

Staff Report 2025-0084

Meeting: General Committee Meeting
Meeting Date: March 4, 2025
Subject: 2022 Post-Election Report
Submitted By: Kevin Klingenberg, Municipal Clerk, Corporate Services

RECOMMENDATION

That the Municipal Clerk and designated Clerk's Division staff:

Be directed to proceed with Option ____ with respect to Regional Councillor representation electoral methods as outlined in staff report 2025-0084 to _____; and

Prepare consultations with the Accessibility Advisory Committee on the identification, removal and prevention of barriers that affect electors and candidates with disabilities at its March 31, 2025 meeting; and

Report to Council on the consultations received from Accessibility Advisory Committee for their consideration on the decision of alternative voting methods for the 2026 General Election in the second quarter of 2025; and

Prepare a 2026 Pre-Election report for recommended Council approval at the September 9, 2025 General Committee meeting, which provides a detailed workplan of election-based policy and procedures necessary for Council decision between October 2025 and the 2026 General Election held on October 26, 2026.

REPORT HIGHLIGHTS

- A review of the 2022 Town of Caledon General Election is reported to Council to fulfil the July 23, 2024 Council direction.
- Council decision is required on whether to pursue changing the Regional Councillor electoral method from its current election by wards method, to a general Town of Caledon wide vote.
- Consultations with Accessibility Advisory Committee are recommended on the removal and prevention of barriers that affect electors and candidates with disabilities to provide Council to make an informed decision on alternative voting methods for the 2026 General Election.
- A Pre-election report is proposed to be completed outlining the necessary election-based Council decisions for the year leading up to the 2026 General Election.

DISCUSSION

Background

Council directed the Municipal Clerk at its July 23, 2024 meeting to prepare a post-election report for the 2022 Town of Caledon General Election. The report is required to include any recommendations for Council consideration on election matters, including but not limited to a recommendation on completion of a ward boundary review, prior to Council deciding on funding a ward boundary review or further decisions on the 2026 General Election. The purpose of this report is to fulfil this direction so that preparation for the 2026 General Election may commence.

Legislative Requirements

The 2022 General Election is held in accordance with the *Municipal Election Act, 1996*. [Section 11\(1\)\(2\)](#) of the *Municipal Elections Act, 1996*, prescribes that the Clerk is responsible for conducting the election within that municipality, including preparing for the election, preparing and conducting a recount, maintaining peace and order, and preparing a plan and submitting the report about the identification, removal and prevention of barriers that affect electors and candidates with disabilities. Important legislative dates for the 2022 Election are outlined throughout this report and itemized in the publicly available 2021 to 2023 [AMCTO Municipal Election Calendar](#).

Regional Representation and Ward Boundary Review

Peel Region passed [By-law 83-2020](#) to amend Caledon's Regional Representation to be consisting of three members. A Ward Boundary Review was completed locally at the Town of Caledon in 2020 to 2021 as outlined on the associated [webpage](#), passed through [By-law 2021-62](#). The By-law took effect for the 2022 General Election and impacted voting procedures, specifically providing a rationale for enabling the ability for the Caledon electors to vote anywhere in the Town of Caledon, regardless of their associated Ward.

An additional ward boundary review was determined necessary upon the passing of the [Hazel McCallion Act \(Peel Dissolution\), 2023](#) assented on June 8, 2023, to devolve the Region by transferring services to its local municipalities. Funding was allocated in the 2024 Town of Caledon Budget for this initiative, and subsequently removed upon the amendment of the *Hazel McCallion Act* in December 2023 to limit transferring of services to the municipalities and keep the requirement of elected Town of Caledon Regional representation. Discussions at the Town of Caledon's February 14, 2024 Budget meeting included an expression of interest to continue with a ward boundary review as a part of the 2025 Budget, although there was not a formal Council decision to do so.

The Council direction to complete this report in July 2024 required a condition to include any recommendations for Council consideration on election matters, including but not

limited to a recommendation on completion of a ward boundary review, prior to Council deciding on funding a ward boundary review or further decisions on the 2026 General Election. The associated impacts of the [Cutting Red Tape to Build More Homes Act, 2024](#) had recently received assent on June 6, 2024 at the time of Council discussing this matter, with outstanding implications of regional municipal services being transferred to the local municipalities yet to be fully deliberated by the Transition Board. These deliberations were completed by the Transition Board through the drafting of the *Peel Transition Implementation Act* which died on the order paper on January 28, 2025 when the Provincial Election was called for February 27, 2025.

The determinations of the Peel dissolution or transfer of municipal services had direct associated impacts with the completion of this report through its potential effects on the Town of Caledon representation at the Regional level. The June 2024 Council direction to not fund a ward boundary review until completion of this report caused no funding to be allocated for a ward boundary review in the adopted 2025 Town of Caledon Budget. The status of no outstanding draft legislation with the Province of Ontario impacting Town of Caledon Regional representation and a dissolved Transition Board now provides optimal timing to fulfil the July 2024 Council direction of completing this report.

Voting Methods

[Section 42\(1\)\(a\)](#) of the *Municipal Elections Act, 1996*, authorizes the council of a local municipality to pass by-laws authorizing the use of voting and vote counting equipment. This may include items such as voting machines, voting recorders or optical scanning vote tabulators. The *Municipal Elections Act, 1996* also provides for the ability for the council of a local municipality to authorize alternative methods of voting under Section 42(1)(b). The alternative voting method may permit electors to vote without the need to attend at a voting place. The *Municipal Elections Act, 1996* further imposes legislated deadlines for the enactment of by-laws pertaining to the matters of Section 42(1) under Section 42(2). Section 42(2) outlines that for a by-law passed under Section 42(1) for a regular election, the by-law must be passed on or before May 1 in the year of the election.

In preparation of the 2022 Municipal and School Board Election, [A memorandum](#) was presented by the Clerk on November 30, 2021 offering a brief election planning update based on impending legislative deadline requirements, with upcoming important dates. This was followed by [Staff Report 2022-0033](#) presented on February 15, 2022, in advance of prior to the legislated deadline of May 1, 2022 with the purpose of providing to Members of Council information on election planning and seeking approval for the type of election to be held.

Staff Report 2022-0033 identified the results of a [Voting Options Survey](#), attached to Staff Report 2022-0033 as Schedule A. The survey, which was conducted between November and December 2021 provided public feedback on the most popular methods of voting. The survey received 183 responses and identified that the two most preferred methods of

voting in order were by internet and in-person paper ballot, the second of which was identified in Staff Report 2022-0033 as the traditional method utilized in the Town of Caledon.

This Staff Report further identified that the Town of Caledon change to a “vote anywhere” model where electors would be able to vote at any voting place across the Town of Caledon regardless of which ward they are associated. This was put into practice for the 2022 Municipal and School Board Election. After Staff Report 2022-0033, [By-law 2022-005](#) was enacted by the Town of Caledon Council on February 22, 2022, repealing By-law 2017-7, authorizing the use of voting and vote-counting equipment such as voting machines, voting recorders and optical scanning vote tabulators for the purpose of counting votes for the 2022 Municipal and School Board Election.

Voting Locations

[Section 5](#) of the *Municipal Elections Act, 1996*, establishes that in a regular election, Voting Day is the fourth Monday in October. [Section 43\(1\)](#) of the *Municipal Elections Act, 1996*, further directs municipalities to hold an Advance Vote on one or more dates in advance of Voting Day. Section 43(2)(3) sets the parameters to the Clerk’s discretion in establishing advance voting dates. This discretion includes permitting the Clerk to establish that date or dates of the Advance Vote, the number and location of the voting locations for the Advance Vote, along with the hours during which the voting locations shall be open for the Advance Vote. The *Municipal Elections Act, 1996*, further permits the hours of Advance Voting locations to be different for different voting locations. [Section 45\(1\)](#) provides for the Clerk to establish the number and location of voting places for an election as the Clerk considers the most convenient for the electors.

To facilitate the 2022 Municipal and School Board Election eleven voting locations were established on Voting Day. The voting locations were established across the Town with every ward containing at least one voting location. The hours of operation of the voting locations utilized on Voting Day were compliant with the [Section 46\(1\)](#) of the *Municipal Elections Act, 1996*, being open from 10 a.m. until 8 p.m.

The Clerk used their legislative discretion to increase the availability to vote in advance, aligned with the recommendation made in Staff Report 2022-0033 and consistent with the preferences identified through the Voting Options Survey. This increased advanced voting availability was achieved by expanding the number of opportunities from the four days of advance voting at four locations to twelve locations with a total of four days of advance voting. The expansion of opportunities moved from 16 advance voting opportunities in the 2018 Municipal and School Board Election to 34 opportunities for the 2022 Municipal and School Board Election. The Clerk authorized by Section 43(2)(c) of the *Municipal Elections Act, 1996*, utilized hours of operation different than those utilized on Voting Day. This approach was implemented to reduce staffing requirements while still offering electors the most opportunities to vote at a time and location convenient to them.

The Town of Caledon also provided Special Voting Locations for local nursing homes and hospitals, what was known internally as ‘Roving Locations’ in compliance with the *Municipal Elections Act, 1996*, Section 45(7) to five locations. The Roving Locations were visited on Voting Day for one hour and one and a half hours between the Hours of 9:00 a.m. and 8:00 p.m. by a team of Deputy Returning Officers that facilitated the voting process for eligible electors in the applicable institutions.

A total of fourteen voting locations were utilized for both advance voting and voting day locations. The utilization of Town of Caledon facilities as voting locations simplified the process of finding and reserving voting locations. Utilizing Schools as voting locations did pose challenges such as health and security concerns arising from the COVID-19 pandemic. However, some of the challenges were mitigated for Voting Day (October 24, 2024) since both the Peel District School Board and the Dufferin-Peel Catholic District School Board scheduled a Professional Development (PD) day. This scheduled PD day reduced security and health related concerns of having members of the community enter schools without students present, reducing risk of viral transmission. A total of four schools were utilized as voting locations, two from the Peel District School Board and two from the Dufferin-Peel Catholic School Board. Table A presents a complete list of voting locations:

Table A: Voting Locations and Hours

Voting Locations (Advanced and Voting Day)		
Voting Location	Advance Voting Days	Voting Day
Caledon Central Public School (Ward 1)	Advance Voting Days: October 8 (10AM-3PM) October 15 (10AM-3PM)	Voting Day: October 24 (10AM-8PM)
Alton Library (Ward 1)	Advance Voting Days: October 8 (10AM-3PM) October 15 (10AM-3PM)	Voting Day: October 24 (10AM-8PM)
Inglewood Community Centre (Ward 1)	No advance voting.	Voting Day: October 24 (10AM-8PM)
Cheltenham Community Centre (Ward 1)	Advance Voting Days: October 8 (10AM-3PM) October 14 (2PM-8PM) October 15 (10AM-3PM) October 21 (2PM-8PM)	Voting Day: October 24 (10AM-8PM)
Margaret Dunn Library (Ward 2)	Advance Voting Days: October 8 (10AM-3PM) October 15 (10AM-3PM)	No Voting Day voting.
Southfields Community Centre (Ward 2)	Advance Voting Days: October 8 (10AM-3PM) October 14 (2PM-8PM) October 15 (10AM-3PM) October 21 (2PM-8PM)	Voting Day: October 24 (10AM-8PM)

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Brampton Fairgrounds (Ward 2)	No advance voting.	Voting Day: October 24 (10AM-8PM)
Caledon East Community Centre (Ward 3)	Advance Voting Days: October 8 (10AM-3PM) October 14 (2PM-8PM) October 15 (10AM-3PM) October 21 (2PM-8PM)	Voting Day: October 24 (10AM-8PM)
Victoria Parks Community Centre (Ward 4)	Advance Voting Days: October 8 (10AM-3PM) October 15 (10AM-3PM)	No Voting Day voting.
Palgrave Public School (Ward 4)	Advance Voting Days: October 8 (10AM-3PM) October 15 (10AM-3PM)	Voting Day: October 24 (10AM-8PM)
St. Johns the Baptist Elementary School (Ward 5)	Advance Voting Days: October 8 (10AM-3PM) October 15 (10AM-3PM)	Voting Day: October 24 (10AM-8PM)
St. Nicholas Elementary School (Ward 5)	Advance Voting Days: October 8 (10AM-3PM) October 15 (10AM-3PM)	No Voting Day voting.
Albion Bolton Community Centre (Ward 5)	Advance Voting Days: October 8 (10AM-3PM) October 14 (2PM-8PM) October 15 (10AM-3PM) October 21 (2PM-8PM)	Voting Day: October 24 (10AM-8PM)
Caledon Centre for Recreation and Wellness (Ward 6)	Advance Voting Days: October 8 (10AM-3PM) October 14 (2PM-8PM) October 15 (10AM-3PM) October 21 (2PM-8PM)	Voting Day: October 24 (10AM-8PM)
Roving Locations (Special Voting Locations)		
Voting Locations	Advance Voting	Voting Day
Oliver House for Persons with Disabilities	No advance voting.	Voting Day: 9AM-10AM
Sorrento Retirement Residence	No advance voting.	Voting Day: 11:30AM-1PM
King Nursing Home	No advance voting.	Voting Day: 2PM-3PM
Vera Davis Centre	No advance voting.	Voting Day: 4PM-5:30PM
Bolton Mills Retirement Community – Retirement Home	No advance voting.	Voting Day: 6:30PM-8PM

Communication and Engagement

[Section 40](#) of the *Municipal Elections Act, 1996*, stipulates that the Clerk shall give the electors notice when an election is to be held. Formal notification of electors was accomplished through the disbursement of Voter Notification Card (VNC) packages delivered by letter mail. The VNC package was sent to each address and contained general election information and the Voter Notification Cards for all eligible electors residing at the address. Each VNC had a unique barcode to be utilized by voting location staff in conjunction with the compatible Voter's List software utilized by the Town. The VNC's also contained the dates, operational hours, and locations of the voting locations. The back of the VNCs, further had a list of acceptable forms of identification that electors could utilize. Approximately 40,000 VNC packages were mailed out containing approximately 62,000 VNC's.

The Town of Caledon also engaged other tools to communicate important information to electors in addition to the VNC's sent to electors by mail. The Town updated its website to include an 'election website advertisement' that was utilized to inform electors visiting the Town of Caledon's website that the election was scheduled, and further direction to the specific Town of Caledon 2022 General Election website. Digital engagement with the electorate was additionally completed using social media visuals created by a contractor and distributed through the Town of Caledon's social media presence and ads purchased for both Instagram and Facebook. Digital ads were also created for screens located at municipal facilities such as Libraries and Community Centres to offer another avenue to reach residents.

The use of physical advertisements was also utilized to inform electors. Mobile roadside signs were installed at various points around the Town of Caledon to alert residents of information such as advance voting locations and hours of operation. Posters as well as digital advertisements were generated by external contractors in language other than English, permitted through [By-law 2022-014](#). The By-law authorized Staff to generate content to reach electors in the French, Italian and Punjabi in addition to English, as well as any other language deemed necessary by the Clerk.

Election Officials

Each voting location required personnel to serve as election officials to facilitate voting for the 2022 Municipal and School Board Election. The Clerk utilized the authority within [section 15](#) of the *Municipal Elections Act, 1996*, to appoint Deputy Returning Officers for each voting location and granted them the powers necessary for the conduct of their duties in relation to the election.

The following roles were established to conduct the 2022 Municipal and School Board Election:

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- Voting Location Manager for the management and conduct of the election at an assigned voting location,
- Tabulator Operators were responsible for assisting electors with putting ballots through the tabulator, ensuring ballots were accurately tabulated, and ensuring tabulators were always working appropriately,
- Deputy Returning Officers were tasked with verifying elector identification, electronically striking off the voters' list, revising the voters' list, distributing ballots, and ensuring secrecy of the vote and administering oaths,
- Greeters welcomed and assisted electors, reminding electors to have proper identification ready and available, ensured elector traffic flowed smoothly through the voting location.

Staff projected the following staffing requirements for the 2022 Municipal and School Board Election as outlined in Table B:

Table B: Projected Staffing Requirements

Type of Voting Day	Date	Staffing Requirements
Advance Voting Day	October 8, 2022	60 Staff
Advance Voting Day	October 14, 2022	32 Staff
Advance Voting Day	October 15, 2022	60 Staff
Advance Voting Day	October 21, 2022	32 Staff
Voting Day	October 24, 2022	~120 Staff

Staffing requirements were fulfilled utilizing existing Town of Caledon staff as instead of hiring external. 135 Town Staff participated as election officials in the 2022 General Election. Staff worked a varying number of days with some working all advance voting days and election day for a total of five days of election related work while others worked as few as one day. The positions of Voting Location Manager and Tabulator Operator were carried out by the same individual on both an advanced voting day and voting day.

Results and Turnout

[Section 55](#) of the *Municipal Elections Act, 1996*, details the role of Clerk in receiving the results from the Deputy Returning Officers and announcing the results of the election. In fulfilling the obligations of Section 55(3), 55(4) and 55(4.1), the Clerk received the results of 2022 Municipal and School Board Election from the different voting locations on Voting Day. On October 25, 2022, being the day after Voting Day, the Clerk certified the results of the election.

There were 56,538 registered electors for the 2022 Municipal and School Board Election. 17,939 registered electors cast a ballot which resulted in a voter turnout of 31.73 percent. There was a 0.55 percent decline in voter turnout from the 2018 Municipal and School Board Election, which had a voter turnout of 32.28 percent. The total number of ballots cast increased from 16,528 in 2018. Additionally, the number of registered electors increased from 51,190 in 2018.

7,523 electors cast a ballot at advance voting and 10,416 electors casting a ballot on Voting Day, representing approximately 42 percent of the electors casting a ballot during the advance voting with the balance of approximately 58 percent voters casting a ballot on Voting Day.

Election Trends and Comparators

The broad trend across Ontario municipalities between the 2018 and 2022 Municipal and School Board Elections as indicated by the [Association of Municipalities of Ontario 2022 Ontario Municipal Elections webpage](#) was a decline in voter turnout. This materialized as a 5.1 percent decline in aggregate voter turnout which fell from 38 percent in 2018 to 32.90 percent in 2022. The decline in voter turnout in municipal elections mirrors the general decline in voter turnout witnessed at other levels of government. At the federal level, as indicated by [Elections Canada Data](#), voter turnout for federal elections fell from 68.3 percent in 2015 62 percent in 2021. At the provincial level, [Elections Ontario Historical Voter Turnout Data](#) indicated a general decrease was witnessed between 2014 and 2022 despite fluctuations taking place in the 2018 provincial election. Overall, the voter turnout in provincial elections decreased from 51 percent to 44 percent.

Neighboring municipalities to the Town of Caledon also witnessed a decline in voter turnout. For example, reviewing the [City of Brampton's Election Archives](#) indicated that voter turnout declined from 34.50 percent in 2018 to 24.56 percent. Similarly, a review of historical election data from the [Town of Orangeville's Election Archives](#) also indicated a decline in voter turnout falling from 38.87 percent in 2018 to 26.93 percent.

Third Party Advertisers

[Section 88.6](#) of the *Municipal Elections Act, 1996*, details the registration of third-party advertisers with the Clerk of a local municipality. The Clerk received six notice of registrations for third-party advertisers under Section 88.6 for the 2022 Municipal and School Board Election. Pursuant to Section 88.6(12.1), the Clerk opted to only receive filings of notice of registration in-person. A package was distributed to third party advertisers when they filed their notice of registration to ensure compliance to established rules and regulations governing third-party advertisers. The package contained information such as a third-party advertisers guide, election sign by-law fact sheet, information for media outlets, the provincial third-party advertisers guide, and the preliminary certificate of maximum campaign expense spending limits as well as other pertinent information.

Election Compliance Audit Committee

The Clerk reviewed contributions based on the financial statements submitted by candidates in accordance with to [Section 88.34\(1\)](#) of the *Municipal Elections Act, 1996*. The Clerk identified three instances where the total contributor's contribution to two or more candidates for office on the same council appear to exceed the limit under [Section 88.9](#) as per Section 88.34(2)(b), and, in accordance with Section 88.34(4), forwarded each prepared report to the Compliance Audit Committee.

The Election Compliance Audit Committee is required to be established on or before October 1 of an election year as per [Section 88.37\(1\)](#). Additionally, Section 88.37(5) sets the term of the Election Compliance Audit Committee to be the same as the term of office that takes office following the next regular election.

Rules pertaining to the composition of the Compliance Audit Committee, specifically, that the size of the Committee shall be composed of the not fewer than three and not more than seven members who do not belong to prescribed groups follows Section 88.37(2). The Election Compliance Audit Committee for the 2022 Municipal and School Board consisted of three members. The committee utilized Terms of Reference established under Schedule A to Staff Report 2018-20, which was included in the [March 6, 2018 General Committee meeting](#). Staff Report and the accompanying Schedule A Terms of Reference for the Compliance Audit Committee was enacted by Council in the confirming [By-law 2018-26](#) on March 20, 2018.

Staff conducted a training seminar with the three members of the committee in advance of the committee meeting, on July 5, 2023. Staff highlighted the responsibilities of the committee under the *Municipal Elections Act, 1996*, and provided details for conducting the meeting in accordance with established procedures.

The Staff Reports noted that notice of the meetings was distributed to the contributors and the related candidates by registered and regular mail on June 12, 2023, in compliance with Section 88.34 (9) denoting the provision of reasonable notice of the meeting to the applicable parties. The Election Compliance Audit Committee for the 2022 Municipal and School Board Elections met on [July 10, 2023](#) to consider the three Staff Reports. The Committee decided to not impose penalties. No appeals arose to challenge the Committee's decisions, with the Notice of Decisions sent out to the contributors and the Clerk of the municipality as per Section 88.34(11).

Financial Considerations

[Section 7\(1\)](#) of the *Municipal Elections Act, 1996*, specifies that unless an Act specifically details otherwise, the cost incurred by the Clerk of a local municipality in conducting an election shall be paid by the local municipality. It was identified that the election funding to the amount of \$453,308.43 was available for the 2022 Municipal and School Board

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Election. This came from a combination of Election Reserve Funds totaling \$353,308.43 in addition to \$100,000.00 included in the 2022 budget. Any funds not utilized were to be returned to the Election Reserve to be used in future elections.

The total cost of the 2022 General Election based off expenses incurred in the years 2022 and 2023, excluding reserve contributions and election campaign surplus revenue offsets, was \$409,127.45. Further details of revenues and expenses are outlined in Tables 3 and 4, providing aggregate line expenses inclusive of these years.

Table 3: 2022 Election Budget, Actuals and Variance

	Budget	Actuals	Variance
Revenues			
Reserve Fund To Revenue	(453,308.00)	(453,308.00)	
Total Revenues	(453,308.00)	(453,308.00)	
Expenses			
Wages-Casual Temporary	11,100.00		11,100.00
Benefits-Casual Temporary	1,358.00		1,358.00
Office Supplies	1,500.00	10,441.07	(8,941.07)
Publications	600.00	45.20	554.80
Training/Development/Seminars	13,000.00		13,000.00
Mileage	1,200.00	2,577.30	(1,377.30)
Printing & Advertising	23,000.00	13,245.18	9,754.82
Postage	25,000.00	22,182.98	2,817.02
Contracted Services	284,985.00	248,945.83	36,039.17
Marketing & Promotion	55,000.00	64,770.24	(9,770.24)
Meeting Expense	5,000.00	4,180.29	819.71
Inaugural	14,000.00	29,540.04	(15,540.04)
Mobile Phones / Pagers	3,000.00	235.18	2,764.82
Interdepartmental Charges	18,000.00		18,000.00
Contribution to Reserves	100,000.00	160,579.69	(60,579.69)
Total Expenses	556,743.00	556,743.00	
Division Subtotal	103,435.00	103,435.00	

Table 4: 2023 Election Budget, Actuals and Variance

	Budget	Actuals	Variance
Revenues			
Election Campaign Surplus		(20,786.91)	20,786.91
Total Revenues		(20,786.91)	20,786.91
Expenses			
Contracted Services	3,435.00	11,679.20	(8,244.20)
Inaugural		1,260.47	(1,260.47)
Mobile Phones / Pagers		24.47	(24.47)
Contribution to Reserves	100,000.00	112,758.13	(12,758.13)
Total Expenses	103,435.00	125,722.27	(22,287.27)
Division Subtotal	103,435.00	104,935.36	(1,500.36)

Wages and benefits were budgeted for \$12,458 however no wages and benefits were expensed from the Election Reserve in 2022 and 2023. 135 Internal Town of Caledon staff were registered to work 1877.25 hours for the election. 1078 of those hours (57.4 percent) were time in-lieu and 799.25 hours (42.6 percent) were paid-out. An additional 339 hours were expensed by election-specific staff, with 19 hours (5.6 percent) collected time in-lieu, and 310 hours (94.4 percent) paid out. Pay-outs were made at the salary rate of the respective employee who worked the election. The broad range of hourly wages makes calculation of total wage expensed associated with the 2022 Election unreliable to accurately attain.

Contracted Services comprises of approximately 63 percent of all charges expensed from the Election Reserve in 2022 and 2023. The types of expenses incurred under Contracted Services include payments to election vendors for election equipment rental, election management software, production of mobile signs, creation of t-shirts, internet access at polling stations, and O.P.P paid duty. Further details of incurred Contracted Services expenses are itemized in Table 5.

Table 5: Itemized list of 2022 and 2023 Contracted Services

Date (Day/Month/Year)	2022 Contracted Services	Amount
31/03/2022	Reclass Data Fix	3,434.40
19/04/2022	REGION OF PEEL AGRICULTURAL SOCIETY - BRAMPTON FAIRGROUND RENTAL	861.44
14/ 07/ 2022	DATA FIX - VoterView Election Management	7,097.76
19/07/2022	DOMINION VOTING SYSTEMS - Election - Rental Contract	49,378.02

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22/08/2022	DATA FIX - VoterView Election Management	7,097.76
22/08/2022	DOMINION VOTING SYSTEMS - Election - Rental Contract	8,866.00
24/08/2022	VIVE WIRELESS - Bell Hotspot -Election	647.19
20/09/2022	VIVE WIRELESS - BELL HOTSPOTS-	1,941.58
03/10/2022	PROFORMA - T-SHIRTS FOR ELECTION -	2,856.81
06/10/2022	BELL MOBILITY INC.	92.65
09/10/2022	MCR RENTAL SOLUTIONS - Election - Rental Laptops	21,506.98
14/10/2022	DATA DIRECT GROUP INC. - Election - 4 x 6 Postcards	456.90
14/10/2022	DATA DIRECT GROUP INC. - Election - 8.5" x 14 Note Pads	1,918.18
21/10/2022	DATA DIRECT GROUP INC. – Election Voter Notification Cards	22,568.31
01/11/2022	PROFORMA - Election - T-shirts	649.84
02/11/2022	BELL MOBILITY INC.	58.82
07/11/2022	CURBEX DIV/OF 9003088 CANADA CORP. – CURBEX	2,138.99
07/11/2022	CURBEX DIV/OF 9003088 CANADA CORP. – CURBEX	2,138.99
07/11/2022	CURBEX DIV/OF 9003088 CANADA CORP. – CURBEX	3,988.99
17/11/2022	DOMINION VOTING SYSTEMS - On-Site Services	2,645.76
17/11/2022	DOMINION VOTING SYSTEMS - Rental Billing - Contract	49,378.02
17/11/2022	MINISTER OF FINANCE - Election - OPP Paid Duty	5,056.26
01/12/2022	MINISTER OF FINANCE - Election - OPP Services	2,604.74
01/12/2022	MINISTER OF FINANCE - Election - OPP Services	2,298.32
06/12/2022	CURBEX DIV/OF 9003088 CANADA CORP. - Election	2,339.46
09/12/2022	MINISTER OF FINANCE - Election - OPP Services	1,838.64
31/12/2022	- - OPACBT4 - GJ -J#: 446169 -Batch: DSIMP	29,128.80
31/12/2022	BELL MOBILITY INC.	75.00
31/12/2022	BELL MOBILITY INC.	58.21
31/12/2022	DOMINION VOTING SYSTEMS - Rental Billing - Contractual	15,823.01
2022 Contracted Services Total		248,945.83

Date (Day/Month/Year)	2023 Contracted Services	Amount
06/01/2023	BELL MOBILITY INC. - Bell mobility 2022-11-01	75.00
06/01/2023	BELL MOBILITY INC. - Void Open	(75.00)
23/02/2023	BELL MOBILITY INC.	58.21
28/02/2023	- - OPACBT4 - GJ -J#: 446169 -Batch: DSIMP	(29,128.80)
19/06/2023	External Counsel - Municipal Elections	6,685.63
06/07/2023	DOMINION VOTING SYSTEMS - Election Supplies	29,128.80
19/07/2023	DATA FIX - Election Management System	4,935.36
2023 Contracted Services Total		11,679.20

A balance of \$329,084.35 was forecasted to be remained in the Election Reserve at the end of 2024 following the fully papered 2022 General Election, representing an excess of approximately 80 percent of the total cost to conduct the 2022 General Election. Contributions to the Election Reserve of \$150,000 were included in the 2024 budget. Annual contributions have historically been set at \$100,000 as indicated in Table 3 and 4.

An additional \$150,000 contribution was added as a component of the adopted 2025 Budget to a total estimated amount of \$479,084.35 (excluding interest). An additional \$150,000 is projected to be contributed to the 2026 Budget, bringing total projected annual contributions between 2024 to 2026 to be \$450,000. The projected contributions will bring a comparable pre-election beginning balance for the 2026 General Election as there was for the 2022 General Election.

Maintaining Election Reserve funds higher than the cost of a General Election is recommended in case of the need to conduct a by-election during a Term of Council, and to account for inflationary pressures compounded over four years to the cost of conducting a general election. Further, budgeting the 2026 General Election is dependent on upcoming Council decisions, particularly with respect to selecting alternative voting methods. Excess funds kept available in the Election reserve maximizes flexibility in Council decision-making without requiring a significant increase in annual contributions to the Election Reserve to facilitate further costing or budgeting for a Council decision.

Recommendations for Council Consideration on Election Matters

The July 2024 Council direction included the provision of recommendations for Council consideration on election matters. The following three recommendations are provided for Council consideration to fully complete this Council direction:

1. A Council decision on whether two Regional Councillor’s are to continue to be elected through Tri-Ward Representation or to pursue Regional Councillors to be elected by general vote in the 2026 General Election, and if Regional Councillors are decided to be elected by general vote, how to implement, either locally as

- authorized through the section 1(7) of [Regional Municipality of Peel Act, 2005](#) or regionally through [section 218](#) of the *Municipal Act, 2001*.
2. (a) Begin consultations with Accessibility Advisory Committee on the removal and prevention of barriers that affect electors and candidates with disabilities, so to provide (b) informed decision-making on alternative voting methods as soon as reasonably possible.
 3. Receive a report back in September 2025 through the form of a 2026 Pre-Election Report, providing any additional election-based Council decisions required to be completed in the year leading up to the October 2026 General Election.

The second and third recommendations do not require a Council decision to be made. They are included in this report's recommendation to:

- Indicate Council approval and support of the upcoming election workplan,
- Enhance accountability and transparency measures into the ongoing and upcoming election related business that needs to be completed, and
- Publicly provide the rationale for the timing or sequence of upcoming needed Council decisions on the 2026 General Election.

1. Council Decision on Method to Elect Regional Councillors

Chapter 25 of the *Municipal Act, 2001* (the Act) provides the authority and process to enact changes to a municipal council, including the dividing or dissolving of wards and changing the composition of local and upper-tier councils. While the election for the two Peel Regional Councillors to the Town of Caledon is conducted on behalf of the Region by the Town, a transition from ward to general vote requires a change to the composition of Peel Region's Council.

The 2020 Peel Region decision to reduce the Town of Caledon's regional representation from five members to three, coupled with the 2021 Ward Boundary Review, materially changed how Caledon is represented at the Region of Peel from previous terms to the current Term of Council. The previous term Ward Boundary Review primarily focused on adjusting Ward boundary lines, including the addition of Ward 6 with an additional local Councillor for the new Ward, and another Councillor representing at the local level with Wards 3 and 4 respectively having their own Councillor instead of sharing one local Councillor for both Wards.

The prevalent impacts of the Ward Boundary Review on the Town of Caledon's local composition were the focus over that of the Town of Caledon's regional representation. The 2022 General Election moved from a one Regional Councillor for every Local Councillor in the 2018 to 2022 Term of Council, to a model of one Regional Councillor for every three Local Councillor's in the 2022 to 2026 Term of Council, without specifically answering the question of whether the previous vote-by-ward model at the regional level remains the preferred model for the Town of Caledon's regional representation. The tri-

ward regional representation model divides the Town of Caledon in-half between two Regional Councillors, while both Regional Councillor's represent the whole Town of Caledon at the Region of Peel.

It is recommended with the benefit of the gained perspectives from the 2022 General Election and first half of this term complete under the tri-ward regional representation model, that Council decide whether the tri-ward regional representation remains as the ideal way to provide elected representation to the Town of Caledon residents they serve.

The alternative to the tri-ward regional representation would be to elect two Regional Councillors through a one Town-wide race, top two winner model. The top two candidates who receive the most 'at-large' or Town-wide general votes would join the Mayor in representing the Town of Caledon at the Region of Peel under this model, uniformly also through receiving the most votes in a Town-wide general vote race for the Mayoral Office.

As outlined in this report, the outlook of Regional representation and regional services at the Town of Caledon is the clearest and most stable it has been in nearly two-years since the Province of Ontario's introduction of Bill 112 for the *Hazel McCallion Act* in May 2023. Further, depending on how Council wishes to proceed, there may be a need to implement the decision by end of 2025 to take effect for the 2026 General Election. The timing for Council to make this decision is subsequently most available to be made now.

Council has three options to consider in determining methods to elect its Regional Councillors:

Option 1 - The Town Of Caledon exercises its authority under the *Regional Municipality of Peel Act, 2005* to change the method of electing its regional council representatives from voting based on ward vote to an at large vote.

Option 2 - The Town of Caledon formally requests the Region of Peel address the method of selection under section 218 of the *Municipal Act, 2001*.

Option 3 - Maintain the status quo of continuing the current tri-ward based model.

With respect to Option 1, section 1(7) 1 of the *Regional Municipality of Peel Act, 2005* states that The Town of Caledon may, by by-law, specify the manner of selecting their Regional Councillors. Section 3 of this same statute clarifies that nothing in section 1 limits the Region of Peel's power under section 218(2) of the *Municipal Act, 2001* to change the composition of its council, which includes the ultimate authority to modify the method of selecting its members. In the event of a conflict between a Town of Caledon passed By-law and a Region of Peel passed By-law under these provisions, the Region of Peel By-law prevails.

There are also limited conditions or provisions to passing a Town of Caledon By-law under the *Regional Municipality of Peel Act, 2005*. There are no legislated public notice

requirements and no existing deadlines to pass the By-law prior to taking effect for the next General Election. There are currently no regulations to this legislation, however under section 4(1)(b), the Minister of Municipal Affairs and Housing may make a regulation specifying dates for the purposes of when the Town of Caledon may by by-law specify the manner of selecting their Regional Councillors.

The only current requirement in passing a by-law under section 1(7)1 of the *Regional Municipality of Peel Act, 2005* is to provide a certified true copy to the Regional Clerk. This option can subsequently be viewed as the expedient approach to specifying the way Caledon selects its Regional Councillors, with the outstanding possibility that Region of Peel could pass a By-law under Section 218 of the *Municipal Act, 2001* rendering a conflicting Town of Caledon By-law inoperable.

With respect to Option 2, to enact a change providing for the two Peel Regional Councillors for the Town of Caledon to be elected at large rather than the currently established election by ward, the legislation requires that the Region of Peel provide notice of intention to pass a by-law be issued, a minimum of one public meeting where the matter is considered, and the requirements of [section 219](#) are met:

- a majority of all votes on the upper-tier council are cast in favour of the by-law or the resolution;
- a majority of the councils of all lower-tier municipalities forming part of the upper-tier municipality have passed resolutions consenting to the by-law or the resolution; and
- the total number of electors in the lower-tier municipalities that have passed resolutions consenting to the by-law or the resolution form a majority of all the electors in the upper-tier municipality.

Mississauga currently has most electors in the Region of Peel at the time of the last election, and subsequently would be required to be one of the lower-tier municipalities to pass a resolution consenting to the Region's By-law if passed.

Section 219(3) provides that where such an initiative is undertaken, the by-law would come into force and effect after the first regular election following its enactment. Further, section 219(4) provides that where the regulation is made before the year of a regular election before voting day, the election shall be conducted as if the by-law was already in force and effect.

If Option 2 is deployed, it would be by request of the Town of Caledon. While this “co-operative” approach may take longer to implement, it offers an ability to propose its case for its preferred method to the Region, legislatively requires a public meeting, and requires the regional by-law to be passed by end of 2025 for it to take effect by the 2026 General Election. Option 2 offers a greater degree of certainty and finality upon implementation,

removing the possibility that the Town's by-law could be displaced by a later regional by-law.

Option 3 maintains the current tri-ward based model to regional representation at the Town of Caledon. The benefits of this option are primarily the most resource and time-friendly, however Council decision-making is recommended to focus on finding the most ideal way for the Town of Caledon to select its Regional Councillors by its electorate in the current 6 Local Councillor and 3 Regional Councillor framework.

If option 1 is decided, the first sub clause in this report's recommendation would be replaced with:

Be directed to proceed with Option 1 with respect to Regional Councillor representation electoral methods as outlined in staff report 2025-0084, through approval of a By-law to be prepared under the authority of the Regional Municipality of Peel Act, 2005, to change the method of electing its regional council representatives from voting based on ward vote to an at large vote.

If option 2 is decided, the first sub clause in this report's recommendation would be replaced with:

Be directed to proceed with Option 2 with respect to Regional Councillor representation electoral methods as outlined in staff report 2025-0084, through formally requesting the Region of Peel address the method of selection for Town of Caledon Regional Councillors under section 218 of the *Municipal Act, 2001*.

If option 3 is decided, the first sub clause in this report's recommendation would be replaced with:

Be directed to proceed with Option 3 with respect to Regional Councillor representation electoral methods as outlined in staff report 2025-0084, by maintaining the status quo of continuing the current tri-ward based model of selecting Town of Caledon Regional Councillors.

2. Consultations on Conducting an Accessible Election

This report serves the purpose of reviewing and learning from the 2022 General Election to effectively begin preparing and planning for conducting the 2026 General Election. The responsibility of conducting an accessible election is designed to take precedent from the outset of planning and preparation and integrated throughout the conducting of an election to make for a wholly accessible election.

Identification of barriers that affect electors and candidates with disabilities best occur through specifically consulting electors with disabilities, or those who represent them at the Town of Caledon through their appointment to the Accessibility Advisory Committee

(AAC). It is recommended to begin consultation with AAC on the identification, removal and prevention of barriers that affect electors and candidates with disabilities at its next meeting on March 31, 2025.

Alternative voting methods are one of the most prolific electoral tools to the removal and prevention of barriers that affect electors with disabilities and will be the focus of the consultations. Election communications and marketing, including consultations on broader survey methods that are accessible to the entire electorate, will also be considered as a part of these consultations.

The consultations on alternative voting methods will support informed decision-making on a necessary and recommended Council decision on the topic in the second quarter of 2025. Many election vendors who offer alternative voting method products or services self-impose capacity limits to ensure they offer and guarantee secure voting systems. Election vendors are also competitively procured. The competition is dual as the Town of Caledon competes for value-for-money and vendor availability in its procurement practices alongside other Ontario municipalities with the same Council decided alternative voting methods. Like setting annual budgets, the Town of Caledon is in a more favourable competitive procurement position the earlier alternative voting methods are determined so that competitive procurements with applicable election vendors may commence.

3. 2026 Pre-Election Report

This report recommends the necessary election work to be completed over the next six months. A 2026 Pre-Election report is also recommended to effectively provide a scheduled work plan of all the recommended election-based policies and procedures to be completed in the year leading up to the 2026 General Election. It also enables Council to have input on the work plan and advises whether all the desired election questions or Council decisions are to be put toward Council for a decision.

A 2026 Pre-Election survey will be conducted after consultations with AAC and prior to Council consideration of alternative voting methods and a 2026 Pre-Election report. Survey results related to each report will be included in the respective report to Council.

FINANCIAL IMPLICATIONS

There are no direct financial implications associated with the consideration of this report. Completion of the Council decision on the method to elect Regional Councillors are to be used with existing resources.

Consultations may impact future decisions on alternative voting methods. Any associated financial implications of selecting an alternative voting method will be captured in the corresponding staff report.

COUNCIL WORK PLAN

Strategic Plan 2023-2035

This report is directly related to the following priority in Caledon's 2023-2035 Strategic Plan:

Service Excellence and Accountability

Provision of a Post-Election report ensures transparency in decision-making related to elections.

Details about Caledon's 2023-2035 Strategic Plan can be found at caledon.ca/strategicplan.

ATTACHMENTS

None.