



**2021 Municipal Elections
Manual**



This manual has been prepared by the Community Affairs branch for the 2021 municipal elections. If you have any questions about this manual or about the election process, contact your community advisor.

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2021 General Municipal Election LEGISLATED Dates

Date/Deadline	Description and <i>Municipal Act</i> references
September 2	Election Bylaw passed to appoint Returning Officer and establish other election arrangements. s.56
September 10	Notice of Hearing, Board of Revision, posted and advertised. s.65
September 15	Notice of Nomination Day, posted and advertised. s.74
September 16	Deadline for written applications to Board of Revision. s.68(1)
September 20	Copy of preliminary list of electors to Board of Revision. s.66
September 22	Board of Revision reviews all applications to revise elector's list. s.64(4)
September 23	Deadline for nominations to be submitted. s.75
October 7	Notice of Advance Poll, posted and advertised. s.85 Revised list of elector's sent to designated municipal officer. Public notice issued confirming receipt of the list. s.71
October 14	Notice of Notice of Poll to be posted and advertised. s.84(2) Advance Poll to be held. s.87
October 21	Election day s.52



**Please refer to the noted *Municipal Act* section(s) for more details.

2021 Municipal Election Calendar



General Timeline with Suggested and Legislated Activities

Timeline/Date	Activity	Description and <i>Municipal Act</i> references
Feb - September	Preliminary list of electors	<p>If a municipality plans to prepare a preliminary list of electors, this should be done within the 8 months prior to the election. (s.59)</p> <p>Council can decide not to prepare this list. (s.60)</p>
May – June	Enumeration or Registration system	Council may want to enable a system for enumeration or a system for registration for electors in their community. (s.61)
September 2	Election bylaw Board of Revision	<p>Prior to September 2nd Council needs to pass their election bylaw which will:</p> <ul style="list-style-type: none"> • Appoint a returning officer, and deputy if needed • Establish the place for making nominations (usually the town office) • Arrange for the election to be held <p>(s.56)</p> <p>Also, prior to September 2nd, Council needs to establish a Board of Revision. (s.63)</p>
September 9	Preliminary list of electors	Preliminary list of electors needs to be complete and a public notice issued. S.59(2.01) (2.02)
September 10	Public notice	Public notice must be issued 10 days prior to the Board of Revision sitting. (s.65)



2021 Municipal Election Calendar



General Timeline with Suggested and Legislated Activities

Timeline/Date	Activity	Description and <i>Municipal Act</i> references
September 15	Nominations	Notice of the time and places for holding nominations issued. (s.74)
September 16	Applications for revisions	Last day for any applications for revision of the List of Electors. (s.68(1))
September 20	Preliminary list of electors	A copy of the preliminary list of electors needs to be delivered to each member of the Board of Revision. (s.66)
September 23	Nominations	Nominations for mayor and councillor are due. (s.75)
October 7	Notice of advanced poll Revised list of electors	Notice of advanced poll issued. (s.64) Revised list of electors due. (s.71) Notice issued that revised list of electors has been received. (s.71)
October 14	Notice of poll Advance poll	Notice of poll must be published and issued. (s.84) Advance poll open. (s.87(1))
October 21	Election Day	Election Day (s.75(2))



COMMUNITY AFFAIRS, Government of Yukon

Following is a list of general services provided by Community Affairs during the municipal election process. These services are not itemized in the *Municipal Act*.

- a) establish the election schedule and circulate to all municipalities and local advisory areas
 - b) provide election documents
 - c) assist municipalities with bylaws, if requested
 - d) review ballots and advertising, etc., if requested
 - e) provide general advertising throughout election period for Nomination Day, Election Day, and a notice regarding Employees' Time Off to Vote.
 - f) provide advice and guidance to municipal staff and returning officers on election process
 - g) assist with new council training needs, if requested
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1. Community Affairs Branch (Yukon Government)

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The following list, taken from the *Municipal Act*, describes the duties and responsibilities of municipal councils in relation to municipal general elections.

Please refer to the *Municipal Act*, Part 3 Elections, for all the municipal election details. This list only includes excerpts from the Act.

Bylaws regulating elections s.53

s.53 Council may by bylaw:

- (a) divide the municipality into polling divisions;
- (b) subject to this Act, regulate the conduct of an election;
- (c) establish polling places in hospitals, old age homes or similar institutions, and set special hours for when these polls shall be open; and
- (d) establish one or more mobile polls which may attend at hospitals, extended care facilities, or other facilities where voters are confined, or at the residences of electors incapable of attending at a poll because of physical incapacity, and set special hours for when the poll shall be in attendance at the various institutions and other places that the bylaw requires the poll to attend.

Provision for wards s.54

s.54 The council may, by bylaw made with the approval of the Minister, provide that all or some of the members of the council be elected on an area or ward basis.

Commencement of election procedure s.56

s.56(1) The council shall by bylaw on or before the first Thursday in September in each election year and at other times as required

- (a) appoint a returning officer to be responsible for the administration of the election or public vote;
- (b) establish the place for making nominations;
- (c) establish places that are reasonably accessible to electors who are physically incapacitated at which polls will be held if a poll is required and, subject to section 85, set hours during which polls shall be open;

- (d) appoint deputy returning officers as required, or delegate to the returning officer the power to appoint deputy returning officers; and
- (e) otherwise arrange for the holding of the election or public vote.

s.56(2) The council may appoint an alternate returning officer.

Preliminary List s.59

s.59(1) If a municipality is not divided into separate polling divisions, in each election year the designated municipal officer shall prepare within the eight months preceding the date of the election a preliminary list of electors.

s.59(2) If a municipality is divided into polling divisions, in each election year the designated municipal officer shall prepare within the eight months preceding the date of the election a separate preliminary list of electors for each polling division.

s.59(2.01) The designated municipal officer shall complete their preparation of a preliminary list of electors as required under this section before the second Thursday of September that occurs immediately before the date of the general election to which a preliminary list of electors relates.

s.59(2.02) Immediately upon completion of a preliminary list of electors, the designated municipal officer shall issue, by any method that is appropriate to that particular municipality, a public notice of that completion.

s.59(3) If a by-election occurs and the list of electors has not been revised within the eight months preceding the date of the by-election, the council shall cause the list of electors to be revised in accordance with the provisions of this Act.

s.59(4) Despite s.59(3), the council may cause the list of electors to be revised in accordance with provisions of this Act if a by-election occurs within the eight months following the last revision.

s.59(5) Subject to s.59(6), the preliminary list of electors shall set out in alphabetical order, by surname and first initial, the names together with the address of the person's residence and mailing address, if different, as far as reasonably practicable, of all persons entitled to vote.

s.59(6) At any time before the completion of a preliminary list under s.59(2.01), an elector may make a request to the designated municipal officer that their personal information be removed from a preliminary list of electors or a revised list of electors (which is delivered to the designated officer under s.71) before the designated municipal officer provides, under s.72, access to any person to either list.

s.59(7) If, upon receiving a request under s.59(6), the designated municipal officer is satisfied that the inclusion of an elector's personal information in a preliminary list of electors or a revised list of electors at the time of another person's access to either list would reasonably expose the elector to a personal safety risk, the designated municipal officer must

- (a) remove the elector's personal information from either list, as the case may be, before providing access to another person to the list; and
- (b) ensure that, without showing any personal information, the elector is accounted for in the total number of electors shown in each list.

List not required s.60

s.60(1) Despite section 59, a council, if it so desires, may by bylaw

- (a) dispense with the requirement of a list of electors for an election; and
- (b) prescribe procedures and forms governing the conduct of elections otherwise consistent with this Act.

s.60(2) Sections 63 to 71 and subsection 130(2) do not apply to a municipality if its council has adopted a bylaw under subsection (1).

Enumeration or registration of voters s.61

s.61(1) The council may, by bylaw, provide for

- (a) a system of enumeration of persons entitled to vote at an election; or
- (b) a system of registration of persons entitled to vote at an election which shall include the prescribed oath required to be signed by each person applying to vote.

s.61(2) The council may enter into an agreement with the chief electoral officer of the Yukon or Canada to obtain data to be used in the preparation of a list of electors.

Council to establish Board of Revision s.63

s.63(1) Each council must establish a Board of Revision that consists of an odd number of members who hold office at pleasure.

s.63(1.01) The council must appoint persons as members of its Board of Revision who are not a member of council or an employee of the municipality.

s.63(2) Each Board of Revision shall choose a chairperson from its membership.

s.63(3) Each member of the Board of Revision shall, before entering on their duties, take and subscribe the oath of affirmation in the prescribed form.

s.63(4) The council shall, by resolution, prescribe a fee to be paid to members of the Board of Revision.

Chair, quorum, and sittings of the Board s.64

s.64(1) The Board of Revision shall be presided over by the chair, or in the chair's absence by an acting chair chosen from among the members present.

s.64(2) The municipality must supply a person to record the proceedings of the Board of Revision.

s.64(3) A majority of the members of the Board of Revision constitutes a quorum of the Board of Revision and if a quorum is not present, the Board of Revision shall stand adjourned to the next day, not a holiday, and from day to day thereafter until there is a quorum.

s.63(4) The Board of Revision shall sit on the day before the fourth Thursday in September each election year for a continuous period of not less than two hours and not more than twelve hours to be determined by the council.

s.63(5) The council may, by bylaw, require the Board of Revision to sit at other times in addition to the time mentioned in s.64(4) so as to transact its business for a by-election.

Applications for revision of the list s.67

s.67(1) Any person who is eligible to vote at an election may apply to the Board of Revision to revise the preliminary list of electors on the grounds that the name of

- a) an eligible voter is omitted from it;
- b) an eligible voter is incorrectly described in it;
- c) a person who is not eligible to vote is described in it; or
- d) an eligible voter is included in it contrary to the wishes of the eligible voter.

s.67(2) The council may, by bylaw, appoint an agent to make any application to the Board of Revision that a person who is eligible to vote at the election could make.

Notice of poll and hours for the poll to be given s.84

s.84(1) The notice of the poll issued by the returning officer shall state

- a) the name of each candidate; and
- b) the time and place at which the poll will be open for the purpose of receiving the votes of the electors.

s.84(2) The notice of the poll referred to in s.84(1) shall be published and posted by the returning officer at least seven days before polling day in the same manner as public notice is provided for a nomination proceeding under s.74.

s.84(3) The polls shall be open from 8:00 a.m. to 8:00 p.m. The council may set extended hours during which one or more polls shall be open, but the extended hours must fall between 7:00 a.m. and 11:00 p.m.

Direction to establish advance poll s.85

s.85(1) For the purpose of enabling every voter mentioned in s.48 to vote at an election, the council

- (a) shall direct the returning officer to establish one or more polling places for advance polling at the time set out in s.87(1); and
- (b) may direct the returning officer to establish one or more polling places for a second advance polling on one other day as stipulated by the council.

s.85(2) Notice of an advance poll shall be given in the form and in the manner provided in s.84.

Hours and voting qualifications for advance poll s.87

s.87(1) The poll at each advance polling place established under paragraph s.85(1)(a) shall be open on the second Thursday in October from 8:00 a.m. to 8:00 p.m. The council may set extended hours during which one or more polls shall be open, but the extended hours must fall between 7:00 a.m. and 11:00 p.m.

s.87(2) The poll at each advance polling place established under paragraph 85(1)(b) shall be open on the day or days stipulated by council from 8:00 a.m. to 8:00 p.m. The council may set extended hours during which one or more polls shall be open, but the extended hours must fall between 7:00 a.m. and 11:00 p.m.

Automated voting systems s.104

s.104(1) Council may, with the approval of the Minister, by bylaw provide for the taking of the votes of the electors by voting machines, vote recorders or automated voting systems, or other devices.

s.104(2) Despite any other provision of this Act, the bylaw referred to in s.104(1) shall prescribe

- a) the form of the ballot;
- b) procedures for how to vote;
- c) procedures, rules and requirements regarding the counting and recounting of the votes;
- d) procedures and precautions to ensure that each elector votes only once in the election and that they are able to vote secretly.

s.104(3) To the extent that there is an inconsistency between the procedures, rules, and requirements established by a bylaw under s.104(1) and the procedures, rules, and requirements established by or under this Part, the bylaw prevails.



DESIGNATED MUNICIPAL OFFICER (CAO)

The following list, taken from the *Municipal Act*, describes the duties and responsibilities of the designated municipal officer before and after the polls.

Please refer to the *Municipal Act*, Part 3 Elections, for all the municipal election details. This list only includes excerpts from the Act.

Preliminary List s.59

s.59(1) If a municipality is not divided into separate polling divisions, in each election year the designated municipal officer shall prepare within the eight months preceding the date of the election a preliminary list of electors.

s.59(2) If a municipality is divided into polling divisions, in each election year the designated municipal officer shall prepare within the eight months preceding the date of the election a separate preliminary list of electors for each polling division.

s.59(2.01) The designated municipal officer shall complete their preparation of a preliminary list of electors as required under this section before the second Thursday of September that occurs immediately before the date of the general election to which a preliminary list of electors relates.

s.59(2.02) Immediately upon completion of a preliminary list of electors, the designated municipal officer shall issue, by any method that is appropriate to that particular municipality, a public notice of that completion.

s.59(3) If a by-election occurs and the list of electors has not been revised within the eight months preceding the date of the by-election, the council shall cause the list of electors to be revised in accordance with the provisions of this Act.

s.59(4) Despite s.59(3), the council may cause the list of electors to be revised in accordance with provisions of this Act if a by-election occurs within the eight months following the last revision.

s.59(5) Subject to s.59(6), the preliminary list of electors shall set out in alphabetical order, by surname and first initial, the names together with the address of the person's residence and mailing address, if different, as far as reasonably practicable, of all persons entitled to vote.

s.59(6) At any time before the completion of a preliminary list under s.59(2.01), an elector may make a request to the designated municipal officer that their personal information be removed from a preliminary list of electors or a revised list of electors (which is delivered to the designated municipal officer under s.71) before the designated municipal officer provides, under s.72, access to any person to either list.

s.59(7) If, upon receiving a request under s.59(6), the designated municipal officer is satisfied that the inclusion of an elector's personal information in a preliminary list of electors or a revised list of electors at the time of another person's access to either list would reasonably expose the elector to a personal safety risk, the designated municipal officer must

- a) Remove the elector's personal information from either list, as the case may be, before providing access to another person to the list; and
- b) Ensure that, without showing any personal information, the elector is accounted for in the total number of electors shown in each list.

Notice of Board of Revision sitting s.65

s.65 At least 10 days before a sitting of a Board of Revision, the designated municipal officer must provide public notice of the sitting by

- a) posting a written notice of the time and place of the sitting in the municipality's office in a location that is accessible to the public; and
- b) publishing the notice in paragraph (a):
 - i) in the local media; or
 - ii) in the case where there is no local media in the municipality, by any other reasonable method appropriate to the municipality.

Delivery of list to the Board s.66

s.66 The designated municipal officer shall, at least 48 hours before the day set for revision of the preliminary list of electors, deliver to each of the members of the Board of Revision a copy of the preliminary list of electors.

Application procedure s.68

s.68(1) An application under s.67 must be made on or before the third Thursday in September by leaving the application for revision with the designated municipal officer.

s.68(2) The application for revision of the preliminary list of electors shall fully set out

- a) the name of the person in respect of whom the application is made;
- b) the nature of the revision that is sought;
- c) the grounds on which the application is made; and
- d) the name, residence, mailing address, and signature of the person making the application.

s.68(3) Despite s.68(1), a person may apply to the Board of Revision in person on the day of the sitting of the Board of Revision for a revision affecting their name only.

s.68(4) A person who makes an application in person at the hearing must sign the application.

s.68(5) If an application is made by a person for the adding or deleting of another person's name from the preliminary list, a notice shall be sent to that person by ordinary mail to the address shown on the preliminary list of electors, or any other record of the municipality.

Delivery of the revised list s.71

s.71(1) The chair of the Board of Revision shall deliver a copy of the revised list of electors to the designated municipal officer and to the returning officer on or before the first Thursday of October.

s.71(2) Immediately upon the delivery of a copy of the revised list of electors under s.71(1), the designated municipal officer shall issue, by any method that is appropriate to that particular municipality a public notice confirming their receipt of the list.

Access to information in list of electors s.72

s.72(1) An elector may make a request to the designated municipal officer for access to the following

- a) a preliminary list of electors completed under s.59; or
- b) a revised list of electors that has been delivered to the designated municipal officer under s.71

s.72(2) A request under s.72(1) may be made only after the end of the period set out in s.59(2.01) in respect of the completion of a preliminary list of electors.

s.72(3) The designated municipal officer shall not permit an elector who makes a request under s.72(1) to have access to any personal information that is required to be removed from the list under s.59(7).

s.72(4) An elector's access to information in a preliminary list of electors or a revised list of electors does not entitle the elector to obtain a copy of that list.

Nomination requirements. s.76

s.76(1) No person shall be nominated as a candidate unless they

a) are qualified to be elected under s.50;

b) have been nominated in writing by at least 10 electors; and

c) have delivered or caused to be delivered to the designated municipal officer or returning officer between the time of the nomination notice and 12 o'clock noon on the nomination day, a nomination paper in the prescribed form, together with a declaration administered by the returning officer, designated municipal officer, or a notary public in the prescribed form.

s.76(2) A nomination paper may be faxed to the returning officer or designated municipal officer.

Ballot boxes s.92

s.92(1) The designated municipal officer shall have ready for each polling day at least as many ballot boxes as there are polling stations in municipality.

s.92(2) Ballot boxes for an election may be any box or other appropriate receptacle that is constructed so that ballots can be inserted but not withdrawn unless the ballot box is opened.

s.92(3) The designated municipal officer shall, before the polling day, deliver to the returning officer enough ballot boxes for the election.

s.92(4) Any reference to ballot boxes in this Part shall include any other appropriate receptacle as approved by council by bylaw.

Alternate election officers s.111

s.111(1) If the returning officer is unable to or fails to do something required by this Part, it may be done by

a) the alternate returning officer, if any, appointed by the council; or

b) the designated municipal officer, if no alternate returning officer has been appointed.

s.111(2) If a deputy returning officer is unable to or fails to do something required by this Part, it may be done by

a) an alternate returning officer appointed by the council; or

b) another deputy returning officer designated by the returning officer.

Retention of election records s.129

s.129(1) The returning officer shall retain all documents and ballots for an election for a period of eight weeks from the day on which they proclaim the result of the election and until every proceeding relating to that election pending in the Supreme Court during that period, and of which written notice has been received from a party to the proceedings, has been finally determined.

s.129(2) Unless otherwise directed by the Supreme Court, the returning officer shall cause all ballots and all documents other than the following, to be destroyed and shall record the time, place and method for destruction

- a) ballot accounts;
- b) appointment of election officers;
- c) poll book;
- d) all oaths and declarations;
- e) nomination papers; and
- f) the marked copies of the list of electors.

s.129(3) The returning officer shall cause the documents for an election retained under subsection (2) to be given to the designated municipal officer who shall retain them until the next general election.

Oaths of office and allegiance s.171

s.171(1) Before or at the first meeting of council, a member of council shall take the oaths of office and allegiance in the prescribed form before a judge of the Supreme Court or Territorial Court, a justice of the peace, a notary public, or a designated municipal officer, and shall file them with the designated municipal officer.

s.171(2) Instead of swearing the oaths of office and allegiance, the member of council may affirm the prescribed affirmations of office and allegiance.

Failure to take oaths of office and allegiance s.172

s.172 If a person elected to council fails to take the prescribed oaths or affirmations of office and allegiance within 40 days after they are proclaimed elected, their election shall be considered null and void and their office vacant.



RETURNING OFFICER and DEPUTY RETURNING OFFICER

The following list taken from the *Municipal Act* describes the duties and responsibilities of the Returning and Deputy Returning Officers before and after the polls.

Please refer to the *Municipal Act*, Part 3 Elections, for all the municipal election details. This list only includes excerpts from the Act.

Commencement of election procedure s.56

s.56(1) The council shall by bylaw on or before the first Thursday in September in each election year and at other times as required

- (a) appoint a returning officer to be responsible for the administration of the election or public vote;
- (b) establish the place for making nominations;
- (c) establish places that are reasonably accessible to electors who are physically incapacitated at which polls will be held if a poll is required and, subject to section 85, set hours during which polls shall be open;
- (d) appoint deputy returning officers as required, or delegate to the returning officer the power to appoint deputy returning officers; and
- (e) otherwise arrange for the holding of the election or public vote.

s.56(2) The council may appoint an alternate returning officer.

Powers of returning officers and deputies s.57

s.57(1) The returning officer can perform all the duties and powers of a deputy returning officer and if there is no deputy appointed the returning officer shall perform the deputy's duties.

s.57(2) A returning officer or deputy returning officer appointed to attend at a polling place has the power to ask the questions and receive the declarations or oaths authorized by law to be asked of and made by electors.

Qualifications and procedure s.58

s.58(1) A person may be entitled to vote by special ballot if they are eligible to vote under this Act and apply to the returning officer to vote by special ballot and are:

- (a) housebound;

- (b) unable to vote at an advance or regular poll because of their employment, business, or profession;
- (c) a student or spouse of a student in an educational institution which is outside the municipality in which the student and spouse are qualified to vote;
- (d) a person who might be at personal risk if they appear in person to vote; or
- (e) going to be absent from the municipality on polling days.

s.58(2) A person may request from a returning officer an application for a special ballot anytime after the first day in September or after another date as determined by council.

s.58(3) Anytime after the close of nominations a returning officer receiving an application for a special ballot may issue a special ballot to a person who is eligible to vote and who qualifies to vote by special ballot.

s.58(4) In order to be counted, a special ballot must be returned before two o'clock in the afternoon of polling day to the returning officer of the municipality where the elector is qualified to vote.

s.58(5) A person who applies and receives a special ballot cannot take the ballot paper to the polling station on polling day and vote in person using that special ballot.

s.58(6) The returning officer shall provide a list of the names of persons who applied for and received special ballots, to the candidates, and to the deputy returning officers at each poll, immediately before the opening of the polls.

Electors requiring confidentiality s.58.01

s.58.01(1) An elector who believes that disclosure of his or her name or address would expose the elector to personal risk may apply at any time after the time established under subsection 58(2) to the returning officer to vote by special ballot even though the elector's name does not appear on the list of electors for the municipality in which the elector is qualified to vote.

s.58.01(2) An application under subsection (1) shall state the elector's reason for applying to vote by special ballot under this section.

s.58.01(3) If a special ballot is issued under this section, particulars of the elector shall be omitted from

- (a) the list of electors; and
- (b) lists and documents delivered to any candidate.

s.58.01(4) A candidate may request from the returning officer the number of special ballots issued under this section.

Delivery of the revised list s.70

s.71(1) The chair of the Board of Revision shall deliver a copy of the revised list of electors to the designated municipal officer and to the returning officer on or before the first Thursday of October.

Public notice of nomination proceeding s.74

s.74 At least 7 days before a nomination proceeding, the returning officer must provide public notice of the proceeding by

- a) posting a written notice of the time and place of the proceeding at the office of the municipality in a location that is accessible to the public; and
- b) posting a written notice in
 - (i) if the municipality is divided into separate polling divisions, at least two conspicuous places in each polling division, or
 - (ii) in any other case, at least three conspicuous places within the municipality.

Nomination requirements s.76

s.76(1) No person shall be nominated as a candidate unless they

- a) are qualified to be elected under s.50;
- b) have been nominated in writing by at least 10 electors; and
- c) have delivered or caused to be delivered to the designated municipal officer or returning officer between the time of the nomination notice and 12 o'clock noon on nomination day, a nomination paper in the prescribed form, together with a declaration administered by the returning officer, designated municipal officer or notary public in the prescribed form.

s.76(2) A nomination paper may be faxed to the returning officer or designated municipal officer.

Nomination Papers s.77

s.77(3) The returning officer shall, if requested to do so, give a receipt to the person who delivers a nomination paper with the accompanying declaration.

Proceedings on nomination day s.78

s.78(1) The returning officer shall be present between the hours of 10:00 a.m. and 12 o'clock noon on nomination day at the place appointed by the council for the holding of nomination proceedings, and shall as soon as practicable after 12 o'clock noon announce the names of all electors who have been nominated as candidates in accordance with the provisions of this Act.

s.78(2) The returning officer shall not permit any speeches or interruptions during the nomination proceedings referred to in subsection (1).

Election, acclamation and filling of vacancies s.79

s.79(1) At the conclusion of nomination proceedings,

(a) if the number of candidates for the vacant offices exceeds the number of vacancies, the returning officer shall proceed to hold a poll under this Act, and

(b) if the number of candidates for the vacant offices equals or is less than the number of vacancies, the returning officer shall declare each candidate elected by acclamation if the time for a challenge under subsection 82(2) has expired and the candidate's nomination has not been challenged.

Death of candidate s.80

s.80(1) If, after a poll is announced, a candidate dies after the close of nominations and before the close of the poll, the returning officer shall, on being satisfied of the death, countermand the notice of poll and commence a new election.

s.80(2) Another nomination shall be held on the day and at the place and time, within 11 days from the date the poll was to have been held, as the council may by resolution determine, and the council shall also set the time and places for the poll. The poll shall take place on the seventh day following the close of nominations.

s.80(3) The council shall give the notice it considers best to inform the electors of the days, times and places set for the nomination and election.

s.80(4) A fresh nomination is not necessary for a candidate nominated at the time of the countermand of the poll.

Withdrawal of nomination s.81

s.81 A candidate may withdraw their nomination by filing a written notice of withdrawal with the returning officer within 96 hours after the close of nominations.

Challenge of nomination s.82

s.82(8) The person making the challenge must

- a) immediately notify the returning officer and the person whose nomination is challenged of the time when the challenge will be heard; and
- b) within one day of filing the petition, serve on those persons the petition and its accompanying affidavit, and a notice of the time set for the hearing.

Certified list of candidates s.83

s.83 At the close of nominations, the returning officer shall, at the request of a candidate or agent, deliver to them a certified list of all candidates and their physical address for the delivery of documents.

Notice of poll and hours for the poll to be given s.84

s.84(1) The notice of the poll issued by the returning officer shall state

- a) the name of each candidate; and
- b) the time and place at which the poll will be open for the purpose of receiving the votes of the electors.

s.84(2) The notice of the poll referred to in subsection (1) shall be published and posted by the returning officer at least seven days before polling day in the same manner as public notice is provided for a nomination proceeding under section 74.

s.84(3) The polls shall be open from 8:00 a.m. to 8:00 p.m. The council may set extended hours during which one or more polls shall be open, but the extended hours must fall between 7:00 a.m. and 11:00 p.m.

Direction to establish advance poll s.85

s.85(1) For the purpose of enabling every voter mentioned in section 48 to vote at an election, the council

- a) shall direct the returning officer to establish one or more polling places for advance polling at the time set out in subsection 87(1); and
- b) may direct the returning officer to establish one or more polling places for a second advance polling on one other day as stipulated by the council.

S.85(2) Notice of an advance poll shall be given in the form and in the manner provided in section 84.

Oath of voter for advance poll s.89

s.89 The deputy returning officer, every candidate and the agent of every candidate may require that a person intending to vote at the advance poll take any oath that the person may be required to take under this Act before being handed a ballot.

Sealing of ballot boxes for advance poll s.90

s.90 On the close of the advance poll each day, the deputy returning officer shall, and each candidate or agent present may, affix a seal to the ballot box in such a manner that no ballots can be deposited in it without breaking the seal, and the ballot box shall remain sealed until the close of the poll on the regular polling day.

Printing of ballot papers s.93

s.93(1) If a poll is granted, the returning officer shall immediately have printed, at the expense of the municipality, enough ballot papers in the prescribed form for the purposes of the election.

s.93(2) If a municipality continues to use a list of electors, the number of ballots printed in accordance with subsection (1) shall not be less than the number of electors on the revised list of electors.

Content of ballot papers s.94

s.94(1) Separate ballot papers shall be used for the election of the mayor and for the election of councillors.

s.94(2) The names of the candidates shall be printed on the ballot paper in the order determined by lot by the returning officer on nomination day or, if authorized by bylaw of the municipality, in a rotation so that there is equal opportunity for the name of each candidate to appear in each row on the ballots.

s.94(3) Subject to an order under section 82, the name of each candidate shall be printed on the ballot paper in accordance with any reasonable directions that the candidate may give in their nomination papers as to its spelling, or as to the use of a contraction or a nickname.

s.94(4) Ballot papers shall include a statement indicating the maximum number of candidates an elector can vote for.

s.94(5) If there is one or more public votes at the same time as an election, a separate ballot paper shall be used for each public vote.

Preparation of ballot boxes s.95

s.95 The presiding officer at each polling place shall, just before the commencement of the poll, show each ballot box empty to those persons present in the polling station, so that they may see that it is empty, and then the presiding officer shall

- a) close it and place a seal on it in such a manner as to prevent its being opened without breaking the seal; and
- b) place and keep it in their view, closed and sealed, for the receipt of ballot papers.

Duty of officer to receive the votes of electors s.98

s.98 Subject to subsection 99(2), the deputy returning officer shall receive the vote of any person who is eligible to vote in the election.

Challenges s.99

s.99(1) If a person offering to vote is challenged by the deputy returning officer, by a candidate or the candidate's agent, or by an elector, the deputy returning officer shall require the person to swear or affirm an oath in the prescribed form.

s.99(2) Despite sections 98 and 101, any person who is challenged and who refuses to take the oath or affirmation shall not be permitted to vote.

Entries respecting challenges s.100

s.100(1) If an elector takes the oath or affirmation, the deputy returning officer shall enter, opposite the name of the elector in the list of electors, the word "sworn" or "affirmed".

s.100(2) If the vote of a person is objected to by a candidate or the candidate's agent, the deputy returning officer shall also

- a) record the objection in the list of electors opposite the name of the elector using the words "objected to", and adding the name of the candidate, if the municipality is using a list of electors for the election; or
- b) record in the poll book a notation to identify the voter who was objected to and the candidate who objected, if the municipality is not using a list of electors for the election.

Omission from electors list s.101

s.101(1) A person whose name does not appear on the revised list of electors of the municipality is entitled to vote if

a) the person files with the deputy returning officer an application for registration in the prescribed form; and

b) the person is otherwise qualified to have their name entered on the list of electors or entered on the poll book or other recording system.

s.101(2) If a person receives a ballot under subsection (1), the poll clerk shall record the fact in the same way that section 100 requires a challenge to be recorded.

Provision of ballot paper to elector s.102

s.102(1) On being satisfied that an applicant for a ballot paper is entitled to vote at the polling place where they apply for the ballot paper, the deputy returning officer or poll clerk shall give the applicant one of each of the ballot papers to which they are entitled.

s.102(2) Despite subsection (1), if a municipality has a system of voter registration established under section 61, a person who applies for a ballot shall swear or affirm an oath of eligibility before being given any ballots.

s.102(3) A suitable mark shall be made on the list of electors against or through the name of each elector to whom a ballot paper is supplied.

Voting procedure s.103

s.103(1) The elector, on receiving a ballot paper, shall promptly proceed into one of the compartments provided and, while screened from observation, shall mark their ballot paper by making a cross or other mark in the blank space opposite the name of the candidate or candidates for whom they vote, or by making a cross or other mark in the blank space provided for the purpose of indicating whether or not they are in favour of a public vote.

s.103(2) The elector shall then fold the ballot paper across to conceal the names of the candidates and any mark they have made on the face of the ballot paper, leave the compartment without delay and, having exhibited the folded ballot paper to the returning officer, deputy returning officer or poll clerk, shall, without exposing the front of the ballot paper to anyone, deposit it in the closed ballot box.

s.103(3) After depositing their ballot paper, the elector shall promptly leave the polling place.

Electors requiring assistance s.105

s.105(1) If the deputy returning officer is satisfied that an elector's disability or inability to read prevents them from entering one of the compartments for voting or from marking or reading the ballot paper without help, then the deputy returning officer may permit the elector to mark the ballot in some other convenient location or the deputy returning officer or person designated by the elector may accompany the elector to a convenient place and mark the ballot paper on behalf of the elector as directed by the elector, according to what help the elector needs to vote.

s.105(2) A person, other than an election official, assisting in the marking of an elector's ballot under this section shall be required to swear or affirm the prescribed oath.

s.105(3) The deputy returning officer shall enter, opposite the name of the elector who is voting in the list of electors or poll book, the words "disability" or "unable to read."

s.105(4) The deputy returning officer or other person assisting the elector shall fold the ballot paper as in other cases, carry out the other requirements of section 103, and deposit the ballot paper in the closed ballot box in the presence of the elector.

Witness for electors requiring assistance s.106

s.106(1) An elector who is unable to mark their ballot is entitled to have a person of their choice witness the marking of their ballot and the deputy returning officer shall inform the elector of their rights under this section.

s.106(2) A person may act as a witness under subsection (1) only once at the same election and only after they have sworn or affirmed an oath in the prescribed form.

Ballot papers inadvertently spoiled s.108

s.108 An elector who has spoiled their ballot paper so that it cannot be used to cast their vote may return it to the deputy returning officer and obtain a new ballot paper to replace the spoiled one. The deputy returning officer shall immediately cancel the spoiled ballot paper and keep it separate from other ballot papers.

Votes of deputy returning officers and poll clerks s.109

s.109 Despite section 102, a deputy returning officer or poll clerk, if a qualified elector, may vote at the polling place to which they are appointed.

Alternate election officers s.111

s.111(1) If the returning officer is unable to or fails to do something required by this Part, it may be done by

- a) the alternate returning officer, if any, appointed by the council; or
- b) the designated municipal officer, if no alternate returning officer has been appointed.

s.111(2) If a deputy returning officer is unable to or fails to do something required by this Part, it may be done by

- a) an alternate returning officer appointed by the council; or
- b) another deputy returning officer designated by the returning officer.

Disruption of elections s.112

s.112(1) If a nomination or poll is significantly interrupted or obstructed, the returning officer or deputy returning officer may move the nomination or polling to another place or adjourn it to a later time or to another day, and shall take reasonable steps to give notice of the move or adjournment.

s.112(2) If nominations are concluded after an adjournment under this section, the poll may, if practicable, be put off for an equal number of days, and the new day shall be the day of polling under this Act.

Notice of adjournment of poll s.113

s.113 If a poll has been adjourned by a deputy returning officer, they shall promptly notify the returning officer, who shall not declare the results of the poll, or the name or names of the candidate or candidates elected, until the poll so adjourned has been finally closed.

Maintenance of order at elections s.114

s.114(1) From the time of nomination of candidates until the day following the final closing of the election, each returning officer and deputy returning officer is responsible for maintaining good order where election proceedings take place.

s.114(2) For the maintenance of peace and good order at an election, a returning officer or deputy returning officer may require the assistance of the Royal Canadian Mounted Police or other persons present, whether at the nominations, at a polling place, or any place where the votes are counted.

Regulation of polling stations s.115

s.115 For maintaining order at a polling place a deputy returning officer may regulate the number of electors admitted at a time and may exclude all persons not entitled, permitted, or required by this Act to be present.

Removal of persons from polling places s.117

s.117(1) If a person misconducts themselves in a polling place or fails to obey the lawful orders of the deputy returning officer, they may immediately, by order of the deputy returning officer, be removed from the polling place by the Royal Canadian Mounted Police, and the person so removed shall not, except with the permission of the deputy returning officer, be allowed to enter the polling place again during the day.

s.117(2) The powers under subsection (1) shall not be exercised to prevent any elector otherwise entitled to vote from having an opportunity to vote.

Arrest of person disturbing election s.118

s.118(1) A deputy returning officer may by verbal order cause to be arrested and placed in the custody of the Royal Canadian Mounted Police, a person who is disturbing the peace and good order at an election.

s.118(2) No such arrest or detention under subsection (1) exempts in any manner the person arrested from a penalty to which they may have become liable for anything contrary to this Act or otherwise.

Persons attending the counting of the votes s.120

s.120 The deputy returning officer, their assistants, poll clerks, the candidates and one agent for each candidate for each poll, but no other person except with the approval of the deputy returning officer, may be in the polling place during the opening of the ballot boxes and counting of the votes.

Counting of the votes s.121

s.121(1) The deputy returning officer for each polling place shall, promptly after the close of the poll, open the ballot boxes in the presence of candidates or their agents, count the votes in the manner prescribed by section 122, and declare the result of the poll at the polling place.

s.121(2) Despite subsection (1), no ballot box for an advance poll, institutional poll, or mobile poll shall be opened until after the final close of all polls on polling day.

s.121(3) If the deputy returning officer finds any ballot in other than the appropriate ballot box, they shall transfer it to the appropriate ballot box.

s.121(4) The deputy returning officer shall, in counting the votes, reject as invalid any ballot

a) for a reason set out in this Act;

- b) having votes for more candidates than are to be elected;
- c) having a mark or otherwise having been dealt with in a manner by which the voter could be identified;
- d) that is unmarked;
- e) that has been marked so that it is not clear which candidate has been voted for; or
- f) that has not been supplied by the deputy returning officer.

s.121(5) The deputy returning officer may appoint persons, in addition to any poll clerks, to assist in counting the votes, except the deputy returning officer shall personally deal with all ballot papers rejected or ballots objected to during the counting.

s.121(6) If fewer than 20 ballots have been cast at the poll, those ballots shall be combined with the ballots from another poll before being counted.

Procedure for counting votes s.122

s.122(1) The deputy returning officer in counting the votes shall examine each ballot and call out in a distinct voice the name of the candidates for whom votes are recorded on the ballot, keeping a record of the votes given for each candidate.

s.122(2) The ballots shall be opened and placed on a table with their printed or written faces upward, so that the candidates or their agents can see how the face of the ballots are marked.

s.122(3) The deputy returning officer shall reject ballots for the reasons set out in subsection 121(4), and shall endorse "rejected" on each ballot rejected, adding to the endorsement "rejection objected to" if an objection is made to their decision by a candidate or agent.

Ballot accounts s.123

s.123(1) After completion of the count, the deputy returning officer shall make into separate packets, each sealed by the officer and by those agents of candidates desiring to do so,

- a) all ballots counted as valid to which no objection has been made;
- b) all ballots counted as valid to which objection has been made;
- c) all rejected ballots;
- d) all unused and spoiled ballot papers;

e) the marked copies of the list of electors, all oaths and declarations, the poll book, and the counterfoils of the ballot papers, if any.

s.123(2) The deputy returning officer shall prepare and sign in duplicate a ballot account showing

a) the number of votes for each candidate and on each public vote at that polling place; and

b) the number of ballot papers entrusted to the officer accounted for under the headings of "ballot papers received", "ballots counted as valid", "ballots counted as valid to which objection has been made", "ballots rejected", and "ballot papers unused or spoiled".

s.123(3) The deputy returning officer shall place the sealed packets and an original ballot account in the ballot boxes used in the officer's polling place and lock or seal the boxes.

s.123(4) The locked or sealed boxes and a separate duplicate of the ballot account shall be delivered to the returning officer in accordance with the returning officer's instructions.

Examination of ballot accounts s.124

s.124(1) The returning officer shall arrange to examine the ballot accounts as soon as practicable after the close of the poll and, if necessary, to recount the votes in the presence of the candidates or their agents.

s.124(2) The returning officer shall conduct a recount of the ballots

a) if there is a tie in the votes for two or more candidates;

b) at the request of a candidate or a candidate's agent; or

c) if the number of ballots rejected would affect the outcome of the election if they could be counted as valid.

s.124(3) The returning officer may conduct a recount if

a) the number of ballots objected to and counted as valid would affect the outcome of the election if they were not counted and the returning officer is satisfied that there are reasonable grounds to review the objections; or

b) because of a combination of the closeness of the votes and other circumstances about the polling or the handling of the ballots, the returning officer is satisfied that

there are reasonable grounds to recount the ballots so as to be confident the count is accurate.

Preliminary election results s.125

s.125(1) Immediately after examining the ballot accounts in any poll on the initial count under section 121, the returning officer may publish unofficial results as they are received from the polling place.

s.125(2) At any election, the candidate or candidates receiving the highest number of votes shall be considered elected, and in the event of a tie vote, section 126 applies.

Recount by returning officer s.126

s.126(1) If a recount is necessary under section 125 the returning officer shall give notice of the time and place of the recount to the candidates or their agents, and the recount shall be held within 24 hours of the close of the polls on polling day.

s.126(2) A returning officer who recounts votes under section 124, shall open each ballot box, take out the packets, recount and record the number of ballots and ballot papers, and then recount the votes, proceeding continuously so far as practicable.

s.126(3) A recount shall be conducted by the same procedure as for the initial count under section 122.

s.126(4) The returning officer may dispense with the recount if, in their opinion after examination of the ballot accounts, there is no doubt about the result of the poll and no candidate or agent has, in writing, requested a recount.

s.126(5) The returning officer may limit the recount to those polling places requested by a candidate or their agent.

s.126(6) The returning officer shall prepare a ballot account for any votes the officer counts on the recount.

s.126(7) Subject only to a recount by the Supreme Court, the decision of the returning officer on a question about a ballot is final.

Breaking of tie vote s.127

s.127 If, after the recounting of votes under section 126, it has been determined that two or more candidates have received an equal number of votes, the returning officer shall as soon as practicable after that determination

a) write the name of each of those candidates on a separate but identical blank sheet of paper;

- b) fold each sheet in an identical manner so that the names are concealed;
- c) deposit each sheet into a non-transparent receptacle;
- d) withdraw the number of sheets that are equal to the number of candidates required to be elected; and
- e) declare each candidate whose name appears on a withdrawn sheet of paper to be elected.

Official election results s.128

s.128(1) On the fourth day following election day, the returning officer shall proclaim elected the candidate or candidates having the highest number of votes for the office or offices for which they have been nominated, subject to a judicial recount, if any.

s.128(2) The returning officer shall give the designated municipal officer and each candidate a statement in the prescribed form showing the total number of votes cast for each candidate and the number of rejected ballot papers and post a copy of the statement in the municipal office.

Retention of election records s.129

s.129(1) The returning officer shall retain all documents and ballots for an election for a period of eight weeks from the day on which they proclaim the result of the election and until every proceeding relating to that election pending in the Supreme Court during that period, and of which written notice has been received from a party to the proceedings, has been finally determined.

s.129(2) Unless otherwise directed by the Supreme Court, the returning officer shall cause all ballots and all documents other than the following, to be destroyed and shall record the time, place and method for destruction

- a) ballot accounts;
- b) appointment of election officers;
- c) poll book;
- d) all oaths and declarations;
- e) nomination papers; and
- f) the marked copies of the list of electors.

s.129(3) The returning officer shall cause the documents for an election retained under subsection (2) to be given to the designated municipal officer who shall retain them until the next general election.

Revision of the list of electors after an election s.130

s.130(1) Within eight weeks after proclaiming the result of the election, or of the public vote, the returning officer shall

- a) submit to council a copy of the statement they issued under section 128 together with a compilation of the information contained in the ballot accounts; and
- b) give to the designated municipal officer the names of all electors who were sworn in at the polls.

s.130(2) Immediately after receiving the names under paragraph (1)(b), the designated municipal officer shall incorporate into the list of electors the names of all electors who were sworn in at the polls.

Production of ballots and accounts s.133

s.133 On written notice from the Supreme Court, the returning officer or other person in whose possession the ballots and ballot accounts are, shall produce them at the time and place appointed for the recount, and the ballots and ballot accounts shall remain in the custody of the returning officer or other person having lawful custody, subject to the direction of the Supreme Court.

Ballot and ballot box offences s.163

s.163(1) It is an offence for a person

- a) to forge, counterfeit, fraudulently alter, deface or destroy a ballot paper;
- b) without authority, to possess a ballot paper or supply a ballot paper to another person;
- c) to fraudulently put into the ballot box any item other than a ballot paper that they are authorized to put in the box;
- d) to fraudulently remove a ballot paper from a ballot box or polling place;
- e) without authority, to destroy, take, open, or otherwise interfere with a ballot box or packet of ballots; or
- f) without authority, to print a ballot paper or to print more ballot papers than authorized to print.

s.163(2) It is an offence for an election official to

- a) fraudulently put their initials, other than as authorized by this Act, on the back of any paper purporting to be a ballot paper;
- b) place on any ballot paper, except as authorized by this Act, any writing, number or mark; or
- c) to neglect or refuse to discharge any duty under this Part.



POLL CLERKS

The following list taken from the *Municipal Act* describes the duties and responsibilities of the Poll Clerk before and after the polls. Poll Clerks might also have other duties as assigned by the Deputy Returning Officer.

Please refer to the *Municipal Act*, Part 3 Elections, for all the municipal election details. This list only includes excerpts from the Act.

Recording of voters for advance poll s.88

s.88 The poll clerk at each advance polling place shall record in the poll book in the column headed "remarks" after the name of each person who votes, a notation that the person has voted.

Entries respecting challenges s.100

s.100(1) If an elector takes the oath or affirmation, the deputy returning officer shall enter, opposite the name of the elector in the list of electors, the word "sworn" or "affirmed".

s.100(2) If the vote of a person is objected to by a candidate or the candidate's agent, the deputy returning officer shall also

- a) record the objection in the list of electors opposite the name of the elector using the words "objected to", and adding the name of the candidate, if the municipality is using a list of electors for the election; or
- b) record in the poll book a notation to identify the voter who was objected to and the candidate who objected, if the municipality is not using a list of electors for the election.

Omission from electors list s.101

s.101(1) A person whose name does not appear on the revised list of electors of the municipality is entitled to vote if

- a) the person files with the deputy returning officer an application for registration in the prescribed form; and
- b) the person is otherwise qualified to have their name entered upon the list of electors or entered on the poll book or other recording system established.

s.101(2) If a person receives a ballot under subsection (1), the poll clerk shall record the fact in the same way that section 100 requires a challenge to be recorded.

Provision of ballot paper to elector s.102

s.102(1) On being satisfied that an applicant for a ballot paper is entitled to vote at the polling place where they apply for the ballot paper, the deputy returning officer or poll clerk shall give the applicant one of each of the ballot papers to which they are entitled.

s.102(2) Despite subsection (1), if a municipality has a system of voter registration established under section 61, a person who applies for a ballot shall swear or affirm an oath of eligibility before being given any ballots.

s.102(3) A suitable mark shall be made on the list of electors against or through the name of each elector to whom a ballot paper is supplied.

Voting procedure s.103

s.103(1) The elector, on receiving a ballot paper, shall promptly proceed into one of the compartments provided and, while screened from observation, shall mark their ballot paper by making a cross or other mark in the blank space opposite the name of the candidate or candidates for whom they vote, or by making a cross or other mark in the blank space provided for the purpose of indicating whether or not they are in favour of a public vote.

s.103(2) The elector shall then fold the ballot paper across to conceal the names of the candidates and any mark they have made on the face of the ballot paper, leave the compartment without delay and, having exhibited the folded ballot paper to the returning officer, deputy returning officer or poll clerk, shall, without exposing the front of the ballot paper to anyone, deposit it in the closed ballot box.

s.103(3) After depositing their ballot paper, the elector shall promptly leave the polling place.

Mistaken identity s.107

s.107(1) If a person, representing themselves to be a particular elector, applies for a ballot paper after another person has voted as that elector, the applicant, on swearing or affirming the oath required under section 99, is entitled to receive a ballot paper and to vote.

s.107(2) If a person receives a ballot paper under subsection (1), the poll clerk shall record the fact in the same way that section 100 requires a challenge to be recorded.

Votes of deputy returning officers and poll clerks s.109

s.109 Despite section 102, a deputy returning officer or poll clerk, if a qualified elector, may vote at the polling place to which they are appointed.

Persons attending the counting of the votes s.120

s.120 The deputy returning officer, their assistants, poll clerks, the candidates and one agent for each candidate for each poll, but no other person except with the approval of the deputy returning officer, may be in the polling place during the opening of the ballot boxes and counting of the votes.

Counting of the votes s.121

s.121(1) The deputy returning officer for each polling place shall, promptly after the close of the poll, open the ballot boxes in the presence of candidates or their agents, count the votes in the manner prescribed by section 122, and declare the result of the poll at the polling place.

s.121(2) Despite subsection (1), no ballot box for an advance poll, institutional poll, or mobile poll shall be opened until after the final close of all polls on polling day.

s.121(3) If the deputy returning officer finds any ballot in other than the appropriate ballot box, they shall transfer it to the appropriate ballot box.

s.121(4) The deputy returning officer shall, in counting the votes, reject as invalid any ballot

- a) for a reason set out in this Act;
- b) having votes for more candidates than are to be elected;
- c) having a mark or otherwise having been dealt with in a manner by which the voter could be identified;
- d) that is unmarked;
- e) that has been marked so that it is not clear which candidate has been voted for; or
- f) that has not been supplied by the deputy returning officer.

s.121(5) The deputy returning officer may appoint persons, in addition to any poll clerks, to assist in counting the votes, except the deputy returning officer shall personally deal with all ballot papers rejected or ballots objected to during the counting.

s.121(6) If fewer than 20 ballots have been cast at the poll, those ballots shall be combined with the ballots from another poll before being counted.

Ballot and ballot box offences s.163

s.163(1) It is an offence for a person

- a) to forge, counterfeit, fraudulently alter, deface or destroy a ballot paper;
- b) without authority, to possess a ballot paper or supply a ballot paper to another person;
- c) to fraudulently put into the ballot box any item other than a ballot paper that they are authorized to put in the box;
- d) to fraudulently remove a ballot paper from a ballot box or polling place;
- e) without authority, to destroy, take, open, or otherwise interfere with a ballot box or packet of ballots; or
- f) without authority, to print a ballot paper or to print more ballot papers than authorized to print.

s.163(2) It is an offence for an election official to

- a) fraudulently put their initials, other than as authorized by this Act, on the back of any paper purporting to be a ballot paper;
- b) place on any ballot paper, except as authorized by this Act, any writing, number or mark; or
- c) to neglect or refuse to discharge any duty under this Part.



BOARD OF REVISION



The following list, taken from the *Municipal Act*, describes the duties and responsibilities of the Board of Revision in relation to municipal general elections.

Please refer to the *Municipal Act*, Part 3 Elections, for all the municipal election details. This list only includes excerpts from the Act.

Council to establish Board of Revision s.63

s.63(1) Each council must establish a Board of Revision that consists of an odd number of members who hold office at pleasure.

s.63(1.01) The council must appoint persons as members of its Board of Revision who are not a member of council or an employee of the municipality.

s.63(2) Each Board of Revision shall choose a chairperson from its membership.

s.63(3) Each member of the Board of Revision shall, before entering on their duties, take and subscribe the oath or affirmation in the prescribed form.

s.63(4) The council shall, by resolution, prescribe a fee to be paid to members of the Board of Revision.

Chair, quorum, and sittings of the Board s.64

64(1) The Board of Revision shall be presided over by the chair, or in the chair's absence by an acting chair chosen from among the members present.

64(2) The municipality must supply a person to record the proceedings of the Board of Revision.

64(3) A majority of the members of the Board of Revision constitutes a quorum of the Board of Revision, and if a quorum is not present, the Board of Revision shall stand adjourned to the next day, not a holiday, and from day to day thereafter until there is a quorum.

64(4) The Board of Revision shall sit on the day before the fourth Thursday in September each election year for a continuous period of not less than two hours and not more than twelve hours to be determined by the council.

64(5) The council may, by bylaw, require the Board of Revision to sit at other times in addition to the time mentioned in subsection (4) so as to transact its business for a by-election.

Notice of Board of Revision sitting s.65

s.65 At least 10 days before a sitting of a Board of Revision, the designated municipal officer must provide public notice of the sitting by

- a) posting a written notice of the time and place of the sitting in the municipality's office in a location that is accessible to the public; and
- b) publishing the notice in paragraph (a):
 - i) in the local media; or
 - ii) in the case where there is no local media in the municipality, by any other reasonable method appropriate to the municipality.

Delivery of list to the Board s.66

s.66 The designated municipal officer shall, at least 48 hours before the day set for revision of the preliminary list of electors, deliver to each of the members of the Board of Revision a copy of the preliminary list of electors.

Applications for revision of the list s.67

s.67(1) Any person who is eligible to vote at an election may apply to the Board of Revision to revise the preliminary list of electors on the grounds that the name of

- a) an eligible voter is omitted from it;
- b) an eligible voter is incorrectly described in it;
- c) a person who is not eligible to vote is described in it; or
- d) an eligible voter is included in it contrary to the wishes of the eligible voter.

s.67(2) The council may, by bylaw, appoint an agent to make any application to the Board of Revision that a person who is eligible to vote at the election could make.

Application procedure s.68

s.68(1) An application under section 67 must be made on or before the third Thursday in September by leaving the application for revision with the designated municipal officer.

s.68(2) The application for revision of the preliminary list of electors shall fully set out

- a) the name of the person in respect of whom the application is made;
- b) the nature of the revision that is sought;
- c) the grounds on which the application is made; and
- e) the name, residence, mailing address, and signature of the person making the application.

s.68(3) Despite subsection (1), a person may apply to the Board of Revision in person on the day of the sitting of the Board of Revision for a revision affecting their name only.

s.68(4) A person who makes an application in person at the hearing must sign the application.

s.68(5) If an application is made by a person for the adding or deleting of another person's name from the preliminary list, a notice shall be sent to that person by ordinary mail to the address shown on the preliminary list of electors, or any other record of the municipality.

Revision of the list s.69

s.69(1) The Board of Revision shall consider all applications made under section 67.

s.69(2) If on any application the Board of Revision is satisfied that the preliminary list of electors should be corrected, then the Board of Revision shall revise the preliminary list of electors accordingly.

s.69(3) If the name of a person qualified to vote is incorrectly spelled, duplicated, or improperly described in the preliminary list of electors, the Board of Revision may correct such spelling, duplication or description despite the absence of any notice or application required by this Act.

s.69(4) If a person's name is removed from or added to the preliminary list of electors, or is changed on the list, in response to the application of some other person, the designated municipal officer shall give notice to the person whose name was removed or added or changed.

s.69(5) The notice required by subsection (4) may be given by ordinary mail addressed to the address shown on the preliminary list of electors, or any other record of the municipality, for the person who is entitled to be given the notice.

Revised list of electors s.70

s.70(1) All corrections and revisions made in the preliminary list of electors by the Board of Revision shall be shown legibly on it, and the preliminary list of electors so corrected and revised shall be certified by the Board as being the revised list of electors for the municipality.

s.70(2) The revised list of electors shall be the list of qualified electors for municipal elections.

Delivery of the revised list s.71

s.71(1) The chair of the Board of Revision shall deliver a copy of the revised list of electors to the designated municipal officer and to the returning officer on or before the first Thursday of October.

s.71(2) Immediately upon the delivery of a copy of the revised list of electors under subsection (1), the designated municipal officer shall issue, by any method that is appropriate to that particular municipality, a public notice confirming their receipt of the list.





**APPOINTMENT OF ELECTION OFFICER
NOMINATION D'UN MEMBRE DU PERSONNEL ÉLECTORAL**

Name
Nom

is appointed to the position of *est nommé au poste de*

Position
Poste

for the municipality of *pour la municipalité de/d'*

Municipality
Municipalité

for the election on *en vue de l'élection du*

Date
Date

X

Returning officer
Directeur du scrutin

OATH OF ELECTION OFFICER

SERMENT DU MEMBRE DU PERSONNEL ÉLECTORAL

I

Je

Name
Nom

do solemnly promise and declare that I will faithfully, impartially, and to the best of my ability, execute the office of

promets et déclare solennellement que je remplirai fidèlement, de mon mieux et de manière impartiale les fonctions de

Position
Poste

for the municipality of *pour la municipalité de/d'*

Municipality
Municipalité

I will not communicate to any person any information obtained at an election.

Je ne communiquerai aucun renseignement obtenu pendant la tenue d'un scrutin.

X

Appointee
Personne nommée

Sworn (or affirmed) before me • Serment prêté (ou affirmation faite) devant moi

this day of at in the Yukon Territory.
ce _____ jour de/d' _____ 20____, à _____ (Yukon).

X

Notary public, returning officer or designated municipal officer
Notaire public, directeur du scrutin ou fonctionnaire municipal désigné



**SPECIAL BALLOT APPLICATION AND OATH
DEMANDE DE BULLETIN SPÉCIAL ET SERMENT AFFÉRENT**

Municipality:

Municipalité :

APPLICATION FOR REGISTRATION

DEMANDE D'INSCRIPTION

Name
Nom

I,

Je,

of

Résident au

Address
Adresse

do hereby apply for registration as an elector by reason that:

1. I am the age of eighteen (18) years or older on polling day;
2. I am a Canadian citizen;
3. I have resided in the municipality for the period of one year immediately preceding polling day.

demande que mon nom soit inscrit sur la liste électorale parce que :

1. j'aurai au moins dix-huit (18) ans le jour du scrutin;
2. j'ai la citoyenneté canadienne;
3. je réside dans la municipalité visée depuis au moins un an à la date du scrutin.

**OATH OF REGISTERED VOTER/
APPLICATION FOR SPECIAL BALLOT**

**SERMENT DE L'ÉLECTEUR INSCRIT ET DEMANDE
DE BULLETIN SPÉCIAL**

I, the undersigned, do swear (or solemnly affirm) that I am qualified as an elector and therefore eligible to vote in the election to be held on

Je, soussigné, jure (ou affirme solennellement) que j'ai qualité d'électeur et qu'il m'est par conséquent permis de voter à l'élection qui sera tenue le

Date
Date

and I am qualified to vote by special ballot because I am (mark one):

- a) housebound,
- b) unable to vote at an advance or regular poll by reason of my employment, business or profession,
- c) a student or spouse of a student in an educational institution which is outside the municipality in which I am qualified to vote,
- d) a person who might be at personal risk if I appear in person to vote, as per s.58.1 of the Act, or
- e) going to be absent from the municipality on polling days.

pour laquelle j'exercerai mon droit de vote par bulletin spécial étant donné que (cocher une seule réponse) :

- a) je suis confiné à mon lieu de résidence;
- b) je suis incapable de voter par anticipation ou lors du scrutin ordinaire pour des raisons liées à mon emploi, à mes affaires ou à ma profession;
- c) mon conjoint ou moi étudions dans un établissement d'enseignement situé à l'extérieur de la municipalité dans laquelle mon conjoint ou moi avons qualité d'électeur;
- d) je serais en danger si j'allais voter en personne, conformément à l'art. 58.1 de la Loi;
- e) je ne serai pas dans la municipalité au moment du scrutin.

X _____
Applicant • Demandeur

Sworn (or affirmed) before me • Serment prêté (ou affirmation faite) devant moi

this _____ day of _____ at _____ in the Yukon Territory.
ce _____ jour de/d' _____ 20____, à _____ (Yukon).

X _____
Returning officer, notary public or designated municipal officer
Directeur du scrutin, notaire public ou fonctionnaire municipal désigné

**Returning officer
Directeur du scrutin**

Application received on (date, y/m/d)
Demande reçue le (date, a/m/j) _____

Special ballot issued on (date, y/m/d)
Bulletin spécial délivré le (date, a/m/j) _____



PRELIMINARY LIST OF ELECTORS LISTE ÉLECTORALE PRÉLIMINAIRE

Municipality
Municipalité _____

Polling division number
N° de la section de vote _____

This preliminary list of electors prepared pursuant to the *Municipal Act* was publicly posted in the municipal office on

La présente liste électorale préliminaire, préparée conformément à la Loi sur les municipalités, a été affichée au bureau municipal le

Date
Date

Electors should examine the list to ensure that their names and relevant information are correctly shown.

Les électeurs sont invités à vérifier que leur nom et les renseignements qui les concernent figurent bien sur la liste.

Changes to this list may be made during the sitting of the Board of Revision, by filing a written application with the clerk of the municipality.

Il est possible d'apporter des changements à la présente liste aux audiences de la Commission de révision en présentant une demande écrite au secrétaire de la municipalité.

The last day for filing written applications for additions, deletions or changes to the preliminary list of electors is

Les demandes d'ajout, de suppression ou de modification de renseignements figurant sur la liste électorale préliminaire doivent être déposées au plus tard le

Date
Date

X _____

Designated municipal officer
Fonctionnaire municipal désigné



**OATH OF A MEMBER OF THE BOARD OF REVISION
SERMENT D'UN MEMBRE DE LA COMMISSION DE RÉVISION**

I

Je

Name
Nom

do swear (or solemnly affirm) that I, as a member of the Board of Revision of the municipality of

jure (ou affirme solennellement) que, en tant que membre de la Commission de révision de la municipalité de/d'

Municipality
Municipalité

will act faithfully in every respect according to the direction of the Municipal Act for the revision of the preliminary list(s) of electors.

j'agirai fidèlement en tous points, conformément à la Loi sur les municipalités, en ce qui concerne la révision des listes électorales préliminaires.

X

Member
Membre

Sworn (or affirmed) before me • Serment prêté (ou affirmation faite) devant moi

this _____ day of _____ at _____ in the Yukon Territory.
ce _____ jour de/d' _____ 20____, à _____ (Yukon).

X

Notary public, returning officer or designated municipal officer
Notaire public, directeur du scrutin ou fonctionnaire municipal désigné



BOARD OF REVISION
NOTICE OF HEARING

COMMISSION DE RÉVISION
AVIS D'AUDIENCE

Notice is hereby given that the Board of Revision of the

Par la présente, avis est donné que les membres de la Commission de révision du/de la

Municipality <i>Municipalité</i>	of	de/d'
Place <i>Localité</i>	shall meet at	se réuniront à l'adresse suivante :
Address <i>Adresse</i>	at	à
Time <i>Heure</i>	on	le
Day of week and date <i>Jour de la semaine et date</i>	for the purpose of hearing applicants requesting changes to be made in the preliminary list of electors for the election to be held on	afin de prendre connaissance des demandes de révision de la liste électorale préliminaire devant servir aux élections qui auront lieu le
Date <i>Date</i>		

Any person who is eligible to vote at an election may apply to the Board of Revision to have the preliminary list of electors revised on the ground that the name of:

- a) an eligible voter is omitted therefrom;
- b) an eligible voter is incorrectly described in it;
- c) a person who is not eligible to vote is described in it; or
- d) an eligible voter is included in it contrary to the wishes of the eligible voter.

Quiconque a droit de vote lors d'une élection peut demander à la Commission de révision de modifier la liste électorale préliminaire pour l'un des motifs suivants :

- a) un électeur admissible n'y a pas été inscrit;*
- b) un électeur admissible n'y a pas été inscrit correctement;*
- c) une personne qui n'a pas droit de vote a été inscrite sur la liste;*
- d) un électeur admissible y a été inscrit contre son gré.*

Written applications can be submitted to

Les demandes par écrit peuvent être déposées à l'endroit suivant :

Location <i>Lieu</i>	up to	au plus tard à
Time <i>Heure</i>	on	le
Date <i>Date</i>		

Those persons who have made written applications for revisions of the list of electors are not required to appear in person before the Board of Revision.

Les personnes qui déposent une demande de révision de la liste électorale ne sont pas tenues de se présenter devant la Commission de révision.

Given under my hand this _____ day of _____ at _____ in the Yukon Territory.
Donné sous mon seing ce _____ jour de/d' _____ 20____, à _____ (Yukon).

X _____
Designated municipal officer
Fonctionnaire municipal désigné



NOTICE OF APPLICATION FOR REVISION
 TO THE PRELIMINARY LIST OF ELECTORS
AVIS DE DEMANDE DE RÉVISION
 DE LA LISTE ÉLECTORALE PRÉLIMINAIRE

This application for revision of the preliminary list of electors must be filed with the municipal clerk's office no later than

La présente demande de révision de la liste électorale préliminaire doit être parvenue au bureau du/de la secrétaire de la municipalité au plus tard à

Time / *Heure*

 on / *le*
 Day of week and date / *Jour de la semaine et date*

A. I hereby apply to the Board of Revision to have / *A. Par la présente, je demande à la Commission de révision d'AJOUTER*
 Full name / *Nom et prénom(s)*

Street address (& mailing address if different) / *Adresse municipale (et adresse postale, si différente de l'adresse municipale)*
 of / *résidant au*

ADDED to the list of electors for the municipality of / *à la liste électorale de la municipalité de/d'*
 Municipality / *Municipalité*

on the grounds that this person is an eligible elector and has been omitted from the preliminary list of electors. / *parce que cette personne est un électeur/une électrice admissible et que son nom n'a pas été inscrit à la liste électorale préliminaire.*

OR / *OU*

B. I hereby apply to the Board of Revision to have / *B. Par la présente, je demande à la Commission de révision de RADIER*
 Full name / *Nom et prénom(s)*

Street address (& mailing address if different) / *Adresse municipale (et adresse postale, si différente de l'adresse municipale)*
 of / *résidant au*

DELETED from the list of electors for the municipality of / *de la liste électorale de la municipalité de/d'*
 Municipality / *Municipalité*

on the grounds that this person is not eligible to vote, OR being an eligible voter, I wish to delete my name for reasons of confidentiality, as per s.59.6 of the *Municipal Act*. / *parce que cette personne n'a pas droit de vote OU, bien qu'elle ait droit de vote, demande à être radiée pour des raisons de confidentialité en vertu de l'art. 59.6 de la Loi sur les municipalités.*

OR / *OU*

C. I hereby apply to the Board of Revision to have the following change(s) made to the list of electors: / *C. Par la présente, je demande à la Commission de révision d'apporter le(s) changement(s) suivant(s) à la liste électorale.*
 CHANGE (name) / *to (name)*
REPLACER (nom) / *par (nom)*

CHANGE (address) / *to (address)*
REPLACER (nom) / *par (adresse)*

I hereby certify that the above statements are true and correct and that I am eligible to vote at the municipal election to be held on / *Par la présente, j'atteste que les déclarations ci-dessus sont vraies et exactes et que je suis autorisé(e) à voter aux élections municipales devant avoir lieu le*

Date / _____

 Name of applicant / *Nom du demandeur/de la demandeuse*

 Street address / *Adresse municipale*

 Mailing address (if different) / *Adresse postale (si différente de l'adresse municipale)*

X _____
 Applicant / *Signature du demandeur/de la demandeuse*



REVISED LIST OF ELECTORS
CERTIFICATE OF BOARD OF REVISION

LISTE ÉLECTORALE RÉVISÉE
CERTIFICAT DE LA COMMISSION DE RÉVISION

The undersigned member(s) of the Board of Revision certify (certifies):

Je (Nous), soussigné(s), membre(s) de la Commission de révision, atteste (attestons) que :

1. that all applications requesting changes to be made in the preliminary list of electors were reviewed on

1. toutes les demandes de modification de la liste électorale préliminaire ont été étudiées le

Day of week
and date

*Jour de la semaine
et date*

2. that amendments and necessary changes in the preliminary list of electors are shown in red ink on that list;

2. les modifications et les changements nécessaires apportés à la liste électorale préliminaire sont inscrits à l'encre rouge sur cette liste;

3. that this is the revised list of electors for the

3. la présente liste constitue la liste électorale révisée pour le/la

Municipality
Municipalité

of

de

Name
Nom

Date

X _____
Chairperson • *Président*

X _____
Member • *Membre*

X _____
Member • *Membre*

Received by • Reçu par

Date

X _____
Returning officer • *Directeur du scrutin*

Received by • Reçu par

Date

X _____
Designated municipal officer • *Fonctionnaire municipal désigné*



**NOTICE OF NOMINATIONS
AVIS DE PRÉSENTATION DES CANDIDATURES**

Notice is hereby given to the electors of
the municipality of

Par la présente, avis est donné aux électeurs du/de la

Municipality
Municipalité

of

de/d'

Place
Localité

Mayor and/or
of councillors
*De maire/de
conseillers*

that nominations for the position(s) of

que les candidatures pour le(s) siège(s)

Day of week and date
*Jour de la semaine
et date*

will be received on

seront reçues le

from the hours of ten o'clock in the forenoon
to twelve o'clock noon, at

de 10 h à midi, à l'endroit ci-dessous :

Place
Lieu

Nomination papers can be obtained at the
Municipal Office during regular office hours.

*On peut se procurer des déclarations de candidature au
bureau de la municipalité, durant les heures habituelles
d'ouverture.*

Nomination papers may also be filed with
the returning officer at

*On peut également déposer les déclarations de candidature
auprès du directeur du scrutin, à l'adresse suivante :*

Address
Adresse

before the close of nominations at noon on

au plus tard à midi, le

Day of week and date
*Jour de la semaine
et date*

In the event of a poll being necessary,
Polling Day will be on

*S'il devenait nécessaire de tenir un scrutin, celui-ci aura
lieu le*

Day of week and date
*Jour de la semaine
et date*

Given under my hand this _____ day of _____ at _____ in the Yukon Territory.
Donné sous mon seing ce _____ jour de/d' _____ 20____, à _____ (Yukon).

X _____
Returning officer
Directeur du scrutin



NOMINATION PAPER
DÉCLARATION DE CANDIDATURE

Nomination paper of a person to be a candidate at an election to be held in the municipality of

Déclaration de candidature à une élection qui aura lieu dans la municipalité de/d'

Municipality
Municipalité

for the office of

pour le poste de

Office
Poste

Note that this nomination paper may only be signed by electors entitled to vote for the office mentioned within.

Veillez noter que la présente déclaration de candidature ne peut être signée que par des électeurs habiles à voter pour le poste susmentionné.

CONSENT OF NOMINEE AND DECLARATION OF QUALIFICATION

CONSENTEMENT DE LA PERSONNE MISE EN CANDIDATURE ET DÉCLARATION D'ADMISSIBILITÉ

I, the said

Je,

Name
Nom

of

du

Street address (& mailing address if different)
Adresse municipale (et adresse postale, si différente)

named in this nomination paper hereby state that on the date of nomination I:

faisant l'objet de la présente déclaration de candidature, déclare que :

- 1. will be eighteen (18) years of age or older on polling day;
2. am a Canadian citizen;
3. am eligible to vote at this election;
4. am a resident of the municipality or ward for one year prior to polling day;
5. am not otherwise disqualified; and
6. will, if elected, accept the office of

- 1. j'aurai au moins dix-huit (18) ans le jour du scrutin;
2. j'ai la citoyenneté canadienne;
3. je suis admissible au vote à ces élections;
4. je réside dans la municipalité ou le quartier depuis au moins un an le jour du scrutin;
5. je n'ai aucune raison d'être inhabile à siéger;
6. si on m'élit, j'accepterai le poste de

Office
Poste

for the municipality of

de la municipalité de/d'

Municipality
Municipalité

Signed in the presence of • Signé en présence de

X
Returning officer, notary public or designated municipal officer
Directeur du scrutin, notaire public ou fonctionnaire municipal désigné

X
Nominee
Candidat

We, the undersigned electors, whose signatures appear opposite our names, and who are entitled to vote for the office mentioned herein, hereby nominate the aforesaid person to be a candidate for that office at the elections to be held in this municipality.

Nous soussignés, électeurs dont les signatures figurent à droite de nos noms et étant habiles à voter pour le poste précité, proposons la candidature de la personne susmentionnée pour ce poste lors de l'élection qui aura lieu dans la municipalité.

Table with 2 columns: Names of electors within municipality / Noms des électeurs de la municipalité and Signatures of nominators / Signatures des personnes qui présentent la candidature. Rows numbered 1 to 10.

Note that the Statement of Disclosure on the reverse of this form must be completed.
Prenez note que la déclaration se trouvant au dos du présent formulaire doit être remplie.

Municipality
Municipalité

Place
Localité

Public notice is hereby given to the electors of the municipality named above that a poll has become necessary at the election now pending, and that I have ordered such poll; and further that the persons duly nominated as candidates for whom only votes will be received at the said election for the offices named below, are:

Par la présente, avis est donné aux électeurs de la municipalité susmentionnée que j'ai ordonné l'organisation d'un scrutin aux prochaines élections. De plus, avis est également donné que les personnes dûment nommées comme candidates, les seules pour lesquelles il sera possible de voter auxdites élections, pour les sièges indiqués ci-dessous, sont les suivantes :

Offices • Sièges	Surname, first name(s) • Nom, prénom usuel et autres prénoms
Mayor Maire	
Councillors Conseillers	

Such poll will be open as follows, and every person is hereby required to take notice and govern themselves accordingly.

Les heures d'ouverture des bureaux de scrutin seront indiquées ci-après. Veuillez prendre note des renseignements suivants, et vous y conformer.

Advance poll

Scrutin par anticipation

Day/month/year
Jour/mois/année

The advance poll shall be open between the hours of

Les bureaux de scrutin par anticipation seront ouverts de

Time
Heure

and • à

at

à

Location
Lieu

Regular poll

Scrutin général

Day/month/year
Jour/mois/année

The regular poll shall be open between the hours of

Les bureaux de scrutin général seront ouverts de

Time
Heure

and • à

at

à

Location
Lieu

Given under my hand this _____ day of _____ at _____ in the Yukon Territory.
Donné sous mon seing ce _____ jour de/d' _____ 20____, à _____ (Yukon).

X _____
Returning officer
Directeur du scrutin



**ADVANCE POLL OATH
 DÉCLARATION SOUS SERMENT POUR
 LE SCRUTIN PAR ANTICIPATION**

I

Je

Name
Nom

do swear (or solemnly affirm) that:

jure (ou affirme solennellement) que :

1. I am qualified as an elector of the

1. j'ai qualité d'électeur dans le/la

Municipality
Municipalité

of

de/d'

Name
Nom

and am entitled to vote at the election
to be held on

et que j'ai le droit de voter à l'élection qui aura lieu le

Date of election
Date du scrutin

and

et

2. a) I expect to be absent from the

2. a) je prévois m'absenter du/de la

Municipality
Municipalité

of

de/d'

Name
Nom

on the day of the election and will not
be able to vote on polling day; or

et serai incapable de voter le jour du scrutin; ou

b) I am unable to vote on polling day by
matters of conscience; or

b) je serai incapable de voter le jour du scrutin parce
que ma conscience me l'interdit; ou

c) I am unable to vote on polling day by
circumstances beyond my control; or

c) je serai incapable de voter le jour du scrutin en raison
de circonstances indépendantes de ma volonté; ou

d) I am unable to vote on polling day by
reason of physical disability; or

d) je serai incapable de voter le jour du scrutin parce
que je souffre d'une incapacité physique; ou

e) I am unable to vote on polling day by
reason that I am an election official or
a candidate or a worker for a candidate.

e) je serai incapable de voter le jour du scrutin parce
que je fais partie du personnel électoral, présente ma
candidature ou travaille pour une personne qui
présente sa candidature.

X

Applicant

Demandeur

Sworn (or affirmed) before me • Serment prêté (ou affirmation faite) devant moi

this day of _____ at _____ in the Yukon Territory.
ce _____ jour de/d' _____ 20 _____ à _____ (Yukon).

X

Returning officer or deputy returning officer

Directeur du scrutin ou scrutateur



Municipality • *Municipalité* _____

Place • *Lieu du scrutin* _____

Polling division • *Section de vote* _____ Date _____

POLL BOOK
REGISTRE DU SCRUTIN

Number <i>Numéro</i>	Name of voter <i>Nom de l'électeur</i>	Electors list number <i>N° sur la liste</i>	Sworn/affirmed as elector <i>Assermenté/déclaré comme ayant qualité d'électeur</i>	Voted for • <i>Type de scrutin</i>			Remarks <i>Observations</i>
				Councillor <i>Conseiller</i>	Mayor <i>Maire</i>	Submission <i>Consultation populaire</i>	

I		Je	
Name <i>Nom</i>			
	of		du
Address <i>Adresse</i>			
do swear (or solemnly affirm) that:		<i>jure (ou affirme solennellement) que :</i>	
1. I am the printer for the pending election in the municipality of		1. <i>je suis l'imprimeur pour l'élection en cours dans le/la</i>	
Municipality <i>Municipalité</i>			
	of		de/d'
Name <i>Nom</i>			
2. the number of ballot papers printed and delivered to the returning officer for:		2. <i>le nombre de bulletins de vote imprimés et livrés au directeur du scrutin pour :</i>	
	a) the election of mayor was		a) <i>l'élection du maire était de</i>
Number <i>Nombre</i>			
	b) the election of members of council was		b) <i>l'élection des membres du conseil municipal était de</i>
Number <i>Nombre</i>			
	c) the submission was		c) <i>la consultation populaire était de</i>
Number <i>Nombre</i>			
and that no other ballot papers have been supplied to any other person; and		<i>et qu'aucun autre bulletin de vote n'a été fourni à qui que ce soit;</i>	
3. the ballot papers printed and delivered to the returning officer were in the form required by the <i>Municipal Act</i> .		3. <i>les bulletins de vote imprimés et livrés au directeur du scrutin répondaient aux exigences prescrites dans la Loi sur les municipalités.</i>	

X _____
Printing company representative
Représentant de l'imprimeur

Sworn (or affirmed) before me • Serment prêté (ou affirmation faite) devant moi

this day of at in the Yukon Territory.
ce jour de/d' 20 , à (Yukon).

X _____
Notary public, returning officer or designated municipal officer
Notaire public, directeur du scrutin ou fonctionnaire municipal désigné



**OATH OF A CHALLENGED ELECTOR
SERMENT D'UNE PERSONNE DONT LA QUALITÉ
D'ÉLECTEUR EST MISE EN DOUTE**

I

Je

Name
Nom

of

du

Address
Adresse

do swear (or solemnly affirm) :

1. that I have resided in the municipality and in the ward, if any, for the period of one year immediately before the date of the poll;
2. that I have not voted before in this election at this or any other polling station;
3. that I have attained the age of 18 years;
4. that I am a Canadian citizen;
5. that I have directly or indirectly received no reward or gift, and do not expect to receive anything for the vote for which I now apply; and
6. (where a list of electors is being used) that I am the person referred to as

jure (ou affirme solennellement) que :

1. je réside dans la municipalité et le quartier, le cas échéant, depuis au moins un an à la date du scrutin;
2. je n'ai pas déjà voté à cette élection dans ce bureau de scrutin ou dans un autre bureau de scrutin;
3. j'ai atteint l'âge de 18 ans;
4. j'ai la citoyenneté canadienne;
5. je n'ai reçu, directement ou indirectement, aucun cadeau ou récompense, et je ne m'attends pas à recevoir quoi que ce soit en échange du vote faisant l'objet de la présente demande;
6. (lorsqu'on utilise une liste électorale) je suis la personne désignée sous le nom de

Name
Nom

in the list of electors being used in this election.

So help me God. (Delete in case of affirmation.)

sur la liste électorale utilisée pour le scrutin en cours.

Ainsi Dieu me soit en aide. (Omettre dans le cas d'une affirmation solennelle.)

X

Elector
Électeur

Sworn (or affirmed) before me • Serment prêté (ou affirmation faite) devant moi

this day of _____ at _____ in the Yukon Territory.
ce jour de/d' _____ 20____, à _____ (Yukon).

X

Returning officer or deputy returning officer
Directeur du scrutin ou scrutateur



APPLICATION FOR REGISTRATION
DEMANDE D'INSCRIPTION

Municipality
Municipalité

Polling division
number or ward
Numéro de section
de vote ou quartier

I

Je

Name
Nom

of

du

Address
Adresse

do hereby apply for registration as an elector by reason that:

1. I am the age of eighteen (18) years or older on polling day;
2. I am a Canadian citizen;
3. I have resided in the municipality for the period of one year immediately preceding polling day.

fait par la présente une demande d'inscription sur la liste électorale pour les raisons suivantes :

1. j'aurai au moins dix-huit (18) ans le jour du scrutin;
2. j'ai la citoyenneté canadienne;
3. je réside dans la municipalité depuis au moins un an à la date du scrutin.

OATH OF REGISTERED VOTER

SERMENT DE L'ÉLECTEUR INSCRIT

I, the undersigned, do swear (or solemnly affirm) that I am qualified as an elector and therefore entitled to vote in the election in the above-named municipality.

Je, soussigné, jure (ou affirme solennellement) que j'ai qualité d'électeur et que, par conséquent, j'ai le droit de voter à l'élection qui aura lieu dans la municipalité susmentionnée.

X

Applicant
Demandeur

Sworn (or affirmed) before me • Serment prêté (ou affirmation faite) devant moi

this _____ day of _____ at _____ in the Yukon Territory.
ce _____ jour de/d' _____ 20____, à _____ (Yukon).

X

Returning officer or deputy returning officer
Directeur du scrutin ou scrutateur



OATH OF WITNESS SERMENT DE TÉMOIN

The *Municipal Act* provides that an elector who is unable to mark their ballot is entitled to have a person of their choice witness the marking of their ballot. A person may act as a witness only once at the same election and only after they have taken the following oath.

La Loi sur les municipalités prévoit que l'électeur qui est incapable de marquer son bulletin de vote a droit à ce qu'une autre personne soit témoin de la marque qui est apposée sur son bulletin. Une personne ne peut agir à titre de témoin qu'une fois lors d'une élection et à la condition d'avoir prêté le serment ou fait l'affirmation ci dessous.

I

Je

Name
Nom

do swear (or solemnly affirm):

jure (ou affirme solennellement) :

- a) that I will keep secret the name of the candidate or candidates for whom I as witness see the ballot papers of the voter marked; and
- b) that I have not at this election acted as witness for another elector to observe the marking of a ballot paper.

- a) que je ne révélerai à personne le(s) nom(s) du(des) candidat(s) choisi(s) à titre de témoin de la marque apposée sur le bulletin de vote de l'électeur;
- b) je n'ai pas, lors de ces élections, agi à titre de témoin de la marque apposée sur le bulletin de vote d'un autre électeur.

X _____

Witness
Témoin

Sworn (or affirmed) before me • Serment prêté (ou affirmation faite) devant moi

this _____ day of _____ at _____ in the Yukon Territory.
ce _____ jour de/d' _____ 20_____, à _____ (Yukon).

X _____

Returning officer or deputy returning officer
Directeur du scrutin ou scrutateur



**AUTHORIZATION OF AGENT
AUTORISATION D'UN REPRÉSENTANT**

Candidate:

Candidat :

Name
Nom

Agent:

Représentant :

Name
Nom

The above-named person is hereby authorized by the *Municipal Act* to be present as my agent at a polling station during the time appointed for polling and/or at the counting of the votes at the election on

Conformément à la Loi sur les municipalités, la personne susmentionnée est autorisée par la présente à me représenter à un bureau de scrutin pendant le vote et le dépouillement des votes à l'élection du

Day of week
and date
*Jour de la semaine
et date*

X

Candidate
Candidat

OATH OF AGENT OF CANDIDATE

SERMENT DU REPRÉSENTANT

I, the undersigned agent of the candidate named above, do swear (or solemnly affirm) that I will conduct myself according to law, and that I will keep secret the results of any poll until such time as the results of that poll have been officially reported.

Je soussigné, représentant du candidat susmentionné, jure (ou affirme solennellement) que je respecterai la loi et que je ne révélerai à personne les résultats de tout scrutin jusqu'à ce que les résultats dudit scrutin aient été divulgués officiellement.

X

Candidate's agent
Représentant du candidat

Sworn (or affirmed) before me • Serment prêté (ou affirmation faite) devant moi

this day of _____ at _____ in the Yukon Territory.
ce _____ jour de/d' _____ 20____, à _____ (Yukon).

X

Returning officer or deputy returning officer
Directeur du scrutin ou scrutateur



Date _____

TALLY SHEET FEUILLE DE COMPTAGE

Candidate Candidat	Candidate Candidat	Candidate Candidat	Candidate Candidat	Candidate Candidat	Candidate Candidat	Candidate Candidat	Candidate Candidat	Candidate Candidat	Candidate Candidat	Candidate Candidat	Candidate Candidat	
5						5						5
10						10						10
15						15						15
20						20						20
25						25						25
30						30						30
35						35						35
40						40						40
45						45						45
50						50						50
55						55						55
60						60						60
65						65						65
70						70						70
75						75						75
80						80						80
85						85						85
90						90						90
95						95						95
100						100						100
105						105						105
110						110						110
115						115						115



BALLOT ACCOUNT
 TO BE PREPARED IN DUPLICATE AT EACH POLLING STATION
PROCÈS-VERBAL DU SCRUTIN
 À PRÉPARER EN DOUBLE POUR CHAQUE BUREAU DE SCRUTIN

Municipality
Municipalité _____

Number of ballot papers received
Nombre de bulletins de vote reçus _____

Candidate's name • <i>Nom du candidat</i>	Number • <i>Nombre de votes</i>

Ballots counted as valid • <i>Bulletins valides</i>	
Ballots counted as valid to which objection has been made <i>Bulletins valides faisant l'objet d'une opposition</i> (_____)	
Ballots rejected • <i>Bulletins rejetés</i>	
Ballot papers unused or spoiled • <i>Bulletins inutilisés ou détériorés</i>	
TOTAL	

Given under my hand this _____ day of _____ at _____ in the Yukon Territory.
Donné sous mon seing ce _____ jour de/d' _____ 20____, à _____ (Yukon).

X _____
 Returning officer or deputy returning officer
Directeur du scrutin ou scrutateur



OATH OF OFFICE
MAYOR AND COUNCILLORS
SERMENT PROFESSIONNEL
MAIRE ET CONSEILLERS MUNICIPAUX

Mayor-elect or
councillor-elect
*Maire élu ou conseiller
municipal élu*

I,

Je,

for the municipality of

de la municipalité de

Municipality
Municipalité

do swear / or affirm

jure ou affirme solennellement

1. THAT I am a Canadian citizen;
2. THAT I am not in anyway disqualified from holding the office of

1. *être citoyen canadien;*
2. *n'être en rien inhabile à occuper le poste de*

Mayor or councillor
*Maire ou conseiller
municipal*

3. THAT I have not, nor will I have while holding office, any interest, directly or indirectly, in any contract or services connected with the said municipality, except such as I may lawfully have under the provisions of the *Municipal Act*;
4. THAT I have not, by myself or any other person, knowingly employed any bribery, corruption or intimidation to gain my election;
5. THAT I will not, without due authority in that behalf, disclose or make known any matter that comes to my knowledge by reason of my office; and
6. THAT I will faithfully perform the duties of my office, and will not allow any private interest to influence my conduct in public matters.

3. *ne pas avoir et ne pas chercher à avoir d'intérêt direct ou indirect dans les contrats ou les services avec la municipalité, sauf dans la mesure où les dispositions de la Loi sur les municipalités l'autorisent;*
4. *ne pas avoir directement ou indirectement touché de pot-de-vin, ni recouru à la corruption ou à l'intimidation en vue d'être élu à ce poste;*
5. *ne pas divulguer ni révéler l'information privilégiée que je pourrais acquérir en raison de mon poste sans en avoir obtenu l'autorisation adéquate au préalable;*
6. *remplir sincèrement mes fonctions et ne permettre à aucun intérêt privé d'influer sur ma conduite en ce qui a trait aux questions d'intérêt public.*

So help me God.

Ainsi Dieu me soit en aide.

X

Signature

Sworn (or affirmed) before me • Serment prêté (ou affirmation faite) devant moi

this day of _____ at _____ in the Yukon Territory.
ce jour de/d' _____ 20____, à _____ (Yukon).

X

Supreme court judge, territorial court judge, justice of the peace, notary public, or designated municipal officer
Juge de la Cour suprême, juge de la Cour territoriale, juge de paix, notaire public ou fonctionnaire municipal désigné



OATH OF ALLEGIANCE SERMENT D'ALLÉGEANCE

I,

Je,

Name
Nom

do swear / or affirm that I will be faithful and bear true allegiance to Her Majesty Queen Elizabeth the Second, her heirs and successors according to law.

So help me God.

jure ou affirme solennellement *fidélité et sincère allégeance à Sa Majesté la Reine Élisabeth Deux, à ses héritiers et successeurs, suivant la loi.*

Ainsi Dieu me soit en aide.

X _____

Signature

Sworn (or affirmed) before me • Serment prêté (ou affirmation faite) devant moi

this day of at in the Yukon Territory.
ce jour de/d' 20____, à (Yukon).

X _____

Supreme court judge, territorial court judge, justice of the peace, notary public, or designated municipal officer
Juge de la Cour suprême, juge de la Cour territoriale, juge de paix, notaire public ou fonctionnaire municipal désigné