

# Election Sign Removal Procedure

Procedure Number: ELEC-04  
Sub-Topic: Election Signs  
Topic: Elections  
Applies to: Municipal, Provincial, Federal Elections and By-Elections

## Purpose

This procedure creates a framework of responsibilities for a consistent approach for administering the enforcement of Election Sign By-law 2017-74.

## Responsibilities

### Municipality's Responsibilities

It is the responsibility of Municipal Enforcement Staff to enforce the provisions of the Town's Election Sign By-law.

### Candidates' Responsibilities

It is the responsibility of all candidates and their campaign teams to ensure that all election signs comply with the Town's Election Sign By-law Number 2017-74.

## Procedure

1. Prior to the placement of any election signs the Municipal Election Sign Permit Application must be completed and submitted to the Town's Municipal Election staff.
2. The mandatory \$500 non-refundable election sign permit fee must be paid in full at the Town of Newmarket's Municipal Offices prior to the placement of any election signs. Of this fee, \$250 is collected and retained by the Town on behalf of the Region and \$250 is collected for the Town as per the Town's By-law Number 2017-74.
3. Following the first date election signs may be erected in the Town, monitoring and enforcement of election signs shall be conducted by the Town's Municipal Enforcement staff until the end of the voting period.

4. Illegally placed election signs shall be photographed and notes made regarding the date, time, approximate location, and the reason for removal. There shall be no notification given to candidates or their campaign team for removal of illegally placed election signs. An additional fee of \$25 per sign removed by the Town's Municipal Enforcement staff shall be charged to the candidate. This fee will not be deducted from the \$500 sign application fee.
5. After the Election has ended, and after paying the applicable removal fees, Candidates whose election signs were removed by Municipal Enforcement staff will be provided an opportunity to pick those signs up. Election signs will not be available for retrieval by candidates until after the last day of voting between the hours of 8:30 AM to 4:30 PM.
6. All complaints regarding placement of election signs shall be directed to the Customer Service at 905-895-5193 or [info@newmarket.ca](mailto:info@newmarket.ca).
7. All complaints regarding stolen or defaced election signs shall be directed to the York Regional Police non-emergency line at 1-866-876-5423.

### Contact Information

Email: [info@newmarket.ca](mailto:info@newmarket.ca)  
 Phone: 905-895-5193  
 Mailing address: Municipal Offices  
 395 Mulock Drive  
 Newmarket ON L3Y 4X7

### General Complaint Procedures

As per the Town's Election Complaint Procedure.

### Cross-References

- Election Sign By-law Number 2017-74
- York Region Election Sign Guide for Regional Roads

### Contact and Approval

Lisa Lyons  
 Town Clerk, Legislative Services Department  
[llyons@newmarket.ca](mailto:llyons@newmarket.ca)

### Procedure Version History

Version	Date Effective	Sections Updated
1	September 10, 2018	Original