



Municipality of the County of Inverness

Special Election Candidate Information Package

2022 Special Election

Councillor, District 1

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General Information

This Municipality of the County of Inverness Elections Candidate Information Guide has been prepared for individuals interested in running for Regional Council. The information contained in this document is intended to accompany the provincial “Candidates Guide to Municipal and School Board Elections” produced by Municipal Affairs. To view that guide, visit www.invernesscounty.ca.

This document presents information that is specific to Municipality of the County of Inverness, in addition to provincially legislated procedures. We hope you find the guide helpful, and we welcome your questions and requests for additional information. You can contact the Returning Officer at 902-787-3511.

Who can run in a municipal election?

If you are considering running in a municipal election, there are a few criteria you need to meet to qualify. To run as a candidate in a municipal election, you must be:

- 18 years of age at the time of nomination
- a Canadian citizen
- ordinarily resident in the Municipality of the County of Inverness for six months preceding nomination day, and continue to so reside

You do not need to live in the polling district that you’re running in, if you meet the residency requirement of six months in the municipality.

For those running to become a member of the **Conseil scolaire acadien provincial**, the following additional qualifications must be met:

- First language learned and still understood is French, or
- Received their primary school instruction in Canada in a French-first-language program, or
- Parent of any child who has received or is receiving primary or secondary school instruction in Canada in a French-first-language program.

There are several disqualifications, for a complete list please consult the Municipal Elections Act, (MEA) Section 18.

After you’ve read the above qualifications and disqualifications and have determined you are eligible to serve as a Councillor, the next step is to select and appoint an official agent.

Interested? Great, let’s Get Started!

Appointment of Your Official Agent

Your official agent is responsible for handling your campaign finances and for preparing and filing your campaign disclosure forms following your election. Official agents may also attend polls on your behalf as a Scrutineer. You can act as your own official agent but cannot act as a scrutineer at the polls during advance voting or on election day.

Your appointment of an official agent must be in writing. Arrange for an appointment with the Election Office to submit your agent forms. At the appointment, your official agent must be present as they are required to swear/affirm an oath in front of the Returning Officer. This also is a great opportunity to meet face to face with Elections Officials to ask questions and get information.

Form 17 – Appointing the Official Agent

The official agent must take the oath contained in **Form 17A**. (To be filed with the Returning Officer)

You can change your official agent any time before ordinary polling day, in writing delivered 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.

Campaign Finance

Running for office means you are held to the same standards of accountability and transparency as that of Municipality of the County of Inverness. These standards have a direct impact on contributions and expenses for your campaign. A copy of the relevant sections of the MEA will be provided when you appoint your official agent, and again when you submit your nomination papers. *Candidates running for CSAP – Please refer to MEA handout for section 49A and 49B.*

Candidates **MUST** submit their Form 17s (included in this package and available online) to the Returning Officer to start collecting contributions (monetary/ in-kind) and **MUST** open a separate bank account for these campaign contributions.

Contributions

- Must be received within the Contribution Period.
- Contributions may only be accepted once an official agent has been appointed, or a candidate has declared they will act as their own official agent.
- Only individuals, candidates, or a candidate's spouse can make campaign contributions – no contributions can be accepted from corporations, trade unions, non-profit groups, associations, or partnerships.
- An individual may contribute up to \$1,000 per Councillor. Contributions from an individual may not exceed \$5,000 in total contributions during an election.
- In-Kind Contributions – means a non-monetary contribution in the form of services or property. The value for an in-kind contribution is the price for which services or other property may be sold.
- A candidate and their spouse may contribute no more than \$15,000 combined to their campaign.

Expenses

A candidate for Councillor cannot spend more than: \$30,000.

- Only a candidate or an official agent can spend campaign funds.
- Contributions can only be spent on permitted expenses during the Contribution Period.

Disclosure, Reporting and Surplus

- Within 60 days after ordinary polling day, every candidate must file a *Statement of Campaign Contributions and Expenditures* and *Statement of Campaign Surplus* with the Clerk.

- The date a contribution was received must be recorded.
- These forms are made public and posted online once received.
- Surplus funds can be donated to a non-profit organization or held in trust by the Municipality on behalf of the candidate for their use in a future election.

How do I become an official candidate?

You become an official candidate by filing your nomination papers with the Returning Officer.

You can file your nomination papers **only** during the specified dates and times.

Call the Election Office to make an appointment to file your nomination papers for the Municipal Election from January 28th to February 7th, 2022 between 8:30am and 4:00pm. Call **902-787-3511** to book your appointment.

Tuesday February 8th, 2022 is Nomination Day. There are no appointments on Nomination Day. Nomination papers are accepted from 9:00 am to 5:00 pm, first come, first served.

Withdrawal of Nomination

As a nominated candidate you can withdraw from the election by 4:00 pm on the day following Nomination Day (**Wednesday, February 9th, 2022**). In doing so, you forfeit your deposit. After that date your name must appear on the ballot paper.

To Withdraw from being a Nominated Candidate the following must occur:

- Required appear before the Returning Officer, present identification with name and address.
- Required to return all copies of the List of Electors and address control book.
- Required to submit the necessary campaign disclosure forms.

How to Change Details on the Ballot

You can change details on the ballot (ie. How your name appears), but all changes must be received by 4:00 pm on Wednesday, February 9th, 2022.

After 4:00 pm on February 9th, 2022, the spelling of your name as it has been submitted will be considered to be final and will appear this way on all election materials. **Please confirm these details immediately!**

Get Organized!

Nomination Day Checklist

Appointment to file Nomination

Call the Returning Officer at 902-787-3511 to be scheduled for an appointment to meet with the appropriate elections staff to file your nomination paper work.

Valid Photo Identification

In attesting to an oath, you will be required to present photo identification to the Returning Officer. If your identification does not have your current address, contact the Election Office in advance.

Form 3 Certificate of Taxes and Liens

It can be accessed by contacting the Tax Office at 902-787-3510 or taxes@invernesscounty.ca. Please give at least one week of processing time. When requesting the form, indicate that this is for the purpose of filing candidate nomination forms and provide the date of your scheduled appointment with the Returning Officer.

Form 11 – Nomination Paper for Council Member

You are required to have five (5) qualified electors sign the nomination papers. These electors must be on the List of Electors and be eligible to vote in the Municipality of the County of Inverness. At your appointment your nominators will be checked to ensure they are on the List of Electors, therefore we suggest getting 10 eligible electors to sign. If your nominators are unsure if they are on the List of Electors, they may call the Elections Office to verify. In advance of the appointment read the oath on the Form 11 to yourself. When swearing/affirming the declaration on the nomination paper, the onus falls upon the candidate to take on the responsibility for the declaration.

Deposit (Filing Fee) \$200

In accordance with the Municipal Elections Act, no personal/business cheques will be accepted. You may submit your deposit by cash, e-transfer, a bank draft, money order, or a certified cheque.

After the Election, you may be entitled to a portion or full amount of your deposit upon filing a Form 12, attesting all signage is removed, and that all copies of the List of Electors have been destroyed. Your Form 12 must be filed with the Election Office within seven days of ordinary polling day. (**Saturday, March 12, 2022.**) We will ensure that staff are on hand to receive and execute your paper work.

Form 17s

If you have yet to appoint an official agent, these forms must be submitted at your nomination appointment. If you have appointed yourself as your official agent and later decide to appoint someone to the role, bring your official agent to swear/affirm their oath.

Campaign Signage and 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.

The Municipality where you are running will provide information about where you can post your election campaign signs on public property. 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.

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 candidates 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.

Municipal Elections Act Section 143

143 (1) Every advertisement having reference to an election that is printed, published, broadcast or distributed, either electronically or in hard copy, shall indicate the name of the person on whose behalf the advertisement is printed, published, broadcast or distributed.

(1A) For greater certainty, where a candidate, the candidate's official agent or any other person acting on behalf of the candidate causes an advertisement having reference to an election to be printed, published, broadcast or distributed, either electronically or in hard copy, the advertisement must indicate that it is printed, published, broadcast or distributed, as the case may be, on behalf of the candidate.

(2) A person who prints, publishes, broadcasts or distributes an advertisement referred to in subsection (1) that does not comply with subsection (1) is guilty of an offence.

Other forms of Advertising

Candidates may wish to advertise with various methods such as social media, radio advertisements, billboards, and newspaper advertisements. These are considered “permitted expenses” and must be removed or cancelled within seven days after ordinary polling day.

Key Dates

Date	Event	What does it mean?
January 28, 31, February 1, 2, 3, 4, 7, 2022.	Seven Days of Nomination Appointments	Candidates may make an appointment with the Returning Officer's Office to file their official nomination papers.
February 8, 2022	Nomination Day	Last day to file nomination papers. No appointments, first come, first serve. 9:00 am – 5:00 pm
February 9, 2022	Change of Particulars Withdrawal of Candidate	Candidates can make changes to their nomination information or withdraw from the election.
March 5, 2022	Ordinary Polling Day (Election Day)	Election Day
March 12, 2022	Form 12 - Affidavit of Removal of Signs and Destruction of List of Electors	Affidavit of Removal of Signs and Destruction of List of Electors, Form 12, is due to the Clerk. This document confirms that all advertising has been removed and the all copies of the Lists of Electors have been destroyed.
May 4, 2022	Campaign Finance Disclosure Forms due	The Statement of Campaign Contributions and Expenditures, and Statement of Campaign Surplus is due.

Candidate Forms

Form	Title	Description
11	Nomination Paper	Nomination paper for mayoral or Councillor candidates. Submitted before Nomination Day at an appointment with the Returning Officer
12	Affidavit re: Removal of Advertising Materials and Returning of Lists of Electors	Affidavit confirming the removal of advertising materials and the return or destruction of voter's lists. This is due one week after Ordinary Polling Day.
12A	Declaration of Candidate Withdrawing from Nomination	This form is due no later than the day after Nomination Day if a candidate wishes to withdraw from the election.
15	Appointment of Agent	Form to appoint an Agent to represent a Candidate.
16	Oath or Affirmation of Agent Representing a Candidate	This oath or affirmation must be made to appoint an Agent to represent a Candidate.
17	Appointment of an Official Agent	Form to appoint an Official Agent for a Candidate, or for a Candidate to declare themselves to act personally as their Official Agent. This is required before any campaign contributions can be accepted.
17A	Oath or Affirmation of Appointment of an Official Agent	This oath or affirmation must be made to appoint an Official Agent and is required before any campaign contributions can be accepted.
40	Candidate's Campaign Contributions Disclosure Statement	This form lists the details of all contributions more than \$50 received by a Candidate or Official Agent. This is due no later than 60 days after Ordinary Polling Day.