

# 2018 MUNICIPAL ELECTION TIMETABLE



THE UNITED TOWNSHIPS OF HEAD, CLARA & MARIA

# 2018

## MAY

<p>May 1, Tuesday</p>	<ul style="list-style-type: none"> <li>• Nomination forms may be filed by candidates prior to Nomination Day, at any time when the Clerk's office is open (Monday to Wednesday and Friday, 8:30 – 4:00). Office Closed Thursdays.</li> <li>• Nomination period commences s.33.</li> <li>• On day candidate files, give candidate preliminary maximum campaign expense limit, s.33.01:</li> <li>• Provide candidate notice of penalties related to campaign finances, s.33.1.</li> <li>• First day Notice of Registration as Third-Party Advertiser can be filed, s.88.6(7).</li> </ul>
	<ul style="list-style-type: none"> <li>• The Campaign period begins once a candidate has filed a nomination form and ends on December 31, 2018. Alternate time periods are in effect if the candidate withdraws the nomination, the Clerk rejects the nomination, or the candidate extends his/her campaign and is continuing to campaign to erase a deficit.</li> </ul>

## JUNE

<p>June 4, Monday</p>	<ul style="list-style-type: none"> <li>• Municipal enumeration forms to be returned to MPAC to ensure inclusion of electors on preliminary list of electors (PLE).</li> </ul>
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## JULY

<p>July 16, Monday</p>	<p>Ad – Notice of Nomination Period (optional second ad).</p>
<p>July 27, Friday</p>	<ul style="list-style-type: none"> <li>• Nomination Day - (9 a.m. to 2 p.m.) ss.31 and 33(4)</li> <li>• Withdrawal of nominations before 2 p.m., s.36(a).</li> <li>• Accept filings for registration for third-party advertising,</li> </ul>

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	<p>s.88.6(7):</p> <ul style="list-style-type: none"> <li>Accepted up until the Friday before voting day.</li> </ul>
<b>July 30, Monday</b>	<ul style="list-style-type: none"> <li>Certification of nomination papers before 4 p.m., s.35(1).</li> <li>Acclamations after 4 p.m., s.37(1).</li> <li>Commence issue of proxy vote certificates after 4 p.m. (unless additional nominations are required).</li> <li>Proxy applications may be filed during normal hours of Clerk's office or other designated location, between July 30 and Oct. 22.</li> <li>On advance vote days, offices/designated locations shall be open between noon and 5 p.m. for proxy purposes, s.44(6).</li> </ul>
<b>July 31 – September 1</b>	<ul style="list-style-type: none"> <li>Receipt of PLE from MPAC on a date between July 31 and Sept. 1 of an election year as agreed upon by the Clerk and MPAC.</li> <li>(Note: Past practice suggests mid-July to mid-August 2018 dates TBD), s.19(1.1).</li> </ul>
<b>August - September</b>	<ul style="list-style-type: none"> <li>Ad – Is your name on the voters' list? (optional).</li> <li>Ad – Notice of Nomination Period (for additional nominations).</li> </ul>
<b>AUGUST</b>	
<b>August 1, Wednesday</b>	<ul style="list-style-type: none"> <li>If necessary, additional nominations will be received 9 a.m. to 2 p.m., s.33(5).</li> <li>Withdrawal of additional nominations before 2 p.m., s.36(b).</li> </ul>
<b>August 2, Thursday</b>	<ul style="list-style-type: none"> <li>Certification of nomination papers before 4 p.m., s.35(1)2.</li> <li>Acclamation(s) after 4 p.m., s.37(2).</li> </ul>
<b>August 31, Friday</b>	<ul style="list-style-type: none"> <li>Complete corrections to PLE and reproduce it as the voters' list, s.23(2).</li> </ul>
<b>SEPTEMBER</b>	
<b>September 4, Tuesday</b>	<ul style="list-style-type: none"> <li>Determine time and place for receipt of applications for revisions, s.23(2).</li> <li>Period for addition/correction of own name on voters' list (Sept. 4 – Oct. 22), s.24.</li> <li>Period of removal of deceased persons from the voters' list (Sept. 4 – Oct. 22), s.25.</li> <li>Deliver copies of voters' list to persons entitled, s.23(3-5).</li> </ul>

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<b>September 15 - 25</b>	<ul style="list-style-type: none"> <li>• Prepare and distribute interim list of changes to voters' list, s.27(1).</li> </ul>
September 21, Friday	<ul style="list-style-type: none"> <li>• Issue Notice of Election, how/where to vote and proxy instructions, if all offices not filled by acclamation, s.40.</li> <li>• (Note: No specific date in Act)</li> </ul>
<b>September 22, Saturday</b>	<ul style="list-style-type: none"> <li>• Advance Vote – If Required. Stonecliffe Community Centre. 11:00 a.m. to 5:00 p.m.</li> <li>• Earliest date for mandatory advance voting day, s.43(3).</li> </ul>
September 25, Tuesday	<ul style="list-style-type: none"> <li>• Issue Certificate of Maximum Campaign Spending Limits to candidates and third-party advertising registrants.</li> <li>• Note: This "final" campaign spending limit is based on the higher of:             <ul style="list-style-type: none"> <li>○ The number of electors as of nomination date in the 2014 elections; or</li> <li>○ The number of electors as of Sept. 15 in the 2018 elections (the number used to calculate the preliminary amount given to candidates at the time they filed their nomination papers).</li> </ul> </li> </ul>
September 28, Friday	<ul style="list-style-type: none"> <li>• Deadline for bylaw to establish a compliance audit committee (CAC) to process applications for audit of financial statements, s.88.37(1).</li> <li>• CAC shall be composed of three to seven members and its term shall match that of council.</li> <li>• The Clerk shall establish administrative practices and procedures for the compliance audit committee, s.88.37(6).</li> <li>• (Note: Clerk should alert the secretary(ies) of school board(s) of similar requirements to establish a CAC and administrative procedures).</li> </ul>
<b>OCTOBER</b>	
October 19, Friday	<ul style="list-style-type: none"> <li>• Last day to prepare a plan (i.e., identifications, removal and prevention of barriers), s.12.1(2). Suggestion is to have this prepared ahead of advance voting for the public.</li> <li>• Last day for third-party advertisers to register is the Friday before voting day at a time when the Clerk's office is open, s.88.6(7).</li> <li>• Before Voting Day - Give each candidate notice regarding</li> </ul>

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	penalties related to campaign finances and refunding of the nomination fee to each candidate, s.33.1.
October 22, Monday	<p><b>Voting Day, s.5</b></p> <ul style="list-style-type: none"> <li>• Voting locations open at 10 a.m. and close at 8 p.m., s.46 (1). (Note: Unless earlier opening established by the Clerk).</li> <li>• Deadline for applications to vote by proxy and for applications to (be added to the list) amend the voters' list.</li> <li>• Unofficial election results traditionally released as soon as practicable, after 8 p.m. close of vote and all statements of counts have been returned and compiled by the Clerk.</li> </ul>
October 23, Tuesday	<ul style="list-style-type: none"> <li>• Clerk to declare official election results as soon as possible after voting day (post on website, s.55(4.1)):</li> <li>• Results posted on website to include number of declined and rejected ballots, s.55 (4.1)2.</li> <li>• From date of declaration of official election results: <ul style="list-style-type: none"> <li>○ Clerk has 15 days to conduct a recount in the event of a tie or in accordance with any recount policy passed by municipality or school board, s.56(2);</li> <li>○ Council or school board has 30 days to pass motion requesting recount. The Clerk shall conduct the recount within 15 days of receipt of council's or school board's motion, s.57;</li> <li>○ Minister has 30 days to order recount regarding question;</li> </ul> </li> <li>• Once all opportunity for a recount has expired, Clerk to certify results and advise upper tier, local board (and Minister in the case of a question on the ballot).</li> </ul>
<b>NOVEMBER</b>	
November 22, Thursday	<ul style="list-style-type: none"> <li>• Provide MPAC with the final list of changes to the voters' list, s.27 (2).</li> </ul>
<b>DECEMBER</b>	
December 3, Monday	<ul style="list-style-type: none"> <li>• Term of office commences s.6.</li> <li>• New council deemed organized when quorum of members have taken declaration of office, MA s.232.</li> </ul>

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	<ul style="list-style-type: none"> <li>• First meeting of new Council set for Monday, December 3 at 7:00 p.m.</li> </ul>
December 31, Monday	<ul style="list-style-type: none"> <li>• Campaign Period Ends, s.88.24(1-2)</li> <li>• Deadline for candidate to provide Clerk with written notification of deficit and continuation of campaign period, s.88.2.4 (1-4) – this also applies to third-party advertisers.</li> <li>• Deadline for newly formed council to host its inaugural meeting, MA s.230.</li> </ul>
<h1 style="font-size: 48px; margin: 0;">2019</h1>	
<h2 style="font-size: 24px; margin: 0;">JANUARY</h2>	
January 21, Monday	<ul style="list-style-type: none"> <li>• Last day for elected candidate to disclaim all right to an office, s.84(1) if no application made against candidate before end of 90 days; Jan. 27, if application is made by 90th day after election, s.84(3):</li> <li>• Final day for elector to commence an application for controverted election, s.83. A copy of application is to be provided to the Clerk within five days;</li> <li>• Final day for Clerk to post a report on the identification, removal and prevention of barriers that affect electors and candidates with disabilities, s.12.1(3).</li> </ul>
January 25, Friday	<ul style="list-style-type: none"> <li>• Last day for applicant to serve copy of "Application for Controverted Election" on the Clerk, s.83(3.1).</li> </ul>
<h2 style="font-size: 24px; margin: 0;">FEBRUARY</h2>	
February 21, Thursday	<ul style="list-style-type: none"> <li>• Earliest date for the disposition of election records (if results declared Oct. 23 are unchallenged), s.88(1).</li> <li>• Note: Ballots shall be destroyed.</li> </ul>
February 27, Wednesday	<ul style="list-style-type: none"> <li>• Last day for notice of the filing requirements for the financial statements covering the reporting period ending Dec. 31, 2018, ss.88.25(9), 34, 88.23(2) and 92.1.</li> </ul>
<h2 style="font-size: 24px; margin: 0;">MARCH</h2>	
March 28, Thursday	<ul style="list-style-type: none"> <li>• A candidate may, before the last day for filing a financial statement for the reporting period ending Dec. 31, 2018, apply to the Ontario Court of Justice to extend the time to file the financial statement.</li> </ul>

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	<ul style="list-style-type: none"> <li>• The court may grant an extension of no more than 90 days, s.88.23(6). (Note: For candidates who have been granted a &lt;90-day court-ordered extension, the deadline for notice of filing requirements and penalties is 30 days prior to the filing date).</li> <li>• Notice of default, if applicable, shall be issued by the Clerk as soon as practicable after the filing deadline, s.88.23(4) and the last day for compliance audit for the court-ordered reporting extension is 90 days after the filing date.</li> <li>• The application shall be provided by the Clerk to the committee within 10 days of receipt and the committee shall consider the application within 30 days. The committee's decision may be appealed within 15 days of issuance, s.88.33(3,4,7,9,14).</li> </ul>
March 29, Friday	<ul style="list-style-type: none"> <li>• Deadline for filing financial statements for reporting period ending Dec. 31, 2018, s.88.30(1).</li> <li>• Note: This is a firm deadline.</li> <li>• The penalties for non-compliance may apply unless the candidate files within 30 days and pays a \$500 penalty or unless a court-ordered extension has been granted. Clerk to be advised of court application by 2 p.m., s.88.23(7).</li> <li>• Notice of default, if applicable, shall be issued by the Clerk as soon as practicable after filing deadline, s.88.23(9).</li> </ul>
<b>APRIL</b>	
April 29, Monday	<ul style="list-style-type: none"> <li>• Last day for a candidate who violated the deadline for filing their financial statements, to file along with \$500 fee to avoid penalties, s.88.23(9).</li> <li>• Last day for Clerk to review financial statements and report on any that exceeded the limits, s.88.34.</li> </ul>
<b>MAY</b>	
May 1, Wednesday	<ul style="list-style-type: none"> <li>• First day the Clerk shall publish report of which candidates complied with s.88.23(4,5).</li> </ul>
<b>JULY</b>	
July 2, Tuesday	<ul style="list-style-type: none"> <li>• Last possible date of reporting period, s.88.24(4i). Note: Could be earlier if deficit is eliminated.</li> </ul>

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	<ul style="list-style-type: none"> <li>• Last day for compliance audit request for Dec. 31, 2018 supplementary re- porting period. The Clerk must forward the application to the compliance audit committee within 10 days of receiving the application. Within 30 days, the committee must consider the application and decide whether it should be granted or rejected.</li> <li>• The committee’s decision may be appealed to the Ontario Court of Justice within 15 days of issuance, s.88.33(3,4,7,9,14).</li> <li>• Within 10 days of receiving the audit report, the Clerk must forward it to the CAC. The CAC must consider it within 30 days of receipt.</li> </ul>
<b>AUGUST</b>	
<p><b>August 28, Wednesday</b></p>	<ul style="list-style-type: none"> <li>• Notice by Clerk of filing requirements for the supplementary reporting period ending June 30, and of the penalties under ss.88.23(2) and 92(1) and s.88.25(10).</li> </ul>
<b>SEPTEMBER</b>	
<p><b>September 26, Thursday</b></p>	<ul style="list-style-type: none"> <li>• A candidate may, before the last day for filing a financial statement for the reporting period ending June 30, 2019, apply to the Ontario Court of Justice to extend the time to file the financial statement. The court may grant an extension of no more than 90 days, s.88.23(6).</li> <li>• (Note: For candidates who have been granted a &lt;90-day court-ordered extension, the deadline for notice of filing requirements and penalties is 30 days prior to the filing date).</li> <li>• Notice of default, if applicable, shall be issued by the Clerk as soon as practicable after the filing deadline, s.88.23(4) and the last day for compliance audit for the court-ordered reporting extension is 90 days after the filing date.</li> <li>• The application shall be provided by the Clerk to the committee within 10 days of receipt and the committee shall consider the application within 30 days. The committee’s decision may be appealed within 15 days of issuance, s.88.33(3,4,7,9,14).</li> </ul>
<p><b>September 27, Friday</b></p>	<ul style="list-style-type: none"> <li>• Deadline for filing financial statements for reporting period</li> </ul>

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	<p>ending June 30, 2019, s.88.30(2).</p> <ul style="list-style-type: none"> <li>• Note: This is a firm deadline.</li> <li>• The penalties for non-compliance may apply unless the candidate files within 30 days and pays a \$500 penalty or unless a court-ordered extension has been granted.</li> <li>• Clerk to be advised of court application by 2 p.m., s.88.23(7).</li> </ul>
<b>OCTOBER</b>	
<p><b>October 28, Monday</b></p>	<ul style="list-style-type: none"> <li>• Last day for Clerk to review financial statements and report on any that exceeded the limits, s.88.34.</li> </ul>
<b>DECEMBER</b>	
<p><b>December 27, Friday</b></p>	<ul style="list-style-type: none"> <li>• Last day for compliance audit request for June 30, 2019 supplementary reporting period.</li> <li>• The Clerk must forward the application to the compliance audit committee within 10 days of receiving the application.</li> <li>• Within 30 days, the committee must consider the application and decide whether it should be granted or rejected.</li> <li>• The committee's decision may be appealed to the Ontario Court of Justice within 15 days of issuance, s.88.33 (3,4,7,9,14).</li> <li>• Within 10 days of receiving audit report, the Clerk must forward it to the CAC. The CAC must consider it within 30 days of receipt.</li> </ul>
<p><b>IMPORTANT NOTICE:</b> this is a summary of the dates and times that apply to elections and candidates. It is provided for a quick guide and not to be relied upon for all of your duties and responsibilities. There is the potential for error.</p> <p><b>It is your responsibility as a candidate to ensure that you comply with all legislation. It is not the responsibility of the Clerk or any other municipal staff.</b></p> <p><b>For that reason, advice will not be provided. Please review the Ministry of Municipal Affairs election page for their candidate's guide and e-laws Ontario for the Municipal Elections Act, 1996 or obtain independent legal advice.</b></p> <p style="text-align: right;">Melinda Reith, Municipal Clerk</p>	