**Municipal By-Election Calendar**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
| Teal = Legislated  Tan = Regulatory  Clear = 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 | | |
| 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 pm  Day 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. | | | | |