



**Candidate's Package**  
**for the**  
**Region of Windsor and**  
**West Hants Municipality**  
**2020 Election**



## Candidate's Package Index

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**Part 2 – District Maps and Street Information**

**Part 3 – Candidates Guide to Municipal Elections**

**Part 4 – Calendar of Important Dates**

**Part 5 – Information about Proxy Voting and Certificates of Transfer**

**Part 6 – Advertising and the Posting of Campaign Signs**

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# PART 1

# Candidate's Check List

Further details on the tasks to be completed can be found in Part 3 of the Candidate's Package and the *Municipal Election Act*.

## Completing Your Nomination

- Obtain at least five (5) qualified electors for your Nomination Papers.
- Obtain certificates respecting taxes - two certificates required, (Form 3).
- Complete Nomination Papers, (Form 11).
- Appoint an Official Agent, (Form 17).
- Have the Official Agent take the Oath (Form 17A).
- Pay the required Nomination Deposit of \$200.00.
- Return all forms above and receipt of Nomination Deposit to the Returning Officer or Assistant Returning Officer on Nomination Day February 12, 2020 by 5:00 p.m. or by appointment during the 7 business days before. All required oaths may be taken in front of the Returning Officer or Assistant Returning Officer at the time of filing Nomination Papers.

## Campaign

- Obtain Electoral List. The Returning Officer will give you an electoral list at the time of filing Nomination Papers.
- Attend the Candidates Meeting on February 12, 2020 at 6:30 p.m. at the West Hants Municipal Office, 76 Morison Drive.
- Ensure all campaign workers have identification badges.
- Campaign to the electors.

## Polling Days and Voting

- No campaigning within 200 feet of a polling station building on any voting day.
- Assign Poll Agent(s) to observe proceeding at the polls if you desire (Form 15). One Poll Agent for each poll station will be required. Poll Agents will take an oath (Form 16) from the Deputy Returning Officer at the poll station.
- Poll Agent can obtain a generic identification badge from the Deputy Returning Officer at the poll station to wear while at the station.
- Vote at your own poll station.

## After the Election

- Attend the Official Addition of the Votes, Tuesday March 10, 2020 at 10:00 a.m. at the Windsor Town Office, 100 King Street.
- Remove all advertising, complete the Affidavit Re: Removal of Advertising Materials and Return of Lists of Electors (Form 12) and the Election Nova Scotia Attestation of Destruction (Schedule C) and return all electoral list to the Returning Officer by March 14, 2020.
- Complete Campaign Disclosure Form and return to the Municipal Clerk by May 6, 2020 (Form 40 for Candidate Campaigns and Form 41 for Associations).
- If you were elected as a Municipal Councillor obtain a Council Orientation Package when available.

# General Election Information for Candidates

So, you are thinking of or have made the decision to run in the upcoming Regional Municipal Election? This package of information has been carefully compiled to assist you in your endeavor. It is not intended to provide all the legal or regulatory information but to highlight the significant points in the election process. Please refer to the various references included in the Candidate Package or contact the Returning or Assistant Returning Officer for information. We wish you a safe, interesting and successful campaign.

## Returning Officer and Assistant Returning Officer

Should you or your Official Agent have any questions concerning the Regional Municipal Election, contact the Returning Officer or Assistant Returning Officer.

Returning Officer

**Rhonda Brown**

76 Morison Drive, Windsor

Email: [rbrown@westhants.ca](mailto:rbrown@westhants.ca)

Work Phone: 902-798-8391 Ext. 110

Fax: 902-798-8553

Assistant Returning Officer

**Shelleena Thornton**

100 King Street, Windsor

Email: [sthornton@town.windsor.ns.ca](mailto:sthornton@town.windsor.ns.ca)

Work Phone: 902-798-2275 Ext. 207

## Regional Municipal District Information

The Region of Windsor and West Hants Municipality is divided into 11 Districts. Each District will elect one Councillor. One Mayor will also be elected by the entire Regional Municipality. You do not need to reside in the specific district you wish to run in as a councillor. A map of the Regional Municipal Districts and one for each individual District with divisions are in Part 2. Below is the approximate number of civic points and electors in each District. Not all civic points equal the number of potential electors; a civic point may have more than one elector or may not have qualified electors as it may be a seasonal dwelling, businesses, or have non-Canadian citizen(s).

<u>District</u>	<u>Number of Civics Points</u>	<u>Approximate Number of Electors</u>
1 Walton – Centre Burlington	1012	1216
2 Cogmagun – Avondale	784	1252
3 Newport Corner – Sweets Corner	802	1382
4 St. Croix – Ellershous	866	1325
5 Wentworth Creek – Three Mile Plains	884	1409
6 Panuke Lake – Garlands Crossing	926	1489
7 Vaughan – Upper Falmouth	1238	1500
8 Hantsport – Mount Denson	869	1511
9 Falmouth	682	1337
10 North Windsor	737	1358
11 South Windsor	531	1511

## Important Dates to Remember

A candidate must have been a resident in the Regional Municipality on or before **August 11, 2019**. Other significant dates are listed in the Candidate's Guide in Part 3 of this Candidate's Package. A calendar of dates is also included in Part 4.

**Please review the calendar carefully.**

## 2016 Election Results

Below are the results from the 2016 General Municipal Election showing the names of the candidates for each District and the Town, as well as the voting results; those elected have an asterisk (\*). It is important to note that since the 2016 Election the District boundaries have changed, so the District numbers do not correspond.

2016 Municipal Election

<u>District</u>	<u>2016 Candidates and Results</u>
1 – Summerville - Kempt	Rupert Jannasch – 190 votes* Reed Allen – 135 votes Domenic Padula – 29 votes
2 – Avondale –The Burlingtons	Kathy Monroe – 236 votes* Shirley Pineo – 158 votes
3 – Brooklyn - Scotch Village	David Keith – 260 votes* Randy Matheson – 226 votes Josh Noiles – 58 votes
4 – Ste. Croix-Ellershouse- Newport Corner	Tanya Leopold - 204 votes* Grover Crowe – 128 votes Tom Brown – 115 votes Alex Hanes – 19 votes
5 – Wentworth-Newport Station-Newport Corner	Debbie Francis – 143 votes* Kim Franks – 117 votes
6 – Three Mile Plains	Randy Hussey – 410 votes* Richard Dauphinee – 334 votes
7 – Three Mile Plains - Martock	Jennifer Daniels – 246 votes* Ed Shurman – 191 votes
8 – Upper Falmouth-Mount Denson	Paul Morton – 524 votes* Craig Ruggles – 43 votes
9 - Falmouth	Abraham Zebian – 342 votes* Greg Miller – 223 votes
10 – Hantsport	Robbie Zwicker – 254 votes* Jane Davis – 197 votes Faye M. Hill – 23 votes
Town of Windsor	<u>Councillor Election</u> Laurie Murley – 808 votes* Shelley Bibby – 727 votes* Jim Ivey – 655 votes* John L. Bregante – 531 votes* Dave Seeley – 497 votes Dan Boyd – 481 votes Heather Donohue – 449 votes Jackie Benedict – 242 votes  <u>Mayor Election</u> Anna Allen – 857 votes * Scott Geddes – 361 votes

## Campaign Finance and Associations

To accept financial contributions to a campaign, a candidate and an association for a candidate's campaign must:

1. Appoint an Official Agent (Form 17),
2. Have the Official Agent take an oath (Form 17A) in front of the Returning Officer, Assistant Returning Officer, Commissioner of Oaths or other person authorized by Section 146 (1)(b) of the *Municipal Elections Act*, and
3. Submit the forms to the Returning Officer before campaign contributions are accepted.

If an Official Agent was appointed for a previous election, they must be re-appointed for the 2020 Regional Municipal Election. **The appointment must be done:**

- Prior to acceptance of any campaign contributions;
- At the time your Nomination Papers are filed; or
- By 5:00 p.m. Nomination Day, February 12, 2020.

More details on campaign finance can be found in Part 3 of this Candidate's Package.

## Confidentiality of List of Electors

This information is to be provided to all users of the list of electors for your campaign.

The list of electors that has been (or will be) provided to you as a candidate is to be **used for electoral purposes only**. The list(s) cannot be inspected (by anyone outside of your campaign), disposed of or sold; such actions are prohibited and are subject to possible prosecution [*Municipal Election Act* s. 115A, s. 156].

Candidates are responsible to ensure that copies of the list(s) of electors are not retained, in any form, whether hard copy, electronic or otherwise. Hard copies (including physical media such as memory sticks) of the list(s) of electors are to be returned to the Returning Officer, and any electronic or other form of the list(s) is/are to be destroyed or permanently erased.

Please note that failure to return all copies of the list(s) of electors in your possession to the Returning Officer within 7 days of the election may result in the candidate's Nomination Deposit being forfeited [*Municipal Election Act*, s. 51(6)].

## Nomination Deposit

The Region of Windsor and West Hants Municipality requires a \$200.00 Nomination Deposit which must be paid before or at the time your Nomination Forms are filed. The deposit may be paid in:

- cash/debit
- certified cheque or bank draft
- postal money order Personal cheques and credit cards **will not** be accepted.

Nomination Deposits can be paid at both the West Hants Municipal Office and the Town of Windsor Office, when submitting your Nomination Forms.

Upon the removal of all advertising material, return of the list of electors and the filing of required affidavits (Form 12 and Election Nova Scotia's Schedule C) within 7 days of Ordinary Polling Day, all or part of the deposit may be returned. A full deposit is returned to the successful candidate or to those who polled at least half of the number of votes polled by the successful candidate. Half of the deposit is returned to those who polled less than half of the successful candidate.

## Nomination Forms

The filing of nomination forms will be accepted at both the West Hants Municipal Office and the Town of Windsor Office on Wednesday February 12, 2020 from 9:00 a.m. to 5:00 p.m. Nomination forms may be accepted by appointment with the Returning Officer or Assistant Returning Officer 7 business days earlier, on February 3,4,5,6,7,10, and 11<sup>th</sup>, 2020.

The forms to be filed to complete your nomination are:

- Form 11 – Nomination Paper for Mayor or other Council Member
- Form 3 – Certificate in Respect to Charges that are Liens/Taxes – obtain two forms, one from the Treasurer of the Municipality of the District of West Hants and one from the Treasurer of the Town of Windsor.
- Form 17 – Appointment of Official Agent
- Form 17A – Oath (or Affirmation) of Official Agent (oath may be taken at time of filing the nomination forms if your Official Agent is present or earlier by those authorized under Section 146(1)(b) of the *Municipal Elections Act*).

## Withdrawing Your Nomination

If you have submitted your nominations forms to the Returning Officer and they have been accepted, but then decide you do not want to be a candidate in the election you

can withdraw from the election. To withdraw your nomination, a Form 12A Declaration of Candidate Withdrawing from Nomination must be obtained from and returned to the Returning Officer. A Candidate must withdraw by 4:00 p.m. February 13, 2020, after which your name must appear on the ballot.

## Legislation

As a candidate and a councillor, you should become familiar with the following Provincial legislation found by searching the index at <https://nslegislature.ca/legislative-business/bills-statutes/consolidated-public-statutes>. These pieces of Legislation provide the authority and procedure for an election and for the Regional Municipality to govern.

- *Municipal Election Act,*
- *Municipal Conflict of Interest Act,*
- *Municipal Government Act,*
- *Region of Windsor and West Hants Municipality Act.*



# PART 2

# District Maps and Street Information

## General Information about District Boundaries

Part 2 provides maps of the 11 Electoral Polling Districts in the Region of Windsor and West Hants Municipality, showing some road names and the district division. To help candidates while campaigning, a list of all roads in a district has been provided after the individual district map.

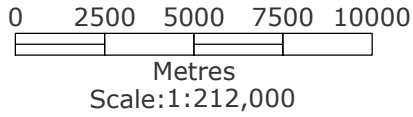
As District boundaries can divide up roads, where needed the list of roads includes the range of civic numbers in the District as accurately as possible. Where a District boundary divides a property that has an assigned civic number, the civic number has been assigned to the District where the civic point is on Municipal mapping systems.



Not all civic addresses have qualified electors, civic addresses may be for a business, an empty property, a seasonal property, or have non-Canadian citizen.

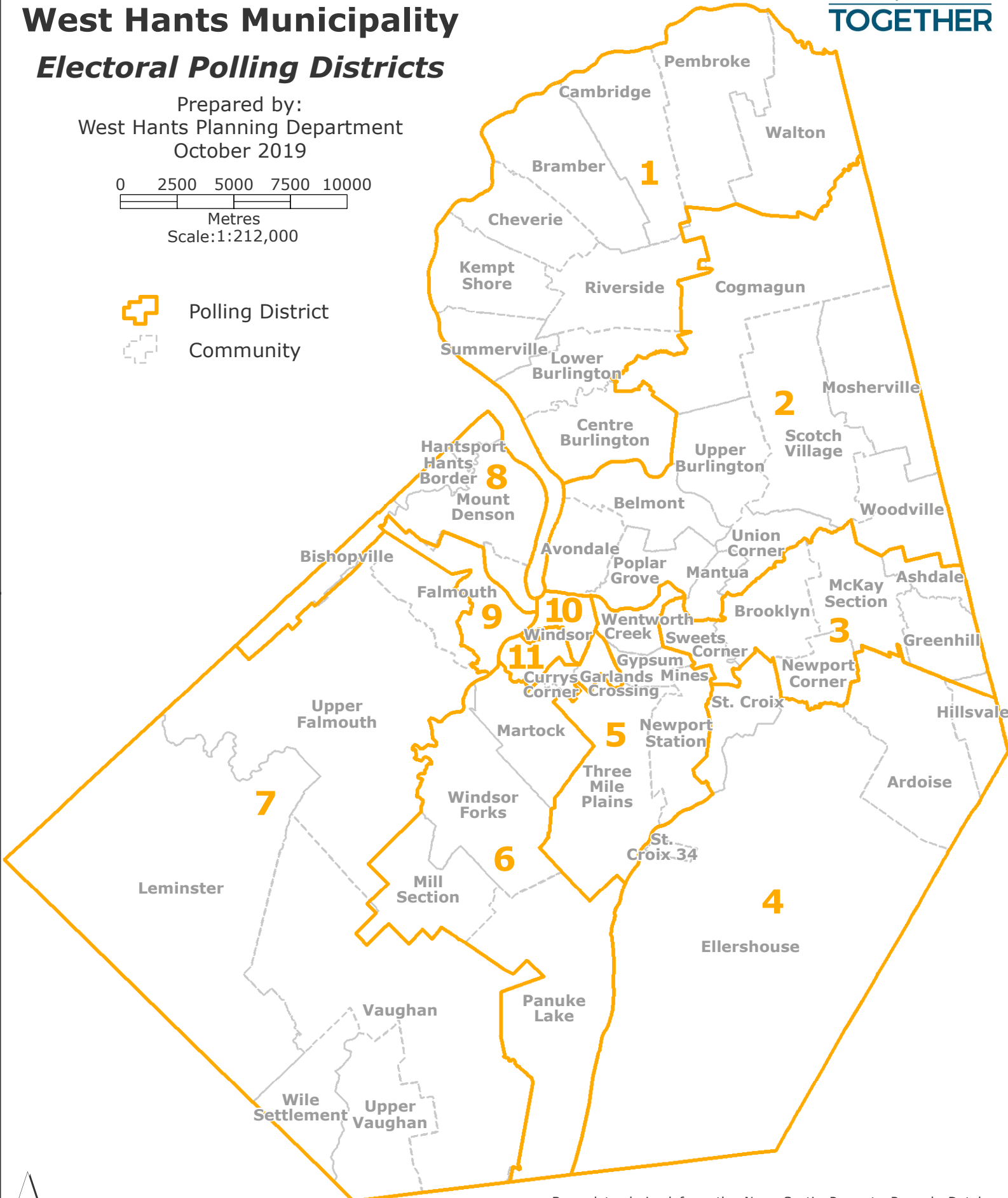
# Region of Windsor and West Hants Municipality

## Electoral Polling Districts

Prepared by:  
West Hants Planning Department  
October 2019



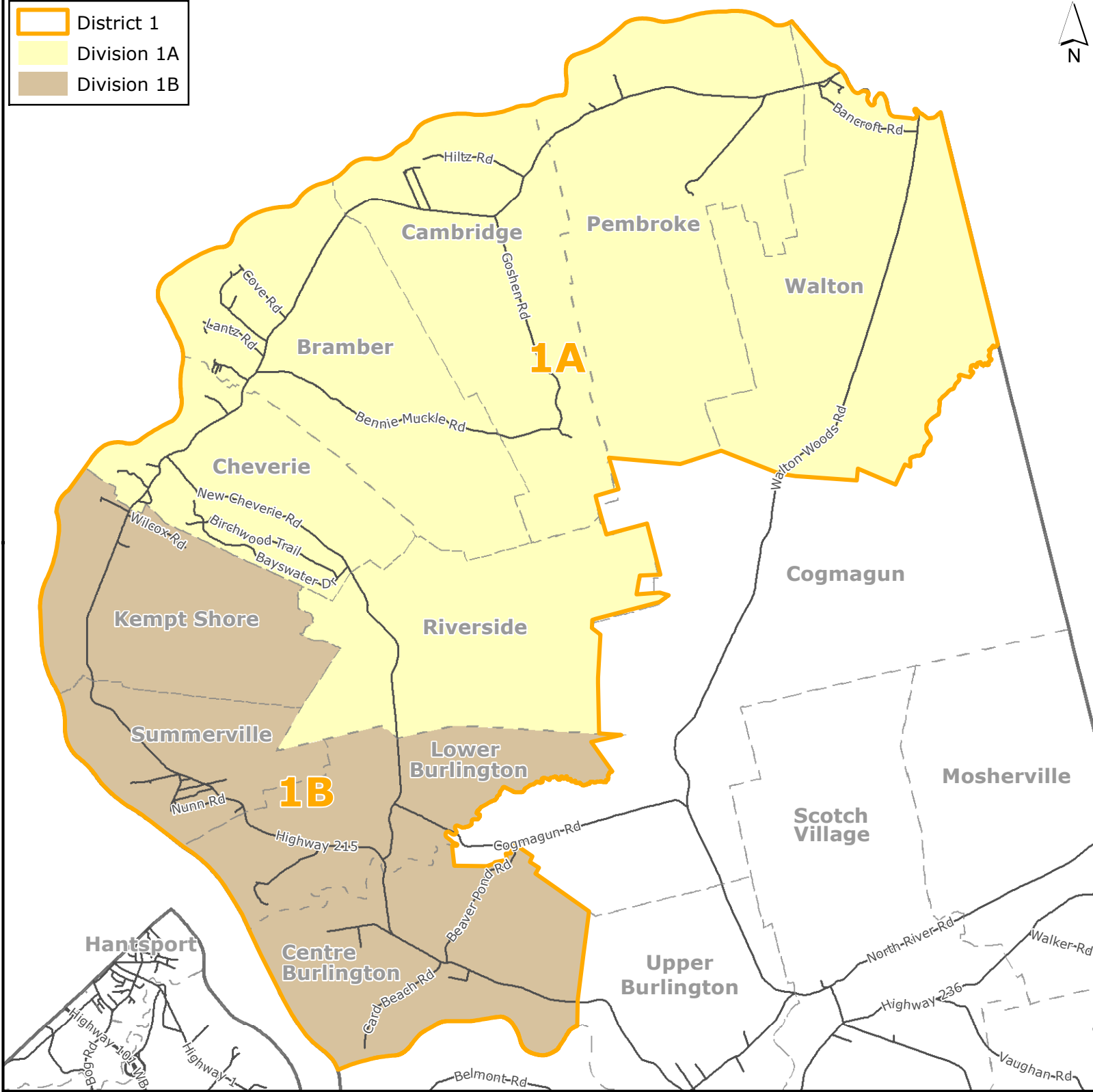
-  Polling District
-  Community



Base data derived from the Nova Scotia Property Records Database (NSPRD), Copyright Her Majesty The Queen in the Right of the Province of Nova Scotia. This map is not a land survey and is not intended to be used for legal descriptions or to calculate exact dimensions or area.

# Region of Windsor and West Hants Municipality Electoral Polling Districts and Divisions

- District 1
- Division 1A
- Division 1B

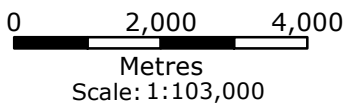


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## District 1 Walton - Centre Burlington



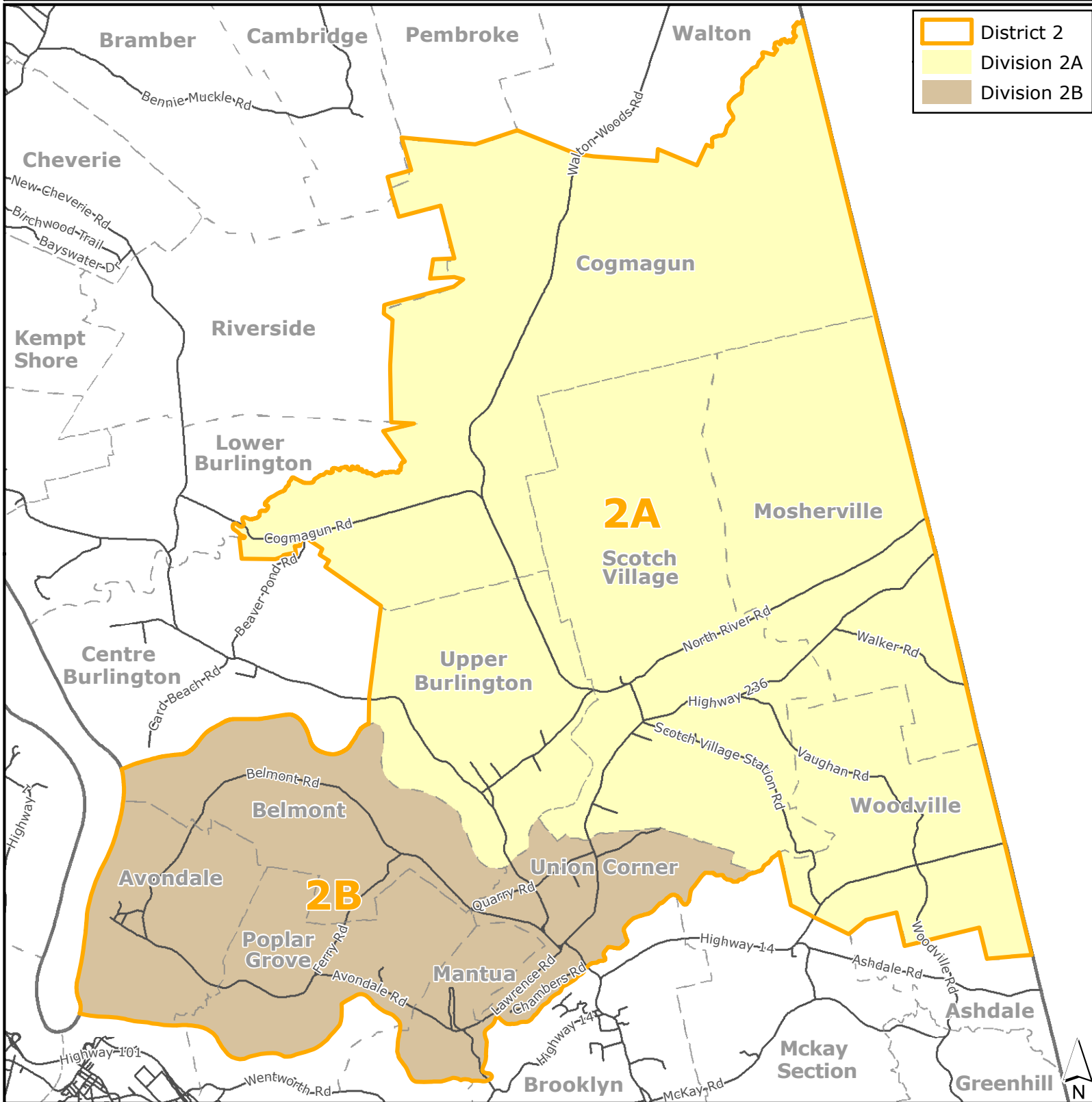
- Municipal Boundary
- Community
- Road

# District 1 Walton - Centre Burlington

## Street Names

Armitage Rd	Lantz Rd
Armitage Road Exten	Leander Macumber Rd
Bancroft Rd	Marryatt Lane
Bayswater Dr	Masters Rd
Beaver Pond Rd	Musgrave Rd
Bennie Muckle Rd	Nature Lane
Birchwood Trail	New Cheverie Rd
Block Wharf Rd	Nova Dr
Blomidon View Lane	Nunn Rd
Cambridge Lane	Nunn Rd Exten
Card Beach Rd	Ocean Beach Rd
Cochrane Lane	Pembroke Wharf Rd
Cogmagun Rd – Civics 22-233	Red Bank Rd
Cove Rd	River Rd
Cove Rd Exten	Ross Barkhouse Rd
Cross 2 Rd	Ross Rd
Cross Rd	Saubren Lane
Crossley Lane	Sherman Lake Rd
Dresser Minerals Rd	Shipyard Rd
Goshen Rd	Shore Rd
Helen Dill Rd	Stephens Lane
Highway 215 – Civics 2786-9789	Summerville Wharf Rd
Hiltz Rd	Tidal Dr
Holiday Lane	Walton Woods Rd – Civic 3795 only
Karen Crt	Wharf Rd
Kempt Forest Dr	Wilcox Rd

# Region of Windsor and West Hants Municipality Electoral Polling Districts and Divisions

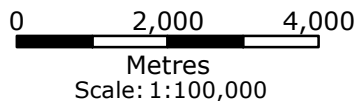


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## District 2 Cogmagun - Avondale



- Municipal Boundary
- Community
- Road

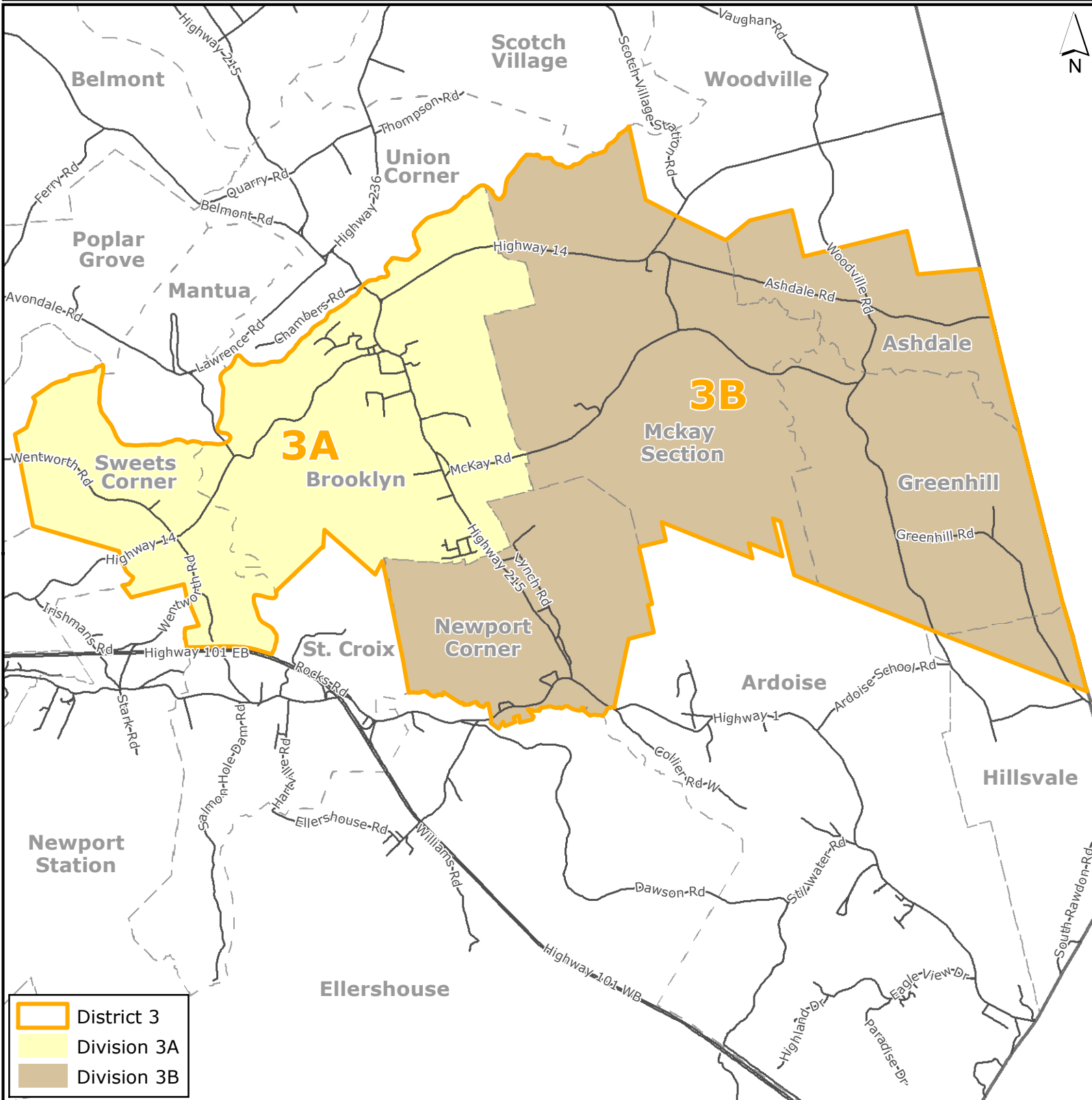
# District 2 Cogmagun - Avondale

## Street Names

Avondale Cross Rd  
Avondale Rd  
Barkhouse Rd  
Beaver Pond Rd  
Belmont Rd  
Chambers Rd  
Chip Hill Rd  
Cogmagun Rd – Civics 453-1246  
Elpine Dr  
Ferry Rd  
Highway 14 – Civics 8911-9688  
Highway 215 – Civics 1240-2754  
Highway 236 – Civics 19-2339  
Hillcrest Lane  
Lawrence Rd  
Millard Crt  
Millers Creek Rd  
New Town Rd  
North River Rd  
Old Highway 215 – Civics 18-1997  
Old Scotch Village Rd  
Old Walton Rd  
Quarry Rd  
Sanderson Rd  
Scotch Village Station Rd  
Smith Lane

Sunrise Lane  
Thompson Rd  
Vaughan Rd  
Walker Rd – Civics 19-300  
Walton Woods Rd  
Woodville Rd – Civics 1538-1599

# Region of Windsor and West Hants Municipality Electoral Polling Districts and Divisions

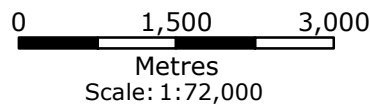


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## District 3 Newport Corner - Sweets Corner



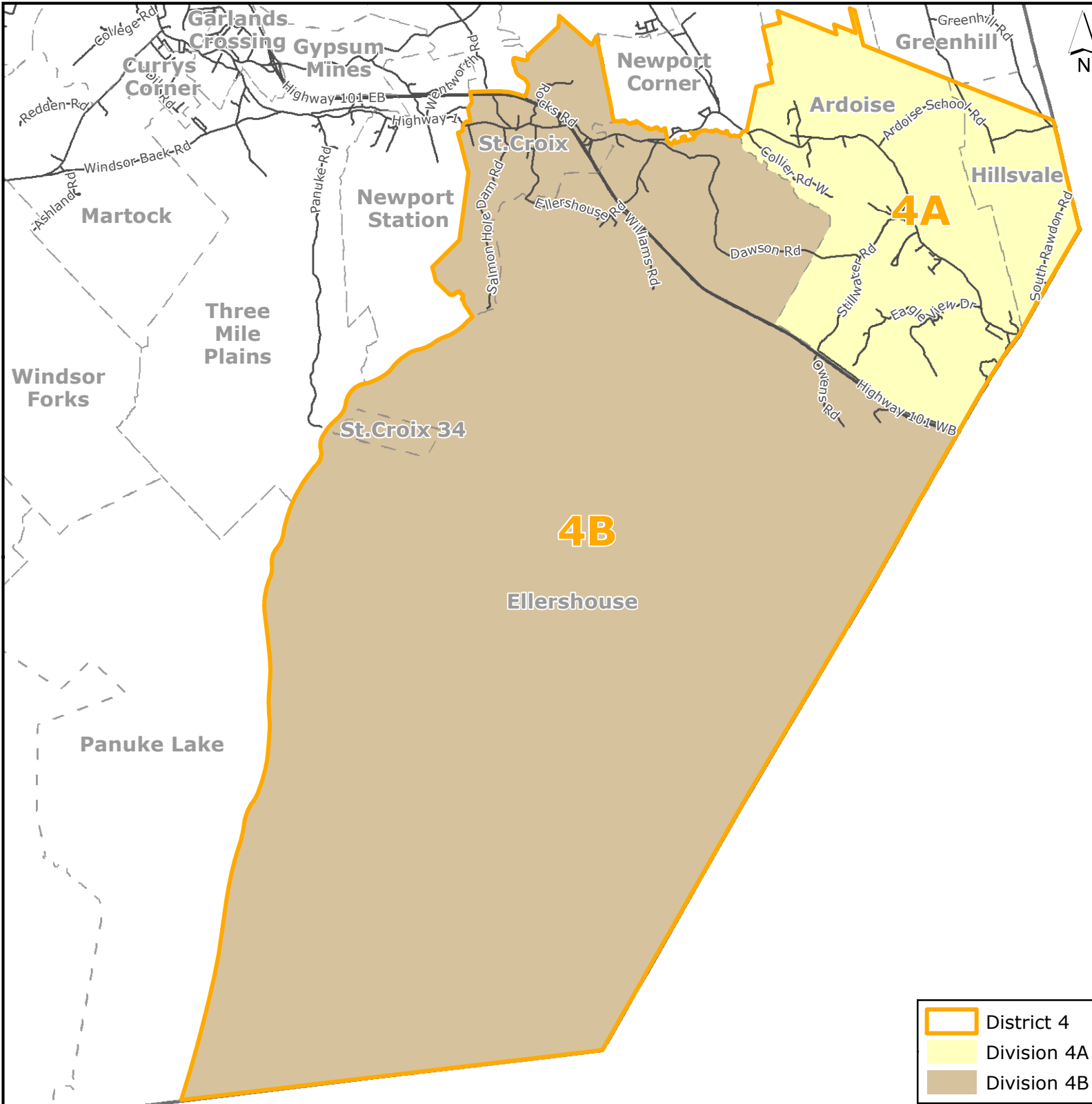
- Municipal Boundary
- Community
- Road

# District 3 Newport Corner – Sweets Corner Street Names

Ashdale Rd – Civics 16-948  
Avondale Rd – No civics on this portion  
Bent Rd  
Brook St  
Chalet Cres  
Chelsey Lane  
Churchill Dr  
Clayton Mckay Rd  
Cochrane Lane  
Crestwood Dr  
Douglas Ave  
Dunlop Rd  
Elm Crt  
Elm Dr  
Etter Rd  
Etter Road Exten  
First Ave  
Fletcher Lane  
Greenhill Rd – Civics 58-778  
Hazelwood Dr  
Highway 1 – Civics 6248-6630  
Highway 14 – Civics 6825 - 8820  
Highway 215 – Civics 19-1240  
Hilltop Ave  
Lakewood Dr  
Lakewood Drive Exten  
Leighton Dr

Lynch Rd  
Maple Lane  
McKay Rd  
Murdock Harvey Rd  
Old Cemetery Rd  
Old Highway 215  
Riverview Dr  
Russ Rd  
Second St  
Smiley Lane  
Sterling Rd  
Third St  
Wentworth Rd – Civics 927-1664  
Woodville Rd – Civics 104 - 1212

# Region of Windsor and West Hants Municipality Electoral Polling Districts and Divisions

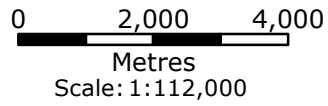


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## District 4 St. Croix - Ellershouse



- Municipal Boundary
- Community
- Road

# District 4 St. Croix - Ellershouse

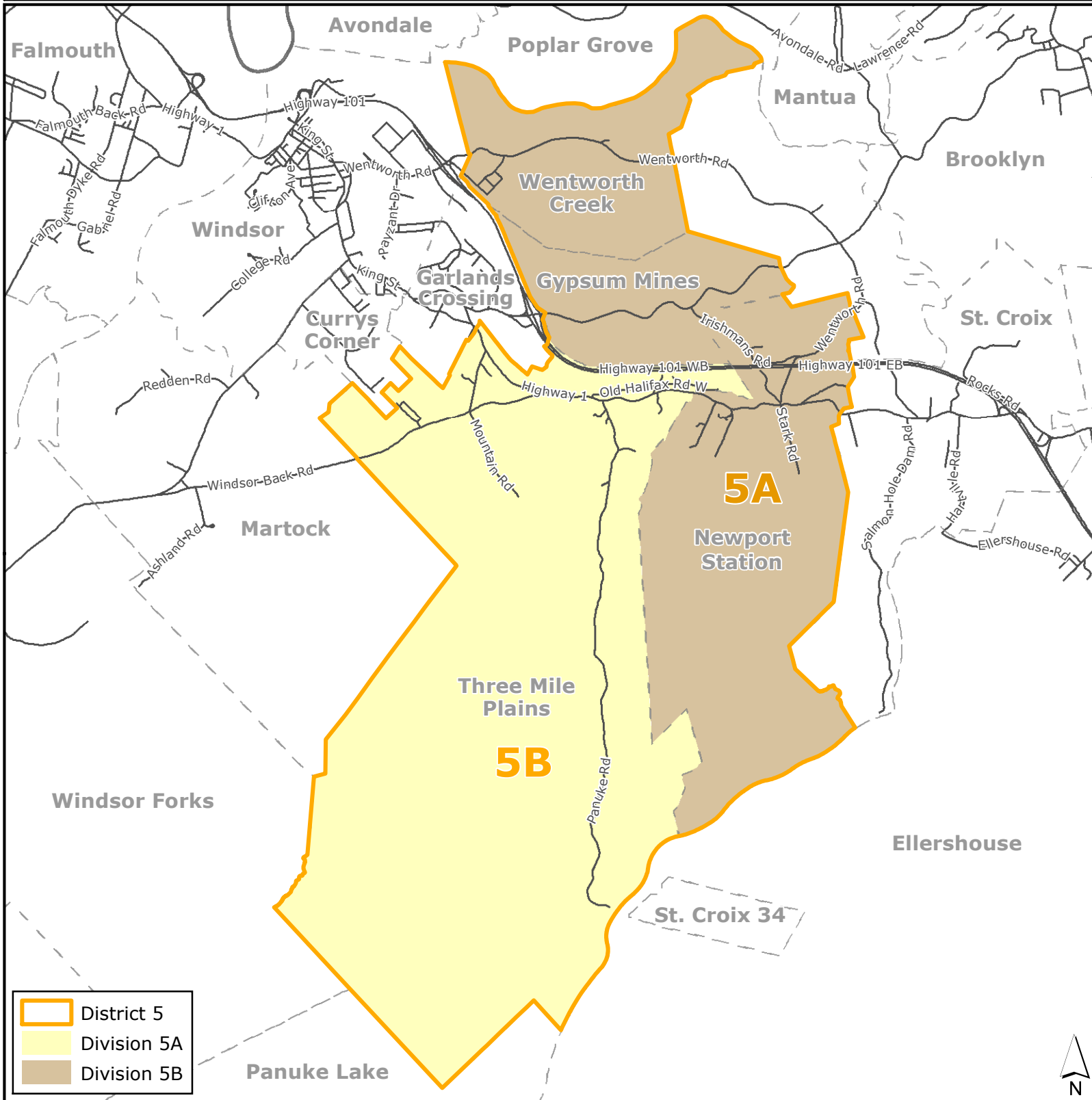
## Street Names

Ardoise Lane  
Ardoise School Rd – Civics 3-921  
Argyle Close  
Ashwood Dr  
Aspen Crt  
Ball Park Rd  
Balsam Fir Lane  
Beech Brook Rd  
Black Cherry Lane  
Bobbitt Dr E  
Bobbitt Dr W  
Buster Davis Rd  
Cameron Lake Lane  
Cemetery Rd  
Christopher Hartt Rd  
Christopher Hartt Rd Exten  
Colchester Right of Way  
Coles Rd  
Collier Rd E  
Collier Rd W  
Davis Rd  
Dawson Lane  
Dawson Rd  
Discovery Cres  
Douglaswood Dr  
Eagle View Dr  
Ellershouse Rd  
Fletcher Rd  
Fogarty Lane  
Greenhill Rd – Civics 4-28  
Hartville Rd

Harvey Rd  
Highland Dr  
Highway 1 – Civics 5339-6240 & 6655-8369  
Highway 101  
Hillcrest Lane  
Hope Lane  
Larch Lane  
Lawrence Lane  
Maple Ave  
Melody Lane  
Muir Dr  
Owens Rd  
Paradise Dr  
Parker Rd  
Poplar Way  
Privilege Rd  
Ritchieville Lane  
River Dr  
Robert Dr  
Robinson Rd  
Rocks Rd  
Rockwell Rd  
Salmon Hole Dam Rd  
South Rawdon Rd – Civics 159-675 & 68  
Spruce Crt  
Spud Ave  
Stillwater Rd  
Sylvia Dr  
Turtle Way  
Vista Ridge  
Williams Rd

Woodville Rd - Civics 16-23

# Region of Windsor and West Hants Municipality Electoral Polling Districts and Divisions



- District 5
- Division 5A
- Division 5B

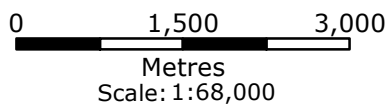


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## District 5 Wentworth Creek - Three Mile Plains



- Community
- Road

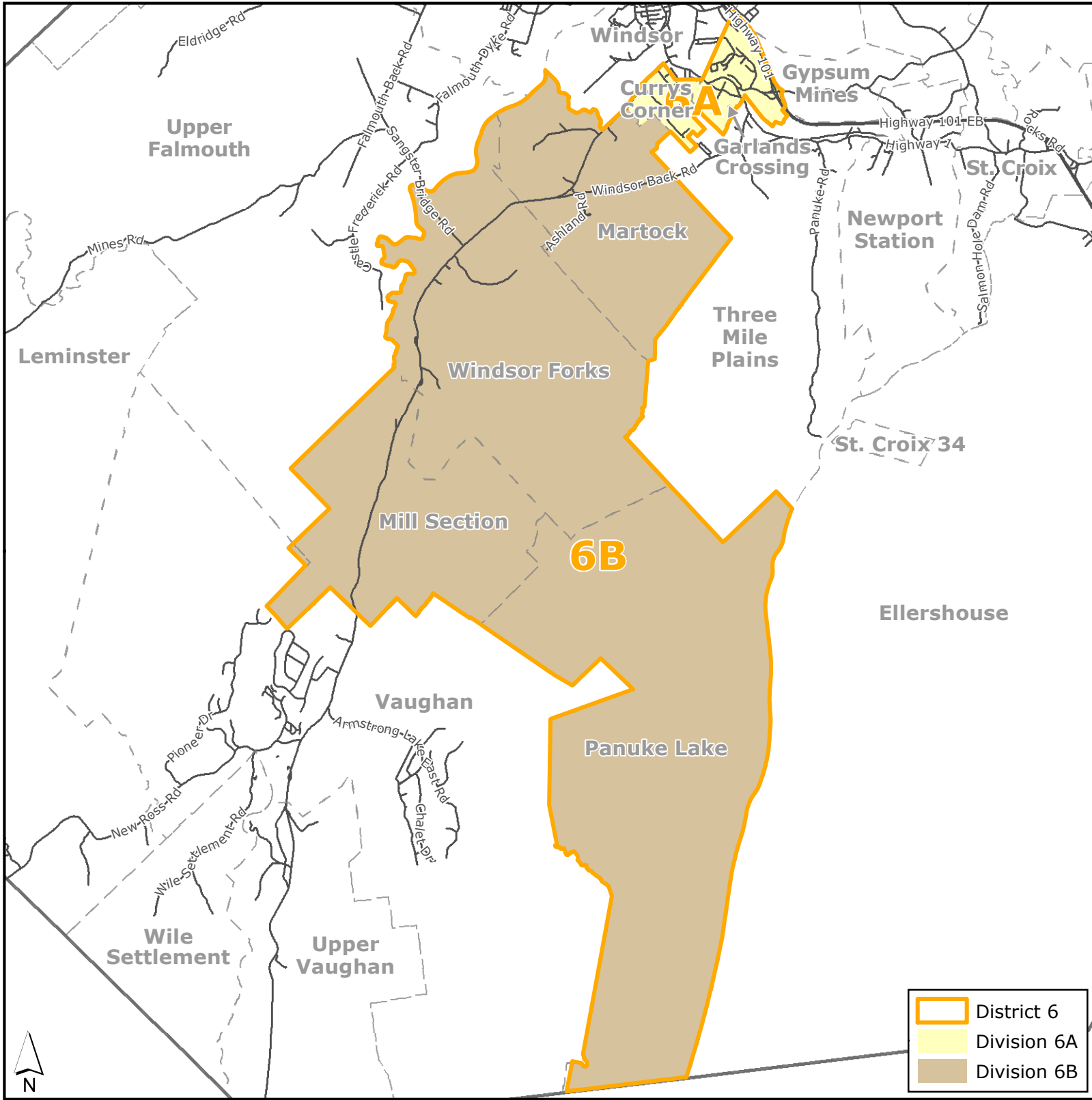
# District 5 Wentworth Creek – Three Mile Plains

## Street Names

Alexander Dr  
Baxter Rd  
Bonnie Lane  
Caldwell Rd  
Cooper Lane  
Denise Dr  
Green St  
Hamilton Rd  
Harvey Dr  
Highway 1 – Civics 4253-5325  
Highway 101  
Highway 14 – Civics 6470-6791  
Hillside Lane  
Irishmans Rd  
Ivey Lane  
MacLeod Crt  
Maple Brooke Lane  
Mearns Dr

Morison Dr – Civic 45-140  
Mountain Rd  
Nelson St  
Old Halifax Rd E  
Old Halifax Rd W  
Old Irishmans Rd  
Old Shanks Rd  
Panuke Rd  
Pellow Rd  
Pleasant St  
Riley Lane  
Sampson Dr  
Sanford Dr  
Stark Rd  
Swinamer Dr  
Three Mile Plains Cross Rd  
Wentworth Rd – Civics 358-773 &  
1708-2040  
Windsor Back Rd – Civics 584-1044

# Region of Windsor and West Hants Municipality Electoral Polling Districts and Divisions

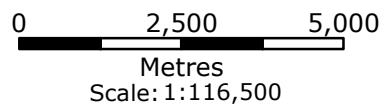


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## District 6 Panuke Lake - Garlands Crossing



- Municipal Boundary
- Community
- Road

# District 6 Panuke Lake – Garlands

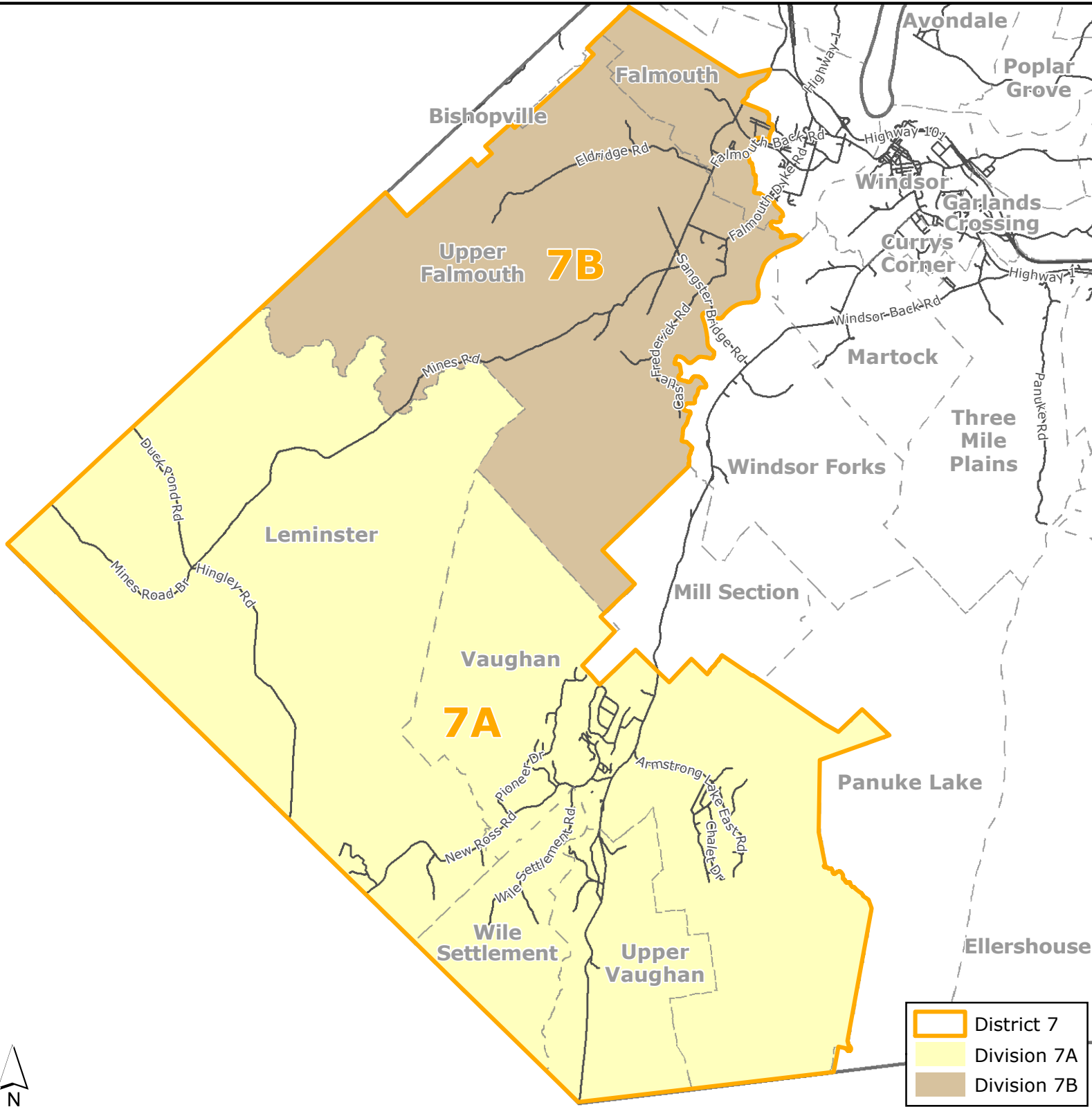
## Crossing

### Street Names

Annie May Crt  
Ashland Rd  
Bailey Dr  
Benedict Lane  
Bowman Rd  
Brightman Ave – Civics 6 & 9 only  
Brookside Lane  
Burgess Rd  
Cloverdale Dr  
Cole Dr – Civics 49 & 63 only  
Crossley Crt  
Crowe Cres  
Dill Rd  
Dill Rd Exten  
Edward Dr – Civics 13-68  
Goosie Loop  
Hatfield Lane  
Highway 1 – Civics 4001-4247  
Highway 101  
Highway 14 – Civic 5942-6014,  
2477-5109, &  
even civics 5154-5504  
Hillcrest Dr  
Irven Dr  
Jared Crt  
Juniper Dr  
Katie Crt  
Kendall Lane  
Kimball Dr

Martock Cross Rd  
Merriweather Cres  
Mountain View Dr  
Mountainside Park  
Oakview Park Rd  
Old Brooklyn Rd  
Palmer Lake Dr  
Pemberton Ave  
Redden Rd  
Sangster Bridge Rd – Civics 7-199  
Ski Martock Rd  
Sunnyhill Dr  
Tonge Hill  
Underwood Rd  
White Birch Lane  
Windsor Back Rd – Civics 2-513

# Region of Windsor and West Hants Municipality Electoral Polling Districts and Divisions



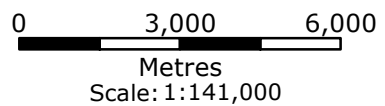
	District 7
	Division 7A
	Division 7B

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## District 7 Vaughan - Upper Falmouth



	Municipal Boundary
	Community
	Road

# District 7 Vaughan – Upper Falmouth

## Street Names

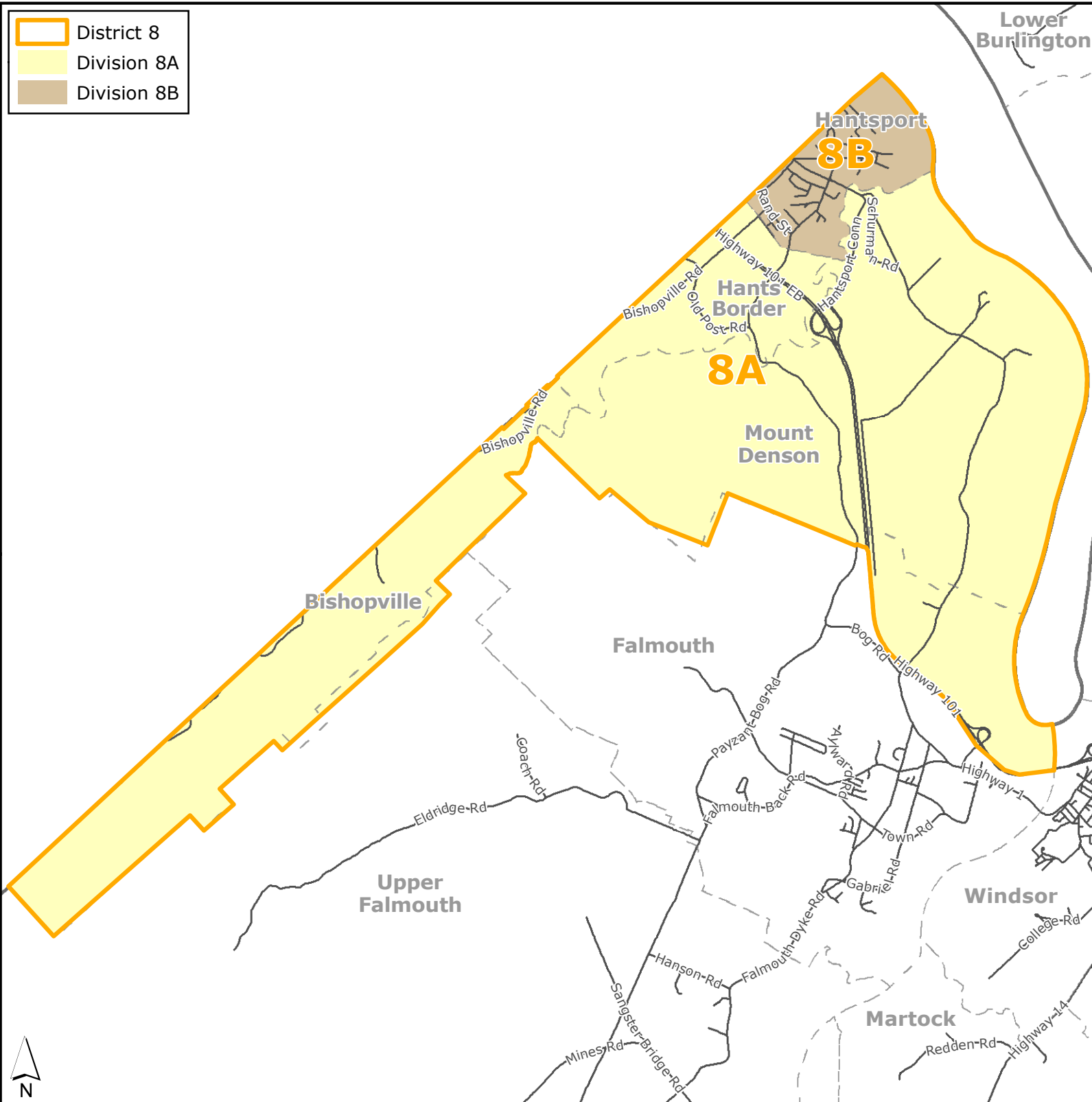
Alonza Wile Rd  
Alpine Way  
Armstrong Lake East Rd  
Armstrong Lake West Rd  
Avonview Crt  
Beaver Pond Lane  
Bishop Road Wa  
Canoe Lake Cove Rd  
Canyon Point Rd  
Castle Frederick Rd  
Chalet Dr  
Chateau Lane  
Coach Rd  
Conrad Rd  
Country Club Lane  
Curry Rd  
Davidson Rd  
Dove Crt  
Duck Pond Rd  
Dudley Park Lane  
Dyke View Lane  
Eagle Lane  
Eldridge Rd  
Falcon Dr  
Falls Lake Rd  
Falmouth Back Rd – Civics 436-1600  
Falmouth Dyke Rd – Civics 558-1189  
Five Island Brook Rd  
Forest Heights Dr  
Forest Heights Rd  
Grey Mountain Rd

Halewood Dr  
Hamlet Cres  
Hancock Lane  
Hanson Rd  
Hartt Rd  
Highway 14 – Civics 272-2421  
Hingley Rd  
Hogan Rd  
Innes Lane  
Lakeview Cres  
Landry Lane  
Levy Meadow Trail  
Loon Dr  
Maple Lane Rd  
Middle Lake North Rd  
Middle Lake South Rd  
Mill Rd  
Milletts Mill Rd  
Mines Rd  
Mines Road Br  
Mockingee Lane  
Morning Lane  
Murphy Lane  
New Ross Rd – Civics 31-1689  
Old Coach Rd  
Old Highway 14 – Civics 20 & 46 only  
Osprey Ridge Rd  
Owl Pass  
Partridge Lane  
Payzant Bog Rd – Even Civics 52-258 &  
Civics 271-660  
Phoenix Lane

Pine Hill Dr  
Pine Point Dr  
Pine Wood Close  
Pioneer Dr  
Resort Rd  
Riverview Rd  
Sangster Bridge Rd – Civics 340-952  
Smeltzer Rd  
Smeltzer Rd Exten  
Snowy Owl Trail  
Summer Lane  
Summit Ridge Rd  
Sunshine Lane  
Town Rd – Civics 653-814  
Valley View Dr  
Village Path  
White Tail Pass  
Wile Settlement Rd  
Wilewood Dr  
Wilfred Hebb Rd

# Region of Windsor and West Hants Municipality Electoral Polling Districts and Divisions

- District 8
- Division 8A
- Division 8B

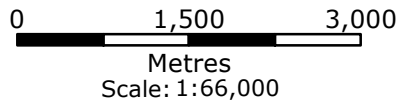


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Prepared by: West Hants Planning Department October 2019

## District 8 Hantsport - Mount Denson



Metres  
Scale: 1:66,000

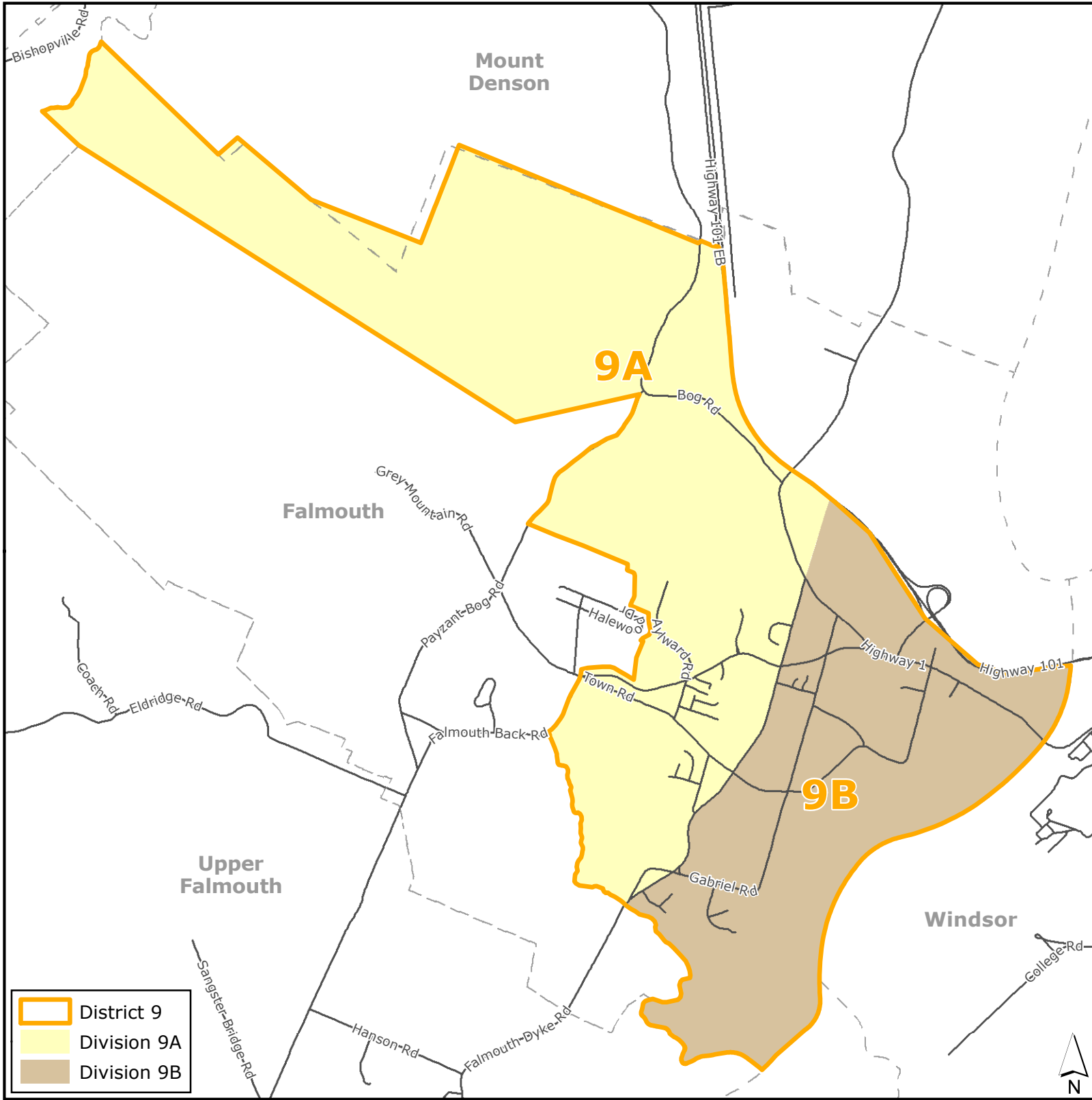
- Municipal Boundary
- Community
- Road

# District 8 Hantsport – Mount Denson

## Street Names

Aberdeen Beach Rd	McKinley Rd
Alders Ave	Oak St
Apple Tree Rd	Old Post Rd – Civics 7-121
Avon St – Civics 1-40	Paul St
Ben Jackson Rd	Pine St
Birch St	Pleasant St
Bishopville Rd – Civics 8-3, 2879-2500, 2160-1910, 1180, 944, 940, 822, 802	Porters Ave
Bog Rd – Civic 6-879	Prince St
Cedar Ave	Rand St – Civics 5-46
Cherry Lane	Riverbank Dr
Chestnut Ave	Riverview Rd
Chittick Ave	School St
Coach Rd – Civic 51 only	Schurman Rd
Cottage St	Smith Cres – Civic 5-11
Davison St	Soldier Rd
Evangeline Dr	Spears Rd
Falmouth Conn	Station St
Faulkner Dr	William St
Foundry Rd	Willow St – Civics 2-35
Hantsport Conn	
Highway 1 – Civic 261-1608	
Highway 101	
Holmes Hill Rd	
Jubilee Lane	
Lighthouse Rd	
Main St – Civic 2-75	
Malcolm Dr	
Maple Ave	
Mariner's Dr	
McCully Cres	

# Region of Windsor and West Hants Municipality Electoral Polling Districts and Divisions

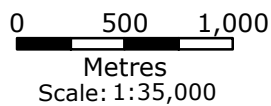


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Prepared by: West Hants Planning Department October 2019

## District 9 Falmouth



Community (dashed line)  
Road (solid line)

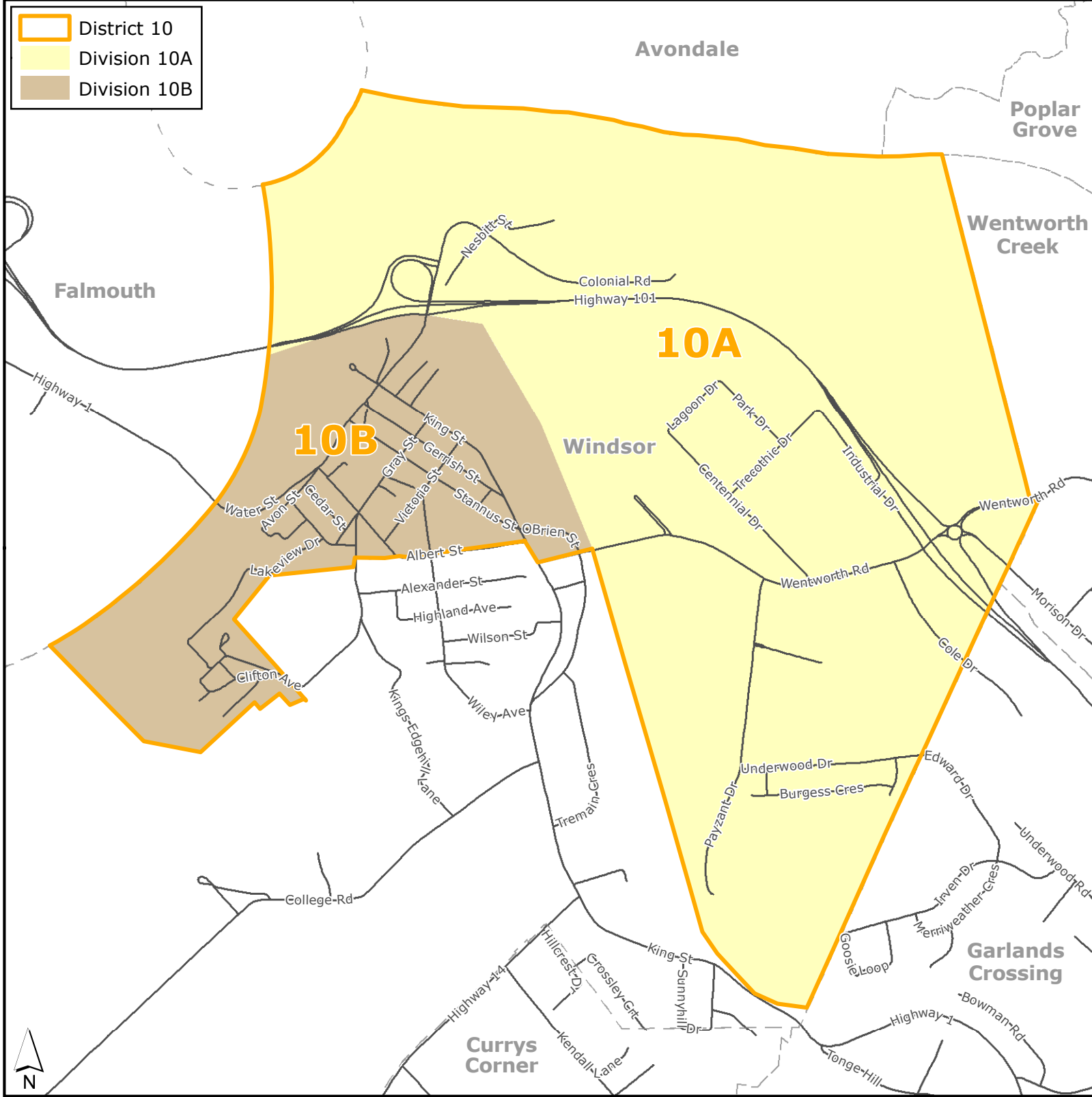
# District 9 Falmouth

## Street Names

Aylward Rd  
Birch Lane  
Bog Rd – Civics 1017-1388  
Chelsea Crt  
Clover Lane  
Curtis Dr  
Duncanson Rd  
Falmouth Back Rd – Civics 18-422  
Falmouth Conn  
Falmouth Dyke Rd – Civics 10-527  
Fundy Crt  
Gabriel Rd  
Green Lane  
Highway 1 – Civics 1635-2058  
Highway 101  
Hilltop Dr  
Jocelyn Lee Crt  
Julie Crt  
Linden Crt  
McDermid Dr  
Mountain View Dr  
Oakdale Lane  
Paddock Lane  
Palmer Dr  
Patterson Lane  
Payzant Bog Rd  
Peach Lane  
Pemberton Rd  
School St  
Sexton Crt  
Shetland Rd  
Southview Crt  
Station Lane  
Town Rd

# Region of Windsor and West Hants Municipality Electoral Polling Districts and Divisions

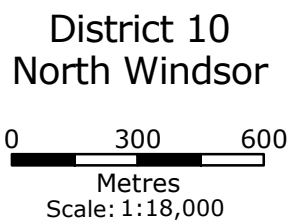
- District 10
- Division 10A
- Division 10B



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Prepared by: West Hants Planning Department October 2019



- Community
- Road

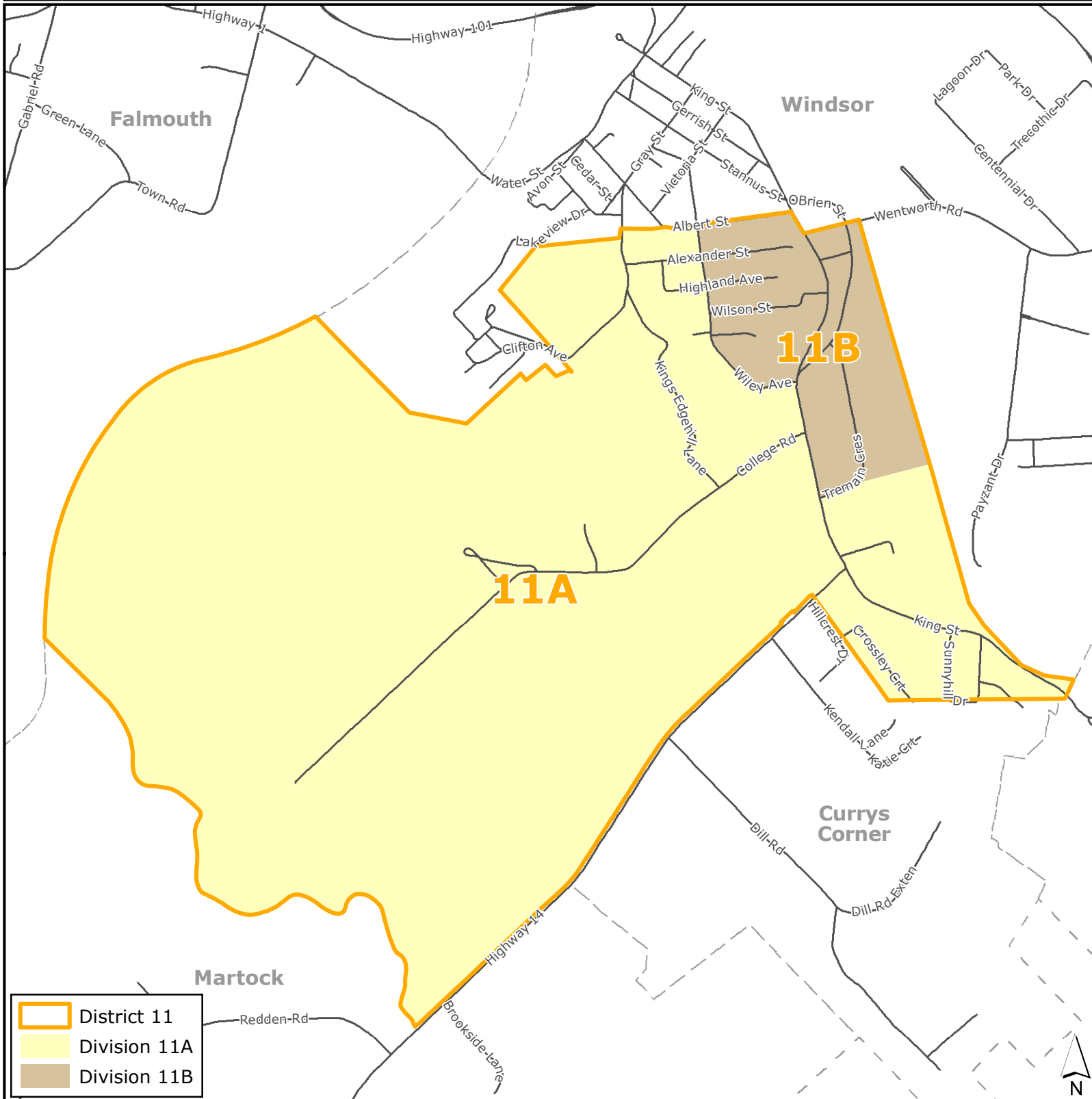
# District 10 North Windsor

## Street Names

Albert St – Civics 32-252 &  
odd civics 257-535  
Avon St  
Burgess Cres  
Cedar St  
Centennial Dr  
Chandler Lane  
Chestnut St  
Clifton Ave – Civics 304-404, 737-910  
Clockmaker Lane  
Cobbett St  
Cole Dr – Civics 7-11  
Colonial Rd  
Empire Lane  
Fairfield Crt  
Fort Edward St  
Fox Lane  
Fraser Dr  
Gerrish St  
Gray St  
Haliburton Ave  
Hawthorne St  
Highway 101  
Industrial Dr  
King St – Civics 33-494, 531 & 543  
King St Exten – Civic 4-8  
Lagoon Dr  
Lakeview Dr  
Morison Dr – Civics 22-41  
Munroe St  
Nesbitt St  
OBrien St – Civics 501-614

Park Dr  
Payzant Dr  
River St  
Stannus St  
Sunset Ave  
Thomas St  
Trescothic Dr  
Underwood Dr – Civics 8-61  
Upper Water St  
Victoria Lane  
Victoria St  
Wagners Crt  
Water St  
Wentworth Rd – Odd civics 7-21 &  
Civics 25-354  
Wiley Ave – Civics 155- 257  
Willow St – No Civics

# Region of Windsor and West Hants Municipality Electoral Polling Districts and Divisions

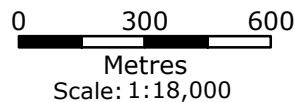


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This map is a graphical representation only. It is not a land survey and is not intended for used for legal descriptions or to calculate exact dimensions or area.

Prepared by: West Hants Planning Department October 2019

## District 11 South Windsor



Community  
Road

# District 11 South Windsor

## Street Names

Albert St – Even civics 256-546  
Alexander St  
Brightman Ave – Civics 1-5 & 7  
Campbell Ave  
Churchill St  
Clifton Ave – Civics 369-721, not 404  
Cottage St  
Crossley Crt  
Edgehill Crt  
George St  
Highland Ave  
Highway 14  
King St – Civics 524-920  
King St Exten – Civics 931-1952  
Kings Edgehill Lane  
Kingsview Dr  
Manning Dr  
OBrien St  
St John St  
Sunnyhill Dr  
Tremain Cres  
Wentworth Rd – Civics 10&16  
Wiley Ave – Civics 330-773  
Wilson St



# PART 3



# The Region of Windsor and West Hants Municipality

Candidate's Guide to  
Municipal Election  
March 7, 2020

# FOREWORD

This guide has been prepared by The Region of Windsor and West Hants Municipality based on the 2016 Candidates Guide to Municipal and School Board Election by Department of Municipal Affairs, to assist those who are contemplating offering for municipal elected office in the upcoming election. This version has been prepared for the special general election March 7, 2020. For more information on special elections you should also refer to Section 13 of the *Municipal Elections Act* (MEA)

The guide is intended to inform prospective candidates on:

- qualifications for nomination (including disqualifications for office)
- nomination procedures
- relevant election procedures
- duties, obligations and responsibilities of candidates
- duties, obligations and responsibilities of elected councillors

Presentation of the information in this guide is very general, and prospective candidates should refer directly to the *Municipal Elections Act* for specific authority. Copies of this Act is available electronically on the government website at [www.novascotia.ca](http://www.novascotia.ca) and may be available from the Municipal Returning Officer.

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## Key Dates for Quick Reference

August 11, 2019

- Residency required to qualify as candidate in the Regional Municipality

January 8-23, 2020

- Revision Period for List of Electors

February 12, 2020

(nomination can be filed by appointment with the Returning Officer or Assistant Returning Officer in the seven business days prior to nomination day)

- Nomination Day by 5:00 p.m.

February 13, 2020

- Last day for candidate to withdraw by 4:00 p.m.

February 13, 2020

- Mandatory Candidates Meeting 6:30 p.m., 76 Morison Drive, Windsor

February 13-28, 2020

- Application Period to Vote by Proxy

February 29, 2020

- First Advance Poll

March 3, 2020

- Second Advance Poll

March 7, 2020

- Ordinary Poll Day (Election Day)

March 10, 2020

- Official Addition

**March 14, 2020**

- **Last day to file affidavit**  
(re: removal of posters and return of voters list for return of full or part of deposit)

**March 17, 2020**

- **Last day to apply for a recount**

**May 6, 2020**

- **Last day to file campaign contribution disclosure form**

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## Candidate's Check List for Council

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1. Decide which office (mayor or councillor) you wish to be nominated for.
2. Check to establish that you hold the qualifications for such office (age, citizenship, etc.). Details of qualifications are on page 11.
3. Ensure that you are not disqualified from holding such an office (occupation, residency, etc.). **The onus is on the person nominated for election to an office to file a *bona fide* Nomination Paper.** Council candidates must have paid taxes and charges that are liens on their property.
4. Appoint an Official Agent or file a declaration that you will be acting as your own Official Agent. The Official Agent must keep track of any campaign contributions and open a bank account for this purpose.
5. Note the Key Dates provided for quick reference on page 5 of this guide.
6. Note the name and office location of the Returning Officer for the election.
7. Obtain the Nomination Paper.
8. Complete the nomination section of the Nomination Paper and determine the qualifications required for the electors who are eligible to nominate you for election to council.
9. Obtain the required number of signatures of qualified electors as nominators on your Nomination Paper. A Nomination Paper must be signed by at least five qualified electors whose names appear on the list of electors for the district in which you are running.
10. Complete and sign the "Oath and Consent" portion of the Nomination Paper. If you are away from the Regional Municipality you may in writing authorize your Official Agent to do so.
11. Obtain the certificates stating that your charges that are liens and

your taxes are paid. File all your nomination forms between 9:00 a.m. and 5:00 p.m. on Nomination Day, or by appointment during the 7 business days preceding Nomination Day. Once your nomination paper has been accepted by the Returning Officer or Assistant Returning Officer, who accepts the nomination by signing the receipt, it is open for inspection by the public. Once accepted, you or your Official Agent will be provided with a copy of the amended list of electors entitled to vote for the office for which you are a candidate. Note that the list of electors is to be used for election purposes only and all of your copies must be returned after the election. The *Municipal Elections Act* does not allow the list to be open for inspection, disposed of or sold for other purposes.

12. You or your Official Agent may also appoint other agents or scrutineers to represent you at the polls on election day. Only one Poll Agent may represent you at a polling station at any one time. As a candidate, you may not act as this agent.
13. Election day... **DON'T FORGET TO VOTE!**
14. Remove signs, posters, and other election advertising within 7 days of ordinary polling day and return your copies of the voters list including any electronic copies, or confirmation of the destruction or deletion of any electronic copies to the Returning Officer. Failure to do so is an offence.
15. Campaign contribution disclosure forms must be filed within 60 days of the election. Failure to file or filing late is an offence.

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## Administration of Municipal Elections

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### Regional Municipal Polling Districts and Divisions

The Regional of Windsor and West Hants Municipality (Regional Municipality) is divided into **polling districts**. A polling district is the geographic area that an elected councillor represents. Each polling district will elect one (1) member to council. The Regional Municipality will also elect one (1) Mayor represent the entire Regional Municipality.

The Regional Municipality's polling districts are divided into polling divisions. A polling station contains up to 1000 electors on Ordinary Polling Day. A polling station is established for each polling division on Ordinary Polling Day.

Maps of the polling districts and divisions are provided in Part 2 of the Candidate's Package.

### Returning Officers

The official who is responsible for administering the election in the Regional Municipality is the Returning Officer.

The Returning Officer may be the clerk of the Regional Municipality, or another municipal staff member, or may be someone who has been contracted by the Regional Municipality to work as the Returning Officer.

The Returning Officer is responsible for the administration of the election in all the polling districts in the Regional Municipality and is the person who will be able to give candidates all necessary information about the election.

The contact information for the Returning Officer and Assistant Returning Officer is:

Rhonda Brown  
Returning Officer  
76 Morison Drive, Windsor  
[rbrown@westhants.ca](mailto:rbrown@westhants.ca)  
902-798-8391, ext. 110

Shelleena Thornton  
Assistant Returning Officer  
100 King Street, Windsor  
[sthornton@town.windsor.ns.ca](mailto:sthornton@town.windsor.ns.ca)  
902-798-2275 ext. 207

## Poll Officials

The Returning Officer appoints a Deputy Returning Officer and a Poll Clerk for each polling station in the Regional Municipality.

The Deputy Returning Officer is responsible for the management of the polling station on voting days. The Poll Clerk is responsible for keeping the written records of the voting.

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## Becoming a Candidate for Council

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### What Are the Qualifications to Run for Council?

In order to run for council (mayor or councillor) you must:

- be 18 years of age at the time of nomination
- be a Canadian citizen
- be ordinarily resident in the Regional Municipality or in an area annexed to the Regional Municipality for 6 months preceding Nomination Day (on or before August 11, 2019), and continue to so reside.

You do not need to reside in the polling district of the Regional Municipality in which you wish to seek election, as long as you meet the residency requirement of six months in the Regional Municipality.

### Disqualifications - Council

A number of situations or occupations disqualify the following from seeking municipal office (s.18 of the *Municipal Elections Act*):

- members of parliament or senators;
- members of the legislative assembly;
- members of a village commission;
- judges;
- a person who accepts or holds office or employment in the service of the municipality, or any utility, board, commission, committee or official thereof, to which any salary, fee, wages, allowance, emolument, profit or other remuneration of any kind is attached, for so long as he holds or is engaged in the office or employment unless the person is on a leave of absence pursuant to subsection 17C (2) of the *Municipal Elections Act*. (This disqualification does not apply to volunteer firefighters with a municipal firefighting organization, school board employees, employees of joint bodies of two or more municipalities to which the municipality appoints at least one representative and to which the municipality provides funding, and volunteer members of a board or committee of the municipality);
- councillors in another municipal unit or elected school board members (during a special election);
- persons who, within 5 years prior to Nomination Day, have been

- convicted of bribery or a corrupt practice contrary to the *Municipal Elections Act* or who have been disqualified from any office pursuant to the provisions of the *Municipal Conflict of Interest Act*;
- During a special election no person is qualified to be nominated as a councillor who is a member of a school board.

## Requirement to Pay Taxes and Liens - Council

To qualify for nomination to council, you must ensure that all Municipal charges that are taxes and liens that are due have been fully paid, and, if the Municipality or the Town has provided for payment of taxes by installment or interim payments, all installments or interim payments due as of Nomination Day must be paid. You will need to get a certificate from the Municipality of the District of West Hants and the Town of Windsor to this effect, which must be filed with your Nomination Paper. This applies even if you do not own property or owe taxes.

## What If I or My Family Member(s) Do Business With the Regional Municipality?

The Regional Municipality's public officials are expected to place the public interest before their own private advantage.

Rules for determining and declaring a conflict of interest are set out in the *Municipal Conflict of Interest Act*. The Act requires any member of council who has a financial interest in any matter coming before the council to declare that interest and to withdraw from any discussion of it. If the meeting is closed, the member must leave the room where the meeting is being held. If the meeting is open, the member must withdraw and leave the room or sit in the public gallery.

The member is thus disqualified from dealing with the particular matter in which he or she has an interest but not from sitting on council when other matters are discussed.

In general, any qualified person with a potential conflicting interest is free to seek municipal office. The only requirement is that, once elected, the incumbent must comply with the principle of disclosure and withdrawal whenever his or her financial interest may be affected by an action of the council or local board.

It should be noted that the interest of a member is broadly defined to include the pecuniary interest of relatives, a spouse, and a spouse's relatives. However, several situations that are common and of minor consequence are deemed not to constitute conflict of interest. Please refer to the *Municipal Conflict of Interest Act* for additional detail.

## How Do I Become a Nominated Candidate for Council?

### 1. Obtain a Nomination Paper and Other Nomination Information

Contact the Returning Officer for the Regional Municipality. Besides the nomination form, other information about running in the election will be available.

You can only be nominated for one office. You must use the correct nomination paper, Form 11, for Councillor or Mayor.

### 2. Complete the Nomination Paper for Council

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 list of electors and they must be qualified to vote for you. This means that they must be eligible to vote in the district in which you are running, and to vote for the office for which you are running.

You should get more than five people to sign your Nomination Paper in the event one or more of your nominators are not qualified.

- **The name of your Official Agent.**

Your Official Agent is responsible for filing your campaign finance disclosure forms following the election and can act on your behalf at certain times.

You can act as your own Official Agent but cannot act as such at the polls.

- **Complete the Consent and Oath or 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 of the *Municipal Elections Act*).

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 (council candidates only), and that you will accept the office, if you are elected.

### 3. Provide Certificates Respecting Taxes

The certificates must be signed by the municipal official who is qualified to do so.

The certificate indicates that all taxes and charges that are liens that you owe to the Municipality of the District of West Hants and the Town of Windsor have been paid as of Nomination Day and, if the Municipality or Town 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.

A certificate from both the Municipality of West Hants and Town of Windsor is required, but both certificates can be obtained at either office when submitting your Nomination Paper.

### 4. Pay the Required Deposit

A Nomination Deposit of \$200.00 is required by the Regional Municipality. The Nomination Deposit can be paid after you obtain the Certificates Respecting taxes or when you submit your Nomination Paper.

The Nomination Deposit by:

- cash
- certified cheque or bank draft
- postal money order

personal cheques and credit cards are not accepted.

Candidates are entitled to have their nomination deposit refunded after the election if certain criteria are met (see page 28).

### 5. You are Officially Nominated

Once the Returning Officer or Assistant Returning Officer is satisfied that you have met the requirements for nomination, the **Returning Officer or Assistant Returning Officer will sign the receipt** on the Nomination Paper. You will now be officially nominated as a candidate for council.

## When Do I File My Nomination Paper for Council?

Nomination day is **Wednesday, February 12, 2020, between 9:00 a.m. and 5:00 p.m.** You can file your Nomination Paper early, starting seven (7) business days before Nomination Day, **by appointment with the Returning Officer or Assistant Returning Officer.**

Nomination Forms can be filed at either the West Hants Municipal Office, 76 Morison Drive or the Town of Windsor Office, 100 King Street.

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.**

### **Can I Change My Mind About Running for Council?**

You can withdraw as a candidate until **4:00 p.m. on Thursday February 13, 2020**; however, you will forfeit your deposit. After that date, your name must appear on the ballot paper.

You can ask for a change in the particulars in how your name appears on the ballot paper until **4:00 p.m. on Thursday February 13, 2020**.

All required forms can be found in Part 7 of the Candidate's Package.

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## The List of Electors

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### When Can I Get the List of Electors?

Once your Nomination Papers are filed, you will be provided with the list of electors.

If you are running for **council**, you will be given a copy of the amended list of electors for the polling district in which you are running.

If you are running for **mayor**, you will be given a copy of the amended lists of electors for the entire Regional Municipality.

### What Are My Responsibilities for the List of Electors?

The list of electors can be used for electoral purposes only. This means that you can use the list for campaigning for election, persons working on your campaign, and your agents in the polling stations, can also use it.

Once the election is over, candidates must return **all** copies of the list of electors in your possession, including electronic copies, or confirmation of the destruction or deletion of the list of electors (this includes copies you may have given to persons working on your campaign).

While the list of electors is in your possession, it cannot be open for inspection by the public (except for an electoral purpose), disposed of or sold.

### What Happens If an Elector's Name Is Not on the List of Electors?

An elector whose name is not on the amended list of electors can be added to the list by contacting the Returning Officer any time up to three (3) days before the first advance polling day to get their name added to the list.

An elector whose name is not on the revised list of electors (the list finalized three (3) days before the first Advance Poll Day) can also be added at the polling station on both Advance Poll Days and on Ordinary Poll Day.

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## Election Campaigns

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### Are There Any Rules About Campaigning in an Election?

You can begin campaigning at any time. Contact the Returning Officer for more information if you plan to start campaigning before February 12, 2020.

When campaigning to residents you or those assisting you in your campaign, should wear some kind of identification noting who you are and whose campaign they are working for. This will assist the public with awareness and confidence of your campaign.

You or your representatives are entitled to lawfully campaign in locked multiple unit buildings or condominium complexes, during reasonable hours. You must approach the superintendent or building management to gain access to the building. Obstruction is an offence.

You can campaign on Ordinary Poll Day, **but you cannot loiter or solicit votes around a polling place, or within 200 feet of a polling place.** A candidate who is loitering or soliciting votes can be ordered away by the Deputy Returning Officer and can be arrested for disobeying the order.

No one can wear candidate buttons or other materials within 200 feet of the wall of a building containing a polling station on any Ordinary Poll Day.

### What About Election 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. Example “Authorized by John Smith, Candidate”

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 Regional Municipality does not allow election campaign signs on Municipal 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. More information can be found in Part 6 of the Candidate's Package.

You can advertise on Ordinary Poll 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.** The prohibition against election signage within 200 feet of the polling place applies to advertising affixed to vehicles, as well as any literature, emblem, ribbon, flag, sign, banner, card, bill, poster or device that tends to support a candidate. 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 candidate's 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.

## What About Financing My Election Campaign?

Many candidates will receive contributions toward the cost of mounting an election campaign. The law is that a candidate has a responsibility to disclose the names of the donors who donate more than \$50.00 to his/her campaign, and the amount of the contributions. All candidates must file a financial disclosure form, even if they had no contributions to their campaigns. As noted above any contributions of more than \$50.00 must be appropriately documented.

The practice is viewed as a method to increase public confidence in the electoral process by making it less likely that a candidate, once elected, will act secretly to further the interests of a particular person or corporation.

Disclosure of campaign contributions is done by candidates for Provincial and Federal elections as well.

Unlike Federal or Provincial election campaigns, no income tax credits, or deductions are available to donors to municipal candidates.

## Rules for Recording and Disclosing Campaign Contributions

The following rules and procedures are to be observed:

All candidates are required to have an Official Agent, who is responsible for taking contributions for the candidate's campaign and recording the information about the donors.

A candidate can appoint someone or act as his/her own Official Agent by selecting the option on Form 17.

Whether you appoint an Official Agent or act as your own Official Agent is a decision that you will have to make, depending on the size of your campaign and your own personal inclinations.

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.

If an association is formed to promote the election of a candidate, it is subject to the disclosure requirements. An association is any group of one or more people with the goal of the election of a particular candidate. This group usually takes the form of the Committee to elect [candidate X].

An association **must** appoint an Official Agent.

An individual acting on behalf of an association would file a letter naming the official agent, or the official agent could file the document indicating that he or she is acting as official agent of the association. The agent's name and address must be included. The association should also include its name and an address where communications can be directed.

## When Do I Need to Appoint an Official Agent?

The legislation recognizes that you can be considered to be a candidate before you actually file your Nomination Paper.

You may begin organizing your campaign or actually campaigning before filing your Nomination Paper. **As soon as you begin to accept contributions, you must have an Official Agent appointed.**

The appointment of your Official Agent must be in writing. Form 17 can be used for this purpose. The Official Agent must take the oath in Form 17A.

The appointment of an Official Agent must take place no later than the close of nominations on Nomination Day. If you are acting as your own Official Agent, you must indicate this on your Nomination Paper.

At any time before Ordinary Poll Day a candidate may dismiss an Official Agent and appoint another Official Agent by stating these facts in writing 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.

## How Are the Contributions Handled?

Whether you appoint an Official Agent, or you act as your own Official Agent, it is necessary to place the contributions in a separate account. The contributions must be dealt with separately from a candidate's personal funds.

The Official Agent must record the full name and residential or business street address of each contributor who contributes more than \$50.00. A post office box is not to be used as an address, unless that is the only address available.

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.

## Are There Restrictions on the Sources of Contributions?

A candidate can accept contributions from any donor, with the following exceptions:

- Anonymous contributions cannot be accepted. If an anonymous contribution cannot be returned to the contributor, it must be turned over to the Regional Municipality.
- **No person can contribute funds not beneficially belonging to that person or funds that have been given or furnished to that person by another person for the purpose of contributing those funds unless the person to whom the funds beneficially belong is identified as the contributor or unless the person contributing the funds is the spouse of the person to whom the funds beneficially belong.**

Where a **trust or fund is established to further the goals of a candidate or association and the trust or fund is not controlled by an association or candidate**, the names of the contributors to the trust or fund shall be disclosed when a transfer is made from the trust or fund to either an association or candidate.

## What Is a Contribution That Needs to be Recorded by the Official Agent?

The legislation defines a contribution as services, money, or other property donated to an association or a person to support the political purposes of an association or candidate, but does not include personal services or the use of a vehicle volunteered by a person and not provided as part of that person's work in the service of an employer.

Contributions can therefore be of three types:

1. **Services** donated to a campaign are valued at the normal charge that they would attract in the marketplace.

**Note that there are two exceptions. A person can donate, as long as the donation is not given as part of the person's employment:**

- **his or her personal services, or**
- **the use of a personal vehicle,**

Some examples might be useful. A service that might be donated during an election campaign is the 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 polling days.

2. **Money** donated to a candidate clearly has to be recorded, in the event the cumulative amount of the donations from the donor exceed \$50.00.

3. **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. If there was a social event to meet the candidate, and if volunteers made sandwiches for it, then the cost of the food would show as a donation, but not the time spent by the volunteers in preparing

the sandwiches.

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.

There is a special rule for the valuing of goods and services donated for sale or auction. Section 49A (10) of the *Municipal Elections Act* states that the value to be recorded is the dollar value that was actually paid at the sale or auction, regardless of what the commercial value might be. For example, a local artisan might donate a piece of artwork which would normally sell at retail for \$100.00. If the candidate held a fund-raising auction, and someone paid \$200.00 for it, then the contribution would be recorded as \$200.00, and the artisan would be recorded as the donor.

## What Contributions need to be disclosed?

Even though the Official Agent must record the amount and source of all contributions, **only contributions which exceed \$50.00 that have been received since the previous election (either in 2016 or since the last special election in the polling district) need to be disclosed.**

Even though contributions in excess of \$50.00 need to be disclosed, remember that the contributions can be cumulative. For example, a contributor might give \$25.00 at one time, and then another amount later on. If the contributor gives a second amount which exceeds \$25.00, then the contributions become reportable, even if individual contributions do not exceed \$50.00.

## Filing the Disclosure Statement

The Disclosure Statement is in Form 40 for candidates and in Form 41 for associations.

If a candidate does not file a Nomination Paper, he/she is not required to file a Disclosure Statement.

The Disclosure Statement must be filed within 60 days after Ordinary Poll Day (**no later than May 6, 2020**) with the Municipal Clerk.

The Disclosure Statement must identify the contributions in excess of \$50.00 that have been received during the campaign or since the 2016 Disclosure Statement (or a Disclosure Statement that was filed after a special election), and include all contributions in excess of \$50.00 received up to the time that the Disclosure Statement was filed.

All Candidates, even those who received no contributions at all must file the Disclosure Statement. As noted above those contributions exceeding \$50.00 must be individually recorded, listing the name and address of the person making the donation.

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## Voting Procedures – Council

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### Who can be at the polls?

Only election officers conducting the election, candidates (some limitations), agents of candidates, a peace officer (if appointed), and a voter actually voting are entitled to be present in the polling place at any one time.

Everyone in attendance is to maintain the secrecy of the voting.

### What Are the Voting Days and Times?

Note there are three voting days:

- **First Advance Poll Day:** Saturday, February 29, 2020, from 12:00 p.m. - 8:00 p.m.
- **Second Advance Poll Day:** Tuesday, March 3, 2020, from 12:00 p.m. - 8:00 p.m.
- **Ordinary Poll Day:** Saturday, March 7, 2020, from 8:00 a.m. - 7:00 p.m.

Electors who expect they may be unable to vote on Ordinary Poll Days are able to vote at either of the Advance Poll Days.

### What If an Elector Cannot Vote on Any of the Polling Days?

An elector who is going to be absent from the Regional Municipality on the Advance Poll Days and Ordinary Poll Day or is unable to attend at the polling station because of illness or physical disability can vote by **proxy**.

In order to vote by proxy, the elector's name must appear on the list of electors-

If a person wishes to vote by proxy, that person must complete and sign the application form (Form 21). If the elector completing the application form is not sure of his or her number on the list of electors, or his or her polling division number, those spaces can be left blank and can be completed by the Returning Officer, as long as there is no doubt about which elector has signed the application. For example, students who complete the application form while away from home will not have the list of electors available and therefore will not have that information.

When the application form has been completed, it must be returned **in person** to the Returning Officer at any time between the day after Nomination Day (February 13, 2020) and 5:00 p.m. on Friday, the eighth day before Ordinary Poll Day (February 28, 2020). **The Returning Officer cannot issue a proxy paper (Form 22) after 5:00 p.m. on Friday, February 28, 2020 the eighth day before Ordinary Poll Day.**

The application form must be delivered to the Returning Officer either by the elector who wishes to appoint another person to vote on his or her behalf by proxy, or by the proxy voter who will act for the elector. **No other person may bring this application form to the Returning Officer.**

**If the proxy voter and the elector are unrelated**, they must each be on the list of electors for the Regional Municipality and the proxy voter must not have been appointed as proxy voter for any other unrelated voters.

**If the proxy voter and the elector are related** as child, grandchild, brother, sister, parent, grandparent, husband or wife, they must both be on the list of electors for the Regional Municipality.

**If the elector is a resident in a home for special care**, the elector can appoint a proxy voter who is related as a child, grandchild, brother, sister, parent, grandparent, husband or wife who is of voting age. There is no requirement for the proxy voter to be on any list of electors.

A proxy voter can vote for any number of related persons (as described in this part), and **one (1)** unrelated person.

A proxy voter can only vote on behalf of the elector on Ordinary Poll Day at the polling station where the elector is on list of electors.

## Can I Be Present or Have Representatives in the Polling Stations?

### Rules for Candidates

As a candidate, you can be present in the polling station during voting hours, and during the counting of the ballots.

If you do choose to go to the polling station, remember that **you cannot loiter or solicit votes within 200 feet of the polling place.**

In the past few elections, voters have complained about candidates standing by the doorways and in the parking lots of polling places to greet the voters. While candidates may be in a polling place to vote, to check with their agents, or to walk through, Section 105 of the *Municipal Elections Act* authorizes the Returning

**Candidate's Guide to Municipal Election March 7, 2020**

Officer or Deputy Returning Officer to order from the polling place and the area within 200 feet of the polling place anyone who is loitering or soliciting votes. This includes candidates. The Returning Officer or Deputy Returning Officer may have arrested any person who disobeys an order.

**You cannot act as a Poll Agent, even if you are acting as your own Official Agent.**

**You cannot act as a friend of an elector (assist an elector to mark a ballot) unless the elector is your child, grandchild, brother, sister, grandparent, parent or spouse.**

You can be present to witness the counting of the ballots after the polling station closes, but you cannot witness the count at more than one polling station. This means that if you are in a central polling place with more than one polling station, you cannot move from polling station to polling station to observe the count.

### Candidate's Agents

Your **Official Agent** can be present in the polling stations and can act as a Poll Agent. **(Remember that if you are your own Official Agent, you still cannot act as a Poll Agent).** Your Official Agent must have an appointment in Form 17 before he/she can enter the polling stations.

You may appoint any number of **Poll Agents**. An agent may be appointed to more than one polling station. All agents must have an appointment in Form 15 to each polling station where they are to be. They cannot enter the polling station without Form 15.

Form 15 must be delivered to the Deputy Returning Officer at the polling station, and the agent must also take an oath in Form 16 in the poll book before being permitted to stay at the polling station.

You may only have **one Poll Agent present at a polling station** at any one time.

If you appoint an agent to a mobile poll, that agent must provide his/her own transportation.

### Agent's Responsibilities

An agent **can**:

- leave the polling station and return
- observe the opening and closing of the polling station
- observe the voting procedure
- challenge an elector, by asking for the Oath of Qualification (Note: the challenge must be made **before** the elector is given the ballot papers)

- view the poll book, at times when there is a lull in the voting
- object to the counting or rejecting of a ballot.

An agent **cannot**:

- interfere with an elector
- prohibit an elector from voting
- question electors as they are entering or leaving the polling station
- prevent a ballot from being counted
- disrupt the operation of a polling station

Remember: The Deputy Returning Officer is in charge of the polling station.

### Counting the Ballots

An agent can be present at the close of the polling station but may only witness the count at one polling station. Agents cannot move from polling station to polling station to observe the count.

Neither candidates nor agents can handle the ballots.

Candidates or their agents can object to the counting or the rejecting of a ballot, but the final decision on whether the ballot is counted is that of the deputy Returning Officer. The objection is recorded in case there is later a recount or challenge to the election.

Candidates or their agents are entitled to a copy of the statement of poll, which records the results of the voting at the polling station.

### When Will I Know the Official Results of the Election?

The election results that are obtained on election night are the **unofficial results**. The official addition of the votes is conducted by the Returning Officer, who records the results entered on the written statements of poll from each polling station.

The Returning Officer conducts the official addition for all of the elections in the Regional Municipality. You and your agents are entitled to be present for the official addition of the votes, which takes place starting at **10:00 a.m. on Tuesday, March 10, 2020** in the Windsor Council Chambers, 100 King Street, Windsor.

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## Post-Election Responsibilities

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**Within 7 days of Ordinary Poll Day (March 14, 2020)** a candidate must:

- remove all election advertising material,
- complete and file with the Returning Officer an affidavit in Form 12, and
- return all copies of the lists of electors in the candidate's possession, including any electronic copies, or confirmation of the destruction or deletion of any electronic copies, Schedule C, to the Returning Officer.

**Within 60 days of election day (May 6, 2020)** a candidate must:

- file the Disclosure Statement with the Municipal Clerk. The legislation places the responsibility on the candidate to file the Disclosure Statement, even if the Statement is prepared by your Official Agent.

### Am I Entitled to a Return of My Nomination Deposit?

Once the Affidavits in Form 12 and Schedule C are filed, you are entitled to a refund of all or of a portion of your Nomination Deposit.

The full Nomination Deposit is refundable if the candidate:

- has been elected or acclaimed, or
- has received at least half the votes of the successful candidate, or
- dies before the election.

Half of the Nomination Deposit is refundable to candidates polling less than half the votes of the successful candidate.

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## What if I want to Challenge the Result of an Election?

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### Judicial Recount

Where the official addition of the votes by the Returning Officer results in a tie, there will automatically be a judicial recount.

An application for a judicial recount may also be made within 10 days after the election or **March 17, 2020** by the Municipal Clerk if authorized by council, by any candidate, or by any elector who submits an application to the Provincial court or Supreme Court of Nova Scotia accompanied by a deposit of \$200.00. The judge may refuse to conduct a recount if the judge determines that the application is frivolous or vexatious, or it would not be in the interest of justice.

If after the judicial recount there is still a tie, the winning candidate is chosen by lot by the Municipal Clerk. All that is necessary in a choice by lot is for the Municipal Clerk or a designate to draw a name out of a box.

Review Sections 130-138 of the *Municipal Elections Act* if you are considering a recount application.

### Application to Declare the Election Void

An elector, a candidate, or the Municipal Clerk authorized by council who believes that there were irregularities during the election that could have affected the outcome, may bring an action in the Supreme Court of Nova Scotia.

Because the application must be made to the Supreme Court, legal advice should be obtained before an action is commenced.

The application must be commenced within 21 days after Ordinary Poll Day or **March 28, 2020**.

The person bringing such an action must deposit \$500.00 as security for court costs and any additional costs that may be awarded if the action is unsuccessful.

After hearing the evidence, the judge will determine whether there was an irregularity that could have affected the result. An order will be issued to conduct the election again if the judge finds an irregularity.

Review Sections 158-160 of the *Municipal Elections Act* if you are considering an application to have the election declared void.

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## When do Newly Elected Members of Council Assume Office?

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### Council Members

The successful candidates, including candidates who were elected by acclamation, are declared elected by the Municipal Clerk at the first meeting of the council after the time for applying for a recount has expired. The meeting must be held within four weeks after Ordinary Poll Day.

If there is a recount, the candidate(s) cannot be declared elected until the recount is complete.

### Oath of Office

The oath of office **for council members** is administered by a judge, a justice of the peace, the Mayor, or the Municipal Clerk.

### What Is My Oath of Office?

*... I will truly, faithfully and impartially execute the duties of the office to which I have been elected to the best of my knowledge and ability.*

*... I have not received and will not receive any payment or reward or promise thereof for the exercise of any partiality or other undue execution of the duties of my office...*

The above words from the "Oath or Affirmation of Allegiance and of Office" are taken by each councillor and mayor at the first meeting of the council after the election. The words place a heavy burden on the elected official to accept and discharge, in a conscientious and forthright manner, the duties, obligations, and responsibilities of office.

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## Basic Duties and Responsibilities – Council

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### What Are My Personal Responsibilities?

Once elected, it is important to remember that you have requested and received the trust of the electorate to be their representative. It will be your duty to keep the electors informed as to how you are discharging the trust and confidence, they have placed in you.

It will also be your duty as an elected official to act for the whole Regional Municipality, not just the polling district from which you were elected. You will have a duty to strive to improve the finances, health, security, and quality of life in your Regional Municipality as a whole.

You will have a personal responsibility to fulfil the obligations of the office with impartiality and integrity to the best of your ability. To do this:

- Become informed about the problems that face the Regional Municipality today.
- Become informed about council's legal powers and limitations to solve these problems.
- Make decisions without fear, favour, or evasion - and always in the best interest of the entire Regional Municipality.
- Resist the pressures of groups of your electors organized for selfish purposes.
- Be prepared to serve on committees of council and accept other duties as assigned by council.
- Share information that you may receive from outside agencies, conferences, training sessions, or meetings with other members of council.
- Be prepared to accept responsibility for majority decisions of council - even though it may mean supporting a decision that you did not vote for.
- Try to create an intelligent interest in community and public affairs within the Regional Municipality.

## What Is the Structure of Council?

The council is composed of elected officials - both the mayor and the councillors.

The **mayor** is elected at large in towns, regional municipalities and some county or district municipalities. The mayor is the head of council and chief officer of the Regional Municipality. He or she presides at all council meetings and maintains order, proper conduct, and decorum at these meetings. He or she will usually act as spokesperson for the Regional Municipality at special regional or community functions and with the media.

In the decision-making process all councillors, including the mayor, are equal - they each have one vote. By virtue of his or her position, the mayor may be able to persuade other councillors to follow his or her lead but in the final result, the mayor has any no more power in council than any other member.

If elected, you may be asked to serve on a number of the various standing and special **committees of council**. It is at the committee level that many matters are given detailed scrutiny before formal consideration is given by council.

Standing committees of a council generally relate to such matters as fire protection, recreation, streets, public works, finance, by-law amendments, and planning. Special committees are also appointed in relation to special tasks or projects.

## What Are My Responsibilities At Council Meetings?

It is the duty, obligation, and responsibility of every council member to attend all meetings of council and take part in debates, discussions, and decisions on Regional Municipal business.

In these meetings it is important to listen to other members of council, and to collectively reach decisions that are in the best interest of the entire Regional Municipality.

If you have a personal monetary interest in a matter under consideration by council, then you must not take part in the discussion or vote on such a matter. Under the terms of the *Municipal Conflict of Interest Act* for a closed meeting, you must leave the room until the question has been dealt with. If the meeting is open, you may simply leave the table and sit in the public gallery.

## How Does Council Make Decisions?

Council decisions are expressed in the form of either a **by-law, policy or resolution**.

**By-laws** are the formal enactment, under the seal of the Regional Municipality, of rules and regulations **adopted by council to regulate conduct** in the Regional Municipality. By-laws may be viewed as the Regional Municipal equivalent of Provincial or Federal legislation.

**Policies** are decisions of Council that are recorded in the by-law book of the Regional Municipality; generally, they concern the administrative affairs of the Regional Municipality. Policies often concern fees or other matters to which the public may want to have regular access.

**Resolutions** are less formal. A resolution expresses the decision of council on a particular matter submitted to it in the form of a motion, as moved and seconded, and adopted by a majority vote. Although not as formal as a by-law, a resolution, once adopted by council, will normally be as binding as a by-law until it is reversed or amended.

Council decisions are made by following **rules of procedure**. The procedure, agenda, and general rules governing the council and its meetings may be laid down in a procedure policy or by-law. Rules are designed to assist council in conducting its business in an efficient and orderly manner. You may contact the Returning Officer to inquire about a copy of the current procedure policies or by-laws, however those for the Region of Windsor and West Hants Municipality have not been developed yet and may be different from those of the Municipality of the District of West Hants and Town of Windsor.

## What Is the Relationship Between the Council and the Administration of the Municipality?

Ideally, council formulates policy and makes decisions, while staff implements these policies and decisions. You should avoid the temptation to become a quasi-administrator. You should leave day-to-day administrative matters to the staff and concentrate on your role in providing them with clear and concise policy direction. Council-administration relations should be based on respect and mutual trust.

You will find it helpful to familiarize yourself with the various services provided by the Regional Municipality. This can be done by consulting the municipal administrator or the appropriate department head. In addition, you should familiarize yourself with the organizational chart of the Regional Municipality so that you have a clear picture of the personnel responsible for specific services and any staffing requirements.

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## Help for Newly Elected Councillors

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Help is available from many sources. Council members who have had previous experience can put you on the right track.

Your Chief Administrative Officer or Municipal Clerk is experienced with the inner workings of your municipality and will be able to answer many of your questions.

Outside of the Regional Municipality, you may want to contact the Nova Scotia Federation of Municipalities, the Department of Municipal Affairs and Housing, and other departments of government (please see addresses below). These organizations and agencies have a wealth of information and, in many cases, professional expertise in numerous areas of municipal involvement.

The Regional Municipality will be hosting a Councillor orientation session in March 2020 for all elected officials.

**Department of Municipal Affairs and Housing**  
14 North Maritime Centre  
1505 Barrington Street  
PO Box 216  
Halifax, N.S. B3J 2M4  
Phone: (902) 424-6642

**Nova Scotia Federation of Municipality**  
Suite 1304, 1809 Barrington Street,  
Halifax, NS B3J 3K8  
Phone: (902) 423-8331  
Fax: (902) 425-5592



# PART 4

# August

2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6	7	8	9	10
11 Councillor and Mayor Residency Eligibility in Regional Municipality	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28 Elector Residency Eligibility within the Province	29	30	31

# September

2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

# October

2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

# November

2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

# December

2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

# January

2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6	7	8 Revision Period for List of Electors Starts	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23 Revision Period for List of Electors Ends	24	25
26	27	28	29	30	31	

# February

2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3 Filing of Nominations Papers by Appointment	4 Filing of Nominations Papers by Appointment	5 Filing of Nominations Papers by Appointment	6 Filing of Nomination Papers by Appointment	7 Filing of Nomination Papers by Appointment	8
9	10 Filing of Nomination Papers by Appointment	11 Filing of Nomination Papers by Appointment	12 -Nomination Day 9 am to 5 pm. -Candidates Meeting 6:30 pm	13 -Last day to Withdraw Nomination or Make Changes by 4 pm -Proxy Application Period Begins	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28 Proxy Application Period Ends 5 pm	29 1 <sup>st</sup> Advanced Poll Day

# March

2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3 2 <sup>nd</sup> Advanced Poll Day	4	5	6	7 Ordinary Poll Day
8	9	10 Official Count	11	12	13	14 Last Day to Return List of Electors and File Form 12 and Schedule C.
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

# April

2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

# May

2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5	6 Last Day to File Financial Disclosure Forms	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						



# PART 5

# Information about Proxy voting and Transfer Certificates

## Proxy Voting – Form 21

If an elector cannot vote on **any** of the Advance Poll Days or on Ordinary Poll Day due to illness, physical disability or absence from the Regional Municipality, the elector can apply to vote by proxy by completing an application, (Form 21). The application must be delivered in person to the Returning Officer by the elector or the person voting on the elector's behalf (proxy voter). No other person may submit the proxy application.

Proxy applications will be received by the Returning Officer at 76 Morison Drive, Monday – Friday, February 13 – 28, 2020, from 9:00 a.m. to 5:00 p.m.

If the elector and proxy voter are unrelated, they must each be on the list of electors for the Regional Municipality and the proxy voter must not have been appointed for any other unrelated elector.

If the elector is related to the proxy voter such as child, grandchild, brother, sister, parent, grandparent, husband, or wife they must each be on the list of electors for the municipality.

If the elector is a resident in a home for special care the elector can appoint a proxy voter who is related as a child, grandchild, brother, sister, parent, grandparent husband or wife who is of voting age but does not need to be on any list of electors.

A proxy voter may vote for any number of related electors but only one (1) unrelated elector.

Proxy votes can only be done on Ordinary Poll Day.

## Transfer Certificates – Form 18

The following electors may apply for a transfer to vote at a polling station where the elector's name does not appear on the list of electors for the convenience of voting, providing they have not voted at an Advance Poll Days:

- A candidate; or

- A candidate's agent appointed to a polling station other than where the agent's name appears on the list of electors; or
- A Deputy Returning Officer or Poll Clerk acting at a polling station other than where his/her name appears on the list of electors; or
- An elector with a physical disability which prevents him from voting at a polling station where his/her name appears on the list of electors.

No other electors will be issued a transfer certificate.

An elector who transfers from one polling district to another can only vote for the candidates or matters that the elector was eligible to vote for at the polling station where the elector's name is on the list of electors.

An elector may apply for a transfer by completing an application (Form 18) and submit it to the Returning Officer. All transfer certificates must be issued by 5:00 p.m. the Wednesday before Ordinary Poll Day or March 4, 2020.



# PART 6

# Advertising and the Posting of Campaign Signs

The information below outlines the rules and regulations from various entities regarding the posting of election advertising material.

## General Election Advertising

Candidates are responsible for all advertisements made on their behalf [*Municipal Elections Act* s. 143].

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.

*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 or by-law. A landlord or condominium corporation may prohibit election advertising posters in common areas [*Municipal Elections Act* s. 54C].

You can advertise on Ordinary Poll 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** [*Municipal Election Act* s. 155]. 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 candidate's deposit. The prohibition against election signage within 200 feet of the polling place applies to advertising affixed to vehicles, as well as any literature, emblem, ribbon, flag, sign, banner, card, bill, poster or device that tends to support a candidate.

## Municipality of the District of West Hants and Town of Windsor

The Municipality of the District of West Hants and Town of Windsor do not allow election advertising material on Municipal owned property. Should a candidate rent a Municipally owned facility which provides space for advertising an event, the candidate should consult with the Returning Officer or Assistant Returning Officer for appropriate wording to promote the event, but not the candidate.

For the purpose of temporary elections signs, the posting of appropriate signs in all planning zones is permitted and does not require a development permit.

Posted signs:

- Should be posted on private property with the property owners' permission;
- Will not be allowed on Municipal owned property;
- Should not cause hazards by obstructing sight distances, traffic control signs, and driveways; and should be three (3) meters behind the curb or ditch line if on a Municipal Street.
- Should not be located on trees; as material used to secure it may be damaging to the tree.

In addition, candidates are reminded that chloroplast election signs are recyclable.

## From Bell Aliant

“Bell Aliant would appreciate your support in ensuring public safety by **not posting campaign signs on utility poles**. While the practice may seem harmless, there are some potential safety concerns to be aware of:

1. The signs themselves present a safety hazard for employees who must climb poles to complete their work.
2. The metal staples or clamps used to put up signs often remain in the poles long after the election is over. This could also be a hazard for the general public who may happen to brush the pole while walking by.
3. The staples or clamps will cause a pole to degrade faster than it should, making them more susceptible to damage, required maintenance or possibly replacement.”

## From Nova Scotia Power Incorporated

“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.”

## **From the Provincial Department of Transportation and Infrastructure Renewal:**

The Department of Transportation and Infrastructure Renewal has established the following practice regarding election related signage to coincide with the Advertising Sign Regulations near Provincial roadways.

### **Controlled Access Highways**

- (a) Election signs are not permitted within 1000 metres of the centre line of a controlled access highway.
- (b) Election signs are not permitted within 60 metres of the end of ramps or controlled access connectors onto connector/non-controlled access highways.

### **Non-Controlled Access Highways (Most Provincial Roads)**

Note: The following “common sense” constraints apply:

- Signs should not cause hazard by obstructing sight distance at intersections, parking lots, driveways and to posted traffic control signs;
- Signs should be behind ditch line or minimum three (3) metres behind curb;
- Signs erectors should have approval of adjacent property owners;
- Signs are not permitted to be attached to Department signs or guardrails/guide posts.

### **Enforcement Procedures to be followed by TIR Staff**

- (a) The practice as stated will be enforced.
- (b) If a large wooden sign (1.2 x 1.2 metres or larger) is found to be in violation of policy, contact has to be made with the candidate’s office to advise that the sign is in violation and has to be removed. For smaller signs than 1.2 x 1.2 metres, the candidate’s office will not be contacted.
- (c) For signs greater than 1.2 x 1.2 metres, the candidate’s office will be advised that if the sign is not relocated within 24 hours, TIR staff will remove the sign. The sign will be taken down with as little damage as possible and stored at the local TIR base for retrieval by the appropriate person.

For signs smaller than 1.2 x 1.2 metres, the sign should be removed and stored at the TIR base until the end of the election period or the appropriate person contacts the Base in regards to collecting signs that may have been taken down.



# PART 7

# Election Forms

## List of included Election Forms

One (1) copy of each of the following forms has been provided in this Candidate's Package. Should additional copies of a form be needed, you may photocopy the blank form provided or go to <http://www.strongerregion.ca/> to obtain a PDF copy of the form for printing.

Form 11 – Nomination Paper for Mayor or Other Council Member

Form 12 – Affidavit Re: Removal of Advertising Material and Return of List of Electors – English

Form 12 – Affidavit Re: Removal of Advertising Material and Return of List of Electors – French

Schedule C – Election Nova Scotia Attestation of Destruction

Form 15 – Appointment of Agent – English

Form 15 – Appointment of Agent – French

Form 17 – Appointment of Official Agent – English

Form 17 – Appointment of Official Agent – French

Form 17A – Oath or Affirmation of Official Agent – English

Form 17A – Oath or Affirmation of Official Agent – French

Form 18 – Declaration of Persons Applying for a Transfer Certificate

Form 21 – Application for a Proxy Vote

Form 40 – Candidate's Campaign Contributions Disclosure Statement – English

Form 40 – Candidate's Campaign Contributions Disclosure Statement – French

Form 41 – Association's Campaign Contributions Disclosure Statement – English

Form 41 – Association's Campaign Contributions Disclosure Statement - French

**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 \_\_\_\_\_, \_\_\_\_\_.

<b>Name (please print)</b>	<b>Civic Address</b>	<b>Signature</b>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**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

**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)**

**FORMULAIRE 12**  
**ARTICLE 51**

**AFFIDAVIT CONCERNANT LE RETRAIT DES PUBLICITES ET LE RENVOI DE LA LISTE DES ELECTEURS**

Je, soussigné \_\_\_\_\_, déclare ou jure solennellement que :  
(nom du[de la] candidat[e])

1. J'ai été candidat(e) au poste de \_\_\_\_\_ du  
\_\_\_\_\_ lors des élections organisées le \_\_\_\_\_<sup>e</sup> jour du mois  
de \_\_\_\_\_.
2. J'ai enlevé ou fait en sorte qu'on enlève toutes publicités et tous les documents  
relatifs aux élections qui avaient été affichés en mon nom.
3. Je sais que le fait de ne pas retirer les publicités et les documents relatifs aux  
élections des lieux publics est une infraction à la loi dite *Municipal Elections Act*.
4. J'ai renvoyé toutes les copies de la liste des électeurs qui étaient en ma possession et  
j'ai soit renvoyé, soit détruit, soit effacé toutes les copies électroniques qu'on m'avait  
fournies ou que j'avais préparées moi-même.

Déclaration ou serment fait(e) à \_\_\_\_\_  
dans le comté de \_\_\_\_\_  
en ce \_\_\_\_\_<sup>e</sup> jour du mois de \_\_\_\_\_  
\_\_\_\_\_, devant moi

\_\_\_\_\_  
\_\_\_\_\_

(voir article 146)

Candidat(e) (ou agent[e] officiel[le] autorisé  
avec autorisation fournie ci-joint)

**(À ENVOYER DANS LES 7 JOURS SUIVANT LA DATE DES ÉLECTIONS)**

**SCHEDULE "C"**

**ATTESTATION OF DESTRUCTION OF DATA BY THE CANDIDATE OR THIRD PARTY  
SERVICE PROVIDER OR SUBCONTRACTOR**

Whereas [Name of the Municipality] \_\_\_\_\_ provided a copy  
of the List of Electors to [Name of the Candidate/Third Party Service Provider/Subcontractor]  
\_\_\_\_\_ for electoral purposes

Now therefore I, \_\_\_\_\_, certify that:

- a) the List of Electors provided was only used for electoral purposes;
- b) all copies of the List of Electors provided have been destroyed;
- c) all copies of the List of Electors and any back-up copy have been removed from all computers; and
- d) all copies of the List of Electors that have been provided to any and all third party service providers, their subcontractors or other persons have been destroyed.

\_\_\_\_\_  
(Authorized Signature)

\_\_\_\_\_  
(Witness Signature)

\_\_\_\_\_  
(Name of Authorized Signatory)

\_\_\_\_\_  
(Name of Witness Signatory)

\_\_\_\_\_  
(Title of Authorized Signatory)

\_\_\_\_\_  
Date (year – month – day)

**FORM 15**

**SECTIONS 69, 71**

**APPOINTMENT OF AGENT**

I, the undersigned, candidate (or the official agent of \_\_\_\_\_,  
*(candidate's name)*

a candidate) for \_\_\_\_\_,  
*(office)* appoint the following as my

(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

**FORMULAIRE 15**

**ARTICLES 69, 71**

**NOMINATION D'UN(E) AGENT(E)**

Je, soussigné(e) \_\_\_\_\_, candidat(e) (ou agent[e]  
officiel[le] de \_\_\_\_\_, candidat[e]) au poste de  
*(nom du[de la] candidat[e])*  
\_\_\_\_\_, nomme la personne suivante mon agent(e) (ou  
*(titre du poste)*

L'agent[e] du[de la] candidat[e]), chargé(e) de me représenter (ou de représenter le[la]  
candidat[e]) conformément aux dispositions de la loi dite *Municipal Elections Act* au bureau  
de vote n<sup>o</sup> \_\_\_ pour les élections organisées le \_\_\_\_\_.

\_\_\_\_\_  
*(Nom de l'agent[e])*

\_\_\_\_\_  
*(Adresse de l'agent[e])*

Document daté à \_\_\_\_\_ (Nouvelle-Écosse), en ce \_\_\_<sup>e</sup> jour du mois de \_\_\_\_\_, \_\_\_\_.

\_\_\_\_\_  
Signature du(de la) candidat(e) ou de son  
agent(e) officiel(le)



FORMULAIRE 17

ARTICLE N° 70

NOMINATION DE L'AGENT(E) OFFICIEL(LE)

Je, soussigné(e), candidat(e) au poste de \_\_\_\_\_

**(veuillez cocher ci-dessous la case correspondant à l'énoncé qui s'applique)**

\_\_\_\_\_ nomme \_\_\_\_\_ de \_\_\_\_\_  
*(nom)* *(adresse)*  
au poste d'agent(e) officiel(le) de ma campagne et lui accorde l'autorité de me  
représenter selon les dispositions de la loi sur les élections municipales pour les  
élections qui auront lieu le \_\_\_\_\_.

OU BIEN

\_\_\_\_\_ déclare que je remplirai moi-même les fonctions d'agent(e) officiel(le) de ma  
campagne selon les dispositions de la loi  
sur les élections municipales pour les élections qui auront lieu le  
\_\_\_\_\_.

\_\_\_\_\_  
Signature du (de la) candidat(e)

**(Le présent formulaire est également disponible en anglais)**

**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.)**

**FORMULAIRE 17A**

**ARTICLE 70**

**SERMENT (OU AFFIRMATION) DE L'AGENT OFFICIEL**

Je, \_\_\_\_\_, soussigné, prête serment (ou fait une affirmation solennelle) qu'à titre d'agent officiel pour \_\_\_\_\_, candidat à l'élection qui aura lieu dans la ville, la municipalité, la municipalité régionale de \_\_\_\_\_

le \_\_\_\_\_ jour de \_\_\_\_\_, je ne tenterai pas, de quelle que façon que ce soit, de vérifier illégalement pour quel candidat un électeur a voté ou de contribuer illégalement à la découverte de tels renseignements, et j'assurerai la confidentialité de tout renseignement que je pourrais obtenir au sujet du candidat pour lequel tout électeur a voté.

Serment prêté (ou affirmation faite) à \_\_\_\_\_  
dans le comté de \_\_\_\_\_  
ce \_\_\_\_ jour de \_\_\_\_\_  
devant moi.

\_\_\_\_\_  
(Signature de l'agent officiel)

\_\_\_\_\_  
Commissaire ou autre représentant autorisé  
Loi sur les élections municipales (*Municipal Elections Act*) [alinéa 146(1)(b)]

\_\_\_\_\_  
Nom et titre en lettre moulées

**(Ce formulaire est également disponible en anglais.)**

**FORM 18  
SECTION 73**

**DECLARATION OF PERSON  
APPLYING FOR A TRANSFER CERTIFICATE**

**(This form to be submitted to the Returning Officer before 5:00 p.m. on Wednesday before ordinary polling day.)**

1. I am the elector whose name appears as follows in the list of electors for Polling Station Number \_\_\_\_\_ in Polling District Number \_\_\_\_\_ in the Town/Municipality/Regional Municipality of \_\_\_\_\_.

\_\_\_\_\_ *Number on List*

\_\_\_\_\_ *Name*

\_\_\_\_\_ *Address*

2. During the election I will not vote at the polling station where my name appears on the list of electors unless I surrender the transfer certificate issued to me to the deputy returning officer of that polling station.
3. I have not voted at the advance poll.

I request a transfer certificate to be issued to me to permit me to vote at Polling Station Number \_\_\_\_\_ in Polling District Number \_\_\_\_\_ instead of the above polling station, because:

**(place a check mark next to the applicable statement)**

\_\_\_ I am a candidate, or

\_\_\_ I am an agent of a candidate who has appointed me to act at Polling Station Number \_\_\_\_\_ where I intend to vote on election day, or

\_\_\_ I am a deputy returning officer or poll clerk who has been appointed to act at a polling station other than where my name appears on the list of electors, or

\_\_\_ I am an assistant returning officer whose name appears on the list of electors for a polling station other than where the headquarters of the returning officer are situate, or

\_\_\_ I am prevented from voting at the above polling station because of physical disability.

\_\_\_\_\_ *Applicant*

**FORM 21  
(Section 76)**

**APPLICATION FOR A PROXY VOTE**

**(This form is to be submitted to the Returning Officer before 5:00 p.m. on Friday, the eighth day before ordinary polling day.)**

**Part 1  
(To Be Completed by the Elector)**

I declare that:

1. I am number \_\_\_\_\_ on the list of electors for Polling Division Number \_\_\_\_\_ in Polling District Number \_\_\_\_\_ of the Town/Municipality/Regional Municipality of \_\_\_\_\_ (the "Municipality").

2. I am applying to vote by proxy because  
**(place a check mark next to the applicable statement)**

I will be absent from the Municipality on the advance poll days and on ordinary polling day.

**OR**

I cannot attend at the polling station because of illness or physical disability.

3. I appoint as my proxy voter \_\_\_\_\_ who is  
*(state full name)*

**(place a check mark next to the applicable statement)**

an elector and whose number on the list of electors is \_\_\_\_\_ for the Town/Municipality/Regional Municipality of \_\_\_\_\_.

**OR**

related to me as \_\_\_\_\_,  
*(state relationship: child/grandchild/brother/sister/parent/grandparent/husband/wife)*  
and who is an elector on the list of electors of, the Town/Municipality/Regional Municipality of \_\_\_\_\_.

**OR**

**(ONLY for residents of homes for the aged approved or nursing homes licensed under the *Homes for Special Care Act* )**

\_\_\_\_\_ related to me as \_\_\_\_\_,  
(state relationship: child/grandchild/brother/sister/parent/grandparent/  
husband/wife)  
and who is eighteen years of age or will be as of the first advance polling day.

I declare that the above statements have been read by me or read to me and are true.

I also understand that I cannot vote in person on ordinary polling day unless I cancel the proxy paper before five o'clock on the afternoon of Friday, the eighth day before ordinary polling day.

Dated at \_\_\_\_\_, this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Signature of the Elector

**Part 2**

**Certificate of Proxy Voter**

**(To Be Completed by the Proxy Voter)**

I, \_\_\_\_\_, certify that:  
*(print name of proxy voter)*

1. To the best of my knowledge, information and belief, all the information contained on the above appointment of proxy voter is correct; and

2. **(Place a check mark next to the applicable statement)**

I have not previously been appointed as proxy voter for any other elector during the pending election.

**OR**

I have previously been appointed as proxy voter only for one other elector during the pending election, who is not related to me, and I am related to the elector to whom this appointment relates as

\_\_\_\_\_  
*(state relationship: child/grandchild/brother/sister/parent/grandparent/husband/wife)*

**OR**

I have previously been appointed as proxy voter during the pending election only for:

\_\_\_\_\_  
\_\_\_\_\_

*(name and full address)*

who is/are related to me as follows:

\_\_\_\_\_  
*(state relationship: child/grandchild/brother/sister/parent/grandparent/husband/wife)*

3. I am

**(place a check mark next to the applicable statement)**

\_\_\_ an elector on the list of electors for the same municipality as the elector for whom I have been appointed as proxy voter.

**OR**

**(ONLY for proxy voters for residents of homes for aged approved or nursing homes licensed under the *Homes for Special Care Act*)**

\_\_\_ related to the elector for whom I have been appointed as proxy voter as

\_\_\_\_\_  
(state relationship:  
*child/grandchild/brother/sister/parent/grandparent/husband/wife*)

and I am or will be eighteen years of age as of the first advance polling day.

Dated at \_\_\_\_\_, this \_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Signature of Proxy Voter

**PLEASE READ THE FOLLOWING IMPORTANT NOTICES:**

1. A person may act as proxy voter for one unrelated elector and any number of electors who are a child, grandchild, brother, sister, parent, grandparent, husband or wife of the proxy voter.
2. This form must be presented to the Returning Officer by the elector or proposed proxy voter in person before five o'clock on the afternoon of Friday the eighth day before ordinary polling day so that a Proxy Paper in Form 22 may be issued.
3. **APPOINTING A PROXY VOTER MEANS THAT THE ELECTOR CANNOT VOTE OTHER THAN BY PROXY. THIS APPLICATION FORM DOES NOT PERMIT AN ELECTOR TO VOTE ON ELECTION DAY.**

**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.)**

**FORMULAIRE N° 40  
(SECTIONS 49A ET 49B)**

**DECLARATION DES CONTRIBUTIONS A LA CAMPAGNE  
ELECTORALE DU (DE LA) CANDIDAT(E)**

Nom du (de la) candidat(e): \_\_\_\_\_

Nom de l'agent(e): \_\_\_\_\_

Date des élections: \_\_\_\_\_Municipalité/Board scolaire: \_\_\_\_\_

J'ai reçu aucune contribution d'un contributeur qui a totalisé plus de \$ 50,00 au cours de la période écoulée depuis l'élection précédente.

OR

J'ai reçu les contributions suivantes à partir d'un contributeur qui a totalisé plus de \$ 50,00 depuis l'élection la plus récente:

Liste des donateurs (voir note ci-dessous) :

Donateur	Civic Adresse	Contributions
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....

*Note : Veuillez indiquer le nom complet du donateur, ainsi que l'adresse de son domicile ou de son bureau. Utilisez l'adresse civique et non l'adresse postale. Il est obligatoire de mentionner tous les donateurs dont les contributions représentent plus de 50,00 \$ au total, soit depuis les élections les plus récentes.*

Je, soussigné(e) \_\_\_\_\_, candidat(e) aux élections municipales/scolaires/du CSAP du \_\_\_\_\_ (date), certifie que la déclaration ci-dessus représente toutes les contributions qui m'ont été versées, à moi et à mon agent(e) officielle, selon les exigences des sections 49A et 49B de la loi sur les élections municipales.

\_\_\_\_\_  
Signature du (de la) candidat(e)

(À remplir dans les 60 jours suivant le jour des élections auprès du(de la) secrétaire municipal(e) de la municipalité ou du(de la) secrétaire du conseil scolaire.)

**(Le présent formulaire est également disponible en anglais)**

**FORM 41  
(SECTIONS 49A and 49B)**

**ASSOCIATION'S CAMPAIGN CONTRIBUTIONS  
DISCLOSURE STATEMENT**

Name of Association: \_\_\_\_\_

Name of Agent: \_\_\_\_\_

Name of Candidate Supported: \_\_\_\_\_

Date of Election: \_\_\_\_\_ Municipality/School Board: \_\_\_\_\_

The above-named candidate received no contributions from a contributor that totalled more than \$50.00 during the period since the previous election.

OR

The candidate 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 since the most recent election.*

I, \_\_\_\_\_, the appointed agent of \_\_\_\_\_ (name of association) 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 as agent of the said association as required by Sections 49A and 49B of the *Municipal Elections Act*.

\_\_\_\_\_  
Agent of Association

*(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.)**

**FORMULAIRE N° 41**  
**(SECTIONS 49A ET 49B)**  
**DECLARATION DES CONTRIBUTIONS A LA CAMPAGNE ELECTORALE**  
**D'UNE ASSOCIATION**

Nom de l'association: \_\_\_\_\_

Nom de l'agent(e): \_\_\_\_\_

Nom du (de la) candidat(e) soutenu(e): \_\_\_\_\_

Date des élections : \_\_\_\_\_ Municipalité/Board scolaire : \_\_\_\_\_

Le candidat n'a reçu aucune contribution d'un contributeur qui a totalisé plus de \$50,00 au cours de la période écoulée depuis l'élection précédente.

OR

Le candidat a reçu les contributions suivantes à partir d'un contributeur qui a totalisé plus de \$ 50,00 au cours de la période écoulée depuis l'élection précédente.

Liste des donateurs (voir note ci-dessous) :

Donateurs	Civic Adresse	Contributions
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....

*Note : Veuillez indiquer le nom complet du donateur, ainsi que l'adresse de son domicile ou de son bureau. Utilisez l'adresse civique et non l'adresse postale. Il est obligatoire de mentionner tous le donateurs dont les contributions représentent plus de 50,00 \$ au total, soit depuis les élections les plus récentes, selon celle de ces deux périodes qui est la plus brève.*

Je, soussigné(e) \_\_\_\_\_, agent(e) officiel(le) de \_\_\_\_\_ (nom de l'association) aux élections municipales/scolaires/du CSAP du \_\_\_\_\_ (date), certifie que la déclaration ci-dessus représente toutes les contributions qui m'ont été versées en tant qu'agent(e) officielle de ladite association.

\_\_\_\_\_  
Signature de l'agent(e) de l'association

*(À remplir dans les 60 jours suivant le jour des élections auprès du (de la) secrétaire municipal(e) de la municipalité ou du (de la) secrétaire du conseil scolaire.)*

**(Le présent formulaire est également disponible en anglais)**



# PART 8

# General Expectations for the Mayor and Councillors

As a candidate for council of the Region of Windsor and West Hants Municipality Council, you should be aware that if elected, staff and residents will have some expectations of you. This section will provide some information to help you understand what may be expected by you and of you.

## Remuneration

As a member of Council, you can expect to receive remuneration (or a salary) for the work you will be doing as well as reimbursement of travel expenses incurred while on Regional Municipality business. These details will be determined by a council policy. All remuneration rules will be in accordance with the Income Tax Act.

As the Region of Windsor and West Hants Municipality will not be officially formed until April 1, 2020, the remuneration has not been determined but is currently under review. On October 27, 2019 the Co-ordinating Committee for the Region of Windsor and West Hants Municipality set the following salary ranges for members of Council, with the intent of setting exact salaries to be set by January 31, 2020:

- Mayor: \$48,000 to \$58,000
- Deputy Mayor: \$27,600 to \$33,350
- Councillor: \$24,000 to \$29,000

Currently Council members are not entitled to medical and pension benefits; however, the potential of benefits is being reviewed. All Councillor remuneration and expenses are public information in accordance with requirements of the *Municipal Government Act* and are typically made public quarterly on the Municipal websites.

## Oaths

As a Councillor you will be expected to take an oath stating you will be faithful and bear true allegiance to the Queen, that you are qualified for your position and that you will execute your duties to the best of your ability and knowledge. You also may be required to take other oaths or conduct business in accordance with Provincial legislation and council policies.

## By-laws and Policies

Council sets direction by creating by-laws, policies and resolutions. The current by-laws and policies of the Municipality of the District of West Hants and Town of Windsor can be viewed on their respective websites at [www.town.windsor.ns.ca](http://www.town.windsor.ns.ca) and [www.westhants.ca](http://www.westhants.ca) . These current by-laws and polices will remain in effect until the Co-ordinating Committee and/or Council of the Region of Windsor and West Hants Municipality changes them. The Co-ordinating Committee established under the *Region of Windsor and West Hants Act* has the power to act on behalf of the Regional Municipal council until they are established.

## Committees

In addition to regular council meetings, the Region of Windsor and West Hants Municipality will have many committees on which the Mayor, Deputy Mayor and Councillors will need to participate. Some of these committees will be established by Council or mandated under various Provincial Acts; while others may be part of an organization to which the Regional Municipality belongs. It would be likely that the Mayor, Deputy Mayor or Councillor can expect to sit on 3-4 committees in addition to Council (perhaps more). Committee meetings may occur during the day or evening depending on the Committee and may have their own set of by-laws and polices.

## Residents

As a member of council, it is your responsibility to consult with your residents on issues, keep them informed and to direct their inquires. However, due to these responsibilities, residents will expect you to be available when they want to talk to you. It is not unusual for residents to stop you in public places, call you at home and sometimes stop by your place of work so they can discuss issues. In addition, residents may see you as always representing the Regional Municipality in your actions and words, even if such actions have nothing to do with the Regional Municipality. To help ensure expectations are reasonable, you can promote times when you are available for phone calls or meeting with residents, have separate social media accounts and be clear to community groups when you are or are not representing council.