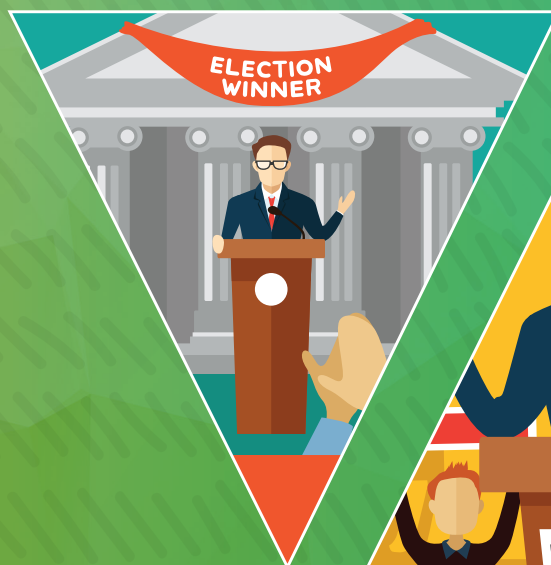


# MANITOBA MUNICIPAL RELATIONS



MANITOBA MUNICIPAL RELATIONS

## 2022 Candidates Guidebook

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## Time to Get Running

This Guidebook is designed to assist anyone who is interested in seeking election or re-election to municipal office. It provides an overview of the election process in Manitoba, and outlines the steps you need to take to run as a candidate in a municipal election.

The information in this Guidebook is general and has been prepared as a reference for municipal candidates. Candidates are responsible to know the rules and comply with the legislation.

Candidates should refer to The Municipal Act and The Municipal Councils and School Boards Election Act for specific legislative requirements. You may obtain a copy of the legislation from our website at: [http://web2.gov.mb.ca/laws/statutes/index\\_ccsm.php](http://web2.gov.mb.ca/laws/statutes/index_ccsm.php).

For more information contact your municipal office or  
Manitoba Municipal Relations  
Municipal Governance and Advisory Services  
Phone: 204-945-2572  
Email: [mrmaas@gov.mb.ca](mailto:mrmaas@gov.mb.ca)

**Important Note Regarding COVID-19** – The ongoing COVID-19 pandemic may impact the conduct of local elections in 2022. Candidates should ensure that they follow current public health guidance during their campaign activities, and should consult the Senior Election Official for their municipality for any questions related to COVID-19 precautions or restrictions at voting stations or during other election activities.

## Key Dates

### **Resort Communities - Winnipeg Beach, Dunnottar and Victoria Beach**

#### **Candidate Registration Starts**

Mayors/Reeves - February 1, 2022

Councillors - March 31, 2022

#### **Nomination**

June 10, 2022 to June 16, 2022

#### **Campaign Period**

Mayors/Reeves – February 1, 2022 to Dec. 31, 2022

Councillors - March 31, 2022 to Dec. 31, 2022

#### **Withdrawal Deadline**

June 17, 2022

#### **Election Day - July 22, 2022**

#### **Filing of Election Finance Statements**

Deadline determined by municipalities. No later than 210 days (Feb. 17, 2023) after the election.

### **All Other Municipalities**

#### **Candidate Registration Starts**

Mayors/Reeves - May 1, 2022

Councillors – June 30, 2022

#### **Nomination**

September 14, 2022 to September 20, 2022

#### **Campaign Period**

Mayors/Reeves - May 1, 2022 to March 31, 2023

Councillors - June 30, 2022 to March 31, 2023

#### **Withdrawal Deadline**

September 21, 2022

#### **Election Day - October 26, 2022**

#### **Filing of Election Finance Statements**

Deadline determined by municipalities. No later than 210 days (May 24, 2023) after the election.

## Key Contacts

**Senior Election Official (SEO)** – The SEO in the municipality in which you are a candidate is the person responsible for running the election. You will register and file nomination papers with the SEO. Contact your municipal office to find out who is the SEO in your municipality.

**Chief Administrative Officer (CAO)** – The CAO in the municipality in which you are a candidate can provide you with information on campaign expense limits and deadlines for filing your Election Finance Statement, which is a record of contributions and expenses.

# Candidates Checklist

## **Becoming a candidate:**

- ☐ **Ensure you are qualified to run.** You must be:
  - a Canadian citizen
  - at least 18 years of age on Election Day
  - a voter in the municipality (you are a resident or own property for six months prior to the date of the election and are on the voters list)
- ☐ **Decide whether you are running for mayor/reeve or councillor.**
- ☐ **Know the name, office location and phone number of the Senior Election Official (SEO) and Chief Administrative Officer (CAO).** You may need to contact them for information.
- ☐ **Register with SEO.** A sample form is included in this guide. Registration dates:

For resort municipalities (Winnipeg Beach, Dunnottar, Victoria Beach):

  - February 1 – June 16, 2022 for mayor/reeve
  - March 31 – June 16, 2022 for councillor

For all other municipalities:

  - May 1 - Sept 20, 2022 for mayor/reeve
  - June 30 - Sept 20, 2022 for councillor
- ☐ **Obtain a copy of the voters list** from the SEO for campaigning, after you are registered.
- ☐ **File nomination papers and candidate declaration with the SEO.** A sample form is included in this guide:
  - File your nomination papers on time:
    - Winnipeg Beach, Dunnottar, Victoria Beach: June 10, 2022 to June 16, 2022
    - All other municipalities: Sept. 14-20, 2022
  - Ensure nomination papers have correct information (your name, contact information, office for which you are running).
  - Ensure you have the required number of eligible voters sign your papers.
- ☐ **Appoint persons if desired to act as your agent and scrutineers** and file the appointments with the SEO.
- ☐ **Obtain a copy of the municipality's by-law for use of municipal resources** during an election.

## **While you are campaigning:**

- ☐ **Open a campaign account** at a bank, credit union, caisse populaire, etc. if you intend to accept monetary contributions from others, including your spouse or partner.

### **Candidate's Checklist (continued)**

- ☐ **Know the restrictions on who can make contributions:**
  - Only residents of Manitoba are allowed to make donations.
  - Contributions from unions, corporate and anonymous donations are prohibited.
- ☐ **Know the maximum contribution amount:**
  - Individuals (including candidates and their spouses) can each contribute up to:
    - \$1,500 to a candidate for mayor/reeve or a councillor elected at large
    - \$750 to a councillor elected by ward
- ☐ **Know the portion of fundraising revenue considered as a contribution.** Check with the CAO.
- ☐ **Know rules about loans** if you intend to borrow money for your campaign. Loans may only be from a financial institution and there are restrictions on how it should be repaid.
- ☐ **Record all contributions and expenses** and where possible retain receipts. This information will be used to file your Election Finance Statement and must be kept for at least two years.
- ☐ **Confirm your campaign expense limit.** Check with the CAO to determine how much you can spend. Some common expenses are gas for travel and food for campaign volunteers.
- ☐ **Make sure you don't run a campaign deficit.** Your expenses should not exceed your contributions.
- ☐ **Familiarize yourself with rules about the use of a candidate's title** in campaign material.
- ☐ **Know alternative voting opportunities** (sealed envelope voting, advance voting, mobile voting).

### **On Election Day:**

- ☐ **Know restrictions** about political activities at voting places on Election Day and rules about signage.
- ☐ **Familiarize yourself with the qualifications of voters.**
- ☐ **Remind your scrutineers to bring a copy of their appointment form** to present to the voting official on Election Day.

### **After the Election:**

- ☐ **File an Election Finance Statement** with the CAO of your municipality. This is a record of all your expenses and contributions. Donors who give more than \$250 must be identified. Check with your municipality for the deadline.

**Failure to file an Election Finance Statement** can result in disqualification for an elected council member. Unelected candidates will not be allowed to run for council until after 2026 if the deadline is missed.

- ☐ **Turn over surplus contributions to the CAO.** Candidates who have an Election Finance Statement that shows a surplus must pay that surplus to the municipality. The municipality will hold these funds in trust for the candidate until the next general election.



## **Responsibilities of Elected Officials**

Serving as an elected official requires commitment and dedication. You will be part of a team that will represent your community and chart a course for the future. Before deciding to run, you might want to attend a council meeting or talk to a municipal council member about their experience. There are a few things to expect if elected:

### **Term of Office**

As a member of council, you will serve a four-year term to 2026. Officially your term begins at noon, October 27, 2022, (July 23, 2022, for the resort communities of Winnipeg Beach, Dunnottar and Victoria Beach).

You must take an oath of office before you can undertake any duties as a member of council.

### **Time Commitment**

Most councils hold regular meetings twice a month, however, you will also be required to attend special meetings, committee and board meetings, and various public meetings and functions. Often these meetings will occur in the evenings, but you should check with your municipality about their usual schedule.

You may also want to check with the municipality about the timing of any events or meetings that will occur after the election if your candidacy is successful, such as the timing of the first council meeting, planned orientation sessions, etc.

### **Duties**

As a council member you will be part of a team that will develop and evaluate policies and programs for the municipality. You will ensure that services are delivered to residents and property owners in the most efficient way possible.

### **Remuneration**

Members of council are generally paid a small amount in recognition of the time and energy they devote to their communities. Remuneration is set by each municipality, and so the amount varies among municipalities. Council members are also allowed to claim expenses related to municipal work.

The Municipal Act requires the municipality's annual financial statement to show the amount of compensation each council member receives.

## **Conflict of Interest**

All elected officials are subject to long-standing conflict of interest legislation. These rules are to ensure that decisions made by council are free of any outside influence. The legislation also requires an elected official to file a statement disclosing all assets and interests. This statement is available to the public for inspection at the municipal office during regular office hours.

## **Code of Conduct Training**

All elected or re-elected officials must complete Manitoba's training on municipal codes of conduct, as well as any additional code of conduct training required by the municipality, within six months of being elected. If a member does not undergo the training within six months, they cannot act as a council member until the training is completed. Manitoba's training course for all elected officials is available at <https://manitobamunicipallearning.ca>.

## Qualifications of Candidates

### Who May Run

- A Canadian citizen
- At least 18 years of age on the day of the election
- A resident of Manitoba
- A voter in the municipality (or LUD if you are seeking election to an LUD committee) in which you are seeking office. (To qualify as a voter you must be a resident or property owner in the municipality for at least six months before Election Day – January 22, 2022, for Winnipeg Beach, Dunnottar and Victoria Beach, and April 26, 2022, for the remaining municipalities in Manitoba.)
- An employee of the municipality (except the CAO) or a regional municipal body (e.g., Planning District, Conservation District, etc.) 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.

### Who May Not Run

- A councillor or candidate running for office in another municipality
- A candidate running for school trustee
- A member of the Legislative Assembly of Manitoba or the Senate or House of Commons of Canada
- A provincial judge or justice of the peace
- A judge of the Court of Queen's Bench or the Court of Appeal
- A person that is disqualified from running for council in 2022 due to failing to file their 2018 Election Finance Statement. All candidates, even those that were not nominated, withdrew or were not elected were required to file an Election Finance Statement after the 2018 election.

Those who have previously been convicted of an election offence or failed to pay a fine after being convicted of other offences under The Municipal Act or any other Act are disqualified from running. If you have questions about whether or not you are qualified to run for election, check with the SEO.

## Registration

All candidates must register before they can begin to accept contributions or spend money on their campaign. Candidates must fill out a Registration Form available from the municipality's SEO.

Candidates must register within a certain timeframe:

### **Resort Communities**

(Winnipeg Beach, Dunnottar, Victoria Beach)

#### **Mayors/Reeves**

February 1 to June 16, 2022

#### **Councillors**

March 31 to June 16, 2022

### **All Other Municipalities**

#### **Mayors/Reeves**

May 1, 2022 to Sept. 20, 2022

#### **Councillors**

June 30, 2022 to Sept. 20, 2022

To register candidates must:

- Provide their name and address
- Identify the office they are seeking – mayor/reeve or councillor

The Registration Form also requires candidates to provide information about their campaign account (see page 18). This information is required prior to accepting monetary contributions for the purpose of the campaign.

A sample Registration Form is available at the back of this Guidebook.

Once registered, a candidate is entitled to receive a copy of the voters list from the SEO. The voters list is a list of eligible voters that is maintained by the SEO. The voters list may be provided to the candidate electronically or in paper form. This list may be only preliminary, with a final voters list to be provided later.

**IMPORTANT: The voters list may only be used for election purposes during the campaign period (see page 14). It is illegal to use the voters list for any other purpose.**

After candidates are registered, they also have the right to canvass or distribute election material in the community. There are rules that must be followed:

- Candidates can access multi-unit residences, such as apartment blocks, anytime between 9:00 a.m. and 9:00 p.m.
- Candidates can also distribute pamphlets and other campaign material at health care facilities such as personal care homes, but only at a time agreed upon by the candidate and the administrator of the facility.

**IMPORTANT: When campaigning a candidate may be asked to provide identification or documentation confirming their candidacy. Candidates may wish to ensure they have photo identification such as a driver's license.**

## **Restrictions on the Use of a Candidate's Title**

A registered candidate who is a member of a council must not use their incumbent position as their title in an election communication. This means that candidates may not refer to themselves as "Mayor (Candidate's Name)" or "Councillor (Candidate's Name)" in election communications. However, all candidates can refer to the office they are running for - e.g. "(Candidate's Name) for Mayor / Councillor".

A candidate cannot use:

- "Re-elect Mayor [candidate's name]"
- "Re-elect Councillor [candidate's name]"

A candidate can use:

- "Re-elect [candidate's name] for Mayor"
- "Re-elect [candidate's name] for Councillor"

This restriction applies to election communications, which are defined as any communication that is a campaign expense for the registered candidate during the election. If the communication does not create a campaign expense for the registered candidate, then the restriction does not apply.

## Nominations

All candidates must file nomination papers and declaration forms, available from the SEO, in order to run in the election.

The SEO must give public notice of the date, time and location where nomination papers and declaration forms can be dropped off. Public notice must be given at least one week, but no more than three weeks, before the nomination period begins.

Papers must be filed during the nomination period:

### **Resort Communities**

(Winnipeg Beach, Dunnottar, Victoria Beach)

June 10 to 16, 2022

### **All Other Municipalities**

Sept. 14 to 20, 2022

A sample Nomination Form and Declaration of Candidate Form is available at the back of this Guidebook.

**IMPORTANT: You may wish to file early, and ensure that you remain available while election officials verify your nomination, in case you need to correct any errors. The SEO cannot accept an incomplete nomination, or one that is filed after the deadline has passed. If your nomination papers are not accepted by the close of nominations, you are NOT eligible to run for office.**

## Nomination Requirements

Completed nomination papers must include:

- Your name or the name you commonly go by. This will be the name that is shown on the ballot so it is a good idea to use the name people are most familiar with.
- Home address and telephone number where you can be contacted (ex: cell, home, business).
- The office you are seeking – mayor/reeve or councillor.
- A declaration taken under oath that you are qualified to be nominated and that the information provided is true. The declaration can either be made in advance or administered by the SEO at the time the nomination papers are filed.
- The names, addresses and signatures of the number of eligible voters needed to support your nomination. Make sure to check a copy of the voters list to ensure that you are getting signatures from eligible voters.

- For election of a councillor for a ward, nomination papers must be signed by at least **25, or 1 per cent of the voters of the ward** (whichever is less)
- For any at-large election of a mayor/reeve or councillor in a municipality, nomination papers must be signed by at least **25, or 1 per cent of the voters of the municipality** (whichever is less)

The table below provides examples of how many eligible voters' signatures are needed:

Number of Eligible Voters	1% Voters	Number of Signatures Required
Less than 200	n/a	At least 2
900	9.0%	At least 9
1,510	15.1%	At least 16
2,600	26.0%	At least 25

**IMPORTANT: Check with your SEO to determine the minimum number of signatures you need on your nomination papers. Candidates should obtain a few extra signatures, in case a person who signs your nomination papers was not eligible to do so.**

## Restrictions on the Use of Municipal Resources

Municipalities are required to pass a bylaw to restrict the use of municipal resources by registered candidates in the 42 days before a general election or by-election (when the nomination period begins). Ensure that you have a copy of the municipality's bylaw to review.

Municipal by-laws may restrict candidates' use of specific municipal resources, such as municipal facilities or municipal equipment for campaign photos, etc.

Additionally, incumbent candidates should be aware that the municipal by-law will include restrictions on municipal communications that could be seen to benefit a candidate, such as communications about new programs or services, or the use of an incumbent's name in municipal communications during this period (e.g. municipal newsletters, letters from the Head of Council, etc).

These types of requirements promote a level playing field between candidates, as incumbents may have easier access to municipal resources. Additionally, these requirements ensure that the municipal organization is seen to be politically neutral during the election period.

**IMPORTANT: Review the municipality's by-law about restrictions on the use of municipal resources during the election period.**

## After Nominations Close

### Withdrawing

Once you have filed nomination papers you may withdraw if you are no longer able to run. This decision should not be taken lightly and, as a result, candidates may only withdraw if the following two conditions are met:

1. Your withdrawal is signed in the presence of a witness and filed with the SEO no later than 24 hours after close of nominations (June 17, 2022, for the resort communities of Winnipeg Beach, Dunnottar and Victoria Beach and September 21, 2022 for all other municipalities).
2. There are enough candidates to fill the office you were seeking. If you are elected and unable to serve on council, you can step down and a by-election will be held to find a replacement. Again, this is an important decision and should be given serious consideration.

### Acclamation

There are times when the number of nominated candidates is equal to or less than the number of candidates to be elected. In this case, the SEO must declare the candidate or candidates elected by acclamation, meaning there is no vote.

### Order of Names on the Ballot

The SEO will decide in which order candidates' names will appear on the ballot. Two methods may be used:

- **Random Ordering** – The SEO will determine the method to select the random order of candidates' names. Some SEOs draw names from a hat. If this method is used, the name that is drawn first will appear first on the ballot; the name drawn second will appear second, etc.
- **Rotating Order** – Each candidate's name will appear first on the ballot an equal number of times.

Candidates will be notified of the date and time when the SEO will determine how names will be ordered on the ballot, and should be present.



## The Campaign Team

### Official Agents

A nominated candidate may appoint an official agent as their representative for the election and to assist with campaigning. The SEO will provide a standard form that is to be filed, when appointing an official agent. The appointment must:

- Be in writing and signed by the candidate
- Include the name, address and telephone number of the person appointed
- Include a statement signed by the official agent, consenting to the appointment

### Scrutineers

A nominated candidate may appoint scrutineers to assist the candidate at voting places. Scrutineers track the progress of the vote, may make an objection to a voting official if they believe a voter isn't qualified to vote or may have already voted, and observe the counting of ballots.

The SEO will provide a standard form that is to be filed, when appointing a scrutineer. The appointment must be in writing. The scrutineer must show a copy of the form to the voting official on duty in order to be present at the voting place.

To qualify as a scrutineer you must:

- Be at least 18 years of age
- Be a candidate, an official agent, or another person appointed by the candidate or official agent
- Take an oath that they will uphold the rights of voters and preserve the secrecy of the vote

A maximum of two scrutineers per candidate may be present at a voting station.

A candidate may act as their own scrutineer.

## Qualifications of Voters

To qualify as a voter in a specific municipality or ward, a person must meet the following criteria:

### Resident Voters

- A Canadian citizen;
- At least 18 years of age on Election Day; and
- A resident of the municipality for at least six months before Election Day (January 22, 2022, for the resort communities of Winnipeg Beach, Dunnottar and Victoria Beach, and April 26, 2022, for the remaining municipalities).

### Non-Resident Voters

- A Canadian citizen;
- At least 18 years of age on Election Day; and
- A registered owner of property in the municipality for at least six months before Election Day (January 22, 2022 for the resort communities of Winnipeg Beach, Dunnottar and Victoria Beach, and April 26, 2022 for all other municipalities).

### Voters in Wards

Some municipalities are divided into wards for elections:

- A voter must vote in the ward where they reside, even if they are a registered landowner in more than one ward
- If a registered owner of property does not reside in the municipality, but owns property in more than one ward, the person must apply to the SEO to designate their voting ward.
- The voter must choose a ward before the voters list is closed to revisions or the SEO will choose a ward on the voter's behalf (June 16, 2022 for the resort communities of Winnipeg Beach, Dunnottar and Victoria Beach, and September 20, 2022 for all other municipalities).

## Campaign Finance Rules

Campaign finance rules are in place for all municipalities under The Municipal Act. Depending on how you run your campaign, all rules may not apply to you.

**IMPORTANT: All candidates should take time to understand campaign finance rules.**

### Key Campaign Finance Rules

Key campaign finance rules:

- Establish a campaign period. Candidates can accept contributions and spend money on their election campaigns during this period.
- Require candidates to have a campaign account prior to accepting monetary contributions from others for the purposes of the campaign.
- Restrict who can contribute to a candidates' campaign. Only Manitoba residents may contribute. Union, corporate and anonymous contributions are not allowed.
- Set a maximum contribution amount:
  - \$1,500 to a candidate for mayor/reeve or a candidate elected at large
  - \$750 to a candidate elected on a ward basis
- Contribution limits apply to a candidate's contribution to their own campaign.
- Require municipalities to establish campaign expense limits.
- Require municipalities to determine the portion of fundraising to be considered a contribution and the portion to be considered an expense.
- Establish rules for loans taken by candidates for election purposes.
- Require candidates to keep a record of contributions and expenses. All registered candidates must keep records.
- Require registered candidates to file a simple Election Finance Statement.

These rules are outlined in the following pages.

## Campaign Period

Once registered, candidates can begin accepting contributions and spending money on their campaign. Candidates will be allowed to spend money and collect contributions during the entire campaign period:

### **Resort Communities**

(Winnipeg Beach, Dunnottar, Victoria Beach)

#### **Mayors/Reeves**

February 1, 2022 to Dec. 31, 2022

#### **Councillors**

March 31, 2022 to Dec. 31, 2022

### **All Other Municipalities**

#### **Mayors/Reeves**

May 1, 2022 to March 31, 2023

#### **Councillors**

June 30, 2022 to March 31, 2023

The campaign period extends beyond Election Day to allow candidates to continue to solicit contributions to help cover any campaign expenses or to spend any money left over. For example, candidates may want to host a thank you lunch for their volunteers.

## Campaign Account

Candidates must set up a campaign account at a financial institution (ex: bank, credit union, caisse populaire) if they are going to receive monetary contributions from others.

Details of the account, including the name of the financial institution, account number, etc. need to be provided to the SEO on the Registration Form. The campaign account must be used only for election purposes.

## Contributions to Candidates

Legislation restricts who may contribute to a candidate's campaign:

### **Contributions may only be received from:**

- Residents of Manitoba

### **Contributions may not be received from:**

- Unions, corporations or any other organizations, for example the chamber of commerce or rotary club.
- Anonymous contributors. Any candidate who receives an anonymous contribution must turn it over to the SEO.

Legislation establishes the maximum amount that a person may contribute. Monetary and non-monetary contributions are counted towards the limit.

**The maximum amounts an individual can contribute to one candidate:**

- \$1,500 to mayors/reeves and councillors elected at large;
- \$750 to councillors elected by ward;

**These contribution limits also apply to candidates and their spouses.**

## **Fundraising**

If you hold a fundraiser for your campaign, you must record the revenue and expenses associated with the event. A portion of the revenue will be considered a campaign contribution. For further details, check with your municipality's CAO or consult your municipality's Campaign Expenses and Contributions Bylaw.

## **Non-monetary Contributions**

Candidates may receive non-monetary contributions, for example the donation of a good or service.

When the good or service is provided by a person who earns a living providing that good or service, the value of the good or service must be recorded as a non-monetary contribution:

### **Contribution of a Good**

The owner of a local butcher shop wants to donate 100 hotdogs for a BBQ for your campaign workers. The value of those 100 hotdogs must be recorded as a non-monetary contribution.

### **Contribution of a Service**

A self-employed graphic designer wants to help you out by designing a campaign pamphlet. The rate the designer would normally charge a customer must be recorded as a non-monetary contribution.

Not every good or service a candidate receives is a contribution. For example, it is not a contribution if a neighbour bakes muffins for campaign workers or a friend helps you make signs.

**IMPORTANT: If you are unsure as to whether a contribution can be accepted, check with your municipality's CAO.**

## Loans

Candidates may borrow money for their campaign but there are certain restrictions, including how loans are to be repaid:

- Only loans from financial institutions (ex: banks, credit unions, caisse populaires) are permitted
- Loans from a financial institution are not considered a contribution
- Loans can be repaid from a candidate's campaign account, through contributions or fundraising. If, however, payments are made from a candidate's personal bank account or by another person, those payments are considered contributions and must be recorded as such
- A registered candidate is not allowed to lend or give money raised for the purpose of the election to another person or organization.
- Any loans must be repaid by the time a candidate files their Election Finance Statement.

## Election Expenses

Expense limits are set by municipalities.

Candidates should check with their municipality's CAO to determine their expense limit. The information is also included in your municipality's Campaign Expenses and Contributions Bylaw.

Eligible expenses may include but are not limited to:

- Costs for a hall or room rentals for public meetings
- Fees for printing pamphlets, notices and advertisements or making signs
- Costs for hiring vehicles and drivers for campaign purposes
- Costs for food and refreshments for candidates or campaign volunteers served at election meetings
- Travel expenses such as gas

Note: expenses also include campaign-related expenses incurred by volunteers.

Any person or business who is owed money by a candidate for a service provided in relation to the election must submit an invoice to the candidate within 30 days after the Election Day.

**IMPORTANT: If you are unsure as to what is an eligible expense, and counted toward your expense limit, check with your municipality's CAO.**

## Recording Contributions and Expenses

You must keep track of any contributions received or money spent on your campaign. You will need this information to file your Election Finance Statement (see page 21).

**IMPORTANT: Candidates must manage their campaigns to ensure their expenses do not exceed their contributions.**

Candidates must keep financial records (ex: copies of receipts, cancelled cheques, bank statements) from their campaign for at least two years after the election. This information must be available on request to your municipality's CAO.

Each municipality determines in its Campaign Expenses and Contributions Bylaw how candidates are to keep records of contributions and expenses. Basic information will include:

### Monetary Contributions:

Date	Name	Address	Contribution Amount
Sept 10, 2022	John Smith	55 Main Street, Anytown	\$50
Sept 15, 2022	Frank Johnson	55 Oak Street, Anytown	\$100

### Non-Monetary Contributions:

Date	Name	Address	Good or Service	\$ Value of Good or Service
June 10, 2022	Jack Jones	10 Main Street, Anytown	Hot Dogs	\$50
July 15, 2022	Fred Fox	25 Oak Street, Anytown	Graphic Design	\$100

### Election Expenses:

Date	Date Paid	Goods, Property or Services Received	Cost (\$)
Sept 10, 2022	Sept 10, 2022	Office Supplies	\$50
Sept 15, 2022	Sept 15, 2022	Transportation gas	\$20
Sept 20, 2022	Sept 20, 2022	Pizza	\$30

## Alternative Voting Opportunities

Options are available for voters who may not be able to vote on Election Day.

Candidates should be familiar with the options that are available in their municipality so that they can inform voters and make sure their supporters come out to vote.

Voters should also be referred to the SEO for information.

Options include:

- **Advance Voting** – All municipalities must hold at least one advance voting opportunity prior to Election Day. The SEO will provide public notice of the date and location of the advance voting opportunity.
- **Sealed Envelope Voting** – Voters may vote in person at the municipal office or by mail. Voters need to apply to the SEO in person or in writing by October 23, 2022, (July 19, 2022 for resort communities of Winnipeg Beach, Dunnottar and Victoria Beach).
- **Mobile Voting** – Municipalities may establish a mobile voting station, which travels from place to place, to serve patients or residents in a health care facility.

A mobile voting station may also be set up on Election Day, or before Election Day, as an advance voting opportunity.

Scrutineers and candidates are entitled to be present at alternative voting opportunities.

## Election Day

### Political Activities at Voting Places

Political activities are not permitted at voting places, under The Municipal Councils and School Boards Elections Act. No person may, within 50 metres of a voting place:

- Distribute pamphlets, buttons or other items referring to the election or a candidate
- Wear or display any item that refers to the election or a candidate
- Post or display a sign or poster referring to the election or a candidate

If a candidate's sign is located within 50 metres of a voting place on Election Day, an election official may remove it or order the candidate to remove it. Anyone not obeying these rules could be charged with an Election Offence (see page 26)

On Election Day, scrutineers may wear a badge or ribbon indicating, by colour alone (not name), the candidate they represent. No other person may wear anything that identifies the person as a supporter of the candidate.



## **Challenging a Voter**

A candidate (or scrutineer) may challenge a person wishing to vote if they suspect the person is not an eligible voter or has already voted.

The challenge must be made before the voter is given a ballot. The person making the challenge must state the reason for the challenge. If no reason is given, the voter may go ahead and cast their ballot.

In order to vote, a voter who is challenged must take an oath of eligibility, declaring that they are eligible and have not already voted. The voter must also provide the voting official with identification. After the voter complies with these requirements, no further challenges or questions may be raised regarding the voter's eligibility.

## **Election Results**

All election ballots are counted by voting officials when the voting stations close at 8:00 p.m. on Election Day. The candidate and/or their official agents and scrutineers are allowed to be present for the count.

If the voting official and a scrutineer disagree on the acceptance or rejection of a ballot during the count, the scrutineer (or candidate) should immediately discuss the matter with the voting official.

The voting official will make a decision on the objection immediately, and will record the objection in the voting record. The decision of the voting official is final.

After the count is complete, the ballots and all election materials are delivered to the SEO. The SEO will announce the official results as soon as possible.

## **Tie Votes**

If there is a tie, the SEO must declare the office vacant and immediately call a by-election.

Interested candidates must register and file nomination papers, including those candidates that just ran in the general election.

## After the Election

### Judicial Recounts

A recount of the ballots may be required under certain circumstances:

- **A candidate may apply** to the Court of Queen's Bench for a judicial recount within 14 days of Election Day, if the candidate objects to the voting official's decision to accept or reject a ballot during the count.
- **A voter may apply** to the Court of Queen's Bench for a judicial recount within 14 days of Election Day, if it is believed the voting official failed to properly accept, reject or discard ballots during the count, or if the voter believes the official results are inaccurate.
- **The SEO must apply** to the Court of Queen's Bench for a judicial recount within 14 days of Election Day, if there was an objection to the voting official's decision to accept or reject a ballot during the count which resulted in a tie for office.

If the tie is confirmed after a judicial recount, the SEO must immediately call a by-election. Interested candidates must register and file nomination papers, including those candidates that just ran in the general election.

### Safe-keeping of Election Materials

Documents related to the election such as nomination papers, the statement of the vote or the official results, are available for public inspection up to six months after the election. Ballots or personal security certificates, which are required by legislation to be kept confidential, must be destroyed by the SEO after six months.

## Filing Election Finance Statements

Once the election is over, all registered candidates must file a simple Election Finance Statement with the municipality's CAO.

### Requirements

The CAO in the municipality in which you were a candidate can provide you with the Election Finance Statement Form. A sample form can also be found in the back of this guide.

**IMPORTANT: All registered candidates must file an Election Finance Statement. This includes elected candidates and unelected candidates (those who were registered but never nominated, those who withdrew, or those who were not elected).**

**Registered candidates must still file a statement even if no contributions were accepted or no expenses were incurred.**

Candidates' statements are available for public inspection at your municipal office.  
The statements must include:

- All contributions received and expenses incurred
- The name, residential address and contribution of anyone who contributed more than \$250
- An itemized list of campaign expenses
- The contributions and expenses relating to any fund-raising event
- Details of any loan made to the candidate for the purpose of the election campaign including the name of the financial institution that made the loan, principal amount of the loan, interest rate on the loan and the terms of repayment
- Any other information required by the municipality. Municipalities may require Election Finance Statements to be audited.

Any surplus showing on a candidate's Election Finance Statement must be turned over to the municipality.

The municipality will return the funds to the candidate if the individual registers as a candidate in the next general election. If the individual chooses not to run, the money will be transferred into the general funds of the municipality.

## **Audits**

Some municipalities may require candidates to get an audit of their Election Finance Statement. The SEO will advise you whether an audit is required when you register.

## **Deadlines for Filing Election Finance Statements**

There are strict deadlines for filing the Election Finance Statement. The deadline is established in your municipality's Campaign Expenses and Contribution Bylaw, but must be no later than 210 days after Election Day:

### **Resort Communities**

(Winnipeg Beach, Dunnottar, Victoria Beach)

February 17, 2023

### **All Other Municipalities**

May 24, 2023

**IMPORTANT: It is recommended that candidates file their Election Finance Statement as soon as possible after the election to ensure that there is enough time to address any matters that may arise.**

The CAO may request a further statement to be filed if there is incorrect or incomplete information on the initial statement. Candidates will be given an additional 30 days, after receiving the request, to provide this information.

**IMPORTANT: Registered candidates must file their Election Finance Statement on time or face penalties.**

**Elected candidates who do not file on time will not be allowed to sit on council or may be disqualified from council.**

**Candidates who were not nominated, withdrew or who were not elected, and fail to file will not be allowed to run for council until after the 2026 general municipal election.**

## **Municipal Contribution and Expense Programs**

Municipalities have authority to establish a program to provide contributors with either a tax credit or rebate for an amount equal to part of their contribution.

Municipalities also have authority to establish a program to reimburse candidates for a portion of their expenses.

Check with your municipality's CAO to see if such programs are available in your municipality.

## **Election Offences**

There are a number of election offences under The Municipal Councils and School Boards Elections Act which carry penalties – including a fine or jail time. For example, it is illegal to:

- Offer a bribe to a voter, election official, or another candidate
- Accept a bribe or solicit a bribe
- Use force or intimidation against any person to vote or refrain from voting
- Interfere or disrupt the proceedings of a voting place or station
- Use the voters list for a purpose other than for campaigning
- Make a false or misleading statement or declaration
- Publish a false statement that a candidate has withdrawn.

As well, any person who contravenes campaign finance rules under The Municipal Act or the municipality's bylaw, may be found guilty of an offence.

**IMPORTANT: Any person guilty of an offence under The Municipal Councils and School Boards Elections Act can be fined up to \$10,000 or imprisoned for a term of not more than one year.**

**A person guilty of an offence under The Municipal Act or the municipality's bylaw can be fined up to \$5,000.**

**Sample Forms**

**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, 2022 and September 20, 2022 (date of close of nominations)

Councillor: between June 30, 2022 and September 20, 2022 (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)	Email
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)	Email

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.**



**To be used by:  
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 February 1, 2022 and June 16, 2022 (date of close of nominations)

Councillor: between March 31, 2022 and June 16, 2022 (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)	Email
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)	Email

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.

### 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.		

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

<b>Full Name (Print)</b>	<b>Address or Property Description (Print, Do Not Use Box # )</b>	<b>Signature (Sign)</b>
16.		
17.		
18.		
19.		
20.		
21.		
22.		
23.		
24.		
25.		
26.		
27.		
28.		
29.		
30.		

Note: Candidates should consult the SEO to determine how many nominations are required. Candidates are encouraged to get more signatures than the minimum required.

### **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 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

## CANDIDATE WITHDRAWAL FORM

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, if enough candidates remain to fill the offices to be elected. The deadline for withdrawal is \_\_\_\_\_.  
(date)

\_\_\_\_\_  
(Signature of Witness)

\_\_\_\_\_  
(Signature of candidate)



## Sample Election Finance Statement

*Note: This statement is provided as a sample. Candidates should review their municipality's election expenses and contributions by-law and ensure that they are using any election finance statement format prescribed by the municipality.*

### SCHEDULE A TO BY-LAW NO.

---

(Name of municipality)

### CANDIDATE ELECTION FINANCE STATEMENT

To be filed with the Chief Administrative Officer by \_\_\_\_\_.  
(filing deadline)

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		

## **CONTRIBUTIONS IN CAMPAIGN PERIOD**

Contributions \$250.00 or less \$ \_\_\_\_\_

Add: Contributions more than \$250 from single contributor \$ \_\_\_\_\_ ← 

From Part A

Add: Contributions from fund-raising events \$ \_\_\_\_\_ ← 

From Part B

Add: Other (Please specify) \$ \_\_\_\_\_

**TOTAL CONTRIBUTIONS** \$ \_\_\_\_\_

Anonymous Contributions turned over to SEO \$ \_\_\_\_\_

(Do not include in Total Contributions)

## **EXPENSES IN CAMPAIGN PERIOD**

Advertising – media, posters, pamphlets, signs \$ \_\_\_\_\_

Office–furniture, equipment, insurance, rent, telephone \$ \_\_\_\_\_

Office supplies – stationary, postage \$ \_\_\_\_\_

Candidate’s personal expenses \$ \_\_\_\_\_

Meetings, social functions, rallies \$ \_\_\_\_\_

Travel \$ \_\_\_\_\_

Other (please specify): \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

**TOTAL EXPENSES** \$ \_\_\_\_\_

**SURPLUS/(DEFICIT)** \$ \_\_\_\_\_

**(TOTAL CONTRIBUTIONS LESS TOTAL EXPENSES)**

**PART A**

**CONTRIBUTIONS (INCLUDING GOODS OR SERVICES)  
FROM A SINGLE CONTRIBUTOR VALUED MORE THAN \$250.00**

(Complete only if the total value of contributions, monetary and non-monetary, from  
any single contributor was more than \$250 during the campaign period).

<b>Name</b>	<b>Address</b>	<b>Goods or Services</b>	<b>Amount/ Value of Goods or Services \$</b>
<b>PART A – TOTAL CONTRIBUTIONS</b>			<b>\$</b>

## **PART B**

### **FUND-RAISING EVENT STATEMENT**

(Attach a separate statement for each event held)

Event #: \_\_\_\_\_

Date: \_\_\_\_\_

Held at: \_\_\_\_\_

Type of Function: \_\_\_\_\_

#### **Revenue**

(Please Specify e.g. ticket sales, merchandise etc.):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Exclude individual monetary contributions into a general collection of more than \$10.00. These contributions are to be reported as individual contributions.)

**TOTAL REVENUE**                      \$ \_\_\_\_\_

#### **Costs**

(Please Specify e.g. hall rental, advertising, supplies etc.):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**TOTAL COSTS**    \$ \_\_\_\_\_

**PART B – TOTAL  
CONTRIBUTIONS  
(TOTAL REVENUE LESS TOTAL**

**\$**

## LOAN DETAILS

Financial institution: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Amount borrowed:

\$ \_\_\_\_\_

Interest rate: \_\_\_\_\_ %

Terms for repayment:

\_\_\_\_\_

\_\_\_\_\_

I, \_\_\_\_\_, a candidate for election as a member of council at the 2022 general election, declare:

(a) this campaign finance statement completely and accurately discloses the information required by The Municipal Act; and

(b) the requirements of The Municipal Act and the \_\_\_\_\_ By-law No. \_\_\_\_\_

(name of municipality)

have been met, in relation to my election campaign in the year 2022 General Election.

\_\_\_\_\_  
(SIGNATURE OF CANDIDATE)

Declared before me at the \_\_\_\_\_ in the Province of Manitoba,

this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
(SIGNATURE OF WITNESS)