

  
Portugal Cove  
St. Philip's

# PCSP

## *Votes*

Candidate Information  
Municipal Election 2025



## **Congratulations on making the decision to run in the 2025 Town of Portugal Cove-St. Philip's Municipal Election!**

The following is provided for your information should you be nominated and for use during your election campaign:

### **Qualification**

A person is qualified to be nominated as a candidate for councillor who:

- is eligible to vote in an election held under this Act in the municipality in which he or she is nominated to serve as a councillor;
- is not in arrears of taxes or other charges payable to the municipality; and
- is ordinarily resident for a period of 30 days before the commencement of the nomination period either in the municipality or in an area that on election day is part of a municipality.

*You can withdraw as a candidate up to 4:00pm on Friday, September 5, 2025.*

Withdrawing as a candidate will forfeit your nomination fee. 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.

## Disqualification

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. This does not apply to volunteer fire fighters who are not a fire chief.
- 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.
- Where he or she was dismissed as a councillor or his or her seat as a councillor has been vacated under paragraphs 45(1)(b) or (g) or subparagraph 45(1)(h)(ii) of the Towns and Local Service Districts Act; or where that election is held not more than 2 years after the date on which that person was dismissed as a councillor or his or her seat was vacated or declared vacant.
- If they are a member of the House of Commons, the Senate of Canada, or House of Assembly, a Judge of the Supreme Court or the Provincial Court of the province.

## Administration of Municipal Election

The municipal official (Town Clerk, Claudine Murray) who is responsible for administering the election is the Returning Officer. In addition to the Returning Officer, council appointed Tracy Simmons, Director of Corporate Services, as the alternate Returning Officer to perform the duties of the Returning Officer in the event the Returning Officer cannot perform these duties.

The Town has one polling station for the Advance Poll which is located at the Town Hall. And there are two polling stations for the election day: the Royal Canadian Legion , Branch #10 and the PCSP Recreation Centre on Rainbow Gully Road. A Deputy Returning Officer and a Poll Clerk will be appointed for each poll booth which is divided by last name. The Deputy Returning Officer is responsible for the management of the polling booth on voting day. The Poll Clerk is responsible for keeping the written records of the voting.

**Claudine Murray**  
**Returning Officer**  
**[claudine.murray@pcsp.ca](mailto:claudine.murray@pcsp.ca)**

**Tracy Simmons**  
**Alternate Returning Officer**  
**[tracy.simmons@pcsp.ca](mailto:tracy.simmons@pcsp.ca)**

## Nomination Procedure

A proposer and seconder shall nominate the candidate in writing, both of whom shall be present. The candidate shall also sign signifying his or her acceptance.

The Town has one Mayoral election at the same time as the election for six councillors. A candidate for mayor shall be nominated in the same manner as a councillor but shall run as a candidate for mayor only. The Deputy Mayor is elected by the new Council through a secret ballot at their first meeting.

A candidate prior to accepting their nomination shall deposit a sum of \$10 to the Returning Officer.

## Notice of Candidates

The Returning Officer shall give notice of the names of the candidates, and the time of the election and the location of polling booths and Vote-by-Mail drop box.

## Voting Methods

- 1. In-person:** at the Advance Poll on Thursday, September 25<sup>th</sup>. The Advance Poll will take place in PCSP Town Hall Council Chambers, located on 1119 Thorburn Road.
- 2. In-person** on Election Day on Thursday, October 2<sup>nd</sup> at the assigned polling sites of the PCSP Recreation Centre, and the Royal Canadian Legion, Branch #10.
- 3. Vote By Mail Kit:** a voter can request a kit be mailed to their home. The kit includes a declaration sheet to be signed and a ballot for Mayor and for Councillors, along with necessary envelopes and postage. The voter simply drops their return envelope to any Canada Post box by Wednesday, September 24<sup>th</sup> or drop it at the Town Hall drop box (PCSP Library/Planning entrance at the back of Town Hall building) from Thursday, September 25<sup>th</sup> to Wednesday, October 1<sup>st</sup>.
- 4. Vote By Proxy:** An impeditive voter may sign a proxy application affirming they, and their chosen proxy, are qualified voters. The Proxy uses the proxy certificate to vote on behalf of the impeditive voter on election day. Please NOTE that no person can act as a proxy voter for more than one impeditive voter in any one election.

## Campaigning

- Campaigning is not permitted until your nomination is accepted.
- A candidate or his/her/their agents shall not place campaign signage in an area that is less than 30 metres from the entrance to a Polling Station/VBM Drop Box.
- The List of Voters shall be complete by September 2<sup>nd</sup>. In addition, the returning officer shall, upon satisfactory proof being provided to her, correct an error or omission by inserting or omitting the name of a qualified voter up to close of business on the day preceding the election. On election day, a person whose name has been omitted from the list of voters and is qualified to vote may vote at an election upon taking an oath or affirmation in the required form. Upon the request of a candidate, the Returning Officer shall supply a copy of the list of voters to them.
- Campaign signage must adhere to section 77(2) to the Town's Development Regulations

## Oath or Affirmation of Secrecy

### Candidates

As a candidate, you are entitled to visit the polling station during the Advance Poll (Thursday, September 25<sup>th</sup>, 2025) and on Election Day (Thursday, October 2<sup>nd</sup>, 2025). If you wish to take advantage of this opportunity, you are required to complete an "Oath or Affirmation of Secrecy". You must complete and sign this form in the presence of the Returning Officer. Completion of the "Oath or Affirmation of Secrecy" will also enable release of the Voters List for your election use.

### Agents

You are also entitled to have an agent in attendance at the Advance Poll, Election Polling Stations on Election Day and Vote By Mail counting at the end of Election Day. Candidates are advised that they are only permitted to have one agent present per polling station. These agents may be interchanged; however, when one agent arrives at the building, the other agent must leave the building. Agents must complete the Oath or Affirmation of Secrecy form in my presence, prior to 4:00 p.m. Wednesday, September 24<sup>th</sup> (before Advance Poll), or 4:00 p.m. Wednesday, October 1<sup>st</sup>, 2025 (before Election Day).

## Candidate Supplementary Information

The Town of Portugal Cove – St. Philip’s would like each candidate to submit a headshot photo (no group shots please) and a maximum 500 word biography to [elections@pcsp.ca](mailto:elections@pcsp.ca). This will be posted on the Town’s website on the Election page, in addition to any electoral information to share publicly (i.e, Town of Portugal Cove-St. Philip’s official social media accounts and publications).

Nominated candidates should use the following when submitting a photo:

- ✓ On a plain or neutral background with no objects, language or branding with any personal or professional affiliations (i.e, social media handles, email addresses, etc).
- ✓ Clothing and/or accessories without logos, symbols or markings.
- ✓ Headshot format; photo should be of the subject with head and torso in the frame.



*Deadline to Submit: Monday, September 8<sup>th</sup> prior to 9:00 am NST. Failure to submit will include a blank image on the stated forms of promotion above.*

## Meet the Candidates Session

The Killick Coast Chamber of Commerce will be holding a “Meet the Candidates” session. This session will require each candidate to answer a few pertinent questions and to introduce themselves along with their agendas.

*September 18<sup>th</sup>, 7:00 pm in the PCSP Recreation Centre. Please visit the Town of Portugal Cove-St. Philip’s official social media accounts (Facebook, @townofpcsp; Instagram, @pcspnl) and website [pcsp.ca](http://pcsp.ca) for updates.*

## Vote-by-Mail (VBM)

An eligible voter may request online, by phone or in person a VBM Kit. This includes a Declaration Sheet and a ballot for Mayor and a ballot for Councillors. It also contains an envelope for the ballots and pre-paid postage envelopes.

If a person is not on the Voters List, they must prove their identity or sign an oath or affirmation in person where they will be added to the voters list and be given a VBM Kit.

## Proxy Voting

Any voter who is unable to vote in the Advance Poll or on Election Day may vote by proxy. Proxy applications can be found online (<https://pcsp.ca/local-government/elections/>) or at the PCSP Town Hall. The deadline for making application to vote by proxy is 4:00 p.m., Wednesday, October 1<sup>st</sup>. All applications must be received at the PCSP Town Hall by the noted deadline.

Proxy Certificates will be available for pick up by Wednesday, October 1<sup>st</sup>. All certificates will have to be picked up by 4:00p.m.

**No certificates will be issued on Election Day (Thursday, October 2<sup>nd</sup>, 2025).  
No person can act as a proxy voter for more than one (1) impeditive voter in any one election.**

If residents have any questions about the proxy process, please contact the Returning Officer, Claudine Murray.

## Additional Information on the Election Process

Please visit the following websites for additional information on the municipal election process:

- <https://pcsp.ca/local-government/elections/>
- <https://makeyourmarknl.ca> (MNL Make Your Mark Campaign)
- <https://www.canada.ca/en/public-service-commission/services/politicalactivities/candidacy-request.html> (Notice to Federal Public Servants)
- <http://www.mae.gov.nl.ca/training/index.html#elections> (Department of Municipal Affairs)

**Personal and professional cameras, video equipment, cell phone and mobile device use is strictly prohibited at the Town Hall on Advance Poll Day, and at the Polling Stations on Election day. This includes recording equipment whether audio or visual on cell phones, apps, tablets, computers and other devices (i.e, pocket cameras, live streaming devices, microphones in all forms). Unless previously authorized by the Town of Portugal Cove-St. Philip's.**

## Voters List on Election Day

Can a resident's name be added to the voters list on Election Day? The answer is YES!

On Election Day a resident can visit the polling booth assigned to their street/road and make the required Oath or Affirmation. Proper identification showing their civic address will be required.

A resident/voter who refuses to take the required oath or affirmation, shall not be permitted to vote.

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## Election Results

The election results released on election night are the unofficial results. You and/or your agent(s) are welcome to be present at PCSP Town Hall at the close of polls (8:00pm) to obtain results.

The official results will be declared by the Returning Officer no later than 12:00pm 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.

## Recount

Where a candidate is defeated by 10 votes or less, the Returning Officer must, upon the request of the candidate, conduct a recount of the ballots cast. The cost of this recount is by the Town of PSCP. A request for such a recount must be made by the candidate to the Returning Officer within three days after the date of the election and be commenced by the Returning Officer within three days of the receipt of the request.

## Campaign Contributions and Disclosure Requirements

Candidates are advised of campaign contribution disclosure requirements whereby the elected candidate will be required within 90 days of their election to file a disclosure with the Returning Officer.

There are two forms:

- Oath or Affirmation of Campaign Contributions (Money, Goods, or Services) Disclosure Where Individual Contributions Exceeded \$100; **or**
- Oath or Affirmation of Campaign Contributions (Money, Goods, or Services) Disclosure Where Individual Contributions Did Not Exceed \$100).
- Anonymous contributions shall be given to the Council to use to offset the cost of the election.

Therefore, please note the necessity to maintain appropriate records of any campaign contributions you receive.

*Please refer to Section 67 of the enclosed Municipal Elections Act for further information on the above.*

# PCSP

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**elections@pcsp.ca**



**pcsp.ca/local-government/elections**