



CANDIDATE GUIDE – MUNICIPAL ELECTION 2024

Welcome candidate,

Interested candidates running for council are encouraged to read through the various materials and information provided.

We welcome you to reach out with any election questions by phoning the municipal office 306-245-3256 and/or email info@rmoffrancis.ca.

Below you find additional information and links provided for a wealth of information regarding **Running for Council as provided by Ministry of Government Relations!** You are also welcome to contact the Ministry of Government Relations directly by phoning 306-787-2680 or email muninfo@gov.sk.ca.

Running for Municipal Council

Consider running for municipal council

Municipalities are the level of government closest to the people, delivering services that residents rely on every day. **Saskatchewan needs citizens to take on leadership roles as council members** to represent their communities and provide direction on policies, programs and services.

Council members are entrusted to make decisions that directly affect the daily lives of residents, families, local business owners and others in the community.

Where to learn more

Learning about your municipality and the roles and responsibilities of a council member will assist you to decide if running for council is the right fit for you.

Scan the QR code or visit saskatchewan.ca for information on running for municipal council, including:

- The purpose of a municipality and role of council
- Information on your municipality and council
- Things to consider before running for council
- Responsibilities and responsible conduct of council members
- How to run for council
- Key documents after you are elected
- Additional municipal election resources

saskatchewan.ca

Key standards and values of a council member

- Honesty
- Objectivity
- Respect
- Transparency
- Accountability
- Confidentiality
- Leadership and the Public Interest
- Responsibility



Saskatchewan

The Ministry of Government Relations, in consultation with the municipal associations (Saskatchewan Association of Rural Municipalities, Saskatchewan Urban Municipalities Association, Urban Municipal Administrators Association of Saskatchewan and Rural Municipal Administrators' Association), developed the following resources geared toward citizens who are thinking about running for municipal council:

- **Guide** – [Consider Running for Municipal Council](#) – A citizen's guide for candidacy in municipal elections.
- **Consider Running for Council Video Series** – Four pre-recorded videos that break down the guide content into shorter video clips by topic.
 1. [Democratic Governance, Purpose of a Municipality and the Role of Council](#)
 2. [Learn more about your Municipality, Considerations before Running for Council, Time Commitment and Responsibilities](#)
 3. [Key Standards and Values and Responsible Conduct of Council Members](#)
 4. [How to Run for Council, Campaigning and Key Documents after Being Elected](#)
- **Poster** – A [poster](#) that contains a QR code that the public can use to go to saskatchewan.ca where resources are located.

Information and Legislation Available

- The Local Government Elections Act, 2015
<http://www.publications.gov.sk.ca/details.cfm?p=73891>
- The Local Government Elections Regulations, 2015
<http://www.publications.gov.sk.ca/details.cfm?p=77907>
- Municipal Election Information for Saskatchewan Municipalities
<https://www.saskatchewan.ca/government/municipal-administration/elections>

ELECTIONS

The municipal election for the Councillors for Divisions 1,3,5 and Reeve are to be held on Wednesday, **November 13, 2024**.

- **Wednesday, November 13, 2024**, to elect mayor and councillors in urban municipalities (cities, towns, villages) and to elect reeves and councillors representing odd-number divisions in rural municipalities.
- **Monday, November 9, 2026**, to elect councillors representing even-numbered division in rural municipalities.

Candidates eligibility requirements in all municipalities:

- At least 18 years old on the day of election;
- Canadian citizen at the time of submitting the nomination paper;
- Is not disqualified pursuant to the LGEA or any other Act; **AND**

In rural municipalities

- Resides in Saskatchewan; AND
- Is eligible to vote in the rural municipality (voter information can be found on Saskatchewan.ca).

[Election Procedures for Municipalities | Municipal Elections | Government of Saskatchewan](#)

A person cannot be nominated or elected as:

- A Councillor for more than one division; or
- A Councillor of a division and the Reeve of the municipality

A member of Council whose term of office expires with the upcoming election is not required to resign from his or her current position to seek election.

Disqualifications

Persons who are not qualified to be nominated or elected as a member of Council include:

- A judge of a court; and
- The auditor or solicitor of the municipality

Before seeking nomination to Council, employees of the municipality, employees of any board or commission appointed by R.M. Council, or employees of a board of education must first obtain a leave of absence in accordance with subsection 80(2) of *The Labour Standards Act*. If the employee is successful in being elected to Council, the person is deemed to have resigned from his or her employment on the day before he or she was elected. Unsuccessful employee candidates are entitled to resume their employment when the leave of absence expires.

Persons having an interest in a contract with the municipality are not disqualified from holding office as a member of Council.

Public Servants Seeking Nomination as A Candidate or becoming A Candidate

Municipal Employees

An employee wishing to seek a seat on council needs to refer to [Section 43 of The Local Government Election Act, 2015](#).

Employees should also make note of [Section 2-54 of The Saskatchewan Employment Act](#) and its other related provisions.

Provincial Employees

Refer to [Section 2-54 of The Saskatchewan Employment Act](#) and its other related provisions.

Federal Employees

Refer to [Part 7 of The Public Service Employment Act](#) and its related provisions.

Employees should also make note of [Section 2-54 of The Saskatchewan Employment Act](#) and its related provisions.

NOMINATION

To run in a municipal election, you **must file a nomination paper with the returning officer or nomination officer by the deadline specified in the ‘Notice of Call for Nominations’** posted by your municipality.

IMPORTANT: It is not the responsibility of the RO or NO to determine a candidate’s qualifications to seek office. The responsibility falls to the candidate who must attest to their eligibility in their acceptance and signing of the nomination paper.

You must file a completed nomination paper by the nomination deadline to be an election candidate.
 Contact your municipality for more information or if you have questions about your eligibility, the nomination period and requirements for filing a nomination paper.

Obtain the form	<ul style="list-style-type: none"> • Contact your municipality for the nomination paper. • The form will include a public disclosure statement that must be completed and attached.
Deposit required?	<ul style="list-style-type: none"> • Applies to municipalities with a population of 20,000 or more. • Deposits range from \$100-\$500, check with your municipality. • Must be cash, certified cheque or money order payable to the municipality.
Criminal Record Check Required?	<ul style="list-style-type: none"> • Applies if your municipality has a criminal record check bylaw. • Check with your municipality.
Obtain required signatures	<ul style="list-style-type: none"> • Signature requirements will be specified on the nomination paper. • For more information, contact your municipality or visit www.saskatchewan.ca
Complete acceptance form	<ul style="list-style-type: none"> • Complete candidates acceptance form, which will be part of the nomination paper.
Review nomination paper	<ul style="list-style-type: none"> • Review the nomination paper and any required attachments for accuracy and completeness.
Submit the form	<ul style="list-style-type: none"> • Once the Notice of Call for Nominations is published, the nomination form can be submitted, as directed on the notice. • Only completed forms will be accepted.

Powers and Duties

Candidates and agents must make a declaration in prescribed [Form U – Declaration of Candidate or Agent](#) before exercising their duties or functions at the polling place. Each candidate may appoint up to two agents to attend a polling place by completing [Form T – Appointment of Candidate’s Agent](#) and presenting it to the DRO.

Candidates and agents have the right to:

- Be in the polling place to observe proceedings while voters are voting,
- Object to the eligibility of any voter intending to vote,
- and they may: Examine a voter’s evidence of identity; or
- Request verification that vouching procedures have been followed

Candidates and agents may enter and leave the polling place at their pleasure during the hours the poll is open. **To observe the ballot count, candidates or one of their agents must be in the polling place prior to the close of voting.**

Candidates and agents are **obligated to maintain the secrecy of the voting at the polling place**. Failure to do so is an offence under the LGEA.

Candidates or agents **do not** have any authority to:

- Directly question a voter;
- Attempt to influence a voter;
- Enter the polling place after the polls close;
- Canvass or solicit votes or persuade a person not to vote within 100 metres of a polling place; or
- Review completed voter registration forms.

Voting - Election Day

Eligible voters can vote at the polling station set up within the municipality. The **Notice of Vote will be posted** following the close of the nominations and will include details about the location of polling places. The polling stations will open from **9:00 a.m. until 8:00 p.m. on Election Day, November 13, 2024**.

Electoral Divisions

How to determine your electoral division

On the tax notices mailed out in August, it identifies which division a property owner is entitled to vote.

The division in which a person is eligible to vote is determined by the first applicable clause:

1. The division where the voter resides;
2. The division where the voter owns assessed property; or
3. The division where the voter holds a permit as the occupant of a trailer or mobile home.

For further information regarding electoral Division, review Section 39 of *The Local Government Act, 2015*

Acceptable Voter Identification - Voter Identification Matters

The purpose of the voter ID requirements is to maintain the integrity of local election processes. Your name and address must appear in some form on your voter identification documents. **Bringing proper identification** will ensure your voice is heard and will help your local election run as smoothly as possible.

Photo ID - Your BEST option to take to the polls

Acceptable photo identification is ID that is **government-issued, valid** and has your **photo, name** and **address**. If your identification does not meet these criteria it will not be recognized as an acceptable form of photo identification.

Examples include:

- A valid **Saskatchewan Driver's Licence**. (If you still have a two-piece licence, make sure you have both pieces).
- A valid **Saskatchewan ID card** issued by SGI or any motor licence issuer.
- Any other valid **government issued photo ID** issued by a Canadian government whether federal, provincial or municipal, or an agency of that government, **so long as** it includes your **name and address**.

If you do not currently have photo identification you can [acquire non-drivers photo-ID](#) from SGI.

For a complete list of acceptable identification view Appendix D - Table 1 page 70-72 of *The Local Government Election Regulations, 2015*.



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