

# Memo

To: Potential Election Candidate  
From: Ernie Epp, CMMA – Senior Election Officer  
Date: April 6, 2026  
Re: Election Requirements

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As a person considering running for a position on Council, it is important for you to know and understand the election requirements prior to starting your campaign.

All municipal (city, town, village, rural municipality) elections are to comply with legislation put in place by the Province of Manitoba.

**New for 2026 is a requirement from Provincial legislation for anyone submitting nomination papers to provide a statement disclosing any offence they've either pleaded guilty to or been found guilty of under the Criminal Code of Canada, the Controlled Drugs and Substances Act of Canada, or either the Manitoba or Canada Income Tax Act. The statements of candidates ends up having to be posted on the municipality's website.**

To help candidates with all the requirements, the Province of Manitoba has developed a [Municipal Candidates Guidebook](https://www.gov.mb.ca/mr/mfas/election.html). This guidebook provides an overview of the entire election process. This guidebook is available at <https://www.gov.mb.ca/mr/mfas/election.html> in either English or French, or a printed copy can be provided for you. Please read through it. Once you have, you are welcome to contact any of the people listed below with questions you may have. As you will read in the guidebook, if the rules aren't followed properly, a successful candidate can end up losing his or her seat. For that reason, we want to make sure all your questions have been answered.

Also enclosed are two adopted by-laws. These are by-laws the Province of Manitoba requires all municipalities to have in place. One of the by-laws covers campaign expenses and contributions. Each municipality determines the expense limits registered candidates may incur. Other requirements, including the forms to be filed, make up the rest of the by-law. The second by-law covers the use of municipal resources during the 42 day period before an election.

Some important points to remember regarding the election:

1. You need to check to ensure you are on the voters list, which is available to you upon registration. Names can be added until the close of nominations, which is September 22, 2026. If you aren't on the list it is recommended you arrange to be added as soon as possible.
2. The name you write in at the top of the nomination form is the name that will appear on the ballots. To help with filling out the nomination form, I've included a sample completed one in this package. Make sure you don't use the sample for your nomination form, use the blank one. Further instructions on how to ensure your nomination papers are correctly completed follows.
3. Your nomination must be signed by a minimum number of voters. Please refer to pages 11 and 12 of the [Municipal Candidates Guidebook](#) for explanation of the minimum number of signatures you will require. I strongly recommend getting more signatures than the minimum, as some of the signatures you get may not be on the voters list or may not be able to be identified, and therefore not count. I will need to be able to clearly read the name and address/location of those who sign your nomination form in order for each of them to be counted, so as people sign your nomination form, check to make sure the information each person adds is legible and is the same as the information on the voters list. **Candidates will be expected to review nomination forms prior to submission to ensure they are completed correctly. Nomination forms not filled out correctly will be rejected. Please see the process provided on a following page.**
4. Nomination forms may be delivered to the Municipal Office during regular office hours beginning September 16, and must be received in the Municipal Office by closing time on September 22, 2026. Filing must be done in person. I strongly recommend you file your papers before the last day, to allow

adequate time for them to be checked and for you to make corrections if there is a need to. In the 2014 election there was one person who submitted the last day, did not meet the filing requirements, and was not able to resubmit in time to be accepted and on the ballot.

5. The order in which the names appear on the ballot will be determined by draw. The draw will be made on September 24, 2026 at 9:00 a.m. at the Municipal Office. You or your official agent is welcome to attend.

Looking forward past nomination days, please note no campaign signs may be located within 50 meters of a voting place when the voting place is open for voting. Any signs not complying with this requirement will be removed without notice to the candidate. Voting places include those used on election day, advance voting, mobile voting, as well as sealed envelope voting. Sealed envelope voting will be at the municipal office and begins on September 29, 2026.

Election contacts for answering questions. Feel free to call your municipal office, or

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## Process for a successful nomination form (2026).

1. Register with the Municipality and obtain a voters list.
2. Review the example nomination form and fill out your portion on the blank form provided as shown in the example document.
3. When obtaining signatures, be sure to explain the person needs to print his or her name and civic address (not quarter section or mailbox number), and then sign his or her name (not initial). Check to make sure the information the person puts on your nomination form is the same as the information for that person on the voters list. This is very important since those that don't match won't be counted.
4. It is strongly recommended that you obtain an extra 5 or so signatures to be sure you have enough.
5. Once nominations open, bring in the Nomination Form and filled in Declaration of Candidate for submission. You'll need to sign the Declaration of Candidate in front of a person at the municipal office. You will be asked if you have reviewed the Nomination Form for accuracy. If not already done you will be expected to do so.
6. Once submitted, the documents will be scanned and sent to me for review and confirmation. Until you hear from me to advise your nomination form is accepted, it is not accepted! My responsibility is to ensure the Province's election rules are followed, so kind of correct is not correct. A person putting the address "123 PVL" when the address is "123 Parkview Lane" will not be accepted. For this reason, it is strongly recommended to submit prior to the last day. If a number of nominations come in at close to the same time, they will be reviewed in the order submitted. Review takes time, so the potential exists for a nomination to be reviewed well over an hour after it is submitted. If it is rejected without sufficient time prior to the deadline to make the required correction, your name will not appear on the ballot.

### Comment

A Senior Election Official (SEO) is not looking for ways to prevent a person who wants to run for a position from being able to do so. The SEO is expected to ensure the rules are followed. Not doing so can create issues. For example, a nomination that isn't filled out correctly is accepted. That person wins the election. Then one of the unsuccessful candidates, whose nomination was filled out correctly, takes the issue to court. The person who won the election is removed from office. It can get very messy.

I look forward to receiving nomination forms which can be accepted the first time around. Thank you.

Ernie Epp  
Senior Election Official