



2024 MUNICIPAL ELECTION

CANDIDATE INFORMATION GUIDE



**North
Battleford**

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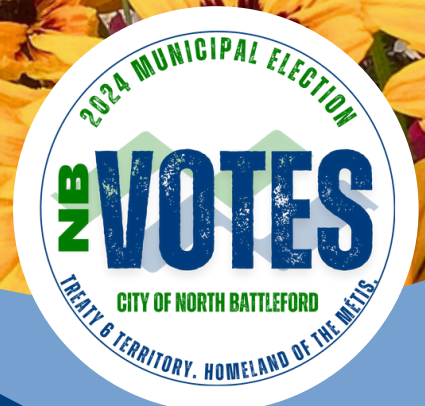


TABLE OF CONTENTS

Introduction	<i>Page 3</i>
Becoming an Elected Official	<i>Page 4</i>
Key Information	<i>Page 5</i>
Qualifications of Candidates & Agents	<i>Page 6</i>
General Duties of Elected Officials	<i>Page 8</i>
Nominations	<i>Page 9</i>
Voting Information	<i>Page 11</i>
Opportunities to Vote	<i>Page 13</i>
Candidate Advertising & Promotional Activities	<i>Page 14</i>
Campaign Contributions & Expenses	<i>Page 18</i>
Candidates & Agents on Election Day	<i>Page 19</i>
Election Day	<i>Page 22</i>
Important Dates	<i>Page 23</i>



INTRODUCTION

Municipalities are the closest level of government to its citizens, delivering the critical services that residents rely on every day. Every community, including North Battleford, relies on citizens willing to take on leadership roles as City Council members to represent the city.

City Council roles provide each elected official a unique opportunity to advocate for lasting community change by making considered and well-informed decisions related to bylaws, policies, programming, and services.

Council members are entrusted to make decisions which directly impact the daily lives of residents, families, local businesses, and others in the community.

If you are interested in seeking election or re-election as either a City Councillor or Mayoral candidate, this resource is intended to provide the introductory information required in preparation of the 2024 Municipal Election in North Battleford.

Additional questions can be directed to the Returning Officer at elections@cityofnb.ca or by phone at 306-445-1719.



BECOMING AN ELECTED OFFICIAL

WHAT CITY COUNCIL DOES

City Council works together to ensure the municipality is providing the services, facilities, and other things, that, in the opinion of Council, are necessary and desirable for all or part of the City. Council works to develop and maintain a safe community and to support economic, social, environmental, and general community wellbeing, and to provide guidance with respect to stewardship of public assets.

Elected officials of North Battleford City Council in are expected to serve a four (4) year term. The term of office officially begins at the first Council meeting following the election.

City Council in North Battleford consists of one (1) Mayor, and six (6) Councillors. The Mayoral candidate with the most votes and the six Council candidates with the most votes shall be elected as the 2024-2028 City Council for North Battleford. The City of North Battleford does not have a ward system.

TIME COMMITMENT

City Council and Planning Committee meet three times per month, except in July, August and December. In addition to their duties on City Council and Planning Committee, Council representatives are also appointed to a number of community Boards and Committees. Depending on meeting frequency, each Board or Committee also requires a time commitment to prepare and participate.



KEY INFORMATION

ELECTION DAY

Election day is Wednesday, November 13, 2024. Polling station will open at 9am and close at 8pm.

NOMINATION PERIOD

Nomination papers can be filed beginning Wednesday, September 25, 2024. Papers will be accepted until 4pm on Nomination Day, Wednesday, October 9, 2024. Additional information about this process is contained in this guide on Page 9.

CALL FOR NOMINATIONS

The City's Returning Officer will issue a public call for nominations using a variety of communication channels, including advertising with local media, on social media, notices posted in City facilities, etc.

WHO'S WHO?

The Returning Officer is responsible for the administration of the election process. Stacey Hadley is the 2024 Municipal Election Returning Officer. The office of the Returning Officer is located at North Battleford City Hall, 1291-101st Street. The Returning Officer is also the Associate Returning Officer for the Public and Separate School Board Trustee Election. The 2024 Public and Separate School Returning Officer is Lonny Darroch and is located at 509 Pioneer Avenue, North Battleford.

Stacey Hadley
elections@cityofnb.ca
306-445-1719

Lonny Darroch
office@lskysd.ca
306-937-7702



QUALIFICATIONS OF CANDIDATES & AGENTS

ELIGIBILITY

A person is qualified to be nominated and hold the office of Mayor or Councillor of the City of North Battleford if that person:

- is at least 18 years of age on the day of the election
- is a Canadian citizen at the time when nomination papers are submitted
- has resided in Saskatchewan for at least six (6) consecutive months immediately preceding the date on which their nomination papers are submitted
- has resided in the City of North Battleford for at least three (3) consecutive months immediately preceding the date on which the nomination papers are submitted
- is not disqualified by *The Local Government Election Act 2015*, or any other Act, from holding the office for which they are a candidate

WHO IS INELIGIBLE?

The following persons are ineligible to be nominated for or elected to hold the office as a member of Council:

- a judge of any Court
- an auditor or solicitor of the City of North Battleford

No person is disqualified from being nominated for office as a member of Council by reason of having an interest in a contract with the City, pursuant to Sections 42-44 of *The Local Government Election Act*.



QUALIFICATIONS OF CANDIDATES & AGENTS

EMPLOYEES

The following persons may seek nomination to the council, board or joint board with which the person is employed if the person has first obtained a leave of absence in accordance with subsection 2-54(1) of *The Saskatchewan Employment Act*:

- Employee of the City of North Battleford
- Employee of a board or commission appointed by City Council

If an employee is required to take a leave of absence during their campaign, the leave of absence must commence when the Candidate files their nomination paper with the Returning Officer. If an employee on leave of absence is successfully elected, the employee is deemed to have resigned from their position on the day before they are declared elected, unless the results of the election are overturned.

CANDIDATE AGENTS

Candidates wishing to appoint agents must complete an *Appointment of Candidate Agent* form for each agent. The agent must present the appointment form and make a declaration to the Deputy Returning Officer at the poll. Once the agent makes the declaration, the agent is permitted to be at the poll in a location designated by the Deputy Returning Officer so that they may observe the conduct of the election. An agent is permitted to observe, but in no way interfere with the process of the election.



GENERAL DUTIES OF ELECTED OFFICIALS

MAYOR & COUNCIL

Candidates for Mayor or City Council may reference Sections 65 and 66 of The Cities Act to learn about the general duties of each respective role.

COUNCIL CODE OF ETHICS

Citizens of North Battleford expect and deserve high standards of conduct from all government officials. The City's reputation and integrity depend on maintaining these standards, which are set out and governed by the City's Council & Council Committees Code of Ethics Bylaw No. 2120.

SCHOOL BOARD TRUSTEES

As the Living Sky School Division No. 202 and the Light of Christ Roman Catholic Separate School Division No. 16 are not wholly or substantially within the boundaries of the City of North Battleford, they appoint their own Returning Officer for board elections.

Details regarding the number of board members for each school division, duties of members, terms of office, remuneration for board members, and all information relating to nominations and elections for the school divisions may be obtained by contacting the appointed Returning Officer.

**Returning Officer for the Living Sky and
Light of Christ School Divisions:
Lonny Darroch, Returning Officer
office@lskysd.ca
306-937-7702**



NOMINATIONS

All nomination forms and papers must be completed in full in the prescribed format.

NOMINATION PERIOD

Nomination papers may be submitted to the Returning Officer in the following ways:

- by personal service to City Hall, 1291-101st Street in North Battleford by either the Candidate or a person acting on behalf of the Candidate
- by registered or regular mail
- by fax to 306-445-0411
- by email to elections@cityofnb.ca

Nomination papers may be submitted during the Nomination Period and on Nomination Day, on the following dates and times:

Monday - Friday, excluding Monday, September 30 due to the Statutory Holiday

September 25-October 8, 2024

- 9am-4:30pm

Nomination Day, October 9, 2024

- 9am-4pm

NOMINATION PAPERS

Nomination papers for Mayor or City Councillor must:

- state the name and address of the person being nominated, and the office for which they are being nominated
- state the name and address of each nominator
- be signed by at least five (5) eligible voters of North Battleford
- contain the signed candidate's acceptance of nomination, witnessed by two (2) people
- contain the candidate's completed Criminal Record Check and Vulnerable Sector Check and a completed Form A.2 - Results of Criminal Record Check for Candidate for Election, not to be completed more than thirty (30) days before the submission date of the candidate's nomination papers*
- provide a completed Public Disclosure Statement

**Pursuant to City of North Battleford Bylaw No. 2162, The Candidate Criminal Record Check Bylaw, adopted June 24, 2024.*



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NOMINATIONS

OTHER INFORMATION

- only one person can be nominated for election on each nomination paper
- a voter may sign the nomination papers of more than one candidate
- candidates cannot nominate themselves
- candidates cannot be nominated for both positions of Mayor or City Councillor in the same election in the City of North Battleford
- the onus to file completed, accurate nomination papers is on the person who is being nominated
- The Returning Officer or Designate is not eligible to serve as a witness for a candidate's acceptance of nomination.

RECEIPT FOR NOMINATION PAPER

When the completed nomination papers are filed with the Returning Officer or Designate, a receipt shall be issued to the candidate or their agent.

WITHDRAWAL OF NOMINATION

A person who has been nominated may withdraw their nomination at any time during the period from the receipt of the person's nomination until 24 hours after the close of nominations (**4pm on October 10, 2024**). Withdrawals must be filed with the Returning Officer or Designate in the form of a written statement indicating the intent to withdraw as a Candidate. The written statement must be signed by the nominated person and two witnesses, or by the Returning Officer or Designate.

POSTING

All nomination papers, including attachments filed with the Returning Officer or Designate, are open to inspection by any person. Copies of the Nomination Papers for each candidate will be posted in the public access area of City Hall.



NOMINATIONS

NAME ORDER ON BALLOT

Names of all duly nominated candidates will be arranged in alphabetical order by surnames on the ballot for the offices of the Mayor, Councillors, and Trustees for the public and separate school division. Candidate information printed on ballots will be based on the information provided on the Candidate's Acceptance Form.

VOTING INFORMATION

USE OF A VOTING LIST

New in 2024 for the City of North Battleford will be the use of a voter's list, which the City will obtain from Elections Saskatchewan. If a voter is not on the voter list, there will still be an opportunity for voters to register in advance or at polling stations. Voter Registration Forms may be downloaded from the City's website at www.cityofnb.ca.

VOTER ELIGIBILITY

A person can be registered as a voter to vote in the City of North Battleford municipal election if, on Election Day (Wednesday, November 13, 2024), they are:

- a Canadian citizen
- at least 18 years of age
- a resident of the Province of Saskatchewan for at least six (6) consecutive months immediately preceding Election Day
- a resident of the City of North Battleford for at least three (3) consecutive months immediately preceding Election Day, or, if they are the owner of assessable land in the City of North Battleford for at least three (3) months immediately preceding Election Day



VOTING INFORMATION

RULES OF RESIDENCY

A person's residence is the place they typically refer to as "home".

- A person does not lose residency if they are temporarily absent.
- As long as the person remains in Saskatchewan, a person does not lose residency until they acquire another residence elsewhere.
- If a person has more than one residence in Saskatchewan, they shall elect one home as their residence.
- Active members of the Canadian Armed Forces are deemed to have ordinary residence at the place where they reside, or at the place where they have moved from if that place is in Saskatchewan, for the duration of their service.
- Full-time students are deemed to have residence at the place where they study and the place they have moved from, when both places are in Saskatchewan.

PROOF OF IDENTITY

Voters are required to produce identification which clearly shows their name and address prior to completing a voter registration form. Acceptable forms of identification are:

- one (1) piece of Government-issued photo ID of the voter which includes their name and address
- two pieces of prescribed information, each of which indicates the voter's name and at least one of which indicates the voter's address

The voter's identity must be established in order to issue them a ballot. The regulations prescribe other procedures in order to establish a voter's identity to allow them to vote.



OPPORTUNITIES TO VOTE

ADVANCE POLLS

Advance Polls will be held to allow voters the opportunity to vote prior to Election Day.

The following locations, dates, and times have been scheduled for Advance Polls:

Don Ross Centre, Lobby & Gymnasium

Address: 891-99th Street

- Saturday, November 2, 2024 - 12-6pm
- Thursday, November 7, 2024 - 2-8pm
- Saturday, November 9, 2024 - 12-6pm

SPECIAL POLLS

Special Polls have been established for voters at personal care facilities, the Battlefords Union Hospital, and the Saskatchewan Hospital. Hours of operation for Special Polls have been arranged and the voting will take place before Election Day. Voting at personal care facilities is for residents only, and at the hospitals, for patients and staff only.

REGULAR POLLS

Regular Polls will take place on Election Day, Wednesday, November 13, 2024 from 9am-8pm.

One Central Poll Location has been established and is located at the Access Communications Centre (formerly Civic Centre) - Lower Lobby, located at 1902-104th Street.

MAIL-IN BALLOTS & MOBILE POLLING

A mail-in voting system allows voters who anticipate being unable to vote at an established poll in advance or on Election Day. Deadlines for making applications for mail-in balloting will vary depending on if the applications are made in person, by mail, fax, or by email. Contact the Returning Officer at elections@cityofnb.ca if you require information about participating in the election by mail-in ballot.



CANDIDATE ADVERTISING & PROMOTIONAL ACTIVITIES

ADVERTISING

Every printed advertisement, other than those provided for under *The Local Government Election Act, 2015*, having reference to an election or a vote on a bylaw or question shall bear on its face the name and address of the person who has authorized its printing, display, and distribution.

During the hours a poll is open, no Candidate or Agent of a Candidate shall, in the polling place or within 100 metres of the building in which a poll is held:

- canvas or solicit votes
- display, distribute, or post a campaign sign, a specimen ballot for a Candidate 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/station
- make any communication to a person intending to vote, other than through the Deputy Returning Officer

No person shall directly or indirectly induce a person to display their ballot in a manner that reveals how the person has voted.

SIGNAGE

Advertising on public property by Candidates for office of a member of City Council or a School Division, or their Agents, is permitted. Advertising may begin no sooner than the day a Candidate's nomination papers are filed and shall be removed from public property within seven (7) days of the conclusion of the election.



CANDIDATE ADVERTISING & PROMOTIONAL ACTIVITIES

SIGNAGE *CONTINUED*

Election advertising should be placed in such a way as to not create a potential hazard to vehicular or pedestrian traffic, and should not obstruct the view of any portion of a traffic control device or signal.

Election advertising should not be installed on centre medians and traffic islands, nor should advertising leaflets, posters, etc. be deposited on any parked vehicles.

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

The placement of signs in or on City facilities and City owned parking lots, or on City Hall property, or on the public property immediately abutting City Hall is prohibited.

CITY LOGO USE

Use of the City of North Battleford logo, City Seal, City Crest, Elections branding, or any other City of North Battleford identification by Candidates for campaign advertising purposes is prohibited.

SOCIAL MEDIA

Candidates are strictly prohibited from campaigning on official City of North Battleford social media channels such as Facebook, Instagram, X (formerly Twitter), YouTube, or any other channels which may become available.



CANDIDATE ADVERTISING & PROMOTIONAL ACTIVITIES

CANDIDATE PROFILES

Candidates for Mayor and Councillor have the option to submit a Candidate Profile Form during the nomination period. The profiles may include a statement of no more than 150 words, a recent head-and-shoulder photo (headshot) of the Candidate, the Candidate's contact information, and it must be signed by the Candidate. If a Candidate chooses not to supply a profile, the words Candidate Profile Information Not Available will be inserted by the Candidate's name. Should a Candidate not submit a photograph, a blank Photograph Not Available box will be added to their profile. Profiles will be posted at www.cityofnb.ca.

Candidate profiles will only be accepted during the nomination period and no later than the nomination deadline of 4pm on October 9, 2024.

CANDIDATE STATEMENTS

Once submitted, the Candidate statement cannot be changed. Statements must be confined to information about the Candidate, any organization endorsing the Candidate, and the Candidate's platform. Candidate statements and profiles will not be checked for spelling, grammatical, or other errors.

The Returning Officer is not responsible for verifying or investigating the accuracy of information provided, nor for the content or accuracy of Candidate contact information. Any editing of the submissions by the Returning Officer will be restricted to reducing the contents to a 150-word maximum. Incorrect spelling, grammar, or obvious errors will not be corrected. Statements must be free of defamatory, hateful, or vulgar language. The Returning Officer will have the final decision on whether or not to accept a Candidate's statement.



CANDIDATE ADVERTISING & PROMOTIONAL ACTIVITIES

CONTACT INFORMATION

Contact information must be limited to two (2) phone numbers, one (1) fax number, and one (1) email address. Candidates will be allowed to submit a limit of two (2) social media links to place on their Candidate profile.

PHOTOGRAPHS

By submitting a photograph, the Candidate confirms full authority of the copyright of the image and grants permission to the Returning Officer to publish the photograph for election purposes. Images must be:

- a recent head and shoulders shot of the Candidate alone
- no larger than 5 inches by 5 inches
- no larger than 2MB in size
- in colour
- PNG or JPEG file format

A Candidate's photo must be submitted by email, and be clearly labelled with the Candidate's first and last name and include a contact number.

The Returning Officer cannot guarantee the quality of reproduced images. If, in the opinion of the Returning Officer, the Candidate's Statement or photograph does not reasonably comply with the criteria or is otherwise unsuitable for publication, the Returning Officer will request the Candidate resubmit their information. The Candidate will have two (2) business days to resubmit to the satisfaction of the Returning Officer. However, such resubmission shall be no later than 12pm on Friday, October 11, 2024.

Candidate profiles will be published at the same time following the publication of the Notice of Poll.



CAMPAIGN CONTRIBUTION & EXPENSES

WHAT IS REQUIRED?

The City of North Battleford has enacted a *Campaign Disclosure & Spending Limits Bylaw No. 2167* that:

- establishes disclosure requirements for campaign contributions and expenses;
- sets a campaign period in an election year that governs the time period for contributions and expenses to be reported on;
- establishes spending limits for Mayoral and Councillor candidates;
- clarifies the rules for campaign signage;
- establishes the formal complaint process in relation to non-compliance; and,
- clarifies the associated offences and penalties for non-compliance.
- includes the necessary forms to be completed and filed within three (3) months of the election.

CAMPAIGN PERIOD & CONTRIBUTIONS

The City *strongly encourages* candidates to review the Bylaw to understand what is required of them. Some of the provisions are as follows:

- the campaign contribution and expense period for which a candidate is required to report contributions received and expenses paid for 2024 commences retroactively June 1, 2024, and ends December 31, 2024.
- contributions include any money paid or any donations in kind provided to a candidate during the campaign contribution period for the purpose of financing an election campaign. This includes revenues raised from a fundraising event by the sale of tickets or otherwise but excludes volunteer labour or services.



CAMPAIGN CONTRIBUTION & EXPENSES

CAMPAIGN SPENDING LIMITS

The campaign spending limits have been determined based on the Census 2021 populations for North Battleford (13,386) and the Crown Colony (104) as now amalgamated with North Battleford.

The campaign spending limits for Mayoral candidates is \$10,455.00 ($13,836 + 104 = 13,940 \times \$0.75 = \$10,455.00$).

The campaign spending limits for Councillor candidates is \$5,227.50 ($\$10,455.00/2 = \$5,227.50$).

ANONYMOUS CONTRIBUTIONS

Candidates shall not accept anonymous campaign contributions, if received, the candidate shall ensure the contribution is donated to a registered charity.

COMPLAINTS & PENALTIES

The Bylaw establishes the complaint process and penalties associated with non-compliance or false campaign reporting and with respect to contravening campaign signage.

CANDIDATES & AGENTS ON ELECTION DAY

OPENING THE POLLS

Prior to opening the poll, a register tape is printed from the vote counting unit to indicate there are no votes registered for any of the candidates, bylaws, or questions. The candidate or candidate's agent may be present to witness the printing of the register tape from the vote counting unit and may request a copy of the register tape.



CANDIDATES & AGENTS ON ELECTION DAY

CONDUCT AT THE POLLS

Candidates and their agents are welcome to attend the polls and Elections Central office to respectfully oversee the election process. Candidates and/or their agents are not to interfere with the election process or hinder voters from completing their ballot.

If an agent or candidate is found to be obstructing a voter's ability to vote or obstructing the election process, they will be escorted out of the poll and not permitted back in.

Candidates and/or agents are not permitted to campaign (wear branded clothing, hand out pamphlets, post signage, etc.) within 100 metres of the polling station, which includes inside the poll.

Abusive or disrespectful behaviour towards voters, election workers, or City Elections staff will not be tolerated.

Candidates and Agents are obliged to maintain the secrecy of the voting at the polling place. Failure to do so is an offence under *The Local Government Election Act, 2015.*



CANDIDATES & AGENTS ON ELECTION DAY

AGENTS AT POLLS

During voting hours, two (2) Agents, in addition to the Candidate, are allowed at each polling place. After the Close of Polls, only either the Candidate or one (1) of the Agents is entitled to be present at each polling place to observe the printing of the tabulated vote results, which will be done electronically.

Candidates and Agents have the right to:

- be in the polling place to observe proceedings while voters are voting
- object to the entitlement of any voter intending to vote
- examine a voter's evidence of identity, and may request verification of vouching procedure

Candidates and their Agents do not have the authority to:

- directly question a voter
- attempt to influence a voter
- enter the polling place after polls close
- canvass or solicit votes or persuade a person not to vote within 100 metres of a polling place

CHALLENGING A VOTER

During the time the polls are open, a candidate or candidate's agent may object to the entitlement of any person intending to vote. If the agent believes that the voter is not entitled to vote and objects, the Deputy Returning Officer will reconfirm the information sworn on the voter list/poll book with the voter. If the voter indicates that the declaration is correct, the objection raised by the agent will be noted on the voter list, the name of the agent raising the objection will be noted and the entry will be initialed by the Deputy Returning Officer.

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



ELECTION DAY

ELECTION RESULTS

Each Candidate or one of their Agents may be present to observe the process of finalizing and reporting the election results at the polls. At close of regular polls, a register tape will be printed from the vote counting machine and the results will be provided to Elections Central at the Access Communications Centre.

At close of the Advance Polls, all election materials will be taken to the office of the Returning Officer at City Hall and secured. Advance Poll tabulations are not done until the close of Regular Polls on Election Day.

At the close of Special Polls and Mobile Polls, all election materials will be taken to the office of the Returning Officer at City Hall and secured.

All mail-in ballots received will be secured at the office of the Returning Officer at City Hall.

After 8pm on Election Day, ballots from Special Polls, Mobile Polls, and Mail-In Ballots will be inserted into the vote counting machine and results tabulated.

ELECTIONS CENTRAL

Members of the media broadcast election results from the Access Communications Centre, Elections Central, on Election Day. Candidates and the public are welcome to attend to follow election results.

Official Election Results will be declared by the Returning Officer.



ELECTION DAY

REQUEST FOR A RECOUNT

After the Returning Officer has declared the official results of a vote, any voter or candidate in the City or in the School Division(s) may request a recount. The grounds for a recount are prescribed in *The Local Government Election Act, 2015*. The person requesting the recount must deliver an official notice to the Returning Officer within four (4) business days of the declaration of the results of the vote. Such notices may be obtained from Elections Central.

IMPORTANT DATES

ELECTION DAY

Wednesday, November 13, 2024
Polls are open from 9am-8pm.

NOMINATION PERIOD

The nomination period will not be called later than Wednesday, September 25, 2024. The nomination period ends October 9, 2024, at 4pm.

NOMINATION DAY

Wednesday, October 9, 2024
All candidate nomination papers must be received at City Hall prior to the deadline of 4pm on this day to be considered for the 2024 Municipal Election.

ADVANCE POLL DATES & LOCATION

Saturday, November 2, 2024 - 12-6pm
Thursday, November 7, 2024 - 2-8pm
Saturday, November 9, 2024 - 12-6pm

Don Ross Centre Gymnasium and Lobby





www.cityofnb.ca