**Municipal By-Election Calendar**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
| Teal = LegislatedTan = RegulatoryClear = Guide | **Address 2 -3 months before election:*** Council appoints Municipal Electoral Officer (MEO) and Deputy MEO
* Ensure Election Bylaw is up to date
 | * Confirm process for developing list of electors
* Determine location of election office and establish office hours
* MEO appoints Returning Officer
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| Day 43  | Day 42  | Day 41  | Day 40  | Day 39  | Day 38  | Day 37  |
| Day 36  | Day 35  | Day 34 (**5th Tues**) | Day 33 Oct 3 | Day 32  | Notice of Nominations\*Day 31 (**5th Fri prior**) | Day 30  |
| Day 29  | Day 28 Oct 8 | Issue of writ (optional)* 1st day office can be open

Day 27 (**4TH Tues**) | Nominations open \*Day 26 (**4th Wed prior**) | Day 25  | Map of boundaries of each polling division in each ward posted**Day 24**  | Day 23  |
| Day 22  | Day 21  | Day 20 (**3rd Tues**) | Day 19  | Day 18  | * Nomination Day\* 2:00 pm

 (Ballots to printer)* Immediate electronic public notice of extension if required

Day 17 (**3rd Fri prior**) | Day 16  |
| Day 15  | DRO/poll clerks/officials appointed (or before)* Published notice of extended nominations if required

**Day 14**  | * Deadline to correct voter info – 11:59 am
* List becomes official list 12:00 pm

Day 13  | * Notice of election information
* List shared

**Day 12**  | Day 11  | Extended nomination day (if required) 2:00 pmDay 10  | Day 9  |
| Day 8  | Day 7  | Day 6  | Day 5  | Day 4  | Day 3  | * Last day for advance polls (min 3 hours)

Day 2  |
| Day 1  | ELECTION DAY (voting from 9:00 am – 7:00 pm)Day 0  | Day +1  | Determination day (verification of results)\***Day +2** (**1st Wed after**) | Day +3  | Deadline to request recount\***Day +4** (**1st Fri after**) | Day +5  |
| Day +6  | MEO recount deadline (no later than)\* **Day +7** (**1st Mon after**) | Day +8  | Deadline to request judicial review\***Day +9** (**2nd Wed after**) | Day +10  | Day +11 (**2nd Fri after**) | Day +12  |
| Day +13  | Deadline - judicial review (3 business days)Declaration Day (no later than)\***Day +14** (**2nd Mon after**) | * Enumeration – enumeration the timelines are not included on this calendar. Consult the MGA & Election Regulations for requirements.
* Swearing in – newly elected council member must swear their oath of office before (or at) their first meeting.
* Term of office – a newly elected member serves out remaining term of the council member they replaced.
* CAO files Election Summary Report with the Minister within 10 days of being notified of elected candidate(s).
* If a council member wishes to run for a vacant mayoral position, they must resign their current position. If the two by-elections are to be held at the same time, that councillor must give advance notice to ensure the Notice of Nominations includes both positions – otherwise the municipality must hold a second by-election within 6 months.
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