

Bylaw No. 8491

The Campaign Disclosure and Spending Limits Bylaw, 2006

**Codified to Bylaw No. 9897
(May 31, 2023)**

Bylaw No. 8491

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BYLAW NO. 8491

THE CAMPAIGN DISCLOSURE AND SPENDING LIMITS BYLAW, 2006

Whereas *The Local Government Election Act, 2015*, S.S. c. L-30.11, provides that a council may, by bylaw, establish disclosure requirements respecting campaign contributions and expenses, and establish campaign spending limits;

And Whereas the Council of The City of Saskatoon is desirous of enacting such a bylaw;

Now Therefore The Council of The City of Saskatoon enacts:

Part I Short Title and Interpretation

Short Title

1. This Bylaw may be cited as The Campaign Disclosure and Spending Limits Bylaw, 2006.

Definitions

2. In this Bylaw:
 - (a) “campaign contribution” means 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” means:
 - (i) 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; and
 - (ii) in the case of a by-election to fill a vacancy on Council, the period beginning on the day following the meeting at which Council decides to hold the by-election and ending 60 days following election day;

- (c) “campaign expense” means money spent or liabilities incurred, including, credit card fees associated with accepting campaign contributions, the cost of making expressions of appreciation after the close 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;
- (d) “campaign expenses period” means:
 - (i) 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; and
 - (ii) in the case of a by-election to fill a vacancy on Council, the period beginning on the day following the meeting at which Council decides to hold the by-election and ending 10 days following election day;
- (d.1) “campaign period” means the period beginning on June 1 immediately preceding a general election and ending on the date of the general election;
- (e) “candidate” means a person nominated in accordance with *The Local Government Election Act, 2015*;
- (f) “Chartered Professional Accountant” means a member in good standing of the Institute of Chartered Professional Accountants of Saskatchewan;
- (g) “City” means the City of Saskatoon;
- (h) “Clerk” means the City Clerk of the City of Saskatoon appointed pursuant to Section 85 of *The Cities Act*;
- (i) “contributor” means an individual, organization or corporation providing a campaign contribution;
- (j) “Council” means the Council of the City of Saskatoon;
- (k) “CPI” means the Statistics Canada Consumer Price Index;
- (l) “donation in kind” means the fair market value, at the time of the donation, of goods and services provided to or for the benefit of a candidate without compensation from the candidate and includes:
 - (i) services of an employee provided by a contributor for which the employee receives payment from the contributor;

- (ii) goods provided by a contributor who is a commercial supplier of the goods; and
- (iii) services provided by a contributor who is a commercial or occupational supplier of the services;

but does not include:

- (i) money; or
 - (ii) volunteer labour or services;
- (m) “election advertising” means 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:
- (i) advertising done in the ordinary course of the candidate’s business; or
 - (ii) voluntary statements made by an individual endorsing the candidate without compensation;
- (n) “fundraising event” means an event or activity held for the purpose of raising funds for a candidate by whom or on whose behalf the event or activity is held;
- (n.1) “personal contributions” means campaign contributions made by a candidate to their campaign from their own funds;
- (o) “registered charity” means a registered charity as defined in the *Income Tax Act*;
- (p) “Returning Officer” means a returning officer as defined in *The Local Government Election Act, 2015*; and
- (q) “volunteer labour or services” means labour or services provided for no remuneration but does not include labour or services provided by an individual if:
- (i) the individual is self-employed and the labour or services provided are normally sold or otherwise charged for by that individual; or
 - (ii) the individual is being paid by an employer, individual or organization for providing the labour or services.

Part II Campaign Expenses and Contributions

Campaign Period

- 2.1 It is the expectation of the City that campaigning activities occur only during the campaign period.

Time for Incurring Campaign Expenses

3. (1) Except as provided in subsection (2), campaign expenses may only be incurred during the campaign expenses period.
- (2) Expenses incurred for the preparation of election advertising materials, website development, signs and incidental financial charges required to accept campaign contributions may be incurred prior to the campaign expenses period but must be recorded and disclosed as campaign expenses in accordance with this Bylaw.

Limitation on Campaign Expenses

- 3.1 (1) The maximum allowable campaign expenses of a candidate for mayor or councillor for any election campaign shall not exceed the limits determined in accordance with this section.
- (2) The maximum allowable campaign expenses of a candidate for mayor shall be determined by application of the following formula:

$$\text{MCE} = \$0.75 \times (\text{IE} \div \text{IB}) \times \text{P}$$

where: MCE = expenses of candidate for mayor

\$0.75 = allowable campaign expense per capita

IE = CPI for the City up to March 1 in an election year

IB = CPI for the City for 2012 up to October 1

P = total population of the City as established by the most recent municipal wards commission

(IE ÷ IB) to be rounded to two decimal places

- (3) The maximum allowable campaign expenses of a candidate for councillor shall be ten percent (10%) of the amount determined pursuant to subsection (2).

Official Agent

- 3.2 (1) A candidate for mayor shall appoint an official agent who shall be responsible for the financial records relating to the election campaign.
- (2) A candidate for mayor may serve as their own official agent.
- (2.01) A candidate for mayor shall, at the same time as they submit their nomination paper, file an Appointment of Official Agent in the form prescribed in Schedule "F" with the Returning Officer.
- (2.02) If the official agent ceases to act for any reason, the candidate for mayor shall immediately appoint another official agent and file a new Appointment of Official Agent in the form prescribed in Schedule "F" with the Returning Officer.
- (2.1) The official agent appointed by a candidate for mayor in an election is responsible for:
- (a) receiving all campaign contributions made to or for the benefit of the candidate;
 - (b) authorizing all campaign expenses of the candidate;
 - (c) ensuring that:
 - (i) accurate records are kept of the campaign contributions and campaign expenses;
 - (ii) campaign contributions that are not donations in kind are:
 - (A) deposited in an account used solely for the purpose of holding campaign contributions; and
 - (B) used only for the purpose of the election campaign of the candidate;
 - (iii) accurate receipts for campaign contributions are issued and provided to contributors;
 - (iv) the Audited Statement of Campaign Contributions and Campaign Expenses required by Section 6 of this Bylaw is prepared;
 - (v) all financial records of the election campaign are retained for the duration of the term of office for which the candidate sought election and are made available on request to the Returning Officer;

- (vi) all payments for campaign expenses are made only from the account referred to in paragraph 2.1(c)(ii)(A);
 - (vii) anonymous contributions are not used or spent in the campaign, but are donated to a registered charity of the candidate's choice within 30 days of receipt of the campaign contribution in accordance with Section 9; and
 - (viii) any campaign contribution accepted by or on behalf of the candidate that is contrary to this Bylaw is returned to the contributor within 30 days of receipt of the contribution.
- (3) The appointment of an official agent shall not relieve the candidate for mayor of the responsibility to comply with the provisions of this Bylaw.
 - (4) Any remuneration paid to an official agent shall not be considered a campaign expense.

Candidate to Keep Records

- 4. (1) A candidate for election to Council, including a candidate for mayor, shall keep complete and proper accounting records of all campaign contributions and all campaign expenses.
- (2) Without limiting the generality of subsection (1), the candidate is responsible to ensure that:
 - (a) proper records are kept of receipts and expenses;
 - (b) a record is kept of the value of every campaign contribution, whether in the form of money, goods or services, and of the name and address of the contributor; and
 - (c) all records kept in accordance with this Section remain in the possession and under the control of the candidate at all times.

Candidate's Statement of Campaign Expenses/Contributions

- 5. (1) A candidate shall disclose campaign contributions and expenses in accordance with this Section.
- (2) A candidate shall file a Statement of Campaign Expenses/Contributions with the Returning Officer:

- (a) in the case of a candidate for mayor, within four months following the date of the general election or by-election; and
 - (b) in the case of a candidate for councillor, within three months following the date of a general election or by-election.
- (3) The Statement of Campaign Expenses/Contributions shall include:
- (a) a Statutory Declaration in the form prescribed in Schedule “A” signed by a Justice of the Peace, Notary Public or Commissioner of Oaths;
 - (b) an accounting of revenues and expenses relating to fundraising events in the form prescribed in Schedule “B”;
 - (c) a list in the form prescribed in Schedule “C” that shall include, in relation to campaign contributions:
 - (i) the first and last name of each contributor whose cumulative campaign contribution amounted to \$100.00 or more;
 - (ii) the cumulative amount that each of the named contributors has given to the candidate; and
 - (iii) if no contributor’s cumulative campaign contribution amounted to \$100.00 or more, a notation to that effect; and
 - (d) a list of all campaign contributions and expenses, a full accounting of revenues and expenses relating to fundraising events, details of donations in kind and loans received for the purposes of an election campaign in the form prescribed in Schedule “D”.

Auditing

6. (1) A candidate for mayor shall have the Statement of Campaign Contributions and Campaign Expenses (Schedule “D”) audited by a Chartered Professional Accountant in accordance with generally accepted auditing standards, and in compliance with the applicable rules of the Institute of Chartered Professional Accountants of Saskatchewan.
- (1.1) A candidate for mayor shall, within one month after election day, file an Appointment of Auditor in the form prescribed in Schedule “G” with the Returning Officer.
- (1.2) If the auditor ceases to act for any reason, the candidate for mayor shall immediately appoint another auditor and file a new Appointment of Auditor in the form prescribed in Schedule “G” with the Returning Officer.

- (2) The auditor shall complete the Statement of Auditor on the Statement of Campaign Contributions and Campaign Expenses (Schedule "D") prior to the candidate filing the statement with the Returning Officer.
- (3) If a candidate for mayor files a properly audited Statement of Campaign Contributions and Campaign Expenses (Schedule "D"), the City shall reimburse the candidate for the cost of the audit as follows:
 - (a) if the campaign expenses are less than \$5,000.00, the candidate shall receive the lesser of \$750.00 and the actual cost of the audit, plus applicable taxes;
 - (b) if the campaign expenses are \$5,000.00 or more, the candidate shall receive the lesser of \$2,000.00 and the actual cost of the audit, plus applicable taxes.
- (4) The maximum allowable limits for reimbursement of auditing costs for the 2012 general election shall be as prescribed in subsection (3). For all subsequent elections, the maximum allowable limits shall be adjusted to reflect the cumulative rate of inflation in Saskatoon since the immediately preceding election.

False or Misleading Statement

7. No candidate shall file with the Returning Officer a false, misleading or incomplete Statement of Campaign Expenses/Contributions.

Fundraising Events

8.
 - (1) A fundraising event may only be held during the campaign expenses period.
 - (2) All campaign contributions received at and all campaign expenses relating to fundraising events must be included in the Fundraising Events Income Statement (Schedule "B").
 - (3) Costs and expenses relating to a fundraising event shall not be considered a campaign expense for the purposes of calculating a candidate's maximum allowable campaign expense.
 - (4) Receipts must be issued for:

- (a) all funds received at or relating to a fundraising event, including tickets purchased, goods and services purchased, money given in response to a general collection and money solicited from persons in attendance; and
 - (b) all expenses relating to a fundraising event.
- (5) If the price of a ticket to a fundraising event exceeds the cost per ticket of the event, the excess shall be considered a campaign contribution. If that excess is \$100.00 or more, the name of the purchaser of the ticket shall be included in the list of campaign contributors in Schedule "C".
 - (6) The name of every person who contributes \$100.00 or more in response to a general collection or solicitation of money at a fundraising event shall be included in the list of campaign contributors in Schedule "C".
 - (7) If goods or services are purchased at a fundraising event for an amount that is in excess of fair market value, the excess shall be considered a campaign contribution. If the excess is \$100.00 or more, the name of the purchaser of the goods or services shall be included in the listing of campaign contributors in Schedule "C".
 - (8) The Clerk or any other person appointed by Council shall have the authority to audit a candidate's records relating to fundraising events.

Anonymous Contributions

- 9. (1) No candidate shall accept an anonymous campaign contribution.
- (2) If a candidate receives an anonymous campaign contribution, the candidate shall ensure that the contribution shall not be used or spent, but shall be donated to a registered charity of the candidate's choice within 30 days of the receipt of the contribution.

Campaign Surplus

- 9.1 If a Candidate's Statement of Campaign Expenses/Contributions, filed with the Returning Officer in accordance with Section 5, discloses a surplus for the candidate's campaign, the candidate shall disclose how the surplus funds will be used by providing the appropriate details in the Statutory Declaration "(Schedule "A")

Deferral of Campaign Expenses

- 9.2 Campaign expenses incurred by a candidate in an election shall not be carried forward to be considered as allowable campaign expenses in a subsequent election.

Publication of Disclosure Statements

10. (1) All documents filed with the Returning Officer pursuant to this Bylaw are public documents and, upon the expiration of the time prescribed by this Bylaw for filing the documents, may, on request, be inspected at the office of the Clerk during regular office hours.
- (2) The Clerk shall retain the documents referred to in subsection (1) in accordance with the City's records retention and disposal schedule established pursuant to Section 90 of *The Cities Act*.
- (3) The Returning Officer shall forward to Council for its information, a report summarizing the campaign contributions and campaign expenses of each candidate, with a notation for any candidate who has exceeded the limit on campaign expenses pursuant to Section 3.1, and the names of any candidates who fail to file the required disclosure statements pursuant to Sections 5 and 6.
- (4) The Clerk shall post in a conspicuous place a summary of the campaign contributions and expenses of each candidate, with a notation for any candidate who has exceeded the limit on campaign expenses pursuant to Section 3.1, and the names of any candidates who fail to file the required disclosure statements pursuant to Sections 5 and 6.
- (5) In addition to the requirements of subsections (3) and (4), the Clerk shall post on the City's website the Statement of Campaign Expenses/Contributions for all candidates seeking election in the immediately preceding election, whether the candidate was elected or not.

Deposits

- 10.1 A deposit submitted by a candidate for councillor or mayor pursuant to Section 68 of *The Local Government Election Act, 2015* shall not be returned to the candidate unless the candidate and the candidate's official agent have complied with the provisions of this Bylaw. For greater certainty, a deposit shall not be returned unless all filings required by this Bylaw are complete, accurate and filed on time.

Retention of Records by Candidate

11. All records of a candidate required to be maintained pursuant to this Bylaw shall be retained by that candidate for the duration of the term of office for which the candidate sought election.

Part III Election Disclosure Complaints Officer

Election Disclosure Complaints Officer Designated

12. Council hereby designates the Election Disclosure Complaints Officer as the person to investigate complaints pursuant to this Bylaw.

Appointment and Eligibility to Hold Appointment

13. (1) A person appointed as the Election Disclosure Complaints Officer pursuant to Section 12 shall be appointed for a term of two years or until a successor is appointed.
- (2) A person who is appointed as the Election Disclosure Complaints Officer shall:
 - (a) be a Canadian citizen;
 - (b) be over the age of 18 years; and
 - (c) have a general knowledge of this Bylaw.
- (3) No person who is a member of Council or any employee of the City or the City's controlled corporations and statutory boards is eligible to be appointed as the Election Disclosure Complaints Officer.

Remuneration

14. The Election Disclosure Complaints Officer shall be paid remuneration and reimbursement for expenses in accordance with the rates established from time to time by Council.

Duties

15. (1) The Election Disclosure Complaints Officer shall be responsible to investigate any complaint that a candidate has filed a false, misleading or incomplete disclosure of campaign contributions or expenses.

- (2) For the purposes of carrying out an investigation pursuant to subsection (1), the Election Disclosure Complaints Officer may retain the services of any person that the Election Disclosure Complaints Officer considers necessary to assist in carrying out the investigation of the complaint, and the cost of the services shall be considered an expense to be reimbursed pursuant to Section 14.

Complaint

16. (1) A complaint that a candidate has filed a false, misleading or incomplete disclosure of campaign contributions or expenses shall be submitted in the form prescribed in Schedule "E".
 - (2) The complaint form shall contain the:
 - (a) name, mailing address, telephone number and email address, if one is available, of the complainant;
 - (b) name of the candidate who is the subject of the complaint;
 - (c) nature of the complaint and the material facts upon which the complaint is made; and
 - (d) name, address and telephone number of any person that may have information that will assist in the investigation of the complaint.
 - (3) A complaint pursuant to subsection (1) shall be filed with the Clerk.
 - (4) Upon receipt of a complaint, the Clerk shall forward the complaint to the Election Disclosure Complaints Officer.
 - (5) Anonymous complaints shall not be accepted or forwarded by the Clerk to the Election Disclosure Complaints Officer.

Referral from Returning Officer

17. If, in the opinion of the Returning Officer, a candidate's disclosure of campaign contributions and expenses is, on its face, irregular or suspicious, the Returning Officer may refer the matter to the Election Disclosure Complaints Officer for investigation notwithstanding that no formal complaint has been filed with the Clerk.

Investigation

18. (1) Upon receipt of a complaint, the Election Disclosure Complaints Officer shall:
 - (a) contact the complainant and acknowledge receipt of the complaint;
 - (b) advise the complainant about the procedures that will be followed in investigating the complaint; and
 - (c) obtain from the complainant any information required to investigate the complaint.
- (2) In addition to the requirements of subsection (1), the Election Disclosure Complaints Officer shall notify the candidate that is the subject of the complaint that a complaint has been received and shall provide the candidate with a copy of the complaint.
- (3) The Election Disclosure Complaints Officer shall obtain from the candidate any information required to investigate the complaint.
- (4) In carrying out an investigation, the Election Disclosure Complaints Officer may inspect, at all reasonable times, all books, documents and accounting records of the candidate.
- (5) The Election Disclosure Complaints Officer may make copies of anything referred to in subsection (4).
- (6) Every candidate that is the subject of an investigation by the Election Disclosure Complaints Officer shall cause all books, documents and accounting records pertaining to the candidate's election campaign to be available for inspection by the Election Disclosure Complaints Officer at all reasonable times.
- (7) If a person refuses to allow or interferes with an inspection described in subsection (4), the Election Disclosure Complaints Officer may apply to a justice of the peace or a provincial court judge for a warrant authorizing a person named in the warrant to:
 - (a) enter the property and carry out the inspection authorized by this Bylaw; and
 - (b) search for and seize anything relevant to the subject matter of the warrant.

- (8) No candidate or person acting on behalf of a candidate shall:
 - (a) fail to comply with any reasonable request of the Election Disclosure Complaints Officer;
 - (b) knowingly make any false or misleading statement to the Election Disclosure Complaints Officer; or
 - (c) obstruct or interfere with the Election Disclosure Complaints Officer.
- (9) No complainant pursuant to this Bylaw shall:
 - (a) fail to comply with any reasonable request of the Election Disclosure Complaints Officer;
 - (b) knowingly make a false or misleading complaint to the Election Disclosure Complaints Officer; or
 - (c) obstruct or interfere with the Election Disclosure Complaints Officer.

Decisions

- 19. (1) After completion of the investigation, the Election Disclosure Complaints Officer may:
 - (a) dismiss the complaint; or
 - (b) uphold the complaint.
- (2) After a decision is made pursuant to subsection (1), the Election Disclosure Complaints Officer shall send to the complainant and the candidate a copy of the decision together with any written reasons for the decision.
- (3) The decision of the Election Disclosure Complaints Officer shall be final.
- (4) If the complaint is upheld, the Election Disclosure Complaints Officer shall send a copy of the decision to the Clerk with a recommendation that the matter be referred for review as to whether a prosecution is warranted.

Refusal to Investigate

- 20. (1) The Election Disclosure Complaints Officer may refuse to investigate any complaint or may terminate an investigation of a complaint if:

- (a) the complaint is received more than six months after the date for the filing of the Statement of Campaign Expenses/Contributions pursuant to Section 5;
 - (b) in the opinion of the Election Disclosure Complaints Officer, the complaint is frivolous, vexatious, trivial or is made in bad faith; or
 - (c) in the opinion of the Election Disclosure Complaints Officer, the circumstances of the complaint do not warrant investigation.
- (2) The decision of the Election Disclosure Complaints Officer to refuse to investigate any complaint or to terminate an investigation of a complaint is final.

Report to Council

21. Upon completing the investigation of all complaints arising out of a general election or a by-election, the Election Disclosure Complaints Officer shall submit a report to Council setting out:
- (a) the number of complaints received;
 - (b) the general nature of the complaints received; and
 - (c) the disposition or resolution of the complaints.

Confidentiality of Information

22. (1) The report submitted by the Election Disclosure Complaints Officer pursuant to Section 21 shall be a matter of public record.
- (2) The particulars of all complaints and all information obtained by the Election Disclosure Complaints Officer shall be confidential unless the release of that information is required in accordance with the provisions of *The Local Authority Freedom of Information and Protection of Privacy Act*.

Records

23. The particulars of all complaints and all information obtained by the Election Disclosure Complaints Officer shall become part of the records of the City and shall be kept in the office of the Clerk.

Part IV Enforcement

Offences and Penalties

24. (1) Every person who contravenes any provision of this Bylaw is guilty of an offence and liable on summary conviction to a fine of not more than \$5,000.00 and, in the case of a continuing offence, to a further fine of not more than \$5,000.00 for each day during which the offence continues.
- (2) A conviction for an offence under this Bylaw does not relieve the person convicted from complying with the Bylaw and the convicting judge may, in addition to any fine imposed, order the person to do any act or work, within the time specified by the judge in the order, to comply with the provisions of this Bylaw.
- (3) A person to whom an order is directed pursuant to subsection (2), who fails to comply with that order within the time specified by the judge, is guilty of any offence and liable on summary conviction to a fine of not more than \$5,000.00 for each day during which the non-compliance continues.
- (4) If a candidate is the subject of an investigation pursuant to this Bylaw and the candidate is convicted of an offence against this Bylaw based on information obtained pursuant to the investigation, the convicting court may order, in addition to any penalty imposed pursuant to this Bylaw, that the candidate pay all or any costs of the investigation.

Disqualification from Office

25. In addition to the penalties set out in Section 24, if a candidate who is elected contravenes any provision of this Bylaw, Part VIII of *The Cities Act* shall apply.

**Part V
Miscellaneous**

Coming Into Force

26. This Bylaw shall come into force on the day of its final passing.

Read a first time this 27th day of March, 2006.

Read a second time this 27th day of March, 2006.

Read a third time and passed this 27th day of March, 2006.

"Donald J. Atchison"
Mayor

"Janice Mann" "SEAL"
City Clerk

Schedule "A"

Statutory Declaration of Candidates for Municipal Office within the City of Saskatoon with Campaign Contributions and Campaign Expenses

The collection of information under The Campaign Disclosure and Spending Limits Bylaw, 2006 (Bylaw) is authorized by section 34 of The Local Government Election Act, 2015 (LGEA). Schedules A to D of the Bylaw collected pursuant to section 5 of the Bylaw are deemed public documents pursuant to subsection 142(3) of the LGEA and shall be published and made available for inspection in accordance with The Cities Act and section 10 of the Bylaw.

I, _____ of _____
(Candidate's full name) (Candidate's mailing address)

in the Province of Saskatchewan, do solemnly declare that:

1. I was a candidate for the position of mayor/councillor for the City of Saskatoon in the election held on the _____ day of _____, 20____.
2. The following is a true account of all the campaign contributions and campaign expenses of my election campaign in respect of the election described in paragraph 1.
 - (a) Campaign Contributions – (Line 1 from Schedule D) \$ _____
 - (b) Campaign Expenses – (Line 3 from Schedule D) \$ _____
 - (c) Net Fundraising Revenues (Expenses) – (Line 4 from Schedule B) \$ _____
 - Surplus (Deficit) (Line 6 from Schedule D) \$ _____**
3. I intend to use the surplus as follows:
 - Personal use
 - Charitable donation – Specify Organization: _____
 - Other use - Specify: _____
 - No surplus to declare
4. I have no reason to believe that any campaign expenses other than those listed above have been expended by me or with my authority and consent or by any person for the purpose of assisting me in the election.
5. I make this solemn declaration conscientiously, believing it to be true and knowing that it is of the same force and effect as if made under oath.

Declared before me at Saskatoon, in
the Province of Saskatchewan this _____
of _____, 20____

(Signature of Candidate)

(to be declared before a Justice of the Peace,
Notary Public, or a Commissioner of Oaths, etc.)

IT IS AN OFFENCE TO FILE A FALSE OR LATE STATEMENT OF CAMPAIGN EXPENSES/CONTRIBUTIONS

Schedule "B"

Fundraising Events Income Statement

Candidate Name: _____

Fundraising Event #1

Date: _____

Location: _____

Type of Event: _____

Admission Charge (per person)

\$ _____ A

*If admission charge per person varies, provide complete breakdown of all ticket sales

Number of Tickets Sold

_____ B

Ticket Revenue from Event (Line A x Line B)

\$ _____

Other Revenue (Please Specify)

\$ _____

Line 1. Total Gross Revenue:

\$ _____

Expenses (Please Specify)

\$ _____

Line 2. Total Expenses:

\$ _____

Line 3. Net Fundraising Revenue (Expenses) – Event #1 (LINE 1 – LINE 2) \$ _____

Fundraising Event #2

Date: _____

Location: _____

Type of Event: _____

Admission Charge (per person)

\$ _____ A

*If admission charge per person varies, provide complete breakdown of all ticket sales

Number of Tickets Sold

_____ B

Ticket Revenue from Event (Line A x Line B)

\$ _____

Other Revenue (Please Specify)

\$ _____

Line 1. Total Gross Revenue:

\$ _____

Expenses (Please Specify)

\$ _____

Line 2. Total Expenses:

\$ _____

Line 3. Net Fundraising Revenue (Expenses) – Event #2 (LINE 1 – LINE 2) \$ _____

Line 4. Total Net Fundraising Revenue (Expenses) - ALL Fundraising Events \$ _____
(Event #1 LINE 3 +/- Event #2 LINE 3)

*** Attach a separate Schedule for extra events – Line 4 should reflect Total from ALL Events

No Fundraising Events were held

Signature: _____
(Signature of Candidate)

Date: _____

Schedule "D"

Statement of Campaign Contributions and Campaign Expenses

Candidate's Full Name: _____

Campaign Contributions (excluding Fundraising Revenues):

Personal Contributions _____
Cash Donations _____
Donations in Kind _____
Loans/Lines of Credit (to the extent used) _____

Line 1 Total Campaign Contributions (Report on Schedule "A") \$ _____

Line 2 Other Revenues (e.g. interest, anonymous contributions) _____

Campaign Expenses (excluding Fundraising Expenses):

Nomination Deposit _____
Election Advertising (e.g. printing, web development, signs, brochures) _____
Office/Facility Space Rental _____
Office Administration (e.g. salaries, benefits) _____
Office Supplies & Equipment (e.g. furniture, stationery) _____
Electoral Materials (e.g. maps, list of Electors) _____
Food & Beverages/Entertainment _____
Telephone/Communications/Utilities _____
Insurance _____
Distribution/Postage _____
Transportation _____
Record Keeping Costs _____
Bank Fees/Incidental Financial Charges _____
Canvassers _____
Other Expenses (detail) _____

Line 3 Total Campaign Expenses (Report on Schedule "A") \$ _____

Line 4 Other Expenses (e.g. audit fees, remuneration paid to official agent) _____

Line 5 Net Fundraising Revenues (Expenses)
(Line 4 from Schedule "B"/Report on Schedule "A") \$ _____

Line 6 Surplus (Deficit) (Report on Schedule "A") [LINE 1 - LINE 3 (+/-) LINE 5] \$ _____

Attestation of the Candidate

I declare that the above statement is a true account of all campaign contributions received and campaign expenses incurred by me or by my agent on my behalf.

Signature of Candidate: _____ Date: _____

Statement of Auditor

(To be Completed on Behalf of Candidate for Mayor Only)

I declare that I have audited the above Statement in accordance with generally accepted auditing standards. In my opinion this Statement fairly presents the candidate's campaign contributions and expenses.

Signature of Auditor: _____ Date: _____

Full Name and Qualifications of Auditor: _____

Schedule “E”

Election Disclosure Complaint Form

Making a Complaint

Fully completed Election Disclosure Complaint Forms, with all supporting documentation, must be provided to the City Clerk’s Office. The City Clerk will forward this Form and the details of the complaint to the Election Disclosure Complaints Officer in accordance with Part III of Bylaw No. 8491, *The Campaign Disclosure and Spending Limits Bylaw, 2006*. Anonymous complaints will not be accepted or forwarded by the City Clerk’s Office to the Election Disclosure Complaints Officer.

Where to Send Your Complaint

Send your complaint by mail: City Clerk’s Office 222 – 3 rd Avenue North Saskatoon SK S7K 0J5	Send your complaint by email: City Clerk’s Office general email address: city.clerks@saskatoon.ca Subject heading must say: Election Campaign Disclosure Complaint
Send your complaint by fax: City Clerk’s Office general fax: 306-975-2784 Subject heading must say: Election Campaign Disclosure Complaint	If you have any questions on submission of your complaint, please contact the City Clerk’s Office at 306-975-3240

Contact Information of Complainant

Anonymous complaints will not be considered or investigated.

First Name:		Last Name:	
Address:			
City:	Province:	Postal Code:	
Home Phone:	Business Phone:	Cell Phone:	
Email Address:			

Name of the Candidate Who is the Subject of the Complaint

Please enter the first and last name of the candidate who is the subject of the complaint below. One complaint is allowed per Complaint Form.

First Name:	Last Name:
--------------------	-------------------

Details of the Complaint

Nature of complaint (Please include as much detail as possible including the nature of the complaint and the material facts on which the complaint is made. Please make reference to the section of Bylaw No. 8491, *The Campaign Disclosure and Spending Limits Bylaw, 2006* under which the complaint is being brought).

Witnesses or Individuals to Assist in Investigation of Complaint

Please insert the name(s) and contact information of any person that may have information to assist in the investigation of the complaint.

First Name:	Last Name:	
Address:		
City:	Province:	Postal Code:
Home Phone:	Business Phone:	Cell Phone:
Email Address:		

First Name:		Last Name:	
Address:			
City:	Province:	Postal Code:	
Home Phone:	Business Phone:	Cell Phone:	
Email Address:			
First Name:		Last Name:	
Address:			
City:	Province:	Postal Code:	
Home Phone:	Business Phone:	Cell Phone:	
Email Address:			

List of Enclosed Supporting Documents

Please include copies, not originals, of any documents in support of your complaint. Please list the documents enclosed below:

Complainant's Signature

Date

Schedule "F"

Appointment of Official Agent (Candidates for Mayor only)

Candidate Name: _____

Official Agent Information

I am acting as my own Official Agent

Full Name of Official Agent: _____

Mailing Address/Postal Code: _____

Phone Number (cell): _____ Phone Number (home/business): _____

Email Address: _____

Date of Appointment: _____

Location of Records to be Retained: _____

Signature: _____ Date: _____
(Signature of Candidate)

Consent

I, the undersigned, consent to be appointed as the official agent for the above-named candidate and am aware of the duties and responsibilities of this position.

Signature: _____ Date: _____
(Signature of Official Agent)

Schedule "G"

Appointment of Auditor (Candidates for Mayor only)

Candidate Name: _____

Auditor Information

Full Name of Accountant: _____

Firm: _____

Mailing Address/Postal Code: _____

Phone Number (cell): _____ Phone Number (business): _____

Email Address: _____

Date of Appointment: _____

Accountant is registered and in good standing with CPA Saskatchewan: YES / NO

Consent

I, the undersigned, consent to be appointed as the auditor for the above-named candidate and am aware of the duties and responsibilities of this position.

Signature: _____

(Signature of Auditor)

Date: _____