

Candidate's Guide to the Municipal Election



Produced by the City of St. John's



ST. JOHN'S

FOREWORD

This 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 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
- Municipal Election Act
www.assembly.nl.ca/legislation/sr/statutes/m20-2.htm
- St. John's Municipal Elections Vote by Mail By-Law
www.stjohns.ca/city-hall/about-city-hall/laws-and-regulations
- St. Johns Election Finance By-Law;
<http://www.stjohns.ca/city-hall/about-city-hall/laws-and-regulations>
- St. John's Sign By-Law
<http://www.stjohns.ca/city-hall/about-city-hall/laws-and-regulations>

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Candidate's Checklist

- ☐ Review Key Election Dates
- ☐ Ensure you meet the qualifications to hold office.
- ☐ Ensure you are not disqualified from holding office
- ☐ Review the legislation governing the City of St. John's Municipal Elections (refer to the Foreward acknowledged previously)
- ☐ Campaign signage may be displayed according to the applicable By-Law requirements for no more than 60 days prior to the election
- ☐ Schedule an appointment for nomination with the Election Coordinator during the nomination period. Refer to Key Election Dates
- ☐ Complete and submit a [Clearance Certificate Request](#) (found online or in Appendix A of this Guide) a minimum of 2 business days prior to your nomination appointment. This is to provide ample processing time and avoid delay in nomination
- ☐ Complete and bring all applicable forms to your appointment (found online or in Appendix A of this Guide) required for nomination:
 - [Nomination Form](#) or
 - [Nomination Form – Not Present](#) (if you are unable to attend, your nominators may file on your behalf using this form)
 - [Declaration of Qualification of Candidate](#)
 - [Oath or Affirmation of Secrecy](#) – City of St. John's
 - Schedule "B" Oath of Secrecy - Elections NL (provided at nomination)
 - [Appointment of Official Agent](#) (if applicable)
 - Official Candidate Contact Information - for public engagement (provided at nomination)

When you become an official candidate, you will receive:

- An at Large map or map of the applicable ward
- A Tax Clearance Certificate
- Login information and User Instructions for accessing the Candidate's Portal of VoterView to view voter lists
- ☐ Mail in your own vote by mail kit during the election period
- ☐ No later than 3 days after election, remove signage
- ☐ No later than 30 days after the Election, complete and submit:
 - Oath or Affirmation of Campaign Contributions and Expenses Disclosure – found in Appendix A of this Guide.Please note: you may attach additional pages of page 2 if more entry space is needed

Key Election Dates

Election Key Dates City of St. John's 2021 Municipal Election Dates are tentative and are subject to change	
Residency required to qualify as candidate	Sunday, July 25, 2021
Residency required to qualify as a voter	Sunday, August 29, 2021
First day for nominations	Tuesday, August 24, 2021
Last day for nominations	Tuesday, August 31, 2021
Last day to withdraw nomination	Wednesday, September 1, 2021
Vote by Mail Kits Inducted to Canada Post	Second week in September (actual date TBD)
Last day to mail return envelope (via Canada Post)	Thursday, September 23, 2021*
Last day return voter kits to City Hall	Until 8pm September 28
Election period	The second week in September to Tuesday, September 28, 2021 (actual start date TBD)
Election day	Tuesday, September 28, 2021
Last day to apply for a recount	Friday, October 1, 2021
Swearing-in ceremony	Tuesday, October 12, 2021
Last day to file campaign contribution/expense declaration	Thursday, October 28, 2021

*Dates are subject to change and are based on Canada Post Delivery Standards. Delivery may be affected by mail volume, weather, Covid19 disruptions, etc.

Administration of Municipal Election

Municipal Council Composition

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

- Mayor
- Deputy Mayor
- Councillor At Large (4 positions)
- Councillor Ward 1
- Councillor Ward 2
- Councillor Ward 3
- Councillor Ward 4
- Councillor Ward 5

Ward Information

The geographical information for each ward can be found on the City's website at <http://www.stjohns.ca/city-hall/about-city-hall/finding-your-ward/ward-lookup>

Returning Officer/Election Officials

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

City of St. John's, 2021 Municipal Election Key Contact:

Trisha Rose

Election Coordinator

Tel: 576 8243

Email: election@stjohns.ca

Office Location: Office of the City Clerk, 4th Floor City Hall

Becoming a Candidate for Council

What are the qualifications to run for Council?

To seek election for Council (mayor, deputy mayor, councilor-at-large or ward councilor) 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.

What would disqualify me from becoming a candidate?

A person is not qualified to be nominated as a candidate for council if they:

- are a Clerk, Manager or a Director of the City;
- are a 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;
- have had their seat as a councillor declared vacant under section 11 of the *City of St. John's Act*;
- are a member of the House of Commons or the Senate of Canada;
- are a member of the House of Assembly;
- are a Judge of the Supreme Court or Provincial Court.

Am I required to pay taxes and other outstanding fees to the City?

Yes, 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 pay outstanding taxes and other charges?

Municipal Taxes may be paid in many ways:

- in person at City Hall, 10 New Gower Street
- by mailing a cheque or money order to:
City of St. John's
P.O. Box 908
St. John's, NL
A1C 5M2
- by courier to City Hall
- or at a financial institution using your property's account number

For more information, please visit the [Taxation page](#) on the City's Website

How do I become nominated for Council?

The nomination period is August 24th to August 31st between 9am and 4pm excluding Saturday, Sunday and public holidays.

Candidates must make an appointment to file their nomination by contacting the Election Coordinator at election@stjohns.ca or by calling 311 or 754-CITY (2489).

Your nominators must attend your nomination appointment with you.

At your nomination appointment, the following procedures will take place:

1. Complete a Nomination form

A [Nomination Form](#) or [Nomination Form – Not Present](#) (found online or in Appendix A of this guide). You can only be nominated for one office. If you are unable to file your nomination in person, your nominators may file on your behalf.

Candidates must be nominated by 2 nominators. Qualified nominators are those eligible to vote and who are on the voters list. Candidates seeking a Ward Councillor position must have nominators

who reside in the ward in which they are running. Nominators must attend your nomination appointment with you or on your behalf.

2. Complete a Declaration of Qualification form

Nomination requires you to swear or affirm your qualification as a candidate. To do this, you are required to complete a [Declaration of Qualification of Candidate](#) (found online or in Appendix A of this guide) when you file your nomination.

3. Submit a Clearance Certificate Request

Prior to your nomination appointment, complete and submit a [Clearance Certificate Request](#) (found online or in Appendix A of this guide). The Returning Officer will confirm with City Officials that you are not in arrears of any taxes or other municipal charges. Please allow a minimum of 2 business days to process this request. When cleared, a Tax Clearance Certificate will be issued to you and the nomination may proceed. All candidates, even if they do not own property or owe taxes, must submit the clearance request.

4. Pay the required deposit

A nomination deposit of \$50 is required. This deposit is non-refundable and must be paid at Access St. John's, First Floor, City Hall. A copy of your receipt, verifying your nomination fee is paid in full, must be submitted to the election coordinator. You can bring it to your nomination appointment, or you may email a copy to election@stjohns.ca.

5. Complete the Oaths of Secrecy forms

To receive access to the voters list, you must swear or affirm that you will only use the list for electoral purposes only by completing the [Oath or Affirmation of Secrecy](#) (found online or in Appendix A of this guide) and a Schedule "B" Oath of Secrecy (An Election NL Form provided to you at your

nomination appointment. Any person campaigning on your behalf may use the list after swearing or affirming secrecy.

Information from the Voter's List must not be disclosed to any person or group other than those who have signed the Oath or Affirmation of Secrecy prescribed by the City of St. John's and Elections NL.

6. Appointment of an Agent (optional)

Candidates may appoint an agent to conduct election business on their behalf by submitting an [Appointment of Official Agent](#) form (found online or in Appendix A of this guide) at the time of nomination.

7. You are officially nominated

Once the Returning Officer is satisfied you have met the requirements for nomination, the Returning Officer will sign the nomination form and 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 may be published.

Nomination Checklist

Refer to this checklist to ensure you have completed the steps required to become successfully nominated in a City of St. John's Municipal Election.

- ☐ Ensure you qualify to be nominated and run - Refer to the legislation
- ☐ Seek the support of 2 qualified nominators
- ☐ Prior to nomination, complete and submit a [Clearance Certificate Request](#). Please note: A minimum of 2 business days is required for processing
- ☐ Request a Nomination appointment with the Election Coordinator by email election@stjohns.ca or by calling 709 576 8243.
- ☐ Pay a \$50 nomination fee at Access St. John's and email a copy of your receipt to the Election Coordinator or bring the receipt with you to your nomination appointment
- ☐ Prepare for your nomination appointment:
 - Your 2 nominators must attend your nomination appointment with you
 - Complete the forms required to be filed at your appointment:
 - ☐ [Nomination Form](#) or [Nomination Form – Not Present](#)
 - ☐ [Declaration of Qualification of Candidate](#)
 - ☐ Official Candidate Contact Information (provided at appointment)
 - ☐ [Oath or Affirmation of Secrecy](#) – City of St. John's
 - ☐ Schedule "B" Oath of Secrecy - Elections NL (provided at appointment)
 - ☐ [Appointment of Official Agent](#) (if applicable)

Can I change my mind about running for Council?

Yes. You can withdraw your nomination in writing within 24 hours after nominations close which is up to 4:00 PM on the day after nomination closes. Your name will not appear on the ballot if you meet this deadline. If requests are not received by this deadline, your name will appear on a ballot however the returning office will provide notice to the public of your withdrawal. The nomination deposit is non-refundable.

Voters List

The City of St. John's uses the permanent list of voters which is established and maintained by Elections NL for use in provincial and municipal elections.

When can I get the voters list?

Once your nomination is filed and official, the Election Coordinator will provide you with access to the voters list applicable to the position in council in which you are seeking election. You will be given access to an online portal where you may access the voters list.

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 provided they have completed the Oaths of Secrecy forms required.

How do voters determine if they are on the voters list?

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

- Visit the Online Voter Registration portal on the [Municipal Election Page](#) to confirm they are there or to be added to the list.

- Call Access St. John's Citizen Service Centre at 311 or 754-CITY (2489) to speak with a Citizen Service Representative to confirm or be added to the list.
- Visit the Access St. John's Citizen Service Centre located on the first floor of City Hall, 10 New Gower Street.

Common reasons why a voter may not be on the voters list

A voter may not be listed if they:

- have recently moved residences within St. John's
- have recently moved to St. John's
- have recently turned 18 (or since the last municipal election)
- have changed their name

What should voters do if they are not on the list or if they are on the list, but their information is incorrect?

A voter can:

1. Visit the online [voter registration portal](#) on the Municipal Election Webpage to be added/updated
2. Visit the Access St. John's Citizen Service Centre to be added/updated

Voters will have to verify their identity and address by submitting [acceptable identification](#).

1. A copy of ONE (1) of the following:
 - a. A valid driver's license
 - b. A valid government issued ID
2. A copy of any TWO (2) of the following:
 - a. Bank statement
 - b. Birth certificate
 - c. Blood Donor Card
 - d. Canadian Passport
 - e. Certificate of Canadian Citizenship

- f. Credit Card/Debit Card
 - g. Government Issued Payment Stub
 - h. Health Card/MCP
 - i. Identity Bracelet Issued by a hospital or long-term care facility
 - j. Income Tax Assessment
 - k. Letter of Confirmation of Residence from a communal or commercial residence manager, operator or owner
 - l. Library Card
 - m. Mortgage/Lease or Tenant Agreement
 - n. Prescription Label
 - o. Property Tax Assessment
 - p. Public Transportation Card
 - q. Social Insurance Number Card
 - r. Student Identity Card
 - s. Utility Bill
 - t. Vehicle registration, insurance certificate or policy
3. Voters who cannot supply any of the above may submit an [Affidavit](#) (found online or in Appendix A of this guide), verifying the voter's name, address, that they are eligible to vote and have not yet voted in this election.

What is the deadline for additions and changes to the voters' list to receive a vote by mail kit?

The deadline for making changes to the voters list to ensure receipt of a vote by mail kit in the mail is typically about a week before election day to allow for sending and returning mail via Canada Post. An official date will be advised when known.

If a voter misses the deadline to be added or updated on the voters list, they may:

- Register online on the City's Website on the [Municipal Election page](#)
- Visit Access St. John's, Citizen Service Centre to be added or updated
- Visit a Satellite Drop Off Centre in their ward to be affirmed

Proof of identification and address, as above, is required to be added or updated on the voters list.

Where are the Satellite Drop Off Centres?

Ward	Satellite Drop off Center	Location
Ward 1	Paul Reynolds Community Centre	5 Carrick Drive
	Holiday Inn Express	5 Macdonald Ave
Ward 2	Nights of Colours	49 St. Clare Ave
	Virginia Park Community Center	50 Hardin Road
Ward 3	Hillside Community Centre	40 Mundy Road
	Shrine Centre	500 Toxall Road
Ward 4	Penmont Terrace Community Centre	85 Messenger Drive
	Skilars Rotary Club	1000 Crosbie Road
Ward 5	Shea Heights Community Center	1000 Linebar Ave
	Southlands Community Center	40 Teatood Drive
	Woods Recreation Centre	509 Main Road Woods

Candidate's Agent

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). A Candidate's agent may also be present during the counting of ballots.

Candidates and their agent must complete and submit an [Appointment of Official Agent](#) form (found online or in Appendix A of this guide) at the time of nomination.

Official Agent's Responsibilities

When officially appointed, the agent agrees that they:

- 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
- understand that failure to observe the above stated rules shall result in them being removed from the satellite drop-off center and/or counting areas.

On election day, an agent can:

- leave the satellite drop-off centre and return

On election day 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

Election Campaigns

When can I begin campaigning?

You can begin campaigning at any time. You may campaign on election day, but you cannot loiter or solicit votes around a Satellite Drop off Centre or City Hall.

What guidelines are in place to campaign safely?

Potential Candidates are advised to refer to [Municipal and Provincial Affairs](#) for guidance and direction to conduct a safe campaign including guidance for campaign offices, door to door campaigning as well as campaign events.

How do I finance my election campaign?

The rules for governing campaign contributions are defined by the City's [Election Finance By-Law](#) (By-Law No. 1506).

How much can I spend on my campaign?

Candidates should refer to the following estimates. Actual amount will be determined when the number of voters are finalized on Election Day.

Election Finance Amounts Estimates				
Candidacy	Base Amount	Eligible Voters	Rate Per Eligible Voter	Estimated Total
Mayoral	\$10,000	70,000	.71 cents	\$59,700
Deputy Mayoral	\$10,000	70,000	.43 cents	\$40,100
At Large	\$10,000	70,000	.14 cents	\$19,800
Ward	\$10,000	15,000	.07 cents	\$11,050

Is there a limit on campaign contributions?

In accordance with the Election Finance By-Law, contributions in a calendar year, from a person or corporation or trade union, may not exceed \$1000.00.

Contributions in a calendar year from a person or corporation which are less than \$100.00 or valued at less than \$100.00 shall be considered a “donation”.

What form of monetary contributions can I accept?

Money contributed to a candidate exceeding \$100.00 but less than \$1,000.00 shall only be accepted in the following formats as per Election Finance By-Law, Section 5 (Amended 2020/10/26; #1628):

- a) by cheque with the name of the contributor printed legibly and signed by the contributor from an account in the contributor’s name.
- b) by money order that identifies the contributor, or
- c) by credit card that has the name of the contributor imprinted or embossed on it
- d)

Am I required to report campaign contributions and expenses?

Yes. In accordance with the Election Finance By-Law, you are required to submit an Oath or Affirmation - Campaign Contribution and Expense Disclosure (found in Appendix A of this guide) within 30 days after the election regardless of if you were elected or not.

What information regarding my campaign contributions and expenses must be disclosed?

The Oath of Affirmation of Campaign Contribution and Expense requires you to disclose:

1. The total monetary and in-kind contributions to the campaign with additional details on all contributions from individuals exceeding \$100.00.
2. That, total expenditures did not exceed the limit established for expenditures in accordance with the St. John's Election Finance By-law.

Advertising

Can I advertise?

Candidates are responsible for all advertisements on their behalf. Candidates may advertise on election day but not within 200 feet of a Satellite Drop off Centre or City Hall.

What should I know about election signs?

Election signs may be used pursuant to the regulations governed by the:

- [St. John's 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.

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)."

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, August 29, 2021, and has reached the age of 18.

How do I vote?

The City of St. John's will be conducting the election using a vote-by-mail process. This process has been successfully used since 2001 and turns a mailbox into a ballot box.

A vote by mail kit will be sent to every person on the voters list. The kits contain:

- instruction sheet
- voter declaration form (at the bottom of the instruction sheet)
- ballot
- secrecy envelope and a yellow return envelope

See Appendix B for a sample redacted kit from the previous election. The Vote by Mail kit will be very similar.

Simply follow the instructions included:

1. Sign and detach the voter declaration form at the bottom of the instructions
2. Complete your ballot by voting for a mayor, a deputy mayor, up to four (4) at large candidates and a ward candidate
3. Insert your completed ballot into the secrecy envelope and seal it
4. Insert the sealed secrecy envelope **and** the voter declaration into the yellow return envelope, seal it and return by:
 - depositing in your nearest Canada Post mailbox
 - depositing in the drop box located outside City Hall
 - depositing at a satellite drop off center in your ward on election day

When will I receive my vote by mail kit?

Vote by mail kits will be sent via Canada Post to all voters on the list by the second week in September. Mailing dates are determined by Canada Post delivery standards and are subject to change.

When can I cast my vote?

Votes may be received any time after the vote by mail kits arrive in the mail.

What should I know about returning my vote?

Votes must be received by 8pm on election day. Votes received after 8pm will not be counted. The cut off for returning your vote by mail is determined by Canada Post Delivery Standards and is typically the Thursday before election day pending no delays.

Where can voters find additional information?

Voters can refer to the voter information section of the [Municipal Election Page](#) on the City's website and the Voter's Guide to a City of St. John's Municipal Election.

Specific questions may also be referred to Access St. John's at 311 or 754-CITY (2489) or by emailing election@stjohns.ca.

What accessibility considerations are in place to assist voters?

The City's Inclusion Advisory Committee is consulted for advice and direction regarding accessibility. The following considerations are established and increase election accessibility for voters and candidates:

- Election information is published across multiple formats
 - Website
 - Social Media
 - Newsletter
 - City Guide
- The Election Coordinator is the point of contact to request specific accommodations. Requests can be emailed to election@stjohns.ca or call 311 or 754-CITY (2489) to be directed to the Election Coordinator
- Election information is available in alternate formats upon request. For example, the printed ballot. Please notify the Election Coordinator at least one month in advance of election day to allow time for processing requests and distributing materials to you.
- Elections staff receive an inclusion and accessibility orientation for supporting voters who may need assistance
- Election related information and materials including the Voting Kits meet Clear Print Guideline standards
- Satellite Drop-off Centers are reviewed for accessibility and have the following considerations in place
 - Wheelchair accessible
 - Service animals welcome

- SL interpreters may be requested for in person voting. One-month advanced notice is appreciated.
- Use of personal assistive devices permitted to mark your ballot. On election day, devices such as a phone reader are allowed.
- Large print list of candidates available.
- Braille list of candidates and voting instructions available.
- Braille Tactile ballot template available.
- Signature guides available.
- Magnifiers available.
- Voting area lighting available.
- Election staff assistance available.

Ballot Counting

Where are returned ballots kept until election day?

Ballots are secured in a room at City Hall under lock and key accessed only by the Election Coordinator.

Where are ballots counted?

Ballots are returned to City Hall in the Foran Greene Room, located on the fourth floor of City Hall.

Who can be present when ballots are being counted?



Candidates and one agent per candidate may be present in the ballot counting area.

When will official results of the election be released?

Election results will be released at City Hall and on the City's Website at www.stjohns.ca as they become available any time after 8pm on election day.


Appendix A


Candidate Forms


	OCC – Appointment of Official Agent	Office of the City Clerk
<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="width: 25%;">  </div> <div style="width: 70%; text-align: center;"> <h2 style="margin: 0;">Appointment of Official Agent</h2> <p style="margin: 5px 0;">Note: Some features of this form may not be supported on all devices. Please download to improve access. This form must be submitted to the address below.</p> </div> </div>		
Declaration (to be completed by the applicant)		SECTION 1
<p>I, _____, as a candidate for _____,</p> <p>do hereby appoint _____ as my official agent.</p> <p>Candidate's Signature _____</p>		
Agent Rules (to be completed by the agent)		SECTION 2
<p>I, _____, as agent for _____, declare that (Candidate's Name)</p> <ol style="list-style-type: none"> 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. <p>DECLARED before me at St. John's, Newfoundland, this _____ day of _____, 20____</p> <p>Returning Officer's Signature _____</p> <p>Agent's Signature _____</p>		
Privacy Notice		SECTION 3
<p>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 Election Coordinator, election@stjohns.ca.</p>		
Form must be submitted by Agent to:	Office of the City Clerk 4 th Floor, City Hall 10 New Gower Street St. John's, NL A1C 5M2	For further information: Phone: 709-754-2489 Email election@stjohns.ca

ST. JOHN'S

NEWFOUNDLAND AND LABRADOR, CANADA


	OCC – Clearance Certificate Request	Office of the City Clerk
	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 Note: Some features of this form may not be supported on all devices. Please download to improve access. Completed forms may be submitted by mail, in person, scanned and sent via email to election@stjohns.ca , or use of the submit button below.	
Declaration (to be completed by the applicant)		SECTION 1
I, _____ residing at _____ (name) (address) confirm that the following is a complete list of the Properties and/or Business(es) 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. _____ Name (Please print) _____ Signature _____ Date _____ Note: Please allow a minimum of 2 business days for processing.		
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 Election Coordinator, election@stjohns.ca Please email completed form to the Election Coordinator who will arrange processing by the Taxation Department. For further information: E-mail: election@stjohns.ca Phone: 709-754-2489		

	OCC – Declaration of Qualification of Candidate	Office of the City Clerk
	<p align="center">Declaration of Qualification of Candidate</p> <p>Note: Some features of this form may not be supported on all devices. Please download to improve access.</p> <p>This form must be submitted to the address below.</p>	
Declaration (to be completed by the applicant)		SECTION 1
<p>I, _____ of _____</p> <p>a candidate for the office of _____ (WARD _____) in the City of St. John's, declare that:</p> <ol style="list-style-type: none"> I am a Canadian Citizen of at least 18 years of age; I have been ordinarily resident in the City of St. John's for at least 30 days immediately preceding the nomination period; I am not indebted to Council for arrears of taxes or other charges payable to the municipality of St. John's; I am not otherwise disqualified under the Municipal Elections Act. <p>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.</p> <p>Declared before me at St. John's, NL, this _____ day of _____, 20_____.</p> <p>Returning Officer's Signature _____</p> <p>Candidate's Signature _____</p>		
Privacy Notice		SECTION 2
<p>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 Election Coordinator, election@stjohns.ca.</p>		
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

	OCC – Nomination Form	Office of the City Clerk
<div style="text-align: center;"> <h2 style="margin: 0;">Nomination Form</h2> <p style="margin: 5px 0;">Note: Some features of this form may not be supported on all devices. Please download to improve access.</p> <p style="margin: 5px 0;">This form must be submitted in person to the address below.</p> </div>		
Declaration (to be completed by the Applicant)		SECTION 1
<p>We, _____ and _____</p> <p style="text-align: center;">(Proposer) (Secorder)</p> <p>being eligible to vote in the City of St. John's, nominate:</p> <p>_____ of _____</p> <p style="text-align: center;">(Candidate's Name) (Civic Address)</p> <p>as a candidate for the elective office of:</p> <p style="margin-left: 40px;"> Mayor Deputy Mayor Councillor-at-Large Councillor – Ward _____ </p> <p>Proposer's Signature _____ Secorder's Signature _____</p> <p>I, _____ verify qualification and accept this nomination. (Candidate's Name – as will appear on a ballot)</p> <p>DECLARED before me at St. John's, NL, this _____ day of _____, 20____</p> <p>Candidate's Signature _____</p> <p>Returning Officer's Signature _____</p>		
Privacy Notice		SECTION 2
<p>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 Election Coordinator, election@stjohns.ca.</p>		
<p>Please bring completed form and receipt of payment for the non-refundable \$50 fee, payable at ACCESS St. John's to:</p> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 60%;"> <p style="margin: 0;">Office of the City Clerk P.O. Box 908, 10 New Gower Street St. John's, NL A1C 5M2</p> </div> <div style="width: 35%;"> <p style="margin: 0;">For further information: Phone: 709-754-2489 Email: election@stjohns.ca</p> </div> </div>		

ST. JOHN'S

NEWFOUNDLAND AND LABRADOR, CANADA

	OCC – Nomination Form	Office of the City Clerk
	<p align="center">NOMINATION FORM (to be used for Candidates who are unable to be present on Nomination Day)</p> <p>Note: Some features of this form may not be supported on all devices. Please download to improve access.</p> <p>This form must be submitted to the address below.</p>	
Declaration (to be completed by the Applicant)		SECTION 1
<p>We, _____ and _____ (Proposer) (Secondor) 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:</p> <p>Mayor Deputy Mayor Councillor-At-Large Councillor – Ward _____</p> <p>We declare that _____ (Candidate’s Name – as will appear on a ballot)</p> <p>1. Is unable to be nominated in person 2. Is qualified 3. Accepts nomination</p> <p>AND 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 <i>Canada Evidence Act</i>.</p> <p>DECLARED before us at St. John’s, NL this _____ day of _____, 20____</p> <p>Proposer’s Signature_____ Secondor’s Signature_____</p> <p>Candidate’s Signature_____</p> <p>Returning Officer’s Signature_____</p>		
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 Election Coordinator, election@stjohns.ca .		
<p>Please bring completed form and receipt of payment for the non-refundable \$50 fee, payable at ACCESS St. John’s to:</p> <div style="display: flex; justify-content: space-between;"> <div> Office of the City Clerk P.O. Box 908, 10 New Gower Street St. John’s, NL A1C 5M2 </div> <div> For further information: Phone: 709-754-2489 Email: election@stjohns.ca </div> </div>		

	OCC – Oath or Affirmation of Campaign Contributions and Expenses Disclosure	Office of the City Clerk														
	<p>Oath or Affirmation of Campaign Contributions (Money, Goods or Services) and Expenses Disclosure</p> <p>Note: Some features of this form may not be supported on all devices. Please download to improve access.</p> <p>Completed forms may be submitted by mail, in person, scanned and sent via email to election@stjohns.ca, or use of the submit button below.</p>															
Declaration (to be completed by the applicant)		SECTION 1														
<p>I, _____, candidate in the 20____ municipal election 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.</p> <p>1. Total contributions (money, goods or services) to my campaign in the municipal election held on ____ day of _____, 20____ totalled \$_____.</p> <p>2. Contributions exceeding \$100, and included in the above amount, were received from the following contributors:</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 33%;">Contributor Name</th> <th style="width: 33%;">Address</th> <th style="width: 33%;">Amount</th> </tr> </thead> <tbody> <tr> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> <td>_____</td> </tr> </tbody> </table> <p>(Where further space is needed, please provide the required information on page 2 of 2 along with initials which shall form part of this Oath/Affirmation.)</p> <p>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.</p> <p>SWORN/DECLARED before me at St. John's, Newfoundland, this ____ day of _____, 20____</p> <table style="width: 100%; margin-top: 20px;"> <tr> <td style="width: 50%; text-align: center;"> _____ Commissioner for Oaths, Notary Public, Barrister or Justice of the Peace </td> <td style="width: 50%; text-align: center;"> _____ Candidate's Signature </td> </tr> </table>			Contributor Name	Address	Amount	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____ Commissioner for Oaths, Notary Public, Barrister or Justice of the Peace	_____ Candidate's Signature
Contributor Name	Address	Amount														
_____	_____	_____														
_____	_____	_____														
_____	_____	_____														
_____ Commissioner for Oaths, Notary Public, Barrister or Justice of the Peace	_____ Candidate's Signature															
Privacy Notice		SECTION 2														
<p>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.</p>																
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														

ST. JOHN'S

NEWFOUNDLAND AND LABRADOR, CANADA

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
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SCHEDULE "B"

OATH OF SECRECY



Office of the Chief Electoral Officer
39 Hallett Crescent
St. John's, NL A1B 4C4

OATH OF SECRECY

I, _____
(given names) (surname)

solemnly swear that I will hold secret and will not disclose to any person any information given me from the Register of Electors, the list of electors and/or all records placed under the responsibility and/or owned by Elections Newfoundland and Labrador or obtained from said Register, lists, or records by reason of my access thereto.


Signature of Deponent

Sworn before me at

this _____ day of _____ 20 _____.

Commissioner

Oath of Secrecy must be kept on file with the Municipality and is subject to audit

	OCC – Official Candidate Contact Information	Office of the City Clerk
	Official Candidate Contact Information (For Public Release)	
Note: Some features of this form may not be supported on all devices. Please download to improve access. Completed forms may be submitted by mail, in person, scanned and sent via email to election@stjohns.ca , or use of the submit button below.		
Candidate Information		SECTION 1
Candidate Name _____		
Candidate for:		
Mayor		
Deputy Mayor		
Councillor At Large		
Councillor Ward _____		
I, _____ hereby authorize the City of St. John's to publish contact information (Candidate Name)		
on my behalf wherever election information is published for public engagement purposes.		
Please use the space below to advise the contact information (i.e., phone, email, website, Facebook, Twitter, Instagram, etc.) in which you authorize the City of St. John's to publish on your behalf:		

Candidate's Signature _____		
DECLARED before me at St. John's, NL, this _____ day of _____, 20____		
Returning Officer'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 the City of St. John's Municipal Election. Questions about the collection and use of the information may be directed to Election Coordinator, Office of the City Clerk, 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: 709-754-2489 Email: election@stjohns.ca

ST. JOHN'S

NEWFOUNDLAND AND LABRADOR, CANADA

Appendix B

Sample Voter Kit - Redacted



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000001


VOTING INSTRUCTIONS

These steps keep your vote secret, and ensure your ballot is not spoiled. By law, a spoiled ballot cannot be counted. To make sure your vote is counted, you must:

- 1. Complete the Ballot and insert into the white Ballot Secrecy Envelope. (SEAL ENVELOPE)**
- 2. Insert the white Ballot Secrecy Envelope into the yellow Election Return Envelope. (DO NOT SEAL ENVELOPE YET)**
- 3. Sign and detach the Declaration Form** found on the bottom of this page and insert into the yellow Election Return Envelope. **(SEAL ENVELOPE)**
- 4. Mail yellow Election Return Envelope by Thursday,** Deadline Date Here

ADDITIONAL INFORMATION ON REVERSE

I, the undersigned,
declare that I am a
Canadian Citizen,
18 years of age or older,
eligible to vote in this
election and that I have
not already voted for
any office on this ballot.

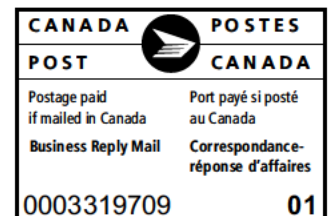
Detach Here **DECLARATION FORM**

1000072281 A1C5H4 BR01

02 000

CITY OF ST. JOHN'S
PO BOX 12000 STN C
ST. JOHN'S NL A1C 9Z9

x Signature



Important Information

- Your completed kit must be received by the City of St. John's no later than 8:00 pm local time on **Ballots received after that time will not be counted.**
- **It is against the law** to use more than one ballot or vote under another's name. If found guilty, offenders may be subject to a fine and/or imprisonment as per Sections 99 and 100 of the Municipal Elections Act.
- Your completed kit can be returned in one of three ways:
 - Place it in the mail before Deadline Date
 - Deposit in the Drop Box outside the main entrance of City Hall at 10 New Gower St. up to and including Election Day.
 - On Election Day, drop it off at one of the SATELLITE DROP-OFF CENTERS listed below:

Questions?

If you require assistance please contact us.

Phone: (709)754 - 2489

Website: www.stjohns.ca

Drop Off Location(s)

List of Locations here

**Ensure you have
signed the
DECLARATION
FORM
on the reverse**


1000072281 A1C5H4 BR01

02 000



CITY OF ST. JOHN'S
PO BOX 12000 STN C
ST. JOHN'S NL A1C 9Z9



ST. JOHN'SCITY OF ST. JOHN'S
NEWFOUNDLAND AND LABRADOR**Ward 1**TO VOTE, COMPLETELY FILL IN THE OVAL  NEXT TO YOUR CHOICE(S).

To improve legibility and ensure permanence, use a pen or marker with blue or black ink.

DO NOT USE PENCIL. DO NOT WRITE ANYTHING ELSE ON THE BALLOT.Ballot for the Office of
MAYORVote for **ONE (1)** candidate ☐ ☐ ☐Ballot for the Office of
DEPUTY MAYORVote for **ONE (1)** candidate ☐ ☐Ballot for the Office of
COUNCILLOR AT LARGEVote for up to **FOUR (4)** candidates ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐Ballot for the Office of
COUNCILLOR WARD 1Vote for **ONE (1)** candidate ☐ ☐ ☐

ST. JOHN'SCITY OF ST. JOHN'S
NEWFOUNDLAND AND LABRADOR**Ward 2**TO VOTE, COMPLETELY FILL IN THE OVAL  NEXT TO YOUR CHOICE(S).

To improve legibility and ensure permanence, use a pen or marker with blue or black ink.

DO NOT USE PENCIL. DO NOT WRITE ANYTHING ELSE ON THE BALLOT.Ballot for the Office of
MAYORVote for **ONE (1)** candidate ☐ ☐ ☐Ballot for the Office of
DEPUTY MAYORVote for **ONE (1)** candidate ☐ ☐Ballot for the Office of
COUNCILLOR AT LARGEVote for up to **FOUR (4)** candidates ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐Ballot for the Office of
COUNCILLOR WARD 2Vote for **ONE (1)** candidate ☐ ☐ ☐ ☐ ☐ ☐ ☐

ST. JOHN'SCITY OF ST. JOHN'S
NEWFOUNDLAND AND LABRADOR**Ward 3**TO VOTE, COMPLETELY FILL IN THE OVAL  NEXT TO YOUR CHOICE(S).

To improve legibility and ensure permanence, use a pen or marker with blue or black ink.

DO NOT USE PENCIL. DO NOT WRITE ANYTHING ELSE ON THE BALLOT.Ballot for the Office of
MAYORVote for **ONE (1)** candidate ☐ ☐ ☐Ballot for the Office of
COUNCILLOR AT LARGEVote for up to **FOUR (4)** candidates ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐Ballot for the Office of
COUNCILLOR WARD 3Vote for **ONE (1)** candidate ☐ ☐ ☐Ballot for the Office of
DEPUTY MAYORVote for **ONE (1)** candidate ☐ ☐

ST. JOHN'SCITY OF ST. JOHN'S
NEWFOUNDLAND AND LABRADOR**Ward 4**TO VOTE, COMPLETELY FILL IN THE OVAL  NEXT TO YOUR CHOICE(S).

To improve legibility and ensure permanence, use a pen or marker with blue or black ink.

DO NOT USE PENCIL. DO NOT WRITE ANYTHING ELSE ON THE BALLOT.Ballot for the Office of
MAYORVote for **ONE (1)** candidate ☐ ☐ ☐Ballot for the Office of
DEPUTY MAYORVote for **ONE (1)** candidate ☐ ☐Ballot for the Office of
COUNCILLOR AT LARGEVote for up to **FOUR (4)** candidates ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐Ballot for the Office of
COUNCILLOR WARD 4Vote for **ONE (1)** candidate ☐ ☐

ST. JOHN'SCITY OF ST. JOHN'S
NEWFOUNDLAND AND LABRADOR**Ward 5**TO VOTE, COMPLETELY FILL IN THE OVAL  NEXT TO YOUR CHOICE(S).

To improve legibility and ensure permanence, use a pen or marker with blue or black ink.

DO NOT USE PENCIL. DO NOT WRITE ANYTHING ELSE ON THE BALLOT.Ballot for the Office of
MAYORVote for **ONE (1)** candidate ☐ ☐ ☐Ballot for the Office of
DEPUTY MAYORVote for **ONE (1)** candidate ☐ ☐Ballot for the Office of
COUNCILLOR AT LARGEVote for up to **FOUR (4)** candidates ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐Ballot for the Office of
COUNCILLOR WARD 5Vote for **ONE (1)** candidate ☐ ☐ ☐ ☐ ☐