

Form	Purpose
FORM 17: Appointment of an Official Agent	Form to appoint an Official Agent for a Candidate or for a Candidate to declare themselves to act personally as their Official Agent. This is required before any campaign contributions can be accepted.
FORM 17A: Oath or Affirmation of Appointment of an Official Agent	Oath or Affirmation of Appointment of an Official Agent
FORM 15: Appointment of Agent <i>*optional</i>	<p>You can appoint someone to represent you at a polling station.</p> <p><i>Note: This is typically done in larger communities with numerous polling stations. The Town of Lunenburg only has one polling station at Town Hall.</i></p>
FORM 16 Oath or Affirmation of Agent Representing a Candidate <i>*Required if you completed FORM 15</i>	Oath or Affirmation of Agent Representing a Candidate.
FORM 3: Certificate of Taxes and Liens	<p>To qualify for nomination to Council, you must ensure that all municipal charges that are taxes and liens that are due have been fully paid.</p> <p>This applies even if you do not own property or owe taxes.</p>
FORM 11: Nomination Paper	Nomination paper for mayoral or councillor candidates. You need five qualified electors to sign this form.
FORM 12A: Declaration of Candidate Withdrawing from Nomination.	If you've changed your mind, you have one day to withdraw your Nomination.
FORM 12: Affidavit re: Removal of Advertising Materials and Returning of Lists of Electors	Affidavit confirming the removal of advertising materials and the return or destruction of all lists of electors.
FORM 40: Candidate's Campaign Contributions Disclosure Statement	This form lists the details of all contributions over \$50 received by a Candidate or Official Agent. This form tracks individual contributions.

Important dates

Date	Event	What does it mean?
Aug. 29 – Sept. 9, 2024	Nomination appointments	Candidates may make an appointment with the Returning Officer to file their official nomination papers.
Sept. 10, 2024	Nomination Day	Last day to file nomination papers.
Sept. 11 Before 4 pm	Change of particulars Withdrawal of candidate	Final day that candidates can make changes to their nomination information or withdraw from the election.
Oct. 10, 2024 – Oct. 18, 2024	Advance voting	During advance polling days, residents can vote electronically at any time.
Oct. 19, 2024	Election day (ordinary polling day)	The last day for residents to vote. Voting closes at 7 p.m.
Oct. 26, 2024	Affidavit of Removal of Signs and Destruction of List of Electors due	Affidavit of Removal of Signs and Destruction of List of Electors, Form 12, is due to the Clerk. This document confirms that all advertising has been removed and all copies of the lists of electors have been destroyed
Oct. 29, 2024	Last day for application for a recount	This is the deadline to apply for a recount.
Dec. 19, 2024	Campaign finance disclosure form due	The Statement of Campaign Contributions is due.

**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.)

Form 17: Oath (or Affirmation) of Official Agent

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.)

Form 15: Appointment of Agent (Polling Station)
(Section 71)

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

**Form 16: Oath or Affirmation of Agent Representing a Candidate (Polling Station)
(Section 69)**

I _____ the undersigned, swear (or solemnly affirm) that, at 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 and will not in any way aid in the unlawful discovery of the same, and that I will keep secret all knowledge which may come to me of the persons for whom any voter has voted.

Candidate's Name

Agent's Signature

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

Deputy Returning Officer

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 Town/Municipality/ Regional Municipality of _____ from the candidate.

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

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.**

Consent and Oath or Affirmation of Candidate

I solemnly swear (or affirm) that:

1. I (The candidate), _____, consent(s) to the nomination.
(name as it should appear on the ballot paper)
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 _____ 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)

Receipt

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

Dated at _____ this _____ day of _____, _____.

Returning Officer

**Form 12A: Declaration of Candidate Withdrawing from Nomination
(Section 53)**

To: Returning Officer,
Town/Municipality/Regional Municipality of

I, _____, (*candidate's name*) officially nominated as a candidate at the election now pending, withdraw as a candidate.

Dated at _____,
this _____ day of _____.

Candidate/Official agent on behalf of candidate

**Form 12: Affidavit re Removal of Advertising Materials
and Return of Lists of Electors
(Section 51)**

I, _____, (*name of candidate*) solemnly swear (or affirm) that:

1. I was a candidate for the office of _____ of the _____ at the election held on the _____ day of _____, _____.
2. I have removed or caused to be removed all advertising and election materials which were posted or displayed on my behalf.
3. I recognize that failure to remove advertising and election materials from public places is a violation of the *Municipal Elections Act*.
4. I have returned all copies of the list of electors in my possession, and I have either returned, destroyed or deleted any electronic copies provided to me or made by me.

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

(see Section 146)

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

(TO BE FILED WITHIN 7 DAYS AFTER ELECTION DAY)

**Form 40: Candidate's Campaign Contributions Disclosure Statement
(Sections 49A and 49B)**

Name of Candidate: _____

Name of Agent:

Date of Election: _____ Municipality/CSAP: _____

I received no contributions from a contributor that totalled more than \$50.00 during the period since the previous election.

OR

I received the following contributions from a contributor that totalled more than \$50.00 during the period since the previous election.

List of contributors (see note below):

Contributor	Civic Address	Contributions
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Note: Insert full name of contributor and residential or business address. Use street address, not postal address. Contributions must be shown for every contributor whose contributions totalled more than \$50.00 since the most recent election.

I, _____, a candidate in the municipal/CSAP election on _____ (date), certify that the foregoing statement of disclosure is a true and complete disclosure of all contributions made to me and to my official agent as required by Sections 49A and 49B of the *Municipal Elections Act*.

Candidate

(To be filed within 60 days after regular polling day with the clerk of the municipality/secretary of CSAP)