



## Becoming a Municipal Council Candidate (Municipal Election 2024)

The purpose of this document is to provide individuals with information needed to become a candidate in the 2024 Town of Mahone Bay municipal election.

Definitions –

- **Candidate** – a person whose nomination papers have been accepted and signed by the Returning Officer or Assistant Returning Officer and whose name will be placed on the ballot.
- **Prospective Candidate** – a person who has not yet filed their nomination papers with the Returning Officer or Assistant Returning Officer but is telling people that they are “running” or they are campaigning and putting up signs, etc. They have every intention of becoming a candidate. Even though they may not have filed their papers, for all intents and purposes they are considered a candidate.
- **Declared Candidate** – sometimes a person will go to the press or social media and “declare” their intentions to run in the election.

One is not “officially” a candidate until nomination papers have met certain criteria and have been accepted and signed by the Returning Officer or Assistant Returning Officer. **Only then will their name be placed on the ballot.**

For all intents and purposes, a person is considered a candidate before they file their papers once they “declare” or they start campaigning and have all the intentions of running. Nomination packages don’t have to be picked up at that time but should be picked up as soon as they are available.

- **Nomination package** – a package comprised of the forms required to be filed with the Returning Officer. The forms, at the very least, should be Form 11 (Nomination Paper), Form 3 (Certificate with Respect to Charges that are Taxes/Liens), Form 17 (Appointment of Official Agent), Form 17A (Oath/Affirmation of Official Agent).

Packages may also include other documents, such as Letter of Direction from the Returning Officer which may list important dates or instructions, a Candidate’s Guide

from the Dept of Municipal Affairs on the process of filing papers and becoming a candidate, a written description of the polling district, a map, campaign guidelines (such as Health Protocols in 2020), contact information for the Returning Office and staff and any other information the Returning Officer can supply to ensure this is a smooth process. Only those documents deemed necessary by the Returning Officer will be included in the package.

- **Nomination papers** – Form 11 is the “Nomination Paper”. A candidate must be “nominated” and that is done by obtaining the signatures of electors whose names appear on the List of Electors in the district in which the candidate is running. At least 5 nominators are required (more is recommended). This form must be filled out as instructed and can be signed in the presence of the Returning Officer or Assistant Returning Officer on Nomination Day.
- **Nomination day(s)** – Nomination Day is Tuesday, September 10, 2024, between the hours of 9:00am and 4:00pm. This is the day that the Returning Officer and/or Assistant Returning Officer will review the Nomination Papers and either accept or reject them. No appointments are required but are encouraged to submit nomination papers on Nomination Day.

There are 7 additional business days during which an appointment must be made with the Returning Officer to have the Nomination papers reviewed. This happens during regular business hours and follows the same process as September 10. In 2024, these days are August 29-30, September 3-6, and September 9. It is recommended to file before September 10<sup>th</sup> just in case there is something with the papers that is not acceptable. This would allow for the issue to be corrected and another appointment made.

### Steps to become a candidate

- Contact the Assistant Returning Officer, Brendan Wright [election@townofmahonebay.ca](mailto:election@townofmahonebay.ca) and pick up a nomination package.
- Review the material and decide if becoming a Councillor, Mayor, etc. is right for you.
- Campaigning may begin at any time. Be sure to follow any rules that may be set out; eg, signage restrictions, etc. This can be done in-person or by social media, etc.
- If accepting campaign contributions, appoint an “official agent” and open a separate bank account. **If candidates are acting as their own Official Agent, Form 17 must be signed indicating this and given to the Returning Officer as only the Official Agent can accept contributions.** Review all the information on Campaign Contributions and requirements for filing the Disclosure Form after the election is over.
- Book an appointment with the Returning Officer or Assistant Returning Officer to file the nomination papers. This can be done by emailing [election@townofmahonebay.ca](mailto:election@townofmahonebay.ca) or calling 902-521-2487
- **REMEMBER** – Nomination Day is 9:00 am to 4:00 pm on Tuesday, September 10. No appointment is required but is recommended. Candidates may file early during regular business hours on the seven business days preceding Nomination Day **BY APPOINTMENT ONLY.**

## What to Expect on Nomination Day

Nomination papers will be filed at the Elections Office in 2024.

- Go to Mahone Bay Town Office (front counter).
- Pay \$200.00 Nomination Deposit (get receipt) – can be done earlier.
- Pick up a signed Form 3 (Certificate in Respect to Charges that are Liens/Taxes) at the Mahone Bay Town Office the morning nomination papers are filed. A copy of this form is included with the nomination package as a sample but a signed copy will be at the Mahone Bay Town Office to be picked up that morning. Several days before the appointment is booked, candidate's names will be given to the Finance Department who will search to see if all taxes have been paid on any properties in the Town of Mahone Bay for which taxes are paid or if there are any liens on property owned within the Municipality. This form **MUST** be signed even if no property is owned by the candidate.
- Go to Nomination Appointment (directions to office will be given by front counter staff, if required)
- Allow enough time to possibly wait in line at the Mahone Bay Town Office as there may be people there conducting other business. This is not usually a problem.
- The following documents will be reviewed with the Returning Officer or Assistant Returning Officer. The nomination papers cannot be accepted unless **ALL** of the following is met.
  - Receipt for Nomination Deposit
  - Form 3 (certificate with respect to taxes/liens)
  - Form 17/17A – official agent appointment (even if candidate is acting on own behalf)
  - Form 11 – checked for completeness and the names of the nominators are checked on the List of Electors
- Once the Returning Officer or Assistant Returning Officer finds that all of the documents are in order, then Form 11 is signed by the Returning Officer or Assistant Returning Officer and the candidate is officially declared. The candidate's name will be placed on the ballot. The candidate has until 4:00 pm on September 11<sup>th</sup> to withdraw from the race and have their name removed from the ballot. (Withdrawals after 4:00 pm on September 11<sup>th</sup> will still show the candidate's name on the ballot but will not be counted.)
- A post-nomination package will be given out -
  - A confidentiality notice for the List of Electors **must** be signed before receiving a copy.
  - Once the papers have been reviewed and signed by the Returning Officer or Assistant Returning Officer, the candidate will receive a List of Electors. This is typically electronic on a flashdrive or, if using alternative voting, access will be given to a database containing the List of Electors. Printed copies are available on request. Lists of Electors can be in Alphabetical Order or Geographical order (can be sorted by community, then by street name OR can be sorted by street name, community).
  - Several more forms will be reviewed and given out -
    - Form 12 – Affidavit re: removal of advertising materials and return of the List of Electors
    - Form 12A – Declaration of candidate withdrawing from nominations
    - Form 40 – Candidate's Campaign Contributions Disclosure Statement
  - Information on alternative voting

**If the candidate is appointing an Official Agent, the Official Agent must accompany the Candidate to this meeting so their oath can be administered.**

**If the official agent has been appointed already, they may accompany the candidate to this meeting as well. REMEMBER, the official agent may act on the candidate's behalf throughout this process.**