

MANITOBA
MUNICIPAL
RELATIONS



MANITOBA MUNICIPAL RELATIONS

Campaign Financing Manual

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Preface

The “Chief Administrative Officer’s Campaign Financing Manual” is designed to assist Chief Administrative Officers (CAOs) to prepare for and administer municipal election campaign financing requirements under The Municipal Act.

Campaign financing requirements are in place for all Manitoba municipalities. All prospective candidates are required to register with the SEO before beginning their campaign and before the close of nominations. The 2022 Election Official’s Manual provides important information to assist the SEO in administering the registration process.

Overview of the Manual

The manual includes a glossary of campaign financing terms, pre-election planning information, information to assist in administering campaign financing requirements, post-election procedures for receiving candidates’ Election Finance Statements, reporting to council, dealing with the media, sample forms, questions and answers, and a 2022 election calendar.

How to Use the Manual

For quick reference, a detailed table of contents and section tabs allow you to find specific topics.

93.6(2)

In each section of the manual, you will see **boxes**, like the one on the left, with section or subsection numbers indicating the applicable part of **The Municipal Act**. For example, the section of the manual that outlines the limit on contributions by individuals would have a box indicating 93.6(2). **Unless otherwise indicated, all legislative references are to The Municipal Act.**

When using the guide, reference should be made to The Municipal Act and The Municipal Councils and School Boards Elections Act. **This manual is not a substitute for the legislation.** Users of this manual are encouraged to contact Municipal Governance and Advisory Services. In a difficult or unusual circumstance, a legal opinion may be necessary to ensure conformity with the legislation.

Manitoba Municipal Relations
Municipal Governance and Advisory Services
508-800 Portage Avenue
Winnipeg, Manitoba R3G 0N4
Phone: (204) 945-2572

Email: mrmaas@gov.mb.ca

GLOSSARY OF CAMPAIGN FINANCING TERMS

(unless otherwise noted, all legislative references are to The Municipal Act)

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

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

Campaign Account – the account that is listed by a candidate on their registration form, to be used only for the purpose of the election campaign of the candidate. Candidates who receive contributions from others must open a campaign account. Monetary campaign contributions are to be deposited in campaign account. Payments relating to or arising out of the campaign are to be made only by cheque drawn on the campaign account. [s. 93.11]

Campaign Expense – means money spent, liabilities incurred, or the value of non-monetary contributions accepted in respect of goods used or services provided, by or on behalf of a registered candidate during a campaign period, for the purpose of an election. Note: expenses relating to a recount in respect of the election are not considered a campaign expense.

Campaign Period (for all municipalities excluding Dunnottar, Winnipeg Beach, and Victoria Beach) –

2022 General Election:

for head of council candidate - May 1, 2022 to March 31, 2023

for councillor candidates - June 30, 2022 to March 31, 2023

By-election:

for all candidates - the day when the SEO receives the request from council to hold the by-election to 90 days after the by-election.

Campaign Period (for Dunnottar, Winnipeg Beach, and Victoria Beach) –

2022 General Election:

for head of council candidate - February 1, 2022 to December 31, 2022

for councillor candidates - March 31, 2022 to December 31, 2022

By-election:

for all candidates - the day when the SEO receives the request from council to hold the by-election to 90 days after the by-election.

Contribution – money paid, or a non-monetary contribution provided, by a contributor or the candidate, to or for the benefit of a registered candidate, without compensation from the candidate.

Financial Institution – a bank, credit union, trust company or other similar institution.

Fund-raising Event – any social function held for the purpose of raising money for a registered candidate.

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

Market value – the lowest price generally charged by the supplier for an equivalent amount of the same goods or services at, or about the time, and in the market area in which the goods or services are supplied.

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

Non-monetary Contribution – goods or services provided to or for the benefit of a registered candidate, without compensation from the candidate. This would include services of an employee provided by an employer; goods produced or donated voluntarily by a contributor who is a commercial supplier of the goods; and services provided voluntarily by a contributor who is a commercial or occupational supplier of the services.

Organizations – a trade union, a partnership and an unincorporated association; or a political party registered under the Canada Elections Act, or a constituency association of such a party; or a political party registered under The Elections Finances Act, or a constituency association of such a party.

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

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

Value of non-monetary contribution – is the fair market value of the goods or services at the time of the donation or where the non-monetary contribution is services of an employee provided by an employer, the cost to the employer of the salary or wages of the employee whose services are provided for the period during which the services are provided.

Voters List – The list of eligible voters that is established and maintained by the SEO. Revisions to the voters list can be made on an on-going basis as new information about voters becomes available, but revisions must stop between the close of nominations and Election Day. The voters list is used to verify the eligibility of a person that votes. However, if a person is not on the voters list, they may still vote as long as they present acceptable identification to the voting official at the time of voting. The information on the voters list must be kept confidential – voters may only view their own information from the list. In addition, candidates are entitled to a copy of the voters list to be used for election purposes only. [MCSBEA s. 23(1)]

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

Pre-Election

Part 1 – Council Decisions

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

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

1.1 Campaign Expenses and Contributions By-law

All municipalities are required to pass a by-law to establish specific campaign finance rules in the municipality. This includes:

93.2

- setting a campaign expense (spending) limit for candidates
- rules for fund-raising
- procedures for candidates to record and report campaign contributions and expenditures and
- election finance statement filing dates.

Refer to Appendix A (Appendix B for resort municipalities) at the end of Part 1 for a sample campaign expenses and contributions by-law. The Municipal Act Procedures Manual section 3.6 provides additional resource information on campaign expenses and contributions by-laws.

1.2 Optional Audit of Election Finance Statement

93.13

The Municipal Act provides municipalities with optional authority to require election finance statements, required to be submitted by all registered candidates, to be audited.

If a municipality requires a candidate to file audited Election Finance Statements, the by-law must be passed at least 180 days before the election. This ensures candidates have time to obtain an auditor and name the auditor on their registration form.

Candidates are responsible for the cost of the audit.

1.3 Optional Tax Credit / Rebate of Contributions & Reimbursement of Expenses Programs By-laws

93.17

The Municipal Act provides municipalities with optional authority to implement a tax credit or rebate program for individuals who contribute to candidate's campaign.

93.18

The Municipal Act provides municipalities with optional authority to establish a program to reimburse candidates for a portion of their campaign expenses.

Municipalities may wish to consult with their municipal solicitor, other municipalities, or jurisdictions that deliver these types of programs to discuss the impact of these programs as well as the administrative requirements and costs to deliver them.

1.4 Restrictions on the Use of Municipal Resources By-law

93.18.1

Municipalities are required to pass a bylaw to restrict the use of municipal resources by registered candidates during the 42 days before a general election or by-election (when the nomination period begins). To take effect, the by-law must be passed at least 180 days before the election.

93.18.1(2)

This by-law must set out restrictions during the 42 day period before a general election or by-election for:

- The use of municipal resources by a registered candidate;
- The use of municipal resources in communications about programs or services, if those communications could be reasonably seen to benefit a specific candidate;
- The use of the name or voice of a member of council in municipal communications.

Restrictions on the use of municipal resources by candidates are governed by each municipality's by-law. These by-laws are intended to create a level playing field for all registered candidates, and to ensure that candidates who are incumbents do not have an unfair advantage by virtue of their access to municipal resources and communication platforms.

Appendix A – Sample Election Expenses and Contributions By-law

(Name of Municipality)

By-law No.

WHEREAS under section 93.2 of the Municipal Act a municipality must pass a by-law prescribing certain matters concerning campaign expenses and contributions in connection with municipal elections.

NOW THEREFORE THE COUNCIL of _____ enacts as a by-law the following:

INTERPRETATION

- 1.1 Terms in this by-law have the meanings ascribed to them in The Municipal Act.
- 1.2 References to sections in this by-law are to provisions in The Municipal Act.

REGISTRATION OF PROSPECTIVE CANDIDATES

- 2.1 An individual applying to be a registered candidate under section 93.3 must complete the registration form provided by the Senior Election Official.

CAMPAIGN EXPENSE LIMIT

- 3.1 The limit to campaign expenses that may be incurred by registered candidates shall be
 - (a) for head of council, \$_____; and
 - (b) for councillor, \$_____.

4.4 The net income made at a fund-raising event shall be considered a contribution and expenses incurred in holding a fund-raising event shall be excluded from the campaign expense limitation. Net income is calculated by deducting fund-raising costs from fund-raising revenue.

4.5 Notwithstanding 4.4, a monetary contribution that is more than \$10.00 from an individual into a general collection at a fund-raising event must be considered a contribution as per section 93.6(2) of The Municipal Act, be recorded and reported in accordance with 93.12(1), and be excluded from the fund-raising event revenue.

ELECTION FINANCE STATEMENTS

5.1 The election finance statement shall be in the form set out in Schedule A to this by-law. Registered candidates must keep records of contributions received, campaign expenses incurred and loans obtained in a manner that facilitates the filing and reconciliation of the election finance statement.

5.2 Registered candidates must retain for not less than two years after the election, as per section 93.11(e), copies of receipts, bank statements, cheques and any other documents on which the election finance statement is based

5.3 The date by which the election finance statement under section 93.12(1) must be filed is not more than 210 days after Election Day, in each general election or by-election.

5.4 A request by the Chief Administrative Officer to file a further election finance statement under section 93.12(2) must be made within 30 days of the filing of the election finance statement.

5.5 The date by which a further election finance statement requested by the Chief Administrative Officer under section 93.12(2) must be filed is 30 days after the request is received

5.6 After a registered candidate files his or her election finance statement with the Chief Administrative Officer the statement shall be open to inspection by any person during regular office hours, and a copy shall be provided on payment of the municipality's current photocopy fee.

DONE AND PASSED, in Manitoba this ____ day of _____ 20__.

Appendix B – Sample Election Expenses and Contributions By-law For Resort Municipalities

(Name of Municipality)

By-law No.

WHEREAS under section 93.2 of the Municipal Act a municipality must pass a by-law prescribing certain matters concerning campaign expenses and contributions in connection with municipal elections.

NOW THEREFORE THE COUNCIL of _____ enacts as a by-law the following:

INTERPRETATION

- 1.1 Terms in this by-law have the meanings ascribed to them in The Municipal Act.
- 1.2 References to sections in this by-law are to provisions in The Municipal Act.

REGISTRATION OF PROSPECTIVE CANDIDATES

- 2.1 An individual applying to be a registered candidate under section 93.3 must complete the registration form provided by the Senior Election Official.

CAMPAIGN EXPENSE LIMIT

- 3.1 The limit to campaign expenses that may be incurred by registered candidates shall be
 - (a) for head of council, \$_____;
 - and
 - (b) for councillor, \$_____.

4.4 The net income made at a fund-raising event shall be considered a contribution and expenses incurred in holding a fund-raising event shall be excluded from the campaign expense limitation. Net income is calculated by deducting fund-raising costs from fund-raising revenue.

4.5 Notwithstanding 4.4, a monetary contribution that is more than \$10.00 from an individual into a general collection at a fund-raising event must be considered a contribution as per section 93.6(2) of The Municipal Act, be recorded and reported in accordance with 93.12(1), and be excluded from the fund-raising event revenue.

ELECTION FINANCE STATEMENTS

5.1 The Election Finance Statement shall be in the form set out in Schedule A to this by-law. Registered candidates must keep records of contributions received, campaign expenses incurred and loans obtained in a manner that facilitates the filing and reconciliation of the Election Finance Statement.

5.2 Registered candidates must retain for not less than two years after the election, as per section 93.11(e), copies of receipts, bank statements, cheques and any other documents on which the Election Finance Statement is based

5.3 The date by which the Election Finance Statement under section 93.12(1) must be filed is not more than 210 days after Election Day, in each general election or by-election.

5.4 A request by the Chief Administrative Officer to file a further Election Finance Statement under section 93.12(2) must be made within 30 days of the filing of the Election Finance Statement.

5.5 The date by which a further Election Finance Statement requested by the Chief Administrative Officer under section 93.12(2) must be filed is 30 days after the request is received

5.6 After a registered candidate files his or her Election Finance Statement with the Chief Administrative Officer the statement shall be open to inspection by any person during regular office hours, and a copy shall be provided on payment of the municipality's current photocopy fee.

DONE AND PASSED, in Manitoba this ____ day of _____ 20__.

Appendix C - Sample Election Finance Statement

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).

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

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 COSTS)**

\$

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)

Appendix D - Sample Use of Municipal Resources By-Law

Instructions

The below sample by-law is to assist municipalities in implementing recent amendments to *The Municipal Act*, which require that a municipal council pass a by-law establishing rules and procedures for the use of municipal resources during the 42-day period before a general municipal election or by-election.

There are specific instructions and notes for several of the clauses included in the sample by-law.

Municipalities are responsible for their own by-laws. When passing a by-law, a municipal council should carefully consider each clause and ensure that it appropriately reflects the municipality's specific context and existing by-law framework.

(Name of Municipality)

By-law No. ____

WHEREAS *The Municipal Act* provides that a council must pass a by-law establishing rules and procedures for the use of municipal resources during the 42-day period before a general election or a by-election.

NOW THEREFORE the Council of _____ enacts as follows:

TITLE

1. This by-law may be known as the “Use of Municipal Resources in an Election By-Law”.

DEFINITIONS

2. In this by-law,

“**Candidate**” means an individual who has been registered under section 93.3 of *The Municipal Act*.

“**Restricted Period**” means the period beginning 42 days before a municipal general election or by-election, and ending after polls close on the date of the municipal general election or by-election.

For the definition below, carefully consider what municipal resources the by-law will cover.

“**Municipal Resources**” means:

- a. any resource owned or controlled by the Municipality, including but not limited to:
 - i. property, facilities, infrastructure and equipment,
 - ii. websites, social media accounts and other communication tools or media,
- b. employees or volunteers in the course of their employment or volunteer service, including any full-time, part-time, casual or contract employees, and volunteers, whether or not the volunteer receives reasonable compensation or expense money from the municipality for their voluntary service,
- c. events or functions organized by the Municipality,
- d. the municipal logo, seal, or other identifying marks associated with the Municipality,
- e. any information collected or controlled by the Municipality that is not available to the general public.

“Municipality” means the insert municipality’s full name.

RESTRICTIONS ON CANDIDATES’ USE OF MUNICIPAL RESOURCES

For the clause below, carefully consider when the use of Municipal Resources by a Candidate would be appropriate.

2. Subject to section 4, during the Restricted Period, a Candidate or a person acting on their behalf may only use a Municipal Resource for an election-related purpose if:
 - a. The Municipal Resource is normally made available to the general public without the general public needing to seek permission or authorization for its use; and
 - b. The Candidate’s use of the Municipal Resource does not unreasonably interfere with use of the Municipal Resource by other members of the public.

For the clause below, carefully consider the restrictions, as well as the scope of the by-law. For example, consideration should be given to whether this clause should capture the use of Municipal Resources by the Municipality and persons acting on its behalf only, or whether it should also capture the use of Municipal Resources by any other entities or persons.

RESTRICTIONS ON MUNICIPAL ACTIVITIES

Subject to section 4, during the Restricted Period, the Municipality and any person acting on its behalf is restricted from using:

- c. Municipal Resources in communicating information about the Municipality’s programs or services, if the communication may reasonably be seen as providing an electoral advantage to a Candidate; and
- d. The name, voice or image of a member of council in municipal communications.

EXCEPTIONS

For the clause below, carefully consider any exceptions to the restrictions and ensure they are justifiable within your municipality’s specific context.

3. Restrictions in sections 2 and 3 do not apply:
 - a. To any use of Municipal Resources that may be necessary in respect of an emergency or dangers to property or health;
 - b. To any event where all Candidates are invited and provided equivalent opportunities with respect to any election-related purpose;
 - c. To any use of Municipal Resources by the Municipality to educate and inform the public about the election process, as long as no Candidate is promoted, supported or opposed;

- d. To the preparation of any document, notice or communication that is required by legislation, and any subsequent distribution that is normally made by the Municipality, such as posting council meeting minutes online;
- e. To the preparation of any documents or communications of a strictly administrative nature required for the usual functioning of the Municipality, such as members of council signing payments;
- f. To any method of providing public access to council meetings;
- g. To any Candidate declared elected by acclamation during the Restricted Period, after such declaration is made.

INSPECTION AND ENFORCEMENT

- 4. Any person appointed or designated to enforce the Municipality’s by-laws may determine compliance with and enforce this by-law, and in the course of this activity may request access to records and make any inspection they deem necessary.

For the clause below, carefully consider the enforcement method to be used and include language that aligns with your municipality’s own framework for enforcing by-law infractions (e.g. creating an offence under The Provincial Offences Act).

- 5. Insert enforcement clause.

Use the clause below if your by-law will be coming into force on a date later than the day after the by-law is passed. Note that to be effective for the 2022 General Municipal Election, the by-law must be in force 180 days before the date of the election.

COMING INTO FORCE

- 6. This by-law comes into force on DATE.

DONE AND PASSED, in Manitoba this ____ day of _____ 20__.

Reeve/Mayor/Head of Council

Chief Administrative Officer

Pre-Election

Part 2 – Chief Administrative Officers

2.1 Role of the Chief Administrative Officer

The role of the CAO, among other things, is 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. Consistency in administration is critical. The best way to prepare for the process is to be informed and organized well before the campaign period commences.

The CAO should review The Municipal Act campaign financing provisions throughout the election process to ensure that all obligations are met. Refer to both the legislation and this manual often.

Refer to Appendix E below for excerpts from The Municipal Act.

The CAO will need to provide assistance to the senior election official, candidates, and council to help them comply with the campaign finance rules. Some of the ways assistance may be provided include:

- hosting an information session for election officials
- including information about campaign financing on the municipal website
- handling telephone inquiries
- issuing periodic reminders to registered candidates (e.g. a reminder of a filing deadline)
- providing tools and printed material to the SEO for distribution to candidates, such as:
 - the Candidate's Guidebook;
 - relevant municipal by-laws (Campaign Expenses and Contributions By-law, Restrictions on the Use of Municipal Resources By-law, etc.)

Did you know?

CAOs and SEOs are strongly encouraged to contact Manitoba Municipal Relations, Municipal Governance and Advisory Services as often as necessary in order to understand the requirements of The Municipal Act or The Municipal Councils and School Boards Elections Act.

Appendix E – The Municipal Act

CAMPAIGN FINANCING

Definitions

93.1(1) The following definitions apply in this section and in sections 93.2 to 93.18.2.

"campaign account" means, in respect of a registered candidate, an account that is listed in his or her application to become a registered candidate.

"campaign expense" means

- (a) money spent or liabilities incurred; and
- (b) the value of non-monetary contributions accepted;

in respect of goods used or services provided, by or on behalf of, and with the knowledge and consent of, a registered candidate during a campaign period, for the purpose of an election, but does not include expenses relating to a recount in respect of the election.

"campaign period" means

- (a) in a general election
 - (i) in Dunnottar, Victoria Beach and Winnipeg Beach, the period
 - (A) in the case of a candidate for head of council, beginning on February 1 and ending on December 31 of the year of the election, and
 - (B) in the case of other candidates, beginning on March 31 and ending on December 31 of the year of the election, and
 - (ii) in any other municipality, the period
 - (A) in the case of a candidate for head of council, beginning on May 1 in the year of the election and ending on March 31 of the year after the election, and
 - (B) in the case of other candidates, beginning on June 30 in the year of the election and ending on March 31 of the year after the election; and
- (b) in a by-election, beginning on the day when the senior election official receives the request from council to hold the by-election and ending on the day that is 90 days after the by-election.

"contribution" means money paid, or a non-monetary contribution provided, by a contributor to or for the benefit of a registered candidate, without compensation from the candidate. (« contribution »)

"financial institution" means a bank, credit union, trust company or other similar institution.

"non-monetary contribution" means goods or services provided to or for the benefit of a registered candidate, without compensation from the candidate, and includes

- (a) services of an employee provided by an employer;
- (b) goods produced or donated voluntarily by a contributor who is a commercial supplier of the goods; and
- (c) services provided voluntarily by a contributor who is a commercial or occupational supplier of the services;

but does not include

- (d) money;
- (e) goods produced or donated voluntarily, other than in clause (b); or
- (f) services provided voluntarily, other than in clause (c).

"organization" includes

- (a) a trade union, a partnership and an unincorporated association;

- (b) a political party registered under the *Canada Elections Act*, or a constituency association of such a party; and
- (c) a political party registered under *The Election Financing Act*, or a constituency association of such a party.
(« organisation »)

"registered candidate" means a candidate who has been registered under section 93.3.

Value of non-monetary contribution

93.1(2) The value of a non-monetary contribution is

- (a) the fair market value of the goods or services at the time of the donation; or
- (b) where the non-monetary contribution is services of an employee provided by an employer, the cost to the employer of the salary or wages of the employee whose services are provided for the period during which the services are provided.

By-law on expenses and contributions

93.2(1) A council must pass a by-law, not inconsistent with *The Municipal Council Conflict of Interest Act*,

- (a) prescribing the limit to campaign expenses that may be incurred by a registered candidate for head of council and by a registered candidate for councillor;
- (b) prescribing the portion of income from a fund-raising event that is deemed to be a contribution, and the portion that is deemed to be campaign expenses;
- (c) prescribing the manner in which registered candidates must keep records of contributions received and campaign expenses incurred by them;
- (d) in respect of an election finance statement required to be filed under section 93.12,
 - (i) prescribing additional information, if any, required to be included in the statement, and
 - (ii) prescribing the date by which the statement must be filed, which must not be more than 210 days after the election;
- (e) prescribing the date by which any further statement requested by the chief administrative office under subsection 93.12(2) must be filed, which must not be more than 60 days after the registered candidate receives the request; and
- (f) prescribing forms for the purposes of the by-law.

Effective date of by-law

93.2(2) A by-law under this section must be passed at least 180 days before the election in respect of which it is to take effect.

Registration of prospective candidates

93.3(1) The senior election official must register an individual who proposes to be a candidate in an election if

- (a) during the campaign period for the election and before nominations close, the individual applies for registration in a form approved by the senior election official; and
- (b) the senior election official is satisfied that the individual is eligible to be nominated in the election.

Information that must be provided

93.3(2) When applying to be registered as a candidate, the individual must provide

- (a) his or her name and address;
- (b) the name and address of any financial institution in which accounts are to be used by or on behalf of the individual for the purpose of the election campaign, and the numbers of every such account; and
- (c) any additional information required by the senior election official.

Report of change in information

93.3(3) An individual must immediately notify the senior election official in writing of any changes in the information provided by him or her under this section.

No contribution, expenses or borrowing until registered

93.4 No individual, other than a registered candidate, and no person acting on the individual's behalf, shall, for the purpose of electing the individual,

- (a) solicit or accept a contribution;
- (b) borrow money; or
- (c) incur an expense.

Registered candidate entitled to copy of voters list

93.5 The senior election official must give a registered candidate, on request, a copy of the voters list. The senior election official may determine the form in which the list is given.

Only individual residents may contribute

93.6(1) No person or organization other than an individual normally resident in Manitoba shall make a contribution to a registered candidate.

Application to Flin Flon

93.6(2) Despite subsection (1), an individual who is normally resident in the boundary area defined in *The Flin Flon Extension of Boundaries Act*, S.M. 1989-90, c. 73, may make a contribution to a registered candidate in an election in the City of Flin Flon.

Limit on contributions by individuals

93.6(3) No individual shall make contributions that exceed

- (a) \$1,500. to a registered candidate who is a candidate for the office of head of council;
- (b) \$1,500. to a registered candidate who is a candidate for the office of councillor, if councillors are elected by a vote of the voters of the whole municipality; or
- (c) \$750. to a registered candidate who is a candidate for the office of councillor, if councillors are elected on the basis of wards.

Prohibited contributions not to be accepted

93.6(4) A registered candidate in an election shall not

- (a) solicit or accept a contribution from
 - (i) a person who is not an individual normally resident in Manitoba, or
 - (ii) an organization;
- (b) solicit or knowingly accept a contribution that exceeds the limits established in subsection (3); or
- (c) incur campaign expenses in respect of the election in excess of the limit prescribed in the by-law passed under clause 93.2(1)(a).

Return of contribution

93.6(5) A registered candidate, on learning of any contribution accepted by or on behalf of him or her is contrary to this Act, shall immediately return to the contributor

- (a) the contribution; or

(b) the amount of money equal to the value of the contribution.

Candidate's personal contributions

93.7(1) A registered candidate may make a contribution

- (a) to his or her own election campaign; or
- (b) to the election campaign of another registered candidate.

Limit applies to contributions of candidate

93.7(2) For certainty, the limit to the contributions established in subsection 93.6(3) applies to the contributions made by a registered candidate.

Anonymous contributions

93.8 A registered candidate who is given an anonymous contribution must not spend the contribution, but rather must turn it over to the senior election official. Contributions turned over to the senior election official become part of the general funds of the municipality.

Loans only from financial institutions

93.9(1) A registered candidate shall not solicit or accept a loan for the purposes of an election, except from a financial institution.

Prohibition making loan

93.9(2) No person or organization, other than a financial institution, shall make a loan to a registered candidate for the purposes of an election.

Loans to registered candidates

93.9(3) A loan made by a financial institution to a registered candidate is not a contribution.

Loan must be paid into campaign account

93.9(4) A registered candidate shall ensure that a loan received from a financial institution is paid directly into a campaign account of the candidate.

Loan payments must be made from campaign account

93.9(5) Payments on a loan made to a registered candidate must be made from a campaign account of the candidate.

Loan payments made in different manner

93.9(6) A payment on a loan made to a registered candidate that is not made from a campaign account of the candidate is a contribution to the candidate made by the person or organization that made the payment.

No loans from registered candidates to others

93.10 A registered candidate shall not lend money raised for the purposes of an election to another person or to any organization.

Duties of registered candidate

93.11 A registered candidate in an election must ensure that

- (a) proper records are kept of the contributions made to, and the campaign expenses incurred by, the candidate;
- (b) monetary contributions are deposited in a campaign account of the candidate;

- (c) a campaign account of the candidate is used only for the purpose of the election campaign of the candidate;
- (d) all payments relating to or arising out of the campaign are made only by cheque drawn on a campaign account of the candidate; and
- (e) all financial records relating to the election campaign of the candidate are retained for not less than two years after the election and made available on request to the chief administrative officer.

Candidate to file election finance statement

93.12(1) Each registered candidate in an election must file with the chief administrative officer an election finance statement that contains the following information in respect of the campaign period of the election:

- (a) all contributions received and expenses incurred by the candidate;
- (b) the name, address and the contribution of each contributor who has made to the candidate a contribution of more than \$250.;
- (c) an itemized list of campaign expenses incurred by the candidate;
- (d) the contributions and expenses relating to each fund-raising event, in accordance with apportioning prescribed in a by-law passed under clause 93.2(1)(b);
- (e) particulars 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, the principal amount of the loan, the interest rate on the loan and the terms of repayment;
- (f) any other information required by the by-law passed under subclause 93.2(1)(d)(i).

Further statement

93.12(2) If the chief administrative officer finds an election finance statement filed by a registered candidate to be incorrect or incomplete and notifies the candidate in writing of the finding, the candidate is required, not later than a day prescribed in the by-law passed under clause 93.2(1)(e) and specified in the notice, to file with the chief administrative officer a further statement containing the information required under subsection (1).

Audit may be required

93.13(1) A council may by by-law require election finance statements, and further statements requested under subsection 93.12(2), to be audited.

Qualifications of auditor

93.13(2) If a council has passed a by-law under subsection (1), a candidate's election finance statement and any further statement requested from the candidate under subsection 93.12(2) must be prepared by an auditor

- (a) who is a chartered professional accountant authorized to provide public accounting services in accordance with *The Chartered Professional Accountants Act*;
- (b) who is not involved in the election for which the statement is prepared as an election official, as defined in section 1 of *The Municipal Councils and School Boards Elections Act*, a candidate, or in raising funds for a registered candidate, and who certifies to that effect.

Appointment of auditor

93.13(3) If a council passes a by-law under subsection (1), the candidate must include the name and address of the candidate's auditor in the candidate's application to be registered under section 93.3.

Audit expenses are not campaign expense

93.13(4) The expense incurred by the candidate in having a statement audited is not a campaign expense of the candidate.

Effective date of by-law

93.13(5) A by-law under this section must be passed at least 180 days before the election in respect of which it is to take effect.

Claims for campaign expenses

93.14 A person who has a claim against a registered candidate in an election for payment in relation to the election must submit the claim in writing to the candidate within 30 days after the election day in the election.

Surplus payable to municipality

93.15(1) Where a registered candidate's election finance statement filed under subsection 93.12(1) shows a surplus of funds, the candidate must immediately pay the surplus to the municipality which must hold it in trust on behalf of the candidate for use by the candidate in the next general election.

Release of surplus

93.15(2) The municipality must not release money held under subsection (1) in trust on behalf of an individual who was a registered candidate in an election until the individual is registered under section 93.3 (registration of prospective candidates) for the next general election, and if the individual

- (a) advises the senior election official in writing that the individual will not seek nomination;
- (b) is not nominated; or
- (c) is not registered under section 93.3 as a candidate;

in the next general election, the money must be paid into the general funds of the municipality.

Failure by elected candidate to file statement

93.16(1) Where a registered candidate who is elected in an election fails to file

- (a) an election finance statement required under subsection 93.12(1) before the date prescribed in a by-law passed under subclause 93.2(1)(d)(ii); or
- (b) a further statement required under subsection 93.12(2) before the date prescribed in a by-law passed under clause 93.2(1)(e);

the chief administrative officer must provide a written report of the failure to council at its next meeting, and the candidate must not sit on council until the chief administrative officer reports to council that the candidate's statement has been filed.

Forfeiture of seat

93.16(2) Every registered candidate elected in an election forfeits his or her seat on council if the candidate fails to comply with section 93.12 (filing election finance statement) within 270 days after the day of the election.

Failure of other registered candidates to file

93.16(3) Where an individual who is registered as a candidate in an election and who is not nominated, withdraws, or is not elected in the election, fails to comply with section 93.12 (filing election finance statement), the individual is disqualified from being nominated for or elected as a member of council until after the next general election.

By-law establishing tax credits and rebates for contributions

93.17(1) A council may by by-law establish a program that entitles a contributor who made a contribution to a registered candidate during a campaign period to

- (a) a credit, of an amount equal to part of the contribution, against taxes that are imposed by the municipality and that are payable by the contributor; or

(b) a rebate of part of the contribution.

Contents of by-law

93.17(2) A by-law under subsection (1) may, without limiting the generality of that subsection,

- (a) specify the taxes against which there may be a credit;
- (b) provide for the amount, or the means of determining the amount, of the credit or rebate of contribution;
- (c) establish a maximum credit for contributions, or a maximum rebate of contributions, made by a contributor to all candidates in an election;
- (d) impose terms and conditions on the entitlement to the credit or rebate; and
- (e) provide for any other matter respecting the credits and rebates that the council considers necessary or advisable.

By-law establishing reimbursement of campaign expenses

93.18(1) A council may by by-law establish a program that entitles a candidate to reimbursement of a portion of his or her campaign expenses.

Contents of by-law

93.18(2) A by-law under subsection (1) may, without limiting the generality of that subsection,

- (a) establish the campaign expenses that are eligible for reimbursement;
- (b) provide for the amount, or the means of determining the amount, of reimbursement of campaign expenses;
- (c) impose terms and conditions on the entitlement to the reimbursement; and
- (d) provide for any other matter respecting reimbursement of campaign expenses that the council considers necessary or advisable.

GENERAL MATTERS CONCERNING ELECTIONS

By-law on elections

93.18.1(1) A council must pass a by-law establishing rules and procedures for the use of municipal resources during the 42-day period before a general election or a by-election.

Content of by-law

93.18.1(2) A by-law under subsection (1) must include restrictions on the use of

- (a) municipal resources by a registered candidate;
- (b) municipal resources in communicating information about its programs or services, if the communication may reasonably be seen as providing an electoral advantage to a registered candidate; and
- (c) the name, voice or image of a member of council in municipal communications.

Effective date of by-law

93.18.1(3) A by-law under this section must be passed at least 180 days before the election in respect of which it is to take effect.

Use of title in election communication restricted

93.18.2(1) A registered candidate who is a member of a council must not use their incumbent position as their title in an election communication.

Meaning of "election communication"

93.18.2(2) In this section, "election communication" means a communication that is a campaign expense incurred by a registered candidate under a by-law passed under section 93.2.

INFORMATION NOTE

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"

ELECTION OFFENCES

Offence and penalty

93.19(1) A person who contravenes any of the following is guilty of an offence and is liable on conviction to a fine of not more than \$5,000:

(a) section 93.4, 93.6, 93.8 to 93.12, 93.15 or 93.18.2;

(b) a by-law passed under section 93.2 or 93.18.1.

Time limits on prosecution

93.19(2) A prosecution for an offence under this section may not be commenced later than six months after the day on which evidence sufficient to justify a prosecution for the offence came to the knowledge of the chief administrative officer. The certificate of the chief administrative officer as to the day on which the evidence came to his or her knowledge is evidence of that date.

Pre-Election

Part 3 – Registration

3.1 Candidate Registration

93.3(1)

Prospective candidates are to register with the SEO during the registration period, before they can begin to accept contributions and spend money on their campaign. Note: This requirement does not apply to local urban district committees or school board elections.

3.2 Registration Period

93.3(1)

Candidates must register within a certain timeframe. For the 2022 General Election, the registration period is as follows:

Resort Communities

(Winnipeg Beach, Dunnottar,

Victoria Beach)

Mayors/Reeves

Feb. 1 to June 16, 2022

Councillors

March 31 to June 16, 2022

All Other Municipalities

Mayors/Reeves

May 1 to Sept. 20, 2022

Councillors

June 30 to Sept. 20, 2022

3.3 Notice of Registration Period

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

Refer to Appendix F (Appendix G for Dunnottar, Victoria Beach and Winnipeg Beach) for a sample notice of registrations.

Did you know?

Once registered a prospective candidate may begin to accept campaign contributions and incur campaign expenses. To become a candidate in the municipal election a registered candidate must file nomination papers.

3.4 Registration Forms

93.3(2)

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

93.3(3)

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

Refer to Appendix H (I for Dunnottar, Victoria Beach and Winnipeg Beach) for a sample candidate registration form.

Did you know?

At the close of nominations the SEO must provide the CAO with a copy of all registration forms filed by candidates. CAOs will require this information in order to monitor filing of the election finance statements.

3.5 Campaign Financing Package for Candidates

The CAO will want to confirm that the SEO provides each prospective candidate, upon registration, with a campaign financing package that includes:

- a copy of the municipality’s campaign financing by-law;
- a copy of the “Municipal Candidates Guidebook”;
- a copy of the voters list – ensure that candidates know that it may only be used for election purposes;
- the SEO’s contact information;
- the CAO’s contact information; and
- a copy of the municipality’s by-law regarding use of municipal resources during elections

3.6 Campaign Contributions

93.6, 93.7,
93.8

At the time a candidate registers, SEOs should remind prospective candidates that there are rules regarding campaign contributions. The “Municipal Candidates Guidebook” (included in the campaign financing package) includes detailed information regarding campaign contributions.

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

- Only residents of Manitoba are allowed to contribute to municipal campaigns (this also includes individuals who are normally residents in the boundary area as defined in *The Flin Flon Extension of Boundaries Act*).
- Union, corporate and anonymous donations are banned.
- \$1,500 (per contributor) limit to a candidate for head of council and a councillor elected at large.
- \$750 (per contributor) limit to a candidate for a councillor elected by ward.
- Contribution limits also apply to the amount that a candidate and their spouse may contribute to their own campaign.
- Gifts in kind are considered donations and their value must be considered in the contribution limit.

3.7 Campaign Expenses

93.2

At the time a candidate registers, the SEO must advise the registered candidate of the maximum amount they are allowed to spend on their campaign. Campaign expense limits are set by council in the municipality’s campaign expenses and contributions by-law. The by-law is to be included in the campaign financing package.

3.8 Recording Contributions and Expenses

93.2(c)

At the time a candidate registers, the SEO must remind each registered candidate that it is important for them to keep track of any contributions that they receive or expenses they incur as he/she will need this information when they file their Election Finance Statement. The "Municipal Candidates Guidebook" (included in the campaign financing package) includes information and helpful hints on record keeping.

Candidates will need to keep detailed campaign finance records in order to prepare, and support, their Election Finance Statement. As soon as contributions are accepted or expenses incurred for campaign purposes, record keeping must begin.

3.9 Filing an Election Finance Statement

93.12

At the time a candidate registers, the SEO must let the candidate know that at the end of their campaign, regardless of whether nominated or elected, he/she must file an Election Finance Statement with the CAO of the municipality. A sample Election Finance Statement form is included as a schedule to the sample campaign expenses and contributions by-law (reference Part 1, Appendices A and B) and in the "Municipal Candidates Guidebook". The SEO will encourage registered candidates to speak to the CAO about the filing of this important document.

Appendix F – Notice of Registration Period

To be used by:

All municipalities excluding Winnipeg Beach,
Dunnottar and Victoria Beach

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 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

Appendix G – Notice of Registration Period for Resort Municipalities

To be used by:

Winnipeg Beach, Dunnottar and Victoria Beach

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 July 22, 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 February 1, 2022 and June 16, 2022

For the office of councillor: Between March 31, 2022 and June 16, 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 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

Appendix H – Registration Form

To be used by:

All municipalities excluding 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.

Appendix I – Registration Form for Resort Municipalities

To be used by:
 Winnipeg Beach, Dunnottar and
 Victoria 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 <small>(Bank, Credit Union, Trust Company, or other similar institution)</small>	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.

Pre-Election

Part 4 – Registered Candidate's Obligations

4.1 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

All Other Municipalities

(Winnipeg Beach, Dunnottar, Victoria Beach)

Mayors/Reeves

Mayors/Reeves

Feb. 1, 2022 to Dec. 31, 2022

May 1, 2022 to March 31, 2022

Councillors

Councillors

March 31, 2022 to Dec. 31, 2022

June 30, 2022 to March 31, 2022

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.

4.2 Campaign Account

93.11

A registered candidate must ensure that monetary contributions are deposited in a campaign account, that the campaign account is used only for the purpose of the election campaign, and all payments relating to the campaign are made by cheque drawn on the account.

Candidates must set up a campaign account at a financial institution (eg. bank, credit union, caisse populaire) if they are going to receive monetary contributions from others. A campaign account is not required if the candidate is only making a donation to themselves and is not accepting any other monetary contributions.

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.

Note: For those petty cash disbursements where it is not practicable to disburse funds directly from the account, an advance could be provided from the account prior to incurring the expense. By the end of

reporting period, invoices and vouchers should be recorded and retained to support each disbursement. As well, given the nature of some of the activities of a candidate, it may not be practicable to disburse all payments directly from the account. For example, for such items as meals or transportation, the supplier may not be willing to accept a cheque as payment so a candidate would use cash, debit, or credit card to pay for the expense. In such instances, it would be appropriate to record the expenditure with sufficient detail to describe the expenditure.

4.3 Contributions

93.6(1)(2)

Registered candidates may only receive contributions from residents of Manitoba (this also includes individuals who are normally residents in the boundary area as defined in *The Flin Flon Extension of Boundaries Act*).

93.6(4)

Registered candidates may not receive contributions from unions, corporations or any other organizations, for example the chamber of commerce or rotary club, or from anonymous contributors. Any candidate who receives an anonymous contribution must turn it over to the SEO.

93.6(3)

No individual may make a contribution of more than \$1,500 to a registered candidate for mayor/reeve or councillor elected at large, or \$750 to a registered candidate for councillor elected by ward.

Legislation restricts who may contribute and limits how much may be contributed to a registered candidate's campaign.

Only individual residents of Manitoba may contribute. Unions, corporations or any other organizations (e.g. the chamber of commerce or rotary club) cannot contribute to a registered candidate's campaign. As well, anonymous contributions are prohibited. Any candidate who receives an anonymous contribution must turn it over to the SEO and the contribution becomes part of the general funds of the municipality.

The maximum amounts an individual can contribute to one candidate:

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

Monetary and non-monetary contributions are counted towards the limit.

Did you know?

The contribution limits also apply to candidates and their spouses.

4.4 Fund-raising Events

93.2

Council must establish rules for fund-raising in their campaign expenses and contributions by-law.

A "fund-raising event" is any social function held for the purpose of raising money for a registered candidate (e.g. dinners, dances, luncheons, and raffles). Fund-raising events held by or on behalf of a registered candidate must be held only during the campaign period.

If a registered candidate holds a fundraiser for their campaign, the candidate must record and apportion the revenue and expenses associated with the event in accordance with the municipality's campaign expenses and contribution by-law.

If the sample by-law is used, fund-raising events would be apportioned as follows:

The net income, as well as any revenue made or costs incurred in conjunction with the fund-raising event, must be recorded and included in Part B of the candidate's Election Finance Statement. The net income is recorded as a campaign contribution. Any expenses incurred in holding a fund-raising event are excluded from the campaign expense limitation of the candidate, and are not counted toward the amount a candidate can spend on his campaign.

No money shall be contributed anonymously into a general collection (pass the hat, arm's length tickets, etc.) at a fund-raising event in excess of \$10.00. Contributions in excess of this amount are to be reported as individual contributions.

4.5 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. For example:

Contribution of a Good

- The owner of a local butcher shop wants to donate 100 hotdogs for a BBQ for a candidate's campaign workers. The value of those 100 hotdogs must be recorded as a non-monetary contribution.
- The owner of an office building provides a candidate with a vacant office to use as a campaign headquarters. The cost at which the space would normally rent for must be recorded as a non-monetary contribution.

Contribution of a Service

- A self-employed graphic designer wants to help a candidate out by designing a campaign pamphlet. The rate the designer would normally charge a customer must be recorded as a non-monetary contribution.
- A self-employed web designer creates a web-page on the Internet for a candidate's campaign. The rate the designer would normally charge a customer for the work must be recorded as a non-monetary contribution.

Did you know?

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 design a campaign pamphlet.

4.6 Loans

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

- Only loans from financial institutions (eg. 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;
- Any loans must be repaid by the time a candidate files their Election Finance Statement.

4.7 Campaign Expenses

Candidates may not exceed the campaign expense limit that has been set by council through its Campaign Expenses and Contributions By-law.

The SEO and CAO must ensure that candidates are made aware of the expense limit.

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 workers/volunteers served at election meetings.
- Travel expenses such as gas.

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

Values of previous election signs: If a candidate is able to attribute a "cash value" to signs from a previous campaign, a contribution of goods received would be recorded and an expense of equivalent value would be considered to have been incurred and would be reported. It is however probable that no "cash value" can be attributable as they may have been fully depreciated.

Did you know?

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 Election Day. This ensures candidates will have sufficient time to pay all expenses within the campaign period.

4.8 Recording Campaign Contributions and Expenses

Candidates must keep track of any contributions received or money spent on their campaign. They will need this information in order to complete and file their Election Finance Statement. Attributes of an appropriate system for this purpose would include:

- **Audit trail.** The system should provide a direct audit trail allowing an independent person to trace all items of information from the Election Finance Statement to the source of the individual transaction (an invoice, voucher, cheque, purchase order, bank debit or credit, receipt, written agreement, or other document or record). Transaction details such as document number, date, name, amount, and nature of the transaction should be readily available.
- **Bank reconciliation.** Procedures should be established to ensure that all transactions flow through the candidate's campaign bank account, where practicable, and the system should facilitate a bank reconciliation. All transactions result in a bank debit or credit and, therefore bank statements should be reconciled to ensure they are recorded accurately.
- **Accuracy.** The system should be appropriately designed to allow for a set of records that are accurate and that result in fair and transparent presentation of the financial activities of the registered candidate.

Each municipality will determine in its Campaign Expenses and Contributions Bylaw the manner in which candidates are to keep records of contributions and expenses. An example of how contributions and expenses could be recorded are as follows:

Monetary Contributions:

Date	Name	Address	Contribution Amount
Sept 10, 2022	John Smith	55 Main Street, Anytown	\$50
Sept 15, 2022	Frank Johnson	22 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	\$20
July 15, 2022	Fred Fox	25 Oak Street, Anytown	Graphic Design	\$250

Election Expenses:

Date Incurred	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

Candidates must keep financial records (eg. copies of receipts, cancelled cheques, bank statements) from their campaign for at least 2 years after the election. This information must be available to the CAO on request.

Did you know?

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

4.9 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.

4.10 Restrictions on the Use of Municipal Resources

93.18.1

Municipalities are required to pass a bylaw to restrict the use of municipal resources by registered candidates during the 42 days before a general election or by-election (when the nomination period begins). To take effect, the by-law must be passed at least 180 days before the election.

Candidates are required to comply with the restrictions established in the municipality's by-law. These by-laws are intended to create a level playing field for all registered candidates, and to ensure that candidates who are incumbents do not have an unfair advantage by virtue of their access to municipal resources and communication platforms.

If a candidate does not comply with municipality's by-law, any complaints would be handled in accordance with the process established in the municipality's by-law.

93.18

This by-law must set out restrictions during the 42 day period before a general election or by-election for:

- The use of municipal resources by a registered candidate;
- The use of municipal resources in communications about programs or services, if those communications could be reasonably seen to benefit a specific candidate;
- The use of the name or voice of a member of council in municipal communications.

Post-Election

Part 5 – Election Finance Statement

5.1 Requirement for all Registered Candidates to File

Once the election is over, all registered candidates must file an Election Finance Statement with the CAO. It will be helpful to forward a reminder letter of this requirement together with a copy of the Election Finance Statement form to all candidates, as soon as practicably possible after the election.

Refer to Appendix J at the end of Part 5 for a sample reminder letter to candidates.

Did you know?

All registered candidates must file an Election Finance Statement. This includes elected candidates and unelected candidates, including those who were registered and were not nominated and those who withdrew.

The Election Finance Statement 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.

5.2 Methods of Filing

Election Finance Statements may be filed with the CAO in person or by email. The CAO should encourage candidates to file early in case the Election Finance Statement is incomplete and the candidate is required to make corrections. The CAO should take the candidate's phone number in case of a problem with the statement. This will enable the CAO to discuss opportunities to correct the statement with the candidate.

CAOs should review the Election Finance Statements to ensure required elements have been completed by candidates.

5.3 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 By-law, but must be no later than 210 days after Election Day:

Resort Communities

All Other Municipalities

(Winnipeg Beach, Dunnottar, Victoria Beach)

February 17, 2023

May 24, 2023

Did you know?

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. In the sample by-law, candidates will be given an additional 30 days, after receiving the request, to provide this information.

Did you know?

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.

Registered candidates, who are not nominated, withdraw or who are not elected, and fail to file will not be allowed to run for council until after the 2026 general municipal election.

5.4 Surplus Payable to Municipality

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.

5.5 Reporting to Council should Candidate Fail to File Statement

The CAO must notify council if a candidate fails to file his / her Election Finance Statement by the filing date. Council, by resolution, would acknowledge the non-conformity and implement the penalty.

Elected Candidates:

- as of May 24, 2023 (Feb. 17, 2023 for resort municipalities) - not be allowed to sit on council, or
- as of day 270 - may be disqualified from council. If disqualified, will be unable to run for council until after the 2026 general municipal election.

Registered Candidates who are not nominated, withdraw, or who are not elected:

- will not be allowed to run for council until after the 2026 general municipal election.

Did you know?

Council must implement the penalty if a candidate fails to file their election finance

5.6 Access to Candidate's Election Finance Statement

263(1)(i)

Once filed, candidates' Election Finance Statements are available for public access.

5.7 Record Retention

Once filed, the CAO should retain candidates' Election Finance Statements until after the next general municipal election is completed. Particular care should be taken to clearly note any candidates who:

- provided surplus campaign funds to the municipality to hold in trust, or
- are disqualified from running in the next general municipal election due to a failure to file Election Finance Statements.

The CAO should also preserve any relevant correspondence with candidates regarding their Election Finance Statements, including any letters that were sent to remind candidates to file Election Finance Statements.

Appendix J – Sample CAO Reminder Letter to Candidates

(Municipal Letterhead)

(Registered Candidate)

Dear (Registered Candidate):

Re: Election Finance Statement

Pursuant to section 93.2 of The Municipal Act a registered candidate must file an Election Finance Statement with the chief administrative officer of the municipality within 210 days after election day.

Enclosed is another copy of the Election Finance Statement for you to complete. The Election Finance Statement must be filed with me by May 24, 2023 (resort municipalities February 17, 2023).

Failure to file the Election Finance Statement by the deadline noted will result in the following: *(include in the letter the statement that reflects the circumstance of the candidate i.e. elected, registered and not nominated, withdrawn, etc.)*

- Elected candidates who do not file on time will not be allowed to sit on council, or may be disqualified from council. If disqualified, will be unable to run for council until the 2026 general municipal election.
- Registered candidates, who are not nominated, withdraw or who are not elected, will not be allowed to run for council until after the 2026 general municipal election.

If you require assistance with completing the form, please contact me at your convenience.

Sincerely,

Chief Administrative Officer

Post-Election

Part 6 – Campaign Financing Offenses

There are a number of campaign financing offences under The Municipal Act which carry penalties. For example,

It is illegal for a candidate to:

- accept a contribution before being registered – section 93.4
- accept an illegal contribution (eg. from a union or corporation) or a contribution over the maximum amount – section 93.6
- accept an anonymous contribution – section 93.8
- accept a loan from other than a bank, credit union, trust company etc or gives a loan if not a bank, credit union, trust company – section 93.9
- lend campaign funds raised to another candidate – section 93.10
- not keep proper records, deposit campaign contributions and/or pay expenses from a campaign account – section 93.11
- not file Election Finance Statement as required – section 93.12
- not pay surplus funds raised to the municipality – section 93.15

It is an offence if a candidate contravenes the municipality’s campaign expenses and contributions by-law by:

- spending more than the maximum expense limit
- exceeding the portion of fund-raising deemed to be a contribution / expense
- failing to keep additional finance records, if required
- failing to report within the time period required (reference Part 5.3)

Did you know?

The Court would determine if the person is guilty of the offence. If found guilty, the Court could impose a fine of up to \$5,000.

Post-Election

Part 7 – Dealing with the Media

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

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

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

Why Involve the Media?

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

The media is always looking for news, and by being proactive, you can save time and effort. In order to deliver election information, you may want to consider giving the information to interested media all at once rather than each of them calling separately for the same information. For example, once the registration period has commenced, media will likely be interested in the registered candidates who will be campaigning for office. The SEO or CAO should establish a consistent process to provide the media with the names of candidates as they register.

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

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

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

Municipal Website

If the municipality has a website, it would be a good idea to post the municipality's campaign expenses and contributions by-law on the Internet.

Questions and Answers

DATE OF 2022 GENERAL ELECTION

When do municipal elections take place?

Manitoba municipal elections are held every four years. The general Election Day is always the fourth Wednesday in October. The next general municipal election will be held on Wednesday, October 26, 2022.

The Rural Municipality of Victoria Beach, the Town of Winnipeg Beach and the Village of Dunnottar hold elections every four years on the fourth Friday in July. In 2022, Election Day is July 22, 2022.

DATE OF BY-ELECTIONS

Who decides the date for a by-election?

A by-election is an election that is not conducted as part of a general election and is held as a result of a vacancy on a council or school board. The Senior Election Official must hold a by-election when requested to do so by a council, as soon as reasonably practicable after the vacancy occurs. When setting the date, the Senior Election Official must give consideration to voter participation and the availability of election workers.

QUALIFICATIONS OF CANDIDATES

Who is eligible to run as a candidate for election to the Office of Head of Council (Mayor/Reeve) or Councillor?

An individual is eligible to be nominated for, and elected as, a member of council if the individual is:

- a Canadian Citizen;
- at least 18 years of age on the day of the election;
- a resident of the province;
- a voter and
- not disqualified under the Municipal Act or any other legislation.

Some individuals are disqualified to be nominated for election to Council, or to be, or remain a member of Council.

CAMPAIGNING

When does the Campaign Period begin and end for all municipalities excluding resort municipalities?

The Campaign Period for Mayor / Reeve Candidates for the 2022 General Election commences May 1, 2022 and ends on March 31, 2023.

The Campaign Period for Councillor Candidates for the 2022 Election commences June 30, 2022 and ends on March 31, 2023.

When does the Campaign Period begin and end for resort municipalities (Winnipeg Beach, Dunnottar and Victoria Beach)?

The Campaign Period for Mayor / Reeve Candidates for the 2022 General Election commences February 1, 20122 and ends on December 31, 2022.

The Campaign Period for Councillor Candidates for the 2022 Election commences March 31, 2022 and ends on December 31, 2022.

Can an individual declare himself/herself as a candidate for Mayor/Reeve or Councillor before formally registering with the Senior Election Official?

Yes, however until registered neither the individual, nor any other person acting on behalf of the individual, shall accept a contribution or incur an expense for the purpose of the election of the individual.

Can a candidate for Mayor/Reeve or Councillor use his/her own funds for the election campaign?

Yes. A candidate for Mayor or Councillor may use his/her own funds for an election campaign providing that all of the rules are properly followed. (i.e., the candidate must be properly registered, file an audited financial statement showing all funds, be within the maximum individual contribution limit, etc.).

Is there a limit to the amount that an individual can contribute to one candidate?

Yes. The maximum amount that any person may contribute to one candidate is set in legislation. Monetary and non-monetary contributions are counted towards the limit.

An individual may contribute up to \$1,500 to a mayor/reeve candidate and councillors to be elected at large, or \$750 to a councillor candidate to be elected by ward.

These contribution limits also apply to candidates and their spouses.

What is the expenditure limit for Mayor/Reeve and Councillor Candidates?

The expenditure limit is set by council by by-law. Refer to your municipality's Campaign Expenses and Contributions By-law.

Can a Mayor/Reeve or Councillor candidate accept a contribution from a registered political party?

No. A registered candidate shall not accept a contribution from a political party registered under The Canada Elections Act or The Elections Finances Act, or a constituency association of such a party.

Is there a rebate for contributions to Mayor/Reeve and Councillor Candidates?

Council has the option to implement a by-law to provide tax credits or rebates to contributors. Reference your municipality's by-law if one has been put in place.

Can I get an income tax receipt for contributions to a candidate?

No. Contributions made to a municipal candidate are not tax-deductible, nor are funds expended on the election of a municipal candidate tax-deductible.

Can candidates canvass in apartment buildings?

Yes. Candidates are permitted reasonable access to apartment buildings between 9:00 a.m. and 9:00 p.m., in accordance with the provisions of *The Residential Tenancies Act*.

NOMINATIONS

When can a candidate file Nomination Papers?

Nomination Papers will be accepted, in person, by the Senior Election Official during regular business hours between September 14, 2022 and September 20, 2022.

For Winnipeg Beach, Dunnottar, and Victoria Beach, nomination papers will be accepted, in person, by the Senior Election Official during regular business hours between June 10, 2022 and June 16, 2022.

How many signatures are required for nomination for Mayor/Reeve and Councillor?

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 signature of two voters is required even if the population of the ward is less than 200.

As eligibility is subject to verification with the Voters List, it is suggested that candidates obtain additional names to ensure that the minimum requirement of voters is met. Candidates must check the Voters List to confirm that the names of voters signing their Nomination Papers are listed as voters.

How do I know that the signatures on the Nomination Paper represent voters?

Mayor / Reeve and Councillor Candidates who have officially registered with the Senior Election Official will have received a Voters List. Candidates must check their Voters List to confirm that the names of voters signing their Nomination Papers are listed as voters.

Can a nominated candidate withdraw from the Election?

Where more candidates are nominated for office than are required to be elected, any candidate may withdraw providing that he/she submits a written withdrawal, 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).

Can a candidate be nominated for more than one office?

No, a candidate cannot be nominated for more than one office at any one time.

Are there other requirements candidates should know?

Yes. Mayor / Reeve and Councillor Candidates must register with the Senior Election Official. The Registration Period for Mayor Candidates is May 1 to September 20, 2022. The Registration Period for Councillor Candidates is June 30 to September 20, 2022.

For Winnipeg Beach, Dunnottar, and Victoria Beach, Mayor / Reeve and Councillor Candidates must register with the Senior Election Official. The Registration Period for Mayor Candidates is February 1 to June 16, 2022. The Registration Period for Councillor Candidates is March 31 to June 16, 2022.

No funds can be solicited or expended on a candidate's campaign until he/she is registered.

ACCESS TO INFORMATION

Who has access to a candidate's Election Finance Statement?

Under section 263(1)(i) of The Municipal Act, candidates' Election Finance Statements are available for public access (copies to be provided upon request).

January 2022

December '21							February '22							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	
				1	2	3	4			1	2	3	4	5
5	6	7	8	9	10	11	6	7	8	9	10	11	12	
12	13	14	15	16	17	18	13	14	15	16	17	18	19	
19	20	21	22	23	24	25	20	21	22	23	24	25	26	
26	27	28	29	30	31	27	28							

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	27	28	29	30	31	1 Municipalities wishing to implement, maintain or eliminate a ward system for election purposes should consider a by-law approx. 12 to 18 months prior to election day.
2	3 Local authority to determine if they wish to enter into an agreement with another local authority to facilitate joint election. [s.8(1)]	4 CAO to review appointment & remuneration of S.E.O. and other election officials with Council.	5 Local authority to appoint Senior Election Official (SEO) – may be shared between local authorities. [s.10(1)]	6 SEO to determine if an Assistant SEO / other election officials are required and may appoint. [s.12(1) 13(1)].	7 SEO and CAO to prepare election cost estimates to be included in the municipal Financial Plan.	8
9	10 SEO may commence preparation of the voters list. [s.23(1)] (flexible timeframe – ongoing list)	11 Municipalities should ensure they have passed a by-law on the use of municipal resources in an election by April 29.	12 SEO may enter into agreement with other sources to provide data to assist in preparation of voters list (Fed/Prov Lists). [s.28(1)]	13	14	15
16	17	18	19 SEO shall give public notice that voters may add or correct information, or apply for personal security (date of public notice is flexible, but recommended early in the year). [s.36]	20	21	22
23 Resort Municipalities: Last day to pass ward and composition of council by-laws. [MAs.87(3) & 79(2)] and last day to pass campaign finance by-law [MAs.93.13(5)]	24	25	26	27	28	29
30	31 Resort Municipalities: Suggest publishing the notice of registration before the registration period begins.	Notes				

February 2022

January '22							March '22						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1			1	2	3	4	5
2	3	4	5	6	7	8	6	7	8	9	10	11	12
9	10	11	12	13	14	15	13	14	15	16	17	18	19
16	17	18	19	20	21	22	20	21	22	23	24	25	26
23	24	25	26	27	28	29	27	28	29	30	31		
30	31												

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
30	31	1 Resort Municipalities: Campaign period and candidate registration period begins for head of council positions [MAS.93.1(1) & 93.3(1)]	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	1	2	3	4	5
6	7	Notes				

March 2022

February '22							April '22						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4	5						1	2
6	7	8	9	10	11	12	3	4	5	6	7	8	9
13	14	15	16	17	18	19	10	11	12	13	14	15	16
20	21	22	23	24	25	26	17	18	19	20	21	22	23
27	28						24	25	26	27	28	29	30

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27	28	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31 Resort Municipalities: Campaign period and candidate registration period begins for councillor positions.. [MA s.93.1(1) and 93.3(1)]	1	2
3	4	Notes				

April 2022

March '22							May '22						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4	5							
6	7	8	9	10	11	12	8	9	10	11	12	13	14
13	14	15	16	17	18	19	15	16	17	18	19	20	21
20	21	22	23	24	25	26	22	23	24	25	26	27	28
27	28	29	30	31			29	30	31				

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23 Resort Municipalities: First day to apply in writing (mail or email) to vote by sealed envelope [s.95(3)].
24	25	26	27	28 Suggest publishing the notice of registration before the registration period begins.	29 Last day to pass a by-law that changes wards [MA s.87(3)], changes the number of councillors. [MA s.79(2)], governs vote-counting machines [s.63], campaign finance by-laws [MA s.93.13(5)], or a by-law on the use of municipal resources [MA s. 93.18.1(3)].	30
1	2	Notes				

May 2022

April '22							June '22						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2				1	2	3	4
3	4	5	6	7	8	9	5	6	7	8	9	10	11
10	11	12	13	14	15	16	12	13	14	15	16	17	18
17	18	19	20	21	22	23	19	20	21	22	23	24	25
24	25	26	27	28	29	30	26	27	28	29	30		

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 Campaign period and candidate registration period begins for head of council positions [MA s.93.1(1) and 93.3(1)]	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20 Resort Municipalities: Must publish notice of nominations at least once between May 20 - June 3 [s. 41(1)].	21
22	23 Resort Municipalities: Ensure there is an adequate supply of election materials, and order any necessary supplies.	24	25	26	27	28
29	30	31 S.E.O. to establish method for ordering candidates' names on ballots. If by random lot, establish a date, time and place for the draw a.s.a.p. after nomination period. [s.55(3)]	1	2	3	4
5	6	Notes Resort Municipalities: Be sure to publish the notice of nominations at least once between May 20 and June 3.				

June 2022

May '22							July '22							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	
1	2	3	4	5	6	7							1	2
8	9	10	11	12	13	14	3	4	5	6	7	8	9	
15	16	17	18	19	20	21	10	11	12	13	14	15	16	
22	23	24	25	26	27	28	17	18	19	20	21	22	23	
29	30	31					24	25	26	27	28	29	30	
							31							

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29	30	31	1	2	3 Resort Municipalities: Last possible day to publish notice of nominations [s.41(1)]	4
5	6 Resort Municipalities: Prepare nomination packages	7 Resort Municipalities: First day to apply by mail for sealed envelope ballot	8	9	10 Resort Municipalities: Nomination period begins. Nomination papers accepted during regular hours.	11
12	13 Nomination papers accepted during regular hours.	14 Nomination papers accepted during regular hours.	15 Nomination papers accepted during regular hours.	16 Resort Municipalities: Last day for changes to be made to the voters list. [31]. Last day nomination papers accepted – regular hours [s.43(1), s.39]. Last day of candidate registrations accepted [MA s..93.3(1)]	17 Resort Municipalities: Candidates may withdraw their nomination (in writing, must be witnessed) if sufficient candidates remain - regular hours [s.47(1-3)]	18
19	20 Resort Municipalities: Order ballots. Ensure voting officials are prepared for advance voting opportunities.	21 Resort Municipalities: Advance voting opportunities may commence as soon as ballots are ready [s.91(1)]	22	23 Resort Municipalities: Ballots and sealed envelope voting materials must be ready for voters applying in person to vote by sealed envelope [s.95(2)]	24 Resort Municipalities: First day to apply in-person to vote by sealed envelope [s.95(3)].	25
26	27	28	29	30 Campaign period & registration period begins for councillor positions [MA s.93.1(1) and 93.3(1)]	1	2
3	4	Notes Changes to the voters list can be made until nominations close [s.31]. After the nomination period, changes cannot be made except to add voters at the time of voting or of providing a sealed envelope voting package.				

July 2022

June '22							August '22							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	
			1	2	3	4			1	2	3	4	5	6
5	6	7	8	9	10	11	7	8	9	10	11	12	13	
12	13	14	15	16	17	18	14	15	16	17	18	19	20	
19	20	21	22	23	24	25	21	22	23	24	25	26	27	
26	27	28	29	30			28	29	30	31				

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11 Resort Municipalities: Voters applying for envelope voting must now make own arrangement for delivery (s. 97.3)	12	13	14	15	16
17	18	19 Resort Municipalities: Last day to hold advance voting opportunities and apply to vote by sealed envelope [s.95(3)].	20	21	22 Resort Municipalities: ELECTION DAY 8am to 8 pm (Dunnottar, Victoria Beach, Winnipeg Beach) [MA s.86(3)(c)]	23 Resort Municipalities: S.E.O. to announce official results and make publicly available. [s.117(1-2)] Term of office of incoming council starts at noon. [MA s.99(1)]
24	25	26	27	28 First day to apply in writing (mail or email) to vote by sealed envelope [s.95(3)].	29	30
31	1	Notes Resort Municipalities: First Meeting of Council Must be held within 30 days after the election (s. 100) Oath of Office must be filed with the CAO within 30 days of the election date (s. 101(1)) Final deadline for candidates to file Election Finance Statements is 210 days after election - February 17, 2023 Election documents (other than campaign finance documents) should be destroyed around January 23, 2023 (s. 149)				

August 2022

July '22							September '22						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2					1	2	3
3	4	5	6	7	8	9	4	5	6	7	8	9	10
10	11	12	13	14	15	16	11	12	13	14	15	16	17
17	18	19	20	21	22	23	18	19	20	21	22	23	24
24	25	26	27	28	29	30	25	26	27	28	29	30	
31													

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
31	1	2	3	4	5	6
7	8	9 Voters list should be complete, or near completion (procedural recommendation)	10 Ensure there is an adequate supply of nomination packages (forms / candidate declarations and guidebooks, etc.)	11 S.E.O. to establish method for ordering candidates' names on ballots. If by random lot, establish a date, time and place for the draw a.s.a.p. after nomination period. [s.55(3)]	12	13
14	15	16	17	18	19	20
21	22	23	24 First possible day to publish Notice of Nominations	25	26	27
28	29	30	31 Ensure there is an adequate supply of election materials, and order any necessary supplies.	1	2	3
4	5	Notes Must publish notice of nominations at least once between August 24 - September 7.				

September 2022

August '22							October '22						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6							1
7	8	9	10	11	12	13	2	3	4	5	6	7	8
14	15	16	17	18	19	20	9	10	11	12	13	14	15
21	22	23	24	25	26	27	16	17	18	19	20	21	22
28	29	30	31				23	24	25	26	27	28	29
							30	31					

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28	29	30	31	1	2	3
4	5	6	7 Last day to publish notice of nominations [s.41(1)]	8	9	10
11	12	13	14 Nomination papers accepted – regular hours [s.43(1), s.39] Must give copy of voters list to candidates, if requested. [s.37(1-3)]	15 Nomination papers accepted – regular hours [s.43(1), s.39]	16 Nomination papers accepted – regular hours [s.43(1), s.39]	17
18	19 Nomination papers accepted – regular hours [s.43(1), s.39]	20 Last day for changes to be made to the voters list. [31]. Last day nomination papers accepted – regular hours [s.43(1), s.39]. Last day candidate registrations accepted [MA s.93.3(1)]	21 Candidates may withdraw their nomination (in writing, must be witnessed) if sufficient candidates remain - regular hours [s.47(1-3)]	22 S.E.O. to declare any candidate(s) elected by acclamation. [s.48(1)] If election required, S.E.O. to give notice of election as soon as possible. [s.48(2)]	23 Order ballots. [s.54(1)] Ensure voting officials are prepared for advance voting opportunities.	24
25	26 Advance voting opportunities may commence as soon as ballots are ready [s.91(1)]	27 Ballots and sealed envelope voting materials must be ready for voters applying in person to vote by sealed envelope [s.95(2)]	28 First day to apply in-person to vote by sealed envelope [s.95(3)].	29	30	1
2	3	Notes Changes to the voters list can be made until nominations close [s.31]. After the nomination period, changes cannot be made except to add voters at the time of voting or of providing a sealed envelope voting package. Be sure to include alternative voting opportunities in the election notice. [s.48(2)]				

October 2022

September '22							November '22						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3			1	2	3	4	5
4	5	6	7	8	9	10	6	7	8	9	10	11	12
11	12	13	14	15	16	17	13	14	15	16	17	18	19
18	19	20	21	22	23	24	20	21	22	23	24	25	26
25	26	27	28	29	30		27	28	29	30			

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
25	26	27	28	29	30	1
2	3	4 Reconfirm Election Day voting places, as well as hospital & moving voting places. Establish media contacts.	5	6 Ensure voting officials have been trained and have had oath administered.	7	8
9	10	11	12	13	14	15 Voters applying for envelope voting must now make their own arrangements for delivery (Sec 97.3)
16	17	18	19	20	21	22
23 Last possible day for advance voting. [s.91(1)] Last day to apply to vote by sealed envelope [s.95(3)].	24	25	26 ELECTION DAY 8am to 8pm. [MA s.86(1)] S.E.O. may announce preliminary results as soon as possible. [s.115]	27 S.E.O. to announce official results and make publicly available. [s.117(1-2)] Term of office of incoming council starts at noon. [MA s.99(1)]	28	29
30	31	Notes REMINDERS: First Meeting of Council Must be held within 30 days after the election (s. 100) Oath of Office must be filed with the CAO within 30 days of the election date (s. 101(1)) Final deadline for candidates to file Election Finance Statements is 210 days after election - May 24, 2023 Election documents (other than campaign finance documents) should be destroyed around April 27, 2023. (s. 149)				

November 2022

October '22							December '22						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1					1	2	3
2	3	4	5	6	7	8	4	5	6	7	8	9	10
9	10	11	12	13	14	15	11	12	13	14	15	16	17
16	17	18	19	20	21	22	18	19	20	21	22	23	24
23	24	25	26	27	28	29	25	26	27	28	29	30	31
30	31												

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3
4	5	Notes				

December 2022

November '22							January '23						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4	5	1	2	3	4	5	6	7
6	7	8	9	10	11	12	8	9	10	11	12	13	14
13	14	15	16	17	18	19	15	16	17	18	19	20	21
20	21	22	23	24	25	26	22	23	24	25	26	27	28
27	28	29	30				29	30	31				

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27	28	29	30	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	Notes				