



HALIFAX

ELECTION
2024

Candidate information guide

2024 Municipal and Conseil scolaire
acadien provincial (CSAP) Election

Information for residents interested in running for Mayor, Councillor
or CSAP School Board Member in the Halifax Regional Municipality.

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General Information



This guide has been prepared for residents interested in running for the Halifax Regional Municipality's **Regional Council** and **Conseil scolaire acadien provincial's (CSAP) school board** membership. The information contained in this document is intended to accompany the Province of Nova Scotia's [*Candidates Guide to Municipal and School Board Elections*](#), produced by Nova Scotia's Department of Municipal Affairs and Housing.

This document highlights information that is specific to the Halifax Regional Municipality, in addition to provincially legislated procedures, which are all subject to change. For the latest information about the 2024 Municipal and CSAP Election within the municipality, visit halifax.ca/election.

We hope you find the guide helpful, and we welcome your questions and requests for additional information. You can **contact the Election Office** by phone (902.490.8683) or by email (election@halifax.ca).

Who can run in a municipal election?

If you are considering running in a municipal election, there are a few criteria you need to meet to qualify; these criteria are set by both the [*Municipal Elections Act \(MEA\)*](#) and [*Education \(CSAP\) Act*](#). To run as a candidate, you must be:

- 18 years of age at the time of nomination;
- a Canadian citizen; and
- ordinarily a resident in the Halifax Regional Municipality for six months preceding nomination day (March 10, 2024), and continue to so reside.

Note: You do not need to live in the polling district that you're running in if you meet the residency requirement of having lived for at least six months within the municipality.

For those running to become a member of the **Conseil scolaire acadien provincial (CSAP)** school board, the following additional qualifications must be met:

- first language learned and still understood is French, or
- received their primary school instruction in Canada in a French-first-language program, or
- parent of any child who has received or is receiving primary or secondary school instruction in Canada in a French-first-language program.

There are several disqualifications, too. For example, **current employees of the municipality are not eligible to run for Council**. For a complete list of disqualifications, consult section 18 of the [*Municipal Elections Act \(MEA\)*](#) and section 46 of the [*Education \(CSAP\) Act*](#).

After you've read the above qualifications and disqualifications, and have determined you are eligible to serve, you can appoint your official agent or choose to serve as your own official agent.

Appointment of your official agent

Your official agent is responsible for handling your **campaign finances** and for preparing and filing your **campaign disclosure forms** following the election. Official agents may also attend polling locations on your behalf as a scrutineer; **you can act as your own official agent** but can't act as a scrutineer at the polls during advance voting or on election day.

Your selection of an official agent must be in writing (see page 12 for Form 17) and **submitted to the Election Office** by making an appointment. At this appointment, your official agent must be present to swear/affirm an oath in front of the municipality's Returning Officer. This in-person appointment is a great opportunity to meet election employees, ask questions and get additional information.

To **book your appointment** with the Election Office and appoint your official agent, email election@halifax.ca.

You can **change your official agent** any time before election day (Oct. 19, 2024) in writing, delivered to the Returning Officer. If you are acting as your own official agent, you can appoint an official agent later, but you must make the appointment before the close of nominations on nomination day.

Once the forms have been received and processed, the Returning Officer will provide you with paperwork, mostly blank forms required for later in the election process, and a **bank letter** you will use to open a separate bank account for campaign purposes only.

In addition, you will be requested to fill out a **personal information form**. This information will be used on the municipality's communication channels (e.g. website, social media, etc.). You can change any of this information up until one week before election day (Oct. 12, 2024).



Campaign finance

Running for public office means you are held to **important standards of accountability and transparency**. These standards have a direct impact on contributions and expenses for your campaign.

In October 2018, Regional Council passed the *Campaign Finance By-law* which works in collaboration with sections 49 A and B of the *Municipal Elections Act*, further defining rules for **accepting contributions and approved expenditures**. A copy of the relevant sections of the MEA, and the Campaign Finance By-law will be provided when you appoint your official agent, and again when you submit your nomination papers.

The contribution period for the 2024 Election begins on **March 1, 2024**, and ends 30 days after the ordinary polling day, on **Nov. 19, 2024**.



Candidates **MUST** submit Form 17 (included in this package and available online) to the Returning Officer to start collecting contributions (monetary/in-kind); candidates must also open a separate bank account for these campaign contributions.

Contributions

- Must be received **within the contribution period**, only **after an official agent has been appointed**, or a candidate has declared they will act as their own official agent.
- Only individuals and candidates can make campaign contributions – no contributions can be accepted from corporations, trade unions, non-profit groups, associations or partnerships.
- No contributions can be accepted from individuals who are **not ordinarily a resident in Nova Scotia**.
- The **total amount** of contributions an individual may make, per election, **can't exceed \$5,900**.
- An individual may contribute up to **\$1,200 per councillor candidate** or **\$3,000 for mayoral candidates**, per election.
- In-kind contributions are non-monetary contributions in the form of services or property. The value for an in-kind contribution is the price for which services or other property may be sold.
- A **candidate** can contribute **no more than \$5,900** to their own campaign.
- All contributions must be recorded. Contributions of \$50 or more must include a record of the date of the contribution, the total dollar amount and the full name and residential address of the individual who contributed.
- For ease of tracking, campaign contributions can be tracked on the **campaign contribution form** included in this package. A fillable Excel version of this form is available by request.



Expenses

A candidate for **councillor** can't spend more than **\$30,000**; a candidate for **mayor** can't spend more than **\$300,000**.

- Only a candidate or an official agent can spend campaign funds.
- Contributions can only be spent on permitted expenses during the contribution period. A list of permitted expenses can be found in the *Campaign Finance By-law*.

Disclosure, reporting and surplus

- Within **60 days after ordinary polling day** (Dec. 18, 2024), every candidate must make an appointment with the Election Office to file Form 40, a *Statement of Campaign Contributions and Expenditures and Statement of Campaign Surplus*.
- These forms are made public and posted online once received.
- Surplus funds can be donated to a non-profit organization or held in trust by the municipality on behalf of the candidate for their use in a future election.



Please note that the **campaign finance rules are different for CSAP candidates**. The provisions of the *Campaign Finance By-law* do not pertain to CSAP candidates. However, the rules in the *Municipal Elections Act* do still apply to CSAP candidates. To obtain information about the campaign finance rules for CSAP candidates, please refer to the *Municipal Elections Act*, section 49A and 49B.

How do I become an official candidate?

You become an official candidate by **filing your nomination papers** with the Returning Officer. You can file your nomination papers only during available nomination appointments, which need to be made in advance:

- Beginning **Aug. 19, 2024** contact the Election Office (902.490.8683 or election@halifax.ca) to make your in-person appointment to file your nomination papers.
- Appointments will be available during regular business hours (9 a.m. – 5 p.m.) **between Aug. 29 and Sept. 9, 2024**.
- Walk-in appointments will be accepted on **Sept. 10** during regular business hours. **This is the final day to file nomination papers to run in the 2024 Election.**

Withdrawal of nomination

As a nominated candidate you can **withdraw from the election** by 4 p.m. on the day following nomination day (**Sept. 11, 2024**). In doing so, you forfeit your deposit.

To withdraw from being a nominated candidate, the following must occur:

- you must appear before the Returning Officer, present identification with your name and address;
- you must return all copies of the list of electors and address control book; and
- you must submit the necessary campaign disclosure forms.

No candidate can withdraw their name from after Sept. 11, and all candidates' names must appear on the ballot.

How to change details on the ballot

You can change details on the ballot (e.g. how your name appears). **All changes must be received by 4 p.m. on Sept. 11, 2024**. Before this time, the spelling of your name as it has been submitted will be considered final and will appear this way on all election materials. Please confirm these details before Sept. 11, 2024.

An audio file will be produced with the **pronunciation of your name** for telephone voting and emailed to you. It's important that you review this pronunciation file and send approval to the Election Office as soon as possible after you've received it.

Nomination checklist

APPOINTMENT TO FILE NOMINATION

Contact the Election Office (902.490.8683 or election@halifax.ca) to schedule an appointment to meet with the election team to file your nomination paperwork.

VALID PHOTO IDENTIFICATION

In attesting to an oath, you will be required to present photo identification to the Returning Officer. If your identification does not have your current address, contact the Election Office in advance.

FORM 3: CERTIFICATE OF TAXES AND LIENS

This form can be obtained by contacting the Tax Office (taxcert@halifax.ca). Please give at least **two weeks of processing time**. When requesting the form, indicate that this is for the purpose of filing candidate nomination forms and provide the date of your scheduled appointment.

FORM 11: NOMINATION PAPER FOR COUNCIL MEMBER

You are required to have five (5) qualified electors sign your nomination papers. These electors **must be on the list of electors** and be eligible to vote in the Halifax Regional Municipality.

At your appointment, your nominators will be checked to ensure they are on the list of electors; we suggest getting 10 eligible electors to sign your nomination papers. If your nominators are unsure if they are on the list of electors, they can call the Election Office to verify.

In advance of your appointment, practice **reading the oath** to yourself. When swearing/affirming the declaration on the nomination paper, the onus falls upon the candidate to take on the responsibility for the declaration.

Note: CSAP candidates must use Form 11B.

\$200 DEPOSIT (FILING FEE)

In accordance with the *Municipal Elections Act*, no personal/business cheques will be accepted. You may submit your deposit by **cash, a bank draft, money order or a certified cheque**.

After the Election, you may be entitled to a portion or full amount of your deposit upon filing Form 12, attesting all signage is removed, and that all copies of the list of electors have been destroyed.

Your Form 12 must be filed with the Election Office within seven days of ordinary polling day (**Oct. 26, 2024**). We will ensure that staff are on hand to receive and execute your paperwork.

FORM 17S

If you have yet to appoint an official agent, these forms must be submitted at your nomination appointment. If you have appointed yourself as your official agent and later decide to appoint someone to the role, bring your official agent to swear/affirm their oath.

Campaign signage and advertising

Signage

Signage on municipal property

There are special rules for placing election signs on municipal property. As a general rule, **election signs are not permitted on municipal property**. The exception to that rule is municipal street right of ways, where candidates may **only place signs if:**

- they are less than 2 metres in height (from the top of the sign to the ground);
- they do not overhang sidewalks or roadways;
- the street right of way where the sign is placed does not border other municipal property, including but not limited to parks or any municipally owned or operated facilities;
- they are less than 1.5 square metres in size or, if they are larger than 1.5 square meters in size, they comply with the setback criteria in Schedule A of *By-law S-801*;
- they are not erected before Sept. 1, 2024; and
- they are removed within one week following election day (Oct. 26, 2024).

For detailed guidelines on election sign placement on municipal lands, please see *By-law S-801, Respecting Licensing of Temporary Signs*.

Other signage rules

By-law S-801 also contains rules that apply to all signs, whether they are on municipal property, private property or other property. For example, signs must not:

- obstruct the view of any crosswalk or create sightline hazards to traffic at intersections and driveways;
- be placed in center medians of streets or in the center of any roundabout; or
- be installed on utility poles, street trees, power poles, street lights, any road structure or any public buildings or assets.

Candidates are encouraged to review Section 10 of *By-law S-801* for a more complete list of sign restrictions.

Should an election sign be found to be posing a safety risk, **it will be removed immediately**. Should a sign be found to be in violation of the regulations without causing an immediate safety risk, it will be ordered to be removed within 48 hours. The municipality may remove signs that are not removed within that time period. **Candidates may be charged for the cost of removing and storing signs**. Candidates who fail to comply with *By-law S-801* may also be subject to fines or other penalties.

Candidates are also reminded that campaign signs should only be placed on private property with the property owner's permission.

This guide only describes the municipality's rules about election signage. Bell Aliant, Nova Scotia Power and the Nova Scotia Department of Public Works also have rules about posting signs on or near their property. [Learn more about election-related signs](#).

In accordance with the *Municipal Elections Act*, all advertising must indicate the name of the person on whose behalf the advertisement is published, printed broadcast or distributed. This rule applies to **all** types of signage.

For signage questions and concerns in the municipality, please call 311.



Municipal Elections Act, Section 143

143 (1) Every advertisement having reference to an election that is printed, published, broadcast or distributed, either electronically or in hard copy, shall indicate the name of the person on whose behalf the advertisement is printed, published, broadcast or distributed.

(1A) For greater certainty, where a candidate, the candidate's official agent or any other person acting on behalf of the candidate causes an advertisement having reference to an election to be printed, published, broadcast or distributed, either electronically or in hard copy, the advertisement must indicate that it is printed, published, broadcast or distributed, as the case may be, on behalf of the candidate.

(2) A person who prints, publishes, broadcasts or distributes an advertisement referred to in subsection (1) that does not comply with subsection (1) is guilty of an offence.

Other forms of advertising

Candidates may wish to advertise with various methods such as social media, radio advertisements, billboards and newspaper advertisements. These are considered **permitted expenses** and must be removed or cancelled within seven days after ordinary polling day (Oct. 26, 2024).

Important dates

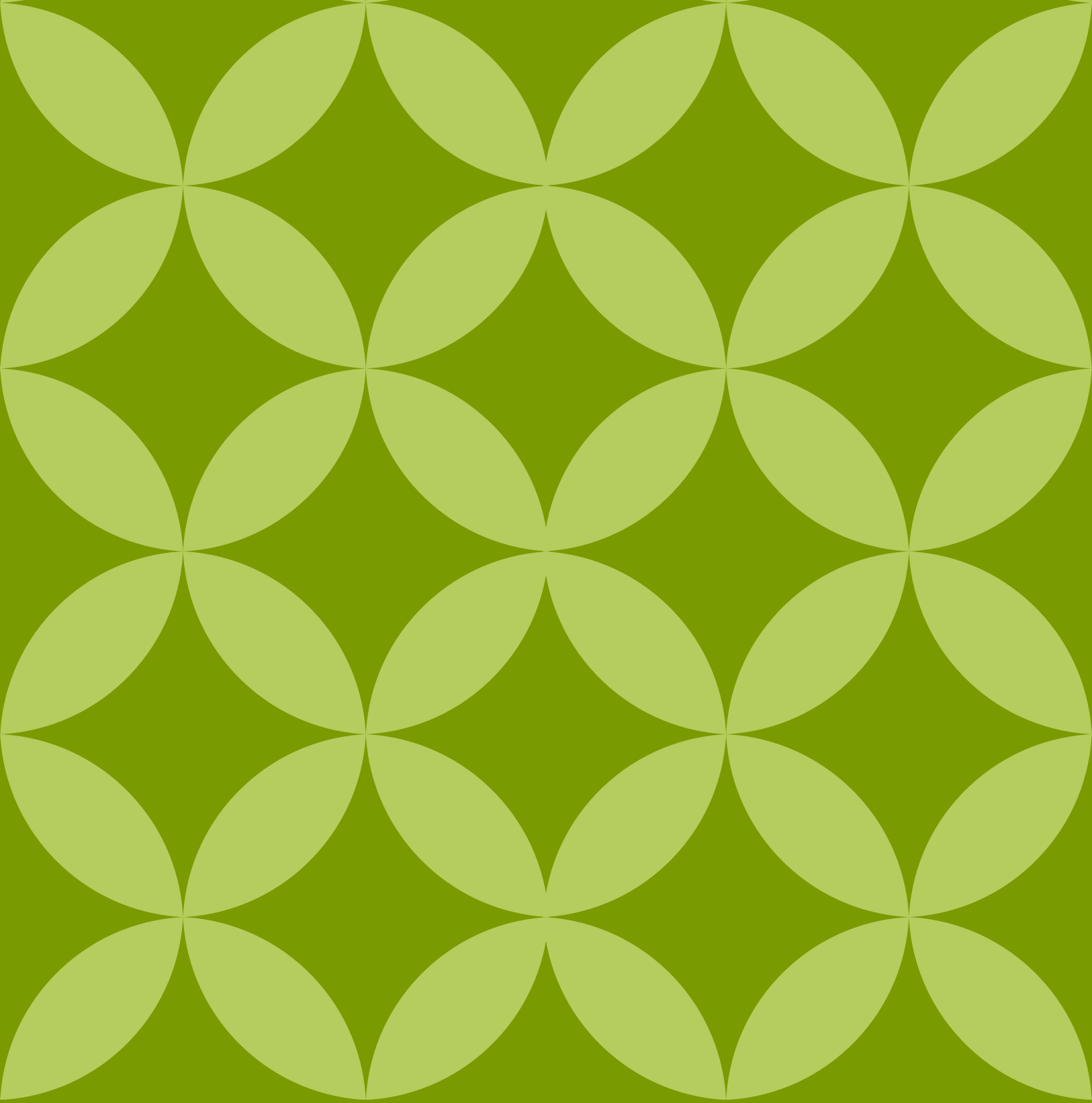


Date	Event	What does it mean?
March 1, 2024	Contribution period begins	Contributions can be accepted by candidates who have filed their form 17s and have appointed an official agent.
Aug. 29 – Sept. 9, 2024	Nomination appointments	Candidates may make an appointment with the Election Office to file their official nomination papers.
Sept. 10, 2024	Nomination day	Last day to file nomination papers. No appointments; first come, first serve between 9 a.m. and 5 p.m.
Sept. 11, 2024	Change of particulars Withdrawal of candidate	Final day candidates can make changes to their nomination information or withdraw from the election.
<i>Dates to be determined</i>	Advance voting	Dates for advance voting (including details specific to online and telephone voting) will be available in spring 2024.
Oct. 19, 2024	Election day (ordinary polling day)	In-person voting will take place across the municipality between 8 a.m. and 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 recount	This is the deadline to apply for a recount.
Nov. 19, 2024	Last day for campaign contributions	This is the last day campaign contributions can be accepted.
Dec. 19, 2024	Campaign finance disclosure forms due	The Statement of Campaign Contributions and Expenditures, and Statement of Campaign Surplus is due.

Candidate forms



Form	Title	Description
3	Certificate in Respect to Charges that are Liens/ Taxes	Tax lien certificates are documents that outline properties with unpaid property taxes.
11	Nomination Paper	Nomination paper for mayoral or councillor candidates. Submitted before Nomination Day at an appointment with the Returning Officer
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 voter's lists. This is due one week after ordinary polling day.
12A	Declaration of Candidate Withdrawing from Nomination	This form is due no later than the day after nomination day if a candidate wishes to withdraw from the election.
15	Appointment of Agent	Form to appoint an agent to represent a candidate at a polling location.
16	Oath or Affirmation of Agent Representing a Candidate	This oath or affirmation must be made to appoint an agent to represent a candidate.
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.
17A	Oath or Affirmation of Appointment of an Official Agent	This oath or affirmation must be made to appoint an official agent and is required before any campaign contributions can be accepted.
40	Candidate's Campaign Contributions Disclosure Statement	This form lists the details of all contributions more than \$50 received by a candidate or official agent. This is due no later than 60 days after ordinary polling day.



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