



Municipal Election Procedure	
Procedure Name:	Voters' List Management
Procedure Number:	CLK MEP-09
Creation Date:	March 09, 2026

1. Purpose

The purpose of this Procedure is to establish a consistent and transparent process for the administration, access, and revision of the voters' list for the 2026 Municipal and School board Election.

This Procedure outlines:

- the transfer of the Preliminary List of Electors (PLE) from Elections Ontario to the Clerk;
- how certified candidates may access the voters' list;
- the process for electors to add, correct, or remove information on the voters' list; and
- the responsibilities of election officials in maintaining the integrity and confidentiality of elector information.

2. Responsibilities

2.1. Clerk

The Clerk is responsible for:

- receiving the PLE from Elections Ontario;
- administering revisions to the voters' list following the PLE transfer to the Town;
- ensuring that access to the voters' list is provided to certified candidates in accordance with the *Municipal Elections Act, 1996* (the Act); and
- ensuring that elector information is protected and used only for authorized election purposes.

2.2. Election Officials

Election officials designated by the Clerk are responsible for:

- processing applications for additions, corrections, and deletions to the voters' list;
- verifying identification and elector declarations where required; and



- ensuring revisions are recorded accurately in the election management system.

2.3. Candidates

Certified candidates are responsible for:

- using the voters' list only for purposes permitted under the Act;
- safeguarding the information contained within the voters' list; and
- ensuring that members of their campaign team use the voters' list in accordance with legislative requirements.

2.4. Electors

Electors are responsible for:

- verifying the accuracy of their information on the voters' list; and
- submitting applications to add, correct, or remove information where necessary.

3. Voters' List

Under the authority of Elections Ontario and pursuant to the Act, the PLE for the 2026 Municipal and School Board Election will be prepared and maintained by Elections Ontario.

The voters' list will remain under the administration of Elections Ontario until August 12, 2026, at which time the list will be transferred to the Clerk for the purposes of revisions and election administration.

3.1. Candidate Access

Following Certification Day, certified candidates will be provided access to the voters' list through the *Candidate Access Portal*.

Candidates may:

- view the voters' list for the office they are seeking;
- extract the voters' list in Excel format; and
- request revision reports showing changes to the list.

Copies of the voters' list will not be provided in the event of an acclamation.

Where a candidate requires a printed version of the voters' list, a printed copy of the initial version of the list may be provided upon request at a cost of \$0.31 per page, in accordance with the Town's Fees and Charges By-law.

Revision reports will not be provided in printed format, as candidates are able to access updated versions and revision reports through the Candidate Access



Portal. These reports are provided as a convenience to candidates and are not a legislative requirement.

3.2. Registered Third Party Advertisers Access

Registered Third Party Advertisers are not entitled to receive a copy of the voters' list.

3.3. Public Access

The voters' list is not a public document. Eligible electors may:

- inspect their own information through the Town's Voter Lookup Service, or
- review their own information in person at the Clerk's Office during regular business hours.

Electors may only view or verify their own voter information.

4. Voters' List Revisions

4.1. Administration of Revisions

The PLE provided by Elections Ontario will be reproduced as the municipal voters' list once transferred to the Clerk on August 12, 2026.

The revision period for the voters' list will begin on September 1, 2026, and will continue until the close of voting on Voting Day (October 26, 2026, at 8:00 p.m.).

Revisions may include:

- adding an elector to the voters' list;
- correcting elector information; or
- removing an elector from the voters' list

All revisions will be administered by the Clerk and/or designated election officials.

4.2. Application to Add, Correct or Delete Own Information

Eligible electors may apply to add, correct, or delete their own information on the voters' list.

Applications must be completed using the *Application to Amend the Voters' List* form and signed by the applicant.

Revisions may be completed:

- at the Clerk's Office during regular business hours;
- during advance voting opportunities; or
- at a voting place on Voting Day.



Where possible, electors are encouraged to verify and update their information prior to Voting Day to avoid delays and ensure they receive a voter information letter.

4.2.1. School Support

If an elector's school support has not been explicitly selected through the Municipal Property Assessment Corporation (MPAC), it shall default to the English Public School Board, in accordance with direction from MPAC.

Electors do not have the option to select "no school support."

If an elector does not wish to vote for a school board trustee, they may choose not to select a school board race on their ballot.

Where an elector wishes to amend their school support at the voting place, the following shall apply:

1. Catholic School Support

The elector shall be required to declare that they, their spouse, or a joint owner or tenant of the property is Roman Catholic, in accordance with MPAC criteria.

2. French-Language School Support

The elector shall be required to declare that they are a Canadian citizen and that they, their spouse, or a joint owner or tenant of the property meets at least one of the following criteria:

- French is their first language and they still understand it;
- They attended a French-language school in Canada (French immersion programs do not qualify); or
- Their child(ren) attend or have attended a French-language school in Canada.

All declarations shall be completed in accordance with prescribed forms and procedures.

Changes made to the voters' list by election officials apply for voting purposes for the current election only. Such changes do not automatically update records maintained by MPAC. Electors are required to submit the appropriate applications directly to MPAC to ensure their information is updated for future purposes.

4.2.2. Identification Requirements

Electors requesting to be added to or revised on the voters' list must provide identification showing:



- name;
- principal residential address; and
- qualifying address (if different from the principal address).

Electors must also complete and swear a declaration confirming their qualifications, including confirmation of Canadian citizenship and eligibility to vote in the Town.

If an elector is added to the voters' list at a voting place, the identification used for the revision does not replace the requirement to show identification to the Deputy Returning Officer (DRO) in order to receive a ballot and vote. In some cases, the Revisions DRO may also serve as a DRO and will issue the ballot upon completion of the revision.

4.3. Application to Remove Another Person's Name

An elector may apply to have another person's name removed from the voters' list if they believe that the individual is not eligible to vote in the municipality.

Applications must be completed using the "Application to Amend the Voters' List" form and signed by the applicant.

The Clerk or designate will review the application and determine whether the removal is appropriate in accordance with the Act.

Notwithstanding the above, the Clerk or designate may accept a request to remove the name of a deceased elector from the voters' list by telephone or other communication where the requester provides sufficient information to identify the elector and the Clerk or designate is satisfied that the elector is deceased.

4.4. Candidate Access Portal – Revision Reports

Candidates may request revision reports through the *Candidate Access Portal*.

Revision reports may be generated every fifteen (15) minutes and include updates such as:

- new electors added to the list;
- electors removed from the list;
- changes to elector information;
- elector voting status; and
- voting method and location (e.g., advance voting location)

These reports assist candidates in maintaining accurate campaign records and identifying elector turnout.



4.5. Post-Election Reporting

Revisions made to the voters' list by the Town following the transfer of ownership from Elections Ontario will be communicated back to Elections Ontario through the Town's election services provider, DataFix – VoterView.

These updates are transmitted in order to support the updating of the provincial elector register and to assist in maintaining the accuracy of elector information for future elections.

While all reasonable efforts are made to ensure the accuracy of revisions submitted during the election period, the Town cannot guarantee that all revisions will be permanently reflected in the provincial register, as updates remain subject to the verification and data management processes of Elections Ontario.

5. Protection and Use of the Voters' List

5.1. Data Security and Candidate Obligations

The voters' list shall only be used for municipal election purposes in accordance with the Act.

Candidates shall take reasonable steps to ensure that members of their campaign team understand and comply with these requirements.

Candidates are responsible for the actions of their campaign team with respect to the use and protection of the voters' list.

5.2. Suspected Misuse of the Voters' List

Where the Clerk becomes aware of, or receives a complaint regarding, the suspected misuse of the voters' list, the Clerk may:

1. Request information from the candidate regarding the use of the voters' list;
2. Document the complaint and any related findings; and
3. Refer the matter to the appropriate authorities where required.

Nothing in this procedure limits the authority of law enforcement or other regulatory bodies to investigate alleged contraventions of the Act.

5.3. Cybersecurity and Access Controls

Access to the voters' list through the *Candidate Access Portal* will be provided only to certified candidates.

Each candidate will receive unique login credentials directly through the Candidate Access Portal by email and are responsible for maintaining the confidentiality of those credentials.



Candidates shall not:

- share login credentials with individuals outside of their campaign;
- allow unauthorized persons to access the portal or downloaded extracts; or
- attempt to circumvent or interfere with the security features of the election management system.

The Clerk may monitor system access and activity logs to support the security and integrity of the voters' list.

Where the Clerk believes that the security of the system or voters' list may be compromised, the Clerk may take appropriate action, including:

- suspending access to the portal;
- requiring credential resets; or
- implementing additional security measures.

6. Destruction of the Voters' List

Certified candidates who receive access to the voters' list shall ensure that any electronic or printed copies obtained through the *Candidate Access Portal* are securely destroyed once they are no longer required for municipal election purposes.

Candidates shall take reasonable steps to ensure that members of their campaign team also destroy any copies of the voters' list or extracts in their possession.

The Clerk is not responsible for retaining or retrieving copies of the voters' list distributed to candidates. Responsibility for the secure destruction of such copies rests with the candidate.

7. Interpretation and Prevailing Authority

The Procedure shall be interpreted in a manner consistent with the principles of the Act.

Where conflict exists between this Procedure and Provincial legislation, Provincial legislation prevails.