

# Handbook for Municipalities Holding ***All-Day-Poll Elections***

Alberton, Georgetown, Kensington,  
Montague and Souris  
(Borden-Carleton & Tignish)

## MUNICIPAL ELECTIONS 2 NOVEMBER 2009

Prepared By:  
Elections P. E. I.  
94 Great George Street  
P. O. Box 774  
Charlottetown, PE C1A 7L3  
Tel: (902) 368-5895 PEI Toll Free: 1-888-234-8683  
Fax.: (902) 368-6500  
[www.electionspei.ca](http://www.electionspei.ca)



## TABLE OF CONTENTS

Portion 1:	Sample Election Calendar
Portion 2:	Preparation of Voters List
Portion 3:	Sample Enumeration Form
Portion 4:	Sample Town Advertisement for Notice of Election
Portion 5:	Sample Newspaper Ad
Portion 6:	Notes to Candidates
Portion 7:	Preparation of Ballots and Additional Information
Portion 8:	Sample Ballot Form
Portion 9:	Voting Instructions
Portion 10:	Election Day Procedure
Portion 11:	Portions of the <i>Municipalities Act</i> Pertaining to Town (All-Day-Poll) Elections
Portion 12:	Municipal Forms (Form 1 to 13)

### **NOTE TO THE READER**

In interpreting the Acts or Regulations, reference should be made to the official texts prepared by the Legislative Counsel Office for the Province of Prince Edward Island.

## Portion 2

### Preparation of Voters List

Schedule 2 (23) of the *Municipalities Act* states that the town administrator shall, not less than twenty-one days before an election prepare a preliminary List of Electors, which shall contain the names of all electors in the town and shall, not less than twenty-one days before an election, post the list in public places in the town where it shall be available for inspection.

It is recommended that the towns and communities (those that opt for the All-Day Poll) undertake a door-to-door enumeration count to ensure that all eligible electors are registered.

A sample enumeration form is attached (See Portion 3). The main points of information are:

- a) Names of all residents 18 years of age and over;
- b) Confirmation that they are Canadian citizens;
- c) Confirmation that they have been residents within the community for a period of six months preceding the date of the election, i.e., must be a resident prior to 2 May 2009.  
(Refer to Section 47 (1) of the *Municipalities Act*.)

Municipalities may want to obtain additional community information on various programs and services and can modify their enumeration form to meet their requirements, i.e., number of children in the community, number of dogs in community, etc.

For ease of reference, the List of Electors should be compiled in either alphabetical listing and/or by street number listing.

The List of Electors should be available for residents to review at least three weeks prior to the election.

**Portion 3**

**SAMPLE ENUMERATION FORM**

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone Number: \_\_\_\_\_

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

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

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

**Portion 4**

**SAMPLE Town Advertisement**

**Notice of Election**

**TOWN OF SOURIS MUNICIPAL ELECTION**

**Call for Nominations**

Residents of the Town of Souris are hereby given notice that a municipal election will be held on Monday, 2 November 2009.

**Procedures for Nominations:**

- Nomination papers may be obtained from the undersigned at the Town Office  
75 Main Street, Souris, P.E.I. C0A 2B0
- Every candidate for council must be nominated by two (2) electors.
- Nomination papers must be delivered to the undersigned before 4:00 p.m. on the Monday preceding by two weeks the first Monday of November (19 October 2009).
- \$10 fee payable to the town administrator at the time of the nomination which is refundable to any candidate who receives one-half or more of the votes cast for the candidate elected.

**Qualifications for Councillors:**

1. Not less than 18 years of age;
2. A Canadian citizen;
3. A resident of the town for a period of one year preceding the date of nominations.

**Qualifications for Electors:**

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

**Electors List:**

A preliminary list of electors will be posted at the following locations on or before 12 October 2009.

\_\_\_\_\_  
\_\_\_\_\_  
Town Office, Souris

If you are qualified to vote, but not named on the list of electors, please contact the undersigned. Also, below are details regarding polling dates and locations.

**Advance Poll:** (Hours 9:00 a.m. to 7:00 p.m.) **Poll Location:**  
Saturday, 24 October 2009 \_\_\_\_\_

**Election Day:** (Hours 9:00 a.m. to 7:00 p.m.) **Poll Location:**  
Monday, 2 November 2009 \_\_\_\_\_

In the event that only one candidate is nominated for each vacancy, those nominated will be declared elected by acclamation and a poll will not be held.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 2009 \_\_\_\_\_, Administrator.

## Portion 6

### Notes to Candidates

1. Nomination of candidates must be on Form 2.
2. Nomination papers must be signed by two (2) qualified electors nominating the candidate.
3. Nomination papers must be delivered to the Administrator by Monday, 19 October 2009, not later than 4:00 p.m.
4. The fee payable for town elections at the time of nomination is **\$10.00** which is refundable to any candidate who receives one-half or more of the votes cast for the elected candidate.
5. The qualifications for nomination and for holding office as mayor, chairman or councillor of a municipality are that the nominee is:
  - a) not less than 18 years of age;
  - b) a Canadian citizen; and
  - c) resident for a period of one year preceding the date of the nomination.

(Refer to section 15 (4) of the *Municipalities Act*.)

## Portion 7

### Preparation of Ballots and Additional Information

Administrators shall ensure that the ballots are prepared as soon as possible following the confirmation of candidates after 4:00 p.m. on Nomination Day.

A number of municipalities have their ballots printed at a printing business, however, the municipality can prepare its own ballots and photostat the required number. The important point is that they are properly prepared before advance polling day. Note in Schedule 2, section (20) states that the poll shall be opened at 9:00 a.m. and shall be kept open until 7:00 p.m. of the same day and the voting shall be by **ballot showing the names of the candidates for each office.**

## Portion 8

### Sample Ballot Form

**DOORS, David J.**  
Councillor

**FARMER, Rita M.**  
Councillor

**MURRAY, Roland Michael**  
Councillor

Please refer to Schedule 2, sections (27) through (52) for the conducting of the poll.

## Portion 9

### Voting Instructions:

Returning Officers and poll clerks should inform voters to:

- 1) Use the pencil provided.
- 2) Clearly mark the ballot with an “X” opposite candidate's name
- 3) Instructions may be expressed as follows:  
For the **mayor** candidates:  
Mark one **X** with the black lead pencil on the ballot after the name of the candidate for whom you intend to vote.  
  
For the **councillor** candidates:  
Mark an **X** with the black lead pencil on the ballot after the name(s) for up to **six** candidates for whom you intend to vote.
- 4) Refold the ballot so that the Returning Officer’s initials can be seen without opening the ballot.
- 5) Vote without delay and leave the polling station as soon as his/her ballot paper has been put in the ballot box.

These same voting instructions should also be posted within the polling booth.

## Portion 10

### Election Day Procedure:

The Returning Officer is the person responsible for conducting the election. He or she must ensure that polling station(s) are set up, staffed and ready for voting by 9:00 a.m. All election personnel should be at the poll at least one half hour before the poll opens and remain on duty throughout the day.

**Polling stations are open from 9:00 a.m. to 7:00 p.m.**

The Returning Officer closes the polls at 7:00 p.m. The Returning Officer opens the ballot box and counts the ballots according to the procedures outlined in the *Municipalities Act*. The Returning Officer lists on the back of the warrant who the successful candidates are for the positions of Mayor and Councillors. The Returning Officer then places all ballots, including unused and spoiled ballots back into the ballot box. The ballot box is then sealed and initialed by the Returning Officer and placed in a secure place (community vault) for safekeeping for seven (7) days. If, after 7 days, no recounts have been requested, the Administrator will destroy the ballots. The detailed procedure is included in Schedule 2, section (15) to (59) or Portion 11 within this booklet.

## Portion 11

### Town (All-Day-Poll) Elections:

Alberton, Georgetown, Kensington, Montague, Souris  
(Also Borden-Carleton and Tignish)

#### SCHEDULE 2 (*Municipalities Act*)

- |  |  |
|--|--|
| <b>Election every three years</b>        | (1) Every third year town elections shall be held on the first Monday of November to elect a mayor and council.  |
| <b>Wards</b>                             | (2) Where a town is divided into wards, town elections shall be conducted by a deputy returning officer and a poll clerk for each ward; and where the wards or any of them are divided into polling divisions, by a deputy returning officer and a poll clerk for each polling division.   |
| <b>Polling Divisions</b>                 | (3) Where a town is not divided into wards, town elections shall be conducted by the returning officer and a poll clerk for the town; but if there are two or more polling divisions, each polling division shall be presided over by a deputy returning officer and a poll clerk.   |
| <b>Idem</b>                              | (4) The council may establish two or more polling divisions in any town or in any ward thereof.  |
| <b>Appointment of election officials</b> | (5) The returning officer, deputy returning officers and poll clerks shall be appointed by the council.  |
| <b>Notice of nomination</b>              | (6) Notice of the time and place fixed for nominating candidates, and of the time and place or places of holding the poll, if a poll is granted, shall be advertised in the prescribed form by the town administrator in two consecutive issues of a newspaper having general circulation in the area not less than seven days prior to the nomination day.  |
| <b>Nomination</b>                        | (7) Every candidate for the office of mayor shall be nominated in writing by two electors of the town, and every candidate for the office of councillor shall be nominated in writing by two electors in the ward for which he is a candidate if the town is divided into wards, and by two electors in the town if the town is not so divided; the consent of each candidate shall be endorsed thereon and thereto annexed. |
| <b>Form</b>                              | (8) The nomination papers shall be in the form prescribed by regulation.   |
| <b>Nomination fee</b>                    | (9) The fee payable to the town administrator at the time of nomination is \$10 which is refundable to any candidate who receives one-half or more of the votes cast for the candidate elected.  |

<b>Delivery of nomination papers</b>	10) The nomination papers shall be delivered to the town administrator before 4:00 p.m. on the Monday preceding by two weeks the first Monday of November.
<b>Death of candidate</b>	(11) If a candidate for the office of mayor or councillor dies after the expiration of the time for nominating candidates and before the closing of the poll, or if elected, dies before taking the oath of office, the council and administrator shall proceed under this Act as if a vacancy had occurred in the office of mayor or councillor.
<b>Insufficient candidates</b>	(12) Where there are insufficient nominations to fill all of the council positions, those candidates nominated shall be declared elected by acclamation by the town administrator without a poll being taken, at the hour of twelve o'clock noon on the first Monday of November, in the office of the town administrator.
<b>Second nomination day</b>	(13) If not a sufficient number of nominations are filed to fill all of the council seats, the town administrator shall fix a second nomination day within fourteen days of the date on which the election would have been held, and if sufficient nominations are filed on the second nomination day, a deferred election shall be held within fourteen days.
<b>Appointment on failure of nominations</b>	(14) Those nominated to fill the remaining vacancies on the second nomination day shall be declared elected by acclamation by the town administrator at four o'clock in the afternoon on that day and where vacancies continue to exist, the Minister shall appoint persons to fill the remaining vacancies.
<b>Warrant to hold poll</b>	(15) Where an election is to be held, the town administrator shall on the day following nomination day, issue a warrant in the form prescribed by regulation under his hand and the corporate seal of the town, directed to the returning officer directing him to hold a poll, and the returning officer on the day named in the warrant shall open a poll or polls at the time and place therein directed.
<b>Advance poll</b>	(16) In order to permit electors that will be out of the town on the date of the election to vote, the returning officer shall conduct an advance poll on the Saturday eight clear days preceding the election date.
<b>Conduct</b>	(17) The advance poll will be advertised in accordance with subsection (6), and shall be conducted in the same manner as the election day poll.
<b>Declaration</b>	(18) Repealed by 1990,c.36, s.9.
<b>Ballot box</b>	(19) The returning officer shall, at the close of an advance poll, seal the ballot box and retain it in his possession until the ballots are opened on polling day.
<b>Poll Hours</b>	(20) At all elections under this Act, the poll shall be opened at 9:00 a.m. and shall be kept open until 7:00 p.m. of the same day, and the voting shall be by ballot showing the names of the candidates for each office.

<b>Oath of office</b>	(21) The returning officer and each deputy returning officer before taking office shall take the oath of office in the form prescribed by regulation.
<b>Idem</b>	(22) Every poll clerk before acting as such shall take the oath in the form prescribed by regulation before the returning officer.
<b>Preliminary list of electors</b>	(23) The town administrator shall, not less than twenty-one days before an election prepare a preliminary list of electors, which shall contain the names of all electors in the town and shall, not less than twenty-one days before an election, post the list in public places in the town where it shall be available for inspection.
<b>Names added to list</b>	(24) Any person who is not on the list of electors may have his name added at any time by declaring in the form prescribed by regulation that he is a qualified elector of the town.
<b>Wards</b>	(25) In any town having more than one ward, an elector shall only vote in the ward in which he is resident.
<b>Oath of elector</b>	(26) Every elector before voting, if so required by any candidate or agent, shall take the oath in the form prescribed by regulation which shall be administered by the returning officer, and any voter refusing to take the oath shall not be permitted to vote.
<b>Election materials</b>	(27) The town administrator shall before the poll is opened furnish the returning officer with <ul style="list-style-type: none"> <li>(a) the list of electors;</li> <li>(b) a sufficient number of ballot papers to supply the electors named in the list, and pencils to mark the ballots, and envelopes to be used with the ballots;</li> <li>(c) a ballot box to receive the ballot papers; and</li> <li>(d) at least three copies of printed directions for the guidance of electors which the returning officer shall, before or at the opening of the poll on the day of polling, cause to be posted up in the compartments of the polling station.</li> </ul>
<b>References to returning officer include deputy</b>	(28) In case of any town having more than one ward or more than one polling division, all the provisions of this Act relating to polls apply to every poll therein, and where necessary the words "returning officer" shall be read as "deputy returning officer".
<b>Persons permitted in poll</b>	(29) The returning officer, the poll clerk, the candidates and their agents, not exceeding two for each candidate, and no others shall be permitted during the election to remain in the room where the votes are given.
<b>Agent's oath</b>	(30) Every person representing himself to be the agent of any candidate shall before acting as such produce his appointment in writing under the hand of the candidate, and shall deliver it to the returning officer, and shall take an oath in the form prescribed by regulation.

<b>Opening the poll</b>	(31) At the hour fixed for opening the poll, the returning officer and the poll clerk shall in the presence of the candidates, their agents or electors as shall be present, open the ballot box, and ascertain that there are no ballot or other papers in it, after which the box shall be locked.
<b>Voting procedure</b>	(32) Each elector being introduced one at a time into the room where the poll is held shall declare his name, which shall be entered in the poll book to be kept by the poll clerk for that purpose, and if it is found on the list of electors, he shall receive from the returning officer a ballot paper on the back of which the returning officer has previously put his initials so placed that when the ballot paper is folded they can be seen without opening it.
<b>Instructions</b>	(33) The returning officer shall instruct the elector how to mark and how to fold his ballot.
<b>Marking the ballot</b>	(34) The elector on receiving the ballot shall proceed forthwith into a compartment of the polling station, and there mark his ballot, making an "X" with a black lead pencil on the ballot paper within the division, or if there is more than one to be elected, within the divisions containing the name, or names of the candidate or candidates for whom he intends to vote, and shall then fold the ballot paper so that the initials on the back can be seen and hand it to the returning officer, who shall without opening it, being satisfied that his initials are on it, in the presence of the elector put it in the ballot box.
<b>Idem</b>	(35) Any elector may vote for one or more of the candidates nominated without voting for all of the candidates nominated.
<b>Delay</b>	(36) Every elector shall vote without delay and leave the polling station as soon as his ballot paper has been put in the ballot box.
<b>Removal of ballot paper</b>	(37) No elector shall be allowed to take his ballot paper out of the polling station or show the same after he has marked it.
<b>Incapacitated elector</b>	(38) The returning officer, on the application of any elector who is unable to read or is incapacitated from any physical cause from voting, shall assist the elector in marking his ballot paper in the manner directed by the elector in the presence of the agent or agents of any candidate and of no other person, and by placing the paper in the ballot box, and the returning officer shall require the elector making the application, before voting, to make oath of his incapacity to vote without such assistance in the form prescribed by regulation.
<b>Impersonated elector</b>	(39) If a person representing himself to be a particular elector named on the list of electors applies for a ballot paper after another person has voted as that elector, the applicant, after taking the oath in the form prescribed by regulation and otherwise establishing his identity to the satisfaction of the returning officer, is entitled to receive a ballot and to vote.
<b>Idem</b>	(40) The name of the elector shall be entered on the list of electors and a note made of his having voted on a second ballot paper issued under the same name.

<b>Poll Book</b>	(41) The clerk shall enter in the poll book, opposite the name of each elector voting, the word "voted", as soon as his ballot paper has been deposited in the ballot box and he shall also enter in the same book, "sworn" (or affirmed), opposite the name of each elector, to whom the oath (or affirmation) has been administered, and the words, "refused to swear" or "refused to affirm" opposite the name of each elector who has refused to take the oath or to affirm.
<b>Defaced ballot paper</b>	(42) An elector who has inadvertently dealt with the ballot paper given him so that it cannot be conveniently used, may on delivering it to the returning officer obtain another ballot paper in the place of the one delivered up.
<b>Counting the ballots</b>	(43) Immediately after the close of the poll the returning officer, in the presence of the candidates or agents if they desire to be present shall open the ballot box and proceed to count the number of votes given for each candidate and in doing so he shall reject <ul style="list-style-type: none"> <li>(a) all ballot papers that were not supplied by him and do not have his initials on the back;</li> <li>(b) all those by which votes have been given for more candidates than are to be elected; and</li> <li>(c) all those upon which there is any writing or mark or which have been torn, defaced or otherwise dealt with by the elector by which he could be identified.</li> </ul>
<b>Procedure after count</b>	(44) The ballot papers having been counted and a list kept of the number of votes given to each candidate, and of the number of rejected ballot papers, all the ballot papers indicating the votes given for each candidate shall be put into one envelope or parcel, and those rejected and those spoiled and those unused shall be put into different envelopes or parcels, and those envelopes or parcels being endorsed so as to indicate the contents, shall, together with the list of the number of votes given to each candidate, be put back into the box.
<b>Objections</b>	(45) The returning officer shall take a note of and decide all objections to any ballot papers found in the ballot box, and such decision shall be final subject to the provisions for a recount.
<b>Oaths</b>	(46) The returning officer and the poll clerk shall respectively take the oaths in the form prescribed by regulation and annex the same to his return of the result of the election.
<b>Certificate of election result</b>	(47) The returning officer shall on request deliver to each of the candidates, their agents and in their absence, to the electors present representing the candidates, a certificate of the number of votes given for each candidate and the number of rejected ballots.
<b>Resolution of tied Vote</b>	(48) Where, upon the counting of the votes, 2 or more candidates for an office have an equal number of votes and both or all of those candidates cannot be elected, the returning officer shall immediately <ul style="list-style-type: none"> <li>(a) write the names of those candidates on separate, identical sheets of paper;</li> </ul>

- (b) fold the sheets of paper in an identical manner so that the names are concealed;
- (c) deposit them in a receptacle and withdraw the number of the sheets necessary to elect the candidates required to be elected and
- (d) declare the candidate whose name appears on the sheet withdrawn, to be elected.

**Return of election** (49) The returning officer shall as soon as possible after the count transmit his return in the form prescribed by regulation to the town administrator endorsed on the warrant under which the election was held, that the candidate having the greatest number of votes for the office of mayor has been duly elected, and that the candidate or candidates having the greatest number of votes for the office of councillor has or have been elected, which return is conclusive evidence of the due election of the person or persons therein returned elected, and the regularity and happening of every prerequisite necessary to the holding of that election.

**Transmission of election materials** (50) The returning officer shall also transmit to the town administrator with his return ballot papers in separate packages, the ballot box and the list of electors and poll book and any other lists and documents used and required at the election or given him by the town administrator.

**Acting returning officer** (51) If during the polling, the returning officer becomes unable through illness or other cause to perform his duties, the poll clerk shall act as returning officer and shall perform the duties of a returning officer and may appoint some other person as poll clerk.

**Interference with exercise to vote** (52) No presiding officer, poll clerk, candidate or agent of a candidate, present within the rooms where an election is being held, except as in this Act is otherwise provided shall

- (a) give to any voter a ballot paper;
- (b) offer to give such voter any advice as to the person for whom he should vote;
- (c) interfere with the voter in the exercise of his franchise; or
- (d) divulge to any person the name of the candidate for whom any voter has voted.

**Offence by elector** (53) Repealed by 1990, c.36,s.9.

**Vacancies** (54) Where a vacancy occurs on a town council, the town administrator shall within sixty days initiate the election procedure to fill the vacancy and the new councillor shall serve out the remaining term of the councillor or mayor who has vacated the seat.

## **MUNICIPALITIES**

**Unfilled vacancies** (55) If a council seat becomes vacant within the six-month period preceding the date of a regular election, the seat may be left vacant.

**Recounts** (56) Any candidate may within seven days of the election, in writing, demand a recount of votes cast.

**Fee** (57) A candidate shall at the time of making the demand pay to the town administrator the sum of \$25 which is not refundable.

**Recount** (58) Upon receiving a demand for a recount, the town administrator shall request the chief provincial court judge to designate a provincial court judge to appoint a time and place to recount the votes and the judge shall at the time and place appointed, in the presence of the candidate or his agent and the administrator, proceed to recount the votes.

**Determination of Result** (59) The decision of the judge on the recount is final.

\*\*\*\*\*

**Portion 12**

**Municipal Forms**

<b>Form 1</b>	<b>OATH OF OFFICE</b>
<b>Form 1.1</b>	<b>NOTICE OF ELECTION</b>
<b>Form 2</b>	<b>NOMINATION PAPERS</b>
<b>Form 3</b>	<b>WARRANT TO RETURNING OFFICER</b>
<b>Form 4</b>	<b>OATH OF ELECTOR AT ADVANCE POLL</b>
<b>Form 5</b>	<b>OATH OF RETURNING OFFICER</b>
<b>Form 6</b>	<b>OATH OF POLL CLERK</b>
<b>Form 7</b>	<b>DECLARATION OF ELECTOR</b>
<b>Form 8</b>	<b>OATH OF CHALLENGED ELECTOR</b>
<b>Form 9</b>	<b>OATH OF AGENT OR ELECTOR REPRESENTING A CANDIDATE</b>
<b>Form 9.1</b>	<b>OATH OF IMPERSONATED ELECTOR</b>
<b>Form 10</b>	<b>OATH OF INCAPACITATED ELECTOR</b>
<b>Form 11</b>	<b>OATH OF RETURNING OFFICER AFTER THE CLOSING OF THE POLL</b>
<b>Form 12</b>	<b>OATH OF THE POLL CLERK AFTER CLOSING THE POLL</b>
<b>Form 13</b>	<b>RETURN AFTER A POLL HAS BEEN TAKEN</b>

Form 1  
**OATH OF OFFICE**

I, \_\_\_\_\_ do solemnly swear that I am duly qualified as Chairman or Councillor (as the case may be) of the town or community of \_\_\_\_\_ to which I have been elected and that I will diligently, faithfully, and impartially and to the best of my ability discharge the several duties which appertain to the said office while I hold the same. So help me God.

Sworn (or affirmed) and subscribed before me at \_\_\_\_\_  
in \_\_\_\_\_ County this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Administrator, Justice of the Peace, or  
Provincial Court Judge

Form 1.1  
**NOTICE OF ELECTION**

Notice is hereby given to the electors of \_\_\_\_\_  
(Town or Community)  
of \_\_\_\_\_ County that nominations will be received at the  
office of the Administrator until four o'clock in the afternoon on \_\_\_\_\_  
the \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_ for the position  
of \_\_\_\_\_.

(Mayor & Councillor, or Councillor)

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

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

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

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Administrator)

Form 2  
**NOMINATION PAPERS**

We, the undersigned electors of the \_\_\_\_\_  
(Town or Community)  
of \_\_\_\_\_ County, hereby nominate \_\_\_\_\_  
as a candidate for \_\_\_\_\_ at the election now about to be held.  
(Mayor or Councillor)

Witness our hands this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

\_\_\_\_\_  
(Elector's Name)

\_\_\_\_\_  
(Elector's Address)

\_\_\_\_\_  
(Elector's Name)

\_\_\_\_\_  
(Elector's Address)

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

Witness my hand this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

Signed by the said nominee  
in the presence of

\_\_\_\_\_  
(Witness's Signature)

\_\_\_\_\_  
(Nominee's Signature)

**WARRANT TO RETURNING OFFICER**

To \_\_\_\_\_, \_\_\_\_\_  
(name) (occupation)

\_\_\_\_\_  
(Full civic address)

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

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

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

\_\_\_\_\_  
Administrator

Form 4

**OATH OF ELECTOR AT ADVANCE POLL**

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

My full name and civic address is:

Name: \_\_\_\_\_

Civic Address: \_\_\_\_\_

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

Signature of Elector: \_\_\_\_\_

Signature of Returning Officer: \_\_\_\_\_

Form 5

**OATH OF RETURNING OFFICER**

I, the undersigned \_\_\_\_\_ appointed as Returning Officer or Deputy Returning Officer for the election of Mayor and/or Councillors (or as the case may be) for the town of \_\_\_\_\_ solemnly swear that I will act faithfully in my said capacity of returning officer or deputy without partiality, favour, fear or affection. So help me God.

Sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Signature of Returning Officer: \_\_\_\_\_

Signature of Commissioner for Affidavits: \_\_\_\_\_

Form 6  
**OATH OF POLL CLERK**

I, the undersigned \_\_\_\_\_ appointed as Poll Clerk for the election of Mayor and Councillors (or as the case may be) for the town of \_\_\_\_\_ do hereby solemnly swear that I will act faithfully in my capacity of Poll Clerk, according to law, without partiality, fear, favour or affection. So help me God.

Sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Signature: \_\_\_\_\_

Signature of Returning Officer: \_\_\_\_\_

Form 7  
**DECLARATION OF ELECTOR**

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

My full name and civic address is:

Name: \_\_\_\_\_

Civic Address: \_\_\_\_\_

Signature of Elector: \_\_\_\_\_

Form 8

**OATH OF CHALLENGED ELECTOR**

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

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

Signature of Challenged Elector: \_\_\_\_\_

Signature of Returning Officer: \_\_\_\_\_

Form 9

**OATH OF AGENT OR ELECTOR REPRESENTING A CANDIDATE**

I, \_\_\_\_\_, the undersigned, am agent for  
the elector \_\_\_\_\_ do represent one of  
the candidates at the election now pending and do solemnly swear that I will keep secret  
the names of the candidates for whom any of the voters may have marked his or her ballot  
paper in my presence at this election. So help me God.

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

Signature of Agent/Elected Representative: \_\_\_\_\_

Signature of Returning Officer/Commission for Affidavits: \_\_\_\_\_

Form 9.1

**OATH OF IMPERSONATED ELECTOR**

I, \_\_\_\_\_ do solemnly swear  
(name of elector)

(or solemnly affirm) that I am the person named on the List of Electors as  
\_\_\_\_\_ for the town of \_\_\_\_\_ in the  
county of \_\_\_\_\_, and that I have not already voted at this present  
election.

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

Signature of Challenged Elector: \_\_\_\_\_

Signature of Returning Officer: \_\_\_\_\_

Form 10

**OATH OF INCAPACITATED ELECTOR**

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

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

Signature of Returning Officer: \_\_\_\_\_

**OATH OF RETURNING OFFICER AFTER THE CLOSING OF THE POLL**

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

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

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

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

Signature of Returning Officer: \_\_\_\_\_

Signature of Commissioner of Affidavits: \_\_\_\_\_

Form 12

**OATH OF THE POLL CLERK AFTER CLOSING THE POLL**

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

(Name and number of votes for each candidate).

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

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

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

Signature of Poll Clerk: \_\_\_\_\_

Signature of Commission for Affidavits: \_\_\_\_\_

**RETURN AFTER A POLL HAS BEEN TAKEN**

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

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

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

Signature of Returning Officer: \_\_\_\_\_

Mailing Address:

Street Address:

P.O. Box 774  
 Charlottetown, PE C1A 7L3  
 Tel: (902) 368-5895  
 Fax.: (902) 368-6500

J. Angus MacLean Building  
 94 Great George Street  
 Charlottetown, P.E.I., C1A 4K4  
 PEI Toll Free: 1-888-234-8683

[www.electionspei.ca](http://www.electionspei.ca)

## Municipal Election Summary Report 2 November 2009

Name of Community: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Name of Administrator: \_\_\_\_\_

### Votes Cast for Mayor & Councillor Positions

Names for Mayor Position:

Number of Votes:

1. \_\_\_\_\_

\_\_\_\_\_

2. \_\_\_\_\_

\_\_\_\_\_

3. \_\_\_\_\_

\_\_\_\_\_

4. \_\_\_\_\_

\_\_\_\_\_

Names for Councillor Positions:

Number of Votes:

1. \_\_\_\_\_

\_\_\_\_\_

2. \_\_\_\_\_

\_\_\_\_\_

3. \_\_\_\_\_

\_\_\_\_\_

4. \_\_\_\_\_

\_\_\_\_\_

5. \_\_\_\_\_

\_\_\_\_\_

6. \_\_\_\_\_

\_\_\_\_\_

7. \_\_\_\_\_

\_\_\_\_\_

8. \_\_\_\_\_

\_\_\_\_\_

9. \_\_\_\_\_

\_\_\_\_\_

10. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
 (Date)

\_\_\_\_\_  
 (Administrator's Signature)

**Please FILE A COPY OF THIS REPORT with the ELECTIONS P. E. I. OFFICE  
 See above address or reply by fax at (902) 368-6500**