

BEING A CANDIDATE



Municipal
Election

Candidate Nomination Day – Sept 8, 2020

The info in this document is provided to assist anyone thinking of standing as a Councillor or Mayor in the October Municipal Elections.

Being a Candidate

CANDIDATE NOMINATION DAY – SEPT 8, 2020

Timeline:

Date	Action
March 7, 2020	Candidate Must be resident in Wolfville (6 months before candidate nomination day)
July/August	Complete Nomination forms with at least five qualified electors' signatures
August 26	Property Tax bills will be available for payment so that the Form 3 Certificate Respecting Taxes can be issued by the Town Hall before any nomination appointments take place.
August 27 – September 8	Make an appointment in advance to meet with the Returning Officer during this period to go through your nomination forms.
September 8, 2020 – 5 pm	Deadline for candidates to be nominated
September 9, 2020 – 5 pm	Last day for a candidate to withdraw
October 8, 2020	Advance Poll – Lions Club Hall Electronic voting available 24 hours a day through to October 16, 2020 – 8 pm
October 13, 2020	Advance Poll – Lions Club Hall
October 17, 2020	Regular Polling Day – paper ballots – Lions Club Hall
October 20, 2020	Official Count
October 24, 2020	Last day to remove signage and file affidavit and return lists to the Returning Officer
October 27, 2020	Last day to apply for any Recount
December 16, 2020	Last day to file campaign financial contribution disclosure form.

In the lead-up to your Nomination:

Check out:

View: Wolfville.ca/MunicipalElection/Candidates

Keep an eye on the Town's Facebook page

View: <https://www.nsfm.ca/election-2020-info.html>

View: <https://yourdecision.ca/>

Read: [Candidate's Guide to Mun CSAP SB Elections.pdf](#)

Print Forms (or collect from Town Hall Front Desk):

Form 11 – Nomination Form [Click here](#)

Form 3 – Certificate of Taxes Paid [Click here](#)

Form 17 – Appointment of Official Agent [Click here](#)

Form 17A – Oath (or Affirmation) of Official Agent (only required if you have an Agent)

In order to be nominated 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 Wolfville list of electors and they must be qualified to vote for you. This means that they must be eligible to vote in Wolfville.

You can get more than five persons to sign your nomination paper in the event it turns out that one or more of your nominators is not qualified.

- ❖ **The name of your official agent (unless you have decided to take on the role yourself).**

Your official agent is responsible for filing your campaign finance disclosure forms following the election, and can act on your behalf at certain times. If you decide to be the official agent you cannot act as such at the polls. 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. 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. **As soon as you begin to accept contributions, you must have an official agent appointed. (You can appoint yourself).**

- ❖ **Complete the Consent and Oath/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 as of the nomination day and that you will accept the office, if you are elected.

❖ **Have the Town issue you with a Certificate of Paid Taxes/liens**

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. Include the certificate with your nomination forms when you meet with the Returning Officer over the period August 27th – September 8th. To ensure that a candidate can pay their Property Tax bills and meet the requirements of the Form 3, Tax bills will be available from August 26th, 2020 for payment.

Nomination Appointment with the Returning Officer:

Nomination day is **Tuesday, September 8, 2020, between 9:00 a.m. and 5:00 p.m.** You can file your nomination paper early, **starting seven business days before nomination day on August 27**; contact the returning officer to make a physically distanced appointment. Masks are mandatory.

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.

Advertising and Signage Information:

When it comes to advertising and signage for your campaign you need to be aware of the following:

- Every advertisement that references the 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.
- Candidates are responsible for all advertisements made on their behalf
- All signage must follow the rules of advertising noted above.
- Signage is not permitted on Bell Aliant or Nova Scotia Power polls.

- A permit is not needed for signage in Wolfville
- Signs should not cause hazard by obstructing sight distance at intersections, parking lots, driveways and must not be posted to traffic control signs;
- Signs are not permitted within 1000 metres of the centre line of a controlled access highway
- Signs are not permitted within 60 metres of the end of ramps or controlled access highway
- Signs should be behind ditch line or minimum three (3) metres behind curb;
- Sign erectors should have the approval of adjacent property owner(s);
- Signs are not permitted to be attached to existing Dept of Transportation signs/posts

From Bell Aliant: "Aliant Telecom does not permit the unauthorized installation of signs, banners, or posters on our telephone poles. These attachments, as well as the associated means of fastening the signage to the pole, pose a safety hazard to all utility technicians who climb the poles."

From Nova Scotia Power: "Nova Scotia Power Inc. does not permit the unauthorized installation of signs, banners or posters on power poles. These attachments, as well as associated protruding nails and staples, pose a safety hazard to our power line technicians, as well as employees with other utilities, who work on these poles."

Financial Disclosure:

All candidates must file a financial disclosure form after the Election, even if they had no financial contributions to their campaigns. Any contributions to a candidate's campaign must be placed in a separate account; not the candidate's personal account.

No income tax credits or deductions are available to donors to municipal or school board candidates.

The official agent must record the full name and residential or business address of each contributor who contributes \$50.00 or more. A post office box is not to be used as an address, unless that is the only address available. Anonymous contributions cannot be accepted.

The reporting period is from election to election. Any contributions that were not reported in the Disclosure Statement filed after the 2016 election (or from a subsequent special election) must be reported in the 2020 Disclosure Statement.

Services donated to a campaign are valued at the normal charge that they would attract in the marketplace. There are two exceptions:

- 1) A person can donate their personal services, or
- 2) the use of their personal vehicle

Example: design of a brochure by a graphic designer. The designer might be donating his/her services as part of his/her work as an employee of a printer, in which case the service is a contribution, and the normal cost of the service would show as the amount of the contribution. If, on the other hand, the designer did the brochure on his/her own, without regard to his/her employment, then the contribution would be a personal service, and would not have to be disclosed.

Another type of service typically used is time and effort of campaign workers. Individuals may answer the telephone in a headquarters, or canvass for the candidate, as examples. This type of work is also 'personal service' and does not need to be disclosed.

The exception for the donation of the use of a personal vehicle as a contribution means that the official agent does not have to disclose the contribution of individuals who undertake to drive persons to the polls on election day.

Other property donated to a candidate would be valued at its current market value. An example might be the use of a photocopier, or the donation of space for a campaign headquarters. The value of donated goods and services that is recorded is the value that would have to be paid for them if the candidate would have had to contract for them.

Impact of COVID-19:

The Department of Municipal Affairs and Housing have released Guidelines that recommend Candidates take the following steps during this pandemic:

Campaigning:

- ❖ Candidates are encouraged to suspend in-person rallies and look to alternative options to run their campaign, such as on social media.
- ❖ Candidates are required to adhere to the public health protocols while campaigning, including maintaining a distance of 6ft.
- ❖ It is recommended that candidates wear non-medical masks while canvassing.
- ❖ If candidates wish to knock on doors to canvass support, public health protocols of 6ft physical distancing and wearing a non-medical mask is strongly recommended.

Have a question? Email the Returning Officer who will get you an
answer!
vpearson@wolfville.ca