

2024 Municipal Election Region of Queens Municipality Candidates Guide



Albany New, Bangs Falls, Beach Meadows, Beech Hill Farms, Brooklyn, Buckfield, Caledonia, Charleston, Danesville, Eagle Head, East Berlin, East Port l'Hebert, East Port Medway, Greenfield, Harmony Mills, Hibernia, Hunts Point, Kejimikujik National Park of Canada, Kempt, Labelle, Lake Rossignol, Liverpool, Medway River Reserve, Mersey Point, Middlefield, Mill Village, Milton, Molega, Molega North, Moose Harbour, Mount Pleasant, New Grafton, North Brookfield, Northfield, Pleasantfield, Pleasant River, Ponhook Reserve, Port Joli, Port Medway, Port Mouton, Riversdale, South Brookfield, South West Port Mouton, Summerville Centre, Tobeatic Wildlife Management Area, Wentworth Lake, West Berlin, West Caledonia, Westfield, Western Head, Whiteburn Mines, White Point, Wildcat Reserve

Candidate Information Guide – Councillor or Mayor

Municipal Election 2024

Region of Queens Municipality

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ABOUT THIS INFORMATION GUIDE

This guide is for anyone who is interested in putting their name forward in the 2024 Municipal Election for Region of Queens Municipality (RQM). The guide is intended to provide a high-level overview of the roles and responsibilities of Councillors and the Mayor, and information on the nomination process. Please note the key dates outlined on page 20 to ensure you file your nomination forms on time. Please note that there are several hyperlinks throughout this document – hyperlinks are only accessible through the electronic version of this guide available on the Region of Queens Municipality’s website, www.regionofqueens.com, or by emailing the Returning Officer or Assistant Returning Officer and requesting an electronic copy.

IMPORTANT NOTE: District boundaries have changed in Region of Queens Municipality since 2020. Maps showing the new district boundaries may be seen on the RQM website or at the Administration Office, located at 249 White Point Road, Liverpool, and are included in the Candidate’s Package.

Questions?

If you have any questions, please contact the Returning Officer, Ian Kent, at ikent@regionofqueens.com or 902-646-1033, or the Assistant Returning Officer, Angela Green, at agreen@regionofqueens.com or 902-354-3453.

COUNCIL MEMBER INFORMATION

HOW YOUR GOVERNMENT WORKS

Within Region of Queens Municipality, there is a Mayor and 7-member Council, elected every four years by eligible electors residing in the Region of Queens. The current Mayor and Council were elected to office in October 2020 for a four-year term. The elected Mayor and Council represent residents when they make decisions about municipal matters.

Of the seven council members, one is elected by their peers to act as Deputy Mayor for a two-year term as per [Administrative Policy No. 18](#).



WHO IS ELEGIBLE TO RUN IN A MUNICIPAL ELECTION?

In order to run for council (Mayor or Councillor), you must:

- Be at least 18 years of age at the time of nomination,
- Be a Canadian citizen at the time of nomination, and
- Be ordinarily resident in Region of Queens Municipality for 6 months before Nomination Day (as of March 9, 2024) and continue to reside in the Municipality.

Ordinary Resident: A person is not ordinarily resident in a seasonal dwelling generally only occupied between May and October unless the person has no other dwelling place. A person can be ordinarily resident only in one place at a time. This applies to all of Nova Scotia.

You do not need to live in the district that you're running in if you meet the residency requirement of having lived for at least six months within the municipality.

DISQUALIFICATIONS

There are several grounds for disqualifying someone from running as a member of Council. Some examples are:

- You are a member of the Legislative Assembly (MLA).
- You are a member of a school board.
- You have been convicted of any corrupt practice or bribery within five years preceding Nomination Day.

For a complete list of qualifications and disqualifications, please consult Section 18 of the [Municipal Government Act \(MGA\)](#).

IS RUNNING FOR COUNCIL RIGHT FOR YOU?

Before putting your name forward, it's important to figure out whether you have the time for the position and to make sure the job will meet your expectations.

There are no special qualifications or experience required to be a Council member; however visionary thinking, strong communication skills (speaking and listening), conflict resolution skills, and an ability to be persuasive and accept opposing views are great attributes. You likely already have skills, knowledge,



and abilities that are transferable to the elected official's role. Think about your volunteer experience, community involvement, work experience, membership in different organizations, and the roles you play in your family life.

EXPECTATIONS

Of all levels of government, municipal government is the nearest to the needs and expectations of local citizens. This can make a Mayor and Councillor's job both rewarding and demanding.

As an elected official you can expect to:

- Bring the perspectives of your constituents to the decision-making table,
- Influence changes that benefit your community and ensure its sustainability,
- Put forward new ideas for debate and possible implementation and change,
- Make a positive difference in the quality of life in your community,
- Provide a voice for your community with other levels of government, and
- Be part of a team that makes decisions that affect all aspects of community life.

COUNCIL POWERS & RESPONSIBILITIES

All powers of municipal governments are delegated from higher levels of government, which gives Council authority over municipal matters. The **Municipal Government Act (MGA)** is the key reference for municipal governments in Nova Scotia. The MGA authorizes Council to:

- Develop and evaluate programs, policies, and service levels,
- Set annual operating and capital budgets,
- Sell and lease municipal property,
- Pass bylaws for municipal purposes, and
- Create boards and committees of Council.

The MGA can be found online through the Nova Scotia Legislature website at: [nslegislature.ca/sites/default/files/legc/statutes/municipal%20government.pdf](https://www.nsls.ca/sites/default/files/legc/statutes/municipal%20government.pdf)

INDIVIDUAL POWERS OF THE MAYOR OR A COUNCILLOR

Your individual influence on the future of Region of Queens Municipality will depend on your ability to persuade other members of Council to adopt your



point of view. All decisions of Council are made through a majority vote of those present at a Council Meeting. Each member of Council, including the Mayor, represents one vote. At a typical meeting, provided all eight Council members are present, at least five of the eight members must vote in favour of a decision.

Individual Councillors, including the Mayor, do not have the ability to commit the municipality to expenditures, nor can they personally direct the activities of municipal employees. Promises made to your constituents during your campaign will require a majority vote of Council to move forward.

TERM OF OFFICE

The Mayor and Councillors elected or acclaimed in this Municipal election will serve until October 2028.

TIME COMMITMENTS

Regular Meetings

Regular Council meetings are currently held on the second Tuesday of each month from 9:00 am to approximately 12:00 pm, and on the fourth Tuesday of each month (excluding July, August, and December) from 6:00 pm to approximately 9:00 pm. If an additional meeting is required, a Special Council meeting will be called by the Mayor or the Municipal Clerk.

Special Council Meetings

Special meetings of Council may be called throughout the year when Council needs to address an item or items before its regularly scheduled meeting.

Board and Committee Meetings

The Mayor and individual Councillors are appointed to an average of five committees, both internal and external, for terms of two years. Meeting times vary and can be monthly or less frequent depending on the terms of reference or the organization. Council's current committee obligations can be found at [Committees - Region of Queens Municipality](#) on the Region of Queens Municipality website.

Socials and Other Events



You may be asked to attend local fundraisers, give welcome speeches at events, and represent the Municipality at industry related social functions and more. Time commitments in this area are usually heavier for the Mayor and Deputy Mayor and will also depend on the interest and availability of various Council members.

The Work

Every Council meeting has an agenda. The agenda package typically includes reports and correspondence that are intended to help you prepare for the decisions and discussions required at the meeting. You will need to have time to thoroughly read the information before attending meetings.

Your Life

Council members are very visible in our municipality and usually find that they are never “off duty”. Residents will often take the opportunity to present their views or ask questions when they run into you in public.

Be sure to take into consideration the time you need for your personal life, your work, volunteer commitments, and other priorities.

DUTIES OF A COUNCILLOR

- Consider and promote the welfare and interests of the Municipality.
- Abide by the Municipal Government Act.
- Available to interact with the public. This can include emails, phone calls, voicemail, and face-to-face interactions.
- Participate in Council meetings.
- Bring the views of residents forward during Council meetings.
- Vote of bylaws, municipal policies, requests for decisions, the municipal budget and other motions made at Council meetings.
- Direct questions and concerns regarding Region of Queens Municipality's administration and operations to the Chief Administrative Officer (CAO).
- Stay informed on relevant local issues and local legislation.
- Attend and participate in community events and functions – not mandatory, however it is encouraged!

The position of Councillor is considered to be a part-time commitment. Typically, Councillors can expect to commit 20-30 hours per week performing their duties (this varies according to the time of year, emerging issues, meetings, etc.). Councillors are expected to attend all Council meetings.

Councillors can also expect to attend one or two committee meetings per month. Other special meetings may be called as required. A councillor may also spend time preparing for meetings, liaising with municipal administration, doing research, meeting with the public, and attending public events.

The annual remuneration for a councillor in the 2022-2023 fiscal year was \$22,263 as determined by [RQM Administrative Policy No. 27](#).

DUTIES OF THE MAYOR

The Mayor is the spokesperson of the Municipality. They have specific duties that include the duties of a Councillor and a few other responsibilities as defined in the Municipal Government Act.

The Mayor is expected to:

- Chair Council meetings and act as ex-officio at other meetings and boards.
- Attend meetings, public functions, ceremonies, and other events, which may occur during evening hours and on weekends.
- Liaise with elected officials from other municipalities and other levels of government regarding municipal issues.
- Communicate Council policy to the media and the public.
- Act as the Municipality's spokesperson – this includes interviews with the media.
- Work closely with the CAO to monitor and respond to the organisation's outcomes.

The Mayor also sits on a variety of committees. The Mayor may also be required to represent the Municipality at meetings, ceremonies, and other events. Frequent evening hours and weekend work may be required. The Mayor is also the chief spokesperson for Municipality in discussion with elected officials in other municipalities, the provincial government, the federal government, and members of the media.

The annual remuneration for the mayor in the 2022-2023 fiscal year was \$44,526 as determined by [RQM Administrative Policy No. 27](#).

COUNCIL AND MUNICIPAL STAFF

The CAO is responsible for implementing the programs and policies of the municipality and is the administrative leader of the organization; the person to whom all other employees of the municipality ultimately report to. Any direction to Region of Queens Municipality staff must come from the CAO, not Council or individual Council members. The CAO is Council's only employee.

REGULAR MEETING AGENDAS

All Regular Council meeting agendas and minutes are available on the Region of Queens Municipality website at [Council Agendas, Minutes & Audio - Region of Queens Municipality](#). Here are some agenda items you can expect to see frequently:

1) Minutes

The meeting minutes are the official record of Council's Regular and Special meetings. Minutes are approved by Council and archived on the RQM website and in paper form at the Administration Building.

2) Staff Reports requesting a decision of Council

At the beginning of the report, Staff will make a recommendation to Council for their consideration. Reports typically have background and other relevant information pertaining to the recommendation.

3) Information Reports

Sometimes Staff will present an information report to update Council on a particular matter.

4) Bylaws

Some bylaws are mandatory, while some bylaws are required only if a municipality wants to carry out a certain type of activity. All new

or revised bylaws must receive two readings by Council; Council votes on the first reading and then must wait at least 14 days before voting on the second and final reading of the bylaw, allowing the public an opportunity to submit comments or questions on any proposed bylaws.

All of our current bylaws can be reviewed on the RQM website at [Our Bylaws - Region of Queens Municipality](#).

5) Policies

Policies are Council statements that determine the conduct of the Municipality and its departments regarding the services they provide. Policies are approved by Council and implemented by staff. All policies are accompanied by administrative procedures, which are approved by the CAO. For new policies or for amendments to existing policy, Council must first give notice of a policy at a Council meeting and then the policy can be formally approved at the following Council meeting.

All of our current policies can be found on the RQM website at [Our Policies - Region of Queens Municipality](#).

In-camera Meetings

Only members of Council, and other persons specified by Council, may attend an in-camera meeting or the in-camera portion of a meeting; the public cannot observe these meetings. Items discussed in-camera must be an exception to disclosure as outlined in s22(2) of the Municipal Government Act.

NOMINATION PROCESS

STEPS TO BECOME A CANDIDATE

It is the candidate's responsibility to ensure they are eligible to hold the office of Councillor or Mayor. It is also the candidate's responsibility to adhere to any requirements as dictated by the Municipal Elections Act. **Please contact the Returning Officer or Assistant Returning Officer if you have any questions. Contact information is on Page 2.**



One is not “officially” a candidate until nominations papers have been accepted and signed by the Returning Officer (this is explained in more detail later in this document).

Nomination Package

You can pick up a Nomination Package to offer for either Councillor or Mayor. This package will contain maps of the districts, the forms you will need to complete and return, etc. You can pick up your nomination package during business hours at the RQM Administration Building, located at 249 White Point Road, Liverpool. Business hours are Monday-Friday, 8:00am – 4:00pm, excluding weekends and holidays. Beginning September 3, 2024, the administration hours return to 8:30am – 4:30pm, Monday to Friday, excluding evenings and weekends.

Appointing an Official Agent

An Official Agent is responsible for handling your campaign finances and for preparing and filing your campaign disclosure forms following the election. Official Agents may also attend polls on your behalf as a scrutineer. You can act as your own Official Agent but cannot act as a scrutineer at the polls.

You can change your Official Agent any time before ordinary polling day, in writing delivered to the Returning Officer. If you are acting as your own Official Agent, you can subsequently appoint an Official Agent before the close of nominations on September 10, 2024.

The Official Agent must keep track of any campaign contributions and open a bank account in the candidate's name for this purpose. **Any contributions must be kept separate from personal funds**. Your Official Agent can also act on your behalf in some situations, like filing your nomination paper if you are not available.

Contributions may only be accepted once an Official Agent has been appointed or a candidate has declared they will act as their own Official Agent.

The law is that a candidate has a responsibility to disclose the names of the donors who contributed \$50.00 or more in total to their campaign and the amount of the contributions. All candidates must file a financial disclosure form, even if they had no contributions to their campaigns.



Contributions also include in-kind contributions. In-kind contributions mean a non-monetary contribution in the form of services or property. The value for an in-kind contribution is the price for which services or other property may be sold.

To appoint an Official Agent, you must fill out Form 17 (Appointment of Official Agent) and deliver it to the Returning Officer. Then the Official Agent (including yourself if you are acting as your own Official Agent) must take an oath or affirmation (Form 17A – Oath or Affirmation of Official Agent).

If you are acting as your own Official Agent and you will not be accepting any campaign contributions, then you may declare this when you file your nomination papers.

Make an Appointment for Nomination Day

You become an official candidate by filing your nomination papers in person at the Returning Office by making an appointment with the Returning Officer as listed below.

Nominations can be filed **by appointment only** during regular office hours at the Returning Office from Thursday, August 29, 2024 to Monday, September 9, 2024, inclusive (excludes weekends and holidays). During August, the office is open 8:00am – 4:00pm, Monday to Friday, and beginning September 3rd, the office is open 8:30 – 4:30pm, Monday to Friday, excluding weekends and holidays.

“Nomination Day” is on Tuesday, September 10, 2024, between the hours of 9:00 am and 5:00 pm. No appointment is required and is first come, first served.

Appointments can also be made for this day and are recommended).

Deposit

Candidates must pay a \$200.00 deposit before filing their nomination paper and **must bring the receipt with them on nomination day**. This can be done at the Region of Queens Municipality office any time before the nomination papers are filed.

After the election, a full refund will be given to the candidate who is elected, or who polled at least half the number of votes polled by the successful candidate, provided that Form 12 (an affidavit confirming removal of advertising material



and return list of electors) is returned to the Returning Officer by October 26, 2024.

Half of the deposit will be issued to a candidate who polled less than half of the number of votes polled by the successful candidate, provided that Form 12 (an affidavit confirming removal of advertising material and return list of electors) is returned to the Returning Officer by October 26, 2024.

If the candidate withdraws from the election after the deposit has been paid, the refund will be forfeited.

Form 3 – Certificate in Respect to Charges that are Liens/Taxes

Before a candidate can file their nomination papers with the Returning Officer, they must obtain a certificate (Form 3) from the Municipality with the information showing that, as of Nomination Day, taxes due the Municipality have been paid and there are no liens on the property.

- If an appointment has been made to file the nomination papers, the Returning Officer will notify the Municipal Tax Clerk who will search for properties owned by the candidate in the municipality. If a lien is found or if the taxes paid are not up to date, then the candidate must pay these amounts before continuing.
- If no liens are found and there is no outstanding amount on their tax account, Form 3 (Certificate in Respect to Charges that are Liens/Taxes) will be filled out and signed by the Tax Clerk and will be available at the front counter at the Region of Queens Municipality's Administration office.
- The candidate can pick up this form before coming to the nomination appointment.
- If no nomination appointment is made, the candidate should contact the Tax Clerk by contacting the Region of Queens Municipality office. This may take several hours and therefore should be done before Nomination Day.

This form relates only to the candidate's personal property and not that of a company of which they may be a stakeholder. A candidate, who is the sole proprietor and is carrying on business under a business name, is subject to having the taxes paid. **This form is required even if the candidate has no properties in their name.**



Form 11 – Nomination Paper (Mayor or Council Member)

This form is included in the Nomination Package.

Have at least five qualified electors who appear on the List of Electors for Region of Queens Municipality sign the nomination paper. Also have them print their name and list their civic address. They must be qualified to vote in your district.

It is strongly recommended to get more than five names just in case their names are not listed on the Electors List. **Only the elector can verify this information with Returning Office staff beforehand if they are unsure.**

ELECTION ADVERTISING & SIGNS

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 (s143 of the Municipal Elections Act). Candidates are responsible for all advertisements made on their behalf.

There are no rules for when a candidate can begin campaigning; however, the candidate is not considered “officially” nominated until they have successfully filed their nomination papers.

It is suggested that if you intend to run and campaign using social media such as Facebook, that you create a “Page” separate from your personal page with the title of “(Your First Name) (Your Last Name) – Candidate for (Position)”. An example of this would be “John Doe – Candidate for Mayor” or “Jane Doe – Candidate for Councillor, District 4”. If you are elected, this page can be easily renamed to remove the “Candidate for” wording.

Homeowners may choose to erect a sign on their own property. There are certain restrictions regarding the posting of signs on property belonging to Bell Aliant, NS Power, and the provincial Department of Transportation and Infrastructure Renewal (TIR).

Information on the Posting of Signs in Public Places:



From Bell Aliant

Bell Aliant would appreciate your support in ensuring public safety by reminding candidates not to post 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 the signs often remain in the poles long after the election is over. These items could cause an employee to lose his or her footing while climbing. This could also be a hazard for the general public who may happen to brush the pole while walking by.
- 3) These 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

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 new Advertising Sign Regulations dated July 15, 2001, 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;
sign erectors should have approval of adjacent property owner;



signs are not permitted to be attached to Department signs or guardrail/ guide posts.

Enforcement Procedure 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 signs smaller 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 regard to collecting signs that may have been taken down.

NOMINATION DAY

Arrive on time for your appointment at the Returning Office. As the Official Agent can act on the candidate's behalf, it is a good idea to have the Official Agent present if the candidate is not acting on their own behalf.

The following documents will be reviewed by the Returning Officer. The nomination papers cannot be accepted unless you have ALL of the following:

- Before proceeding with Form 11, a government issued photo ID is required.
- Form 11 (Nomination Paper) – this form is checked for completeness and the names of the nominators are verified on the List of Electors. If more than five names are supplied, the names will be checked until five qualified electors are found.
- Receipt for nomination deposit.
- Form 3 (Certificate with Respect to Taxes/Liens) – completed and signed by the Tax Clerk.
- Form 17 (Official Agent Appointment) – must be signed even if acting on own behalf.
- Form 17A (Official Agent Oath) – if someone other than the candidate is filling this role, then the official agent must be present to take the oath UNLESS this has been done previously.

- Form 11 – Complete the Consent and Oath or Affirmation of the Candidate. The Returning Officer or another person who is qualified to take oaths must take your Oath or Affirmation. 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, and that you will accept the office, if you are elected. **Usually, this step is done when meeting with the Returning Officer.**
- Form 11 – Receipt – Once this is signed by the Returning Officer, the candidate is officially a candidate. Once this happens, the information about the candidacy becomes public information.

Once the nomination is complete, the following items will be reviewed and given to the candidate.

- A Confidentiality Notice for the List of Electors **must** be signed before receiving the List.
- List of Electors – this is usually electronic on an encrypted flash drive or, if using alternative voting, access will be given to a database containing the List of Electors. Printed copies are available upon request.
- Form 12 – Affidavit re: Removal of Advertising Materials and Return of the List of Electors.
- Form 12A – Declaration of Candidate Withdrawing from Nominations.
- Form 40 – Candidate’s Campaign Contributions Disclosure Statement.
- Form 41 – Association’s Campaign Contributions Disclosure Statement.

There will be time for questions, if necessary.

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.

WITHDRAWING YOUR NOMINATION

As a nominated candidate, you can withdraw from the election up to 4:00 pm on the day following Nomination Day (September 11, 2024).

After this date, you may still withdraw but your name will appear on the ballot even though it will not be counted.

To withdraw you must:



- **Complete Form 12A:** Declaration of Candidate Withdrawing from Nomination.
- You or your Official Agent may deliver this signed Withdrawal Declaration to the Returning Officer.
- **Return all copies of the List of Electors.**
- Submit the necessary campaign disclosure form (Form 40 or Form 41) to the Returning Officer within 60 days of the election.

ELECTION DAY

Ordinary Polling Day is Saturday, October 19, 2024.

Early voting begins on the first Advance Poll Day at 12:00 p.m. Saturday, October 12, 2024. Voting will be phone or internet voting (alternative voting), using a unique PIN (Personal Identification Number), or by paper ballot at a polling station in your district. Paper voting will be available on both advance polling days, Saturday October 12th and Tuesday, October 15th, and on Election Day on Saturday, October 19, 2024. Internet and Telephone Voting will continue 24/ 7 until 7:00 p.m. Saturday, October 19, 2024.

A Voter Help Centre will be set up at the Returning Office for voters who need assistance which cannot be resolved by contacting the Help Desk at the Returning Office. It will be available during regular office hours which are 8:30 a.m. – 4:30 p.m. Monday to Friday excluding holidays during the voting period. It will also be open 8:00 am to 7:00 pm on Saturday, October 19, 2024.

OFFICIAL ADDITION

At 10:00 a.m. on Tuesday, October 22, 2024, the Official Addition will take place at the Returning Office. Candidates are invited to attend. Alternative voting results will be transferred to the Recap Sheets.

POST-ELECTION

If you have been elected, congratulations! You can expect to be formally sworn in at the first regular Council meeting following the election. The Municipal Clerk will contact you with more details.

Campaign Contributions Disclosure

Within 60 days after Election Day (December 18, 2024), every candidate must file Form 40 (Candidate's Campaign Contributions Disclosure Statement) with the Returning Officer. This form must be filed even if there were no contributions.



This form may be returned when Form 12 (re: Signs and Lists of Electors) is returned.

These forms are available for public examination during regular office hours at the Municipal Office as per s49B of the Municipal Elections Act.

IMPORTANT DATES

Date	Event	What does it mean?
March 9, 2024	Candidate Residency Requirement	Candidate must be resident in municipality for a period of 6 months before Nomination Day and continue to reside.
August 29 & 30, 2024 September 3-6, 2024 September 9, 2024	Early filing of nominations.	Candidates may file their official nomination papers by appointment only during regular business hours.
September 10, 2024	Nomination Day	Last day to file nomination papers. No appointment required; first come, first serve between 9 am and 5 pm. Appointments are recommended.
September 11, 2024	Change of particulars Withdrawal of candidate	Final day candidates can change their name or address or withdraw from the election. Changes must be made by 4 p.m.
October 12, 2024 October 15, 2024	Advance voting days (paper polls). Telephone and Internet voting begins at noon (12 pm) on October 12, 2024, and runs 24/7 until 7 p.m. on October 19, 2024	Advance voting begins at noon (12 pm).
October 19, 2024	Election day (ordinary polling day)	Polls close at 7 pm sharp.
October 22, 2024	Official Addition	Official Addition begins at 10:00 am.
October 26, 2024	Affidavit of Removal of Signs and Destruction of List of Electors due	Form 12 – Affidavit of Removal of Signs and Destruction of List of Electors is due. Nomination deposit refunds are forfeited if Form 12 and Lists of Electors not returned by this date.
October 29, 2024	Last day for application for a recount.	This is the deadline to apply for a recount
December 18, 2024	Candidate's Campaign Contributions Disclosure Statement	Form 40 must be delivered to the Returning Officer within 60 days of Election Day by the Official Agent

CANDIDATE FORMS

Election Period	Form	Title	Description
Nomination Day or before	17	Appointment of Official Agent	<p>Form to appoint an official agent for a candidate or for a candidate to declare themselves to act personally as their official agent. You should appoint your official agent as soon as possible if you are going to accept campaign contributions.</p> <p>You can file this from with the Returning Officer when you file your Nomination Paper, or before if you are accepting campaign contributions.</p>
Nomination day or before	17A	Oath (or Affirmation) of Official Agent	<p>This oath or affirmation must be made to appoint an official agent and is required before any campaign contributions can be accepted.</p> <p>You can file this form with the Returning Officer when you file your Nomination Paper if no campaign contributions will be accepted.</p>
Nomination	3	Certificate in Respect to Charges that are Liens/ Taxes	<p>Tax/ Lien certificates are documents that certify those properties in the candidate's name are free of liens and that property taxes have been paid.</p> <p>This form is required to be completed even if</p>

			you have no property in your name.
Nomination	11	Nomination Paper	Nomination paper for Mayoral or Councillor candidates. See list of important dates.
Post- Election	12	Affidavit re: Removal of Advertising Materials and Return of List of Electors	Affidavit confirming the removal of advertising materials and the return or destruction of voter's lists. This is due one week after ordinary polling day. If not returned with 7 days, the candidate will forfeit their Nomination Deposit.
Post-Nomination	12A	Declaration of Candidate Withdrawing from Nomination	This form is due no later than 4 pm on September 11, 2024, if a candidate wishes to withdraw from the election.
Post-Nomination	15	Appointment of Agent	Form to appoint a Poll Agent to represent a candidate at a polling location.
Post-Election	40	Candidate' s Campaign Contributions Disclosure Statement	This form lists the details of all contributions for all contributors whose contributions totalled more than \$50.00 during the period since the previous election.

RESOURCES

Municipal resources are available online at the RQM website:

<https://www.regionofqueens.com>

Provincial Resources are also available online:

- Municipal Government Act
<https://nslegislature.ca/sites/default/files/legc/statutes/municipal%20government.pdf>
- Municipal Elections Act
<https://nslegislature.ca/sites/default/files/legc/statutes/municipal%20elections.pdf>
- Municipal Guide for Candidates
[candidates-guide-municipal-and-csap-elections-en.pdf \(novascotia.ca\)](https://www.novascotia.ca/candidates-guide-municipal-and-csap-elections-en.pdf)

Form 11: Nomination Paper (Mayor or Other Council Member)
(Section 44)

We, the qualified electors whose names appear on the amended list of electors of Region of Queens Municipality,

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 19th day of October 2024.

Name (please print)	Civic Address	Signature
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Note:

- 1. These electors must be qualified to vote in the election of the candidate. At least 5 qualified electors must sign the nomination form.**

-
- 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 (The candidate), _____, consent(s) to the nomination (*name as it should appear on the ballot paper*).
2. I am (The candidate is) a Canadian citizen.
3. I am (The candidate is) of the full age of eighteen years.
4. I have (The candidate has) been ordinarily a resident in Region of Queens Municipality, (or in an area annexed to Region of Queens Municipality), for a period of six months preceding nomination day and I intend (the candidate intends) to continue to so reside.
5. I am (The candidate is) not indebted to Region of Queens Municipality 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 (The candidate 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 (The candidate 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 (the candidate).
8. I have (The candidate has) read and I understand (the candidate understands) the provisions of the *Municipal Elections Act* related to the requirement to take a leave of absence if I am (the candidate is) an employee of Region of Queens Municipality within the meaning of those provisions.
9. I understand (the candidate understands) that a list of electors is permitted to be used for election purposes and for no other purposes and that it is not to be open for inspection, disposed of or sold.
10. I understand (the candidate understands) that, within 7 days following

the election, all copies of the list of electors in my (the candidate's) possession must be returned, and all electronic copies must be returned, destroyed or deleted. I further understand (The candidate understands) that if I fail (the candidate fails) to do so, I forfeit (the candidate forfeits) any candidate's deposit to which I (the candidate) might otherwise be entitled to receive.

11. I (The candidate) will accept the office of _____ if elected.

12. I appoint (The candidate appoints) _____ of _____ as my (the candidate's) official agent under the *Municipal Elections Act*.

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

Authorized Administrator of Oath

Candidate (or Agent if
authorized (See Section 146)
and the authorization is
attached)

Receipt

Received from the above-named candidate or from the candidate's agent on the candidate's behalf a completed nomination paper and the sum of \$200.00 in legal tender or a certified cheque or money order made payable to Region of Queens Municipality as a deposit pursuant to the *Municipal Elections Act*.

Dated at _____ this _____ day of _____, _____.

Returning Officer

Form 3: Certificate in Respect to Charges that are Liens/Taxes
(Sections 17, 44, 45)

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

(name of candidate) has fully paid all (i) the charges that are liens on property that are due, (ii) all the municipal taxes that are due, and (iii) all instalments or interim payments that are due as of nomination day have been paid to the Region of Queens Municipality from the candidate.

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



**Form 17: Appointment of Official Agent
(Section 70)**

I, the undersigned, a candidate for the office of _____,

(place a check mark next to the applicable statement)

_____ appoint _____ (name) of _____ (address) as my official agent with authority to represent me in the manner provided by the *Municipal Elections Act* at the election being held on October 19, 2024.

OR

_____ declare that I will act personally as official agent in the manner provided by the *Municipal Elections Act* at the election being held on October 19, 2024.

Signature of candidate

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

Form 17A: 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 Region of Queens Municipality on the 19th day of October, 2024, 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, clause 146(1)(b)

Print name and title

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