

# Town of Pelham Quarterly Report

Wednesday, April 22, 2026

**Subject:** Quarterly Report for the Reporting Period: January, February, March 2026

**Department:** Clerk's Office

## Recommendation:

**BE IT RESOLVED THAT Council receive the Q1-2026 Clerk's Office quarterly report, for information.**

## Department Overview and Statistics:

Year	2024	2025	2026			
Quarter (Year to Date)	Year End	Year End	Q1	Q2	Q3	Q4
Insurance or Small Claims Processed	18	50	19			
Pelham Deaths Registered	88	63	16			
Deaths Outside of Pelham Registered	85	89	25			
Lottery Licenses Issued	23	18	0			
Council Meetings Attended/Minuted	21	21	6			
Special Council Meetings Attended/Minuted	4	2	3			
COW Meetings Attended/Minuted	2	1	0			
Public Meetings Attended/Minuted	7	5	2			
Affidavits Sworn – Residents	254	133	41			
Affidavits Sworn – Non-Residents		80	12			
FOI Requests Received/Processed	40	20	7			
Closed Meeting Investigation	0	0	0			
Committee of Adjustment – Variances	38	12	4			
Committee of Adjustment – Consents	16	10	4			
Committee of Adjustment – Hearings	12	9	2			
OLT Appeals CofA	0	0	0			
Muzzle Order Appeal	1	0	0			
By-laws	91	59	18			
Vendor Licenses Issued	21	53	5			
Short Term Accommodation Licences Issued	3	5	0			
Sidewalk Patio/Sidewalk Sale Permits	4	3	0			
Special Event Permits Issued	13	15	3			

AMP Review Hearings	18	78	9
Marriage Licenses Issued	63	52	6
Civil Marriage Ceremonies Officiated	26	22	5

Note: Each quarterly figure is cumulative of the year's total

## Projects:

### 2026 Municipal Election

Preparation for the upcoming election continues and will remain a primary focus for the foreseeable future. Clerk's staff are also attending regional election meetings to coordinate with neighbouring municipalities, share information, and discuss best practices related to election administration.

### Neuvote

Touchbase meetings are ongoing with the Town's election service provider, Neuvote, to ensure the election's progress remains on track.

### Clerk's Procedures

The Clerk is responsible for establishing procedures to govern the municipal election process. For the upcoming election, a significant overhaul was undertaken to the procedures used in previous elections to improve readability and usability for election workers, candidates, staff, and members of the public.

A significant portion of Q1 was dedicated to this work. With the introduction of a new voting method and election service provider, many procedures required comprehensive revisions to align with the updated processes and legislative requirements.

### Elections Ontario

The Clerk's Office continues to work closely with Elections Ontario to update and refine the voters' list in advance of the distribution of the Preliminary List of Electors. All new Pelham mailing address data has been successfully transmitted to Elections Ontario, and residents will not be required to update this information themselves. Changes to the voters' list submitted by residents will continue to be accepted by Elections Ontario until August 12, 2026. After September 1, 2026, all changes, additions, or deletions to the voters' list will be processed through the Clerk's Office.

Amendments resulting from the 2024 ward boundary review have also been integrated into the Elections Ontario system. As a result, a portion of Ward Two has been incorporated into Ward One, and residents affected by this change will see the updated ward designation reflected in this election.

The Town's poll structure has also been significantly updated. Historically, smaller polling subdivisions were used when paper voters' lists were required. As the Town now utilizes electronic voters' lists on Voting Day, these subdivisions are no longer necessary. Under the revised structure, Ward One will utilize Polls 1 and 2 for its two voting locations, while Wards Two and Three will each operate with a single poll.

### **Candidates Information Night – April 29, 2026**

Prior to each municipal election, the Ontario Ministry of Municipal Affairs and Housing hosts a Candidates Information Session to provide prospective candidates with an overview of the municipal election process, including expectations, requirements, and resources to help them prepare.

Residents of Niagara Region who are interested in running in the 2026 Municipal Election are welcome to attend. The session will take place at the Welland Community Centre on April 29 at 6:00 p.m.

While general questions may be addressed during the question-and-answer portion of the session, prospective candidates are encouraged to seek independent legal advice or consult their respective municipalities for specific information related to municipal by-laws or local procedures.

### **Beginning of Nomination Period**

The nomination and third-party advertiser registration period begins on Friday, May 1, 2026, and will run until Nomination Day on August 21, 2026. The registration period for third-party advertisers will remain open until October 23, 2026.

Physical nomination and registration kits will be available to candidates and registrants. Both are encouraged to book an appointment with the Clerk or Deputy Clerk to submit their documentation. While physical kits are provided, candidates are encouraged to arrive at their appointment with Form 1 – Nomination Paper and Form 2 – Endorsement of Nomination completed.

Registered candidates will be posted in the hallway at Town Hall and published as soon as possible on the Town's Municipal Election webpage. Registered third-party advertisers will also be published on the Town's Municipal Election webpage as soon as possible following registration.