



**2024  
Candidate  
Information  
Guide**

**ELECTION DAY  
November 13, 2024**

## Disclaimer

The Returning Officer has prepared this information guide for those seeking election or re-election for mayor or city councillor, 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 legislations, regulations, and bylaws, including:

- The Local Government Election Act, 2015 (LGEA)
- The Local Government Election Regulations, 2015 (Regulations)
- The Campaign Disclosure Bylaw 3-2021

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 Martensville Office for any questions or concerns.

Box 970  
37 Centennial Drive South  
Martensville, SK S0K 2T0

Phone: 306-683-5554

Email: [cbudnick@martensville.ca](mailto:cbudnick@martensville.ca)

Website: [www.martensville.ca/elections](http://www.martensville.ca/elections)



## General Information

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

On November 13, 2024, Martensville voters will elect their Mayor and City Councillors.

The Province of Saskatchewan sets out common rules that all candidates and voters must follow.

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 Martensville](#)
- [Government Relations, Government of Saskatchewan](#)
- [Saskatchewan Urban Municipalities Association \(SUMA\)](#)
- [Federation of Canadian Municipalities \(FCM\)](#)
- [King's Printer – Government of Saskatchewan](#)
- [Local Government Election Guide – For Saskatchewan Municipalities](#)
- [\*The Local Government Election Act, 2015\*](#)
- [\*The Local Government Election Regulations, 2015\*](#)
- [\*The Cities Act\*](#)
- [The Campaign Disclosure Bylaw No. 3-2021](#)

## 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 following the general election for the following offices.

### Municipal

One Mayor  
6 Councillors

## Term of Office

The term of office for mayor and council is four years.

## 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 a least six consecutive months immediately preceding the date on which nomination papers are submitted; and
- have resided in Martensville, or on land now in the city, for at least three consecutive months immediately preceding the date on which nomination papers are submitted.

## Important Dates

Date	Item
<b>September 24, 2024</b>	<p><b>Nomination Period Commences</b>            Nomination papers for candidates for the 2024 municipal election may be filed during regular business hours (Monday to Friday, 9:00 a.m. to 5:00 p.m., weekends and statutory holidays excluded)</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 2, 2024</b>	<p><b>Advanced Poll</b>            City Hall, 37 Centennial Drive S            1:00 p.m. to 5:00 p.m.</p>
<b>November 6, 2024</b>	<p><b>Advanced Poll</b>            City Hall, 37 Centennial Drive S            3:00 p.m. to 8:00 p.m.</p>
<b>November 9, 2024</b>	<p><b>Advanced Poll</b>            City Hall, 37 Centennial Drive S            1:00 p.m. to 5:00 p.m.</p>
<b>November 13, 2024</b>	<p><b>Election Day</b>            North Ridge Centennial Community Center, 901 3<sup>rd</sup> Street North.            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.</p>

## Important Dates - continued

<b>November 14, 2024</b>	Declaration of Official Results
<b>November 19, 2024</b>	New Council Sworn in (Inaugural Meeting)
<b>November 20, 2024</b>	Last day for election signs to be removed.

## Becoming an Elected Official

Becoming a member of council 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 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, you will be expected to serve a four-year term. Your term of office begins at the first meeting of the council following the general election and continues until the first meeting of the council following the next general election.

The inaugural meeting of Martensville City Council is November 19, 2024. Elected members will be sworn in at this meeting.



## City Council

City Council consists of a mayor and six 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* as 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 conduct 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

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 it 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.

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's salary is based on 50% of the current Provincial MLA salary. The mayor also receives a monthly cell phone allowance of \$75. 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 in public;
- to maintain the financial integrity of the city; and
- to perform any other duty or function imposed by any Act or by the council.

A councillor’s salary is based on 40% of the mayor’s current salary. There is no tax-exempt portion.

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

If elected, meetings occur twice or three times a month on Tuesdays at 5:00 p.m. in Council Chambers at City Hall.

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 Council Meeting 2. Committee of the Whole	Typically, the second and third Tuesday of each month. 1. 5:00 p.m. start time	All members of council
Other council meetings. • Budget deliberations • Strategic Planning • Special meetings	Various, may include daytime and evening meetings.	All members of council
Boards & Committees	Varies by board or committee	Appointment of Council members





## 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.

**Nomination for an office on council must be endorsed by at least five voters.**

## Dual Roles Clarification

No person can be nominated:

- As both mayor and councillor of the same municipality

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.

## 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 public disclosure statements may be filed at the Election Office

- **Monday to Friday between 9:00 a.m. – 12:00 p.m. and 1:00 p.m. – 5:00 p.m. from September 24, 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.

**Election Office**, 37 Centennial Drive South, Martensville, SK S0K 2T0

Phone: 306-683-5554

Email: [cbudnick@martensville.ca](mailto:cbudnick@martensville.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 Election Office (City Hall).

## 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.

## Candidate Profiles

To assist voters in the election process, all candidates for Council may submit candidate profile information. This information will be posted on the City's Website. The profiles may include a statement of up to 150 words, a recent head and shoulder photograph in digital format, and contact information.

**The Returning Officer and the City of Martinsville are not responsible for verifying or investigating the accuracy of information provided, or for the content or accuracy of contact information.**

**The Returning Officer reserves the right to refuse any statement deemed to be obscene or offensive.**

- Statements, excluding contact information, must be a maximum of 150 words. Statements in excess of 150 words will be reduced to end at the last complete sentence or phrase within the 150-word limit.
- The contact information must be limited to two telephone numbers, one fax number, one e-mail address, one website address, and one street address.
- Statements must be limited to information about the candidate, any organization endorsing the candidate, and the candidate's platform.
- Statements must be submitted in English only.
- The Returning Officer will not edit statements, except to reduce the length to 150 words. Incorrect spelling and grammar, or other obvious errors, will not be corrected.
- Electronic copies of candidate profiles and photographs should be e-mailed to the Returning Officer at [cbudnick@martensville.ca](mailto:cbudnick@martensville.ca)
- Electronic files must be accompanied by a printed version of the statement, signed by the candidate, which should be dropped off to the Returning Officer at City Hall.
- All profiles and photographs must be submitted by Wednesday October 16, 2024.
- For candidates who choose not to submit profile information, or who fail to submit appropriate information within the timeline, the candidate's name will appear in the candidate profiles with the notation "Candidate profile not available." Where the profile is complete except for a photo, the notation "Photo not available" will appear in the photo space.

## Disclosure of Campaign Contributions & Election Expenses

Candidates for Mayor and Councillor are responsible for reading and adhering to [The Campaign Disclosure Bylaw No. 3-2021](#), to ensure that campaign contributions and expenditures are reported as outlined. Bylaw 3-2021 imposes limitation on the expenses for candidates running for Council and imposes requirements on the candidate to report the contributions received and the funds expended.

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 3-2021 allows expenses to be incurred beginning June 1 of an election year (election 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 \$10,549.00.

Total campaign expenses for councillor candidates must not exceed \$3,164.70.  
(30% of the maximum allowable expenses for a mayoral candidate)

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

- A statutory declaration
- A list of cumulative campaign contributions
- A statement of campaign contributions and campaign expenses.

A public campaign disclosure must be filed with the Returning Officer on or before the first working day of May in the year immediately following the year in which an election is held.

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.

## Election Signs & Posters

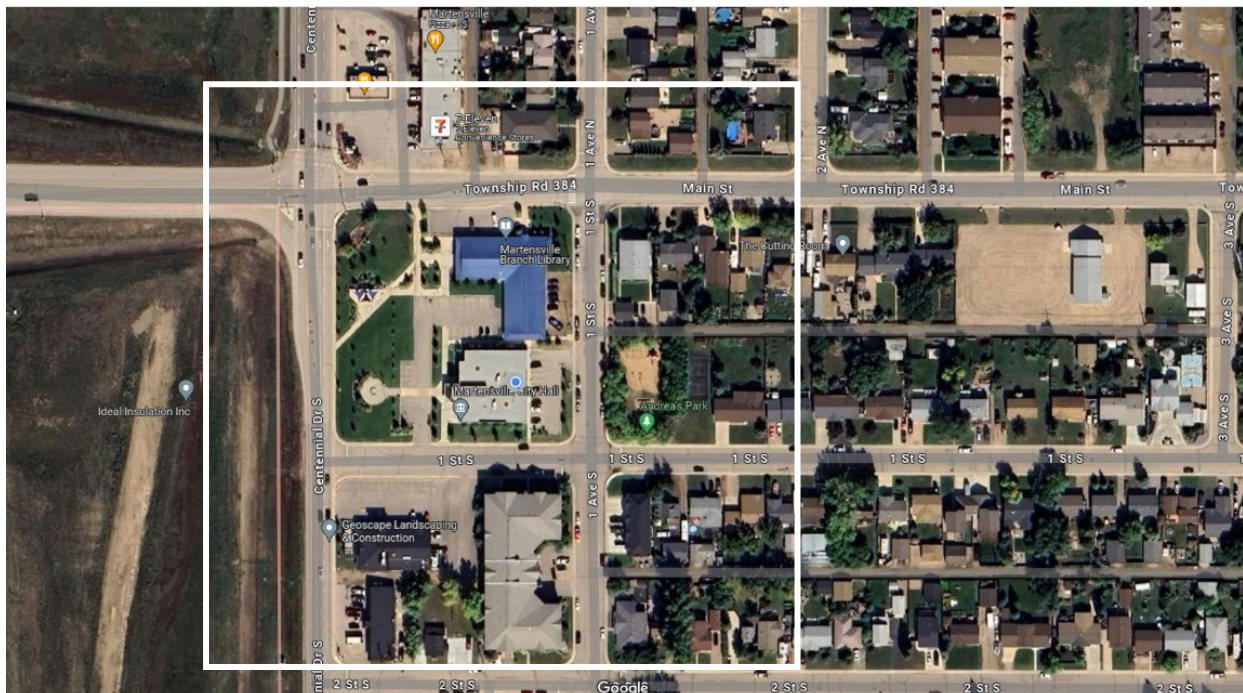
An Election Sign is a temporary sign designed or intended to be displayed in connection with the following:

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

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)

In accordance with clause 176(d) of the LGEA no person shall, in the polling place or within 100 meters 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.

### Advanced Polls Polling Location 37 Centennial Drive South





## Polling Location 901 3<sup>rd</sup> Street North



## Election Advertising

Candidates are prohibited from campaigning on City of Martensville social media channels, including Facebook, Instagram, X (formerly Twitter), LinkedIn and YouTube) Candidates may create their own social media channels.

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

- City of Martensville logo
- City of Martensville seal
- Other City of Martensville identification



## 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. 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.

### 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 house, a poll is open, no candidate, no agent of any candidate, not any other person shall, in the polling place within 100 meters 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 voters' 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 counts ballots by hand. Candidates and/or their agents can, however, observe all the election official's activities.

## Close of Polls

Polls will close at 8:00 p.m. Any voters in the building at 8:00 p.m. will be allowed to cast their vote. Once the polling location is empty only the candidate or agent and the election workers are permitted in the polling location.



## Results

Unofficial results will be announced at the North Ridge Centennial Community Centre, 901 3<sup>rd</sup> Street North, following the close of 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. Official 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 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 Martensville Office for viewing during regular business hours (Monday – Friday 9:00 a.m. – 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.