



2020 MUNICIPAL ELECTION CANDIDATE GUIDELINES

This resource is provided to assist individuals interested in seeking election in the upcoming general municipal election. The information provided is a general overview, and candidates are still responsible for complying with all relevant provisions of *The Local Government Elections Act, 2015*, *The Local Government Election Regulations, 2015* and *The Cities Act*. Copies of the Acts may be obtained online at saskatchewan.ca.

Questions about any of the material included in these guidelines, or any other matters related to the election, can be directed to Jessica Walters, Returning Officer at: elections@meadowlake.ca or 306-236-3622 ext. 208

INFORMATION ABOUT THE ROLE OF ELECTED OFFICIALS

The elected Council of the City of Meadow Lake is the governing body of the municipality and is composed of the Mayor and six Councillors. City Council operates as a group, and in general terms is responsible for promoting the peace, order and good governance of the City.

Local government officials (Mayor and Council) are elected by their fellow residents to represent and respond to their needs at a local level. As an elected official, you will:

- Bring your perspective to the decision-making table;
- Influence changes that benefit your community and ensure its sustainability;
- Put forward new ideas for debate and implementation;
- Make a positive difference in the quality of life in your community; and
- Provide a voice for your community with other levels of government.

How do I make a decision to run?

If you are considering running for Council, but haven't made up your mind yet, consider some of the following:

- Attend and observe council meetings to familiarize yourself with the local process;
- Meet with employees of the City to learn about what they do;
- Talk to current and former councilors to find out more about the commitments and responsibilities that are involved in the role;
- Contact the Returning Officer to learn more about the election process and important dates.

What is the time commitment of being on Council?

Terms are for four (4) years, with the next general election being scheduled for fall of 2024. The Mayor and all members of Council are expected to attend regular meetings of Council, which normally fall on the 2nd and 4th Monday of every month, as well as meetings of any Boards or Committees they may be appointed to, community events, meeting with residents and community organizations, and other City business.

The Mayor is considered a part time role, and for 2020, the annual indemnity for this role is set at \$28,652. For 2020 the annual indemnity for the role of Councillor is set at \$8,914.

An additional amount of \$212 per month is paid for the role of Deputy Mayor, and a per diem rate of up to \$125 per day for attending authorized business of the City that is not part of officials' regular duties. In an average month, a Councillor can expect to spend about 20 hours per month on their duties, while the Mayor can expect to spend 30-50 hours.

GENERAL ELECTION INFORMATION

This year's municipal election will be held on Monday, November 9, 2020. Elections will be held for the office of Mayor (1) and Councillor (6). All terms are for four years.

Candidate's Qualifications:

- All Candidates must be at least 18 years of age on Election Day; and
- At the time the nomination is submitted:
 - be a Canadian citizen;
 - have been a resident of the City for at least 3 consecutive months; and
 - have been a resident of Saskatchewan for at least consecutive 6 months.

In addition, the following are disqualified from being nominated or elected to hold office as a Councillor:

- A judge of a court;
- A person engaged as an auditor or solicitor of the municipality; or
- An employee of the City who has not first obtained a leave of absence.

Elector Qualifications:

- To vote and/or to nominate a Candidate, an elector must be at least 18 years of age on Election Day;
- A Canadian citizen on Election Day;
- A resident of Saskatchewan for at least 6 months on Election Day;
- and - (either one of the following):
 - Is a resident of the City for at least 3 months on Election Day; or
 - Is the owner of assessable land within the City for at least 3 months on Election Day.

A voter is deemed to be a "natural person," not a corporation.

The following is a summary of the rules of residence, as set out in The Local Government Election Act, 2015:

- The residence of a person is the place at which they reside and to which, when they are absent from that place, that person has the intention of returning. The place they typically call "home".
- A person does not lose residency if they are temporarily absent.
- As long as the person remains in Saskatchewan, a person does not lose residency until they acquire another residence.
- A person who is not a full-time student cannot have more than one residence in Saskatchewan. If they have more than one home in Saskatchewan, the person shall elect one of those as their residence.
- Active members of the Canadian Armed Forces are deemed to have ordinary

residence at the place where they reside, or at the place they have moved from if that place is in Saskatchewan, for the duration of their service.

- Full-time students are deemed to have residence at the place where they study and the place they have moved from when the places are in Saskatchewan.

NOMINATION PROCESS

Nomination Papers:

Nominations may be filed during normal working hours from **August 13 until Tuesday, October 6 20th and on Wednesday, October 7 between the hours of 9:00 am to 4:00 pm.**

The nomination form has a front and back portion and candidates must ensure that the following has been entered:

- The candidate's name and street address must appear on the front of the nomination form together with the office they are running for.
- Five (5) eligible electors who meet the qualifications noted above must sign the front of the form and include their street address (or the street address of the land owned within the City).
- The back of the form must show the name of the candidate, as it will appear on the ballot, as well as the office that they are running for. Ballots will be printed alphabetically by surname. Titles will not be placed on the ballot.
- Candidates may include the name by which they are commonly known in brackets, and this information will also be printed on the ballot.
- The back of the form must be dated and signed by the candidate in the presence of two (2) witnesses. **Please ensure that this is completed before handing the form. Incomplete forms will not be accepted.**
- The witnesses do not have to be electors or residents of the community - however they must be of legal age (18 or over).
- **New for 2020:** Candidate's occupations will no longer be listed on the ballot.
- **New for 2020:** Candidates are also required to submit a public disclosure statement along with their nomination form. Previously, this was required within the first 30 days of taking office. Statements are available online or from the Returning Officer.

Nomination forms may be returned in person, by mail to Box 610, Meadow Lake, SK, S9X 1Y5, by fax to 306-236-4299 Attn: Returning Officer, or by email to elections@meadowlake.ca. **PLEASE NOTE:** Once nomination papers have been filed they may be reviewed by any member of the public, and may be posted to the City website.

Nomination Withdrawals:

A candidate may withdraw his or her nomination by filing a written notice with the returning officer or the nomination officer any time after they have filed their nomination until **4:00 pm, Thursday, October 8** (24 hours after the close of the nomination period).

VOTING OPTIONS

Advance Poll:

Advance polls are planned be held as follows:

City Hall, 120 - 1st Street East, Meadow Lake, SK on

- Thursday, October 29, 2020 from 9:00 a.m. to 4:00 p.m.
- Friday, October 30, 2020 from 9:00 a.m. to 4:00 p.m.
- Monday, November 2, 2020 from 9:00 a.m. to 4:00 p.m.
- Tuesday, November 3, 2020 from 9:00 a.m. to 4:00 p.m.

and

at the Lions' Den, inside the Tourist Information Building at 902 9th Street West, Meadow Lake, SK on

- Wednesday, November 4, 2020 from 1:00 p.m. to 6:00 p.m.

A notice confirming Advance Poll times and locations will be posted in the local newspaper and City website after the close of the Nomination Period.

Mail-In Ballots:

The City has adopted a bylaw to provide for mail-in ballots for voters who are not otherwise able to vote on Election Day. Any person requesting a mail-in ballot must provide proof of identity to the Returning Officer and sign a voter declaration form in order to be issued a ballot kit. A registry of mail-in ballot voters will be kept, and may be inspected by the Candidates or Agents while the poll is open on election day. The Mail-in Ballot Bylaw was updated this year to allow for contactless (electronic) voter registration.

Election Day:

Election Day is **Monday, November 9th** with the polls open from **9:00 am until 8:00 pm**. Voting will take place at the **Alliance Church Gym, 805 5th Street West**.

Persons Entitled To Be In Polling Area:

- Election Officials
- Each Candidate
- Not more than two duly authorized agents of a candidate
- Any person acting as an escort to an elector who is blind or otherwise incapacitated
- Electors waiting to cast their ballot

CAMPAIGN ADVERTISING AND APPOINTMENT OF AGENTS

Advertising:

Please ensure each advertisement states the name and address of the authorizing individual, as this is required under provincial legislation. If signs are being put up, please contact City Hall to determine where they may be placed. Keep all campaign materials **at least 100 metres away** from the Alliance Church (the polling place) while the polls are open. All signs must be removed within 7 days after the election date (by November 16). The City's Election Sign Policy is available for further information regarding the placement of signs.

Candidate Profiles:

Candidates are encouraged to submit profiles for publication on the City's website. These profiles may include contact information, a photo of the candidate and a short profile statement up to 150 words. Statements must be limited to information about the candidate and the candidate's platform. If no profile information is provided, only the name of the candidate will be listed. Profiles must be submitted by email to the Returning Officer at elections@meadowlake.ca before the close of the nomination period.

Candidates/Agents:

Each candidate may appoint up to two agents who may be present to observe the election proceedings. The agent(s) must be appointed using the prescribed form, available from the City Clerk's office. In order to be present at the polling place or for the counting of ballots each candidate and/or agent will be required to make a declaration of secrecy.

An agent is permitted to observe, but not interfere with the process of the election. While at the poll, Candidates or agents shall not:

- question electors or attempt to influence their voting decision in any way;
- make their objection directly to the elector if they object to that elector voting — the objection must be made to the Deputy Returning Officer and if possible before a ballot has been given to elector so that the DRO has an opportunity to discuss the voter registration form with the elector;
- attempt to determine how an elector has voted or will vote, or communicate to anyone how an elector has voted or will vote; or
- canvass or solicit votes in within 100 metres of the polling place.

When the polls are open, an agent may object to a person's entitlement to vote if the agent has reason to believe that person is not entitled to vote. In such cases, the Deputy Returning Officer will reconfirm the details of the voter declaration form with the voter.

- If the voter indicates the declaration is correct, the objection will be noted in the poll book, including the name of the agent making the objection, and initialed by the DRO. The voter will still be issued a ballot.
- If the voter indicates the declaration is not correct, the information will be noted in the poll book and no ballot will be issued.

Candidates have the option to have either themselves or an agent present for the counting of the ballots. These individuals must be in the polling area before the doors close at 8 pm. Once the doors are closed no one is allowed inside.

Additional COVID-19 Considerations:

We encourage candidates to reference and rely on the full set of existing guidelines issued by the province that align with campaign-related activities—including distribution of campaign materials, outdoor and indoor campaign gatherings, campaigning at hospitals and personal care facilities, and transporting voters to polling places. Door to door canvassing is currently permitted within the set guidelines of the Re-Open plan, which include minimizing contact, maintaining six-foot distances, and not participating when ill. If you have questions related to how to safely conduct an activity or require more information, you should contact the Saskatchewan Public Safety Agency at 1-855-559-5502.

To allow voters to safely participate in the election, we will be expanding our mail-in ballot and advance poll voting options this year. We will also be limiting the number of persons permitted inside the polling place on Election Day if required in order to maintain six foot distances, and requiring any candidates or agents present at the polling place to wear a mask for the duration of their time present.

As COVID-19 safety guidelines are subject to change, we will be regularly consulting the latest advice from the province throughout the election period, and encourage candidates to do the same.

POST ELECTION PROCEDURES

Ballots and Results:

Ballots will be counted and unofficial results will be released following the close of polls on November 9th. Candidates not present for the ballot counting will be contacted and advised of the unofficial results at this time. Official results will be issued and posted at City Hall on November 10th at 9:00 a.m.

Sections 158-160 of *The Local Government Election Act, 2015* guide the actions of the Returning Officer with respect to situations which automatically require a recount and those which may be requested by a voter or candidate.

Request for Recount:

Any voter or candidate in the municipality in which the vote was taken may request a recount after the returning officer has declared the official results of the vote by delivering to the returning officer, within four days of the declaration of the results of the vote, a notice in the prescribed form requesting a recount if the difference between the number of votes cast for any elected member, and the candidate having the next highest number of votes is less than the number of ballots “counted but objected to” plus all rejected ballots (except those on which no vote was made).

Assumption of Duties:

The elected candidates will assume their duties at the meeting of Council on November 16th. Elected candidates will be required to sign an oath prior to assuming their duties. An orientation session will also be held in November for all newly elected officials.

Updated conflict of interest legislation in 2016 expanded the requirements of the public disclosure statements. Please contact the City Clerk if you require more information about these legislative changes and the nature of conflicts that are required to be disclosed.

ADDITIONAL INFORMATION RESOURCES

<http://www.saskatchewan.ca/government/municipal-administration/elections>
www.meadowlake.ca/p/elections

Returning Officer:

Jessica Walters, City Clerk ~ elections@meadowlake.ca ~ 306-236-3622 ext. 208

FORM T
[Subsection 104(1) of the Act]

APPOINTMENT OF CANDIDATE'S AGENT

This is to certify that

_____ (Name)

Of

_____ (Address)

Is authorized to attend the Polling Area located at:

Meadow Lake Alliance Church – 805 5th Street West

On the 9th day of November 2020, as my agent.

Dated at _____, this _____ day of _____, 2020.

Candidate