



Municipal Election Procedure	
Procedure Name:	Election Results
Procedure Number:	CLK MEP-18
Creation Date:	March 11, 2026

## 1. Purpose

The purpose of this Procedure is to establish a clear and transparent process for the reporting, certification, and publication of election results for the 2026 Municipal and School Board Election.

## 2. Responsibilities

### 2.1. Clerk

The Clerk shall:

- collect the tabulation of results from all voting methods and voting locations;
- ensure the secure transmission and consolidation of voting results;
- receive and verify online voting results from the election services provider;
- publish unofficial election results on election night, if possible;
- verify and certify the official election results;
- declare official results; and
- ensure all required election result documentation is prepared and retained.

### 2.2. Election Officials

Election officials shall:

- close the voting location in accordance with election procedures;
- generate the vote tabulator results report at the close of voting on Voting Day;
- report results from the polling location to the Clerk as soon as possible; and
- return election materials and results documentation to the Clerk or designated receiving location.



### **2.3. Election Services Provider**

The election services provider responsible for administering the online voting system shall:

- administer the secure operation of the online voting platform;
- close the online voting system at the time specified by the Clerk;
- generate certified online voting results for each contest;
- securely transmit the online voting results file to the Clerk following the close of voting; and
- provide any supporting reports required to verify the integrity and accuracy of the online voting results.

Online voting results provided by the election services provider shall be incorporated into the overall tabulation of election results.

### **3. Unofficial Election Results**

The Clerk will make all reasonable efforts to publish unofficial election results on election night. However, results may not be published if technological issues arise or if the results report cannot be produced without extensive troubleshooting.

The results released on election night are unofficial results.

Unofficial results will be compiled using results from:

1. Online voting results;
2. Vote tabulators utilized during advance voting; and
3. Vote tabulators utilized at voting locations on Voting Day.

The Clerk will be present at Town Hall to compile and present the results.

Unofficial results will be made available through the following methods:

1. Live tabulation updates reported from each voting location and posted to the Town's website;
2. A public results display board located in Town Hall; and
3. Scrutineers may record the results from the vote tabulator results report printed at the voting place.

Scrutineers or candidates who copy results from the vote tabulator results tape do so at their own discretion. The accuracy of copied results is the responsibility of the scrutineer or candidate. Additional copies of results tapes will not be provided. Scrutineers and candidates are not permitted to photograph the results tapes and may only transcribe the results using their own materials.



Members of the public and media shall not be permitted in the results processing area during this process.

In the event that results from one voting location are unavailable, the Clerk will proceed with publishing unofficial results for the voting locations that can be reported. Unofficial results for the affected voting location will be published as soon as reasonably possible once the issue has been resolved.

#### **4. Official Results**

In accordance with subsection 55(4) of the Act, the Clerk shall review all voting results following the close of voting to ensure the accuracy of the totals received from vote tabulator results reports and the online voting system.

After verifying the final totals, the Clerk shall declare the candidate or candidates, as the case may be, who received the highest number of votes to be elected.

The Clerk shall declare the official results of the election on Tuesday, October 27, 2026, or as soon as possible thereafter.

Following this declaration:

- the official results shall be made available at Town Hall; and
- the official results shall be posted on the Town of Pelham website.

The declaration of official results by the Clerk constitutes the official certification of the election results for the Town of Pelham.

#### **5. 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.