

Pre-Election

Part 5 – Registration

5.1 Candidate Registration

93.3(1) MA

A new requirement for the 2010 municipal election is for prospective candidates to register with the SEO during the registration period, before they begin their campaign. This requirement does not apply to local urban district and school board elections.

5.2 Registration Period

93.3(1) MA

For each election, the registration period:

- for head of council begins on May 1 (Dunnottar, Victoria Beach and Winnipeg Beach – February 1) and ends at the close of nominations;
- for councillors begins on June 30 (Dunnottar, Victoria Beach and Winnipeg Beach on March 31) and ends at the close of nominations.

5.3 Notice of Registration Period

It is important for the SEO to provide 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 Form 10A (Form 10B for Dunnottar, Victoria Beach and Winnipeg Beach) for a sample notice of registrations.

5.4 Registration Forms

93.3(2) MA

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 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) MA

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

Refer to Form 11A (11B for Dunnottar, Victoria Beach and Winnipeg Beach) for a sample candidate registration form.

5.5 Campaign Financing Package for Candidates

Upon registration, provide each registered candidate with a campaign financing package that includes:

- a copy of the municipality's campaign financing by-law;
- a copy of the "Guidebook for Municipal Candidates – Municipal Elections 2010";
- a copy of the voters list – ensure that candidates know that it may only be used for election purposes;
- the SEO's contact information; and
- the CAO's contact information.

5.6 Campaign Contributions

93.6.7.8 MA

Be sure to remind prospective candidates, upon registration, that there are new rules regarding campaign contributions. The "Guidebook for Municipal Candidates" (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.
- Union, corporate and anonymous donations are banned.
- There is a \$1,500 (per contributor) limit to a candidate for head of council and a councillor elected at large.
- There is a \$750 (per contributor) limit to a candidate for a councillor elected by ward.
- These 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.

5.7 Campaign Expenses

93.2 MA

The SEO should also advise registered candidates of the maximum amount they are allowed to spend on their campaign. Campaign expense limits are set by the council in the municipality's campaign financing by-law and the by-law is also included in the campaign financing package.

5.8 Recording Contributions and Expenses

93.2(c) MA

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 "Guidebook for Municipal Candidates" includes information and helpful hints on record keeping.

5.9 Filing an Election Finance Statement

93.12 MA

Let all registered candidates know that at the end of their campaign, regardless of whether nominated or elected, he/she must file an election finance statement with the Chief Administrative Officer (CAO) of the municipality. An election finance statement form is included in the campaign financing by-law and in the "Guidebook for Municipal Candidates". Encourage registered candidates to speak to the CAO about the filing of this important document.

Important: At the close of nominations provide the CAO with a copy of all the candidate's registration forms.

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 (See Part 6 of this Manual).

