at the Voting Place, and that Official shall write declined on the Ballot and put it in the Declined Ballot Envelope and record the Declined Ballot on the Tracking Sheet.

In the event that an Elector returns a Ballot to an Election Official indicating that they are declining to vote, the Elector is no longer entitled to vote.

Cancellation of a Ballot

A Ballot will be cancelled in the circumstances described above, where a replacement Ballot has been issued or any other circumstance where the designated Election Official deems the Ballot to have been cancelled. When a Ballot is cancelled:

- i. The cancelled Ballot shall be recorded on the tally sheet provided. Cancelled Ballots do not count toward the total number of votes cast.
- ii. An Elector is no longer entitled to vote if, after receiving a Ballot, they leave the Voting Place without returning the Ballot or decline to vote and returns the Ballot. The Ballot Officer shall record this on the Voter's List.

Close of Voting at the Voting Place

The Supervising Deputy Returning Officer at each Voting Place shall, at 8:00 p.m. on Voting Day, provided that all eligible Electors within the Voting Place have cast their Ballots, close the Voting Place such that no additional Ballots may be cast. Once the Voting Place is closed, the Tabulator Officer will commence the tabulation of results.

After the last Elector's vote is cast, the Tabulator Officer, in the presence of the Supervising Deputy Returning Officer, shall;



- i. Close the tabulator, print the results tape, place in the envelope provided and seal it;
- ii. remove the Tabulator Memory Card from the Tabulator; and iii. Seal the Ballot Box.

The Supervising Deputy Returning Officer, with the assistance of the Tabulator Officer, shall ensure the Tabulator is closed and the results stored on the Vote Tabulator Memory Card and together, securely deliver all material and documents to the Counting Centre.

MEA References: Sections 46, 52 and 55

Advance Voting

The Town of Kingsville will hold three (3) Advance Vote dates at which any Elector who has not voted may cast their vote. The dates, times and locations of the Advance Votes will be determined by the Clerk and will be held no earlier than September 26, 2026.

Notice of the Advance Vote will be provided through one or more of the following: local print newspapers, the Lakeshore Waves newsletter, radio, the [Election Website](#), Social Media and Voter Information Letter.

Voting shall be conducted in accordance with the Voting Procedure Section of this Procedure.

In addition to the other procedures for closing voting, the Supervising Deputy Returning Officer shall:

- i. prepare a list showing the names of each Elector who voted and identifying their Voting Place,
- ii. transport the Ballot Box and Tabulator Memory Card to the Clerk for secure storage.

On Voting Day, the Tabulator Memory Cards from the Advance Votes will be transported to the Counting Centre for vote counting.

Voting in Institutions

Implementation



Voting Places will be provided on Voting Day at the following Institutions for the residents of the Institutions only:

- i. AgeCare Royal Oak Long Term Care
- ii. Augustine Villas
- iii. County Village Homes
- iv. Southgate Residence
- v. Venvi Kingsville Retirement Living

Voting shall take place on dates and times determined by the Clerk in consultation with administrators from each respective Institution.

Where possible, Institution staff will be recruited and trained to assist with voting in each Institution.

Prior to Voting Day, Administration staff at each Institution will provide a list of residents who are eligible Electors. A designated Election Official shall verify whether each Elector is on the Voters' List. If the Elector is not found on the Voters' List, or if any of the details are incorrect, the Election Official shall use the provided information to add or update their information on the Voters' List

Voting Procedure

An Election Official will deliver an institution voting kit to the SDRO assigned at each Institution prior to Voting Day, including:

- i. A physical copy of the Voters' List for that Institution;
- ii. A ballot box containing unmarked Ballots;
- iii. A white ballot box to hold marked Ballots;
- iv. Pens, magnifying sheets, pads of paper, forms and other supplies to facilitate the process.

On Voting Day, the SDRO and Ballot Officer will permit all Electors in the Institution an opportunity to cast their vote.

Before issuing a Ballot, the Ballot Officer will ask the Elector for identification that shows their name and qualifying address and ensure it matches the information on the Voters' List. If identification cannot be provided, then any document issued by the Institution can be accepted as identification, including the patient's chart, wrist-bracelet or confirmation of identity by the administrator of the Institution.

To vote, the Elector shall mark the Ballot for their required Candidate, then place the Ballot within the Privacy Sleeve to protect the secrecy of their vote and place the Ballot in the white Ballot Box provided by the Ballot Officer.



If required, the SDRO or other staff at the Institution may assist the Elector with marking their Ballot.

If staff at the Institution act as interpreters, they must complete the prescribed form (Oral Oath of Interpreter) and take the requisite oath.

If the Elector makes a mistake on their Ballot, the Ballot Officer will:

- i. Write "Cancelled" on the back of the Ballot;
- ii. Place the spoiled Ballot in the Critical Forms file; and
- iii. Issue a new Ballot to the Elector.

Once the Elector has successfully placed their Ballot in the Ballot Box, the Ballot Officer will mark the Elector on the Voters' List as having voted.

Upon completion of the voting in the Institution, the Ballot Officer, in the presence of the SDRO, will:

- i. Seal the white Ballot Box;
- ii. Place all unused Ballots into the brown Ballot Box; and
- iii. Place the Voters' List in the Ballot Box.

The SDRO will ensure that all Ballots and voting supplies remain secure until the arrival of the designated Election Official.

Tabulation and Results

Designated Election Officials will open the sealed ballot boxes at the Counting Centre at the time established by the Clerk.

Once all of the Ballots have been removed from the ballot boxes, a designated Election Official will put them through the Tabulator in the presence of another Election Official.

Should a Tabulator reject a Ballot, the following process shall be followed:

- i. Where the Tabulator returns the Ballot because it detects more votes in the designated voting spaces than the Elector is entitled to mark on the Ballot (overvoting), the Election Official shall re-feed the Ballot into the Tabulator and press the button under "Count as Marked" until the Ballot is drawn into the Tabulator.
- ii. Where there are marks in the designated voting spaces, but the Tabulator cannot process the Ballot, the Election Official shall re-insert the Ballot, trying different orientations (face-down, head-first/last).
- iii. If the Tabulator rejects the Ballot again, the Ballot shall be set aside for examination, and the following process will be followed on the set-aside Ballots.



- iv. Where there are marks in the designated voting spaces for the applicable office or the Tabulator cannot process the Ballot, the Election Official shall replace the Ballot. The Election Official shall:
 - a) Place a “Cancelled – Replaced Ballot” label on the back of the original Ballot and file it in the designated folder;
 - b) Prepare a replacement Ballot in full view of any Candidates or Scrutineers by making a replica mark in the appropriate designated voting space on the replacement Ballot;
 - c) Write “Replacement Ballot” on the back of the replacement Ballot and sign it; and
 - d) Feed the replacement Ballot into the Tabulator.

When all Ballots have been fed through the Tabulator, the Tabulator Memory Card, Ballots and other election supplies will be returned to secure storage.

The Tabulator is not closed at this time, and the tabulated results of the Institutions will not be accessed or generated until after the close of voting on Voting Day

MEA References: Sections 45, 46

Voter Assistance

An Election Official may permit an Elector who requires voting assistance to have such assistance as the Election Official considers necessary.

Any Elector who requires assistance to vote at the Voting Place will be required to Complete the prescribed form (EL27(B) Oral Oath of Friend) and take the requisite oral oath.

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

The friend assisting the Elector shall complete the prescribed form (EL27(B) Oral Oath of Friend of Elector) and take the requisite oral oath; and

Candidates and Scrutineers are prohibited from assisting Electors with the voting process.

If an Elector requires interpretation services, the Elector must provide their own interpreter. The interpreter must complete the prescribed form (EL27(C) Oral Oath of Interpreter) and take the requisite oath.



Related Form

EL27(A) Oral Oath to Vote with Assistance

EL27(B) Oral Oath of Friend of Elector

EL27(C) Oral Oath of Interpreter

Voting by Proxy

Appointing a Voting Proxy

Any Elector qualified to vote in the Town of Kingsville may appoint another Elector also qualified to vote in the Town of Kingsville as their Voting Proxy.

An Elector may act as a Voting Proxy for:

- One other Elector qualified to vote who is not a relative; or,
- One or more Electors qualified to vote who are relatives, using separate Form 3 - Appointment for Voting Proxy forms (per the MEA, relatives are defined to mean the parent, grandparent, child, grandchild, sibling or spouse of the Elector appointment).

The appointment of a Voting Proxy may only occur after Nomination Day (Friday, August 21, 2026) through to and including Voting Day.

The Voting Proxy may request a Form 3 – Appointment for Voting Proxy from the Clerk or their designate on behalf of the Elector who is making the appointment.

The Form 3 – Appointment for Voting Proxy will not be provided to Candidates to be distributed to any other person, although Candidates may request a Voting Proxy or act as a Voting Proxy in their own right. All proxy requests shall be directed to the Clerk or their designate.

On the dates of any Advance Vote Days, a Form 3 – Appointment for Voting Proxy may only be presented for certification at the Clerk's Office located at the Town of Kingsville Municipal Office, which will be open for such purposes between the hours of 12:00 p.m. to 5:00 p.m. A Form 3 – Appointment for Voting Proxy that is presented for certification at the Voting Place location will not be accepted. Only certified Form 3's will be received by Election Officials at a Voting Place.

Copies of any completed Form 3 – Appointment for Voting Proxy are public documents, which may be inspected by any person upon request to the Clerk or their designate.

The Clerk shall require Proof of Identification and residence of the Elector appointed, as prescribed in O. Reg. 304/13, before certifying the Proxy Application.



Issuing a Proxy Application

An Elector who wishes to appoint a Voting Proxy may, on or after Nomination Day (Friday, August 21, 2026):

- Contact the Clerk's Office to request a Form 3 – Appointment for Voting Proxy to be provided by the Clerk's Office by email and mail
- Request a Form 3 – Appointment for Voting Proxy Application in person, at the Clerk's Office, from 8:30 a.m. to 4:30 p.m., Monday to Friday, excluding statutory holidays up to but not including Voting Day, or 12:00 p.m. to 5:00 p.m. on any Advance Vote Day,

Prior to issuing a Proxy Application, the designated Clerk or their designate shall:

- Check the Voters' List to determine whether the Elector making the appointment is on the List. If the Elector is not on the list, the Elector must complete an EL15(A) – Application to Amend the Voters' List
- Complete Box A on the Form 3;
- Assign, record and mark a special serial number to the Form 3. The serial number will be entered into the Town of Kingsville's Register of Proxy Appointments and voter data software; and,
- Give, mail or email to the Elector the serialized and issued Form 3 and any Other applicable forms.

Completing a Proxy Application

The Elector appointing the Voting Proxy shall then complete in full Box B and Box C of the serialized Form 3. Both Electors must identify themselves, identify the appointed Voting Proxy and attest to their relationship, if any.

The name of the Voting Proxy to be appointed must be completed at the time the Elector making the appointment signs the statement in Box C of the Form 3. It is unlawful to sign a Form 3 without first completing Box B to indicate the Elector to be appointed as the Voting Proxy.

The Elector appointing the Voting Proxy shall then provide the Form 3 and an original photocopy of the Proof of Identification to the appointed Voting Proxy, who shall bring the same in person to the Clerk's Office for Certification.

Certifying a Proxy Application

The Elector who has been appointed as Voting Proxy shall then present the completed Form 3, an original or photocopy of the identification of the Elector who appointed them and an original of their own identification, in person, to the Clerk's Office or at a location



that may be designated by the Clerk's Office (other than a Voting Place) and appear before the Clerk or designated Election Official for certification during the following times:

- During Regular Office Hours up to but not including Voting Day; or,
- 12:00 p.m. to 5:00 p.m. on any Advance Vote Day.

Under no circumstances may a Form 3 be presented for certification at a Voting Place.

The Clerk or their designate shall then:

- Check the identification of both the Elector making the appointment and the Voting Proxy to verify their names and qualifying addresses, and that the identification matches the names and addresses on the proxy Form 3;
- Check the Voters' List to verify that both the Elector appointing the Voting Proxy and the Voting Proxy are on the Voters' List ;
- Have the appointed Voting Proxy read and sign Box D on the Form 3;
- Date and sign Box D and apply the stamp and/or seal designated by the Clerk;
- Give the Voting Proxy and the certified Form 3, and instruct them to take the form to a Voting Place.

Please note that for any Form 3 certifications, the Clerk's Office reserves the sole discretion and right to request any such further information as it may reasonably require in order to confirm the Form 3 for certification.

Process at the Voting Place

- The Voting Proxy will take the certified Form 3 to a Voting Place
- The designated Election Official shall ask the Voting Proxy to present the certified Form 3, along with acceptable identification. The Voting Proxy is not required to present the identification of the Elector who appointed the Voting Proxy
- To be valid, the Form 3 must be complete, signed by the designated Clerk or their designate and include the stamp and/or seal designated by the Clerk
- The designated Election Official shall verify that the Voting Proxy's identification matches the information on the certified Form 3 and the Voters' List. If the Voting Proxy's identification matches, they will be asked to read the oral oath on the Form 3, affirming they are the appointed Voting Proxy, they have been instructed by the Elector to vote on their behalf, and they are doing so in good faith. They will then be given a Ballot and can proceed to vote.
- If the Voting Proxy's identification does not match, the appointed Voting Proxy does not present acceptable identification, or the proxy is not on the Voters' List, they will not be issued a ballot.
- If the Voting Proxy is an eligible Elector entitled to vote, the designated Election Official will instruct the Elector appointed as the Voting Proxy to first vote in their own right.



MEA Reference: Section 44

Related Form

Form 3 - Application for Appointment of Voting Proxy

Election Results

The same rules of conduct apply to Candidates/Scrutineers at the Counting Center as in the Voting Places.

The Clerk shall report and/or publish the unofficial results of the 2026 Election as soon as practicable after 8:00 p.m. on Voting Day.

The Clerk shall, as soon as possible after Voting Day, declare the Candidates who received the highest number of votes to be elected and shall publish this information on the [Election Website](#).

As soon as possible after voting day, the Clerk will make the following information available at no charge for viewing by the public on the [Election Website](#):

- i. The number of votes for each Candidate.
- ii. The number of declined and rejected ballots.

Recount

A recount shall only be conducted if:

- i. Two or more Candidates receive the same number of votes (tied vote), and the recount shall be held within 15 days of the declaration of results;
- ii. Kingsville Council, or an applicable school board passes a resolution after the declaration of the results requiring a recount of the votes cast for office on Council or the school board, respectively, and the recount shall be held within 15 days of the resolution;
- iii. The Minister orders the recount, and the recount shall be held within 15 days of the order; or
- iv. The Superior Court of Justice orders the Clerk to hold a recount, and the recount shall be held within 15 days of the order

Subject to any order of a judge, the recount of votes shall be conducted in the same manner as the original count and in accordance with the MEA. Accordingly, the Clerk shall conduct a re-tabulation of votes for the office in which a recount is necessary.

The Clerk shall provide reasonable notice of any recount conducted under this Section. Notice of recount shall:

- i. Be in writing;
- ii. Include the date, time and location of the recount;
- iii. Be given to all Certified Candidates for the office subject to the recount, any Election Official assisting with the recount, Tabulator Provider, any person the MEA requires to be given notice, and any other person the Clerk determines, in their sole discretion, requires notice; and,
- iv. Be published on the [Election Website](#) and on Social Media.

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 the Recount Section of this Procedure

The Clerk shall give notice of the recount to:

Every Candidate for an office that is the subject of the recount,

- i. In the case of a recount requested under Ministerial order, the Council, applicable School Board or Minister, as the case may be;
- ii. In the case of a recount ordered upon an Elector Application under Section 58 of the Act, the applicant; and,
- iii. In the case of a recount concerning an office for which Electors of another municipality are entitled to vote, the clerk who was responsible for the conduct of the vote in that other municipality

MEA References: Sections 11, 56, 57, 58, and 60

Tied Vote

If, following a recount, 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.

The notice for determination by lot shall:

- i. Be in writing;
- ii. Include the date, time and location of the recount;
- iii. Be given to all Certified Candidates for the office subject to the recount, any Election Official assisting with the recount, Tabulator Provider, any person the MEA requires to be given notice, and any other person the Clerk determines, in their sole discretion, requires notice; and,
- iv. Be published on the [Election Website](#) and on Social Media

The following procedure shall be used and applied under this Section:

- i. The Clerk shall use an empty Ballot Box to collect the Ballots. Each Candidate, or their lawyer or Scrutineer, will be permitted to examine the Ballot Box.



- ii. The Clerk shall use a blank Ballot with the names of the Candidates and each Candidate, or their lawyer, or scrutineer will be permitted to examine the paper used.
- iii. The Clerk or designated Election Official shall mark each Ballot with an X for each Candidate.
- iv. All persons present under this Section shall be permitted to examine the box which will be used to conduct the lot.
- v. Once the examinations have been completed, the Clerk shall fold the papers bearing each Candidate's name twice in two equal parts and shall deposit the Ballots, in full view of all present, in the Ballot Box.
- vi. Once all the Ballots have been deposited, the Clerk shall hold the box, and without looking in the box, shake the box to ensure that the contents have been sufficiently displaced. The Clerk shall hold the Ballot Box at such a height to as prevent any person from seeing inside the box before a name is drawn from it.
- vii. The Deputy Clerk, without looking in the box, shall draw one Ballot from the Ballot Box, unfold the Ballot, show the Ballot to those in attendance and then read the name aloud as the successful Candidate.
- viii. The Clerk shall designate an Election Official to remove the remaining contents from the box and provide an opportunity for all persons present to examine the remaining Ballots and the Box.
- ix. The Clerk shall provide notice of the results of the determination by lot as soon as practicable and post on the [Election website](#) and Social Media.

Election Communications

General Election Communications

Unless otherwise provided, any notices that are required to be given under these Procedures of the MEA, will be given through a combination of one or more of the following, to be determined by the Clerk in their sole discretion:

- i. Advertising in one or more of the following: Kingsville Times, Essex Free Press, and Windsor Star;
- ii. Local radio advertisements,
- iii. Posting at municipal facilities,
- iv. Posting at Voting Places,
- v. The [Election Website](#); and,

The Clerk shall ensure that the following information is communicated to the Electors:

- i. The offices for which a person may be nominated, and the nomination procedure;



- ii. That a municipal and school board Election is being held in Lakeshore and that the Election will be held through an in-person voting method;
- iii. Hours of operation of Municipal Office and Voting Places;
- iv. Who is eligible to vote in the municipal Election;
- v. Verification procedures to confirm whether an Elector appears on the Voters' List and to confirm whether the Elector's information is correct;
- vi. The opportunity to register as a Third Party Advertiser and procedures for registering; and,
- vii. The results of the Election.

As soon as possible after voting day, the Clerk will make the following information available at no charge for viewing by the public on the [Election Website](#):

- i. The number of votes for each Candidate
- ii. The number of declined and rejected ballots.

Election Questions

Members of the public seeking information or having questions about the Election may contact the Clerk or their designate during Regular Office Hours starting May 1, 2026:

- i. By contacting the Clerk by telephone at 519-733-2305 ext. 223 or the Deputy Clerk by telephone at 519-733-2305 ext. 238, or
- ii. By emailing clerks@kingsville.ca

Emergencies and Contingency Plan

Contingency Plan

The Clerk will develop contingency plans in place to respond to circumstances that may impact the conduct of the Election. In some circumstances, an Emergency may be declared.

Emergency

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 MEA. The power to declare an emergency includes, but is not limited to, declaration of an emergency that affects voting in all or part of the Town and voting in one or more Voting Places.

An emergency declared by the Clerk under the MEA does not also need to be an emergency declared pursuant to the Emergency Management and Civil Protection Act ("EMCPA"). In the event of a declaration of an emergency under the EMCPA affecting



the Town of Kingsville, the Clerk may choose to declare an emergency if, in their opinion, circumstances have arisen that are likely to prevent the election from being conducted in accordance with the MEA.

The Clerk will make such arrangements as they consider advisable for the conduct of the election in the emergency.

When circumstances permit, the Clerk shall complete the Declaration of Emergency Form that indicates the time of commencement of the emergency and the particulars of the emergency.

The emergency continues until the Clerk declares that it has ended.

The Clerk will attempt to give notice of an emergency and the impact of the emergency on the conduct of the Election in a manner befitting the circumstances of the emergency.