



AMCTO
THE MUNICIPAL EXPERTS

2021-2023 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.

The AMCTO Ontario Municipal Directory

The Easiest Way to Find Key
Contacts in all Ontario Municipalities



The AMCTO Ontario Municipal Directory is the most comprehensive listing of key contacts and decision-makers in Ontario's local government sector.

The directory includes names, titles and contact information for the heads of council and department heads of each of Ontario's 444 municipalities. Also included is a listing of the population size and household statistics for each municipality, and key municipal associations and service boards. This valuable information is compiled and verified every year by AMCTO in collaboration with staff from each Ontario municipality.

If you do business with or within the municipal sector, the AMCTO Ontario Municipal Directory is an essential investment for your organization.

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The most up-to-date municipal data available anywhere!

- Search online for key contacts
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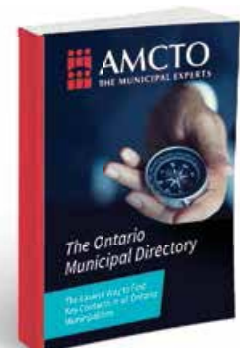


PRINT EDITION (by mail)

A convenient resource to quickly look up municipal information.

Within the print version of the directory, you'll find:

- Names, job titles, phone numbers and emails for key contacts in municipalities
- Easily accessible listings and contacts for Ontario's municipal associations
- Province-wide Local Board contact information organized by subject for quick searches



2021

Fall of 2021

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”

Please note: There are a number of dates throughout this document that have been moved to the following Monday, as they fall on a weekend or holiday.

Revisit the merits of the following by-laws 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
- Sign By-Law updates

Clerk to decide:

- E-filing of financial statements s. 88.25(11) / s. 88.29(9)
- Hours of voting at institutions
- Any voting places opening before 10:00 a.m.

Commence preparations for the conduct of an efficient election, eg. traditional paper ballot, use of voting technology, 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, Compliance Audit Committee etc.



2022



**February 19
Saturday**

Last day to provide notice to the public and the Minister of the intention to pass a by-law to submit a question to the electors. s.8.1(3)

Note: At least one public meeting must be held, to consider the matter, prior to passing a by-law to submit a question to the electors. s. 8.1(3)

**March 1
Tuesday**

Last day to pass a by-law to submit a question to the electors. s.8.1(1)

- At least 10 days notice must be provided to the public and the Minister, and one public meeting must be held before passing a by-law to submit a question to the electors. s.8.1(3)
- Within 15 days after passing the by-law, the clerk shall give notice to the public and the Minister of the passing of a by-law to submit a question to the electors. s.8.1(4)
- Within 20 days after the clerk gives notice of the passing of the by-law, the Minister or any other person or entity may file a notice of appeal to the Chief Electoral Officer. s.8.1(6)
- Within 15 days after the last day for filing a notice of appeal, the clerk shall forward any notices of appeal received to the Chief Electoral Officer. s.8.1(7)
- Within 60 days of receiving any notices of appeal, the Chief Electoral Officer shall hold a hearing regarding the appeal of the by-law. s.8.1(9)

**March 31
Thursday**

No by-election shall be held after this date. s.65(2)

Deadline for dividing the local municipality into voting subdivisions and informing Municipal Property Assessment Corporation (MPAC) of the boundaries. s.18(1), (2)

**April 3
Sunday**

Last day for school boards to provide a copy of the report on determination and distribution of Trustees. Education Act, Reg 412/00, ss. 9

**April 30
Saturday**

Last day for municipalities and local boards to establish rules and procedures regarding the use of municipal and/or board resources during the election campaign period. s.88.18

**May 1
Sunday**

Last day for the Minister, an upper-tier municipality, or local board to submit a by-law or question to the electors. s.8(5.1)

Last day to pass a by-law authorizing the use of voting and vote-counting equipment and/or authorizing electors to use an alternative voting method. s.42(2)

Last day to pass a by-law with respect to the circumstances in which the clerk shall hold a recount. s.56(5)



**May 2
Monday**

Nomination and registration periods begin. s.33(4), s.88.6(7)

Upon filing, provide candidates with:

- A certificate of the applicable interim maximum amount of expenses. s.33.0.1
- A certificate of the applicable interim maximum amount of contributions to a candidate's own election campaign. s.33.0.2
- A certificate of the applicable interim maximum amount for parties, etc. after voting day. s.88.20(9) (**Note:** not legislated but can be provided as a helpful reminder)
- A notice of the penalties related to campaign finances and the refund of the nomination filing fee. s.33.1
- A copy of the procedures and forms established for any voting and vote-counting equipment, or alternative voting method. s.42(3)

Upon filing, provide registered third parties with:

- A certificate of the applicable interim maximum amount of expenses. s.88.21(15)
- A certificate of the applicable interim maximum amount for parties, etc. after voting day. s.88.21(15)

**June 1
Wednesday**

Last day to establish procedures and forms for the use of any voting and vote-counting equipment, or alternative voting method. s.42(4)

**July 31
Sunday**

Last day for MPAC to deliver the preliminary list for each local municipality, unless another date earlier than September 1 has been agreed upon or prescribed by the Minister. s.19(1.1)

**August 19
Friday**

Nomination Day. s.31

- On Nomination Day, nominations may only be filed between 9 a.m. and 2 p.m. s.33(4)
- If a person is present at the clerk's office on Nomination Day at 2 p.m. and has not yet filed a nomination, they may file the nomination as soon as possible after 2 p.m. s.33(4.1)

A candidate who wishes to withdraw their nomination must notify the clerk in writing before 2 p.m. s.36

Last day to revoke a by-law to submit a question to the electors. s.8.1(1)

August 22 Monday

All nominations to be examined and certified by 4 p.m. s.35(1)

Declare the candidate(s) elected by acclamation. s.37(1)

Note: Nominations filed with an upper-tier municipality, for an office where the member of the council is to be elected by the electors of all or part of one or more lower-tier municipalities within the upper-tier municipality, must be forwarded to the clerk of each lower-tier municipality in which the election is to be held within 48 hours after the close of nominations. s.11.1(4)

First possible day for an elector to appoint a voting proxy (unless additional nominations are required). s. 44(4)

- Proxy applications may be filed during regular business hours at the clerk's office or other designated location on or before voting day. However, on advance vote days, the *Municipal Elections Act (MEA)* requires that the clerk's office and/or other designated location be open between noon and 5:00 p.m. for the purpose of considering and certifying proxy applications. s.44(6)

Note: Several municipalities hold off on considering and certifying proxy applications until September 1, when the voters' list becomes public.

August 24 Wednesday

Additional nominations may be filed between 9 a.m. and 2 p.m., if the number of nominations filed for an office and certified is less than the number of persons to be elected to the office. s. 33(5)

A candidate who wishes to withdraw their additional nomination must notify the clerk in writing before 2 p.m. s.36

August 25 Thursday

Any additional nominations to be examined and certified by 4 p.m. s.35(1)

Declare the candidate(s) elected by acclamation. s.37(2)

Note: Nominations filed with an upper-tier municipality, for an office where the member of the council is to be elected by the electors of all or part of one or more lower-tier municipalities within the upper-tier municipality, must be forwarded to the clerk of each lower-tier municipality in which the election is to be held within 48 hours after the close of nominations. s.1.1(4)



2022



September 1 Thursday

Last day for reproducing the voters' list and determining the revision procedures. s.23(2)

- **On written request**, provide copies of the voters' list to those referred under subsection 23(3) of the MEA. s. 23(3)
- **On written request**, provide candidates with a copy of the part of the voters' list that contains the names of the electors who are entitled to vote for that office. s.23(4)

Revision period begins. s.24, s.25

- From September 1 until the close of voting on voting day (October 24), a person may submit an application to have their name added to or removed from the voters' list, or to have their information on the voters' list amended. s.24(1)
- From September 1 until the close of voting on voting day (October 24), a person may submit an application requesting that a deceased person's name be removed from the voters' list. s. 25(3)

Determine if voting places are to be provided at institutions and retirement homes, on voting day, based on the number of beds occupied **as of this day**. s.45(7)

- Voting places to be established at institutions with 20 or more beds occupied and retirement homes with 50 or more beds occupied. s.45(7)

September 15 Thursday to September 26 Monday

Prepare and distribute an interim list of the changes to voters' list that were approved on or before September 15. s.27(1)

Note: MPAC has traditionally provided an Exceptions List – Update to PLE (Preliminary List of Electors) / VNF (Voter Notification File) on three dates in mid-September.

September 23 Friday

Last day to revoke a by-law to submit a question to the electors, if the election does not include an election for an office. s.8.1(1)

September 24 Saturday

First possible day to hold an advance vote. s.43(3)

September 26 Monday

Last day to provide a copy of the interim list to each person who previously received a copy of the voters' list. s.27(1)

Last day to provide the final certificates of the applicable maximum amounts for each office. s. 88.9.1(4), s. 88.20(13), s.88.21(14)

Provide candidates with:

- A certificate of the applicable maximum amount of expenses. s.88.20(6)
- A certificate of the applicable maximum amount of contributions to a candidate's own election campaign. s.88.9.1(4)
- A certificate of the applicable maximum amount for parties, etc. after voting day. s.88.20(9)

Provide registered third parties with:

- A certificate of the applicable maximum amount of expenses. s.88.21(14)
- A certificate of the applicable maximum amount for parties, etc. after voting day. s.88.21(14)

2022

October 1 Saturday

Last day for councils and the school boards to establish a compliance audit committee (CAC) for the 2022-2026 term of office. s.88.37(1)

Note: It is recommended the clerk remind the secretary of the school board(s) they run elections for the requirement to establish a compliance audit committee and administrative procedures. In addition, several municipalities, particularly smaller ones, consider joint CACs.

October 10 Monday

Last day to request a voting place, free of any charge, in a building specified under section 45(6). s.45(4)

October 21 Friday

Last day for third party advertisers to file their notice of registration. s.88.6(7)

October 23 Sunday

Last day to provide candidates with a notice of penalties related to campaign finances and the refund of the nomination filing fee. s.33.1

Note: Recommend providing this notice to candidates when they file their nomination.

Last day to make the Accessibility Plan (regarding the identification, removal and prevention of barriers that affect electors and candidates with disabilities) available to the public. s.12.1(2)

Note: It is beneficial to post the plan prior to this date, especially ahead of advance voting dates.





**October 24
Monday**

Voting Day s.5

- Voting places are to open at 10:00 a.m. and close at 8:00 p.m., unless an earlier opening or reduced voting hours have been established by the clerk. s.46(1), (2), (3)

Deadline for applications to have a name added to or removed from the voters' list, or to have information on the voters' list amended. s.44(6), s.24(1)

**October 25
Tuesday**

As soon as possible declare the results and provide information to the public on a website or in another electronic format on the number of votes, declined and rejected ballots, and the number of votes for the affirmative or negative on a by-law or question s.55(4), (4.1)

- Within 15 days after the declaration of the results, the clerk shall hold a recount in the event of a tie or in accordance with any recount policy passed by the municipality or school board. s.56(2)
- Within 30 days after the declaration of the results, the council of a municipality or school board may pass a motion requiring a recount. The clerk shall conduct the recount within 15 days of the motion passing. s.57(1), (2)
- Within 30 days after the declaration of the results, the Minister may make an order requiring a recount regarding a question on the ballot. The clerk shall conduct the recount within 15 days of the order being made. s.57(1), (2)
- Within 30 days after the declaration of the results, a person who is entitled to vote in an election and has reasonable grounds for believing the election results to be in doubt, may apply to the Superior Court of Justice for an order that the clerk hold a recount. The clerk shall conduct the recount within 15 days after receiving a copy of the order. s.58(2), (3), (4)

**November 7
Monday**

First day council may consider a by-law or resolution to implement the results of a question on the ballot. s.8.3(2)

Note: May wish to consider a date after November 15th as consideration for perception of "Lame Duck" Council (refer to s. 275 of the *Municipal Act, 2001*) or of previous Council sitting close to a new term.

**November 15
Tuesday**

New term of office commences. s.6(1)

New council deemed to be organized when the declarations of office have been made by a sufficient number of members to form a quorum. *Municipal Act, 2001*, s.231

**November 23
Friday**

Last day to provide MPAC with the final list of changes to the voters' list. s.27(2)

**December 16
Friday**

Deadline for the newly formed council to host their first meeting. *Municipal Act, 2001*, s.230

Note: Special provisions apply to upper-tier municipalities.

2023



**January 3
Tuesday**

End of the election campaign period. s.88.24(1), s.88.28

Last day for candidates and registered third parties to provide written notice, in the prescribed form, of a deficit and the continuation of their campaign period. s.88.24(2), s.88.28

**January 23
Monday**

Last day to make the Accessibility Report (about the identification, removal and prevention of barriers that affect electors and candidates with disabilities) available to the public. s.12.1(3)

Last day for an elector to make an application to the Superior Court of Justice regarding a controverted election. s.83(2)

- Within 5 days after the application is made, the applicant must serve a copy of the application on the clerk or secretary of the municipality or local board to which the application relates. s.83(3.1)
- A person whose election is questioned in an application may, within seven days after being served with the application, disclaim all right to the office. s.84(3)

Last day for an elected candidate to disclaim all right to the office (if no application made to the Superior Court of Justice against the validity of the candidate's election). s.84(1)

**February 22
Wednesday**

First possible day for the destruction of election records (if the results of the election are declared on October 25 and are unchallenged). s.88(1)

- Ballots and all other documents and materials related to an election shall be retained for 120 days after declaring the results of the election. s.88(1)

Note: Certain records (such as those related to financial statements) must be retained. Consult MEA s, 88(4) for those records that must be retained, in addition to your municipality's records retention by-law.

**March 1
Wednesday**

Last day to provide candidates and registered third parties with notice of the filing requirements for their initial financial statements and auditor's reports. s.88.25(9), s.88.29(7)

- The notice to candidates should also refer to their entitlement to receive a refund of the nomination filing fee if they meet the requirements of s. 34, and the penalties set out in subsections 88.23(2) and 92(1) of the MEA. s.88.25(9)
- The notice to registered third parties should refer to the penalties set out in subsections 88.27(1) and 92(4) of the MEA. s.88.29(7)

**March 30
Thursday**

Last day for candidates and registered third parties to apply to the Superior Court of Justice to extend the time for filing their initial financial statements and auditor's reports. s.88.23(6), s.88.27(3)

- The court may grant an extension of no more than 90 days. s.88.23(6), s.88.27(3)



March 31 Friday

Deadline for candidates and registered third parties to file their initial financial statements and auditor's reports. s.88.30(1)

- Make the documents filed under s. 88.25, 88.29 (financial statements and auditor's reports) and 88.32 (subsequent expenses) available to the public on a website or in another electronic format as soon as possible after the documents are filed. s.88(9.1)
- If an error is identified in a filed financial statement, the candidate may withdraw the statement and, at the same time, file a corrected financial statement and auditor's report on or before the 2 p.m. deadline. s.88.25(3), s.88.29(2)

Last day for candidates and registered third parties to notify the clerk, in writing, that an application has been made to Superior Court of Justice to extend the time for filing their initial financial statement and auditor's report (2 p.m. deadline). s.88.23(7), s.88.27(4)

Note: Candidates that file their financial statements and auditor's reports in accordance with subsection 88.25(1) by the 2 p.m. deadline are entitled to receive a refund of their nomination filing fee. s.34

April 24 Monday

Last day on which council may consider a by-law or resolution to implement the results of a question on the ballot. s.8.3(2)

May 1 Monday

Last day for candidates and registered third parties to file their **initial** financial statements and auditor's reports (by 2 p.m. with a \$500 late filing fee). s.88.23(9), s.88.27(6)

- Documents submitted after this deadline are to be accepted only for the purpose of making them available to the public. s.88.25(12), s.88.29(10)

If applicable, notices of default should be issued by the clerk as soon as practicable after this filing deadline. s.88.23(3), s.88.27(2)

Report identifying each contributor who appears to have contravened any of the contribution limits to be made available as soon as possible after this date. s.88.34(2), (5), s.88.36(2)

- The clerk shall prepare a separate report in respect of each contributor who appears to have contravened any of the contribution limits and forward those reports to the compliance audit committee. s.88.34(2), (3), (4), (5), (6), (7), s.88.36(3), (4)
- Within 30 days after receiving a report, the committee must consider it and decide whether to commence a legal proceeding against a contributor for an apparent contravention. s. 88.34(8), s.88.36(5)

May 2 Tuesday

Report setting out all candidates and registered third parties in an election along with an indication of whether each has filed a financial statement and auditor's report to be made available to the public on a website or in another electronic format as soon as possible after this date. s.88.23(5), s.88.29(11)



**June 29
Thursday**

Last day for an elector to apply for a compliance audit of a candidate or registered third party's initial financial statement. s.88.33(3), s.88.35(3)

- Within 10 days of receiving the application, the clerk must forward the application to the compliance audit committee. s.88.33(4)
- Within 30 days after the committee has received the application, the committee must consider the application and decide whether it should be granted or rejected. s.88.33(7)
- The committee's decision may be appealed to the Superior Court of Justice within 15 days after the decision is made. s.88.33(9)
- Within 10 days after receiving the report from the committee appointed auditor, the clerk must forward the audit report to the committee. s.88.33(14)
- The committee must consider the report within 30 days after receiving it and, if the report concludes that the candidate appears to have contravened a provision of the MEA relating to election campaign finances, the committee shall decide whether to commence a legal proceeding against the candidate for the apparent contravention. s.88.33(17)

**June 30
Friday**

Last day of the extended campaign period for candidates and registered third parties that extended their campaign due to a deficit, or that recommenced their campaign due to a recount, controverted election, or compliance audit. s.88.24(1)(4i), s.88.24(1)(5iv)

Note: Last day may be earlier if the deficit is eliminated.

**August 30
Wednesday**

Last day to provide candidates and registered third parties with notice of the filing requirements for their supplementary financial statements and auditor's reports. s.88.25(10), s.88.29(8)

- The notice to candidates should also refer to the penalties set out in subsections 88.23(2) and 92(1) of the MEA. s.88.25(10)
- The notice to registered third parties should refer to the penalties set out in subsections 88.27(1) and 92(4) of the MEA. s.88.29(8)

**September 28
Thursday**

Last day for candidates and registered third parties to apply to the Superior Court of Justice to extend the time for filing their supplementary financial statements and auditor's reports. s.88.23(6), s.88.27(3)

- The court may grant an extension of no more than 90 days. s.88.23(6), s.88.27(3)

2023

September 29
Friday

Deadline for candidates and registered third parties to file their supplementary financial statements and auditor's reports. s.88.30(1)

- Make the documents filed under s. 88.25, 88.29 (financial statements and auditor's reports) and s. 88.32 (subsequent expenses) available to the public on a website or in another electronic format as soon as possible after the documents are filed. s.88(9.1)
- If an error is identified in a filed financial statement, the candidate may withdraw the statement and, at the same time, file a corrected financial statement and auditor's report on or before the 2 p.m. deadline. s.88.25(3), s.88.29(2)

Last day for candidates and registered third parties to notify the clerk, in writing, that an application has been made to Superior Court of Justice to extend the time for filing their supplementary financial statement and auditor's report (2 p.m. deadline). s.88.23(7), s.88.27(4)

October 30
Monday

Last day for candidates and registered third parties to file a **supplementary** financial statement and auditor's report (by 2 p.m. with a \$500 late filing fee). s.88.23(9)

- Documents submitted after this deadline are to be accepted only for the purpose of making them available to the public. s.88.25(12), s.88.29(10)

If applicable, notices of default should be issued by the clerk as soon as practicable after this filing deadline. s.88.23(3), s.88.27(2)

Report identifying each contributor who appears to have contravened any of the contribution limits to be made available as soon as possible after this date. s.88.34(2), (5), s.88.36(2)

- The clerk shall prepare a separate report in respect of each contributor who appears to have contravened any of the contribution limits and forward those reports to the compliance audit committee. s.88.34(2), (3), (4), (5), (6), (7), s.88.36(3), (4)
- Within 30 days after receiving a report, the committee must consider it and decide whether to commence a legal proceeding against a contributor for an apparent contravention. s.88.34(8), s.88.36(5)

2023

**December 28
Thursday**

Last day for an elector to apply for a compliance audit of a candidate or registered third party's supplementary financial statement. s.88.33(3), s. 88.35(3)

- Within 10 days of receiving the application, the clerk must forward the application to the compliance audit committee. s.88.33(4)
- Within 30 days after the committee has received the application, the committee must consider the application and decide whether it should be granted or rejected. s.88.33(7)
- The committee's decision may be appealed to the Superior Court of Justice within 15 days after the decision is made. s.88.33(9)
- Within 10 days after receiving the report from the committee appointed auditor, the clerk must forward the audit report to the committee. s.88.33(14)
- The committee must consider the report within 30 days after receiving it and, if the report concludes that the candidate appears to have contravened a provision of the MEA relating to election campaign finances, the committee shall decide whether to commence a legal proceeding against the candidate for the apparent contravention. s.88.33(17)

Acknowledgements:

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