

# CANDIDATE GUIDE

## By-Election for Prince Albert Ward 8



**Election Day  
May 31, 2023**

Prepared by the Returning Officer

Last updated: April 6, 2023

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# INTRODUCTION

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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 Ward 8 Councillor.

The information contained in this resource has been prepared as a reference for candidates, but does not outline all of the responsibilities in complying with legislation. Candidates should refer to the following:

- The Local Government Election Act, 2015 and Regulations
- The Cities Act
- 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](http://www.citypa.ca).

Additional Resources and Websites:

- Government of Saskatchewan <https://www.saskatchewan.ca/>
- The Municipalities of Saskatchewan <https://suma.org/>

For any questions regarding the Municipal Election, please contact:

Returning Office  
Room 208, 2<sup>nd</sup> Floor, City Hall  
1084 Central Avenue, Prince Albert SK S6V 7P3  
Phone: (306) 953-4305  
E-mail: [cityclerk@citypa.com](mailto:cityclerk@citypa.com)  
Website: [www.citypa.ca/ward8-votes/](http://www.citypa.ca/ward8-votes/)

Terri Mercier, Returning Officer  
Savannah Price, Associate Returning Officer

# IMPORTANT DATES

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<b>NOMINATIONS</b>	<b>Tuesday, April 11 - Wednesday, April 26</b>
Final Day for Filing	<b>Wednesday, April 26 - 4:00 p.m.</b>
Final Day for Withdrawal	<b>Thursday, April 27 - 4:00 p.m.</b>

<b>CANDIDATE INFORMATION SESSION</b>	<b>Tuesday, May 9 – 6:00 p.m.</b>
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<b>ADVANCE POLL</b>	<b>Thursday, May 18 &amp; Saturday, May 27</b>
Alfred Jenkins Field House 2 <sup>nd</sup> Floor, AODBT Room	<b>Thursday, May 18 – 4:00 p.m. to 8:00 p.m.</b>
	<b>Saturday, May 27 – 1:00 p.m. to 4:00 p.m.</b>

<b>MOBILE POLL</b>	<b>Tuesday, May 23 – Wednesday, May 31 (As Required)</b>
Application Deadline	<b>Wednesday, May 17</b>

<b>MAIL-IN BALLOTS</b>	
Application Deadline by Mail	<b>Wednesday, May 17</b>
Application Deadline In Person	<b>Wednesday, May 31 – 8:00 p.m.</b>

<b>ELECTION DAY</b>	<b>Wednesday, May 31 – 9:00 a.m. to 8:00 p.m.</b>
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# **BECOMING AN ELECTED OFFICIAL**

**Why Run for Office**      Becoming a member of Council 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, 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.

The following dates will be mandatory for the elected to attend, so you will need to make the required arrangements if you are elected:

1. June 2 at 3:00 p.m. – Information Meeting for Elected Ward 8 Councillor;
2. June 5 at 1:00 p.m. to 4:00 p.m. – Orientation Session;
3. June 8 at 9:00 a.m. to 12:00 p.m. – Agenda Orientation Session;
4. June 12 at 4:00 p.m. – Portraits, Induction Ceremony & City Council Meeting.

*Please note that the above dates and times are subject to change, if required.*

**Term of Office**      The term for Ward 8 Councillor will serve until the General Election held on November 13, 2024.

**Ward System**      Municipal Candidates should be informed that a Ward boundary review was undertaken in 2019 and all eight (8) ward boundaries were adjusted to ensure the City’s population was divided as equally as possible among each Ward. For more information, view the Municipal Wards Commission Final Report at [www.citypa.ca](http://www.citypa.ca)

## **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 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.

# **QUALIFICATIONS OF CANDIDATES**

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## **Am I Eligible**

A person may run for the office of a member of City Council if he/she:

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

Candidates do not have to reside within Ward 8; however, all of the people nominating the candidate must be electors of the ward.

## **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 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 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 he/she is 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 his/her 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 of transferring the ballots from the portable ballot boxes to the vote counting machine. 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 Mail-in Vote Counting Machine on May 29, 2023 at 1:00 p.m. in the 2<sup>nd</sup> Floor Board Room of 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 p.m. on Election Day.

Additional information on rights of candidates and agents will be provided at the Candidate Information Session at 6:00 p.m. on May 9, 2023.

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

# NOMINATIONS

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**Nomination Period** Nomination period is **Tuesday, April 11 to Wednesday, April 26**. The deadline to file nomination papers is 4:00 p.m., Wednesday, April 26, 2023.

Nomination papers will only be accepted in the City Clerk's Office during normal business hours, 8:00 a.m. to 4:45 p.m. Monday to Friday, with the exception of Nomination Day when they will be accepted only between 8:00 a.m. and 4:00 p.m. We would encourage candidates to make an appointment with a Nomination Officer by calling 306-953-4305.

**Nomination Papers** Nomination papers may be downloaded from the City's website at [www.citypa.ca/ward8-votes/](http://www.citypa.ca/ward8-votes/) or obtained from the Returning Office at City Hall located on the 2<sup>nd</sup> Floor, City Clerk's Office.

**All** nomination papers must be filed at the Returning Office located on the 2<sup>nd</sup> Floor, City Clerk's Office in City Hall, during the specified nomination period.

**Application Criteria** **Nomination Forms** must be signed by 25 voters in Ward 8.

Please note that only the required number of signatures will be accepted. 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** must be submitted with the Nomination Papers. 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 in cash, cheque or money order, payable to The City of Prince Albert.

## Other Criteria

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.

***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 Returning Officer, a receipt for the \$100 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 the public upon request.

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

## Name Order on Ballot

The ballot will be in alphabetical order of surnames and names **(as specified on the Candidate's Acceptance)** of the candidates.

## Withdrawal

A person who has been nominated may withdraw his/her nomination during the period from the receipt of the person's nomination until 4:00 p.m. on April 27, 2023, 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 April 27, 2023; and,
- Are successfully elected.

## **ADVERTISING & PROMOTIONAL ACTIVITIES**

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**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](http://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 Logo Use

The use of The City's Logo/Crest and Ward 8 Votes 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 his/her ballot in a manner that reveals how he/she has 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 150 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 City's website at [www.citypa.ca/ward8-votes/](http://www.citypa.ca/ward8-votes/)

**Only profiles received by 4:00 p.m. on Nomination Day will be included on the City's website.**

**Profile Form & Statement**

A Candidate Profile Form should be:

- Submitted at the same time as the nomination form;
- Profile Statement in printed copy and electronic format (Microsoft Word format is preferable); and,
- Signed by the candidate.

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 150 words. Statements in excess of 150 words will be reduced to end at the last complete sentence or phrase within the 150 word limit.

The Returning Officer will not edit any statements, except to reduce the length of 150 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, fax 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

The technology on which the photo is submitted (i.e USB data key) must be clearly labelled with the candidate's first and last name and phone number. The USB will be returned upon request. If submitted by e-mail, the body of the e-mail must contain the aforementioned information.

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 p.m. on April 26, 2023.**

# CAMPAIGNING

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## Social Media

Candidates are strictly prohibited from campaigning on The City of Prince Albert's social media channels, such as Facebook and 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.citypa.ca/ward8-votes/](http://www.citypa.ca/ward8-votes/)

## 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 does not exist for the Election. Eligible voters are required to make a declaration at the polls.

## Who Can Vote

A voter must reside in Ward 8; or must be the owner of assessable land within the boundaries of Ward 8.

A person can be registered as a voter in a municipality if he/she:

- is a Canadian citizen on the day of the election;
- is the full age of 18 years on the day of the election; and,
- on the day of the election:
- has 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,
- is 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,
- has resided in Saskatchewan for at least six (6) consecutive months immediately preceding the day of the election.

*(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 the Alfred Jenkins Field House in the AODBT Room located on the 2<sup>nd</sup> Floor on the following dates and times to allow voters to vote prior to Election Day:

- May 18 – 4:00 p.m. to 8:00 p.m.
- May 27 – 1:00 p.m. to 4:00 p.m.

**Mobile Polls** will be scheduled as required from May 23 to 31, 2023. The deadline for applications is May 17, 2023 and all applicants will be advised when the poll is scheduled to be at their residence.

**Regular Polls** will take place on Wednesday, May 31, 2023 from 9:00 a.m. to 8:00 p.m. at Arthur Pechey School located within Ward 8.

All polling places are handicap accessible and will be advertised to voters in advance of the Election.

**Hospital Poll** will take place on Wednesday, May 31, 2023 at a time determined in coordination with the facility administrator.

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

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

## **Voter's Brochure**

A Voter's Brochure with specific election information will be sent to Ward 8 residents in advance of the Election, and candidates and voters are encouraged to visit [www.citypa.ca/ward8-votes/](http://www.citypa.ca/ward8-votes/) for up-to-date information.

# ELECTION DAY

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## Agents at Polls

Each candidate and two (2) of his/her 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 he or she 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 his/her 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 by USB to the Returning Office.

*(Refer to Bylaw No. 9 of 2020 at [www.citypa.ca](http://www.citypa.ca))*

At close of mobile and mail-in polls, ballots and other election materials will be delivered to City Hall. Mobile 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 p.m. on Election Day. The register tape will be

printed from the vote tabulator unit and results will be reported by USB.

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

### Election Central

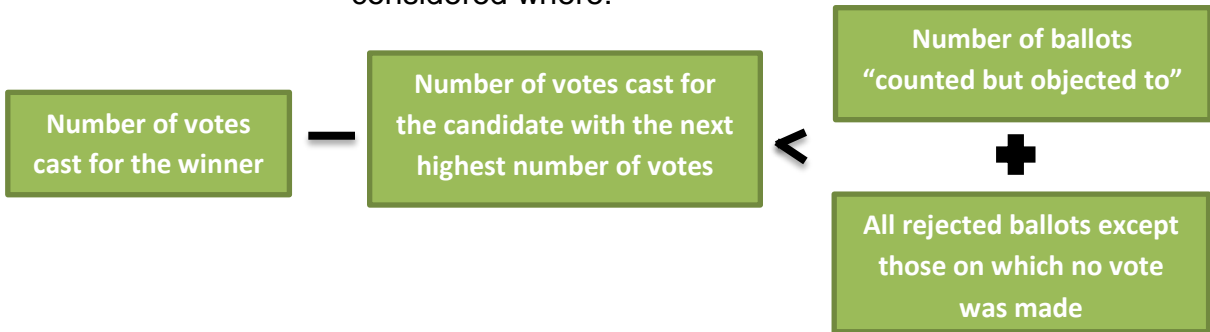
On Election Night, the City Hall Foyer will be open to the public for viewing the results.

Results are typically received between 8:30 p.m. and 10:30 p.m. The City's website at [www.citypa.ca/ward8-votes/](http://www.citypa.ca/ward8-votes/) 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, June 2, 2023 at 10:00 a.m. by the Returning Officer in the City Clerk's Office 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.

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

## **CANDIDATE CHECKLIST**

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- Ensure you are qualified to hold office (citizenship, residency, etc.) and are not disqualified under *The Local Government Election Act, 2015*.
- 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.
- Familiarize yourself with voter eligibility requirements.
- Know Advance, Mobile, and Mail-in Ballot voting opportunities in Ward 8 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 Ward 8 By-Election Day, May 31, 2023.**

## **OTHER RESOURCES**

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<b>Included in Package</b>	Form I – Nomination/Candidate’s Acceptance Form – Ward 8 Councillor  Public Disclosure Form  Candidate Profile Form  Ward 8 Polling Place Map
<b>Upon Candidacy</b>	Once candidacy has been confirmed and upon request, the following resources can be provided to candidates or accessible through the City’s website: <ul style="list-style-type: none"><li>• Form T – Appointment of Candidate’s Agent</li></ul>