



CANDIDATE for COUNCILLOR PACKAGE

For the
2025 SPECIAL ELECTION
DISTRICT 5
Municipality of the District of Clare

JULY 18th, 2025

CONTENTS

NOMINATION DATES and Contact information	3
INTRODUCTION.....	4
Form 11: Nomination Paper (Mayor or Other Council Member) section 44	5
Consent and Oath or Affirmation of Candidate	8
Form 3: Certificate in Respect to Charges that are Liens/Taxes (Sections 17, 44, 45).....	10
Form 17: Appointment of Official Agent (Section 70)	11
FORMULAIRE 17 : NOMINATION DE L'AGENT(E) OFFICIEL(LE) ARTICLE N° 70	12
Form 17A: Oath (or Affirmation) of Official Agent (Section 70).....	13
FORMULAIRE 17A : SERMENT (OU AFFIRMATION) DE L'AGENT OFFICIEL ARTICLE 70.....	14
Form 15: Appointment of Agent (Sections 69, 71)	15
FORMULAIRE 15 : Nomination d'un(e) agent(e) Articles 69, 71	16
Key Dates for Quick Reference	17
CAMPAIGNING	18
Municipal & School Board Elections	19
Common Voter Questions and Answers for eVoting	19
POLLING DISTRICTS	23
.....	23
INTERACTIVE MAP	24
CANDIDATES TRAINING	25
CANDIDATES GUIDE	26
Municipal elections act	27

NOMINATION DATES AND CONTACT INFORMATION

CONTACT INFORMATION:

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NOMINATION DATES

Nominations will be
received
by appointment:
from Thursday
August 28th
to Monday September 8th
between
8:30am & 4:30pm

AND

on Nomination Day
Tuesday, September 9th
from 9:00am to 5:00pm

INTRODUCTION

Thank you for interest in becoming a candidate for councillor!

Inside this package you will find necessary and practical information to prepare you in becoming a candidate for councillor in the 2025 Special Election for the Municipality of the District of Clare that will be held on Saturday October 4th, 2025.

Please note that voting in the election will be offered both through eVoting (telephone and internet) from September 26th – October 4th and traditional paper polls (paper ballots available only on Election Day October 4th at the poll).

The following forms (included in this package) are required to be filed as part of your Nomination documentation:

- **Form 11-** Nomination Paper (Obtain at least five (5) qualified electors for your Nomination Papers).
- **Form 3-** Certificate in Respect to Charges That Are Liens/Taxes (Obtain from Municipal Tax Clerk)
- **Form 17-** Appointment of Official Agent /
(FR) **Formulaire 17-** Nomination de l'agent(e) officiel(le)
- **Form 17A-** Oath (or affirmation) of Official Agent/
(FR) **Formulaire 17A-** Serment (ou affirmation) de l'agent(e) officiel(le)
- **Form 15-** Appointment of Agent/
(FR) **Formulaire 15-** Nomination d'un(e) agent(e)

A Deposit of \$200 will be required when filing nomination papers. The deposit is required to be paid once your nomination papers are accepted; payment shall be in legal tender (cash) or a certified cheque or money order made payable to Municipality of Clare.

Return all forms above to the Returning Officer on Nomination Day September 9th, 2025 by 5:00 p.m. or by appointment during the 7 business days before.

Please note that all required oaths may be taken in front of the Returning Officer at the time of filing Nomination Papers.

FORM 11: NOMINATION PAPER (MAYOR OR OTHER COUNCIL MEMBER) SECTION 44

We, the qualified electors whose names appear on the amended list of electors of the Town/ Municipality/Regional/Municipality of _____,

nominate _____ of
(name)

_____,
(civic address)

(postal code)

(include mailing address if different than civic address)

as a candidate for the office of _____ for the election to be held on

the _____ day of _____, _____.

Name (please print)

Civic Address

Signature

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Note:

- 1. These electors must be qualified to vote at the election of the candidate. At least 5 qualified electors must sign the nomination form.**
- 2. Nomination forms are open for inspection by the public once signed by the Returning Officer.**

EXTRA LINES

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____



Receipt

NAME OF CANDIDATE: _____

CANDIDATE FOR: _____DISTRICT 5_____

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

Dated at _____this_____day of _____, _____.

Returning Officer

Consent and Oath or Affirmation of Candidate

I solemnly swear (or affirm) that:

1. I (The candidate), _____, consent(s) to the
(*name as it should appear on the ballot paper*)
nomination.
2. I am (The candidate is) a Canadian citizen.
3. I am (The candidate is) of the full age of eighteen years.
4. I have (The candidate has) been ordinarily a resident in the Town/Municipality/Regional Municipality of _____, (or in an area annexed to the Town/Municipality/Regional Municipality), for a period of six months preceding nomination day and I intend (the candidate intends) to continue to so reside.
5. I am (The candidate is) not indebted to the Town/Municipality/Regional Municipality of _____ for any charges that are liens on property or taxes, or all instalments or interim payments that are due as of nomination day have been paid, and a certificate from the _____ to this effect is attached.
6. I have (The candidate has) not been convicted of bribery or of committing a corrupt practice under the *Municipal Elections Act* within the five years preceding nomination day.
7. I have (The candidate has) read the Sections of the *Municipal Elections Act* related to persons disqualified to vote, to be nominated or to serve on a council and none of the reasons for disqualification listed in those Sections apply to me (the candidate).
8. I have (The candidate has) read and I understand (the candidate understands) the provisions of the *Municipal Elections Act* related to the requirement to take a leave of absence if I am (the candidate is) an employee of the Town/Municipality/Regional Municipality within the meaning of those provisions.
9. I understand (the candidate understands) that a list of electors is permitted to be used for election purposes and for no other purposes and that it is not to be open for inspection, disposed of or sold.
10. I understand (the candidate understands) that, within 7 days following the election, all copies of the list of electors in my (the candidate's) possession must be returned and all electronic copies must be returned, destroyed or deleted. I further understand (The

candidate understands) that if I fail (the candidate fails) to do so, I forfeit (the candidate forfeits) any candidate's deposit to which I (the candidate) might otherwise be entitled to receive.

11. I (The candidate) will accept the office of COUNCILLOR DISTRICT 5 if elected.

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

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

Authorized Administrator of Oath
(See Section 146)

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

FORM 3: CERTIFICATE IN RESPECT TO CHARGES THAT ARE LIENS/TAXES (SECTIONS 17, 44, 45)



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

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

FORM 17: APPOINTMENT OF OFFICIAL AGENT (SECTION 70)

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

(place a check mark next to the applicable statement)

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

OR

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

Signature of candidate

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

Je soussigné ou soussignée, personne candidate au poste de

_____.

(cocher la case correspondant à l'énoncé qui s'applique)

_____ nomme _____ (*nom*) de _____ (*adresse*) au poste d'agent officiel ou agente officielle de ma campagne et lui accorde l'autorité de me représenter selon les dispositions de la loi sur les élections municipales (*Municipal Elections Act*) pour les élections organisées le _____.

OU BIEN

_____ déclare que j'agirai personnellement en tant qu'agent officiel ou agente officielle selon les dispositions prévues par la loi sur les élections municipales (*Municipal Elections Act*) pour les élections organisées le _____.

Signature de la personne candidate

(Une version de ce formulaire est disponible en anglais.)

FORM 17A: OATH (OR AFFIRMATION) OF OFFICIAL AGENT (SECTION 70)

I, _____, the undersigned, swear (or solemnly affirm) that as the official agent for _____, a candidate in the election to be held in the Town/Municipality/Regional Municipality of _____ on the _____ day of _____, _____, I will not attempt, in any way, unlawfully to ascertain the candidate or candidates for whom a voter has voted or to aid in the unlawful discovery of the same, and I will keep secret all knowledge which may come to me of the persons for whom any voter has voted.

Sworn (or affirmed) at _____
in the County of _____

this _____ day of _____,
before me.

(Signature of Official Agent)

Commissioner or other Authorized Official
Municipal Elections Act, clause 146(1)(b)

Print name and title

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

Je, _____, soussigné ou soussignée, jure (ou affirme solennellement) qu'en tant qu'agent officiel ou agente officielle de

_____, personne candidate aux élections organisées dans la ville/municipalité/municipalité régionale de _____

le _____^e jour de _____, je ne tenterai pas, de quelle que façon que ce soit, de vérifier illégalement pour quelle personne candidate une électrice ou un électeur a voté ou de contribuer illégalement à la découverte de tels renseignements, et j'assurerai la confidentialité de tout renseignement que je pourrais obtenir au sujet d'une personne candidate pour laquelle toute électrice ou tout électeur a voté.

(signature de l'agent officiel ou agente officielle)

Serment prêté (ou affirmation faite) à _____

dans le comté de _____

ce _____^e jour de _____,

devant moi.

Commissaire ou autre personne représentante autorisée

Loi sur les élections municipales (*Municipal Elections Act*), alinéa 146(1)b)

Nom et titre en caractères d'imprimerie

(Une version de ce formulaire est disponible en anglais.)

I, the undersigned, candidate (or the official agent of _____, (*candidate's name*) a candidate) for _____, (*office*) appoint the following as my (the candidate's) agent with authority to represent me (the candidate) in the manner provided by the *Municipal Elections Act* at Polling Station Number ____ for the election being held on , _____.

(name of agent)

(address of agent)

Dated at _____ Nova Scotia, this ____ day of _____, ____.

Signature of candidate or of official agent

Je, soussigné ou soussignée, personne candidate (ou agent officiel ou agente officielle) de _____, (*nom de la personne candidate*) une personne candidate) au poste de _____, (*titre du poste*) nomme la personne suivante mon agent ou agente (l'agent ou agente de la personne candidate) avec l'autorisation de me représenter (la personne candidate) conformément aux dispositions de la loi sur les élections municipales (*Municipal Elections Act*) au bureau de vote numéro _____ pour les élections organisées
le _____.

(nom de l'agent ou agente)

(adresse de l'agent ou agente)

Fait à : _____ en Nouvelle-Écosse, ce _____^e jour
de _____.

Signature de la personne candidate ou de l'agent officiel ou agente officielle

(Une version de ce formulaire est disponible en anglais.)

KEY DATES FOR QUICK REFERENCE

March 9, 2025

- **Residency required to qualify as candidate** in Municipality

September 9, 2025

(nomination can be filed by appointment with the returning officer in the seven business days prior to nomination day)

- **Nomination Day**

September 10, 2025

- **Last day for candidate to withdraw**

September 26 to October 4, 2025

- **Advance Polling Dates (eVoting)**

October 4, 2025

- **Election Day** (eVoting available as well as Paper ballots at polling locations)

October 7, 2025

- **Official Addition**

October 10, 2025

- **Last day to file affidavit**

(re: removal of posters and return of voters list for return of full or part of deposit)

October 14, 2025

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

December 4, 2025

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

Council and CSAP School Board (Candidate's Guide to Municipal and CSAP School Board Elections Page 21 & 22)

Are There Any Rules About Campaigning in an Election?

You can begin campaigning at any time.

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

You can campaign on election day, **but you cannot loiter or solicit votes around a polling place or within 200 feet of a polling place.** A candidate who is loitering or soliciting votes can be ordered away by the deputy returning officer and can be arrested for disobeying the order.

No one can wear partisan buttons or other materials within 200 feet of the wall of a building containing a polling station on election day.

What About Election Advertising?

All printed election material must be identified. Every advertisement having reference to an election that is printed, published, broadcast or distributed, either electronically, or in hard copy, must indicate the name of the person on whose behalf the advertisement is published, printed, broadcast or distributed.

All advertising published in a newspaper or other publication must state the name of the person on whose behalf it is published.

Candidates are responsible for all advertisements made on their behalf.

Failure to comply with these provisions is an offence.

A tenant or owner of a condominium unit may display election advertising on their own leased or owned premises, subject to any reasonable conditions relating to size or type of election posters that may be set by the landlord or condominium corporation. A landlord or condominium corporation may prohibit election advertising posters in common areas.

The municipality where you are running will provide information about where you can post your election campaign signs on public property. There are also rules concerning the posting of materials along provincial highways, municipal streets and roads, as well as prohibitions against posting signs on power or telephone poles.

You can advertise on election day, **with the exception that there can be no election 2024 advertising material placed, posted or distributed within 200 feet of a wall of a building in which a polling station is situated.** It is an offence to post or display such advertising. If such advertising is placed in violation of this provision, the returning officer can have it removed and deduct the cost of removal from your candidate's deposit.

If you or your representatives are transporting electors to the polls, remember that the prohibition against election signage within 200 feet of the polling place applies to advertising affixed to vehicles.

MUNICIPAL & SCHOOL BOARD ELECTIONS

COMMON VOTER QUESTIONS AND ANSWERS FOR EVOTING

1. Who will get a Voter Instruction Letter with a PIN to vote in the election?

A. All qualified electors in **District 5** on the official Municipal Elector's List provided by the municipality.

2. What if my name is not on the Elector List?

A. Eligible electors who are not on the official Elector List will have to go to a location designated by the Election Official and complete the required form to have their name added to the Elector List. Once this is completed you will be given a PIN by the Election Official. The Intelivote system has the ability to provide enumeration, which includes producing the required legal documentation.

3. When should I expect to receive my PIN in the mail?

A. Individual PINs will be mailed to eligible electors so that they are received approximately three (3) to five (5) days prior to the first voting day.

4. What if I don't get a PIN in the mail by Election Day?

A. If you are an eligible elector and on the official Elector List, but you did not get a PIN in the mail by the start of the election period, you can request a replacement PIN. If the Election Official's records indicate you were sent a PIN in the mail then the original PIN will be disabled and cannot be used to cast a vote in the election. A replacement PIN will be issued to you if the original PIN has not been voted and you provide appropriate identification.

5. Why would I not get a PIN in the mail?

A. If you didn't get a PIN in the mail one of two things may have happened. First, your name was not on the official Elector List. PINs are only mailed to electors whose names appear on the official Elector List as supplied by the municipality. Secondly, a PIN may have been mailed to you and it has been delayed for some reason in the mail system.

6. Can anyone tell how I voted if they know my PIN?

A: No. The system does not track how a particular PIN has voted, only that the PIN has been used to cast a vote.

7. Once I have my PIN, do I have to register in advance if I want to use either the telephone or the Internet to cast my vote?

A. No, there is no registration required. During the election period, using your PIN, you can use either the telephone or the Internet to cast your vote or vote using a paper ballot if this is offered by the municipality.

8. What if I lose or misplace my PIN?

A. If an elector loses or misplaces their PIN they should contact the *Voter HelpLine*. The Election Official can decide to replace the missing PIN if it has not already been voted. They will determine if

a voter has to travel to a location, sign a form, and then replace the missing PIN, or they can decide to allow the *Voter HelpLine* agent to authenticate the caller and issue a replacement PIN over the phone. In both cases, the original lost or missing PIN will be disabled and it will not be able to be voted in the election.

9. How do I access the voting system?

A. Voting instructions will be included in the Voter Instruction letter mailed to each eligible elector on the official Elector List. Included in this information are instructions on how to access the voting system. Voters can cast their ballot using the telephone or cell phone by calling a toll-free number. Voters using personal computers will use the Internet to visit a website that will allow them entry into the voting system where they can cast their vote.

10. Once I enter my PIN (and date of birth) and start my voting process do I have to complete all the races on the ballot in one session? For example, what if I am interrupted and have to hang up the phone for some reason or, if I am voting using the Internet and have to leave my session?

A. No, you do not have to vote all the races on your ballot at one time uninterrupted. You can disconnect from the Internet or the telephone and re-connect later, re-enter your PIN, and complete your voting activity at that time. In fact, if you find it more convenient, you can switch from one method to the other and complete your voting using the other method. For example, you can start your voting on the Internet and at some point close your Internet session, and then later re-start the voting process and re-enter your PIN using your phone or cell phone and complete your ballot.

11. What happens if I access the voting system and am presented with incorrect candidates for my district?

A. The list of candidates presented to you as a voter is determined by your place of residence as defined on the Elector List. If you have moved and your new address was not updated on the Elector List, (and your Voter Instruction letter and PIN were forwarded to your new address), then you will see the list of candidates associated with your old place of residence. You should call the *Voter HelpLine* and the Election Official will authenticate you and, if satisfied, can then electronically “re-categorize” the PIN. The correct list of candidates will be presented to you once you re-connect to the voting system.

12. What do I do if I am not sure if I completed a race or the ballot?

A. During the voting period you can connect to the voting system and enter your PIN. If you have yet to complete all ballots assigned to you, the system will begin where you left off - at the next race you are eligible to complete. When you have completed voting all ballots assigned to you, entering your PIN online in the voting system during the voting period will display a message containing your vote status. This message will advise if you have completed voting. You can also contact the *Voter HelpLine* to get more information.

13. If I am using the telephone to vote, how will I know what number to press to vote for the candidate of my choice or what if I make a mistake and select a different candidate than the one I want to vote for?

A. The Voter Instruction letter mailed to you has the list of candidates included on it for your reference purpose. In addition, each time the system presents you with a race to vote for; it lists the eligible candidates running for that position and instructs you to select the corresponding number for that candidate.

For example:

"To select Jane Doe – Press 1"

"To select Fred Dunn – Press 2"

"To select Joe Howe – Press 3"

Once you enter the corresponding number, the system will verify your selection with a statement, and ask you to confirm your selection.

For example:

"You have selected Joe Howe. To confirm this selection, press the number sign (#) key now. Or to change your selection press zero (0) now."

If you want to change your selection you would press zero (0) and make your change at this time. It is only after you have confirmed your selection with the number sign key (#) that your vote for that candidate will be "dropped into the ballot box". You will get a confirmation message once your vote has been deposited in the virtual ballot box.

For example:

"Your selection has been recorded for Joe Howe."

14. Once a vote has been confirmed, can it be changed?

A. No. Once a vote has been confirmed it cannot be changed. This process is the same as dropping the ballot into the ballot box in a traditional paper-based election ensuring complete voter anonymity and secrecy of ballot. The system does not know how the ballot was voted; only that the PIN was used in the election to cast a vote and thus it cannot be removed from the vote count.

15. How do I vote if I am away from home, out of town, out of the province, or out of the country?

A. You can vote during the election voting period using the Internet from anywhere in the world. You can also use telephone service and connect to the voting system toll free from anywhere in North America simply by dialing the toll-free number contained in your Voter Instruction letter.

16. What if I have a rotary phone at home, no cell phone and don't have a computer with Internet service. How can I vote?

A. You do not have to vote from home. You can vote from any location using any phone with touch tone service or from any computer. You can also vote in person at polling stations if the municipality is offering PC's and phones at these locations and/or paper ballots in concert with the electronic voting options. The location of the polling stations can be found in the Voter Instruction letters sent to eligible electors.

17. If someone calls me and asks for my PIN, what should I do?

A. You should treat your voting PIN with the same level of secrecy and confidentiality you reserve for your bank card and PIN. Do not give your PIN to anyone who may call or approach you for the number.

18. What do I do if the phone line is busy when I call and try to vote?

A. If the phone lines are busy, simply hang up and call back a short time later. The voting system is capable of handling a significant volume of calls simultaneously but there is always the possibility that many voters are attempting to call in the same timeframe. Voters will be able to connect to the system over the course of a number of days during the voting period.

19. Could someone steal my PIN and vote it?

A. Stealing and opening another person's mail is illegal. It is also illegal to represent yourself as another person and steal their right to vote in an election. Both these acts are illegal and have penalties defined by law.

If you know someone has voted your PIN illegally you should report it to the Election Official. You can obtain a replacement PIN to cast your vote by presenting yourself to the Election Official and swearing an affidavit that the PIN assigned to you was not voted by you but by someone else.

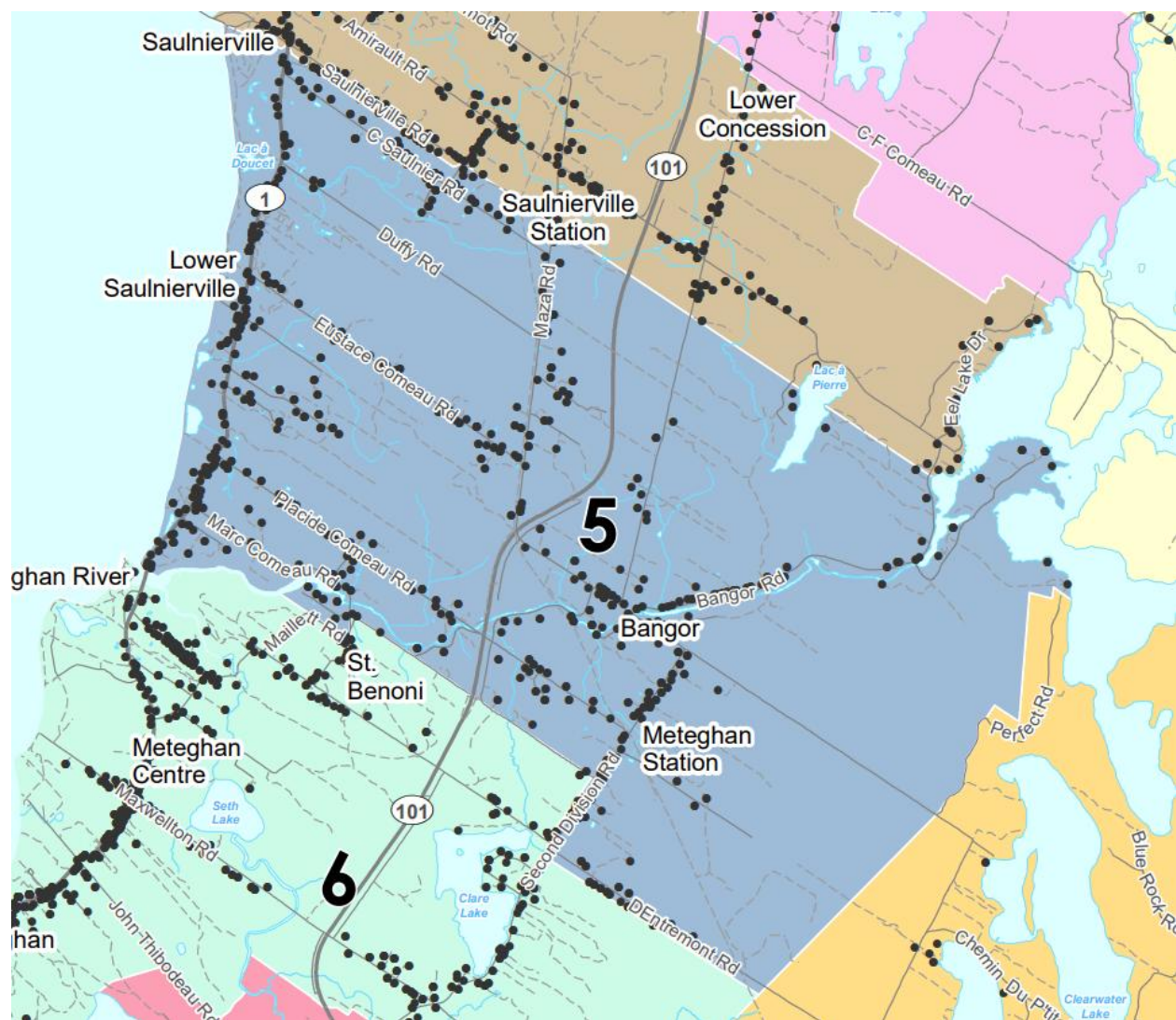
20. If I am a voter with a disability; deafness, blindness, or a mobility disability, can someone help me with the voting process?

A. Electronic voting allows increased rights of privacy to voters with physical challenges that make traditional voting at polling stations more difficult. Blind voters can make use of the telephone and deaf voters can use the Internet to vote with little or no assistance required from others. If you need assistance at the polling station to cast your vote, the Election Official present will be able to assist you.

21. Would it be possible for me to be sent more than one PIN?

A. If you received more than one PIN it is because your name appeared on the Elector List more than once. This rare situation might occur if you changed your place of residence and have been enumerated in both locations or you own property and are the registered resident at both locations. You are only permitted to vote once in a municipality, and you should only cast a vote using the PIN associated with your primary place of residence. Notify the Election Official of the additional PIN and they will disable this PIN rendering it unusable for the election.

POLLING DISTRICTS



INTERACTIVE MAP

Complete District information is available through our new Interactive Tool available on our website. This electronic search application allows electors and candidates to easily associate civic numbers with districts.

Please click on the search icon to enter the address you would like to find

CLICK THE DOWN ARROW TO THE LEFT TO GET MORE INFORMATION

Enter any address in the District of Clare and you will be taken to the electoral district in which it is located. Begin with the civic number and then add the street name (e.g., 1185 Highway 1). Alternative addresses will be provided to ensure you get the spelling right.

A link to the map is provided below:

<https://www.google.com/maps/d/u/0/viewer?mid=10tpcXdLghN6pg9o67emEcgV3zcCln3p4&ll=44.17368145147757%2C-65.96592873605732&z=11>

**** Please note:**

POLLING LOCATIONS WILL BE UPDATED AS THEY BECOME AVAILABLE

Information to follow

A complete **Candidate's Guide** is available to be downloaded on our website in English and *en français*.

MUNICIPAL ELECTIONS ACT

The **Municipal Elections Act** may be viewed on-line at:

<https://nslegislature.ca/sites/default/files/legc/statutes/municipal%20elections.pdf>