

Candidates are advised that section 17 (1) of the *Municipal Elections Act* sets out the qualifications for eligibility as councillor, as follows:

Eligibility as councillor

17 (1) Except as otherwise provided in this Act, every person shall be qualified to be elected as councillor who

(a) is a Canadian citizen of the full age of eighteen years at the time of nomination;

(b) has been ordinarily resident in the municipality or in an area annexed to the municipality for a period of six months preceding nomination day, and continues to so reside;

(c) has obtained a certificate in the prescribed form from the clerk, treasurer, collector or other official having knowledge of the facts that, as of nomination day, the charges that are liens on the person's property and the taxes due to the municipality by the person have been fully paid or all instalments or interim payments that are due as of nomination day have been paid; and

(d) is not disqualified under this Act.

(2) A councillor who is otherwise qualified shall be eligible for re-election. *R.S., c. 300, s. 17; 1998, c. 18, s. 568; 2003, c. 9, s. 7; 2003 (2nd Sess.), c. 5, s. 1; 2011, c. 68, s. 5.*

As per s. 17(1)(c), the candidate is required to obtain a certificate "that, as of nomination day, the charges that are liens on the person's property and the taxes due to the municipality by the person have been fully paid or all instalments or interim payment that are due as of nomination day have been paid." The attached Form 3 "Certificate in Respect to Charges that are Liens/Taxes" should be presented to an official with the Taxation department of the Municipality of the County of Inverness.

To make arrangements, contact Beverly MacDonald at bmacdonald@invernesscounty.ca
Call 902-787-3510 to reach the Taxation department with any questions.

Allow at least 7 working days prior to nomination date/nomination appointment to produce the certificate. The Municipality of the County of Inverness is not liable in any way for failure of a candidate to allow appropriate notice to produce the required certificate.

BE PREPARED TO PROVIDE THE FOLLOWING INFORMATION along with an EMAIL CONTACT:

Your full name: _____

FULL Address or Addresses of Property (including ALL properties owned in HRM):

Assessment Account # (if known):

- Property 1: _____
- Property 2: _____
- Other properties: _____

NOTE: Please include all owners' names for the property. Matrimonial property must also be provided.

If you DO NOT own property in HRM you are still required to complete the Form 3 and include with Nomination package.

FORM 3

SECTIONS 17, 44, 45

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

I certify that as of the _____ day of _____, _____,
(nomination day)

_____ has fully paid all (i) the charges that are liens on
(name of candidate)

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

Town/Municipality/Regional Municipality of _____ from him/her.

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

FORM 3

SECTIONS 17, 44, 45

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

I certify that as of the _____ day of _____, _____,
(nomination day)

_____ has fully paid all (i) the charges that are liens on
(name of candidate)

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

Town/Municipality/Regional Municipality of _____ from him/her.

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

**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
Town/Municipality/Regional Municipality of _____,
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.**

**CONSENT AND OATH OR
AFFIRMATION OF CANDIDATE**

I solemnly swear (or affirm) that:

1. I (He/She), _____, consent(s) to the nomination.
(name as it should appear on the ballot paper)

2. I am (He/She is) a Canadian citizen.

3. I am (He/She is) of the full age of eighteen years.

4. I have (He/She has) been ordinarily resident in the Town/Municipality/Regional Municipality of _____, (or in an area annexed to the Town/Municipality/Regional Municipality), for a period of six months preceding nomination day and I intend (he/she intends) to continue to so reside.

5. I am (He/She is) not indebted to the Town/Municipality/Regional Municipality of _____ for any charges that are liens on property or taxes, or all instalments or interim payments that are due as of nomination day have been paid, and a certificate from the _____ to this effect is attached.

6. I have (He/She has) not been convicted of bribery or of committing a corrupt practice under the *Municipal Elections Act* within the five years preceding nomination day.

7. I have (He/She has) read the sections of the *Municipal Elections Act* related to persons disqualified to vote, to be nominated or to serve on a council and none of the reasons for disqualification listed in those sections apply to me (him/her).

8. I have (He/She has) read and I understand (he/she understands) the provisions of the *Municipal Elections Act* related to the requirement to take a leave of absence if I am (he/she is) an employee of the Town/Municipality/Regional Municipality within the meaning of those provisions.
9. I (He/She) will accept the office of _____ if elected.
10. I appoint (He/She appoints) _____ of _____ as my (his/her) official agent under the *Municipal Elections Act*.

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

Authorized Administrator of Oath
(Refer to Section 146)

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

RECEIPT

Received from the above-named candidate or from his/her agent on his/her behalf a completed nomination paper and the sum of _____ in legal tender or a certified cheque or money order made payable to the Town/Municipality/Regional Municipality of _____ as a deposit pursuant to the *Municipal Elections Act*.

Dated at _____ this _____ day of _____, _____.

Returning Officer

Refund of Deposit – Form 12 and Return of Declaration of Destruction of Voter’s List

Within 7 days after the Election Candidates must:

Take down all advertising and fill out Form 12 indicating that all advertising materials have been removed.

Either return all copies of the Voters List or Sign a Declaration that ALL COPIES (hard copy and electronic) of the Voter’s list have been destroyed.

- If done so a candidate is eligible for the return of their deposit:
- If received at least 1/2 the number of votes of the candidate elected – full deposit
- If received less than 1/2 of the number of votes of the candidate elected – 1/2 the deposit

If the form and declaration are not returned actions necessary will be taken and costs deducted from the deposit.

The Voter’s list is a confidential and private list provided to the Candidate. Failure to return or sign an affidavit of destruction will be viewed as a serious offense and breach of the privacy of the voters.

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)

FORM 12A

SECTION 53

**DECLARATION OF CANDIDATE
WITHDRAWING FROM NOMINATION**

To: Returning Officer,
Town/Municipality/Regional Municipality of _____

_____, officially nominated as a candidate at the
(Candidate's name)

election now pending, withdraw as a candidate.

Dated at _____,

this ____ day of _____.

Candidate/Official agent on behalf of Candidate

Appointment of Poll Agents (scrutineers) – Form 15

On Election Day candidates may have poll agents present in the poll.

The agent assignment is Poll Specific.

Each Poll Agent must have an INDIVIDUAL Form 15 with the specific poll number.

At the Poll location the Deputy Returning Officer for the Poll (supervisor) will have them take an oath or affirmation (Form 16)

Poll agents must obey the direction of the Returning Officer and cannot interfere with voters or the conduct of the election.

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 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 official agent with
 (name) (address)
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 (or solemnly affirm) that as the official agent for _____,
a candidate in 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 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 _____,
before me.

(Signature of Official Agent)

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 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)

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