



Municipal Election Procedure	
Procedure Name:	Opening and Closing the Voting Place
Procedure Number:	CLK MEP-15
Creation Date:	April 09, 2026

## 1. Purpose

The purpose of this Procedure is to establish a consistent process for the opening and closing of voting locations during the 2026 Municipal and School Board Election.

This Procedure ensures that voting locations are prepared for electors, ballots are properly controlled and accounted for, and that the integrity, secrecy, and accuracy of the voting process are maintained throughout the voting period.

## 2. Responsibilities

### 2.1. Clerk

The Clerk is responsible for the overall administration of the municipal election and shall:

- establish procedures for the opening and closing of voting locations;
- provide training, materials, and forms required for election officials;
- ensure voting equipment, ballots, and supplies are prepared and distributed; and
- oversee the tabulation of results, publishing of results and the secure return of election materials.

### 2.2. Poll Supervisor

The Poll Supervisor is responsible for the management of the voting location and shall:

- supervise election officials assigned to the voting place;
- ensure the voting location is properly set up prior to opening;
- administer the required oaths to election officials;
- secure the voting location at the close of voting;
- assist with ballot balancing and collection of election documentation;
- oversee the tabulation process with the Vote Tabulator Operator; and
- ensure election materials are properly packaged and returned.



### **2.3. Deputy Returning Officer (DRO)**

The DRO shall:

- assist with the setup and closing of the voting location;
- administer ballots to electors in accordance with election procedures;
- verify elector identification and process electors using the electronic voters' list;
- maintain accurate records, including tally sheets and voter comments where required;
- balance ballots and complete the Statement of Ballot Account at the close of voting; and
- package and submit required documentation to the Poll Supervisor.

### **2.4. Vote Tabulator Operator (VTO)**

The VTO shall:

- set up and operate the vote tabulator;
- demonstrate zero total prior to the opening of voting;
- process ballots inserted into the vote tabulator; and
- assist the Poll Supervisor with final tabulation of results on Voting Day.

## **3. Advance In-Person Voting**

Where an in-person advance voting opportunity is offered from 10:00 a.m. to 8:00 p.m., the procedures set out in Section 4 and onward of this Procedure shall apply.

The in-person advance voting opportunity located at Pelham Town Hall, which operates under alternate hours and is staffed exclusively by the Clerk's Office, shall follow the modified procedures outlined below.

### **3.1. Town Hall Advance Voting Opportunity**

The VTO shall confirm zero (0) totals prior to the commencement of voting on the first of the five consecutive advance voting days. It is intended that one vote tabulator will be used for the duration of the advance voting period, provided no unforeseen technical issues arise that require the use of a replacement unit.

Voting shall begin promptly at 9:00 a.m.

At 4:00 p.m., advance voting for that day shall close. Any electors present inside the voting location at the time of closing shall be permitted to vote. See Procedure CLK MEP-13 for location details.

At the close of each advance voting day:



- election officials shall balance ballots issued and reconcile records; and
- the ballots, the vote tabulator and election materials shall be secured within Town Hall until the next scheduled advance voting day.

#### **4. Opening the Voting Place**

Election officials shall arrive at the voting location in sufficient time to ensure the location is prepared prior to the opening of voting. Arriving 60 minutes early is encouraged.

All election officials shall:

1. Assist with the setup of the voting location;
2. Organize their workstation;
3. Take the required oral oath administered by the Poll Supervisor;
4. Provide their DRO (if applicable) initials on the form supplied by the Poll Supervisor for ballot verification purposes;
5. Witness the zero (0) totals report printed by the VTO confirming that no votes have been recorded;
6. Synchronize the laptop clock to be consistent with all others; and
7. Confirm that voting materials, envelopes, and forms are properly arranged and accessible.

At 10:00 a.m., voting shall officially begin, and DROs may begin issuing ballots to electors in accordance with established procedures.

Granular, position-specific opening procedures are provided to election officials in a guide and addressed during training.

#### **5. Closing the Voting Place**

Voting locations shall close at 8:00 p.m. on Voting Day and on designated advance voting dates.

At the close of voting:

1. Any electors already inside the voting location at 8:00 p.m. must be permitted to vote. Election officials shall continue processing these electors until all ballots have been cast;
2. Candidates or scrutineers who are not present in the voting location at 8:00 p.m. shall not be permitted to enter; and
3. The Poll Supervisor shall secure the voting location once voting has officially closed.



DROs shall then:

1. Prepare the *Statement of Ballot Account*, ensuring all ballots issued, cancelled, declined, and unused are properly recorded;
2. Complete the *Entry as to Number of Electors Who Voted* form;
3. Compile required documentation for the Poll Supervisor, including:
  - tally sheet;
  - statement of ballot account;
  - entry as to number of electors who voted
4. Package materials required to be placed in the ballot box, including:
  - certificate of ballots received;
  - Form 9 – Declaration of Identity;
  - cancelled ballots;
  - declined ballots;
  - unused ballots;
  - statement of ballot account;
  - entry as to number of electors who voted

Election officials shall not begin packing election materials until ballots have been balanced and the documentation has been completed.

Upon completion of ballot balancing, or while awaiting the completion of balancing by other election officials, election officials shall assist with removing election signage and tearing down the voting location. The responsibility of table/chair teardown does not apply to voting places held at the Meridian Community Centre, where facility staff will manage room restoration.

On Voting Day, after all documentation is finalized, the Poll Supervisor and VTO shall proceed with printing the results report in accordance with established procedures. See CLK MEP-17 for additional details.

## **6. Return of Materials**

Following the close of voting:

1. Election officials shall assist with the dismantling and packing of voting equipment and supplies;
2. All laptops and electronic equipment shall be shut down, unplugged, and packed into their designated cases;



3. Materials shall be packaged according to the *Materials to Return* checklist;  
and
4. The Poll Supervisor shall administer the final oath to election officials.

Where requested, election officials may assist the Poll Supervisor with the return of election materials to Pelham Town Hall.

Payments to election officials will be processed by the Clerk's Office following the election.

#### **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.