



School Trustee Election & Nomination Information

2026 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.

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

Hanover School Division
5 Chrysler Gate
Steinbach MB R5G 0E2

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IMPORTANT DATES 2026

June 30	Campaign period & registration period begins for school board elections
July 30	Voting by sealed envelope First day to apply in writing to vote by sealed envelope
September 3*	Nomination notice: Nomination notice will be published in The Carillon and on the HSD website www.hsd.ca
September 16 - September 22	Nomination period: Nomination papers accepted during regular working hours (Monday to Friday, 9am - 12pm 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 23	Withdrawal deadline: Candidates may withdraw their nomination during regular working hours (9 am – 4 pm) at the HSD office, in writing, if sufficient candidates remain Form 19
September 24	Senior Election Official to declare candidate(s) elected by acclamation List of accepted candidates will be posted on the HSD website: www.hsd.ca Note: Candidates names will appear on the ballots in an order determined by random lot. The random lot draw will take place publicly at 10:00 am at the Hanover School Division Admin Office.
September 30	Voting by sealed envelope First day to apply in person to vote by sealed envelope
September 30 - October 25	Voting by sealed envelope SEO will accept in person, written applications to vote by sealed envelope ballot at the HSD office (5 Chrysler Gate)
October 1*	Public Notice of Election 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 17	Advance Voting to take place at the HSD office (5 Chrysler Gate) 8:00 am to 8:00 pm
October 28	Election Day 8:00 am – 8:00 pm Mobile Voting to take place in long term care facilities & PCHs
October 29	SEO to announce official results Term of office of incoming Trustees starts at noon
Judicial Recount	See sections 120-125 of The Municipal Councils and School Boards Elections Act for information and deadlines.

*Public notices may be posted earlier than listed on some sources; additional publications may be included at the discretion of the SEO

ONLINE RESOURCES

Hanover School Division

www.hsd.ca

Governance > [Division Policies](#)

- [AB – HSD Organizational Chart](#)
- [BA – Board of Trustees](#)
- [BC – Board Member Conflict of Interest](#)
- [BD – Board Operations and Procedural By-Laws](#)
- [BF – Board Member-Code of Conduct](#) | [Appendix A](#)
- [BG – Policy Development and Adoption](#)
- [BGA – Policy Review and Revision](#)
- [BH – Public Interest Disclosure](#)

Manitoba School Boards Association

elect2026.ca

Many resources for general Trustee information as well as election-specific information.

Here you can find the link to watch the **MBSA Candidate Information Session** recording and Frequently asked questions from the sessions

Election Guidebooks

Election Officials Manual

https://www.gov.mb.ca/mr/mfas/pubs/election/2026_election_official_manual.pdf

- Glossary of election terms (page 2)
- 5.2 School Board Elections - Registration
- 6.4 - 6.7 Nominations, Agents, and Scrutineers
- 8.4 - 8.4 Attendance at Voting Places
- Part 12 Declaring Elected Members

School Board Election Campaign Financing Guidebook

<https://www.mbschoolboards.ca/wp-content/uploads/2022/04/Campaign-Finance-Manual-School-Board-Elections-EN.pdf>

School Board and Trusteeship in Manitoba

https://www.mbschoolboards.ca/wp-content/uploads/2022/04/A-Guide-to-School-Boards-and-Trusteeship_May_2026.pdf

The Public Schools Act

<https://web2.gov.mb.ca/laws/statutes/ccsm/p250.php?lang=en>

Particularly sections 48 - 58

The Municipal Councils and School Boards Elections Act

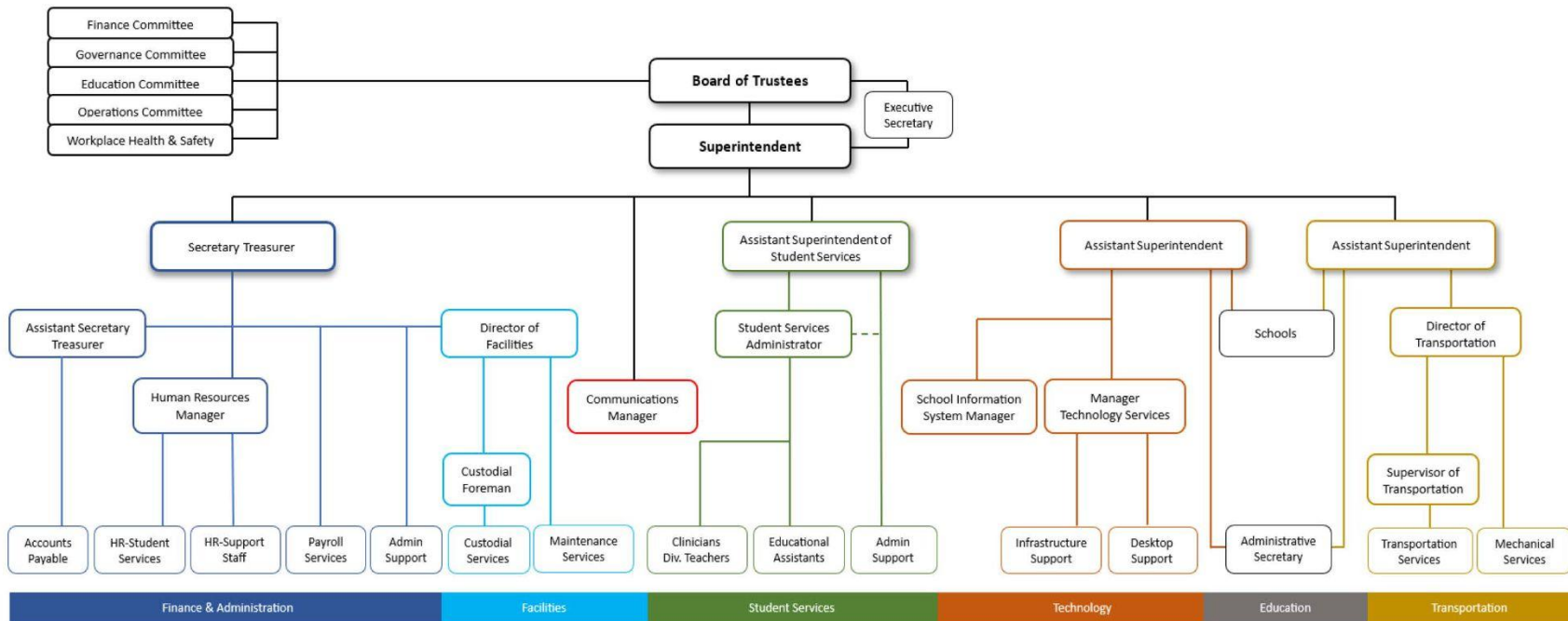
<https://web2.gov.mb.ca/laws/statutes/ccsm/m257.php?lang=en>

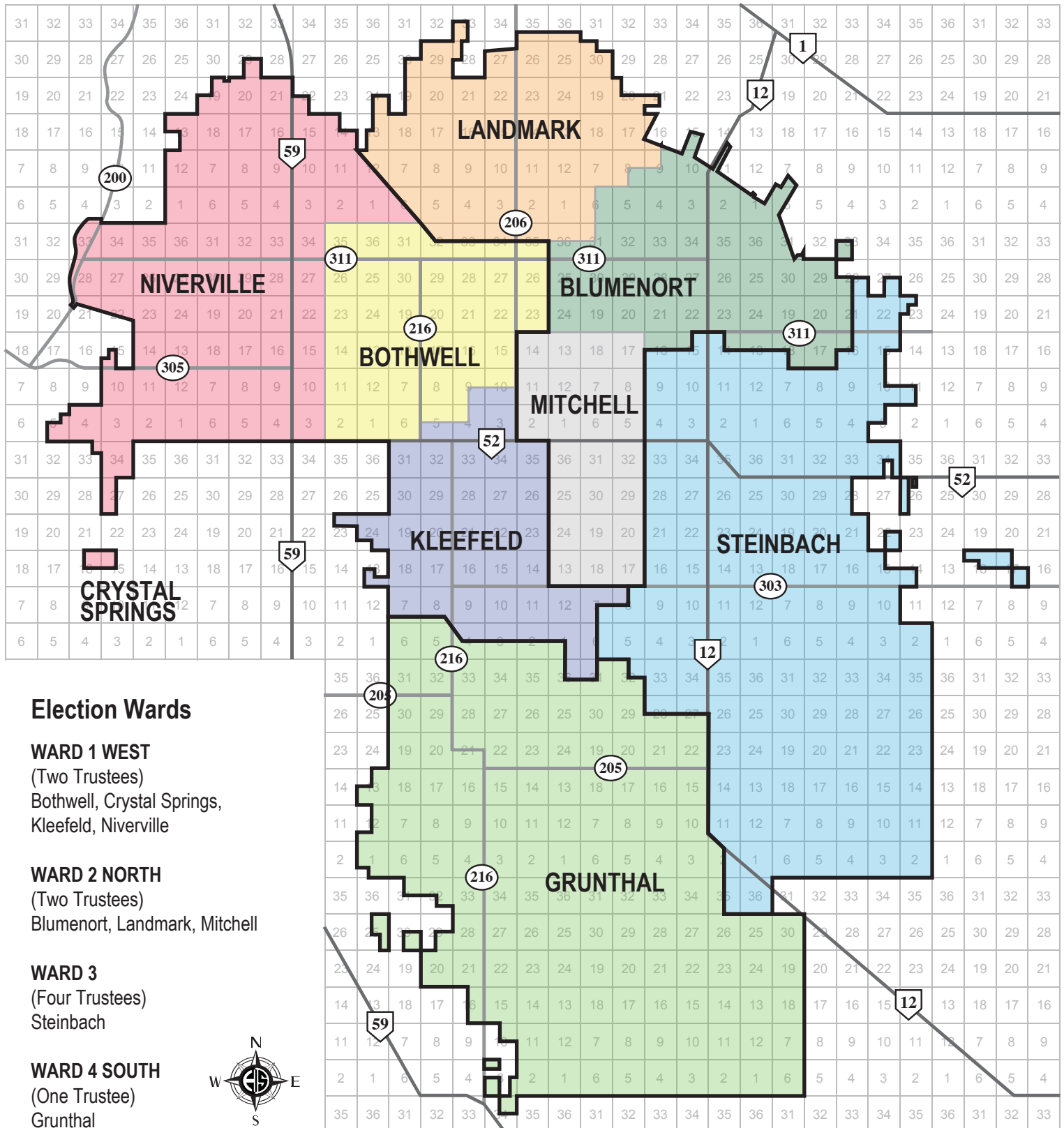
Association of Manitoba Municipalities

<https://amm.mb.ca/issues/elections/>



Policy: HSD Organizational Chart
Policy Number: AB
Policy Type: Foundation and Basic Commitments

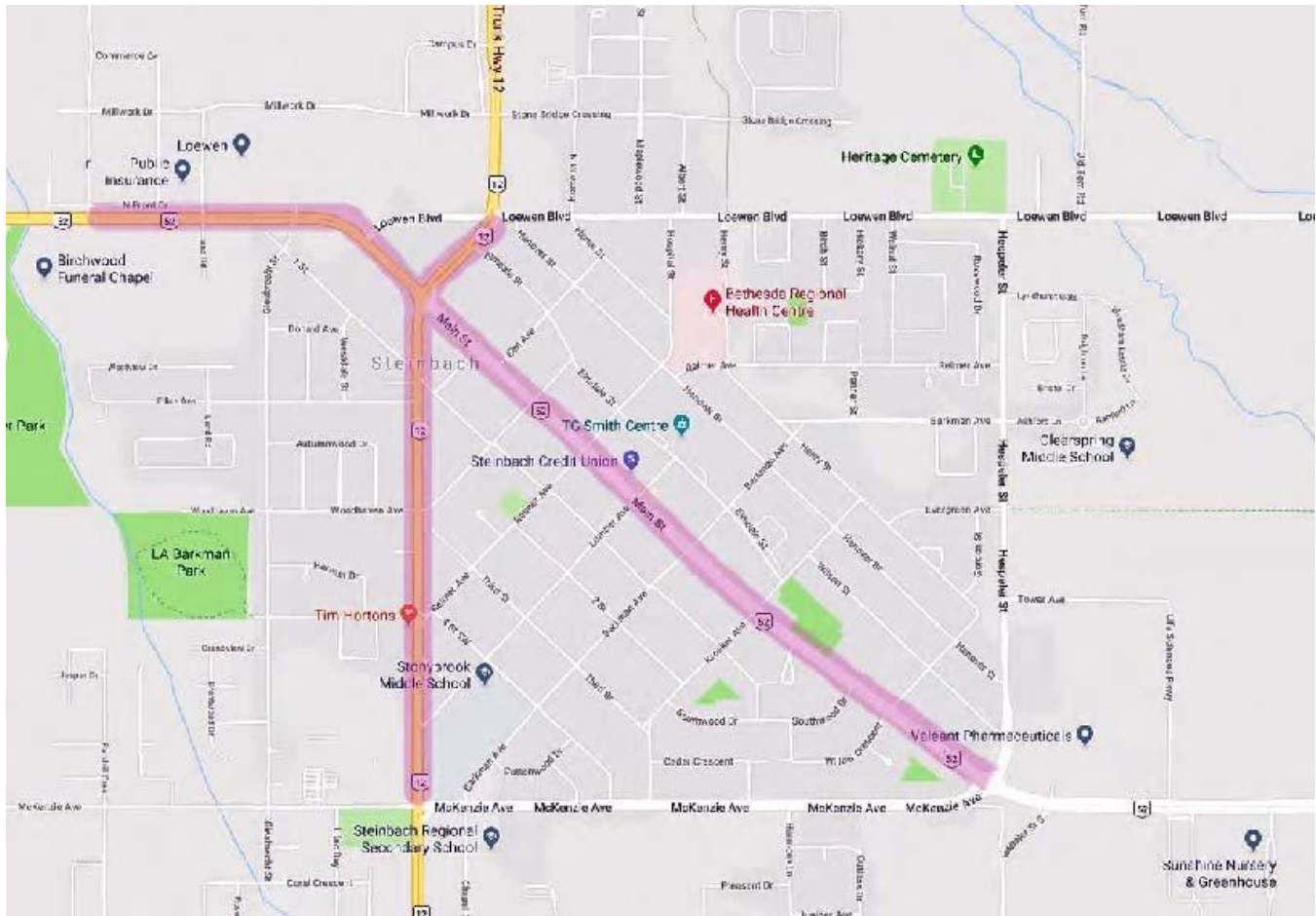




SIGNAGE

Purple Highlighted Highway areas and city streets are under City of Steinbach jurisdiction. (PTH 12 from Loewen Boulevard to McKenzie Avenue and on PTH 52 from the quarter section line of 34-6-6E to Hespeler Street)

Manitoba Highway Policy applies to highways outside of this.



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



2026 Campaign Signage Policy

Election posters or signs located on right-of-ways 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 signs are defined as being approximately / up to 30" x 30".
Election posters and signs are not permitted on street light standards.

Election posters or signs will be permitted on City and highway right-of-ways 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 on, or in close proximity (*referred to as 39 inches (1 meter)*) to any traffic sign or signal.
- They are not installed closer than 39 inches (1 meter) to the shoulder line on a highway and no closer than 39 inches (1 meter) of a curb line. Larger signs should be installed further away from the roadway.
- Signs in the right-of-way fronting residential lots shall be at the discretion of the property owner. Setback restrictions still apply.
- Signs placed in medians are restricted as follows:
 - PTH 12 N (north of Loewen Boulevard) – not allowed in median and center ditch (shoulder ditches okay).
 - Main Street (PTH 52 E) from Hespeler Street North and South - not allowed in median east of Water Tower.
 - Main Street (PTH 52 W) from Loewen Boulevard - not allowed in median west of Loewen Boulevard.
 - Brandt Street, Main Street and McKenzie Avenue – small size signs allowed in center median.
- All signs are to be removed within seven days after the election.

In the event that election posters or signs are found to be in contravention of these guidelines, the candidate will be asked to relocate or remove them.

For information on portable signs larger than 30" x 30", contact Reception - Planning and Zoning Department at the City of Steinbach, 204-346-6515.

Any questions regarding these guidelines may be directed to:
Grant Ryland
Community Safety Officer / By-Law Enforcement
City of Steinbach
Telephone: 204-346-6561

CAMPAIGN FINANCE

Candidates must keep records of contributions received and campaign expenses incurred. These records must be retained for at least two years after the election and must be made available on request from the school division's secretary-treasurer.

See **Section 27 of the Public Schools Act: Campaign Financing for School Board Elections**

Important note: there are new regulations for finances and contributions. Candidates must be aware of these regulations and comply with them.

*Information below is meant as a general guide. Candidates should also reference The Public Schools Act. **This guide is not a substitute for the legislation.***

All candidates for School Board Trustee must register with the Senior Election Official (SEO) before accepting contributions or spending any money on their campaign.

It is important for candidates to keep track of any contributions that they receive or expenses they incur. As soon as contributions are accepted or expenses incurred for campaign purposes, record keeping must begin.

Prospective candidates must include their name and address and a declaration. Registered candidates for school trustee are required to establish a bank account for the purpose of the campaign and provide the name and address of the Financial Institution and the account number.

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

- Campaign period is from June 30 to March 31, 2027
- Only residents of Manitoba are allowed to contribute to school division campaigns
- 1,500 total contribution limit by an individual
- maximum \$25 cash contribution
- \$7,500 total monetary contribution limit by a registered candidate to their own campaign
- Anonymous contributions must be turned over to the senior election official without delay and will become part of the general funds of the school division

Examples of expenses and contributions (monetary and non-monetary):

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

Non-monetary contributions that were used for the purpose of the election campaign should also be listed as expenses. 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:

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

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

Non-monetary Contribution – Property or services provided free of charge or at less than market value, including:

- services of an employee provided by an employer
- property provided voluntarily by a person or organization who is a commercial supplier of the property
- services provided voluntarily by a person or organization who is a commercial or occupational supplier of the services

Non-monetary contributions do not include property or services provided voluntarily other than those mentioned above. For example, it may not be a contribution if a neighbour bakes muffins for campaign workers or a friend helps you make signs (so long as that is not their occupation).

Detailed records are required to be submitted after the campaign.

Contributions are not tax deductible.

See also:

Section 27 - CAMPAIGN FINANCING FOR SCHOOL BOARD ELECTIONS

<https://web2.gov.mb.ca/laws/statutes/ccsm/p250.php#27.1>

HANOVER SCHOOL DIVISION

CANDIDATE ELECTION FINANCE STATEMENT

To be filed with the Secretary-Treasurer by **April 30, 2027**
(filing deadline)

Name of candidate		
Permanent mailing address		
		Postal code
Phone number	Phone (alternate)	Fax number
Email address		

Name and address of financial institution (bank, credit union, trust company or other similar institution)	Account number(s)
Signing Officer name	Signing Officer mailing address
Signing Officer phone number	Signing Officer email address

I, _____, a candidate for election for
(Name of Candidate)

school trustee in the _____ School Division
school trustee election, declare that the information contained in this financial statement
is to the best of my knowledge true and correct.

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 _____ in the
Province of Manitoba, this _____ day of _____, 20____.

(Signature of Secretary-Treasurer)

**The candidate is responsible to immediately notify the Senior Election Official in
writing of any changes in information provided.**

ELECTIONS FINANCES

TOTAL CONTRIBUTIONS IN CAMPAIGN PERIOD	
Financial contributions of \$7,500.00 or less by candidate	\$
Financial contributions of \$250.00 or less (Part A)	\$
Financial contributions between \$250.01 and \$1,500.00 (Part B)	\$
Cash contributions (Part C)	
Fundraising (Part D)	\$
Non-monetary and in-kind contributions (Part E)	
Other (please specify):	\$
Other (please specify):	\$
Other (please specify):	\$
TOTAL CONTRIBUTIONS	\$
Anonymous contributions turned over to SEO (do not include in Total Contributions)	\$

TOTAL EXPENSES INCURRED DURING CAMPAIGN PERIOD (Part F)	
Advertising – media, posters, pamphlets, signs	\$
Office – furniture, equipment, insurance, rent, telephone	\$
Office supplies – stationary, postage	\$
Candidate's personal expenses	\$
Meetings, social events, rallies	\$
Travel	\$
Other (please specify):	\$
Other (please specify):	\$
Other (please specify):	\$
TOTAL EXPENSES	\$

SURPLUS/DEFICIT (Total Contributions less Total Expenses)	\$
---	-----------

PART A

CONTRIBUTIONS OF \$250.00 OR LESS

[illegible]

PART B

CONTRIBUTIONS BETWEEN \$250.01 AND \$1,500.00

Contributions cannot exceed \$1,500.00

NAME	ADDRESS	CONTRIBUTION
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
TOTAL CONTRIBUTIONS BETWEEN \$250.01 AND \$1,500.00		\$

PART C

CASH CONTRIBUTIONS

Cash contributions cannot exceed \$25.00

DATE	CONTRIBUTION
TOTAL CASH CONTRIBUTIONS	\$

PART D

FUNDRAISING EVENT STATEMENT

(Create a separate statement for each event held)

Event Number	
Date	
Location	
Type of Event	

REVENUE	
Ticket sales	\$
Merchandise	\$
Other (please specify):	\$
Other (please specify):	\$
Other (please specify):	\$
TOTAL REVENUE	\$

EXPENSES	
Location rental	\$
Advertising	\$
Supplies	
Other (please specify):	\$
Other (please specify):	\$
Other (please specify):	\$
TOTAL EXPENSES	\$

TOTAL FUNDRAISING CONTRIBUTIONS (Total Revenue less Total Expenses)	\$
---	-----------

PART E

NON-MONETARY AND IN-KIND CONTRIBUTIONS

[illegible]

PART F

CAMPAIGN EXPENSES

ADVERTISING EXPENSES		
Date	Expense	Cost
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
TOTAL ADVERTISING EXPENSES		\$

[illegible]

OFFICE SUPPLIES EXPENSES		
Date	Expense	Cost
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
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		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
TOTAL OFFICE SUPPLIES EXPENSES		\$

[illegible]

[illegible]

[illegible]

FORM 11C

HANOVER SCHOOL DIVISION

(Name of School Division)

**REGISTRATION OF PROSPECTIVE CANDIDATE
FOR SCHOOL BOARD ELECTION**

To be filed with the Senior Election Official: between June 30, 2026 and SEPT 22, 2026

Name of ward		
Name of candidate		
Physical Address		
Permanent Mailing Address		Postal Code
	Phone	Phone (alternate)
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

FORM 11C (continued)

I, _____ a candidate for Election as
(Name of Candidate)

a school trustee for the HANOVER SCHOOL DIVISION at this election, declare:

- (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 HANOVER SCHOOL DIVISION
- (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 City of Steinbach, Province of Manitoba,
this _____ day of _____, 2026.

(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.

FORM 13

[Subsection 42(1)]

CANDIDATE NOMINATION

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

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

SCHOOL TRUSTEE - WARD _____ for HANOVER SCHOOL DIVISION.
(1 West, 2 North, 3 Steinbach, 4 South)

Telephone number: _____

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

Mailing address (if different): _____

The following is my statement of disclosure of any offence that I have pleaded guilty to or been found guilty of under:

- a) The Criminal Code (Canada)
- b) The Controlled Drugs and Substances Act (Canada); or
- c) The Income Tax Act or the Income Tax Act (Canada) or any other law related to financial dishonesty that the Lieutenant Governor in Council has, by regulation, designated for the purpose of this section.

Candidates do not have to declare any offences under The Youth Criminal Justice Act (Canada), The Young Offenders Act (Canada), or an offence for which they were granted a pardon under the Criminal Code.

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.		

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

SCHOOL TRUSTEE - WARD _____ for HANOVER SCHOOL DIVISION.

**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)
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		
16.		
17.		
18.		
19.		
20.		
21.		
22.		
23.		
24.		
25.		
Although only 25 signatures 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

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

I, _____ a candidate nominated for the office of SCHOOL TRUSTEE
(name of candidate)

for Ward _____ for HANOVER SCHOOL DIVISION this

election, do solemnly declare:

(in the case of nomination for school trustee)

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

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

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

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

Declared before me at the CITY of STEINBACH

in the Province of Manitoba, _____)

this _____ day of _____ 2026)

(Person authorized to administer oath)

(Signature of candidate)

FORM 15

Subsection [46(1)]

OFFICIAL AGENT APPOINTMENT FORM

HANOVER SCHOOL DIVISION

I, _____, candidate for the 2026 general municipal
(candidate's name)
election, appoint _____ to act on my behalf.
(name of the official agent – surname, first name)

Official agent's address: _____

Official agent's telephone number: _____

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

Signature of candidate

Signature of official agent

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

Rachel Klassen
SEO name

204-326-6471 election@hsd.ca
SEO telephone number SEO email

5 Chrysler Gate, Steinbach
SEO office location

FORM 16

[Section 71(1)]

SCRUTINEER APPOINTMENT FORM

HANOVER SCHOOL DIVISION
(Name of Local Authority)

I, _____, candidate for the 2026 general municipal 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
Name of local authority

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 they voted.

Sworn (or affirmed) before me at the _____)
of _____)
in the Province of Manitoba,)
this _____ day of _____, 20 _____)

(Person authorized to administer oath)

(Signature of person taking oath)

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 their 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 their 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 voting place 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 they are 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 - Ward _____
(name of candidate) (office)

for HANOVER SCHOOL DIVISION, wish to withdraw my nomination.

Important note: A candidate may withdraw up until 24 hours after the close of nominations, if enough candidates remain to fill the offices to be elected. The deadline for withdrawal is September 23, 2026 4:00 pm.

(date)

(Signature of Witness)

(Signature of Candidate)