

Subject: 2022 Municipal and School Board Election – Policies and Procedures

Recommendation:

BE IT RESOLVED THAT Council receive Report #2022-0093 – Clerks – 2022 Municipal and School Board Election – Policies and Procedures, for information.

Background:

Section 11 of the *Municipal Elections Act, 1996* (the "Act") states the clerk of a local municipality is responsible for conducting elections within that municipality.

Additionally, Section 12 of the Act states a clerk who is responsible for conducting an election may provide for any matter or procedure that:

- a) is not otherwise provided for in an Act or regulation, and
- b) in the clerk's opinion, is necessary or desirable for conducting the election.

Analysis:

The Clerk has adopted the attached policies and procedures to govern the 2022 Municipal and School Board Election. These policies and procedures are a complement to the rules and regulations set out in the Act.

The attached policies and procedures have been created to ensure transparency, openness, fairness and consistency throughout the municipal election process.

The Clerk shall make such minor clerical, typographical or grammatical corrections, additions, deletions or other changes to any policy or procedure as may be required for the purpose of ensuring the correct and complete implementation of same for the management of an election.

Financial Considerations:

There are no financial considerations.

Alternatives Reviewed:

No alternatives have been revised.

Strategic Plan Relationship: Build Strong Communities and Cultural Assets

It is important candidates, electors and members of the public have access to the policies and procedures which will guide the 2022 Municipal and School Board Election. Providing these documents demonstrates the Town's commitment to running a fair and democratic election.

Consultation:

None.

Other Pertinent Reports/Attachments:

Appendix A – Policy 201-11 Use of Corporate Resources for Election Purposes
Appendix B – Guide to Accessible Elections
Appendix C – Policies and Procedures Governing Response to Emergency Situations
Appendix D – Policies and Procedures for Conducting a Recount
Appendix E – Pelham Election Team: Poll Supervisor Guide
Appendix F – Pelham Election Team: Deputy Returning Officer Guide
Appendix G – Pelham Election Team: Vote Tabulator Guide
Appendix H – Special on Demand Vote by Mail Procedure
Appendix I – Town of Pelham Candidate Guide
Appendix J – Town of Pelham Third Party Advertiser Guide
Appendix K – Candidate Access Portal User Guide
Appendix L – Vote Tabulator Procedure
Appendix M – Town of Pelham Election Sign-By-law

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