



2017-2019 Municipal Elections Calendar

This calendar represents the group's best efforts to capture key requirements and considerations for the upcoming planning for municipal election administrators. The calendar does not claim to be perfect and all items should be verified independently by the legislation/regulations or among your peers.



Developed by members of
AMCTO's Elections Focus Group



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2017



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s.10 – “A time limited by this Act that would otherwise expire on a Saturday or holiday shall be deemed to expire on the next day that is neither a Saturday nor a holiday.”

**March 17
Friday**

Ranked ballots – Last day to issue Notice of Open House, O.Reg 310/16.

**March 31
Friday**

Ranked ballots – Notice of Public Meeting, O.Reg 310/16.

E.g., If the public meeting is held at the end of March, then the open house (which must happen at least 15 days earlier) could be held in early to mid-March. Notice of the open house and the public meeting can be given simultaneously (as long as it's given at least 30 days before the open house).

**April 15
Saturday**

Ranked ballots – Last day to host open house, O.Reg 310/16.

**May 1
Monday**

Ranked ballots – Last day to pass a bylaw to authorize ranked balloting. Note: A public meeting must be held, and at least 30 days before the passing of the bylaw, electors must have been given notice of the public meeting. O.Reg 310/16 ss.8(1)(a) and 11(1).

Vote-counting equipment or alternative voting – last day to pass bylaw authorizing use, MEA 42(1) and 42(2).

**July 4
Tuesday**

Ranked ballots – Last day for upper tier to pass a bylaw to authorize ranked balloting. Note: A public meeting must be held, and at least 30 days before the passing of the bylaw, electors must have been given notice of the public meeting. O.Reg. 310/16 ss.8(1)(a) and 11(1).

Fall of 2017

Revisit the merits of the following bylaws and report to council for decision if necessary:

- Language of notices and forms, s.9;
- Policy regarding circumstances in which a municipality requires a recount;
- Contribution rebates, s.88.11.

Clerk to decide:

- E-filing of financial statements, ss.88.25(11) and 88.29(9);
- Hours of voting at institutions;
- Any voting places opening before 10 a.m.

Commence preparations for the conduct of an efficient (traditional paper ballot) election, e.g., secure accessible voting places, estimate sufficient number of single or composite ballots, order and/or prepare all counting and reporting documents, plan for training election day staff, establish procedures, etc.

**Dec. 29
Friday**

Deadline for the establishment of procedures and forms for use of vote-counting equipment or alternative voting method, s.42(3) and (4).

Deadline for the establishment of new wards – with all appeals having to be cleared by this date, s.222(8).

2018

Beginning of January

- Prepare package of information for candidates and list of information to be obtained from candidates at time of filing.
- Calculate preliminary maximum campaign expense limit (based on the number of electors on the list as of nomination day in 2014 election – but Sept. 15 of the previous election year going forward), s.88.20(11).
- Publish Notice of Nomination Period, s.32.

Feb. 20 Tuesday

Last day for notice of intent to pass a bylaw to submit question to electors, s.8.1(3). Note: At least one public meeting to be held prior to passage.

March 1 Thursday

Last day to pass a bylaw to submit a question to the electors, s.8.1(1)(a).

March 16 Friday

Last day to give notice of passing a bylaw to submit a question to electors, s.8.1(3).

Within 20 days after the passing shall be the last day to file an appeal of the passing of the bylaw, s.8.1(6).

Within 15 days after receiving an appeal, the Clerk shall send the information pertaining to the appeal to the Chief Electoral Officer of Ontario.

Within 60 days the Chief Electoral Officer of Ontario shall hold a hearing regarding the appeal of the bylaw.

In April

Municipal enumeration notices to be mailed by MPAC (mid-April to mid-May estimated time frame).

Consider complementary messaging reminding electors that the accuracy of the voters' list and therefore their ease in obtaining a ballot may be affected by accuracy of enumeration process.

April 3 Tuesday

Deadline for ward/poll data (defining voting subdivisions) to be submitted to MPAC, s.18(1).

Note: Earlier submission may allow new data to be captured in electoral group report due to school boards Feb. 15.

Deadline to fill a vacancy in an election year, s.65(2).

Deadline for school boards to provide school board election clerks with a copy of the report on determination and distribution of trustees; see *Education Act*, Reg. 412/00 s.9(3).



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**April 30
Monday**

- Last day for municipality and local boards to establish rules and procedures regarding use of municipal resources.

**May 1
Tuesday**

- Nomination period commences, s.33.
- On day candidate files, give candidate preliminary maximum campaign expense limit, s.33.01:
 - Provide candidate notice of penalties related to campaign finances, s.33.1.
- Provide candidates with a copy of procedures and forms established for vote-counting equipment or alternative voting method, s.42(3).
- Last day to pass or amend a bylaw to submit question to electors, s.8.1(1) and for a fluoridation question, s.4(1) and (2) *Fluoridation Act*.
- First day Notice of Registration as Third-Party Advertiser can be filed, s.88.6(7).
- Last day to pass a bylaw to adopt a policy with respect to circumstances in which a municipality requires the Clerk to conduct a recount (only if council passes bylaw).

**June 4
Monday**

- Municipal enumeration forms to be returned to MPAC to ensure inclusion of electors on preliminary list of electors (PLE).

**July 16
Monday**

- Can provide notice of revoking a bylaw to submit a question to electors, s.8.1(3).
- Ad – Notice of Nomination Period (optional second ad).

**July 27
Friday**

- Nomination Day (9 a.m. to 2 p.m.) ss.31 and 33(4)
- Withdrawal of nominations before 2 p.m., s.36(a).
- Last day to revoke a bylaw to submit a question to the electors, s.8.1(1)(c).
- Accept filings for registration for third-party advertising, s.88.6(7):
 - Accepted up until the Friday before voting day.

**July 30
Monday**

- Nominations filed with upper tier must be forwarded to lower-tier Clerk (2 p.m.), s.11.1(4).
- Certification of nomination papers before 4 p.m., s.35(1).
- Acclamations after 4 p.m., s.37(1).
- Commence issue of proxy vote certificates after 4 p.m. (unless additional nominations are required). Proxy applications may be filed during normal hours of Clerk’s office or other designated location, between July 30 and Oct. 22. On advance vote days, offices/designated locations shall be open between noon and 5 p.m. for proxy purposes, s.44(6).

July 31 – Sept. 1

Receipt of PLE form MPAC on a date between July 31 and Sept. 1 of an election year as agreed upon by the Clerk and MPAC. (Note: Past practice suggests mid-July to mid-August 2018 dates TBD), s.19(1.1).



**Over August/
September**

- Mail voter identification notice (optional).
- Ad – Watch for voter identification notice (optional).
- Ad – Is your name on the voters’ list? (optional).
- Ad – Notice of Nomination Period (for additional nominations).

**Aug. 1
Wednesday**

- If necessary, additional nominations will be received 9 a.m. to 2 p.m., s.33(5).
- Withdrawal of additional nominations before 2 p.m., s.36(b).

Consider outreach initiatives for those municipalities that are using Internet/ telephone or vote by mail.

**Aug. 2
Thursday**

- Certification of nomination papers before 4 p.m., s.35(1)2.
- Acclamation(s) after 4 p.m., s.37(2).

**Aug. 31
Friday**

- Complete corrections to PLE and reproduce it as the voters’ list, s.23(2).

**Sept. 4
Tuesday**

- Date to determine head count for voting locations to be held at an institution with ≥ 20 beds occupied and ≥ 50 beds occupied at a retirement home, s.45(7).
- Determine time and place for receipt of applications for revisions, s.23(2).
- Period for addition/correction of own name on voters’ list (Sept. 4 – Oct. 22), s.24.
- Period of removal of deceased persons from the voters’ list (Sept. 4 – Oct. 22), s.25.
- Deliver copies of voters’ list to persons entitled, s.23(3-5).

Sept. 15-25

Prepare and distribute interim list of changes to voters’ list, s.27(1).

MPAC to provide exceptions list – update to PLE/VNF. (Note: Date TBD – traditionally three dates in mid-September).

**Sept. 21
Friday**

- Last day to give notice of revoking a question to electors where there is no election to an office (i.e., all are acclaimed), s.8.1(3).
- Deadline to consider establishing hours of voting at institutions and if any voting places are opening before 10 a.m. on voting day, s.46(2)(3).
- Issue Notice of Election, how/where to vote and proxy instructions, if all offices not filled by acclamation, s.40. (Note: No specific date in Act).

**Sept. 22
Saturday**

Earliest date for mandatory advance voting day, s.43(3).

**Sept. 25
Tuesday**

- Issue Certificate of Maximum Campaign Spending Limits to candidates and third-party advertising registrants. Note: This “final” campaign spending limit is based on the higher of:
 - The number of electors as of nomination date in the 2014 elections or Sept. 15 of the previous election for all future elections going forward; or
 - 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).



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**Sept. 28
Friday**

- Deadline for bylaw to establish a compliance audit committee (CAC) to process applications for audit of financial statements, s.88.37(1). CAC shall be composed of three to seven members and its term shall match that of council.
- The Clerk shall establish administrative practices and procedures for the compliance audit committee, s.88.37(6). (Note: Clerk should alert the secretary(ies) of school board(s) of similar requirements to establish a CAC and administrative procedures).

**Oct. 9
Tuesday**

Deadline to request use of specific facilities for voting places without a charge, s.45(4).

**Oct. 19
Friday**

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.

Note: While this is the legislated last day, it must be completed before Dec. 31, 2017.

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).

Before Voting Day

Give each candidate notice regarding penalties related to campaign finances and refunding of the nomination fee to each candidate, s.33.1.

**Oct. 22
Monday**

Voting Day, s.5

- Voting locations open at 10 a.m. and close at 8 p.m., s.46(1). (Note: Unless earlier opening established by the Clerk).
- Deadline for applications to vote by proxy and for applications to (be added to the list) amend the voters' list.
- 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.

**Oct. 23
Tuesday**

- Clerk to declare official election results as soon as possible after voting day (post on website, s.55(4.1)):
 - Results posted on website to include number of declined and rejected ballots, s.55(4.1)2.
- From date of declaration of official election results:
 - 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);
 - 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;
 - Minister has 30 days to order recount regarding question;
 - 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).



**Nov. 6
Tuesday**

First date on which council may consider a bylaw to which the electors have given assent (14 days after declaration of results).

**Nov. 22
Thursday**

Provide MPAC with the final list of changes to the voters' list, s.27(2).

**Dec. 3
Monday**

Term of office commences, s.6.

New council deemed organized when quorum of members have taken declaration of office, MA s.232.

**Dec. 31
Monday**

Campaign Period Ends, s.88.24(1-2)

- 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.
- Deadline for newly formed council to host its inaugural meeting, MA s. 230.

(Note: Special provisions apply to upper-tier municipalities).



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2019

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	<p>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):</p>
Jan. 21 Monday	<ul style="list-style-type: none">- 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;- 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).
Jan. 25 Friday	<p>Last day for applicant to serve copy of "Application for Controverted Election" on the Clerk, s.83(3.1).</p>
Feb. 21 Thursday	<p>Earliest date for the disposition of election records (if results declared Oct. 23 are unchallenged), s.88(1). Note: Ballots shall be destroyed.</p>
Feb. 27 Wednesday	<p>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.</p>
March 28 Thursday	<p>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. The court may grant an extension of no more than 90 days, s.88.23(6). (Note: For candidates who have been granted a <90-day court-ordered extension, the deadline for notice of filing requirements and penalties is 30 days prior to the filing date). 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. 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).</p>
March 29 Friday	<ul style="list-style-type: none">• Deadline for filing financial statements for reporting period ending Dec. 31, 2018, s.88.30(1). Note: This is a firm deadline. 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).• Notice of default, if applicable, shall be issued by the Clerk as soon as practicable after filing deadline, s.88.23(9).
April 29 Monday	<ul style="list-style-type: none">• 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).• Last day for Clerk to review financial statements and report on any that exceeded the limits, s.88.34.



**May 1
Wednesday**

- First day the Clerk shall publish report of which candidates complied with s.88.23(4,5).

**July 2
Tuesday**

- Last possible date of reporting period, s.88.24(4i). Note: Could be earlier if deficit is eliminated.
- Last day for compliance audit request for Dec. 31, 2018 supplementary reporting 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. 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). 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.

**Aug. 28
Wednesday**

- 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).

**Sept. 26
Thursday**

- 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). (Note: For candidates who have been granted a <90-day court-ordered extension, the deadline for notice of filing requirements and penalties is 30 days prior to the filing date). 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. 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).

**Sept. 27
Friday**

- Deadline for filing financial statements for reporting period ending June 30, 2019, s.88.30(2). Note: This is a firm deadline. 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).

**Oct. 28
Monday**

- Last day for Clerk to review financial statements and report on any that exceeded the limits, s.88.34.

**Dec. 27
Friday**

- Last day for compliance audit request for June 30, 2019 supplementary reporting 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.
- 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). 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.



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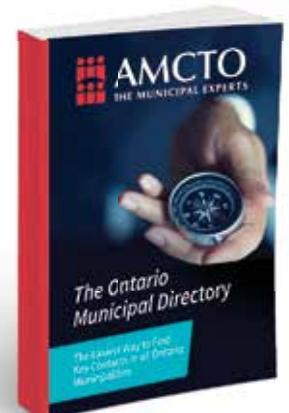
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