

Manitoulin-Sudbury District Services Board (DSB)

ELECTION PLANNING TIMEFRAME

As per the ministry's key requirements, the election of members representing TWOMOs must take place on **October 25, 2010**.

The nomination period will end **September 10, 2010**.

The following timetable is provided as a guide for the staging of major election activities. It is not intended to be an exhaustive list of all the activities that are required to be carried out.

Activity	Timeframe	MSDSB Schedule
Deputize a Returning Officer, as appropriate, to run the election in territory without municipal organization.	10-12 weeks prior to election date: Aug 2 – Aug 16	No change
Select poll personnel (Deputy Returning Officers and poll clerks), as may be required, and have them complete the oath (see Appendices "A" and "B").	10-12 weeks prior to election date: Aug 2 – Aug 16	No applicable, Election will be vote by mail.
Adapt the forms provided in this Resource Guide, as required.	8-10 weeks prior to election date: Aug 16 – Aug 30	Completed by Aug 30
Alternative voting methods: Deadline for passage of a By-law for use of alternative voting methods, establishing of the forms and processes and providing candidates with the forms and processes.	Aug 23, 2010	Vote by mail by-law passed September 14, 2006/ Revised July 1, 2010
Advertise to local media (e.g. newspapers, radio) to inform the public about the upcoming election and nomination process.	8-10 weeks prior to election date: Aug 16 – Aug 30	No change
Finalize Voters List [Preliminary List of Electors (PLE) received from MPAC by July 31].	8-10 weeks prior to election date: Aug 16 – Aug 30	No change
Notify legally constituted parties/bodies in the District about the election and provide	6-8 weeks prior to election date: Aug 30 – Sept 13	No change

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a supply of Nomination Papers (see Appendix "C"). (Examples of legally constituted parties/bodies include local services boards, cottager associations, local roads boards, volunteer fire departments, and statute labour boards.)		
Mail out Nominations Papers to interested parties (see Appendix "E").	Upon request	No change – mail, fax, email, personal pick-up
Receive nominations and determine whether they will be accepted or rejected.	By September 10, 2010 if nomination received before nomination day; by September 13, 2010 if nomination received on nomination day	No change
Where Nomination Papers are rejected, complete the Notice of Rejection of Nomination Papers (see Appendix "F") and mail to individual.	As soon as possible after nomination is rejected.	No rejections
Prepare the list of Certified Candidates (see Appendix "G") or announce Acclamation (see Appendix "I").	By September 10, 2010 if all nominations received before nomination day; by September 13, 2010 if a nomination received on nomination day.	No change
Canada Post		By Sept 15 – 5.00 pm voters' list must be approved and finalized with Canada Post
Convey information to Board if there will or will not be a TWOMO Election – CAO		September 14, 2010
Canada Post		Sept 17, 2010 provide all Ballot Information to Canada Post by 5:30 pm.
Canada Post		Sept 20, 2010 approve proof(s) of the Voter Kits for final printing of the Customer's Voter Kits by 5:00 pm
Canada Post		Sept 20, 2010 approve the final number of addressed and unaddressed (blank) Voter Kits that Canada Post will print and mail by 5:00 p.m.

Activity	Timeframe	MSDSB Schedule
Canada Post		Sept 20-30, 2010, all addressed Voter Kits will be deposited in the mail for delivery by Canada Post.
Confirm the number and location of voting places.	3-4 weeks prior to election date: Sept 27 – Oct 4	Not applicable
Prepare the Notice of Election and submit it to appropriate local media (see Appendix “J”).	3-4 weeks prior to election date: Sept 27 – Oct 4	Not applicable
Prepare ballots and Voter's Lists (see Appendices “J” and “L”).	3-4 weeks prior to election date: Sept 27 – Oct 4	Not applicable
Provide an information session for election personnel, as may be required.	2-3 weeks prior to election date: Oct 4 – Oct 11	Not applicable
Deliver ballots and other voting material to Deputy Returning Officers.	1-2 weeks prior to election date: Oct 11 – Oct 18	Not applicable
Advertise to the public, via appropriate media, the location of polling places, hours, etc.	Friday, Saturday and Sunday before election day, and day of election: Oct 22 – Oct 24	Not applicable
At the close of election day, tabulate returns and inform the Board of the results.	October 25, 2010	Tabulate results on election, October 25, 2010
Review Ballots and Ballot Tabulations and provide the Board with the certification of results.	October 27, 2010	No change
MSDSB inform public of election results through MSDSB website		October 27
Canada Post		Dec 7, the customer must report their official election results to Canada Post for the purposes of billing postage on ballots returned to the Customer by 5:00 p.m. NOTE: Customers not

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		submitting official election results by 5:00 p.m. on Monday, December 7, 2010 will be charged the prevailint postage rate for the entire printed volume of the Maining including unaddressed (blank) Voter Kits (i.e., voter turnout is assumed to be 100%).
Deadline for returning completed form "Report Back to MCSS on Election Expenditures" (see Appendix "O") to MCSS.	January 31, 2011	No change