



Candidate's Package
for the
Town of Oxford
2024 Municipal Election



Candidate's Package Index

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Part 1 - General Election Information for Candidates & Checklist

Candidate's Check List

Completing Your Nomination Checklist

- Be a Canadian citizen of the full age of 18 years at the time of nomination (September 10, 2024)
- Be a ordinary resident in the municipality or in an area annexed to the municipality for a period of 6 months preceding nomination day, and continue to so reside. (March 9, 2024)
- obtain a certificate respecting taxes in prescribed form from the clerk, treasurer, collector or other official with the information showing that, as of nomination day, the candidate has paid in full all charges that are liens on the candidate's property, and the taxes that are due to the municipality, and, if a municipality has provided for payment of taxes by instalment or interim payments, all instalments or interim payments due as of nomination day have been paid. (Form 3)
- Obtain at least five (5) qualified electors for your Nomination Papers.
- Complete Nomination Papers, (Form 11).
- Appoint an Official Agent, (Form 17).
- Have the Official Agent take the Oath (Form 17A).
- Pay the required Nomination Deposit of \$50.00.
- Return all forms above and receipt of Nomination Deposit to the Returning Officer by appointment on **Nomination Day, Tuesday September 10, 2024, by 5:00 pm** or by appointment on August 29, August 30, September 3, 4, 5, 6, 9 and 10, 2024. All required oaths may be taken in front of the Returning Officer at the time of filing Nomination Papers.

Campaign

- Obtain Electoral List. The Returning Officer will give you an electoral list at the time of filing Nomination Papers.
- Ensure all campaign workers have identification badges.
- Campaign to the electors.

Polling Days and Voting

- No campaigning within 200 feet of a polling station building on any voting day.
- Assign Poll Agent(s) to observe proceeding at the polls if you desire (Form 15). One Poll Agent for each poll station will be required. Poll Agents will take an oath (Form 16) from the Returning Officer at the poll station.
- Poll Agent can obtain a generic identification badge from the Returning Officer at the poll station to wear while at the station.
- Don't forget to vote.

After the Election

- Remove all advertising, complete the Affidavit Re: Removal of Advertising Materials and Return of Lists of Electors (Form 12) and the Election Nova Scotia Attestation of Destruction (Schedule C) and return all electoral list to the Returning Officer by October 26, 2024
- Complete Campaign Disclosure Form and return to the Returning Officer by December 18, 2024 (Form 40 for Candidate Campaigns and Form 41 for Associations).
- If you were elected as a Municipal Councillor obtain a Council Orientation Package when available.

General Election Information for Candidates

So, you are thinking of or have made the decision to run in the upcoming Municipal Election. This package of information has been carefully compiled to assist you in your endeavor. It is not intended to provide all the legal or regulatory information, but to highlight the significant points in the election process. Please refer to the various references included in the Candidate Package or contact the Returning Officer for information. We wish you a safe, interesting, and successful campaign.

Returning Officer

Should you or your Official Agent have any questions concerning the Municipal Election, contact the Returning Officer.

Returning Officer, Town of Oxford NS.

Meenakshi

105 Lower Main Street,

Oxford NS. BOM 1PO

Email: elections2024@oxfordns.ca

Work Phone: 902-216-1227

Town of Oxford Information

One Councillor will be elected by the entire Town of Oxford. Below is the approximate number of civic points and approximate number of electors. Not all civic points equal the number of potential electors; a civic point may have more than one elector or may not have qualified electors as it may be a seasonal dwelling, business, or have non-Canadian citizen(s).

Town of Oxford	Number of Civic Points	Approximate Number of Electors
Oxford	583	965

Important Dates to Remember

A candidate must have been a resident in the Town of Oxford on or before **March 9, 2024**. Other significant dates are listed in the Candidate's Guide in Part 3 of this Candidate's Package.

Please review the list of dates carefully.

2020 Election Results

Below are the results from the 2020 General Municipal Election showing the names of the candidates for the Town of Oxford as well as the voting results; those elected have an asterisk (*). It is important to note that during the Municipal Election in 2020, 4 Councillor positions were acclaimed and resulted in a Special Election on February 2, 2021, to fill two more councilor positions.

Town of Oxford Municipal Election – October 17, 2020	2020 Candidates and Results
Oxford	<p><u>Councillor Election</u></p> <p>Wade Adshade – declared by acclamation Carla Black – declared by acclamation Brenton Colborne – declared by acclamation Paul Jones – declared by acclamation</p> <p><u>Mayor Election</u></p> <p>Arnold MacDonald – 205 votes ELECTED - Greg Henley – 358 votes * <i>There were 2 spoiled votes</i></p>
Town of Oxford Special Election February 2, 2021	2021 Candidates and Results
Oxford	<p><u>Councillor Election</u></p> <p>David Côté (79 votes) Norma Estabrooks (124 votes) Alfred King (145 votes) Byron MacDonnell (99 votes) Elected Chrystal McNutt (205 votes) Elected Arnold MacDonald (199 votes)</p> <p><i>There was 1 spoiled vote</i></p>

Campaign Finance and Association

To accept financial contributions to a campaign, a candidate and an association for a candidate's campaign must:

1. Appoint an Official Agent (Form 17),
2. Have the Official Agent take an oath (Form 17A) in front of the Returning Officer, Commissioner of Oaths or other person authorized by Section 146 (1)(b) of the *Municipal Elections Act*; and
3. Submit the forms to the Returning Officer before campaign contributions are accepted.

If an Official Agent was appointed for a previous election, they must be re-appointed for the 2024 Municipal Election. **The appointment must be done:**

- Prior to acceptance of any campaign contributions.
- At the time your Nomination Papers are filed; or
- **By 5:00 pm on Nomination Day, September 10, 2024.**

Confidentiality of List of Electors

This information is to be provided to all users of the list of electors for your campaign.

The list of electors that has been (or will be) provided to you as a candidate is to be **used for electoral purposes only**. The list(s) cannot be inspected (by anyone outside of your campaign), disposed of or sold; such actions are prohibited and are subject to possible prosecution [*Municipal Election Act* s. 115A, s. 156].

Candidates are responsible to ensure that copies of the list(s) of electors are not retained, in any form, whether hard copy, electronic or otherwise. Hard copies (including physical media, such as memory sticks) of the list(s) of electors are to be returned to the Returning Officer, and any electronic or other form of the list(s) is/are to be destroyed or permanently erased.

Please note that failure to return all copies of the list(s) of electors in your possession to the Returning Officer within 7 days of the election may result in the candidate's Nomination Deposit being forfeited [*Municipal Election Act*, s.51(6)].

Nomination Deposit

The Town of Oxford requires a \$50.00 Nomination Deposit which must be paid before or at the time your Nomination Forms are filed. The deposit must be paid in:

- cash
- certified cheque, bank draft, postal money order, personal cheques
- credit cards **will not** be accepted.

Nomination Deposits can be paid at the Town of Oxford Office when submitting your Nomination Forms.

Upon the removal of all advertising material, return of the list of electors and the filing of required affidavits (Form 12 and Election Nova Scotia's Schedule C) within 7 days of Ordinary Polling Day, all or part of the deposit may be returned. A full deposit is returned to the successful candidate or to those who polled at least half of the number of votes polled by the successful candidate. Half of the deposit is returned to those who polled less than half of the successful candidate.

Nomination Forms

The filing of nomination forms will be accepted by appointment at the Town of Oxford Office on **Tuesday September 10, 2024, from 9:00 am to 5:00 pm.**

Nomination forms may also be accepted by appointment with the Returning Officer 7 business days earlier, on August 29, 30 and September 3, 4, 5, 6, 9, and 10 2024.

The forms to be filed to complete your nomination are:

- **Form 11** – Nomination Paper for Mayor or other Council Member
- **Form 3** – Certificate in Respect to Charges that are Liens/Taxes – obtain from the Revenue Clerk of the Town of Oxford.
- **Form 17** – Appointment of Official Agent
- **Form 17A** – Oath (or Affirmation) of Official Agent (oath may be taken at time of filing the nomination forms if your Official Agent is present or earlier by those authorized under Section 146(1)(b) of the *Municipal Elections Act*).

Withdrawing Your Nomination

If you have submitted your nominations forms to the Returning Officer and they have been accepted, but then decide you do not want to be a candidate in the election you can withdraw from the election. To withdraw your nomination, a Form 12A Declaration of Candidate Withdrawing from Nomination must be obtained from and returned to the Returning Officer. A Candidate must withdraw **by 4:00 pm September 11, 2024**, after which your name **must** appear on the ballot.

Legislation

As a candidate and a councilor, you should become familiar with the following Provincial legislation found by searching the index at <https://nslegislature.ca/legislative-business/bills-statutes/consolidated-public-statutes>. These pieces of Legislation provide the authority and procedure for an election and for the Town of Oxford to govern.

- *Municipal Election Act,*
- *Municipal Conflict of Interest Act,*
- *Municipal Government Act.*



Part 2

Town Map and

Street Information

Town Maps and Street Information

General Information about Town Boundaries

Part 2 provides maps of the Electoral Polling District in the Town of Oxford, showing some road names and the town division. To help candidates while campaigning, a list of all roads in the town has been provided after the individual town map.

As Town boundaries can divide up roads, where needed the list of roads includes the range of civic numbers in the Town as accurately as possible. Where a Town boundary divides a property that has an assigned civic number, the civic number has been assigned to the Town where the civic point is on the Municipal mapping systems.

Not all civic addresses have qualified electors, civic addresses may be for a business, an empty property, a seasonal property, or have non-Canadian citizen.

Town of Oxford

Street Names

Artimus Street

Birchwood Road – Civics 28 – 171

Black River Road – Civics 1740 – 1900

Copps Lane

Crescent Drive

Dufferin Street

Duke Street

Ellis Street

Elm Street

Eureka Street

Foundry Street

Fulton Street

George Street

Handel Street

Hanlon Street

Hansford Road – Civic 36

Henderson Street

Horton Street

Jackson Street

James Street

Knol Drive

Little River Road – Civics 6429 – 6861

Lower Main Street

Main Street

McCormick Street

Meadow Lane

Medawell Street

New Hansford Road

Peel Street

Pleasant Street

Powell Street

Prince William Street

Pugwash Road – Civics 8 - 480

Rideau Street

River Avenue

Rushton Road

Sandy's Lane

Smith Street

Stanley Street

Station Street

Sunset Avenue – Civics 479 - 720

Thompson Road

Water Street

Waterloo Street

Waverly Street

Seven Lee Way



Highway 204

Reid

Cove

Little River

Sunset

James

Raleigh

Duke

Meadow

Lower Main

Thompson

Water

Handier

Birchwood

Fountry

Schlich

Hanesford

Mill

Chase

Kolbec

Pugwash

Highway 321

Black River

Black

Highway 104

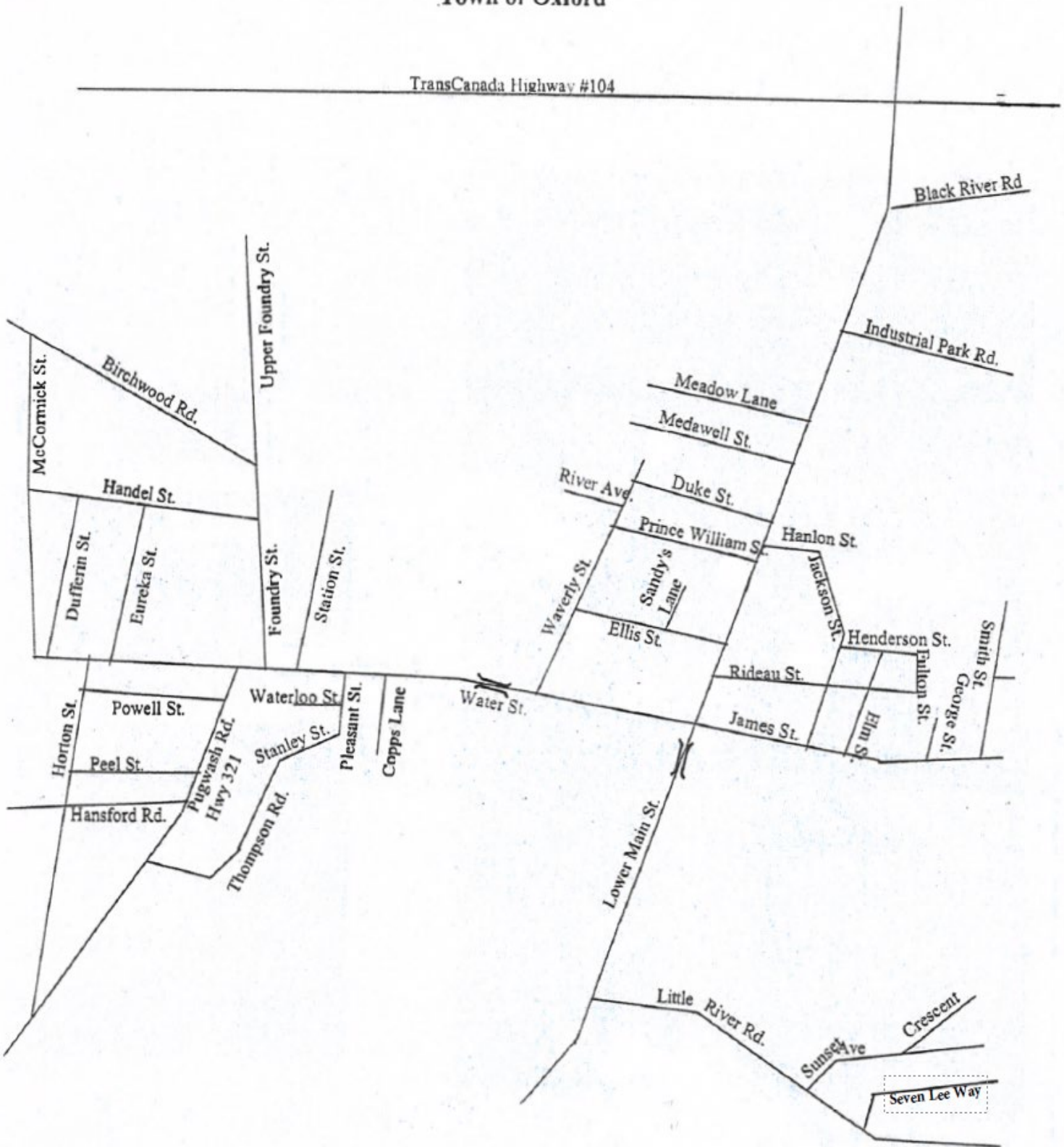
Highway 204

Highway 104

Service #8

Highway 321

Town of Oxford





Part 3 List of Important Dates

2022/23 Important Dates for Municipal Councillor Candidates

Date	Description
March 9, 2024	Residency required to qualify as a candidate in election
August 29, 2024	Nominations by Appointment
August 30, 2024	Nominations by Appointment
September 3, 2024	Nominations by Appointment
September 4, 2024	Nominations by Appointment
September 5, 2024	Nominations by Appointment
September 6, 2024	Nominations by Appointment
September 9, 2024	Nominations by Appointment
September 10, 2024	Nomination Day
September 11, 2024	Deadline to remove name from Candidates List by 4pm
October 10, 2024	Advance Poll – (Electronic Voting) Polling begins at 12:00 PM (noon) and runs continuously 24hrs a day until Election Day (October 19th) when it will end at 7:00 PM (voters can vote online or by phone) Advance Poll – (Paper Voting) Polling begins at 12:00 PM (noon) to 8:00 PM – Oxford Fire Hall – 115 Waverly Street
October 15, 2024	Advance Poll – (Paper Voting) Polling begins at 12:00 PM (noon) to 8:00 PM – Oxford Fire Hall – 115 Waverly Street
October 10, 11, 15, 16, 17, 18, 19, 2024	Voter Help Line – Voter assistance via phone for electronic voting daily from 9:00 AM – 4:00 PM.
October 10, 2024	Voter’s Help – 12:00 PM – 7:00 PM – in person at Fire Hall
October 11, 2024	Voter’s Help – 9:00 AM to 4:00 PM – in person at Town Hall
October 15, 2024	Voter’s Help – 12:00 PM – 7:00 PM – in person at Town Hall
October 16, 2024	Voter’s Help – 9:00 AM to 4:00 PM – in person at Town Hall
October 17, 2024	Voter’s Help – 9:00 AM to 4:00 PM – in person at Town Hall
October 18, 2024	Voter’s Help – 9:00 AM to 4:00 PM – in person at Town Hall
October 19, 2024	Voter’s Help – 8:00 AM to 7:00 PM – in person at Fire Hall
October 19, 2024	Election Day (in person voting assistance) – 8:00 AM – 7:00 PM located at the Oxford Fire Hall – 115 Waverly Street
October 22, 2024	Official Addition
October 26, 2024	Last Day to file affidavit (re: removal of posters and return of voters list for return of full deposit) – FORM 12
October 29, 2024	Last Day to apply for a recount
December 18, 2024	Last day to file campaign contribution disclosure form – FORMS 40 & 41

ADDITIONAL NOTES FOR SOCIAL MEDIA

Pursuant to Form 12, additionally, any social media sites (for example, Facebook, Twitter, Instagram, LinkedIn) or website shall have any and all posts related to the election removed from the social media or website as failure to remove such material may also be a violation of the Municipal Elections Act. These materials pertain to those posted by you or on your behalf.



Part 4

Advertising and the Posting of Campaign Signs

Advertising and the Posting of Campaign Signs

The information below outlines the rules and regulations from various entities regarding the posting of election advertising material.

General Election Advertising

Candidates are responsible for all advertisements made on their behalf [*Municipal Elections Act s.143*]

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.

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 or by-law. A landlord or condominium corporation may prohibit election advertising posters in common areas [*Municipal Election Act s. 54C*].

You can advertise on Ordinary Poll Day, **with the exception that there can be no election advertising material placed, posted, or distributed within 200 feet of a wall of a building in which a polling station is situated** [*Municipal Election Act s. 155*] 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. The prohibition against election signage within 200 feet of the polling place applies to advertising affixed to vehicles, as well as any literature, emblem, ribbon, flag, sign, banner, card, bill, poster, or device that tends to support a candidate.

Town of Oxford

The Town of Oxford does not allow election advertising material on Municipal owned property. Should a candidate rent a Municipally owned facility which provides space for advertising an event, the candidate should consult with the Returning Officer for appropriate wording to promote the event, but not the candidate.

For temporary elections signs, the posting of appropriate signs in all planning zones is permitted and does not require a development permit.

Posted signs:

- Should be posted on private property with the property owners' permission.
- Will not be allowed on Municipal owned property.
- Should not cause hazards by obstructing sight distances, traffic control signs, and driveways; and should be three (3) meters behind the curb or ditch line if on a Municipal Street.
- Should not be located on trees as material used to secure it may be damaging to the tree. In addition, candidates are reminded that chloroplast election signs are recyclable.

From Bell Aliant

"Bell Aliant would appreciate your support in ensuring public safety by not posting campaign signs on utility poles. While the practice may seem harmless, there are some potential safety concerns to be aware of:

1. The signs themselves present a safety hazard for employees who must climb poles to complete their work.
2. The metal staples or clamps used to put up signs often remain in the poles long after the election is over. This could also be a hazard for the public who may happen to brush the pole while walking by.
3. The staples or clamps will cause a pole to degrade faster than it should, making them more susceptible to damage, required maintenance or possibly replacement."

From Nova Scotia Power Incorporated

"Nova Scotia Power Inc. **does not permit the unauthorized installation of signs, banners, or posters on power poles.** These attachments, as well as associated protruding nails and staples pose a safety hazard to our power line technicians, as well as employees with other utilities, who work on these poles."

From the Provincial Department of Transportation and Infrastructure Renewal:

The Department of Transportation and Infrastructure Renewal has established the following practice regarding election related signage to coincide with the Advertising Sign Regulations near Provincial roadways.

Controlled Access Highways

(a) Election signs are not permitted within 1000 metres of the centre line of a controlled access highway.

(b) Election signs are not permitted within 60 metres of the end of ramps or controlled access connectors onto connector/non-controlled access highways.

Non-Controlled Access Highways (Most Provincial Roads)

Note: The following “common sense” constraints apply:

- Signs should not cause hazard by obstructing sight distance at intersections, parking lots, driveways and to posted traffic control signs;
- Signs should be behind ditch line or minimum three (3) metres behind curb;
- Signs erectors should have approval of adjacent property owners;
- Signs are not permitted to be attached to Department signs or guardrails/guideposts.

Enforcement Procedures to be followed by TIR Staff

(a) The practice as stated will be enforced.

(b) If a large wooden sign (1.2 x 1.2 metres or larger) is found to be in violation of policy, contact must be made with the candidate’s office to advise that the sign is in violation and must be removed. For smaller signs than 1.2 x 1.2 metres, the candidate’s office will not be contacted.

(c) For signs greater than 1.2 x 1.2 metres, the candidate’s office will be advised that if the sign is not relocated within 24 hours, TIR staff will remove the sign. The sign will be taken down with as little damage as possible and stored at the local TIR base for retrieval by the appropriate person. For signs smaller than 1.2 x 1.2 metres, the sign should be removed and stored at the TIR base until the end of the election period, or the appropriate person contacts the Base in regard to collecting signs that may have been taken down.



Part 5

Election Forms

Election Forms

List of included Election Forms

One (1) copy of each of the following forms has been provided in this Candidate's Package. Should you require additional copies of a form, you may photocopy the blank form provided or contact the Returning Officer to obtain a PDF copy of the form for printing.

Form 3 – Certificate in Respect to Charges that are Liens/Taxes

Form 11 – Nomination Paper for Mayor or Other Council Member

Form 12 – Affidavit Re: Removal of Advertising Material and Return of List of Electors – English

Form 12a – Declaration of Candidate Withdrawing from Nomination

Schedule C – Election Nova Scotia Attestation of Destruction

Form 15 – Appointment of Agent – English

Form 16 – Oath or Affirmation of Agent Representing a Candidate

Form 17 – Appointment of Official Agent – English

Form 17A – Oath or Affirmation of Official Agent – English

Form 40 – Candidate's Campaign Contributions Disclosure Statement – English Form 41

Form 41 - Association's Campaign Contributions Disclosure Statement - English

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 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 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

**SCHEDULE
"C"**

**ATTESTATION OF DESTRUCTION OF DATA BY THE CANDIDATE OR THIRD-PARTY
SERVICE PROVIDER OR SUBCONTRACTOR**

Whereas [Name of the Municipality] _____ provided a copy of the List of Electors to [Name of the Candidate/Third Party Service Provider/Subcontractor] _____ for electoral purposes.

Now Therefore I, _____, certify that:

- a) the List of Electors provided was only used for electoral purposes.
- b) all copies of the List of Electors provided have been destroyed.
- c) all copies of the List of Electors and any back-up copy have been removed from all computers; and
- d) all copies of the List of Electors that have been provided to any and all third-party service providers, their subcontractors or other persons have been destroyed.

(Authorized Signature)

(Witness Signature)

(Name of Authorized Signatory)

(Name of Witness Signatory)

(Title of Authorized Signatory)

Date (year - month - day)

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 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 17A: 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 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)

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

**Form 41: Candidate's Campaign Contributions Disclosure Statement
(Sections 49A and 49B)**

Name of Association: _____

Name of agent:

Name of candidate supported:

Date of election: _____ Municipality/CSAP: _____

- The above-named candidate received no contributions from a contributor that totalled more than \$50.00 during the period since the previous election.

OR

- The candidate 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, _____, the appointed agent of _____
_____ (name of association) 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 as agent
of the said association as required by Sections 49A and 49B of the *Municipal
Elections Act*.

Agent of Association

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

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



Part 6
General
Expectations for
the Mayor and
Councillors

General Expectations for the Mayor and Councillors

As a candidate for council of the Town of Oxford Council, you should be aware that if elected, staff and residents will have some expectations of you. This section will provide some information to help you understand what may be expected by you and of you.

Remuneration

As a member of Council, you can expect to receive remuneration (or a salary) for the work you will be doing as well as reimbursement of travel expenses incurred while on Town of Oxford business. These details will be determined by a council policy. All remuneration rules will be in accordance with the Income Tax Act.

The Town of Oxford Council has set the following salary ranges for members of Council

- **Mayor:** \$12,434
- **Deputy Mayor:** \$8,200
- **Councillor:** \$8,200

Currently Council members are not entitled to medical and pension benefits. All Councillor remuneration and expenses are public information in accordance with requirements of the Municipal Government Act and are typically made public quarterly on the Municipal websites.

Oaths

As a Councillor you will be expected to take an oath stating you will be faithful and bear true allegiance to the King, that you are qualified for your position and that you will execute your duties to the best of your ability and knowledge. You also may be required to take other oaths or conduct business in accordance with Provincial legislation and council policies.

By-laws and Policies

Council sets direction by creating by-laws, policies, and resolutions. The current by-laws and policies of the Town of Oxford can be viewed on the Town of Oxford website at <https://www.town.oxford.ns.ca/town-hall/by-laws-and-policies.html>.

Committees

In addition to regular council meetings, the Town of Oxford will have many committees on which the Mayor, Deputy Mayor and Councillors will need to participate. Some of these committees will be established by Council or mandated under various Provincial Acts; while others may be part of an organization to which the Town of Oxford belongs. It would be likely that the Mayor, Deputy Mayor, or Councillor can expect to sit on 3-4 committees in addition to Council (perhaps more). Committee meetings may occur during the day or evening depending on the Committee and may have their own set of by-laws and policies.

Residents

As a member of council, it is your responsibility to consult with your residents on issues, keep them informed and to direct their inquiries. However, due to these responsibilities, residents will expect you to be available when they want to talk to you. It is not unusual for residents to stop you in public places, call you at home and sometimes stop by your place of work so they can discuss issues. In addition, residents may see you as always representing the Town of Oxford in your actions and words, even if such actions have nothing to do with the Town of Oxford. To help ensure expectations are reasonable, you can promote times when you are available for phone calls or meeting with residents, have separate social media accounts and be clear to community groups when you are or are not representing council.