



RUNNING FOR COUNCIL?

A CANDIDATE'S GUIDE TO RUNNING FOR OFFICE

BYELECTION SCHEDULE

Nomination Day: September 18- by 4:00 pm

Deadline to withdraw nomination: September 19 - by 4:00 pm

- If there is *more than one nomination* standing after 4:00 pm on October 19, *we will have an election.*
- If there is *one nomination* for one position, that person shall be declared acclimated (elected by default) and there will be *no election.*
- If there are *no nominations*, a *second call* for nominations will be advertised.

If there is an election, it will take place as follows:

Advance Poll: October 16

Byelection Day: October 23

Find more information on elections at:

www.saskatchewan.ca/government/municipal-administration/elections

Download the Running for Office Fact Sheet at:

http://publications.gov.sk.ca/documents/313/93984-Running_for_Municipal_Council-What_you_need_to_know.pdf

CANDIDATES AND AGENTS

Candidates may appoint an agent to be present at the poll on their behalf. A Candidate wishing to appoint a Candidate's Agent(s) must first complete an appointment form, available from the Returning Officer. Upon presentation of this form to the DRO at the poll, the agent, upon taking an oath of secrecy, will be given a badge they must wear and permitted to exercise his/her functions as an agent.

Two agents for each candidate are entitled to be present in the polling place during voting hours in addition to the candidate. Either the candidate or his or her agent is entitled to be present at the vote count to witness the count and results.

The Local Government Election Act, 2015 has strict regulations regarding the conduct of candidates and their agents on Election Day. PLEASE SEE THE ACT FOR THE FULL REGULATIONS. CANDIDATES AND THEIR AGENTS MUST SITUATE THEMSELVES AND ACT IN ACCORDANCE WITH THE DRO'S INSTRUCTIONS.

CAMPAIGNING

There are rules regarding proper campaign procedures such as advertising, canvassing in or near the polling place, bribery and threats. (*The Local Government Election Act, 2015, The Controverted Municipal Elections Act*).

Every printed advertisement referencing an election must contain the name and address of the person who has authorized its printing, display and distribution.

No candidate, agent or other person shall canvass or solicit votes in a polling place or within 100 metres of the building where the poll is held and when the polls are open.

BALLOTS

Due to ballot size constraints there will be a restricted number of letters for the line containing first names and surnames and also for the line containing occupation/affiliation, if selected. Generally names of up to 18 characters (including spaces and hyphens) can be printed on the ballot. *Titles such as doctor, reverend, father or sister will not be placed on the ballot.*



PUBLIC DISCLOSURE REQUIREMENTS (COUNCIL MEMBERS)

Upon being elected to office, under *The Local Government Election Act, 2015* section 116, within 30 days after being elected, you must file with the CAO a public disclosure statement.

This is a summary of the information required to be submitted, the complete listing can be found in *Act*. Where it says “member/family” this means the regulation applies to the Councillor OR any member of their family:

- the name of every employer, person, corporation, organization, association, or other body from which the member/family receives remuneration for services performed as an employee, director, manager, operator, contractor or agent;
- the name of each corporation in which the member/family as a controlling interest, or is a director or senior officer;
- the name of each partnership or firm of which the member/family is a member;
- the name of any body/business that the member/family directs, manages, operates or is otherwise involved in that transacts business with the Town, the council considers appropriate or necessary to disclose, or is prescribed;
- the address/legal description of property located in the Town of Wadena that is owned by the member/family or a corporation of which the member/family is a director or senior officer or has a controlling interest;
- the general nature any material details of any contract or agreement involving the member/family that could reasonably be perceived to affect the member of council’s impartiality in the exercise of his or her office.
- members of Council are subject to an ongoing duty of disclosure and must submit an amendment (if required) as soon as practicable to the Administrator after the declaration of conflict of interest; within 30 days of a material change to the disclosure statement; and, as soon as practicable after recognition of any errors on the statement.
- the disclosure statement must be updated annually with confirmation that there has been no change or if there are changes they must be detailed and must be submitted by November 30 of each year. Disclosure statements are open to public inspection.

The word "Vote" is written in a green, stylized font with a checkmark-like shape at the top of the letter 'V'.

CODE OF CONDUCT

Ethics and integrity are at the core of public confidence in government and in the political process. A Code of Conduct Bylaw has been established for members of Town Council relating to their roles and obligations together with a procedure for the investigation and enforcement of those standards. A copy can be found online or from the office.

EMPLOYMENT CONCERNS

An employee of a municipality or of a board or commission appointed by a Council may seek nomination and election if they have first obtained a leave of absence in accordance with *The Saskatchewan Employment Act*, subsection 2-54(1). If that employee is elected, he/she is deemed to have resigned from the position of employment on the day before the day on which he/she is declared elected unless for any reason the results of the election are overturned.

WITHDRAWAL OF NOMINATION

A person who has been nominated may withdraw his/her nomination by filing with the Returning Officer or Nomination Officer a written statement to that effect, signed by the nominated person and two witnesses or by the Returning Officer or Nomination Officer. Nominations may be withdrawn at any time during office hours during the period from the receipt of the person's nomination until 4:00 p.m. on September 19, 2019.

FALSE STATEMENT BY CANDIDATE

The Local Government Election Act, 2015 is clear when outlining the obligations of a candidate to be truthful on the Candidates Acceptance form. **179(1)** *No person shall sign a candidate's acceptance form that contains a false statement. (2) Every person who contravenes subsection (1) is guilty of an offence and liable on summary conviction to a fine of not more than \$1,000. (3) If a person convicted of an offence pursuant to subsection (1) has been elected, that person's election is void, and the Council or board shall immediately declare the office to which that person was elected vacant and provide for the holding of a byelection in accordance with section 11.*

