Index to 2021 Municipal Election Forms

The forms used to administer a Municipal Election are prescribed by the Minister in accordance with Section 98 of the *Municipal Elections Act*. The forms are sequentially numbered in the **order of use** by the Returning Officer and other election officials.

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For questions about these forms, call the Department of Municipal and Provincial Affairs:

	<u> </u>	
Central Regional Office	Eastern Regional Office	Western / Labrador Regional Office
(709) 256-1050	(709) 729-0259	(709) 637-2332

Public Notice

Nomination of Candidates

Municipality of	
Nominations of candidates for election to the council for the municipality of	
will be received between hours of a.m. and p.	.m.
on, 20, or from,20 to, 20, at	eation
Nominations shall be in writing and state the name and civic address of the candidate signed by the Proposer and Seconder both of whom shall be present together with the shall sign also signifying the candidate's acceptance. In the event that a candidate cafor a candidate's nomination, the candidate's proposer and seconder can complete the	e candidate who annot be present
If the nomination is for a candidate running as mayor in a separate election that positinoted on the nomination form.	ion should be
Every candidate shall at the time of the candidate's nomination, deposit with the Retuthe the non-refundable sum of ten dollars (\$10.00) for towns/regions or fifty dollars (\$50.0	_
The qualifications of a candidate for election to council are as follows:	
1. Canadian citizen who is 18 years of age or older;	
Ordinarily resident in the municipality or area for at least 30 days prior to the do commencement of the nomination period;	ate set for the
3. Not in arrears of taxes or other charges payable to the municipality; and	
4. Not otherwise disqualified under the Municipal Elections Act.	
Signature of Returning Office	<u> </u>

Nomination Form and Declaration of Qualification by Candidate

We	Proposer and	Seconder	, being persons	s eligible to	
	the Municipality of				
	of Civic Addr	for	Mayor / Councille		
) in the Municipality of		iviayor / Couricino		
	Signature of Proposer		Signature of S	Seconder	_
l,	, accept this nor	mination.			
		Declaration			
I further	declare that:				
1. I	am a Canadian citizen who is 18 ye	ears of age or old	der;		
	have been ordinarily resident in the set for the commencement of the no	•	area for at leas	t 30 days befor	re the date
3. I	am not in arrears of taxes or other	charges payable	to the Municipa	ality; and	
4. I	am not otherwise disqualified unde	r the <i>Municipal E</i>	lections Act.		
	nake this solemn declaration consciention from the firm fr	=	_	_	
Declare	ed before me at	this	day of	, 20	
	Signature of Candidate		gnature of Retu	urning Officer	

Nomination Form for Candidates Unable to be Present on Nomination Day

We	_ and	onder	, being persons	eligible to	
vote in the Municipality of					
of	Civic Address	for	Mayor / Councillor		
(Ward) in the Municipali					
Signature	of Proposer		Signature of S	Seconder	_
	D	eclaration			
I declare that					
Is unable to be noming					
2. Is a Canadian citizen	who is 18 years of	age or older	•		
Has been ordinarily refer the commenceme			ea for at least 30) days before t	the date set
4. Is not in arrears of tax	ces or other charge	es payable to	the Municipality	/ ;	
5. Is not otherwise disqu	ıalified under the \hbar	Municipal Elec	ctions Act; and		
6. Accepts the nomination	on.				
And I make this solemn decl same effect as if made unde		•	•	•	at it is of the
Declared before me at	Municipality	this	day of	, 20	
Signature of Pro	poser or Seconder	r Si	gnature of Retu	rning Officer	

Notice of Candidates

Municipality of	of N	Municipal Election
The following persons have been nomi		
For Councillor	For Mayor	For Ward Councillor
	Advance Poll(s)	
The advance poll(s) (if applicable) will t	ake place on:	
		en the hours of 8:00 a m, and 8:00 n m
		en the hours of 8:00 a.m. and 8:00 p.m.
and (if two advar	nced polls are held)	
2 the day	of, 20_ betwee	een the hours of 8:00 a.m. and 8:00 p.m.
The advance polling booth will be located	ed at:	<u> </u>
	The General Municipal Elec	
The election will take place on8:00 a.m. and 8:00 p.m.	theday of	, 20between the hours of
Polling booths will be located at the foll	owing locations:	
In addition to the public notification require	•	nature of Returning Officer m to the appropriate Regional Office of the

Form prescribed under section 98 of the Municipal Elections Act

Department of Municipal and Provincial Affairs immediately after the close of nominations.

Candidate Supplementary Information Form

The Department of Municipal and Provincial Affairs is seeking to compile anonymous information relating to nominated candidates in the 2021 municipal election. The Department is interested in collecting candidates' demographic and incumbency information. The data collected will be used to evaluate and report on the success of the **Make Your Mark NL** campaign, which is designed to generate interest in running for municipal council with a particular focus on encouraging candidates who are female and/or youth.

		•	and submit to the Returning Officer on or initials on this form as the data must be		
Municipality of					
Please select one (1) option in each	section:			
Candidate for:	☐ Councillor	☐ Mayor	☐ Ward Councillor		
Gender:	□ Man	□ Woman	☐ Gender Diverse (including Two-spirit, Tra Non-binary, Gender-fluid, Intersex, Other)	ns,	
Age Bracket:	□ 18 - 25 □	26 - 35 🗆 36 -	- 45		

Direction to Returning Officers: Send completed forms to the appropriate Regional Office of the Department immediately after the close of nominations, along with MEF-04. If the candidate is not present on nomination day, the Returning Officer will endeavour to collect this information from the candidate at the earliest possible time following the candidate's nomination.

☐ Incumbent

New/Incumbent:

☐ New

Privacy Notice: The personal information on this form is collected under the authority of s.61(c) of the *Access to Information and Protection of Privacy Act, 2015* for the purpose of evaluating and reporting on the progress and impact of the **Make Your Mark NL** campaign which aims to generate interest in running for municipal council with particular focus on female and/or youth candidates. Any questions or comments can be directed to the ATIPP Coordinator, Department of Municipal and Provincial Affairs, Government of Newfoundland and Labrador, atippmapa@gov.nl.ca.

Councillor Ballot

Municipality of	Municipal Election
Counterfoil	001
Election of Councillors for the Municipality of	
Ballot	
Vote for any number of candidates up to but not exceeding	

#	Candidate	Mark an "X"
1		
2		
3		
4		
5		
6		
7		

Mayor Ballot

Municipality of		Municipal Election	
	Counterfoil		001
Election of Mayor for the Mu	unicipality of		-
	Ballot		

Vote for one candidate only.

#	Candidate	Mark an "X"
1		
2		
3		
4		
5		
6		
7		

Ward Councillor Ballot

Municipality of		Municipal Election
	Counterfoil	001
Election of Ward Councillors	for the Municipality of	
	Ballot	
Vote for any number of candidates	up to but not exceeding	•

#	Candidate	Mark an "X"
1		
2		
3		
4		
5		
6		
7		

MEF-08A

Poll Book - F	ront Cover
Municipality of	
Polling Station	Polling Division (Booth) No
Returning Officer or Deputy Returning Officer:	Print Name
Poll Clerk:	Print Name

Poll Book - Certificate of the Opening of the Polling Division				
Polling Division (Booth) No at Po	Iling Station			
in the Municipality of				
was duly opened on the day of, 20, Year	at o'clock in the morning in the presence of:			
	_			
	_			
	Signature of Poll Clerk			
	_			
	Signature of Returning Officer or Deputy Returning Officer			

Poll Book - Reporting Information

Municipality of	Polling Station	Polling Division (Booth) No.

No.	Voter's Name	Civic Address (Street Number and Name)	Objections	Sworn or Affirmed	Refused to Swear or Affirm	Assisted to Vote	Remarks

Oath or Affirmation of Returning Officer, Deputy Returning Officer, Poll Clerk, and Other Election Officials

* To be completed before 4:00 p.m. on the day before election day.

I,, swear (or affirm	, swear (or affirm) that I will truly, faithfully and impartially, to the best of			
my knowledge and ability, perform the dutie	s and resp	oonsibilities required of the position o	of	
in this municipality	/ for this el	lection.		
(Where an oath is taken, add "So help me G	od".)			
	-	Signature of Official	_	
Declared before me at	this _	day of, 20		
		Signature of Returning Officer, Commissioner for Oaths or Justice of the Peace	_	

Oath or Affirmation of Secrecy

* To be completed before 4:00 p.m. on the day before election day by election officials, candidates, and candidate's agents.

l,	, swear (or affirm) that:					
1	1. I will not unlawfully attempt to ascertain the candidate for whom an elector voted;					
2	2. I will not help in the unlawful discovery of the candidate for whom an elector voted;					
3	3. I will keep secret all knowledge that I may become aware of regarding the candidate for whom a person has voted;					
2	. I will not use any of the information contained in the voter's list prepared for the election to be					
	held in the municipality of on, 20 for any purpose other than an election held under the <i>Municipal Elections Act</i> ;					
Ę	5. I will not campaign or distribute campaign materials, neither physically nor electronically, within 30 metres from the entrance to a polling station; and					
6	. I will not reveal election results before official results are declared by the Returning Officer.					
(Wh	ere an oath is taken, add "So help me God".)					
Dec	Signature of Official, Candidate, or Candidate's Agent ared before me at this day of, 20					
	Signature of Returning Officer, Commissioner for Oaths or Justice					

Proxy Application

*Must be returned to Returning Officer no later than 4:00 p.m. on the day before election day.

Name of Impeditive Voter	of	ic Address	_, being a quali	fied voter in the Municipal	ity of
	(Ward), a	nd being an i	impeditive voter	within the meaning of the	
Municipal Elections Ad	ct, do hereby auth	orize	Name of Proxy	being a qualified voter i	in the
Municipality of		to vote on n	ny behalf in the	election to be held on	
Date	, 20				
			Signature o	of Impeditive Voter	

Proxy Certificate

* This certificate must be presented on election day in order for the proxy to vote.

I hereby authorize	Name of Proxy	g a qualified voter in the municipality of
	_ on election day to vote a	as proxy for,
an impeditive voter, with	nin the meaning of the Mur	nicipal Elections Act, who is a qualified voter in
Polling Division No	Ward No	for the election to be held on
20		
		Signature of Returning Officer

Oath or Affirmation of Voter

l,	Print Full Name	of	reet No. and Name)	in the municipality of		
	riinti uli Naille		nnly swear (or affir			
1.	I have not previously voted	in this election;				
2	2. I am a Canadian citizen and am 18 years of age or older;					
3	3. I have been ordinarily resident in the above named municipality for 30 days immediately preceding election day; and					
4	I am not, to my knowledge,	otherwise disqualif	ied to vote in this ϵ	election.		
(Whe	ere an oath is taken, add "So h	nelp me God".)				
			Signatur	re of Voter		
Decla	ared before me,	this	Day day of	, 20 _{Year} .		
			•	eturning Officer or urning Officer		

NOTE: MEF-13 is two pages. After completing above Oath or Affirmation of Voter, please complete second page, Voluntary Authorization to Release Information to Update the Provincial and Federal Voters Lists.

Voluntary Authorization to Release Information to Update the Provincial and Federal Voters Lists - P.6-A

I authorize, by my signature belo	ow, that the Re	eturning Officer o	f the mun	icipality of	
1	may forward th	ne information to	Elections	Newfoundla	nd and Labrador
for the sole purpose of updating	the Voters Lis	ts for provincial a	and federa	al elections.	
Print Full Name:				Date of Birth ((dd/mm/yyyyy):
Previous Name (If Applicable):					
Current Civic Address (Street No. 8 Name):	Apt No:	Current Mailing A	Address (S	treet No. & Na	ame or P.O. Box):
City/Town:	Postal Code:	City/Town:	Po	ostal Code:	Telephone:
Previous Civic Address (Street No. & Name):	Apt No:	Previous Mailing Box):	Address (Street No. & N	lame or P.O.
City/Town:	Postal Code:	City/Town:	Po	ostal Code:	Telephone:
Date			Signature	e of Voter	

Please return this authorization to:

Elections Newfoundland and Labrador 39 Hallett Crescent, St. John's NL A1B 4C4

Questions? Call Toll Free 1-877-729-7987

Directions for the Guidance of Voters

The voter shall go into the Polling Booth, and with the pencil provided, mark an X, on the right hand side of the ballot, opposite the name of the candidate(s) for whom the voter wishes to vote.

The voter shall fold the ballot to conceal the name(s) of the candidate(s) for whom the voter has voted.

The voter shall then either return the ballot to the Returning Officer or the Deputy Returning Officer or place it in the ballot box and then immediately leave the Polling Station.

If the voter inadvertently spoils a ballot, the voter may return it to the Returning Officer or Deputy Returning Officer who will, where satisfied that the spoiling of the ballot was by mistake, give the voter another ballot.

If the voter votes for more candidates than the voter is permitted to vote for, the voter's ballot will be void and will not be counted for any of the candidates.

If the voter places a mark on the ballot by which the voter may afterwards be identified or if the ballot has been torn, defaced, or otherwise dealt with by the voter so that the voter can be identified, it will be void and will not be counted.

If the voter takes a ballot out of the Polling Station or places in the ballot box a ballot other than the one given to the voter by the Returning Officer or the Deputy Returning Officer, the voter commits an offence under the *Municipal Elections Act* and upon conviction is subject to a fine or imprisonment or both.

Tally Sheet

Polling Division No.	Page	of

A cross or check mark of any kind will be made consecutively in the small squares under the name of the candidate, in the appropriate column, as each vote is counted.

	Column of Votes Cast For:	Column of Votes Cast For:	For: Column of Votes Cast For: Column of Votes Cast For	or:
	Name of Candidate	Name of Candidate	late Name of Candidate Name of Candidate	e
5				5
10				10
15				15
20				20
25				25
30				30
35				35
40				40
45				45
50				50
55				55
60				60
65				65
70				70
75				75
80				80
85				85
90				90
95				95
100				100
105				105
110				110
115				115
120				120
125				125
130				130
135				135
140				140
145				145
150				150
	Page Total:	Page Total:	Page Total: Page Total:	
	Grand Total:	Grand Total:	Grand Total: Grand Total:	_

Statement of Polling Division

* Please make two copies: one for the Returning Officer & one for the Poll Book.

Mun	icipality of		
Election Date:	, 20 Sta	atement of Polling Division No.:	
Number of ballots received:			
Number of ballots cast:			
Number of ballots that have been ob whole or in part:	jected to in whole	or in part and have been counted in	
Number of used ballots that have no	t been objected to	and have been counted:	
Number of ballots that have been rej	ected in whole or	in part and have not been counted:	
Number of cancelled ballots, ballots from the polling booth and unused ballots.		ed, declined ballots, ballots taken	
Number of votes cast for each candid	date:		
Candidate	No. of Votes	Candidate	No. of Votes
Number of votes cast for mayoral cand	didates:		
Mayoral Candidate	No. of Votes	Mayoral Candidate	No. of Votes
Signature of Pol	l Clerk	Signature of Returning Officer	· or
-		Deputy Returning Officer	

Municipal Election Report

* Send original to the Department of Municipal and Provincial Affairs within 7 days after election; keep copy for election file. Municipality of _____ RE: Section 61 - Municipal Elections Act Report on the Municipal Election held on ______, 20_____ List candidates starting with the candidate who received the highest number of votes: **Full Name of Elected Official** No. of Votes **Elected by Acclamation** Mayor - if elected separately Councillors \Box \Box \Box No. of new councillors: No. of incumbents: No. of eligible voters (voters list + new registrants): No. elected by acclamation: No. of eligible voters who cast ballots: No. of existing vacancies: Percentage of voter turnout: Was a separate election held for Mayor? Yes \square No \square **Defeated Candidates for Mayor** No. of Votes **Defeated Candidates for Councillor** No. of Votes (if applicable)

Date

Signature of Returning Officer or

Deputy Returning Officer

☐ 66 & over

Elected/Acclaimed Councillor (including Mayor and Deputy Mayor) Supplementary Information Form

The Department of Municipal and Provincial Affairs is seeking to compile anonymous information relating to elected officials in the 2021 municipal election. The Department is collecting demographic information of those elected. The data collected will be used to evaluate and report on the success of the **Make Your Mark NL** campaign, designed to generate interest in running for municipal council with a particular focus on encouraging candidates who are women and/or youth.

Direction to Elected/Acclaimed Councillors: Please complete this form and submit to the Returning Officer as soon as possible, within 7 days after your election. **Do not** write your name.

signature or initials on this form as the data must be anonymous .				
Municipality of				
Please select one (1)	option in each	section:		
Elected as:	☐ Councillor	□ Mayor	☐ Ward Councillor	
Gender:	□ Man	□ Woman	☐ Gender Diverse (including Two-spirit, Trans, Non-binary, Gender-fluid, Intersex, Other)	
Age Bracket:	□ 18 - 25		□ 36 - 45	□ 56 - 65

Direction to Returning Officers: * Send original to the Department of Municipal and Provincial Affairs within 7 days after the election along with MEF-17. If the elected official does not provide this information, the Returning Officer will endeavour to collect this information from the individual at the earliest possible time following the election.

□ 46 - 55

□ 26 - 35

Privacy Notice: The personal information on this form is collected under the authority of s.61(c) of the *Access to Information and Protection of Privacy Act, 2015* for the purpose of evaluating and reporting on the progress and impact of the **Make Your Mark NL** campaign which aims to generate interest in running for municipal council with particular focus on women and/or youth candidates. Any questions or comments can be directed to the ATIPP Coordinator, Department of Municipal and Provincial Affairs, Government of Newfoundland and Labrador, atippmapa@gov.nl.ca, 709-729-7183

Oath of Office

* New Council must be sworn in within 14 days after the election.

I,	, do solemnly swear	(or aff	irm) that:	
1.	I am fully qualified to hold the office of Mayor / Deputy Mayor / Councillor			pality of
	to which I have been elected/appointed;			
2.	I have not knowingly contravened the <i>Municipal Elections Act</i> respecting any matter in relation to my election or appointment;			
3.	. I will faithfully, to the best of my ability, perform the duties and responsibilities of my office and will not allow any direct or indirect monetary or other personal or private interest to influence my conduct or affect my public duties;			
4.	 I will disclose any personal direct or indirect monetary interest that I have in a matter before the council and will not participate in the discussion, or vote on any such matter; 			
5.	5. I will, if required by law, file an annual Conflict of Interest Disclosure statement; and			
6.	6. I will, as required by the <i>Municipal Elections Act</i> , file a Campaign Contributions Disclosure Statement within the required time period established by the Act.			
(Whe	ere an oath is taken, add "So help me God'	' .)		
			Signature of Mayor/Deputy Mayor/Councillor	/
Decla	red before me at	this _	day of, 20	• ar
			Signature of Returning Office Clerk, Provincial Court Judge, Justice of the Pe Commissioner for Oaths, or (f city) a Judge of the Suprem Court.	eace, for a

Oath or Affirmation of Campaign Contributions Disclosure Where Individual Contributions (Money, Goods or Services) Exceeded \$100.00

l,,	,, for the Municipality of olemnly swear or affirm that the total amount of contributions to my campaign in the			
do hereby solemnly swear or affirm	n that the total amount of contribution	ns to my campaign in the		
exceeding the value of One Hundr	, 20 totalled \$ a ed Dollars (\$100.00), and included in utors: (Make additional copies of this	n the total amount above, were		
		\$		
Individual Name or Company	Civic Address	Amount		
		\$		
Individual Name or Company	Civic Address	Amount		
		\$		
Individual Name or Company	Civic Address	Amount		
		\$		
Individual Name or Company	Civic Address	Amount		
		\$		
Individual Name or Company	Civic Address	Amount		
(Where an oath is taken, add "So h	nelp me God".)			
		f Mayor/Deputy Councillor		
Declared before me at	this day of	, 20 _{Year} .		
		Commissioner for		

Oath or Affirmation of Campaign Contributions Disclosure Where Individual Contributions (Money, Goods or Services) Did Not Exceeded \$100.00

I, for the Municipality of do hereby solemnly swear or affirm that the total amount of contributions to my campaign in the		
do hereby solemnly swear or affirm that the total am	ount of contributions to my campaign in the	
municipal election held on, 20 total one contribution exceeding the value of One Hundre		
(Where an oath is taken, add "So help me God".)		
	Signature of Mayor/Deputy Mayor/Councillor	
Declared before me at this	s day of, 20	
	Signature of Commissioner for Oaths or Justice of the Peace	