



COUNTY *of* ANNAPOLIS
NATURALLY ROOTED

Candidates Guide for the
Municipal Special Election
County of Annapolis, District 1
December 14, 2019

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FORWARD

This guide has been prepared by the County of Annapolis, based on excerpts from the *Candidates Guide to Municipal and School Board Elections 2016* prepared by the Nova Scotia Department of Municipal Affairs. This guide is to assist those who are contemplating putting their name forward for the position of municipal councillor in the upcoming Special Election for District 1 in the County of Annapolis. For more information on special elections, please refer to Section 13 of the *Municipal Elections Act* (MEA). This guide is intended to inform prospective candidates on:

- Qualifications for nomination (including disqualifications for office)
- Nomination procedures
- Duties, obligations and responsibilities of candidates
- Duties, obligations and responsibilities of elected councillors

Presentation of the information in this guide is very general and subject to change, and prospective candidates should refer directly to the *Municipal Elections Act* for specific authority.

The County of Annapolis District 1 special election will be conducted by paper ballot only.

KEY DATES FOR QUICK REFERENCE

Date	Description	Location
May 19, 2019	Residency required to qualify as a candidate	
Tuesday, November 19, 2019	Nomination Day (nominations can be filed by appointment only with the Returning Officer in the five business days prior to nomination day)	752 St. George Street, Annapolis Royal, NS (Municipal Administration Building)
Wednesday, November 20, 2019 (4:00 pm)	Last day for candidate to withdraw	
Saturday, December 7, 2019	Advance Poll Noon – 8:00 p.m.	Melvorn Square Community Centre
Tuesday, December 10, 2019	2nd Advance Poll Noon – 8:00 p.m.	Melvorn Square Community Centre
Saturday, December 14, 2019	Polling Day 8:00 a.m. – 7:00 p.m.	Melvorn Square Community Centre

CANDIDATES CHECK LIST

1. Decide you want to be nominated as Councillor for the County of Annapolis, District 1.
2. Check to establish that you hold the qualifications for such (age, citizenship, etc.).
3. Ensure that you are not disqualified from holding the office (occupation, residency, etc.). **The onus is on the person nominated for election to an office to file a *bona fide* nomination paper.** Council candidates must have paid taxes and charges that are liens on their property.
4. Appoint an official agent or file a declaration that you will be acting as your own official agent. The official agent must keep track of any campaign contributions and open a bank account for this purpose.
5. Note the name and office location of the Returning Officer (RO) for the election – Returning Officer Carolyn Young can be contacted at elections@annapoliscounty.ca or by calling (902) 532-3136. The municipal administration building is located at 752 St. George Street, Annapolis Royal, NS. Mailing address is PO Box 100, Annapolis Royal, NS B0S 1A0.
6. Complete the nomination section of the nomination paper and determine the qualifications required for the electors who are eligible to nominate you for election to council.

7. Obtain the required number of signatures of qualified electors as nominators on your nomination paper. A nomination paper must be signed by at least five qualified electors whose names appear on the list of electors.
8. Complete and sign the “Oath and Consent” portion of the nomination paper. If you are away from the municipality, you may, in writing, authorize your agent to do so.
9. Obtain a certificate that confirms your liens and your taxes are paid. File your nomination paper with the Returning Officer on Nomination day (November 19, 2019) or by appointment only during the five business days preceding nomination day (November 12-18, 2019).

Appointments can be scheduled by contacting Returning Officer Carolyn Young, Returning Officer elections@annapoliscounty.ca, or by calling (902) 532-3136. Once your nomination paper has been accepted by the Returning Officer (by signing the receipt), it is open for inspection by the public. Once accepted, the Returning Officer will provide you or your official agent with a copy of the list of electors entitled to vote for the office for which you are a candidate. Note that the list of electors is to be used for election purposes only and all of your copies must be returned after the election. The *Municipal Elections Act* does not allow the list to be open for inspection, disposed of or sold for other purposes.

10. **Election Day (December 14, 2019) ... don't forget to vote!**
11. Remove signs, posters and other election advertising within seven days of the ordinary polling day and return copies of the voters list. Failure to do so is an offence.
12. Campaign contribution disclosure forms must be filed within 60 days of the election. Failure to file or filing late is an offence.

Questions? Please contact Returning Officer Carolyn Young (902) 532-3136, or email elections@annapoliscounty.ca

BECOMING A CANDIDATE FOR COUNCIL

WHAT ARE THE QUALIFICATIONS TO RUN FOR COUNCIL?

In order to run for municipal council office you must:

- Be a Canadian citizen the full age of 18 years at the time of nomination
- Be ordinarily resident in the municipality or in an area annexed to the municipality for a period of six months preceding nomination day (May 19, 2019), and continue to so reside
- Obtain a certificate respecting taxes in prescribed form from the Municipal Clerk, showing that as of nomination day, the candidate has paid in full all charges that are liens on the candidate's property, and the taxes that are due to the municipality, and, if a municipality has provided for payment of taxes by instalment or interim payments, all instalments or interim payments due as of nomination day have been paid
- Not be disqualified under the *Municipal Elections Act*

DISQUALIFICATIONS – COUNCIL

A number of situations or occupations disqualify the following from seeking municipal office (s. 18 of the *Municipal Elections Act*):

- Member of the House of Commons or Senate of Canada;
- Member of the Legislative Assembly;
- Village commissioner;
- Judge of the Nova Scotia Court of Appeal, the Supreme Court or the Provincial Court;
- A person who accepts or holds office or employment in the service of the municipality, or any utility, board, commission, committee or official thereof, to which any salary, fee, wages, allowance, emolument, profit or other remuneration of any kind is attached, for so long he holds or is engaged in the office or employment unless the person is on a leave of absence pursuant to Subsection 17C(2) of the *Municipal Elections Act* (*this disqualification does not apply to an office or employment as a volunteer firefighter with a municipal fire-fighting organization, with a school board, joint body of two or more municipalities to which the municipality appoints at least one representative and to which the municipality provides funding*); or has been convicted of bribery or a corrupt practice contrary to the *Municipal Elections Act* within five years preceding nomination day.

REQUIREMENT TO PAY TAXES AND LIENS – COUNCIL

To qualify for nomination to council, you must ensure that all municipal charges that are taxes and liens that are due have been fully paid, and, if a municipality has provided for payment of taxes by installment or interim payments, all installments or interim payments due as of nomination day must be paid. You will need to get a certificate from the municipality to this effect, which must be filed with your nomination paper. This applies even if you do not own property or owe taxes.

HOW DO I BECOME A NOMINATED CANDIDATE FOR COUNCIL?

COMPLETE THE NOMINATION PAPER FOR COUNCIL - YOU WILL NEED:

- At least five qualified electors who will sign the nomination paper and nominate you as a candidate. The names of the people who sign your nomination paper must appear on the list of electors and they must be eligible to vote in the district in which you are running, and to vote for the office for which you are running. You should get more than five persons to sign your nomination paper in the event one or more of your nominators is not qualified. Candidates can check if potential nominators are in fact on the list of electors. **(FORM 11)**

- The name of your official agent. Your official agent is responsible for filing your campaign finance disclosure forms following the election and can act on your behalf at certain times. You can act as your own official agent *but cannot act as such at the polls*. **(FORM 17, FORM 17A)**

- Complete the Consent and Oath or Affirmation of the Candidate. The Oath or Affirmation of the Candidate must be sworn. The Returning Officer or another person who is qualified to take oaths must take your Oath or Affirmation (Section 146). The Oath or Affirmation states that you consent to the nomination, that you are qualified to run, that you have paid your taxes and any charges that are liens on property (council candidates), and that you will accept the office, if you are elected. **(FORM 11)**

PROVIDE A CERTIFICATE RESPECTING TAXES FROM THE MUNICIPALITY

The certificate must be signed by the municipal official who is qualified to do so. The certificate indicates that all taxes and charges that are liens that you owe to the municipality have been paid as of nomination day and, if the municipality has provided for payment of taxes by installment or interim payment, all installments or interim payments due as of nomination day must be paid. This is required whether or not you owe taxes or own property. This certificate will be completed by the Municipal Clerk when your nomination paper is filed. Business occupancy taxes, although not liens, are taxes and are the subject of a tax certificate. Water rates are not. **(FORM 3)**

PAY THE REQUIRED DEPOSIT

The County of Annapolis *C7 Elections Deposit Bylaw* states that ‘The Returning Officer shall not accept a nomination by or on behalf of a candidate in any election held under the *Municipal Elections Act* unless it is accompanied by a deposit of fifty dollars (\$50). Part of **(FORM 11)**.

YOU ARE OFFICIALLY NOMINATED

Once the Returning Officer is satisfied that you have met the requirements for nomination, the Returning Officer will sign the receipt on the nomination paper and you will be officially nominated as a candidate for council.

WHEN DO I FILE MY NOMINATION PAPER FOR COUNCIL?

Nomination day is **Tuesday, November 19, 2019, between 9:00 a.m. and 5:00 p.m.** First come, first served.

You can file your nomination paper early, starting five business days before nomination day (November 12, 2019), **by appointment ONLY** with the Returning Officer by calling (902) 532-3136.

Candidates are encouraged to file early, so that any potential problems can be resolved prior to the deadline. If you cannot personally file the nomination paper during these times, your official agent can complete and file it for you. You must authorize your official agent in writing to do this on your behalf. The written authorization must be filed in advance with the Returning Officer, or along with your nomination paper. As soon as you file your nomination paper, the information about your candidacy becomes public information.

CAN I CHANGE MY MIND ABOUT RUNNING FOR COUNCIL?

A candidate or a candidate's official agent may withdraw his or her name as a candidate **before 4:00 p.m. on Wednesday, November 20, 2019** (the day after nomination day). After that date, your name must appear on the ballot paper. A candidate or candidate's official agent may request in writing that particulars of his/her name and address on the nomination paper be changed, before 4:00 p.m. on Wednesday, November 20, 2019 (the day after nomination day).

THE LIST OF ELECTORS

WHEN CAN I GET THE LIST OF ELECTORS?

Once your nomination papers are filed, the Returning Officer will provide you with the list of electors.

WHAT ARE MY RESPONSIBILITIES FOR THE LIST OF ELECTORS?

The list of electors can be used for electoral purposes only. This means that you can use the list for campaigning for election, persons working on your campaign, and your agents in the polling stations, can also use it. Once the election is over, **candidates must return all copies of the list of electors in your possession**, this includes copies you may have given to persons working on your campaign. While the list of electors is in your possession, it cannot be open for inspection, disposed of, or sold. **(CONFIDENTIALITY NOTICE)**

WHAT HAPPENS IF AN ELECTOR'S NAME IS NOT ON THE LIST OF ELECTORS?

Ads will run in the local paper (Annapolis Valley Register) on October 17 and October 24, 2019 offering electors an opportunity to verify if they are on the list of electors. The revision period will end on October 31, 2019 in order for the list to be prepared for the candidates.

A person whose name is not on the revised list of electors used at a polling station may vote at the polling station on ordinary polling day if he swears to and signs an oath in prescribed form in the poll book.

ELECTION CAMPAIGNS

A CANDIDATE MUST HAVE AN OFFICIAL AGENT

All candidates are required to have an official agent who is responsible for taking contributions for the candidate's campaign and recording the information about the donors. A candidate can appoint someone or act as his/her own official agent by selecting the option on **(FORM 17)**.

Whether you appoint an official agent or act as your own official agent is a decision that you will have to make, depending on the size of your campaign and your own personal inclinations.

There are no particular qualifications to be an official agent, but the candidate should select someone responsible; who will be able to keep track of the funds donated and make the necessary reports.

WHEN DO I NEED TO APPOINT AN OFFICIAL AGENT?

The legislation recognizes that you can be considered to be a "candidate" before you actually file your nomination papers. Nomination papers can only be filed between November 12 and November 19, 2019, but you may begin organizing your campaign or actually campaigning before that time.

As soon as you begin to accept contributions, you must have an official agent appointed. The appointment of your official agent must be in writing. Form 17 can be used for this purpose. The official agent must take the oath in Form 17A. The appointment of an official agent must take place no later than the close of nominations on nomination day (November 19, 2019). If you are acting as your own official agent, you must indicate this on your nomination paper. At any time before ordinary polling day, a candidate may dismiss an official agent and appoint another official agent by stating these facts in writing to the Returning Officer. If you are acting as your own official agent, you can subsequently appoint an official agent before the close of nominations on nomination day. **(FORM 17A)**

WHAT CONTRIBUTIONS NEED TO BE DISCLOSED?

Even though the official agent must record the amount and source of all contributions, **only contributions which exceed \$50.00 that have been received need to be disclosed.**

Even though contributions in excess of \$50.00 need to be disclosed, remember that the contributions can be cumulative. For example, a contributor might give \$25.00 at one time, and then another amount later on. If the contributor gives a second amount which exceeds \$25.00, then the contributions become reportable even if individual contributions do not exceed \$50.00.

FILING THE DISCLOSURE STATEMENT

The Disclosure Statement is in **(FORM 40)** for candidates and in **(FORM 41)** for associations.

ARE THERE ANY RULES ABOUT CAMPAIGNING IN AN ELECTION?

You can begin campaigning at any time. You or your representatives are entitled to lawfully campaign in locked multiple-unit buildings or condominium complexes, during reasonable hours. You must approach the superintendent or building management to gain access to the building. Obstruction is an offence. You can campaign on Election Day, **but you cannot loiter or solicit votes around a polling place or within 200 feet of a polling place.** A candidate who is loitering or soliciting votes can be ordered away by the Deputy Returning Officer, and can be arrested for disobeying the order. **No one can wear partisan buttons or other materials within 200 feet of the wall of a building containing a polling station on Election Day.**

WHAT ABOUT ELECTION ADVERTISING?

All printed election material must be identified. Every advertisement having reference to an election that is printed, published, broadcast or distributed, either electronically, or in hard copy, *must* indicate the name of the person on whose behalf the advertisement is published, printed, broadcast or distributed.

All advertising published in a newspaper or other publication *must* state the name of the person on whose behalf it is published.

Candidates are responsible for all advertisements made on their behalf. Failure to comply with these provisions is an offence.

A tenant or owner of a condominium unit may display election advertising on their own leased or owned premises, subject to any reasonable conditions relating to size or type of election posters that may be set by the landlord or condominium corporation. A landlord or condominium corporation may prohibit election advertising posters in common areas.

There are also rules concerning the posting of materials along provincial highways, municipal streets and roads, as well as prohibitions against posting signs on power or telephone poles. Check with the appropriate office for more information.

You can advertise on Election Day, **with the exception that there can be no election advertising material placed, posted or distributed within 200 feet of a wall of a building in which a polling station is situated.** It is an offence to post or display such advertising. If such advertising is placed in violation of this provision, the Returning Officer can have it removed and deduct the cost of removal from your candidate's deposit.

If you or your representatives are transporting electors to the polls, remember that the prohibition against election signage within 200 feet of the polling place applies to advertising affixed to vehicles.

VOTING PROCEDURES

WHO CAN BE AT THE POLLS?

A candidate can have an official agent, who is entitled to be in the polling station at any time (**except for the candidate who is acting as his/her own official agent**). The official agent must have an appointment for displaying to the DRO at the polling station. An identification button may be provided. (**FORM 17**).

A candidate can also appoint one or more agents to represent the candidate in each polling station in the polling district in which he/she is running. Only one agent can be present in the polling station at any one time, but the agent can leave and return. The agent must have an appointment to display to the Deputy Returning Officer at the polling station. (**FORM 15**).

An agent can be appointed to more than one polling station. The only agent that can be in the polling station is an agent with an appointment. (**FORM 16**).

An agent can only be present at one polling station during the count of the ballots.

WHAT ARE THE VOTING DAYS AND TIMES?

Advance polls will be conducted on Saturday, December 7, 2019 and Tuesday December 10, 2019, from noon until 8:00 p.m. Location will be announced in the Grant of Poll ad.

Election Day: Saturday, December 14, 2019, from 8:00 a.m. – 7:00 p.m. Location will be stated in the Grant of Poll ad.

POST-ELECTION RESPONSIBILITIES:

AM I ENTITLED TO A RETURN OF MY DEPOSIT?

Once the affidavit is filed (**FORM 12**), you are entitled to a refund of all or a portion of your deposit:

The full deposit is refundable if the candidate:

- Has been elected or acclaimed, or
- Has received at least half the votes of the successful candidate, or
- Dies before the election.

Half of the deposit is refundable to candidates polling less than half the votes of the successful candidate.

WITHIN 7 DAYS OF ELECTION DAY (DECEMBER 21, 2019) A CANDIDATE **MUST**:

- remove all election advertising material,
- complete and file with the municipal clerk an affidavit, (**FORM 12**), and
- return all copies of the lists of electors in the candidate's possession to the Municipal Clerk or Returning Officer, as the case may be.

WITHIN 60 DAYS OF ELECTION DAY (JANUARY 15, 2020)

Disclosure Statement must be filed. The legislation places the responsibility on the candidate to file the Disclosure Statement, even if the Statement is prepared by your official agent. **(FORM 40, FORM 41)**

BASIC DUTIES AND RESPONSIBILITIES – COUNCIL

OATH OF OFFICE?

... I will truly, faithfully and impartially execute the duties of the office to which I have been elected to the best of my knowledge and ability.

... I have not received and will not receive any payment or reward or promise thereof for the exercise of any partiality or other undue execution of the duties of my office...

The above words from the “Oath or Affirmation of Allegiance and of Office” are taken by each councillor at the first meeting of the council after the election. The words place a heavy burden on the elected official to accept and discharge, in a conscientious and forthright manner, the duties, obligations, and responsibilities of office.

WHAT ARE MY PERSONAL RESPONSIBILITIES?

Once elected, it is important to remember that you have requested and received the trust of the electorate to be their representative. It will be your duty to keep the electors informed as to how you are discharging the trust and confidence they have placed in you.

You will have a duty to strive to improve the finances, health, security, and quality of life in the municipality as a whole.

You will have a personal responsibility to fulfil the obligations of the office with impartiality and integrity to the best of your ability. To do this:

- Become informed about the problems that face the municipality today.
- Become informed about council's legal powers and limitations to solve these problems.
- Make decisions without fear, favour, or evasion - and always in the best interest of the whole municipality.
- Resist the pressures of groups of your electors organized for selfish purposes.
- Be prepared to serve on committees of council and accept other duties as assigned by council.
- Share information that you may receive from outside agencies, conferences, training sessions, or meetings with other members of council.
- Be prepared to accept responsibility for majority decisions of council - even though it may mean supporting a decision that you did not support with your vote.
- Try to create an intelligent interest in community and public affairs within your municipality.

WHAT IS THE STRUCTURE OF COUNCIL?

The council is composed of elected officials.

The Warden is the head of council. S/he presides at all council meetings and maintains order, proper conduct and decorum at these meetings. S/he will usually act as spokesperson for the municipality at special municipal or community functions and with the media.

In the decision-making process, all councillors (including the warden) have one vote.

If elected, you may be asked to serve on a number of the various standing and special **committees of council**. It is at the committee level that many matters are given detailed scrutiny before formal consideration is given by council.

Standing committees of a municipal council generally relate to such matters as fire protection, recreation, streets, public works, finance, bylaw amendments and planning. Special committees are also appointed in relation to special tasks or projects.

WHAT ARE MY RESPONSIBILITIES AT COUNCIL MEETINGS?

It is the duty, obligation and responsibility of every council member to attend all meetings of council and take part in debates, discussions and decisions on municipal business. In these meetings, it is important to listen to other members of council and to collectively reach decisions that are in the best interest of the whole municipality. If you have a personal monetary interest in a matter under consideration by council, then you must not take part in the discussion or vote on such a matter. Under the terms of the *Municipal Conflict of Interest Act* for a closed meeting, you must leave the room until the question has been dealt with. If the meeting is open, you may simply leave the table and sit in the public gallery.

HOW DOES COUNCIL MAKE DECISIONS?

Council decisions are expressed in the form of either a **bylaw, policy or motion** (resolution).

Bylaws are the formal enactment, under the seal of the municipality, of rules and regulations **adopted by council to regulate conduct** in the municipality. Bylaws may be viewed as the municipal equivalent of provincial or federal legislation.

Policies are decisions of Council that are recorded in the bylaw book of the municipality; generally they concern the administrative affairs of the municipality. Policies often concern fees or other matters to which the public may want to have regular access.

Motions (resolutions) are less formal. A motion (resolution) expresses the decision of council on a particular matter submitted to it in the form of a motion, as moved and seconded, and adopted by a majority vote. Although not as formal as a bylaw, a motion (resolution), once adopted by council, will normally be as binding as a bylaw until it is reversed or amended.

Council decisions are made by following **rules of procedure** (*AM-1.2.0 Council Meetings and Procedures Policy*). The procedure, agenda and general rules governing the council and its meetings may be laid down in a municipal procedure policy or bylaw. Rules are designed to assist council in conducting its business in an efficient and orderly manner. You may contact your municipal office to inquire about a copy of the procedure policy.

WHAT IS THE RELATIONSHIP BETWEEN THE COUNCIL AND THE ADMINISTRATION OF THE MUNICIPALITY?

Ideally, council formulates policy and makes decisions, while staff implements these policies and decisions.

You should avoid the temptation to become a quasi-administrator. You should leave day-to-day administrative matters to the staff and concentrate on your role in providing them with clear and concise policy direction. Council-administration relations should be based on respect and mutual trust.

You will find it helpful to familiarize yourself with the various services provided by your municipality. This can be done by consulting the Chief Administrative Officer.

**FORM 11
(SECTION 44)**

**NOMINATION PAPER
(MAYOR OR OTHER COUNCIL MEMBER)**

We, the qualified electors whose names appear on the amended list of electors of the Municipality of the County of Annapolis nominate _____ of
(name)

(civic address)

(postal code)

(include mailing address if different than civic address)

as a candidate for the office of _____ for the election to be held on the _____ day of _____, _____.

Name (please print)

Civic Address

Signature

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Note:

- 1. These electors must be qualified to vote at the election of the candidate.**
- 2. Nomination forms are open for inspection by the public once signed by the Returning Officer.**

FORM 17

SECTION 70

APPOINTMENT OF OFFICIAL AGENT

I, the undersigned, a candidate for the office
of _____,

(place a check mark next to the applicable statement)

appoint _____ of _____ as my
(name) (address)

Official Agent with authority to represent me in the manner provided by the *Municipal Elections Act* at the

election being held on _____, _____.

OR

_____ declare that I will act personally as official agent in the manner provided by the
Municipal Elections Act at the election being held on _____, _____.

Signature of Candidate

(A translation of this form is available in French.)

FORM 17A

SECTION 70

OATH (OR AFFIRMATION) OF OFFICIAL AGENT

I, _____, the undersigned, swear that as the official agent for _____, a candidate in the election to be held in the Municipality of the County of Annapolis on the _____ day of _____, _____, I will not attempt, in any way, unlawfully to ascertain the candidate or candidates for whom a voter has voted or to aid in the unlawful discovery of the same, and I will keep secret all knowledge which may come to me of the persons for whom any voter has voted.

Sworn (or affirmed) at _____
in the County of _____ _____
this _____ day of _____, (Signature of Official Agent)
_____, before me

Commissioner or other Authorized Official
Municipal Elections Act [subsection 146(1)(b)]

Print Name and Title

(A translation of this form is available in French.)

FORM 3

SECTIONS 17, 44, 45

**CERTIFICATE IN RESPECT TO
CHARGES THAT ARE LIENS/TAXES**

I certify that as of the 13th day of September, 2016, (nomination day),

_____ has fully paid all

- (i) the charges that are liens on property that are due,
- (ii) all the municipal taxes that are due, and
- (iii) all instalments or interim payments that are due as of nomination day have been paid to the Municipality of the County of Annapolis from him/her.

Clerk, Treasurer, Collector or other official
having knowledge of the facts

FORM 40

(SECTIONS 49A and 49B)

CANDIDATE'S CAMPAIGN CONTRIBUTIONS
DISCLOSURE STATEMENT

Name of Candidate:

Name of Agent:

Date of Election: _____ Municipality/School Board:

I received no contributions from a contributor that totalled more than \$50.00 during the period since the previous election.

OR

I received the following contributions from a contributor that totalled more than \$50.00 during the period since the previous election:

List of Contributors (see note below):

Contributor	Civic Address	Contributions
-------------	---------------	---------------

Note: Insert full name of contributor and residential or business address. Use street address, not postal address. Contributions must be shown for every contributor whose contributions totalled more than \$50.00 during the period since the previous election.

I, _____, a candidate in the municipal/school board/CSAP election on _____(date), certify that the foregoing statement of disclosure is a true and complete disclosure of all contributions made to me and to my official agent as required by Sections 49A and 49B of the *Municipal Elections Act*.

Candidate

(to be filed within 60 days after regular polling day with the clerk of the municipality/secretary of school board)

FORM 41
(SECTIONS 49A and 49B)

ASSOCIATION'S CAMPAIGN CONTRIBUTIONS
DISCLOSURE STATEMENT

Name of Association:

Name of Agent:

Name of Candidate Supported:

Date of Election: _____ Municipality/School Board:

The above-named candidate received no contributions from a contributor that totalled more than \$50.00 during the period since the previous election.

OR

The candidate received the following contributions from a contributor that totalled more than \$50.00 during the period since the previous election:

List of Contributors (see note below):

Contributor	Civic Address	Contributions
-------------	---------------	---------------

Note: Insert full name of contributor and residential or business address. Use street address, not postal address. Contributions must be shown for every contributor whose contributions totalled more than \$50.00 since the most recent election.

I, _____, the appointed agent of _____ (name of association) in the municipal/school board/CSAP election on _____ (date) certify that the foregoing statement of disclosure is a true and complete disclosure of all contributions made to me as agent of the said association as required by Sections 49A and 49B of the *Municipal Elections Act*.

Agent of Association

(to be filed within 60 days after regular polling day with the clerk of the municipality/secretary of school board)

(A translation of this form is available in French.)

FORM 15

SECTIONS 69, 71

APPOINTMENT OF AGENT

I, the undersigned, candidate (or the official agent
of _____,
(candidate's name)

a candidate) for _____, appoint the
following as my
(office)

(his/her) agent with authority to represent me (him/her) in the manner provided by the

Municipal Elections Act at Polling Station Number _____ for the election being held on

_____, _____.

(name of agent)

(address of agent)

Dated at _____ Nova Scotia, this _____ day of
_____, _____.

Signature of Candidate or of
Official Agent

FORM 16

SECTION 69

OATH OR AFFIRMATION OF
AGENT REPRESENTING A CANDIDATE

I _____ the undersigned, swear (or solemnly affirm)

that, at the election to be held in the Town/Municipality/Regional Municipality of

_____ on the _____ day of _____, _____, I will

not attempt, in any way, unlawfully to ascertain the candidate or candidates for whom a voter

has voted and will not in any way aid in the unlawful discovery of the same, and that I will keep

secret all knowledge which may come to me of the persons for whom any voter has voted.

Candidate's Name

Agent's Signature

Sworn (or affirmed) at _____

in the County of _____

this _____ day of _____,

_____, before me

Deputy Returning Officer

**FORM 12
SECTION 51**

**AFFIDAVIT RE REMOVAL OF ADVERTISING MATERIALS
AND RETURN OF LISTS OF ELECTORS**

I, _____, solemnly swear (or affirm) that:
(name of candidate)

1. I was a candidate for the office of _____ of the _____ at the election held on the _____ day of _____, _____.
2. I have removed or caused to be removed all advertising and election materials which were posted or displayed on my behalf.
3. I recognize that failure to remove advertising and election materials from public places is a violation of the *Municipal Elections Act*.
4. I have returned all copies of the list of electors in my possession, and I have either returned, destroyed or deleted any electronic copies provided to me or made by me.

Sworn (or affirmed) at _____
in the County of _____
this _____ day of _____,
_____, before me

(see Section 146)

Candidate (or Official Agent if authorized
and the authorization is attached)

(TO BE FILED WITHIN 7 DAYS AFTER ELECTION DAY)