

Candidate Portal and List of Electors: Information for Local Government/DEC/RHA Candidates



M 04 323

(2022-10-18)

Lists of Electors

After a Returning Officer has accepted a candidate's nomination paper, section 12.1 of the *Municipal Elections Act* permits candidates to request a copy of the List of Electors to assist in their campaigning efforts.

Using form M 04 101, *Application for a Copy of the List of Electors*, a candidate may request a copy of the List of Electors for their contest area. Candidates must ensure that the list will only be used by themselves or persons acting on their behalf for legitimate campaign purposes during the current election, will not be used by themselves or anyone acting on their behalf for any purpose after the election, and that all copies of the list will be destroyed after the election. Under subsection 12.1(5) of the *Municipal Elections Act*, it is an offence to use the list for a purpose other than specifically provided. Subsection 12.1(3) provides that a List of Electors may not be provided to a candidate after the close of the poll on Election Day.

Candidate Portal

Candidate Registration

All information provided to candidates or their authorized agents will be done through the use of the Candidate Portal. Returning offices will not provide copies of paper lists or digital information on CDs, DVDs, or USB Drives.

Using one email address for either the candidate or their authorized agent, the Returning Officer will create an account within the Candidate Portal website.

NOTE: If a person offers as a candidate for a rural district advisory committee, a local government, district education council, and regional health authority election at the same time, the person will need to provide a unique email address per contest, so that the Candidate Portal can properly create the appropriate Lists of Electors.

Once a Returning Officer has created a candidate's account in the Candidate Portal, the system will automatically send an email to the candidate.

- The candidate must first click on the "Register" link in the email. This will bring them to the Candidate Portal, where they will be asked to register their account by entering their email address and clicking the button.
- The system will send a new email to the candidate, asking them to verify their email is accurate. The candidate must click the "Verify Now" link in the new email, or enter the verification code in the Email Verification screen.
- The candidate will be prompted to enter their First Name, Last Name, a password, confirm their password, then click "Register". A valid password must be a minimum length of 6 characters and contain the following:
 - At least one lowercase letter;
 - At least one uppercase letter;
 - At least one number digit;
 - At least one special character (!@#\$%^&*).

The 'Register' screen displays the title 'Register' and a sub-header 'Register'. Below this is an 'Email' input field containing the text 'John.Smith@gmail.com'. At the bottom of the form is a blue button labeled 'Send Verification Email'.

The 'Email Verification' screen displays the title 'Email Verification' and a sub-header 'Email Verification'. Below this is a 'Verification Code' input field. At the bottom of the form is a blue button labeled 'Verify', and below that is a link labeled 'Resend Code'.

The 'Register' screen displays the title 'Register' and a sub-header 'Create a new account'. Below this are four input fields: 'First Name', 'Last Name', 'Password', and 'Confirm Password'. At the bottom of the form is a blue button labeled 'Register'.

Candidate Access to Lists of Electors

Once a candidate has registered, they can simply return at any time to <https://www.enbcandidates.ca/> and log in to the Candidate Portal using their email and the password they created. If a candidate forgets their password, they can reset it themselves.

A candidate can access both their “*List of Electors*” and/or a “*List of Electors Having Voted*” using these steps:

- On the left menu, select “*List of Electors*” to obtain the full List of Electors in that candidate’s contest area.
 - A preliminary “*List of Electors*” will be created at the start of the election;
 - A revised “*List of Electors*” will be created prior to the Advance Polls;
 - An official “*List of Electors*” will be created prior to Election Day.
 - On the left menu, select “*Electors Having Voted*” to obtain only the electors who have voted to that point in the election in that candidate’s contest area.
 - This information will be updated daily when special voting is underway.
 - On advance poll days or on Election Day, this information will be updated every two hours.
 - The newest electors struck off will always appear at the bottom of the list.
- The screen will indicate the last date and time the “*List of Electors*” or “*Electors Having Voted*” information was updated by Elections NB in the “Updated” column, and the last date and time the information was downloaded by the candidate.
- To download the latest file, click the “Download” button in the appropriate section.
- The candidate must read the disclaimer that explains the rules surrounding the permissible use of a List of Electors, then click “I Accept”.

The screenshot shows the 'Candidate Portal - ENB' interface. It has two main sections: 'List of Electors' and 'Electors Having Voted'. Each section has a table with 'Updated' and 'Received' columns. The 'List of Electors' section shows a message 'Elector data not available yet.' and a 'REFRESH' button. The 'Electors Having Voted' section shows two rows of data with dates 'December 7, 2020 1:12 PM' and 'December 7, 2020 1:29 PM', and a 'DOWNLOAD' button. Below these sections is a 'Disclaimer' section with a title 'Municipal, District Education Council and Regional Health Authority Elections' and a body of text explaining the candidate's responsibilities and the use of the data. At the bottom of the disclaimer are 'I Accept' and 'I Decline' buttons.

How to use the data

The candidate’s browser will download a Comma Separated Value (CSV) file. This file may be opened in most spreadsheet or database programs. The information can be sorted using any column, or printed for use on paper, at the candidate’s discretion. Each column will show one field of information, like the elector’s surname or first name, etc. Each row will show a different elector. The candidate can choose to sort this list any way they want. In some cases, the candidate may need to seek out assistance from someone locally to help them use a spreadsheet.

A “*List of Electors*” file will show:

- The elector’s VoterID, Name, Gender, Civic Address, Mailing Address (if different), Polling Division number.

An “*Electors Having Voted*” file will show:

- The elector’s VoterID and Name.

Account Deactivation

If a candidate withdraws from the election, their account will be deleted by the Returning Officer.

After Election Day, each candidate’s account will be automatically deleted, and all data will be purged from the Candidate Portal.