

City of Corner Brook

2017 Civic Election

CANDIDATE'S GUIDE



MAYOR AND COUNCILLOR CANDIDATES

Offices Up for Election:

- Mayor
- City Council



Disclaimer

The information contained in the *Candidate's Guide* is provided as general reference and while all attempts have been made to ensure the accuracy of the material This guide is not a substitute for provincial legislation.





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The City Clerk is the returning officer for City of Corner Brook municipal elections and also administers the municipal election process.

CONTACT INFORMATION

RETURNING OFFICER

The City Clerk is responsible for administering the election and serves as the Returning Officer for municipal elections. The Returning Officer must conduct the election in accordance with the Municipal Election Act. In addition to the Returning Officer, an alternate Returning Officer is appointed by Council to perform the duties of the Returning Officer in the event the Returning Officer cannot perform its duties.

The Returning Officer is also responsible for training elections officials (DROs and Poll Clerks). The Returning Officer and the Alternate Returning Officer are the primary contacts to provide candidates with information about the election. Marina Redmond RETURNING OFFICER

ELECTION OFFICIALS

The Returning Officer appoints a Deputy Returning Officer and a Poll Clerk for each poll.

The Deputy Returning Officer is responsible for the management of the polling division on voting day. The Poll Clerk is responsible for keeping the written records of the voting.



IMPORTANT DATES

Candidate and Voter Dates

ACTION OR DEADLINE	DATE
Residency required to qualify as candidate	Monday, July 31, 2017
Residency required to qualify as voter	Sunday, August 27, 2017
Candidate nomination period	Thursday, August 31, 2017 8:00 a.m. to 8:00 p.m. Pollett Room, Corner Brook City Hall
Declaration of Candidates	On or before Friday, September 8, 2017
Advanced Poll	Saturday, September 16, 2017 8:00 A.M. to 8:00 p.m. Bugden Foyer, Corner Brook City Hall
Election Day	Tuesday, September 26, 2017 Polls open at 8:00 a.m. and close at 8:00 p.m. Designated Polling Stations
Declaration of Official Election Results	The election results of the count will be announced commencing shortly after 8:00 p.m. on Tuesday, September 26, 2017
Last day to apply for a recount	September 29, 2017
Oath or Affirmation of Office Swearing in ceremony	October 1, 2017 (suggested date)
Last day for swearing in election officials	Monday, September 25, 2017 at 4:00 p.m.
Last day to file campaign contribution and expense declaration form Disclosure Statements Filing Deadline	December 31, 2017

CANDIDATES CHECKLIST

- ☐ Eligible to vote in the municipal election
- ☐ Valid nomination papers are received by the returning officer prior to 8:00 p.m. on nomination day August 31, 2017.
 - ☐ Nomination Form and Declaration of Qualifications by Candidate
 - ☐ Nomination Form for Candidates Unable to be Present on Nomination Day
 - ☐ Oath of Affirmation by Voter
- ☐ All legislation has been reviewed pertaining to the election
- ☐ Signage regulations is understood and followed
- ☐ Not in arrears of taxes or other charges payable to the City
- ☐ Be a resident for a period of 30 days before the commencement of nomination day

Candidate Qualifications

The qualifications of a candidate for election to Council are:

- ☐ Canadian Citizen of the full age of eighteen (18) years.
- ☐ Resident of the municipality for at least 30 days immediately prior to the date set for the nomination period.
- ☐ Not indebted to the Council for any arrears of taxes liens, or other charges.
- ☐ Be eligible to vote in the municipal election
- ☐ Not otherwise disqualified under the Municipal Election Act.

Candidate Disqualifications

A person is not qualified to be nominated as a candidate for Council:

- ☐ While they hold an office under the Council to which a salary or remuneration payable out of the funds of the municipality is attached.
- ☐ While they are employed by the Council.
- ☐ Where they are the Chief Administrative Officer of an agency or body established by the Council and that agency or body has an annual operating budget that must be approved by the Council for which that officer seeks nomination as a candidate.
- ☐ If they were dismissed as a Councillor
- ☐ If their seat as a Councillor was declared vacant under subsection 20(2) of the City of Corner Brook Act where that election is held not more than two (2) years after the date on which that person was dismissed as a Councillor or his or her seat was vacated or declared vacant.
- ☐ If they are a member of the House of Commons, the Senate of Canada, or House of Assembly.
- ☐ If they are a judge of the Supreme Court or the Provincial Court of the province.

OVERVIEW AND GUIDING LEGISLATION

This guide is designed to give prospective candidates an understanding of the process and legislative requirements for running for municipal office in Corner Brook.

The following legislation is used to govern all aspects of the City of Corner Brook Municipal Election

- [Municipal Elections Act](#)
- [City of Corner Brook Act](#)
- [Access to Information and Protection of Privacy Act](#) (ATIPPA)
- [Public Tender Act - Newfoundland and Labrador](#)
- [Urban and Rural Planning Act](#)
- [City of Corner Brook Legislation](#)
- [City Budgets and Financial Statements](#)

ACCESS TO VOTERS LIST

As a candidate in a municipal election, you can obtain a copy of the voter's list from the Returning Officer. If you choose to exercise this right, you will be required to swear or affirm Oath of Secrecy that you will only use the information contained in the voter's list for election purposes only. A copy of the voters list, in alphabetical order by street, will be provided at a cost of \$50.00.

WHAT ARE MY RESPONSIBILITIES FOR THE LIST OF ELECTORS?

The list of electors can be used for electoral purposes only. This means that you can use the list for campaigning for the municipal election. Persons working on your campaign, and your agents in the polling stations, can only access the Voters List if they sign an Oath of Secrecy.

While the list of electors is in your possession, it cannot be open for inspection (except for an electoral purpose), or sold. A candidate using the list must treat the personal information it contains carefully. The list must be destroyed following the general election.

CANDIDACY

Candidate Nomination Date

Date: The Candidates shall be nominated on Thursday, August 31, 2017 from 8:00am to 8:00pm.

Location: Pollett Room Corner Brook City Hall

Nomination Procedure

To run as a candidate for any municipal office, a candidate shall be nominated by persons eligible to vote in Corner Brook. The nomination shall be writing and in the required form, and signed by the proposer and seconder, both of whom shall be present together with the candidate who shall also sign signifying his or her acceptance. If a candidate is unable to attend his or her nomination, the Returning Officer may accept, in the required form, a declaration to that effect from one of the candidate's nominators together with a declaration from the nominator that the candidate possesses the qualifications required by the Municipal Elections Act and accepts the nomination.

Cost of Filing

Every candidate for election to the Council shall at the time of his or her nomination, deposit with the Returning Officer, the non-refundable sum of fifty dollars (\$50.00).

Offices up for Election

- Mayor (1) Councillor (6)



CANDIDACY

Nomination Forms

With your two nominators, you must complete a written nomination form which includes:

- your full name
- the office for which you are nominated
- your civic address
- the names of your two nominators

Both you and your nominators must be present at the nomination and you must deposit with the returning officer, a non-refundable sum of fifty dollars.

Your nomination form must be accompanied by:

- a statement signed by you saying that you consent to the nomination;
- your solemn declaration that you are qualified to be nominated for office and that the information provided in the nomination documents is true.

If you are unable to be present for your nomination, contact the City Clerk at 637-1534.

Forms used for the nomination procedure and by the City of Corner Brook Returning Office may be found on the City of Corner Brook website:

- Public Notice - Nomination of Candidates
- Nomination Form and Declaration of Qualifications by Candidate
- Nomination Form for Candidates Unable to be Present on Nomination Day

Nominations of candidates for election to the Council for the Municipality of Corner Brook will be received between the hours of 8:00 a.m. and 8:00 p.m. Thursday, August 31, 2017: Pollett Room City Hall.

Nominations shall be in writing and state the name and civic address of the candidate and shall be signed by the Proposer and Secunder, both of whom shall be present together with the candidate, who shall also sign signifying his or her acceptance. In the event that a candidate cannot be present for his/her nomination, his/her proposer and secunder can complete the required form.

As soon as the nomination paper is filed, the information about your candidacy becomes public information.

Withdrawal of 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. Section 21.1

[2005.c12.s1](#)

CAMPAIGN REPORTS

FINANCING AND DISCLOSURE

Many candidates will receive contributions toward the cost of mounting an election campaign. Within 90 days of the election, an elected candidate must file with the Returning Officer an “Oath or Affirmation of Campaign Contributions Disclosure” form. The disclosure statement details:

All ELECTED CANDIDATES must file a campaign contribution disclosure statement within 90 days after voting day.

If you are not elected, you do not have to file a campaign contribution disclosure statement.

Your campaign contribution disclosure statement must disclose:

- the total amount of all monetary contributions made to your election campaign, together with a listing of all individual contributions in excess of \$100 and the names of the contributors of amounts exceeding \$100; or
- the total amount of contributions received if no one contribution exceeded \$100; or that no monetary contributions in any amount were made to your campaign.

Please see [Municipal Elections Act](#) Section 67

WHAT ABOUT FINANCING MY ELECTION CAMPAIGN?

Many candidates will receive contributions toward the cost of mounting an election campaign. Within 90 days of the election, an elected candidate must file with the Returning Officer an “Oath or Affirmation of Campaign Contributions Disclosure” form. The disclosure statement details:

- The total amount of all monetary contributions made to their election campaign, together with a listing of all individual contributions in excess of \$100 and the names of the contributors of amounts exceeding \$100; or
- The total amount of contributions received if no one contribution exceeded \$100; or
- That no monetary contributions in any amount were made to their campaign.

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

TERM AND BENEFITS OF ELECTED OFFICIALS

TERM OF OFFICE

Candidates who are elected in a general local election serve a four-year term. This term begins at the first municipal council meeting following the general election. The term ends immediately before the first council meeting following the general 2021 election.

BENEFITS OF ELECTED OFFICIALS

The remuneration has not changed since 2013 when Council passed a motion to not have any increases in Council remuneration.

Annual Remuneration for the period 2017 to Current is as follows:

2017

Mayor: \$34,500.00

Deputy Mayor: 24,000.00

Councillor: 22,500.00

Life Insurance

Flat rate – \$30,000
Accidental Death and
Dismemberment: based upon a flat rate of
\$30,000

Health and Dental

Family coverage is \$226.05 per month
payable to the City of Corner Brook
Single coverage is \$79.14 per month
payable to the City of Corner Brook.



POST ELECTION INFORMATION

WHEN WILL I KNOW THE OFFICIAL RESULTS OF THE ELECTION?

The election results released on election night are the **unofficial results**. You and/or your agent(s) are welcome to be present at City Hall at the close of polls (8 p.m.) to obtain these results.

The **official results** will be declared by the Returning Officer no later than 12 p.m. (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.

WHAT IF I WANT TO CHALLENGE THE RESULT OF AN ELECTION?

Where a candidate in an election is defeated by 50 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.

POST-ELECTION RESPONSIBILITIES

Within 7 days of Election Day, a candidate must remove all election advertising material.



REGULATIONS

ELECTION SIGNAGE

Candidates seeking election are advised that they are permitted to erect advertising within the City of Corner Brook, subject to the following conditions:

- Signs are not to exceed (64) sixty-four square feet in area.
- No sign or advertisement is permitted to be located on City sidewalks, right-of-ways or properties.
- No signs, placards, posters or advertisements are permitted on utility poles or trees.
- All signs must be maintained in a safe condition and constructed in such a manner that they do not impair visibility or create a hazard to pedestrians or to the driving public.
- All signs must be removed **no later than seven days following the election** (October 3, 2017).
- Signs meeting the above conditions may be erected without having to obtain individual permits. Should you require clarification, please contact the Municipal Enforcement Division City Hall, at 637 -1550.

CAMPAIGN ADVERTISING

In accordance with Section 36 (2) of the Municipal Election Act: A candidate or his or her agent shall not campaign or distribute or cause to have distributed campaign materials in an area that is less than 30 meters from the entrance to a polling station.

WHO CAN BE AT THE POLL STATION ON VOTING DAY?

- Election Officials
- Candidates
- Agents (authorized in writing, not exceeding one agent for each candidate)
- Voter (actually engaged in voting)

PUBLICITY AT POLLS

The Municipal Elections Act prohibits candidates and/or their agents from campaigning or distributing campaign material within 30 metres of the entrance to a polling station on Election Day.

[Please see Municipal Elections Act Section 67](#)

VOTING

WHAT IF AN ELECTOR'S NAME IS NOT ON THE LIST OF ELECTORS?

An elector whose name is not on the final list of electors can be added to the list:

- (in person) an “Oath or Affirmation of Voter” form from the Returning Officer. When the “oath” has been issued, the name of the elector is then deemed to be on the final list of electors.
- 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.

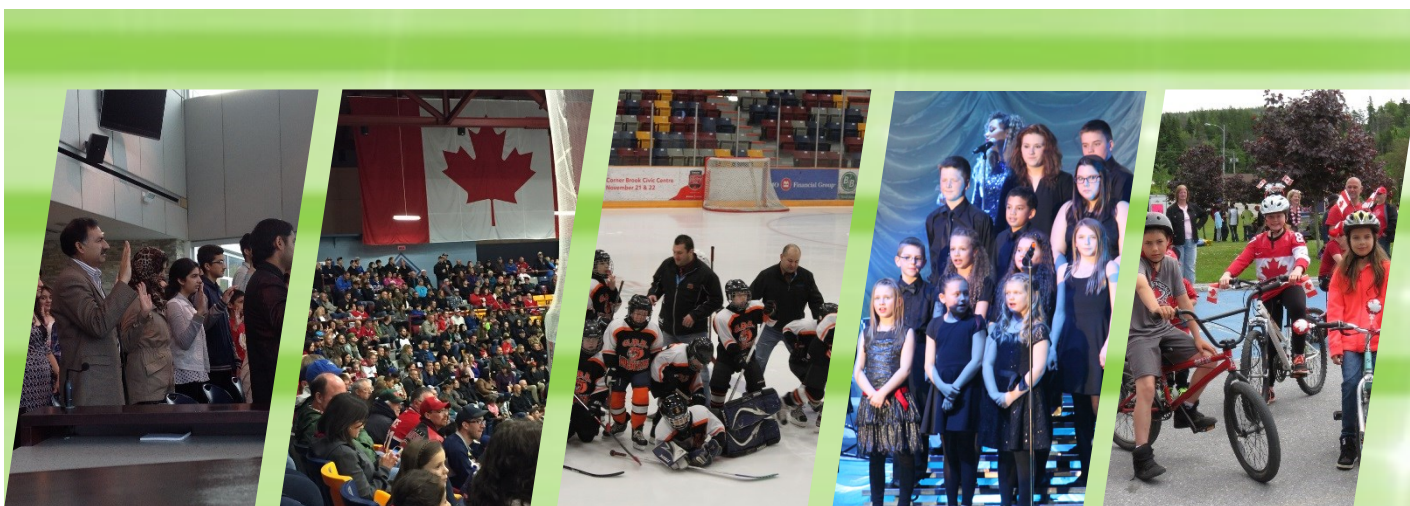
EARLY VOTING

An Advance Poll will be held on Saturday, September 16, 2017 from 8 a.m. to 8 p.m., - 1st Floor at City Hall.

WHAT IF AN ELECTOR CANNOT VOTE ON ANY OF THE POLLING DAYS?

PROXY VOTE

A voter who cannot vote at the Advance Poll or on Voting Day can authorize another person who is a qualified voter to vote on his or her behalf. An application (in person) must be made to the Returning Officer in the required form no later than 4 p.m. on Monday, September 25, 2017.



VOTING

POLLS

Council members are elected at large, not by a geographical area. Corner Brook is divided into 40 polls which are assigned to specific polling stations.

VOTE ON ELECTION DAY

September 26, 2017 is voting day from 8 a.m. to 8 p.m., at the following polling stations:

- All Saints Church Hall, 44 Clarence St.
- St. John the Evangelist Church, Main Street
- Corner Brook Curling Club, Canada Games Place
- St. Michael's Church Hall – 5 Park Drive
- St. Mary's Church Hall, 456 Curling Street

MOBILE POLLS

- Long Term Care (Polling Division 36)
- CPA Manor (Polling Division 37)
- Lohnes Complex (Polling Division 38)
- Mountainview Estates (Polling Division 39)
- Advance Poll: (Polling Division 40)





For more information about the
City of Corner Brook, visit:
<http://www.cornerbrook.com>