

**Candidate's Handbook**  
**Municipal By-Election 2020**  
**Ward 2**



ST. JOHN'S

## FOREWORD

This handbook 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 candidates' agents

Presentation of the information in this handbook is very general and prospective candidates should refer directly to the following legislation:

- City of St. John's Act  
[www.assembly.nl.ca/legislation/sr/statutes/c17.htm](http://www.assembly.nl.ca/legislation/sr/statutes/c17.htm)
- Municipal Elections Act  
[www.assembly.nl.ca/legislation/sr/statutes/m20-2.htm](http://www.assembly.nl.ca/legislation/sr/statutes/m20-2.htm)
- St. John's Municipal Elections Finance By-Law  
[www.stjohns.ca/city-hall/about-city-hall/laws-and-regulations](http://www.stjohns.ca/city-hall/about-city-hall/laws-and-regulations)
- St. Johns Vote by Mail By-Law  
[www.stjohns.ca/bylaws.nsf/nwByLawNum/1441](http://www.stjohns.ca/bylaws.nsf/nwByLawNum/1441)
- St. John's Sign By-Law  
[www.stjohns.ca/bylaws.nsf/nwByLawNum/1471](http://www.stjohns.ca/bylaws.nsf/nwByLawNum/1471)
- St. John's Heritage Sign By-Law  
[www.stjohns.ca/bylaws.nsf/nwByLawNum/1447](http://www.stjohns.ca/bylaws.nsf/nwByLawNum/1447)
- St. John's Mobile Sign By-Law  
[www.stjohns.ca/bylaws.nsf/nwByLawNum/1424](http://www.stjohns.ca/bylaws.nsf/nwByLawNum/1424)

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## Election Key Dates

<b>Election Key Dates</b>	
<b>City of St. John's 2020 Municipal By-Election for Ward 2</b>	
<b>*subject to change</b>	
<b>For Candidates:</b>	<b>Date</b>
Residency required to qualify as candidate	Monday, August 16, 2020
First day for nominations	Tuesday, September 15, 2020
Last day for nominations	Tuesday, September 22, 2020
Last day to withdraw nomination	Wednesday, September 23, 2020
Last day to apply for a recount	Friday, October 23, 2020
Swearing-in Ceremony	Monday, October 26, 2020
Last day to file campaign contribution and expense declaration form	Monday, January 18, 2021
<b>For Voters:</b>	
Residency required to qualify as a voter	Sunday, September 20, 2020
Mailing Day for Vote by Mail Kits (induction to Canada Post)	Thursday, October 1 or Friday, October 2, 2020 *
Last day to mail return envelope via Canada Post to ensure delivery prior to election day	Friday, October 16, 2020 *
Election period	Friday, October 2 to Tuesday, October 20, 2020
Election day	Tuesday, October 20, 2020

## Candidate's Check List

- ✓ Note the key dates provided for quick reference on page 5 of this handbook.
- ✓ Check to establish that you hold the qualifications for office (age, citizenship etc.) Details are on page 8.
- ✓ Ensure that you are not disqualified from holding office (occupation, residency, etc.). The onus is on the person nominated for election to an office to file a bona fide nomination paper.
- ✓ At least two business days prior to the time you intend to file your nomination paper, file a 'Request for Elections Clearance Certificate.' See list of forms at end of this handbook. This certificate will confirm that you are not indebted to the city for any outstanding taxes or fees.
- ✓ Contact the Elections Coordinator to arrange for you and your nominators to file the nomination paper during the prescribed period. A nomination paper must be signed by at least two qualified electors whose names appear on the voters list.
- ✓ Consider whether you will be appointing an official agent. Forms available at end of this handbook.
- ✓ Election period—don't forget to mail in your vote by mail kit.
- ✓ As soon as possible following election day, remove signs, posters and other election advertising.
- ✓ 'Campaign Contributions and Expenses Disclosure' must be filed by Monday, January 18, 2021.

# Administration of Municipal By-Election

## Municipal Council Composition:

The City of St. John's Municipal Council is represented by 11 individuals including:

- Mayor
- Deputy Mayor
- Four Councillors at Large
- Five Ward Councillors

The geographical information for each ward can be found on the City's website at <http://map.stjohns.ca/wardmap/wardmap.html>

## Returning Officer/Election Officials:

The Returning Officer is the municipal official who is responsible for administering the election. The City has also engaged the services of an Elections Coordinator who is responsible for coordinating all aspects of the election.

The key contact for the 2020 Ward 2 By-Election is:

Karen Chafe  
Elections Coordinator  
Telephone: 576-8619  
E-mail: [kchafe@stjohns.ca](mailto:kchafe@stjohns.ca)  
[election@stjohns.ca](mailto:election@stjohns.ca)

# Becoming a Candidate for Council

## What are the qualifications to run for Council?

In order to run for Council (mayor, deputy mayor, councillor-at-large or ward councillor) you must:

- Be 18 years of age at the time of nomination;
- Be a Canadian citizen;
- Be ordinarily resident in the city for 30 days immediately preceding the nomination period;
- Not be indebted to Council for arrears of taxes or other charges payable to the city;
- Not be otherwise disqualified under the Municipal Elections Act.

You can seek election for any position on Council if you meet the residency requirement of 30 days in the City prior to the nomination period.

## What would disqualify me from becoming a candidate?

A person is not qualified to be nominated as a candidate for councillor if he/she:

- Is the Clerk, Manager or a Director of the City;
- Is the Chief Administrative Officer of an agency or body established by the Council to which they are seeking nomination, if that agency or body is required to have its annual operating budget approved by that Council;
- Has had their seat as a councillor declared vacant under section 11 of the City of St. John's Act;
- Is a member of the House of Commons or the Senate of Canada;
- Is a member of the House of Assembly;
- Is a Judge of the Supreme Court or Provincial Court.

## Is there a requirement to pay taxes and other charges?

To qualify for nomination to become a candidate for Council, you must ensure that all outstanding taxes and other municipal charges have been fully paid.

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

1. Obtain a nomination paper and other nomination information
  - A Nomination Form can be found in the Forms section of this handbook or online at [Municipal Election](#)
  - You can only be nominated for one office.
2. Complete the nomination paper for Council
  - You will need at least two qualified electors to nominate you as a candidate and sign the nomination paper.
  - The names of the people who sign your nomination paper must appear on the voters list and must be qualified to vote. Nominators must be present with you when you file your nomination paper.
  - Nomination requires you to swear or affirm your qualification as a candidate.
3. Provide a municipal elections clearance certificate respecting taxes owing to the City
  - Before accepting the nomination form, the Returning Officer needs to confirm with City Officials that you are not in arrears of any taxes or other municipal charges. Therefore, an 'Elections Clearance Certificate' is required. This form is available at the back of this handbook or at [Municipal Election](#).
  - Candidates must present this request to the Manager or Supervisor of Revenue Accounting at the Taxation Department located on the first floor of City Hall at the Access St. John's Service Centre. **Candidates must allow two business days to process an elections clearance certificate. This certificate must be presented at the time of nomination and is required even if they do not own property or owe taxes.**
4. Pay the required deposit
  - A nomination deposit of \$50 is required at the time of nomination. This deposit is non-refundable. The deposit must be paid in either:
    - Cash; or
    - Personal cheque; or
    - Debit payment at the City's Access Service Centre.
5. You are Officially Nominated

Once the Returning Officer is satisfied you have met the requirements for nomination, the Returning Officer will sign the nomination paper. You will be officially nominated as a candidate for council.

As soon as your nomination paper is accepted by the Returning Officer, information about your candidacy becomes public.

### **When do I file my nomination paper?**

The period for the acceptance of nominations starts on Tuesday, September 15, and ends on Tuesday, September 22, 2020 between the hours of 9 a.m. and 4 p.m. (excluding Saturday and Sunday).

Candidates must make an appointment to file their nomination papers by contacting the Elections Coordinator, Karen Chafe at 576-8619 or at [kchafe@stjohns.ca](mailto:kchafe@stjohns.ca)

If you cannot personally file the nomination paper during these times, your nominators may file the application on your behalf, upon the completion and presentation of form “*To Be Used by Candidates Who are Unable to be Present on Nomination Day*” which is available at the back of this handbook or by visiting [Municipal Election](#).

### **Can I change my mind about running for Council?**

You can withdraw as a candidate up to 4:30 p.m. on Wednesday, September 23, 2020. Withdrawing as a candidate will forfeit your deposit. Failure to withdraw by this date will result in your name appearing on the ballot paper.

You can ask for a change in the particulars of how your name or other information appears on the ballot paper up to 4:30 p.m. on Wednesday, September 23, 2020.

## **Voters list**

For the 2020 Ward 2 By-Election, the City will use the permanent voters list, which is established and maintained by Elections NL for use in a provincial and/or municipal election.

### **When can I get the voters list?**

Once your nomination papers are filed and accepted, the Elections Coordinator will provide you with the voters list for Ward 2.

### **What are my responsibilities regarding the voters list?**

The voters list can be used for electoral purposes only. This means you can use the list for campaigning for election. Persons working on your campaign and your agents can also use it.

Upon receipt of the voters list, candidates and persons who will be using the list are required to complete an ‘Oath of Secrecy’ prescribed by Elections NL located at the back of this handbook or by visiting [Municipal Election](#).

## How do voters determine if their name is on the voters list and to add or update their name if required?

A voter can determine if their name is on the voters list by doing one of the following:

- Call Access St. John's Service Centre at 311 or 709-754-CITY (2489) to speak with a Citizen Service Representative.
- Make an appointment to visit the Access St. John's Service Centre in person. As City Hall is closed during the Covid 19 Pandemic, appointments to visit the Access Center are required.
- Visit [Municipal Election](#) to register, confirm or update your voter information online.

To have a name added to the voters list, documentation verifying name, address and signature is required. Acceptable identification is outlined as follows:

1. A copy of one official document bearing the voter's name, current residence address, and signature, such as driver's license, or residential lease or mortgage, signed utility bill etc. Note: If the address on the documentation is not the current residential address then proceed to Number 3 below; OR
2. Copies of two documents may be provided: one bearing the voter's name and signature, such as a social insurance card; and, another bearing the elector's name and current residence address such as a utility bill. Note: If the address on the enclosed identification is not your current residential address then proceed to Number 3 below; OR
3. An Affidavit signed by an authorized person to receive oaths in the Province (i.e. Commissioner for Oaths or Justice of the Peace) and containing the name, current residence address and signature of the elector. Note: The person administering the affidavit does not have to know the elector.

If a voter has no form of identification and resides in a boarding home, group home or other commercial residence, confirmation of the individual's ordinary residence by the owner, operator or manager of the group home may be acceptable.

## Common reasons why a voter may not appear on the voters List

A voter may not appear on the voters list if he/she:

- Has moved residence; or
- Has recently turned 18; or
- Has recently moved to the City of St. John's; or
- Has had a change of name. (marriage/divorce etc.)

## What is the deadline for changes to the voters list to receive a vote by mail kit in the mail?

The deadline for making changes to the voters list in order to ensure receipt of a vote by mail kit in the mail will be determined and posted on the City's website. Please visit [Municipal Election](#) for latest updates. If a voter misses this deadline, they can obtain a vote by mail kit at City Hall by making an appointment with the Access Centre as noted in the previous section or by visiting a satellite drop off center on election day (October 20, 2020).

## Where are the satellite drop-off centres?

1.	<b>Knights of Columbus 49 St. Clare Avenue</b>
2.	<b>Royal Canadian Legion, Branch 56 930 The Boulevard, Pleasantville</b>

## Election Campaigns

### Are there any rules about campaigning in the election?

You can begin campaigning at any time. You can campaign on election day, but you cannot loiter or solicit votes around a satellite drop-off centre or City Hall.

### What about financing my election campaign?

The rules governing campaign contributions and expenses for elections held for positions on Council are established pursuant to the [Elections Finance By-Law \(By-Law No. 1506\)](#). A copy will be provided to you in your Candidate's Kit once you have filed nomination papers.

### How much money can I spend on my campaign?

In accordance with the Elections Finance By-Law, you can spend an amount of \$10,000 plus \$1 for every voter listed on the voters list in the ward or at-large area for which you are seeking election.

### Is there a limit on campaign contributions?

In accordance with the Elections Finance By-Law an individual may, in a calendar year, make a maximum contribution of \$1000 to a candidate. Corporations and trade unions may, in a calendar year, make a maximum contribution of \$2,000 to a candidate.

## Am I required to disclose campaign contributions and expenses?

In accordance with the [Municipal Elections Act](#), you are required to file a 'Campaign Contribution and Expense Disclosure' within 90 days after the election, regardless of whether you were successful in attaining a Council seat. The deadline for filing this form for the 2020 Ward 2 By-Election is Monday, January 18, 2021. A copy of this form is in the forms section at the back of this handbook and available at [Municipal Election](#).

## What information is included in my disclosure of campaign contributions and expenses?

The Oath or Affirmation of Campaign Contributions and Expenses requires you to list:

- A. Total monetary and in-kind contributions to the campaign with additional details on all contributions from individuals exceeding \$250;
- B. A statement that the total expenditures did not exceed the limit established for expenditures in accordance with the St. John's Election Finance By-law.

## Advertising

### What about election advertising?

Candidates are responsible for all advertisements made on their behalf.

You can advertise on election day, with the exception that there can be no election advertising material placed, posted or distributed within 200 feet of a wall of a satellite drop-off centre or City Hall.

### What are the restrictions about election signs?

The placement of election signage by candidates within the municipal boundaries of the City of St. John's is governed by the St. John's Sign By-Law, St. John's Heritage Sign By-Law and by the St. John's Mobile Sign By-Law.

Specific reference is given to Section 22.1 of the St. John's Sign By-law which reads as follows:

1. No person shall erect, attach, place or display an election sign except as permitted by this By-Law.
2. Election signs may be displayed for no more than sixty (60) days prior to election day, or such other time as dictated by Provincial or Federal Legislation and Regulations. The earliest date that signs can be displayed is Friday, August 21, 2020.

3. The candidate shall be responsible for the removal of his/her election sign(s) within three (3) days after election day.
4. Election sign(s) shall not be located on a roadway as defined in the Highway Traffic Act, RSNL c. H-3, as amended and/or a road or road surfaces including paved or gravel shoulders, centre medians, traffic islands or traffic circles.
5. Election sign(s) shall not be located within 20 meters of a signalized intersection or within 15 meters of an unsignalized intersection.
6. Election sign(s) shall not be located on any Traffic Control Device or in any place where it may interfere with the interpretation of a Traffic Control Device.
7. Election signs are not permitted on the same post as, or immediately adjacent to any Traffic Control Device, including all signage.
8. Election sign(s) are not permitted in any place where, in the opinion of the City's Traffic Department, they create a sight line obstruction or interfere with the flow of vehicle or pedestrian traffic.
9. An Election sign(s) which is erected or displayed in violation of this By-Law, shall be removed immediately without notice.
  - a) The City is not responsible for any damage to Election Sign(s) that are removed pursuant to this section; and
  - b) Any Election sign(s) that is removed by the City will be stored for no more than thirty (30) days after removal after which it may be destroyed or otherwise disposed of by the City without notice and without compensation to the owner of the Election sign(s).

Candidates are reminded that the affixing of any signage to a tree is prohibited pursuant to the St. John's Tree Regulations.

## Voting Procedures

### Who can vote?

Any Canadian citizen ordinarily resident in the City of St. John's for 30 days prior to election day and who has reached the age of 18. In the case of this 2020 Ward 2 By-Election, date of residency should be on or before Sunday, September 20, 2020.

### How do I vote?

The City of St. John's is using vote by mail due to its proven success in the past. It turns a mailbox into a ballot box. Make sure you are on the voters list by checking the City's website at [Municipal Election](#)

### **How does vote by mail work?**

A vote by mail kit will be sent to every person on the voters list. The kit will contain an instruction sheet, a voter declaration form, a ballot, a secrecy envelope and a yellow return envelope. Each person is required to follow the instructions for completing the ballot, insert the ballot into the secrecy envelope and then place the secrecy envelope together with the completed voter declaration form into the return envelope and deposit it into the nearest Canada Post mailbox.

A sample vote by mail kit is located at the rear of this handbook.

### **Where does the vote take place?**

Voting takes place in the convenience and privacy of your own home.

### **When will the vote by mail kit be sent?**

This is subject to confirmation by Canada Post but vote by mail kits will be posted either on Thursday, October 1 or Friday October 2, 2020 with expected delivery to homes the following week. Vote by mail kits will be sent to every person on the voters list.

### **When can voters cast their vote?**

Voters may cast their vote any time after receiving the vote by mail kit. Once a vote by mail kit has been completed, it can be mailed to the City as indicated on the return envelope. There is no cost to the voter.

### **What are the guidelines around mailing my ballot?**

There are three opportunities to ensure your ballot is received and counted on election day:

- Return envelopes can be mailed up to and including Friday, October 16, 2020;
- Prior to, and including election day, return envelopes can be dropped off to the designated 'Mail Box' outside the first floor of City Hall, anytime;
- On election day, return envelopes can be deposited to the designated satellite drop-off centres from 8 a.m. to 8 p.m.

## Where can voter's find additional information?

For any other questions not addressed in this handbook, please check the City's website at [Municipal Election](#) or contact the Access St. John's Service Centre at 311 or (709)-754-2489(CITY). Inquiries can also be made by e-mailing [election@stjohns.ca](mailto:election@stjohns.ca).

## Candidates' Agents

Candidates are entitled to have one agent present in the satellite drop-off centre, subject to the agent being authorized, in writing, by the Returning Officer (Section 4 and Section 36(2) of the Municipal Elections Act). Candidates' agents may also be present during the counting of ballots.

Candidates and agents must complete 'Appointment of Official Agent' found in the forms section at the end of this handbook or at [Municipal Election](#).

## Official agent's responsibilities

In completing the 'Appointment of Official Agent', the agent agrees that he/she:

- Will conduct themselves in a professional manner;
- Will remain silent and not interfere with the activities of the election workers;
- Will address all questions to the elections coordinator and will comply with their directions;
- Will be provided with an access pass and must wear it at all times while in the satellite drop-off centers or in the counting area;
- Will not handle any election material;
- Will keep confidential and not divulge elections results until after 8 p.m. on election day;
- That failure to observe the above stated rules shall result in them being removed from the satellite drop-off center and/or counting areas.

An agent can:

- Leave the satellite drop-off centre and return.

An agent **cannot:**

- Interfere with an elector;
- Prohibit an elector from voting;
- Question electors as they are entering the satellite drop-off centre;
- Disrupt the operation of the satellite drop-off centre;
- Prevent a ballot from being counted.

# Ballot Counting

## Where is the ballot counting area?

The ballot counting area will be in the Foran/Greene Room on the fourth floor of City Hall.

## Who can be present while ballots are being counted?

One agent per candidate and the candidate may be present at the ballot counting area.

## When will I know the official results of the election?

Election results will be released at City Hall and on the city's website at [www.stjohns.ca](http://www.stjohns.ca) as they become available any time after 8 p.m. on election day.

# Forms

The following forms are attached to this handbook for your easy access and reference:

Forms for Candidates:

- Clearance Certificate Request (to be submitted at least two days prior to scheduled date of nomination)
- Nomination Form 2020 By-Election
- Nomination Form – (to be used for candidates not able to be present on nomination day)
- Declaration of Qualification of Candidate 2020 By-Election
- Appointment of Official Agent
- Oath of Affirmation of Secrecy
- Oath or Affirmation – Campaign Contributions and Expenses

Forms for Voters:

- Application for Inclusion on Voters List
- Application for a Change to the Voters List
- Oath or Affirmation of Fraud
- Oath or Affirmation of Voter
- Affidavit for Voters without Identification



CLEARANCE CERTIFICATE REQUEST
Request for Certificate Required Under Section 15(1) (b) of the Municipal Elections Act, SNL., 2001, c. M-20.2 as amended

Declaration (to be completed by the applicant) SECTION 1

My name is \_\_\_\_\_ and I reside at \_\_\_\_\_

The following is a complete list of the Properties and/or Business that I own or operate in the City of St. John's:

- 1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

List any other accounts with money owing to the City of St. John's (ex: Robin Hood Bay Tipping Fees, Recreation Fees, Miscellaneous Accounts, Housing Rent etc.):

- 1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Name (Please print) \_\_\_\_\_

Note: Please allow 2 working days to process Municipal Elections Clearance Certificate

Privacy Notice SECTION 2

Collection of personal information via this form is authorized under the Access to Information and Protection of Privacy Act, 2015 and is needed for the purpose of certifying a Candidate. Questions about the collection and use of the information may be directed to the Elections Coordinator, election@stjohns.ca.

Please bring completed form to the Access Citizen's Service Centre, 1st floor City Hall where you will be directed to the Taxation Department (Attention: Manager or Supervisor of Revenue Accounting):

Taxation Department
P.O. Box 908, 10 New Gower Street
St. John's, NL A1C 5M2

For further information:
E-mail: election@stjohns.ca
Phone: 311 or 576-CITY (2489)



NOMINATION FORM

Declaration (to be completed by the Applicant)

SECTION 1

We, \_\_\_\_\_ and \_\_\_\_\_  
(Proposer) (Second)

being eligible to vote in the City of St. John’s, nominate:

\_\_\_\_\_ of \_\_\_\_\_  
(Candidate’s Name) (Civic Address)

as a candidate for the elective office of Ward Councillor (Ward 2).

Proposer’s Signature \_\_\_\_\_ Second’s Signature \_\_\_\_\_

I, \_\_\_\_\_ accept this nomination.

Candidate’s Signature \_\_\_\_\_

DECLARED before me at St. John’s, NL, this \_\_\_\_\_ day of \_\_\_\_\_, 2020

Returning Officer’s Signature \_\_\_\_\_

Privacy Notice

SECTION 2

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Please bring completed form and the non-refundable \$50 fee to:

Office of the City Clerk  
P.O. Box 908, 10 New Gower Street  
St. John’s, NL A1C 5M2

For further information:  
Phone: 709-754-2489  
Email: [election@stjohns.ca](mailto:election@stjohns.ca)



NOMINATION FORM (to be used for Candidates who are unable to be present on Nomination Day)

Declaration (to be completed by the Applicant)

SECTION 1

We, \_\_\_\_\_ and \_\_\_\_\_ (Proposer) (Secunder)

being eligible to vote in the City of St. John’s, nominate:

\_\_\_\_\_ of \_\_\_\_\_ (Candidate’s Name) (Civic Address)

as a candidate for the elective office of Ward Councillor (Ward 2).

Proposer’s Signature \_\_\_\_\_ Secunder’s Signature \_\_\_\_\_

DECLARATION

I declare that \_\_\_\_\_ (Candidate’s Name)

- 1. Is unable to be nominated in person.
2. Is a Canadian citizen 18 years or older.
3. Has been ordinarily resident in the City of St. John’s for at least 30 days immediately preceding the nomination period.
4. Is not indebted to the City for any arrears of taxes or other charges.
5. Is not otherwise disqualified under the Municipal Elections Act.
6. Accepts the nomination.

AND I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same effect as if made under oath or affirmation and by virtue of the Canada Evidence Act.

DECLARED before me at St. John’s, NL this \_\_\_\_\_ day of \_\_\_\_\_, 2020

Returning Officer’s Signature \_\_\_\_\_

Candidate’s Signature \_\_\_\_\_

Privacy Notice

SECTION 2

Collection of personal information via this form is authorized under the Access to Information and Protection of Privacy Act, 2015 and is needed for the purpose of nominating a candidate. Questions about the collection and use of the information may be directed to the Elections Coordinator, \_election@stjohns.ca.

Please bring completed form and the non-refundable \$50 fee to:

Office of the City Clerk
P.O. Box 908, 10 New Gower Street
St. John’s, NL A1C 5M2

For further information:
Phone: 709-754-2489
Email: election@stjohns.ca



NEWFOUNDLAND AND LABRADOR, CANADA



Declaration of Qualification of Candidate
Municipal By-Election
October 20th, 2020

Declaration (to be completed by the applicant) SECTION 1

I, \_\_\_\_\_ of \_\_\_\_\_,

a candidate for the office of Ward Councillor (Ward 2) in the City of St. John's declare that:

- 1. I am a Canadian Citizen of at least 18 years of age;
2. I have been ordinarily resident in the City of St. John's for at least 30 days immediately preceding the nomination period;
3. I am not indebted to Council for arrears of taxes or other charges payable to the municipality of St. John's;
4. I am not otherwise disqualified under the Municipal Elections Act.

AND I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same effect as if made under oath or affirmation and by virtue of the Canada Evidence Act.

Declared before me at St. John's, NL, this \_\_\_\_\_ day of \_\_\_\_\_, 2020

Returning Officer's Signature \_\_\_\_\_

Candidate's Signature \_\_\_\_\_

Privacy Notice SECTION 2

Collection of personal information via this form is authorized under the Access to Information and Protection of Privacy Act, 2015 and is needed for the purpose of declaring the qualification of a Candidate. Questions about the collection and use of the information may be directed to the Elections Coordinator, election@stjohns.ca.

Please send completed form to: Office of the City Clerk, P.O. Box 908, 10 New Gower Street, St. John's, NL A1C 5M2. For further information: Phone: 709-754-2489, Email: election@stjohns.ca



Appointment of Official Agent

Declaration (to be completed by the applicant) SECTION 1

I, \_\_\_\_\_, as a candidate for \_\_\_\_\_, do hereby appoint \_\_\_\_\_ as my official agent. Candidate's Signature \_\_\_\_\_

Agent Rules SECTION 2

I, \_\_\_\_\_, as agent for \_\_\_\_\_, declare that (Candidate's Name) 1. I will conduct myself in a professional manner. 2. I will remain silent and not interfere with the activities of the election workers. 3. I will address all questions to the Returning Officer or Deputy Returning Officer and will comply with their directions. 4. I will be provided with an access pass and must wear it at all times while in the satellite drop-off centres or in the counting area. 5. I may not handle any ballots or election material. 6. I must keep confidential and not divulge elections results until after 8 p.m. on election day. 7. I agree that failure to observe the above stated rules shall result in my being removed from the satellite drop-off centre and/or counting areas.

DECLARED before me at St. John's, Newfoundland, this \_\_\_\_\_ day of \_\_\_\_\_, 2020

Returning Officer's Signature \_\_\_\_\_

Agent's Signature \_\_\_\_\_

Privacy Notice SECTION 3

Collection of personal information via this form is authorized under the Access to Information and Protection of Privacy Act, 2015 and is needed for the purpose of certifying an Agent. Questions about the collection and use of the information may be directed to the Elections Coordinator, election@stjohns.ca.

Please bring completed form to: Office of the City Clerk P.O. Box 908, 10 New Gower Street St. John's, NL A1C 5M2 For further information: Phone: 709-754-2489 Email: election@stjohns.ca





Oath or Affirmation of Secrecy

Declaration (to be completed by the applicant)

SECTION 1

I, \_\_\_\_\_, in my capacity as \_\_\_\_\_,
(Name) (Candidate/Candidate's Agent/Election Official)

in the 2020 Municipal By-Election do solemnly swear that:

- 1. I will not use any of the information contained in the Permanent List of Electors (Voters List) for any purpose other than an Election held under the Municipal Elections Act, S.N.L., 2001, c. M-20-2, as amended.

DECLARED before me at St. John's, Newfoundland, this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

Returning Officer/Commissioner of Oaths or Justice of the Peace

Candidate/Agent/Official

Privacy Notice

SECTION 2

Collection of personal information via this form is authorized under the Access to Information and Protection of Privacy Act, 2015 and is needed for the purpose of protecting voter information. Questions about the collection and use of the information may be directed to the Elections Coordinator, election@stjohns.ca.

Please bring completed form to:

Office of the City Clerk
P.O. Box 908, 10 New Gower Street
St. John's, NL A1C 5M2

For further information:
Phone: 709-754-2489
Email: election@stjohns.ca



Oath or Affirmation of Campaign Contributions (Money, Goods or Services) and Expenses Disclosure

Declaration (to be completed by the applicant)

SECTION 1

I, \_\_\_\_\_, candidate in the 2020 municipal by-election for Ward 2 make this oath/affirmation in accordance with the provisions of the Municipal Elections Act S.N.L. 2001, c.M-20.2 as amended and the St. John’s Election Finance By-Law.

1. Total contributions (money, goods or services) to my campaign in the municipal election held on 2020/10/20 totalled \$\_\_\_\_\_.

2. Contributions exceeding \$250, and included in the above amount, were received from the following contributors:

Table with 3 columns: Contributor Name, Address, Amount. Contains 4 rows for listing contributors.

(Where further space is needed, please provide the required information on additional pages in the above noted format, which pages shall be appended to this Oath/Affirmation and initialled by the candidate, and which shall form part of this Oath/Affirmation.)

3. Total expenditures made by me did not exceed the limit established for expenditures in accordance with the provisions of the St. John’s Election Finance By-Law.

SWORN/DECLARED before me at St. John’s, Newfoundland, this \_\_\_\_ day of \_\_\_\_\_, 2020

Commissioner for Oaths, Notary Public, Barrister or Justice of the Peace

Candidate’s Signature

Privacy Notice

SECTION 2

Collection of personal information via this form is authorized under the Access to Information and Protection of Privacy Act, 2015 and is needed for the purpose of confirming contributions and expenses. Questions about the collection and use of the information may be directed to the Elections Coordinator, election@stjohns.ca.

Please bring completed form to:

Office of the City Clerk P.O. Box 908, 10 New Gower Street St. John’s, NL A1C 5M2

For further information: Phone: 709-754-2489 Email: election@stjohns.ca



NEWFOUNDLAND AND LABRADOR, CANADA

Contributor Name	Address	Amount

Please bring completed form to:	Office of the City Clerk P.O. Box 908, 10 New Gower Street St. John's, NL A1C 5M2	For further information: Phone: 709-754-2489 Email: <a href="mailto:election@stjohns.ca">election@stjohns.ca</a>
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NEWFOUNDLAND AND LABRADOR, CANADA



Application for Inclusion on Voters List

Application (to be completed by the applicant)

SECTION 1

Print Full Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Current Civic Address

Street Address \_\_\_\_\_

Apartment Number \_\_\_\_\_ Postal Code \_\_\_\_\_

Current Mailing Address

Street or P.O Box \_\_\_\_\_

Apartment Number \_\_\_\_\_ Postal Code \_\_\_\_\_

Important: To have your name added to the Voters List you will have to submit documentation verifying your name, address and signature as outlined in one of the options below.

1. A copy of one official document bearing the:

- A. Voter's name
B. Current residence address
C. Signature such as driver's license, or residential lease or mortgage, signed utility bill etc.

Note: If the address on the documentation is not the current residential address then proceed to Number 3 below.

2. Copies of two documents may be provided: one bearing the voter's name and signature, such as a social insurance card; and another bearing the elector's name and current residence address such as a utility bill. Note: If the address on the enclosed identification is not your current residential address then proceed to Number 3 below.

3. An Affidavit signed by an authorized person to receive oaths in the Province (i.e. Commissioner for Oaths or Justice of the Peace) and containing the name, current residence address and signature of the elector. Note: The person administering the affidavit does not have to know the elector.

If a voter has no form of identification and resides in a boarding home, group home or other commercial residence, confirmation of the individual's ordinary residence by the owner, operator or manager of the group home may be acceptable.

Declaration (to be completed by the applicant) SECTION 2

I declare that as a qualified elector I: (a) am a Canadian Citizen 18 years of age or older, (b) have been ordinarily resident in the City of St. John’s for at least 30 days immediately preceding Election Day AND (c) have not already voted at the pending election. AND I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same effect as if made under oath or affirmation and by virtue of the Canada Evidence Act.  
Voter’s Signature \_\_\_\_\_ Date \_\_\_\_\_

Validation (for office use only) SECTION 3

Identification Type \_\_\_\_\_ Record Number \_\_\_\_\_

Privacy Notice SECTION 4

Collection of personal information via this form is authorized under the Access to Information and Protection of Privacy Act, 2015 and is needed to add an individual’s name to the voters list. Questions about the collection and use of the information may be directed to the Election’s Coordinator, [election@stjohns.ca](mailto:election@stjohns.ca)

Please submit completed form with Voter’s handwritten signature and appropriate identification by mail, e-mail or fax to:

Please send completed form to:

Contact Information  
P.O. Box 908, 10 New Gower Street  
St. John’s, NL A1C 5M2

For further information:  
Phone: 709-745-2489  
Email: [election@stjohns.ca](mailto:election@stjohns.ca)  
Fax: 709-576-8474



Application for a Change to the Voters List

Application (to be completed by the applicant)

SECTION 1

Full Name \_\_\_\_\_ (please print)

Date of Birth \_\_\_\_\_ (year/month/day)

Change Name / Address on Voters List

Delete my Name from Voters List

Previous Civic Address

New Civic Address

Street No. and Name:

Street No. and Name:

Apt. No. Postal Code:

Apt. No. Postal Code:

Telephone No:

Previous Mailing Address

New Mailing Address

Street No. and Name:

Street No. and Name:

Apt. No. Postal Code:

Apt. No. Postal Code:

Telephone No:

Submission of this form is acknowledgement that as a qualified elector I: (a) am a Canadian Citizen 18 years of age or older (b) have been ordinarily resident in the City of St. John's for at least 30 days immediately preceding election day (c) I have not already voted at the pending election. AND I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same effect as if made under oath or affirmation and by virtue of the Canada Evidence Act.

Signed by \_\_\_\_\_

Date \_\_\_\_\_

Privacy Notice

SECTION 2

Collection of personal information via this form is authorized under the Access to Information and Protection of Privacy Act, 2015 and is needed to make a change to the voters list. Questions about the collection and use of the information may be directed to the Elections Coordinator, election@stjohns.ca

Please send completed form to:

Contact Information P.O. Box 908, 10 New Gower Street St. John's, NL A1C 5M2

For further information: Phone: 709-745-2489 Email: election@stjohns.ca



NEWFOUNDLAND AND LABRADOR, CANADA



Oath or Affirmation of Voter

Declaration (to be completed by the applicant)

SECTION 1

I, \_\_\_\_\_ of, \_\_\_\_\_
(Name) (Civic Address)
do hereby declare:
(Date of Birth)

- a. That I have not previously voted in this election;
b. That I am a Canadian citizen 18 years of age or older;
c. That I have been ordinarily resident in this municipality for 30 days immediately preceding election day;
d. That I am not, to my knowledge, otherwise disqualified to vote in this election; and
e. That I have not received by myself or another, or a person in trust for me, or to my use directly or indirectly, a promise or security for money, place, office, or employment, or gift or reward, in order to give my vote at this election.

DECLARED before me at St. John’s, Newfoundland this \_\_\_\_\_ day of \_\_\_\_\_, 2020

Deputy Returning Officer’s Signature \_\_\_\_\_

Voter’s Signature \_\_\_\_\_

Privacy Notice

SECTION 2

Collection of personal information via this form is authorized under the Access to Information and Protection of Privacy Act, 2015 and is needed to affirm the eligibility of the voter. Questions about the collection and use of the information may be directed to the Elections Coordinator, election@stjohns.ca

Please send completed form to:

Contact Information
P.O. Box 908, 10 New Gower Street
St. John’s, NL A1C 5M2

For further information:
Phone: 709-745-2489
Email: election@stjohns.ca



**Affidavit  
(To Be Completed by Voters Without Identification)**

Declaration (to be completed by the applicant)

**SECTION 1**

I, \_\_\_\_\_, do solemnly swear/affirm  
(Full Name)

that I am the person as indicated for the 2020 Municipal Election and do currently reside at

\_\_\_\_\_  
(Civic Address)

in the City of St. John’s and that all information provided in the said application is true and current.

Furthermore, I am unable to include any supporting documentation to verify my application.

Declared before me at St. John’s, Newfoundland, this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

Witness Signature \_\_\_\_\_

(Accepted witnesses include barristers, mayors, social workers, financial assistance officers, commissioners of oaths, justices of the peace, notaries public.)

Voter Signature \_\_\_\_\_

Privacy Notice

**SECTION 2**

Collection of personal information via this form is authorized under the Access to Information and Protection of Privacy Act, 2015 and is needed to affirm the identity of a voter without identification. Questions about the collection and use of the information may be directed to the Elections Coordinator, [election@stjohns.ca](mailto:election@stjohns.ca)

Please send completed form to:

Contact Information  
P.O. Box 908, 10 New Gower Street  
St. John’s, NL A1C 5M2

For further information:  
Phone: 709-745-2489  
Email: [election@stjohns.ca](mailto:election@stjohns.ca)



Oath or Affirmation of Fraud

Declaration

SECTION 1

I, \_\_\_\_\_ of, \_\_\_\_\_  
(Name) (Civic Address)

do solemnly swear that I have NOT voted in this election and I have no knowledge of anyone having voted on my behalf. I hereby grant authority for the City of St. John's to investigate this matter on my behalf and to prosecute any and all persons responsible for fraudulently casting a vote in my name as per Section 99 and 100 of the Municipal Elections Act, S.N.L., 2001, c. M-20.2, as amended.

SWORN before me at St. John's, Newfoundland this \_\_\_\_\_ day of \_\_\_\_\_, 2020

Returning Officer's Signature \_\_\_\_\_

Voter's Signature \_\_\_\_\_

Privacy Notice

SECTION 2

Collection of personal information via this form is authorized under the Access to Information and Protection of Privacy Act, 2015 and is needed to affirm an allegation of voter fraud. Questions about the collection and use of the information may be directed to the Elections Coordinator, [election@stjohns.ca](mailto:election@stjohns.ca)

Please send completed form to:

Contact Information  
P.O. Box 908, 10 New Gower Street  
St. John's, NL A1C 5M2

For further information:  
Phone: 709-745-2489  
Email: [election@stjohns.ca](mailto:election@stjohns.ca)