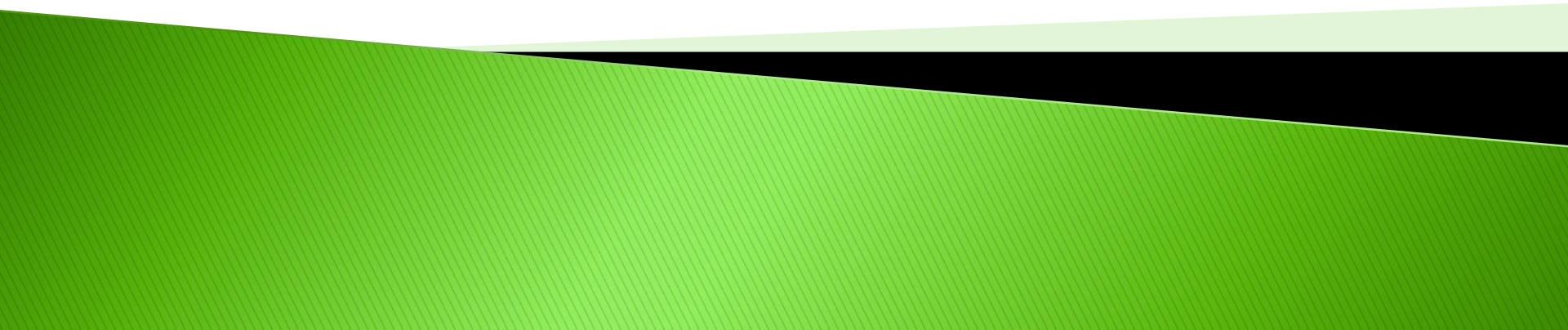


# 2018 GENERAL ELECTION

October 24, 2018



# THANK YOU


- ▶ To the AMM for organizing the election training sessions
- ▶ To the host communities
- ▶ To all of you for serving your communities as SEOs, CAOs and election workers




# ELECTION RULES



# LEGISLATIVE AUTHORITIES

- ▶ *The Municipal Act* – s. 86 to s. 106  
candidate/council member oriented
  - ▶ *The Municipal Councils and School Boards Elections Act*  
process oriented
  - ▶ *The Public Schools Act*
- 

# COUNCIL RESPONSIBILITIES

- ▶ Appoint Senior Election Official (SEO) by resolution
  - ▶ Ensure proper funding for election
  - ▶ Decide whether vote-counting machines will be used for the election
  - ▶ Enact campaign expenses and contributions by-law
- 

# ELECTION OFFICIALS – DUTIES AND RESPONSIBILITIES

## Senior Election Official (SEO)

- ▶ significant responsibility, accountable for the overall election process and will be scrutinized by the public
  - ▶ authority to appoint other election officials:
    - Assistant SEO, Election Officials, Voting Officials
- \*All must take and sign an oath of office before assuming their duties



## 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, make oath and say (or solemnly affirm):  
(full name) (address)

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.

1. That I am legally qualified to act in that capacity for the aforesaid municipality.
2. That I will preserve the secrecy of the ballot.
3. 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.
4. 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 the .....of.....in  
the Province of Manitoba this the.....day  
of.....20....

\_\_\_\_\_  
(Signature of person taking oath)

\_\_\_\_\_  
(Person authorized to administer oath)

# VOTERS LIST

- ▶ Create Voter's List
  - ▶ Resources
    - Elections Manitoba
    - Elections Canada
    - Other Local Authorities
    - Conducting an enumeration
    - Any other source
  - ▶ Update List until close of nominations. No changes between Sept. 18 until Oct. 24
- 



## 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 <sup>th</sup> 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.	
3.	Harris, Frederick	N	29 Main St.	P.O. Box 123 Pinawa, MB R0E 1L0
4.	Conley, Ann	N	30 Main St.	P.O. Box 88 Austin, MB R0H 0C0
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.	

# VOTERS LIST (con't)

- ▶ Annual Public Notice
    - voter's list and personal security protection
  - ▶ Privacy rights
  - ▶ Distribution of Voter's List
    - on request, a copy must be provided to candidate
    - must be used only during Election Period – Sept. 12, 2018 to Jan, 22, 2019
- 

**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 (S.E.O.) 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 he/she desires to vote. Failing the foregoing, the voter's name will be placed on the list as the S.E.O. may select.

**APPLICATION FOR PERSONAL SECURITY PROTECTION:**

A voter may apply in writing to the S.E.O. (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 (S.E.O.)

\_\_\_\_\_  
 Name of Local Authority

\_\_\_\_\_  
 Address

\_\_\_\_\_  
 Phone

\_\_\_\_\_  
 Fax

# PERSONAL SECURITY PROTECTION

- ▶ Voter may apply to have personal information removed from Voter's List
  - Personal security certificate
    - Provide ID number
  - Voters list requirements
    - Add ID number at the end of the list
  - Procedure for voting
    - sealed envelope ballot only

## FORM 8A

Subsection [34]

### APPLICATION FOR PERSONAL SECURITY PROTECTION

<b>Municipality / School Division:</b> _____	
<b>1. Name:</b>	<b>2. Telephone:</b>
<b>3. Address:</b>	<b>4. Postal Code:</b>

**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 Electoral Official

\_\_\_\_\_  
Date

To be retained by the S.E.O. 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 (S.E.O.)

*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 S.E.O. for more information.*



# QUALIFICATION OF VOTERS

- ▶ Canadian citizen
  - ▶ 18 years of age as at the date of election
  - ▶ Resident of the local authority for 6 months as at the date of election, or
  - ▶ Registered owner of land in the local authority for 6 months as at the date of election\*
  - ▶ \* Non-resident land owner eligible to vote in municipal election only
- 

# QUALIFICATION OF VOTERS

## Non-resident voters\*

- ▶ Maximum of 2 non-resident voters per property
  - 6 people on title – 4 must authorize 2 people to vote

Consent form must be filed with SEO and 2 people added to voter's list
- ▶ Maximum 1 vote
  - Non-resident owns 9 properties in 6 wards = 1 vote

### 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)

\_\_\_\_\_  
Name of property owner

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name of property owner

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name of property owner

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name of property owner

\_\_\_\_\_  
Signature

**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.

# LETTER TO NON-RESIDENT VOTERS

- ▶ Prepare a non-resident list
  - Identify all properties with 3 or more non-residents owners
  - Identify non-resident owners with property in more than one ward
- ▶ Send each a letter and/or public notice

## 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

---

S.E.O. telephone number



# VOTING ON ELECTION DAY

- ▶ On Voter's List: may require identification (if not known to Voting Official)
  - ▶ Not on Voter's List:
    - Resident: Identification and Oath
    - Non-resident: Consent form (if more than 2 non-resident owners)
    - Voting official may challenge voter: record in the voting record challenge and reason
- 

**FORM 23**

[Subsection 79(5)(a)]

**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 a 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 of *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 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)




# QUESTIONS

- ▶ Q. What is the cut-off date for updating the Voters List?
  - ▶ A. 36 days before Election Day (end of nomination period – Sept 18, 2018)
  
  - ▶ Q. Who is eligible to vote:
  - ▶ Company owners?
  - ▶ A. No
  - ▶ Power of Attorney on behalf of resident?
  - ▶ A. No
- 


# QUESTIONS

- ▶ Q. I live in X Municipality and own land in the Town of ABC.
  - ▶ For the Municipal election, where do I vote?
  - ▶ A. In X Municipality and Town of ABC
  - ▶ For the School Board election, where do I vote?
  - ▶ A. In X municipality
- 


# QUALIFICATION OF CANDIDATE

- ▶ Canadian citizen
  - ▶ 18 years of age at the date of election
  - ▶ Resident of Manitoba
  - ▶ Voter of the local authority – resident or landowner for at least 6 months on election day
  - ▶ Not subject to disqualification
- 

# MUNICIPAL EMPLOYEE AS A CANDIDATE

- ▶ Definition of employee updated Jan. 1, 2014
    - Includes commissions, boards and other entities of the municipality: Planning District, CD
  - ▶ CAO cannot be a candidate
  - ▶ Leave of absence for employee
    - Candidate – leave of absence starts at close of nomination
    - Elected – leave of absence without pay starts on election day
- 

# NOMINATION PERIOD

- ▶ Public notice of nomination
    - Publish between August 22<sup>nd</sup> to Sept 5<sup>th</sup>
    - Offices, date, time and location for filing nominations
  - ▶ An agent may file papers on behalf of candidate (s. 43(3) SEO decision)
  - ▶ SEO must verify nomination papers
  - ▶ Nomination papers available to the public
- 

## 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 official agent, or by fax. To obtain a nomination paper, and / or candidate's declaration of qualification, contact the S.E.O. at the telephone number listed below.

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

\_\_\_\_\_  
S.E.O. name

\_\_\_\_\_  
S.E.O. contact telephone number

\_\_\_\_\_  
Fax Number

Dated at \_\_\_\_\_ on \_\_\_\_\_.  
(location) (date)

\_\_\_\_\_  
Senior Election Official (S.E.O.)

\_\_\_\_\_  
Name of the local authority

# NOMINATION REQUIREMENTS

- ▶ In writing
- ▶ Signed by 25, or 1% of voters\* (whichever is less)
  - 900 eligible voters = at least 9 signatures
  - 2700 eligible voters = 25 signatures
- ▶ Less than 200 voters = minimum of at least 2 signatures

\* Ward candidate - 25 or 1% of voters of that same ward. At large candidate - 25 or 1% of voters in the municipality / local authority



## FORM 13

[Subsection 42(1)]

### CANDIDATE NOMINATION (for mayor, reeve, councillor, 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/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)

<u>Full Name</u>	<u>Address or Location</u>	<u>Signature</u>
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		

## FORM 14

[Subsection 42(1)]

### DECLARATION OF CANDIDATE

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

I, \_\_\_\_\_ a candidate nominated for the office of \_\_\_\_\_  
(name of candidate) (state office)  
for \_\_\_\_\_ at this election, do  
(name of local authority)

solemnly declare:

#### (in the case of nomination for member of council)

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)


# LOCAL URBAN DISTRICTS

- ▶ Qualification of voter
    - Canadian citizen and 18 years of age
    - Resident of or registered owner of land for at least 6 months in the LUD
  
  - ▶ Qualification of candidate
    - Canadian citizen and 18 years of age
    - Resident of or registered owner of land for at least 6 months in the LUD
- 


# QUESTIONS

- ▶ Q. I live in the LUD of ABC. LUD committee members 3, Municipal council 5 members, at large. School Board 4 members. Who can I vote for?
  - ▶ A. 3 LUD committee candidates, Reeve and 4 councillors, 4 SB candidates.
  
  - ▶ I live in the municipality with the LUD of ABC.
  - ▶ LUD committee members 3, Municipal council 5 members, at large. School Board 4 members. Who can I vote for?
  - ▶ A. Reeve and 4 councillors, 4 SB candidates.
- 

# QUESTIONS

- ▶ Q. Couple owns a cottage in a local authority, with only the wife's name on the title. They live in another municipality. Can the husband run as a candidate in the local authority?
  - ▶ A. No
  
  - ▶ Q. A person owns land in municipality A and is a resident in municipality B. Which municipality may she run as a candidate?
  - ▶ A. Either, but only in one
- 

# QUESTIONS


- ▶ Q. May the SEO require nomination papers to be filed in person?
  - ▶ A. Yes
  
  - ▶ Q. May the public review nomination documents?
  - ▶ A. Yes once filed with and accepted by SEO
- 



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# GENERAL ELECTION

- ▶ Withdrawal of nominations
  - ▶ Acclamations – announced by SEO
  - ▶ Public notice of election – published by SEO
    - Office(s), candidates, voting opportunities
  - ▶ Death of a candidate
  - ▶ Appointment of official agent
- 

**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:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

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


# PRINTING OF BALLOTS

- ▶ Timing – required 28 days before election day
  - ▶ Printing specifications – contact printer early
  - ▶ Setting up the ballot paper
    - Name of candidate
    - Separate ballots – head/councillor
    - Sequence – random or rotating
- 


# SEQUENCE OF BALLOTS

- ▶ Random – ‘draw names out of a hat’; or
- ▶ Rotating –
  - As many lots as candidates
    - 3 candidates + 3 lots
      - Albertson, Al; Doe, John; Jones, Sleepy
      - Doe, John; Jones, Sleepy; Albertson, Al
      - Jones, Sleepy; Albertson, Al; Doe, John


# VOTING PLACE

- ▶ Reserving and selecting voting place(s)
    - Fees
    - Requirements and considerations
    - Layout
  - ▶ Signage
    - election signs only within 50 meters of voting place
  - ▶ Privacy – ensure vote in secret
  - ▶ Materials for the voting place
- 

# ALTERNATIVE VOTING OPPORTUNITIES


- ▶ Advance voting
  - ▶ Mobile voting
  - ▶ Health care facilities voting
  - ▶ Voting by sealed envelope
- 

# ADVANCE VOTING

- ▶ One advance voting opportunity a must
  - ▶ Open 8 a.m. to 8 p.m.
  - ▶ Public Notice is a requirement
  - ▶ SEO may establish additional voting opportunities – hours flexible
  - ▶ Any voter is eligible to vote in advance
- 



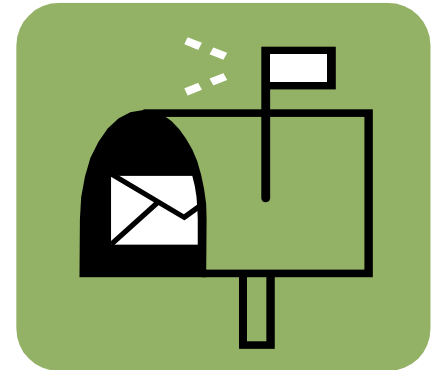
# MOBILE VOTING

- ▶ A must for health care facilities
  - ▶ Optional for remand centers and geographically dispersed persons
  - ▶ Public Notice is a requirement
    - Open any hours between 8 a.m. to 8 p.m.
  - ▶ One station may serve more than one facility
- 

# SEALED ENVELOPE VOTING

- ▶ Any voter is eligible to vote by sealed envelope\*
  - File an application – in person or in writing
- ▶ Applications can be made
  - In person – Sept 26 to Oct 21
  - By mail / fax – July 26 to Oct 21
- ▶ Sealed envelope ballot package

\* must vote by sealed envelope if received personal security certificate



**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:**

----- (Address) ----- (S.E.O.)  
-----  
----- (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:***

A Canadian citizen

18 years of age on election day.

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:** -----

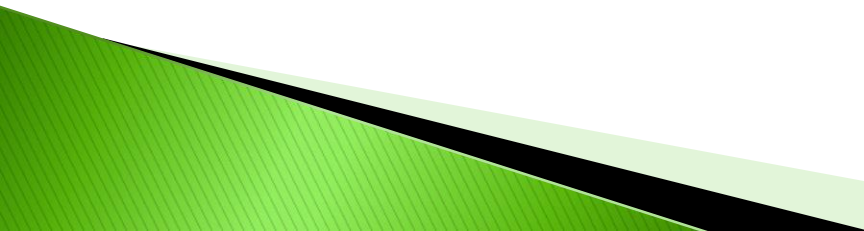
➤ **Mailing Address:** -----

➤ **Phone No:** -----

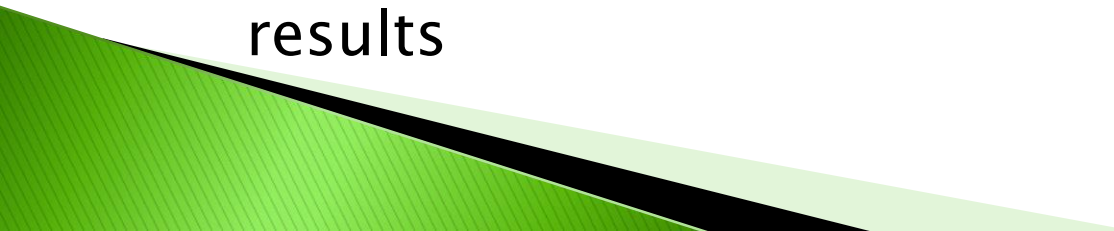
➤ **Declaration:** I am qualified to vote in this election but unable to go in person to a voting station on election day or on advance voting days. I have not otherwise already voted in this election.

➤ **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.
- 

# ELECTION DAY

- ▶ Before voting opens – ballot box
  - ▶ Persons present at the voting place
    - Voting official, interpreter, candidate, scrutineers, a voter
  - ▶ Scrutineers
    - Appointment in writing, provide information sheet
    - Maximum 2 in attendance, per candidate at voting station
    - Maximum 1 in attendance, per candidate at official results
- 

# ELECTION DAY

- ▶ Voting official responsibilities at voting station:
    - Voting record
    - Secrecy of the vote
    - Ballots must be initialed
    - Spoiled / Declined ballots
- 


# ELECTION DAY

## ► Challenging a Voter:

- Election official or scrutineer may challenge a voter
- The challenge and reason must be noted in voting record
  - If voter provides ID and takes the oath a ballot may be given
  - If voter does not provide ID and take the oath no ballot is given

# ELECTION DAY

## Special Voting Requirements:

- Interpreter
  - Assisting the voter to mark the ballot
  - Moving ballot box
  - Template
- 



# ELECTION DAY

## ► Political Activity:

- No distribution of election advertising, election signs within 50 meters of voting place
- No partisan material/activity

## ► Closing of voting places



# ELECTION DAY

## After the Vote

- ▶ Open ballot boxes in full view
- ▶ Count ballots
  - In full view of those present
    - Determine ballot account
    - Reconcile ballots
    - Ballot Account Form – completed for each voting station

**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)

# ELECTION DAY


## After the Vote (con't)

### Envelopes for ballots

- Accepted
  - Accepted and objected to
  - Rejected
  - Rejected and objected to
  - Declined
  - Discarded (not initialed and discrepancy)
  - Spoiled
  - Unused
- 

# ELECTION DAY

## After the Vote (con't)

- ▶ Alternative Voting Opportunities
    - Advance vote
    - Mobile vote
    - Sealed envelope vote
    - Combining the count may uphold voter secrecy
  - ▶ Statement of the Vote – completed for each voting station
- 

**FORM 30**

[Subsection 107(1)]

**STATEMENT OF THE VOTE AFTER COUNT BY VOTING OFFICIAL**

Voting Subdivision No. \_\_\_\_\_ Voting Place \_\_\_\_\_  
Date of election day \_\_\_\_\_  
Description of election offices to be filled:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Name of local authority \_\_\_\_\_  
Voting station \_\_\_\_\_

**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.

# ELECTION RESULTS

## Determine and declare results

- ▶ Preliminary ‘unofficial’ results
  - ▶ Official results
    - SEO must give notice to all candidates
    - Voting official decisions to accept/reject ballot stands
  - ▶ Safekeeping of election materials / Disposing of ballots
- 

# ELECTION RESULTS


## Tie vote

- ▶ SEO declares office vacant; and
- ▶ Proceed to hold a by-election
  - Unless there was an objection at the count or an application filed for a recount




# ELECTION RESULTS

## Judicial Recount

- ▶ Tie declared and objection was made to election officials decision to accept or reject a ballot, or
  - ▶ Application made by voter, or
  - ▶ Application made by candidate
    - Application to Court of Queen's Bench must be made within 14 day of election day
- 

# ELECTION RESULTS

## Challenge the Results – Election or Vote

- ▶ Application – candidate, voter or SEO
  - ▶ Grounds – limited
  - ▶ Court procedure – heard on an urgent basis
  - ▶ Court decision – may be appealed within 7 days
  - ▶ Costs – determined by judge
- 

# ELECTION OFFENCES

- ▶ Bribes
- ▶ Intimidation
- ▶ Corrupt voting
- ▶ Interfering with voting
- ▶ Other related offences
  - Use of information for other purposes
  - False statements
  - False pretenses




# ELECTION OFFICIAL OFFENCES


- ▶ Falsifies voting records/knowingly miscounts
- ▶ Bribes



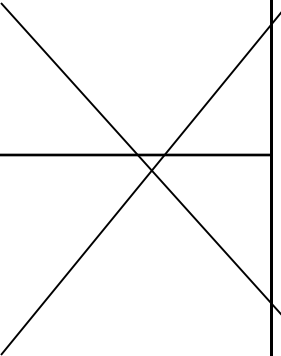
# DEALING WITH THE MEDIA

- ▶ Opportunities for free publicity in advance of the election
  - ▶ Election day media coverage
  - ▶ Election night results
- 

# QUESTIONS

- ▶ Q. Who can be present when ballots are being counted?
  - ▶ A. Voting official for that station, candidate, no more than 2 scrutineer per candidate and any other person the SEO allows
  - ▶ Note: at official count – 1 scrutineer, per candidate
  - ▶ Q. May the spouse of a candidate be a scrutineer?
  - ▶ A. Yes, if appointed by candidate and takes oath
- 

# QUESTION – SAMPLE BALLOT


SWIFT, JACK	
BEASLEY, BRENDA	
JONES, CURLY	
VIMY, ELVIS	

# QUESTION – SAMPLE BALLOT

DOE, JOHN	
SECORD, LAURA	
ALBERTSON, AL	
SMITH, LILLY	
JONES, SLEEPY	




# Campaign Financing

- ▶ *The Municipal Act* – Sections 93.1(1) to 93.19(2)
  - ▶ Currently in place for provincial, federal and many municipalities across Canada
  - ▶ Not applicable to Local Urban District or School Board Elections
- 

# Campaign Financing

Who is affected:

- ▶ Council
  - ▶ Candidates
  - ▶ Senior Election Officials (SEOs)
  - ▶ Chief Administrative Officers (CAOs)
- 

# Campaign Financing

## Legislation prescribes:


- ▶ Campaign Period
- ▶ Registration Period
- ▶ Registration with SEO
- ▶ Who may contribute
- ▶ Individual contribution limits
- ▶ Filing of election finance statement with CAO
- ▶ Offences

## By-law prescribes:

- ▶ Campaign expense limit
- ▶ Rules for reporting fund-raising events
- ▶ Form for the election finance statement
- ▶ Date to file election finance statement

# Campaign Expense and Contribution By-law

## Key features:

- ▶ Changes must be adopted before **April 27, 2018** (180 days before Election Day) to take effect for 2018 general municipal election
  - ▶ Date to file election finance statement – not more than 210 days following election
- 


# Campaign Expense and Contribution By-law

## Key features (continued):

- ▶ Campaign expense limits
  - Eligible expenses may include:
    - Newspaper advertisements, pamphlets, signs
    - Hall or room rentals
    - Food and refreshments for candidates, campaign workers
    - Travel expenses such as gas


# Campaign Expense and Contribution By-law

Key features (continued):

- ▶ Rules for reporting fund-raising events
  - ▶ Campaign contributions:
    - Only residents of Manitoba
    - Union, corporate and anonymous donations banned
- 

# Campaign Expense and Contribution By-law

Key features (continued):

- ▶ Contribution limits of:
    - \$1,500 per contributor for a Head of council or councillor candidate elected at large
    - \$750 for a councillor candidate elected by wards
    - Same limits apply to candidate and spouse
    - Monetary and non-monetary
- 


# Election Finance Statement

## (5 page document)

- ▶ Page 1
  - Candidate's name / contact information
- ▶ Page 2
  - Total Contributions
  - Total Expenses
  - Surplus / (Deficit)
- ▶ Page 3
  - Individual contributor's names & address if more than \$250.00
- ▶ Page 4
  - Fund-Raising Event Statement
- ▶ Page 5
  - Loan Details
  - Candidate Declaration – statement is accurate disclosure and *The Municipal Act* and Municipality's by-law requirements met.




# Election Finance Statement

- ▶ Registered candidates must file with CAO within timeframe established in by-law
    - No later than 210 days after election – **May 22, 2019**
  - ▶ Available to the public
  - ▶ Penalties for not filing:
    - Elected candidates – forfeiture of seat on council
    - Registered but not Nominated or Registered and Nominated but not elected candidates – ineligible for next general election
- 


# Campaign Financing

## Recording contributions and expenses:

- ▶ All candidates are responsible to keep an accurate record
  - ▶ Retain records (copies of receipts, cancelled cheques, bank statements) for at least 2 years after the election
- 


# Campaign Financing

## Optional by-laws:

- ▶ Require election finance statements to be audited.
  - ▶ Establish tax credits and rebates for campaign contributions.
  - ▶ Establish a program for reimbursement of campaign expenses.
- 

# Campaign Financing

## SEO –Receiving Candidate Registrations

- ▶ Public Notice of the date, time & place of when and where registrations will be received
  - ▶ Ensure that prospective candidates are aware of campaign financing rules
- 

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

\_\_\_\_\_  
NAME OF LOCAL AUTHORITY

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 S.E.O. at the telephone number listed below.

\_\_\_\_\_  
S.E.O. name

\_\_\_\_\_  
S.E.O. contact telephone number

\_\_\_\_\_  
Fax Number

Dated at \_\_\_\_\_ on \_\_\_\_\_.  
(location) (date)

\_\_\_\_\_  
Senior Election Official (S.E.O.)

\_\_\_\_\_  
Name of the local authority

# Campaign Financing

## Candidate Registration

- ▶ Candidate must register with SEO before accepting contributions or spending money on their campaign.
- ▶ Registration Form
  - Candidate's name/contact info
  - Financial institution (if appl)
  - Oath of Candidate
- ▶ Registration deadline – close of nominations – **Sept. 18**
- ▶ SEO provides registered candidate:
  - Municipality's campaign expenses and contributions by-law
  - Guidebook for Municipal Candidates – 2018 Municipal Elections
  - Voters List
  - SEO and CAO contact info

**Form 11A**  
*(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 prior to using a bank account for the purpose of the campaign.**


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

# QUESTIONS


- ▶ Q. Candidate is running for councillor and will be contributing \$750 to her campaign. She will not be accepting any other donations. Is a separate bank account required?
  - ▶ A. No, but candidate must keep track of expenses to properly complete Election Finance Statement
  - ▶ Q. Using campaign material from previous election – is it an expense?
  - ▶ A. Probably not (no cash value, fully amortized)
- 

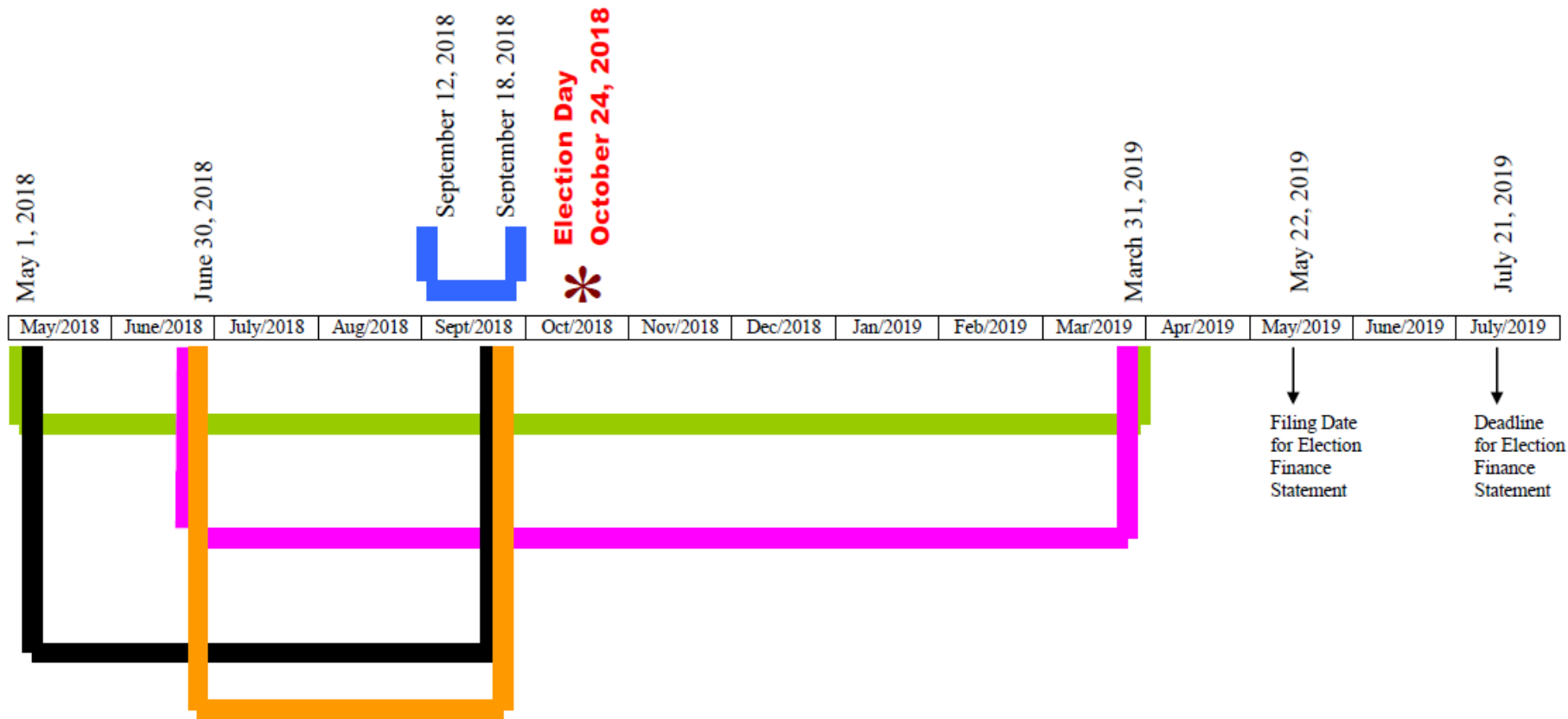


# QUESTIONS

- ▶ Q. Campaign Finance Statement: Am I required to file when:
    - I registered to run but then withdrew?  
A. Yes
    - I ran but was not elected?  
A. Yes
    - I ran and won but did not accept any contributions and had no expenses?  
A. Yes
  - ▶ Q. Are donations tax deductible?
  - ▶ A. No
- 


# QUESTIONS

- ▶ Q. Campaign Finance Statement – How long are receipts to be kept? Do receipts need to be submitted to municipal office?
  - ▶ A. Two years
  - ▶ A. No, but must be available on request
  
  - ▶ Q. Should Election Finance Statement report a surplus?
  - ▶ A. No, campaign contributions should equal expenses. Candidates are required to give any surplus to the municipality.
- 



- Campaign Period – Heads of Council – May 1, 2018 – March 31, 2019
- Campaign Period – Councillors – June 30, 2018 – March 31, 2019
- Registration Period – Heads of Council – May 1, 2018 – September 18, 2018
- Registration Period – Councillors – June 30, 2018 – September 18, 2018
- Nomination Period – September 12, 2018 – September 18, 2018

# Resources

- ▶ Legislation – *The Municipal Councils and School Boards Elections Act*
  - ▶ Municipal Candidates guidebook (MSBA preparing publication for Trustee Candidates)
  - ▶ Election Officials manuals
  - ▶ CAOs Campaign Financing manual
  - ▶ Municipal Act Procedures Manual
  - ▶ Training and Networking
  - ▶ Municipal Services Officers
  - ▶ Municipal Government Website:  
[Manitoba.ca/ia](http://Manitoba.ca/ia)
- 

QUESTIONS ??

