

3 June 2024

Dear Mayoral and Council Candidates,

Congratulations on your decision to seek elected office on the City of Saskatoon City Council. Municipal governments are a key component of Canadian democracy. My name is Loleen Berdahl and I am the City of Saskatoon's Election Disclosure Complaints Officer. In this letter, I will outline the election disclosure requirements that you must follow as a candidate and explain the role of the complaints process.

**Please read this information carefully and retain this letter for your records.**

### **City of Saskatoon Election Disclosure Requirements**

Bylaw 8491, *Campaign Disclosure and Spending Limits Bylaw, 2006*, governs campaign expense and period rules. **The Bylaw details information about the penalties for contravening any provision(s) of the Bylaw; these include fines and disqualification from office.** Please be mindful that as a candidate for elected office, it is your responsibility to ensure that you and any individuals acting on your behalf are familiar and compliant with Bylaw 8491 and its requirements.

To help you avoid inadvertent violation that could affect your ability to serve if you are elected, I would like to draw your attention to the Bylaw's requirements. These include but are not limited to the following:

*1. All candidates must adhere to key dates.*

- Campaign contribution period: January 1, 2021 - December 31, 2024. Contributions outside this period are not permitted.
- Campaign expense period: June 1, 2024 - December 15, 2024. Campaign expenses may only be incurred during this period. See Section 3(1) for exceptions allowed prior to this period and their reporting requirements.
- Campaign period: June 1, 2024 - November 13, 2024. Campaign activities outside this period are not permitted.
- Filing of the Statement of Campaign Expenses/Contributions: February 13, 2025 for Council candidates, March 13, 2025 for Mayoral candidates. See Section 5(3) for details of what the Statement of Campaign Expenses/ Contributions must include.
- Appointment of Auditor (Mayoral candidates only): December 13, 2024.
- Retention of records: November 14, 2024 – November 8, 2028. All candidates, regardless of their election outcome, must retain their records until the next Saskatoon City Council election.

2. *All candidates must remain within campaign expense limits.* Campaign limits are set by a formula outlined in the Bylaw (see Section 3.1). For this election, the limits are:

Mayoral candidates:           **\$277,809.40**

Councillor candidates:       **\$27,780.94**

3. *All candidates must adhere to record keeping practices.* The bylaw requires all candidates to keep complete and proper accounting of *all* campaign contributions and *all* campaign expenses (see section 4). Be sure to have records of expenses and receipts and records of the value of all contributions you receive (money, goods, and services) with the name and address of the contributor. As a candidate, these records must be in your possession and under your control. Candidates for mayor must appoint an official agent responsible for election campaign financial records (see Section 3.2).

### **City of Saskatoon Election Disclosure Complaint Process**

As the Election Disclosure Complaints Officer, I am responsible to investigate any complaint that you or another candidate have filed a false, misleading or incomplete disclosure of campaign contributions or expenses. Investigations may be initiated in two ways: (1) Individuals can submit a formal complaint to the Clerk ([City.Clerks@saskatoon.ca](mailto:City.Clerks@saskatoon.ca)), who forwards the complaint to me; or (2) the Returning Officer may refer irregular or suspicious disclosures to me. When I receive a complaint, I contact both the complainant and the candidate who is the subject of the complaint.

If I pursue investigation, the candidate must provide me with any information necessary for the investigation, including all books, documents and accounting records. Candidates, persons acting on behalf of the candidate, and complainants are all required to comply with the investigation. If a person refuses to allow or interferes with an investigation, assistance can be provided by the court system, including issuance of warrants for information. Investigation decisions are sent to both the complainant and the candidate and are final. If I decide that the complaint is upheld, I will send the decision to the Clerk with a recommendation that the matter be referred for review as to whether a prosecution is warranted.

Incumbent candidates and indeed all should understand the use of corporate resources during the election period as stated in Bylaw 9537, *The Code of Ethical Conduct for Members of City Council Bylaw, 2019* (Part 3, Division VI).

### **Your Next Steps as a Candidate**

In sending you this information, my goal is to help you avoid any inadvertent violation of Bylaw 8491. As you move forward as a candidate, please do all of the following:

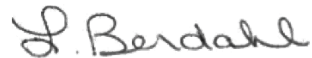
- Read Bylaw 8491 carefully;
- Ensure persons appointed as official agents and anyone responsible for your campaign finances under Bylaw 8491 are clear on your expectations for their and your compliance with the bylaw;

- Establish appropriate record keeping practices; and
- Add the key dates to your calendar to ensure timely reporting compliance.

Finally, as candidates in the municipal election, you are leaders in the community, it is imperative to uphold the principles of fair play and respectful campaigning. I encourage you to compete on the strength of your ideas and platforms. By fostering a constructive and respectful environment, we can ensure a dignified electoral process that serves the best interests of your community.

Thank you for your attention to this.

Sincerely,

A handwritten signature in cursive script that reads "L. Berdahl".

Loleen Berdahl, Ph.D.

City of Saskatoon Election Disclosure Complaints Officer