



Municipal Election Procedure	
Procedure Name:	Election Notices and Public Information
Procedure Number:	CLK MEP-07
Creation Date:	March 09, 2026

1. Purpose

The purpose of this Procedure is to establish a consistent approach for providing statutory notices and public information related to the municipal election.

This Procedure outlines how the Town will:

- publish notices required under the *Municipal Elections Act, 1996* (the Act);
- communicate voting information to electors and candidates; and
- promote awareness of the municipal election, voting opportunities, and participation.

2. Responsibilities

2.1. Clerk

The Clerk is responsible for:

- issuing notices required under the Act;
- determining the format, timing, and method of distribution for election notices; and
- coordinating election communications through the Town's website, media outlets, and other outreach channels.

2.2. Manager of Government Relations

The Manager of Government Relations, or delegate, may assist the Clerk in:

- preparing election-related communications;
- distributing election notices through approved communication channels; and
- supporting public outreach initiatives related to the municipal election.

3. Mandatory Notices

The Clerk is required under the Act to provide certain statutory notices during the election period.

These include, but are not limited to:



- notice of nomination day/offices, including the offices to be filled and the nomination process (s.32)
- notice of penalties (s.33.1)
- notice of acclamation (s.37)
- notice of election information, including voting dates, hours and locations (s.40)
- notice of nomination extension (s.33)
- notice of recount (s.60, O.Reg. 101/97)
- declaration/notice of results (s.55)
- notice of financial default (ss.88.23, 88.36)

The manner and format of such notices is at the discretion of the Clerk.

Mandatory election notices intended specifically for candidates will be communicated directly to candidates using the contact information provided to the Clerk, including through email and/or the Candidate Access Portal.

Mandatory election notices intended for the electorate will be posted on the Town's website.

Additional communication methods may be used where appropriate to ensure notices are distributed in a manner that reasonably informs electors and candidates of election-related information.

Where applicable, mandatory election notices may be jointly issued by multiple municipalities within the Niagara Region, with the assistance of the Regional Municipality of Niagara. Such notices may serve as a regional notice applicable to participating municipalities and will also be shared through the Town's communication channels.

4. Discretionary Notices and Public Outreach

In addition to statutory notices, the Clerk may utilize a variety of communication methods to inform electors about the municipal election and encourage participation.

Public outreach may include, but is not limited to:

- neighbourhood mail-outs or flyers distributed in advance of the election to raise awareness of the election, candidate nomination opportunities, employment opportunities within the election team, and Voting Day;
- participation in community events where election information may be provided to electors;
- advertising in local media outlets;



- social media posts distributed through official Town channels;
- informational inserts included with municipal mailings;
- election information booths or staff presence at community markets or events where feasible;
- distribution of voter information letters to electors on the voters' list advising of voting dates, hours, and locations for advance voting and Voting Day; and/or
- maintaining an election webpage on the Town website providing updated information to electors and candidates throughout the election.

The timing and distribution of election communications may be adjusted where necessary in response to anticipated announcements or directives from the Provincial government that may affect the administration, timing, or conduct of the municipal election.

Where appropriate, the Clerk may delay or modify the release of election-related information to ensure that communications remain accurate and consistent with updated legislative or regulatory requirements.

5. Town Website and Digital Information

The Town's website will serve as the primary source of election information for electors and candidates, specifically the *Municipal Election* webpage: www.pelham.ca/election

In addition to general election information, the website will include a listing of candidates running for each office, along with any contact information the candidate has authorized the Town to publish. Candidates may also provide a link to their campaign website. This represents the extent of the campaign-related material that the Town will post on behalf of any candidate.

Information posted to the website will be updated as required throughout the election period.

6. Additional Communication Methods

The Clerk and/or Manager of Government Relations may use additional communication methods where appropriate to ensure electors are reasonably informed about the election.