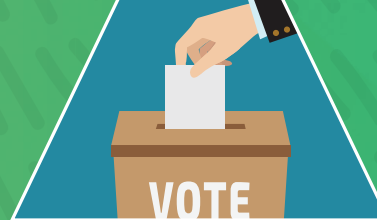


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Election Official Manual

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Preface

The "Election Official's Manual" is designed to assist the senior election official (SEO) and other election officials to prepare for and conduct municipal and school division elections.

Overview of the Manual

Comprised of 15 parts, the manual includes a glossary of election terms, pre-election planning information (Parts 1 – 7), information to assist in running a smooth election day (Parts 8 – 12), post-election procedures for ballot counting, recording results, dealing with the media and reporting to council (Parts 13 – 15), sample election forms, and a 2018 election calendar.

How to Use the Manual

If you are the Senior Election Official (SEO), you will likely find this manual a great help when planning and running a municipal or school division election. For quick reference, a detailed table of contents and part tabs allow you to find a specific topic.

34(1)

In each part of the manual, you will see **boxes**, like the one on the left, with part or subpart numbers indicating the applicable part of **The Municipal Councils and School Boards Elections Act**. For example, the part of the manual that outlines the process for protecting voters' personal security information would have a box indicating 34(1). **Unless otherwise indicated, all legislative references are to The Municipal Councils and School Boards Elections Act.**

When using the guide, careful reference should be made to The Municipal Councils and School Boards Elections Act, The Municipal Act and The Public Schools Act or other applicable statutes. **This manual is not a substitute for the legislation.** If you are uncertain about any issue, users of this manual are encouraged to contact Municipal Finance and Advisory Services. In a difficult or unusual circumstance, a legal opinion may be necessary to ensure conformity with the legislation.

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Glossary of Election Terms

(unless otherwise noted, all legislative references are to The Municipal Councils and School Boards Elections Act)

Accessible Voting Place – A voting place that is accessible for persons with physical disabilities is a primary consideration when the SEO is selecting an appropriate voting place location. Some key features of an accessible voting place include: at least one accessible parking space (two is preferable); an accessible entrance (wide doors, preferably automatic); a level ramp with handrails; voting tables located at least 150 cm from the wall to allow for room to turn, etc. [s. 51(4)]

Acclamation – Where there are the same number (or a lesser number) of nominated candidates as there are vacancies for office, the SEO declares the candidates elected to office automatically. In the case of acclamation, no election is required. [s. 48(1)]

Advance Voting Opportunity – For those qualified voters who expect to be unable to vote on Election Day, at least one day for advance voting must be established in each local authority. The opportunity may begin any time after the ballots are prepared and must end at least 48 hours before Election Day. The advance voting opportunity must be open between 8:00 a.m. and 8:00 p.m. In addition, the SEO has the authority to establish additional advance voting opportunities as deemed necessary, and can establish the hours other than 8:00 a.m. to 8:00 p.m. [s. 89]

Assistant Senior Election Official – An election official that is appointed by the senior election official (SEO), to assist in the overall running of the election. The assistant SEO may act in place of the SEO if, for some reason, the SEO cannot perform his / her duties. [s. 12(1)(2)]

At-Large Election – In the case of municipal elections only, an election where every member of council is elected by voters of the whole of the municipality. [Municipal Act 87(1)]

Ballots – The paper used by a voter to cast a secret vote. The SEO can decide whether to use separate ballots (separate ballot papers to elect the head of council and councillors), or composite ballots (the election for head of council and councillors are combined on the same ballot paper). [s. 54(1)(2)]

By-election – An election that is not conducted as part of a general election and is held as a result of a vacancy on a council or school board. The SEO must hold a by-election when requested to do so by council, as soon as reasonably practicable after the vacancy occurs. When setting the date, the SEO must give consideration to voter participation and the availability of election workers. [Municipal Act s. 105(3), Public Schools Act s. 26(5)]

Candidate (Municipal Elections) – A person who has filed a completed nomination within the designated nomination period and has been confirmed as a qualified nominee by the SEO. A person may run for municipal office if they: is a Canadian citizen; is at least 18 years of age on Election Day; has been a resident (or registered land owner) in the local authority for at least six months on Election Day; and has not been disqualified from running in an election, by law. [Municipal Act s. 90(1)]

Elected Authority – Means the council of a municipality or the school board of a school division / district.

Election Day – The day fixed for voting in an election or on a question, other than a day fixed for advance voting. Manitoba general municipal and school board elections are held every four years, on the fourth Wednesday in October. For designated Resort Communities (Dunnottar, Winnipeg Beach and Victoria Beach), Municipal Election Day is the fourth Friday in July. A by-election is held as a result of a vacancy on council, and Election Day for a by-election is held as soon as reasonably practicable after the vacancy occurs. [Municipal Act s. 86(1), Public Schools Act s. 25(2)]

Election Official – A person appointed to administer any aspect of the election, including the SEO, assistant SEO, or any other appointed official. The SEO is the primary election official, but they can delegate any of his / her duties to the assistant SEO or other election officials. [s. 10(1), 12(1), 13(1)]

Enumeration – An enumeration is a process for registering qualified voters in a local authority in order to establish and maintain the voters list. Although not mandatory, an enumeration may be conducted if requested by the SEO, and may be done by door-to-door canvass, telephone, mail or by any other means. [s. 32(1)]

Health Care Facility – Refers to a hospital, including a facility as defined in The Mental Health Act; a personal care home as defined in The Health Services Insurance Act; and a developmental centre as defined in The Vulnerable Persons Living with a Mental Disability Act. A mobile voting station (a voting station that travels from place to place) must be established on Election Day to serve eligible voters who are patients or residents of a health care facility within a local authority. [s. 94(1)]

Judicial Recount – If a tie vote is declared by the SEO, and an objection was raised to the election official's decision to accept or reject a ballot during the count, the SEO must apply to the courts for a recount within 14 days. The recount will be conducted by a judge of the Court of Queen's Bench and will take place as soon as is reasonably possible. [s. 120(1)]

Local Authority – Means a municipality (including a City, Town, Village, Local Government District, or Rural Municipality), a school division and a school district.

Mobile Voting Station – Refers to a voting station that travels from place to place. A mobile voting station must be established at a health care facility on Election Day, to serve patients or residents. A mobile voting station may serve more than one facility in the local authority and may move within a facility. In addition, the SEO may want to establish a mobile voting station to serve geographically dispersed voters or to serve voters detained at a remand centre. [s. 94(1)]

Nomination – A person who wishes to be an official candidate in an election, and have their name on the ballot paper, must first be nominated under The Municipal Councils and School Boards Elections Act. To be nominated, they must obtain a minimum number of signatures in the local authority where they wish to be a candidate. The nomination period begins 42 days before Election Day and ends 36 days before Election Day, during which time the nomination form must be filed with the SEO [s. 38, 39]

Official Agent – A candidate may appoint a person to act as his / her official agent. The official agent can act on behalf of the candidate and usually assists the candidate with general campaigning. The appointment of the official agent must be made in writing and signed by the candidate making the appointment and the official agent. The appointment form must be filed with the SEO during regular office hours. [s. 46(1)]

Personal Security Voting – A voter may apply in writing to the SEO to vote as a personal security voter if, for personal security reasons, they do not want their name, address, or other personal

information on the voters list. If they are already on the voters list, they would apply to have this information obscured. If they are not on the voters list, they would apply to have this information omitted. When applying, they are assigned a personal security certificate with a voter identification number, which they reference when voting. To further enhance the personal security of the voter, they may only vote by sealed envelope ballot. [s. 34(1)]

Public Notices – Notification which informs voters of election proceedings, such as Election Day voting place locations, the nomination period, etc. If public notice is required, it must be given at least once by publishing a copy of it in a newspaper having general circulation throughout the local authority (or more than one newspaper, if no single newspaper has general circulation), or mailing/distributing a copy of it to every household in the local authority. Public notices may be combined, which allows more than one notice to be given in the same advertisement. [s. 4(1)(2), 5]

Registered Candidate (Municipal Elections) – A registered candidate is a prospective candidate who has registered with the SEO during the election campaign period and before nominations close [s. 93.3(1) MA]. Once registered a prospective candidate may begin accepting campaign contributions and incurring campaign expenditures. A registered candidate does not become a candidate in the election until they file nomination papers with the SEO.

Registered Owner of Land / Land Owner – A registered owner of land is qualified to vote in a local election if his / her name is entered on the assessment roll as the owner of a right, interest or estate in the land. This also includes a person who is an owner with another person as joint tenants, or a person who is registered under The Condominium Act as the owner. For non-resident land owners, only two non-resident landowners may vote in a municipal election.

Scrutineer – Each candidate may appoint representatives, known as scrutineers, to observe election proceedings on their behalf. All scrutineers must be appointed in writing, and appointments filed with the SEO. Scrutineers must be at least 18 years of age, but do not necessarily have to be residents of the local authority for which they are appointed. Both a candidate and an official agent may act as a scrutineer. Scrutineers may be present during the opening of the voting place, during the taking of the votes and during the count after the voting place closes, but no more than two scrutineers (per candidate) are allowed at a voting station at one time. Scrutineers are permitted to observe Election Day voting opportunities, as well as advance voting, mobile voting, and during the counting of sealed envelope ballots. [s. 71(1)]

Senior Election Official (SEO) – An election official, appointed by a local authority, that exercises general direction and supervision over the conduct of elections, ensures that election officials carry out their duties with fairness and impartiality, and gives election officials any instructions necessary to administer the Act. Each local authority must appoint an SEO, however, two or more local authorities may appoint the same SEO

Template – A template is required for each voting place to assist those voters with a visual impairment or who have difficulty reading. The template allows the voter to mark the ballot by lining up the template circles over the ballot, and marking the appropriate circle for the candidate of their choice. The voting official may assist the voter by reading out the names of the candidates in the order they appear on the ballot. The voting official may also assist the voter with getting to and from the voting compartment, but must leave the voting compartment while the voter marks the ballot (unless the voter requests that the person stay to assist). If a voter chooses not to use a template, either a friend or an election official may assist the voter in marking the ballot. [s. 82(1)]

Voters List – The list of eligible voters that is established and maintained by the SEO. Revisions to the voters list can be made on an on-going basis as new information about voters becomes

available, but revisions must stop between the close of nominations and Election Day. The voters list is used to verify the eligibility of a person that votes. However, if a person is not on the voters list, they may still vote as long as they present acceptable identification to the voting official at the time of voting. The information on the voters list must be kept confidential – voters may only view their own information from the list. In addition, candidates are entitled to a copy of the voters list to be used for election purposes only. [s. 23(1)]

Voting Compartment – Each voting station is required to have at least one screened-off area so that voters can mark their ballots in secret, conveniently, and without interference or interruption. The SEO must ensure the voting compartment meets these requirements when setting up voting stations for advance voting and on Election Day. [s. 59]

Voting Official – The election official that is generally responsible for the conduct of voting at the voting station. This person must be appointed by the SEO and is responsible for a number of tasks related to the voting process, such as opening the voting station, adding voters to the voters list, and counting the votes after the voting place closes. [s. 13(1)]

Voting Place – The site where a person votes in an election. A voting place must be in a convenient location for the majority of voters served by it, and for this purpose, may be established outside the local authority. A voting place must be accessible to persons with physical disabilities, and may not be established in a dwelling, in any licensed premises or in any premises where a candidate has an estate or interest. A voting place may have one or more voting stations. [s. 51(1-5)]

Voting Record – The document used to record the name and address of each person who is given a ballot. In addition, the voting record must record information like whether the person was required to take an oath and the reason for it; if the person's right to vote was challenged and the reason; if the person was required to produce identification; which ballots the person is given; if the person requires assistance from a friend or interpreter; if the person refuses to take an oath; and if the person takes the ballot out of the voting place. [s. 70(1)]

Voting Station – A station within a voting place that a person attends to receive and cast a ballot. The SEO must establish a separate voting station for each voting subdivision, however two or more voting stations may be established at a central voting place. The voting station is equipped with a copy of the voters list, a voting record, a ballot box, ballots, one or more voting compartments and directions for voting. [51(1)]

Voting Subdivisions – The SEO may divide the local authority into sections, in order to direct voters to a specific voting station for voting. Typically, the local authority will be divided into voting subdivisions of approximately 350-400 voters. The SEO must establish a voting station for each voting subdivision. Each voting subdivision has a separate voters list, voting record and statement of the vote. On Election Day, eligible voters attend their designated voting station in order to vote. [s. 23(2), 51(1)]

Wards – In the case of municipal elections, a municipality may be divided into a number of election districts, referred to as wards. For a municipality divided into wards, councillors elected from each ward, and only ward residents / landowners may vote for councillors. Wards may be established by council bylaw, and the bylaw must be passed at least 180 days before the election. [Municipal Act s. 87-89]

Pre-Election

Part 1 – Council Decisions

The Municipal Act states that general municipal elections must be held every four years on the fourth Wednesday in October. The resort municipalities of Victoria Beach, Winnipeg Beach and Dunnottar hold elections every four years on the fourth Friday in July.

Much advance preparation must be done in order to be ready for Election Day. Council is responsible for certain key election decisions, including: providing for the election of council based on wards; agreeing to conduct an election, or any part of an election, with another local authority; appointing a senior election official; budgeting for election expenses; authorizing the use of vote-counting machines and enacting campaign financing rules.

1.1 Ward Elections

Elections for councillors can be held at-large or by wards. At-large elections allow the whole municipality to vote for all members of council; the head of council is always elected at-large. A ward system:

87-89 MA

- must be established by bylaw, at least 180 days prior to Election Day; and
- may be reviewed by The Municipal Board if requested by at least 25 voters in the municipality.

Council is encouraged to review the legislation contained in The Municipal Act to familiarize themselves with requirements for ward elections.

1.2 Coordinating Local Elections

8(1) MA

The Municipal Councils and School Boards Elections Act allows two or more local authorities to conduct an election or any part of an election jointly.

Municipal councils wishing to co-ordinate all or part of an election with another local authority may do so by resolution.

Did you know?

Co-ordinating all or part of an election, or appointing the same election officials, may allow local authorities to reduce overall election costs and maximize human resources.

1.3 Appointing a Senior Election Official

For the purpose of conducting an election, councils are required to appoint one person – the Senior Election Official (SEO). Although there is no set date for appointing the SEO, appointing the SEO early in the election year (i.e. January) will keep the local authority on track for a well-run, efficient election. The S.E.O:

- may be appointed in more than one local authority;
- is responsible for all aspects of the election;
- can appoint other election officials and assign specific responsibilities to them;
- may delegate any of his/her duties; and
- must perform his/her duties impartially and independently.

Did you know?

Council may appoint an SEO either by resolution or council bylaw – either is acceptable.

Refer to form 1 for a sample resolution appointing the Senior Election Official.

1.4 Budgeting for Election Expenses

The municipality should appoint the SEO early in the year so that they are available to assist in budgeting for election expenses. The municipality must include in their annual financial plan cost estimates for all aspects of an election – remuneration for the SEO, postage and printing costs, rental charges for voting facilities, etc.

The SEO should be able to provide council with an estimate of the number of election officials that may be required for the election. At budget time, council should establish, by resolution, the rate of remuneration that will be paid to the Assistant SEO, voting officials and other election officials. The SEO's job of recruiting helpers will be easier if they know what pay is being offered for these positions. Generally, rates of election officials are comparable with neighbouring municipalities.

Refer to Appendix A at the end of Part 1 for a list of expenses normally included in the election budget.

1.5 Vote-Counting Machines

Vote-counting machines may not be practical for all local authorities. Vote-counting machines are expensive to purchase or lease, and may not be cost-effective for elections in smaller local authorities. Council will want to give close consideration to their cost and options for purchase, lease, or sharing arrangements. If considering vote-counting machines, council should discuss their feasibility soon after the 2018 general election in order to be ready to use them during the next election.

62(1),

If a local authority decides that vote-counting machines are cost-effective and would considerably streamline ballot counting, they may authorize them by council bylaw.

A bylaw authorizing vote counting machines must:

62(2)

- Be passed 180 days before the election in order to be in effect;
- Establish procedures and forms – including the form of the ballot and procedures for voting and counting the vote;
- Prescribe a testing procedure to be used to ensure the accuracy of each vote-counting machine;
- Require that, within a reasonable time before use, each vote counting-machine is tested;
- Require that evidence of the testing procedure being followed be made available to each candidate who requests it.

The provisions of the bylaw may also establish requirements and guidelines for:

62(3)(4)

- the steps for voting;
- moving a ballot box outside a voting station;
- marking the ballot;
- organizing ballots; and
- securing and receiving ballot boxes at the close of the election that differ from those prescribed in The Municipal Councils and School Boards Election Act.

The bylaw must follow the provisions of the Act as nearly as possible.

Appendix A – Example Election Expenses

A local authority must include in their annual financial plan cost estimates for all aspects of an election. Typical election expenses include, but are not limited to:

- Remuneration for the SEO and other election workers;
- Mileage expenses for election workers – if your municipality is large or geographically dispersed, you may wish to budget a larger amount for this expense;
- Meals for election workers on Election Day;
- Public Notices – you are required by legislation to give public notice by either publishing in a newspaper having general circulation, or mailing or distributing a copy to every household;
- Election supplies, such as nomination posters, Election Day posters, ballot boxes, voting compartments, etc.;
- Rental costs for voting places;
- Copies of The Municipal Councils and School Boards Elections Act for the SEO, other election officials and voting places;
- Printing costs for ballots;
- Supplies for voting places, such as pencils, envelopes, markers, rulers, staplers, etc.

Pre-Election

Part 2 – Election Officials

2.1 Duties of the Senior Election Official

The SEO is accountable for the overall election process and as such his/her actions will be scrutinized by the public. Although an SEO is not required to resign if a candidate is an immediate relative, to do otherwise may place the local authority under close watch and potentially lead to an election challenge. Given the scrutiny that local elections are subject to, election officials who find themselves in such a circumstance will want to give careful consideration to their options and decide what is best for the community.

Being appointed SEO is rewarding, but involves a great deal of responsibility. It is the responsibility of the SEO to have trained election officials appointed to run the election. Be sure that election officials are aware of, and understand how to carry out their duties. It is also important for the SEO to promote a team atmosphere. Consistency in decision-making, even under pressure, is critical. The best way to prepare for the position is to be informed and organized well before Election Day.

The SEO should make The Municipal Councils and School Boards Elections Act their constant companion throughout the election process to ensure that all obligations are met. Refer to both the legislation and this manual often.

2.2 Other Election Officials

The SEO has the authority to appoint additional election officials as required. It is strongly recommended that the SEO appoint at least one additional election official. An additional person will be required on Election Day to cover off breaks and to help the SEO at the voting place, or with counting ballots. In smaller local authorities, only one additional election official may be required. However, in larger local authorities, the SEO may make several additional appointments as necessary.

The SEO should also appoint a voting official, who is generally in charge of operating the voting station. The voting official must be knowledgeable about election legislation, know the vote counting procedures, and be able to work with and manage other election officials. They must be able to respond with knowledge and courtesy to voters, candidates and their agents, and perhaps media.

It is the SEO's responsibility to ensure that they have competent staff to help organize and run the election. It would be prudent for the SEO to review key components of the legislation with election workers, and organize a training day just before the election to help familiarize workers with Election Day proceedings. The SEO may photocopy relevant parts of this manual for other election officials, if this would help in the training process.

Refer to Appendix B at the end of Part 2 for a comprehensive list of duties of election officials.

Interpreters for the Voting Place

84(1)(2)

The SEO may appoint a language or sign language interpreter to assist election officials to communicate voting instructions to voters.

The SEO should use his/her knowledge of the local community to help them prepare in advance to have an interpreter on hand. Alternatively, the SEO may appoint an election official as interpreter, if the election official is qualified to do so.

2.3 Oath of the Election Official

All election officials must take **and sign** an oath of office before assuming their duties. It would be prudent for the SEO to ensure all election officials have taken and signed the oath well in advance of their scheduled work times.

Remember, the SEO is able to administer the oath for election officials.

The oath ensures that election officials:

15(1)

- will faithfully and impartially fulfill the duties and responsibilities under the Act that are assigned and delegated to him/her;
- have not received and will not accept any inducement to perform those duties and responsibilities other than faithfully, impartially, and in accordance with the law;
- will preserve the secrecy of the ballot; and
- are not ineligible to be an election official, according to the Act.

Refer to form 2 for a sample form for the oath of election officials.

Appendix B – Duties of Election Officials

Duties of the Senior Election Official (SEO):

Appointments and Arrangements

- | | |
|-------|---|
| 15(1) | • must take an oath of office; |
| 12(1) | • may appoint an assistant senior election official; |
| 13(1) | • may appoint other election officials; |
| 14(1) | • may delegate any of his/her powers to other election officials; |
| 18 | • may replace an election official; |

Voters List

- | | |
|-------|--|
| 23(1) | • must establish and maintain a voters list; |
| 26 | • may determine the format of the voters list and reproduce the list in the manner they determine; |
| 32(1) | • may direct an enumeration to be conducted; |
| 36 | • must give annual public notice of the right of voters to obscure names or revise information on the voters list, and revise the list annually; |
| 34(1) | • must receive applications for personal security protection and obscure or omit relevant names from the voters list; |
| 37(1) | • must give candidates a copy of the voters list; |

Registrations

- | | |
|------------|--|
| 93.3(1) MA | • must receive and verify candidate registrations; (municipal elections) |
|------------|--|

Nominations

- | | |
|-------|---|
| 41(1) | • must give public notice of nominations at least 7, but not more than 21 days before the nomination period begins; |
| 43(1) | • must receive and verify nominations; |
| 44 | • must make nomination papers available for public inspection; |
| 48 | • after receiving nominations, must declare any acclamations OR give public notice of an election; |

Preparing for an Election

- | | |
|--------|---|
| 51(1), | • must establish and equip voting stations; |
| 51(3) | • must ensure the voting place is in a convenient location for the majority of voters served by it; |
| 51(4) | • must ensure the voting place is accessible for persons with physical disabilities; |
| 54(1) | • must print ballots; |
| 55(2) | • must determine the ordering of candidates' names on the ballot; |
| 57 | • must keep a record of ballots provided at each voting station; |

Voting

- | | |
|-------|---|
| 60 | • must ensure there are directions for voting posted at all voting stations and compartments; |
| 67(1) | • must give notice to voters of where to vote on Election Day; |
| 87(1) | • must preserve the secrecy of voting; |
| 89 | • must establish a date and location for advance voting; |
| 90(1) | • may establish additional advance voting opportunities; |

94(1)

- must establish mobile voting stations at health care facilities;

94(2)

- may establish additional mobile voting stations;

95(2)

- must receive applications for voting by sealed envelope;

Counts and Recounts

115

- may announce preliminary election results;

116(1)

117(1)

- must complete an official tally and declare official results;

120(1)

- must apply for a judicial re-count if a tie is declared and an objection was made to the decision of an election official to accept or reject a ballot; and

149(1)(

- must retain election documents for six months after Election Day, and then destroy.

Duties of the voting official:

Appointments and Arrangements

15(1)

- must take an oath of office;

Voting

69(1)(2)

- must demonstrate that the ballot box to be used is secure before the voting station opens, and remains in full view of those present at the voting station;

70(1)

- must keep the voting record at the voting station and ensure that it is used to record the name and address of each person given a ballot;

73

- must open the voting place at 8:00 a.m.

73

- must close the voting station at 8:00 p.m. on voting day, however must allow eligible voters to vote if they are in the voting station by 8:00 p.m.

75(2)

- may require identification of a voter before voting;

76(2)

- must ensure that eligible voters who are not on the voters list are added at the time of voting;

79(2)	<ul style="list-style-type: none"> • must record any challenges made against a voter and the reason;
80	<ul style="list-style-type: none"> • must initial the backs of ballots given to eligible voters and explain the voting procedure;
82(2)	<ul style="list-style-type: none"> • must provide a template to a voter who requests it and explain the voting procedure;
83(2)	<ul style="list-style-type: none"> • may assist a voter who has difficulty marking the ballot;
85(1)	<ul style="list-style-type: none"> • may move a ballot box outside the voting station if requested by a voter with a disability;
87(1)	<ul style="list-style-type: none"> • must preserve the secrecy of voting.

Counts and Recounts

104(1)	<ul style="list-style-type: none"> • must count the vote in the presence of another election official after the voting place closes; • must complete a ballot account and include it with the voting record;
105(1)	<ul style="list-style-type: none"> • must complete a statement of the vote; and
107(1)	
108	<ul style="list-style-type: none"> • must secure and deliver election materials to the SEO

Pre-Election

Part 3 – Voters List

An accurate and up-to-date voters list is the key to a smooth Election Day. Revising the voters list is an ongoing activity that can occur at any time, except between the close of the nomination period and Election Day. The list should be updated immediately when any new voter information becomes available. This will ensure the list is as complete as possible before the close of nominations.

Did you know?

The voters list should be considered a permanent document, to be continuously revised during and between election periods. On Election Day, the list may be changed to add new voters, or to correct voter information. After Election Day, the SEO should build on this list to make it as complete and up-to-date as possible for the next election.

3.1 Who is entitled to be on the voters list?

Resident Voters

In order to be eligible to vote in an election, a person must be:

21(1)

- a Canadian citizen;
- at least 18 years of age on election day; and
- a resident of the local authority for at least six months on Election Day.

21(1)

When a municipality is formed or its boundaries are extended, a person is deemed to have satisfied the six-month residency requirement as long as the person has been a resident of the area that becomes part of the municipality for at least six months.

The following rules apply to determine the residency of a person:

21(2)

1. A person is a resident of the place where they have his/her ordinary residence, and to which they intend to return when away from it.
2. A person may be a resident of only one place at a time.
3. A person does not change residence until they have a new residence.

21(3)

Persons with no fixed address may vote in a municipal or school division election. If the person has no ordinary residence in the local authority, they are deemed to reside at the shelter, hostel, or other similar institution that most frequently provides lodging, food or other social services. The SEO may allow the voter to swear an oath in order to vote.

Did you know?

A person who leaves a municipality for temporary reasons is still considered a resident voter. For example, a student attending university or college outside the municipality, but who intends to return home after the term ends, is considered a resident voter.

Non-Resident Voters

22(1)

For municipal elections only (excludes school division elections), non-resident landowners are eligible to vote in an election. In order to be eligible, the person must be:

- a Canadian citizen;
- at least 18 years of age on election day; and
- a registered owner of land in the municipality for at least six months on Election Day.

22(3)

When a municipality is formed or its boundaries are extended, a person is deemed to have satisfied the six-month land ownership requirement as long as the person has owned land in the area that becomes part of the municipality for at least six months.

22(2)

A maximum of two non-resident voters per property are permitted to vote in a municipal election. In order to be included on the voters' list, each voter must obtain written consent from a majority of the registered landowners, and file this with the SEO. If the SEO does not receive the consent form from a non-resident voter that owns property with more than two other property owners, the voter must not be included on the voters list.

Refer to form 3 for a sample non-resident voter consent form.

It would also be prudent for the SEO to inform any non-resident voters that they are required to bring the consent form, proof of ownership of the property, and picture identification when voting.

If a local authority has a large number of non-resident voters, it may be a good idea for the SEO to give public notice of eligibility and requirements for non-resident voters in an election (including the requirement to bring proof of ownership when voting). This will ensure that non-resident voters are well informed of the requirements under the Act.

Refer to form 4 for a sample public notice for voting as a non-resident voter.

Voters in Wards

In the case of ward elections:

25(1)

- a person who owns land in one ward, but resides in another ward, must vote in the ward where they reside;

25(2)

- if a non-resident landowner does not reside in the local authority, but owns property in more than one ward, the landowner must apply in writing to the SEO to designate the ward where they intend to vote before the voters' list is closed to revisions (36 days before Election Day); and

25(3)

- if the landowners fail to designate a ward, the SEO must select the ward where the landowner will vote.

3.2 Preparing the Voters List

Form of the Voters List

The voters' list must contain the following information about each eligible voter:

27

- a) the voter's name;
- b) the voter's residential address, and mailing address, if it is different; and
- c) for a non-resident voter, the address or legal description of the land that qualifies the person as a non-resident voter.

26

It is up to the SEO to decide the format of the list, including the arrangement of names and other required information. The SEO may establish or maintain the list on paper or electronically, and reproduce the list in the manner they determine.

24

A voter's name must not appear on the voters list more than once.

Voting Subdivisions

23(2)

In making the list, the SEO may divide the local authority into voting subdivisions – however, the voters' list must contain a separate division for each subdivision.

Voting subdivisions divide the local authority into smaller and more manageable sections in order to make the voting process flow more smoothly on Election Day. If the SEO has a large number of eligible voters on the voters list, establishing only one voting station could lead to delays on Election Day. Typically, the SEO will want only 350-400 voters assigned to each voting station in order to avoid delays and to ensure the Election Day runs smoothly.

Remember, one voting place may hold several voting stations within it. If the SEO has a local authority with 1500 eligible voters, and is using a single, central voting place, they may choose to divide the local authority into 4 voting subdivisions and set up 4 voting stations. In this case, there would be approximately 375 voters assigned to vote at each station. The SEO can divide the local authority based on the first letter of the voter's last name. For example, last names beginning with A – G will be in voting subdivision #1 and be directed to vote at voting station #1 on Election Day; last names beginning with H – M will be on voting subdivision #2 and must vote at voting station #2, etc.

Important: Whenever the SEO divides the local authority into voting subdivisions, there should be a separate voters list for each subdivision. This will ensure that voters vote in the correct subdivision, and will help to ensure voters only vote once.

Refer to form 5 for a sample voters list for a rural voting subdivision.

Refer to form 6 for a sample voters list for an urban voting subdivision.

3.3 Updating and Revising the Voters' List

28(1)

For the purpose of establishing and maintaining the list, the SEO may obtain information from *any* source, including:

28(2)

a) an agreement with the Chief Electoral Officer of Canada or the Chief Electoral Officer of Manitoba to receive information about voters;

28(3)

b) information from previous voters lists;

c) by an enumeration; and/or

d) from any local authority.

There are several methods for updating and revising the voters list – no single way is preferable. The goal is for the best, most accurate list possible and combining methods may yield the most precise list. Some of the methods include:

Enumeration

If the SEO decides to conduct an enumeration, this should be done well in advance of Election Day. It is recommended that this be completed by the end of August to ensure there is adequate time for other election preparations to be completed.

32(1)(2)

Although it is not mandatory, the SEO may conduct an enumeration in order to establish and maintain the list. The enumeration may be by done door-to-door, by telephone, by mail, or by any other means specified by the SEO

A door-to-door enumeration can be expensive if the election official is paid mileage, travel time, etc. In this case, it may be more cost-effective to conduct a telephone or mail enumeration or to use municipal sources of information to update and revise the list.

32(3)

When conducting a door-to-door enumeration, an election official must wear identification supplied by the SEO

32(4)(5)

An election official must be given access to the entrance door of multiple-unit residences. In the event that the election official is unable to gain access, the SEO may contact the landlord in order to work out a mutually-acceptable time.

Elections Manitoba

Elections Manitoba has the capacity to produce a list of resident voters for specific local authorities. However, this list will not include non-resident voters. This may be a very useful tool to assist municipalities when compiling and revising the voters' list. To discuss requirements, contact Elections Manitoba toll-free at 1-866-628-6837.

Municipal Sources of Information

The municipality has access to many good sources of voter information to update the voters list such as the municipal assessment roll, the municipal tax roll, or utility billing information.

Other Sources

A municipality may obtain a voters list from another local authority in order to update or revise their own list. This may be useful if a school division has recently run a by-election in the municipality, and has an up-to-date voters list prepared for this purpose.

3.4 Changes to the Voters List

Until the nomination period closes, the SEO can update the voters list at any time when new information about voters becomes available. For example, if the SEO receives a change of address notification from a ratepayer in the municipality for water services, the SEO may use this information to update the voters list. If the SEO learns that a voter has died recently, the SEO may use this information to strike this person from the voters list.

31

Except for adding voters at the time of voting or providing a sealed envelope ballot package, the voters list **must not** be revised between the close of nominations and Election Day.

33(1)

An eligible voter whose name is not on the voters list is entitled to be added to the list at the time of voting, as long as:

- a) they attend the voting place where they are qualified to vote, during the hours it is open for voting;
- b) they take an oath that they are an eligible voter; and
- c) they establish his/her identity.

33(2)

A person applying to vote as a non-resident voter must also provide proof of his/her qualifications as a non-resident voter satisfactory to the election official.

3.5 Public Notice – Voters List

36(a)

At least once per year, the SEO must give public notice that a person wishing to have his/her name added to the voters list, or information corrected, may do so by contacting the SEO

The SEO should give public notice of the voters list again with the notice of nominations, and advise voters that they may only apply to have information changed or have their name omitted or obscured (personal security protection) until the close of the nomination period. The SEO should ensure the notice clearly indicates that changes to the voters list can only be made until the close of the nomination period (36 days before Election Day).

29

A person may have access to information on the list about themselves to determine whether it is correct.

Public notices may be given in two ways:

- publishing the notice in a newspaper having general circulation in the local authority; or
- mailing, or distributing, the notice to every household in the local authority.

If no single newspaper has general circulation in the local authority, the notice may be published in several local newspapers.

Although the SEO may provide public notice using either method, the SEO is encouraged to provide public notice by both publishing and mailing/distributing. Although this may be more costly, this will ensure that voters and candidates are well-informed of election proceedings. In addition, if the local authority has a website, public notice can be posted here as well.

3.6 Public Notice – Personal Security Protection

36(b)

At least once per year, the SEO must give public notice that voters may apply to have their name, address and all other information omitted or obscured from the voters' list. This should be done early in the election year, and again with the notice of nominations.

Did you know?

Public notices may be combined, which allows local authorities to include a variety of information for voters in the same notice. A good example of this would be to combine the public notices for the voters list and personal security protection.

34(2)

If a voter wishes to have his/her information obscured from the list, they may file an application with the SEO in person, by mail or by fax.

Refer to form 7A and 7B for sample combined public notices for the voters list and personal security protection.

34(3)

The application for personal security protection must:

- a) be made in writing to the SEO before the voters' list is closed to revisions;
- b) set out the person's name and address;
- c) include an official document issued by a federal, provincial or municipal government that includes the voter's name, address and photograph. If applying by mail or fax, the person may provide a legible photocopy of these documents.

34(4)

After receiving the application, the SEO must give the applicant a personal security certificate that includes an identification number to be used as a replacement for the person's name and address.

34(5)(6)

For a voter already on the list, the SEO must obscure the name and address and replace it with the voter's identification number. If the voter's name does not appear on the list, the SEO must add the person's identification number to the list. Voters who are identified by a number must be placed at the end of the list.

34(7)

A person who is given a personal security certificate may only vote by sealed envelope ballot. The SEO should remember to give the voter a sealed envelope voting application when they are given their personal security certificate. When applying to vote, the voter must submit his/her personal security certificate to the SEO

Refer to form 8A for a sample voter application form for personal security protection.

Refer to form 8B for a sample personal security certificate.

3.7 Access to and Distribution of the Voters List

30	The voters list is an important document; the information contained on the list must be used for election purposes only.
93.5 MA	The SEO must give a registered candidate, on request, a copy of the voters list. The SEO may determine the form in which the list is given.
37(1)(2)	During the election period, the SEO must give a candidate, on request, a copy of the voters list. The election period begins 42 days before Election Day and ends 90 days after Election Day. The SEO may determine the form that the list is given. The SEO may wish to provide a copy of the list on computer disc, electronically, or on paper.
37(3)	A candidate who receives a copy of the list may use it for campaign purposes – including soliciting contributions – during an election period.
29	Remember, a voter is also entitled to see his/her own information on the voters list, to determine whether it is accurate.

Pre-Election

Part 4 – Establishing Voting Stations

51(1)(2)

The SEO must establish a voting station for each voting subdivision, however two or more voting stations may be located together at a central voting place.

51(3)

A voting place must be in a convenient location for the majority of voters served by it. For this purpose, it may be established outside the subdivision or local authority.

A number of factors should be considered when selecting a voting place. Many municipal sites will serve well, such as church halls, community centres and recreation centres. Arrangements should be made for a voting place well in advance of Election Day. While there is always a slim possibility that an election may not be required due to acclamation, it is recommended that the voting place be booked well before the start of the nomination period. Tentative bookings in May would not be too early. This will ensure that the most suitable location in the community is confirmed for the election.

Accessibility of Voting Stations

51(4)

The SEO must take all necessary steps to ensure the voting place is accessible to persons with disabilities unless they are satisfied that it is impractical to obtain the use of such premises.

Some key considerations of an accessible voting station include: having a single-level voting room floor; an abundance of parking facilities with at least one spot for disabled persons parking (designated spots should have clear signs); an automatic entrance and exit door; a ramp to enter the voting place; and an accessible washroom.

Refer to part 8.7 (Accommodating Persons with Disabilities) for more information on accommodating persons with disabilities in municipal and school board elections.

Did you know?

Organizations representing persons with disabilities work with Elections Manitoba before provincial elections to ensure voting places are selected that are accessible and inclusive for persons with disabilities. It may be helpful to contact Elections Manitoba to inquire about accessible voting places in your municipality.

Requirements and Recommendations

51(5)

Voting places **must not** be established at premises where an election candidate has an interest, nor can they be licensed premises or dwellings. It is also important to ensure that a location is chosen that will not provide a personal benefit to the SEO for rental or use of the facilities.

When selecting a suitable location, pay attention to the characteristics of your local authority. The SEO can combine multiple voting stations into a central voting place or have several voting stations located in voting places spread throughout the local authority.

By combining voting stations into a central location in densely populated areas, money is saved in the rental of space. However, voting stations located in several voting places throughout the local authority, even if this is more costly, may be more convenient for voters, especially in some rural areas. The SEO should aim to make voting places convenient and accessible for as many voters as possible. Also remember that the SEO may establish a mobile voting station for geographically dispersed voters.

When selecting a voting place, consider:

- ease of access for all voters, including those with disabilities;
- schools should be used where possible (contact school division board offices to arrange for school buildings);
- telephone access;
- accessible washroom facilities;
- spacious voting area to ensure voter privacy;
- free and plentiful parking;
- good inside lighting, with additional lighting for voting stations;
- emergency lighting;
- outside lighting;
- reliable heating; and
- a separate room for election staff, preferably with kitchen facilities for meal breaks.

Once a voting place has been selected and arrangements made for its use, do not leave any of the details to chance. Determine furniture requirements and ensure there will be adequate tables and chairs available for Election Day. Provide arrangements for snow removal should that be required and confirm arrangements for janitorial services at the end of Election Day. Secure the arrangements in written form so that everyone understands the terms and conditions of the rental contract.

One final way to ensure readiness in the event of unforeseen problems is to prepare a list of emergency contacts - building owner, plumber, heating specialist, non-emergency and emergency police, fire and ambulance telephone numbers.

The SEO should retain a copy of all this material as it will serve as a reference for future elections.

Refer to form 9 for a sample voting place rental agreement.

Voting Stations at Health Care Facilities

84(1)

If there is a health care facility in your local authority, a mobile voting station must be established to serve patients/residents of the facility.

The SEO should contact the health care facility administrator well in advance of Election Day (by the end of May in an election year) to inform them that a voting station must be established at all health care facilities. The administrator may wish to have additional staff on hand, or may be able to help the SEO notify patients/residents of available voting opportunities. Refer to Part 9 of this manual for further information on mobile voting opportunities at health care facilities.

New Voting Station

52(1)

If due to an emergency or other unexpected circumstance it becomes impossible or impractical to operate a voting station at a voting place, the SEO must move the voting station to a new voting place located as close as possible to the old voting place.

When a voting station is moved the SEO must notify:

52(2)

- a) The candidates of the change and the reason for it; and
- b) The public – by posting notice of the new location at the old voting place or as close to it as possible, and, if time permits, giving notice in any other way they consider appropriate.

Signage

Once the location has been selected, determine what signage is required. Special signage may be required to direct voters if the voting place is off a main road, or in a building without a formal name. If desired, make signage versatile enough so that it can be reused at other locations in the future. The SEO must provide clear instructions of the voting place location.

Also ensure that you have signage for any accessible parking spots outside the voting place, to ensure that voters with physical disabilities can see designated parking spots easily and clearly.

Pre-Election

Part 5 – Registration

5.1 Candidate Registration

93.3(1) MA

All prospective candidates must register with the SEO during the registration period, before they begin their campaign. This requirement does not apply to local urban district and school board elections.

5.2 Registration Period

For each election, the registration period:

93.1(1) MA

- for head of council begins on May 1 (Dunnottar, Victoria Beach and Winnipeg Beach – February 1) and ends at the close of nominations;
- for councillors begins on June 30 (Dunnottar, Victoria Beach and Winnipeg Beach on March 31) and ends at the close of nominations.

5.3 Notice of Registration Period

It is important for the SEO to provide notice of the date, time and place of when and where registrations will be received. Public notice should be given by publishing it in a newspaper having general circulation or by mailing a copy to every household in the local authority. This notice should be given before May 1, the beginning of the election period for head of council (for Dunnottar, Victoria Beach and Winnipeg Beach – before February 1).

Refer to form 10A (form 10B for Dunnottar, Victoria Beach and Winnipeg Beach) for a sample notice of registrations.

5.4 Registration Forms

93.3(2) MA

Prospective candidates must include their name and address and the office (head of council or councillor) they are seeking as well as any additional information required by the SEO. Those who will be receiving monetary campaign contributions from others must also include the name and address of the financial institution and the number of the bank account they will be using for purposes of their election campaign.

93.3(3) MA

Once registered, candidates must notify the SEO in writing of any changes in the information provided in their registration form.

Refer to form 11A (form 11B for Dunnottar, Victoria Beach and Winnipeg Beach) for a sample candidate registration form.

5.5 Campaign Financing Package for Candidates

Upon registration, provide each registered candidate with a campaign financing package that includes:

- a copy of the municipality's campaign financing bylaw;
- a copy of the "Municipal Candidates Guidebook – Municipal Elections 2018";
- a copy of the voters list – ensure that candidates know that it may only be used for election purposes;
- the SEO's contact information; and
- the CAO's contact information.

5.6 Campaign Contributions

93.6.7.8 MA

Be sure to remind prospective candidates, upon registration, that there are new rules regarding campaign contributions. The "Municipal Candidates Guidebook" (included in the campaign financing package) includes detailed information regarding campaign contributions.

Not all candidates will receive contributions but for those that do, there are rules to be followed. These rules include:

- Only residents of Manitoba are allowed to contribute to municipal campaigns.
- Union, corporate and anonymous donations are banned.
- There is a \$1,500 (per contributor) limit to a candidate for head of council and a councillor elected at large.
- There is a \$750 (per contributor) limit to a candidate for a councillor elected by ward.
- These contribution limits also apply to the amount that a candidate and their spouse may contribute to their own campaign.
- Gifts in kind are considered donations and their value must be considered in the contribution limit.

5.7 Campaign Expenses

93.2 MA

The SEO should also advise registered candidates of the maximum amount they are allowed to spend on their campaign. Campaign expense limits are set by the council in the municipality's campaign financing bylaw and the bylaw is also included in the campaign financing package.

5.8 Recording Contributions and Expenses

93.2(c)

Remind each registered candidate that it is important for them to keep track of any contributions that they receive or expenses they incur as they will need this information when they file their election finance statement. The "Municipal Candidates Guidebook" includes information and helpful hints on record keeping.

5.9 Filing an Election Finance Statement

93.12 MA

Let all registered candidates know that at the end of their campaign, regardless of whether nominated or elected, they must file an election finance statement with the Chief Administrative Officer (CAO) of the municipality. An election finance statement form is included in the campaign financing bylaw and in the "Guidebook for Municipal Candidates". Encourage registered candidates to speak to the CAO about the filing of this important document.

Important: At the close of nominations provide the CAO with a copy of all the candidate's registration forms.

Did you know?

Once registered a prospective candidate may begin to accept campaign contributions and incur campaign expenses. To become a candidate in the municipal election a registered candidate must file nomination papers (See Part 6 of this Manual).

Pre-Election

Part 6 – Nominations

6.1 Nomination Period

39

For each election, the nomination period begins on the 42nd day before Election Day and ends on the 36th day before Election Day.

41(1)

The SEO must, at least 7, but not more than 21 days before the nomination period begins, give public notice of the date, time, and place of when and where nominations will be received. Public notice may be given by publishing it in a newspaper having general circulation or by mailing a copy to every household in the local authority.

43(2)

Nomination papers may be filed with the SEO:

- in person,
- by the candidate's official agent,
- by fax.

43(3)

If the SEO requires candidates to file nominations in person, this must be specified in the notice of nominations.

Did you know?

Public notices may be combined – when giving the notice of nominations, the SEO may wish to use this opportunity to remind prospective candidates of the deadline to register and provide voters with a list of advance and sealed envelope voting opportunities that will be available for the election.

Refer to form 12 for a sample notice of nominations.

6.2 Who Qualifies to be Nominated as a Candidate

In order to qualify as a candidate for municipal council, a person must be:

90(1) MA

- A Canadian citizen,
- At least 18 years of age on Election Day,
- A resident of Manitoba,
- A qualified voter of the municipality (has either resided or owned property in the municipality for at least 6 months before Election Day),
- not subject to disqualification under The Municipal Act or any other Act.

The Municipal Act disqualifies the following persons from being nominated:

- - a judge of the Court of Queen's Bench or the Court of Appeal;
- - a provincial judge or justice of the peace;
- - a member of the Legislative Assembly of Manitoba or the Senate or House of Commons of Canada.

40(1)

A person may not at any one time hold, or be nominated for, more than one local elected office. This means a person cannot run both as a candidate for a council of a municipality and a school board. A sitting council member or school trustee will be required to resign before running in a by-election.

Did you know?

Employees of a municipality (except Chief Administrative Officers) or an regional municipal body (ex: Planning District, Conservation District, etc.) may run in an election if they have taken a leave of absence. If you are a municipal employee and wish to run for your municipal council, speak to your CAO. If the position is volunteer and is not considered an employee (ie: Volunteer Fire Chief), they may serve on Council without taking a leave of absence from the position.

Scenarios that Qualify a Candidate to be Nominated

1. **At-large elections:** A candidate must reside, or own land, anywhere in the municipality for at least six months to be eligible. The candidate may run for councillor or head of council.
2. **Candidate is a resident in a ward:** if running for councillor, the candidate is eligible to run in any ward that they choose within the municipality. The candidate may run for head of council as this position is elected at-large.
3. **Candidate is a resident of one ward, but owns land in another ward:** if running for councillor, the candidate is eligible to run in any ward that they choose within the municipality. The candidate may run for head of council as this position is elected at-large.
4. **Candidate is a non-resident landowner in a ward:** if running for councillor, the candidate is eligible to run in any ward they choose to within the municipality. The candidate may run for head of council as this position is elected at-large.
5. **Candidate is a non-resident landowner in more than one ward in the municipality:** if running for councillor, the candidate is eligible to run in any ward that they choose. The candidate may run for head of council as this position is elected at-large.

***Important:** In scenarios 2, 3, 4, and 5 it is possible to have a situation where the candidate may be running for ward council, but is not eligible to vote for themselves. Refer to Part 3.1 of this manual – Who is entitled to be on the voters list (Voters in Wards), for an overview of the eligibility of ward voters.

Candidates who are eligible for nomination as a Local Urban District committee member are required to be a resident or a registered owner of land in the Local Urban District.

6.3 Nomination Requirements

All nominations must be supported by a number of eligible voters whose names appear on the voters list.

42(2)

- For election of a councillor for a ward,
 - by at least 25 voters of the ward, or
 - not less than 1% of the voters of the ward (whichever is less);
- in all other cases,
 - by at least 25 voters of the municipality, or
 - not less than 1% of the voters of the local authority (whichever is less).

For example:

Number of eligible voters	1% of voters	Number of signatures required
198	1.98%	at least 2
1,510	15.1%	at least 16
1,675	16.8%	at least 17
2,600	26%	at least 25

* Remember to round decimals **up** to the nearest whole number to determine the number of signatures required – for example, if one percent of voters equals 10.01% - 10.49%, round up to 11% (at least 11 signatures). If one percent of voters equals 10.50% to 10.99%, round up to 11% (at least 11 signatures).

The signature of at least two voters (whose names appear on the voters list) is required even if there are less than 200 eligible voters in the local authority.

A person who signs nomination papers for a ward councillor candidate must be on the voters list of that same ward.

The SEO should advise candidates to obtain more signatures than required, in case it turns out that a person is not eligible to sign in support of the nomination, or the voters' name is not on the voters list. It is better for the candidate to obtain more signatures than necessary rather than have nomination papers rejected due to an insufficient number of signatures.

Nomination Forms

Nomination forms must include:

42(1)(2)

- A statement by the candidate that includes his/her name, address and phone number and the office for which he/she is seeking election.
- A statement taken under oath by the candidate that he/she is qualified to be nominated and that to the best of his/her knowledge, the information provided in the nomination paper is true.
- The names, addresses and signatures of the voters supporting the nomination (names must appear on the voters list of the local authority).

The candidate's name will appear on the ballot as specified in the nomination form. This will allow candidates to be identified by the name they most commonly use, and can include nicknames, abbreviations, and usual names.

Refer to form 13 for a sample candidate nomination form.

Refer to form 14 for a sample declaration of candidate form.

6.4 Filing Nomination Papers

43(1)

Nomination papers shall be filed with the SEO before the nomination period ends and at the place specified in the notice of nominations.

14(1)

For convenience purposes, the SEO can make use of a municipal or school division office to receive nomination papers, and papers can be filed during regular office hours.

The SEO will want to ensure that he/she is available during the nomination period, but in the event of absence, the assistant election official may receive the nomination papers.

Important: The SEO should encourage candidates to file early in case the nomination is incomplete and the candidate is required to make corrections or obtain more signatures. The SEO should take the candidate's phone number in case of a problem with the nomination papers. This will enable the SEO to discuss opportunities to correct the papers with the candidate.

43(2)

Nomination papers may be filed by the prospective candidate with the SEO:

- in person,
- by an agent,
- by fax.

43(3)

The SEO may require prospective candidates to file in person. If the SEO will require in person filing of nominations, this must be specified in the notice of nominations.

43(4)

The obligation to ensure that the nomination papers are received on time rests with the person nominated.

45(1)

Upon receiving nomination papers, the SEO must verify that they are complete and in accordance with this Act.

45(2)

The SEO must, as soon as possible after verifying the nomination papers, confirm to the prospective candidate that his/her papers are complete or advise that his/her nomination papers have been refused and the reason for refusal.

45(4)

Nomination papers that are refused may be replaced or corrected if the new or corrected documents are filed before the nomination period ends.

45(3)

A person becomes a candidate when the SEO accepts his/her nomination papers.

Important: When accepting nomination papers ensure that the candidate is aware of the campaign financing rules (Refer to Part 5) and has registered.

Refer to form 11 for a sample candidate registration form.

Nomination papers cannot be accepted after closing time on any day during the nomination period. The SEO should ensure that all office clocks and watches are synchronized to avoid any disagreement as to the time of filing.

44

Once filed with the SEO, the nomination documents become available for inspection by any member of the public, during regular office hours.

Verifying Nomination Papers

The SEO should reject any nomination papers that are not fully and accurately completed. If there is a concern with the way in which nomination papers are presented, the SEO should immediately contact the municipal solicitor or Municipal Finance and Advisory Services for advice.

The following outlines the requirements of a nomination paper, in order to verify whether they are to be accepted or rejected. You should complete a checklist of these requirements when the candidate files his/her nomination papers so that any errors or omissions can be corrected as soon as possible. If the candidate files in person, complete the verification with the candidate at the time of filing.

- The correct name of the local authority is specified on the nomination form and on the candidate's declaration;
- The name of the candidate on the nomination form is the way it should appear on the ballot paper, with the exact name, contraction, abbreviation, or nickname the person wishes to be used on the ballot. Confirm the spelling of this name with the candidate or his/her official agent, or by phone if the candidate files by fax.
- The address that qualifies the candidate is within the local authority, and the candidate has been a resident or has owned land in the local authority for at least six months. The candidate's mailing address should also be confirmed at this time in case you need to contact the candidate by mail.
- Verify the contact telephone number that appears on the nomination form.
- Ensure the candidate has the required number of signatures in support of the nomination. There must be at least 25 voters, or not less than 1% of eligible voters supporting the nomination, but in all cases, the nomination must be signed by at least two voters (refer to the table on page 30). Verify that the names of the persons signing appear on the voters list for the local authority.
- The candidate must date and sign the declaration form in the presence of a person authorized to administer an oath.
- Ask the candidate if they are appointing an official agent – if so, provide the candidate with an official agent appointment form.
- Notify the candidate of the method that you will be using to order the candidates' names on the ballot. If you are using random ordering, notify the candidate of the time and place when the draw will take place to determine the order (Refer to Part 7 – Ballots, for more information on ordering candidates' names).

Provide the Candidate with the Following Material:

Be sure that each nominated candidate has been provided with a campaign financing package that includes:

- a copy of the municipality's campaign financing bylaw;
- a copy of the "Municipal Candidates Guidebook – Municipal Elections 2014";
- a copy of the voters list – ensure that candidates know that it may only be used for election purposes;
- the SEO's contact information; and
- the CAO's contact information.

At this time, you will also want to be sure to provide the following items and information to the candidate:

- Notice of the dates, times and locations of all voting opportunities that will be offered in the local authority, including advance and mobile voting opportunities;
- A listing of all voting place locations (both advance voting and regular voting), where the ballot count will be held, and the place and time when the official tally will take place;
- An official agent appointment form, if he/she wishes to appoint an official agent; and
- Scrutineer appointment forms and scrutineer information sheets, if he/she wishes to appoint scrutineers.
- Inform the candidate of the method of ordering the candidates' names on the ballots. If random ordering is chosen, inform the candidate of the date, time and location where the draw will take place;
- Inform the candidate that he/she may only withdraw up until 24 hours after the nomination period closes, and only if a sufficient number of candidates remain;

6.5 Appointment of the Candidate's Official Agent

Once nominated, a candidate may appoint an agent to represent him/her during the election. A candidate may want to appoint an official agent to help with door-to-door campaigning, with election signage, etc. The appointment of an official agent must:

46(1)(2)

- be made in writing and signed by the candidate making the appointment;
- include the name, address and telephone number of the person appointed;
- include a statement signed by the person consenting to the appointment; and
- **be filed with the SEO**

It is important to have proper documentation of the appointment and the official agent's necessary contact information – the SEO may need to contact the official agent in the future in order to relay important election information.

Refer to form 15 for a sample appointment form for the candidate's official agent.

6.6 Appointing Scrutineers

71

A candidate may act as his/her own scrutineer, or may appoint another person to act as scrutineer. The appointment must be made in writing.

In order to be qualified as a scrutineer, the person must:

- be at least 18 years old;
- be a candidate, an official agent, or a person appointed by a candidate or official agent; and
- take an oath that he/she will respect and uphold the rights of voters and preserve the secrecy of the vote.

The SEO should be discussing the appointment of the scrutineer when the candidate files his/her nomination. The SEO should ensure additional copies of scrutineer appointment forms and scrutineer oath forms are available at the voting place in case a scrutineer is appointed on Election Day. Remind both the candidate and the scrutineer to keep a copy of the appointment with them at all times and to bring a copy of the appointment to the voting place to present to the voting official.

Refer to form 16 for a sample scrutineer appointment form.

Refer to form 17 for a sample scrutineer oath form.

In order to give scrutineers a sense of their responsibilities and extent of their authority, you should provide an information sheet to scrutineers when appointed. Scrutineers will appreciate the information and the SEO will be spared any undue scrutiny about the spoiling of ballots, the registration of voters, and other matters.

Refer to form 18 for a sample scrutineer information sheet.

Scrutineers are entitled to enter the voting place 15 minutes before it opens, remain for the duration of the vote, and be present for the count after the voting place closes. Scrutineers may also attend advance voting opportunities and alternative voting counts. The same rules apply to candidates acting as scrutineers in these instances.

6.7 Withdrawing a nomination

47(1)(2)(

A candidate may, up until 24 hours after the nomination period ends, withdraw his/her nomination papers (35 days before Election Day).

A declaration signed by the candidate must be submitted to the SEO, who will accept the withdrawal only if a sufficient number of candidates remain for the number of offices to be filled. The candidate's signature on the withdrawal letter must be witnessed by another person, who must sign as witness.

Important: A candidate cannot withdraw after the 24 hour period. The SEO should ensure that each candidate is aware of this when they file their nomination.

Refer to form 19 for a sample candidate withdrawal form.

6.8 Calling an Election

48(1)

Where there is the same number of nominations as there are vacancies for office, the SEO declares the nominated candidate(s) elected by acclamation.

The SEO should announce acclamations as soon as possible after the nomination period ends, and should consider giving public notice of the names of the candidates that are acclaimed to office.

If, at the end of the nomination period, there *are more* nominations than vacancies for office, the SEO must, as soon as is reasonably possible, give public notice of the following:

48(2)

- a description of each office to be filled at the election;
- the names of the candidates nominated for each office;
- the dates and times when voting places will be open for voting;
- the location of voting places;
- information about alternative voting opportunities available in the election, including the date, location and hours of advance voting;
- that, before being allowed to vote, a person may be required to establish his or her identity and the manner in which they may do so.
- any other information about the election that the senior election official determines appropriate. For example, that the voting place is accessible for persons with disabilities.

As with all public notices, the election notice must be given in accordance with Section 4 of The Municipal Councils and School Boards Election Act. Public notice may be given by publishing in a newspaper having general circulation, or mailing/distributing a copy to every household in the local authority. Where possible, both methods of public notification are recommended.

Refer to form 20 for a sample public notice of election.

Death of a Candidate

If a candidate named in the notice of election dies before the close of voting on Election Day, the candidate is deemed to have withdrawn and:

49

- if no candidate would be elected by acclamation as a result of the death, the election must proceed as if the deceased candidate had not been nominated;
- if the number of candidates remaining for the office is the same as the number to be elected, the SEO must immediately declare the remaining candidate or candidates elected by acclamation; or

102(1) MA

- if the number of candidates remaining for the office is less than the number to be elected, the SEO must declare the remaining candidates elected. For a councillor position, the members who are elected may fill the vacancy by appointing a person who was eligible to be nominated at the election, or by proceeding to hold a by-election to fill the vacancy.

Pre-Election

Part 7 – Ballots

Ballots must be available 28 days before the election (the first day that voters can apply in person to pick up a sealed envelope ballot). There are a number of steps that the SEO must take to ensure this deadline is met.

7.1 Timing

54(1)

One of the duties of the SEO is to ensure that the ballots are printed and ready in time for alternative voting opportunities. Remember, voters may apply in person to vote by sealed envelope ballot 28 days before the election, so the SEO should ensure ballots are ready for this day.

It is recommended that arrangements be made by the end of May for printing of ballots in an election year. Tenders (if required) can be arranged well before the nomination period begins. Once a printer is chosen, they can be advised of the number, type, and potential set-up of the ballots. This will ensure that the preliminary arrangements are made in order to speed up the processing time once the candidate names are confirmed.

The SEO needs to decide ahead of time whether the order of the candidates' names on the ballots will be by random or rotational order and should advise candidates when they file their nominations (refer to Part 6 – Nominations). If random ordering is chosen, the SEO should be advising candidates and/or their official agents of the date, time and location when name ordering will be determined. This date should be very soon after the candidate withdrawal period ends (24 hours after the nomination period closes) so that the final lay-out of the ballot can be provided to the printer as soon as possible.

7.2 Form of the Ballot

54(2)

The SEO must determine if separate or composite ballots will be used at the election.

Separate Ballots

Separate ballots use different ballots for each office being elected, for example a ballot for election of the head of council and a ballot for the election of councillor. If you choose to use separate ballots, it is recommended that you consider using different coloured ballot papers to distinguish the ballot for head of council from a councillor's ballot, or to use different coloured ballots for each ward. This will greatly assist with the ballot counting process.

Separate ballots work best if there are ward elections or elections involving a large number of candidates for head of council and councillor. **If rotational ordering of the candidates' names is chosen for the ballots, separate ballots are recommended.**

Composite Ballots

Composite ballots combine the contents of two or more ballots into one - for example one ballot could include both the vote for head of council and the vote for councillors. If composite ballots are used, a tally sheet will be needed during the count to keep track of the votes for each office.

A composite ballot works best if there are a limited number of candidates running for election. **If rotational ordering of the candidates' names is chosen, composite ballots are not recommended.**

Refer to form 21 for sample ballots.

7.3 Names on the Ballots

55(1)

A candidate's name will appear on the ballot as it appears on their nomination papers. Candidates should be reminded of this when filing their nomination papers to ensure they use the name that most clearly identifies them as opposed to strictly their legal name. This could include use of a nickname, or first name with a nickname in brackets.

55(6)

If two or more candidates have the same surname and usual name, the SEO may include additional information on the ballot to help the voters identify candidates. This additional information must not include information about a candidate's occupation, degree, title, honour or decoration.

Order of the Names on the Ballot

55(2)

The SEO is to determine the order in which the candidates' names are listed on the ballot. The order must be either:

- an order determined by random lot, or
- rotating order.

Random Lot

If the order of names is determined by random lot:

55(3)

- The SEO must notify all of the candidates of the date, time and place where the determination will be made.
- The draw must be conducted, at the time and place specified, in the presence of the candidates or their official agents.
- The first name drawn is the first name printed on the ballot, the second name drawn is the second and so on until all of the candidates' names are placed on the ballot.

Random lot can be determined by several methods: names can be drawn out of a hat, or candidates can pick straws or draw numbers to decide the ordering of the names. The SEO should ensure that each candidate understands the method before the draw process begins.

The SEO will want to ensure that all candidates or their official agents are present at the drawing of the names so that the draw appears fair and impartial. The SEO should also inform the media of the draw date and time, and whether they are permitted to be present.

Rotating Order

Rotating order ensures that every candidate's name gets the chance to be first on the ballot. Printing the ballots in rotating order may also add some complexity when conducting the count. At the end of the long

Election Day, ballot counters will have to adjust to seeing candidate names in different orders. **Rotating order is not recommended when using composite ballots.**

If the names will be by rotating order, the SEO must ensure that:

55(4)

- ballots are prepared in as many lots as there are candidates;
- in the first lot the names of the candidates appear in alphabetical order;
- in the second lot, the names appear in the same order, except that the first name in the first lot is placed last; and
- in each succeeding lot the order is the same as the preceding lot, except that the first name in the preceding lot is the last.

Death of a Candidate

56(1)

If a candidate dies after the ballots have been prepared, the SEO must arrange for new ballots to be prepared that do not contain the name of the deceased candidate.

56(2)

However, if there is not sufficient time to have new ballots printed, the SEO must ensure that written notice is posted informing voters that the deceased person is no longer a candidate. The notice should be posted at each affected voting station in a conspicuous place.

Important: Remember that ballots must be available 28 days before the election so that they are ready to be picked up by voters applying to vote by sealed envelope. If even one ballot is given out to a voter, it is too late to have new ballots printed in case of a candidate's death. If this occurs, the original ballots must be used and notice must be posted to inform voters of the candidate's death. Any votes cast for the deceased candidate must not be counted.

Election

Part 8 – Election Day

Voting Hours: Voting places must be open from 8:00 a.m. to 8:00 p.m.

The SEO should instruct all voting officials scheduled to work on Election Day to arrive by at least 7:00 a.m. Keep in mind – the voting station must be set up by 7:45 a.m. to be ready to let scrutineers inside the voting place 15 minutes prior to opening.

The SEO should have a voting place layout decided well before Election Day. The SEO or senior voting official at each voting place should quickly set up tables, chairs and voting compartments to be ready for 7:45 a.m.

Instructions to the voters on how to cast their ballot should be posted outside the voting place, and inside each voting compartment.

Refer to form 22 for sample directions for voting to be placed in voting compartments.

8.1 Set up of Voting Places

Whatever layout is used for the voting place, the objectives are the same: firstly, to ensure privacy of voters; and secondly to achieve a smooth flow of traffic that is convenient for voters.

Tips for Layout of the Voting Place

Because each voting place will be slightly different, it is impossible to recommend a model arrangement. However, there are several simple guidelines to follow that will make it easier to achieve the overall objectives.

- Do not place voting booths/compartments in areas that can be observed through windows.
- Remove all garbage cans from the voting area. This reduces the likelihood of a voter or election official accidentally discarding anything important (like a ballot).
- Set up voting compartment(s) with sufficient space around it/them, so that “traffic jams” (which could potentially detract from privacy) can be avoided.
- Post maps of the area of the municipality / school division included in each voting subdivision for handy reference by voters and election officials.
- If the voting place is a municipal or other local government office, remove any portraits, nameplates, plaques, etc. that include the names of election candidates.

At the end of this part are diagrams that help to illustrate various voting station layouts. Notice the spacious arrangement provided for registration officials, voting officials, voting compartment(s), and ballot boxes. These sample arrangements will facilitate the convenient movement of voters throughout the voting station.

It is recommended that you sketch out a suitable layout for your voting station well in advance of Election Day. When the room has been set up, take a photograph of the layout, or draw a plan or both. Should the same facility be used for another election in the future, this may save someone (or you) a lot of work.

Refer to Appendix C at the end of Part 8 for suggested voting place arrangements for small, medium and large jurisdictions.

8.2 Materials for the Voting Place

57

The SEO is responsible to ensure that each voting station is supplied with an adequate number of ballots and to keep a record of how many ballots are provided to each station.

If names on the ballots are in rotational order, the SEO must ensure that each ballot station is provided with ballots from each lot. The ballots will be issued in rotation from the lots to the voters on Election Day. Two consecutive voters should not receive their ballot from the same lot and, as closely as possible, each lot should be used an equal number of times.

Other equipment that will be required for each voting station includes:

58 to 61

- ballot box(es), lock(s), key(s), and seal(s) (constructed and secured so that ballots can be inserted into it but cannot be withdrawn without providing evidence that the box has been opened or tampered with).
- at least one well-lit voting compartment where voters can mark their ballots conveniently and privately, without interference or interruption.
- directions for voting, posted near the entrance of the voting station and in each voting compartment (you can also record the voting instructions on tape, for voters who are blind or have trouble reading small print),
- the voting record.

Did you know?

Election supplies can be ordered in advance through the Association of Manitoba Municipalities' trading company. Contact the AMM for a list of available supplies, or visit the AMM website for a product catalogue (http://www.amm.mb.ca/trade_mtcml_cat.html)

In addition, the SEO may want to supply each voting station with (these are suggestions only):

- A list of candidates in 18-font or larger, to assist visually-impaired voters;
- A lamp or additional light for the voting compartment, to assist voters who have trouble seeing in low light;
- An up-to-date list of voters;
- A copy of any written instructions the SEO may wish to prepare for election officials. These instructions may include a contact phone number for the SEO on Election Day, instructions for dealing with unusual or unanticipated circumstances and/or expectations for delivery of election count information at the close of the voting place.
- Ballot marking pencils (and sharpeners!);
- String or other means of affixing marking pencils to the voting compartments;
- Pertinent excerpts of this manual and The Municipal Councils and School Boards Elections Act;
- Masking tape; rulers, staplers;
- Paper for extra signs;
- Markers and different coloured pens;
- Flashlight (in case of power failure);
- Rubber finger cones (for counting of ballots);
- Elastics; and
- Vote tally sheet.

8.3 Who Can Be Present at Voting Places

The following persons may be present at the voting station:

68

- the voting official and other election officials appointed to that voting station;
- voters, for the purpose of voting;
- an interpreter, if required;
- a candidate;
- not more than two scrutineers (per candidate); and
- any other person allowed to be present by the SEO (such as an election observer).

Refer to part 6.6 (Appointing Scrutineers) for a re-cap of the duties of scrutineers.

8.4 Political Activities at Voting Places

72

It is important to ensure a level playing field for all candidates on Election Day – voters should be free from political influence by candidates while at the voting place. In order to ensure this, several provisions in the Act control political activities at voting places.

It is important that candidates, their official agents, and scrutineers are aware of the following rules:

1. Other than an election official carrying out his/her duties under the Act, no person may distribute pamphlets, or any papers referring to the election, **within 50 metres of the voting place.**
2. No person may wear or display any item that refers to the election or a candidate, or post or display a sign referring to the election or a candidate, **within 50 metres of the voting place.**
3. If a sign or poster is found to be within 50 metres of the voting place, the election official may remove it, or order the candidate, or the organization that produced the sign to remove it or obscure it. For example, if a candidate's sign is within a private home, and the election official is unable to gain access, it may be obscured on the outside of the home with a piece of paper, etc.
4. Scrutineers can wear a badge or ribbon that indicates (by colour only) the candidate for whom the person is a scrutineer. However, even in this instance, the badge or ribbon may not indicate the name (or initials) of the candidate.
5. While the candidate is permitted to act as a scrutineer, it is important that the candidate's role be confined only to this function. Electioneering by greeting voters at the door, socializing in the voting place, or passing out campaign material is inappropriate and/or unlawful. If a candidate is engaging in electioneering, the election official may wish to give him a friendly reminder about appropriate behaviour at the voting place.

An election official can deal with the removal of election signage in contravention of the Act well in advance of Election Day, by giving candidates a gentle reminder about the 50 metre rule.

72(5)

The only signs related to the election that may be within 50 metres of the voting place are those authorized and posted by election officials, such as directions to the voting place or parking signs.

8.5 Opening the Voting Place

69

Immediately before the voting station opens, the voting official must show all persons present that the ballot box to be used is empty, and secure it so that it cannot be opened without providing evidence that it was tampered with.

Standard ballot box seals should be used to secure ballot boxes used at voting stations. These can be ordered, along with other election supplies, through the Association of Manitoba Municipalities' trading company.

The ballot box must be in full view of all persons present when the voting station is open and during the count.

8.6 Voting

The Voting Record

The voting official must keep a voting record to record the names and addresses of each person who is given a ballot. As well, all of the following must be recorded beside the person's name, if they apply:

70

- if the person is required to take an oath;
- if the person's right to vote was challenged, who made the challenge and the reason for it;
- if the voter was required to establish his/her identity;
- which ballots the person is given;
- if the voter is given assistance, the name of the person assisting;
- if the person uses an interpreter, the name of the interpreter;
- if the person refuses to take an oath; and
- if the person removes a ballot from the voting place.

The voting official should also remember to record the names of scrutineers present at the voting station.

Refer to form 23 for a sample oath of the voter form.

Rights of a Voter

It is the duty of election officials to ensure that the rights of voters are guaranteed at all times, and during all voting opportunities.

65

It is the right of every eligible voter to:

- vote in secret;
- vote without inducement, interference or coercion from anyone else;
- be free from any attempt or inducement to show the voter's marked ballot; and
- not have any information about how he/she voted disclosed or compelled for any reason or in any proceeding.

Ensuring the secrecy of voting is one of the most important priorities when running an election. Every person at the voting station, including voters and vote counters, must preserve the secrecy of voting, and must not do any of the following:

87(1), 127

1. Interfere with a person marking his/her ballot.
2. Attempt to discover how a person voted.
3. Communicate information about how another person voted.
4. Induce a person, directly or indirectly, to reveal how he/she voted.
- 5. Remember, it is an election offence to induce or influence a person's vote.**

87(2)

A voter also has certain obligations to protect the secrecy of his/her own vote, and may not show his/her marked ballot to another person.

87(3)

Except for providing assistance to a voter who requires it, no person may enter a voting compartment while a voter is voting, or attempt to observe how a person marks his/her ballot.

Steps to Follow When a Voter Arrives to Vote

74

1. Any eligible voter who wishes to vote must attend the voting station for his/her voting subdivision and give his/her name to the election official.

80

2. Determine whether the voter's name is on the voters list. If the name is on the list, indicate on the list that the voter has attended the station to vote. If the name is not on the list, add the voter's name to the list once he/she has taken an oath and provided acceptable identification.

80

3. Initial the back of the ballot, fold the ballot so that the initials can be seen without unfolding it, explain to the voter how to mark and re-fold the ballot, and provide the ballot to the voter.

78

4. Once the voter receives his/her ballot, the election official must ensure this is indicated on the voters list (by crossing out the voter's name) as well as on the voting record.
5. The voter should then proceed to the voting compartment, and mark the ballot by placing an "X" in the space beside the candidate that he/she wishes to vote for. The voter may also decline his/her vote by writing the word "declined" anywhere on the front of the ballot.

80

6. The voter must immediately return the ballot to the election official once he/she has marked the ballot.
7. Once the ballot is returned to the election official – and without unfolding the ballot – the election official must ensure this is the same ballot that was provided to the voter by examining the initials. Once this is confirmed, the election official must put the ballot in the ballot box in full view of all those present.

86(1)(2)

8. If the voter unintentionally spoils his/her ballot, the voting official may exchange it for a new ballot. Without opening the spoiled ballot, the voting official must write "spoiled" on the back, and put it in the "spoiled ballots" envelope.
9. A voter must leave the voting place once his/her ballot is put in the ballot box.

8.7 Accommodating Persons with Disabilities

Persons with disabilities may face barriers that prevent them from voting in the way outlined in The Municipal Councils and School Boards Elections Act. Some persons with disabilities require special accommodations to be made in order for them to vote in an election. Provisions have been made to ensure that everyone who is qualified to vote has the opportunity to do so. However, there are many practical tips outlined below, not included in the legislation, that will help election officials accommodate persons with disabilities.

82

Templates

The SEO must ensure that a template is available to assist visually impaired voters. The SEO should be familiar with the template, and should explain its use to voting officials so that they may assist the voter. The voting official may also assist the voter in bringing the template and ballot to the voting compartment, but must leave while the voter marks his/her ballot (unless the voter requests that the voting official stay to assist). The ballots should be printed in such a way so that the template will accommodate the ballot.

In order to assist visually-impaired voters identify candidates on the ballot, the SEO may wish to print out a list of candidates in large print (18-font or larger). The voter may use this list when voting in the voting compartment. The election official may also read the list of candidates to the voter, if requested by the voter.

83

Assisting a Voter

A voter may request assistance of another person in marking his/her ballot in the voting compartment. The voter may be assisted by an election official, and an election official may assist as many voters as required. However, a voter may also be assisted by another person, as long as this person:

- is at least 18 years of age;
- does not influence or attempt to influence how the voter votes;
- marks the ballot as directed by the voter;
- does not disclose how the voter voted; and
- takes an oath.

83(3)

Except for an election official, a person may not assist more than two voters.

A person who has power of attorney on behalf of a resident/landowner cannot vote on that person's behalf.

Refer to form 24 for a sample oath for a person assisting another voter.

84(1)(2)

Interpreters

The SEO may appoint a language or sign language interpreter to assist election officials to communicate voting instructions to voters. Alternately, the SEO may appoint an election official to act as an interpreter, if this person is qualified to do so. The SEO should use his/her knowledge of the local community to help decide in advance whether an interpreter will be necessary on Election Day.

If an interpreter is required, the appointment should be made well ahead of Election Day, when the SEO is appointing the required election officials (refer to Part 2 – Election Officials). Ensure the interpreter is accommodated while at the voting place – ensure they have a chair to sit on, and can make use of the kitchen facilities or break room on Election Day.

84(3)

The interpreter must also take an oath that he/she is able to make the translation and will not influence how the voter votes.

If an interpreter is appointed to the voting place, this person is acting as an election official and can assist as many voters as is necessary.

Refer to form 25 for a sample oath form for an interpreter.

85(1)

Moving Ballot Box

Although the SEO should make every effort to secure a voting place that is accessible to all voters, including those with physical disabilities, he/she may not be able to accommodate everyone. If a voter is unable to get into a voting place because of a disability, the voting official may take the ballot box and voting materials outside the voting place to allow the voter to vote. Scrutineers may also accompany the voting official outside the voting place.

85(2)

The voting official must make every effort to ensure the privacy of the voter in this circumstance and to protect the secrecy of the vote.

85(3)

While outside of the voting place, the voting official must ensure that the materials inside the voting place are secured until he/she returns.

Additional Tips for Accommodating Persons with Disabilities

The following tips are designed to help you ensure your voting place is accessible for persons with disabilities. These tips are followed by a number of organizations that you can contact, should you have additional or more specific questions about accommodating persons with disabilities.

Remember: it is important that persons with disabilities, like all other voters, be able to vote as independently as possible.

1. Ensure the voting place is well-lit, and has good lighting inside the voting compartments. This will help voters who have trouble seeing in low light. If you think your voting place may not be bright enough, you can have one portable lamp handy to assist voters in any voting compartment.
2. Ensure directions for voting are printed in large print. You can also record voting instructions on tape, so that visually impaired voters can press play to hear voting instructions independently.
3. Ensure that there is adequate clearance underneath the table in at least one voting compartment to accommodate wheelchairs. Ensure your voting place is set up with adequate room around tables and voting compartments, so that it is easy for all voters to move through the voting place.
4. In the event that there is snowfall before Election Day, ensure that the entrance, ramps, and sidewalks leading to the voting place are clear of snow prior to 8:00 a.m. on Election Day. Remember, if a voter cannot get into the voting place, it is not accessible.

For more information on accommodating persons with disabilities, contact the following organizations:

- Canadian National Institute for the Blind (for questions relating to visually impaired people)
Winnipeg: 204- 774-5421
Brandon: 204-727-0631
- Canadian Paraplegic Association (for questions relating to wheelchair accessibility)
In Manitoba: 1-800-720-4933
- Community Living Manitoba (for questions relating to voters with developmental disabilities)
Winnipeg: 204-786-1607
- Canadian Hard of Hearing Centre (for questions relating to persons who are deaf or hard of hearing)
Winnipeg: 204-975-3037
- Resource Centre for Manitobans Who are Deaf-Blind (for questions relating to voters who are both deaf and blind)
In Manitoba: 1-800-855-0511
- Society of Manitobans with Disabilities (for general disability related questions)
In Manitoba: 1-866-282-8041

Did you know?

Voting instructions are available on DVD / CD-ROM through the Canadian Hard of Hearing Centre (see organizations above) for voters who require sign language to understand voting instructions. If you are aware of deaf voters in your local authority, you may wish to obtain a copy of the DVD prior to Election Day.

8.8 Requiring Identification of a Voter

75(1)

For voters on the voters' list: If a voter is on the voters' list, they may vote as long as they can produce identification if required by the voting official. If the voter's right to vote is challenged by a scrutineer, the voter must take an oath that they are an eligible voter, and establish his/her identity.

76(1)

For voters not on the voters' list: Any eligible voter is entitled to register to vote on Election Day at the voting station. To vote, the person must attend the voting place where they are qualified to vote during hours of operation, produce identification satisfactory to the voting official, and must take an oath that they are an eligible voter. If the voter's right to vote is challenged by a scrutineer, they must take an oath and establish identity.

7(1)

Election officials can request a voter to produce identification, even if the person's name is on the voters' list. Acceptable ID consists of an official document that contains a photo of the voter or at least two other documents identifying the individual.

Election officials have the discretion to accept "satisfactory" evidence, if the voter does not have identification. This could include verification from another voter or election official that the person indeed resides or owns property in the local authority.

Disagreement Between Voting Record and Voter

77

An eligible voter who is shown to have already voted in an election **may** vote if:

- the voter establishes his/her identity;
- the voter takes an oath that they are an eligible voter that has not already received a ballot; and
- the voting official is satisfied that the person is entitled to vote, based on the documents provided, and the oath.

8.9 Challenging a Voter

79(1)

An election official or scrutineer may challenge a person wishing to vote if they believe the person is not an eligible voter, or the person has already voted in the election. For example, an election official or scrutineer may believe that the voter has moved out of the local authority and is no longer qualified to vote.

79(2)(3)

The person making the challenge should state the reason for it, and the reason must be recorded in the voting record. The voting official should make the scrutineer aware that a brief reason is sufficient, and once the reason is stated, there is nothing further required. If no reason is given, the voter is free to vote as though no challenge had been made.

79(4)

A challenge must be made before the voter is given a ballot. After the voter receives a ballot, no challenge may be made against the voter.

79(5)(6)

In order to vote, a voter who has been challenged must take an oath that they are an eligible voter and establish identity, if they have not already done so. Once the person has done so, no further challenges may be made. **A ballot may then be given to the voter.**

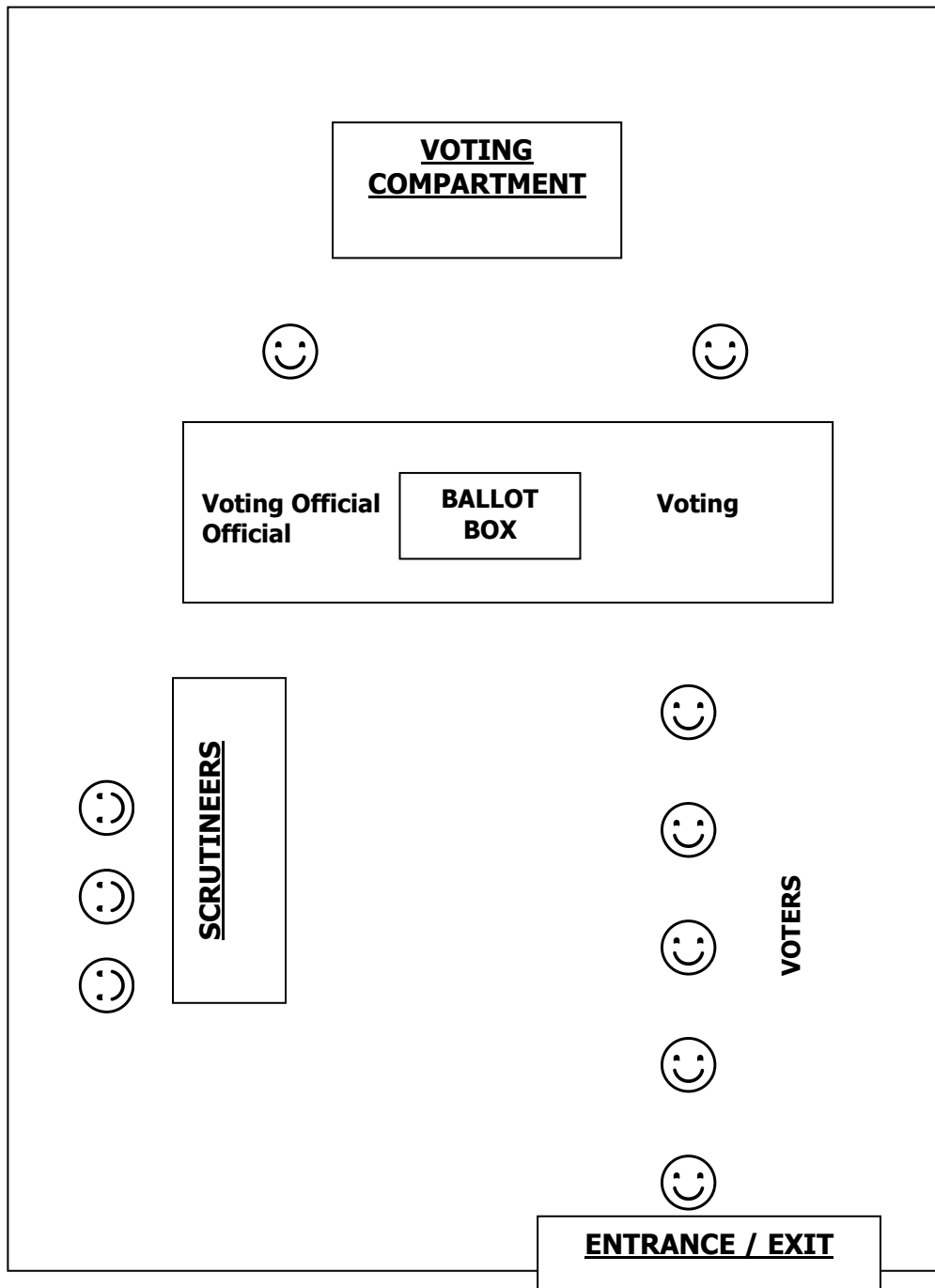
79(7)

If a voter who has been challenged refuses or fails to take an oath or establish identity, they **must not** be given a ballot.

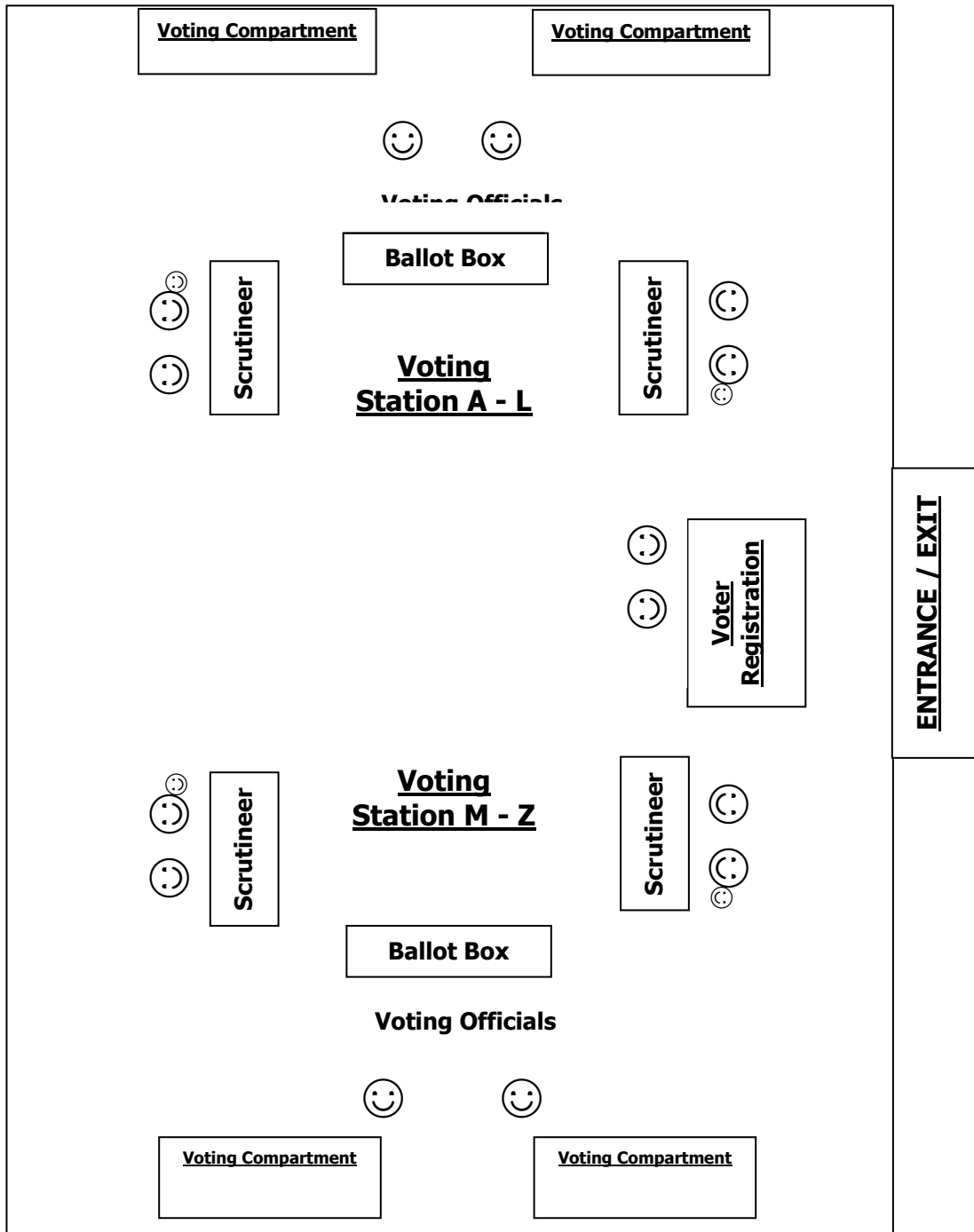
Remember, if a voter is challenged, the challenge and the reason for it must be noted in the voting record.

Appendix C – Sample Voting Place Arrangements

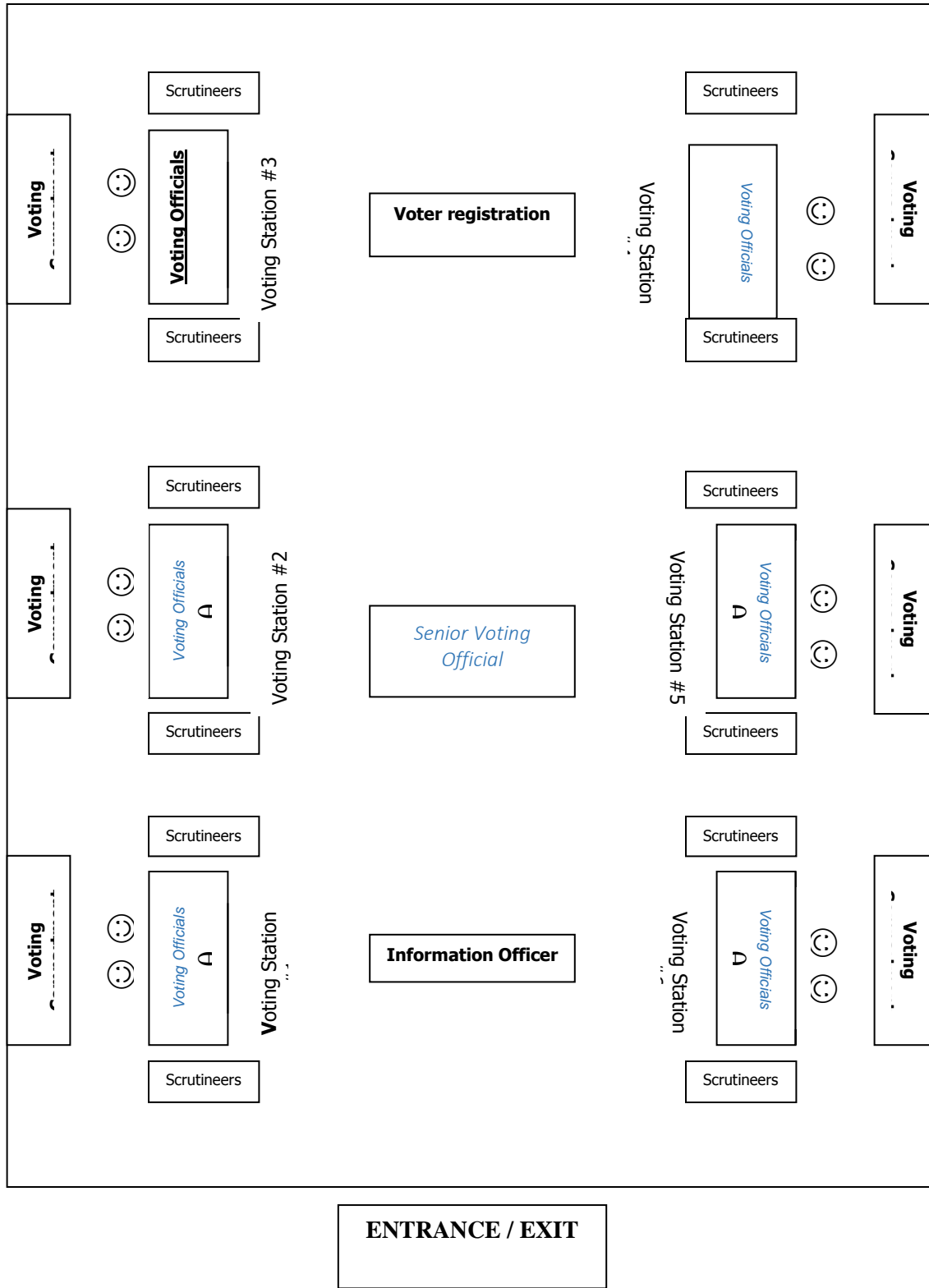
Small Jurisdiction



Medium Jurisdiction



Large Jurisdiction



Election

Part 9 – Required Advance Voting Opportunity

Every local authority is required to hold at least one advance voting opportunity. The SEO must establish the date and location of the advance opportunity, and notice of advance voting must be given in the notice of election (refer to sample form 20).

The advance voting opportunity must be open between 8:00 a.m. and 8:00 p.m. on the set day. The SEO should keep in mind that the day must be held at least 48 hours before the election.

Holding the advance voting opportunity only 48 hours before Election Day may not be convenient for voters that expect to be away for more than a few days before the election. The SEO may therefore want to hold the advance voting opportunity earlier (i.e. one week) to accommodate as many voters as possible.

90(1)(2)

For larger local authorities, more than one advance voting opportunity may be required to accommodate all advance voters. The SEO may establish additional advance voting opportunities, and determine the days and hours as necessary (hours may be less than 8:00 a.m. to 8:00 p.m.) The SEO must give public notice of any additional advance voting opportunities.

Any voter may vote in advance, provided they expect to be unable to attend the voting place on Election Day. The SEO should advertise this in the election notice. Voters are not required to complete a form to vote in advance; a voter's word that they will not be able to attend the voting place on Election Day is sufficient proof.

9.1 Advance Voting Record

A voting record must be kept for the advance voting opportunity, to record the name and address of every person who is given an advance ballot, and other required information (for example, if the voter is challenged). The SEO should also make sure the advance voting station is provided with a copy of the voters list, in case changes need to be made when a voter arrives to vote.

The SEO must ensure that the voters list to be used on Election Day indicates the voters that attended the advance voting opportunity. This will ensure that voters only vote once.

91(3)

At the end of each day of advance voting, the voting official responsible must provide a record of eligible voters who voted to the SEO

If more than one advance voting opportunity is to be held, and it is not convenient for the voting official to deliver the voting record to the SEO in person after the first advance voting day, the voting official may fax the record to the SEO at the end of each day of advance voting.

9.2 Advance Voting Ballot Box

92(1)

If there is more than one advance voting opportunity to be held, the voting official must ensure that the box is secured so that no ballots can be inserted into it between uses. Once secured, the box should only be opened enough to insert ballots during the next advance voting opportunity. This could be done by placing a seal on the ballot box so that it cannot be opened without providing evidence that it was tampered with.

This allows the voting official to use the same ballot box if additional advance voting opportunities will be offered. To protect the ballots inside the ballot box, and to uphold the secrecy of the election in general, the voting official should seal the ballot box in the presence of any candidates and/or scrutineers that may be monitoring advance voting.

If the same ballot box is used for more than one day of advance voting, the voting official should not open the ballot box in order to demonstrate to candidates or scrutineers that the ballot box to be used is empty before advance voting opens, in accordance with s. 69(1).

92(2)

The voting official responsible for an advance voting station must ensure that the ballot box and all other materials are safe-guarded until they are delivered to the SEO at the end of each advance voting opportunity.

If there is more than one advance voting opportunity to be held, the voting official may safeguard the ballot boxes and deliver all of the election material – including ballot boxes – to the SEO after the last advance voting opportunity is held.

ELECTION

Part 10 – Alternative Voting Opportunities

Other than advance voting and regular voting on Election Day, the SEO must make two additional voting opportunities available for voters: mobile voting and sealed envelope voting.

10.1 Mobile Voting

94(1)

The SEO must ensure that a mobile voting station is set up to serve voters at health care facilities in the local authority, including hospitals, personal care homes and developmental centres.

90(1)

Remember that mobile voting opportunities can be held in advance, if it is more convenient to serve a health care facility more than 48 hours before Election Day.

Arrangements should be made well in advance of Election Day for the set up of mobile voting stations. The SEO should contact the administrator of the facility well before Election Day to make them aware of the requirements under The Municipal Councils and School Boards Elections Act. Refer to Part 4 of this manual for more information on establishing a health care facility voting opportunity.

The SEO should ensure that administrators of these facilities have the necessary space and equipment to accommodate a mobile voting station. The administrator may wish to have additional staff on hand to assist voting officials.

94(2)

Although not required under the Act, the SEO may also wish to establish a mobile voting station to serve voters detained in a remand facility, or to serve geographically dispersed voters.

94(3)

A mobile voting station may serve more than one facility in the local authority and may move within a facility, if it would help to serve eligible voters. The mobile voting station should be established at the facility for as long as necessary to serve eligible voters.

94(6)(7)

The SEO must give public notice of the operation of the mobile voting station on Election Day. The mobile voting station may be open any time between 8:00 a.m. and 8:00 p.m. Remember that public notice of mobile voting opportunities must be given in the notice of election (refer to sample form 20).

94(8)

The voting official that is administering the mobile voting station must ensure that the ballot box and all other election material is well secured while the station is in operation, and remain secure until delivered to the SEO.

10.2 Sealed Envelope Voting

95(1)

A voter is eligible to vote by sealed envelope if they have reason to believe that they will be unable to vote at the regular voting place on Election Day, or during advance voting opportunities. This could also include a voter with a physical disability, or a voter caring for a person who cannot be left alone. Remember also that all personal security voters must vote by sealed envelope.

Local authorities with a large number of non-resident voters (such as resort communities) should be prepared to receive many applications to vote by sealed envelope ballot. It may be easier, in this case, to establish a mobile voting station to accommodate these voters if many of them live permanently in one area.

In order to provide voters with plenty of opportunity to apply to vote by sealed envelope, the SEO should give public notice of sealed envelope voting when the notice of nominations is given. In addition, the SEO must inform voters of this method when the notice of election is given (refer to sample form 20). The public notice should outline the ways that voters may apply to vote by sealed envelope, and the requirements of each – for example, identification requirements and deadlines would be very helpful.

Applying to Vote by Sealed Envelope

A voter may apply in two ways to vote by sealed envelope:

96(1)

1. In person

A voter may apply in person at a location established by the SEO. This should normally be at the municipal office, or at a place that keeps regular business hours. Someone should be available during office hours to receive applications from voters.

A voter may apply between 28 and 3 days before Election Day, and may be given a sealed envelope ballot package at the time of application. This will require the SEO to have ballots ready at least 28 days before the election (refer to Part 7 – Ballots).

When applying, if the applicant is not on the voters' list, they must take an oath that they are an eligible voter. The SEO may also require any voter applying to vote by sealed envelope to produce identification. The SEO must ensure that the voter's name is added to the list so that it remains as up-to-date as possible.

97

2. In writing

If a voter applies either by mail or by fax, the application must state the applicant's name, address and telephone number. The application must also include legible photocopies of identification and a declaration of eligibility (the declaration may be signed right on the application form – see sample form 26). It is important that the SEO make voters aware of these requirements when giving the notice of election (refer to sample form 20).

A voter may apply between 90 and 3 days before Election Day. Applications received before ballots are printed should be kept in a safe place until the ballots are ready to send out.

Refer to form 26 for a sample application form to vote by sealed envelope.

If the application is received by the SEO 12 or more days before the election, it must be delivered to the voter by ordinary mail. However, if the application is received less than 12 days before the election, the voter may make alternative arrangements to have the ballot delivered to ensure it can be returned by 8:00 p.m. on Election Day. This could include designating a family member to pick up the ballot package. The SEO may require the family member to produce identification and take an oath as to his/her relationship with the voter.

The SEO must ensure that a voter not on the voters' list is added to the list to ensure it remains as up-to-date as possible.

Contents of the Sealed Envelope Ballot Package

A sealed envelope ballot package must contain:

- | | |
|----|--|
| 98 | <ol style="list-style-type: none">1. instructions on how to vote by sealed envelope;2. a ballot initialed by the voting official;3. a ballot envelope;4. a certificate envelope; and5. an outer envelope with the return address specified by the SEO written on it. |
|----|--|

99	<p>The SEO must ensure that all voters given a sealed envelope ballot package are recorded in a separate voting record. The SEO should ensure that the voters list to be used on Election Day indicates which voters have been provided a sealed envelope ballot package. This will prevent a voter from voting more than once in an election.</p>
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Refer to form 27 for sample instructions on how to vote by sealed envelope.

Refer to form 28 for a sample form of the ballot envelope, certificate envelope and outer envelope.

Steps for Voting by Sealed Envelope

100	<p>When a voter applies to vote by sealed envelope, the election official should explain to the voter how to vote. If the ballot is mailed, the SEO should prepare instructions to accompany the ballot package (see sample form 27).</p>
-----	---

To vote by sealed envelope ballot, a voter must take the following steps:

Step 1: The voter must complete and sign the certificate envelope, certifying his/her identity and that they have not previously voted.

Step 2: The voter must mark the ballot, by placing an "X" beside the candidate that they wish to vote for, or by writing "declined" anywhere on the ballot.

Step 3: The voter must put the ballot into the ballot envelope and seal it. The ballot envelope must then be placed in the certificate envelope, and sealed. The certificate envelope must be placed in the outer envelope and sealed. The outer envelope should have the return address specified by the SEO written on it.

Step 4: The voter must ensure that the outer envelope is received by the SEO by 8:00 p.m. on Election Day. If the package arrives after 8:00 p.m., the ballot package must not be counted.

Treatment of Sealed Envelope Ballots

101(1)	<p>Upon receiving a sealed envelope ballot package, the voting official must remove it from the outer envelope and ensure the certificate envelope is completed properly. they must then make an entry beside the voter's name on the voting record that the ballot has been returned.</p>
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101(2)	<p>If the certificate has been completed properly, the voting official must remove the ballot envelope from the certificate envelope and place it in the ballot box, unopened.</p>
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101(3)	<p>If the certificate has not been completed properly, or if the sealed envelope ballot package arrives after 8:00 p.m. on Election Day, the sealed envelope ballot must not be counted. The SEO must write "rejected" on the back of the certificate envelope and place it in the ballot envelope containing rejected ballots.</p>
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ELECTION

Part 11 – Counting Votes

103

At 8:00 p.m., the voting official must close the voting station. Any eligible voter that is already in attendance at the voting station should be allowed to vote. This includes voters that may be lined up to enter the voting station at 8:00 p.m.

104(1)

Immediately after closing the voting place, the voting official, with the assistance of at least one other election official, must count the vote in full view of all the candidates and scrutineers present.

Counting the ballots involves:

104(2)

- Counting and organizing the ballots;
- Preparing a ballot account;
- Completing a statement of the vote; and
- Securing ballots and other election materials and delivering them to the SEO

Ballots should be counted in the same manner, whether they are the Election Day ballots, sealed envelope ballots, advance ballots or mobile voting ballots.

Counting Advance, Mobile and Sealed Envelope Ballots

110,

112(1)

At 8:00 P.M. on Election Day, the voting officials responsible for the advance voting station(s), mobile voting station(s) and the sealed envelope vote must count the vote (with the assistance of at least one other election official) and deliver the ballot box and statement of the vote to the SEO

113

If the count is to take place other than at the SEO's office, the SEO must give candidates and scrutineers prior notice of the place where the advance, mobile and sealed envelope ballots will be counted.

114

The SEO may combine advance, mobile, and sealed envelope ballots into one box before they are counted. The voting official must declare the number of ballots added to the box in the statement of the vote.

Did you know?

If a small number of voters are using advance, sealed envelope or mobile voting stations to vote, the secrecy of the vote may be compromised if the ballots are reported separately. The SEO should consider combining the alternative voting opportunity ballots in order to uphold voter secrecy requirements under the Act.

The Ballot Account

105(1)

To determine whether all ballots supplied to the voting station are accounted for, the voting official must determine the following numbers and enter them in the ballot count form:

- The number of ballots supplied to the voting station;
- The number of voters who voted at the voting station according to the voting record;
- The number of spoiled ballots; and
- The number of unused ballots.

105(2)

The completed ballot account should be attached to the voting record.

Refer to form 29 for a sample ballot account form.

11.1 Rules for Counting the Ballots

106(1)

The voting official must count the ballots according to the following rules:

RULE 1: The count must be open and visible

Every ballot taken from the ballot box must be examined by the voting official and shown to each person present.

RULE 2: Ballots that must be counted

A ballot must be counted if it is marked so that it clearly indicates the voter's intention, but does not identify the voter.

RULE 3: Ballots that must be rejected

A ballot must be rejected if:

- It is marked in such a way that the voter can be identified;
- "Declined" has been written on it;
- More votes are cast on it than the voter is entitled to cast.
- It does not clearly indicate the intention of the voter.

RULE 4: Objections

Every objection raised by a candidate or a scrutineer must be considered and decided upon by the voting official. The decision is recorded in the voting record by numbering the objections in sequence and marking the corresponding number on the back of the ballot and then initialing it.

The decision of the voting official is final and cannot be overturned by the SEO

RULE 5: Reconciliation

A ballot that is not initialed on the back may be accepted if the voting official is satisfied that it is a ballot they gave to a voter. However, if the number of ballots taken from the ballot box is greater than the number of voters who voted according to the voting record, the voting official must discard every ballot that does not have his or her initials on it and mark "discarded" on the back of the ballots.

11.2 Organizing the Ballots

106(2)

After the count is completed, the ballots must be organized in the following packages, with the contents of the package clearly marked:

- The accepted ballots;
- The accepted ballots that were objected to;
- The rejected ballots;
- The rejected ballots that were objected to;
- The spoiled ballots;
- The declined ballots;
- The discarded ballots;
- The unused ballots

Composite Ballots

109

If a composite ballot has been used in the election, each portion of the ballot that deals with an office or a vote on a question should be considered separately.

For example, if the election for head of council is on the same ballot paper as the election for councillors, the section of the ballot where the voter marks his/her choice for head of council should be considered a separate ballot from the section of the ballot where the voter marks his/her choice for councillors.

When organizing the composite ballots, the SEO should separate the ballots into the packages outlined under section 106(2) (see above). However, when organizing composite ballots, the SEO will have to have two additional packages since there may be a problem with one part of the ballot, but the other part may be acceptable. For example, a voter may mark only one choice for head of council (acceptable), but may mark two choices for ward councillor (to be rejected). Therefore, there must be separate packages for ballots that were accepted, in part without objection and for ballots that were accepted, in part with an objection.

11.3 Statement of the Vote

A separate statement of the vote must be completed for each voting station.

107(1)

Once the counting is complete, the voting official must complete a statement of the vote that sets out:

- The name of the local authority and the name or number of the voting place and voting station;
- The date of the election and the office or offices to be filled and/or the question voted on;
- The name of each candidate and the number of votes for each;
- The number of votes for each answer to each question;
- The number of ballots supplied;
- The number of ballots in each of the separate packages (accepted, rejected, declined, etc.).

107(2)

The voting official and at least one other election official must sign the statement of the vote. Any scrutineer or candidate present may also sign it, if they wish.

Remember, if combining the ballots used in advance, sealed envelope and mobile voting stations, record the number of ballots added to the single box in the statement of the vote.

Refer to form 30 for a sample statement of the vote.

If a statement of the vote is found to be inaccurate, the SEO must amend it or prepare a new statement of the vote for the voting station.

11.4 Securing and Delivering Election Materials

108

As soon as is reasonably possible after completing the count, the voting official must ensure the following are placed in the ballot box and the box secured:

- All the ballots, organized into their separate packages;
- The voters list;
- A copy of the statement of the vote; and
- All documents used at the election, **except the voting record and the original statement of the vote.**

Remember to remind voting officials not to seal the voting record and the original statement of the vote inside the ballot box as the SEO will need these to complete the official tally (see Part 12 – Declaring Elected Members).

The voting official must deliver the ballot box, the original statement of the vote and the voting record to the SEO or to the person designated by the SEO Before Election Day, the SEO should be sure that the voting official knows where to deliver these materials.

ELECTION

Part 12 – Declaring Elected Members

Preliminary Results

115

After receiving the statements of the vote from voting officials, the SEO tallies the votes received and announces the preliminary results to those present.

Official Tally

116(1-3)

After all of the ballot boxes and statements of vote are received, the SEO must complete an official tally. The SEO must give the candidates and their representative scrutineers notice of the time and place of the official tally.

The official tally must be conducted by the SEO and at least one other election official. The candidates and one representative scrutineer (per candidate) may also be present. For a vote on a question, representative scrutineers for both the “yes” and “no” answer may be present for the official tally.

The SEO may open a ballot box to examine any of the documents in it, including the ballots, if he or she considers it necessary to confirm or interpret the information on a statement of the vote, or to settle a dispute between a voting official and a candidate about the content of the statement of the vote.

During the official tally, the SEO may not change a decision made by a voting official to accept or reject a ballot.

Statement of Official Results

116(5)

For each office to be filled, the SEO must prepare a statement of official results using the statement of votes. The official results must include:

- The votes counted for each candidate at each voting station;
- The total number of votes counted for each candidate; and
- The number of ballots rejected or declined in the election.

For each vote on a question, the official results must include:

- The votes counted for each answer to a question at each voting station;
- The total number of votes counted for each answer to a question; and
- The number of ballots rejected or declined on a question.

116(6)

The SEO is responsible to ensure that any contents removed from the ballot box or packages are replaced and the box is again secured.

Refer to form 31 and form 32 for sample statements of official results.

Declaration of Results

After the statement of the official results is prepared, the SEO must declare:

117(1)

- The candidate or candidates who received the highest number of votes to be elected; or
- A tie, if two or more candidates cannot be declared elected because the same number of votes was cast for each.

In the case of a vote on a question, the SEO must declare the result of the vote on a question (unless a judicial recount is applied for).

Remember that the term of the incoming council starts at noon on the day following the election – ensure your election results are declared by this time.

Tie Vote

118

If two or more candidates for an office cannot be declared elected because of a tie vote, the SEO must declare the office vacant and proceed to hold a by-election to fill the office.

120(1)

However, if a tie vote is declared, and an objection was made to a decision of an election official to accept or reject a ballot, the SEO must apply for a judicial recount.

The process for a judicial recount is outlined in The Municipal Councils and School Boards Elections Act, sections 120 – 125. If the SEO is required to apply for a judicial recount, it would be helpful to talk with a Municipal Services Officer with Municipal Finance and Advisory Services for further assistance and advice.

Postponing the Declaration

The SEO may postpone declaring the results of an election or vote on a question if:

119(1)

- Voting has been declared interrupted;
- One or more ballot boxes has not been returned; or
- The SEO is unable to determine the number of votes cast for each candidate or each question for any other reason.

119(3)

When voting is interrupted and a voting station is unable to reopen, the SEO must declare the election or vote on a question invalid and proceed with a new election or vote.

119(4)

The declaration may not be postponed for more than 7 days. If the declaration is still not resolved 8 days after Election Day, the SEO must prepare a statement of official results based on the information available, and declare the results.

POST-ELECTION

Part 13 – Reporting to Council

Once the official election results are declared, the SEO is strongly encouraged to prepare a report for council summarizing Election Day proceedings. The report should include things like voter turnout and general events of the day (ex: “the election was without incident,” or “polls closed for 20 minutes due to a power outage and voting was extended to 8:20 p.m.”). This report is an important part of the municipality’s history and should be kept in a permanent file for future reference.

The report should include references to the statement of the vote and the statement of official results, as outlined in Part 11 and 12 of this manual.

POST-ELECTION

Part 14 – Storage of Election Materials

149

The SEO must keep the ballots, records and all other election materials for six months after the official results of the election are declared.

151

During this six-month period, documents relating to the election must be made available for inspection by the public. However, not all election materials are public – ballots and/or personal security certificates **must not** be shown to the public.

151

If a member of the public is interested in viewing election materials, the SEO should set up a convenient time for this purpose.

Destroying the Ballots

149(2)

When the six-month period has expired, the SEO must destroy the ballots in the presence of two witnesses. The SEO may also destroy any other election documents they choose to at this time.

MEDIA

Part 15 – Dealing with the Media

Municipal elections are important local events, and as such, attract media attention. By being prepared and following some general guidelines, election officials can manage relations with the media in a positive way.

The media needs accurate information about the election to inform the public. Although reporters are experts in gathering, writing, and reporting the news, they depend on election officials for their information.

It is likely that the media will deal mostly with the SEO when seeking information about the election. However, all election officials should consider reviewing this material as it will help everyone to prepare when election time comes.

Why Involve the Media?

The media may be the most cost-effective way of delivering election information to the voters. Press releases, media briefings, appearances on the local television channel, etc. have little cost and yet are often more effective at getting the message out than paid notices.

The media is always looking for news, and by being proactive, you can save time and effort. In order to deliver election information, you may want to consider giving the information to interested media all at once rather than each of them calling separately for the same information. For example, after the nomination deadline has passed, media will likely be interested in the candidates who will be running in the election. Consider setting up a day and time soon after the candidate withdrawal period ends when names will be made available.

If you want the media to help you publicize information, you have to help them. If you miss their call, return it on a timely basis. That way they know they can count on you as an expert who responds in a professional manner. Then, when you need them to deliver, they will be more inclined to help out.

When dealing with the media, common sense should prevail. Here are a few helpful hints:

- You cannot go wrong if you stick to the facts.
- When answering questions related to personal opinions, speculation or undecided issues under consideration, simply say: "my opinion is not important – what is important is...", or, "I won't speculate – what I will say is...", or, "that decision has not yet been made – however what I can tell you is..."

15.1 Getting the Election Message Out

Interviews

Communication is 90% advance preparation. It is easier to be proactive than reactive if you prepare for an interview. Both you and the reporter are equal partners in informing the public. They cannot do their job without you and you can do your job better with their help. Don't hesitate to add anything to an interview if you think it's important, even if you are not asked specifically by the reporter. If you want the reporter to report on positive things, focus on them in the interview.

Never say “no comment,” if in fact you don’t know the answer. Instead try:

- “I can’t give you that information right now because...”
- “I don’t have that answer right now, but if you give me your phone number, I will get back to you.”

Never consider any conversation with the media “off the record.” Remember that as an election official you **do not have** a personal opinion, but should only convey the facts and information. Never be flippant or make comments jokingly.

Television Appearances

Appearances on local television channels or news broadcasts are particularly effective if it is a visual message you want to get out. For example, you may want to publicize voting subdivision boundaries or locations of voting places. If you choose television, viewers will expect to see everything presented in a professional manner – test any visuals, such as maps, ahead of time to make sure they show well on television and get some hints from your television contact person on the kinds of clothes to wear.

Information on Community Channels

Reader information boards on community cable stations can be used to publicize voting place locations on Election Day. They may also be used to describe voter qualifications, etc. Check with your local community channel to see what kind of programming is offered.

Municipal Website

If the municipality has a website, it would be a good idea to post election information and public notices on the Internet as well.

Other Methods of Publicity

- Post election notices on community notice boards. Ask local supermarkets with information boards to post the notices as well.

15.2 Election Results

Past Election History

Most media outlets appreciate receiving not only the final results on election night, but also how these results compare to previous elections. By preparing a spreadsheet of statistics to include information about the last election, you will be able to answer questions quickly (ex: voter turnout by voting place, number of new voters as compared to last election, etc.).

Managing the Media on Election Day

- Consider creating a candidate/media centre at a gathering place away from the voting place (ex: at the municipal office) with election results telephoned in.
- Set up a system of faxing/emailing preliminary results to the local media on election night. Have a preliminary election results form prepared ahead of time so that all you will have to do is fill in the numbers.
- Have a plan in place should a tie vote be declared and a by-election be required. This will enhance your credibility with the media and the public as you will seem prepared for every situation.

List of Sample Election Forms

- **Form 1** – Appointment of Senior Election Official
- **Form 2** – Oath of Election Official
- **Form 3** – Non-resident Voter Consent Form
- **Form 4** – Public Notice – Voting as a Non-Resident Voter
- **Form 5** – Voters List (Rural Voting Subdivision)
- **Form 6** – Voters List (Urban Voting Subdivision)
- **Form 7A (or Form 7B)** – Notice of the Voters List / Personal Security Protection
- **Form 8A** – Application for Personal Security Protection
- **Form 8B** – Personal Security Certificate
- **Form 9** – Voting Place Rental Agreement / Invoice
- **Form 10A** – Notice of Registration (**10B** - Dunnottar, Victoria Beach and Winnipeg Beach)
- **Form 11A** – Candidate Registration (**11B** - Dunnottar, Victoria Beach and Winnipeg Beach)
- **Form 12** – Notice of Nominations
- **Form 13** – Candidate Nomination
- **Form 14** – Declaration of Candidate
- **Form 15** – Official Agent Appointment
- **Form 16** – Scrutineer Appointment
- **Form 17** – Oath of Scrutineer
- **Form 18** – Information Sheet for Scrutineers
- **Form 19** – Candidate Withdrawal
- **Form 20** – Notice of Election
- **Form 21** – Ballots (Separate, Composite, Vote on a Question)
- **Form 22** – Directions for Voting
- **Form 23** – Oath of the Voter
- **Form 24** – Oath of Person Assisting a Voter
- **Form 25** – Oath of Interpreter
- **Form 26** – Application to Vote by Sealed Envelope
- **Form 27** – Instructions for Voting by Sealed Envelope
- **Form 28** – Voting by Sealed Envelope (Ballot Envelope, Certificate Envelope, Outer Envelope)
- **Form 29** – Ballot Account Form
- **Form 30** – Statement of the Vote After Count by Voting Official
- **Form 31 and 32** - Statement of Official Results

FORM 1

Subsection [10(1)]

APPOINTMENT OF SENIOR ELECTION OFFICIAL (S.E.O.)

Moved by Councillor _____

Seconded by Councillor _____

WHEREAS Section 10(1) of The Municipal Councils and School Boards Elections Act requires each municipality to appoint a senior election official (SEO) who will be responsible to manage and conduct all aspects of municipal elections;

AND WHEREAS the municipality is required to establish the rate of remuneration for the SEO;

NOW THEREFORE BE IT RESOLVED that John Doe is hereby appointed to the position of SEO for the Town of Somewhere;

AND FURTHERMORE BE IT RESOLVED that John Doe will be paid the following rates of remuneration to perform the duties of the SEO as set out in The Municipal Councils and School Boards Election Act:

\$ _____ per year in the year of a regular election; payable in four equal installments to be issued on the first day of June, August, October and December;

\$ _____ per by-election, payable in one installment after the by-election is completed;

\$ _____ per year in a year when there is neither a regular election or a by-election, payable in one installment on the first day of September.

Council shall reimburse the SEO at the rate of ____ cents per kilometer for each kilometer actually travelled in the performance of the duties of the SEO. The SEO is required to record and present a travel expense sheet to Council for their review and approval prior to payment being issued for mileage expenses.

AND FURTHERMORE BE IT RESOLVED that Reeve and Chief Administrative Officer are hereby authorized to sign the attached agreement with Mr. John Doe, establishing the duties and the remuneration of the SEO.

FORM 2

[Subsection 15(1)]

**OATH OF SENIOR ELECTION OFFICIAL
or
ELECTION OFFICIAL
or
VOTING OFFICIAL**

(Strike out the words not applicable)

(Name of Local Authority)

Full name and address

I _____ of _____ in Manitoba,
(full name) (address)

make oath and say (or solemnly affirm):

1. That I am the senior election official
(or)
an election official
(or)
a voting official

for _____
(name of local authority)

in connection with elections (or an election) held in that local authority.

2. That I am legally qualified to act in that capacity for the aforesaid municipality.
3. That I will preserve the secrecy of the ballot.
4. That I have not received and will not accept any inducement to perform those duties and responsibilities otherwise than faithfully, impartially, and in accordance with the law.
5. That I will act faithfully in the office of _____ without fear, favour, or affection and will truly, faithfully, and impartially, and to the best of my knowledge and ability execute that office to which I have been appointed.

Sworn (or affirmed) before me

at theof.....in
the Province of Manitoba this the.....day
of.....20.....

(Signature of person taking oath)

(Person authorized to administer oath)

FORM 3

Subsection 22(2)

NON-RESIDENT VOTER CONSENT FORM

(Name of the municipality)

We, together with the person(s) being appointed, are a majority of registered owners of the land noted below and hereby give consent to:

Surname:	First Name:	Middle initial:	
Mailing address:	Municipality:	Postal Code:	Phone #:

and

Surname:	First Name:	Middle initial:	
Mailing address:	Municipality:	Postal Code:	Phone #:

to be registered as the non-resident voter(s) for the jointly owned land, legally described as:

(legal description and roll number of property)

in _____
(name of municipality)

_____ <i>Name of property owner</i>	_____ <i>Signature</i>
_____ <i>Name of property owner</i>	_____ <i>Signature</i>
_____ <i>Name of property owner</i>	_____ <i>Signature</i>
_____ <i>Name of property owner</i>	_____ <i>Signature</i>
_____ <i>Name of property owner</i>	_____ <i>Signature</i>
_____ <i>Name of property owner</i>	_____ <i>Signature</i>
_____ <i>Name of property owner</i>	_____ <i>Signature</i>

Note: Qualifications for voting as a non-resident voter: Canadian citizen; 18 years of age; registered owner of land in the municipality for at least six months on Election Day. Where more than two people qualify as registered owners of the land, only two people may register as non-resident voters and must have written consent of those, who together with the person registering, are a majority of registered land-owners.

Additional paper may be added to this form to accommodate additional signatures of property owners.

FORM 4

Subsection 22(2)

PUBLIC NOTICE – VOTING AS A NON-RESIDENT VOTER

For municipal elections only, non-resident land-owners are eligible to vote in an election. In order to be eligible, the person must be:

- A Canadian citizen;
- At least 18 years of age on Election Day;
- A registered owner of land in the municipality for at least six months on Election Day.

A maximum of two non-resident property owners, per property, are permitted to vote in a municipal election. In order to vote, each of these voters must obtain written consent from a majority of the registered land-owners, and file this with the senior election official. Consent forms can be obtained from the senior election official, and must be presented at the time of voting.

When voting, you may also be required to provide proof of ownership to the voting official. Ensure you bring proof of ownership with you when voting.

For further information, or to obtain a consent form, please contact the senior election official.

Senior Election Official

Name of Local Authority

Senior Election Official telephone number

FORM 5

[Subsection 23(1)]

RURAL VOTING SUBDIVISION

VOTERS LIST 20_____.

of

(name of local authority)

Voting Subdivision No. _____, comprising (describe limits)

R-Resident: N-Non-resident

No.	Name of voter (surname first)	Property owned or rented (section, township, range, or lot, block and plan, etc.)	Residency	Mailing address of voter
1	Anderson, Harold	NE ½ 33-2-5 W1	R	341 10 th Street Morden, MB R6M 1L8
2	Atcheson, Jane	S ½ 18-3-6 W1	N	P.O. Box 123 Altona, MB R0G 0B0
3	Brown, Peter	Lot 5-Pl. 107	R	P.O. Box 55 Thornhill, MB R0G 2T0
4	Currie, Lorraine	Lot 17-Pl. 107	N	P.O. Box 1122 Manitou, MB R0G 1G0

FORM 6

[Subsection 23(1)]

URBAN VOTING SUBDIVISION

VOTERS LIST 20____.

of

(name of local authority)

Voting Subdivision No. _____, comprising (describe limits)

R-Resident: N-Non-resident

	No. Name of Voter (surname first)	Residency	Civic address	Mailing address, if different
1	Jarvis, Sadie	R	Ste. 1, 27 Main St.	
2	Robinson, Henry	R	28 Main St.	P.O. Box 123 Pinawa, MB R0E 1L0
3	Harris, Frederick	N	29 Main St.	P.O. Box 88 Austin, MB R0H 0C0
4	Conley, Ann	N	30 Main St.	
5	Brown, Robert	R	326 Smith St.	
6	Johnson, Albert	R	327 Smith St.	
7	Agnew, Beatrice	R	328 Smith St.	
8	Donaldson, James	R	329 Smith St.	

FORM 7A

Subsection [36]

NOTICE OF VOTERS LIST / PERSONAL SECURITY PROTECTION

NAME OF LOCAL AUTHORITY _____

Notice is hereby given that a copy of the VOTERS LIST may be revised at:

_____ on _____
(Address) (Date(s))

between the hours of _____ and _____.

At this time the Senior Election Official (SEO) will be available to update the voters list by:

- (a) adding the names of voters who are entitled to have their names on the list;
- (b) deleting the names of persons who are not entitled to have their names on the list; and
- (c) making such other correction of errors to the list as required.

VOTER ELIGIBILITY:

A person is eligible to have his or her name added to the Voters List if he or she is:

- 1) a Canadian citizen and at least 18 years of age on election day; and
- 2) a resident of the local authority for at least six months prior to election day, OR a registered owner of land in the municipality for at least six months prior to election day.

NON-RESIDENT VOTERS QUALIFIED IN MORE THAN ONE WARD:

In accordance with Section 25(2) of The Municipal Councils and School Boards Elections Act, any non-resident voter who owns property in more than one ward is responsible to notify the S.E.O in writing, not later than _____ of the ward in which they desire to vote. Failing the foregoing, the voter's name will be placed on the list as the SEO may select.

APPLICATION FOR PERSONAL SECURITY PROTECTION:

A voter may apply in writing to the SEO (at the address / fax number below) no later than _____ to have his/her name and other personal information omitted or obscured from the voters list in order to protect the voter's personal security. The application may be submitted in person, by mail or fax and must include your name, address and include proof of identity.

All changes to the voters list must be completed on or before _____.
(date)

Dated at _____ in the Province of Manitoba, on _____.
(date)

Senior Election Official (SEO)

Name of Local Authority

Address

Phone Fax

FORM 7B

[Subsection 36]

ANNUAL PUBLIC NOTICE

**Additions to the Voters List and/or
Personal Security Protection Requests**

(Name of Local Authority)

In accordance with Section 36 of The Municipal Councils and School Boards Election Act (MCSBEA), the
_____ Voters List is open for changes or revisions.

(Name of Local Authority)

- Any person who is eligible to vote in municipal elections in the Local Authority of _____ can have his or her name added to the Voters List, or have any information about the voter on the Voters List corrected.
- Any person can request to have his or her name and address obscured from the Voters List.

A person whose name has been obscured will receive a Personal Security Certificate and identification number. That person may only vote by Sealed Envelope Ballot and cannot vote in person at the regular or advance voting places.

To implement the above, a written request must be submitted to the Senior Election Official, in person, by e-mail, fax or mail to:

Name of Local Authority _____

Address _____

Phone:

Fax:

E-mail:

The next General Election takes place in October, 2018.

Senior Election Official

FORM 8A

Subsection [34]

APPLICATION FOR PERSONAL SECURITY PROTECTION

Municipality / School Division: _____

1. Name:

2 Telephone:

3. Address:

4. Postal Code:

I declare that I am making this application for reasons of personal security and that:

- I am a Canadian citizen;
- I am at least 18 years of age on or before election day;
- I have resided in the municipality for six months prior to election day; OR I am a registered owner of land in the municipality;
- I am not otherwise disqualified by law from voting;
- for reasons of personal security, I wish to have my personal information omitted; or obscured from the voters list and from any other records prepared under The Municipal Councils and School Boards Elections Act.

Signature of Applicant

Date

Applicants are required to provide proof of identity by providing:

- a) an official document issued by a federal, provincial or municipal government that contains the person's name, address and photograph. (example: driver's license or passport); or
- b) at least two other documents that provide evidence of the person.

Office Use: (Check √)

☐ Required official identification provided (photocopies accepted)

☐ Personal Security Certificate given to voter

Voter ID number: Electoral Division (ED) Code _____

Signature of Senior Election Official

Date

To be retained by the SEO in a sealed envelope.

FORM 8B

Subsection [34]

PERSONAL SECURITY CERTIFICATE

Municipality / School Division: _____

Ward (if applicable) _____

Voter Identification Number: _____

Issued on the _____ day of _____, 20 ____.

Signature of Senior Election Official (SEO)

As a personal security voter, you may only vote by sealed envelope ballot. You must fill out an application to vote by sealed envelope, if you wish to vote. You must also provide this certificate with the application. Contact your SEO for more information.

FORM 9

VOTING PLACE RENTAL AGREEMENT/ INVOICE

Date:

Between:

Name

Address

Phone No.

Fax No.

Senior Election Official

Phone No.

And:

Local Authority of

123 Main Street
Anywhere MB R0A 0A0

Voting Place Information:

Name of Voting Place

Advance Voting No(s)

Voting date(s)

Address of Voting Place

Regular Voting No(s)

Voting date(s)

The following can be supplied:

- 2 tables per station x _____ stations =
- 5 chairs per station x _____ stations =
- No furniture can be supplied

Tables

Chairs

Access to a telephone until 10:00 p.m.
Access to a washroom for Voting Officials

Voting Place Rental Invoice:

Election Day Voting Place

1

x

\$ _____

\$

Advance Voting Day

x

\$ _____

\$

\$

\$

TOTAL RENTAL FEES PAYABLE

Cheque payable to

Cheque mailing address

(If different than top of form)

We agree to the above terms

Address

City/town

Prov.

Postal Code

Authorized signature for Voting Place Location

Date

Certified goods / services received:

FORM 10A
NOTICE OF REGISTRATION
OF PROSPECTIVE CANDIDATE FOR GENERAL MUNICIPAL ELECTION

NAME OF LOCAL AUTHORITY

Please be advised that a general municipal election will be held on October 24, 2018.

Prospective municipal election candidates must register with the Senior Election Official (SEO) during the registration period before they may begin to accept contributions, incur expenses, fundraise or borrow money for their campaign.

NOTICE IS HEREBY GIVEN that I will be receiving candidate registrations:

For the office of head of council: Between May 1, 2018 and September 18, 2018

For the office of councillor: Between June 30, 2018 and September 18, 2018

at the name of local authority office, location of office during the regular hours of business.

To obtain a registration form contact the SEO at the telephone number listed below.

SEO name

SEO contact telephone number

Fax Number

Dated at _____ on _____.
(location) (date)

Senior Election Official (SEO)

Name of the local authority

FORM 10B
NOTICE OF REGISTRATION
OF PROSPECTIVE CANDIDATE FOR GENERAL MUNICIPAL ELECTION

(VILLAGE OF DUNNOTTAR, R.M. OF VICTORIA BEACH, TOWN OF WINNIPEG BEACH)

Please be advised that a general municipal election will be held on July 27, 2018.

Prospective municipal election candidates must register with the Senior Election Official (SEO) during the registration period before they may begin to accept contributions, incur expenses, fundraise or borrow money for their campaign.

NOTICE IS HEREBY GIVEN that I will be receiving candidate registrations:

For the office of head of council: Between February 1, 2018 and June 21, 2018

For the office of councillor: Between March 31, 2018 and June 21, 2018

at the name of local authority office, location of office during the regular hours of business.

To obtain a registration form contact the SEO at the telephone number listed below.

SEO name

SEO contact telephone number

Fax Number

Dated at _____ on _____.
(location) (date)

Senior Election Official (SEO)

Name of the local authority

FORM 11A

**To be used by:
All municipalities excluding Dunnottar,
Victoria Beach and Winnipeg Beach**

(Name of municipality)

**REGISTRATION OF PROSPECTIVE CANDIDATE
FOR GENERAL MUNICIPAL ELECTION**

To be filed with the Senior Election Official as follows:

Head of Council: between May 1, 2018 and September 18, 2018 (date of close of nominations)

Councillor: between June 30, 2018 and September 18, 2018 (date of close of nominations)

Name of office (Head of council or councillor, and Ward if applicable)		
Name of candidate		
Permanent mailing address		
		Postal Code
Phone	Phone (alternate)	Fax Number
E-mail address		

Note: To be completed by candidates who will be accepting monetary campaign contributions from others and prior to using the bank account.

Name and address of financial institution (Bank, Credit Union, Trust Company, or other similar institution)	Account number(s)
Signing Officer	Mailing Address / Postal Code
Phone (Business)	Fax Number

FORM 11A

I, _____ a candidate for Election as
(Name of Candidate)

a member of Council for the _____ at this election, declare:
(Name of Municipality)

- (a) That the information contained in this Registration Form is to the best of my knowledge true and correct.
- (b) That I am a Canadian citizen and of the full age of eighteen years.
- (c) That I am not subject to any disqualification for the office for which I am a candidate under, The Municipal Councils and School Boards Election Act, The Municipal Act, or any other Act of the Manitoba Legislature.
- (d) That I am a voter of the local authority aforesaid, being the _____
(Name of municipality)
- (e) My place of residence is _____.

And I make this declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath, and by virtue of The Canada Evidence Act.

(SIGNATURE OF CANDIDATE)

Declared before me at the _____ in the Province of
Manitoba,

this _____ day of _____, 20_____.

(SIGNATURE OF SENIOR ELECTION OFFICIAL)

NOTE: It is the responsibility of the person applying for registration to file a complete and accurate Registration Form. The candidate is responsible to immediately notify the SEO in writing of any changes in information provided.

(Name of municipality)

**REGISTRATION OF PROSPECTIVE CANDIDATE
FOR GENERAL MUNICIPAL ELECTION**

To be filed with the Senior Election Official as follows:

Head of Council: between February 1, 2018 and June 21, 2018 (date of close of nominations)

Councillor: between March 31, 2018 and June 21, 2018 (date of close of nominations)

Name of office (Head of council or councillor, and Ward if applicable)		
Name of candidate		
Permanent mailing address		
		Postal Code
Phone	Phone (alternate)	Fax Number
E-mail address		

Note: To be completed by candidates who will be accepting monetary campaign contributions from others and prior to using the bank account.

Name and address of financial institution (Bank, Credit Union, Trust Company, or other similar institution)	Account number(s)
Signing Officer	Mailing Address / Postal Code
Phone (Business)	Fax Number

FORM 11B

I, _____ a candidate for Election as
(Name of Candidate)

a member of Council for the _____ at this election, declare:
(Name of Municipality)

- (a) That the information contained in this Registration Form is to the best of my knowledge true and correct.
- (b) That I am a Canadian citizen and of the full age of eighteen years.
- (c) That I am not subject to any disqualification for the office for which I am a candidate under,
The Municipal Councils and School Boards Election Act, The Municipal Act, or any other Act of the Manitoba Legislature.
- (d) That I am a voter of the local authority aforesaid, being the _____
(Name of municipality)
- (e) My place of residence is _____.

And I make this declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath, and by virtue of The Canada Evidence Act.

(SIGNATURE OF CANDIDATE)

Declared before me at the _____ in the Province of
Manitoba,

this _____ day of _____, 20_____.

(SIGNATURE OF SENIOR ELECTION OFFICIAL)

NOTE: It is the responsibility of the person applying for registration to file a complete and accurate Registration Form. The candidate is responsible to immediately notify the SEO in writing of any changes in information provided.

FORM 12

Subsection [41(1)]

NOTICE OF NOMINATIONS

NAME OF LOCAL AUTHORITY

NOTICE IS HEREBY GIVEN that on the following days:

between the hours of _____ at the following
location _____

I will receive nominations for the offices of

of the aforesaid Local Authority.

The nomination deadline is _____ at _____. Nominations cannot be
accepted after this day. (date) (time)

All nominations shall be made in writing and shall be signed by at least twenty-five voters, or NOT less than 1% of the voters (whichever is the lesser) of the authority or ward (as the case may be), but in all cases by at least two voters. Each nomination shall also be accompanied by the candidate's declaration of qualification.

Nominations may be filed in person at the above location, on the date and hours specified, by an agent, or by fax. To obtain a nomination paper, and / or candidate's declaration of qualification, contact the SEO at the telephone number listed below.

Nomination papers not accompanied by the required documents and not properly filed shall be rejected.

SEO name

SEO contact telephone number

Fax Number

Dated at _____ on _____
(location) (date)

Senior Election Official (SEO)

Name of the local authority

FORM 13

[Subsection 42(1)]

CANDIDATE NOMINATION

(for mayor, reeve, councillor, LUD Committee Members,
or school trustee of a local authority)

I, _____ seek to be nominated to the office of _____
(surname and usual name of candidate) (mayor/reeve/councillor/committee member/trustee)
for _____.
(name of local authority)

**** Note: Your name will appear on the ballot as it is written on the nomination form.**

Telephone number: _____

Address / description of land that qualifies the candidate to be nominated:

Mailing address (if different): _____

NAME, ADDRESS / LOCATION, AND SIGNATURE OF QUALIFIED VOTERS:

(only eligible voters that appear on the voters list of the local authority in which you are seeking office can support the nomination)

	Full Name (Print)	Address or Location (Print)	Signature (Sign)
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			
18.			
19.			
20.			
21.			
22.			
23.			
24.			
25.			

FORM 14

[Subsection 42(1)]

DECLARATION OF CANDIDATE

(for mayor, reeve, councillor, LUD Committee Member,
or school trustee of a local authority)

I, _____ a candidate nominated for the office of _____
(name of candidate) (state office)

for Ward _____ for _____ at this
(strike out if elected at large) (name of local authority)

election, do solemnly declare:

(in the case of nomination for member of council or LUD Committee Member)

1. That I am a Canadian citizen and will be the full age of eighteen years at the date of the election.
2. That I am qualified to be nominated and am a resident of the Province of Manitoba.
3. That I am not subject to any disqualification for the office for which I am a candidate under The Municipal Councils and School Boards Elections Act or any other Act of the Legislature.

(in the case of nomination for school trustee)

1. That I am a Canadian citizen and will be the full age of eighteen years at the date of the election.
2. That I am a resident in the school division or school district, and will have been for a period of at least six months at the date of the election.
3. That my place of residence is:

(Here give exact address or description of place of residence, including name of school division, etc. in which the nominee resides).

4. That I am not disqualified from holding office under The Municipal Councils and School Boards Elections Act or any other Act of the Legislature, and am not otherwise by law prohibited, from being a trustee or from voting at election in the school division or school district.

And I make this declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath, and by virtue of The Manitoba Evidence Act.

Declared before me at the _____)
of _____)
in the Province of Manitoba, _____)
this _____ day of _____ 20 ____)

(Person authorized to administer oath)

(Signature of candidate)

FORM 15

Subsection [46(1)]

OFFICIAL AGENT APPOINTMENT FORM

(Name of Local Authority)

I, _____, candidate for the _____ general municipal
(candidate's name) (year)
election, appoint _____ to act on my behalf.
(name of the official agent – surname, first name)

Official agent's address: _____

Official agent's telephone number: _____

I, _____ consent to the appointment of official agent.
(name of official agent)

Signature of candidate

Signature of official agent

This form must be presented to the SEO of the local authority either in person or by fax during regular office hours.

SEO name

SEO office location, telephone number and fax number

FORM 16

[Section 71(1)]

SCRUTINEER APPOINTMENT FORM

(Name of Local Authority)

I, _____, candidate for the _____ (general municipal election / by-
(candidate's name) (year)
election), appoint

_____, as **scrutineer**
(name of scrutineer)

to attend on my behalf at the voting stations in the local authority.

Signature of Candidate

FORM 17

[Subsection 71(1)]

OATH OF SCRUTINEER

Name of local authority

I, _____ of _____,
(full name) (address)

in the Province of Manitoba, make oath and say: (or do solemnly affirm):

1. That I am a person duly appointed to act as scrutineer during the present election.
2. That I will uphold a voter's right to vote in secret.
3. That I will not interfere with a person marking a ballot.
4. That I will not attempt to discover how a person voted.
5. That I will not communicate information about how another person voted.
6. That I will not induce a person, directly or indirectly, to reveal how they voted.

Sworn (or affirmed) before me at the _____)
of _____)
in the Province of Manitoba,)
this _____ day of _____, 20 _____)

(Person authorized to administer oath)

(Signature of person taking oath)

Scrutineer for:

(Candidate's name)

FORM 18

INFORMATION SHEET FOR SCRUTINEERS

The role of the scrutineer is to assist the candidate in tracking the progress of the vote, to have a role in ensuring that only those who are on the voters' list or who are otherwise entitled to vote cast their ballots, and to observe whether the count is conducted in accordance with legislative requirements.

While a candidate may have a number of people supporting his campaign, the number of scrutineers who may be present at the voting station is limited to two.

Scrutineer Appointment

The candidate must appoint each scrutineer in a form approved by the senior election official. The scrutineer should bring a copy of the appointment letter to the voting place and hand it to the voting official, as well as keeping a copy at all times. Scrutineers are entitled to be present in the voting place during regular hours, fifteen minutes before the voting place opens, and after the voting place closes until the counting of the vote is completed.

Every scrutineer must take an oath before the opening of the voting place (including advance opportunities) that underscores their commitment to the rights of voters and the secrecy of the vote. The senior election official should be contacted to make these arrangements.

Candidate as Scrutineer

In addition to the other appointments mentioned above, a candidate is also entitled to act as his/her own scrutineer. The only difference in the role of candidate scrutineer and regular scrutineer is that a candidate may not observe the marking of a ballot by a voter who has requested assistance.

Partisan Materials/Activity

On election day, no one is allowed to wear or display anything that identifies them as a supporter of one particular candidate with one exception – scrutineers may wear a badge or ribbon that indicates **(by colour only)** the candidate for whom the person is a scrutineer. It is important to note that even in this instance, the badge or ribbon may not indicate the name (or even initials) of the election candidate.

While the candidate is permitted to act as a scrutineer, it is important that the role be confined only to this function. Electioneering by greeting voters at the door, socializing in the poll or passing out campaign material is inappropriate and may be considered an election offence under The Municipal Councils and School Boards Elections Act.

Question of Qualification

A question of voter qualification may be raised in two ways:

- 1) the senior election official may ask for photo identification of any voter that attends the voting place;
- 2) a scrutineer may challenge the qualifications of any voter, after which the voter must take an oath swearing that they are a qualified voter.

Scrutineers should be selective in requesting that the voting official demand the taking of an oath from a voter and limit such requests only to circumstances where the eligibility of the voter is legitimately in question. To do otherwise is to undermine the credibility of the election process and will result in unnecessary delays at the voting place.

If a scrutineer wishes to have a voter take the oath, the request must be made **prior** to the person receiving a ballot. It is too late to make the request once the ballot is in the hands of the voter, or the ballot has already been cast.

At the Voting Place

If your candidate has asked that you spend the entire day at the voting place, including the count, you'll want to be prepared. Make arrangements for your own coffee and meals, paper, pens and any other material (including a list of voters) required to prepare the information that the candidate has asked you to provide. If you are using a cell phone to speak with the candidate, ensure that this is done discreetly so as not to distract voters or the work of election officials.

The candidate may want to know who has attended the voting place, so that those who have not voted can be contacted as to their intentions. The scrutineers should be keeping track of this on their own and not expect that the voting official will allow access to the voting record at any time during election day. If the voting place is quiet, the voting official may allow a scrutineer to review the voting record where it would not interrupt election day activity.

The Count

In many cases, the candidate is not as concerned about having a scrutineer at the voting place for the entire proceeding as they are about having someone in attendance for the count. Remember to get to the voting place before 8:00 p.m. to ensure that the doors are not locked. Once the voting place is closed for voting, it will not be reopened until completion of the ballot counting.

Voting officials will do everything possible to ensure that a ballot can be legitimately counted. **Ballots that are marked with an X, a cross, a circle, in pen or in pencil and which clearly indicate the candidate for whom the person has intended to vote will be counted.** Ballots that have marks for more candidates than there are offices to be filled will be rejected and will not be counted. Ballots that do not show clearly for whom the vote has been made (a mark between or on the line which separates candidate names) and ballots that have not been marked will also be rejected. Ballots that have word art or dialogue written on them may also be rejected and not counted.

If a candidate or scrutineer objects to the counting (or the spoiling) of a ballot paper, the voting official should be advised. The voting official has authority to make a decision to either accept or reject a ballot – this decision is **final**.

After the preliminary count is done, a statement of the vote outlining the number of votes for each candidate is completed. The voting official presents this to the senior election official, who then declares the official results. Any candidate or scrutineer may sign the statement.

If it appears that the candidates have received an equal number of votes, the senior election official must immediately proceed to a by-election. However, if an objection is made to the voting official's decision to accept or reject a ballot, the senior election official must apply to the court for a judicial recount.

FORM 19

[Subsection 47(1)]

CANDIDATE WITHDRAWAL

I, _____ a candidate nominated for the office of _____
(name of candidate) (office)

for _____, wish to withdraw my nomination.

(name of local authority)

Important note: A candidate may withdraw up until 24 hours after the close of nominations. The deadline for withdrawal is _____.
(date)

(Signature of Witness)

(Signature of candidate)

FORM 20

Subsection [48(2)]

NOTICE OF ELECTION

(Name of local authority)

Notice is hereby given that a vote of _____
(name of local authority)

will be taken to elect _____ from the following duly nominated
(Mayor, Reeve, Councillor, LUD Committee Member, School Trustee)

candidates:

For the offices of Councillor:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

For the office of Mayor / Reeve:

1. _____
2. _____
3. _____

VOTING PLACES

Voting places will be open for voting on _____ the _____ day of
(day of the week) (day of the month)

_____ 20_____ between 8:00 a.m. and 8:00 p.m.
(month) (year)

at: _____
(location of voting places)

IDENTIFICATION MAY BE REQUIRED BEFORE BEING ALLOWED TO VOTE. A person may be required to produce one piece of government issued photo identification (for example - driver's license or passport) or at least two other documents that provide proof of identity.

ADVANCE VOTING

For the purpose of accommodating persons who are qualified to vote, but who have reason to believe that they will be absent or otherwise unable to attend their proper voting place on election day, an advance voting opportunity will be located at _____ and will be open during each of the following days _____ between 8:00 a.m. and 8:00 p.m.

MOBILE VOTING

For the purpose of accommodating persons who are qualified to vote, but reside at a health care facility, a mobile voting station will be set up at the following health care facilities on election day:

1. _____

 2. _____

- (name and location of facility) (hours of operation)

APPLICATION TO VOTE BY SEALED ENVELOPE

A voter who is unable to go in person to the voting place or vote in advance, may apply in person, in writing, or by fax to the senior election official at _____.
(address and fax number)

If applying in person*, a voter may apply between _____ and _____.
(date) (date)

*A voter applying in person may pick up a sealed envelope ballot package at the time of application.

If applying by mail or fax**, a voter may apply between _____ and _____.
(date) (date)

** A voter applying by mail or fax will receive a sealed envelope ballot package by regular post, or by making alternative arrangements with the senior election official.

Senior election official

Name of Local Authority

SEO telephone number

FORM 21

[Subsection 54(2)]

SEPARATE BALLOT

ELECTION OF MAYOR, REEVE,
COUNCILLOR, LUD COMMITTEE MEMBER, OR SCHOOL TRUSTEE

(one person to be elected)

Election of a member of _____
(Council/School Board)

of _____ (if required, voting subdivision no. _____),
(local authority)

on _____.
(date of election)

FOR MAYOR, REEVE, COUNCILLOR, LUD COMMITTEE MEMBER, or SCHOOL TRUSTEE

NAMES OF CANDIDATES

**Vote for one
person only -
Mark a cross
(X) opposite
name of the
person for
whom you
vote.**

NAME OF CANDIDATE	
NAME OF CANDIDATE	
NAME OF CANDIDATE	
NAME OF CANDIDATE	

(Note: The words "Vote for one person only - Mark a cross (X) opposite the name of the person for whom you vote" shall be printed in bold type).

SEPARATE BALLOT

ELECTION OF COUNCILLORS OR SCHOOL TRUSTEES

(more than one person to be elected)

Election of the members of _____
(Council/School Board)

of _____ (if required, voting subdivision no. ____),
(local authority)

on _____.
(date of election)

FOR COUNCILLORS or SCHOOL TRUSTEES

NAMES OF CANDIDATES

**Vote for not
more than two
(or three, etc.)
persons - Mark
a cross (X)
opposite the
name of each
person for
whom you
vote.**

NAME OF CANDIDATE	
NAME OF CANDIDATE	
NAME OF CANDIDATE	
NAME OF CANDIDATE	

(Note: The words "Vote for not more than two, (or three, etc.) persons - Mark a cross (X) opposite the name of each person for whom you vote" shall be printed in bold type).

COMPOSITE BALLOT

ELECTION OF MAYOR OR REEVE AND ELECTION OF COUNCILLORS

Election of the members of _____
(Council)

of _____ (if required, Polling Subdivision No. _____),
(local authority)

on _____
(date of election)

FOR MAYOR OR REEVE:

NAMES OF CANDIDATES

**Vote for one
person for Mayor
or Reeve only –
Mark a cross (X)
opposite name of
the person for
whom you vote.**

NAME OF CANDIDATE	
NAME OF CANDIDATE	
NAME OF CANDIDATE	

FOR COUNCILLORS:

NAME OF CANDIDATES

**Vote for not more
than two (or
three, etc.)
persons - Mark a
cross (X) opposite
the name of each
person for whom
you vote.**

NAME OF CANDIDATE	
NAME OF CANDIDATE	
NAME OF CANDIDATE	
NAME OF CANDIDATE	

(Note: The words "Vote for one person for Mayor or Reeve only – Mark a cross (X) opposite name of the person for whom you vote," and, "Vote for not more than two (or three, etc.) persons - Mark a cross (X) opposite the name of each person for whom you vote," shall be printed in bold type).

BALLOT

VOTE ON A QUESTION

Voting on question to _____
(insert question)

submitted by the _____, on _____.
(local authority) (date)

**Show whether you
vote for or against the
question by placing a
cross (X) in the space
below which contains
the words indicating
your intention.**

YES to the question	
NO to the question	

(Note: The words "Show whether you vote for or against the question by placing a cross (X) in the space below which contains the words indicating your intention." shall be printed in bold type).

FORM 22

[Section 80]

DIRECTIONS FOR VOTING

1. Read carefully the instructions for voting printed in the upper right-hand corner of the ballot paper.
2. Mark only those marks on the ballot paper you are instructed to make and no other.
3. In marking the ballot paper use the pencil provided in the voting compartment.
4. After you have marked the ballot paper, fold it so as to show only the initials of the voting official on the back of it.
5. Hand the ballot paper to the voting official after you have folded it.
6. Do not let any person see how you have marked your ballot paper.
7. You may watch the voting official deposit your ballot paper in the ballot box and then you must leave the voting station at once.
8. If you accidentally spoil the ballot paper, return it to the voting official and ask him/her for another which they will give to you if they are satisfied the first one was spoiled by accident.
9. You must NOT take the ballot paper out of the voting station.
10. You must NOT give the voting official any paper other than the ballot paper they gave to you to put in the ballot box.

FORM 23
OATH OF THE VOTER

Name of local authority

I, _____ of _____,
(full name) (address)

swear (or solemnly affirm):

1. That I am a Canadian citizen and of the full age of 18 years on the day of the election.
2. That for a period of six months immediately preceding the date of the election, I have been a resident in the local authority, my place of residence being _____
(civic address)

OR

That for a period of six months immediately preceding the date of the election, I have been a registered owner of land in the local authority, as defined in Section 22 of The Municipal Councils and School Boards Elections Act more particularly described as _____

(legal description of land)

3. That I am entitled to vote at this voting station at this election and not disqualified to vote under The Municipal Councils and School Boards Elections Act or any other Act.
4. That I have not voted before at this election either at this or any other voting station.
5. That I have not directly or indirectly received any reward or gift, nor has anything been promised to me for loss of time, travelling expenses, hire of conveyance or any other service for the votes which I tender at the election.
6. That I have not directly or indirectly paid or promised anything to any person to induce him/her either to vote or to refrain from voting at this election.

Sworn (or affirmed) before me at the _____)
of _____)
in the Province of Manitoba,)
this _____ day of _____, 20 _____)

(Person authorized to administer oath)

(Signature of person taking oath)

FORM 24

[Subsection 83(2)(b)]

OATH OF PERSON ASSISTING A VOTER

Name of local authority

I, _____ of _____,
(full name) (address)

in the Province of Manitoba, make oath and say: (or do solemnly affirm):

1. That I am at least 18 years of age.
2. That I have been asked by a voter for assistance in marking the ballot.
3. That I will not attempt to influence how the voter votes.
4. That I will mark the ballot as directed by the voter.
5. That I will not disclose how the voter voted.
6. That I have not, and will not, assist more than two voters.

Sworn (or affirmed) before me at the _____)
of _____)
in the Province of Manitoba,)
this _____ day of _____, 20 _____)

(Person authorized to administer oath)

(Signature of person taking oath)

FORM 25

[Subsection 84(3)]

OATH OF INTERPRETER

Name of local authority

I, _____ of _____,
(full name) (address)

in the Province of Manitoba, make oath and say: (or do solemnly affirm):

1. That I am a person duly appointed to act as interpreter during the present election.
2. That I am able to make the translation and will do so to the best of my ability.
3. That I will not attempt to influence how the voter votes.

Sworn (or affirmed) before me at the _____)
of _____)
in the Province of Manitoba,)
this _____ day of _____, 20 _____)

(Person authorized to administer oath)

(Signature of person taking oath)

FORM 26

[Section 96, 97]

APPLICATION TO VOTE BY SEALED ENVELOPE

NAME OF LOCAL AUTHORITY

Date of election

If you cannot attend the election in person and wish to vote by sealed envelope, please mail or fax this request (fax will be the quickest method) to:

(S.E.O.)

(Address)

(Phone No.)

(Fax No.)

THE REQUEST TO VOTE BY SEALED ENVELOPE MUST BE RECEIVED BY THE S.E.O. ON OR BEFORE _____.

(date – three days before Election Day)

- A ballot package will be mailed to you with instructions. If your application is received less than 12 days before the election, you may make arrangements to have the ballot delivered to you.
- If you apply in person, a ballot package will be given to you at that time.
- Please mark your ballot and return it promptly to ensure the deadline is met.
- Ballots received after 8:00 p.m. on Election Day will not be accepted.

To qualify to vote, you must be:

1. A Canadian citizen
2. 18 years of age on election day.
3. A resident or owner of land in the municipality for at least six months on election day.

***Important:** If applying in writing, you must enclose photocopies of ID (an official document issued by the federal, provincial or municipal government that contains your name, address and photograph).

I am unable to attend the regular advance voting to cast my ballot(s) for the 20__ General Election. I therefore request that a ballot package be sent to the address below.

Name: _____

Mailing Address: _____

Phone No: _____

Declaration: I am qualified to vote in this election but unable to go in person to a voting station on election day or on advance voting days. I have not otherwise already voted in this election.

Signature _____

FORM 27

[Section 98(a)]

INSTRUCTIONS FOR VOTING BY SEALED ENVELOPE

1. Read carefully these instructions.
2. Mark only those marks on the ballot paper you are instructed to make and no other.
3. Mark the ballot paper with pencil.
4. After you have marked the ballot paper, fold it so as to show only the initials of the voting official on the back of it.
5. Do not let any person see how you have marked your ballot paper.
6. Insert the ballot into the ballot envelope provided, and seal the ballot envelope.
7. Insert the ballot envelope into the certificate envelope and seal it.
8. Complete and sign the certificate envelope, indicating that you are a qualified voter, unable to vote either in advance or at the regular voting station on election day.
9. Insert the certificate envelope into the outer envelope, which contains the address of the Senior Election Official.
10. Ensure the envelope is returned to the Senior Election Official by 8:00 p.m. on election day, or your ballot will not be counted.

FORM 28

[Subsection 95(1)]

VOTING BY SEALED ENVELOPE

Form of Ballot Envelope

Ballot Envelope

Mark ballot and insert it in this envelope – seal this envelope.

Name of local authority _____

Name or number of voting station _____

Form of Certificate Envelope

Certificate Envelope

Insert ballot envelope in this envelope – seal this envelope.

Complete the following certificate:

I, _____ of _____,
(name of voter) (address of voter)

certify that I am a qualified voter and unable to vote at either the advance voting station or regular voting station for the following reason:

(signature of voter)

Name of local authority _____

Form of Outer Envelope

To the Senior Election Official

Name of local authority _____

Address of Senior Election Official

FORM 29

[Subsection 105(1)]

BALLOT ACCOUNT FORM

Name of local authority

Voting Subdivision No. _____ Voting Place _____ Voting station _____

Date of election day _____

Ballot Account

1. Number of voters who voted at the voting station	_____
2. Number of spoiled ballots	_____
3. Number of unused ballots	_____
Total	_____

4. Number of ballots supplied to the voting station _____

(1 + 2 + 3 should = 4)

*** Attach the ballot account form to the voting record.**

I/We hereby certify that the above statement is correct.

Dated at _____, in Manitoba, this _____ day of _____, 20 ____.

(signature of election official)

(signature of voting official)

FORM 30

[Subsection 107(1)]

STATEMENT OF THE VOTE AFTER COUNT BY VOTING OFFICIAL

Name of local authority

Voting Subdivision No. _____ Voting Place _____ Voting station _____

Date of election day _____

Description of election offices to be filled:

Ballot Count

Number of ballots counted: (a) Accepted _____
(b) Accepted, but objected to _____
A) Sub-total _____

Number of ballots counted for each candidate:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Number of ballots rejected in the count: (a) Rejected _____
(b) Rejected and objected to _____
B) Sub-total _____

Number of ballots spoiled _____
Number of ballots declined _____
Number of ballots discarded _____
Unused ballots, to be returned _____
C) Sub-total _____
(Add sub-totals A + B + C) **Total** _____

Reconciliation

Number of ballots supplied by the senior election official: D) Total _____
(A + B + C must = D)

I/We hereby certify that the above statement is correct.

Dated at _____, in Manitoba, this _____ day of _____, 20 ____.

Election Official

Voting official

**** Important note:** Provide the original statement of the vote to the senior election official, **do not enclose in the ballot box**. Make a copy of the statement of the vote to enclose in the ballot box before the box is sealed.

FORM 31

[Subsection 116(5)]

STATEMENT OF OFFICIAL RESULTS

Name of local authority

I, the undersigned, the senior election official in the local authority, certify that below is an accurate summary of the votes counted for each candidate in respect of this election.

VOTING STATION #1

FOR MAYOR OR REEVE

Names of Candidates	Number of Votes Given
_____	_____
_____	_____

FOR COUNCILLORS

Names of Candidates	Number of Votes Given
_____	_____
_____	_____
_____	_____
_____	_____

VOTING STATION # 2

FOR MAYOR OR REEVE

Names of Candidates	Number of Votes Given
_____	_____
_____	_____

FOR COUNCILLORS

Names of Candidates	Number of Votes Given
_____	_____
_____	_____
_____	_____
_____	_____

TOTAL NUMBER OF VOTES

FOR MAYOR OR REEVE

Names of Candidates	Number of Votes Given
_____	_____
_____	_____

FOR COUNCILLORS

Names of Candidates	Number of Votes Given
_____	_____
_____	_____
_____	_____
_____	_____

I also certify that _____ ballot papers were declined, rejected, spoiled or taken from the voting station.
Dated at _____ this _____ day of _____, 20 _____.

(signature of senior election official)

FORM 32

[Subsection 116(5)]

STATEMENT OF OFFICIAL RESULTS

Name of local authority

I, the undersigned, the senior election official in the local authority, certify that below is an accurate summary of the votes counted for each candidate in respect of this election.

FOR MAYOR OR REEVE

Names of Candidates	VOTING STATION #1 Number of Votes Given	VOTING STATION #2 Number of Votes Given	TOTAL NUMBER OF VOTES
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

FOR COUNCILLOR (Ward _____)

VOTING STATION #1 Names of Candidates	VOTING STATION #2 Number of Votes Given	TOTAL NUMBER Number of Votes Given	OF VOTES
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

FOR COUNCILLOR (Ward _____)

VOTING STATION #1 Names of Candidates	VOTING STATION #2 Number of Votes Given	TOTAL NUMBER Number of Votes Given	OF VOTES
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

FOR LUD COMMITTEE MEMBER

VOTING STATION #1 Names of Candidates	VOTING STATION #2 Number of Votes Given	TOTAL NUMBER Number of Votes Given	OF VOTES
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

I also certify that _____ ballot papers were declined, rejected, spoiled or taken from the voting station.
Dated at _____ this _____ day of _____, 20 _____.

(signature of senior election official)

January

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
	1	2	3	4 Municipalities wishing to implement, maintain or eliminate a ward system for election purposes should consider a bylaw approx. 12 to 18 months prior to election day.	5 Local authority to determine if they wish to enter into an agreement with another local authority to facilitate joint election. [s.8(1)]	6
7	8 CAO to review appointment and remuneration of S.E.O. and other election officials with Council.	9 Local authority to appoint Senior Election Official (SEO) – may be shared between local authorities. [s.10(1)]	10 SEO/council to determine if an Assistant SEO / other election officials are required, may appoint. [s.12(1) 13(1)]	11 SEO and council to prepare election cost estimates to be included in the municipal financial plan.	12	13
14	15 SEO may commence preparation of the voters list. [s.23(1)] (flexible timeframe – ongoing list)	16 SEO may enter into agreement with other sources to provide data to assist in preparation of voters list (Fed/Prov Lists). [s.28(1)]	17 SEO shall give annual public notice that voters may apply to add, correct, or omit information, or for personal security (date of public notice is flexible, but recommended early in the year). [s.36]	18	19	20
21	22	23	24	25	26 Resort Municipalities: Last day to pass ward and composition of council bylaws. [MAs.87(3) and 79(2)] and last day to pass campaign finance bylaw [MAs.93.13(5)]	27
28	29	30	31			

2018

February

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
				1 Resort Municipalities: Campaign period and candidate registration period begins for head of council positions [MAs.93.1(1) and 93.3(1)]	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

2018

March

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Resort Municipalities:
Campaign period and
candidate registration
period begins for councillor
positions.. [MA s.93.1(1)
and 93.3(1)]

2018

April

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27 Last day to pass ward bylaw for general election. [MA s.87(3)] Last day to change number of councillors. [MA s.79(2)] Last day to pass vote- counting machine bylaw. [s.63] Last day to pass campaign finance bylaw [MA s.93.13(5)]	28 Resort Municipalities: First day to apply in writing to vote by sealed envelope [s.95(3)].
29	30					

2018

May

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
		1 Campaign period and candidate registration period begins for head of council positions [MA s.93.1(1) and 93.3(1)]	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25 Resort Municipalities: Must publish notice of nominations at least once between May 25 - June 8 [s. 41(1)].	26
27	28	29	30	31 Resort Municipalities: (publish notice of nominations)		

2018

June

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
					1	2
3	4	5	6	7	8 Resort Municipalities: Last day to publish notice of nominations [s.41(1)]	9
10	11	12	13	14	15 Resort Municipalities: Nomination papers accepted – regular hours [s.43(1), s.39] Current member must resign to be eligible to run in by-election [s.40(2)] Must give copy of voters list to candidates, if requested. [s.37(1-3)].	16
17	18	19	20	21 Resort Municipalities: Last day for changes to be made to the voters list. [31] Last day nomination papers accepted – regular hours [s.43(1), s.39] Last day of candidate registrations accepted [MA s..93.3(1)]	22 Resort Municipalities: Candidates may withdraw their nomination (in writing, must be witnessed) if sufficient candidates remain - regular hours [s.47(1-3)]	23
24	25	26	27	28	29 Resort Municipalities: First day to apply in-person to vote by sealed envelope [s.95(3)].	30 Campaign period and registration period begins for councillor positions [MA s.93.1(1) and;3.3(1)]

2018

July

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24 Resort Muni's: Last day to apply to vote by sealed envelope [s.95(3)].	25	26 Regular Election: First day to apply in-writing to vote by sealed envelope [s.95(3)].	27 Resort Municipalities: ELECTION DAY 8am to 8 pm (Dunnottar, Victoria Beach, Winnipeg Beach) [MA s.86(3)(c)]	28
29	30	31				

2018

August

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
			1	2	3	4
5	6	7 Voters list should be complete, or near completion (procedural recommendation).	8	9	10	11
12	13 Ensure an adequate supply of nomination forms / candidate declarations / official agent and scrutineer appointment forms.	14 S.E.O. to establish ordering of candidates' names on ballots. If by random lot, establish a date, time and place for the draw a.s.a.p. after withdrawal period ends. [s.55(3)]	15	16	17	18
19	20 Appoint necessary voting officials for Election Day.	21	22 Must publish notice of nominations at least once Aug 22 – Sept 5 [s.41(1)] Changes to voters list can be made until nominations close. [s.31]	23	24	25
26	27	28	29	30	31 (publish notice of nomination / notice of voters list)	

2018

September

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
						1
2	3	4	5 Last day to publish notice of nominations [s.41(1)]	6	7	8
9	10 Obtain supplies required for voting stations.	11	12 Nomination papers accepted – regular hours [s.43(1), s.39] Must give copy of voters list to candidates, if requested. [s.37(1-3)]	13 Nomination papers accepted – regular hours [s.43(1), s.39]	14 Nomination papers accepted – regular hours [s.43(1), s.39]	15
16	17 Nomination papers accepted – regular hours [s.43(1), s.39]	18 Last day for changes to be made to the voters list. [31] Last day nomination papers accepted – regular hours [s.43(1), s.39] Last day candidate registrations accepted [MA s.93.3(1)]	19 Candidates may withdraw their nomination (in writing, must be witnessed) if sufficient candidates remain - regular hours [s.47(1-3)]	20 S.E.O. to declare candidate(s) elected by acclamation. [s.48(1)] If election required, S.E.O. to give notice of election as soon as possible. [s.48(2)]	21 Include alternative voting opportunities in the election notice. [s.48(2)] Order ballots. [s.54(1)]	22
23 Advance voting opportunities may commence as soon as ballots are ready [s.91(1)]	24 Advance voting and sealed envelope voting continue.	25 Ballots and sealed envelope voting materials must be ready for voters applying in person to vote by sealed envelope [s.95(2)]	26 First day to apply in-person to vote by sealed envelope [s.95(3)].	27	28	29
30						

2018

October

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
	1	2	3	4	5	6
7	8 Reconfirm Election Day voting places, as well as hospital and moving voting places. Establish media contacts.	9	10	11	12 Conduct training, distribute election material and administer oath to election officials.	13
14	15	16 Conduct training, distribute election material and administer oath to election officials.	17	18	19	20
21 Advance voting must end. [s.91(1)] Last day to apply to vote by sealed envelope [s.95(3)].	22	23	24 ELECTION DAY 8am to 8pm. [MA s.86(1)] S.E.O. may announce preliminary results as soon as possible. [s.115]	25 S.E.O. to announce official results and make publicly available. [s.117(1-2)] Term of office of incoming council starts at noon. [MA s.99(1)]	26	27
28	29 CAO to discuss first meeting with head of council (see organizational bylaw).	30	31			

2018

November

Sun

Mon

Tue

Wed

Thu

Fri

Sat

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2018

December

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31 Resort Municipalities: Campaign period ends [MA s.93.1(1)]		March 31, 2019 - Campaign period ends (except resort Muni's) [MA s.93.1(1)]			

2018