



**Elections Nova Scotia
Candidates' Handbook
(non-financial)**

Published by the Chief Electoral Officer



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1 Candidate Overview

1.1 When does a candidate become a candidate under the *Elections Act*?

There are four distinct definitions for the term "**candidate**".

A "**nomination candidate**" means a person who is campaigning to become a registered party's candidate for election in an electoral district.

A "**prospective candidate**" means a person who self-declares, or is declared by others with the individual's consent, to be a candidate, and is not covered in this handbook.

A "**registered candidate**" means a person who has been registered pursuant to Section 203 of the *Act*. An individual shall apply to be registered under this Section at the earliest of the date on which the official agent of the individual:

- a) accepts a financial contribution;
- b) accepts a transfer of funds from a registered party or an electoral district association; or
- c) incurs an expense in anticipation of an election.

In non-election years, all registered candidates are required to complete and file an annual financial report with ENS. The due date is March 31st of the following year.

A "**candidate**" means a person who has been officially nominated as a candidate by filing completing their nomination forms and having them accepted by the returning officer (see Section 67 of the *Act*) .

Many of you reading this handbook have recently successfully completed the nomination process for running in one of the province's 55 electoral districts for one of the registered parties and are now a "candidate"; or, you've decided to run for election in an electoral district and are now what the *Elections Act*

refers to as a "prospective candidate". You are "a person who self-declares, or is declared by others with the individual's consent, to be a candidate" as described in Section 2(y). If you've self-declared, you are running as an independent and all the rules that follow will apply to you unless otherwise stated.

If you are not intending to run as an independent candidate, you are then considered a "**nomination candidate**" meaning a person who is campaigning to become a registered party's "**candidate**". See Section 2(v).

If the writ of election has **not** been issued, you must become a "**registered candidate**" as soon as you raise or spend money on your campaign. In fact, you can't present yourself as a candidate for a registered party until the Chief Electoral Officer (CEO) provides notice that your registration application has been approved. To become a registered candidate, you need:

- an official agent;
- a letter from the party leader or designate endorsing you as the party's candidate for that electoral district (without this letter you will be identified as an independent candidate by Elections Nova Scotia (ENS)); and
- to have your application (Form 1-1) submitted to ENS and approved by the CEO to become a registered candidate.

The requirement to register can be found in Section 203 of the *Elections Act*. This section was introduced to help ensure a level playing field for all candidates in the lead up to an election. Any funds raised before a writ is issued must be recorded and reported. This requirement ensures that no individual contributes more than the \$5,000 per year to a party, all its electoral district associations (EDAs) and its candidates combined.

A letter from the party leader is required before a party's name can be shown under a candidate's name on all ballots and campaign materials. This

requirement prevents a rogue candidate passing themselves off as a party's candidate and confusing the local electorate.

If you become a prospective candidate after the writ is issued, you are automatically registered when your nomination documents are accepted by the Returning Officer (RO) as per Sections 63 to 74 of the *Act*. You will need to complete your nomination form dated within the writ period and include:

- an official agent;
- a letter from the party leader or their designate endorsing you as the party's candidate;
- \$200 deposit (money order, certified cheque or cash only);
- an auditor licensed to audit by CPANS (Chartered Professional Accountants of Nova Scotia);
- the names and residential addresses of at least five electors in the electoral district you are representing who support your nomination; and
- a signed oath by each of them that they are eligible to vote in the electoral district.

For more detailed information on these requirements please download Form 105, Guide to Form 105, and the Official Agent's Handbook from the ENS website www.electionsnovascotia.ca. Instructional videos are also available online.

2 Administration of an Election

2.1 Returning Office: Your Key Point of Contact during an Election

Each of the 55 electoral districts in Nova Scotia has a returning office that is normally strategically located within the district.

Each office has a core staff of five managed by an RO who is responsible for administering the election on behalf of the CEO.

The assistant returning officer (ARO) is the primary assistant to the RO. Either the RO or the ARO will be in the office during its public hours (Monday through Saturday from 9:00am to 6:00pm). In the absence of the RO, the ARO has full authority to act as RO, with the exception of the acceptance of nomination forms. If an RO is unable to carry out their duties, the CEO may appoint the ARO as RO in an acting capacity for the duration of the election.

The third core staff member is the revision assistant. Their duties include: making changes to the list of electors as a result of target enumeration or electors' requests, adding the names of electors who registered during election day polls, and checking off the names of those who voted on the list of electors. They are responsible for conducting the write-in-ballot poll and managing the Write-in Ballot Team. They assist, when required, the two presiding officers (the fourth and fifth core staff members) who conduct the returning office continuous poll for both in-district and out-of-district electors.

To hold these positions, the five core staff members must be qualified electors in the province. The returning officer has the additional requirement of residing in the district they manage.

Returning officers and their staff follow direction from the operations staff at ENS's head office. Under the *Elections Act*, the CEO has overall responsibility for the conduct of provincial elections within Nova Scotia.

The returning office will be your key point of contact during the election for the

following:

- filing your nomination form;
- receiving tax receipts and the election calendar;
- obtaining copies of the lists of electors in your electoral district at three points during the election;
- information about the different ways electors can vote during an election;
- daily information on who has voted at the continuous, write-in or advance polls;
- access to the documentation for electors added to the list during the election;
- locations for all polling locations;
- the polling division numbers at each polling location;
- informational pamphlets on the different ways to vote;
- information pamphlets on the rights and responsibilities of your scrutineers when observing the voting process during continuous, advance and election day voting at the polls;
- answering any questions you may have;

initiating a complaint under the Act; and,

- holding the official addition of the votes two days after election day
- receiving the electronic or paper versions of the lists of electors returned after the election

3 Maps

ENS produces several map products in support of an election event. These map products include the Electoral District map and the Poll Location Catchment maps. A Map Guidebook online tool is offered on ENS website that allows for interactive viewing and printing of polling division maps and street keys for an electoral district.

The electoral district map identifies the geographic boundary of an electoral district and all polling division boundaries within the district. Other reference information available on the map include streets, place names, water features, etc. This map is produced prior to the issuance of the writ.

The Poll Location Catchment map identifies all election day polling locations and the polling divisions assigned to them. It contains all the same information as the electoral district map, however, poll divisions are colour coded to their associated election day polling location. This map product is generated and distributed only during an election event and once all poll locations have been confirmed by the RO.

As a nominated candidate you are entitled to receive one hard copy of the Electoral District map and Poll Location Catchment map of the electoral district in which you have become a candidate. Additional hard copies of the maps are available from ENS headquarters at a cost of \$22.08 (2020 rate) plus tax per copy. Digital copies of the maps may be downloaded from the ENS web site at <https://electionsnovascotia.ca/electoral-maps>. The online maps and map tools, i.e., the Map Guide Book, polling division maps and associated street keys may be downloaded and printed anytime.

4 List of Electors

4.1 Things you should know about the list of electors

In Nova Scotia, under the *Act*, ENS maintains a permanent register of electors from which the list of electors is drawn for each electoral event. At the call of the election, a list of the active registered electors is extracted from the register of electors and provided to the ROs to use with the Election Management System.

The list of electors and the elector registration process serves to maintain the public's trust in the integrity of the voting process. The Election Management System (EMS) is used to maintain electors' information during the election and to produce the Preliminary, Revised, and Official lists of electors during the election. The lists identify electors who are eligible to vote and indicates who has cast their vote at the various voting opportunities offered during the election event.

4.2 Nova Scotia Register of Electors

The register of electors is a database of electors in Nova Scotia that is continuously updated. The register contains each elector's name, date of birth, residential address, and mailing address in addition to other information that identify the elector.

Individual elector records are updated from various sources of information, such as Nova Scotia's vital statistics records, Registry of Motor Vehicles, Elections Canada's National Register of Electors, updates from municipal elections in Nova Scotia and from electors themselves. The updating of elector records involves matching information from these sources to the register to incorporate address changes, deaths, name changes, etc.

Your RO will offer you three different snapshots of the list during an election: the Preliminary, Revised, and Official List of Electors. When you receive each copy, it will be the most current and complete list available of active electors at

that time. Each time you receive a copy of the list of electors you will be required to initial Form 109. All digital or hard copy lists of electors received must be returned to your returning office at the end of the election; Form 109 will be updated with the returned lists information.

4.3 Preliminary List of Electors

Once you become a nominated candidate, you will be offered a copy of the certified Preliminary List of Electors for your electoral district no later than the day following the close of nominations. It may be available earlier depending on how much target enumeration is being done in the district and the number of revision updates that the staff need to complete before it is ready for distribution. Your RO will call your campaign office when the preliminary list is available for pick-up. Electors who have cast their vote at one of the early voting opportunities up to the date the list was certified will be marked on the list as having voted.

4.4 Revised List of Electors

The Revised List of Electors is prepared and certified at the end of voting on the day before the advance poll begins on the second Saturday before election day. It includes all changes made to the electors' information and all electors who were added to the list up until that time. All electors who have cast their vote at any early voting opportunity will be marked as having voted. This list is used at the advance polls. Your RO will call your campaign office when the Revised List is available for pick up.

4.5 Official List of Electors

The Official List of Electors is prepared and certified on the Sunday before election day. It includes all changes made to the electors' information and all electors who have been added up until that time. All electors who have cast their vote at any early voting opportunity will be marked as having voted. This list is used at the polls on election day. Your RO will call your campaign office when the Official List is available for pick up.

4.6 Final List of Electors

As the name suggests, once the election is over and all election day additions and revisions have been made to the List of Electors and all those who voted on election day have been marked off, the Final List of Electors is produced. As a candidate, you are not entitled to a copy of this list. Only the elected members of the Legislative Assembly are entitled to receive the final list of electors of their electoral district. The Final List of Electors for an electoral district is also provided to the registered parties who ran a candidate at that district. This list is used to compile the statistics reported in the "Statement of Votes and Statistics", the first of the official reports by the CEO on the election, presented to the Members of the Legislative Assembly and then released to the public.

The Final List is also used to determine the maximum election expenses spending limit and the reimbursement amounts for your campaign.

4.7 Revision

Revision is the term used to identify the additions and changes to the lists of electors. Because all returning offices across the province will access our central database, changes made in one electoral district may impact another district.

As an example, an elector who has recently moved from Sydney to Yarmouth arrives at the returning office in Yarmouth to vote at the continuous poll. The revision assistant changes the residential address of this elector from their Sydney address to their current Yarmouth address and marks them as voted. This change is done in the central database, and the elector's name will no longer appear at the Sydney address. Similarly, an elector who is reported as deceased will be marked as such on the list for all districts to know. The benefits of the central database are that it provides each returning office with the most current elector information and reduces the likelihood of an elector voting more than once. It also improves the accuracy of the lists of electors offered to your campaign throughout the election.

You or your agents are welcome to observe the revision process. The revision process is governed by the *Act*; electors who apply to be added to the list or change their address must either provide identification documents, which confirm their identity and residence, or make and sign a declaration in person. A list of acceptable identification documents can be obtained from the ENS website or your local returning office.

Enumeration is another method for revising the electors' information during an election. Before the release of the certified Preliminary List of Electors, the RO may appoint enumerators to canvass areas of new residential development or areas of high turnover of residents to update the list.

Note: If, during your canvassing, you or your agents find areas where electors are not on the list, please **make note of the area where the problem exists and** inform your RO to assist them in improving the list of electors. Should you become aware of individual electors who are not on the list or require a change of address, suggest that they visit the ENS website (electionsnovascotia.ca) to use the online registration tool to add themselves or change their information on the list before going to vote. Also you may inform them that they can still be added to the list of electors or have their information revised at the polling location when they go to vote. Then, they will be asked to either show acceptable identification to confirm their identity and current residence, or, if they do not have identification or are being added to the list, sign a declaration, before they cast their vote. If they need assistance in voting, they should be asked to contact the returning office.

4.8 Use of the List of Electors

Once your nomination has been accepted by the RO, you are entitled to receive copies of the list of electors as they become available. The RO will offer you an electronic copy of the certified Preliminary, Revised, and the Official Lists of Electors. You will also be asked if you want a hard copy of each list in advance. You will not automatically be provided hard copies of these

lists. When a list of electors is provided, you must read and sign a declaration that requires you and your agents to use the list for electoral purposes only, to collect and return to the returning office all copies of the list and to destroy all digital copies of the list after election day.

4.9 Security and Privacy

To avoid security breaches leading to a loss of personal information or to unauthorized access, use or disclosure of such information, ENS supports policies with strong procedures: senior staff accountability, signing of non-disclosure and confidentiality statement, election officers oath to preserve the privacy of information accessed on the job, least privilege access policies, and strong authentication processes to application systems that access elector's information, staff training, and promoting a culture of privacy and security. Any digital media with elector information that we release to candidates and political parties are both encrypted, and password protected, and its distribution is controlled.

Once we pass an elector list file to you and your campaign staff have decrypted it with your personalized password and saved the file to a personal computer or storage device, ENS loses the ability to control its use. It becomes your sole responsibility to maintain the privacy of the personal information that has been provided to you and to educate the members of your campaign team about the importance of safeguarding elector files and being vigilant with their use.

After an election, you are required to return all copies that you have received or made to the returning office, along with all copies of USB sticks provided and sign off on (Form 109)

4.9.1 Privacy Breach Protocol

If a security breach does occur, it is important for you to take steps to address the issue immediately. This process is called a privacy breach protocol. The list below is a suggestion to help guide you and your campaign team through this process.

a) Identify the privacy breach

- i. If the potential of a privacy breach has been identified, it is important to establish the date, time, type, and extent of the breach.

b) Immediate remedial action

- i. Identify what action needs to be taken to contain/stop the breach. You and your campaign team could consider the following:
 1. Were all the copies destroyed as you attested to, and if not, what steps must be taken to secure and destroy any remaining copies?
 2. Were any copies of the list of electors shared inadvertently, and if so, what steps can be taken to contact the recipient(s) in an effort to contain the breach?
 3. Will the breach allow any unauthorized access to the list of electors, and if so, what steps can be taken to reasonably avoid any additional breach?
 4. If you determine that any electronic device or paper records containing the list of electors has been stolen, have you contacted ENS and the appropriate law enforcement authorities?
- ii. Are any of your copies of the list of electors missing, and if so what steps could be taken to account for all the lists?
 1. Were all the copies destroyed as you attested to, and if not, what steps must be taken to secure and destroy any remaining copies?
 2. Were any copies of the list of electors shared inadvertently, and if so, what steps can be taken to contact the recipient(s) in an effort to contain the breach?
 3. Will the breach allow any unauthorized access to the list of electors, and if so, what steps can be taken to reasonably avoid any additional breach?
 4. If you determine that any electronic device or paper records containing the list of electors has been stolen, have you contacted ENS and the appropriate law enforcement authorities?

c) Internal notification

- i. In the case of a breach, it is important that you inform your campaign team so they can assist with the investigation.

d) Investigation and documentation

- i. It is important to determine the extent/scope of the breach and who is involved. When investigating a breach, you should document evidence about the incident to determine the series of events that led to the breach?

e) External notification

- i. If you or your campaign team determine that the privacy of the list of electors has been breached, it is necessary to inform key stakeholders. You should report the breach to the RO in your electoral district and ENS. After reporting the privacy breach to ENS, you and your campaign must consider whether one or more of the following need to be notified:

1. Individual(s) whose privacy has been breached on the list of electors;
2. law enforcement authorities; and/or
3. The general public or media outlets.

f) Follow-up and long-term remedial action

- i. Based on the nature of the privacy breach you and your campaign team will need to determine what steps are necessary for follow-up and remedial action. The steps you choose to take could impact your reputation if the issue becomes public. You may need to seek legal counsel to advise you on the action to take.

5 Your Campaign Team and the Election Process

Although the CEO and the RO for each electoral district have the primary responsibility for the administration of the election, the legislation provides for the participation of registered parties in the process. Also, by policy, the CEO asks the ROs to seek the input of the local EDA and candidate campaign representatives of each registered party on certain issues.

A good working relationship between ROs and their local executive members of the registered parties and official agents is important in the electoral process, including in the following matters.

5.1 Establishing Polling Division Boundaries

ROs are responsible for assisting in the preparation of the polling division boundaries. They are asked by the CEO to invite and meet with representatives of each registered party in their electoral districts in advance of an election to obtain their input on his or her proposed polling division boundaries. A priority when drawing these boundaries is to enable electors to vote in a convenient location on election day. The CEO provides guidelines on number of electors in a polling division. Some polling divisions may have less electors assigned to them if the RO believes the drive times to the poll would exceed the standard set by ENS. This consultation takes place well before an election is called. You may not have been the candidate at that time but your EDA executive would have been involved in the discussions of the review of the polling division boundaries.

5.2 Polling Locations

ROs are responsible for securing polling locations. Depending on the population density of the area and availability of suitable sites with available parking, a polling location may have electors assigned from one to several polling divisions assigned to it. All polling locations must have level access and be wheelchair accessible. Some traditional polling stations may not be

accessible therefore will only be used in the election if there is no alternative site within a reasonable travelling distance for the local electors. If an inaccessible location is used, the RO will prepare a plan on how electors with disabilities will be accommodated and the CEO must review and approve the plan in advance. If you know of suitable facilities in the electoral district, please make the RO aware. ENS has a policy of not using private homes as polling locations unless there is absolutely nothing else available.

6 Appointment of election workers

The RO shall appoint election workers as soon as possible after the writ is issued. You may be asked to provide names of electors willing to work in any capacity during the election.

Election workers must be:

- 18 years of age by election day;
- resident in the Province for 6 months immediately preceding the date of the writ; and
- a Canadian citizen.

The only exception to this is for the positions of information officers or constables.

6.1 Election Workers must be Non-partisan

All election workers are required to be non-partisan and must be seen to be non-partisan while they are working. Your RO will train them on their duties and responsibilities. Your campaign team is welcome to sit in on any of the training sessions to get a better understanding of how electors will be processed during the election. Unlike election workers, your campaign team members will not be paid to attend training. Please discuss your team members' attendance in the training with the returning office in advance.

Remember that election workers communicate with and report directly to the returning office staff while they are working. **Do not** ask deputy returning officers (DRO) or poll clerks to act on your behalf at the poll or to call you if they observe problems at the poll. **This is an offence under the Act.** Your campaign team may bring meals to your scrutineers during the day while they are working but not to any of the election workers. Election workers will be directed by the RO to bring their own food and drink.

After the election, once they have completed their duties and responsibilities under the *Act*, their requirement for non-partisanship ends.

7 Advertising and Campaign Materials

7.1 Authorization

All advertising relating to an election, whether printed, broadcast, published or distributed, either electronically or in hard copy, which promotes or opposes any candidate or registered party or one that takes a position on an issue with which a registered party or candidate is associated is deemed election advertising under the *Act*. This advertising must bear the words "authorized by the official agent for [name of candidate or registered party]". The official agent should review all materials of an advertising nature and confirm compliance with the *Act* before those materials are distributed.

7.2 Signs

7.2.1 Rule for Signage

It is an offence to have a sign placed in contravention of Sections 303 and 304 of the *Elections Act*. Signs and posters, as well as clothing that identifies a candidate or party such as flags, ribbons, emblems, badges or other items, cannot be placed on the exterior surface of a building in which a polling station is located without the approval of the CEO.

This rule applies throughout the election. This means that you must not place a sign or poster on the exterior surface of a building of the entrance to a returning office, since there is always a poll being conducted there.

You will be asked to remove any signs that fall within this rule. The RO does not have authority to remove signs on private property.

If you have questions on these sections, please contact your local RO, your party headquarters or ENS.

7.2.2 Posting of Signs

The *Elections Act* allows a tenant or owner in a multiple-unit residence or a condominium residence to post election signs within their own premises. The size and type of poster may be subject to reasonable regulation by the landlord or condominium corporation. However, if the sign is placed on the exterior surface of a building where a poll is located, the signs must be removed.

7.2.3 Signs in Public Places

The placement of signs in public places is not a subject of the *Elections Act*, however, is subject to provincial and municipal laws and regulations. Bell Aliant Telecom and Nova Scotia Power do not permit the unauthorized installation of signs, banners, or posters on their poles. These attachments, as well as the associated means of fastening the signage to the pole, pose a safety hazard to all utility technicians who climb the poles. The Department of Transportation and Infrastructure Renewal (TIR) has policies which prohibit the placement of election advertising material on provincial road rights of way and utility poles (see Appendix B).

In general, signs may not be placed in the municipal right of way of a street and highway. The signs must be sufficiently removed from the traveled portion of the roadway so that they are not a traffic hazard, by obstructing

visibility or causing distraction.

You should check with each municipal office where signs are intended to be posted about any policies or by-laws within their boundaries. It is up to your election campaign team to abide by any laws, regulations or policies affecting the placement of these signs.

7.2.4 Signage Complaints

It is important to recognize that the RO does not have enforcement capability under the *Elections Act*. The most common complaints in the past have been:

- signage or brochures that lack proper visible notice of authorization;
- campaign signs on road rights-of-way or placed too close to a polling location on election day;
- signs placed on or inside locked vehicles near a polling location;
- campaign literature in the elevators or hallways of buildings with a poll on election day.

The RO may contact the campaign concerned, to notify them about the sign in question, but it is not their responsibility to have the signs removed or to call the police.

7.3 Campaigning in Multiple-unit Buildings

As a registered candidate, you and/or your representatives are entitled to enter multi-unit buildings such as apartment buildings, condominium complexes, residential centers, and any other residential complex (except university and college residences and long-term care centres) for the purpose of lawfully campaigning door-to-door during an election provided no active voting is taking place at that location at the same time.

Anyone obstructing a registered candidate or their representatives from lawfully campaigning is guilty of an offence under the *Act*. Therefore, landlords of multi-

unit buildings or administrators of residential centres should provide you and/or your representatives with access through the secure common entrance of a building for the purpose of lawfully campaigning by canvassing door-to-door at the entrance of each individual residence in the building.

In Appendix A, you will find a copy of ENS's Campaign Access to Multi-unit Buildings Policy. It is also available on the ENS website (electionsnovascotia.ca).

When accessing a multi-unit building, you and/or your representatives should present to the landlord a copy of their letter from the CEO confirming their registration with ENS or a copy of your candidate registration form (Form 1-1) as evidence of eligibility to gain access to any multi-unit building to lawfully campaign. You and/or your representatives can also present the landlord a copy of ENS's policy.

Note: the policy does not apply to university and college residences and long-term care centres. Registered candidates or their representatives are not permitted to canvas door-to-door within a university or college residence or long-term care centres where rooms are considered bedrooms not front doors to separate apartments and therefore, canvassing door-to-door would be an invasion of personal space.

8 Candidate Representatives

8.1 Official Agent of a Registered Candidate

- a. All candidates and registered candidates must have an official agent (s.167 (c) and (d)). At a minimum, a candidate must have an official agent at the time they file their registration with ENS or nomination paper with the RO. An official agent can be appointed prior to the filing of the nomination paper through the registration process (s.203(5)(a)). In order to accept political contributions, a candidate **must first** be registered and have appointed an official agent since contributions may only be accepted by the official agent.
- b. An official agent must also be an elector (s.169).
- c. **Please download the Handbook for Official Agents** for an in-depth review of the responsibilities of the candidate's official agent. The official agent is generally responsible for:
 - i. all candidate's campaign finance obligations;
 - ii. signing certain documents in lieu of the candidate;
 - iii. receiving and accounting for the official tax receipts for campaign donations to the candidate; and,
 - iv. ensuring election advertising includes mention that it is approved by the official agent.
- d. Like the candidate, the official agent is permitted to enter all polling locations to observe the voting process once they make and sign a declaration of secrecy before the RO. This Official Agent's Poll Entry Certificate and Declaration of Secrecy must be shown to the poll supervisor, deputy returning officer (DRO), presiding officer or RO at each polling location in order to be admitted.

8.2 Scrutineers at the Polls

- a. Each candidate may have up to three representatives per polling station at any given time, this includes the candidate or their official agent as well as two scrutineers or two electors representing the candidate. Note: If both the candidate and the official agent for the candidate enters a poll where there are two scrutineers already present, one of the scrutineers must leave the premises.
- b. Each scrutineer appointed to a poll must have an appointment specifically for that polling location. Scrutineers must present their Appointment of Scrutineer to the poll supervisor, DRO or presiding officer and take the Declaration of Scrutineer or Elector Representing a Candidate in the Poll Supervisor's Binder at each polling location.
- c. A scrutineer may leave and return to the polling location. If asked, the scrutineer must show their appointment form on return, but need not take the declaration again.

8.3 Responsibilities of the Scrutineers

- a. You can download the brochure "The Role of the Scrutineer" from the ENS website at electionsnovascotia.ca/about/brochures. There is also a short video available outlining their rights and responsibilities at electionsnovascotia.ca/candidates-and-parties/candidates.
- b. Scrutineers may:
 - i. attend a poll to observe the count and they are expected to remain at the count until it has concluded;
 - ii. witness the setting up, opening and closing of the polling location;
 - iii. seated at the scrutineers' table, observe the voting process at:
 1. the DRO's or presiding officer's table

2. the poll clerk's table
 3. the presiding officer's table;
 - iv. have access to the Electors Who Voted List to Parties report at the continuous and advance polls, and Voter Tracking Sheets on election day, to see who has voted;
 - v. have access to the Daily Changes on the List of Electors report to Parties at the continuous and advance polls, and copies of Elector Registration Forms on election day, which identify additions and changes to the list of electors;
 - vi. challenge an elector, who must then take a Declaration of Qualification;
 - vii. observe the marking of a ballot, if the DRO is acting as the friend of an elector requiring assistance;
 - viii. observe the counting of the ballots, with the ability to raise an objection to the acceptance or rejection of a ballot and have the objection recorded;
 - ix. have a communication device in polls, on silent mode, and may text or email other campaign team members;
 - x. may take a photograph of bingo cards at the scrutineers' table, and text or email them to campaign headquarters;
 - xi. sign the Statement of Poll and keep a copy of the Statement of Poll; and
 - xii. sign seals used to secure election materials.
- c. Scrutineers May not:
- xiii. prevent an elector from voting;

- xiv. stop or disrupt the voting process;
- xv. engage in partisan activity at the polling location;
- xvi. wear badges, pins, emblems, etc., identifying them as supporters of a particular candidate or party;
- xvii. use a communication device as a phone within the polling location;
- xviii. prevent a ballot from being counted if the DRO or presiding officer accepts it;
- xix. approach electors entering or leaving the polling location; and
- xx. re-enter a polling location once the doors have been closed and the count has started.

9 Opportunities to Vote

9.1 Voting by Writ-in Ballot

Voting by write-in ballot is the only opportunity to vote for an elector who cannot make it to a polling location in person. It also provides an opportunity for electors who are out of the province to vote during the election. Once a ballot has been issued to an elector, the elector is deemed to have voted even if the elector does not return the ballot. It is different from voting at the continuous or advance or election day polls because electors can vote:

- by mail or other form of delivery to the returning office;
- by an elector's agent who will be able to pick up and deliver the write-in ballot; or
- by write-in ballot team (WIB team) who will visit an elector at home by appointment only, and at pre-scheduled times in residential centres and hospitals.

Additionally, the procedure for verifying and counting ballots at the write-in ballot poll differs from the other voting opportunities.

9.1.1 Voting by Write-in Ballot - Mail Kit

An elector can complete an application to have a write-in ballot kit mailed to their home or place they are residing if temporarily out of the province. Once the elector receives the ballot kit, they can mark their ballot, sign the declaration envelope and mail it back in the envelopes provided.

9.1.2 Voting by Write-in Ballot – Home Visit Team

An elector can make a request to their returning office to have a write-in ballot team come to their home and enable them to vote by write-in ballot. A team consisting of two individuals will come to the elector's home, ensure their application is completed correctly and assist them with the voting processes.

The elector's ballot is placed in the declaration envelope and signed by the elector

9.1.3 Voting by Write-in Ballot – Hospital Voting

During an election, electors admitted to hospital may find themselves unable to vote at any polling location. ENS has developed a procedure to allow hospitalized electors in an acute care facility to vote before election day.

Once an election is called, each RO who has a hospital within their electoral district will meet with hospital administrators to discuss arrangements to facilitate voting within their facilities. Each RO is responsible for ensuring that all acute care patients in hospitals in their electoral district are given the opportunity to vote. The RO will designate one Hospital Write-in Ballot Team for every group of 100 acute care beds.

9.1.4 Deadlines for Write-in Ballots

Here are deadlines that must be met when making an application:

- i. Day 10 - (the 10th day before election day) is the deadline for the presiding officer to receive an application from an elector (by mail, email or fax) if the ballot is to be mailed to the elector. This allows enough time for the ballot to be returned by 8:00 pm on election day
- ii. Day 3 - (the last day of the advance poll) is the "out-of-district" deadline to apply and vote by elector's agent or by WIB team
- iii. Day 0 - 3:00 pm (election day) is the "in-district" deadline:
 - o to apply by elector's agent
 - o to apply and vote by WIB team

Note: the deadlines for making an application are different for an "in-district" elector and an "out-of- district" elector. This is because of the time required

to deliver the "out-of-district" ballots to ENS headquarters in time for the ballots to be counted after the polls close on election day.

Candidates and / or their scrutineers may not observe the write-in ballot voting process due to the nature of where these types of votes are cast, such as private homes and health care institutions. However, candidates and / or their scrutineers can observe the acceptance of declaration envelopes at the returning office as well as the count of write-in ballots on election night.

9.2 Continuous Poll

The continuous poll takes place in the returning office and begins no later than the 27th day preceding election day and closes at 8:00 pm on election day. This poll provides an opportunity for electors to vote from the time the returning office opens during the hours the returning office is open to the public.

Before the close of nominations, the ballots used at the continuous poll are identical to those used for the write-in ballot poll. The elector either writes the name of the candidate of their choice in the space provided and / or marks the registered party (if endorsed by a registered party) on the ballot. After the close of nominations electors will be provided either a ballot-on-demand, which is a printed ballot. Recent changes to the *Elections Act* authorizes that a "digital ballot" , i.e., voting on a tablet, to be used subject to the CEO's approval.

How the ballots are counted depends on which early voting process is used, ballot-on-demand or digital ballot. If ballot-on-demand is used where a physical ballot is produced and marked by the elector, the presiding officer of the continuous poll is responsible for the hand-count of the continuous poll ballots after polls are closed on election day. If there is more than one ballot box to be counted additional ballot counters may be appointed to count those ballots. Where digital ballots are used, the count is digitally tallied. Candidates may have scrutineers present to witness the count. If there are no scrutineers

present, the count will proceed without them.

Candidates are welcome to have scrutineers attend to observe the voting process under this initiative.

9.3 Out-of-District Voting

There are several distinctions worth noting:

- a. Every eligible elector can vote in any returning office continuous poll or advance poll in the province for the party or candidate of their choice running in their electoral district. An out-of-district elector (i.e., an elector voting outside the electoral district where they reside) may vote at any returning office continuous poll or advance poll in the province up until the close of poll on Day 3 (the last day of the advance poll).
- b. Before the close of nominations, the write-in ballot will be used. The day after the close of nominations, a ballot (physical or digital) with the names of the nominated candidates in the district where the elector resides will be used at the continuous and advance polls.
- c. An out-of-district elector may vote at the write-in ballot poll by mail, agent or WIB team up until the close of poll on Day 3 (the last day of the advance poll).
- d. You will be invited to have observers present for the emptying of the continuous poll, advance poll and write-in ballot poll ballot boxes on Day 3 of the election calendar when the out-of-district ballot transfer envelopes are sorted and placed in courier packages to be delivered to ENS headquarters for counting on election night after the polls close.
- e. Electors who vote out-of-district are struck off the list of electors in real time and marked as voted on the list of electors in their electoral district.

Candidates are welcome to have scrutineers present to observe the voting process under this initiative.

9.4 Other Early Voting Opportunities

9.4.1 Advance Polls

Advance polls are held from 9:00am till 6:00pm from the second Saturday before election day to the Saturday before election day. The polls are not open on Sunday and will remain open to 8:00 pm on the Thursday and Friday. Electors may vote at any advance poll location in the province. There are several ways an elector can find out their advance poll location:

- iv. their Voter Information Card received in the mail will provide the nearest three Advance Poll locations;
- v. in print media advertisements;
- vi. by calling their returning office;
- vii. by calling the ENS toll-free number; or
- viii. by visiting the ENS web site and using the "where do I vote?" service.

Candidates are welcome to have scrutineers present to observe the voting process at advance polls. Scrutineers that arrive 15 minutes before the polls open on both days may observe the assembly of the ballot box and may sign the seals on the ballot box.

As well, the Electors Who Voted List to Parties report will be provided for each candidate. Upon displaying their credentials to the election officers, this report will also be provided to any scrutineer at the poll that requests it. In this poll, electors use either the ballot-on-demand or digital ballot vote, either requiring the elector to make a mark beside the name of the candidate of their choice. You will be invited to have scrutineers present to witness the count after closing of the polls on election day.

9.4.2 Campus Polls

At the discretion of the CEO, community polls will be set up at various university and community college campuses across Nova Scotia for students registered at the university and others (e.g., faculty, administration) who are qualified to vote.

If you have a post-secondary institution located in your district, check with the RO for whether and when the polls will be offered.

Candidates are welcome to have scrutineers present to observe the voting process under this initiative.

9.4.3 Community Polls

At the discretion of the CEO, a community poll may be established in electoral districts where a significant number of electors must travel more than 30 minutes to reach a returning office or an advance poll during the writ period. This poll is a continuous poll for electors residing in the electoral district, as well as those electors residing outside of the electoral district. This poll will be held for a set number of days and be open the same hours as the returning office is open to the public. Check with the RO to determine whether and when a community poll will be offered in your district.

Candidates are welcome to have scrutineers present to observe the voting process under this initiative.

9.4.4 Write-in Ballot Teams

These teams of two consist of a Write-in Ballot Coordinator and an Assistant Write-in Ballot Coordinator appointed by the RO. Both the coordinator and the assistant coordinator must possess a current Canadian Police Information Centre (CPIC) criminal records check.

These teams are an important element of the ENS outreach initiatives. They take the voting process to the homes of electors requiring assistance or who

cannot otherwise reasonably get to one of the polls offered, to hospitals or to special care homes with fewer than 10 residents. Unlike agents who can only assist one elector to vote, these teams can assist any number of electors to vote throughout the writ period. Those who cannot make it to the polls will be encouraged to contact their returning office for in-home assistance.

If during your door-to-door canvassing you encounter electors who would like to vote but likely will not be able to get to a poll, have them contact the returning office for assistance.

Due to privacy concerns with the team visiting electors in their homes, candidates cannot have scrutineers present to observe the voting process under this initiative.

9.4.5 Mobile Polls

Mobile polls are assigned to all residential centers with 40 or more electors. A residential center is defined in the *Act* as:

"...a nursing home, special care home, assisted living facility, residential unit in a public hospital or any other residential facility operated for the purpose of the care and treatment of senior citizens or persons having a physical or mental disability."

Each location will have been enumerated in advance of election day. New eligible residents will be added to the list on election day. The administrators of these facilities are notified in advance when to expect the election officers to arrive. Each mobile polling station is staffed by a DRO and a poll clerk. The duration of a mobile poll at a location is at least 2 hours. The ballot box may be taken from room-to-room (if there are bedridden patients at the location).

Candidates are welcome to have scrutineers present to observe the voting process under this initiative and to be present to witness the count after the closing of the polls on election day but will not be permitted to follow voting for bedridden electors. The election officers managing these polls may have

several locations to visit throughout the day. You can find out from your local RO how many mobile polls will be offered and at what times of the day on election day.

9.4.6 Election Day Polls

Election day polls are held from 8:00 am till 8:00 pm.

On election day electors may only vote at the location assigned to them. There are several ways an elector can find out their election day poll location:

- ix. on their Voter Information Card received in the mail;
- x. by calling their returning office;
- xi. by calling the ENS toll-free number; or
- xii. visiting the ENS web site and using the "where do I vote?" service.

Candidates are welcome to have scrutineers present to observe the voting process and to be present to witness the count after the closing of the polls. Scrutineers arriving 15 minutes before the polls open may observe the assembly of the ballot box and may sign the seals on the ballot box.

Voter Tracking Sheets will be provided each hour for each candidate. Upon displaying their credentials to the election officers, your agent will be free to take your tracking sheet(s) from the poll.

In this poll, electors use the traditional-style paper ballot to vote, placing a mark beside the name of the candidate of their choice.

9.5 Outreach Initiatives

ENS has undertaken several outreach programs to make the registration and voting process more accessible to Nova Scotia electors by removing obstacles. There are four programs targeting improved accessibility for electors.

9.5.1 First Nations Outreach

The overall objective of this program is to facilitate first nations participation in the electoral process.

Voter turnout on reserves historically has been low for provincial elections. This may be due to several issues including lack of information regarding registration and the voting options available. These issues will be addressed through an outreach program for first nations electors that will promote the options they have for registering and voting and by locating polls on reserves.

ROs and enumerators will work with First Nations leaders to review the list of electors and plan additional enumeration where it would be beneficial.

Where there are more than 100 eligible electors on the reserve, the RO will establish a polling location. If there are more than 450 eligible electors on the reserve, the RO may choose to have more than one poll on the reserve, or split an existing poll, per ENS protocol. If there are less than 100 eligible electors, the RO may consider using a community poll sometime prior to the election date and discuss that option with reserve community administrators in advance.

9.5.2 African Nova Scotian Engagement

The objective of ENS's African Nova Scotian Engagement strategy is to build ongoing relationships with African Nova Scotian communities to ensure their elector needs are understood and met. To achieve this goal, ENS contracted an African Nova Scotian Liaison Officer to develop and lead this engagement Strategy for the 41st provincial general election. ENS and the African Nova Scotian Liaison Officer worked with African Nova Scotian Affairs to help inform

this strategy.

9.5.3 Acadian and Francophone Outreach

The goal of ENS's Acadian and Francophone Outreach strategy is to provide as much election material as possible in French to ensure the elector needs of Acadian communities are met. To achieve this goal, ENS established a French Language Policy to enhance the delivery of election material over time. ENS consulted with Nova Scotia French Languages Services and Acadian Affairs to help align with provincial translation requirements.

10 Election Night

Candidates are welcome to have representatives present to witness the count after the close of polls on election day (8:00 PM). Election day polls are counted at the locations where the polls were conducted.

Ballots from all other voting opportunities held during the election period are counted at this same time. These counts are usually done at the returning office, the RO would advise candidates if a count is taking place somewhere other than the returning office. Two election officers are responsible for the count of each ballot box. In addition, each candidate is permitted to have up to three representatives present.

11 Official Addition of Votes

The official addition verifies the number of votes cast for each candidate at each polling station. The count reported on election night is known as the unofficial result. It is not uncommon for small changes to occur between what is reported on election night and official addition. The official addition of votes is conducted at the returning office by the RO at 10:00 AM on Thursday, the 2nd day after election day.

At the official addition, the RO examines and verifies the counts that are recorded on the Statements of Poll received from the DRO, presiding officer or poll supervisor for each polling station on election night. If the statement of poll for a polling station is not available, there are procedures in the *Elections Act*, which can be followed to determine the official result. As soon as the official poll-by-poll results are determined, the numbers are entered into the Statement of Official Results, which is signed by the RO. The Statement of Official Results represents the official results of the election in the electoral district. Each candidate who attends the official addition will receive a copy of the Statement of Official Results.

12 Automatic Recount

Once the Statement of Official Results is signed by the RO, the RO will apply for a recount if there are fewer than 10 votes between the first and second place finishers on the ballot.

13 Judicial Recount

If there isn't an automatic recount, the candidate and his/her campaign team may determine if they believe there are grounds to petition the Supreme Court for a judicial recount. Form 110, Petition for Recount, can be used for this purpose. The petition must be filed within 4 days after the statement of official results is completed, must include a justification for the recount and be accompanied by a \$100 security deposit. A copy of the application must be provided to the CEO.

14 Recount by Chief Electoral Officer

If the official addition results in the candidate receiving less than 10% of the valid votes cast, the candidate or their official agent may make a request, in writing to the CEO, that a recount be conducted of all of the votes cast in the electoral district for the purpose of verifying whether the candidate received the required percentage of the valid votes cast in order to be eligible for reimbursement of election expenses.

15 Return of the Writ

The last step in the election process requires the RO to "return the writ." The RO returns the writ by entering the official addition of the votes on the writ of election that was issued at the beginning of the election process declaring the winning candidate. The writ is returned from 8 to 10 days after the election if there is no judicial recount in the electoral district. In the event of a judicial recount, the writ is returned as soon as the recapitulation sheet is received from the presiding Justice. The writ is returned to the CEO. Writs must be presented to the House of Assembly prior to the swearing in of the new members after the election.

16 Controverted Election

If the candidate is of the view that there are sufficient irregularities in the vote that a petition to controvert the election is warranted, the procedures in the *Controverted Elections Act* must be followed. The challenge starts with a petition to the Supreme Court, which must be filed within 5 weeks from the time that the writ is returned by the RO. A security deposit of \$400 must accompany the petition. If the petition to controvert the election is successful, the election is declared void by the court and there must be a by-election in the electoral district to fill the seat.

17 Commonly Used Acronyms

- ENS Elections Nova Scotia
- CEO Chief Electoral Officer
- ACEO Assistant Chief Electoral Officer

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- A/P Accounts Payable
 - AVP Advance Poll Districts
 - AWIBC Assistant write-in ballot coordinator
 - CBRM Cape Breton Regional Municipality
 - CPP Canada Pension Plan
 - CRA Canada Revenue Agency
 - DPO/RA Deputy Presiding Officer/Revision Assistant
 - DRO Deputy Returning Officer
 - EBC Electoral Boundaries Commission
 - EBT Electoral Boundary Tool
 - ED Electoral District
 - EDH Election Day Handbook
 - EI Employment Insurance
 - EMS Election Management System

- FOIPOP Freedom of Information and Protection of Privacy
- GIS Geographical Information System
- HRM Halifax Regional Municipality
- IT Information Technology
- LMS Learning Management System
- PC Poll Clerk
- PO Presiding Officer
- RO Returning Officer
- ROE Record of Employment
- SAP software – for processing accounts payable
- SLT Senior Leadership Team
- WIB Write-in ballot
- WIBC Write-in ballot coordinator

18 Contacting Elections Nova Scotia

To request documents or to make general enquiries, please contact:

Elections Nova Scotia

505-202 Brownlow Ave., Dartmouth, NS B3B 1T5

P.O. Box 2246 Halifax, Nova Scotia B3J 3C8

Telephone and Fax

Business: 902.424.8584

Toll Free: 1.800.565.1504

Fax: 902.424.6622

E-mail: elections@novascotia.ca

Website: www.electionsnovascotia.ca

Appendix A



Effective: October 16, 2020

Campaign Access to Multi-unit Buildings Policy

Policy Statement

The *Elections Act* provides registered candidates or candidate's representatives with explicit authority to enter multi-unit buildings such as apartment buildings, condominium complexes, residential centers, and any other residential complex (except university and college residences and long-term care centres), for the purpose of lawfully campaigning door-to-door during an election provided no active voting is taking place at that location at the same time.

Scope

This policy applies to registered candidates and candidate's representatives access to multi-unit buildings, during an election period, when no active voting is taking place, for lawfully campaigning door-to-door.

Authority

Sections 75, 303 and 308 of the Nova Scotia *Elections Act (the Act)* state:

75 A candidate or candidate's representative may enter any apartment building, condominium complex, residential centre or any other residential complex for the purpose of lawfully campaigning.

303 Every person is guilty of an offence who during the advance poll or election day poll

- (a) supplies, carries or wears any flag, ribbon, emblem, badge or other item with the intent to distinguish the user as the supporter of a candidate or a register party within sixty metres of any entrance to a building in which a polling station is located;*
- (b) organize or participates in a parade, demonstration, or broadcast using a loud speaker or public address system, in support of a candidate or registered party.*

308 Every person is guilty of an offence who obstructs a candidate or a candidate's representative in lawfully campaigning.

Section 125

A returning officer, during an election, and a supervising deputy returning officer and deputy returning officer, during the hours a polling station is open or while the votes are being counted,

(d) may order a person to leave a polling station or polling location if, in the officer's opinion, the person is

- (i) not permitted to be at the polling station or polling location,*
- (ii) disturbing the peace and order,*
- (iii) interfering with the conduct of voting, or*
- (iv) contravening this Act;*

Definitions

Access: For the purpose of this policy, access means entry to a multi-unit building through a secure common entrance so a registered candidate or a candidate's representative can lawfully campaign at the entrance door of each individual residence in a multi-unit building.

Active Voting: For the purposes of this policy, active voting means a mobile poll is operational in a location. If a mobile poll is underway the location is considered a poll location and campaigning is not allowed.

Court Order: For the purposes of this policy, a court order is an order issued by a Nova Scotia court to a registered candidate or a candidate's representative which prohibit the entry of that person onto a specified property or premises, or to have contact with a person who is a resident of a specified property or premises.

Election or Election Period: For the purposes of this policy, an election includes the period between the dissolution of the House of Assembly, or the occurrence of a vacancy in consequence of which a writ for an election is issued up to and including election day.

Landlord: For the purposes of this policy, landlord refers to the owner, operator, superintendent, or manager of a multi-unit building.

Law Enforcement: For the purposes of this policy, law enforcement refers to the police department responsible for the candidate's electoral district. This could be a municipal police force or an RCMP detachment. The police officers having jurisdiction in the electoral district are responsible for assisting with the enforcement of the *Act*.

Long-term Care Centre: For the purposes of this policy, a long-term care centre is a complex that provides care to residents and where the residents' rooms are considered bedrooms not front doors to separate apartments and therefore, canvassing door-to-door would be an invasion of personal space. Therefore, long-term care centres are not considered multi-unit buildings under this policy.

Mobile Poll: For the purposes of this policy, a mobile poll is a separate polling station established at a facility by a Returning Officer. A mobile poll is like a "traveling polling station" which goes to a facility for no less than 3 hours to allow voting by electors at the facility. If a mobile poll is underway the location is considered a poll location and campaigning is not allowed.

Multi-unit Building: For the purposes of this policy, a multi-unit building means any apartment building, condominium complex, residential centre or any other residential complex that has more than one unit and a secure common entrance. University and college residences and long-term care centres are not considered multi-unit buildings under this policy.

Residential Centre: For the purposes of this policy, a residential centre is a complex that has more than one unit, a secure common entrance, and residents have their own unit with a secure front door. This could be an independent living residence for seniors but not a long-term care centre.

Tenant: For the purposes of this policy, a tenant is a person who resides in a multi-unit building. This includes persons who rent or own an individual unit/residence in the building.

University and College Residences: For the purposes of this policy, university and college residences include a multi-unit building owned by a university or college and operated as a residence for students. Individual university or college resident rooms are considered bedrooms not front doors to separate apartments and therefore, canvassing door-to-door would be an invasion of personal space. Therefore, University and college residences are not considered multi-unit buildings under this policy.

Policy Overview

In Nova Scotia, registered candidates and candidate's representatives have the right to access the entrance doors to each unit in multi-unit buildings to lawfully campaign during an election under the *Act*. Anyone obstructing registered candidates or candidate's representatives from lawfully campaigning is guilty of an offence under the *Act*.

Therefore, landlords of multi-unit buildings or administrators of residential centres should provide registered candidates and candidate's representatives with access through the secure common entrance of a building for the purpose of lawfully campaigning by canvassing door-to-door at the entrance of each individual residence in the building.

This policy does not apply to university and college residences and long term care centres. Registered candidates or candidate's representatives are not permitted to canvas door-to-door within a university or college residence or long term care centres where rooms are considered bedrooms not front doors to separate apartments and therefore, canvassing door-to-door would be an invasion of personal space.

Registered candidates or candidate's representatives should present to the landlord a copy of their letter from the CEO confirming their registration with Elections Nova Scotia (ENS) or a copy of their candidate registration form (Form 1-1) as evidence of eligibility to gain access to any multi-unit building to lawfully campaign by canvassing door-to-door. Registered candidates or candidate's representatives can also present the landlord a copy of this ENS policy to assist in the understanding of the requirements for access to multi-unit buildings for lawfully campaigning door-to-door.

ENS provides information about this policy on their website, in their training, and in communications materials to help inform election workers, registered candidates and candidate's representatives, registered political parties, landlord, tenants, and the general public. ENS will also share this policy with Service Nova Scotia which is responsible for the Nova Scotia Residential Tenancies Program.

Registered candidates or a candidate's representative is responsible for contacting landlords, or administrators in the case of residential centres, themselves to gain access to multi-unit buildings if they experience difficulty with access. ENS and election workers are not responsible for assisting registered candidates and candidate's representatives to gain access to multi-unit buildings.

If enforcement of this policy is necessary, ENS may work with the candidates and the candidate's representative to contact the appropriate law enforcement. Law enforcement can be contacted if there is a problem with a landlord not permitting a registered candidate or candidate's representative to gain access to a multi-unit building, or a concern about safety. The law enforcement officers that have jurisdiction in the electoral district, where an access issue arises, are responsible for assisting with the enforcement of the *Act*.

If a mobile poll is underway in a multi-unit building, then it is considered a poll location and campaigning is not permitted under Section 125 of the *Act*.

This policy is not intended to authorize access to a multi-unit building by a registered candidate or a candidate's representative where that person is under a court order which prohibits their access to that building or their contact with a resident of that building.

Accountability and Responsibilities

Elections Nova Scotia (ENS)

- ENS is responsible for the administration of the *Act*.
- ENS is responsible to inform election workers, registered candidates and candidate's representatives, registered political parties, landlord, tenants, and the general public about this policy.
- ENS is not responsible for assisting registered candidates and candidate's representatives to gain access to multi-unit buildings.
- ENS is responsible to assist a registered candidates and candidate's representatives in contacting local law enforcement if necessary.
- ENS is responsible for the development and maintenance of this policy.

Registered Candidates and Candidate's Representative

- Registered candidates or a candidate's representative are responsible for complying with the *Act*.
- Registered candidates or a candidate's representative are responsible for ensuring they only access multi-unit buildings for the purpose of lawfully campaigning door-to-door.
- Registered candidates or a candidate's representative are responsible to provide the landlord with a copy of their letter from the CEO confirming their registration with ENS as evidence of eligibility to gain access to any multi-unit building.
- Registered candidates or a candidate's representative are responsible for contacting landlords directly to gain access to multi-unit buildings.

Landlords

- Landlords have an obligation to allow registered candidates and a candidate's representative to access multi-unit buildings so as not to obstruct them from lawfully campaigning door-to-door.

Tenants

- Tenants may not obstruct registered candidates or a candidate's representative from lawfully campaigning door-to-door in multi-unit buildings.

Law Enforcement

- The police officers having jurisdiction in the electoral district are responsible for assisting with the enforcement of the *Act*.

Policy Directive

- Registered candidates or a candidate's representative will be given access to multi-unit buildings for the purpose of lawfully campaigning door-to-door.
- ENS will provide information about access to multi-unit buildings for lawfully campaigning on their website, in their training, and in communications materials to

help inform election workers, registered candidates and candidate's representatives, registered political parties, landlord, tenants, and the general public about this policy.

- Registered candidates or a candidate's representative will provide the landlord with a copy of their letter from the CEO confirming their registration with ENS or their candidate registration form (Form 1-1) as evidence of eligibility to gain access to any multi-unit building.
- Registered candidates or a candidate's representative will contact landlords directly if they have difficulty accessing a multi-unit building.
- Landlords and tenants will not obstruct a registered candidate or a candidate's representative from lawfully campaigning door-to-door in a multi-unit building during an election.
- ENS will work with candidates and a candidate's representative to contact the appropriate law enforcement if enforcement of this policy is necessary.

Appendix B

Placement of Election Signs near Provincial Highways

Purpose

The Department of Transportation and Infrastructure Renewal (TIR) will allow the placement of election related signage near provincial highways. This procedure outlines the constraints that apply when erecting the signs, and the enforcement process which TIR staff follow to ensure adherence to this procedure.

Procedure(s)

1 Controlled Access Highways

Election signs are not permitted within 1000 metres of the centre line of a controlled access highway, or within 60 metres of the end of ramps or controlled access connectors onto connector/non-controlled access highways.

2 Non-Controlled Access Highways (most Provincial roads)

The following constraints apply:

- 2.1 Signs must not cause a hazard by obstructing sight distance at intersections, parking lots, driveways and to posted TIR signs.
- 2.2 Signs must be behind the ditch line, or a minimum of three (3) metres behind the curb.

- 2.3 Signs are not permitted to be attached to TIR signs, guard rail posts or guide posts.
 - 2.4 Sign erectors should have approval of the adjacent property owner.
- 3 Enforcement by TIR staff
- 3.1 If a large sign (1.2 x 1.2 metres or larger) is found to be in violation of policy, contact will be made with the candidate's office to advise that the sign is in violation and has to be removed.
 - 3.2 For signs 1.2 x 1.2 metres or larger, the candidate's office will be advised that if the sign is not relocated within 24 hours TIR staff will remove the sign. The sign will be taken down with as little damage as possible and stored at the local TIR Base for retrieval by the appropriate person.
 - 3.3 For signs smaller than 1.2 x 1.2 metres, the candidate's office will not be contacted. The sign will be removed and stored at the TIR Base until the end of the election period or the appropriate person contacts the Base in regard to collecting signs which may have been taken down.
 - 3.4 Signs must be removed within the time stipulated by Municipal by-laws, or no later than seven (7) days following the election.

Accountability

Operations Supervisors, Area Managers and District Directors are responsible for ensuring that this procedure is adhered to.

Monitoring

Maintenance and Operations staff, in conjunction with field staff, will periodically audit this procedure's effectiveness and make modifications as required.

References

None

Appendices

None

Enquiries

Highway Programs

<i>Approved by:</i>	<i>Doug Stewart, Chief Engineer</i>	<i>Transportation & Infrastructure Renewal</i>
<i>Approval date:</i>	<i>08-08-27</i>	<i>Policies and Procedures Manual</i>
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Disclaimer:

The views expressed in this information sheet are not law and are not intended to replace the official text of the *Election Act*. How the Act applies to any particular case will depend on the individual circumstances of that case. Elections Nova Scotia reserves the right to reconsider any interpretations expressed in information sheets, either generally or in light of the actual circumstances of any case, and in accordance with continuing legislative and judicial developments.