

**2010 Municipal Election Schedule
(Based on Bill 212)**

This is a home-grown sample working schedule. It is being used in 2010 for a Traditional Voting process. If you choose to use this schedule, be sure to review every date referenced so that you are ensuring it is accurate and meets your needs.

Category	Event	Date
Vote Tabulators Touch Screen	Accessibility Equipment Demo @ Access Committee Meeting	February ??, 2010
Website Development	Meet with Marketing to kick off election site	December 1 st , 2009
Campaign	Review Bfs for surplus funds (Procedure manual Trust Deposits)	December 1, 2009
Training	Book a training room for DRO Training	December 15, 2009
Training	Book Chambers for election training sessions	December 15, 2009
Nominations	Check file for ineligible electors and notify staff of same	December 15, 2009
Nominations	Contact Finance to provide statement of trust accounts.	December 15, 2009
Campaign	Determine if there are any surplus funds being held for candidates	December 15, 2009
Nominations	Determine offices to be elected (except School Boards)	December 15, 2009
Nominations	Review Nomination procedure	December 15, 2009
Campaign	Assemble candidate information package (Need Nomination Forms from Province)	December 23, 2009

Category	Event	Date
Advertisement	Notice of Nomination Period Beginning (s.32)	December 30, 2009
Ward Boundaries	Deadline for by-law to change boundaries (s. 222) Municipal Act	December 31, 2009
Voting Day	Book Chambers for election night	January 4, 2010
Campaign	Campaign Period Begins – on the day the Candidate is Nominated	January 4, 2010
Nominations	Nomination Period Begins – Post as required in Municipal Clerk's Department office & on website (s. 31 & 33)	January 4, 2010
Advertisement	Notice of Nomination Period Ending(s.32)	January 6, 2010
Recruitment	Establish application process	January 29, 2010
Trustees	MPAC to have population figures to School Boards	February 15, 2010
Admin. System	Work with Finance and IT to determine how the payment of poll personnel and voting locations will work with the financial system.	March 1, 2010
Trustees	Deadline for determination and distribution (s. 3(6) Reg. 412/00 – Education Act) If an alternative method is director	March 31, 2010
Trustees	Determination and distribution to be done	March 31, 2010
Voters' List	Request electronic format from MPAC (Based on past time frames)	March 31, 2010
Voting Subdivisions	Voting subdivision changes to be submitted to province by March 31, 2010	March 31, 2010
Recruitment	Applications accepted	April 1, 2010

Category	Event	Date
Enumeration	Targeted enumeration begins with external supplier conducting a file match and creating a "do not print" file?????	April 1, 2010
Trustees	School Boards to supply copy of determination and distributions report	April 5, 2010
Supplies	Ballots – Work with Purchasing for ordering ballots	April 16, 2010
Recruitment	Contact Durham College to discuss opportunity for students to work on election day	April 30, 2010
Voter Notification	Contract with printer for VNC (in 2003 used Westminster – Sapna Bunsee)	April 30, 2010
Supplies	Determine 2010 supply requirements	April 30, 2010
Supplies	Identify ballot box supplies and calculate quantities	April 30, 2010
Supplies	Identify what forms / supplies must be in English and French (except candidate info package)	April 30, 2010
Supplies	Request sample kit from Municipal World	April 30, 2010
Supplies	Meet with printing staff to determine what can be done in house and what jobs will have to be outsourced.	May 7, 2010
Voting Locations	Conduct site inspections	May 18, 2010
Voting Locations	Arrange for rental of additional equipment/furniture	June 1, 2010
Staff Assignments	Deputy Clerk to assign election duties and responsibilities to Clerk's staff	June 1, 2010
Enumeration	Enumeration forms printed/mailed with June 1 return date	June 1, 2010

Category	Event	Date
Vote Method	First day to begin issuing procedures to Candidates (s. 42(3)(b))	June 1, 2010
Voting Locations	Issue requests	June 1, 2010
Vote Method	Last day for establishing procedures and forms (s. 42(3) & (4))	June 1, 2010
Vote Method	Last day to pass by-law for alternative vote or use of vote counting equipment (s. 42)	June 1, 2010
Vote Tabulators	Training – on site – (June 28 and 29)	June 14, 2010
Supplies	Arrange for storage space for ballot box assembly	July 1, 2010
Voters' List	Determine where and at what time applications for revisions may be made	July 1, 2010
Voters' List	Gross Error corrections to start (s. 22) – August 1 st though on the Canada Post System	August 1, 2010
Vote Tabulators	Load data into system (i.e. initial setup)	August 2, 2010
Voters' List	Voters' List due from MPAC (s. 19) (From Tuesday, August 3rd to September 1 st – prev. July 31, now it is flexible)	August 3, 2010
Voting Locations	Issue confirmation	August 13, 2010
Voters' List	Supplemental List due from MPAC	August 16, 2010
Voter Notification	Send art work to printer	August 17, 2010
Advertisement	Advertisement re. posting of Voters' List to be issued – Is your name on the list?	August 19, 2010

Category	Event	Date
Advertisement Advance Vote	Advertisement Advance Vote	August 20, 2010
Advertisement	Advertisement re. Nominations	August 20, 2010
Advertisement	Advertisement re. Proxy Voting	August 20, 2010
Advertisement	Advertisement re. Recruitment of Election Personnel (Optional)	August 20, 2010
Advertisement	Advertisement re. Revisions to Voters' List	August 20, 2010
Voters' List	Gross Error corrections to be completed (s. 23)	August 20, 2010
Voter's List	To be delivered to printshop for duplication and emailed to IT for burning	August 20, 2010
Vote Tabulators	Delivery of test equipment	August 30, 2010
Voters' List	Voters' List to be reproduced and provide copies where required (s. 23)	September 1, 2010
Advertisement	Advertisement re. Nominations	September 3, 2010
Voters' List	Applications for additions, deletions and revisions accepted / Applications for removal of another's name begins (s. 24)	September 7, 2010
Voter's List	First day to begin accepting applications to remove another from the list	September 7, 2010
Voter's List	Revision Period Begins	September 7, 2010
Advertisement	Advertisement re. Revisions to Voters' List	September 10, 2010

Category	Event	Date
Nominations	Deadline for withdrawal of names – 2:00 (s. 36(a))	September 10, 2010
Election Signs	First date election signs may be displayed	September 10, 2010
Voters' List	Last day for accepting applications for removing another (s. 25)	September 10, 2010
Nominations	Nomination Day – Nomination Period Ends at 9:00 a.m. to 2:00 pm (s. 31)	September 10, 2010
Recruitment	Place PC, RV and TC	September 10, 2010
Nominations	Deadline for final review of Certification of Nomination Papers – before 4:00 pm (s. 35(1)(1))	September 13, 2010
Recruitment	Enter placements	September 13, 2010
Proxies	First day to issue proxies (s. 44) (September 13-Oct. 25) if no additional nominations are required	September 13, 2010
Recruitment	Maintain a full stand-by list	September 13, 2010
Nominations	Nomination Forms, certified by Clerk, to be returned to candidates which were rejected by Clerk and by 4:00 pm (s. 35(4))	September 14, 2010
Nominations	Additional nominations accepted if < than amount was nominated (s. 33(5) Between 9:00 am and 2:00 pm	September 15, 2010
Nominations	Deadline for review of subsequent nominations before 2:00 pm (s. 35(2))	September 15, 2010
Nominations	Deadline for withdrawal of subsequent nominations before 2:00 pm (s. 36(b))	September 15, 2010
Nominations	Notify all necessary municipalities of School Board Candidates (s. 11(2) Reg 412/00) (French Separate)	September 15, 2010

Category	Event	Date
Recruitment	Placements confirmed and letters of appointment mailed (with handbooks) – Advance and Election Day Staff	September 15, 2010
Advertisement	Advertisement re. Proxy Voting	September 16, 2010
Acclamation	Clerk to declare any – 4:00 p.m. (s. 37(1))	September 16, 2010
Vote Tabulators	Enter candidate names into VT system and final qualified elector count	September 16, 2010
Proxies	First day to issue proxies (s. 44) (September 16 – October 25) if there were additional nominations required	September 16, 2010
Supplies	Ballots – final quantities of ballots to be supplied to Printer	September 17, 2010
Supplies	Ballots – Names to be supplied to Printer	September 17, 2010
Voters' List	Issue notices of hearing for deletions from the List. The act does not specify a date (s. 25)	September 17, 2010
Voters' List	Last day to use the “pink, two-part application to amend voter’s list”	September 17, 2010
Voter’s List	First day to use “white, two-part application to amend voters’ list”	September 20, 2010
Voters' List	Interim List of changes to Voters' List, issued to all who received copies of PLE (s. 27(1))	September 20, 2010
Campaign	Last day to issue Certificate stating maximum campaign expenses (s. 76(7))	September 20, 2010
Nominations	Notify all necessary municipalities of School Board Candidates (s. 11(2) Reg 412/00) (French Separate) with additional nominations	September 20, 2010
Voting Locations	Pass by-law to allow for early close of voting locations (s. 46)	September 20, 2010

Category	Event	Date
Advance Vote	Last day to Pass by-law establishing dates and hours (s. 43(1))	September 24, 2010
Compliance Audit	Council to establish a compliance audit committee (s. 81.1(1))	September 30, 2010
Voters' List	Deadline to conduct hearing for deletions from the list (Date determined by Clerk)	September 30, 2010
Voter Notification	Send electronic data to printing house	September 30, 2010
Advertisement Advance Vote	Advertisement Advance Vote and Proxy	October 1, 2010
Voter Notification	Notice of Vote (s. 40) (Not necessary to do the cards!!!) allows for notice of adv. Locations – Mail out cards!!!!	October 4, 2010
Advertisement Advance Vote	Advertisement Advance Vote and Proxy	October 6, 2010
Supplies	Ballots – Ballots to be received from printers	October 8, 2010
Voting Locations	Last day for requesting premises (s. 45(4))	October 11, 2010
Training	Advance DRO's – Session One (Council Chambers booked from 8:30a.m. to 6:30p.m.)	October 14, 2010
Voting Day	First Advance Vote – Saturday, October 16, 2010. One location in each ward. (Courtice Community Complex Hall booked from 7:30a.m. to 12:00a.m.) (Garnet B. Rickard Rec. Complex Hall booked from 7:30a.m. to 12:00a.m.)	October 16, 2010
Voting Day	Second Advance Vote – Sunday, October 17, 2010 – Bowmanville Only (Garnet B. Rickard Rec. Complex Hall booked from 7:30a.m. to 12:00a.m.)	October 17, 2010
Voting Day	Third Advance Vote – Monday, October 18, 2010 – Bowmanville Only (Garnet B. Rickard Rec. Complex Hall booked from 7:30a.m. to 12:00a.m.)	October 18, 2010

Category	Event	Date
Voting Day	Fourth Advance Vote – Tuesday, October 19, 2010 – Bowmanville Only (Garnet B. Rickard Rec. Complex Hall booked from 7:30a.m. to 12:00a.m.)	October 19, 2010
Training	PC's, TC's, RC's – Session One (Council Chambers booked from 8:30a.m. to 9:00p.m.)	October 19, 2010
Training	PC's, TC's, RC's – Session Two (Council Chambers booked from 8:30a.m. to 9:00p.m.)	October 19, 2010
Voting Day	Fifth Advance Vote – Wednesday, October 20, 2010 – One location in each ward. (Courtice Community Complex Hall booked from 7:30a.m. to 12:00a.m.) (Garnet B. Rickard Rec. Complex Hall booked from 7:30a.m. to 12:00a.m.)	October 20, 2010
Training	PC's, TC's, RC's – Session Four (Council Chambers booked from 8:30a.m. to 9:00p.m.)	October 20, 2010
Training	PC's, TC's, RC's – Session Three (Council Chambers booked from 8:30a.m. to 9:00p.m.)	October 20, 2010
Training	PC's, TC's, RC's – Session Five (Council Chambers booked from 8:30a.m. to 1:00p.m. & from 3:00p.m. to 10:30)	October 21, 2010
Supplies	Ballot Delivery to voting locations	October 25, 2010
Vote Tabulators	Technical support professional on site (October 25th)	October 25, 2010
Voting Day	Voting Day (Council Chambers booked from 8:30a.m. to 10:30p.m.) (Courtice Community Complex Hall booked from 7:30a.m. to 12:00a.m.) (Garnet B. Rickard Rec. Complex Hall booked from 7:30a.m. to 12:00a.m.)	October 25, 2010
Follow-up	Pay election officials	October 25, 2010
Results	Official results – Publicly declare the results	October 26, 2010
Voting Locations	Request payment from Finance for rental of facility	October 26, 2010

Category	Event	Date
Election Signs	Last date election signs may be displayed	October 28, 2010
Follow-up	Contact election officials and arrange to meet with them to discuss their comments on how things went at their locations	November 15, 2010
Follow-up	Gather comments regarding processes; staff; election officials	November 15, 2010
Office	Term of Office commences (s. 6)	December 1, 2010
Voters' List	Send list of changes to list to MPAC along with copy of approved applications (Assessment Act) after voting day. (approximately 32 days)	December 15, 2010
Vote Tabulators	Return of equipment to Vendor. If recount is necessary, the Municipality will retain necessary equipment until the recount has been completed. Equipment to be returned within 30 days from completion of recount.	December 31, 2010
Accessibility	Clerk to submit report to Council on the identification, removal and prevention of barriers that affect electors and candidates with disabilities s.12.1(2)	January 24, 2011
Follow-up	Arrange for destruction of election records (s. 88(2))	January 27, 2011
Follow-up	Assess budget and qualify discrepancies	January 30, 2011
Follow-up	Complete procedures and file same	January 30, 2011
Follow up	Earliest date for destruction of records	February 22, 2011
Campaign	Clerk Issue Notice of filing requirements (s. 78(6)) – by Registered Mail Re: penalties s. 80(2) and s. 92(5)	February 23, 2011
Notice to Candidates	Of penalties under subsections 80(2) and 92(5) campaign finances (to be included in candidate information package also)	February 23, 2011

Category	Event	Date
Campaign	Penalties – Deadline Candidates to submit App. To Prov. Court for declaration (11 days after mail) (s. 80(6))	March 24, 2011
Campaign	Financial Statements / Auditor's Reports due – Filing Day (s. 77, 78) at 2:00 p.m.	March 25, 2011
Campaign	Notice of Defaults to be issued (supplementary reporting period) (s. 80 (3))	April 4, 2011
Campaign	Penalty takes effect – no application to Province (if refused – date of refusal) (s. 80(5)(b)) (supplementary reporting period)	April 18, 2011
Campaign	Supplementary period – end of period	June 30, 2011
Campaign	Clerk Issue Notice of filing requirements (78(6)) – by Registered Mail (Supplementary Period)	August 29, 2011
Campaign	Supplementary Filing Date	September 11, 2011
Campaign	Notice of Defaults to be issued (supplementary reporting period) (s. 80 (3))	October 20, 2011
Campaign	Penalty takes effect – no application to Province (if refused – date of refusal) (s. 80(5)(b)) (supplementary reporting period)	October 24, 2011
Campaign	Campaign Period Ends (s. 68(2))	December 31, 2011

Results	Determine display layout with Dominion	June 25 th , 2010
Results	Dominion to design and finalize results display	July 23 rd , 2010
Results	Unofficial results reports generated	October 25 th , 2010