



CANDIDATE GUIDE

TO MUNICIPAL ELECTIONS



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ADMINISTRATION OF MUNICIPAL ELECTION



RETURNING OFFICER

The municipal official (City Clerk, Stephanie Walsh) who is responsible for administering the election is the Returning Officer. In addition to the Returning Officer, council shall appoint an alternate Returning Officer to perform the duties of the Returning Officer in the event the Returning Officer cannot perform these duties. The Alternate Returning Officer for the 2025 election is the Executive Assistant to the Director of Corporate Services, Lisa Warren.

The Returning Officer is responsible for the administration of the election and is the person who will be able to give candidates all necessary information about the election.

POLLS

The City of Mount Pearl does not have a ward system (i.e. a geographic area that an elected councillor would represent) but rather council members are elected at large. Mount Pearl is divided into 30 polls which are assigned to specific polling stations

POLL 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 station on voting day. The Poll Clerk is responsible for keeping the written records of the voting.

MUNICIPAL COUNCIL INFO

MUNICIPAL COUNCIL COMPOSITION

In accordance with the City of Mount Pearl Act, Council consists of a mayor and 6 councillors. The mayor and councillors shall be elected in accordance with the Municipal Elections Act.

CAN A MAYORAL CANDIDATE RUN AS A COUNCILLOR TOO?

No, a candidate for mayor shall be nominated in the same manner as a councillor but shall run as a candidate for mayor only.

SELECTION OF DEPUTY MAYOR

At the first meeting after the election, the mayor and councillors shall elect one of the councillors to be deputy mayor.



BECOMING A CANDIDATE FOR COUNCIL



WHAT ARE THE QUALIFICATIONS TO RUN FOR COUNCIL?

In order to run for council (mayor or councillor) you must:

- Be eligible to vote in the municipal election.
- Not be in arrears of taxes or other charges payable to the city.
- Be ordinarily resident for a period of 30 days before the commencement of nomination period.

DISQUALIFICATIONS – COUNCIL

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 Mount Pearl Act where that election is held not more than 2 years after the date on which that person was dismissed as a councillor or their 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.

REQUIREMENTS TO PAY TAXES AND LIENS

To qualify for nomination to council, you must ensure that all municipal charges, taxes, and liens that are due have been fully paid prior to nomination day.

WHEN DO I FILE NOMINATION PAPERS?



RETURNING OFFICER

The period for the acceptance of nominations starts on Thursday, September 4 and ends on Thursday, September 11, 2025, between the hours of 9am and 4pm (excluding Saturday and Sunday).

Candidates are asked to make an appointment to file their nomination papers by contacting the Returning Officer, Stephanie Walsh, at 748-1148 or swalsh@mountpearl.ca.

A candidate shall be nominated by persons eligible to vote in Mount Pearl. 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.

A fee, in the amount of \$50, is required at the time of nomination and is not refundable.

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

CAN I CHANGE MY MIND ABOUT RUNNING FOR COUNCIL?

You can withdraw as a candidate up to 4 pm on Friday, September 12, 2025. Withdrawing as a candidate will forfeit your deposit. Failure to withdraw by this date will result in your name appearing on the ballot paper.

A person who has been nominated may withdraw their nomination by filing with the Returning Officer a written withdrawal and the nomination fee is forfeited.

KEY ELECTION CYCLE DATES

EVENT	DATE
Residency required to qualify as candidate	Tuesday, August 5, 2025
First day for nominations	Thursday, September 4, 2025
Last day for nominations	Thursday, September 11, 2025
Last day to withdraw nomination	Friday, September 12, 2025
Last day to return vote by mail envelope	Friday, September 26, 2025
Election Day	Thursday, October 2, 2025
Last day to apply for a recount	Sunday, October 5, 2025
Swearing-in ceremony	Tuesday, October 7, 2025 (tentative)
Last day to file campaign contribution and expense declaration form	Wednesday, December 31, 2025

CANDIDATE CHECK-LIST

- Review the key dates above provided for quick reference.
- Check to ensure that you are qualified to hold municipal office (page 4).
- Schedule an appointment with the returning officer to file your nomination papers during the period of Thursday, September 4 and ends on Thursday, September 11 between 9 AM and 4 PM (excluding Saturday and Sunday) (page 5).
- Authorize an official agent to represent you. Application must be made (in person) to the Returning Officer prior to 4pm on October 1, 2025 (page 10).
- Remove election signage, posters, and other advertising by October 9, 2025.
- File an “Oath or Affirmation of Campaign Contributions Disclosure” statement by December 31, 2025.

VOTERS LIST

VOTERS

A Canadian citizen who is 18 years of age or older is qualified to vote at an election where they have been ordinarily resident for the 30 days immediately before election day.

WHEN CAN I GET THE VOTERS LIST?

Once nomination papers are filed, the Returning Officer will provide the candidate with the list of voters.

WHAT ARE MY RESPONSIBILITIES FOR THE VOTERS LIST?

The list of voters can be used for electoral purposes only. This means that candidates can use the list for campaigning for election. Persons working on the candidate's campaign, and the candidate's agents in the polling stations can also use it.

Upon receipt of the voters list, candidates and persons who will be using the list are required to complete an "oath of secrecy" prescribed by Elections NL.

HOW DOES A VOTER DETERMINE IF THEIR NAME IS ON THE VOTERS LIST?

A voter can determine if their name is on the voters list by doing one of the following:

- Visit www.mountpearlvotes.ca to register, confirm or update your voter information online.
- Call 748-1146 to speak with a representative.

ELECTION CAMPAIGNS



ARE THERE RULES ABOUT CAMPAIGNING IN AN ELECTION?

You can begin campaigning at any time.

You can campaign on election day, however, a candidate or their agents cannot campaign or distribute campaign materials (physically or electronically, i.e. social media) at the polling station, or within 30 metres of the entrance to the polling station, and must remain respectful to all voters, the electoral process, the Returning Officer, and all other election officials. This includes not distributing election results until the results are officially declared by the Returning Officer.

WHAT ABOUT ELECTION ADVERTISING?

Signage - Municipal election signs are not to be erected earlier than 30 days before the date of the election (signs are not permitted to be placed before September 2, 2025). Prior to placing any election sign within the city, a candidate is required to make application and obtain one permit (\$250 deposit required).

All signs must be removed within seven days following the election (removed by October 5). If Council is not satisfied that the signs are effectively removed within the seven day time period, the candidate's \$250 deposit will be forfeited to the city. Any costs incurred by the city over and above the \$250 deposit shall be the responsibility of the candidate and the candidate will be invoiced accordingly. If signs are removed at the time of the city's inspection, the deposit will be returned to the candidate within 20 days from the date of the election.

City of Mount Pearl Logo - The use of the City of Mount Pearl logo(s) is reserved only for official city use. It is not permitted to be used in any candidates physical or digital materials, including social media/website graphics, signage, print mediums, etc

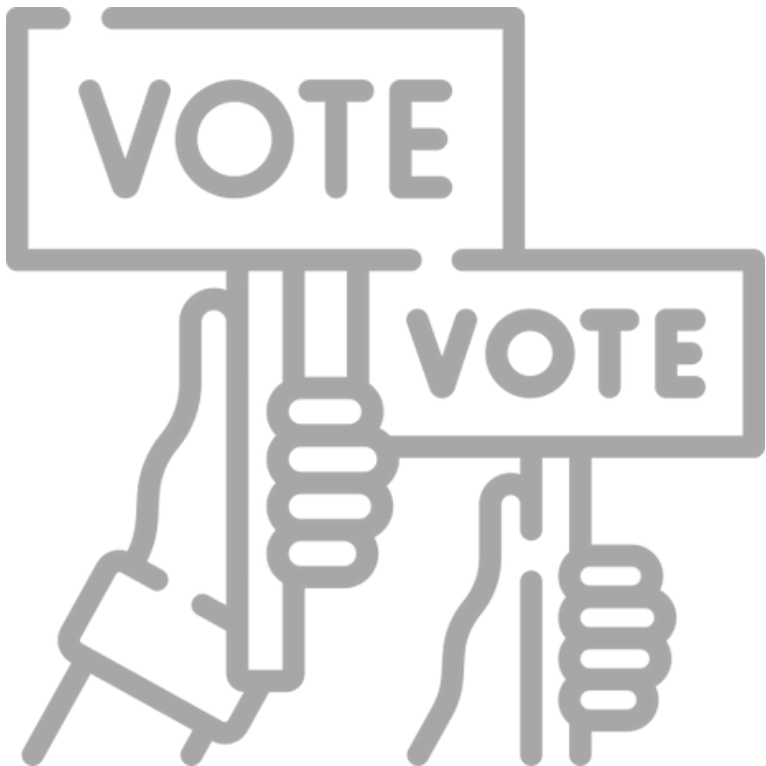
ELECTION CAMPAIGNS



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. All contributions of money, goods, or services received by a candidate with a value of over \$100 must be declared by the candidate when reporting on campaign contributions received. To value any goods or services received, one must use the equivalent lowest market value of the goods or services received as if they were sold.

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



VOTING PROCEDURES



VOTING BY MAIL

Registering for a Voter Kit

1. To vote by mail, residents must first register to receive a Voter Kit. Registration to receive a Voter Kit may be completed using the online registration system, visit www.mountpearlvotes.ca. To register, voters will complete a voter declaration form. Identification, that is satisfactory to the Returning Officer, must be supplied for each person registering in order to receive a vote by mail kit in accordance with the deadline established by the Returning Officer.

2. After a vote by mail application has been process and a vote by mail kit issued, **the recipient is deemed to have voted and is not eligible to vote at any other poll, including the advance poll.**

3. Immediately upon receipt of the voter kit, a voter may send their return envelope and ballot envelope by mail in accordance with the final deadline – as determined by Canada Post – which will ensure delivery to the City of Mount Pearl by 8 pm on election day. This deadline will be clearly indicated on the voting instructions included in the voter kit. Ballots received after 8pm on election day, regardless of postmark, will be considered spoiled and will not be counted.

4. In addition to mailing their return envelope and ballot envelope, voters will also have the option to:

i) Drop their return envelope and ballot envelope into a drop box located outside City Hall 24 hours a day up to 8pm on election day. Ballots received after this time will be considered spoiled and will not be counted.

ii) Drop their return envelope and ballot envelope into either polling station between 8am and 8pm on election day

VOTING PROCEDURES

VOTING IN PERSON

Who can be at the Polls?

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

What are the Voting Days and Times?

An advance poll will be held on Saturday, September 27, 2025 between 8am and 8pm at the Reid Community Centre.

Thursday, October 2, 2025 is voting day between 8am and 8pm, at various polling stations.



VOTING PROCEDURES



CANDIDATE'S AGENTS

Agents who represent candidates in an election shall be authorized by the Returning Officer before the date of the election. Application (in-person) must be made to the Returning Officer prior to 4pm on October 1, 2025.

AGENT'S RESPONSIBILITIES

Candidates and/or their agent authorized in writing are permitted to remain in the polling station during the conducting of the election and during the counting of ballots. Authorized agents are subject to the following rules:

- Agents will conduct themselves in a professional manner.
- Agents will remain silent and not interfere with the activities of election workers.
- Agents will address all questions to the Returning Officer or Deputy Returning Officer and will comply with their directions.
- Agents will be provided with an access pass and must wear it at all times while in the polling station or in the counting area.
- Agents may not handle any ballots or election material.
- Agents must maintain confidentiality and not divulge elections results.
- Agents must acknowledge, in writing, their agreement to observe the above-noted rules.
- Failure to observe the above-stated rules shall result in the agent being removed from the polling station and/or counting area

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 (8pm) to obtain results.

The **official results** will be declared by the Returning Officer no later than 12pm the following day, providing the names of 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.

VOTING PROCEDURES

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

Where a candidate in an election is defeated by 10 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 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 from the receipt of the request.

POST-ELECTION RESPONSIBILITIES

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

Within 90 days of election day, a candidate must file an “Oath or Affirmation of Campaign Contributions Disclosure” statement.

AM I ENTITLED TO A RETURN OF MY DEPOSIT?

Nomination Fee Non-refundable

Sign Deposit Refundable subject to signs being removed within 7 days of the election

Further information is available by contacting the Returning Officer, Stephanie Walsh, by phone at 748-1148 or by reviewing the following documentation:

- Municipal Elections Act (<http://assembly.nl.ca/Legislation/sr/statutes/m20-2.htm>)
- City of Mount Pearl Act (https://www.assembly.nl.ca/legislation/sr/statutes/c16.htm#13_)
- City of Mount Pearl Vote by Mail Regulations
- Election Sign Brochure ([mountpearl.ca/wp-content/uploads/2013/02/ Election-Sign-brochure.pdf](http://mountpearl.ca/wp-content/uploads/2013/02/Election-Sign-brochure.pdf))
- Make Your Mark Website (makeyourmarknl.ca)





CITY OF
Mount Pearl

CITY HALL
3 CENTENNIAL STREET
MOUNT PEARL, NL A1N 1G4
MOUNTPEARL.CA

Nomination Form and Declaration of Qualification by Candidate

We _____ and _____, being persons eligible to
Proposer Seconder
 vote in the Municipality of _____ (Ward ____), hereby nominate
 _____ of _____ for _____
Candidate Civic Address Mayor / Councillor
 (Ward ____) in the Municipality of _____.

 Signature of Proposer

 Signature of Seconder

I, _____, accept this nomination.
Candidate

Declaration

I further declare that:

1. I am a Canadian citizen who is 18 years of age or older;
2. I have been ordinarily resident in the municipality or area for at least 30 days before the date set for the commencement of the nomination period;
3. I am not in arrears of taxes or other charges payable to the Municipality; and
4. I am not otherwise disqualified under the *Municipal Elections Act*.

And I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same effect as if made under oath or affirmation and under the *Canada Evidence Act*.

Declared before me at _____ this _____ day of _____, 20____
Municipality Day Month Year

 Signature of Candidate

 Signature of Returning Officer

Nomination Form for Candidates Unable to be Present on Nomination Day

We _____ and _____, being persons eligible to
Proposer Seconder
 vote in the Municipality of _____ (Ward ____), hereby nominate
 _____ of _____ for _____
Candidate Civic Address Mayor / Councillor
 (Ward ____) in the Municipality of _____.

 Signature of Proposer

 Signature of Seconder

Declaration

I declare that _____:
Candidate

1. Is unable to be nominated in person;
2. Is a Canadian citizen who is 18 years of age or older;
3. Has been ordinarily resident in the municipality or area for at least 30 days before the date set for the commencement of the nomination period;
4. Is not in arrears of taxes or other charges payable to the Municipality;
5. Is not otherwise disqualified under the *Municipal Elections Act*; and
6. Accepts the nomination.

And I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same effect as if made under oath or affirmation and under the *Canada Evidence Act*.

Declared before me at _____ this _____ day of _____, 20____
Municipality Day Month Year

 Signature of Proposer or Seconder

 Signature of Returning Officer

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.**

I, _____, swear (or affirm) that:

Name

1. I will not unlawfully attempt to ascertain the candidate for whom an elector voted;
2. I will not help in the unlawful discovery of the candidate for whom an elector voted;
3. I will keep secret all knowledge that I may become aware of regarding the candidate for whom a person has voted;
4. 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 *Municipal Elections Act*;

Municipality

Date

Year

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.

(Where an oath is taken, add "So help me God".)

Signature of Official, Candidate, or
Candidate's Agent

Declared before me at _____ this _____ day of _____, 20____.

Municipality

Day

Month

Year

Signature of Returning Officer,
Commissioner for Oaths or Justice
of the Peace

Oath or Affirmation of Campaign Contributions Disclosure Where Individual Contributions (Money, Goods or Services) 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 municipal election held on _____, 20__ totalled \$_____ and that contributions exceeding the value of One Hundred Dollars (\$100.00), and included in the total amount above, were received from the following contributors: (Make additional copies of this form if more than five contributors.)

Table with 3 columns: Individual Name or Company, Civic Address, Amount. Includes dollar signs (\$) for the amount column.

(Where an oath is taken, add "So help me God".)

Signature of Mayor/Deputy Mayor/Councillor

Declared before me at _____ this _____ day of _____, 20__.

Signature of Commissioner for Oaths or Justice of the Peace

**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
municipal election held on _____, 20__ totalled \$_____ and that I did not receive any
one contribution exceeding the value of One Hundred Dollars (\$100.00).

(Where an oath is taken, add "So help me God".)

Signature of Mayor/Deputy
Mayor/Councillor

Declared before me at _____ this _____ day of _____, 20__.

Signature of Commissioner for
Oaths or Justice of the Peace

SCHEDULE "B"

OATH OF SECRECY



Office of the Chief Electoral Officer
39 Hallett Crescent
St. John's, NL A1B 4C4

OATH OF SECRECY

I, _____
(given names) (surname)

solemnly swear that I will hold secret and will not disclose to any person any information given me from the Register of Electors, the list of electors and/or all records placed under the responsibility and/or owned by Elections Newfoundland and Labrador or obtained from said Register, lists, or records by reason of my access thereto.

Signature of Deponent

Sworn before me at

this _____ day of _____ 20 _____.

Commissioner