



Municipal Election Procedure	
Procedure Name:	Advance Voting
Procedure Number:	CLK MEP-13
Creation Date:	March 18, 2026

1. Purpose

The purpose of this Procedure is to establish the process for administering advance voting opportunities for the 2026 Municipal and School Board Election.

Advance voting is offered to provide electors with additional opportunities to cast their ballot prior to Voting Day, in accordance with the *Municipal Elections Act, 1996* (the Act).

2. Responsibilities

2.1. Clerk

The Clerk shall:

- establish the dates, times, locations and methods for advance voting;
- ensure advance voting is conducted in compliance with applicable legislation;
- oversee the administration of both in-person and online advance voting;
- ensure the secure handling and storage of ballots and vote tabulator memory devices;
- ensure that advance voting results remain confidential until the close of voting on Voting Day.

2.2. Deputy Clerk or Designate

The Deputy Clerk or Designate shall:

- assist in the administration of advance voting;
- securely store vote tabulator memory devices and related materials;
- generate advance voting results following the close of voting on Voting Day;
- report results to the Clerk.

2.3. Election Officials

Election officials shall:

- administer advance voting at designated voting locations; and



- follow all procedures related to elector processing, ballot issuance, and tabulator operation;

2.4. Election Services Provider

The election services provider shall:

- administer the online voting platform during the advance voting period;
- ensure the secure operation of the system;
- close online voting at the direction of the Clerk; and
- provide results in accordance with established procedures following the close of voting.

3. Advance Voting Dates, Times and Locations

In accordance with subsection 43(1) of the Act, the Clerk has established the following advance voting opportunities:

In-Person Advance Voting

Saturday, October 17, 2026

10:00 a.m. to 8:00 p.m.

Pelham Meridian Community Centre (MCC) – Accursi Room

100 Meridian Way

All Wards; All Polls

Monday, October 19, 2026, to Friday, October 23, 2026

9:00 a.m. to 4:00 p.m.

Pelham Town Hall (Council Chambers or Community Room – day dependent)

All Wards; All Polls

Online Advance Voting

Thursday, October 15, 2026, to Sunday, October 25, 2026

24 hours per day, beginning at 9:00 a.m. on October 15th, 2026

All Wards; All Polls

Online voting shall be administered through the Town's approved election services provider.

4. Conduct of Advance Voting

In-person advance voting shall be conducted in the same manner as Voting Day.



All procedures outlined in CLK MEP-12 Processing Electors shall apply to advance voting.

5. Security of Advance Voting Materials

5.1. Meridian Community Centre (MCC)

At the close of advance voting at the MCC:

- the vote tabulator shall be secured by the Clerk or designate and stored in a secure location;
- the tabulator shall remain sealed and shall not be accessed again until Voting Day; and
- no results report shall be generated until the close of voting on Voting Day.

5.2. Pelham Town Hall

For advance voting conducted consecutively at Pelham Town Hall:

- the same vote tabulator shall be used for the duration of the advance voting period unless extraordinary circumstances result in the need to use a dedicated spare;
- the vote tabulator shall be secured onsite between voting days in a manner approved by the Clerk; and
- no results report shall be generated until the close of voting on Voting Day.

At 4:00 p.m., advance voting for day shall close. Any electors present inside the voting place at the time of closing shall be permitted to vote.

For greater clarity, as Town Hall closes to the public at 4:30 p.m., an elector must be physically present in the designated voting area by 4:00 p.m. in order to preserve their right to vote after that time. On Monday, Tuesday, Thursday, and Friday, electors must be present in Council Chambers by 4:00 p.m. to reserve their right to vote on any specific day. On Wednesday, electors must be present in the Community Room by 4:00 p.m. to reserve their right to vote on that specific day.

6. Advance Voting Results

The total number of votes cast during advance voting, including both in-person and online voting, shall remain confidential and shall not be released until after 8:00 p.m. on Voting Day.

Following the close of voting on Voting Day:



- the Clerk or designate shall ensure that all advance voting tabulators are secured and transported to the designated location;
- the Deputy Clerk or designate shall verify that all tabulators remain sealed and secure prior to tabulation;
- the tabulators shall then be used to generate the results report for advance voting, beginning at 8:00 p.m. on Voting Day.

This process shall take place at Town of Pelham Town Hall (Miclette Room), in the presence of:

- the Deputy Clerk or designate;
- authorized election officials; and
- candidates or scrutineers who have been properly appointed.

Online voting results shall be securely received and decrypted from the election services provider following the close of voting and incorporated into the overall tabulation of results.

7. Prohibition on Early Results Disclosure

Under no circumstances shall advance voting results be disclosed prior to the close of voting on Voting Day.

8. 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.