

2025 Municipal Elections

Candidate Information Session



Marystown

Overview



Marystown

- Key Election Dates
- Roles of Council / Relationship to Staff
- Time Commitment
- Eligibility Rules
- Nomination Process / Campaigning
- Voters List and Voting by Proxy
- Scrutineers (Agents)
- Tie Vote
- Recounts
- Swearing-In and First Meeting
- Campaign Contributions
- Resources





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Key Election Dates

- Residency required to qualify as candidate – August 5, 2025
- Residency required to qualify as a voter – September 2, 2025
- Nomination Day – September 4, 2025
- Election period – September 4-October 2, 2025
- Advance Poll – September 20, 2025
- Sign Oath or Affirmation of Secrecy Deadline – October 1, 2025
- Deadline to obtain a Proxy Certificate – October 1, 2025
- Election Day – October 2, 2025
- Request for recount period – October 3-5, 2025
- Swearing in of Council – by October 16, 2025 (14 days)
- Campaign Contribution & Disclosure Deadline – December 31, 2025



What is the Role of Council?



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- Councillors have a responsibility to provide balance in decision-making, for sound financial oversight, effective communication, to maintain relations with other levels of government and to comply with relevant legislation
- There are five key areas of responsibility:
 - Balance for what is best for the community
 - Financial oversight
 - Communication
 - Provincial-Municipal relations
 - Comply with relevant legislation





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Role of Council cont'd...

- Represent interests of the residents & bring matters of concern before Council
- Be transparent and accountable
- Be available to residents and communicate information to residents
- Make decisions that are in line with Council's goals, the public interest, available resources, legislation and policies
- Comply with any applicable legislation, Town regulations and policies
- Prepare for & attend Council meetings & follow Rules of Procedure





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Role of Council cont'd...

- Prepare for & attend Council meetings & follow Rules of Procedure
- Declare all conflicts of interest
- Abide by and support all Council decisions
- Understand the roles and responsibilities of staff
- Not interfere with day-to-day administration
- Provide clear and consistent direction
- Listen to staff's advice while recognizing your duty to make up your own mind on issues





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Mayor's Duties & Powers

Mayor as Council's Presiding Officer (section 30-31, Towns and Local Service Districts Act, 2023)

The Mayor chairs Council meetings. In this role, a Mayor:

- Is familiar with rules of procedure and how to apply them consistently and fairly
- Votes like other Councillors but only speaks to a subject by leaving the chair
- Ensures municipal regulations are enforced
- Is subject to the direction and control of Council and abides by Council decisions
- Calls meetings
- Signs cheques, financial statements and other documents





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Mayor's Duties & Powers cont'd...

Mayor as Leader of the Community

The Mayor is the official head of the Town and in this role:

- Acts as the Town's official head and attends ceremonies and social functions to advance and promote Council objectives
- Promotes civic awareness and encourages citizens to become aware of Council activities
- Speaks publicly on behalf of Council (official spokesperson)
- Fosters positive relations and provides guidance and leadership

The Mayor's authority is often represented in the official Chain of Office.





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Mayor's Duties & Powers cont'd...

- The Mayor has no special authority over and above Council
- The Mayor or any other Councillor cannot act legally on behalf of Council without the approval and direction of Council





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Deputy Mayor's Duties & Powers

In the absence or incapacity of a Mayor, the Deputy Mayor has the powers, and exercises the duties, of the Mayor (the Deputy Mayor needs to be flexible to take on the Mayor's duties when needed)

(Reference section 32 of the Towns and Local Service Districts Act, 2023)





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Relationship of Council Staff

If the separate, but interrelated, roles of Councillors and staff are not clearly understood, there is potential for conflict between elected Councillors and municipal staff





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Principles of Effective Staff Relations

- Know what the staff are responsible for
 - Council should understand what staff do, their responsibilities and the limits of their authority
- Do not interfere
 - Council ensures senior staff perform their duties but an individual Councillor must not interfere with staff responsibilities or routine administrative/operational matters
- Listen to staff
 - Councillors are advised by staff who usually have a long-term understanding of municipal policies and operations. Council is responsible for making policy decisions while staff support the decision-making process and administer policy.





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Council/Staff Roles and Responsibilities



- Representing the community
- Setting direction and policy
- Overseeing and being accountable for public funds and trust
- Developing vision and goals
- Aligning people and resources with vision and goals
- Motivating and inspiring
- Measuring progress
- Being accountable and transparent
- Managing people and resources, information and actions to achieve goals
- Planning, organizing and delivering
- Being accountable to Council for work undertaken on their behalf





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Time Commitment

- Regular Council meetings take place at 7:00 p.m. on the first and third Tuesday of each month except July and August when meetings are reduced to one Tuesday a month to accommodate summer annual leave and possibly January depending on the New Year holiday.
- Committee meetings take place twice a month during the weeks prior to regular Council meetings (except July and August, possibly January) - there are 6 standing Committees of Council
 - Finance Committee
 - Planning & Economic Development Committee
 - Protection to Persons & Property Committee
 - Public Works Committee
 - Recreation Committee
 - Tourism & Special Events Committee
- Each Councillor usually sits on two Committees, as a Chair on one and a Co-Chair on the other
- The Mayor is ex-officio on all Committees





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Time Commitment

- Councillors will also attend special/privileged/ad-hoc meetings as required as well as meetings with Ministers, MHA's and other interested parties as required (sometimes travelling out of town)
- Councillors may attend conferences, seminars, workshops and conventions for training/networking purposes as well as events that promote or represent the Town – some training is mandatory
- Councillors may be asked to sit on external Boards or be a liaison
- Council and staff will require your time to discuss issues, as will residents and businesses, in order to make informed decisions
- Councillors will field many calls, emails and visits from residents and businesses, no matter the time of day
- Councillors are required to review all emails and documents (Council packages, proposals, etc.) that are forwarded to them by staff and others





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Time Commitment

- The time commitment for each member of Council will vary depending on his/her position, role on the Committees and responsibilities
- The commitment could require a significant amount of time beyond regular working hours
- There may be time requirements during your regular working hours – ensure your employer is supportive for the next four years
- Councillors need to be somewhat flexible and have a good understanding of the time commitment and how it will fit with already existing commitments (current work schedule, family, etc.)
- Certain times of the year will be busier than others ie., budget discussions, summer festival, staff recruitment, etc.
- Speak to a current Councillor regarding the time commitment





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Time Commitment

If you:

- have a sincere desire to make a positive difference in the community
- have a willingness to talk to, listen to and understand the public and their interests
- bring energy and enthusiasm to Council and the community
- are patient, as change takes time and the engagement and commitment of others
- have time to commit to the responsibilities of being on Council
- are a team player who works well with others and accepts various opinions
- have a passion for the community

then you should run for Council!





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Qualification of Candidates

A person is qualified if he/she is:

- eligible to vote in the election
- not in arrears of municipal taxes or other charges payable to the municipality
- ordinarily resident in the municipality for at least 30 days immediately before the Nomination Period begins
- a Municipal employee other than a clerk, manager or paid department head who has requested and received a leave of absence

(Reference section 15 of Municipal Elections Act, 2001)





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Qualification of Candidates

A person is not qualified if he/she is a:

- Clerk, manager or paid department head of Council
- Chief Administrative Officer of agency or group established by Council
- Member of House of Commons, Senate, House of Assembly or judge of Provincial or Supreme Courts
- Former member of Council who was dismissed from office within a two-year period prior to the election
- Former Councillor whose Council seat was vacated within a two-year period prior to election for tax arrears or failure to attend Council meetings for consecutive three months
- Former Councillor whose seat was declared vacant by Council for conflict of interest within a two-year period prior to election

(Reference section 15 of Municipal Elections Act, 2001)





Nomination Procedure

Marystown

- Nominations of candidates for the separate elections of Mayor and Council will be received between the hours of 8:00 a.m. and 8:00 p.m. on September 4, 2025, at the Marystown Municipal Centre
- Nominations are made by two persons eligible to vote in the municipality
- A non-refundable Nomination Fee Deposit in the amount of \$10.00 will be made payable at the time of nomination
- Candidate completes **MEF-02 – Nomination Form and Declaration of Qualification by Candidate**
- Use **MEF-03 – Nomination Form for Candidate Unable to be Present on Nomination Day**, as required

(Reference sections 16, 17 and 18 of Municipal Elections Act, 2001)

(Reference Town website or MACE website for necessary forms)





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Notice of Candidates

- The Returning Officer must post in at least two places in a municipality and in a newspaper in general circulation:
 - the Names of the nominated candidates
 - the Location of polling divisions, if election is necessary
- Notice must be posted within 7 days after Nomination period

(Reference section 19 of Municipal Elections Act, 2001)





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Withdrawal of Nomination

- A person who has been nominated may withdraw his or her nomination by filing with the returning officer a written withdrawal within 24 hours after the close of nominations
 - That candidate's name and address will not appear on the ballot
 - Nomination fee is forfeited

- If the withdrawal occurs after the close of the period for withdrawals of nominations and before close of the poll
 - That candidate's name and address will not appear on the ballot; or
 - If the ballot is already printed, public notice of the withdrawal will be made and the election will proceed as if that candidate had not been nominated
 - Nomination fee is forfeited

(Reference section 21.1 of Municipal Elections Act, 2001)





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Campaigning/Restrictions

- A candidate can begin campaigning at any time – signage is not to be erected earlier than 30 days prior to Election Day (September 2nd) – must be removed within 2 days
- A candidate is not permitted to place election signs on street poles in the municipality
- Signage should not obstruct visibility of pedestrians and traffic
- **No form** of the Town's logo, branding or flag is permitted on campaign signs, websites, social media pages, printed media, buttons, etc.





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Campaigning/Restrictions

- Campaigning can take place on election day however, a candidate or his/her agents shall not campaign or distribute or cause to have distributed campaign materials in an area that is less than 30 meters from the entrance to a polling station
- A candidate is responsible for all advertisements made on their behalf

(Reference section 36 of Municipal Elections Act, 2001)





Marystown

Voters List

- The Town will use the permanent voters list, which is maintained by Elections NL, for the 2025 Municipal Election
- Voters should ensure they are added to the voters list to avoid the need to swear-in on Election Day.
- Once a candidate has filed nomination papers, he/she can request a copy of the Town's voters list. Prior to being given a copy of the voters list, each candidate must complete Form **MEF-011 – Oath or Affirmation of Secrecy**

(Reference section 31 of Municipal Elections Act, 2001)



Are You on the Voters List?



Marystown

- A voter can confirm he/she is on the voters list by one of the following ways:
 - call the Town office at:
 - 279-1661 ext. 226 for the Returning Officer
 - 279-1661 ext. 236 for the Alternate Returning Officer
 - visit the Returning Officer at the Town Office, second floor





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Voters

- A Canadian citizen who is 18 years of age or older is qualified to vote at an election where he or she has been ordinarily resident for the 30 days immediately prior to the election in the municipality (September 2nd)
- The voter shall vote in the polling division in which he or she ordinarily lives on Election Day as determined by the rules of residency set out in the Municipal Elections Act
- A voter shall not vote in more than one polling division

(Reference section 24 of Municipal Elections Act, 2001)





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Advance Poll

- The Advance Poll provides an opportunity for residents, who are not available to vote on Election Day, to cast their vote
- The Advance Poll will take place on Saturday, September 20, 2025, from 8:00 a.m. to 8:00 p.m. at the Marystown Municipal Centre





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Proxy Applications/ Certificates

- Voting by Proxy - one qualified voter in the same municipality votes on behalf of another voter who cannot be present on Election Day
- Impeditive Voter – the voter who is not present
- Returning Officer will provide Form **MEF-11 – Proxy Application** to either the impeditive voter or to his or her proxy
- Deadline to complete **MEF-11 – Proxy Application** and return it to the Returning Officer to receive an **MEF-12 – Proxy Certificate** is 4:00 p.m. on October 1, 2025





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Voting by Proxy

- Only one Proxy Certificate will be issued for any one impeditive voter – these forms are tracked!
- A person may act as a proxy voter only once in any municipal election
- Proxy voter must give the proxy certificate to the Deputy Returning Officer at the polling division where the impeditive voter is entitled to vote in order to vote on behalf of the impeditive voter
- Proxy voting is not permitted on Advance Poll Day

(Reference section 27 of the Municipal Elections Act, 2001)





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Election Day

Election Day will take place on Tuesday, October 2, 2025, from 8:00 a.m. to 8:00 p.m. with polling divisions set up in the following locations:

- Summer Games Building (3 divisions)
- Lions Club Building (6 divisions)
- Little Bay Heritage Centre (1 division)
- Salvation Army Citadel (3 divisions)
- Heritage Baptist Church (1 division)





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Election Day cont'd...

- On Election Day, candidates and/or their agents may be present at a polling station - agents must be authorized in writing by candidate, must be sworn in by 4:00 p.m. the day before the election (October 1st) and only one agent for each candidate is permitted at each polling station (ID badges to be provided for agents)
- Candidates and/or their agents must have completed **MEF-10 – Oath or Affirmation of Secrecy** (by 4:00 p.m. on October 1st)
- All candidates, agents and/or voters will be prohibited from using cellular devices inside the polling stations for campaign purposes or any other purpose that is disruptive, jeopardizes the secrecy of vote, etc.





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Election Day cont'd...

- All election officials, candidates and agents will be prohibited from using cellular devices to relay results prior to them being called in to the Returning Officer and made public.
- Once the polls have closed, the ballots are to be counted and the results called in from each polling station. Sealed ballot boxes are to be delivered to the Marystown Municipal Centre

(Reference sections 36, 39 and 51 of the Municipal Elections Act, 2001)





Marystown

Tie Vote Procedure

- When votes are counted, if two or more candidates have an equal number of votes where both or all of those candidates cannot be elected, the Returning Officer is required to:
 - write the names of those candidates on separate, identical sheets of paper
 - fold sheets in an identical manner to conceal names
 - deposit them into a receptacle and withdraw the number of sheets necessary to elect candidates
 - declare the candidate(s) whose name(s) appears on withdrawn sheet to be elected

(Reference section 60 of the Municipal Elections Act, 2001)



Declaration of Election Results



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- The Returning Officer must
 - Publicly declare the election results by noon on the day following the election
 - Post a notice in a conspicuous place indicating the number of votes received by each candidate in the election





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Recounts

- When a candidate is defeated by **10 votes or less**, the Returning Officer must conduct a recount, if the candidate requests
- Council may set a higher number than 10 - the number set for the Town of Marystown is 10
- The request for a recount must be made within 3 days of the election and commence within 3 days of the request

(Reference section 62 of the Municipal Elections Act, 2001)





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Swearing-In and First Meeting

- Newly elected Councillors must be sworn in within 14 days following the election
- The first meeting of the new Council must be held within 14 days of the election (Marystown usually does both consecutively)
- Staff will conduct an orientation for new and returning Councillors





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Campaign Contributions

- Within 90 days of the election, elected candidates must file with the Returning Officer either:
 - MEF-19A Oath of Affirmation of Campaign contributions Disclosure Where Individual Contributions Exceeded \$100.00 (keep track of contributions!)
 - MEF-19B Oath of Affirmation of Campaign contributions Disclosure Where Individual Contributions Did Not Exceed \$100.00

(Reference section 67 of the Municipal Elections Act, 2001)





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References

Candidates should familiarize themselves with the following:

- Towns and Local Service Districts Act, 2023
(<https://www.assembly.nl.ca/Legislation/sr/statutes/t06-2.htm>)
- Municipal Elections Act, 2001
(<https://www.assembly.nl.ca/Legislation/sr/statutes/m20-2.htm>)
- Make Your Mark Website
www.makeyourmarknl.ca
- **Municipal Council Handbook, 2021 Interim Edition (New book pending)**
(<https://www.gov.nl.ca/mpa/files/Municipal-Council-Handbook-2021.pdf>)

Once a member of Council, there are a number of policies and other documents that each Councillor will need to be familiar with – many are on the Town's website already.





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**Any
Questions?**

