

2026 Municipal Election

Bulletin Number 3

Proper Use of Voters' List

Note: 2026 Municipal Election Bulletins will be issued periodically by the Elections Office to provide important information for Electors, Candidates and Third Party Advertisers. For the latest information regarding the 2026 Municipal Election, please check the City's Elections website (www.cityofkingston.ca/elections).

Overview

Candidates certified to run in the 2026 municipal election in Kingston are entitled to receive a copy of the voters' list for the office sought. Candidates are subject to strict regulations under the *Municipal Elections Act, 1996* (the Act) regarding how they must acquire, use and share the voters' list. The core requirements for candidates are:

Acquiring the voters' list

- You must submit a written request and declaration by completing Form EL14, Candidate's Declaration – Proper use of Voters' List and submitting same to the Elections Office in person.

Permitted and Prohibited Uses

- You and your campaign team may only use the voters' list for election campaign activities, such as tracking voter outreach, door-to-door canvassing, and identifying supporters.
- You are strictly prohibited from using the voters' list, or allowing it to be used, for any commercial, business or non-campaign purposes.
- The voters' list provided to you belongs strictly to your campaign. It cannot be used to benefit any other candidate's campaign, and it cannot be saved for use in any future election.

Limits on Sharing and Chain of Custody

You are the only person authorized to distribute copies of the voters' list to your campaign team. Campaign workers and volunteers cannot share the list with anyone else. Before you share the voters' list with any campaign team member, you must:

- Obtain a signed written acknowledgement from that person confirming they will use the list solely for your campaign and will not copy or redistribute it. The Elections Office has prepared Form EL14A - Campaign Volunteer's Declaration – Proper Use of Voters' List that you can use. This form is available in the Candidate Access Portal or at the Elections Office.

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- Maintain a master log tracking the name of every individual who received a copy of the list alongside their signed acknowledgement.

Public Distribution Prohibition

- You are prohibited from posting any part of the voters' list in public spaces, publishing it online, or broadcasting it via any mass communication channels.

Mandatory Disposal

You cannot keep the voters' list after the election. On or before your campaign officially ends you must:

- Reclaim and securely destroy all physical copies given to your campaign workers.
- Ensure all electronic files distributed to campaign workers are permanently deleted and obtain written confirmation from them certifying the destruction.
- Securely destroy the original master copy provided to you by the municipality.

Failure to comply with these rules constitutes a violation of the *Municipal Elections Act, 1996* and may result in penalties.

Further Information

If you require further information regarding the content of this Bulletin please contact:

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