

Serving as an official agent is an important role in the democratic process in Nova Scotia. There are important responsibilities that come with the role and deadlines that must be met.

For example: You must file your candidate's financial report with Elections Nova Scotia (ENS) by the due date or they will not be permitted to sit as an MLA in the House of Assembly until you do.

If you have been approached to be an official agent, consider the following:

Eligibility

Are you eligible to be an official agent?

An individual who **is an elector** may act as official agent for one or more of the registered parties, electoral district associations or candidates, as per Section 169 of the *Elections Act*.

The following **may not** act as the official agent:

- a member of the House of Assembly
- a candidate
- an auditor acting for a registered party, an electoral district association or a candidate
- an election officer or an employee of Elections Nova Scotia
- an individual who does not have full capacity to enter contracts
- an individual who, at any time in the previous seven years, has been convicted of an offence under *Elections Act* or the former *Act*

Time Commitment & Responsibilities

The time commitment varies based on the activity during the campaign (both spending and fundraising). Please talk to your party about how much time you should expect to spend before, during and after the election is over.

- Opening and maintaining a campaign bank account
- Keeping detailed records of the following:
 - Income and expenses

- Original itemized receipts for expenses
 - Transfers between party/electoral district association/candidate
 - Loans
 - Assets and liabilities
- Ensuring the campaign does not spend more than the allowable limit.
- Authorizing and paying all campaign expenses.
- Authorizing advertisement and promotional materials.
- Maintaining the candidate's detailed contribution list including:
 - Tracking all contributions, both monetary and in-kind contributions
 - Completing required forms
- Issuing tax receipts for eligible monetary contributions.
- Preparing the required financial statements.
- Completing all compulsory statements.
- Arranging for an external audit with an auditor licensed to audit.
- Addressing any comments arising from the audit.
- Filing statements with ENS by the deadline, if there was:
 - no election in a calendar year the candidate was registered, the annual report is due on or before March 31 of the following calendar year.
 - An election, candidate tax receipt report is due 30 days after election day, and the financial report is due 80 days after the return of the writ (typically 90 days after election day).
- Responding to questions from the audit team at ENS, (four to six months after an election).
- Receiving any election expense reimbursement cheques and using the funds to:
 - Pay any amount owed by the campaign, including honouring an assignment agreement between the candidate and their registered party.
 - Pay any surplus to the electoral district association, if one is not registered, then the funds go to the party. For independent candidates, funds are sent to Minister of Finance.
- Closing bank account.
- Reporting of loan(s) outstanding at the end of election (annually for up to two years).