

## **FILING OF NOMINATION PAPERS (REQUIREMENTS)**

Municipal Elections Act, 1996

1. Form 1 – Nomination Paper and Form EL18 – Declaration of qualification, is to be completed by the Candidate.
2. Payment is to be made by the Candidate of the applicable filing fee either by Cash, Certified Cheque or Money Order only (\$200.00 fee for the Head of Council (Mayor) and \$100.00 for all other offices).
3. Photo I.D. is to be provided by the Candidate. A copy of the I.D. will be made for the file and is to be used for candidate nomination purposes only.
4. Form 1 and Form EL18 is to be signed by the Candidate in the presence of the Clerk.
5. Upon filing a Nomination Paper, all Candidates are to be provided with a “Candidates Guide”, municipal mapping outlining the individual wards and the Vote By Mail process.
6. Nominations are to be submitted by 2:00 p.m. on Friday, September 10, 2010. All Nomination Papers will be certified or rejected by the Clerk prior to 4:00 p.m. on the Monday, September 13, 2010.
7. After Monday, September 13, 2010 a copy of the Nomination Paper can be provided to any Candidate upon written request.
8. It is recommended prior to attending the municipal office to file Nomination Papers that contact be made to ensure that Mary Masse, Clerk (728-2700 ext#231) or Kirk Foran, Director of Corporate Services (728-2700 ext#237) will be available to certify and receive the documentation being submitted.
9. These procedures apply to candidates for Municipal Council and School Board Trustee.

## KEY DATES

### Revision to Voters List

Revision period runs from **September 10, 2010** to **October 25, 2010** at 8:00 p.m.

### Nomination Period

Nomination period runs from Monday, **January 4, 2010** to Friday, **September 10, 2010** at 2:00 p.m.

### Nomination Day

Nomination day is Friday, **September 10, 2010**. Nominations will be received at the office of the Clerk up to 2:00 p.m.

### Election Day

Election day is **Monday, October 25, 2010**.

Notices of the above dates will be published in accordance with the requirements of the Municipal Elections Act.