

**ELECTION DAY**

November 13, 2024

2024  
**CANDIDATE  
INFORMATION  
GUIDE**

For the Offices of:  
**Mayor** – City of Saskatoon  
**City Councillor** – City of Saskatoon  
**Saskatoon Public School Board Trustee**  
**Saskatoon Separate School Board Trustee**



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# Disclaimer

The Returning Officer has prepared this information guide for those persons seeking election or re-election for mayor, city councillor, or school board trustee on Wednesday, November 13, 2024.

Information in this guide is general and for information purposes only, candidates should refer to and be familiar with all relevant legislation, regulations and bylaws, including:

- The Local Government Election Act, 2015 (LGEA)
- The Local Government Election Regulations, 2015 (Regulations)
- The Election Bylaw, 2012
- The Campaign Disclosure and Spending Limits Bylaw, 2006

Prospective candidates must satisfy themselves through their own determination that they are qualified to seek elected office. Continued compliance with the LGEA and all other regulations and bylaws are the responsibility of the candidate.

Contact the 2024 Elections Saskatoon Office for any questions or concerns.

200 145 1st Ave North  
Saskatoon, SK  
S7K 1W6

Phone: [306-657-VOTE \(8683\)](tel:306-657-VOTE)

Email: [elections@saskatoon.ca](mailto:elections@saskatoon.ca)

Website: [saskatoon.ca/vote2024](http://saskatoon.ca/vote2024)

# General Information

Every four years, eligible voters in Saskatoon cast their ballots to elect their local government leadership.

On November 13, 2024, Saskatoon voters will elect their Mayor, City Councillors and Board Trustees for the Public and Separate School Boards.

The Province of Saskatchewan sets out common rules that all candidates and voters must follow; however, municipalities are responsible for conducting elections for both city council and school board trustees to the respective school boards.

This guide contains information about rules that are the same for all municipal elections, such as who is eligible to run for office, rules about campaign spending, and how to run a successful campaign.

## Information Sources For You

- [City of Saskatoon](#)
- [Saskatoon Public Schools](#)
- [Greater Saskatoon Catholic Schools](#)
- [Government Relations, Government of Saskatchewan](#)
- [Saskatchewan Urban Municipalities Association \(SUMA\)](#)
- [Federation of Canadian Municipalities](#)
- [King's Printer - Government of Saskatchewan](#)
- [Municipal World Online](#)
- [Local Government Election Guide - For Saskatchewan Municipalities](#)
- [\*The Local Government Election Act, 2015\*](#)
- [\*The Local Government Election Regulations, 2015\*](#)
- [\*The Cities Act\*](#)
- [\*The Saskatchewan Employment Act\*](#)
- [\*Bylaw 8191, The Election Bylaw, 2012\*](#)
- [\*Bylaw 8491, The Campaign Disclosure and Spending Limits Bylaw, 2006\*](#)
- [\*Bylaw 7491, The Temporary Sign Bylaw, 1995\*](#)
- [\*Bylaw 7565, The Poster Bylaw, 1996\*](#)
- [\*Bylaw 9537, The Code of Ethical Conduct for Members of City Council Bylaw, 2019\*](#)
- [2024 Municipal Manual - City of Saskatoon](#)

## Elections Saskatoon Team

The Returning Officer is responsible for all matters relating to an election, including calling for nominations, receiving nominations, appointing election officials, and receiving and declaring election results.

The Associate Returning Officer supports the Returning Officer in all functions of election planning and execution. The Returning Officer may delegate to the Associate Returning Officer any duty or power imposed or conferred through the LGEA.

The Election Coordinator is responsible for administrative functions, logistical planning, and maintaining the election office.

## Offices to be Elected

At this election, members will be elected for the period commencing on the day of the first meeting of the council or board following the general election for the following offices:

Municipal	Saskatoon Public School Board	Greater Saskatoon Catholic School Board
<p><b>One mayor</b></p> <p><b>10 councillors</b> (one for each of the 10 wards)</p>	<p><b>10 trustees</b> (one for each of the 10 wards)</p>	<p><b>7 trustees</b> (based on the at-large voting system) to represent Saskatoon</p>

## Changes to Election Rules

Changes to the LGEA took effect in January 2024. Those familiar with the rules for the 2020 municipal and school board elections should be aware of changes to the legislation.

View the [information bulletin](#) for the amendments provided by the Ministry of Government Relations.

## Term of Office

The term of office for mayor and council, as well as both public and separate school board trustees, is four years.

Candidates for school board offices are encouraged to contact the appropriate School Board to obtain information on the duties and responsibilities of a member.

## Ward System

The City of Saskatoon has used a combination of the at-large voting system and ward system. The ward system has been used since the 1994 Civic Election. Under the ward system:

- One mayor is elected for the entire city.
- One councillor is elected for each of the 10 wards.
- One public school trustee is elected for each of the 10 wards.
- Seven Catholic at-large school trustees are elected to represent Saskatoon.

## Ward Boundary Review (2023)

In accordance with *The Cities Act* a [ward boundary review](#) was undertaken in 2023 and the following ward boundary changes were decided:

Neighbourhood	Current Ward	New Ward – 2024
Confederation Urban Centre	Ward 3	Ward 2
Nutana Park	Ward 7	Ward 9

**Note:** *[New ward boundaries](#) take effect with the 2024 municipal and school board elections.*

*Voters in the neighbourhoods listed above will vote in the new ward taking effect with the election.*

# Eligibility

## Candidates in a Municipal Election

In accordance with subsection 42(1) of the LGEA, to be eligible to be nominated and to hold office as a member of council the person must:

- be at least 18 years of age on election day;
- not be disqualified under the LGEA or any other Act;
- be a Canadian citizen on the day on which nomination papers are submitted;
- have resided in Saskatchewan for at least six consecutive months immediately preceding the date on which nomination papers are submitted; and
- have resided in Saskatoon, or on land now in the city, for at least three consecutive months immediately preceding the date on which nomination papers are submitted.

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; or
- undertaking the duties of a volunteer firefighter on behalf of the municipality.

## Ineligible to Run

Neither a judge of a court or an auditor or solicitor of the municipality are eligible to be nominated, elected or hold office as a member of a council.

An employee of the City or of a board or commission appointed by City Council must first obtain a leave of absence before seeking nomination in accordance with subsection 2-54(2) of [The Saskatchewan Employment Act](#). If elected, that employee is deemed to have resigned from their position of employment on the day before the day on which they are declared elected, unless for any reason the results of the election are overturned.

Candidates for ward councillor do not have to reside in the ward in which they are running; however, all people nominating the candidate must be voters in the ward.

## School Board

Section 45 of the LGEA sets the eligibility criteria for school board trustee candidates. A person is eligible to be nominated as a candidate for and to hold office as a board trustee if they:

- are a voter of the school division on the day of the election;
- are a Canadian citizen at the time they submit nomination papers;
- have resided in the school division for at least three consecutive months immediately preceding the date on which nomination papers are submitted and;
- have resided in Saskatchewan for at least six consecutive months immediately preceding the date on which nomination papers are submitted.

### **In order to run for the Separate School Board, a candidate must also:**

- be Catholic (any Catholic rite, such as Roman, Ukrainian, Chaldean, etc., that recognizes the pope as leader of the church); and
- have all people signing the nomination paper be Catholic.

### **Questions regarding positions of public school trustee or separate school trustee can contact the following:**

- Public School Trustee: Saskatoon Public School Board Office **306-683-8200**.
- Separate School Trustee: Greater Saskatoon Catholic Schools **306-659-7000**.

An employee of the board of education may seek nomination and election to the board if they have first obtained a leave of absence in accordance with *The Saskatchewan Employment Act*.

Notwithstanding clause 2-54(2)(c) of *The Saskatchewan Employment Act*, if the employee is elected to be a board trustee, that employee is deemed to have resigned from their position of employment on the day before the day on which they are declared elected, unless for any reason the results of the election are overturned.

Candidates for the public school board do not have to reside in the ward in which they are running; however, all people nominating the candidate must be voters of the ward. The public school board consists of 10 trustees, elected under a ward system, one of whom is chosen by trustees to be the Chair.

Candidates for the separate school board are voted at large and can be nominated by any eligible person. The separate school board consists of ten trustees, seven of which represent Saskatoon and one from each of three subdivisions: Humboldt, Biggar, and rural Saskatoon/Martensville/Warman. One trustee is chosen to be the Chair from among the 10 trustees.

## School Board Websites

Candidates for School Board offices are encouraged to contact the appropriate School Board to obtain information on the duties and responsibilities of a trustee.

Refer to the [Saskatoon Public School website](#) for further election information.

Refer to the [Greater Saskatoon Catholic School website](#) for further election information.

# Important Dates

Date	Item
<b>January 1, 2021</b>	<p><b>Campaign Contribution Period Begins</b> Candidates seeking to run for City Council may receive campaign contributions for the purpose of financing their campaign. [Bylaw 8491, clause 2(b)]</p>
<b>June 1 to November 13, 2024</b>	<p><b>Campaign Period</b> Begins on June 1 immediately preceding the election and ends on election day. [Bylaw 8491, clause 2(d.1)]</p>
<b>June 1, 2024</b>	<p><b>Campaign Expenses Period Begins</b> Subject to section 3 of Bylaw 8491, candidates seeking to run for City Council may start incurring expenses for the purpose of their campaign. [Bylaw 8491 s. 2(d)]</p>
<b>July, 2024</b> or at a date as per the Returning Officer.	Mail in Ballot Application process begins
<b>September 23, 2024</b>	<p><b>Nomination Period Commences</b> Nomination papers for candidates for the 2024 municipal and school board election may be filed during regular business hours (Monday to Friday, 8:00 a.m. to 5:00 p.m., weekends and statutory holidays excluded).</p>
<b>September 29, 2024</b>	<p><b>Election signs/posters can be erected.</b> First day permitted for election signs to be erected. [Bylaw 7491, clause 11.1 (2)(e); Bylaw 7565, clause 11 (2)(e)]</p>
<b>October 9, 2024</b>	<p><b>Nomination Day</b> Nomination papers for candidates for the 2024 municipal election may be filed no later than 4:00 p.m. [LGEA, clause 73 (1)(a)]</p>
<b>October 10, 2024</b>	<p><b>Withdrawal Deadline</b> Candidates wishing to withdraw nomination must do so no later than 4:00 p.m. [LGEA, ss. 76 (1)]</p>
<b>November 1 to November 4, 2024</b>	<b>Early Voting at the Advance Polls</b>
<b>November 4 to November 8, 2024</b>	<b>Special Polls</b>
<b>November 9, 2024</b>	<b>Drive-through voting at City Hall from 10: 00 a.m. to 6:00 p.m.</b>





## Important Dates - *continued*

<b>November 13, 2024</b>	<b>Election Day</b> Polls open from 8: 00 a.m. until 8:00 p.m. Everyone in the polling place or waiting for admission into the polling place at 8:00 p.m. will be permitted to vote.
<b>November 14, 2024</b>	Declaration of Official Results
<b>November 18 &amp; 19, 2024</b>	Governance and Leadership Session*
<b>November 20, 2024</b>	New Council Sworn In (Inaugural Meeting)*
	Election Signs/Posters to be removed Last day for election signs to be removed
<b>November 27, 2024</b>	First Regular Business Meeting and Public Hearing Meeting of the new Council
<b>December 2 to 4, 2024</b>	2025 Multi-Year Business Plan and Budget - Adjusted: Council Review
<b>December 15, 2024</b>	Campaign Expenses Period ends
<b>December 31, 2024</b>	Campaign Contribution Period ends
<b>February 13, 2025</b>	<b>Statement of Expenses/Contributions</b> Deadline for all candidates for the position of councillor to file their Statement of Campaign Expenses/Contributions with the Returning Officer. [Bylaw 8491, clause 5(2)(b)]
	Deadline for all School Board Trustee candidates to file their financial disclosure statements with the respective school boards.
<b>March 13, 2025</b>	Deadline for all mayoral candidates to file their Statement of Campaign Expenses/Contributions with the Returning Officer. [Bylaw 8491, clause 5(2)(a)]

\*Applies to elected candidates for Mayor and Council.

## Important Dates - *continued*

### Advance Polls by Location (including Post-secondary institutions)

Location	Date	Time
Saskatoon Field House Station 20 West Shaw Centre Cosmo Civic Centre Rusty Macdonald Library City Hall - Committee Room E  Circle Drive Alliance Church Lakewood Civic Centre Market Mall  Alice Turner Library	Friday, November 1 Saturday, November 2 Sunday, November 3 Monday, November 4	12:00 p.m. to 8:00 p.m.
City Hall - Drive Through Poll	Saturday, November 9	10:00 a.m. to 6:00 p.m.

### Hospital Polls

Location	Date	Time
Royal University Hospital Saskatoon City Hospital St. Paul's Hospital Jim Pattison Children's Hospital Parkridge Centre - Saskatoon	<b>Election Day November 13, 2024</b>	10:00 a.m. to 6:00 p.m.

*Additional information will be available on the City's website for the list of Polls for Personal Care Facilities and Post-secondary Institutions to be held between November 4 - 8, 2024.*

 Voter assist devices available at this location

## Becoming an Elected Official

Becoming a member of council or a school board trustee 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.

As a member of council or of a school board there will be demands on your time and energy, as well as an expected level of commitment. In addition to regularly scheduled meetings, you will be required to attend special meetings, committee and board meetings, and various public meetings and functions.

For members of City Council, many of these meetings take place during typical daytime business hours throughout the week. As such, you must have significant flexibility with your employer if you plan to be employed elsewhere during your term.

If elected as a member of City Council or as a school board trustee, you will be expected to serve a four-year term. Your term of office 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.

**The inaugural meeting of Saskatoon City Council is November 20, 2024. Elected members will be sworn in at this meeting.**

## City Council

City Council consists of a mayor and ten councillors. Through legislation, the Province of Saskatchewan sets out the purposes of cities and the powers of municipal governments. The purposes of cities are set out in *The Cities Act* at subsection 4(2):

- to provide good government;
- to provide services, facilities, and other things that, in the opinion of council, are necessary and desirable for all or part of the city;
- to develop and maintain a safe and viable community;
- to foster economic, social, and environmental well-being; and
- to provide wise stewardship of public assets.

A city is required to act through its council. City Council is required to carry out its business in a way that is transparent and ensures it is accountable to the people who elect it and is responsible for encouraging and enabling public participation in the government process.

### Mayor

The mayor is a full-time position. In addition to performing the general duties of a councillor as outlined below, the mayor also:

- presides when in attendance at a council meeting, unless any Act or a bylaw of council provides that a councillor is to preside;
- performs any other duty imposed on a mayor by any Act or by bylaw or resolution; and
- signs all bylaws, along with the city clerk, which City Council passes as well as many contracts and agreements the City enters into.

The mayor is a voting member of all committees and all bodies established by council under *The Cities Act* unless the council provides otherwise.

The mayor has an office at City Hall along with support staff. The mayor's salary is based on 100% of a Saskatchewan cabinet minister's compensation. As of March 31, 2024, the salary is \$160,548.00. There is no taxable exempt amount.

## Councillors

General duties of councillors are set out in *The Cities Act* at section 65:

- to represent the public and to consider the well-being and interests of the city;
- to participate in developing and evaluating the policies, services, and programs of the city;
- to participate in council meetings, council committee meetings, and meetings of other bodies to which they are appointed by the council;
- to ensure that administrative practices and procedures are in place to implement decisions of council;
- subject to bylaws, to keep in confidence matters discussed in private at a council or council committee meeting until discussed at a meeting held in public;
- to maintain the financial integrity of the city; and
- to perform any other duty or function imposed on councillors by any Act or by the council.

Councillors are considered part-time; however, the time commitment required is substantial. Attendance is required at meetings which are often scheduled during regular daytime business hours. Refer to the meeting section to gain a sense of this commitment.

Additional time commitments also include attendance at events held on evenings or weekends and conferences which often require out-of-town travel. Each councillor is appointed deputy mayor for at least one month every year 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.

Councillors are provided with electronic devices, office space at City Hall, and appropriate resources to conduct council business during and after business hours. Councillors also share two full-time administrative Councillors' Assistants (each has five ward councillors assigned).

As of March 31, 2024, a Councillor's annual salary is \$73,852.08, based on 46% of the mayor's remuneration. There is no tax-exempt portion. All Councillors shall be deemed to have received remuneration in recognition of Deputy Mayor duties as part of their annual remuneration as Councillors.

## Meetings & Time Commitment (Members of City Council)

If elected, you must attend meetings during the business day and be able to arrange your work schedule (if applicable) so that you are able to attend.

**Candidates elected to City Council are required to attend a governance and leadership session scheduled for November 18 and 19, 2024 in addition to other meetings.**

The table below illustrates the types of meetings you will be expected to attend:

Meeting Name	Meeting Schedule	Attendees
Two types of council meetings: 1. Regular Business* 2. Public Hearing*	Typically fourth Wednesday of each month: 1. 9:30 a.m. – 5:00 p.m. 2. 6:00 p.m. – 9:00 p.m.	All members of council
Other council meetings • Budget Deliberations* • Strategic Planning* • Special Meetings*	Various; includes daytime and evening meetings	All members of council
Governance & Priorities Committee (GPC)*	Typically the second Wednesday of each month: 9:30 a.m. – 5:30 p.m.	All members of council
Four Standing Policy Committees (SPC) 1. SPC on Environment, Utilities, and Corporate Services (EUCS)* 2. SPC on Transportation* 3. SPC on Planning, Development, and Community Services (PDCS)* 4. SPC on Finance*	Typically first Tuesday and Wednesday of each month: 1. 9:30 a.m. – 1:00 p.m. 2. 2:00 p.m. – 5:30 p.m. 3. 9:30 a.m. – 1:00 p.m. 4. 2:00 p.m. – 5:30 p.m.	Mayor is ex-officio and each councillor is required to sit on two SPCs
Five Advisory Committees	Typically once per month, various weekdays during daytime hours	Appointment of one Councillor for each
Controlled Corporations & Statutory Boards	Typically once per month with additional meetings for sub-committees	Appointment of council members
Other Boards & Committees	Varies by board	
Five Business Improvement Districts		One member of council each
Various pension boards		Appointment of council members
Other civic agencies		Council member representation
Approximately 22 external agencies		Appointment of council members to many of these

*\*Preparation for meetings can take 3-5 hours +*

## Code of Ethical Conduct & Integrity Commissioner

Bylaw 9537, [\*The Code of Ethical Conduct for Members of City Council Bylaw, 2019\*](#) outline basic ethical standards and values for members of City Council. It is used to guide members in understanding their obligations and for fulfilling their duties and responsibilities as elected officials. It also describes a procedure for the investigation and enforcement of these standards and values.

The integrity commissioner is responsible to [carry out the duties assigned to that office in the Bylaw](#) including investigating and conducting inquiries as to violations of the Bylaw by members of Council and reporting and making recommendations to Council on appropriate censure, sanctions, or corrective actions, if applicable.

## Nomination Process

Every person who proposes to be a candidate must file a nomination paper in the prescribed form. The first step in beginning the nomination process is to acquire the prescribed nomination form on the election webpage or from the Election Office. The prescribed form must be completed in full and signed by the appropriate number of voters.

### 1. Nomination for an office on council must be endorsed by at least 25 voters.

- i. For Councillors, the 25 voters must be from the ward for which the nomination is made.

### 2. School board trustees must be endorsed by 10 voters.

- i. Public school board endorsements must be from the eligible supporters in the ward for which the nomination is made.
- ii. Separate school board trustees must have endorsements from 10 separate school voters of the Saskatoon subdivision.

**Note:** It is the candidate's responsibility to inform all persons endorsing their nomination that the information provided will be made public.

## Appointment of Official Agent (Mayoral candidates only)

Mayoral candidates must at the time of filing their nomination paper, appoint an official agent who shall be responsible for their campaign financial records in accordance with section 3.2 of Bylaw 8491, *The Campaign Disclosure and Spending Limits Bylaw, 2006*. The appointment shall be made in accordance with the form prescribed in Schedule F of the Bylaw. A candidate may serve as their own official agent and must still complete Schedule F.

## Dual Roles Clarification

No person can be nominated:

- as both mayor and councillor of the same municipality
- as councillor in more than one ward in a municipality
- as trustee in more than one ward of a school division

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.

Candidates for councillor do not have to reside in the ward in which they are running; however, all people nominating the candidate must be voters of the ward in which the candidate is running.

## Nomination Deposit

Nominations for all offices require a deposit of \$100 cash or certified cheque or money order payable to the City of Saskatoon (personal cheques are not accepted). The deposit must accompany the nomination paper. Deposits of candidates who do not comply with Bylaw 8491, *The Campaign Disclosure and Spending Limits Bylaw, 2006*, including the requirement to file their Statement of Campaign Expenses/Contributions or the respective School Board policy will be forfeited.

## Public Disclosure Statements

A public disclosure statement as required by *The Cities Act* must be attached to and submitted with the nomination form. The public disclosure statement will be included in the candidate package. *Candidates who are elected must file an updated public disclosure statement within 30 days of being elected.*

## Submitting Nomination Papers

The Returning Officer shall make sure nomination papers submitted are complete. It is the candidate's responsibility to make sure information contained in the nomination papers is correct and truthful.

### **Please Note:**

- Only one person can be nominated for election on each nomination paper.
- A voter may sign the nomination paper of more than one person.
- Candidates cannot nominate themselves.

## Time for Filing

Nomination papers along with accompanying deposit and public disclosure statements may be filed at the Election Office

- **Monday to Friday between 8:00 a.m. and 5:00 p.m. from September 23, 2024, until October 8, 2024; and**
- **Wednesday, October 9, 2024 (nomination day) from 9:00 a.m. until 4:00 p.m.**

Nomination papers may be submitted personally or by a person acting on the candidate's behalf, or as otherwise specified by the Returning Officer.

**Elections Saskatoon Office**, 200 145 1st Ave North, Saskatoon, SK, S7K 1W6

Phone: [306-657-VOTE \(8683\)](tel:306-657-VOTE)

Email: [elections@saskatoon.ca](mailto:elections@saskatoon.ca)

**The onus of filing a bona fide nomination paper is the responsibility of the person being nominated.**



## Posting and Examination of Nomination Papers

The Returning Officer shall permit any person to inspect any nomination paper which has been filed and provide a copy of the nomination paper, upon request. Copies of nomination papers will be posted at the Elections Saskatoon Office.

## Changing Your Mind — How to Withdraw (LGEA s. 76)

**Nomination papers can be withdrawn until October 10, 2024 at 4:00 p.m.**

A written statement noting your withdrawal is to be submitted to the Returning Officer and signed by the nominated person and two witnesses or by the Returning Officer or designate. In this situation, the \$100 deposit will be refunded.

## Candidates Acceptance Form

The ballot for all offices with less than four persons nominated, will have candidates listed in alphabetical order by surname. Where an office has five or more candidates, the Returning Officer will carry out the “blind draw” procedure described in clause 91(2)(a) of the LGEA to determine the order of candidates.

If a candidate requests, the ballot will show (in brackets) a name by which they are commonly known. **Candidate information printed on the ballot will be based on information provided in the Candidate Acceptance Form** (included in candidate package).

## Refund of Deposit

A candidate is entitled to receive a refund of the nomination filing fee provided that the candidate and the candidate’s agent have complied with the provisions of Bylaw 8491, *The Campaign Disclosure and Spending Limits Bylaw, 2006*, including the filing of a complete and accurate Statement of Campaign Expenses/Contributions by the filing deadline.

**For the 2024 Civic Election, the expense filing deadlines are:**

<b>Mayor</b>	<b>March 13, 2025</b>
<b>Ward Councillor</b>	<b>February 13, 2025</b>
<b>School Board Trustees</b>	<b>February 13, 2025</b>

## Candidate Profiles

Candidates will have the option to electronically submit profile information to the candidate profile uploader, following the submission of completed nomination papers, accompanying deposit, public disclosure statement, and Freedom of Information (FOI) Request Release Form.

Profiles are intended to promote a candidate's policies and priorities if elected. Profiles will be captured as submitted and published on the City of Saskatoon's website at [saskatoon.ca/candidateprofiles](https://saskatoon.ca/candidateprofiles).

Candidates choosing not to upload a profile and/or photograph will have no further information accompanying their name.

### **Your Candidate Profile may include:**

- a statement 150 words or less: profiles in excess will be reduced to end at the last complete sentence or phrase within the 150-word limit.
- a head-and-shoulders photograph of the candidate: by submitting a photo you agree to its use, as indicated in the election material.
- contact information (not included in the 150 word count) which includes phone number, email, website address, social media address(es).

### **All content (profile, photo, social media links, etc.) must be submitted electronically through the profile uploader.**

- Written submissions and printed photos will not be accepted.
- The Returning Officer will not edit profiles for spelling, grammar, or other obvious errors.
- Profiles must be free of vulgar language, hate speech, and defamatory remarks.
- The Returning Officer retains the right to decide whether to accept the submission.

# Disclosure of Campaign Contributions and Election Expenses

Candidates for Mayor and Councillor are responsible for reading and adhering to [The Campaign Disclosure and Spending Limits Bylaw, 2006 \(Bylaw 8491\)](#), to ensure that campaign contributions and expenditures are reported as outlined. Bylaw 8491 imposes limitations on the expenses for candidates running for Council and also imposes requirements on the candidate to report the contributions received and the funds expended. All forms required to be completed will be included in the candidate package.

Term	Definition
<b>Campaign contribution</b>	Money, loans or other advances and the value of donations in-kind provided to or for the benefit of a candidate during the campaign contribution period for the purpose of financing an election campaign, including personal contributions and revenue raised from a fundraising event by the sale of tickets or otherwise.
<b>Campaign contribution period</b>	In the case of a general election, the period between January 1 of the year following the preceding general election and ending on December 31 of the year of the next general election.
<b>Campaign expenses</b>	Money spent or liabilities incurred, including, credit card fees associated with accepting campaign contributions, the cost of making expressions of appreciation after the closing of voting on election day, the cost of goods and services and the value of donations in kind used by or for the benefit of a candidate, during the campaign expenses period for the purpose of a candidate's election campaign but does not include audit fees, any remuneration paid to an official agent or the repayment of a loan, except for interest.
<b>Campaign expenses period</b>	In the case of a general election, the period beginning on June 1 of an election year and ending on December 15 of the same election year.

All candidates must keep complete records of all campaign contributions received during the campaign contribution period and of all campaign expenses incurred during the campaign expenses period.

Bylaw 8491 allows expenses to be incurred before June 1 (campaign expenses period) for the preparation of election advertising materials, website development, signs, and incidental financial charges required to accept campaign contributions. However, these expenses must also be recorded and disclosed as campaign expenses.

## Mayor and Councillor Expenses

Total campaign expenses for mayoral candidates must not exceed **\$277,809.40**.

Total campaign expenses for councillor candidates must not exceed **\$27,780.94** (10% of the maximum allowable expenses for a mayoral candidate).

A public disclosure package will be provided and contain the following:

- A statutory declaration
- Fundraising event income statement
- A list of cumulative campaign contributions
- A statement of campaign contributions and campaign expenses (mayoral candidates statement to be audited)

A public campaign disclosure must be filed with the Returning Officer as follows:

- in the case of a candidate for Councillor by 5:00 p.m. on February 13, 2025
- in the case of a candidate for Mayor by 5:00 p.m. on March 13, 2025

All expenses incurred for the purpose of being elected must be disclosed; and if there is any surplus, mayoral and councillor candidates must disclose how the funds will be used.

# Public School and Separate School Board Trustees Expenses

## Public School Board Expenses

- The total campaign expenses of a candidate for trustee shall not exceed \$10,000.00 for any election campaign.
- Public school candidates can refer to the [Saskatoon Public School policy 25: Elections \(Campaign Disclosure and Spending Limits\)](#) for detailed information, (to be updated for 2024).

## Separate School Board Trustee

- The total campaign expenses of a candidate for trustee shall not exceed \$10,000 for any election campaign.
- Separate school candidates can refer to the [Greater Saskatoon Catholic School Policy for Campaign disclosure and Spending Limits](#).

## Election Advertising

Bylaw 8491, *The Campaign Disclosure and Spending Limits Bylaw, 2006* defines “election advertising” as the transmission to the public, by any means, of an advertising message that promotes or opposes the election of a candidate and includes advertising in which the candidate’s name or image is predominately featured promoting, sponsoring, endorsing or launching any project or enterprise if, in the opinion of the Election Disclosure Complaints Officer, it can reasonably be inferred that the message is intended to promote the election of that candidate but shall not include:

1. Advertising done in the ordinary course of the candidate’s business; or
2. Voluntary statements made by an individual endorsing the candidate without compensation.

**Candidates are prohibited from campaigning on City of Saskatoon social media channels, including Facebook, Instagram, X (formerly Twitter), and YouTube.** Candidates may create their own social media channels. URLs for such channels can be provided during the candidate profile upload process.

**Important:** Election advertising such as election signs, posters, websites, social media, or printed materials **must not display:**

- City of Saskatoon logo
- City of Saskatoon Civic Election logo
- City of Saskatoon crest
- City of Saskatoon seal
- Other City of Saskatoon identification

It is an offence under section 182 of the LGEA for any person to distribute or cause to be distributed any advertisement that promotes the candidacy of a particular person unless on the face of the advertisement 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 appears.

“Advertisement” as defined in section 182 means, in reference to any election or the promotion of the candidacy of a particular person, a visual publication, display or representation consisting of images or text, any audio publication or representation, any advertisement, hand bill, placard, poster, circular or circular letter pamphlet, any electronic or digital display and any radio or television broadcast. Persons convicted of failing to abide by these provisions may be subject to a fine or imprisonment or both.

Incumbent members of City Council should also refer to Part 3, Division VI of Bylaw 9537, *The Code of Ethical Conduct for Members of City Council Bylaw, 2019*.

## Election Signs & Posters

An Election Sign is a temporary sign/poster designed or intended to be displayed in connection with the following:

- a federal election or referendum;
- a provincial election, referendum or plebiscite;
- a local government election; or
- a Saskatchewan Health Authority election.

The City of Saskatoon has the following regulations related to the usage of Election Signs:

- Bylaw 7491, *The Temporary Sign Bylaw, 1995*
- Bylaw 7565, *The Poster Bylaw, 1996*
- Bylaw 8770, *Zoning Bylaw* (Appendix A – Sign Regulations)

For convenience, an [Election Sign Guide](#) was created to provide an overview of the rules and regulations on election signage including sign placement, duration, and other standards such as size and height.

Election signs and posters may be erected 45 days before the election (September 29, 2024) and must be removed seven days after the date of the election (November 20, 2024).

Signs on billboards, bus benches, or buses are not considered to be temporary election signs.

In accordance with clause 176(d) of the LGEA no person shall, in the polling place or within 100 metres of the building in which the poll is held, display, distribute, or post a campaign sign, a specimen ballot or any other material purporting to explain how to vote, or leave any of these materials in a voting compartment.

### **Election poster standards:**

- The size of an election poster must not exceed dimensions of 11 in x 17 in
- Election posters must indicate the date which the poster was displayed
- Election posters may only be attached with clear tape or other easily removable tape
- Posters may only be erected in locations prescribed in Bylaw 7565, *The Poster Bylaw, 1996*

## Voters List

Elections Saskatoon will be using a voters list for the 2024 municipal and school board election.

Elections Saskatoon has entered into an Information Sharing Agreement with Elections Saskatchewan pursuant to section 55 of the LGEA to provide to the Returning Officer with information to create a voter registry that will be used to generate the voters list.

Starting July 2024, or at a date as per the Returning Officer, eligible voters should check to make sure their information is up-to-date and accurately reflected on the voters list. **More information will be made available regarding the voters list portal on the City's website.**

Questions about what changes can be made and when can be directed to the Returning Officer or designate.

The voters list will be provided to candidates after nomination day upon signing the “declaration of the proper use of the voters list” form.

Each candidate will receive a copy of the voters list which contains the name and address of registered voters in the ward/constituency that they are running.

**Candidates and their agents are bound by the oaths/declaration of the proper use of voters list.**

## Candidates and Candidate's Agents

Section 103 of the LGEA identifies each person entitled to be present in a polling place with respect to each polling area. Among others, each candidate is entitled to be present in the polling place in each polling area along with no more than two duly authorized agents of a candidate during voting hours.

After close of polls each candidate or one of their agents is entitled to be present during the count of the votes [section 134, LGEA].

### Appointment of a Candidate's Agent

Candidates wishing to appoint an agent(s) must first complete an appointment form which will be provided in the candidate package. The appointment form is presented to the Deputy Returning Officer at the polling station on Election Day. The agent is then required to take an oath of secrecy before being permitted to exercise their functions as an agent.

### Identification of Candidates and Agents

Candidates and their agents should wear their candidate's badge (given to them when they file their nomination papers), so that they are easily recognized by election officials at poll locations. Candidates and agents must take an oath of secrecy when entering a poll location for the first time.

**The oath of secrecy remains at the voting location; therefore, candidates and their agents must take another oath of secrecy if they go to another voting location.**

### Candidate and Agent Behaviour

#### At the Polling Location

Candidates and their agents are restricted from engaging in very specific conduct on Election Day.

During the hours 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:

- canvass or solicit votes
- persuade or compel a person to vote or refrain from voting
- make any communication to a person regarding any matters relating to voting or the election, other than through the Deputy Returning Officer
- 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 the LGEA



## Inside the Polling Station

- Candidates and their agents must situate themselves in the designated location in a polling place, as determined by the Deputy Returning Officer, and may observe the conduct of the election.
- A candidate or agent may object to the entitlement of any person intending to vote.
- Candidates and their agents may enter and leave as they please during the hours that the poll is open, provided that no candidate has more than the allowable number of agents present at one time.
- Candidates and their agents must not engage with voters in the polling location. Subject to the requirements of section 176 of the LGEA, they are free to leave the location if they wish to speak with a voter.
- Candidates and their agents do not have the right to question the voters or to influence their voting decision in any way.
- A candidate or agent may make a request to the Deputy Returning Officer to see evidence of the voter's identity or verify that the procedures to establish identity and residence have been followed.

*A voter's identification remains in the control of the Deputy Returning Officer who would show it to the candidate or their agent; this would occur in the designated area.*

## Ballots may only be handled by Deputy Returning Officers

There is no instance in which it would be acceptable for a candidate or agent to touch a ballot during an election other than when casting their own vote.

## After Voting Hours

The City uses automated vote counting equipment. Doing so allows for quick counting of ballots, as they are not counted by hand. Candidates and/or their agents can, however, observe all of the election official's activities, which include generating the register tape and printing the statement of results from the vote counting unit. A copy of this statement shall be given to any candidate or agent, upon request.

## Mail-In Ballots

Candidates or their agents may inspect voter return envelopes and declaration certificates at the Elections Saskatoon Office during normal business hours, starting on October 31, 2024, and ending at the close of polls on Election Day.

## Close of Polls

Media broadcasts of election results from City Hall after the close of polls on Election Day. Candidates and/or their agents, and selected media will be able to monitor this event in City Hall, and the public are able to follow the live results release on the City's website at [saskatoon.ca](http://saskatoon.ca).

### Results

Unofficial results will be broadcast at City Hall, following the close of the polls at 8:00 p.m. on election night, November 13, 2024. Live results will also be posted on the City's website. Official results will be formally declared by the Returning Officer on November 14, 2024. Results will be posted on the City's website.

### Recount of Ballots

Subject to requirements of the LGEA, 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 by delivering to the Returning Officer, within 10 business days after the declaration of the results of the vote, a notice in the prescribed form requesting a recount. A recount of votes shall be conducted in accordance with Part X of the LGEA.

## A Candidate's Information is a Public Document

Copies of the nomination papers received will be posted at the Elections Saskatoon Office for viewing during regular business hours (Monday - Friday - 8:00 a.m. to 5:00 p.m., excluding holidays) until the close of polls on Election Day.

The Returning Officer shall provide any information on any nomination paper submitted, or a copy of the nomination paper, to any person on request.

Candidates' campaign disclosure documents are also public documents. All documents filed with the Returning Officer in accordance with Bylaw 8491, *The Campaign Disclosure and Spending Limits Bylaw, 2006* may, on request after the expiration of the time for filing, be inspected at the Office of the City Clerk at City Hall during regular office hours. In addition, the City Clerk shall post on the City's website the Statement of Campaign Expenses/Contributions for all candidates seeking election, whether the candidate was elected or not.

# Information Resources and Forms Included in Candidate's Package

All candidates will receive the following materials and information:

- Form I: Nomination/Candidate's Acceptance Form (Mayor or Councillor)
- Form J: Nomination/Candidate's Acceptance Form (School Board Trustee)
- Form T: Appointment of Candidate's Agent
- Public Disclosure Form \*
- Declaration of proper use of the Voter List Form
- Election Sign Guide
- Ward maps
- Schedule A: Statutory Declaration of Candidates \*
- Schedule B: Fundraising Events Income Statement \*
- Schedule C: List of Cumulative Campaign Contributions from Contributors \*
- Schedule D: Statement of Campaign Contributions and Campaign Expenses \*
- Schedule F: Appointment of Official Agent \*\*
- Schedule G: Appointment of Official Auditor \*\*
- Letter from the Election Disclosure Complaints Officer \*

*\* For City Council candidates*

*\*\* For Mayoral candidates only*

After filing nomination papers, deposit, and disclosure form, candidates will receive a candidate badge and candidate profile upload specifications.



[saskatoon.ca/vote2024](https://saskatoon.ca/vote2024)



May 30, 2024