



Municipal Election Procedure	
Procedure Name:	Candidate Communication
Procedure Number:	CLK MEP-05
Creation Date:	March 09, 2026

1. Purpose

The purpose of this Procedure is to establish a consistent process for communication between the Town and municipal candidates during the municipal election period.

This Procedure is intended to ensure that:

- all candidates receive election-related information in a fair and consistent manner;
- communications from the Clerk are distributed equitably and transparently;
- candidate inquiries are managed through a centralized process; and
- records of communications are maintained by the Clerk's Office.

2. Responsibilities

2.1. Clerk

The Clerk is responsible for:

- administering communications between the municipality and candidates;
- ensuring that election-related information is distributed consistently to all candidates;
- responding to candidate inquiries and assigning staff to assist where appropriate;
- maintaining records of candidate communications and information requests; and
- ensuring that information provided to one candidate that may affect other candidates is shared with all candidates nominated at that time.

2.2. Municipal Staff

Municipal staff shall:

- direct candidate inquiries regarding the election to the Clerk's Office; and
- refrain from providing election-related guidance to candidates unless authorized by the Clerk.



2.3. Candidates

Candidates shall:

- provide accurate contact information to the Clerk's Office;
- review communications distributed by the Clerk's Office; and
- direct election-related inquiries to the Clerk's Office.

3. Candidate Contact Information

Contact information provided by candidates to the Clerk's Office is collected to administer the municipal election and facilitate communication between the Town and candidates.

Candidates may provide contact information to the Clerk for administrative and communication purposes. Candidates may also authorize the release of certain contact information for public distribution through the Consent to Release Personal Information Form.

Candidate contact information will not be distributed to other candidates unless the candidate has provided express consent through the Consent to Release Personal Information Form. The Clerk will blind copy candidates on email communications sent to all candidates.

Candidates requesting contact information for other candidates will be advised to obtain such information through publicly available sources or by contacting candidates directly.

4. Candidate Information Requests

All candidate information requests shall be directed to the Clerk's Office.

Where a response to a candidate inquiry may be relevant to other candidates, the information will be distributed to all candidates who have filed nomination papers at that time.

Candidates who file nominations at a later date will be provided with relevant communications previously distributed to candidates to ensure consistent access to information.

5. Candidate Meetings and Information Distribution

Where the Town receives information regarding candidate meetings, debates, seminars, or other election-related events, the Clerk's Office may circulate the information to candidates.

The distribution of information regarding external events does not constitute endorsement or sponsorship by the Town.



6. Methods of Communication

The Clerk's Office may communicate with candidates using one or more of the following methods:

- email address provided by the candidate;
- the Candidate Access Portal;
- regular mail; or
- telephone communication, in time-sensitive situations.

Email and the Candidate Access Portal will be considered the primary methods of communication during the election period.

Candidates are responsible for ensuring that the contact information they provide to the Town remains current and active.

Where issues arise with email communication, such as a candidate's personal email server or security settings blocking messages from the Town, the candidate may choose to adjust their security settings, provide an alternate email address using a different platform, or request an alternative method of communication.

The Clerk's Office will make reasonable efforts to communicate with candidates using the contact information provided; however, it remains the responsibility of the candidate to ensure they are able to receive communications from the Town.

No candidate will be provided a *pelham.ca* email address for the purposes of the election.

7. Unofficial Advice Disclaimer

The Clerk's Office may provide candidates with information regarding election procedures and legislative requirements under the Act.

Information provided by the Clerk or municipal staff is intended to assist candidates in understanding the election process; however, such information should not be interpreted as legal advice.

Candidates are encouraged to seek independent legal or professional advice where clarification of legislative obligations is required. Under no circumstances shall the Town's Solicitor be utilized for this purpose.

8. Record of Communications

The Clerk's Office will maintain a record of communications distributed to candidates during the election period.

9. 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.