



# **CANDIDATES'**

## **INFORMATION MANUAL**

### **2024 CIVIC ELECTION**

**For the Offices of:**

**Mayor:**

**City of Yorkton**

**Councillor:**

**City of Yorkton**  
(Number to be Elected (6) Six)

**Trustee:** (City of Yorkton  
Subdivision)

**Good Spirit School Division No. 204**  
(Number to be Elected (3) Three)

**Trustee:** (City of Yorkton  
Subdivision)

**Christ the Teacher Roman Catholic  
Separate School Division No. 212**  
(Number to be Elected (3) Three)

# 2024 CIVIC ELECTION

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## **FOREWORD**

This manual is intended to assist persons interested in being candidates in the 2024 municipal and school board general elections. The municipal general election includes races for the positions of Mayor and City Councillors. The school board general elections are for trustees of the Public and Separate School Boards.

In Saskatchewan, municipal and school board elections are governed by *The Local Government Election Act, 2015* (the “Act”). This manual reviews the provisions of the Act that directly impact the activities of candidates. However, this manual should not be relied on to interpret or administer the law. Persons wishing to interpret or administer the law should consult the original Act and Regulations. A copy of the Act and Regulations may be obtained from [Publications Saskatchewan](#).

For further information regarding the 2024 municipal and school board elections, please contact the Office of the City Clerk as noted below. The City Clerk is the Returning Officer for the municipal general elections and is the Associate Returning Officer for the City of Yorkton Subdivision – At Large - Public and Separate School Board general elections.

**Jessica Matsalla – Returning Officer**

**School Division’s Associate Returning Officer**

**Amanda Dietz – City of Yorkton - Associate Returning Officer**

Election Headquarters (City Hall)

P.O. Box 400

37 – Third Avenue N.

Yorkton SK S3N 2W3

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# 2024 MUNICIPAL ELECTION



## **RESPONSIBILITIES OF CITY COUNCIL**

The City of Yorkton Council consists of a Mayor and six Councillors who are elected for a term of four (4) years.

### **Council's Powers**

The Canadian Constitution delegates to the provinces, responsibility for “municipal institutions.” Through a variety of Acts the Saskatchewan Legislative Assembly has delegated authority to municipal councils. *The Cities Act* and, to a lesser extent, *The Planning and Development Act, 2007* set out the powers of municipal governments. Council acts on matters pertaining to the municipality for which authority has been established.

### **Council's Responsibility**

The Council's job is to make decisions about municipal services, establish policies and to provide direction for the operation of the municipality. Council must also ensure that the municipality's financial resources are used as efficiently as possible. The jurisdiction of Council is exercisable only within the boundaries of the City of Yorkton unless otherwise expressed by legislation.

### **Local Legislation**

Local Legislation is in the form of bylaws. Generally, these remain in effect until they are amended or repealed. Numerous Bylaws have been enacted and are available for viewing on the [City's website](#). Section 8 of *The Cities Act* gives Council the general power to pass bylaws that are considered expedient for:

- a) The peace, order and good government of the city;
- b) The safety, health and welfare of people and the protection of people and property;
- c) People, activities and things in, on or near a public place or place that is open to the public;  
(please see *The Cities Act* for the entire section.)

### **Council Member's Role**

All decisions of Council must be made at a meeting open to the public at which a majority of Council members are present. As a participant in these meetings, it is important to listen to other members of Council and to collectively reach decisions that are in the best interest of the municipality. An **individual** member of Council does not have the power to commit the municipality to any expenditure or to direct the activities of the municipal employees. The Council as a whole may perform and exercise the duties and powers imposed and conferred by legislation only by passing resolutions.

### **Council Meetings**

City Council typically meets every three weeks, on Monday evenings at 5:00 p.m. at City Hall Council Chambers. Other meetings that do occur are Special Meetings of Council, Committee of the Whole Council Meetings, and Long Range Strategic Planning Meetings. The Council Meeting Schedule for the upcoming year is established annually in the fall of the preceding year.

All meetings are conducted in accordance with The Procedures Bylaw No. 1/2016, which is available on the City's website.

### **ELECTED OFFICES:**

#### **Mayor of the City of Yorkton**

The Mayor is the Chief Executive Officer of the City, and the Head of Council.

The Mayor is a member of Council and a member of all Council Committees and of all bodies established by Council. In addition to all of the duties that a Councillor has, the Mayor is also responsible for:

- a) chairing the Regular Council Meetings and ensuring The Procedures Bylaw rules are followed;
- b) along with the City Clerk, signing all bylaws which City Council passes, as well as contracts and agreements, in accordance with The Purchasing Policy guidelines, which the City enters into;
- c) represents the City of Yorkton, often bringing greetings at public functions, grand openings and other events requested.
- d) the Mayor is also responsible for corresponding with other levels of government.

An office at City Hall is provided for the Mayor, as well as shared services of an Executive Administrative Assistant.

The Mayor is elected for a four (4) year term. Remuneration is set at 85% of the annual salary for a Saskatchewan MLA, with any salary adjustments to be effective January 1<sup>st</sup> of the following year. (ie: If the MLA salary is \$106,384.00 effective April 1<sup>st</sup> 2023, the Mayor's remuneration will be \$106,384 @ 85% = \$90,426 effective January 1<sup>st</sup> 2024).

#### **Councillors of the City Of Yorkton**

In general terms, Councillors have the following duties:

- a) to represent the public and to consider the well-being and interests of the City;
- b) to participate in developing and evaluating the policies, services and programs of the City;
- c) to participate in Council meetings and Council Committee meetings and meetings of other bodies to which they are appointed by Council;

- d) to ensure that administrative practices and procedures are in place to implement the decisions of Council;
- e) to keep in confidence matters discussed ‘In-Camera’ at a Council or Council Committee meeting until discussed at a meeting held in public;
- f) to maintain the financial integrity of the City; and
- g) to perform any other duty or function imposed on Councillors by [The Cities Act](#) or any other Act or imposed by Council.

Councillors are elected for a four (4) year term. Councillors receive 30% of the Mayor’s salary. Councillors are paid an additional 3.33% of the Mayor’s salary per month while appointed as Deputy Mayor. Each Councillor will be appointed as Deputy Mayor for two – four month terms on a rotational basis in order to fulfill the obligations of the Mayor in his or her absence, and to assist the Mayor in areas such as providing civic greetings at public events. For further information regarding Council Remuneration and Travel and Training please refer to Appendix A - ‘[Remuneration – Members of Council](#) – Policy No. 10.170’ and Appendix B – ‘[Travel and Training Members of Council](#) – Policy No. 10.175’.

Yorkton City Councillors are elected on an at-large basis. This means there are no wards or sections of the city that any one Councillor represents specifically.

Although the Councillors are considered to be part-time, the time commitment required is substantial. Apart from attending Council meetings, Councillors will be required to sit on one or two Council Committees (see Appendix C) whose meetings are held at various times of the day and vary from once a month to once a year. Councillors are also required to act as an alternate on one or two of these Committees. There are many times where there are large packages with over 300 pages of comprehensive reading to read prior to meetings. Councillors are also expected to attend a few conferences, seminars, conventions and workshops during their term (Councillors receive a per diem compensation for these items when eligible).

Physical offices are not provided at City Hall for Councillors. Members are provided with an e-mail address and business cards. Members of Council will be provided with an iPad and will receive Council agenda packages electronically (training will be provided).

### **Code of Ethics**

Members of City Council are expected to abide by the ‘[Code of Ethics](#) – Policy No. 10.30’, attached as Appendix D hereto.

### **Public Disclosure Requirements**

Section 116 of *The Cities Act* requires Council members to file with the City Clerk, within 30 days after being elected, a ‘Public Disclosure Statement’ (See Appendix E) in order to reflect information which could create a conflict of interest. Legislation requires that as a candidate, you will need to file this at nomination time, and again after you are elected. This will form part of your nomination submission.

The form requires the disclosure of Employer, Corporate Interests, Partnerships, Business Arrangements,

Property Holdings, Contracts and Agreements that the members of Council, his or her spouse or dependent child has. Every member of Council who has any change in any of the information provided therein is to provide an update as soon as is reasonably practical and if not contained within the form when a Conflict of Interest is stated, then at that time.

The City Clerk is required to make each public disclosure statement available for public inspection during normal business hours.

### **General Information**

The City Manager is the Chief Administrative Officer of the City and is responsible for the day-to-day operations of the City and its employees. This position is the liaison between Council and Administration. More details on the roles and responsibilities is outlined in the City Administration Bylaw available on the website.

The City Manager, Department Heads and staff, are governed as well through the City's Policy Manual, which is a corporate guideline that requires certain policies and procedures to be approved by council resolution. A copy of the City's Policy Manual is available for review at the City Clerk's office. Please visit the [city's website](#) for information on the City's Budget, Financial Statements, Yorkton's history, the function of our various Departments, along with other information.

### **Inaugural Meeting of Council**

An Inaugural Meeting of the newly elected Council Members has been set for Friday, November 15, 2024 at 5:00 p.m. in Council Chambers – City Hall. At this meeting the newly elected Council Members will officially become the Council of the City of Yorkton for the next four-year term. Council members from the 2020-2024 term are active up until new Council members are sworn in.

### **Balance of 2024 Council Meetings**

Regular Council Meetings are typically set in the fall of the preceding year for the next year. Please feel free to attend any of these meetings to view and learn how they proceed. All council meetings commence at 5:00 p.m. unless otherwise posted. Calendars of Council Meetings are available on the City website. There may be Committee of the Whole meetings or Strategic Planning Meetings that are not on the current calendar at the call of the Mayor and City Manager if required.

### **Council Workshops and Convention**

Administration will be providing an Orientation Workshop for the newly elected council members. The workshop will include a consultant session conducted by an external expert with Municipal Governance experience scheduled for November 19 and 20, and presentations by City Departments on their functions and introduction to the senior management (including staff tours of various City facilities). The City Manager will be the Workshop Facilitator and will discuss with Council the proposed agenda and the setting of the dates and times. It is estimated that the workshop will entail at least a 3-5 day commitment.

The Municipalities of Saskatchewan (formerly known as Saskatchewan Urban Municipalities Association (SUMA)) also holds various training for newly elected Council members. If you are elected, you will be provided with the information and will be registered through the City Clerk's office.

'SUMA Convention 2025' is slated for April 13-26, 2025 in Saskatoon. All members of Council are



encouraged to register and participate. Historically, this is an annual Convention whereby elected representatives may provide input into legislative Acts and Regulations that municipalities are to abide by, tour the Tradeshow area to view equipment and other numerous municipal resources and networking with other municipalities to discuss common issues. More information will become available on their [website](#).

### **SCHOOL BOARD MEMBERS INFORMATION:**

The 2024 [Saskatchewan School Board Elections](#) information document is provided as a supplement to the specific School Division below.

#### **Members of The Public School Board**

The Good Spirit School Division No. 204 elects eleven (11) Board Members for a four (4) year term.

The role of the Board Members is outlined in [Board Policy 3](#) and the role of the Board is outlined in [Board Policy 2](#).

Members of the Good Spirit School Division will be required to attend 10 regular board meetings (or as determined by the new Board at its organizational meeting) from August to June at the School Division Office located at 5B Schrader Drive, Highway #9 North. The current remuneration is \$300 per meeting. Any special meetings of the Board are called as required. Board Members are also appointed to various Board Committees which meet as needed. On occasion, Board Members are expected to attend out-of-town meetings, conventions and professional development opportunities.

For further information on becoming a GSSD Trustee, contact:

Keith Gervais, CPA, CMA  
Chief Financial Officer  
306-786-5500  
[Keith.gervais@gssd.ca](mailto:Keith.gervais@gssd.ca)  
[www.gssd.ca](http://www.gssd.ca)

#### **Members of the Separate School Board**

The Christ the Teacher Roman Catholic Separate School Division No. 212 elects seven (7) Board Members for a four (4) year term. Three (3) Board Members represent the City of Yorkton at large.

The role of the Board Members is outlined in [Board Policy 3](#) and the role of the Board is outlined in [Board Policy 2](#). Members of the Christ the Teacher Roman Catholic Separate School Division No. 212 will be required to attend monthly meetings from August to June on the second Monday of each month (or as determined by the New Board at its' organizational meeting) at the School Division office located at 45A Palliser Way, Yorkton, SK. The current remuneration is \$250 per meeting for the Board Chairperson, \$225 for the Board Vice-Chairperson and \$200 per meeting for Members at Large. Any special meetings of the Board are called as required. Board members are also appointed to various Board Committees which meet as needed and occasionally members may be expected to attend out-of-

town meetings and conventions.

For further information, please contact: Delmar Zwirsky  
Chief Financial Officer  
306-783-8787  
[Delmar.Zwirsky@cttcs.ca](mailto:Delmar.Zwirsky@cttcs.ca)  
[www.christtheteacher.ca](http://www.christtheteacher.ca)

## **QUALIFICATIONS OF CANDIDATES**

### **Municipal Candidates**

A person is qualified to be nominated for and to hold the Office of the Mayor or Councillor of the City of Yorkton if he or she is at least eighteen (18) years of age on the day of the election and, at the time of submitting the nomination paper:

- is a Canadian citizen;
- has resided in Yorkton for at least three consecutive months immediately preceding the date on which the nomination paper is submitted; and
- has resided in Saskatchewan for at least six consecutive months immediately preceding the date on which the nomination paper is submitted.

None of the following persons are qualified to be nominated or elected or to hold office as a member of a council:

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

No person is disqualified from being nominated, elected or holding office as a member of a council by reason of having an interest in a contract with the municipality.

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

### **School Board Candidates**

A person is qualified to be nominated for the school boards if that person:

- (a) will be eighteen (18) years of age or older on Election Day;
- (b) is a Canadian citizen at the time of submitting nomination papers;
- (c) has resided in Saskatchewan for at least six (6) consecutive months immediately preceding the time of submitting nomination papers;
- (d) has resided in the school division for at least three (3) consecutive months immediately preceding the time of submitting nomination papers; and
- (e) **for the separate school Board, nominees** are Catholic (includes any Catholic rite, such as Roman, Ukrainian, Chaldean, etc., that recognizes the Pope as the leader of the Church.)

An employee of the Board of Education may seek nomination and election if he or she has first obtained

a leave of absence in accordance with subsection 2-54(1) of [The Saskatchewan Employment Act](#). If that employee is elected, he or she is deemed to have resigned from the position of employment on the day before the day on which he or she is declared elected unless for any reason the results of the election are overturned.

## **NOMINATION OF CANDIDATES**

### **Obtaining Nomination Papers**

Nomination papers for the 2024 municipal election for offices of the Mayor and City Council and Trustees of the School Board Divisions, may be obtained from the Elections Headquarters/the City Clerk's Office on the 2nd Floor of City Hall or on the [Election website](#).

Nomination papers for the Public School Board and Separate School Board may also be obtained from the respective School Division Offices - for the Public School Board at the Good Spirit School Division Office at 5B Schrader Drive, Yorkton, and for the Separate School Board at the Christ the Teacher Catholic School Division Office at 45A Palliser Way. **However, filing of Nominations for the School Boards is to be done at City Hall.**

### **Nomination Paper**

1. A person may be nominated as a candidate for election for:
  - a) the Mayor or City Councillor by submitting a 'Nomination' package; or
  - b) a School Trustee by submitting a 'Nomination Package for School Board' to the Returning Officer, Associate Returning Officer or any other appointed Nomination Officer, anytime between **8:00 a.m. – Noon and 1:00 – 4:00 p.m. – Tuesday, September 24, 2024 to Tuesday, October 8, 2024** and on **Wednesday, October 9, 2024 from 9:00 a.m. – 4:00 p.m.** (open through noon hour.).
2. Subject to the requirements of this section, Nomination papers may be submitted:
  - a) personally or by agent by personal service to 2<sup>nd</sup> Floor – 37-Third Ave. N. - Yorkton;
  - b) by registered or ordinary mail to P.O. Box 400 – Yorkton, Sk. S3N 2W3;
  - c) by fax to (306) 786-6880; or
  - d) by email to [elections@yorkton.ca](mailto:elections@yorkton.ca)
3. A nomination paper must be signed by:
  - a) In the case of nomination for a Mayor or City Councillor, five [eligible voters](#) of the City of Yorkton;
  - b) In the case of nomination for a School Trustee, ten eligible voters as set out in the Nomination form.
4. No nomination is complete or shall be accepted by the Returning Officer or Associate Returning Officer, or other Nomination Officer unless it is completed in its entirety and the nominee's acceptance of nomination statement is:
  - (a) signed by the person nominated;
  - (b) witnessed by two people; and

- (c) in the case of Nomination for the Mayor or Councillor of the City of Yorkton, pursuant to Bylaw No. 10/2020, passed in accordance with *The Cities Act*, includes the 'Results of Criminal Record Check for Candidate For Election' form and the Criminal Record Check from the local police service – the check must be done within 60 days of the submission of the nomination forms.
  - (d) must accompany a completed disclosure of interests form.
  - (e) in the case of Nomination for separate school board trustee, pursuant to the Board Motion 64.20, a Criminal Record Check and Vulnerable Sector Check completed within 90 days of the date of submission will be required along with the occupation of the candidate.
5. Nomination papers that are not complete or otherwise not accepted may be replaced or corrected if the new or corrected nomination papers are submitted before the nomination period ends – 4:00 p.m. – October 9, 2024.
  6. A Returning Officer or nomination officer shall:
    - (a) post in an area to which members of the public have access in the municipal office copies of the nomination papers received; these will be posted at the City Clerk's office, City Hall and online at [www.yorktonvotes.ca](http://www.yorktonvotes.ca)
    - (b) ensure that the copies remain posted until close of polls on election day; and
    - (c) provide any information on any nomination paper submitted, or a copy of the nomination paper, to any person on request.

#### **Procedure regarding Nomination Paper:**

1. Only one person shall be nominated for election on each nomination paper.
2. An eligible voter may sign the nomination paper of more than one person.
3. No candidate shall nominate himself or herself.
4. The **onus** to submit a complete and truthful nomination paper is on the person nominated for election to an office.
5. After the election, the Returning Officer shall deliver all completed nomination forms in his or her possession to the City Clerk/School Administrator, and the forms shall be retained by that office for the duration of the term of office for which the election is being held.

#### **Restrictions on Nominations**

1. Subject to subsection (2), no person is eligible to be nominated as a candidate to hold office as both mayor and councillor of a municipality;
2. A person, who is eligible to be nominated as a candidate and hold office in more than one municipality, is eligible to be nominated and hold office in each of those municipalities.

3. A person who is eligible to be nominated as a candidate and hold office in a municipality and a board member in a school division is eligible to be nominated and hold office in both capacities.

### **Receipt for Nomination Paper**

If a nomination paper is submitted to the Returning Officer or Associate Returning Officer, or Nomination Officer within the time specified, the Returning Officer or Associate Returning Officer, or Nomination Officer shall, if satisfied that the form is complete, issue a receipt in the prescribed form to the candidate or the candidate's agent.

### **Withdrawal of Nomination**

A person who has been nominated may withdraw his or her nomination by filing with the Returning Officer or Associate Returning Officer a written statement to that effect, signed by the person and two witnesses or by the Returning Officer or Associate Returning Officer, at any time during normal office hours during the period from the receipt of the person's nomination until 24 hours after the close of nominations (**4:00 p.m. – Thursday, October 10, 2024**).

### **Candidate Profile**

Candidates have the option of submitting a candidate profile 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.

The candidate profile will be posted on the City of Yorkton's [election website](#) as nominations are received during the nomination period at the discretion of the Returning Officer.

The Candidate Profile statement must be submitted at the same time as the nomination papers. Electronic submissions are preferred, either in PDF or Word format.

Statements must be confined to information about the candidate, the candidate's policies and the candidate's intentions if elected.

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

**Only profiles received by Nomination Day - October 9, 2024 – 4:00 p.m., will be included on the election website.**

Statements must be no more than 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 to 150 words. Incorrect spelling and grammar, or other obvious errors, will not be corrected.

### **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 the Returning Officer the rights

required to publish the photograph for election purposes.

Pictures must be recent and of the head and shoulders of the candidate alone.

The picture should be a portrait type picture, approximately 2 inches wide and 3 inches high. If the photo is in electronic format, it should be in .jpg format and a minimum size of 200 x 250 pixels.

The back of the picture must show the name of the candidate, the position they have been nominated for and a contact phone number. If the picture is submitted electronically by email, the email text must contain the candidate information. Flash drives must be labeled with the candidate information.

The Returning Officer will not return the pictures and cannot ensure the quality of reproduced images.

### **Contact Information**

Contact information shall include the best way to contact the Candidate (example: home telephone, work telephone, cell number, fax number and must include an e-mail address).

**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 resubmit acceptable profile information. The candidate will have two business days to submit profile information to the satisfaction of the Returning Officer, but must be submitted no later than the nomination deadline of 4:00 p.m. on October 9, 2024.**

## **CAMPAIGNING**

### **Printed Advertisements**

Candidates in municipal and school board elections who wish to put up signs or posters, or take out print advertising, must comply with the relevant civic bylaws and sections of *The Cities Act*. **The use of the city's logo or crest by candidates for campaign advertising purposes is strictly prohibited.**

**Every printed advertisement, other than those provided for under the Act, having reference to an election or a vote on any bylaw or question shall bear on its face the name of the candidate on behalf of whom the advertisement is distributed and the name of the person who has authorized its printing, display and distribution.**

**No person shall display, distribute or post in the polling place or within 100 metres of the building in which a 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 Act.**

### **Election Signage**

The main concern within the City of Yorkton with the placement of election signage is that the signs be placed so as to prevent and reduce potential traffic safety hazards that may be caused by distracting and obstructing signs and prevent and reduce potential pedestrian safety hazards that may be caused by sign projecting into a public right-of-way.

Site triangle must be adhered to. In all residential districts, on all corner sites, and only with the sight triangle area situated thereon, being bounded by the street lines for a distance of six (6) metres from their common point of intersection and the diagonal which joins the two extreme points, no structure shall be erected, to a height greater than 0.6 metres above the grade of the streets that abut the site. *(This section in particular references residential areas, but the site triangle would also apply to commercial areas as well.)*

Temporary signs must be self-supporting, and must not be attached to any City property such as fences, benches, bus shelters, trees, street light poles or traffic signal poles.

Signs are not to encroach onto public thoroughfares or boulevard areas.

Portable and temporary signs shall not exceed a maximum of 4.6m<sup>2</sup>. *(Please use discretion for sign size i.e. business and residential areas) In residential areas, we would prefer signage no larger than 1m<sup>2</sup> (10.7 sq ft).*

Only one portable or temporary sign shall be permitted for each thirty-one (31) metres of business frontage. *(Per candidate)*

Section 41 of the *General Election Bylaw No. 10/2020* regulates election signage and states that any contraventions will be subject to fines. Candidates will be required to remove all campaign signage within seven (7) calendar days after Election Day. Contravention of remaining campaign signage up in the City seven (7) calendar days after Election Day are subject to fines of \$100 per offence including subsequent monitoring of each location. If you place signage in unauthorized places in accordance with the City of Yorkton Sign Bylaw, you will be fined \$100 per occurrence.

### **Canvassing at Polling Places Prohibited**

The following provisions of the Act relate to canvassing at polling places:

- “176 During the hours that a poll is open, no candidate, no agent of any candidate nor any other person shall, in the polling place or within 100 metres of the building in which the poll is held:
- (a) canvass or solicit votes;
  - (b) persuade or compel a person to vote or refrain from voting;
  - (c) make any communication to a person regarding any matters relating to voting or the election, other than through the Deputy Returning Officer; or
  - (d) display, distribute or post a campaign sign, a specimen ballot for a person whose name is on the ballot for election or any other material purporting to explain how to vote, or leave any of the preceding materials in a voting compartment, except as provided by this Act.”

### **Other Election Offences**

Other election offences are set out in PART XI of [\*The Local Government Elections Act, 2015\*](#).

### **Campaign Expense Limits & Disclosure**

General Election Bylaw No. 10/2020 limits expenses that candidates can have for their campaigns. This is based on the population of Yorkton per the last Federal Census. In 2021 the population according to Census was 16,280 people. The bylaw sets the amount a candidate may spend on their campaign by position they are running for: In 2024, the limits are as follows: Mayor - \$16,280 and Councillor -

\$4,884.00. All candidates, regardless of whether they are elected or not must submit their statement of expenses after the election, which will be subject to public inspection. Contravention of this will result in disqualification of a candidate who is elected to Council. Candidates must track and disclose expenses from June 1 of an Election year to Election Day. Failure to do so will result in fines per the bylaw.

The campaign expense and contribution period is between June 1 and December 31, 2024.

## **QUALIFICATIONS OF VOTERS**

A person is qualified to vote in municipal and school board elections if that person:

- (a) is a Canadian citizen on Election Day; and
- (b) is at least eighteen (18) years of age on Election Day;
- (a) in the case of municipal elections, has resided in Yorkton for at least three (3) consecutive months immediately prior to Election Day or has owned assessable land in Yorkton or now in Yorkton, for at least three consecutive months immediately prior to Election Day;
- (b) in the case of school board elections, has resided in the school division for at least three (3) consecutive months immediately prior to Election Day;
- (e) has resided in Saskatchewan for at least six (6) consecutive months immediately prior to Election Day; and
- (f) **in the case of separate school board elections**, is Catholic (any Catholic rite such as Roman, Ukrainian, Chaldean, etc. that recognizes the Pope as leader of the Church.)

The following is a summary of the rules of residence set out in Section 3 of the Act:

- (a) the residence of a person is the place in which the person's habitation is fixed and to which, when the person is absent from that place, he or she has the intention of returning;
- (b) a person who is temporarily absent from the place where the person's habitation is fixed does not lose his or her residence;
- (c) no person, while he or she remains in Saskatchewan, loses his or her residence until he or she has acquired another residence; and
- (d) no person has more than one residence in Saskatchewan and, if the person has more than one home in Saskatchewan, he or she shall elect one home as his or her residence.

The application of the rules of residence to post-secondary students commonly raises questions. Post-secondary students who have resided in Yorkton for three (3) consecutive months and who are otherwise qualified voters are eligible to vote in municipal and school board elections in Yorkton. They are also be eligible to vote in municipal and school board elections in another municipality in Saskatchewan, from which they are temporarily absent.

There is one exception to the general rule that a person may only vote in municipal elections in one municipality. Any person who resides in one municipality and who owns assessable land (in their



personal name) in another municipality or land now in that municipality, for at least three (3) months immediately prior to Election Day, subject to being otherwise qualified to vote, may vote in municipal elections in both municipalities.

## **POLLING AREAS AND PLACES**

### **Election Day Polls**

For 2024, the City of Yorkton is holding one Super Regular Polling Station at the Gallagher Centre Flexi-hall for the purpose of the municipal and school board general elections. This Polling Station is wheelchair accessible and accommodates those with disabilities.

**Election Day Polls will be open from 9:00 a.m. to 8:00 p.m. on Election Day, November 13, 2024.**

### **Advance Polls**

An Advance Poll is a poll set up so that voters have an opportunity to cast a vote in Advance of Election Day. Two dates will be available for eligible voters to cast votes in advance of Election Day.

The Advance Polls will be held on:

- Tuesday, November 5, 2024 – 4:00 p.m. to 8:00 p.m., Drive through Polling at the City Operations Centre, 85 York Road East
- Thursday, November 7, 2024 – 11:00 a.m. to 6:00 p.m., Gloria Hayden Community Centre, 279 Morrison Drive

### **Mobile Polls**

Mobile Polls will be established at the Yorkton Regional Hospital, personal care facilities and similar institutions. Only electors who are receiving care in, or are a resident at an institution at which a Mobile Poll is established may vote at the Mobile Poll. These Mobile Polls will be conducted for a minimum of one (1) hour at each poll. Mobile Poll places, dates and times are TBD. Updates will be provided on the website as bookings are confirmed. This process may continue to be impacted by restrictions of COVID-19.

### **Homebound Polls**

A Homebound Poll is also available to take the vote of eligible voters at their residences. A voter is eligible for the Homebound Poll if the voter is unable to attend an established polling facility because of a physical incapacity or limitation in mobility. A resident caregiver of a voter who is eligible for the Homebound Poll may vote at the Homebound Poll if the resident caregiver is a qualified voter and is unable to attend an established polling place due to the care given. The Homebound Poll is only available by application. Applications must be in writing in the prescribed form and received by the Office of the City Clerk no less than seven (7) calendar days prior to Election Day. Please contact the Office of the City Clerk by email at [elections@yorkton.ca](mailto:elections@yorkton.ca) , or Telephone (306) 786-1717 for further particulars of the prescribed form.

Applicants will be advised in writing of the specific time when the Homebound Poll will attend at their residence.

Candidates and their agents may obtain a list of electors who have applied for the Homebound Poll from

the Office of the City Clerk. Every residence where a vote is taken pursuant to section 31 of the Act is deemed to be a polling place, and as such a candidate or a candidate's agent may choose to be present at the residence of a voter voting.

### **Mail-In Ballots**

[Mail-in ballots](#) will again be utilized for the 2024 elections. **You may vote by mail-in ballot if you are unable to attend** one of the Advance Polls or the Election Day Poll. New to this election is the ability to apply to vote remotely, without registering to vote/applying for your ballot in person. You may do so by mail or email, and there are certain requirements in place for witnessing forms and identification.

Voters requesting this option may apply to register beginning September 1, 2024 in the following ways:

- In person at the City Clerk's Office, 2<sup>nd</sup> Floor, City Hall. An application will be required to be completed which will provide a mailing address of the location you will be during the Election. You will also need to prove your [identification](#). Application period is 8:00 a.m September 1, to 4:00 p.m. November 12, 2024 (last business day prior to Election Day).
- By Mail or Email: For this method, you must have an appropriate witness for your registration form. This witness will also have to sign a copy of your acceptable identification. Application period is 8:00 a.m. September 1 to 4:00 p.m. October 29, 2024 (10 business days prior to the Election Day).

It is the responsibility of the voter to ensure the return of the **ballot** to the Returning Officer at Elections Headquarters at City Hall no later than **8:00 p.m. on Election Day, Monday, November 13, 2024.**

**We encourage voters to apply early due to potential delays in postal services. Late ballots will not be accepted.**

### **CANDIDATES' AGENTS**

Every candidate and not more than two of a candidate's agents may be present in each polling place during the hours the poll is open. The candidate or one of his or her agents may be present while the ballots are counted.

An "[Appointment of Candidate's Agent](#)" form must be completed by a candidate for each of the candidate's agents. If the Candidate's Agent will be filing the Nomination paper for the Candidate, the agent must present the completed form to the Returning Officer or Associate Returning Officer, or Nomination Officer, and make the required declaration before that Officer, prior to the delivery of the Nomination paper. In order to attend at a poll, the agent must present the completed form to a Supervisory Deputy Returning Officer of the poll and then make a required declaration before the Supervisory Deputy Returning Officer, unless they have earlier provided the form to the Returning Officer or Associate Returning Officer, or Nomination Officer. An agent who makes the declaration may remain at the poll in an area designated by the Supervisory Deputy Returning Officer to observe the conduct of the election.

While observing the election, an agent may object to the qualification of any person as a voter. A Deputy Returning Officer will ask the person to confirm the information that he or she provided in the voter's registration form. If the person confirms the information, the objection and the agent's name will be

noted in the poll book opposite the name of the person and initialled by the deputy Returning Officer. The person will be allowed to vote. If the person does not confirm the information, the failure to confirm will be noted in the poll book and the person will not be entitled to vote.

At the close of the poll, a candidate or his or her agent may observe the counting of the ballots but shall not assist or handle the ballots in any way.

Candidates and their agents must situate themselves and act in accordance with election officials' directions. They must not visit with voters while polls are open nor touch the ballots during counting.

## **BALLOTS**

### **Form of Ballots**

The ballot for all offices will contain the names and occupations of all duly nominated candidates, in alphabetical order by surname.

Pursuant to the Act, a candidate may request that the ballot show in brackets:

- (a) a name by which the candidate is commonly known; and
- (b) in respect of a municipal election, his or her affiliation with a voters' organization or the word "Independent".

### **Information Contained on the Ballots**

The information printed on the ballots is based on the information provided to Election staff by the candidate (i.e. from the Candidate's Acceptance form). It is the candidate's responsibility to ensure this information is accurate and complete.

### **Counting of Ballots**

Automated vote tabulating equipment will again be utilized during this election. Prior to ballots being placed in the ballot box, they will be optically scanned. It is important to note that the optical scanner cannot, and will not, display or show any information as to how any individual person has voted. Furthermore, the optical scanner cannot, and will not, display any information regarding voting results until after the close of polls (and, even then, only upon being instructed to do so by the Supervisory Deputy Returning Officer).

At the close of polls, once all voters within the Polling Place when the doors are locked at 8:00 p.m. having voted and vacated the polling station, the vote tabulating equipment at each poll will produce a report showing the election results for that poll. This information will then be communicated to Election Central, where it will be tabulated with the results from other polls and displayed. With vote tabulating equipment, the time required to complete the counting process will be reduced from hours (with the old manual counting process) to minutes.

With respect to the ballots received at the Mobile Polls and at the Homebound Polls, these will be officially scanned at City Hall beginning at 7:00 p.m. on Election Night, and will be counted along with ballots from the Advance Polls. After the close of polls at 8:00 p.m., the Mail-In Ballots will then be scanned in to the same Vote Tabulating Unit after which, a results report, will be processed. Candidates or their representative will be entitled to be present at and observe this process as well. To do so, they should consult the Returning Officer prior to 5 p.m. on election night to indicate their intention to be

present and obtain information regarding where these ballots will be scrutinized.

**Please note that the process will not be delayed due to a Candidate or Agent not being on time even though they may have indicated that they will be attending.**

## **ELECTION OFFICIALS**

### **Returning Officer**

In accordance with Section 47 of *The Local Government Elections Act, 2015*, the Administrator (City Clerk) of the municipality is the Returning Officer unless a council appoints another person as Returning Officer at least 90 days before election day. Also, in accordance with Section 46, the Returning Officer of the municipality is the Returning Officer for the school division elections, for the subdivision(s) located within the municipality, in the case of the City of Yorkton for both the Public and Separate School Division elections, unless the school boards, 90 days prior to the election appoint someone else to act in that capacity.

The City Clerk for the City of Yorkton is Jessica Matsalla, who is then the Returning Officer. Also as both school boards also have subdivision elections outside the City of Yorkton, the City of Yorkton City Clerk is considered the Associate Returning Officer for the School Board elections.

Amanda Dietz has been appointed as Associate Returning Officer for the City of Yorkton, in order to provide election information and to receive Nomination Papers in the absence of the Returning Officer or other Nomination Officers. The office of the Returning Officer is located on the second floor of City Hall. Other contact information is Phone: (306) 786-1717 and e-mail [elections@yorkton.ca](mailto:elections@yorkton.ca).

**Any questions pertaining to the elections may be directed to either of these persons.**

### **Other Election Officials**

Numerous other election officials will be hired and will be trained for their specific job duties.

The election official positions include and general duties are:

- a) Supervisory Deputy Returning Officers – to operate the Vote Tabulating unit
- b) Issuing Deputy Returning Officers - will receive the Voter's Registration Form, issue Ballots and record Poll Book information
- c) Poll Clerk or Identification Clerk –completes the Voter's Registration form and has identification required.
- d) Constables – to greet the voters, remind them of the need for identification, to maintain control within the Polling Station.
- e) Runners – to deliver supplies and bring results to Election headquarters.

## **REQUEST FOR RECOUNT**

Any voter or candidate in the municipality or school division may request a recount in accordance with [\*The Local Government Election Act, 2015\*](#). A Voter's or Candidate's Request for Recount form must be delivered to the Returning Officer within ten days of the declaration of the results of the vote.

## **SUMMARY OF IMPORTANT DATES**

### **Call for Nominations**

The Returning Officer will be publishing a 'Call for Nominations' for the positions up for election by posting the notice in the September 11, 18, 25, October 2 and 9, 2024 issues of 'Yorkton This Week'. Copies will also be posted at Yorkton City Hall – Main Floor, the office of the Returning Officer – City Hall - 2<sup>nd</sup> Floor, the main office of Christ the Teacher Catholic School Division and Good Spirit School Division. Notices will also be posted on the [website](#).

**Nomination papers will be available for pick up at the City Clerk's Office and on the City's website in early September.**

### **Nomination Day**

**Nomination Day is Wednesday, October 9, 2024.** Nomination papers may be filed at the Office of the Returning Officer on the 2nd floor of City Hall at any time from 8:00 a.m. – Noon and 1:00 – 4:00 p.m., September 24 to October 8, 2024 and from 9:00 a.m. to 4:00 p.m. on Wednesday, September 21, 2016, at which time nominations close.

**The deadline for filing nomination papers is Wednesday, October 7, 2020, at 4:00 p.m.**

### **Advance Polls**

Advance Polls will be available for eligible voters on the following dates at the times specified:

- Tuesday, November 5, 2024 – 4:00 p.m. to 8:00 p.m., Drive through Polling at the City Operations Centre, 85 York Road East
- Thursday, November 7, 2024 – 11:00 a.m. to 6:00 p.m., Gloria Hayden Community Centre, 279 Morrison Drive

### **Mobile Polls**

Mobile Polls will be established at some, personal care facilities and other similar institutions. Dates and times are TBD (updates will occur on the website [www.yorktonvotes.ca](http://www.yorktonvotes.ca)) and will be conducted at each location for a minimum of one (1) hour.

### **Homebound Poll**

Applications to have a Homebound Poll attend at a voter's residence must be received by the office of the City Clerk by 4:00 p.m. on Monday, November 6, 2024.

### **Election Day**

**Election Day is Wednesday, November 13, 2024.** All regular polls will be open from 9:00 a.m. to 8:00 p.m. All electors are to vote at the Gallagher Centre.

### **Election Results**

Unofficial election results will be displayed in the City Council Chambers at City Hall following the close of polls at 8:00 p.m. on Election Day, November 13, 2024.

Official election results will be declared by the Returning Officer at 3:00 p.m. on Thursday, November 14, 2024 in the Office of the City Clerk – Second Floor of City Hall.

### **CANDIDATES 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*, respectively.
- ☐ Note the requirements for filing your nomination paper, including deadlines.
- ☐ Note the Office information (location, etc.) of the Returning Officer.
- ☐ Obtain a copy of the latest polling area information from the Returning Officer for campaigning.
- ☐ Familiarize yourself with the qualifications of voters.
- ☐ Know Advance Poll, Mobile Poll, Homebound Poll and Mail-In ballot voting opportunities 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 or Election Poll Supervisory Deputy Returning Officer, as applicable.
- ☐ Know the restrictions on election signage and that political activities are not permitted at voting places on Election Day or during your campaign.
- ☐ Be prepared to commit the time necessary to fulfil the elected role you are seeking.
- ☐ **Election Day is Wednesday, November 13, 2024 – Don't forget to vote!**