



Candidate Information Guide

Election Day: November 13, 2024

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Introduction

This resource is designed to assist individuals interested in seeking election or re-election to the office of municipal Council or School Board Trustee.

We are pleased to provide an overview of the election process in, and a summary of the steps required to run as a candidate.

The information contained in this resource is general in nature and has been prepared as a reference for candidates but should not be considered all-encompassing. Providing this resource does not relieve candidates from the responsibilities of complying with all statutory provisions, for which candidates should refer to:

- *The Local Government Elections Act, 2015*
- *The Local Government Election Regulations, 2015*
- *The Cities Act*
- *The Education Act, 1995*
- *Campaign Expenses Bylaw 2012*
- *The Procedure Bylaw, 2016*
- *The Code of Ethics Bylaw, 2017*

Copies of the Acts may be obtained or online at Saskatchewan.ca. Bylaws may be obtained through the Office of the City Clerk 1102 4th Street, Estevan, SK S4A 0W7 cityclerk@estevan.ca.

If you have any questions about the information in this guide, or you would like more details about municipal and school board elections, please contact City Clerk's Office 1102 4th Street, Estevan, SK S4A 0W7 elections@estevan.ca or 306-634-1852.

Becoming an Elected Official

Why Run for Office

Becoming a member of Council or a School Board Trustee is a challenging and rewarding experience. Elected officials have the opportunity to influence the future of our city. People look to you to represent their best interests and make informed decisions that will benefit the municipality and local education system.

Any challenges to being an elected official are outweighed by the benefits of being able to respond to the needs of our diverse communities in a way that benefits all.

Time Commitment

Being an active member of Council or the School Board is demanding on your time. In addition to regular meetings, you will be required to attend special meetings, committee and board meetings, and various public meetings and functions. You might consider talking to a current City Councillor or School Board Trustee to find out how much time you should expect to commit.

Term of Office

City Councillors and School Board Trustees are expected to serve a four-year term. That term officially begins at the first meeting of the Council or Board after the general election and continues until the first meeting of the Council or Board after the next general election, unless their offices are vacated sooner.

Key Information

Election Day	Election Day is Wednesday, November 13, 2024. Polling stations will open at 9 a.m. and close at 8 p.m.
Nomination Period	Papers may be filed commencing September 25 to October 9, 2024. Find more information about Nominations on page 11 of this guide.
Call for Nominations	The Returning Officer will place a call for nominations through various communications tools, including in the Estevan Mercury city page, City of Estevan website www.estevan.ca and posted within City Hall.
Who's Who	The Returning Officer is responsible for running the election. Judy Pilloud 1102 4th Street Estevan, SK S4A 0W7 306-634-1852 or city clerk@estevan.ca The Associate Returning Officer is Josh Shitta-Bey 1102 4th Street Estevan, SK S4A 0W7 306-634-1843 or elections@estevan.ca

Qualifications of Candidates and Agents

Am I Eligible?

You may run for the office of municipal council or school board trustee if:

- On the day of the election, you are the full age of 18 years or will attain the full age of 18 years on or before election day;
- At the time you submit the nomination papers, are a Canadian citizen and have resided in Estevan for at least three consecutive months immediately preceding the date on which nomination papers are submitted and in Saskatchewan for at least six months immediately preceding the date on which nomination papers are submitted; and
- Are not disqualified by [The Local Government Elections Act, 2015](#) or any other Act from holding the office for which you are a candidate.

In the case of School Board Elections, there is also a qualification to reside in the subdivision in which the candidate is seeking nomination. (Refer to Section 45 of [The Local Government Elections Act, 2015](#))

In the case of a Separate school division election, an eligible nominator must be a voter of the separate school division in accordance with subsection 36(2) of [The Local Government Elections Act, 2015](#).

Who May Not Run

You may not run for the office of municipal council if you:

- Are a Judge of any court
- Are an auditor or solicitor of the municipality

No person is disqualified from being nominated for office as a member of Council by reason of having an interest in a contract with the City. (Refer to Sections 42, 43 & 44 of [The Local Government Elections Act, 2015](#))

Employees

The following persons may seek nomination to the council, board or joint board with which the person is employed if the person has first obtained a leave of absence in accordance with subsection 2-54(1) of [*The Saskatchewan Employment Act*](#):

- Employee of the City of Estevan
- Employee of a board or commission appointed by City Council
- Employee of the public or separate school board
- Employee of a joint board, as defined in *The Education Act, 1995*

If an employee is required to take a leave of absence during their campaign, the leave of absence must commence when the Candidate files their nomination paper with the nomination officer at Estevan City Hall. Candidates are expected to discuss these terms with their employer to fully understand the leave of absence before submitting their nomination forms.

If an employee on leave of absence is successfully elected, the employee is deemed to have resigned from their position on the day before he or she is declared elected, unless the results of the election are overturned.

Candidates' Agents

Candidates wishing to appoint agents must complete an Appointment of Candidates' Agent form for each agent. The agent must present the appointment form and make a declaration to the Deputy Returning Officer at the poll. Once the agent makes the declaration, the agent is permitted to be at the poll in a location designated by the Deputy Returning Officer so that he or she may observe the conduct of the election. **An agent is permitted to observe, but in no way interfere with the process of the election.**

(Refer to Sections 103, 105, 134 and 172 of [*The Local Government Elections Act, 2015*](#))

General Duties of Elected Officials

Mayor and Councillors

Refer to Section 65 and 66 of [The Cities Act](#) for information on general duties of a Mayor and/or Councillor.

School Board Trustees

Refer to Sections 85 and 87 of [The Education Act, 1995](#) for information on general duties of a School Board Trustee.

For additional information contact:

Southeast Cornerstone Public School Division #209:
Shelley Toth, CPA
Superintendent of Division Services/CFO
80A-18th Street N.E., Weyburn, SK S4H 2W4
Phone: (306) 848-0080

Holy Family Roman Catholic School Division #140
Georgia Hanwell
Chief Financial Officer
433 4 St #103, Weyburn, SK S4H 0Y8
Phone: (306) 842-9414 office

Nominations

Nomination Period

Nomination papers may be filed beginning September 25 to October 9, 2024, with the City Clerk's Office 1102 4th Street, Estevan, SK S4A 0W7

September 25 to October 8 from 8 a.m. to 4:30 p.m.
October 9 from 8 a.m. to 4 p.m.

Nomination Day is Wednesday, October 9, 2024 – this is the last day to submit nomination papers to become a candidate. Applications will be accepted between 8 a.m. and 4 p.m. on this day at the City Clerk's Office at the City of Estevan.

Nomination Papers

To be nominated for an elected position, a person must file nomination papers with the Returning Officer or Nomination Officer during the specified nomination period.

Nomination papers must state the name and address of the person nominated and the office for which the person is being nominated.

Application Criteria

For the position of mayor, the application must be signed by at least 5 voters of the municipality.

For the position of Councillor, the application must be signed by at least 5 voters of the municipality,

No person can be nominated as both mayor and councillor of the same municipality.

For a position of school board trustee for the South East Cornerstone Public School Board, the application must be signed by at least 10 voters of the Southeast Cornerstone Public School Board who reside in the school subdivision where the candidate is seeking nomination.

No person can be nominated as a trustee in more than one subdivision of a public-school division.

For a position of School Board Trustee for the Holy Family Separate School Board, the application must be signed by at least 10 voters who are a voter of the Holy Family Separate School division in accordance with Subsection 36(2) of [The Local Government Elections Act, 2015](#).

Other Criteria

The nomination paper is not considered complete unless the nominee's acceptance statement is:

- signed by the person being nominated,
- witnessed by two people,
- accompanied by a completed public disclosure statement, and
- accompanied by a valid criminal records check

Only one person can be nominated for election on each nomination paper. A voter may sign the nomination papers of more than one person, candidates cannot nominate themselves.

The onus to file a bona fide nomination paper is on the person being nominated. City of Estevan election staff is not eligible to witness the nomination statement.

(Refer to Sections 67, 68, 69, and 70 of [The Local Government Elections Act, 2015](#))

Posting

All nomination papers filed with the Returning Officer or designate are open to inspection by any person. Copies will be posted in the City Clerk's office of City Hall 1102 4th Street.

(Refer to Sections 67(8) & (9) of [The Local Government Elections Act, 2015](#))

Withdrawal

A person who has been nominated may withdraw their nomination at any time during the nomination period, up to the close of nominations. The requirement to withdraw is for the Returning Officer to receive a written request to withdraw signed by the nominee and witnessed by two people, or the Returning Officer or Election Coordinator.

A request to withdraw a nomination must be filed with the Returning Officer or Election Coordinator by 4 p.m. on Thursday, October 10, 2024, at the City of Estevan, City Clerk's Office 1102 4th Street, Estevan, SK.

(Refer to Section 68, 75 & 76 of [The Local Government Elections Act, 2015](#))

Name Order on Ballot

Names of all duly nominated candidates will be arranged in alphabetical order by surnames on the ballot for the offices of the mayor, councillor, and trustees for the public and separate school division.

Upon candidate request, the ballot shall show in brackets:

- a name by which the person is commonly known
- the candidate's occupation will appear on the ballot

Candidate information printed on ballots will be based on the information provided on the Candidate's Acceptance Form.

(Refer to Section 91 of [The Local Government Elections Act, 2015](#))

Advertising and Promotional Activities

Advertising

Every printed advertisement, other than those provided for under this Act, having reference to an election or a vote on a bylaw or question **shall bear on its face the name of the candidate and of the person who has authorized its printing, display, and distribution.**

No advertisement or promotional material, printed or electronic, are to have any of the following artwork/branding included on them:

- the Elections branding or logo for the City of Estevan
- the City of Estevan logo

No person shall display, distribute or post in the polling place or within 100 meters of the building in which the poll is held a specimen ballot marked for a person whose name is on the ballot for election, or any other material purporting to explain how to vote, or leave any such material in a voting compartment, except as provided by *The Local Government Election Act, 2015*.

No person is to post a sign on any city owned property, public highway, public property, or any utility structure.

(Refer to Sections 182, 176 & 177 of The Local Government Elections Act, 2015.)

Campaign Contributions and Expenses

Mayor & Councillors

Candidates for the office of mayor or councillor are required to publicly disclose details of all election campaign contributions and expenses, as stated in *Bylaw 2012-1889* (Campaign Disclosure Bylaw)

Election expenses & contributions guidelines in Section 4 of Bylaw No. 2012-1889 and disclosure requirements in Section 5 & 7 of Bylaw No. 2007-34 shall apply to all election expenses incurred, whether paid or not, and contributions, whether received or pledged. A candidate shall file a statement of election expenses/contributions with the returning officer:

- a) in the case of a general election, on or before the first working day of May in the year immediately following the year in which the election is held**
- b) in the case of a by-election, not less than 180 days following election day.**

(Refer to Bylaw 2012-1889)

South East Cornerstone Public School Division #209

Candidates running on the School Board are not required to make public disclosure of details of all election campaign expenses & contributions.

Holy Family Roman Catholic Separate School Division #140

Candidates running on the School Board are not required to make public disclosure of details of all election campaign expenses & contributions.

Observation of Election Process

Mail-in Ballot Process

Mail-in ballots will be mailed out to voters in late October.

Mail-in ballots accepted will be processed but results will not be printed or transmitted until the close of polls on election day.

On Election Day, any ballots that were accepted after the last day of Advance Polls, will be processed at the close of polls on election day.

Special Polls

Special Polls will be held from October 24 to November 9 at facilities across the city.

Candidates and/or their agents are welcome to attend and oversee the voting process at these polls. Please reach out to the City Clerk's Office for times and scheduling information.

Dos and Don'ts for Candidates

Opening the Polls

Prior to opening the poll, a register tape is printed from the vote counting unit to indicate there are no votes registered for any of the candidates, bylaws, or questions. The candidate or candidate's agent may be present to witness the printing of the register tape from the vote counting unit and may request a copy of the register tape.

Conduct at the Polls

Candidates and their agents are welcome to attend the polls to respectfully oversee the election process. Candidates and/or their agents are not to interfere with the election process or hinder voters from completing their ballot. If an agent or candidate is found to be obstructing a voter's ability to vote or obstructing the election process, they will be escorted out of the poll and not permitted back in.

Candidates and/or agents are not permitted to campaign (wear branded clothing, hand out pamphlets, post signage, etc.) within 100m of the poll, which includes inside the poll.

Abusive or disrespectful behaviour towards voters, election workers or Elections staff will not be tolerated at any of our locations. Please act respectfully and if there are any concerns that require escalation, please reach out to the City Clerk's office 306-634-1852.

Objecting to a Vote

Candidates and their agents can object to a voter and review the process of the election official verifying information if they think something was missed or that a voter is not eligible to vote. The election official will confirm with the voter that their information is accurate and true, and if the voter declares that the information is accurate, they are still able to cast their vote. The objection will be noted on the voter's registration and/or the voter list.

Election Day

Agents at Polls

Prior to opening the poll, a register tape is printed from the vote counting unit to indicate there are no votes registered for any of the candidates, bylaws, or questions. The candidate or candidate's agent may be present to witness the printing of the register tape from the vote counting unit and may request a copy of the register tape.

Challenging a Voter

During the time the polls are open, a candidate or candidate's agent may object to the entitlement of any person intending to vote. If the agent believes that the voter is not entitled to vote and objects, the Deputy Returning Officer will re-confirm the information sworn on the voter list/poll book with the voter. If the voter indicates that the declaration is correct, the objection raised by the agent will be noted on the voter list, the name of the agent raising the objection will be noted and the entry will be initialed by the Deputy Returning Officer.

Should the voter indicate that he or she made a mistake in completing the registration and is not entitled to vote, the information will be noted on the voter list/poll book and the voter will not be issued any ballots and will forfeit the right to vote.

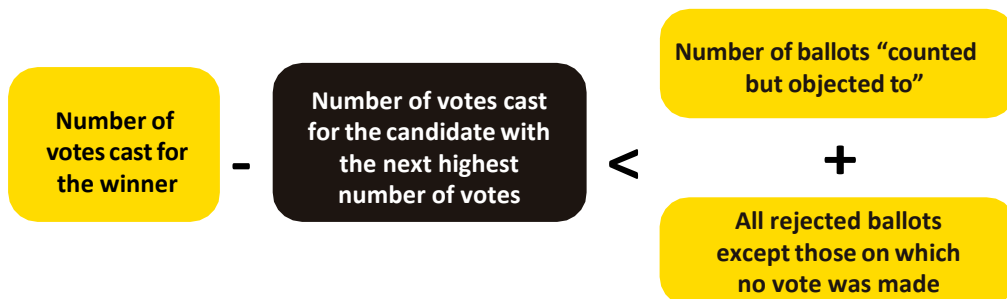
Election Central

Media will broadcast from City Hall on Election Day as results are finalized.

Official election results are announced on Thursday, November 14, 2024, at 1 p.m. at City Hall by the Returning Officer.

Request for Recount

After the Returning Officer has declared the official results of a vote, any voter or candidate in the municipality or school division may request a recount. A recount will only be considered where:



The person requesting the recount must deliver an official notice to the Returning Officer within four business days of the declaration of the results of the vote.

(Refer to Sections 158, 159, 160, 161, 166 and 167 of The Local Government Elections Act, 2015.)

Tie Vote

A tie vote, where two or more candidates for a vacant office have an equal number of votes, the returning officer shall resolve the tie vote using the process outlined in section 141.1 of the Act.

(Refer to Section 141.1 The Local Government Elections Act, 2015.)

Important Dates, Contact Information & Voters Requirements

Nominations	Wednesday, September 25 to Wednesday, October 9
Final Day for Filing	Wednesday, October 9 by 4 p.m.
Final Day for Withdrawal	Thursday, October 10 by 4 p.m.
Candidate Information Night	TBA

Point of Contact	Contact Information
Judy Pilloud - Returning Officer	P: 306-634-1852 E: elections@estevan.ca
Josh Shitta-Bey - Associate Returning Officer	P: 306-634-1843 E: elections@estevan.ca

Acceptable Pieces of Identification	
Provide to the deputy returning officer and the poll clerk one of the following to prove one's identity:	
1.	One piece of identification issued by the Government of Canada, the Government of Saskatchewan, a municipality or a government agency that contains a photograph of the voter and his or her name and address
2.	Two pieces of information prescribed in the regulations, each of which establishes the voter's name and at least one of which establishes the voter's address

CHECK LIST

- ☐ Decide which office you would like to represent (Mayor, Councillor, School Board Trustee).
- ☐ Ensure you are qualified to hold office (citizenship, residency, etc.) and are not disqualified under *The Local Government Elections Act, 2015 and The Education Act.*
- ☐ Note the requirements and deadlines for filing your nomination paper.
- ☐ Note the name and contact of the Returning Officer and Associate Officer.
- ☐ Have you signed and dated your nomination papers?
- ☐ Have you gotten two people to witness your nomination paper?
- ☐ Have you attached a complete Criminal Records Check (*the check must have been completed within 30 days of submission of the nomination forms*)
- ☐ Have you completed the Public Disclosure Form?
- ☐ Attend the Candidates' information Night **TBA**
- ☐ Obtain a copy of the latest polling area information from the website.
- ☐ Familiarize yourself with voter eligibility requirements.

- ☐ Know advance, mobile, special poll and mail-in ballot voting opportunities or school subdivision in case voters ask you.
- ☐ Appoint persons to function as your official agent, if required, and file the appropriate form with the Election Coordinator before observing any election process poll dates.
- ☐ Know the restrictions on allowable campaign expenses, statutory requirements for election signage, and what political activities are not permitted at voting places on Election Day or during your campaign.
- ☐ Promote and vote on Election Day: November 13, 2024
- ☐ Campaign Disclosure(s) from electoral candidates, must be presented to the City Clerk's office at the conclusion of the election and before the first working day of May 2025.

Only one person can be nominated as a candidate for election on each nomination paper. A voter may sign the nomination papers for more than one person, and candidates cannot nominate themselves.

The onus of a bona fide nomination paper is on the person being nominated.

Papers must be filed at the City Clerk's Office latest by October 9, 2024, 4:00 pm