



# **Candidate Guide**

City of St. John's 2025 Municipal General Election

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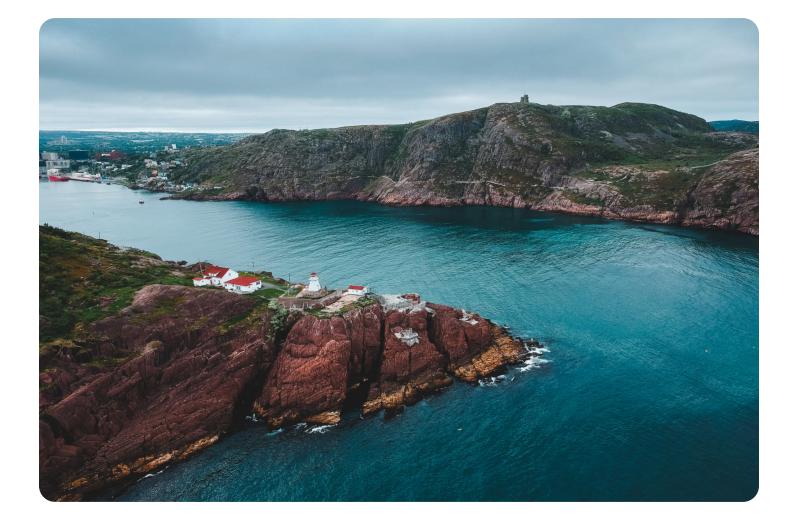
### Foreword

This guide provides information on:

- Qualifications for nomination (including disqualifications for office);
- Nomination procedures;
- Election Procedures;
- Duties, obligations and responsibilities of candidates; and
- Duties, obligations and responsibilities of candidates' agents.

Prospective candidates should also refer directly to the following legislation:

- City of St. John's Act
- Municipal Election Act
- St. John's Municipal Elections Vote-by-mail By-Law
- St. John's Election Finance By-Law
- St. John's Sign By-Law
- Councillor Code of Conduct By Law
- Municipal Conduct Act



# **Candidate Checklist**

Review Key Election Dates.	uning the
Ensure you meet the qualifications to hold office.	
Ensure you are not disqualified from holding office. Remove signage no later than 3 da election ( <b>St. John's Sign By-Law, S</b>	
<ul> <li>Review the legislation governing the City of St. John's Municipal Elections (see page 2).</li> <li>No later than 30 days after the election candidates, regardless if elected or complete and submit the Oath or A</li> </ul>	r not, must
<ul> <li>Put out campaign signage. Note that signage is to be displayed no more than 60 days prior to the election (St. John's Sign By-Law, Section 28).</li> <li>Complete and submit the Oath of A Campaign Contributions and Expension 4 found in Appendix A of this guide you may attach additional pages if</li> </ul>	enses Disclosure e. Please note
Schedule an appointment for nomination with the Election Coordinator during the nomination period. Refer to Key Election Dates. Schedule an appointment for nomination with the Election Coordinator during the nomination when you become an official candidat	te, you will
<ul> <li>Complete and submit a Clearance Certificate</li> <li>Request a minimum of two business days prior</li> <li>to your nomination appointment. This is to</li> </ul>	e applicable
provide ample processing time and avoid delay in <ul> <li>A Clearance Certificate.</li> </ul>	
<ul> <li>Complete and bring all relevant forms, and the receipt for payment of the nomination fee, to your appointment with the Election Coordinator. Forms can be found online or in Appendix A of this guide:</li> <li>Login information and User Instaction accessing the Candidate Portal to view the voter list.</li> </ul>	
<ul> <li>Nomination Form or Nomination Form – Not Present (if you are unable to attend your nomination appointment, your nominators may file on your behalf using this form)</li> </ul>	
Declaration of Qualification of Candidate	
Oath or Affirmation of Secrecy –     City of St. John's	
Schedule "B" Oath of Secrecy - Elections NL	
Appointment of Official Agent (if applicable)	ST. JOHN'S
Official Candidate Contact Information - for public engagement	KM

# **Key Election Dates**

#### City of St. John's -2025 Municipal General Election

Dates are tentative and are subject to change

Action	Date
Residency required to qualify as a candidate (30 days prior to the first day of nominations)	Monday, July 28, 2025
First day for nominations	Thursday, August 28, 2025
Residency required to quality as a voter (30 days prior)	Tuesday, September 2, 2025
Last day for nominations	4 p.m. on Thursday, September 4, 2025
Last day to withdraw nominations	4 p.m. on Friday, September 5, 2025
Vote-by-mail Kits brought to Canada Post	Friday, September 12, 2025* (expected to be in circulation the following week)
Last day to mail return envelope (via Canada Post)	Wednesday, September 24, 2025*
Election day - Last day to return voter kits to City Hall or vote in person at a satellite drop- off centre	8 a.m. to 8 p.m. – Thursday, October 2, 2025.
Last day to apply for a recount	Sunday, October 5, 2025
Swearing-in Ceremony	To be determined
Last day to file campaign contribution/ expense declaration	Sunday, November 2, 2025

\*Dates are subject to change and are based on Canada Post Delivery Standards. Delivery may be affected by mail volume or weather.

**Election Period** 

# Administration of Municipal Election

### **Municipal Council Composition**

City of St. John's Municipal Council is composed of the following positions:

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 all Wards can be found on the City's website at https://apps.stjohns. ca/wardlookup/WardLookup.aspx

### **Returning Officer/Election Officials**

The Returning Officer is the municipal official responsible for administering the election. This position is held by the City Clerk. The City also has an Election Coordinator who is responsible for coordinating all aspects of the election under the supervision of the Returning Officer.

# 2025 Municipal General Election Key Contact:

Christine Carter, Election Coordinator Office of the City Clerk 4th Floor City Hall Tel: 709-576-3158 Email: **election@stjohns.ca** 

# Becoming a Candidate for Council

# What are the qualifications to run for Council?

To seek election for Council (Mayor, Deputy Mayor, Councillor-at-Large or Ward Councillor) you must:

- be at least 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:

- hold an office under the council to which a salary or remuneration is paid out of the funds of the municipality.
- are employed by 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 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.



### Code of Conduct - Contracts & Business Dealings with the City of St. John's

As a Councillor you will be bound by the Code of Conduct which will impact you and possibly your relatives. It is important to familiarize yourself with the Councillor Code of Conduct when considering running for Council. Candidates should also be aware of the City of St. John's Act, Section 10, Conflict of Interests:

#### **Conflict of interests**

10. (1) A member of the council shall not hold an office or place or employment from, under, or in connection with the council, or in a department of, in, or upon a work, service or business under the control, management, or direction of the council, directly or indirectly or undertake, execute, or enjoy a contract or agreement with the council;

(2) Notwithstanding subsection (1), a member of the council shall not be disqualified by reason only of being a member of a corporation which has entered into contracts with or done work for the city, but that member of the council shall not vote in respect of the contract or work, and where he or she does so vote that vote shall not be counted.

# 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 from 9 a.m. to 4 p.m. Thursday, August 28th to Thursday, September 4th, 2025, 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 709-576-3158.

Your nominators must attend your nomination appointment with you. Please be sure that appropriate identification is brought to the appointment by all parties to verify their identity and address.

All forms for your nomination can be completed ahead of time but must be signed in person during your appointment.

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). If you are unable to file your nomination in person, your nominators may file on your behalf.

Candidates must be nominated by two nominators. Qualified nominators are those eligible to vote and who are on the voters list. If you are running for a ward position, your nominators must reside in that ward.

Nominators must attend your nomination appointment.

#### 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) at the time you file your Nomination Form with the Election Coordinator.

#### 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 that you are not in arrears of any taxes or other charges due to the City.

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.

#### 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, on the first Floor of 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** prior to your appointment.



### those who have signed the Oath or Affirmation

of Secrecy prescribed by the City of St. John's and Elections NL.

Information from the voters list must not be

disclosed to any person or group other than

### 6. Appointment of an Agent (optional)

to obtain access to the voters list.

5. Complete the Oaths of Secrecy Forms

To receive access to the voters list, you must

Oath or Affirmation of Secrecy (found online

or in Appendix A of this guide) and the Oath of

Secrecy required under the Municipal Election

Act. Any person accessing the voters list on your

behalf must also complete the Oaths of Secrecy

electoral purposes only by completing the City's

swear or affirm that you will use the list for

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 is accepted by the Returning Officer, information about your candidacy may be published.

# Can I change my mind about running for Council?

Yes. You can withdraw your nomination in writing (handwritten notice or by email) to the Returning Officer up until 4:00 pm on September 5th (which is the day after the last day for nominations). Your name will not appear on the ballot if you meet that deadline. You can still withdraw after that date, but your name will appear on the ballot. The Returning Officer will however provide notice to the public of your withdrawal. The nomination deposit is nonrefundable.



# **Nomination Checklist**

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

		$\checkmark$	
1.	Ensure you qualify to be nominated and to run - refer to the legislation.		
2.	Seek the support of 2 qualified nominators.		
3.	Prior to nomination, complete and submit a Clearance Certificate Request. Please note, a minimum of 2 business days is required for processing.		
4.	Request a nomination appointment with the Election Coordinator by email <b>election@stjohns.ca</b> or by calling 709-576-3158.		
5.	5. 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.		
6.	Prepare for your nomination appointment. Reminder, your 2 nominators must attend your nomination appointment with you.		
7.	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.		
	Oath or Affirmation of Secrecy – City of St. John's.		
	Schedule "B" Oath of Secrecy - Elections NL.		
	Appointment of Official Agent (if applicable).		



### ST. J@HN'S

### **Voters List**

The City of St. John's uses the permanent list of voters established and maintained by Elections NL.

### When can I get the voters list?

Once your nomination is official, the Election Coordinator will provide you with access to the voters list applicable to the position for which you are seeking election (ex. Councillors at Large will have access to the entire list; Ward Councillors will have access to their specific ward list). 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 is to be used for electoral purposes only. This means you can use the list for election campaigning only. Any person accessing the voters list on your behalf must also complete the Oaths of Secrecy to obtain access to the voters list.

# 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.

### How can voters be added or correct/ update their information on the voters list?

A voter can visit the online voter registration portal on the **Municipal Election web page** or contact or visit the Access St. John's Citizen Service Centre to be added, correct or update their information on the voters list.

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.



#### OR

- 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
  - I. 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

#### OR

 Voters who cannot supply any of the above may submit an Affidavit, verifying the voter's name, address, eligibility to vote, and that they 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. If a voter misses the deadline to update their information or to add themselves to the voters list they may:

- Register online through the voter portal or visit the Access St. John's Citizen Service Centre.
- Contact Election staff to arrange to have a vote-by-mail kit picked up at City Hall prior to election day.
- On election day, visit a Satellite Drop-off Centre (voting centre) in their ward and vote onsite.

Proof of identification showing the voter's address, as noted above, is required to be added to the voters list or to have their information updated.

Please note that every effort will be made for eligible residents to receive a vote-by-mail kit in advance. Residents are encouraged to contact the City if they have questions.



## **Candidate's Agent**

Candidates are entitled to have one agent present in the Satellite Drop-off Centres, 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.

It should be noted that Candidates are not permitted to visit or be within 200 feet of the Satellite Drop-off Centres on election day. Both Candidates and Agents are permitted in the counting room at City Hall on election day.

### **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 Election 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; and
- 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 Candidates are not permitted to visit or be within 200 feet of the Satellite Drop-off Centres on election day, but their agents may be present. Both Candidates and Agents are permitted in the counting room at City Hall on election day.

### **Campaign finances**

Campaign finances are subject to PART VIII of the **Municipal Election Act** and the City's **Election Finance By-Law**.

Expenditures, contributions and reporting must be in accordance with the legislation. The onus is on the candidate to ensure legislative compliance. The City of St. John's does not provide legal or financial advice to candidates. Monetary contributions are addressed in section 67.2 of the **Municipal Election Act** and shall be made only by a cheque, money order or credit card in the name of the contributor.

In-kind contributions of goods or services are allowable and must be reported in the same way as monetary contributions.

In-kind contributions and monetary contributions cannot exceed the maximum campaign limits.

All campaign contributions must be reported pursuant to the Election Finance By-Law within 30 days of the election. Contributions exceeding \$100 must also disclose the contributor.



### 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).

### **Campaign limits**

- The limit for a financial contribution considered a "donation" is \$100. Anything below \$100 is not considered a donation and does not need to be reported.
- Any and all corporate and union donations are prohibited.
- Individual donations can be no more than \$1,000.
- Contributions can only be made to a candidate within the calendar year of the election.
- Disclosure of campaign Disclosure of campaign contributions and expenditures, regardless if elected or not, must be submitted to the Returning Officer no later than 30 days post-election.



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

Candidates should refer to the following estimates. Actual amounts will be determined when the number of voters are finalized on election day.

Candidacy	Base Amount	Approximate # of Eligible Voters	Rate Per Eligible Voter	Estimated Total*
Mayor	\$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

### Estimated\* Election Expenditure Caps

\*Actual amounts are determined based on the final number of registered voters on Tuesday, September 2nd.

# 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 forms as per the Municipal Election Act (s 67.2) and the 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.

Cash and EMT contributions are not permitted.

# 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 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.
- 2. Contributions from individuals exceeding \$100.00.
- 3. A list of total expenditures for the campaign.



# Advertising

### Can I advertise my campaign?

Yes. 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 sign placement is governed by the **St. John's Sign By-Law.** 

Specifically, Section 22.1 of the St. John's Sign By-Law reads as follows:

- 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.
- 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.



- 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.
  - 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).

# **Voting Procedures**

#### Who can vote?

Any Canadian citizen who is ordinarily resident in the City of St. John's for 30 days prior to election day and has reached the age of 18.

### When will I receive my vote-by-mail kit?

Vote-by-mail kits will be sent to Canada Post Friday, September 12, 2025, and are expected to be in circulation to all voters on the list by the following week. Mailing dates are determined by Canada Post delivery standards and are subject to change.

#### How can I ensure that I will receive a voteby-mail kit?

To ensure that you receive a vote-by-mail kit you must be on the voters list. The **Municipal Election Page** contains a link to the City's voter portal. You are encouraged to visit the voter portal and ensure you are on the voters list and that your information is correct.

If you do not find yourself when searching the voter portal, follow the instructions and complete the request to be added. Once received by our election staff, a vote-by-mail kit will be sent to you.

Need assistance? Please contact Access St. John's by calling 311 or 709-754-2489 and City Staff will be happy to assist in searching the voter portal for you. You can also email **election@stjohns.ca** 



### How do I vote if I have a kit?

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 Canada Post 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

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 the position of Mayor, Deputy Mayor, choosing four At-Large positions and your Ward Councillor.
- 3. Insert your completed ballot into the secrecy envelope and seal it.
- Insert the sealed secrecy envelope and the signed voter declaration into the yellow return envelope, with the City's return address in the envelope window, seal it and return by:
  - a. depositing in your nearest Canada Post mailbox on or before Wednesday, September 24th
  - b. depositing it in the drop box located outside City Hall (up until 8:00 pm on election day) or in a drop box at designated locations (please refer to the election information on the City's web page for more information on these new drop boxes, their locations and availability)
  - c. depositing at a Satellite Drop-off Centre on election day

#### When can I cast my vote?

Votes via vote-by-mail may be cast any time after the vote-by-mail kits arrive in the mail. In-person votes can only be cast on election day, **Thursday, October 2.** 

# What should I know about returning my vote?

Votes must be received by 8 p.m. on election day. Votes received after 8 p.m. will not be counted. The cut off for returning your completed ballot by mail is determined by Canada Post Delivery Standards and is typically the Wednesday before election day pending no delays, **Wednesday, September 24, 2025**.

After this date use the drop box at City Hall, use the drop boxes in designated areas or go to the SDOC in your Ward on election day.

# Where can voters drop their completed ballot or register to vote on election day?

There are several options available for voters to

drop their completed ballots on election day. The vote drop-off mailbox located in front of the main entrance to City Hall is available for residents up until 8 p.m. on election day.

Satellite Drop-off Centres (SDOCs) will be used for the 2025 Municipal General Election.

Any resident needing to register on election day must proceed to the SDOC in their Ward. You can find the location in your Ward on the **Municipal Election Page** 

Voters can drop their completed ballot, in their Ward's SDOC on election day, in the ballot box located inside the centre.

Election Staff will register eligible voters and provide them with a ballot which can be completed on site and dropped in the ballot box on site.

SDOCS are open on election day only, from 8:00 am to 8:00 pm.

The locations of the Satellite Drop-off Centres for the 2025 Municipal General Election are as follows:

Ward	Satellite Drop-off Centre
1	Paul Reynolds Community Centre
2	Knights of Columbus
3	HGR Mews Community Centre
4	Kenmount Terrace Community Centre
5	Shea Heights Community Centre
	Goulds Rec Centre

# Where can voters find additional information?

Voters can refer to the voter information section of the **Municipal Election Page** on the City's website. Specific questions may also be referred to Access St. John's at 311 or 754-2489 or by emailing **election@stjohns.ca**.

# What accessibility considerations are in place to assist voters?

The City's Inclusion Advisory Committee provides advice and direction regarding accessibility.

- Election information is published across multiple formats:
  - o Website
  - o Social Media
  - o Newspaper

- The Election Coordinator is the point of contact to request specific accommodations. Requests can be emailed to election@ stjohns.ca or call 311 or 709-576-3158 to reach the Election Coordinator.
- Election information is available in alternate formats upon request (e.g., large print, braille). 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.
- Election related information and materials, including the voting kits, meet Clear Print Guideline standards.
- The Satellite Drop-off Centers used for the election have all been assessed for accessibility and have the following considerations in place:
  - o Wheelchair accessible.
  - o Service animals welcome.
  - o ASL interpreters may be requested for in person voting (One-month advanced notice is appreciated).
  - Use of personal assistive devices permitted to mark your ballot (own pen, mobile device, smart phone, reader apps).
  - o Large print list of candidates available.
  - o Braille list of candidates and voting instructions available.
  - o Braille/tactile ballot template available.
  - o Signature guides available.
  - o Magnifiers available.
  - o Enhanced lighting is available.
  - o Election staff assistance available.

# **Ballot Counting**

# Where are returned ballots kept until election day?

Ballots are secured at City Hall.

#### Where are ballots counted?

Ballots are counted 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 Foran Greene Room.

# 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 8 p.m. on election day.



# **Appendix A**

#### **Candidate Forms**

These forms can be found here

- Appointment of Official Agent
- Clearance Certificate Request
- Declaration of Qualification of Candidate
- Nomination Form
- Nomination Form Not Present (to be used for Candidates who are unable to be present on Nomination Day)
- Oath or Affirmation of Secrecy City of St. John's
- Schedule "B" Oath of Secrecy Elections NL
- Oath or Affirmation of Campaign Contributions (Money, Goods or Services) and Expenses Disclosure
- Official Candidate Contact Information for public release

