



2017
Municipal
Elections
**Candidate's
Handbook**

Election Key Dates



- Residency required to qualify as candidate – August 4, 2017
- Residency required to qualify as a voter – August 27, 2017
- Nomination Day – September 5, 2017
- Election period – September 6-26, 2017
- Advance Poll – September 23, 2017
- Sign Oath or Affirmation of Secrecy Deadline – September 25, 2017
- Deadline to obtain a Proxy Certificate – September 25, 2017
- Election Day – September 26, 2017
- Request for recount period – September 27-29, 2017
- Campaign Contribution & Disclosure Deadline – December 25, 2017

Candidate's Checklist



- Note the key dates provided for quick reference on page 2 of this handbook.
- Check to establish that you hold the qualifications for office (age, citizenship etc.) Details are on page 5.
- Ensure that you are not disqualified from holding office (occupation, residency, etc.) The onus is on the person nominated for election to an office to file a bona fide nomination paper.
- Prior to Nomination Day, the candidate must ensure that he or she is not in arrears of municipal taxes or other charges payable to the municipality.
- On Nomination Day the candidate and the two nominators will be present to sign the nomination papers with the Returning Officer.
- Consider whether you will be appointing an official agent.
- As soon as possible following election day, remove signs, posters and other election advertising.
- Campaign Contributions and Disclosure must be filed by Monday, December 25, 2017.

2017 Municipal Elections



Municipal Council

The Town of Marystown Municipal Council is represented by 7 individuals listed as follows:

- Mayor
- Deputy Mayor
- Five Councillors

Returning Officer

The Returning Officer is the municipal official who is responsible for administering the election.

Mike Walsh, Acting CAO
279-1661 Ext.229
mwalsh@townofmarystown.ca

Qualifications of Candidate



A person is qualified who is:

- Eligible to vote in election
- Not in arrears of municipal taxes or other charges payable to the municipality
- Ordinarily resident in municipality for at least 30 days immediately before Nomination Day
- Municipal employee other than clerk, manager, or paid department head who has requested and received leave of absence.

Disqualified from being a Candidate



A person is not qualified who is:

- Clerk, manager or paid department head of council
- Chief Administrative Officer of agency or group established by Council
- Member of House of Commons, Senate, House of Assembly, or judge of Provincial or Supreme Courts
- Former member of Council that was dismissed from office within two year period prior to the election
- Former councillor whose council seat was vacated within two year period prior to election for tax arrears or failure to attend council meetings for three months
- Former councillor whose seat was declared vacant by council for conflict of interest within two year period prior to election.



Nomination Process/Forms

Nominations of candidates for election of Mayor and Councillor for the Municipality of Marystown will be received between the hours of 8:00 a.m. and 8:00 p.m. on September 5, 2017 at the Marystown Municipal Centre, 150-168 Ville Marie Drive, Marystown, NL.

Nominations are made by two persons eligible to vote in the municipality.

A non-refundable Nomination Fee Deposit in the amount of \$10.00 will be made payable at the time of nomination.

Nomination Process/Forms



If the candidate is present for the nomination process, MEF-02 – Nomination Form and Declaration of Qualification by Candidate is completed.

MEF-02

Nomination Form and Declaration of Qualification by Candidate

We, _____ and _____ being persons
Print Proposer's Name Print Seconder's Name
eligible to vote in the municipality of _____ (Ward ____)
hereby nominate: _____ of _____
Candidate's Name Civic Address
for _____ (Ward ____)
Mayor/Councillor
In the municipality of _____

Signature Proposer Signature Seconder

I, _____, accept this nomination.
Print Name of Candidate

Declaration

I further declare that:

1. I am a Canadian citizen 18 years or older.
2. I have been an ordinary resident in the municipality for at least 30 days immediately before the date set for the nomination period.
3. I am not indebted to the council for arrears of taxes or other charges.
4. I am not otherwise disqualified under the *Municipalities Elections Act*.

And I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same effect as if made under oath or affirmation and under the *Canada Evidence Act*.

Declared before me at _____
Municipality
this _____ day of _____, 20 ____.

Signature Returning Officer Signature Candidate

Voter's List



- For the 2017 Municipal Election, the Town of Marystown will use the permanent voters list, which is established and maintained by Elections NL for use in a provincial and/or municipal election.
- Once a candidate's nomination papers are filed and completed, they can request a copy of the Town's voters list. Upon receipt of the voters list, the candidates and/or persons who will be using the list are required to complete Form MEF-011 – Oath or Affirmation of Secrecy.

Voters



- A Canadian citizen who is 18 years of age or older is qualified to vote at an election where he or she has been ordinarily resident for the 30 days immediately before the election in the municipality.
- The voter shall vote in the polling division in which he or she ordinarily lives on election day as determined by the rules of residency set out in Section 24 of the Municipal Elections Act, 2001.
- A voter shall not vote in more than one polling division.

Are you on the Voter's List?



A voter can determine if their name is on the voters list by doing one of the following:

- Call the Town Municipal Centre at 709-279-1661 Ext. 229
- Drop into the Town Municipal Centre, Second Floor
- Visit the Town of Marystown's website at www.townofmarystown.ca and click on the Municipal Elections tab to use the "Are you on the Voters List?" confirmation look-up portal.

Voting Procedure



Department of Municipal Affairs and Environment

MEF-14



Directions for the Guidance of Voters

The voter shall go into the Polling Booth, and with the pencil provided, mark an X, on the right hand side of the ballot, opposite the name of the candidate(s) for whom he/she wishes to vote.

The voter shall fold the ballot to conceal the name(s) of the candidate(s) for whom he/she has voted.

The voter shall then either return the ballot to the Returning Officer or the Deputy Returning Officer or place it in the ballot box and then immediately leave the Polling Station.

If the voter inadvertently spoils a ballot, he/she may return it to the Returning Officer or Deputy Returning Officer who will, where satisfied that the spoiling of the ballot was by mistake, give him/her another ballot.

If the voter votes for more candidates than he/she is permitted to vote for, his/her ballot will be void and will not be counted for any of the candidates.

If the voter places a mark on the ballot by which he/she may afterwards be identified or if the ballot has been torn, defaced, or otherwise dealt with by the voter so that the voter can be identified, it will be void and will not be counted.

If the voter takes a ballot out of the Polling Station or places in the ballot box a ballot other than the one given to him/her by the Returning Officer or the Deputy Returning Officer, the voter commits an offence under the *Municipal Elections Act* and upon conviction is subject to a fine or imprisonment or both.

Campaigning/ Restrictions



- A candidate can begin campaigning at any time.
- A candidate can campaign on election day, however will not be allowed to loiter or solicit votes within 30 meters of the polling stations.
- A candidate is responsible for all advertisements made on their behalf.
- All contributions of money, goods or services received by a candidate with a value of over \$100.00 must be declared and counted by a candidate when reporting on campaign contributions received.
- Any goods or services contributed to a campaign in-kind, such as printing, signage, office space and advertising needs to be included by candidates when reporting on campaign contributions, depending on their total value. To value any goods or services received, one must use the equivalent lowest market value of the goods or services received as if they were sold.
- A candidate is not permitted to place election signs on street poles in the municipality.

Advance Poll



- The Advance Poll provides an opportunity for residents that are not available on Election Day to vote.
- The Advance Poll will be taking place on Saturday, September 23, 2017 from 8:00 a.m. to 8:00 p.m. at the Marystown Municipal Centre.

Proxy Applications/ Certificates



- A Vote by Proxy can be completed when one qualified voter in the same municipality votes on behalf of another voter who cannot be present on Election Day.
- Returning Officer will provide a MEF-11 – Proxy Application only to the impeditive voter or to his or her proxy.
- Deadline to complete MEF-11 – Proxy Application and return to the Returning Officer to receive a MEF-12 – Proxy Certificate is 4:00 p.m. on September 25, 2017.
- Only one Proxy Certificate can be used by each voter.

Proxy Application/ Certificate – cont'd



Department of Municipal Affairs and Environment

MEF-11

Proxy Application

*Must be returned to Returning Officer no later than 4:00 p.m. on the day before election day.

I, of
Print Name of Impeditive Voter Civic Address
being a qualified voter in the municipality of (Ward)
and being an impeditive voter, within the meaning of the Municipal Elections Act, do hereby authorize
 being a qualified voter in the municipality of
Print Name of Proxy
to vote on my behalf in the election to be held on , 20 .
Date

Signature of Impeditive Voter



Department of Municipal Affairs and Environment

MEF-12

Proxy Certificate

* This certificate must be presented on election day in order for the proxy to vote.

I hereby authorize , being a qualified voter in the
Name of Proxy
municipality of on election day to vote as proxy for
 , an impeditive voter, within the meaning of the
Print Name of Impeditive Voter
Municipal Elections Act, who is a qualified voter in Polling Division No. Ward No.
for the election to be held on , 20 .
Date

Signature of Returning Officer

Election Day



Election Day will be taking place on Tuesday, September 26, 2017 from 8:00 a.m. to 8:00 p.m. with polling stations set up in the following locations:

- Summer Games Building
- St. Gabriel's Hall
- Little Bay Heritage Centre
- Salvation Army Citadel – Creston South
- Heritage Baptist Church – Creston North

Election Day – cont'd



- Only election officials and the candidates and/or their agents authorized in writing (one agent for each candidate per polling station) are permitted to remain in the polling station during the conducting of the election and during the counting of the votes.
- All election officials, candidates, agents and/or voters will be prohibited from using cellular devices inside the polling stations.
- At the closing of the poll, the counting of the ballots will take place in the polling stations and will be delivered to the Marystown Municipal Centre for the final tally of the votes.

References



Candidates are advised to familiarize themselves with the following two Acts:

- Municipalities Act, 1999
<http://www.assembly.nl.ca/legislation/sr/statutes/m24.htm>
- Municipal Elections Act
<http://www.assembly.nl.ca/Legislation/sr/statutes/m20-2.htm>