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# Candidate Guide to Municipal Elections

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## Election 2021

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# Municipal Elections

In Newfoundland and Labrador, general municipal elections are held every four years on the last Tuesday in September.

When a council position becomes vacant and there is more than 12 months before the next municipal election, a by-election is to be held to fill the vacancy. A by-election for a Councillor position is held when a position becomes vacant.

The last full municipal election in Paradise was in September 2017, and there was a by election for one council position in May 2019.

The next election will be held on Tuesday, September 28, 2021, with the Advanced Polling dates are scheduled for Saturday, September 18 and Saturday, September 25. This election marks the first time the electorate will also have the option to vote by mail.



# Administration of Municipal Elections

## Returning Officer

The Returning Officer is responsible for administering the municipal election. For the Town of Paradise, this individual is Terrilynn Smith, CPA, Director of Corporate Services and Town Clerk. In addition to the Returning Officer, an alternate Returning Officer is appointed to perform the duties of the Returning Officer if individual cannot perform the required duties. The Alternate Returning Officer for the 2021 election is Lisa Niblock, Chief Administrative Officer.

## Polls

The Town of Paradise does not have a ward system (i.e., a geographic area that an elected councillor would represent) but rather council members are elected at large. Paradise is divided into polls.

## Poll Officials

The Returning Officer (RO) appoints a Deputy Returning Officer (DRO) and a Poll Clerk for each poll.

The DRO is responsible for the overall administration of the polling division on voting day. The poll clerk is responsible for keeping the written records of the voting.

# Becoming a Candidate for Council

## Qualifications of Candidates

To run for council, an individual must:

- be eligible to vote in the municipal election;
- not be in arrears of taxes or other charges payable to the Town of Paradise; and
- be ordinarily resident for a period of 30 days before the commencement of nomination day

An individual is not qualified to be nominated as a candidate for council if:

- they are the Clerk, Manager, or a paid Department Head of that council;
- they are a member of the House of Commons, the Senate of Canada, or House of Assembly;
- they are a judge of the Supreme Court or the Provincial Court of the province;
- they were individually dismissed or was a member of council that was dismissed by the Minister, in accordance with the Municipalities Act, 1999; and
- their seat was vacated in accordance with applicable legislation.

Other employees of council, including Volunteer Department Heads (excluding the Clerk, Manager, or a Paid Department Head) can be nominated as a candidate for council once a leave of absence is granted. If that employee is subsequently elected, he or she must resign his or her position with the council prior to taking the Oath of Office.

## Requirements to Pay Taxes and Liens

To qualify for nomination to council, all municipal charges, taxes and liens that are due must be fully paid prior to nomination day. Please note that taxes and liens being paid through payment plans, including preauthorized debit, post-dated cheques, and others do not qualify as payment in full.

# Nominations

## Nomination Period

The Nomination Period for the 2021 General Municipal Election is August 24 to August 31, 2021, from 9:00 a.m. to 4:00 p.m. daily, excluding Saturday and Sunday. Nominations of candidates takes place at Paradise Town Hall, 28 McNamara Drive. With current public health guidelines, individuals are asked to make an appointment with the Returning Officer by calling 709.782.1400.

## Nomination Process

In accordance with the Municipal Elections Act, the following procedures (MEF-01) must be followed to become a candidate.

- A candidate must be nominated by two persons eligible to vote in the Town.
- Nominations must be in writing; stating the name and address of the candidate. The Nomination and Declaration of Qualification by Candidate Form (MEF-02) should be completed and signed by the nominee, proposer and seconder. The proposer and seconder must be present with the candidate at the time of nomination.
- The Nomination Form for Candidates Unable to Be Present on Nomination Day (MEF-03) may be used if a candidate is unable to be present during the time of nomination. Nominators must be present and have declaration that the candidate is qualified to be nominated and accepts the nomination.
- Nomination Fee: Each candidate must pay a non-refundable nomination fee in the amount of \$10 at the time of nomination.



## Withdrawing Nomination

A person who has been nominated may withdraw his or her nomination by filing with the Returning Officer a written withdrawal and the nomination fee is forfeited.

# The List of Electors

## Electors (Voters)

A Canadian citizen who is 18 years of age or older is qualified to vote at an election where he or she has been ordinarily resident for the 30 days immediately before election day.

## Copy of List of Electors

Once nomination papers are filed, the Returning Officer will provide candidates with an electronic copy of the list of electors. To ensure the privacy of the voters list the electronic copy of the list is password protected. Candidates may contact the Returning Officer for the Town of Paradise, Terrilynn Smith, CA, to obtain an access password. The Returning Officer can be reached at 709.782.1400 or by emailing [elections@paradise.ca](mailto:elections@paradise.ca).

## Responsibilities with the List of Electors

The list of electors can be used for electoral purposes only. This means that it can be only used for campaigning for election, used by persons working on a candidate's campaign, and by candidate's agents in the polling stations.

While the list of electors is in the possession of a candidate, it cannot be open for inspection (except for an electoral purpose), disposed of or sold.

## Omissions on the List of Electors

Residents may not be registered or included on the Voters List if they have: recently moved to Paradise; or recently turned 18 years of age. If a resident has moved within Paradise or changed their name since the last election, they may be on the Voters List under their previous address or previous name.

To ensure correct information and registration status, residents may use the [Online Voter Management System](#) available on the Town's [website](#), email the required documentation to [elections@paradise.ca](mailto:elections@paradise.ca), or visit the Town Hall. The new information provided will be used to update the Voters List.

A person whose name has been omitted from the list of voters and is qualified to vote, may vote on election day upon taking an oath or affirmation in the required form.

# Election Campaigns

Individuals can begin campaigning at any time. Candidates can campaign on election day, however, a candidate or his or her agents cannot campaign or distribute campaign materials (physically or electronically, i.e. social media) at the polling station or within 30 metres of the entrance to the polling station and must remain respectful to all voters, the electoral process, the Returning Officer and all other election officials. This includes not distributing election results until the results are officially declared by the Returning Officer.

## Signage

Election signs shall be subject to the following conditions.

- The erection of election signs shall be permitted on private property provided the property owner has given consent for the erection of such a sign and that the sign does not cause an obstruction to neighboring properties.
- The erection of election signs shall be permitted on vacant land owned by the Council, provided the signs do not cause an obstruction to the traveling public or the work of the Council, and provided the signs are not located within the far limits of the carriageway at any street intersection.
- Election signs shall not be affixed or attached to existing municipal buildings, structures or signs.
- Candidates shall remove their election signs within 36 hours after the close of polls on Election Day and shall ensure that the site is cleaned up.
- If the Candidate fails to remove his or her election signs within 36 hours after the polls close on Election Day, the Council may remove them and dispose of them, and the candidate shall be responsible for the cost of the removal and disposal of such signs.
- No permit fee shall be required for election signs of any candidate or political party during a federal, provincial, municipal, or regional school board election; however, if a portable sign is used for the purpose of election signage, permits shall be required as outlined by the portable sign regulations.
- Election signage cannot be placed at any polling station or within 30 metres of the entrance to any polling station.

Candidates are also advised to respect the requirements of both NF Power and the Newfoundland and Labrador English School District (NLESD) on the placement of the election signs.

NF Power advises that election signs or other obstructions or hazards are not allowed on or in close proximity to poles upon which workers are required to work.



NLESD advises that election signage cannot be placed on any school grounds and that any signs placed on school properties in contravention of this request will be immediately removed and disposed of.

### **Town of Paradise Logo**

In accordance with Town of Paradise Brand Standards, use of the Town of Paradise logo(s) is reserved only for official Town business. The current Brand Standards Guidelines were adopted at an October 2015 public meeting of council. These Guidelines ensure the proper use of the Town logo and other properties. This is limited to Town of Paradise branded materials and official Town business; it is not permitted to be used in any candidate's materials, including signage, brochures, online, social media (e.g. Facebook, twitter, etc.), or print mediums.

### **Campaign Contributions & Disclosure**

In accordance with the Municipal Elections Act, within 90 days of their election, elected candidates in a municipal election must file with the Returning Officer, either:

- MEF-19A - Oath or Affirmation of Campaign Contributions (Money, Goods, or Services) Disclosure Where Individual Contributions Exceeded \$100.00; or
- MEF-19B - Oath or Affirmation of Campaign Contributions (Money, Goods, or Services) Disclosure Where Individual Contributions Did Not Exceed \$100.00.

All contributions of money, goods or services received by a candidate with a value of over \$100 must be declared and counted by a candidate when reporting on campaign contributions received.

Any goods or services contributed to a campaign in-kind, such as printing, signage, office space and advertising needs to be included by candidates when reporting on campaign contributions, depending on their total value. To value any goods or services received, one must use the equivalent lowest market value of the goods or services received as if they were sold. Note that personal time and services donated are not meant to be captured.

A candidate's campaign contributions disclosure statement details the:

- Total amount of contributions made to his/her election campaign;
- Individual contributions in excess of the value of \$100.00 and the names of the contributors of amounts exceeding the value of \$100.00; or
- Total amount of contributions received if no one contribution exceeded the value of \$100.00.

Once filed, the disclosure statements become an official record of the municipality and must be made available for public inspection upon request.

# Voting Procedures

## Voting by Mail Procedures

For the 2021 Municipal Election, the Town of Paradise is offering eligible voters an option for Mail-in Voting. To vote by mail, voters must request a Voter Kit containing their ballot on the Town's [website](#). All requests for Mail-in Voting must be received by September 15, 2021.

The Voter Kit will be sent to all voters on the Voters List who have registered to receive one as soon as is reasonably practicable after nomination day. Once a Voter Kit is provided, the recipient is deemed to have voted and is not entitled to vote at any other poll. Immediately upon receiving of the Voter Kit, voters may follow the instructions on the Voting Information Sheet and return their Return Envelope and Ballot Envelope by mail. To vote, this must be mailed in prior to the final deadline of September 23 which will ensure delivery to the Town of Paradise by 8 p.m. on election day. The kits can also be dropped off at either of the polling stations at the Paradise Double Ice Complex on election day.



Voters also have the option to drop their Return Envelope and Ballot Envelope into a dedicated secure drop box situated outside of Paradise Town Hall 24 hours a day, up to 8 p.m. on election day. Ballots received after 8:00 p.m. on election day will be considered spoiled and not counted regardless of postmark.

The complete Voting by Mail Regulations, including detailed Procedures are available in the Town's [Vote by Mail Regulations 2021](#).

## Voting in Person Procedures

### *Days & Times*

Advance polling for the 2021 Election will be held on Saturday, September 18 and Saturday, September 25 from 8:00 a.m. to 8:00 p.m. at the Paradise Double Ice Complex. Election Day is Tuesday, September 28, 2021, from 8:00 am to 8:00 pm, at the Paradise Double Ice Complex.

### ***Who can be at the Polls?***

- Voters (engaged in voting)
- Election Officials (Must sign the MEF 10 - Oath of Secrecy)
- Candidates (Must sign the MEF 10 - Oath of Secrecy)
- Agents, authorized in writing, not exceeding one agent for each candidate (Must sign the MEF 10 - Oath of Secrecy)

### **What if an elector cannot vote on any of the polling days?**

A voter who cannot vote can authorize another person who is a qualified voter to vote on his or her behalf. An application must be made to the Returning Officer in the required form no later than 4 p.m. September 27.

A proxy vote cannot be used at an advance poll, it can only be used on election day. The Proxy Certificate can only be given to either the impeditive voter (that is the individual who cannot vote at advance poll or election day) or proxy voter in person by the Returning Officer.



### **Candidate's Agents**

Agents who represent candidates in an election shall be authorized by the Returning Officer before the date of the election. Application (in person) must be made to the Returning Officer prior to 4:00 pm, on September 27.

### **Election Results**

The election results will be issued by the Town of Paradise on its website at [paradise.ca/elections](http://paradise.ca/elections). Results will be available as counted and tabulated. Ballots cannot be counted until polls close at 8:00 p.m. on September 28, 2021.

The official results will be declared by the Returning Officer no later than 12:00 noon of the following day, giving the names of the elected candidates in descending order from the largest number of votes received. This public notice will also indicate the number of votes received by all candidates in the election.

## **Challenging Election Results**

Where a candidate in an election is defeated by 10 votes or less, the Returning Officer must upon the request of any candidate conduct a recount of the ballots cast. The cost of this recount is borne by the municipality. A request for such a recount must be made by a candidate to the Returning Officer within three days after the date of the election and be commenced by the Returning Officer within three days of the receipt of the request. The deadline to request a recount for the 2021 election is October 1.

# Safe Elections - COVID 19 Guidelines

Due to COVID-19, the Department of Municipal and Provincial Affairs has provided the following information with guidance for running safe campaigns in 2021. Please refer to [gov.nl.ca](http://gov.nl.ca) for the latest guidelines.

The following risk mitigation measures are essential to all those involved in the electoral process, from election workers to candidates and their scrutineers:

- Practice physical distancing (maintaining two metres or six feet of separation between individuals).
- Use a non-medical mask, which is mandatory in all public buildings. Non-medical masks do not replace physical distancing requirements.
- Stay home when sick.
- Practice hand and respiratory hygiene. Use a Health Canada approved hand sanitizer.
- Enhance cleaning and disinfection of high touch surfaces as per the [Covid 19 Environmental Cleaning Fact Sheet](#).
- Follow all guidance from the Chief Medical Officer of Health

## **Guidelines for Operations at Campaign Offices, including Home Offices**

- All visitors must wear masks, per current Public Health measures
- Public access should be conducted via appointment
- Anyone feeling ill should not interact with the public, stay home and complete the [Online Self-Assessment Tool](#).
- Wear masks when serving members of the public
- Wear masks when unable to maintain minimum physical distancing
- Counters, desks and other surfaces available to visitors must be cleaned after each Visitor
- Door handles and touch points must be cleaned regularly
- Consider floor decals, directional arrows, floor markings utilized for social distancing measures
- Consider additional signage for instructions to visitors (distancing reminders, etc.)
- Sanitizer must be available for visitors and staff.

## **Guidelines for Door-to-Door Campaigning by Candidates and Representatives**

- Candidates and representatives who are feeling ill should stay home and complete the online self-assessment tool
- Knock on the door and step back to ensure a distance of at least six feet between them and other individuals at the door.
- Sanitize hands before and after contact with each household.
- Wear masks for the duration of door-to-door campaigning.
- Candidates should not shake hands and any campaign materials should be left in mailbox or on step.

## **Guidelines for Campaign Events**

- Attendees who are feeling ill should stay home and complete the online self-assessment tool
- Attendees at events should be limited to the guidelines from the Chief Medical Officer of Health at the time of the event.
- Sanitizer must be available for all attendees.
- All attendees must wear masks.
- Door handles and touch points must be cleaned regularly.
- Floor decals, directional arrows, floor markings utilized for social distancing measures.
- Additional signage for instructions to attendees (distancing reminders, etc.)
- Attendees' contact information should be collected to facilitate Public Health contact tracing.
- This information should be kept for 14 days and then disposed of in a manner that protects the privacy of any personal information.

# Post-Election Responsibilities

## Campaign Contributions & Disclosure

In accordance with the Municipal Elections Act, within 90 days of their election, elected candidates in a municipal election must file with the Returning Officer, either:

- MEF-19A - Oath or Affirmation of Campaign Contributions (Money, Goods, or Services) Disclosure Where Individual Contributions Exceeded \$100.00; or
- MEF-19B - Oath or Affirmation of Campaign Contributions (Money, Goods, or Services) Disclosure Where Individual Contributions Did Not Exceed \$100.00.

A candidate's campaign contributions disclosure statement details the:

- Total amount of contributions made to his/her election campaign;
- Individual contributions in excess of the value of \$100.00 and the names of the contributors of amounts exceeding the value of \$100.00; or
- Total amount of contributions received if no one contribution exceeded the value of \$100.00.

Once filed, the disclosure statements become an official record of the municipality and is made available for the public.

## Signage

Candidates shall remove their election signs within 36 hours after the close of polls on Election Day and shall ensure that the site is cleaned up.

## Swearing-in

The successful candidate for the 2021 election will be sworn in as a Councillor for the Town of Paradise on October 5. The first meeting of new Council will be Oct 12.



## Key Dates

Event	Date
<b>Nomination Period</b>	August 24 to 31, 2021, 9:00 a.m. - 4:00 p.m. (Excluding Saturday & Sunday)
Advance Poll Dates	Saturday, September 18 Saturday, September 25
<b>Election Day</b>	September 28, 2021 (8 a.m. to 8 p.m.)
<b>Proxy Vote Application Deadline</b>	September 27, 2021 (by 4 p.m.)
<b>Candidate Agent Application Deadline</b>	September 27, 2021 (by 4 p.m.)
<b>Deadline to Remove Campaign Signs</b>	September 29, 2021 (by 8 a.m.)
<b>Swearing in for Council</b>	October 5, 2021
<b>First Council Meeting Post Election</b>	October 12, 2021
<b>Campaign Contributions Disclosure</b>	Up to 90 days after election

## Returning Officer Contact Information

Returning Officer for the Town of Paradise, Terrilynn Smith, CPA, CA, is available to provide any additional information or answer any questions on Election 2021. The Returning Officer can be reached at 709.782.1400 or [elections@paradise.ca](mailto:elections@paradise.ca).





Town Hall

28 McNamara Dr

Paradise, NL A1L 1Y5

709.782.1400

[Email](#)

