

All-Day Poll Elections Manual

MUNICIPAL ELECTIONS
3 NOVEMBER 2014

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Introduction

This manual has been prepared by the office of Elections Prince Edward Island and the Department of Finance, Energy and Municipal Affairs to assist the Town Administrators in discharging their duties and responsibilities under the *Municipalities Act* to coordinate and oversee the elections of municipal officials. Administrators are encouraged to become thoroughly conversant with the information contained in this publication.

Persons making use of this publication are reminded they manifest no legislative authority and are concerned primarily with procedures. For precise statutory provisions reference should be made to the *Municipalities Act*.

General Statement

The term of office for a mayor, chairperson or councillor in municipal elections shall be every four years on the first Monday of November.

In accordance with the *Municipalities Act*, every municipality shall have a council consisting of, in the case of a town, a mayor and six councillors; in the case of a community, a chairperson and not fewer than three or more than six councillors.

The council is the governing body of the municipality.

The council shall take office on the third Monday of November following their election and shall continue in office until their successors take office. Before taking office, the mayor and councillors shall take an oath of office in the form prescribed by the *Municipalities Act Regulations*.

Being prepared and organized is the key to an effective and efficient running of any election.

1. TOWN ELECTIONS

- 1.1 Town elections shall be held on the first Monday of November (November 3, 2014) and on the first Monday of November in every fourth year thereafter to elect a mayor and council.
- 1.2 The new council shall take office on the third Monday of November following their election (Form 1) and shall continue in the office until their successors take office.

2. APPOINTMENT OF ELECTION OFFICIALS

- 2.1 The Returning Officer, Deputy Returning Officer (DRO) and Poll Clerk shall be appointed by the council.
- 2.2 The Returning Officer (and each DRO should they be needed) shall take the oath of office (Form 5).
- 2.3 The Poll Clerk (and each poll clerk should they be needed) shall take their oath of office (Form 6) before the Returning Officer
- 2.4 If the Returning Officer becomes unable through illness or other cause to perform his duties, the poll clerk shall act as the Returning Officer and may appoint some other person as poll clerk.
- 2.5 Where a town is divided into wards, town elections shall be conducted by a Deputy Returning Officer and a poll clerk for each ward; and where the wards are divided into polling divisions, each polling division shall have a Deputy Returning Officer and poll clerk,
- 2.6 Where a town is not divided into wards, town elections shall be conducted by the Returning Officer and a poll clerk for the town; but if there are two or more polling divisions, each polling division shall be presided over by a deputy return officer and a poll clerk.
- 2.7 The council may establish two or more polling divisions in any town or ward.

3. ADVERTISEMENT FOR NEWSPAPER

- 3.1 The Administrator shall prepare an Ad for the local newspaper with information on the nomination of candidates and the time and place of where the Advance Poll and Election will take place. (Form 1.1) The Ad shall be run for two (2) consecutive days seven (7) days **(October 10th and 11th)** prior to Nomination Day (October 20th, 2014). See sample B.
- 3.2 The *Municipalities Act* does not require public notice of all-day polls just prior to the elections, however IT IS STRONGLY RECOMMENDED that two advertisements for the advance and all-day polls be placed in the paper on **OCTOBER 25TH** and **NOVEMBER 1ST** to ensure that the public is fully advised of the time and place of the elections. (Sample C).

4. PRELIMINARY LIST OF ELECTORS

- 4.1 Twenty-one days before an election (October 13) the town administrator shall post in public places in the town, a Preliminary List of Electors containing the names of all electors in the town.
- 4.2 **It is recommended the towns and communities opting for the All-Day Poll undertake a door-to-door enumeration to ensure that all eligible electors are registered.** A sample enumeration form is in this manual (Sample A). Municipalities may want to obtain additional community information on various programs and services and can modify their enumeration form to meet their requirements, i.e., number of children in the community, etc.
- 4.3 Any person who is not on the list of electors may have their name added at any time by declaring, in the form prescribed by regulation (Form 7), that they are a qualified elector of the town.
- 4.4 For ease of reference, the List of Electors should be compiled in either alphabetical listing and/or by street numbering.
- 4.5 **Qualified Electors:**
- a) **18 years of age and over;**
 - b) **Canadian citizen;**
 - c) **Resident within the municipality for a period of six months preceding the date of the election (May 3, 2014).**

- 4.6 The Preliminary List of electors is kept with the town administrator until Nomination Day. Only those candidates whose nomination papers have been accepted are entitled to a copy of the Preliminary List of electors. It is not a complete list of electors as names may be added right up to Polling Day (by completing Form 7).

5. NOMINATIONS

- 5.1 Nomination forms may be obtained from the town administrator (Form 2).

5.2 Qualifications for Mayor & Councillors:

- a) **18 years of age and older;**
- b) **Canadian citizen;**
- c) **Resident of the municipality for a period of one year preceding the date of the nomination (October 20, 2013).**

- 5.3 Candidates shall complete a Nomination form which must be signed by two (2) qualified electors of the town.

- 5.4 A completed Nomination form must be delivered to the town Administrator no later than 4:00 p.m. Monday, October 20, 2014.

- 5.5 A \$10.00 fee is payable to the town administrator at the time of nomination which is refundable to any candidate who receives one-half or more of the votes cast for the candidate elected.

- 5.6 Where there are insufficient nominations to fill all of the council positions, those candidates nominated shall be declared elected by acclamation by the town administrator at twelve o'clock noon on the first Monday of November in the office of the town administrator.

- 5.7 If an insufficient number of nominations are filed to fill all of the council seats, the town administrator shall fix a second nomination day within fourteen days of the date on which the election would have been held. If sufficient nominations are filed on the second nomination day, a deferred election shall be held within fourteen days.

- 5.8 Those nominated to fill the remaining vacancies on the second nomination day shall be declared elected by acclamation by the town administrator at four o'clock in the afternoon on

that day. Where vacancies continue to exist, the Minister shall appoint persons to fill the remaining vacancies.

6. ISSUE WARRANT FOR RETURNING OFFICER

- 6.1 Where an election is to be held, the town administrator shall on the day following nomination day, issue a Warrant to a Returning Officer (Form 3) under their hand and corporate seal of the town, direct to the Returning Officer to hold a poll.

7. PREPARATION OF BALLOTS

- 7.1 Administrators shall ensure ballots are prepared as soon as possible following the close of Nominations after 4:00 p.m. October, 20th, 2014. Ballots will contain the names of all candidates who were nominated.
- 7.2 A number of municipalities have their ballots printed at a printing business, however, the municipality can prepare its own ballots and photo copy the required number. The important point is that they are properly prepared before Advance Polling Day.
- 7.3 The voting shall be by ballot listing the nominated candidates' names in alphabetical order, last name first followed by the given name and the office for which they are running.

Example:

DOORS, David J.
Councillor

FARMER, Rita M.
Councillor

MURAY, Roland Michael
Councillor

8. ADVANCE POLL

- 8.1 In order to permit electors who will be out of town on the date of the election to vote, the Returning Officer shall conduct an advance poll on the Saturday eight clear days preceding the election date (October 25th).
- 8.2 Proceedings at the Advance Poll will be conducted in the same manner as Election Day (see 11. POLLING DAY PROCEEDURE) except each elector will complete the oath of elector (Form 4) in exchange of a ballot. If an electors name is not on the list of electors it may be added upon completion of Form 7. Polls are open from 9:00 a.m. – 7:00 p.m. unless otherwise stated in a town bylaw but are to be open no less than a total of three hours.
- 8.3 Information on the Advance Poll voting must be included in the two ads for nominations and regular polling day.
- 8.4 At the close of the Advance Poll, the Returning Officer shall seal the ballot box and retain it in their possession until polling day. The Poll Book and unused ballots must also be kept secured.
- 8.5 The Returning Officer and poll clerk who worked the Advance poll will continue their role as Returning Officer and poll clerk for regular day polling using all material and supplies from the Advance poll (sealed ballot box, poll book, list of electors, ballots and all other materials). The poll will be conducted in the same manner as the Advance poll without using Form 4. Polls will open at 9:00 a.m. and close at 7:00p.m.
- 8.6 The ballot box must remain sealed and the seal over the slot on the top of the ballot box can only be broken with the deposit of the first ballot on ordinary polling day.

9. MULTIPLE WARDS OR POLLS

- 9.1 If a town has more than one ward, an elector shall only vote in the Ward in which they are a resident.
- 9.2 The Returning Officer is responsible for conducting the whole election process. Within the guidelines of this manual, the term Returning Officer can be interchanged with Deputy Returning Officer depending on the number of polls being utilized.

10. ELECTION SUPPLIES

- 10.1 The town administrator shall, before the poll is open, provide the Returning Officer with:
- 1) The list of electors;
 - 2) Sufficient number of ballot papers;
 - 3) Pencils for marking the ballot;
 - 4) Envelopes for the ballots at the close of the poll;
 - 5) Ballot box and voting compartment;
 - 6) At least three copies of printed directions for the guidance of electors.
- 10.2 If a town has more than one ward or more than one poll, each DRO shall receive all necessary supplies to run a poll.

11. POLLING DAY PROCEDURE

- 11.1 Polls are open from 9:00 a.m. – 7:00 p.m.
- 11.2 All election workers should be at the poll at least one half hour before the poll opens and remain on duty throughout the day. Arrangements should be made for delivery of meals.
- 11.3 At the hour fixed for the opening of the poll, the Returning Officer and poll clerk shall in the presence of the candidates, their agents or electors that are present, open the ballot box to show there are no ballots or other papers in it. The ballot box shall then be sealed top and bottom and initialed by the Returning Officer and poll clerk.
- 11.4 If during the polling, the Returning Officer becomes unable through illness or other cause to perform their duties, the poll clerk shall act as Returning Officer and shall perform the duties of a Returning Officer and may appoint some other person as poll clerk.
- 11.5 No Returning Officer, poll clerk, candidate or agent of a candidate, present within the rooms where an election is being held shall;
- a) Offer to give such voter any advice as to the person for whom her should vote;
 - b) Interfere with the voter in the exercise of their right to vote; or
 - c) Divulge to any person the name of the candidate for whom any voter has voted.
- 11.6 The poll clerk shall enter in the poll book opposite the name of each elector voting, the word “voted”, as soon as their ballot paper has been deposited in the ballot box.

11.7 The poll clerk will record any voting irregularities which take place during the voting process in the Poll Book in the “Notes” column (this includes any cancelled ballot procedure).

12. PERSONS PERMITTED IN POLLING STATION

12.1 The Returning Officer, poll clerk, candidates and their agents, not exceeding two for each candidate and no others shall be permitted in the room where the votes are given.

12.2 Agents representing candidates must present their appointment, in writing by the candidate, to the Returning Officer. The agent must then take an oath (Form 9).

12.3 Each elector entering the poll shall declare their name which shall be entered in the poll book by the poll clerk. If their name is on the list of electors they shall receive a ballot from the Returning Officer and a line shall be drawn through their name.

13. MARKING THE BALLOT

13.1 The Returning Officer shall place their initial on the back of the ballot so that when the ballot paper is folded the initial can be seen without opening it and when handing the ballot to the elector, shall instruct the elector to use the pencil provided in the voting booth to:

- 1) For mayor – mark an “X” by the candidate for whom you intend to vote.
- 2) For councillor – mark an “X” for up to six candidates for whom you intend to vote.

13.2 After voting, the elector shall return the ballot paper to the Returning Officer so that the initials on the back of the ballot can be seen. Being satisfied that the initials are the RO’s and in the presence of the elector, the RO places the ballot in the ballot box.

13.3 Any elector may vote for one or more of the candidates nominated without voting for all of the candidates nominated.

13.4 Every voter shall vote without delay and leave the polling station as soon as the ballot paper has been put in the ballot box.

13.5 If a voters **name does not appear on the list** of electors they may have it added by issuing an oath (Form 7) of the Declaration of Elector. The name must then be entered in the poll book by the next consecutive number.

- 13.6 Every elector may be required to take an oath (Form 8) at the request of a candidate or agent of a candidate and be administered by the Returning Officer. Any voter refusing to take the oath shall not be permitted to vote.

14. IMPERSONATED ELECTOR

- 14.1 If a person representing himself to be a particular elector named on the list of electors applies for a ballot after another person has voted as that elector, the applicant, after taking the oath (Form 9.1) and establishing his identify to the satisfaction of the Returning Officer, is entitled to receive a ballot to vote.

15. INCAPACITATED ELECTOR

- 15.1 If a voter is **unable to mark their ballot** because they are unable to read or is incapacitated by blindness or other physical infirmity, the voter may request assistance from a friend or the RO. The elector must first take an oath of his incapacity to vote (Form 10). Voter template (Form 132) may be used.

The voter may request assistance:

- a) marking the ballot paper in the manner directed by the voter;
- b) folding the ballot in preparation for the placement in the ballot box.

This must take place in the presence of the agent or agents of any candidate and no other person.

16. ERROR WITH MARKING BALLOT PAPER

- 16.1 In the event an **elector inadvertently makes an error** on their ballot paper, they may exchange it for another ballot from the DRO. The ballot would be deemed a “cancelled ballot” and without unfolding it, the word cancelled must be written across it then placed in an envelope for canceled ballots.

17. COUNTING OF THE BALLOTS AT CLOSE OF POLL

17.1 The Returning Officer, in the presence of the candidates or agents if they wish to be in attendance, shall open the ballot box and proceed to count the number of votes given for each candidate. A Tally sheet shall be used to keep a list of the number of votes given to each candidate.

17.2 During the counting of the ballots, it is noted one of the following has taken place:

- a) A ballot not being supplied by the RO and does not have their initial on the back
- b) A ballot that has votes given for more candidates than are to be elected;
- c) A ballot that has writing or a mark or tear by which the elector could be identified.

These types of ballot would be considered a “Rejected Ballot”. All rejected ballots are to be placed in an envelope clearly marked “Rejected Ballot Papers”.

17.3 The Returning Officer shall take note of and decide all objections to any ballot paper. The Returning Officer’s shall be final.

17.4 Following the count all candidate ballot papers shall be put into one envelope and clearly labeled “**Candidates Valid Ballot Papers**”.

17.5 Similarly, envelopes shall be labeled and used for all other ballots which are:

1. Rejected
2. Spoiled/Cancelled
3. Unused

All envelopes shall be sealed and together with the tally sheet, put back into the ballot box.

17.6 All documents used at the poll including the poll book, list of electors, all envelopes containing the valid ballot papers along with the envelopes containing the rejected, spoiled / cancelled unused ballots, tally sheets and any other items used at the poll are to be placed in the ballot box and sealed with a security seal. The DRO and Poll Clerk are to initial the seal.

17.7 If there is more than one poll, each DRO / RO must conduct their own count of the ballots at their respective poll along with Oath of Returning Officer (Form 11) and Oath of Poll Clerk

(Form 12). “Deputy Returning Officer” may be inserted in from if required. This is to be signed by a Commissioner for Affidavits.

17.8 The Returning Officer will complete the “**Return after a Poll Has Been Taken**” (Form 13), indicating the candidate(s) with the greatest number of votes for each respective position.

17.9 The Returning Officer shall, on request, deliver to each of the candidates or their agents and in their absence, to the electors present representing the candidates, a certificate of the number of votes given for each candidate and the number of rejected ballots.

18. TIE VOTES

18.1 In the event 2 or more candidates for an office have an equal number of votes and only one position is to be filled, the Returning Officer shall immediately

- a. Write the names of those candidates on separate identical blank sheets of paper;
- b. Fold the sheets of paper in an identical manner so that the names are concealed;
- c. Deposit them in a receptacle and withdraw the number of sheets necessary to elect the candidates required to be elected;
- d. Declare the candidate whose name appears on the sheet withdrawn to be elected.

19. RESULTS OF ELECTION

19.1 The Returning Officer shall as soon as possible after the count transmit to the town administrator;

1. Their return (Form 13 on reverse side of Form 3) listing the name of candidate having the greatest number of votes for the office of mayor and councillors as elected.
2. The sealed ballot box containing the list of electors, poll book and any other lists and documents used and required at the election or given him by the town administrator.

- 19.2 The Administrator shall place the sealed ballot box in a secure place (community vault) for safe keeping for seven days. If, after seven days no recounts have been requested, the Administrator will destroy the ballots.

20. RECOUNT

- 20.1 Any candidate may, within seven days of the election, in writing, demand a recount and pay to the town administrator the sum of \$25 which is not refundable.
- 20.3 Upon receiving a demand for a recount, the town administrator shall request the chief provincial court judge to designate a provincial court judge to appoint a time and place to recount the votes and the judge shall at the time and place appointed, in the presence of the candidate or agent and the administrator, proceed to recount the votes. Results are final.

21. MUNICIPAL ELECTION SUMMARY REPORTS

- 21.1 The Administrator shall complete the Summary Report (Schedule A) and fax to Elections PEI (902) 368-6500.

Schedule A

Municipal Election Summary Report 3 November 2014

Name of Community:
Mailing Address:
Phone Number: ()
Name of Administrator:
Number of Electors present and voting:

Votes Cast for Mayor & Councillor Positions

(list both Mayor and Councillor candidates in alphabetical order)

Names for Mayor		Number of Votes
1.		
2.		
3.		
4.		
Names for Councillor		Number of Votes
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10,		
Total number of Councillor Positions		Total number of positions filled

Date		Signature of Administrator	
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File a copy of this report with the Elections PEI office by November 10th, 2014.

Elections PEI, 94 Great George Street, Charlottetown, PE C1A7L3

Fax: 902-368-6500.

Schedule B

SAMPLE A

SAMPLE ENUMERATION FORM

Address: _____

Phone Number: _____

	Name of Resident	Canadian Citizen	Resident (6 months or more)	Age (Over 18)	Age (Under 18)
1.	_____	_____	_____	_____	_____
2.	_____	_____	_____	_____	_____
3.	_____	_____	_____	_____	_____
4.	_____	_____	_____	_____	_____
5.	_____	_____	_____	_____	_____
6.	_____	_____	_____	_____	_____

Municipalities frequently use the enumeration forms to collect other municipal information, i.e.:

- owned or rented dwelling
- other residents outside family members
- number of children
- number of dogs in household
- miscellaneous information re community
- residents' needs or wants for recreation programs, sewer and water systems, etc.

SAMPLE B

All-Day Poll Advertisement

NOTICE OF ELECTION & CALL FOR NOMINATIONS

Notice is hereby given to the electors of _____
(Town or Community)

of Prince Edward Island that nominations will be received at the office of the

Administrator until four o'clock in the afternoon on _____

the _____ day of _____, 20____ for the position of

(Mayor or Councillor)

If more persons are nominated than there are available positions, then a poll will be held on the

_____ day of _____, 20____ from the hour of nine o'clock in the morning

until seven o'clock in the evening at _____.

An advance poll will be held on _____, the _____ day of _____,

20____ from nine o'clock in the morning until seven o'clock in the evening.

(Communities should omit the last paragraph if their election by-law does not provide for an advance poll.)

(Date)

(Administrator)

OPTIONAL BUT RECOMMENDED
All-Day Poll Advertisement
(to appear in newspaper October 25th & November 1st)

SAMPLE C

Notice of Election

MUNICIPAL ELECTION

Residents of the Town/Community of _____ are hereby given notice that a Municipal Election will be held on Monday, 3 November 2014.

Qualifications for Electors:

1. Not less than 18 years of age;
2. A Canadian citizen;
3. A resident of the town for a period of six months preceding the date of election.

Advance Poll: (Hours 9:00 a.m. to 7:00 p.m.)
Saturday, 25 October 2014

Poll Location:

Election Day: (Hours 9:00 a.m. to 7:00 p.m.)
Monday, 3 November 2014

Poll Location:

Town Administrator _____.

** The Municipalities Act does not require notice of all-day polls just prior to the election, however IT STRONGLY RECOMMENDS that two advertisements for the advance and all-day polls be placed in the paper on **OCTOBER 25TH** and **NOVEMBER 1ST** to ensure that the public is fully advised of the time and place of the elections just prior to the election taking place.

Form 1

OATH OF OFFICE

I, _____ do solemnly swear that I am duly qualified as Chairman or Councillor (as the case may be) of the town or community of _____ to which I have been elected and that I will diligently, faithfully, and impartially and to the best of my ability discharge the several duties which appertain to the said office while I hold the same. So help me God. (◀do not use if affirming)

Sworn (or affirmed) and subscribed before me at _____
in _____ County this ____ day of _____, 20__.

Administrator, Justice of the Peace, or
Provincial Court Judge

NOTICE OF ELECTION

Notice is hereby given to the electors of _____,
(Town or Community)

Prince Edward Island, that nominations will be received at the office of the
Administrator until four o'clock in the afternoon on _____
the _____ day of _____, 20 ____ for the position
of _____.
(Mayor or Councillor)

If more persons are duly nominated than there are available positions, then a poll will be held on
the _____ day of _____, 20 ____ from the hour of nine o'clock in
the morning until seven o'clock in the evening at _____.

An advance poll will be held on _____, the _____ day
of _____, 20 ____ at _____ from the hour
of nine o'clock in the morning until seven o'clock in the evening.

**(Communities should omit last paragraph if their election bylaw does not provide for an
advance poll.)**

(Date)

(Administrator)

Form 2

NOMINATION PAPERS

We, the undersigned electors of _____,
(Town or Community)

Prince Edward Island, hereby nominate _____

as a candidate for _____ at the election now about to be held.
(Mayor or Councillor)

Witness our hands this _____ day of _____, 20 ____.

(Elector's Name)

(Elector's Address)

(Elector's Name)

(Elector's Address)

I, the said _____, nominated in the foregoing nomination
paper, declare that I am qualified to stand for election, and I hereby consent to such nomination.

Witness my hand this _____ day of _____, 20 ____.

Signed by the said nominee in the presence of

(Witnessed by Town Administrator)

(Nominee's Signature)

WARRANT TO RETURNING OFFICER

To _____, _____
(name) (Civic Address)

Know that you are hereby authorized and required to open and hold a poll for the election of a Mayor and _____ Councillors (or as the case may be) for the town of _____ on the _____ day of _____ 20____, at the hour of 9:00 a.m. at _____ and there to keep the said poll
(place at which the poll is to be opened)

open during the hours prescribed by law, and to take at the said polling place by ballot, in the manner by law provided, the votes of the electors voting at the said election, and, after counting the votes given and performing the other duties, required of you by law, to certify to me on the back hereof, forthwith, the name of the candidate for the office of Mayor having the greatest number of votes, and the names of the candidates (as the case may be) for the office of councillors having the greatest number of votes, and also to return to me the ballot boxes and ballots, voters' list in their respective wards, poll book and other documents required by law, together with this warrant.

Given under my hand and the corporate seal of the town of _____
this _____ day of _____, 20 _____.

Administrator

Form 4

OATH OF ELECTOR AT ADVANCE POLL

I, the undersigned, swear (or affirm) that my name is on the official list of electors for the Town of _____ in ward _____, polling division _____ and that I believe I will be necessarily absent on polling day and for that reason will be unable to vote.

My full name and civic address is:

Name: _____

Civic Address: _____

Signature of Elector: _____

Sworn (or affirmed) before me this ____ day of _____, 20____.

Signature of Returning Officer: _____

Form 5

OATH OF RETURNING OFFICER

I, _____ appointed as Returning Officer or Deputy Returning Officer for the election of Mayor and/or Councillors (or as the case may be) for the town of _____ solemnly swear (or affirm) that I will act faithfully in my said capacity of returning officer or deputy without partiality, favour, fear or affection. So help me God. (◀do not use if affirming)

Signature of Returning Officer: _____

Sworn (or affirmed) before me this _____ day of _____, 20____.

Signature of Commissioner for Affidavits: _____

Form 6

OATH OF POLL CLERK

I, _____ appointed as Poll Clerk for the election of Mayor and Councillors (or as the case may be) for the town of _____ do hereby solemnly swear (or affirm) that I will act faithfully in my capacity of Poll Clerk, according to law, without partiality, fear, favour or affection. So help me God. (◀do not use if affirming)

Signature of Poll Clerk _____.

Sworn (or affirmed) before me this _____ day of _____, 20_____.

Signature of Returning Officer: _____

Form 7

DECLARATION OF ELECTOR

I, the undersigned, declare that I am a qualified elector of the town of _____ and I hereby require that my name be added to the official list of electors in ward _____, polling division_____.

My full name and civic address is:

Name: _____

Civic Address: _____

Signature of Elector: _____

Form 8

OATH OF CHALLENGED ELECTOR

I, _____ do solemnly
(name of challenged elector)
swear (or solemnly affirm) that I have not already voted at the present election for the
municipality of _____ in _____ county, and that I
am duly qualified and entitled to vote at this election. So help me God. (◀do not use if
affirming)

Signature of Challenged Elector: _____

Sworn (or affirmed) before me this _____ day of _____, 20 _____.

Signature of Returning Officer: _____

Form 9

OATH OF AGENT OR ELECTOR REPRESENTING A CANDIDATE

I, _____ am agent for or elector representing
_____, one of the candidates at the election
now pending and do solemnly swear that I will keep secret the names of the candidate for whom
any of the voters may have marked his or her ballot paper in my presence.

So help me God. (◀do not use if affirming)

Signature of Agent: _____

Sworn (or affirmed) before me this _____ day of _____, 20 _____.

Signature of Returning Officer/Commission for Affidavits: _____

Form 9.1

OATH OF IMPERSONATED ELECTOR

I, _____ do solemnly swear
(name of elector)

(or solemnly affirm) that I am the person named on the List of Electors as
_____ for the town of _____ in the

County of _____, and that I have not already voted at this present election.

Signature of Challenged Elector: _____

Sworn (or affirmed) before me this ____ day of _____, 20 ____.

Signature of Returning Officer: _____

Form 10

OATH OF INCAPACITATED ELECTOR

I, _____, the undersigned,
solemnly swear (or solemnly affirm) that I am unable to read or am incapacitated
from voting by physical cause and apply for the assistance of the Returning Officer in
marking my ballot.

Signature or mark of elector _____

Sworn (or affirmed) before me this ____ day of _____, 20 ____.

Signature of Returning Officer: _____

OATH OF RETURNING OFFICER AFTER THE CLOSING OF THE POLL

I, _____, Returning Officer for the election of Mayor and Councillors, (or as the case may be) for the town of _____ do solemnly swear that to the best of my knowledge and belief, the Poll Book, kept for the said election under my direction has been kept correctly, and that to the best of my knowledge and belief it contains a true and exact record of the votes given at the said election. Also, that I have faithfully counted the votes given for each candidate in the manner by law provided and the number of votes given for each candidate in the manner by law provided and the number of votes given for each candidate is as follows: (Name and number of votes for each candidate).

Name: _____	Number of votes: _____
Name: _____	Number of votes: _____
Name: _____	Number of votes: _____
Name: _____	Number of votes: _____
Name: _____	Number of votes: _____
Name: _____	Number of votes: _____
Name: _____	Number of votes: _____
Name: _____	Number of votes: _____
Name: _____	Number of votes: _____
Name: _____	Number of votes: _____
Name: _____	Number of votes: _____
Name: _____	Number of votes: _____
Name: _____	Number of votes: _____
Name: _____	Number of votes: _____
Name: _____	Number of votes: _____

I have performed all duties required for me by law, and that the report, packets of ballot papers and other documents required by law to be returned by me to the Administrator have been faithfully and truly prepared, and placed within the ballot box.

Signature of Returning Officer: _____

Sworn (or affirmed) before me this ____ day of _____, 20____.

Signature of Commissioner of Affidavits: _____

OATH OF THE POLL CLERK AFTER CLOSING THE POLL

I, _____, Poll Clerk for the election of Mayor and Councillors (or as the case may be), for the Town of _____ do solemnly swear that the poll book for the said election under the direction of the Returning Officer therein, has been so kept by me under his or her direction as aforesaid, correctly and to the best of my skill and judgement, the number of votes given for each candidate is as follows:

(Name and number of votes for each candidate).

Name: _____	Number of votes: _____
Name: _____	Number of votes: _____
Name: _____	Number of votes: _____
Name: _____	Number of votes: _____
Name: _____	Number of votes: _____
Name: _____	Number of votes: _____
Name: _____	Number of votes: _____
Name: _____	Number of votes: _____
Name: _____	Number of votes: _____
Name: _____	Number of votes: _____
Name: _____	Number of votes: _____
Name: _____	Number of votes: _____

And to the best of my knowledge and belief it contains a true and exact record of the votes given at the said election (as the case may be) as the said votes were taken at the said poll, by the said Returning Officer.

Signature of Poll Clerk: _____.

Sworn (or affirmed) before me this ____ day of _____, 20 ____.

Signature of Commission for Affidavits: _____

RETURN AFTER A POLL HAS BEEN TAKEN

I certify that the candidate elected for the office of Mayor in pursuance to the within written warrant as having received the greatest number of votes, lawfully given is _____ and the candidate or candidates elected for the office of councillors (as the case may be) in pursuance to the within written warrant, as having received the greatest number of votes lawfully given for the respective wards for which the said candidates were nominated, are as follows :
(Name and number of votes for each candidate).

Name: _____	Number of votes: _____
Name: _____	Number of votes: _____
Name: _____	Number of votes: _____
Name: _____	Number of votes: _____
Name: _____	Number of votes: _____
Name: _____	Number of votes: _____
Name: _____	Number of votes: _____
Name: _____	Number of votes: _____
Name: _____	Number of votes: _____
Name: _____	Number of votes: _____
Name: _____	Number of votes: _____
Name: _____	Number of votes: _____

Dated this _____ day of _____, 20 ____.

Signature of Returning Officer: _____

** This form copied to the reverse side of form 3 (Warrant to Returning Officer). The Returning Officer as soon as possible after the count, transmit to the town administrator, their return listing the name of candidates having the greatest number of votes for the office of mayor and councillors as elected.

2014 MUNICIPAL ALL-DAY-POLL ELECTION CALENDAR GUIDE

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
5-Oct	Appointment of RO & other election persons should have been made by council at end of Sept. 6-Oct	Administrator appoints enumerators. Enumeration begins. 7-Oct	Prepare news paper Ad for Notice of Elecion & call for Nominaitons. Enumeration continues 8-Oct	Ad to run 2 consec. days 7 days prior to Oct 20 Enumeration continues 9-Oct	Ad to run today Enumeration continues 10-Oct	Ad to run today Enumeration finishes 11-Oct
12-Oct	Thanksgiving Day List of electors prepared by Administrator and goes to RO & posted in town 13-Oct	Prepare notice of Advance Poll Registration of Voters 14-Oct	Registration of Voters 15-Oct	Registration of Voters 16-Oct	RO prepare advert. for Advance Poll Registration of Voters 17-Oct	Registration of Voters 18-Oct
19-Oct	Nomination Day Nominations close . 4:00p.m Candidates pay \$10.00 fee 20-Oct	Administrator to order election supplies & Ballots. Issues warrant to Retuning Officer 21-Oct	Registration of Voters 22-Oct	Registration of Voters 23-Oct	Advertise Advance Poll & Election Day in news paper today & tomorrow Registration of Voters 24-Oct	ADVANCE POLL 900 am to 700 pm RO shall seal ballot box & keep until election day 25-Oct
26-Oct	Registration of Voters 27-Oct	Registration of Voters 28-Oct	Registration of Voters 29-Oct	Registration of Voters 30-Oct	Registration of Voters 31-Oct	Registration of Voters 1-Nov
2-Nov	ELECTION DAY 900 am to 700 pm 3-Nov	4-Nov	5-Nov	6-Nov	7-Nov	8-Nov
09 Nov	Last day to apply for Judicial recount 10-Nov	11-Nov	12-Nov	13-Nov	14-Nov	15-Nov
16-Nov	End of 2nd Nomination Day period (in case of insufficient no. of candidates 17-Nov	New Council takes office on Mon Nov 17 18-Nov	19-Nov	20-Nov	21-Nov	22-Nov