

Standard Operating Procedure



Notices and Communication

Department:	City Clerk's Office
Division:	ELE - Elections
Category:	COM – Communications
SOP Number:	003
Effective Date:	January 1, 2022
Last Revision Date:	May 31, 2022

Purpose

To describe how and where notices will be made public, how voter notification cards will be distributed, and how undeliverable or misplaced voter notification cards will be managed.

Application

This procedure applies to all eligible electors, candidates, scrutineers and election officials.

Procedure

Advertisements and Public Notices

- a) In accordance with the Act, all advertisements relating to notices or information, will be published as a new release on the City's [newsroom webpage](#) and/or on the [election website](#).
- b) The City Clerk shall determine the date(s), locations, and times on which voting will take place and provide electors with notice.
- c) In accordance with the Act, the City Clerk will provide information and notice to electors looking to vote by mail as an alternative voting method.
- d) The City will also utilize a variety of social media tools to publicize and promote the municipal election.

Voter Notification Cards

- a) The City Clerk will send a voter notification card (VNC) by mail to each voter whose name appears on the voters' list as of a deadline set at the end of September.
- b) The City's voters' list provider will generate a data file containing the names of electors for the City Clerk to use in the preparation of the VNCs. Cards will include information on advance and regular voting period, the list of voting

locations an elector is eligible to vote at, and bar code for automatic strike off on the voters' list.

Undeliverable Voter Notification Cards

- a) Any undeliverable VNCs will be returned to the City Clerk's Office by Canada Post and will be stored in a secure storage area and shall be destroyed after the election in accordance with the Act.

Electors Added After Voter Notification Cards Mailed

- a) Electors adding themselves to the voters' list after VNCs are mailed will receive their card by email if an email address is provided at the time of registration.

Misplaced Voter Notification Cards

- a) Electors who have misplaced their VNC may refer to the [election website](#), email the election email address or call the City Clerk's Office election line to get information on dates, times and voting locations.

Definitions

"Act" means the [Municipal Elections Act, 1996, S.O. c 32](#) as amended.

"City Clerk" means the Clerk of the municipality, responsible for conducting election duties as outlined in the Elections Act.

"Election website" means the 2022 Municipal Election website www.guelph.ca/vote.

"Elector" means a person who meets the qualifications as determined under the [Act](#) and appears on the voters' list or is added to the list during the revision period.

"Voter notification cards (VNC's)" means the correspondence containing election information to be sent by the City Clerk to all electors on the voters' list in Guelph at the end of September in the year of a regular election.

"Voters' list" means information prepared by the City Clerk, enumerating the names and voting entitlement of electors as provided by the Municipal Property Assessment Corporation (MPAC) and as amended in accordance with the Act.

"Voters' list provider" means Datafix.

"Voting location" means the physical location (building) and its surrounding property which has been designated by the City Clerk under Section 45 of the Act and where voters may attend to cast their vote using a vote tabulator in the Municipal Election.

References

[Municipal Elections Act, 1996](#).