



Town of
East Gwillimbury

**ADDENDUM 2018-01 TO THE
ELECTION PROCEDURES FOR THE 2018 MUNICIPAL ELECTION**

Date: July 23, 2018
Subject: Procedure for Nomination Day – July 27, 2018
Origin: Municipal Clerk

This memorandum constitutes as an Addendum to the *Election Procedures for the 2018 Municipal Election*.

The objective of this Addendum is to provide a detailed procedure with respect to Nomination Day, specifically as it related to filing time and extension permitted by the Municipal Clerk on Nomination Day (July 27, 2018).

The following shall be inserted in the *Election Procedures for the 2018 Municipal Election*:

“Procedure for Nomination Day – July 27, 2018

As registration process takes upwards of 30-45 minutes, interested candidates are **encouraged** to make an appointment to file their nomination paperwork. During an appointment, the Municipal Clerk or Designate will thoroughly examine the documentation required for filing nomination (please refer to Documentation Required for Filing Nomination section of the *Election Procedures for the 2018 Municipal Election*).

In accordance with Section 33(4)(b) of the *MEA*, Nomination may be filed on Nomination Day, between 9:00 a.m. and 2:00 p.m.

Pursuant to Section 33 (4.1) of the *MEA*, if a person is present at the clerk’s office on nomination day at 2:00 p.m. and has not filed a nomination, he or she may file the nomination as soon as possible after 2:00 p.m.

For the purpose of Nomination Day, the Clerk’s office will be extended to include the Customer Service kiosk located on the upper floor of the Town of East Gwillimbury Civic Centre (located at 19000 Leslie Street, Sharon, ON L0G 1V0).

“Our town, Our future”

Individuals wishing to file their completed nomination paperwork between **1:30 p.m. and 2:00 p.m.** on Nomination Day must ensure that the following steps have been completed prior to/or at the 2:00 p.m. deadline:

- Meet with the Election Official at the front kiosk;
- The Election Official will time/date stamp the bottom right corner of the Nomination Paper- Form 1 using the Town's time/date stamp machine (*Lathem Atomic Time*) commonly used for Procurement submissions; and
- Depending on the number of candidates filing last minute and time availability, the Election Official will issue a ticket, a number representing the individual's appointment in the queue to meet with the Municipal Clerk or Designate.

Note: The Election Official **will not** be permitted to accept any Nomination paperwork after the 2:00 p.m. deadline. The Election Official at the Customer Service kiosk **is not** the designated individual to sign on behalf of the Municipal Clerk or Designate.”