

2014 MUNICIPAL ELECTIONS TIMETABLE

MUNICIPAL ELECTION ACT, 1996
(section #s refer to MEA unless otherwise noted)

2014

Fall of 2013	<ul style="list-style-type: none"> Revisit and report on merits of the following by-laws early: <ul style="list-style-type: none"> Language of Notices and Forms, s.9 E-filing of Financial Statements, s.78 Contribution Rebates, s.82 Compliance Audit Committee, s. 81.1 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 2010 election) s.33.0.1 Publish Notice of Nomination Period, s.32 	Pg 1 of 5
¹ January 2 Thursday	<ul style="list-style-type: none"> Nomination Period commences s.33 Give candidate Notice of Penalties related to campaign finances, s.33.0.1 Give candidate preliminary maximum campaign expense limit, s.33.1 	
March 31 Monday	<ul style="list-style-type: none"> Deadline for ward/poll data (defining voting subdivisions) to be submitted to MPAC, s.18(2) (Note: earlier submission may allow new data to be captured in Electoral Group Report due to SchBds by Feb 15) 	
April 3 Thursday	<ul style="list-style-type: none"> 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) 	
April 17 Thursday	<ul style="list-style-type: none"> Last day for notice of intent to pass a by-law to submit question to electors, s.8.1(3) (Note: at least one public meeting to be held prior to passage) 	
April	<ul style="list-style-type: none"> Municipal Enumeration Notices to be mailed by MPAC (mid April to mid-May estimated time frame) Consider complementary messaging reminding electors the accuracy of the voters list and therefore their ease in obtaining a ballot may be affected by accuracy of enumeration process. 	
April 30 Wednesday	<ul style="list-style-type: none"> Last day to pass or amend a by-law to submit question to electors s. 8.1 (1) 	
¹ June 2 Monday	<ul style="list-style-type: none"> Deadline to pass a by-law authorizing vote-counting equipment or alternative voting method (mail, telephone, internet), s. 42(2)(a) Deadline for the establishment of procedures and forms for use of vote-counting equipment or alternative voting method, s.42(3) & (4) Deadline for providing candidates with a copy of procedures and forms established for vote-counting equipment or alternative voting method, s.42(3) & (4) Last day for submission of question to Clerk by the Minister, local board or upper-tier municipality [s. 8(5.1)] and fluoridation question, s. 4(1) & (2) Fluoridation Act Municipal Enumeration Forms to be returned to MPAC to ensure inclusion of electors on Preliminary List of Electors (PLE) 	
July 29 Tuesday	<ul style="list-style-type: none"> No longer required to fill a vacancy on current council, MA s.263(5) 	
¹ August 29 Friday	<ul style="list-style-type: none"> MPAC to provide the secretary of each of the school boards with extracts of the PLE based on school support, s. 21 	
July 31 Thurs to Sept 1 Monday	<ul style="list-style-type: none"> Receipt of PLE from MPAC on a date between July 31st and September 1st of an election year as agreed upon by the clerk and MPAC (Note: past practice suggests mid-July to mid-August – 2014 dates TBD) 	



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August / September	<ul style="list-style-type: none"> • 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 (A second ad is optional)
¹ September 2 Tuesday	<ul style="list-style-type: none"> • Complete corrections to PLE and Reproduce it as Voters' List, s. 23(2) • Deliver copies of Voters' List to persons entitled, s. 23 • Determine time and place for receipt of applications for revisions, s. 23 • Period for Addition/Correction of Own Name on Voters' List (Sept. 2 – Oct. 27), s. 24 • Period for Removal of Another Elector's Name from the Voters' List (Sept. 2– Sept 12), s. 25 (Note: requires notice of hearing to be sent to affected person prior to decision)
September 12 Friday	<ul style="list-style-type: none"> • Nomination Day (9:00 a.m. to 2:00 p.m.) s. 31 and 33 (4) • Withdrawal of Nominations before 2:00 p.m., s. 36(a) • Deadline for filing a Registration for a question, s. 39.1(4) • Deadline for Application to Remove Another Elector's name from the Voters' List, s.25
September 15 Monday	<ul style="list-style-type: none"> • Certification of nomination papers before 4:00 p.m., s.35 (1.1) • Acclamation(s) after 4:00 p.m., s.37(1) • Commence issue of Proxy Vote Certificates after 4:00 p.m. (unless additional Nominations are required). Proxy applications may be filed during normal hours of Clerk's office or other designated location, between Sept 15 and Oct 27. On Advance Vote days, offices/designated locations shall be open between noon and 5:00 p.m. for proxy purposes. s.44(4) • MPAC to provide Exceptions List – Update to PLE/VNF (Note: Date TBD – traditionally 3 dates in mid-Sept offered)
September 17 Wednesday	<ul style="list-style-type: none"> • If necessary, additional Nominations will be received 9:00 a.m. – 2:00 p.m., s.33(5) • Withdrawal of additional nominations before 2:00 p.m., s.36(b)
September 18 Thursday	<ul style="list-style-type: none"> • Certification of nomination papers before 4:00 p.m. s.35(1.2) • Acclamation(s) after 4:00 p.m., s.37(2) • Commence issue of Proxy Vote Certificates, s.44(4) (See Sept 15 for detail)
September 22 Monday	<ul style="list-style-type: none"> • Issue Notice of Election and How/Where to Vote & Proxy instructions, if all offices not filled by acclamation. s.40 • Commence preparations for the conduct of an efficient (traditional paper-ballot) election, e.g. secure accessible voting places, printing sufficient number of single or composite ballots, order and/or prepare all counting and reporting documents, train election day staff, establish procedures, etc., etc., • Issue Certificate of Maximum Campaign Spending Limits to candidates, s. 76(7) – Note: this "final" campaign spending limit is to be based on the <u>higher</u> of: <ul style="list-style-type: none"> -the number of electors as of nomination day in the 2014 election; or -the number of electors as of nomination day in the 2010 election (the number used to calculate the preliminary amount given to candidates at the time they filed their nomination paper -see Jan. 2) • Prepare and distribute Interim List of Changes to Voters' List, s. 27(1)
¹ September 26 Friday	<ul style="list-style-type: none"> • Deadline to pass a by-law establishing a minimum of one Advance Vote day(s) and times for Advance Vote day(s), s. 43(1) • At same time, consider passing optional by-law to allow opening Vote Locations earlier than 10 a.m. and limiting hours of voting at institutions, s.46



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2014	September 30 Tuesday	<ul style="list-style-type: none"> Deadline for by-law to establish a Compliance Audit Committee to process applications for audit of financial statements. s. 81.1(1). CAC shall be composed of 3 to 7 members and its term shall match that of council. The clerk shall establish administrative practices and procedures for the compliance audit committee, s. 81.1 (4) (Note: clerks should alert the secretary of school board(s) of similar requirements to establish a CAC and administrative procedures.)
	¹ October 10 Friday	<ul style="list-style-type: none"> Deadline to request use of specific facilities for voting places without a charge, s. 45(4)
	October 27 Monday	<ul style="list-style-type: none"> Voting Day (s.5) Voting Locations open at 10:00 a.m. and close at 8:00 p.m., s.46(9) (Note: unless earlier opening established by by-law) Deadline for applications to vote by proxy and for applications to be added to the list. Unofficial election results traditionally released as soon as practicable, after 8:00 p.m. close of poll and all statements of counts have been returned and compiled by clerk
	October 28 Tuesday	<ul style="list-style-type: none"> Clerk to Declare Official Election Results as soon as possible after Voting Day From date of Declaration of Official Election Results: <ul style="list-style-type: none"> -The Clerk has 15 days to conduct a recount in the event of a tie. s.56 -Council has 30 days to pass motion requesting recount. The Clerk shall conduct the recount within 15 days of receipt of Council's motion. s.57 -Elector has 30 days to apply to Superior Court of Justice and upon receipt of court order; the Clerk has 15 days to conduct the recount. s.58 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).
	November 12 Wednesday	<ul style="list-style-type: none"> First date on which Council may consider a by-law to which the electors have given assent. (14 days after declaration of results)
	November 26 Wednesday	<ul style="list-style-type: none"> Provide MPAC with the final list of changes to the Voters' List (Note: TBD by Minister order – traditionally 30 days after Voting Day)
	December 1 Monday	<ul style="list-style-type: none"> Term of Office commences, s. 6 New Council deemed organized when quorum of members have taken declaration of office, s.MA 232
	December 31 Wednesday	<ul style="list-style-type: none"> Campaign period ends, s. 68 Deadline for Candidate to provide Clerk with written Notification of Deficit and Continuation of Campaign Period. s.68(1.4)



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2015	January 2 Friday	<ul style="list-style-type: none"> Deadline for newly formed Council to host their Inaugural Meeting. s. MA 230 (Note: Special provisions apply to upper tier municipalities.) 	Pg 4 of 5
	January 26 Monday	<ul style="list-style-type: none"> Last day for elector to commence an application for controverted election (s.83). A copy of the application is to be provided to the Clerk within 5 days of filing. Last day for Clerk to submit a report to council on the identification, removal and prevention of barriers that affect electors and candidates with disabilities, s. 12.1(2) 	
	February 25 Wednesday	<ul style="list-style-type: none"> Last date for Notice of the filing requirements for the financial statements covering the reporting ending December 31, 2014 and of the penalties under s. 80(2) and s. 92(5), s.78(6) (Note: to be sent by registered mail). 	
	February 26 Thursday	<ul style="list-style-type: none"> Earliest date for the disposition of election records (if results declared Oct 28 are unchallenged), s. 88(2) (Note: ballots shall be destroyed. Other records may be destroyed.) 	
	March 26 Thursday	<ul style="list-style-type: none"> A candidate may, <u>before</u> the last day for filing a financial statement for the reporting period ending December 31, 2014, 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.80(4) (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.80(3) 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.81(3, 4 & 6)) 	
	2 p.m., March 27 Friday	<ul style="list-style-type: none"> Deadline for filing financial statements for reporting period ending December 31, 2014, s.77(a) (Note: this is a firm deadline – the penalties for non-compliance will apply immediately unless the candidate has applied for a court ordered extension. Clerk to be advised of court application by 2pm, s.80(5)) Notice of default if applicable, shall be issued by the Clerk as soon as practicable after filing deadline, s.80(3) 	
	After filing March 27 Friday & After filing September 25 Friday & After filing on Court granted extension date	<ul style="list-style-type: none"> If a candidate has paid over a surplus to the clerk and subsequently incurs expenses relating to a recount, compliance audit or controverted election, the clerk shall return the surplus to the candidate. The candidate can incur expenses relating to the recount, compliance audit or controverted election, but cannot accept contributions. The candidate must file a financial statement for each 90-day period following the return of the surplus. The financial statement is due by 2 p.m., 10 days following the end of each 90-day reporting period. This reporting will continue until: <ul style="list-style-type: none"> -the amount of the surplus is reduced to zero; or -any remaining surplus is no longer required for the expenses relating to the recount, compliance audit or controverted election, s.79.1 A compliance audit application may be filed within 90 days of the filing date of the final financial statement under s. 79.1. A candidate may, <u>before</u> the last day for filing a financial statement 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.80(4). Notice of default, if applicable shall be issued by the Clerk as soon as practicable after the filing deadline, s.80(3) 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.81(3, 4 & 6)) 	



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2015

June 25 Thursday	<ul style="list-style-type: none"> Last day for compliance audit request for December 31, 2014 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. 81(3, 4 & 6)
June 30 Tues	<ul style="list-style-type: none"> Latest possible date of supplementary reporting period, s.68(1.4).(Note: could be earlier if deficit eliminated.)
August 26 Wednesday	<ul style="list-style-type: none"> Notice by Clerk of filing requirements for the supplementary reporting period ending June 30 and of the penalties under s. 80(2) and s. 92(5), s.78(6). (Note: to be sent by registered mail.)
September 24 Thursday	<ul style="list-style-type: none"> A candidate may, <u>before</u> the last day for filing a financial statement for the reporting period ending June 30, 2015, 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.80(4). (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.80(3) 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.81(3, 4 & 6))
2 p.m., September 25 Friday	<ul style="list-style-type: none"> Deadline for filing financial statements for the supplementary reporting period ending June 30, 2015, s.77(b) (Note: this is a firm deadline – the penalties for non-compliance will apply immediately unless the candidate has applied for a court ordered extension.) Notice of default if applicable, shall be issued by the Clerk as soon as practicable after filing deadline, s.80(3)
December 24 Thursday	<ul style="list-style-type: none"> Last day for compliance audit request for June 30, 2015 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 issuances. 81(3, 4 & 6)

Monday
December 3
2018

Last day on which to commence a prosecution for an offence pursuant to the 2014 election process s.94.2(1)

- 1 MEA 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." Time limits have been adjusted to the next day, either forward or backward on the calendar, depending on the nature of the activity.
- 2 Calendar dates above are provided as a tool/guide only. The reader shall satisfy themselves of the minimum legislative requirements by personal reference to the Municipal Elections Act.
- 3 Colour Key
 - Red – election timelines are based on no unusual occurrences
 - Blue – campaign period voluntarily extended or supplementary reporting period ending June 30
 - Green – extension of reporting period as applied for by the candidate and granted by the courts
 - Orange – subsequent reporting period following return of surplus to the candidate

