



School Trustee Election & Nomination Information

2022 School Trustee Election

INTRODUCTION

We thank you for your interest in school trusteeship and hope this information will be of assistance as you develop an understanding of public school and the role of a school trustee.

More information is available on the following websites:

Hanover School Division
www.hsd.ca

Manitoba School Boards Association
<https://www.mbschoolboards.ca/elections2022.php>

The Public Schools Act
<https://web2.gov.mb.ca/laws/statutes/ccsm/p250e.php>

The Municipal Councils and School Boards Elections Act
<https://web2.gov.mb.ca/laws/statutes/ccsm/m257e.php>

Association of Manitoba Municipalities
<http://www.amm.mb.ca/issues/2022elections/>

If you have any questions regarding information in this handbook or the school trustee election, please contact the Hanover School Division Senior Election Official, Scott Bestvater at scbestvater@hsd.ca or 204-326-6471.

The following documents are included:

Hanover School Division Ward Boundary Map

Important Dates

School Trustee Information Session Brochure

Manitoba Infrastructure – Highway Signage Policy and Map

Election Forms

- Form 13 - Candidate Nomination

- Form 14 - Candidate Declaration Sample

- Form 15 - Official Agent Appointment Form

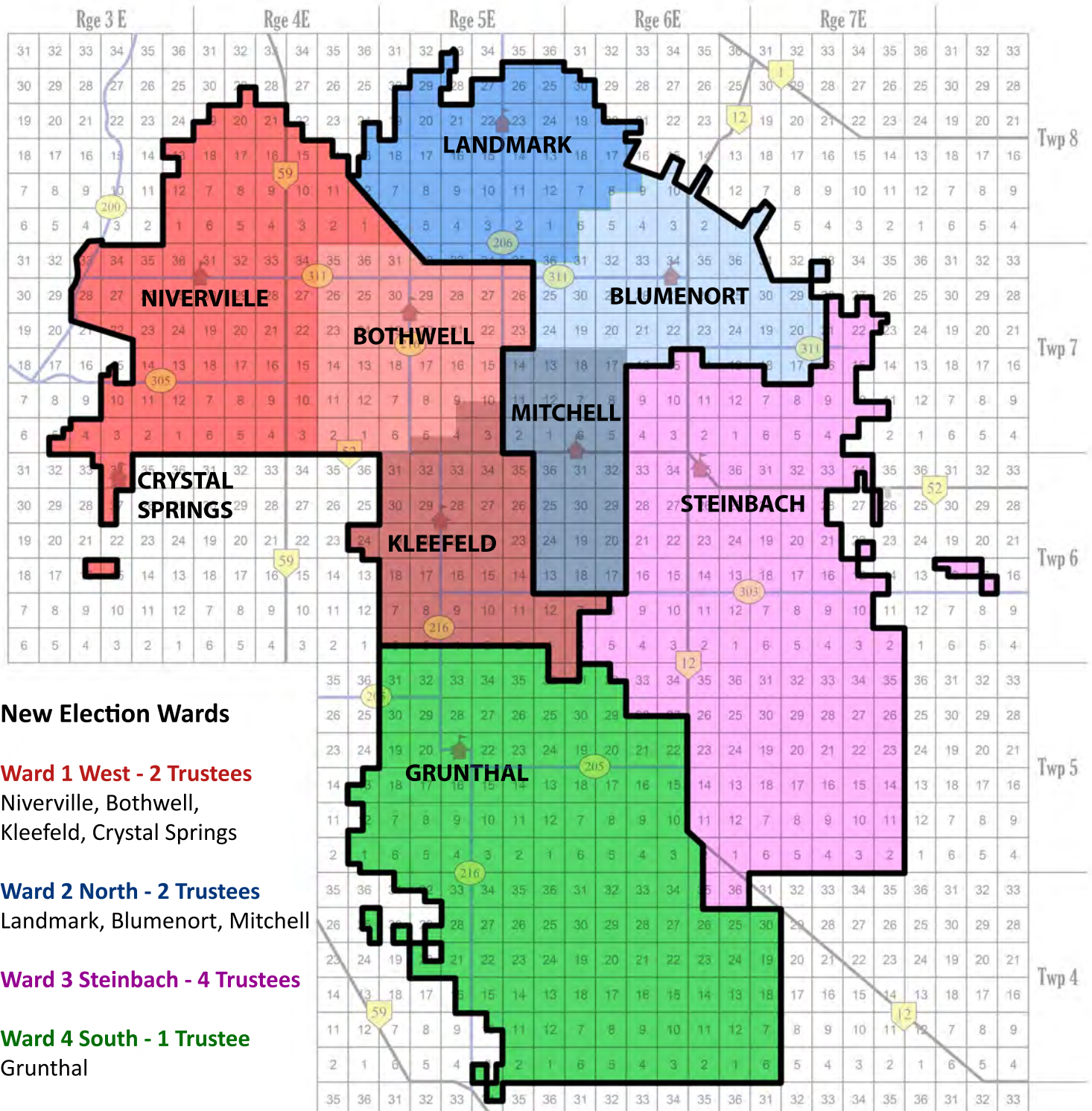
- Form 16 - Scrutineer Appointment Form

- Form 17 - Oath of Scrutineer

- Form 18 - Information Sheet for Scrutineers

- Form 19 - Candidate Withdrawal

Election Boundary Map



Map displayed is for general reference only.

July 28, 2022	<i>Voting by sealed envelope</i> First day to apply in writing to vote by sealed envelope
September 1, 2022	<i>Nomination notice:</i> Nomination notice will be published in The Carillon and on the HSD website www.hsd.ca
September 13, 2022	<i>School Board Candidate Information Virtual Session:</i> Presented by MSBA More information: https://www.mbschoolboards.ca/
September 14-20, 2022	<i>Nomination period:</i> Nomination papers accepted during regular working hours (Monday to Friday, 9 am - 12:00 Noon and 1-4 pm) at the HSD Office (5 Chrysler Gate, Steinbach) Bring completed Form 13. Form 14 will be supplied and completed in-person when submitting Form 13 at the HSD Admin Office. Official Agent to be appointed (if applicable) Form 15 Scrutineer to be appointed (if applicable) Forms 16, 17 and 18
September 21, 2022	<i>Withdrawal deadline:</i> Candidates may withdraw their nomination during regular working hours (9 am – 4 pm) at the HSD office, in writing, if sufficient candidates remain <ul style="list-style-type: none"> • Form 19
September 22, 2022	Senior Election Official to declare candidate(s) elected by acclamation List of accepted candidates will be posted on the HSD website: www.hsd.ca <i>Note: Candidates names will appear on the ballots in an order determined by random lot. The random lot draw will take place publicly at 9:00 am at the Hanover School Division Admin Office.</i>
September 28 - October 21, 2022	<i>Voting by sealed envelope</i> SEO will accept in person, written applications to vote by sealed envelope ballot at the HSD office (5 Chrysler Gate)
September 28, 2022	<i>Voting by sealed envelope</i> First day to apply in person to vote by sealed envelope
September 29, 2022	<i>Public Notice of Election</i> SEO will publish notice of election, including alternative voting opportunities, list of nominations, hours of voting, information on voting by sealed envelope ballot, etc., in The Carillon and on the HSD website www.hsd.ca
October 20, 2022	<i>Advance Voting</i> to take place at the HSD office (5 Chrysler Gate) from 8:00 am to 8:00 pm <i>Mobile Voting</i> to take place in long term care facilities & PCHs
October 26, 2022	<i>Election Day 8:00 am – 8:00 pm</i>
October 27, 2022	SEO to announce official results Term of office of incoming Trustees starts at noon
Judicial Recount	See sections 120-125 of the <i>The Municipal Councils and School Boards Elections Act</i> for information and deadlines.



Interested in running for your school board, but want to learn more?

Save the Date!

**Plan on attending a virtual
candidate information session!**
7:00 p.m., Wednesday, September 13, 2022

No need to register! Join us virtually on Zoom by clicking on this link:

<https://us02web.zoom.us/j/85649276972>

Can't make it for the live virtual session?

A recording of the candidate information session and information about school boards and trustee elections will be available at mbschoolboards.ca following the event.



Election Day is Wednesday, October 26, 2022.



Traffic Control Device: **Signs**

Division: **Private**

Subject: **Election Posters**

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Purpose

Election posters or election signs located on the highway right-of-way are cause for few real concerns. However, when erected close to a traffic control device or when they obstruct motorists' vision, they can affect safe traffic operations.

Policy

Election posters or election signs will be permitted on the highway right-of-way provided that:

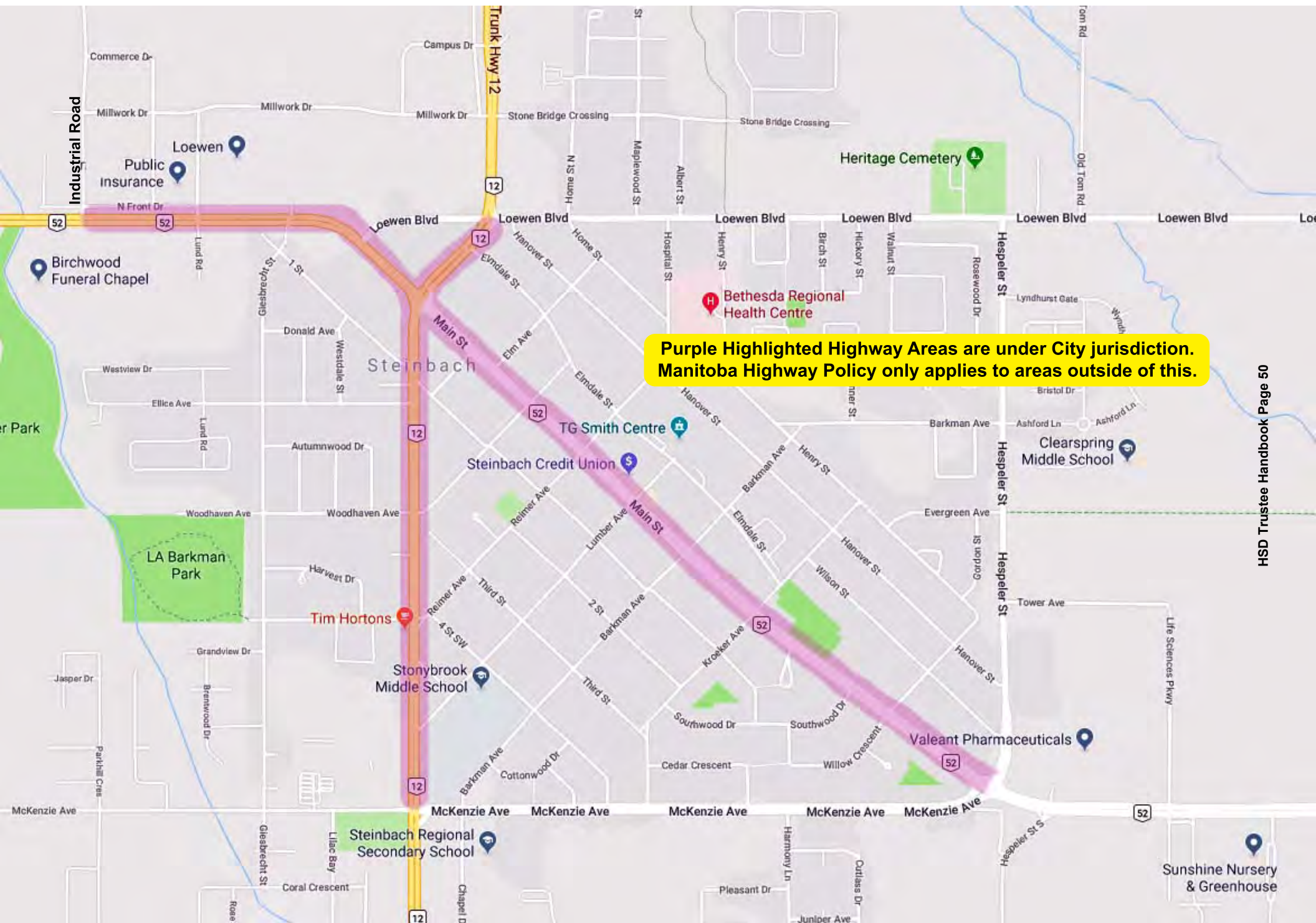
- they do not create an obvious hazard such as obstructing the vision of traffic leaving or entering the highway
- they are not installed within 25 m of any traffic sign or signal
- they are not installed in the median of a divided highway
- they are not installed closer than 1 m to the shoulder line. (Larger signs should be installed further away from the roadway.)
- they are **not** installed on Department traffic control devices (sign posts, etc.)

In the event that election posters or election signs are found to be in contravention of these guidelines, or that they are not removed within seven days of the election, the office of the local political candidate will be asked to relocate or remove them.

In the event that offending posters or signs are not removed within 48 hours, they may be removed according to Section 8(5) of the Highways and Transportation Department Act. At the direction of the Regional Maintenance Engineer/Manager, they may be stored for seven days at the local maintenance yard, following which time they may be disposed of or destroyed.

RECOMMENDED: ORIGINAL SIGNED BY
Director, Traffic Engineering

APPROVED: ORIGINAL SIGNED BY
Assistant Deputy Minister
Engineering & Technical Services



Purple Highlighted Highway Areas are under City jurisdiction.
Manitoba Highway Policy only applies to areas outside of this.

FORM 13

[Subsection 42(1)]

CANDIDATE NOMINATION
(School Trustee of Hanover School Division)

I, _____ seek to be nominated to the office of **School Trustee**
(surname and usual name of candidate)

for **Hanover School Division** in Ward _____.
(Ward 1 West, Ward 2 North, Ward 3 Steinbach, Ward 4 South)

**** Note: Please print clearly.**

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

Phone number: _____

Mobile number: _____

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

Mailing address (if different): _____

Email address: _____

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

Only eligible voters that appear on the Hanover School Division voters list in the ward which you are seeking office can support the nomination.

Full Name (Print)	Physical Address (Print - DO NOT USE BOX #)	Signature (Sign)
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		
16.		
17.		
18.		
19.		
20.		
21.		
22.		
23.		
24.		
25.		
Although only 25 signature are required we recommend securing several more to ensure that 25 will be on our voters list.		
26.		
27.		
28.		
29.		
30.		
31.		
32.		
33.		
34.		

FORM 14

[Subsection 42(1)]

DECLARATION OF CANDIDATE
(School Trustee of Hanover School Division)

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

for Ward _____ for Hanover School Division at this election, do solemnly declare:

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

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

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

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

Declared before me at the Office)
of Hanover School Division)
in the Province of Manitoba,)
this _____ day of September 2018)

(Senior Election Official)

(Signature of candidate)

This form is a sample only and will be completed in person when submitting your Nomination Form 13.

FORM 15

Subsection [46(1)]

OFFICIAL AGENT APPOINTMENT FORM

Hanover School Division

I, _____, candidate for the 2018 school trustee election appoint
(candidate's name)

_____ to act on my behalf.
(name of the official agent – surname, first name)

Official agent's address: _____

Official agent's phone number: _____

Official agent's email address: _____

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

Signature of candidate

Signature of official agent

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

Scott Bestvater
Senior Election Official

Hanover School Division
5 Chrysler Gate, Steinbach, MB
Phone 204-326-6471
Fax 204-326-9901

FORM 16

[Section 71(1)]

SCRUTINEER APPOINTMENT FORM

Hanover School Division

I, _____, candidate for the 2018 school trustee election, appoint
(candidate's name)

_____, as scrutineer
(name of scrutineer)

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

Signature of Candidate

FORM 17

[Subsection 71(1)]

OATH OF SCRUTINEER

Hanover School Division

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

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

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

Sworn (or affirmed) before me at the office)
of Hanover School Division)
in the Province of Manitoba,)
this _____ day of _____, 2018)

(Senior Election Official)

(Signature of person taking oath)

Scrutineer for:

(Candidate's name)

FORM 18

INFORMATION SHEET FOR SCRUTINEERS

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

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

Scrutineer Appointment

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

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

Candidate as Scrutineer

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

Partisan Materials/Activity

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

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

Question of Qualification

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

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

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

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

At the Voting Place

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

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

The Count

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

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

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

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

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

FORM 19

[Subsection 47(1)]

CANDIDATE WITHDRAWAL

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

for Hanover School Division, wish to withdraw my nomination.

Important note: A candidate may withdraw up until 24 hours after the close of nominations. The deadline for withdrawal is September 19, 2018.

(Signature of Witness)

(Signature of candidate)