



# CANDIDATE CHECKLIST

- Verify you are qualified to hold office (citizenship, residency, etc.) and are not disqualified under *The Local Government Elections Act, 2015*, or *The Education Act*
- Decide which office you would like to represent (Mayor, Councillor, School Board Trustee)
- Review the City's *Candidate Criminal Record Check Bylaw No. 2162* and complete required forms with nomination package
- Review the City's *Campaign Disclosure & Spending Limits Bylaw No. 2167* and complete required forms
- Attend the SUMA Municipal Governance webinars on September 11th from 6:30-8pm and September 19th from 6:30-7:30pm
- Attend the Candidates Information Nights on Sept. 12th (Library) and Sept. 17th (Zoom) from 4:30-6:30pm.
- Note the requirements and deadlines for filing your nomination papers
- Appoint person(s) to act as your official agent(s), if desired, and file the appropriate forms with the Returning Officer
- Know the statutory requirements for election signage and which political activities are not permitted at voting places on Election Day, during advance polls, and during your campaign
- Familiarize yourself with the Voter Eligibility Requirements
- Ensure you are aware of advance, mobile, and special polls, and mail-in ballot information if you are asked by voters
- Note the name and contact information for the Returning Officer
- Promote the opportunity to vote on Election Day - Wednesday, November 13, 2024



**FORM I**

*[Clauses 67(3)(a)(b)(c)(d)(g) & (h) and subsections 67(3), (4) & (5) of the Act]  
[Subsection 37(1) of the Regulations]*

**NOMINATION**

We the undersigned, being voters of the City of North Battleford, nominate:

\_\_\_\_\_  
*(Name)*

of \_\_\_\_\_  
*(Street/road address or legal description of land)*

to be a candidate at the election to be held on the 13<sup>th</sup> day of November 2024 for the office of:

**COUNCILLOR: CITY OF NORTH BATTLEFORD**

<i>Signature (at least 5 signatures required)</i>	<i>Name (printed)</i>	Street/Road Address or Legal Description of Land
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____



## FORM I

[Clauses 67(3)(a)(b)(c)(d)(g) & (h) of the Act]  
[Subsection 37(1) of the Regulations]

### CANDIDATE'S ACCEPTANCE

I, \_\_\_\_\_,  
(Name as it will appear on ballot)

a candidate nominated for the office of **COUNCILLOR: CITY OF NORTH BATTLEFORD**

#### declare that:

1. I am the full age of 18 years or will attain the full age of 18 years on or before election day;
2. I am a Canadian citizen;
3. If elected, I will accept the office for which I am nominated;
4. I am not disqualified by *The Local Government Election Act, 2015* or any other Act from holding the office for which I am a candidate;
5. I have resided in Saskatchewan for at least six (6) consecutive months immediately preceding the date on which this nomination paper is submitted; and
6. I have resided in the City of North Battleford, or on land now in the City of North Battleford, for at least three (3) consecutive months immediately preceding the date on which this nomination paper is submitted.

#### Candidate's preferred contact information

(Candidates must provide at least one of the following)

Home Phone Number: \_\_\_\_\_ Cell Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Other Contact Information: \_\_\_\_\_

Dated at North Battleford, this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
(Signature of Candidate)

\_\_\_\_\_  
(Witness)

\_\_\_\_\_  
(Witness)



**ELECTIONS NORTH BATTLEFORD  
PUBLIC DISCLOSURE STATEMENT**

**To be submitted with Nomination Papers  
Form 1**

**NOTE:** This form must be completed by candidates running for an elected position and must be updated:

- Within 30 days of any material change; and,
- To correct any errors or omissions

A separate disclosure statement is required withing thirty (30) days after being elected.

Pursuant to section 116(2)(a)(i) of *The Cities Act* and section 67(6)(d) of *The Local Government Election Act, 2015*, I \_\_\_\_\_, a candidate running for an elected position in the 2024 municipal / school board election, hereby disclose the following:

1. **Subsection 116(2)(a)(i) – Sources of Remuneration:** The name of every employer, person, corporation, organization, association, or other body from which the candidate or someone in the candidate’s family receives remuneration for services performed as an employee, director, manager, operator, contractor, or agent:

Candidate’s Name or Name of Candidate’s Family Member	Payer	Nature of Relationship

2. **Subsection 166(2)(a)(ii) – Corporate Interests:** The name of each corporation in which the candidate or someone in the candidate’s family has a controlling interest, or of which the candidate or someone in the candidate’s family is a director or a senior officer:

My Name or Name of Family Member	Name of Corporation



3. **Subsection 116(2)(a)(iii) – Partnerships:** The name of each partnership or firm of which the candidate or someone in the candidate’s family is a member:

My Name or Name of Family Member	Name of Partnership or Firm

4. **Subsection 116(2)(a)(iv) – Business arrangements:** The name of any corporation, enterprise, firm, partnership, organization, association, or body that the candidate or someone in the candidate’s family directs, manages, operates, or is otherwise involved in that transacts business with the City:

My Name or Name of Family Member	Name of Corporation, Enterprise, Firm, Partnership, Organization, Association, or Body

5. **Subsection 116(2)(b) – Property Holdings:** The municipal address or legal description of any property located in the city of North Battleford, or an adjoining municipality that:
- a) the candidate or someone in the candidate’s family owns; or,
  - b) a corporation, incorporated or continued pursuant to *The Business Corporations Act* or the *Canada Corporations Act*, of which I or someone in my family is a director or senior officer or in which I or someone in my family has a controlling interest:



Owner(s)	Municipal Address or Legal Description	Municipality

6. **Subsection 116(2)(c) – Contract and Agreements:** The general nature and any material details of any contract or agreement involving the candidate or someone in the candidate’s family that could reasonably be perceived to be affected by a decision, recommendation, or action of City Council and to affect the candidate’s impartiality in the exercise of their office:

My Name or Name of Family Member	General Nature and Any Material Details of Any Contract or Agreement



**DECLARATION**

I, \_\_\_\_\_, of the city of North Battleford in the Province of Saskatchewan, do hereby declare that to the best of my knowledge, information and belief, the statements and allegations contained and made in this form are true and complete, and I make this declaration for the purpose of official registration, in the full knowledge that it will be available for public examination.

Dated this \_\_\_\_ day of \_\_\_\_\_, 2024.

Witness: \_\_\_\_\_ Signature of Declarant: \_\_\_\_\_

Date Received: \_\_\_\_\_

Administrator Signature: \_\_\_\_\_



## DEFINITIONS

- a) **“private interest”** does not include an interest in a decision:
  - i. that is of general public application; or
  - ii. that affects a person as one of a broad class of persons.
- b) **“controlling interest”** means an interest that a person has in a corporation if the person beneficially owns, directly or indirectly, or exercises control or direction over shares of the corporation carrying more than 25% of the voting rights attached to all issued shares of the corporation.
- c) **“family”** means the spouse and dependent children of a member of a candidate.
- d) **“senior officer”** means the chair or vice-chair of the board of directors, the president, any vice-president, the secretary, the treasurer or the general manager of a corporation or any other person who performs functions for the corporation similar to those normally performed by a person occupying any of those offices.
- e) **“council, council committee, controlled corporation, or other body”** includes any committee or subcommittee of a committee, and any board, agency or commission, appeal board, or other body, on which a member of council serves in his or her capacity as a member of council.
- f) **“spouse”** means:
  - i. the legally married spouse of a person, with whom the person is cohabiting; or,
  - ii. a person who has cohabited with another person as spouses continuously for a period of not less than two years.





**North  
Battleford**

Treaty Six Territory | Heartland of the Métis | Saskatchewan | Canada

CITIES

C-11.1 REG 1

FORM A.2  
[Clause 5.1(1)(a)]

**RESULTS OF CRIMINAL RECORD  
CHECK FOR CANDIDATE FOR ELECTION**

**NAME OF CANDIDATE:** \_\_\_\_\_  
Last Name Given Name Middle Name

**PREVIOUS NAME and/or ANY OTHER NAMES USED:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_  
Apt.# Street/Avenue

City/Town Province/Postal Code Telephone Number

**DATE OF BIRTH:** \_\_\_\_\_ **PLACE OF BIRTH:** \_\_\_\_\_  
Year/Month/Day

**GENDER:** Male / Female

**CITY:** \_\_\_\_\_  
Name of city

**NAME OF LOCAL POLICE SERVICE THAT CONDUCTED CHECK:** \_\_\_\_\_

**CRIMINAL RECORD CHECK ATTACHED:** Yes / No

*Note: The criminal record check from the local police service must be attached to this form to be acceptable for submission with the nomination paper and must have been completed not more than 30 days before the date of submission.*

*STATEMENT OF CONSENT: I consented to a search of all records available at the time the search was conducted, including charges before the courts (including active alternative measures, stays of proceedings entered within one year of this request and findings of unfit to stand trial), findings of guilt or convictions (including youth records accessible under subsection 119(2) of the Youth Criminal Justice Act) and court orders (including peace bonds, restraining orders and recognizances under sections 810.01, 810.1 or 810.2 of the Criminal Code) registered in my name in the National Repository and local records available to the police service. I understand that if a possible record existed, it would not be disclosed until identification was confirmed by either myself or by fingerprints. I also understand that apprehensions, orders or other records relating to The Mental Health Services Act or The Youth Drug Detoxification and Stabilization Act were not disclosed.*

*I understand criminal record checks submitted pursuant to section 63.1 of The Cities Act:*

- *are not considered to be for a volunteer position;*
- *are not considered to be for a position with the vulnerable sector;*
- *do not require fingerprint verification for the sake of submission with the nomination paper and it was my option to submit a fingerprint verification to confirm my identity and record or lack of a record;*
- *do not require a release of information to a third party because I received the results personally; and*
- *are not required to include copies of the records themselves.*

Dated this \_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_ . **Signature:** \_\_\_\_\_



**Appendix C**

**FORM T**

[Subsection 104(1) of the Act]

**Appointment of Candidate's Agent**

This is to certify

that \_\_\_\_\_  
(Name)

of \_\_\_\_\_  
(Address)

is authorized to attend Polling Area No.1 located at: North Battleford (The Polling Area)

on the \_\_\_\_\_ day of November, 2024, as my agent.

Dated at \_\_\_\_\_, this \_\_\_\_ day of \_\_\_\_\_, 2024

\_\_\_\_\_  
(Candidate)