

CANDIDATE GUIDE

Municipal/In-City School Boards Election for Prince Albert



**Election Day
November 13, 2024**

Prepared by the Returning Officer

Last updated: June 17, 2024

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Please note that information provided in this Guide may be subject to change. Check the website at www.pavotes.ca for the most up-to-date Election information.

INTRODUCTION

This resource provides an overview of the election process and includes a summary of the process to assist individuals who are interested in serving as a Candidate for any of the following offices:

MUNICIPAL (The City of Prince Albert)	PUBLIC SCHOOL BOARD (Saskatchewan Rivers Public School Division No. 119)	SEPARATE SCHOOL BOARD (Prince Albert Roman Catholic Separate School Division No. 6)
One (1) Mayor Eight (8) Councillors (one for each of the 8 wards)	Five (5) Trustees (at-large voting for In-City subdivision)	Six (6) Trustees (at-large voting for In-City subdivision)

The information contained in this resource has been prepared as a reference for candidates but does not outline all the responsibilities in complying with legislation. Prospective candidates should determine for themselves if they are qualified to seek elected office. Compliance with the Local Government Election Act and all other regulations and bylaws are the responsibility of the candidate. Candidates should refer to the following:

- *The Local Government Election Act, 2015 and Regulations*
- *The Cities Act*
- *The Education Act, 1995*
- Election Bylaw No. 9 of 2020, and any amendments

Copies of the Acts may be obtained from the Provincial King's Printer website at <https://publications.saskatchewan.ca> and Bylaw at www.citypa.ca.

Additional Resources and Websites:

- Saskatchewan Rivers Public School Division No. 119 <https://www.srsd119.ca/>
- Prince Albert Roman Catholic Separate School Division No. 6 <http://pacsd.ca/>
- Saskatchewan School Boards Association <https://saskschoolboards.ca/>
- Government of Saskatchewan <https://www.saskatchewan.ca/>
- The Saskatchewan Urban Municipalities Association <https://suma.org/>

For any questions regarding the Municipal/In-City School Boards Election, please contact:

Returning Office
Room 208, 2nd Floor, City Hall
1084 Central Avenue, Prince Albert SK S6V 7P3
Phone: (306) 953-4305
E-mail: pavotes@citypa.com
Website: www.pavotes.ca

Terri Mercier, Returning Officer
Savannah Price, Associate Returning Officer

IMPORTANT DATES

NOMINATIONS	Monday, September 23 – Wednesday, October 9
Final Day for Filing	Wednesday, October 9 at 4:00 pm
Final Day for Withdrawal	Thursday, October 10 at 4:00 pm

CANDIDATE INFORMATION SESSION	
City Hall	Thursday, October 17 at 6:30 pm

ADVANCE POLLS	
Alfred Jenkins Field House	Friday, November 1
Alfred Jenkins Field House	Saturday, November 2
Drive-Thru – Exhibition Grounds	Friday, November 8
Drive Thru – Exhibition Grounds	Saturday, November 9

MOBILE POLL	Voting from November 4 to 8
Application Deadline	Tuesday, October 22

MAIL-IN BALLOTS	Applications will be available in July
Application Deadline by Mail	Tuesday, October 15
Application Deadline In Person	Wednesday, November 13 at 8:00 pm

ELECTION DAY	Wednesday, November 13 9:00 am to 8:00 pm
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BECOMING AN ELECTED OFFICIAL

Why Run for Office

Becoming a member of a Council or a School Board is a challenging and rewarding experience. As an elected official, you will have the opportunity to influence the future of your community. You will be expected to represent the local community and act on its behalf.

Time Commitment

As a member of Council or the School Board, there will be demands on your time, energy and commitment. In addition to regular meetings, you will be required to attend special meetings, committee and board meetings, along with various public meetings and functions during the day and after hours.

In the case of **members of City Council**, the following dates will be mandatory for each member to attend, so you will need to make the required arrangements if you are elected:

1. November 15, 2024 at 3:00 pm – Information Meeting for Elected Council;
2. November 18, 2024 at 6:00 pm – Portraits, Induction Ceremony & 1st Meeting of City Council;
3. November 19, 2024 from 1:00 to 2:30 pm or 3:00 to 4:30 pm – Agenda, iPad & Email Training;
4. November 21, 2024 from 5:00 to 7:00 pm – Legislative, Legal and Operational Orientation; and,
5. November 28, 2024 – Procedure Bylaw and Mock Meeting Training from 5:00 to 7:00 pm

In addition, there are a number of Budget Committee meetings currently scheduled from November to January, as follows: **Note: The proposed times are subject to change and additional dates may be required.**

1. November 25 and 27, 2024, and December 5, 2024 from 4:00 to 7:00 pm – Strategic Planning Session;
2. December 11, 2024 from 5:00 to 7:00 pm – External Agencies Business Plan Review;
3. January 8, 9 & 10, 2025 from 8:00 am to 5:00 pm – Budget Committee - General Fund & Capital;
4. January 16, 2025 from 4:00 to 5:30 pm – Strategic Planning Session; and,
5. January 22 & 23, 2025 from 4:00 to 8:00 pm – Budget Committee – Sanitation, Airport, Land & Utility.

In the case of **School Trustees**, please contact the applicable School Divisions for orientation dates and information.

Term of Office

Members of a Council or a School Board are expected to serve a four (4) year term. That term of office officially begins at the first meeting of the Council or Board following the general election and continues until the first meeting of the Council or Board following the next general election.

Ward System

A ward system for The City has been in place since 1994. You can view the boundaries of the wards on the City's website at www.citypa.ca.

Please note that the Ward Boundaries are also the designated Polling Areas for the purposes of the Municipal/In-City School Boards Election.

ROLE OF ELECTED OFFICIALS

Mayor & Councillors

The Province of Saskatchewan sets out the powers of municipal governments through various legislative Acts and Regulations.

City Council is required to carry out its business in a way, which ensures that it is accountable to the people who elect it and is responsible for encouraging and enabling public participation in the government process.

Refer to Sections 65 and 66 of *The Cities Act* for information on general duties of a Mayor and/or Councillor.

City Council is comprised of the following:

- Mayor, elected at large by the electors of The City; and,
- Eight (8) Councillors, elected by the electors of the Ward in which they are representing.

For additional information, contact the City Clerk's Office at 306-953-4305.

School Board Trustees

Both the Separate and Public School Board are established by provincial legislation, which exercises its authority within *The Education Act, 1995* and its Regulations.

The role of the trustee is to contribute to the Board as it carries out its role to represent the public voice in Pre-kindergarten to Grade 12 educational governance.

Information on the general duties of School Board Trustees is available by referring to Sections 85 and 87 of *The Education Act, 1995*. Also, additional resources are available from the Saskatchewan School Boards Association website at <https://saskschoolboards.ca/>.

The Prince Albert Roman Catholic Separate School Division No. 6 is comprised of seven (7) Board members, as follows:

- Six (6) Trustees elected at large by Roman Catholic electors of the In-City Subdivision; and,
- One (1) Trustee elected at large by Roman Catholic electors of the Rural Out-of-City Subdivision.

The Saskatchewan Rivers Public School Division No. 119 Board is comprised of ten (10) Board members, as follows:

- One (1) trustee elected at large by the electors of each of five Rural Out of City Subdivisions; and,
- Five (5) Trustees elected at large by the electors of the In-City Subdivision.

Please note that the Returning Officer for The City is conducting the School Boards Election for the In-City Subdivision ONLY.

For additional information relating to the Separate School Board, please contact:

Greg McEwen, Chief Financial Officer
P: 306-953-7504
Email: greg.mcewen@pacsd.ca
Website: www.pacsd.ca

For additional information relating to the Public School Board, please contact:

Jerrold Pidborochynski, Chief Financial Officer
P: 306-922-3642
Email: JPidborochynski@srsd119.ca
Website: www.srsd119.ca

QUALIFICATIONS OF CANDIDATES

Am I Eligible

A person may run for the office of a member of City Council or In-City Subdivision School Board Trustee, if they:

- are at least 18 years of age on the day of the election;
- are a Canadian citizen, at the time of submitting Nomination Papers;
- have resided in The City of Prince Albert, or on land now in the City, for at least three (3) consecutive months immediately preceding the date on which Nomination Papers are submitted;
- have resided in Saskatchewan for at least six (6) consecutive months immediately preceding the date on which Nomination Papers are submitted; and,
- are not disqualified pursuant to *The Local Government Election Act, 2015* or any other Act.

Candidates for Councillor do not have to reside within the ward in which they are running; however, all the residents nominating the candidate must be electors of the ward.

In the case of School Board elections, the candidate must be a voter of the respective school division on the day of the election. (*Section 45 of The Local Government Election Act, 2015*).

Who May not Run

You may not run for the office of City Council, if you are:

- a judge of any court; or
- an auditor or solicitor of the City.

No person is disqualified from being nominated for office as Mayor or Councillor by reason of:

- Having an interest in a contract with the City; or
- Undertaking duties of a volunteer firefighter on behalf of the City.

(Refer to Sections 42-44 of *The Local Government Election Act, 2015*).

Employees

An employee of The City or Board, may seek nomination if the person has first obtained a leave of absence in accordance with Subsection 2-54(2)(a) of *The Saskatchewan Employment Act*.

If that employee is elected, the person is deemed to have resigned from the position of employment on the day before the day on which they have declared elected unless, for any reason, the results of the election are overturned.

Candidate's Agents

Candidates wishing to appoint agents must complete an Appointment of Candidates' Agent Form for each agent. The agent must present the Form and make a declaration to the Deputy Returning Officer at the poll.

During Voting Hours, two (2) Agents, in addition to the Candidate are allowed in each polling place; and, **After Close of Poll**, only either the Candidate, or one (1) of their Agents is entitled to be present at each polling place during the count of the votes.

The agent is permitted to only be in the designated location at the polling place to observe the conduct of the election. The candidate or agent has the right to object to the entitlement of any voter intending to vote but must address their objection to the Deputy Returning Officer.

An agent shall in no way interfere with the election process and adhere strictly to the principle of secrecy of the vote and shall not communicate or attempt in any way whatsoever, at any time, to communicate information known to them as to the person for whom any vote is given.

Candidates' Agents should be made aware that a candidate or agent may attend the close of advance poll after each session to observe the process. No results will be provided but an indication of the number of votes cast per day will be available.

In addition, for mail-in ballots, if there are 100 or more mail-in ballots received on or before the final day of advance voting, the ballots will be inserted into the Vote Counting Machine on November 12 at 1:00 pm at City Hall.

Election Officials will be processing Mail-In ballots, along with Mobile and Special Poll ballots through the vote counting machines starting at 8 pm on Election Day at City Hall.

Additional information on rights of candidates and agents will be provided at the Candidate Information Session on October 17, 2024.

(Refer to Sections 103, 105, 134 and 171-173 of The Local Government Election Act, 2015.)

NOMINATIONS

Nomination Period Nomination period is **Monday, September 23 to Wednesday, October 9, 2024**. The deadline to file nomination papers is 4:00 pm, Wednesday, October 9.

Nomination papers will only be accepted at City Hall during normal business hours, 8 am to 4:45 pm Monday to Friday, with the exception of Nomination Day when they will be accepted **only** between 8 am and 4 pm. We would encourage candidates to make an appointment with a Nomination Officer by calling 306-953-4305.

Nomination Papers Nomination papers for Mayor, Councillor or School Trustee may be downloaded from www.pavotes.ca, or obtained from the Returning Office at City Hall.

All nomination papers must be filed at the Returning Office in City Hall, during the specified nomination period.

Application Criteria All nominations must include the following:

Nomination Form signed by the correct number of nominators, as follows:

- In the case of Mayor, by 25 voters of the City;
- In the case of Councillor, by 25 voters of the ward;
- In the case of Public School Board Trustee, by 10 voters of the Public School Division, In-City subdivision; and,
- In the case of Separate School Board Trustee, by 10 voters of the Separate School Division, In-City subdivision.

Please note that only the required number of signatures will be accepted, no more or no less. You will be required to redact any additional signatures.

Candidate's Acceptance Form signed by the candidate and witnessed by two (2) people.

Public Disclosure Statement, only for candidates running for Mayor or Councillor. For assistance in completing this Form, please view the Public Disclosure Statement Tips at <https://publications.saskatchewan.ca/#/products/77531> from the Ministry of Government Relations.

Deposit of \$100 for School Board Trustee candidates, and \$250 for Municipal candidates; acceptable in cash, debit or cheque, payable to The City of Prince Albert.

Other Criteria

No candidate can be nominated as both Mayor and Councillor of The City and no candidate can be nominated as a Councillor in more than one (1) ward.

No candidate can be nominated as a Trustee in more than one (1) subdivision of a school division.

Nomination papers must state the name and address of the person nominated, as well as the name and address of each nominator.

Only one (1) 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.

In the case of a separate school division election, an eligible nominator must be a voter of the separate school division, which means the voter must be Catholic. (*Subsection 36(2) of The Local Government Election Act, 2015.*)

The onus to submit a complete and truthful nomination paper is on the person nominated for election to an office.

Receipts

Once the completed nomination papers are filed with the Nomination Officer, a receipt for the deposit will be issued to the candidate.

Examination of Papers All nomination papers filed with the Returning Office are open to inspection by any person. This includes the Public Disclosure Statements for members of Council. Copies of all required documents submitted will be posted in the Foyer at City Hall and will be provided to anyone who requests a copy.

(Refer to Sections 67-70 of the Local Government Election Act, 2015.)

Name Order on Ballot The ballot for all offices will be in alphabetical order of surnames and names **(as specified on the Candidate's Acceptance)** of the candidates, with the exception of the Saskatchewan Rivers Public School Board Trustees whose names will be listed in a rotating order.

Withdrawal A person who has been nominated may withdraw their nomination during the period from the receipt of the person's nomination until **4 pm on October 10, 2024**, by filing with the Returning Officer a written statement to that effect, signed by the nominee and two (2) witnesses or by the Returning Officer.

Refunds The Returning Officer will return deposits to candidates who:

- Withdraw their nomination by 4 pm on October 10; or,
- For candidates seeking election as a member of Council, the \$250 deposit is refundable to candidates who are successfully elected; or,
- For the Separate School Board Trustees, the \$100 deposit is refundable to all candidates; or,
- For Public School Board Trustees, the \$100 deposit is non-refundable to all candidates.

ADVERTISING & PROMOTIONAL ACTIVITIES

Printed Advertisement Every printed advertisement that promotes the candidacy of a person in reference to an election, **shall within or on the face of the advertisement include the name of the candidate and the name of the person who has authorized its printing, display and distribution.**

Please note that the Act requires the name of the person who has authorized its printing. This does not mean the name of a “committee” to elect, but rather the name of the individual who authorized its printing.

Permitted Signs No Sign Permit is required; however election signs must comply with all requirements and provisions of The City’s Portable Sign and Zoning Bylaws.

Election signs may be placed on public property if the placement of the sign does not in any way impede, impair, disrupt or disturb traffic, both pedestrian and/or vehicular. The sign(s) may not in its placement cause any manner of visual impairment or obstruction that may be considered a safety hazard or contribution to urban blight.

An election sign deemed to be in violation will be removed and retained by the City for three (3) business days. Following that period, the City may dispose of any signs without notice.

The City recognizes that individual property owners are deemed responsible for the care of City-owned boulevards immediately abutting their property. Pursuant to this, the City entrusts the property owner with the right to remove any election signage from the portion of boulevard abutting the frontage of their property.

All election signs must be removed within seven (7) days following the date of the election.

For further information, please contact the Planning and Development Services Department at 306-953-4370, or refer to The City’s Portable Sign Bylaw, on The City’s website at www.citypa.ca.

(Refer to Sections 176, 177 & 182 of The Local Government Election Act, 2015 and Section 26 of The City's Portable Sign Bylaw No. 19 of 2018.)

Signs Prohibited

Election signs cannot be placed on:

- Any City structure, including buildings, fences, retaining walls, utility poles and traffic signal equipment.
- School property, either directly or indirectly.

City/School Logo Use

The use of The City's Logo/Crest, PA Votes Logo and School Divisions Logo for campaign advertising purposes is strictly prohibited. This specifically applies to material that is reasonably intended to promote or procure the success of a particular candidate in an election and/or enhance the standing of a particular candidate with the electorate. Please remember that this includes current elected members.

At Polls

During the hours that a poll is open, no candidate, agent or any other person shall:

- Canvass or solicit votes in the polling place or within 100 meters **of the building** where the poll is held;
- Display, distribute or post a campaign sign, 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*;
- Make any communication to a person intending to vote other than through the Deputy Returning Officer; or,
- Directly or indirectly induce a person to display their ballot in a manner that reveals how they have voted.

Candidate Profile

Candidates have the option of submitting a Candidate Profile Form with their Nomination papers. These profiles may include a statement of up to 250 words, a recent head and shoulders photograph of the candidate and contact information.

If you choose not to submit a profile, the words "Candidate information not available" will appear next to your name.

Candidate profiles will be posted on the PA Votes website at www.pavotes.ca.

Only profiles received by 4 pm on Nomination Day will be included on the PA Votes website.

**Profile Form &
Statement**

A Candidate Profile Form should be:

- Submitted at the same time as the nomination form or at the latest on Nomination day;
- Submitted on-line at www.pavotes.ca or by printed copy (on-line is preferred); and,
- Signed by the candidate if submitted in printed form.

Once submitted, the Form cannot be changed.

Statements must be confined to information about the candidate, the candidate's policies and the candidate's intentions, if elected. Statements must be a maximum of 250 words. Statements more than 250 words will be reduced to end at the last complete sentence or phrase within the required word limit.

The Returning Officer will not edit any statements, except to reduce the length of 250 words. Incorrect spelling, grammar or other obvious errors will not be corrected.

Statements must be free of defamatory or vulgar language. The Returning Officer will have final decision on whether to accept the statement.

Contact Information

Contact information may include home telephone, work telephone, cell number and e-mail address.

Social Media URLS

Candidates will be allowed to submit a limit of two (2) social media URL's links for placing with their profile.

Photograph

By submitting a photograph, the candidate is granting permission to the Returning Officer to publish the photograph for election purposes. The candidate must be the sole owner of all copyrights of the photograph or have the full authority of the copyright owner(s) to grant to the Returning Officer the rights required to publish the photograph for election purposes.

Images must be:

- A recent head and shoulders shot of the candidate alone;
- Approximately 2 inches wide and 2 ¾ inches high (portrait);
- In colour;
- jpeg or png image; and,
- Minimum size of 1200 x 1800 pixel at 300 dpi images

It is preferred to submit the photo online or via email. However, if bringing in-person, the technology on which the photo is submitted (i.e USB key) must be clearly labelled with the candidate's first and last name and phone number.

The Returning Officer will not return photographs and cannot guarantee the quality of reproduced images.

If you do not submit a photograph, the notation "Photo not available" will appear in the image space of the profile.

If a candidate statement or photograph, in the sole opinion of the Returning Officer, does not reasonably comply with the criteria above or is otherwise unsuitable for publication, the Returning Officer will request that the candidate re-submit profile information. The candidate will have two (2) business days to re-submit profile information to the satisfaction of the Returning Officer, provided that the information is submitted by the nomination deadline of 4 pm on October 9, 2024.

Sharing Information

Please note that information received by the School Boards Candidates will be shared with the respective School Divisions for election purposes only.

CAMPAIGNING

Social Media

Candidates are strictly prohibited from campaigning on The City of Prince Albert's social media channels, such as Facebook and X (formerly Twitter).

Candidates may create their own social media channels for this purpose. If you wish to submit a limit of two (2) social media URLs with the Candidate Profile Form, links will be included on your candidate profile at www.pavotes.ca.

Canvassing

Canvassing at polling places is strictly prohibited. This includes communicating with a person intending to vote.

Voter's List

In Prince Albert, a voter's list is not utilized for the Municipal/In-City School Boards election. Eligible voters are required to make a declaration at the polls.

Who Can Vote

A voter must vote in the city ward and school board subdivision in which they reside; or must be the owner of assessable land in the City.

A person can be registered as a voter in a municipality or school division if they:

- are a Canadian citizen on the day of the election;
- are the full age of 18 years on the day of the election; and,
- on the day of the election:
 - in the case of a municipality:
 - have resided in the City or on land now in the City for at least three (3) consecutive months immediately preceding the day of the election; or,
 - are the owner of assessable land situated in the City or of land now situated in the City or on land now in the City for at least three (3) consecutive months immediately preceding the day of the election; and,
 - have resided in Saskatchewan for at least six (6) consecutive months immediately preceding the day of the election.

- in the case of a school division, a person can be registered as a voter if they:
- have resided in the school division or on land now in the school division for at least three (3) consecutive months immediately preceding the day of election and has resided in Saskatchewan for at least six (6) months immediately preceding the day of the election.

In the case of a separate school division, in addition to the requirement set out above, voters must be of the religious faith of the minority that established that separate school division, which in the City of Prince Albert is Roman Catholic. *(This includes any Catholic faith that recognizes the Pope in Rome as leader of the church).*

A person who is registered as a voter in a public school division is not qualified to be registered as a voter in respect of any other school division.

(Refer to Section 36 of The Local Government Election Act, 2015)

Voter Identification

Voters are required to produce identification that clearly shows their name and place of residence prior to completing a voter's declaration form.

(Refer to Section 110 of The Local Government Election Act, 2015).

Opportunities to Vote

Advance Polls will be held at Alfred Jenkins Field House on November 1 and 2 and as a drive-thru poll at the Exhibition Grounds on November 8 and 9, to allow voters to vote prior to Election Day. The times will be posted and advertised with voter information, once available.

Mobile Polls (Homebound Voting) will be scheduled, as required, from November 4 to 8, with the following:

- Deadline for applications is October 22;
- All applicants will be advised in writing by October 30 when the poll is scheduled to be at their residence.

Regular Polls will take place on Wednesday, November 13 from 9:00 am to 8:00 pm in nine (9) locations across the city.

A voter must vote at the polling place designated for their residence. All regular polling places are handicap accessible.

Hospital Poll will take place on Wednesday, November 13 as determined with the facility administrator.

Special Polls will be established for voters at various seniors' centers and special care homes, subject to arrangements with the specific facilities.

Mail-In Ballots are available for all eligible voters to apply to mail in their ballot. All ballots must be received before 8:00 pm on Election Day.

All polling locations and voting times will be advertised to the public in advance of the Election.

(Refer to Section 30 & 83 of The Local Government Election Act, 2015).

Voter's Guide

A Voter's Guide with specific election information will be sent to City residents in advance of the Election,

This Guide will include polling locations, times, voting and identification requirements, candidate listing and other important information for voters.

ELECTION DAY

Agents at Polls

Each candidate and two (2) of their agents may be present to observe the election process at each poll when the poll is open.

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. 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 registration/poll book form with the voter. If the voter indicates that the declaration is correct, the voter will be issued a ballot and may proceed to vote. The objection raised by the agent will be noted, along with the name of the agent, on the registration form, and the entry will be initialed by the Deputy Returning Officer.

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

Election Results

Each candidate or one (1) of their agents may be present to observe the process of finalizing and reporting the poll election results.

At close of regular polls, a register tape will be printed from the voting machine and the results will be provided to the Returning Office by USB to the host computer.

(Refer to Bylaw No. 9 of 2020 at www.citypa.ca)

At close of mobile, special and mail-in polls, ballots and other election materials will be delivered to City Hall. Mobile, Special and Mail-In Poll ballots will be removed from the temporary ballot box and inserted into the designated vote

tabulating units at City Hall after 8:00 pm on Election Day. The register tape will be printed from the vote tabulator unit and results will be reported by USB to the host computer.

At the close of advance polls, all election materials will be taken to City Hall. After 8:00 pm on Election Day, the register tape will be printed from the vote tabulator unit and results will be reported by USB to the host computer.

Election Central

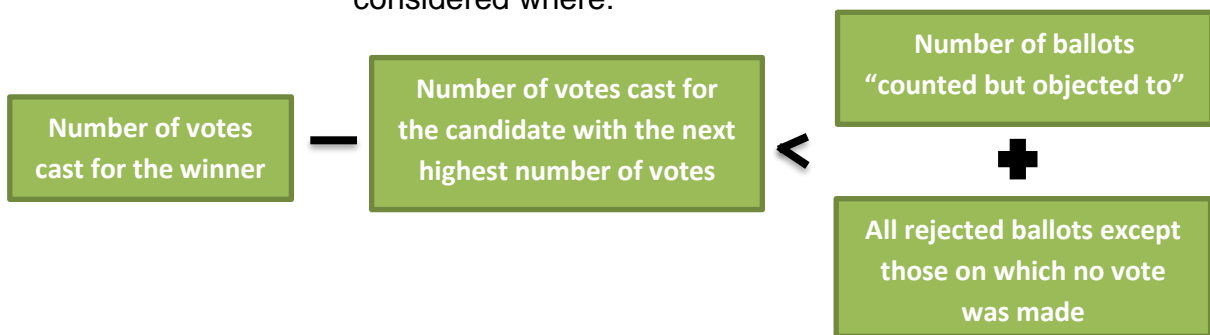
On Election Night, the City Hall Foyer will be designated for the public, candidates and the media to attend to watch the live results, with an opportunity for interviews with media.

Results are typically received between 8:15 pm and 10:00 pm. The City's website at www.pavotes.ca will have an Election Results page which will be updated for the public to see the results coming in from the polls.

Official election results are announced on Friday, November 15, 2024 at 10:00 am by the Returning Officer in Room No. 238 at City Hall.

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 ten (10) business days of the declaration of the results of the vote. Such notices may be obtained from PA Votes website at www.pavotes.ca.

(Refer to Sections 158-161, 166 and 167 of The Local Government Election Act, 2015.)

CANDIDATE CHECKLIST

- 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 Election Act, 2015* and *The Education Act, 1995*.
- Note the requirements and deadlines for filing your Nomination Papers.
- Note the name and contact number of the Returning Officer and Associate Returning Officer.
- Attend the Candidate Information Session.
- Obtain a copy of the latest polling area information from the PA Votes website.
- Familiarize yourself with voter eligibility requirements.
- Know Advance, Mobile, Special Poll and Mail-in Ballot voting opportunities in your Ward or School Subdivision in case you are asked by voters.
- Appoint persons to act as your Official Agent, if required, and file the appropriate Form with the Returning Officer.
- Understand the statutory requirements for election signage and political activities.
- Promote and vote on Election Day, November 13, 2024.**

OTHER RESOURCES

Included in Package

Form I – Nomination/Candidate’s Acceptance Form – Mayor or Councillor

Form J – Nomination/Candidate’s Acceptance Form – Public or Separate School Board Trustee

Public Disclosure Form (to be completed and submitted by only Mayor and Councillor candidates)

Ward Map (for Mayor/Councillor Candidates)

Upon Candidacy

Once candidacy has been confirmed and upon request, the following resources can be provided to candidates or accessible through the PA Votes website:

- Large Polling Area and Places Map
- Form T – Appointment of Candidate’s Agent