


2022 GENERAL ELECTION

March 21 and March 23, 2022

Election Officials Training ~Pre-Election~

March 2022

Presentation Overview

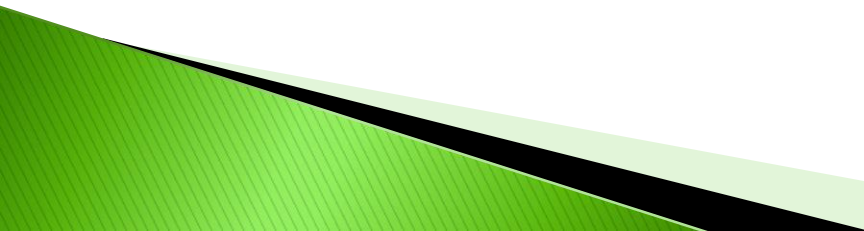
- ▶ Council, CAO, SEO and other Election Officers
 - ▶ Working with Media
 - ▶ Voters List
 - ▶ Establishing Voting Stations
 - ▶ Registration
 - ▶ Nominations
 - ▶ Official Agents and Scrutineers
 - ▶ Calling an Election
- 

Council of a Municipality

▶ Role

- council must make key decisions

▶ Responsibilities

- 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;
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Council of a Municipality ~continued~

▶ Responsibilities

- budgeting for election expenses;
- deciding whether to authorize the use of vote-counting machines;
- review/revise campaign financing rules; and
- establishing restrictions on the use of municipal resources during the 42 days before the election.
 - A sample by-law was provided in Bulletin #2022-05, and is also posted on MMO.

Chief Administrative Officer (CAO)

▶ Role

- To instill public confidence in the electoral process in the municipality, and to assist those who have a responsibility to comply with the campaign finance rules.

▶ Responsibilities

- Provide assistance to the senior election official, candidates, and council to help them comply with the campaign finance rules.

Senior Elections Officer (SEO)

▶ Role

- exercises general direction and supervision over the conduct of elections

▶ Responsibilities

- ensures that election officials carry out their duties with fairness and impartiality
- gives election officials any guidance necessary to administer the Act

Other Election Officials

▶ Roles

- persons appointed to administer any aspect of the election

▶ Responsibilities

- **Assistant SEO**: An election official that is appointed by the 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 their duties.

Other Election Officials ~continued~

▶ Responsibilities

- **Voting Official:** is generally responsible for the conduct of voting at the voting station. This person must be appointed by the SEO. They are 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.

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~~ the _____ of _____ in


~~the~~ Province of Manitoba this the _____ day

~~of~~ _____ 20_____.

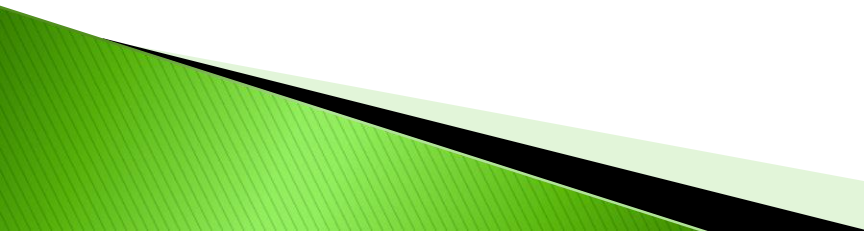
(Signature of person taking oath)

(Person authorized to administer oath)

Working with Media

- ▶ Municipal elections are important local events, and as such, attract media attention.
 - ▶ The media needs accurate information about the election to inform the public. The public should be able to rely on election officials to provide this information.
 - ▶ Communication is 90% advance preparation. It is easier to be proactive than reactive.
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Voters List

- ▶ An accurate and up-to-date voters list is key to a smooth Election Day.
 - ▶ The voters list should be updated immediately when any new voter information becomes available.
 - ▶ However, no revisions to the list can be made between the close of the nomination period and Election Day.
 - ▶ The voters list includes resident voters, non-resident voters and person with no ordinary residence in the local authority
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Preparing the Voters List

- ▶ The voters list must contain:
 - name of the voter;
 - residential address / mailing address; and
 - for non-resident voters, the address or legal description of the land that qualified the person as a non-resident voter.
- ▶ Voting subdivisions:
 - the voters list must contain a separate division for each subdivision.

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 1/2 33-2-5 W1	R	341 10 th Street Morden, MB R6M 1L8
2	Atcheson , Jane	S 1/2 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

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.	

Updating and Revising Voters List

- ▶ Updating and revising the voters list
 - Enumeration
 - Elections Canada/Elections Manitoba
 - Contact Elections Manitoba by phone at 204-945-5755 or by email at mvr@elections.mb.ca to request a copy of the voters' list.
 - Municipal sources of information
 - Another local authority e.g. school division

Changes to the Voters List

- ▶ 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.
 - ▶ An eligible voter whose name is not on the voters list is entitled to be added to the list at the time of voting.
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Public Notice of Voters List

- ▶ The voters list must be updated in each general election year.
- ▶ The SEO must give public notice during the general election year that a person wishing to have their name added to the voters list, or have their information corrected, may do so by contacting the SEO.

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

(Name of Local Authority) Voters List is open for changes or revisions.

- 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, or mail to:

Name of Local Authority _____

Address _____

Phone:

E-mail:

The next General Election takes place in October, 2022.

Senior Election Official

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 / email 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 email 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

Email

Public Notice Personal Security Protection

- ▶ 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.
 - ▶ If a voter wishes to have his/her information obscured from the list, they may file an application with the SEO.
 - ▶ A person who is given a personal security certificate may only vote by sealed envelope ballot.
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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 ✓)
<input type="checkbox"/> Required official identification provided (photocopies accepted)
<input type="checkbox"/> 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.

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.


Access/Distribution of Voters List

- ▶ Information contained on the voters list must be used for election purposes only.
 - ▶ A candidate who receives a copy of the list may use it for campaign purposes – including soliciting contributions – during an election period.
 - ▶ A voter is entitled to see their own information on the voters list, to determine if it is accurate.
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Establishing Voting Stations

- ▶ A voting place must be in a convenient location for the majority of voters it serves.
 - ▶ The SEO must take all necessary steps to ensure the voting place is accessible to persons with disabilities.
 - ▶ 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.
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Establishing Voting Stations

- ▶ A mobile voting station must be established to serve patients/residents of a health care facility
 - ▶ If a voting station needs to be moved, the SEO must notify the candidates of the change and the reason. At minimum, notice must be posted at the old voting place, stating the location of the new voting place.
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Registration

- ▶ All prospective candidates must register with the SEO during the registration period, before they begin their campaign.
 - ▶ The SEO should provide each registered candidate a campaign financing package that contains detailed information regarding campaign contributions.
 - ▶ The SEO must provide the CAO with a copy of all the candidate's registration forms at the close of nominations.
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**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 26, 2022.

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, 2022 and September 20, 2022

For the office of councillor: Between June 30, 2022 and September 20, 2022

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 email or telephone number listed below.

SEO name

SEO contact telephone number


SEO email

Dated at _____ on _____
(location) (date)

Senior Election Official (SEO)

Name of the local authority

Nominations

- ▶ The nomination period begins on the 42nd day before Election Day and ends on the 36th day before Election Day.
 - ▶ All nominations must be supported by a number of eligible voters whose names appear on the voters list.
 - ▶ Nomination papers must be filed with the SEO before the nomination period ends, and at the place specified in the notice of nominations.
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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 email. 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

SEO email

Dated at _____ on _____
(location) (date)

Senior Election Official (SEO)

Name of the local authority

CANDIDATE NOMINATION

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

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

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)

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 Property Description (Print, Do Not Use Box #.)	Signature (Sign)
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____
7.	_____	_____
8.	_____	_____
9.	_____	_____
10.	_____	_____
11.	_____	_____
12.	_____	_____
13.	_____	_____
14.	_____	_____
15.	_____	_____

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)

Official Agent and Scrutineers

- ▶ Once nominated, a candidate may appoint an official agent to represent them during the election.
 - ▶ A candidate may act as their own scrutineer, or may appoint another person to act as scrutineer.
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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 email during regular office hours.

SEO name

SEO office location, telephone number and email

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

Calling an Election

- ▶ If, at the end of the nomination period, there *are more* nominations than vacancies for office, the SEO must give the public an election notice as soon as reasonably possible.
 - ▶ If, at the end of the nomination period, there are the same number or fewer nominations as there are vacancies for office, the SEO declares the nominated candidate(s) elected by acclamation.
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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 email to the senior election official at _____
(address and email)

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 email**, a voter may apply between _____ and _____
(date) (date)

** A voter applying by mail or email 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

Election Officials Training

- ✓ Pre-Election (complete)
- ▶ Election
- ▶ Post Election