

Pelham



otes

2018

2018 Information for Candidates for
Municipal and School Board Elections

2018

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Introduction

Congratulations on your decision to run for an elected office in the Town of Pelham. This booklet has been assembled to help you better understand the roles of elected officials, the conduct of candidates and their campaign teams during the election process and is intended as a supplement to the guide published by the Province of Ontario, “2018 Candidates’ guide for Ontario municipal council and school board elections”.

This document is intended as a guide. This guide provides you with additional information pertinent to candidates running for local municipal (Town of Pelham and Region of Niagara) or school board office in the Town of Pelham. Candidates are responsible to ensure they comply with all requirements of the *Municipal Elections Act*, 1996, as amended, including election financing regulations and qualifications for nomination.

Additional information may be obtained by contacting the Clerk’s Department during regular business hours, Monday-Friday, 8:30 a.m. to 4:30 pm.

All election information and notices will be published on the Town’s webpage <http://www.pelham.ca/election> and official notices will be published through local media outlets. You may also access an electronic copy of this guide through the webpage.

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Changes to the *Municipal Elections Act*

The *Municipal Elections Act* covers administration of the election process, including but not limited to:

- Election of individuals
- Referendums or questions on the ballot
- Roles and responsibilities of the municipal clerk, municipal Council, school board, school board secretary, candidates and electors
- Rules relating to voting, voter and candidate eligibility
- Method of voting
- Campaign and campaign finance rules (i.e. Third Party Advertisers)
- Compliance, enforcement and penalties

Following the last election, the Ministry of Municipal Affairs made changes to the *Municipal Elections Act* that will fully come into effect for the election in 2018. Highlights of the changes are provided in the next section of this guide to ensure candidates are aware of the revisions and new rules and responsibilities.

Important Dates

The election campaign period has been shortened from 37 weeks to 13 weeks. Several other changes have been made to important dates.

New Candidate Nomination Dates

As a result of the shortened campaign period, the first day that candidates can register for nomination is May 1, 2018 and continues during normal business hours, with the deadline to file a nomination for the municipal election will be up until 2:00 p.m. on July 27, 2018.

New Requirement for Nomination Endorsements

Candidates running for Town Council or Regional Council must submit the signatures of 25 eligible voters endorsing the nomination. Each individual providing a signature must sign a declaration, in the prescribed form, stating they are eligible to vote in Pelham on the day of signing the endorsement. This requirement does not apply to school board trustee positions.

Should a candidate file a nomination and then decide to change in order to run for a different office on the same Council (eg. run as a ward councillor and then decide to run for Mayor), new signatures are not required. However, candidates for the lower tier changing intent to the upper tier would require 25 new signatures.

Changes to Campaign Finance Rules

- Corporations and trade unions cannot contribute to municipal election campaigns (candidates) for Town/Regional Council and school board elections.
- Corporations and trade unions must now register to be third party to make contributions to third party advertisers.
- There is a new spending limit for post-election celebrations/parties and expressions of appreciation after voting day.
- There are new campaign spending limits for contributions to one's own campaign.
- A candidate who does not accept any contributions of money, or incur any expenses, is not required to open a bank account.
- If a candidate sells items for \$25 or less to raise campaign funds, the money is considered campaign income rather than a contribution. In this case, the candidate does not have to issue a receipt, or make sure that the person buying the item is eligible to make a campaign contribution.

New Provisions to Encourage Compliance with Finance Rules

- Every candidate will be entitled to a refund of the nomination fee if they file their campaign financial statement and, if needed, the auditor's report by the deadline.
- There is a 30-day grace period for candidates and third party advertisers who miss the deadline to file a financial statement and auditor's report, provided that the candidate or third party advertiser pays a \$500 late filing fee to the municipality.
- If a candidate or third party advertiser has filed their financial statement before the deadline and then discovers an error, they can file a corrected financial statement and auditor's report up until the filing deadline.
- If an eligible voter believes that a candidate or third party advertiser has contravened

an election campaign finance rule, the voter may apply for a compliance audit. Compliance audit committees will provide brief written reasons for their decisions.

- There will be a new process regarding contribution limits. The Clerk who conducted the election is responsible for reviewing the contributions to council, trustee candidates and third party advertisers that are reported on the financial statements. If a contributor appears to have given more than the contribution limits allow, the Clerk will report this to the compliance audit committee. The compliance audit committee will then decide whether to commence a legal proceeding against the contributor.
- It is an offence to give, lend, offer or promise someone an office or employment in order to convince a person to run for office, not to run for office or withdraw from running for office.
- It is an offence to give, lend, offer or promise someone money or other compensation in order to induce a person to run for office, not run for office or withdraw from running for office.

Third Party Advertising: An Overview

The *Municipal Elections Act* now includes a framework for third party advertising which came into effect on April 1, 2018, to ensure the new rules are in place for the 2018 Municipal Election. The regulations have been introduced to manage unregulated third party advertising that has been increasing during the past several municipal elections. A third party advertisement is a message in any medium (billboard, newspaper, radio, social media advertisement, etc.) that supports or opposes a candidate on the election ballot. Third party advertising is also an advertisement message in any medium that supports or opposes a Yes/No referendum question on the ballot.

It is now an offence for any third party advertiser to incur any expense on third party advertising during the restricted election period if they are not registered with the Clerk of the municipality, or municipalities in cases of more than one, where the advertising occurred. Registration allows a third party advertiser to promote or oppose any candidate that the electors in the municipality can vote for including Regional Council, local municipal Council and school board trustees.

Third party advertising does not include advocacy or issues-based advertising. Groups that do public outreach can continue their work throughout the election period. As well, advertising that does not cost money to post or broadcast, such as comments made on social media, are not considered to be third party advertising.

Third Party Advertiser Eligibility

Only individuals, corporations and unions can register as third party advertisers and/or make contributions to third party advertisers as they are not permitted to make contributions to candidates. Third party advertising must be done independently of candidates. Candidates are not able to direct a third party advertiser.

Eligible to File as a Third Party Advertiser



- An individual who is normally a resident of Ontario
- Corporations that conduct business in Ontario
- Unions who have bargaining rights for employees in Ontario

Not Eligible to File as a Third Party Advertiser

- A registered candidate of the municipal election
- A Federal political party, association or registered candidate
- A Provincial political party, association, or registered candidate
- The Crown
- A Municipality or Local Board

Requirements

Third party advertisers must register with each municipality where they intend to advertise should there be multiple municipalities.

- Third party advertisers must file a notice of registration with the Town Clerk in person or by agent. Registration forms are available in the Town Clerk's Office. The registration form must be filled in completely
- Third party advertisers must sign a declaration of qualification
- Registration period: May 1, 2018 - Oct. 19, 2018

Mandatory Information on Advertisements

Third party advertisements must contain:

- Name of registered third party advertiser
- Municipality where the third party advertiser is registered
- For print advertisements: Contact information for the third party advertiser (phone number, mailing address, or email address)
- For radio advertisements: A statement indicating who paid for the advertisement
Information to be provided to Broadcasters/Publishers. Third party advertisers must provide broadcasters/publishers doing the third party advertising with the following information in writing:
 - Name of the registered third party advertiser
 - Municipality where the third party advertiser is registered
 - Name, address and phone number of the agent/person interacting with the broadcaster/publisher on behalf of the third party advertiser
 - Ensure the third party advertiser is aware of changes for third party advertisers as media outlets now have certain obligations under the *Municipal Elections Act* Section 88.3 (e.g. must retain records of the above, copy of advertisement or means of reproducing it, etc.)

Campaign Finance Rules and Third Party Advertisers

The formula for third party advertising general spending limit is: \$5,000 plus five cents (\$0.05) per elector to a maximum of \$25,000.

The spending limit for celebrations/parties and expressions of appreciation after voting closes is 10% of the general spending limit.

Campaigning

Candidates are permitted access into apartment buildings, condominiums, non-profit housing co-ops and gated communities from 9 a.m. until 9 p.m. in order to campaign. Landlords and condominium corporations are not allowed to prohibit tenants or owners from displaying campaign signs in their windows.

Candidates and third party advertisers are required to identify themselves on campaign advertisements and signs, so that it is clear who is responsible for each sign and advertisement that appears or is broadcast. For example: "This ad is brought to you by 'John Doe,' 'Corporation Name' or 'Union Name.' "

Office of the Mayor



The mayor is described by the Municipal Act, Section 225, as the head of council. The primary legislative role of the Mayor is:

- To act as the Chief Executive Officer of the Municipality
- To preside over Council meetings
- To provide leadership to Council
- To represent the municipality at official functions
- To carry out the duties of the Head of Council under this Act or any other Act

Role of Council Members

The role of Council is described in the Municipal Act, Section 224, as follows:

- To represent the public and to consider the well-being and interests of the municipality
- To develop and evaluate policies and programs of the municipality
- To determine which services the municipality provides
- To ensure that administrative practices and procedures are in place to implement the decisions of Council
- To maintain the financial integrity of the municipality
- To carry out the duties of Council under this or any other Act

In summary, Council represents the public interest and provides guidance and direction to the municipal corporation.

Candidate Eligibility/Candidate Qualifications

To run for Mayor, City Councillor, Regional Chair or Regional Councillor a candidate must be:

- a Canadian Citizen on Election Day
- at least 18 years of age on Election Day
- a resident of the municipality or a non-resident owner or tenant of land in the municipality, or the spouse or same-sex partner of an owner or tenant of land in the municipality
- not disqualified by any legislation from holding municipal office
- provide 25 signatures from eligible voters endorsing the nomination upon registration
- pay required nomination fee

To run as a Trustee for a local school board a candidate must be:

- a Canadian Citizen on Election Day
- at least 18 years of age on Election Day
- eligible to be an elector of that school board for which the person is a candidate
- not disqualified by any legislation from holding municipal office
- pay required nomination fee

Disqualifications of a Candidate

The following persons are disqualified from holding office:

- an employee of the municipality (if you are running for municipal council) or school board (if you are running for school board trustee) unless a leave of absence has been granted
- a judge of any court, a member of the Legislative Assembly or the Senate or the House of Commons
- a Crown employee within the meaning of the Public Service Act who is a Deputy Minister or who is in a position or classification designated in the regulations made under that Act for the purposes of Section 11 thereof
- an inmate of a penal or correctional institute
- one who ceases to be a Canadian Citizen
- one who is not a resident, owner or tenant in the municipality
- one who is prohibited from voting in an election according to the Elections Act, Municipal Act or Education Act
- one who has violated financial requirements for filing financial information

Despite the above disqualification, Members of Parliament (MPs), Members of Provincial Parliament (MPPs) and Senators may be nominated for municipal office without having to resign their current seat in Parliament. However, by 2 p.m. on July 27, 2018 (Nomination Day) MPs, MPPs, and Senators will be required to resign their current seat should they wish to continue to seek municipal office.

How to be Nominated

Nomination Period

The nomination period for the 2018 Municipal Election begins on **Tuesday, May 1, 2018** and continues to Nomination Day, **Friday, July 27, 2018**. Nomination papers must be filed with the clerk during regular business hours (8:30 a.m. to 4:30 pm). On nomination day, nominations may be submitted only between the hours of 9:00 a.m. and 2:00 pm.

New: Nomination Endorsements

As previously noted, 25 endorsements must accompany the nomination, in the prescribed form, "Nomination Paper – Form 1" and "Endorsement of Nomination – Form 2". Copies are available through the Office of the Clerk, or through the Town's election webpage.

Nomination Forms and Fees

Nominations must be submitted on the prescribed form and are to be submitted to the Town Clerk together with payment of the required nomination fee (\$200 for Head of Council and \$100 for all other offices). Payment may be in cash, debit, certified cheque or money order. Credit card payments are not accepted. Filing fees will be refunded if all documents required under subsection 88.25(1) are filed on or before 2:00 p.m. March 29, 2019. The nomination papers must be filed in person by either the candidate, or an agent of the candidate. Candidates are required to provide proof of identity and qualifying address within the Town of Pelham when the nomination paper is submitted.

Under the *Municipal Elections Act*, the **Town Clerk will certify or reject the nominations of candidates on or before 4:00 p.m. on July 30, 2018**. A candidate who wishes to withdraw his/her nomination must notify the clerk in writing by 2:00 p.m. on July 27, 2018. This withdrawal letter may not be faxed or scanned – an original signature is required on all election documents. Candidates who withdraw must submit a financial statement to cover all financial transactions up to the time of withdrawal.

A declaration of qualification must be taken before a Commissioner of Oaths. The Clerk and the Deputy Clerk can administer this oath. If an agent is filing the nomination on behalf of the candidate, the candidate's declaration must be commissioned prior to the agent filing.

2018 Municipal Election: Key Dates

| 2018 Municipal Election: Key Dates | |
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| **NEW** Tuesday, May 1st, 2018 to Friday, July 27th, 2018 (MEA 33(4)) | Nomination Period: Nomination forms may be filed by candidates beginning Tuesday, May 1 st , 2018 and on any day thereafter prior to Nomination Day, at any time when the Clerk's Office is open (Monday to Friday, 8:30 a.m. to 4:30 p.m.) and on Nomination Day, Friday, July 27 th , 2018 when nomination forms may be filed between the hours of 9:00 a.m. and 2:00 p.m. Nominations may be withdrawn prior to 2:00 p.m. July 27 th . |
| Tuesday, May 1st, 2018 to Monday, December 31st, 2018 (MEA 88.24) | Campaign Period: The campaign period begins when a candidate has filed the nomination form and ends on December 31 st , 2018. Alternative time periods are in effect if the candidate withdraws the nomination, if the Clerk rejects the nomination, or the candidate extends his/her campaign and is continuing to campaign to erase a deficit. |
| **NEW** May 1st to October 19th 2018 (MEA 88.6) | Third Party Registration: Individuals, corporations or trade unions may file with the clerk to be a registered third party for the election; in prescribed form. Restrictions apply as to who may register. |
| **NEW** Friday, July 27th, 2018 (MEA 31 and 33(4)) | Nomination Day: Last day for filing nominations. Nominations, in the Required Form, filed on this date may only be filed between the hours of 9:00 a.m. to 2:00 p.m. Third Party Advertising: filings for registration accepted July 27th to October 19th. |
| Monday, July 30th, 2018 (MEA 35; 37) | Certification of Nomination Forms and Acclamations: The Clerk shall certify filed nomination forms prior to 4:00 p.m. Immediately after 4:00 p.m., the Clerk shall declare any acclaimed eligible candidates to be duly elected. Issuance of Proxy Vote Certificates after 4 p.m. |
| Monday, July 30th, 2018 to Monday, October 22nd, 2018 | Proxy Vote Certificates: Voters being appointed as proxies must apply for their proxy voting certificate (Form 3) at the Office of the Clerk between 8:30 a.m. to 4:00 p.m. The Clerk will allow appointments at Advance Vote dates/locations. |
| Wednesday, August 1, 2018 | Additional Nominations: Should there be an insufficient number of candidates, additional nominations will be received in the Office of the Clerk between 9:00 a.m. and 2:00 p.m. Proxy forms will not be issued until August 1 st date passes. |
| April to June, 2014 | Municipal Enumeration Forms: Estimated timeframe for MPAC to mail out Municipal Enumeration Forms. |
| Tuesday, September 4th, 2018 (MEA 23) | Voters' List: The Clerk shall make the list of voters available to persons entitled. The list is for election purposes only and as such, viewing will be supervised. |
| Thursday, September 6th, 2018 to Thursday, September 27th, 2018 | Pelham Farmers' Market: Clerks Department staff will be available at the Pelham Farmers' Market each Thursday to provide an opportunity for electors to check/confirm information and make application to correct one's own information. Voter Lookup Service will once again be available on the Town's website. |
| Tuesday, September 4th, 2018 to Monday, October 22nd, 2018 | Revision - Application to Add, Remove, or Correct One's Own Information: Individuals may make application to the Clerk requesting that their name/information be added, removed or corrected. |
| Saturday, September 29th, 2018 Wednesday, October 3rd, 2018 Saturday, October 13th, 2018 Monday, October 15th, 2018 | Advance Voting Dates: September 29 th Old Pelham Town Hall; October 3 rd Pelham Fire Station #2 October 13 th Pelham Fire Station #1 October 15 th Meridian Community Centre |
| Monday, October 22nd, 2018 | Election Day: Voting opportunities will be held between the hours of 10:00 a.m. and 8:00 p.m. Voting Locations will be published and voter notification packages provided. Advance voting opportunities will be brought to Council once established by the Clerk. |
| Tuesday, October 23rd, 2018 | Declaration of Results: The Clerk will declare the results of the election of candidates and the result of any vote upon a by-law or question "as soon as possible after voting day". |
| Monday, December 3rd, 2018 | Term of Office Commences: Elected members must take the oath of office prior to taking their seat. Inaugural Meeting will be held December 3 rd at a time and place to be determined. |
| Monday, December 31st, 2018 | Campaign Period Ends: Deadline to provide Clerk with written notification of deficit and continuation of campaign. Candidates may file financial information |
| Friday, March 29th, 2018 | Filing Date: Deadline for filing financial statements; 2 p.m. Penalties for non-compliance may apply. |
| Town of Pelham Clerk's Department | |



Offices to be Elected

Mayor: One (1) to be elected at large within the Town of Pelham. The Mayor also serves as a Regional Councillor.

Ward Councillors: Six (6) to be elected, two from each of three wards: Ward One; Ward Two; Ward Three.

Regional Councillor: One (1) to be elected at large within the Town of Pelham to represent the Town at Niagara Regional Council.

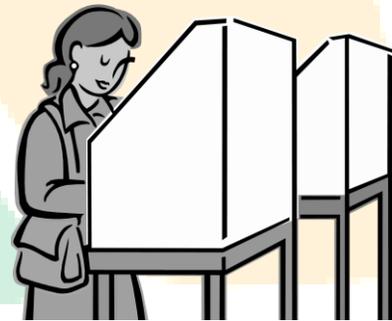
NEW: Regional Chair: One (1) to be elected at large by voters from across the Niagara Region. Note: Candidates for Regional Chair must register with the Regional Clerk at the Region of Niagara Office.

English Language Public School Board Trustee: One (1) to be elected at large, shared between Town of Pelham and City of Thorold. Nominations filed with Town of Pelham.

English Language Catholic District School Board Trustee: One (1) to be elected at large, shared between Grimsby, Lincoln, West Lincoln and Pelham. Nominations filed with Town of Grimsby.

French Public School Board Trustee: One (1) to be elected at large, shared between Fort Erie, Niagara Falls, Niagara-on-the-Lake, Pelham, Port Colborne, St. Catharines, Welland, Thorold, Wainfleet. Nominations filed with City of Welland.

French Separate School Board Trustee: One (1) to be elected at large, shared between Fort Erie, Pelham, Port Colborne, Wainfleet and Welland. At time of publishing, nominations filed with City of Welland.



Scrutineers (Candidate's Agents)

Each candidate may appoint, in writing, any number of persons as are necessary to act as a scrutineer to represent them at the voting place and to be present during the counting of the votes. Only one scrutineer per candidate may be in the voting place for each vote tabulating machine. *If a candidate enters the voting place, they are considered to be a scrutineer.*

Scrutineers must be appointed, in writing, and upon request shall show proof of his or her appointment to an election official. If no written proof is provided, the scrutineer may be denied entry into the voting place by the Poll Supervisor. Forms are available from the Clerk for this purpose.

Candidates and Scrutineers have the following rights:

- to be present when ballot boxes and materials related to the advance voting and the ballot boxes and statement of the results on election day are being delivered to the Clerk;
- to enter the voting place 15 minutes before it opens and to inspect the ballot boxes and the ballots, and all other election documents but not so as to delay the opening of the voting place;
- to place their own seal on the ballot box after the close of voting on an advance vote so ballots cannot be withdrawn or deposited without breaking the seal;
- to sign the statement of the results of an election;
- to place his or her own seal on the ballot box after the counting of the votes so that ballots cannot be taken out or deposited on election day.

Candidates and Scrutineers are prohibited from the following:

- attempting, directly or indirectly, to interfere with how an elector votes;
- attempting to campaign or persuade an elector to vote for a particular candidate;
- displaying a candidate's election campaign material in a voting place, including vehicles that are parked at the voting location;
- compromise the secrecy of the voting;
- interfere or attempt to interfere with an elector who is marking a ballot;
- obtain or attempt to obtain, in a voting place, any information about how an elector intends to vote or has voted;
- communicating any information obtained at a voting place about how an elector intends to vote or has voted.



Sign Regulations



Candidates should reference Town of Pelham By-law #3987(2018), being a by-law to regulate Election Signs within the Town of Pelham.

Regional Municipality of Niagara Sign Regulations: By-law 122-2013 of the Regional Municipality of Niagara prohibits the placement of signs on Regional road allowances at any time. Any election signs will be removed from the road allowance of Regional Roads by Regional staff forthwith.

Prohibition of Canvassing in Voting Places

The Clerk is the lessee of the premises used as voting places. As the lessee of such premises, the Clerk does not permit electioneering of any nature in or on the premises used as a voting place on Election Day, and during any advance polls. The premises are deemed to include the entire building and property on which it is located.

Section 48 (2) of the *Municipal Elections Act*, 1996 provides as follows:

“No person shall display a candidate’s election campaign material or literature in a voting place.”

Deputy Returning Officers are instructed to remove forthwith from any voting place any material, campaign buttons, or literature of any nature which may be deposited therein. Periodic checks will be made by Election staff throughout advance polls and on voting day. This includes campaign material visible in any vehicle. It is a candidate’s responsibility to ensure his/her campaign team is aware of this and all election requirements.

Definition of Residence

In determining the eligibility of electors, one must examine the meaning of residence. Provisions exist to allow for the homeless to be enumerated and vote.

Section 2 of the *Municipal Elections Act*, 1996 reads as follows:

- “2. (1) For the purposes of this Act, a person’s residence is the permanent lodging place to which, whenever absent, he or she intends to return.
- 2.(2) The following rules apply in determining a person’s residence:
 1. A person may only have one residence at a time.
 2. The place where a person’s family resides is also his or her residence, unless he or she moves elsewhere with the intention of changing his or her permanent lodging place.
 3. If a person has no other permanent lodging place, the place where he or she occupies a room or part of a room as a regular lodger or to which he or she habitually returns is his or her residence.”

There are specific exceptions for students who may have residences in two local municipalities at the same time.

Preliminary List of Electors (PLE)

The 2018 Preliminary List of Electors for the Town of Pelham is prepared by MPAC and forwarded to the municipal Clerk.



Revision of Preliminary List of Electors

The Preliminary List of Electors will be reproduced as the Voters' List by September 4th, 2018. Applications for amendments to the voters list will be accepted by the Clerk commencing on September 4, 2018 and ending at 8:00 p.m. on Voting Day – October 22, 2018.

Copies of the preliminary list of electors may be viewed at the location, date and time listed below:

Municipal Building, 20 Pelham Town Square
8:30 a.m. to 4:30 p.m. – Monday to Friday
This list is for election purposes only – viewing will be supervised



Eligible electors are encouraged to check www.voterlookup.ca to ensure they are on the voters' list and that their information is correctly entered. Access to this voter look-up service can be made through the Town's webpage for the 2018 Election <http://www.pelham.ca/en/about-us/2018-municipal-election.aspx>.

Proxy Voting

A person who is entitled to be an elector in a local municipality may appoint another person who is also so entitled as his or her voting proxy, using the prescribed form (*Municipal Elections Act*, 1996, c. 32, Sch., s. 44(1)). No person shall appoint more than one voting proxy and no person can act as a proxy for more than one person unless the persons they are voting for are spouses or siblings of each other, parent and child or grandparent and grandchild or same sex partner.

Proxies can only be appointed after Nomination Day and certification of nominations. Applicants to act as proxies must attend the Office of the Clerk and present a prescribed appointment form signed by the elector. The Clerk will issue a certificate, the appointing document, and this document must be presented at the voting place. A person acting as a proxy must attend the voting place designated for the elector for whom they are voting. It is recommended that where possible, proxy voting take place at the Advance Voting, mainly for the convenience of the appointee. **Proxy forms will be available after certification of nominations, July 30, 2018, up to and including Election Day, October 22, 2018.**

Advance Voting Opportunities

Advance votes will be held at the following locations on the dates and times indicated below:

SATURDAY, SEPTEMBER 29th, 2018 – 10:00 A.M. TO 8:00 P.M.
OLD PELHAM TOWN HALL, 491 CANBORO ROAD, RIDGEVILLE

WEDNESDAY, OCTOBER 3RD, 2018 – 10:00 A.M. TO 8:00 P.M.
PELHAM FIRE STATION #2 – 766 WELLAND ROAD, FENWICK

SATURDAY, OCTOBER 13TH, 2018 – 10:00 A.M. TO 8:00 P.M.
PELHAM FIRE STATION #1 – 177 HIGHWAY #20 WEST, FONTHILL

MONDAY, OCTOBER 15TH, 2018 – 10:00 A.M. TO 8:00 P.M.
PELHAM COMMUNITY CENTRE, 55 WELLSRING WAY, FONTHILL

Election Day (Voting Day)

Election Day (voting day) is Monday, October 22, 2018, when voting places will be open from 10:00 a.m. to 8:00 p.m.

Voting Locations:

Below is a list of polling stations for the 2018 Municipal Election.

| Date | Location | Polling Subdivisions |
|---|--|--|
| Saturday, September 29th 10:00 am – 8:00 pm | Old Pelham Town Hall 491 Canboro Road | All Wards; All Polls Advance Voting |
| Wednesday, October 3rd 10:00 am – 8:00 pm | Pelham Fire Station #2 766 Welland Road | All Wards; All Polls Advance Voting |
| Saturday, October 13th 10:00 am – 8:00 pm | Pelham Fire Station #1 177 Highway 20 West | All Wards; All Polls Advance Voting |
| Monday, October 15th 10:00 am – 8:00 pm | Pelham Community Centre 100 Meridian Way | All Wards; All Polls Advance Voting |
| VOTING DAY: MONDAY OCTOBER 22nd | | |
| Monday, October 22nd 10:00 am – 8:00 pm | Pelham Fire Station #3 2355 Cream Street | Ward One; Polls 01; 02; 03 |
| | Pelham Fire Station #2 766 Welland Road | Ward One; Polls 04; 05; 06; 07; 08; 09 |
| | Pelham Fire Station #1, 177 Highway 20 West | Ward Two; Polls 10; 11; 12; 13 |
| | Pelham Community Centre 100 Meridian Way | Ward Two; Polls 14; 15; 16; 17; 18 |
| | Pelham Friends Church 940 Haist Street | Ward Three; Polls 19; 23; 27 |
| | Glynn A. Green School; 1353 Pelham Street | Ward Three; Polls 20; 21; 22; 24; 25; 26 |
| | Lookout Ridge Retirement Community | W2 Institutional Voting Only 9:00 am – 12:00 pm |
| | Shorthills Villa Retirement Community | W2 Institutional Voting Only 1:30 pm – 3:30 pm |
| | Woodlands of Sunset Home for the Aged | W3 Institutional Voting Only 9:00 am – 11:00 am |

Voter Information Notification

Pursuant to the *Municipal Elections Act*, 1996, the Clerk will advise each resident elector of the date and time of voting, including advance voting, and of the location of the voting place at which that elector is to vote by mailing a notice of the date and time of voting and of the location of such voting place, which notice shall be directed to all the electors at that address. Voter Information Notifications (VIN) will be mailed through Canada Post during the fall of 2018.

Elector Absence from Work

An elector is entitled to have three consecutive hours to vote on Voting Day (October 22, 2018). If an elector's normal hours of employment are such that they would not have three consecutive hours to attend the polls, the employer must allow them to be absent and the absence shall be timed to suit the employer's convenience as much as possible. For example, if an employee is scheduled to work from 10:00 a.m. to 7:00 p.m., the employee must be permitted to either begin the shift at 1:00 p.m., or leave work by 5:00 p.m.

Form of Ballots

The Town of Pelham uses a full composite ballot. Each elector receives one composite ballot which contains all ballots for every office for which they are entitled to vote. There will be different ballots for public school electors, separate school electors and for French language public and separate school electors to ensure no elector receives a ballot for offices for which they are not entitled to vote. Voters are only permitted to vote once for the office of Regional Chair, no matter the number of eligible properties owned throughout Niagara.

Marking the Ballot

The 2018 Election will be conducted using the Accu-Vote Tabulation System. All candidates should be aware of the method to mark ballots. Any campaign material a candidate is using which refers to marking the ballot should accurately reflect the proper method. An example follows:

VOTE LIKE THIS:

- | | |
|---|-------|
|  | Right |
|  | Wrong |
|  | Wrong |

**Give clear instructions to voters.
Take the time to ensure they know how to
mark their ballots properly.**



Tabulating the votes and posting results

By using the vote tabulation process, each polling location will tabulate results as soon as possible after the polls close at 8:00 p.m. directly at the voting place and telephone the Clerk with the results, followed by a delivery of the tabulation results printouts.

Candidates and members of the public who are interested in viewing the results as they are tallied may attend at the Town of Pelham Municipal Building, 20 Pelham Town Square Council Chamber. Results of the vote will be displayed beginning as soon as possible after 8:00 p.m. Historically, results have been reported by approximately 9:00 p.m. In addition, results will be available on the Town of Pelham web page dedicated to the election and will be updated as results are compiled.

The results posted on October 22, 2018 are the “Unofficial Results” and must be certified by the Clerk as soon as possible after voting date, whereupon the Clerk will make a Declaration of Results, to be posted in Town Hall and on the municipal website.

Recounts

Where there is a tied vote for the election of a candidate to an office and both or all of the candidates cannot be declared elected, or where there is a tied vote on a by-law or question, the Clerk must hold a recount within fifteen (15) days after the declaration of results of the election.

A person entitled to vote in an election and who has reasonable grounds for believing the election results to be in doubt may apply to the Superior court of Justice for an order that the clerk conduct a recount. This must be commenced within thirty (30) days after the Clerk’s declaration of the results. The court, if satisfied there are sufficient grounds, shall make an order requiring the Clerk to hold a recount, which is to be held within fifteen (15) days after the day of receipt of the order.

General

Clerk Powers

s.12(1) states:

A clerk who is responsible for conducting an election may provide for any matter or procedure that,

- (a) is not otherwise provided for in an Act or regulation; and
- (b) in the clerk’s opinion is necessary or desirable for conducting the election. 1996, c.32, Sch.,s. 12(1).

With this in mind, various procedures have been developed with regard to the conduct of the Town of Pelham 2018 Municipal Election. A separate Policies and Procedures manual will be provided to all registered candidates.