

Document 5 - Detailed By-election Calendar for a Ward 4 (Kanata North) By-election

October 13, 2021 – Nomination and Registration Period Begins (following Council enacting the by-law to hold a by-election)

- First day for candidates to file a nomination paper for the Office of Ward 4 Councillor. A candidate’s campaign period begins once their nomination paper has been filed, meaning they may begin accepting contributions and spending money on their campaign.
- First day for an individual, corporation, or trade union to file a notice of registration as a third party advertiser. The campaign period for a registered third party begins once their registration paper has been filed, meaning they may begin accepting contributions and spending money on their campaign.

November 25, 2021 - Signs can be placed on private property

- First day an election sign can be placed on **private property**.

December 10, 2021 – Nomination Day

- Candidates have **until 2 p.m.** to file their nomination paper.
- A candidate who wishes to withdraw their nomination has **until 2 p.m.** to notify the Clerk by filing a written withdrawal.
- Nominations or withdrawals cannot be accepted after **2 p.m.**

December 11, 2021 – Voters’ List Revision Period Begins and Application Period for Special Mail-in Ballot Begins

- Am I on the Voters’ List? search tool available, allowing electors to check if they are registered to vote and see how their information is currently presented on the voters’ list. Electors may use this tool from **December 11 to December 19 at 5 p.m.** to submit an application requesting that their information be updated or that their name be added to the voters’ list.
 - Electors may also submit a paper application requesting that their information be updated or that their name be added or removed from the voters’ list. Electors may still submit applications to update or add their name to the voters’ list at their voting place.
 - The Revision Period and Application Period for Special Mail-in Ballot

will close on **December 19 at 5 p.m.**

- Electors may submit an application requesting to vote by special mail-in ballot.

December 13, 2021 – Candidates Receive Voters’ List and Voter Notification Letters Mailed to Eligible Electors

- Copies of the voters’ list are available to certified candidates upon written request to the Elections Office.
- Voter Notification Letters are mailed to eligible electors.

December 19, 2021 – End of online Revision Period and Application Period for Special Mail-in Ballot

- The online Revision Period ends at 5 p.m.
- Application Period to receive a Special Mail-in Ballot ends at 5 p.m.

December 20, 2021 – Final Expense Limits Certificate, Interim List of Changes from the Revision Period Provided to Candidates, Special Mail-in Ballot Voter Kits Mailed to Eligible Electors

- Final expense limits certificate to be provided to candidates and third parties by this date.
- Copies of the “Interim List of Changes” to the voters’ list are available to certified candidates upon written request to the Elections Office.
- The Elections Office will begin mailing Special Mail-in Ballot Voter Kits to the electors who have registered to receive a special mail-in ballot. Electors will be required to mail or deliver their completed Special Mail-in Ballot to the Elections Office at 1221 B Cyrville Road. Electors can also deliver their completed Special Mail-in Ballot to the Kanata Client Service Centre at 580 Terry Fox Drive by 4:30 pm on Voting Day (Monday, January 24). Special Mail-in Ballots received after 4:30 pm on Monday, January 24, 2022, will not be counted.

December 25, 2021 – Signs can be placed on public property

- First day an election sign can be placed on **public property**.

January 14, 2022 – Advance Voting Day

- With the exception of institutions and retirement homes that may have reduced opening hours, voting places will open at 10 a.m. and close at 8 p.m.

January 21, 2022 – Final Day for Third Party Advertiser Registrations

- Last day for an individual, corporation, or trade union to file a notice of registration as a third party advertiser.
- Individuals, corporations, and trade unions have until 4:30 p.m. to file their notice of registration.

January 24, 2022 – Voting Day

- Electors can cast their ballot between 10 a.m. and 8 p.m.
- Electors have until 4:30 p.m. on January 24 to deliver their completed Special Mail-in Ballots to the Elections Office or the Kanata Client Service Centre.
- Unofficial election results expected by 10:30 p.m.

January 25, 2022 – Declaration of Results and Declaration of Office

- The Clerk is expected to declare the results of the by-election official.
- Subject to the declaration of results, the new Councillor-elect is expected to take the Declaration of Office, which is required to take the seat, under Section 232 of the *Municipal Act, 2001*.

March 10, 2022 - Campaign Period Ends

- Campaign period ends for candidates and registered third parties, meaning they cannot accept any contributions or incur any expenses. Candidates or registered third parties who have a deficit may file a Notice of Extension of Campaign Period, Form 6, by 4:30 p.m. on this date.